WennSoft

Signature

Job Cost Guide

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Job Cost Introduction

Signature Job Cost adds important job costing features to the Microsoft Dynamics GP application. Job Cost allows you to analyze job-related costs, billings, and profits, helping you make accurate and timely business decisions.

The ability to make informed, fast business decisions is one of the most significant benefits of a computerized accounting system, and Job Cost leads the way in facilitating those decisions.

> **Important:** If you intend to use Job Appointments and you also use TimeZone views in Service Management, your users must use the Alternate Customer Maintenance window to set up GP Customers and Addresses/ Locations. Failure to use the Alternate Customer Maintenance window will result in job appointments not being properly displayed in Schedule.

Posting Flow Documents

Posting flow documents are available to aid your understanding of system procedures, table relationships, and data flow. These documents can be found in Posting Flow Documents and Table Changes[1].

See also:

- Signature Action Lists for JC (page 1)
- Signature Home Pages for JC (page 3)
- Symbols, Buttons, and Indicators for JC (page 6)
- Batch Naming Conventions for JC (page 13)

Signature Action Lists for JC

Lists provide quick access to records and information, helping to reduce the amount of time that it takes to complete some of your daily tasks within Signature. You can use lists to perform actions on multiple records at once.

- Accessing Signature Lists (page 1)
- Performing an Action on a List Item (page 3)

Accessing Signature Lists

Lists are displayed in the content pane of the Microsoft Dynamics GP application window. In the navigation pane, you will find a button for each Microsoft Dynamics GP series and each Signature module.
Use the following navigation pane buttons to access Signature lists:

- Signature Service
- Signature Job Cost
- Signature Equipment

The content pane will display the area page for the product you have chosen. On the area page, you will find quick links to all the product's operations, which you can also access from the menu toolbar.

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1. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620247911/Posting+Flow+Documents+and+Table+Changes

The navigation pane will display a list of all the lists that are available for the selected product. The following lists are available for each Microsoft Dynamics GP series and Signature module:

Series/ Module	Lists
Financial	Accounts, Account Transactions, Checkbooks, General Ledger Batches, Report list, and Assets
Sales	Customers, Prospects, Salespeople, All Sales Transactions, Receivables Transactions, Sales Order Transactions, Invoicing Transactions, Receivables Batches, and Report list
Purchasing	Vendors, All Purchasing Transactions, Payables Transactions, Purchase Order Transactions, Payables Batches, and Report list
Administration	All Reports list, My Reports list, System Report list, Company Report list, Custom Report list, and SmartList Favorites
Inventory	Items, Bill of Materials, Item Transactions, Report list, and In-Transit Transfers
HR & Payroll	Employees, Applicants, Attendance Transactions, and Report list
Manufacturing	Bills of Materials, Picking Documents, Job Costing, Routings, and Manufacturing Orders
Project	Projects, Timesheet Transactions, Billing Transactions, PA purchase order transactions, and Report list
Field Service	Service Call Transactions, Contract Transactions, RMA Transactions, RTV Transactions, Depot Transactions, In-Transit Transfers, Equipment, and Report list
Signature Service	Service Locations
Signature Job Cost	Jobs
Signature Equipment	Equipment, Report list

Performing an Action on a List Item

Each list displays an action pane that contains action buttons. With these buttons, you can add new records to the list or perform actions on the records that you select in the list. You can also open windows that allow you to view record details.

Job Cost

1. Open the Job Cost area page by choosing the *Signature Job Cost* navigation pane button.
2. From the navigation pane, select *Jobs* to display the Jobs list in the content pane.
3. In the Job List window, existing job records are displayed.
4. By choosing job records from the list and using the action buttons, you can:
    - **Edit Jobs**
      Select to open the Job Maintenance window to edit the select job.
    - **New Job**
      Select to open the Job Maintenance window to create a new job.
    - **Close Jobs**
      Select to open the .NET Job Close window. The functionality of the marked jobs depends on if Enable Save Schedule is unmarked or marked in the Job Close Setup window. See Additional Job Close Setup (page 32).
        - If Saved Schedule option is not marked (or off), when a user marks a job in the Job List and then opens the Close Job window. The window will load with that job marked and other jobs available to close. If the user did not pick a job and clicked to open the Close Job window, the window will open with nothing displayed, which is the current functionality. Select Redisplay to populate the window.
        - If Saved Schedule option is marked (or on), when a user marks a job in the Job List window, the job will be added to the table, and display as marked in the Close Jobs window. The marked jobs will remain marked. The user will not receive a dialog to delete the already saved schedule. If user doesn’t pick any additional jobs, the window opens with what the user saved before or just all available jobs (even if not marked).

Signature Home Pages for JC

Home pages provide quick access to information and frequently-used windows and reports within Signature products. Signature home pages are customizable by user and integrated with Microsoft Dynamics GP home pages. Home pages were introduced in Microsoft Dynamics GP version 9.0. Home pages are not limited to accessing Signature windows and reports; you can also create links to Microsoft Dynamics GP windows, external programs, and web pages.

> ⚠ Signature Home Pages do not contain "user roles," as in Microsoft Dynamics GP home pages. Therefore, when you open your home page for the first time, the default display will be determined by your Microsoft Dynamics GP user role.

Access to Signature windows and reports from a home page is based on your access to Signature menu items, as defined in your Job Cost, Service Management, and Equipment Management user profiles. For example, in Job Cost, if you have been granted access to the Job Maintenance window previously, you will have the same access from a "quick link" on your personalized Signature home page. For Service Management users, global filtering - if set up - will apply to Signature home pages.

Home Page Areas

To control the content that displays on your home page, select the *Customize this page...* link in the upper right of your screen. The Customize Home Page window opens. Mark the checkbox next to each area that you want to appear on your home page. You can use the expansion buttons to further customize the content or close this window and refer to the following steps for each area.

Business Analyzer

The Business Analyzer (formerly called Metrics) displays graphical representations of data within your system. Signature provides five graphical reports for Job Cost, six graphical reports for Service Management, and six graphical reports for Equipment. See the full list along with descriptions at the end of this section.

Service Management graphical reports contain an SMS prefix. Job Cost graphical reports contain a JC prefix. Equipment Management graphical reports contain an EMS prefix.

Before you can view the Signature graphical reports on your home page, you must update each report's parameter to the specific user login name. This must be done for each user who needs to view the graphical report. The order of adding a graphical report to Business Analyzer in Microsoft GP Dynamics and updating the report parameters in Report Manager is not important, however, the graphical report will not display any data until the parameters have been updated.

Go to the **Report Server** (http://*yourcomputername*/Reports_*yourservername*).To update a graphic report's parameters:

1. From the Report Server, select *yoursystemDB> yourcompanyDB > Signature Job Cost* or *Signature Service*.
2. Open the **Charts and KPIs** folder.
3. In the Charts And KPIs window, hover your mouse over the report name and select the drop-down arrow that displays.
4. Select *Manage*.
5. From the navigation pane, select **Parameters**.
6. On the UserID line, select *Override Default* and then enter your login name.
7. Select *Apply*.

Adding Graphical Reports on Your Home Page

For information on how to add a graphical report to Business Analyzer, see the Microsoft Dynamics GP documentation.

Viewing Graphical Reports on Your Home Page

To display a Signature graphical report on your home page, select the right or left arrow that appears at the bottom of the Business Analyzer tile. Every time you select the right arrow, the next graphical report in the list displays on your home page.

The following Signature graphical reports are available, organized by product:

Service Management
Following is a list of graphical report names and an accompanying description.

- **12-MTH Analysis of Contract Costs and Revenue by Contract Type**
  Provides a side-by-side comparison of year-to-date costs and year-to-date revenue for contracts in the last 12 months.

- **Analysis of Costs vs. Billed By Cost Type**
  Provides a side-by-side comparison of year-to-date costs vs. year-to-date billed for contracts, starting with the current user date and organized by call type. This graphical report does not include taxes in billed amounts.
- **MTD Appointments Completed by Technician**
  Shows the top 12 most month-to-date appointments completed by technician ID.
- **MTD Billing by Technician**
  Shows the top 10 most labor billed by technician ID.
- **Overdue PM Appointments by Contract Type**
  Shows the top 12 number of contract service calls for which there are overdue appointments, organized by contract type.
- **Six Month Analysis of Service Billed and Unbilled Dollars**
  Shows the billed and unbilled amounts for the last six months, starting with the current user date. This graphical report does not include taxes in billed amounts.

Job Cost

- **Top 10 Jobs Anticipated Loss**
  Shows the top 10 jobs based on anticipated loss.
- **Top 10 Jobs Over/Under Billed**
  Shows the top 10 most under-billed jobs displayed in ascending order.
- **Top 10 Jobs Anticipated Profit**
  Shows the top 10 jobs based on anticipated profit.
- **Top 5 Jobs Earned vs. Billed**
  Provides a side-by-side comparison between the amount earned and the amount billed for contracts.
- **Top 5 Jobs Based on Contract Earned**
  Shows the top 5 jobs based on highest contract earned.

Equipment Management

- **Top 12 Branch Division Totals**
  Shows the top 12 total number of equipment per branch, by division.
- **Top 12 Branch Totals**
  Shows the top 12 total number of equipment per branch.
- **Top 12 Division Totals**
  Shows the top 12 total number of equipment per division.
- **Top 12 Model Rental Totals**
  Provides a side-by-side comparison of the number of equipment On Rent vs. the number of equipment Available.
- **Top 12 Model Totals**
  Shows the top 12 total number of equipment per model.
- **Top 12 Status Totals**
  Shows the top 12 total number of equipment per equipment status.

Quick Links

You can add quick links for most Signature windows/features. These links represent the many toolbar items. You can add quick links to windows, navigation lists, web pages, external programs, and files. For more information, see the Microsoft Dynamics GP documentation.

Shortcuts

Shortcuts are displayed in the upper part of the navigation pane when your Home Page is displayed. If the navigation pane is not visible, select the Layout menu and select Navigation Pane. Select the Home navigation pane button to display your shortcuts and your home page.

Use shortcuts to quickly open frequently used windows and resources within Microsoft Dynamics GP. For example, if you regularly access a small subset of windows in your daily tasks, you can create shortcuts to those windows and store them in one folder. You can do the same with windows that you use less frequently, such as those used for month-end closing procedures.

The default set of shortcuts contains a Startup folder. Shortcuts that you move into this folder will start automatically when you log in to a company in Microsoft Dynamics GP.
Shortcuts also may include a User Classes folder. The User Classes folder is created for you by the system administrator and contains shortcuts to specific tasks and windows. The system administrator can modify and delete a User Classes folder or any other shortcuts within the folder.

Keyboard Shortcuts

You can apply a series of keystrokes to activate a shortcut (or any other command) using the keyboard. Any keyboard commands already in use will not be available to use for custom keyboard shortcuts.
For more information on shortcuts and keyboard shortcuts, see the Microsoft Dynamics GP documentation.

To Do

This area contains reminders and tasks that pertain to information that needs to be addressed or actions to be performed.
For more information, see the Microsoft Dynamics GP documentation.

Symbols, Buttons, and Indicators for JC

Symbols and Buttons

The following symbols and buttons are used in the windows throughout Service Management, Job Cost, TimeTrack, and Equipment Management.

Symbol/Button	Description
	Account Analysis Use the Account Analysis button to check or change the analysis codes to which the posting amount is to be allocated. The account analysis button is available when an amount is to be posted to a ledger account that has been set up for Multidimensional Analysis (MDA).

Symbol/Button	Description
	Appointment History The Appointment History button in the Service Call Appointments window opens the Appointment History window, listing all changes made to the appointment. The button will be present if the Keep Appointment History checkbox was marked in the Service Options window.
 	Arrows Use the Arrow buttons to rearrange items in a scrolling window.
	Attached Image Use the Attached Image button to attach documents to a record. If a record has attached documents, the button shows a paper clip attached to a piece of paper. If the record does not have attached documents, the button shows a paper clip. Document examples include purchase orders, diagrams, or job change orders. Bitmap file format (.BMP) is required unless you have purchased the Advanced Document Management feature. This feature allows numerous file formats (e.g., .DOC, .XLS, .TIF) to be attached.
	Best Technician Choosing the Best Technician button selects the next available, qualified technician for a service call. This allows you to schedule a technician for a service call as soon as possible.
	Browse (or VCR) Browse buttons help you scan information, such as customer records and location records. You'll be able to browse through records using the sorting method selected for that window. This feature helps you locate records quickly.
	Camera Use the Camera button to view images attached to an equipment record.

Symbol/Button	Description
	Ellipsis If the Project Manager's Advisor feature is registered, the ellipsis button is available in certain windows. Use the button to open the Project Job Summary window.
	Eraser Use the Eraser button to remove items from a list.
	Expansion When you select an Expansion button, the detail for the selected field is displayed.
	Folder Use the Folder button to browse to find a file.
	Go The Go button is used to quickly locate items in a scrolling window. To use the *Go* button, enter a partial entry in the field and select the green arrow. The scrolling window will be positioned on the first occurrence of your entry.
	Go To Use the Go To button to open the Go To menu, which lists windows you can open. The items on the Go To menu in the Equipment Manager window are user-definable.
	Hyperlink (zoom) A hyperlink appears as an underlined prompt for a field. Select the link to open a window containing additional information for this item.
	Item Information Displays additional information about the selected item.
	Link Use the Link button to link a branch in Equipment Management to a branch in Service Management. Choosing this button in the Equipment Manager window will populate the customer, address ID, and equipment ID fields to the branch in the Service Management. If the branch is not linked, the Link button displays with a red slash.

Symbol/Button	Description
	Lookup A Lookup button indicates a lookup window is available. When you select a lookup button, a list of lookup items is displayed in a window. Using lookup windows helps you to quickly enter and validate the information.
 	New Call Use the New Call button to create a new service call in Service Management.
	Next Available The Next Available button is used to calculate the technician's next available time slot for performing an appointment. The button is disabled if you have more than one appointment on the call or if the service call date and appointment date don't match.
	Notepad The Notepad button makes it possible to attach important information directly to a window or record so it's easily accessible. An attached note is easily recognized because lines of text appear to fill the button. If a note isn't attached to a window or a field, the notepad button will not have lines.
	Organization Structure Use the Organizational Structure button to assign a piece of equipment to an organizational structure, such as a company branch or division. Organizational structures must have been set up on your system.
	Password Padlock Use the Password Padlock button to assign or change a password for a protected item such as a budget.
	Phone Use the Phone button to search for a customer by phone number. You must first enter a phone number and then select the Phone button. If a match is found, the customer record is retrieved.
	Print Use the Print button to print the information displayed in the window.
	Print If the Project Manager's Advisor feature is registered, the Print button is available in certain windows. Use the button to select a report to print.

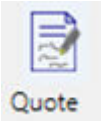
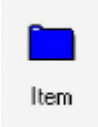
Symbol/Button	Description
	Query Use the Query button to establish temporary filter preferences for items viewed in a window. Once the window is closed, the temporary filter preferences are cleared.
	Redisplay Use the Redisplay button to refresh a window after you've entered changes.
	Show/Hide Detail Use the Show/Hide Detail buttons to view additional information for items listed in a scrolling window.
	Technician Schedules The Technician Schedules button opens the Technician Schedules window, which is used to determine technicians' availability.
	Tree View The Tree View button opens a tree view window. Tree view windows display directories, subdirectories, and items using folders. A "+" symbol next to a folder indicates the folder contains subdirectories or items. Subdirectories and items are indented under a directory.

Indicators

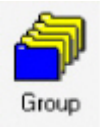
Visual indicators are linked to the customer ID and location. Not all indicators may be visible because they depend on your system's initial setup.

Indicator	Description
	Branch The Branch indicator appears in the Service Manager window if you are using global filtering. Use the looking glass pointer that appears over the indicator to open the Global Filter View window. This displays the global filtering information for the selected customer's location. The branch name, affiliate, region, and branch are displayed. Global Filtering is an optional module that must be purchased separately. Contact WennSoft Sales for more information.

Indicator	Description
	Canceled Contract A Canceled Contract indicator displays when a canceled contract exists for the selected location. Select the indicator to open the Maintenance Contract window.
	Closed Contract A Closed Contract indicator displays when a closed contract exists for the selected location. Select the indicator to open the Maintenance Contract History window.
	Contract A Contract indicator displays when contracts exist for the selected location. To view the contracts, select the Contract button at the top of the window to open the Maintenance Contract window or use the lookup in the Contract Number field to select a contract.
	Expired Contract An Expired Contract indicator displays when an expired contract exists for the selected location. Select the indicator to open the Maintenance Contract window.
	Master Contract A Master Contract indicator displays if a master contract exists for the customer location. Select the indicator to open the Master Contract window.
	Stop-and-go light The Stop-and-Go Light indicator displays the account status of the selected customer. The three lights of the Stop-and-Go Light are driven by Microsoft Dynamics GP accounts receivables aging. If the customer's account status is within the time range of the first field, then the light is green. If the customer's account status is within the second time range, the light is yellow. If the account status is within the third or higher time range, or if the customer is on hold or inactive, the light is red. You can also define an additional procedure to turn the Stop-and-Go Light red.
	History The History indicator displays if current or historical service calls exist for this customer. Select the indicator to open the Service Call Lookup by Customer window.
	Jobs The Jobs indicator displays if current or historical jobs are associated with the service location. Select the indicator to open the Jobs At Service Location window. See Viewing Jobs Associated With the Service Location[2].

Indicator	Description
	**Quote** The Quote indicator displays if a maintenance quote exists. Select the indicator to open the Contract Quote window.
	Overdue The Overdue indicator displays when there are overdue scheduled preventive maintenance service calls for the selected customer location. Select the indicator to open the Overdue PM window where you can view a list of the preventive maintenance service calls that are overdue. Selecting an overdue service call opens the Service Call window.
	Service Level Agreement (SLA) The SLA indicator displays if the contract number for the selected customer's location has a service level assigned to it and therefore a guaranteed response time needs to be met.
	Warranty A Warranty indicator appears in several windows if equipment associated with a service call or maintenance call is covered by a warranty. You associate equipment with a service call in the Service Call or Service Call Tasks window. You associate equipment with a maintenance contract in the Contract Coverage Maintenance window. The indicator appears in the Service Call, Service Invoice, Maintenance Costs, and Adjustments to Costs windows. If the date in the Warranty Expires or Extended Warranty Expires field in the Equipment window is greater than the date the service call was opened, the indicator appears.
	Has Components The Has Components indicator displays in the Equipment window for master equipment records.
	Component The Component indicator displays in the Equipment window when the equipment record is a component record.
	**Item** The Item indicator displays in the Equipment window when the equipment record doesn't belong to a group.

2. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620325843/Viewing+Jobs+Associated+With+the+Service+Location

Indicator	Description
	**Group** The Group indicator displays in the Equipment window when the equipment record belongs to a group and the item is the lead item in the group.
	Group Item The Group Item indicator displays in the Equipment window when the equipment record belongs to a group and the item isn't a lead item in the group.
	Project Contract Status Select the Project Contract Status indicator in the Project Status window to open the Project Contract Status window for the given project. The current contract, pending, and expected contract amounts are shown.
	Project Billed Position Select the Project Billed Position indicator in the Project Status window to open the Project Billed Position window for the given project. The contract earned, over (under) billing, and cash over (shortage) amounts are shown.
	Stop-and-Go Light The Stop-and-Go Light indicator displays in the Subcontractor Status window and the Master Subcontractors Maintenance window. If the subcontractor to which a job is assigned is marked on hold in the Subcontractor Maintenance window, the light is red. If the subcontractor is not on hold, the light is green.

Batch Naming Conventions for JC

The following batch names are used in Signature.

Service Management

Description	Batch Name	Example
Manual reopen of service call.	user+MNLREOPEN	*LESSO*MNLREOPEN

Description	Batch Name	Example
Manual close of service call.	user+MNLClose	*LESSO*MNLCLOSE

Job Cost

Description	Batch Name	Example
Changing profit type on a Job cost code.	PRFTCHG+user	PRFTCHG*LESSO*

Description	Batch Name	Example
Running Revenue Recognition for Percentage of Complete	POC+user+batch date	POC*LESSO*05052027

Description	Batch Name	Example
tion (POC)		

Description	Batch Name	Example
Running Revenue Recognition for Revenue Performanc	RPO+user+batch date	RPO*LESSO*05052027

Description	Batch Name	Example
eOblig ations (RPO)		

Job Cost Setup

To use Job Cost, you must perform setup procedures. Typically, you complete the setup procedures once. How you use Job Cost depends on how your accounting system is set up, as well as how Microsoft Dynamics GP modules such as Receivables Management, Payables Management, and Payroll are set up. In some cases, you can use default entries from Microsoft Dynamics GP modules when you set up information in Job Cost.

> ⚠ You must complete all setup procedures before using Job Cost.

In Job Cost, you must set up the following:

- Core system
- Cost codes
- Accounts
- Security
- Payroll
- User-defined fields

> ⚠ You can also set up your system to access Signature windows using SmartList objects. See Using SmartList Objects for Signature Job Cost Products (page 81) for more information.

Before setting up Job Cost, document your Job Cost accounting processes with the assistance of your accounting professional. If you have not discussed the setup process with your accountant, we recommend you do so before continuing.

See also:

- Signature Job Cost Setup Checklists (page 21)
- Setting Up the Core Job Cost System (page 22)
- Setting Up Cost Codes for Job Cost (page 40)
- Setting Up Accounts for Job Cost (page 45)
- Setting Up Payroll for Job Cost (page 58)
- Labeling Job Cost User-Defined Fields (page 76)
- Setting Up and Using Document Management in Job Cost (page 78)
- Creating Labor Rate Groups for Job Cost (Optional) (page 78)
- Using SmartList Objects for Signature Job Cost Products (page 81)

Signature Job Cost Setup Checklists

Setup checklists provide a way to make setting up your applications easier and more efficient. Setup tasks are arranged in the order in which they should be performed. Instead of traversing through the menus, you can perform setup tasks in one easy location. In addition, you can track the status of each setup task by marking it as In Progress, Complete, or Not Used. Whenever you make changes to a setup window, the system will prompt you to update that status.

Access to Signature setup windows is based on your access to Signature menu items, as defined in your Job Cost, Service Management, and Equipment Management user profiles.

Some setup tasks that require "sa" security privileges cannot be performed using the Setup Checklist window; instead, users must perform these tasks using the menu paths.

Overhead Groups and Detail Codes Setup
Setting up overhead groups and overhead detail codes is *not* included as part of the Setup Checklist. For these setup tasks, use the following menu paths:

- For Service Management, mark the Use Overhead Amounts from Job Cost checkbox in the Service Options window, then select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Groups* (for overhead groups) and *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Detail Codes* (for overhead detail codes).
- For Job Cost, select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Groups* (for overhead groups) and *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Detail Codes* (for overhead detail codes).

- Accessing the Setup Checklist Window (page 22)
- Getting Help With Setup Tasks (page 22)
- Completing a Setup Task (page 22)

Accessing the Setup Checklist Window

Select *Microsoft Dynamics GP > Tools > Setup > Setup Checklist*.
This window is populated with Microsoft Dynamics GP and Signature setup tasks. The Signature modules that integrate with GP include Job Cost, TimeTrack, Service Management, and Equipment Management.

Getting Help With Setup Tasks

Signature setup checklists include window-level help. This help displays in the Setup Guide window, which appears to the right of the Setup Checklist window. When you select a setup checklist task, the Setup Guide window changes to display information for that task.

Completing a Setup Task

1. Select the plus sign in front of a product to reveal its setup categories. You can also highlight the product and use the right or left arrow keys on your keyboard to expand or collapse the tree view. You can also select to expand or contract all nodes.
2. Select the plus sign in front of the setup category to show the setup tasks. As illustrated below, individual setup tasks do not have a plus sign in front of them:
3. Double-click a task to open the setup window for that task.
4. Complete the setup window. Refer to the Setup Guide on the right side of the screen for help, or the appropriate user manual for that Signature product.
5. Save your changes. The Setup Checklist Status window displays: You can keep the status as In Progress or change it to Complete or Not Used. The setup checklists are very flexible; if you mark a setup task as Complete, you can still open that setup window later and make changes if you need to. When a change has been made to a setup window, it is notated in the Setup Checklist, a green checkmark indicates that the setup task is marked as Complete. If a setup task is marked as Not Used, it will be notated with a gray circle. Tasks that are In Progress are identified with green progress icon .

For additional information on the Setup Checklist window, refer to your Microsoft Dynamics GP documentation.

Setting Up the Core Job Cost System

Setting up the core Job Cost system involves the following to be set up in the order listed.

> **Important:** If you intend to use Job Appointments and you also use TimeZone views in Service Management, your users must use the Signature Alternate Dynamics versions of the Customer Maintenance, Customer Address Maintenance, and Customer Class setup windows. These windows contain information that is specifically used by Signature during the appointment scheduling process.

See also:

- Setting Up Job Cost Security (page 23)
- Viewing Application and User Activity Information in Job Cost (page 26)
- Determining the Revenue Recognition Method (page 27)
- Setting Up Fiscal Periods (page 28)

- Choosing Posting Options (page 30)
- Additional Job Close Setup (page 32)
- Project Percentage of Completion Revenue Recognition (page 33)
- Setting Up Document Numbers (page 36)
- Setting Up Projects (page 36)
- Setting Up Master Tax Schedules (page 37)
- Choosing Job Cost Setup Options (page 38)
- Setting Up Job Types (page 39)
- Setting Up Architects (page 40)

Setting Up Job Cost Security

Job Cost uses the Microsoft Dynamics GP security functions for window- and report-level access. In addition to Microsoft Dynamics GP security, Job Cost provides password protection for certain functions based on a security level that is granted to each user. The purpose of Job Cost security is the ability to change passwords for specific functions based on security level.

Setting up security in Job Cost involves the following:

- Step 1: Enter a System Password (page 23)
- Step 2: Select Functions to Password Protect (page 23)
- Step 3: Create Security Levels (page 25)
- Step 4: Set Up a Password Profile (page 25)
- Step 5: Create a User Profile (page 25)

Step 1: Enter a System Password

You can either accept the default password or enter a new password to access Job Cost security functions.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Security Setup > System Password*.
2. Enter the default system password of "access" and select *OK*.
3. Enter a new system password.
4. Select *Save*.

Step 2: Select Functions to Password Protect

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Security Setup >Password Setup*.
2. Enter the system password and select *OK*.

   ⚠ Some functions are marked by default and cannot be changed.

3. Use the drop-down list in the Password Setup window to view only those items in a specific functional area, such as Job Status or Job Maintenance.
4. Select the functions that require password-protection.
5. Select *OK* to close the window.

Description of Password Functions

The following lists each item by functional area and provides explanations of what happens when the item is marked as requiring a password. Functions that cannot be changed are marked as "permanent" in the descriptions.

Job Status

- **Revise Estimate Cost**
  Allows estimate cost revisions in the Job Status window.
- **Revise Forecast Cost**
  Allows forecasted cost revisions in the Job Status window.

Job Maintenance

- **View Job Maintenance**
  Allows opening of the Job Maintenance window.
- **Edit Job Cost Code Profit Type & Amt**
  Allows changes to the profit type and amount in the Job Cost Codes Setup window. (permanent)
- **Edit Original Contract**
  Allows changes to the original contract amount in the Job Maintenance window.
- **Change Contract Type**
  Allows changes to the contract type in the Job Maintenance window. (permanent)
- **Add Job Cost Codes**
  Allows saving new cost codes to a job.

Billing

- **Create Job Invoice**
  Allows entry of billing amounts in the Job Invoice Entry window.
- **Override Billing Amount**
  Allows billing in excess of the contract amount. (permanent)

Change Orders

- **View Change Orders**
  Allows change order additions in the Job Status window.
- **Edit Change Order Profit Type & Amt**
  Allows changes to the change order profit type and amount in the Change Order Cost Codes Setup window. (permanent)
- **Edit Change Order Amt**
  Allows changes to the change order amount in the Change Order Cost Codes Setup window. (permanent)
- **Post Change Orders**
  Allows posting change orders in the Job Status window.
- **Revise Change Order Estimate Cost**
  Allows changes to posted change order estimates.

Miscellaneous

- **Print Reports**
  Allows access to Job Cost Reports menu.
- **Access Utilities**
  Allows opening Job Cost utilities.
- **Job Cost Routines**
  Allows access to Job Cost routines.
- **Access Setup Options Menu**
  Allows access to Job Cost Setup menu.

Step 3: Create Security Levels

You can set up different security levels to assign to individuals. For example, an "administrative clerk" level might have access only to data entry windows or functions, but a "supervisor" level might have access to every window and function.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Security Setup > Security Levels*.
2. Enter the system password and select *OK*.
3. Enter a **Security Level** and **Description**.
4. Select *Save*.

Step 4: Set Up a Password Profile

For each security level, you can define a password profile for individual functions. You can accept the default password for all functions, enter individual passwords for the functions, or enter a password for an individual functional area.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Security Setup > Password Profile*.
2. Enter the system password and select *OK*.
3. Enter an existing Security Level.
4. Select a functional area from the **Password Function Group** drop-down list.
5. You can change all the passwords for an entire functional area or for individual functions.
   - **For functional area:** Enter the new password in the **Default Password** field and select *Apply All.* All the passwords for that group change in the Password column.
   - **For individual functions:** Enter the new password in the **Password** column for an individual function.

     All passwords must be UPPERCASE.
6. Close the Password Profile Setup window for the changes to take effect.

Step 5: Create a User Profile

The User Profile Setup window is used to assign each user ID to a security level. You can set up a one-to-one relationship between the Microsoft Dynamics GP user ID and the Job Cost employee ID.
Depending on the restriction chosen, the user can view payroll information for all employees, only those for which the employee is assigned as project manager, or for no employees.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Security Setup >User Profile*.
2. Enter the system password and select *OK*.
3. Complete the following fields, as necessary.
   - **User ID**
     Select *Add Users* and select from the list of Microsoft Dynamics GP user IDs assigned to your company.
   - **Security Level**
     Assign a security level to this user.
   - **Employee ID**
     Select the employee you are creating the ID for.

     If you are using the Project Manager's Advisor (PMA) feature, we recommend that you enter an employee ID for security purposes.
   - **Division**
     If you have the Project Manager's Advisor feature registered, you can enter a division. The View Divisions field becomes enabled after choosing a division.

- **Open Payroll Entry Zoom, View Job Status, View Job History, View Divisions**
  You must have the Project Manager's Advisor feature registered to enable the View Job Status, View Job History, and View Divisions fields.
  - **All**
    The user can view job details for all employees.
  - **Assigned Jobs**
    The user can only view job details of jobs that the user is assigned to as project manager. If the Project Level feature is registered, the project managers will be limited to viewing their own projects.
  - **None**
    The user cannot view job details.

4. Select *Save*.

> Users who have a user profile set up in Service Management should have access to the following alternate Microsoft Dynamics GP windows: Customer Address Maintenance, Customer Class Setup, and Customer Maintenance. Users who only have a user profile set up in Job Cost should not have access to these alternate windows.

Viewing Application and User Activity Information in Job Cost

The About Signature window lists the versions of Dexterity, Microsoft Dynamics GP, and Signature that you are using. You can also view the number of Signature users registered for your company and the number of users currently in the system.

View Application Information

Select *Help > About Signature.*

View Registered Modules

Select the *Modules* button in the About Signature window to open the Signature Modules window. This window displays all Signature modules and whether the site is registered to use those modules.

> If a Signature product is not registered, the word DEMO appears next to the product name, along with an expiration date. Refer to the Installation, Upgrade, and New Features manual for information on registering Signature products.
> You can print the information listed in the Signature Modules window by choosing the *Print* button. The Registration report prints.

View Installation History

1. Select the *History* button in the About Signature window to open the Signature Installation History window. This window displays the version of Signature products you are running, any service packs or maintenance releases that have been installed, as well as other relevant information. The window initially displays information for the current workstation and server. You can make another selection from the Display drop-down list to view other information. You can rearrange the columns by dragging and dropping the column header. Changes to the columns will be saved for each user. Selections in the drop-down list include:
   - Current Workstation and Server

- Current Workstation Only
- All Workstations and Server
- All Workstations Only
- Server Only

2. To print the Installation History report, select the printer button. The report contains the information listed in the Installation History window.

View User Activity Information

Select *Microsoft Dynamics GP* > *Tools* > *Setup* > Module Name > Module *User Activity.*

The User Activity window shows which users are currently using the module, which company they're working in, and the date and time they started working in that company. It's important to monitor user activity if you've reached the maximum number of users allowed in the system or if you need exclusive access to the system before performing a file maintenance procedure. You can select *Redisplay* to update the window with any users that have logged in since you initially opened the window. You can delete a user by selecting the user ID and choosing *Delete*.

Determining the Revenue Recognition Method

One of the first steps in setting up your Job Cost system is choosing posting options. The posting option is dependent on your revenue recognition method. Your accountant can advise you on the method most appropriate for your business. Under the revenue recognition principle, revenues should be earned and realized before they are recognized. Posting then transfers the journal entries to the appropriate accounts in the general ledger.

The revenue recognition methods include:

- Revenue Performance Obligations (page 27)
- Percentage of Completion (page 27)
- Completed Contract (page 28)
- Immediate Recognition (page 28)

Revenue Performance Obligations

The Revenue Performance Obligation revenue recognition method is used by companies that either enter into contracts with customers to transfer goods or services or enters into contract for the transfer of nonfinancial assets unless those contracts are within the scope of other standards (for example: leases and insurance contracts). Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)* http://www.fasb.org[3].

Each job can have one or more revenue codes assigned, depending on contract type. *Original Transaction Price + Change Order Transaction Price Amount = Expected Transaction Price Amount*. The total transaction price amounts for a job cannot exceed the Expected Contract Amount.

Percentage of Completion

The Percentage of Completion revenue recognition method records a job's revenue and expenses in each period, based on the actual percentage of the job completed during the period. Typically, all costs incurred for the period post to a general ledger work-in-process (WIP) account as a debit. A monthly journal entry is created to recognize revenue and the cost of sales using the following equation:

[Actual Cost (or Labor Hours) / Forecasted Cost (or Labor Hours)] x Contract Amount = Revenue Earned

3. http://www.fasb.org/

As part of the month-end process, the following general ledger account adjustments are made to record revenue and expenses on your monthly profit-and-loss statement:

- Credit each WIP account (balance sheet)
- Credit the job revenue account (profit and loss)
- Debit the cost of jobs account (profit and loss)
- Debit the progress billings account (balance sheet)
- Debit to unbilled receivables or credit to billings in excess (balance sheet)

To use the Percentage of Completion revenue recognition method, mark the *Revenue Recognition Method* checkbox on the Posting Options window. The **Closing Jobs Journal Entry** checkbox on the Posting Options window will be marked automatically.

Completed Contract

With the Completed Contract revenue recognition method, the cost and revenue on a job are recorded only when the job is completed and closed. This can occur at any time during the fiscal year.
When the job is complete, the costs and revenues are removed from balance sheet accounts and transferred to profit-and-loss statement accounts such as cost of jobs and job revenue. To accurately adjust the general ledger when you close the job, Job Cost creates the following entries:
For expenses not yet posted to profit and loss accounts:

- Credits each WIP account (balance sheet)
- Debits the cost of jobs account (profit and loss)

For revenues not yet posted to profit and loss accounts:

- Debit the progress billings account (balance sheet)
- Credit the job revenue account (profit and loss)

To use the Completed Contract revenue recognition method, mark the **Closing Jobs Journal Entry** checkbox on the Posting Options window.

Immediate Recognition

With the Immediate Recognition method, you can record revenue when an invoice is created by using Job Cost's invoice accounts as revenue accounts. If you select this method, cost of sales is recognized as cost transactions are posted. Typically, no WIP accounts are used, and the cost code method of posting is used.

To use the immediate recognition method to recognize revenue, do not mark the **Revenue Recognition Method** checkbox or the **Closing Jobs Journal Entry** checkbox in the Posting Options window.

Setting Up Fiscal Periods

Fiscal periods are divisions of the fiscal year that define when transaction information is summarized, and financial statements are prepared. Although fiscal periods are typically monthly, quarterly, or semi-annually, you can create a maximum of 54 open fiscal periods for each year. When you no longer want information posted to a period, you can close the period. If you wish to save time setting up the same fiscal periods in both Job Cost and Microsoft Dynamics GP, you also have the option of automatically calculating Job Cost Fiscal periods when you create fiscal periods in Microsoft Dynamics GP.

Creating Fiscal Periods

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Fiscal Periods*. The first time you open the Job Cost Fiscal Periods Setup window, if fiscal periods are set up in Microsoft Dynamics GP, they will automatically be created in Job Cost. Select *OK* to save changes. No further editing is required.
2. Use the **Year** drop-down list to select a year to set up or enter a new year.
   The Historical Year checkbox indicates if the selected year has been closed (*Microsoft Dynamics GP > Tools > Setup > Company > Fiscal Periods*).
3. The **First Day**, **Last Day**, and **Number of Periods** fields default based on existing fiscal periods. You can enter different values.
4. Select *Calculate*.
5. You can change the name of the periods. For example, if you use four fiscal periods, you could enter Quarter 1 for Period 1. To change the name of a period, double-click the period under the **Period Name** column and type the new name. You can also edit the **Date** fields.
6. To print the Fiscal Periods Setup report, select *File > Print* or select the printer button.
7. Select *OK*.

Creating Microsoft Dynamics GP and Job Cost Fiscal Periods

You can automatically create Job Cost fiscal periods when you set up fiscal periods in Microsoft Dynamics GP. In addition, re-calculating the periods of an existing GP fiscal year also re-calculates existing Job Cost fiscal periods.

> ⚠ If you are editing an existing fiscal year and a closed Job Cost period is detected within that year, the changes you make to the GP fiscal year will affect GP only and will not roll down to Job Cost.

1. Select *Microsoft Dynamics GP > Tools > Setup > Company > Fiscal Periods*.
2. Enter the new fiscal **Year** and dates for the **First Day** and **Last Day** of the year.
3. Enter the **Number of Periods** that you want in the new fiscal year and select *Calculate*.
4. When the fiscal periods populate in the scrolling window, make any necessary changes. Refer to the Microsoft Dynamics GP documentation for more information about GP fiscal period setup.
5. When you are finished setting up the GP fiscal year, select *OK*. A Job Cost fiscal year is automatically created with fiscal periods based on the same setup options. To view or edit the Job Cost fiscal year, select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Fiscal Periods*.

Editing an Existing Fiscal Year

The changes that you make in GP fiscal period setup will affect Job Cost only if the fiscal year that you are editing does not contain any closed Job Cost fiscal periods. If, for example, you want to change the length of GP period 4, but Job Cost period 4 is already closed, this change cannot roll down to Job Cost and will be made in GP only. This is true whenever the Job Cost fiscal year contains closed periods, regardless of which periods are closed and which you are editing.

1. Select *Microsoft Dynamics GP > Tools > Setup > Company > Fiscal Periods*.
2. Select an existing **Year** from the drop-down menu.
3. You can re-calculate fiscal periods by editing the **First Day**, **Last Day**, and/or **Number of Periods** in the fiscal year and choosing *Calculate*.
4. Edit the fiscal periods in the scrolling window, as necessary. Refer to the Microsoft Dynamics GP documentation for more information about GP fiscal period setup.
5. When you are finished, select *OK*. The changes that you made to the GP fiscal year will be reflected in the Job Cost fiscal year as well.

Choosing Posting Options

Since journal entries are transferred to the appropriate accounts in the general ledger during posting, Job Cost contains multiple posting options that allow you to specify the source of your posting accounts. You can also specify how you will post your payroll and options for closing jobs. To print the JC Posting Options report, select *File > Print* or select the printer button.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Posting Options*.
2. Complete the Cost Code Debit Posting Accounts section by choosing the type of posting account. This allows you to specify where to define general ledger posting accounts for Job Cost transactions.
    - Select **Cost Codes** if:
        - You want to assign a posting account for each cost code when you create a new job.
        - You are using the immediate revenue recognition method and you want the ability to assign any general ledger account as the default debit posting account for any cost code assigned to a job.
        - You do not post cost transactions to WIP accounts. With this option, you must assign a posting account to each Job Cost code.
        - You assign a general ledger posting account while setting up cost codes in the Master Cost Codes Setup window. That account is added to the cost code record when you add cost codes to jobs in the Job Cost Codes Setup window. You can change the general ledger account number assigned to the code at that time.
        - You want unlimited posting accounts, one for each cost code.
    - Select **Division** if you are using the percentage-of-completion or completed contract revenue recognition method to post costs to WIP accounts. You can use this option for up to nine general ledger posting accounts, one for each cost element. Choosing this option requires you to assign default cost element posting accounts for each division. Transactions posted to all cost codes for the same cost element in a division update the same general ledger account.
      If you are using the immediate revenue recognition method, you can use either the **Cost Codes** option or the **Division** option.
3. Select one of the following **Revenue Recognition Methods**:
    - **None**
    - **Percentage of Completion**
        - **POC Calculation Method**
          You can use either **labor hours** or **costs** as the method of POC calculation. The percentage complete for a job is calculated as either Actual Labor Units divided by (Revised) Forecasted Labor Units or Actual Costs divided by Forecasted Costs. This is a global option; your selection applies to all jobs in the system. If you change this option, you must run the Recreate Job Master Summary utility for ALL jobs to recreate all months using the new POC calculation method. You may want to use the labor hours method if you find POC to be misleading when calculated based on cost, reflecting the cost of equipment or materials that are sitting in a warehouse rather than the cost of actual work that has been completed for the job.
        - **Use Job and Project Loss Recognition**
          For more information on loss recognition and this setup option, see Loss Recognition (page 110).
    - **Revenue Performance Obligations**
      CAUTION: DO NOT change the Revenue Recognition Method in Posting Options from RPO to POC if you have any active RPO jobs. If the Revenue Recognition Method is changed from RPO to POC, all RPO jobs will be missing from future POC processes. You will not be able to run the RPO process to recognize the missing revenue because the RPO fields will no longer be available.
4. **Post Through the GL**
   Mark this checkbox if you want to post the transaction through the General Ledger. If you are using the Percentage of Completion or Revenue Performance Obligations method, a general ledger journal entry is created each period to recognize revenue and cost of sales. If you do not mark the **Post Through the GL** checkbox, you need to manually post the transaction stored in a general ledger batch at the end of each

month. However, manual posting allows you to print an edit list and review the accounts that update before posting in the general ledger.
This option overrides your GP Posting Setup option to allow batch posting only. If you post through the GL, transactions can be posted even without the Allow Transaction Posting GP option marked.

5. **Sales/Revenue Accounts for SOP Billing From**
If you are using the Sales Order Processing (SOP) module to bill jobs, select the accounts to be updated for billing SOP transactions. Choices include Job Cost and SOP. If you are using the revenue recognition percentage-of-completion posting method, the Job Cost radio button is selected automatically and cannot be changed.
    - **Job Cost**
    If you select Job Cost, the accounts set up in the Invoice Accounts Setup window *(Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Invoice Accounts)* will be used.
    - **SOP**
    If you select SOP, either the item or customer accounts will be used, as set in the Sales Order Processing Setup window *(Microsoft Dynamics GP > Tools > Setup > Sales > Sales Order Processing)*.
6. In the **Payroll** section, select from the following options:
    - **Certified Payroll**
    Mark this checkbox if you create certified payroll reports. If you use Microsoft Dynamics GP Payroll to print your company's payroll checks every week and have certified payroll jobs, mark the Certified Payroll checkbox.
    If you do not use Microsoft Dynamics GP Payroll or do not have certified payroll jobs, leave this option unmarked. This option requires additional processing time during posting.
    - **Rate Class**
    Mark this checkbox if you want to assign wage rates, benefits, and deductions to union employees, by category, using rate classes. See Setting Up Rate Classes for Union Payroll (page 63).
    If you are ONLY using Rate Class to determine the pay rate amount for your payroll transaction, and Union reporting is NOT a requirement, we have added a new option to improve the process performance of running payroll. By adding this line to the Dex.ini file, benefit and deduction records will not be gathered in our tables: DisableRateClassBenefitsAndDeductions=TRUE DO NOT USE this option with the Rate class **Prevailing Wage** or **Highest Wage** options.
    - **Payroll Post Through the GL**
    Mark this checkbox to post Job Cost payroll batches through the General Ledger. Leave this option unmarked to post payroll batches manually in the General Ledger. A General Ledger journal entry is created automatically each time you post job transactions through Microsoft Dynamics GP Payroll to Job Cost.
    - **Payroll Post to Job Cost Only**
    Mark this checkbox if you do not use Microsoft Dynamics GP Payroll and you want to post Job Cost payroll transactions to Job Cost only. This option allows you to post payroll transactions without building checks first and deletes your payroll batch after posting. If you mark this option, you also need to mark Payroll Post to Service Only. *Microsoft Dynamics GP > Tools > Setup > Service Management > Invoice Setup > Invoice Options.*
    If you mark this checkbox, a GL batch will still be created when you post the Job Cost payroll transaction. If you do not want to update the general ledger, you should delete this batch.
    - **Payroll Post Transaction Summary**
    Mark this checkbox to create a General Ledger journal entry that totals all payroll transactions for each division. This option is useful if the same employee works on multiple jobs. If you do not mark this checkbox, a journal entry is created for each transaction.
    - **Payroll Overhead Detail Distribution** (optional):
    Mark this checkbox if you wish to set up unique overhead offset accounts for each overhead detail code. An account must be assigned for each division and overhead detail code through the Payroll and Overhead Offset Accounts Setup window (*Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Payroll Offset Accounts*).
7. In the (optional) Estimate Cost section, mark the **Estimate Cost by Period** checkbox if you would like to estimate your costs by fiscal period. Marking this checkbox disables the Estimate Units and Estimate Amount/

Unit fields on the Job Cost Codes Setup window and enables the "+/-" button on the Job Cost Codes Setup window. See Revising estimated costs (page 96) for information on entering estimates.
WARNING: Do not change the Estimate Cost by Period option after creating jobs.

8. In the **Close Jobs** section, select from the following:
    - **Closing Jobs Journal Entry**
      Mark this checkbox to automatically create a closing jobs journal entry in the general ledger when you close a job. This entry credits the WIP accounts and debits the cost of sales for each cost element. The final revenue earned (the total contract amount) becomes a credit to your contract-earned closed jobs account and a debit to your progress billings account. The journal entry moves these totals from the balance sheet to the profit-and-loss statement.
      If you use the completed contract revenue recognition method, you must mark the Closing Jobs Journal Entry checkbox. This option is marked automatically if you are using the percentage-of-completion revenue recognition method.
    - **Allow Job to Close if Committed Costs**
      Mark this checkbox to close jobs with committed costs.
    - **Post Through the GL**
      Mark this checkbox to post transactions through the General Ledger.
      Beginning with Signature 2018 R4, the Post Through the GL option only applies to the legacy Job Close window. If you are using the new Job Close window, you will need to manually post the batch.
    - **Allow Job to Close if Net Billed not equal to Expected Contract**
      Mark this checkbox if you want the ability to close a job when the billed amount does not equal the contracted amount.
    - **Allow Job to Close if Total Invoiced not equal to Cash Received**
      Mark this checkbox if you want the ability to close a job when the total invoiced amount does not equal the cashed received.
    - **Only Allow Inactive Jobs to be Closed**
      Mark this checkbox if you do not want users to be able to close active jobs. When this option is marked, opening the Close Jobs window will not temporarily inactivate active jobs. Be aware that in a multi-user scenario, a job may be reactivated by one user while another user is attempting to close it.
9. (Optional) To access the additional **Job Close Setup** window, select *Additional* from the top navigation and then select *Job Close Setup*. Use the Job Close Setup window to disable filters, indicate the columns that display related to jobs and projects, and to enable users to save a job close schedule. See Additional Job Close Setup (page 32) for more information.
   This window is only accessible for users who fall under the security task K2AA_JOBCLOSESET. This security task is automatically assigned to the WSJC POWERUSER* role.
10. Select *Save*.

Additional Job Close Setup

Use the Job Close Setup window to disable filters, indicate the columns that display related to jobs and projects, and to enable users to save a job close schedule.

1. Go to *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Posting Options*.
2. In the Posting Options window, select *Additional* and then select *Job Close Setup*.
3. The **Report Folder** and **Reports** fields default to display folder and report names. You would only need to edit these fields if you have a custom report that may or may not reside in a different folder.
4. In the **Disable Filters** section, mark the filters that you do not want to show in the Close Jobs window. All four options display unless marked to disable. Note that you are required to have at least one filter displayed in the Close Job window.
    - All Jobs
    - Project
    - Customer

    - Division
5. In the **Enable Job Columns** section, mark any additional job-related columns to display in the Available Jobs scrolling window. These default to none marked.
    - Job Name
    - Manager ID
    - Job Address
    - Contract Type
    - Billing Type
6. In the **Enable Project Columns** section, mark any additional project-related columns to display in the Available Jobs scrolling window. These default to none marked.
    - Project Name/Description
    - Architect ID
    - Project Set-up Date
    - Project Closed Date
7. In the **Close Job UI Processing Threshold** section, mark the number of minutes the job close SQL process may need. The default value is 2 minutes. We recommend that you only change this value if the process times out.
8. Mark **Enable Save Schedule** to automatically save jobs marked to be closed so that when the user opens the .NET Close Jobs window, the jobs previously marked load as marked for the User ID and Posting Date for processing later.
9. Select *Save*.

Project Percentage of Completion Revenue Recognition

If you are using the Project Level feature, you can now use the project's percentage of completion (POC) to recognize revenue. Previously, percentage of completion could only be used at the job level to recognize revenue.

A project's POC is determined by the Project Total Cost divided by the Project Forecast Cost, where these values are calculated as the sum of the total and forecast costs for all jobs assigned to the project. All jobs, including those that are inactive, are included in the project POC calculation. You cannot have any jobs excluded from POC when POC is recognized at the project level.

The project's percentage of completion will be applied as the POC for each job that is assigned to the project. This is the POC that will be used to calculate the contract earned amount for each job, as well as the entire project.

Example

Project A has three jobs:

Job	Job Expected Contract	Job Total Cost	Job Forecast Cost
2776	2,000,000	1,500,000	1,500,000
2777	5,000,000	2,600,000	3,000,000
2778	3,000,000	1,500,000	2,500,000

The job amounts are added to determine the project amounts:

Project	ProjectExpected Contract	ProjectTotal Cost	ProjectForecast Cost
Project A	10,000,000	5,600,000	7,000,000

Project POC (Project Total Cost **/** Project Forecast Cost) = 80% (5,600,000 **/** 7,000,000)
Project Contract Earned (Project POC **x** Project Expected Contract) = 8,000,000 (80% **x** 10,000,000)
Job Contract Earned (Project POC **x** Job Expected Contract) =

2776	1,600,000 (80% **x** 2,000,000)
2777	4,000,000 (80% **x** 5,000,000)
2778	2,400,000 (80% **x** 3,000,000)

- Requirements (page 34)
- Setting Up a Project to Use Project-Level POC (page 34)
  - POC Method Indicators (page 35)
    - Job Windows (page 35)
    - Project Windows (page 35)
    - Reports (page 35)
  - Project POC Breakdown (page 35)
    - From the Billed Position Window (page 35)
    - From the Project Billed Position Window (page 35)

Requirements

To use Project Level POC, in addition to having the Project Level feature registered, you must have the following options selected in the Posting Options window (*Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Posting Options*):

- Cost Code Debit Posting Accounts set to **Division** posting
- Percentage-of-Completion marked as the **Revenue Recognition Method**
- POC Calculation Method set to **Posted Costs**

If you meet these requirements, you can use the project-level POC method for recognizing revenue.

> ⚠ When upgrading, the POC Method for existing jobs and projects defaults to Job Level.

- You can change the POC method on a project only if the project type is Project Standard Billing and no invoices have been created for the project.
- You can change the contract type on a job that has been invoiced and included in a POC journal entry only if the billing type for the job and the project is Standard.

Setting Up a Project to Use Project-Level POC

Complete the following steps to use percentage of completion at the project level. You cannot change the POC method for any project that has invoices saved or posted.

1. Select *Cards > Job Cost > Project* to open the Project Maintenance window.

2. Select a **Project Number**.
3. In the **POC Method** field, select *Project Level*.
4. Select *Save*.

POC Method Indicators

Job Windows

When project-level POC is being used, the POC Method field will appear on multiple job and project windows to indicate that POC is being recognized at the **Project Level**.

This read-only field appears on the Job Maintenance, Job Status, and Job Billed Position windows for jobs that are using project-level POC.

When POC is recognized at the job level, this field will be hidden from the job windows.

Project Windows

When project-level POC is being used, the POC Method field appears on the Project Maintenance, Project Status, and Project Billed Position windows for projects that are using project-level POC.

This field is read-only on the Project Status and Project Billed Position windows.

Reports

When project-level POC is being used, the Job Report indicates the POC Method as Project Level.

All project and job reports display contract and billing amounts based on the project POC when the POC method is set to Project Level.

Project POC Breakdown

The new Project POC Breakdown window allows you to view a breakdown of expected contract, contract earned, billing, and over/(under) billing amounts when you are using project-level POC. You can open this window from either the Billed Position window or the Project Billed Position window.

From the Billed Position Window

Opening the Project POC Breakdown window from a job's Billed Position window allows you to view POC, contract, and billing amounts for the job.

1. Select *Cards > Job Cost > Job*.
2. On the Job Maintenance window, select a job and use the expansion button to open the Job Status window.
3. Use the *Billed Position* button to open the Billed Position window.
4. Use the *Project POC Breakdown* button to open the Project POC Breakdown window. This button is hidden if the job is not using project-level POC.

This window displays information only for the current job, using the **Project % Completion** as the POC.

From the Project Billed Position Window

Opening the Project POC Breakdown window from the Project Billed Position window allows you to view contract and billing amounts for the project by job.

1. Select *Cards > Job Cost > Project*.

2. On the Project Maintenance window, select a project and use the expansion button to open the Project Status window.
3. Use the *Project Billed Position* indicator to open the Project Billed Position window.
4. Zoom on the **Project Contract Earned** field to open the Project POC Breakdown window.

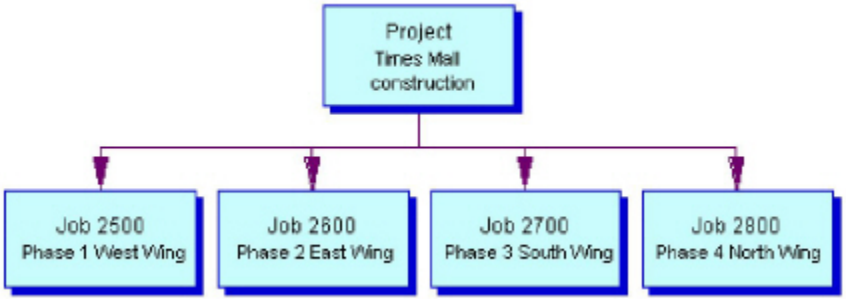
Setting Up Document Numbers

Document numbers reference the various types of documents associated with Job Cost such as invoices, change orders, and purchase orders. These numbers appear in transaction entry windows and on Job Cost posting reports as part of the audit trail. You can use the document number to trace a posted transaction to its origin.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Number Options.*
2. For each document type, accept the default description.
3. Enter the **Next Number** to use when you create a new document. You can override this number when you enter transactions.
4. To print the Number Options report, select *File > Print* or select the printer button.
5. Select *Save*.

Setting Up Projects

Projects are used to group and track related jobs. You can assign multiple jobs to a project and print reports by project number. The diagram below illustrates a sample project. Projects are used primarily with project-level billing. If you do not use project-level billing, you do not have to set up projects. See also Setting Up Project-Level Billing (page 212).



To create a project:

1. Select *Cards > Job Cost > Project* to open the Project Maintenance window.
2. Complete the following fields, as necessary.
   - **Project Number, Description**
     You must enter a number and description for the project.
   - **Manager**
     Use the lookup to select a project manager.
   - **Customer Number, Address**
     Select the project customer and address.
   - **Bill To Customer, Bill To Address**
     This field defaults from the Customer Number and Address fields. You can select a different Bill To Customer for third-party billing. If you select a different customer, the Bill To address defaults from the Customer Maintenance window, however you can select a different address.
   - **Tax Schedule**
     The tax schedule defaults from the customer record. If a tax schedule is assigned to the job address, the

job address tax schedule overrides the customer tax schedule. You can use the lookup to select a different tax schedule.

- **Project Type**
  Select one of the following. Once a project has been saved or has posted jobs, you cannot change the project type.
  - **Project Standard Billing**
  - **Project Bill Code**
    You can use this project type ONLY if all jobs assigned to the project have a billing type of Project Bill Code.
  - **Cost Plus Billing**
    Use this project type for Time and Materials (T&M) projects.
  - **Project Allocated Revenue**
    Use this project type for a Fixed Contract project.
- **Architect ID**
  Select an architect ID if you want to assign an architect to the project.
- **Calculate Sales Tax on Billing Amount**
  If you are using a Retention Percent, mark this checkbox to calculate the sales tax on the Billing Amount. If unmarked, the sales tax is based on the subtotal amount (Billing Amount - Retention Amount). There are currently five states (WA, NV, TX, OH & DE) that require that sales taxes on the Job Cost invoices be calculated based on the gross receipts (sales amount not reduced by retention). The Calculate Sales Tax on Billing Amount checkbox displays on the Project Invoice Entry window as well, with the checkbox defaulting based on the Project from the Project Maintenance window. Users can mark/unmark the checkbox in the Project Invoice Entry window. Taxes are recalculated when the checkbox is marked/unmarked.
- **Total to Allocate (read-only)**
  This field displays the project's contract amount, or the sum of the contract amounts for all jobs assigned to this project. If you are using the Project Allocated Revenue billing type, this field indicates the total amount that will be allocated by bill code.
- **Total Reimbursable (read-only)**
  This field displays the total billable amount generated by any reimbursable jobs assigned to this project. If no reimbursable jobs are assigned to the project, this amount is zero.

3. Enter additional project information as necessary.
4. To print the Project Number Setup report, select *File* > *Print* or select the printer button.
5. Select *Save*.

Setting Up Master Tax Schedules

You can create master tax schedules to determine how taxes will be calculated on your job when billing customers. Master tax schedules allow you to exclude billing for specific cost elements from the sales tax calculation. You can also have specific cost elements taxed with different tax schedule IDs.

1. Select *Microsoft Dynamics GP* > *Tools* > *Setup* > *Job Cost* > *Job Cost Setup* > *Master Tax Schedules*.
2. Complete the following fields, as necessary.
   - **Master Tax Schedule ID**
     Use the lookup to select an existing ID.
   - **Tax Schedule ID**
     Select a tax schedule for each cost element. The Master Tax Schedule ID defaults but can be edited.
   - **Exclude From Tax Calculation**
     If billing taxes on certain cost elements is not required, mark this checkbox. For each cost element, you must either select a tax schedule or mark it as exempt.
3. To print the Master Tax Schedule List report, select *File* > *Print* or select the printer button.
4. Select *Save*.

Choosing Job Cost Setup Options

You can determine how Job Cost operates by choosing setup options.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Setup Options*.
2. Complete the following fields, as necessary.
    - **Change division after costs are posted to a job**
      Mark this checkbox if you plan to change divisions after posting costs. You can only do this if you are not using the percentage-of-completion revenue recognition method. To change the division, you must set up more than one division. See Setting Up Divisions.
    - **Auto adjust forecasted only when posted is greater than forecasted**
      This option is used when choosing the *Adjust Forecasts* button in the Job Status window. You can adjust forecasted costs/labor to equal posted costs/labor (depending on whether you are calculating percentage of completion based on costs or labor hours).
        - Mark this checkbox if you want forecasted units to be revised only for cost codes where the posted units are *greater* than the forecasted units.
        - If this checkbox is not marked, forecasts are revised for every cost code where the posted cost/labor does not equal forecasted costs/labor. Forecasted costs/labor hours for jobs are displayed in the Job Status window (*Inquiry > Job Cost > Job Status*).
    - **Allow forecasted cost to be less than posted cost for a job**
      Mark this checkbox if you want to allow forecasted costs to be less than actual costs on a job. You cannot mark this checkbox if you are using the percentage-of-completion revenue recognition method.
      See Choosing Posting Options (page 30).
    - **Use department for profit type 9 service labor rate groups**
      Mark this checkbox if you want to use labor rate groups that are based on department. If you are using labor rate groups based on position, leave this checkbox unmarked. See Creating Labor Rate Groups for Job Cost (Optional) (page 78) for more information on labor rates.
    - **Profit Amount Decimal Places**
      To change the number of decimal places allowed for entering profit amounts, select a number from the drop-down list. The default is 2, which is the minimum number of decimal places. You cannot decrease this number once you have saved a new number.
    - **Suppress PO Line Item Tax Update to Job Cost and Service Management**
      Mark this checkbox to suppress the inclusion of tax on purchase order line items as part of the line item cost updated to Job Cost and Service Management. This checkbox affects both Job Cost and Service Management. This option will automatically be marked and disabled if the Enable GST for Australia/New Zealand and Enable Tax Date checkboxes are marked in the Microsoft Dynamics GP Company Setup Options window. To open the Company Setup Options window, select the *Options* button in the Company Setup window (*Microsoft Dynamics GP > Tools > Setup > Company > Company*).
    - **Suppress Contract Payment tax update to Job Cost and Service Management**
      This affects tax updates to posted costs on jobs. If marked, taxes will not show as posted costs on jobs. If unmarked, posted costs will include taxes.
    - **Display fully invoiced bill codes during job invoice entry**
      Mark this checkbox to display fully invoiced bill codes during job invoice entry. When you enter job invoices, the system will ask if you want to display fully invoiced bill codes in the Schedule Invoice window.
    - **Use Sales Order Processing for Inventory in MobileTech**
      Mark this check box to be able to add inventory to job appointments in MobileTech that can be invoiced through SOP. Inventory transactions added in MobileTech are processed in the Mobile Inventory Inquiry window in Service Management. (Inquiry > Service Management > Mobile. See Processing Inventory and Non-Inventory Items Entered by Technicians[4]. This setup option is enabled when MobileTech and Job Scheduled are registered.

- **Display Preference**
  Mark the appropriate radio button to display the markup or margin percent in the Job Status window. Markup percent calculates a job's profit amount as a percentage of forecasted costs. Margin percent calculates profit as a percentage of the expected contract amount. The display preference selected also affects the following windows and reports:
  - Job Status by Period window
  - Job Status History window
  - Project Status window
  - Project Manager Summary window
  - Job Status report
  - Job Schedule report
  - Forecasted Costs by Period report
  - Project Status report
  - Job Reference report
  - Job Schedule by Division report
  - Job Schedule by Project report
  - Posted Costs by Period report
  - Job Status History report
  - Setup Options report
- **Default from Last PO Line Entered**
  When adding a line item to a purchase order in the alternate Purchase Order Entry and alternate Purchasing Item Detail Entry windows, you can have the job number and cost code default from the last line item entered. Mark the Job Number checkbox if you want the job number from the last line item entered to default into the Job No/Service Call field. If you mark the Job Number checkbox, you can also mark the Cost Code checkbox if you want the cost code from the last line item entered to default into the Cost Code field.
- **Reporting**
  You can select to print reports as they are normally printed, or as SQL reports. To deploy SQL reports, you must select **Run Wizard** to run the Signature SQL Reporting Wizard. Refer to the Reports manual for additional steps required to set up SQL reports.

3. Select *Save*.

> ⚠ If you want to print the Setup Options report using the printer button, make sure to save the window first.

Setting Up Job Types

The Job Type field is an informational field in the Job User-Defined window. You can define a list of job types that can be accessed from the Job Type lookup window.

> ⚠ Once you assign a job type to a job and save it, you cannot delete the job type unless you remove it from all jobs.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Job Type*.
2. In the Job Type Setup window, enter a **Job Type**.
3. Select *Save*.

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4. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620331004/Processing+Inventory+and+Non-Inventory+Items+Entered+by+Technicians

Setting Up Architects

If you use American Institute of Architects (AIA) billing, you must set up the architects used on jobs.

1. Select *Cards > Job Cost > Architect.*
2. Enter an **Architect ID** and the architect's full **Name**.
3. Enter address information.
4. Select *Save*.

You can assign architects to jobs in the Job Maintenance window. See Job Maintenance (page 87).

Setting Up Cost Codes for Job Cost

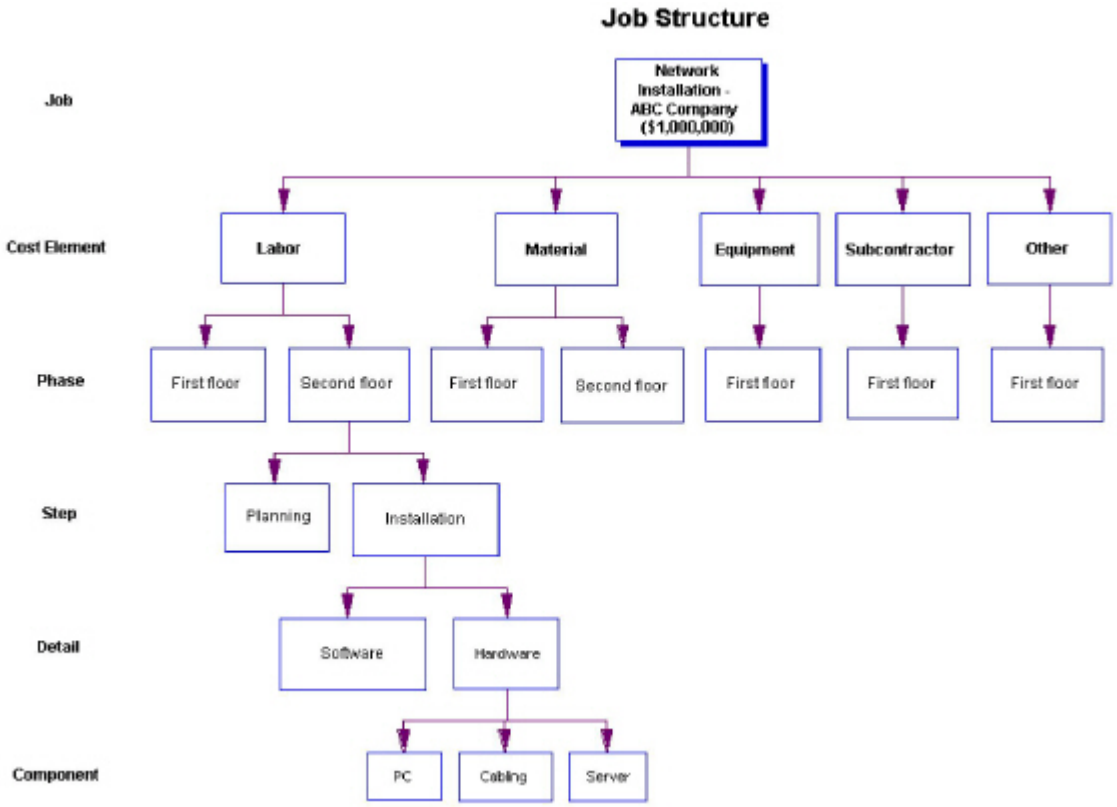
Cost codes are used to define and categorize the costs of a job. Cost codes serve as the building blocks of job costing and allow you to define the source of posting accounts and the revenue recognition method used. Cost recognition in Job Cost consists of the cost code format or structure, cost code segments, cost codes, and cost code elements. In addition, you need to specify profit types (for Cost Plus contract and Cost Plus NTE contract jobs) and production measures that you can assign to cost codes.

Setting up cost codes involves the following, in the order displayed:

- Dividing a Job into Segments (page 40)
- Setting Up Cost Element Names (page 41)
- Renaming Cost Code Segments (page 42)
- Setting Up the Cost Code Format (page 42)
- Defining Production Measures (page 43)
- Saving Predefined Profit Types (page 43)
- Setting Up Master Cost Codes (page 44)

Dividing a Job into Segments

Large projects, activities, and organizations are often divided into smaller parts to facilitate their management. The following diagram shows how a job can be broken into cost elements and cost code segments (phases, steps, details, and components).



Setting Up Cost Element Names

Cost elements are categories of costs on a typical job and are used to group similar costs or cost codes. Labor, Material, Equipment, Subcontractor, and Other serve as default cost elements. Four user-defined cost elements are also available.

You can accept the default cost element names or rename them. You cannot rename the Labor cost element because it is the only cost element used with payroll transactions. You should establish your cost elements before renaming your cost code segments

Below is a list of the default cost elements

Cost element	Description
1 - Labor	You can post transactions that include the Labor cost element to Job Cost payroll or Microsoft Dynamics GP Payroll. You can also post labor costs with job transaction entries.
2 - Material	If you're using Inventory Control, you can post transactions that include the Material cost element to Job Cost and Inventory Control. You can also post material costs with job transaction entries or accounts payable transactions.

Cost element	Description
3 - Equipment	If you're using Payables Management, you can enter equipment costs on a voucher and post to the payables record for the vendor from which you rented the equipment. You can also post equipment costs with job transaction entries or inventory transactions.
4 - Subcontractor	If you're using Payables Management, you can post Transactions that include the Subcontractor cost element to Payables Management. You can also post subcontractor costs with job transaction entries or inventory transactions.
5 - Other	This cost element is used to track miscellaneous costs that do not fall into one of the four default cost elements. Examples are manually calculated overhead amounts and freight. You can also post Other cost elements with job transaction entries, accounts payable, or inventory transactions.
6 to 9 -User-defined	You can create up to four user-defined cost elements and define revenue and expense posting accounts. You can also post user-defined costs with job transaction entries, accounts payable, or inventory transactions.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Cost Elements*.
2. You can change the names of the default and user-defined cost element descriptions.
   If you plan to modify any Job Cost reports using Report Writer, you must use the default name in the Internal Name column.
3. To print the Cost Element Setup List report, select *File > Print* or select the printer button.
4. Select *Save*.

Renaming Cost Code Segments

A segment represents a unique category of information, such as a business location, department, or account type. Default names for cost code segments are provided in the Cost Codes Segment Setup window. You can either save the default names or rename the segments to suit your needs.

> ⚠ If you rename a cost code segment, you must do so **before** setting up your cost code format.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Cost Code Segments*.
2. You can enter a new name for each cost code segment. For example, if you create cost codes and use the second segment to differentiate the cost codes by warehouse location, enter "location" instead of "phase."
3. Select *Save.*
4. To print the Cost Code Segments List report, reopen the Cost Code Segment Setup window, and select *File > Print* or select the printer button.

Setting Up the Cost Code Format

The cost code format can contain one to four segments. Each segment can contain up to five alphanumeric characters. Each segment of a cost code represents a unique phase, step, detail, or component level of a job.

> ⚠ If you rename a segment, you must do so *before* setting up your cost code format.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Cost Code Format*.
2. In the **Number of Segments** field, enter the number of segments for your cost codes. This is determined by how you plan to break down your jobs. You can enter up to four segments and can enter a maximum of five alphanumeric characters for each segment. Do not leave blank characters in segments. You must enter at least one segment consisting of at least one character. You can use additional steps, details, and components. We do not recommend or support changing the format after you post costs.
3. Select *Save*.

> ⚠ If you need to use large segment lengths in your company, you may need to change your Microsoft Dynamics GP user preferences to allow scrolling arrows in your cost code fields. To change preferences, select *Microsoft Dynamics GP > Tools > Setup > User Preferences*. In the User Preferences window, mark the **Horizontal Scroll Arrows** checkbox.

If you want to change the cost code format after saving, you must contact WennSoft Support. We do not recommend or support changing the cost code format after costs post in Job Cost.

Defining Production Measures

Production measures are used to track the number of units estimated or produced for a selected cost code. Typical measures are Hours and Each.

> ⚠ You must set up production measures before you add cost codes to your jobs. This is necessary for assigning production and estimate measures to the cost codes. You can set up additional production measures in the Job Cost Codes Setup window.

A quantity-per-unit is calculated automatically for each cost code in the Job Cost Code Setup window. You can also compare actual production quantities for cost codes to estimated production quantities to help identify problems with a job.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Measures*.
2. Enter a **Measure Code** and **Description**.
3. Select *Save*.
4. To print the Production Measure Codes report, select *File > Print* or select the printer button.

Saving Predefined Profit Types

Profit types define billing amount calculations for cost codes. When you assign a profit type to a cost code, billing amounts on all posted job transactions for this cost code use the calculation method associated with the assigned profit type. If you select Cost Plus or Cost Plus NTE as a job's contract type, billing amounts calculate automatically as costs are posted to the job. These amounts are based on the profit types on the Profit Type Setup window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Profit Types*.
2. Select *Save*.
   You must open and save the Profit Type Setup window, even though you cannot change the defaults.
3. To print the Profit Type Setup List report, reopen the Profit Type Setup window, and select *File > Print* or select the printer button.

Description of Profit Types

- **1 - Non-billable**
  Billing amount = 0.00

Use this profit type when the cost amounts posted to the cost code for the job should not be billed to the customer, or if you want to track costs but not bill for costs.

- **2 - None**
  Billing amount = cost amount
  Use this profit type when the cost amount charged to the cost code for the job will become the billable amount. This is the default profit type for all cost codes on Fixed Amount contract jobs.
- **3 - Percent margin**
  Billing amount = cost / (1 - percent margin)
  Use this profit type when the billing amount is based on a desired profit margin for the cost code. This margin is assigned as the profit amount for the cost code. For example, if a unit's actual cost is $100, and you select a percent margin of 24 percent, the billing amount is $131.58. (The calculation is: 100 / (1 - 0.24) = 131.58).
- **4 - Percent of cost**
  Billing amount = cost + (cost x percent of cost)
  Use this profit type when the markup amount is calculated as a percentage of the actual cost for the cost code assigned to the job. This markup percent is assigned as the profit amount to the cost code. For example, if the actual cost for the cost code is $100, and you select a percent of cost of 10 percent, the billing amount is $110.
- **5 - Per unit amount**
  Billing amount = cost + (number of units x profit per unit)
  Use this profit type when the profit amount is calculated as a dollar amount per unit for the cost code. For example, if the cost of each unit is $10, and 10 units are used with a profit amount of $5 per unit, the billing amount is $150. (Cost is 10 x $10 = $100 and billing amount is $100 + ($10 x $5) = $150.)
- **6 - Total dollar amount**
  Billing amount = cost + profit amount
  Use this profit type when the profit amount for the cost code equals a total dollar amount, regardless of the cost or number of units used. For example, enter a profit amount of $100 for the cost code. The amount billed for the cost code is cost plus $100.
- **7 - Flat rate per cost code**
  Use this profit type when the billing amount for the cost code equals a total dollar amount, regardless of the cost or number of units used. The total amount billed for the cost code is entered as the profit amount for the cost code. For example, enter $10 as the total amount billed for the cost code. If your cost is $7, your profit is $3. If your cost is $8.50, your profit is $1.50.
- **8 - Flat rate per unit**
  Use this profit type when the cost code is billed as a flat amount per unit regardless of the cost of the unit. The amount billed per unit for the cost code is entered as the profit amount for the cost code. For example, if you enter a billable amount of $25 for a labor cost code, you bill $25 per unit. If your cost per unit is $10, your profit per unit is $15. If your cost per unit is $22.50, your profit per unit is $2.50.
- **9 - Service labor rate group**
  If you are also using Service Management, use this profit type to bill job customers for labor-only cost codes and establish billing amounts for labor transactions. Labor rates can be set up to reflect different rates for different pay codes. You can create labor rates by position or by department. This profit type is unavailable if you do not have the Service Management Labor Rates module. Contact WennSoft Sales if you would like to purchase this module.

Setting Up Master Cost Codes

Since the jobs a company performs are usually similar, many of the details of the job structure (including some cost codes) will be common to many jobs. Master cost codes are commonly used codes that can be easily assigned to jobs without re-entering information.

When designing cost codes, keep in mind that the system sorts characters from left to right, with numbers taking priority over letters.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Master Cost Codes*.

2. Complete the following fields, as necessary.
    - **Cost Element Type**
      The default is 1 for Labor.
    - **Cost Code, Description**
      Enter a new cost code and description.
    - **Profit Type ID, Profit Amount**
      Enter the profit type ID and profit amount. If you only use the cost code on Cost Plus contract jobs, assign a profit type ID. The profit type for all cost codes assigned to Fixed Amount contract jobs automatically defaults to None and cannot be changed. If all jobs have the same profit amount for this cost code, you can set a percentage or currency profit amount.
    - **Service Labor Rate Group**
      Enter a service labor rate group. This field is enabled only if the profit type is 9 - Service Labor Rate Group. See Creating Labor Rate Groups for Job Cost (Optional) (page 78).
    - **Estimate Units, Estimate Amount/Unit, Estimate Amount, Estimate Measure, Estimate Measure Name**
      Enter estimate information. Generally, the estimate unit and estimate amount/unit are assigned at the job level. The Estimate Amount field fills in automatically. When you enter an estimate measure, the Estimate Measure Name field will complete.
    - **Production Est. Qty, Production Qty/Unit, Production Measure, Production Measure Name**
      Enter production information. If all your jobs use the same production measures for this cost code, enter the production quantity needed to complete a typical job. The production quantity per unit is calculated automatically based on the Estimate Units field. Enter a production measure. The Production Measure Name field will complete.
    - **Transaction Type**
      Enter the transaction type. Accept All as the default or select from the drop-down list. Choices include ALL, Inventory Item, Vendor ID, and Purchase Order. If you select Inventory Item, an Item Number field appears, allowing you to enter an inventory item. If you select Vendor ID, you can enter a vendor as a subcontractor. See Adding subcontractors to a job record. If you select Purchase Order, a PO Number field appears. Enter a purchase order number.
    - **Workers Comp**
      Use the lookup button to select a workers' compensation code.
    - **Account Number**
      If you selected the Cost Code option in the posting options setup, select a general ledger posting account to post transaction costs assigned to this cost code. When you assign a general ledger account to a cost code in the Master Cost Code Setup window, the designation remains in effect when you add the cost code to a job in the Job Cost Codes Setup window. If you selected the Division posting option, you would not be able to select an account in the Master Cost Codes Setup window. Instead, when you use the Job Cost Code window, a default account will appear, taken from your division account setup.
3. Select *Save*.
4. To print the Cost Code Master Setup report, select *File* > *Print* or select the printer button.

Setting Up Accounts for Job Cost

Setting up posting account information determines how Job Cost transactions post within Microsoft Dynamics GP General Ledger.

Setting up accounts involves the following, set up in the order displayed.

Step 1: Setting Up Divisions

You can set up divisions to group jobs for reporting and accounting purposes. You can also attribute all job-related revenue and expenses to general ledger accounts set up for the division.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Divisions*.
2. Enter a **Division** name. If you do not plan to use company divisions, select All.
3. Select *Save*.
4. To print the Division Setup list, select *File > Print* or select the printer button.

Step 2: Setting Up Division Accounts

You must define a posting account for each cost element. If your company uses multiple divisions, you must assign a default set of cost element posting accounts for each division.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Division Accounts*.
2. Select a **Division**. You must set up accounts for all divisions.
3. Enter account numbers. You must enter a general ledger account for all cost elements, even if you do not plan to use them. If you are adding a new account, a message appears asking if you want to add this account. If you select *Yes*, another message appears asking what type of account you want to add. Select *Posting*, complete the Account Maintenance window, and select *Save*.
4. Select *Save*.
   If you change accounts, the new account number takes effect for all new transactions posted to this division and cost element. Any unposted transactions saved to a batch before you changed the division account will post with the account number at the time of data entry.
5. To print the Division Accounts report, select *Print*. You can also print the Detail Codes List report to verify the debit general ledger posting accounts for a job's cost codes. See the Job Cost Dexterity Detail codes list report in the Reports manual or help file. Go to *Help > Signature Manuals* or *Help > Signature Help*.

Copying Division Accounts

You can copy an existing division and its accounts to save time. You must have marked the Payroll Overhead Detail Distribution checkbox during posting setup to copy overhead accounts. See Choosing Posting Options (page 30).

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Divisions*.
2. Enter a **Division** to copy.
3. Select *Copy*.
4. Enter the name of the new division in the Copy Division window.
5. Select *Copy*. The division is created, and the accounts are copied to the division. The new accounts are reflected in the following windows:
   - Division Accounts Setup
   - Payroll and Overhead Offset Account Setup
   - Revenue Recognition Account Setup
   - Invoice Accounts Setup
   - Default Cost Codes

Step 3: Setting Up Payroll and Overhead Offset Accounts

You can set up offset accounts to overhead and payroll for jobs to the employee's payroll department, which may or may not be the employee's home department. This allows more granularity and detail when employees perform work under a different payroll department. Many companies set up payroll so that all employee wages and overhead burdens

such as benefits, taxes, and tool costs charge to the Payroll departments such as *electrical* or *excavation* and these departments have managers that carry P&L responsibility. Jobs and service calls are assigned to divisions and may use resources from multiple departments.

As costs hit jobs, an *offset* account is credited, and a Cost of Goods Sold Account is debited so financial reporting can be done by division. Often, though, this *offset* is only at a company level instead of a Payroll department level, so department profitability can skew as a result.

You can assign accounts at the department level, and further down at the pay code, overhead code, or cost element level. This is accomplished in one window: Payroll and Overhead Accounts Setup.

Example scenario: If a member of the Electrical department, in the Residential division, works on a Job in the Commercial division for 30 of 40 hours in a week, the costs of the member's benefits and tools costs for all 40 hours go to the Electrical department but 30 hours' worth of revenue is generated in the Commercial division. As a result, the division has profit, even with the Cost of Goods Sold amounts that it carries, and the Electrical department does not. If this happens often, financial reports can start to indicate that the Electrical department and even the Residential division is not contributing to profitability.

> ⚠ At a minimum, you MUST assign an **All - Default: REQUIRED** account for each origin/account type combination in the account tree. However, this account would only be used if you did not have accounts assigned anywhere in the individual Division tree levels.

You can access the Payroll and Overhead Offset Accounts Setup in the following ways:

- From the main menu, select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Payroll Offset Accounts*.
- In Service Management, from the Invoice Accounts window (*Microsoft Dynamics GP > Tools > Service Management > Invoice Setup > Invoice Accounts > Payroll Offset button*).
- In Service Management, from the Maintenance Accounts window (*Microsoft Dynamics GP > Tools > Service Management > Maintenance Setup > Accounts > Payroll Offset button*).

About the Window Hierarchy

This window is organized in a hierarchical tree. There are main branches and sub-branches, like main folders and sub-folders in a Windows Explorer environment.

Origins represent the product areas: Job Cost, Service Invoice, and Service Maintenance.

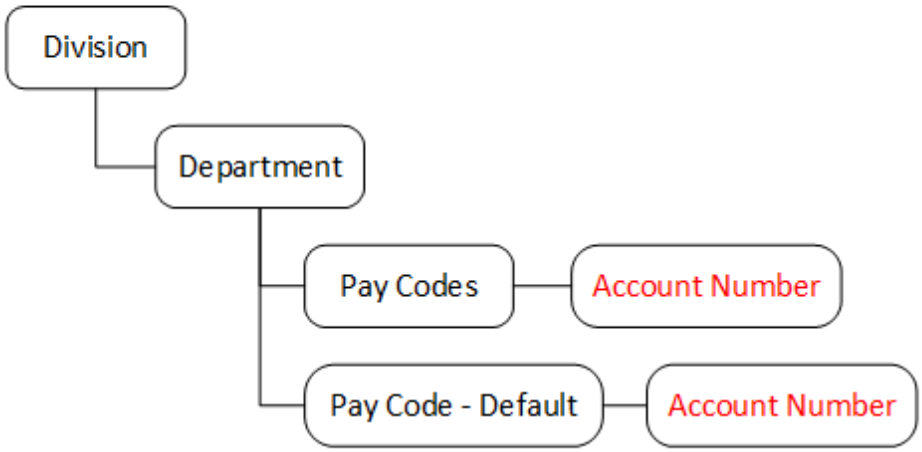
Account Types represent the types of offset charges for which accounts will be assigned. These include Gross Pay Offset, Overhead Offset, Travel Offset, and Expense Offset

The highest level of the tree is **Division**; the next highest is **Department**. The next level depends on the origin/account type combination.

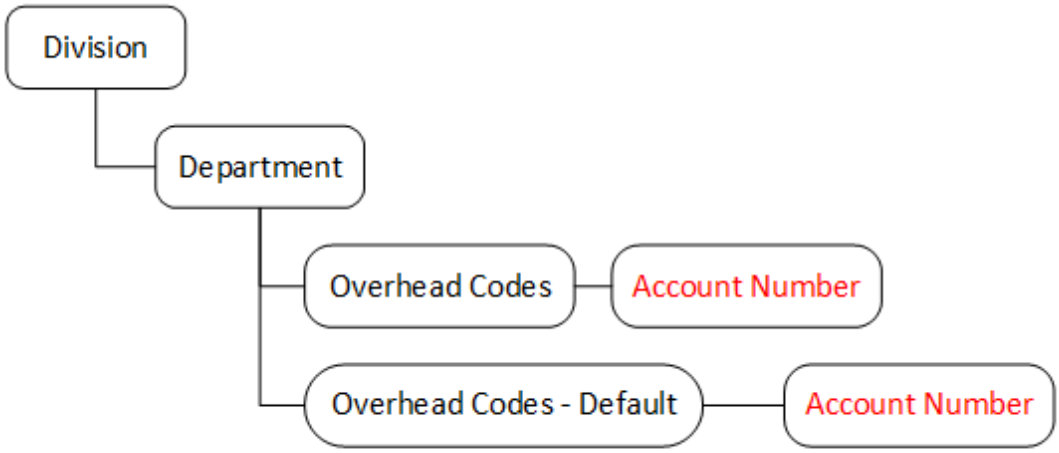
Each level contains a **Default** and **All** branch. **Default** is used when you want to assign a default account for that department, pay code, and so on, one is not needed at a lower level, such as per pay code, overhead code, or cost element. **All** is used when you know that there will be no specific accounts, and one account will suffice. Even the lowest levels within a hierarchy (Pay Code, Overhead Code, or Cost Element) have **Default** and **All**.

The ONLY required default account for the entire tree is the **All - Default: REQUIRED** account. You must assign a REQUIRED account for each origin/account type combination. However, this account would only be used if you did not have accounts assigned anywhere in the individual Division tree levels.

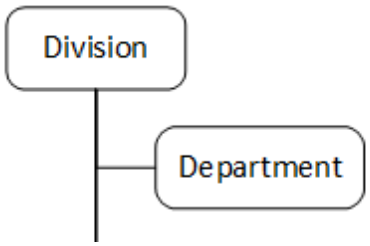
For every origin/**Gross Pay Offset** combination

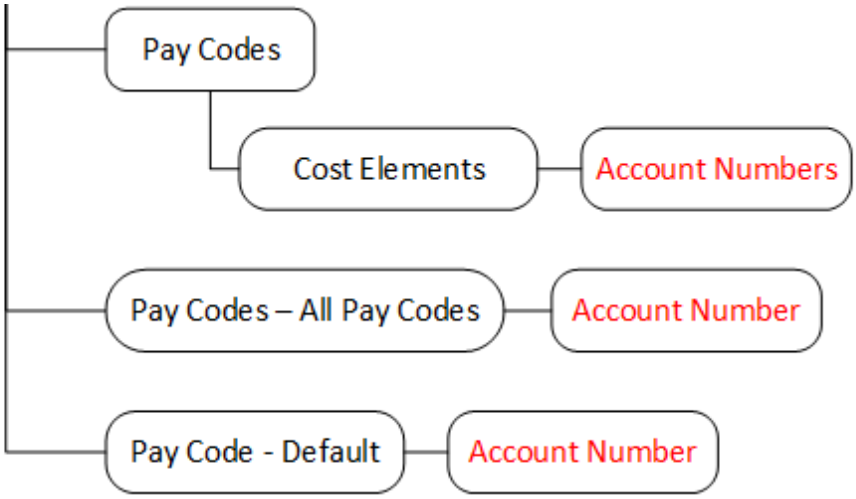


For the **Job Cost/Overhead Offset** combination



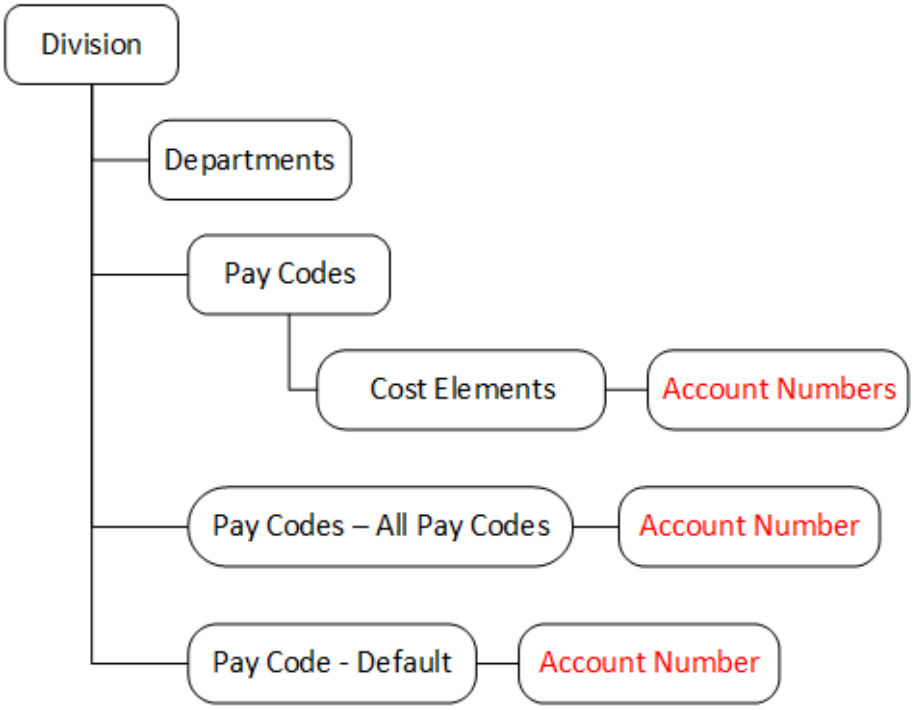
For **Job Cost/Travel Offset Accounts** and **Expense Offset Accounts** combination



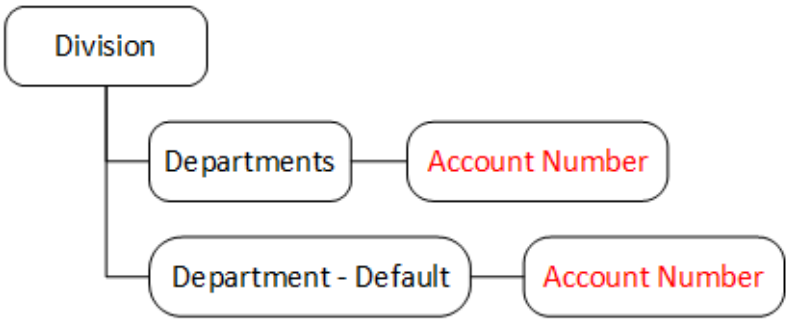

Pay Codes
Cost Elements
Account Numbers
Pay Codes – All Pay Codes
Account Number
Pay Code - Default
Account Number

The hierarchy for each origin/account is illustrated below.

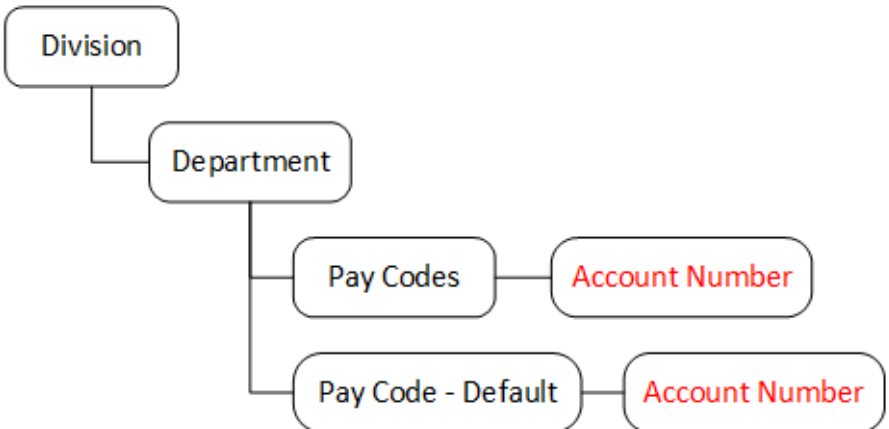
For **Job Cost/Travel Offset Accounts** and **Expense Offset Accounts** combination



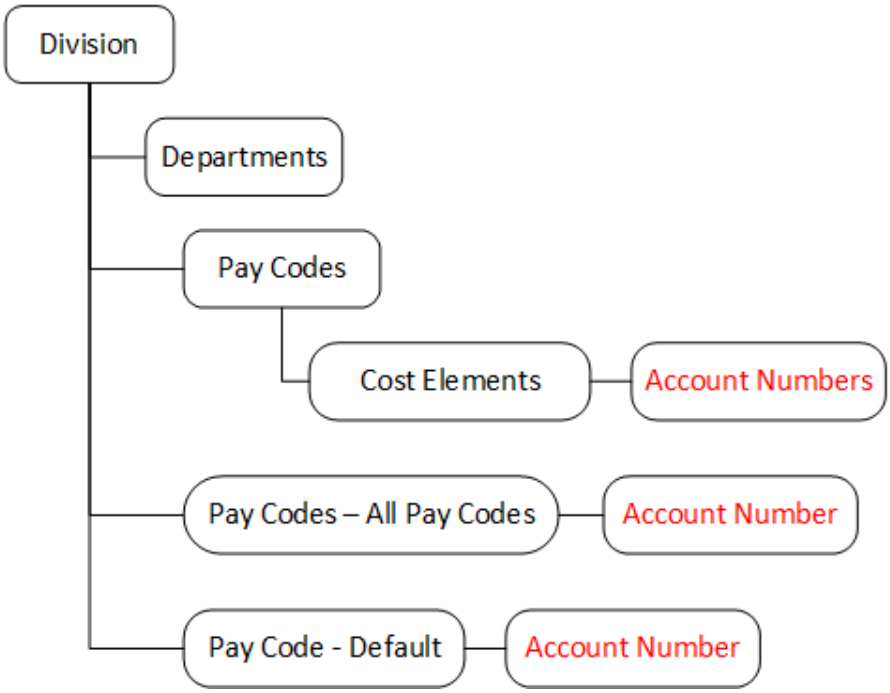
For **Service Invoice** and **Service Maintenance/Overhead Offset** combinations



For **Service Invoice** and **Service Maintenance/Travel Offset Accounts** combination



For **Service Invoice** and **Service Maintenance/Expense Offset Accounts** combination



Preparing To Set Up Accounts

The Payroll And Overhead Offset Accounts Setup window provides a lot of flexibility in setting up accounts. Before you begin assigning accounts, jot down how general or specific you want charges, expenses, and so on to be charged to what accounts, and for which departments. Perhaps you could print the origin/account type diagrams above, and mark which levels for which you will assign accounts. If necessary, organize and enter your accounts in a spreadsheet, and use that as your source when you enter them into the system.
Setup requirements for account types
Please review the following setup requirements for setting up offset accounts.

- **Overhead Offset**
  You can enter accounts for individual overhead detail codes (Job Cost) only if the Payroll Overhead Detail Distribution checkbox in the Posting Options window is marked. You can still assign a default account that would be used for all overhead codes.
- **Travel Offset Accounts** and **Expense Offset Accounts**
  You can enter accounts for travel and expenses only if Signature TimeTrack is registered and the Create Expense/Travel Transactions option is set. This applies to all origins.

Printing the Account Setup List

To keep better track of which accounts were assigned, we recommend you periodically print the Signature Payroll and Offset Accounts list. In the Payroll and Overhead Offset Accounts window, select the printer button that appears at the bottom left of the window. Complete the Report Destination window to print the report.

> ⚠ If a setup option has been unmarked (for example, Create Expense/Travel Transactions in the TimeTrack Setup Options window) after an account was assigned in this tree that required the setting of that option, the account designation will still print in this report; however, the account cannot be posted to.

Assigning Accounts

You must set up at least a required default account for each origin/account type combination.

1. In the Payroll and Overhead Offset Accounts window, select the **Origin** and **Account Type**.
2. Locate the Division for which you want to assign accounts. Use the tree view to navigate as far down the tree as you desire, until you hit the level at which you want to assign an account. To save time, you can navigate the tree using arrow keys. When you get to a level/node for which you can assign accounts, the account field at the bottom of the window is enabled. Some origin/account type trees do not go as deep as others. For example, for the travel offset account type, you can specify accounts at the Pay Code level. For the expense account type, you can assign accounts one level deeper, at the Cost Element level.
3. You can select an account in one of two ways:
   - Double-click on the node to which you are assigning the account (ex. Pay Code). The Accounts window opens. Select an account, then click *Select*. The account displays in the account number in the account field. The account is saved automatically. - *OR* -
   - Highlight the node in the tree, then enter the account manually in the account field at the bottom of the window. When finished, select the *Save* button. (You only need to select *Save* when you enter accounts manually.)
     Assign more accounts; remember to assign at least an **All - Default: REQUIRED** account for each origin/account type combination. If you close the window without having assigned Default accounts, a missing required account number message will display.

1. Select *OK* to disregard the error and keep the window open. You will get this message until you enter the required account that the system is looking for.
2. Select *Ignore* to close the window.

Creating New Accounts

Although you will probably not have to very often, you can create new accounts from the Payroll And Overhead Offset Accounts Setup window, which will be assigned to whatever node is selected.

1. Highlight the node in the tree, then enter the account manually in the account field at the bottom of the window.
2. In the account field, type a new account, then Tab. Select *Add* when prompted to create the account.
3. Select the type of account you want to create (Posting, Fixed, or Variable). The Account Maintenance window opens.
4. Complete the fields on the Account Maintenance window, including a Description. When finished, select *Save*.

How the System Determines Which Account To Use

When an offset account is needed in a posting window or elsewhere, the system looks at the Payroll and Overhead Offset Accounts Setup window, in the following order, starting from the lowest (more specific) level to the highest (more general).

- (Specific) Pay Code, Overhead Code, or Cost Element
- Pay Code - Default for Overhead Code or Cost Element - Default
- Department - All Departments or Pay Code - All Pay Codes (for Job Cost travel and expense offset accounts only)
- Department - Default
- Division - All Divisions: Department (specific)

- Division - All Divisions: Department - All Departments - Pay Code
- All - Default: REQUIRED

Reviewing Accounts After Posting

In this section, we will look at a sample General Ledger after payroll has been posted, in this case, through the Signature Transaction Entry window. Included is where from within the Payroll and Overhead Offset Accounts Setup window the accounts were grabbed.
After running the Signature Payroll Post, the posting journal report contains account information, including GL accounts and amounts. Below is a table of the accounts and windows/areas within Signature Job Cost from which the accounts were taken.

Area from Payroll and Overhead Offset Accounts Setup window	Account	Description	Debit	Credit
Division Account Setup - COMMERCIAL Division - Labor Cost element	000-1410-02	WIP-Labor-Jobs-COMMERCIAL	$2100.00	$0.00
Payroll and Overhead Offset Account Setup - Gross Pay Offset Credit Account - HOUR pay code	000-5100-00	Salaries and Wages	0.00	1070.00
Payroll and Overhead Offset Account Setup - Overhead Offset Credit Account - HOUR pay code	000-4801-00	Overhead Offset Job Cost Labor	0.00	1036.00
Payroll and Overhead Offset Account Setup - Travel Offset Credit Account - TRAVEL pay code	000-4800-00	Overhead	0.00	3.80
		Totals	$2100.00	$2100.00

Step 4: Setting Up Revenue Accounts

You must designate the posting accounts that update when you create a percentage-of-completion journal entry or closing jobs journal entry for each division.
Even if you do not use the percentage-of-completion revenue recognition method, you must complete the revenue recognition account setup to specify payroll and payroll overhead offset accounts.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Revenue Accounts*.
2. Select a division from the drop-down list, then select a **Source Document**.
3. Select accounts for the following categories. You must assign an account number to each revenue recognition account.
    - **Progress Billings**
      Customer billings post to this general ledger account, which debits during the creation of revenue recognition entries for customer billings and should be the same account entered in the Invoice Account Setup window for each division.
    - **WIP accounts**
      Enter WIP accounts for each cost element. These nine accounts will be the credit accounts in the percentage-of-completion journal entry for the various cost elements. If you are using percentage-of-

completion or completed contract revenue recognition, these accounts should be the same as those entered in the Division Accounts Setup window.

- **Billings in Excess of Cost + Earnings**
  The posting account to which amounts post for jobs with amounts billed greater than revenue earned on the job (in excess of cost plus earnings).
- **Unbilled Receivable**
  The posting account to which amounts post for jobs with amounts billed less than the revenue earned on a job (unbilled receivables).
- **Prior Year Retained Earnings Offset**
  Enter the prior year retained earnings offset. This account is not used at the present time, but you must still enter an account for each division.

4. Select *Save*.
5. To print the Job Cost Revenue Accounts report, select *Print*. This report contains all the accounts you designate for revenue recognition.

Assigning Revenue and Expense Accounts

You must assign revenue and expense accounts that will be used as offset posting accounts for the WIP accounts selected in the Revenue Recognition Account Setup window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Revenue Accounts*. The Revenue Recognition Account Setup window opens.
2. Select the *Revenue and Exp Accounts* button.
3. Select accounts for the following categories:
   - **Contract Earned**
     The contract earned account, which is the posting account to which revenue amounts for open jobs post when the percentage-of-completion journal entry is created. Typically, this is a sales-open jobs account.
   - **EXP accounts**
     Enter expense accounts (EXP) that are debit offsets to the accounts entered in the WIP fields in the Revenue Recognition Account Setup window during the percentage-of-completion journal entry.
4. Select *Save*.

Setting Up Accounts for Closing Jobs

If you use the percentage-of-completion revenue recognition method and post costs to WIP balance sheet accounts rather than expense accounts, the totals will be moved from the balance sheet to the profit-and-loss statement when you close the job. The accounts you set up in this section are updated with those totals when the job closes.

Enter a close jobs account for each editable field that is updated when you complete the job closing process. You must enter accounts for all items in the Close Jobs Account Setup window.

> ⚠ We recommend that you use the same accounts for closing jobs as you do for revenue recognition.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Setup > Account Setup > Revenue Accounts*.
2. Select the *Close Jobs Accounts* button. The progress billings account and WIP accounts you entered in the Revenue Recognition Accounts Setup window automatically appear as defaults in the Close Jobs Account Setup window. You cannot change those accounts.
3. In the **Contract Earned Closed Jobs** field, enter the contract earned closed jobs account. Closed job revenues post to this account as the offset to progress billings accounts.
4. Enter expense accounts. The accounts entered will be debit offsets to the accounts entered in the WIP fields in the Revenue Recognition Account Setup window during the close job journal entry.
5. Select *Save*.

6. To print the Closed Jobs Accounts report, select *Print*.

Step 5: Setting Up Invoice Accounts

You must specify general ledger posting accounts, which are updated when you post job-related invoices. You can select to use a single sales general ledger account when posting Job Cost invoices (required for percentage-of-completion and completed contract revenue recognition methods) or assign a sales account to each cost element billed on an invoice. Assigning a sales account to each cost element allows you to track invoiced amounts by cost element in the general ledger.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Invoice Accounts*.
2. Select a division from the drop-down list.
   The invoice posting accounts are updated when you post invoices for a job assigned to this division. You must enter accounts for each division.
3. Select an invoice posting option and the appropriate general ledger posting accounts based on the invoice posting option you selected. (See Invoice Posting Options table below.)
4. Enter receivables and commission accounts:
   - **Accounts receivable**
     The general ledger account debited when you post accounts receivable amounts for Job Cost invoices.
   - **Retention accounts receivable**
     The general ledger account debited when you post retention accounts receivable amounts for Job Cost invoices.
   - **Commissions payable**
     The general ledger account credited when you post commissions payable amounts for Job Cost invoices. Your setup selections in Receivables Management determine commission amounts.
   - **Commissions expense**
     The general ledger account debited when you post commissions expense amounts for Job Cost invoices.
5. Mark the **Use a sales account for each bill code** checkbox if you want to use a sales account for each bill code at the job level and during job invoice entry. You cannot use this option if there are unposted invoices.
6. Select *Save*.
7. To print the Invoice Accounts report, select *Print*.

Invoice Posting Options

	Option 1 – Single Sales Account	Option 2 – Sales Account for Each Cost Element/Code
Select this option if...	You use the percentage-of-completion or completed contract revenue recognition method. The single sales account method designates that one general ledger account updates when you post Job Cost invoices to the selected division. When an invoice is posted with this option, the typical general ledger entry debits an accounts receivable account and credits a progress billings account.	You want to update designated sales posting accounts assigned to each cost element when you post Job Cost invoices to the selected division. Typically, you use this method to recognize revenue when issuing invoices. This option allows you to compare amounts billed for each cost element. For example, if you want to know the total amount of labor sales, all labor sales amounts are posted to one general ledger account. Each sale from a cost element posts to its specific account. You cannot select option 2 if you are using the percentage-of-completion revenue recognition method.

	Option 1 – Single Sales Account	Option 2 – Sales Account for Each Cost Element/Code
Sales account to use when posting Job Cost invoices	**Progress Billings** Enter the general ledger account credited when invoices are posted for jobs. This is for percentage-of-completion or closed jobs journal entries. This account is the offset to the progress billings account and should be the same as the account entered in the Division Accounts Setup window (*Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Division Accounts*). You can enter one sales account if you recognize revenue when invoices post and you want all sales amounts posted to the same general ledger account.	**Cost Element Sales Accounts** Enter a sales account for each cost element. These accounts are updated for each cost element affected by an invoice: • Labor • Materials/Equip • User-Defined 2 • Subcontractors • Travel • Startup • Other • User-Defined 7 • User-Defined 8

Step 6: Assigning Default Master Cost Codes

If you use Payables Management with Job Cost, you can assign master cost codes that appear as defaults for specific distribution types when you enter Job Cost accounts payable transactions. These distribution types include trade discounts, freight, miscellaneous, tax amounts, and depreciation.
When you assign a master cost code as the default for a payables distribution type, costs automatically distribute to the cost code during transaction entry after you select a job number, provided the master cost code exists for the job. The costs then post to the general ledger account assigned to the Job Cost code.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Default Cost Codes*.
2. Select a division from the drop-down list.
3. Mark the appropriate distribution types checkboxes. As you mark the checkboxes, the **Cost Code Number** field becomes enabled. You do not need to use all distribution types. By assigning a cost code number in the **Depreciation** field, the Fixed Assets Management depreciation expense account is credited, and the Job Cost general ledger account is debited upon posting. The asset must be set up as a job with the asset ID being the job number. The asset ID must also have a suffix of 1. The Depreciation field is enabled only if the Fixed Assets Management module is installed.
4. Assign a **Cost Code Number** and general ledger account to each distribution type.
5. Select *Save*.
6. To print the Default Cost Codes report, select *Print.*

Step 7: Setting Up Overhead Accounts (Optional)

If you selected the Payroll Overhead Detail Distribution option when you set up posting options (Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Posting Options), you must set up overhead accounts. An overhead detail account must be assigned for each division and each overhead detail code. Based on this setup, the posting process calculates each individual overhead detail cost amount and distributes that cost to a separate general ledger account.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Overhead Accounts*.

2. Enter a **Division**.
3. Enter the **Overhead Detail Code** and **Overhead Detail Account**.
4. Select *Save*.
5. To print the Overhead Detail Accounts report, select File > Print or select the printer button.

Setting Up Payroll for Job Cost

Set up Job Cost payroll in the following order.

- Setting Up Overhead Detail Codes (page 60)
- Setting Up Overhead Group Codes (page 60)
- Setting Up Federal Classification Codes (page 61)
- Setting Up Union Categories (page 61)
- Setting Up Union Codes (page 62)
- Setting Up Employee Codes (page 63)
- Setting Up Rate Classes for Union Payroll (page 63)
- Prevailing Wage and Fringe Rate Calculation (page 70)

Overview of Overhead Codes

Overhead is the indirect, job-related cost your company incurs in the process of doing business. Examples of overhead costs are workmen's compensation and benefits earned by hourly employees. Overhead may also include items such as administrative salaries, rent expense, and other indirect expenses incurred in a job.

Job Cost allows you to recognize the overhead cost of labor by creating overhead detail codes and assigning those codes to overhead groups. The overhead groups are associated with position/department codes, which are associated with employees. The employee and job are entered in the payroll transaction. After a transaction is posted, the overhead is applied to the job.

Overhead Detail Codes

Overhead detail codes define how overhead amounts are calculated based on payroll costs. You can recognize indirect labor costs, not typically set up as cost codes on an hourly or piecework basis, as overhead. These costs are added to posted amounts for the detail and are not identified separately on customer invoices.

For example, assume you employ a technician, JBLACK, who works 10 hours at $10 per hour. If you set up a fixed cost overhead detail code of $5 per hour to account for benefits and a fixed cost overhead detail of 20 percent for general overhead, JBLACK's job wage calculation is:

10 hours @ $10 per hours	$100.00
Overhead detail-benefits	$50.00 ($5 x 10 hours)
Overhead detail-general	$20.00 ($100 x 20%)
Job Wages	$170.00

In this example, you would enter two overhead detail codes: one for benefits and one for general. You could use the abbreviation code BEN for the description "Benefit" and use $5 for the fixed portion. You could also use the code GEN for the description "General Overhead" and 20 percent as the portion.

The payroll transaction posts in Job Cost and then in the general ledger, provided the accounts are the default general ledger accounts, as a debit to WIP-Labor, a credit to the Wages Payable account of $100, and a credit to the Overhead Offset account of $70. The Wages Payable and Overhead Offset posting accounts default by division from the Revenue and Exp Account Setup window.

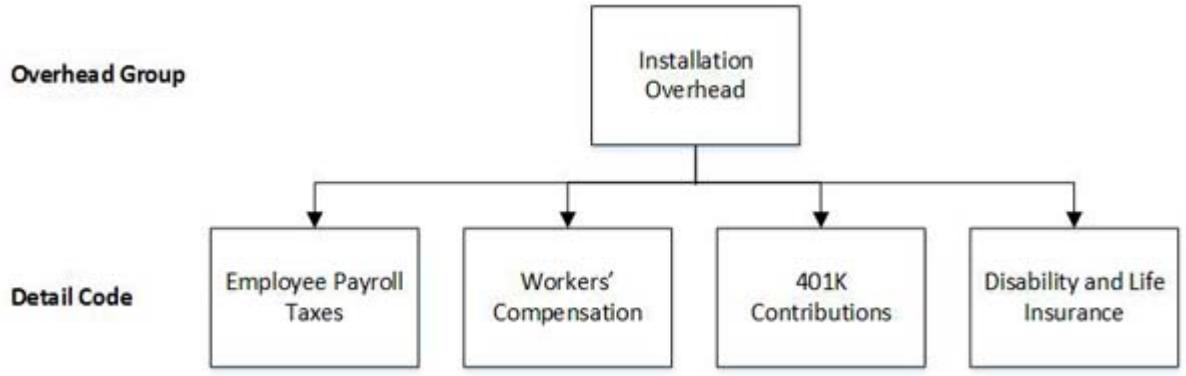
The methods for calculating overhead are flexible. You can allocate overhead on a cost-per-unit basis to a labor cost code or as a percentage of cost, or a combination of both.

> ⚠ You must set up detail codes for overhead in Job Cost regardless if you apply overhead to your jobs. To do so, create an overhead detail code for zero percent or zero dollars per unit.

Overhead Group Codes

Overhead group codes organize overhead detail codes logically per departments, positions, and pay codes. For example, assume you set up detail codes for hourly workmen's compensation overhead and hourly driving time to a site. You combine these details under a group code named Hour and specify that the code applies to technicians assigned to the installation department.

The following illustration shows how overhead details can be grouped:



Each detail code represents an indirect cost. You could enter the percentage of wages incurred on each of the details and use the appropriate amounts to calculate and track overhead costs on Job Cost payroll transactions assigned to the installation group code.
Grouping detail codes allows you to use both percentages and fixed amounts when calculating specific overhead amounts.

To post payroll transactions, you must set up at least one overhead group. Even if your company does not assign overhead costs to jobs, you must create an overhead detail code for zero percent or zero dollars per unit. You then assign the code to overhead group codes for each job department/position combination. See Setting Up Overhead Group Codes (page 60).

See also:

- Setting Up Overhead Detail Codes (page 60)
- Setting Up Overhead Group Codes (page 60)
- Setting Up Federal Classification Codes (page 61)
- Setting Up Union Categories (page 61)
- Setting Up Union Codes (page 62)
- Setting Up Employee Codes (page 63)
- Setting Up Rate Classes for Union Payroll (page 63)
- Prevailing Wage and Fringe Rate Calculation (page 70)

Setting Up Overhead Detail Codes

You must set up detail codes for overhead in Job Cost regardless if you apply overhead to your jobs. To do so, create an overhead detail code for zero percent or zero dollars per unit.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Detail Codes*.
   If you have unposted payroll transactions (for either Microsoft Dynamics GP Payroll or TimeTrack), do not change overhead detail codes (or create new codes and assign them to affected overhead accounts) until all unposted transactions are posted. Otherwise, posting these transactions could result in unbalanced general ledger entries. Contact WennSoft Support for assistance.
2. Complete the following fields, as necessary.
   - **Overhead Code, Description**: Enter an abbreviated name and a description for the overhead classification.
   - **Allocation Method**
     Assign one of the following methods of calculating overhead for the detail code:
     - **Fixed portion**
       Allows you to allocate overhead on a cost-per-unit basis for payroll transactions. For example, if you want to apply hourly overhead to account for the cost of employees driving to and from a job site, you could add $1.50 per hour (the unit of measure) with an overhead detail code to cover the cost.
     - **Percent portion**
       Allows you to allocate overhead on a percentage basis for payroll transactions. For example, you can set up an overhead detail code for the cost of taxes incurred on an employee's pay rate that adds 16 percent of the payroll wages.
   - **Fixed Portion, Percent Portion**
     Enter the fixed portion or percent portion amount. The field that is enabled depends on the allocation method you chose.
3. Select *Save*.
4. To print only the overhead detail codes using the Overhead Detail Codes report, select *File > Print* or select the printer button. To print all detail codes (including overhead), select *Reports > Job Cost > Job Reports > Detail Codes List*.

Setting Up Overhead Group Codes

If you use the Microsoft Dynamics GP Payroll module, Job Cost uses the departments, pay codes, and positions entered in that module for the overhead group codes. If you do not use Microsoft Dynamics GP Payroll, you must enter employee master records, department, position records, and pay codes if you want to recognize overhead.

> ⚠ You must set up group codes for overhead in Job Cost regardless if you apply overhead to your jobs. To do so, create an overhead detail code for zero percent or zero dollars per unit. Assign this overhead detail code to the All overhead group code for job department, position, and pay code.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Groups*.
2. Enter an **Overhead Group** name and **Description**. Use the Tab key to move from the name to the description.
3. Enter a **Department**, **Position**, and **Pay Code**. You can use the word All in each of these fields.
4. Enter a **Detail Code** and select *Save*.
5. To print the Overhead Group Codes report, select *File > Print* or select the printer button.

Facilitating Setup by Using All

Since the number of combinations of department, position, and pay code for a given overhead group code can become quite large, you can facilitate the setup by entering the word All in any of those fields. For example, if all departments, all positions, and all pay codes have a general overhead detail code, All could be used with each of those items.

If a specific combination of department, position, and pay code has a unique detail code, that combination will be used along with any All combinations for the overhead group that match the same criteria. For example, if the administration department, CEO position, and salary pay code combination had a special bonus overhead detail code, and the All departments, CEO position, and All pay codes combination also had a bonus overhead detail code, both detail codes would be used.

Setting Up Federal Classification Codes

Federal classification codes are assigned to employees in the Employee Maintenance window or to transactions during Job Cost payroll entry.

If you use Microsoft Dynamics GP Payroll to print payroll checks, these classifications appear on certified payroll reports printed from Job Cost *(Reports > Job Cost > Labor Reports > Certified Payroll)*.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Federal Classification Codes*.
2. Enter a **Fed Class Code** and **Description**.
3. Select *Save*.
4. To print the Federal Classification Codes report, select *File > Print* or select the printer button.

Setting Up Union Categories

If you employ union members, you can enter benefit and deduction categories to be included on your Job Cost Union report. Benefit and deduction categories are assigned payroll benefits and/or deductions. These are calculated during payroll processing and printed on the Job Cost Union report.

Once union categories are created, you assign the categories to a union code using the *Benefits* and *Deductions* buttons in the Union Code Setup window.

> ⚠ A maximum total of 150 benefits and deductions print on the Union report.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Union Categories*.
2. Enter a **Union Category**.
3. Mark the appropriate checkbox to determine which window the union categories will be displayed in:
   - **Display in union benefit window**
     Union categories will appear in the Union Benefits Setup window.

- **Display in union deduction window**
  Union categories will appear in the Union Deductions Setup window.

4. Select *Save*.
5. To print the Union Categories List report, select *File* > *Print* or select the printer button.

Setting Up Union Codes

You can set up union codes that identify the unions your company is required to report to. Once unions are created, you can assign benefits, pay codes, and deductions.

- Step 1: Create a Union Code (page 62)
- Step 2: Assign Union Benefits (page 62)
- Step 3: Assign Pay Codes (page 62)
- Step 4: Assign Union Deductions (page 63)

Step 1: Create a Union Code

1. Select *Microsoft Dynamics GP* > *Tools* > *Setup* > *Job Cost* > *Payroll Setup* > *Union Codes*.
2. Enter the union code, description, and address information. The *Benefits*, *Hours*, and *Deductions* buttons become enabled.
3. Select *Save*.
   Deduction and benefit codes must be set up in the Microsoft Dynamics GP Payroll module.
4. To print the Union Code List report, select *File* > *Print* or select the printer button. The report includes a union employee's earned wages, benefits, and deduction amounts for a specified period of time.
   You must pay employees **weekly** and use the Microsoft Dynamics GP Payroll module to print Job Cost Union reports. Also, the date used for building checks must be the same as the beginning and ending dates on your payroll transactions.

Step 2: Assign Union Benefits

1. Select the *Benefits* button in the Union Code Setup window. You can assign the benefits provided by a union to the union codes. Example benefits include 401K and life insurance.
2. Select a benefit category from the **Benefit Category** drop-down list. This list contains the benefit categories defined in the Union Category Setup window.
3. Select a **Benefit Code** in the list and then select *Insert* >>. The benefit code appears in the Union Benefits list.
4. Select *Save*.
5. To print the Unions Benefits/Deductions List report, select *File* > *Print* or select the printer button.

Step 3: Assign Pay Codes

1. Select the *Hours* button in the Union Code Setup window. You can assign pay codes set up in Microsoft Dynamics GP Payroll to a union pay type for the union code. Example pay codes include hourly and overtime.
2. Select a pay type from the **Union Pay Type** drop-down list.
3. Select a **Pay Code** in the list, then select *Insert* >>. The pay code appears in the **Union Codes** list.
4. Select *Save*.
5. To print the Unions Benefits/Deductions List report, select *File* > *Print* or select the printer button.

Step 4: Assign Union Deductions

1. Select the *Deductions* button in the Union Code Setup window. You can assign deductions associated with a union to the union codes.
2. Select a deduction from the **Deduction Category** drop-down list.
3. Select a **Deduction Code** in the list and then select *Insert* >>. The deduction code appears in the **Union Deductions** list.
4. Select *Save*.
5. To print the Unions Benefits/Deductions List report, select *File* > *Print* or select the printer button.

Setting Up Employee Codes

You can set up a relationship of employees to their union code and/or federal classification in the Employee Maintenance Codes window.

1. Select *Microsoft Dynamics GP* > *Tools* > *Setup* > *Job Cost* > *Payroll Setup* > *Employee Codes*.
2. Enter an **Employee ID**. The **Name** defaults.
3. Enter a **Rate Class**. See Setting Up Rate Classes for Union Payroll (page 63).
4. Enter a **Union Code**.
5. Enter a **Federal Classification**.
6. Select *Save*.
7. To print the Employee Maintenance report, select *File* > *Print* or select the printer button.

Setting Up Rate Classes for Union Payroll

Rate classes allow you to assign wage rates, benefits, and deductions to union employees by category. Within a particular rate class/union, you can create multiple rate classes based on different combinations of positions, pay codes, and deduction/benefit categories.

- **Multiple unions for one rate class**
  You can have multiple unions for the same rate class. This is useful if you have employees from multiple trades employed on the job or an employee who works for another union local (besides his home local) for a short amount of time. Conversely, you can also have one union be part of multiple rate classes.
- **Multiple calculation methods for benefits and deductions**
  You can calculate benefits or deductions based on % of Net Wages, % of Gross Wages, % of Deduction, and % of Earnings Wages, just as you can in Microsoft Dynamics GP. In addition, the system allows *fixed* Microsoft Dynamics GP benefits and deductions to be calculated, even if they are not set up as being part of a rate class, for example, if an employee has garnishments set up in GP.
- **Prevailing wage and benefit determination**
  You can implement prevailing wage and fringe rates into your payroll calculations, based on the information from the government-supplied Davis-Bacon Act (DBA) wage determination sheet. This information is based on the union, county, and occupational (fed class) code and includes standard and overtime rates for wage and fringe benefits.

The rate class feature allows employees to use the same "base" pay codes and benefit codes, relying on the system to substitute the appropriate pay rate or benefit/deduction calculation depending on several factors such as varying union local guidelines, job location (for example, Milwaukee vs. Chicago), or even the type of job (for example, heavy commercial vs. light commercial).

An example would be when an employee receives a completely different compensation package for a period of time, such as when a journeyman is the most senior person on a job site and thus qualifies for the Foreman wage and benefit package for that period of time.

The rate class calculates rates based on a matrix of job positions (classification), pay codes, and union codes; each of which can be changed on a line-by-line basis on the timesheet.

In a union environment, companies are faced with complex methods to determine the rate of pay for an employee. In addition to specific wage rates based on the worker's experience level and classification within a union, the location of the work and the employee's relationship with the company can become a factor. See Over-Scale Pay Rate Support for Unions (page 67) for more information.

> ⚠ Before you install the latest Microsoft Dynamics GP service pack relating to payroll issues, and before you use rate classes, contact WennSoft Support.

Before You Begin

Before you use rate classes, make sure the following have been set up:

- Employee pay codes, deductions, and benefits
- Union categories and union codes

If the deductions and benefits are not set up for an employee, they will not be included in the paychecks.

- To set up pay codes, select *Microsoft Dynamics GP > Tools > Setup > Payroll > Pay Code*.
- To set up deductions, select *Microsoft Dynamics GP > Tools > Setup > Payroll > Deductions*.
- To set up benefits, select *Microsoft Dynamics GP > Tools > Setup > Payroll > Benefits*.

> ⚠ Once you decide to use rate classes, make sure you set up all pay codes as part of a rate class. Otherwise, checks will be calculated based on Microsoft Dynamics GP Payroll instead of rate classes.

Setting Up Rate Classes

Setting up rate classes involves the following.

Step 1: Enable the Rate Class Feature

You enable the rate class feature in the Posting Options window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Posting Options*.
2. In the Payroll section, mark the **Rate Class** checkbox.
3. Select *Save*.

Step 2: Set Up Rate Class Codes

This is where you enter your rate class codes, enable prevailing wage and fringe rate calculation feature (which includes *use highest wage rate*), or only the *use highest wage rate* (excluding prevailing calculation).

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Rate Class*.
2. Enter a **Rate Class** code name. Give some thought as to how you want to categorize/name your rate classes. For example, if you are setting up your rate classes to reflect the type of job, for example, heavy commercial vs. light commercial, indicate that in the rate class name.
3. Complete the remaining fields, as necessary.
    - **Rate Class**
      Enter the name of your rate class, being as descriptive as possible.
    - **Description**
      It might be a good idea to include the names of the unions assigned to this rate class, in this description.

- **Use Prevailing Wage and Fringe (Davis Bacon)**
  If your organization pays its employees' wages and fringes based on the government-supplied wage determination sheet, mark this checkbox so that you can set up rate classes to automatically calculate those rates and fringes. If this checkbox is marked, the second is automatically marked. When you mark this checkbox, the Use Highest Wage Rate checkbox is marked automatically, as the prevailing feature must first determine the highest wage rate for an employee.
- **Use Highest Wage Rate**
  If your organization pays its employees the highest rate no matter what, mark this checkbox, and leave the other checkbox unmarked. The system determines the highest rate from the following: 1) employee 2) rate class 3) job rate class and 4) transaction (if different).

4. Select *Save*.

Copying Rate Classes

You can copy an existing rate class to save time. When you copy a rate class, all position/pay code/deduction-benefit category combinations are copied also.

Only rate classes that contain valid pay codes and deductions/benefits will be copied.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Rate Class*.
2. Select a **Rate Class** and select *Copy*.
3. Select *Copy* to the message asking if you want to copy the rate class.
4. Enter a **New Rate Class**, **Rate Class Description**, and **New Union Code**.
5. Select *Copy*.

Step 3: Set Up Rate Class Detail

You can set up multiple rate classes for multiple positions/pay code/deduction-benefit category combinations. You can enter special rates for benefits and deductions using either a fixed dollar amount or a percentage of gross wages. These amounts override any rates set up in the Employee Deduction Maintenance window (for deductions) and the Employee Benefit Maintenance window (for benefits).

> ⚠ You can set up multiple rate classes for the same union.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Rate Class*.
2. Select a **Rate Class** code.
3. Complete the remaining fields, as necessary.
   - **Federal Classification Code**
     The federal classification code is an assigned code for this type of work. This field acts as a filtering field, which allows you to view the rate classes for just one particular federal classification code.
   - **Union Code**
     Enter a union code to be associated with this rate class.
   - **Payroll Record Type**
     Select from Pay Codes, Deductions, and Benefits.
   - **Position**
     The job position associated with this union/rate class.
   - **Deduction/Benefit Code**
     If the Payroll Record Type is Deductions or Benefits, select a Deduction/benefit code from the lookup.
   - **Calculation Method**
     Select from the following:
     - Percent of Gross Wages: e.g. 401K matching based on employee contribution
     - Percent of Net Wages: e.g. Vacation pay or employee garnishments
     - Amount Per Unit: e.g. Pension, Health, and Welfare

    - Percent of Earnings Wages: e.g. Over-scale pay rates
  - **Pay Code**
    The pay code associated with this rate class, for example, hourly, salary, overtime, double-time, and so on.
  - **Dollar Amount/Percentage**
    For pay rate or deduction/benefit, enter a dollar amount if the calculation method is Amount per Unit, or a percentage if the method involves a percentage, for example, % of gross wages.
    If you will be printing the Microsoft Dynamics Worker's Compensation Summary report *(Reports > Payroll > Period-End)*, you will need to up the Job Cost Rate Class amount so that it takes into account the pay factor for the pay codes set up in Microsoft Dynamics GP. For example, if you are creating an overtime rate class and in Microsoft Dynamics GP you've created a standard pay code that is $10/hr and then create an Overtime pay code that has a pay factor of 1.5 and is based on the standard pay code, you will need to enter $15 for the Overtime rate class.
4. When finished, select *Save*. Your new rate class will appear in the scrolling window in the lower portion of the window. Proceed with adding other unions to the current rate class - *OR* - create additional rate classes.
5. To print the Rate Class report, select the printer button. This report contains a list of all rate classes and their associated unions. If a rate class is selected when you select the printer button that the rate class and union code will default as the selection criteria in the Rate Class Report window. To edit a rate class, double-click a record and edit the fields. If you change the Position, Pay Code, or Deduction/Category field, a new record will be created. The record you first selected is not overridden. The first record is overridden only if you change the amount or percentage in the Calculation Type field.

> ⚠ You cannot delete a rate class if it is assigned to an employee, a job, an uncommitted TimeTrack transaction, or an uncommitted Microsoft Dynamics GP Payroll transaction. You can delete an entire rate class (and all its records) if a rate class is selected and none of the individual records are selected.

Step 4: Assign Rate Classes to Union Employees

You can assign a rate class to each union employee. Each employee can be assigned to only one rate class.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Employee Codes*.
2. Enter an **Employee ID**.
3. Enter a **Rate Class**. The **Union Code** field automatically defaults to the union code associated with that rate class.
4. Enter a **Federal Classification Code**.
5. Select *Save*. You can also assign a rate class to an employee in the following ways:
   - Assign a rate class to a job that an employee is associated with. This overrides the rate class in the Employee Maintenance Codes window. See *Assign rate classes to jobs* (below).
   - Assign the rate class to payroll transactions. The rate class is assigned to the employee for that transaction only and overrides the rate class assigned in the Job Maintenance and Employee Maintenance Codes windows.

Step 5: Assign Rate Classes to Jobs

You can assign one rate class for each job. The rate class entered in the Job Maintenance window overrides the rate class in the Employee Maintenance Codes window.

1. Select *Cards > Job Cost > Job*.
2. Complete the Job Maintenance window, assigning a rate class to the job. See Creating a Job Record (page 88).
3. Select *Save*.

For information on processing payroll with rate classes, see Processing Payroll With Union Rate Classes (Optional) (page 138). This section also contains examples of the many uses of the rate class feature.

See also:

- Over-Scale Pay Rate Support for Unions (page 67)

Over-Scale Pay Rate Support for Unions

In a union environment, companies are faced with complex methods to determine the rate of pay for an employee. In addition to specific wage rates based on the worker's experience level and classification within a union, the location of the work and the employee's relationship with the company can become a factor. There are cases where the locality should dictate the rate for an employee, where the *scale* rate in the home union should dictate the rate, and cases where the employee is paid a rate above both of these. This features helps the scenario where the worker gets paid the highest rate. For example, the employee's home union might be Milwaukee, but could work temporarily on a job in Appleton. The Milwaukee union's pay rate is higher than Appleton's, hence, for incentive or other reasons, the Milwaukee union might agree to pay the employee their higher home rate. If your company supports similar over-scale scenarios, follow the steps below to implement this feature into your payroll system. This feature supports payroll transactions created in Payroll Transaction Entry in Microsoft Dynamics GP and in Time Track.

- How It Works (page 67)
- Setup Requirements (page 67)
- Transaction Entry (page 67)
- Union Reports (page 68)
- Example (page 68)
  - Pay Rates (page 68)
  - Transaction (page 68)

How It Works

Once set up, the system will use the *higher* pay rate from one of the following:

- Rate class for employee's union
- Rate class assigned to the job
- Employee personal rate (pay code)

> ⚠ The highest pay rate feature applies only to pay rates, NOT to benefits and deductions.

Setup Requirements

To set the system to use the highest pay rate, you must mark the checkbox **Use higher pay rate**, for ALL rate class groups, in the Rate Class Setup window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Rate Class*. The Rate Class Setup window opens.
2. Select a rate class.
3. Mark this checkbox: **Use higher pay rate**.
4. Select *Save*. Proceed to mark this checkbox for all rate classes.

Transaction Entry

When you create a payroll transaction with these rate classes, the higher rate will be filled into the respective Pay Rate fields. If you are using Signature TimeTrack, if the rate class and union differ between the employer's home union and the union he/she happens to be working on currently, you must change the union code on the transaction to a union

code that is assigned to the job rate class (in the Edit Payroll Fields window). If the two venues are part of the same union, then the only thing that might change is the pay rate.

After entering payroll transactions, commit and/or post as you normally would.

Union Reports

On union reports, the union code that will display is the union that the employee worked with while on the job. On the Employee Union report, you will see the employee's home union and the union from the job.

Example

Employee works on a job for a different union local, and has been approved to get paid the higher rate, which happens to be his home union local. This example uses TimeTrack for payroll transactions.

Employee, WILLIE GREEN, is working on a job for the Sheet Metal Local Appleton union. His home union is Milwaukee, and he is performing the same duties in Appleton as does in his home union. In spirit of reciprocity, the Appleton local has agreed to pay Willie his home rate, which is the higher rate of the two unions.

For purposes of this example, we will assume that the **Use higher pay rate** checkbox has been marked for all rate classes in the Job Cost system. This example uses TimeTrack.

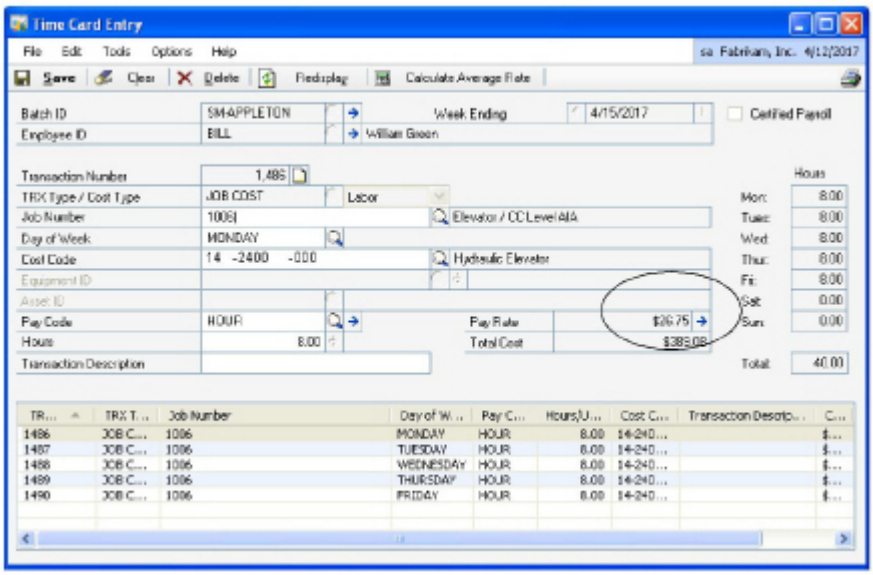
Pay Rates

Our fictitious system is set up with the following pay rates:

- Job pay rate (from a rate class assigned to job): $23.45/hour
- Home union pay rate (from a rate class assigned to employee): $26.75
- Pay code pay rate: $20.00

Transaction

We will create TimeTrack transaction for WILLIE GREEN and show that the system will use the highest pay rate of the three.



The Pay Rate filled correctly with $26.75.

In the Edit Payroll Fields window (expansion button in Pay Code field), the Rate Class fills from the job, and the Union from employee. Because the rate class and union code for Willie's union differ from the Milwaukee union, we must change the union.

After changing the union, the Window looks like this:

If you create more transactions for this job, and the unions differ, you must change the **Union** field in the Edit Payroll Fields for every transaction.

Prevailing Wage and Fringe Rate Calculation

You can implement prevailing wage and fringe rates into your payroll calculations, based on the information from the government-supplied Davis-Bacon Act (DBA) wage determination sheet. This information is based on the union, county and occupational code (fed class code) and includes standard, and overtime rates for wage and fringe benefits. You might have several different classes of workers on the same Davis-Bacon job (pipefitters, boilermakers, and so on). Each class of employee must be paid their appropriate determination. The actual wages plus employer-funded fringe benefits must equal or exceed the prevailing wage plus the prevailing fringe benefit amount equal or greater than the prevailing wage plus the fringe benefit amount - on an hourly basis (union or non-union) - as the base rate.

If an employee is due a cash fringe amount, which is paid in cash instead of contributing to the fringe benefit fund, the system calculates that amount and adds it to the employee's total hourly wage.

This feature accommodates several prevailing wage and benefit scenarios, including the following:

- Prevailing wage is higher than employee standard wage.
- Employee standard wage is higher than prevailing wage.
- Prevailing fringe is higher than employee standard fringe.
- Employee standard fringe is higher than prevailing fringe.
- Prevailing wage is higher than employee standard wage but employee standard fringe is higher than prevailing fringe.
- Prevailing fringe is higher than employee standard fringe but employee standard wage is higher than prevailing wage.

> ⚠ An excess in either component (wage or fringe) can offset a shortfall in the other component under the Davis-Bacon Act.

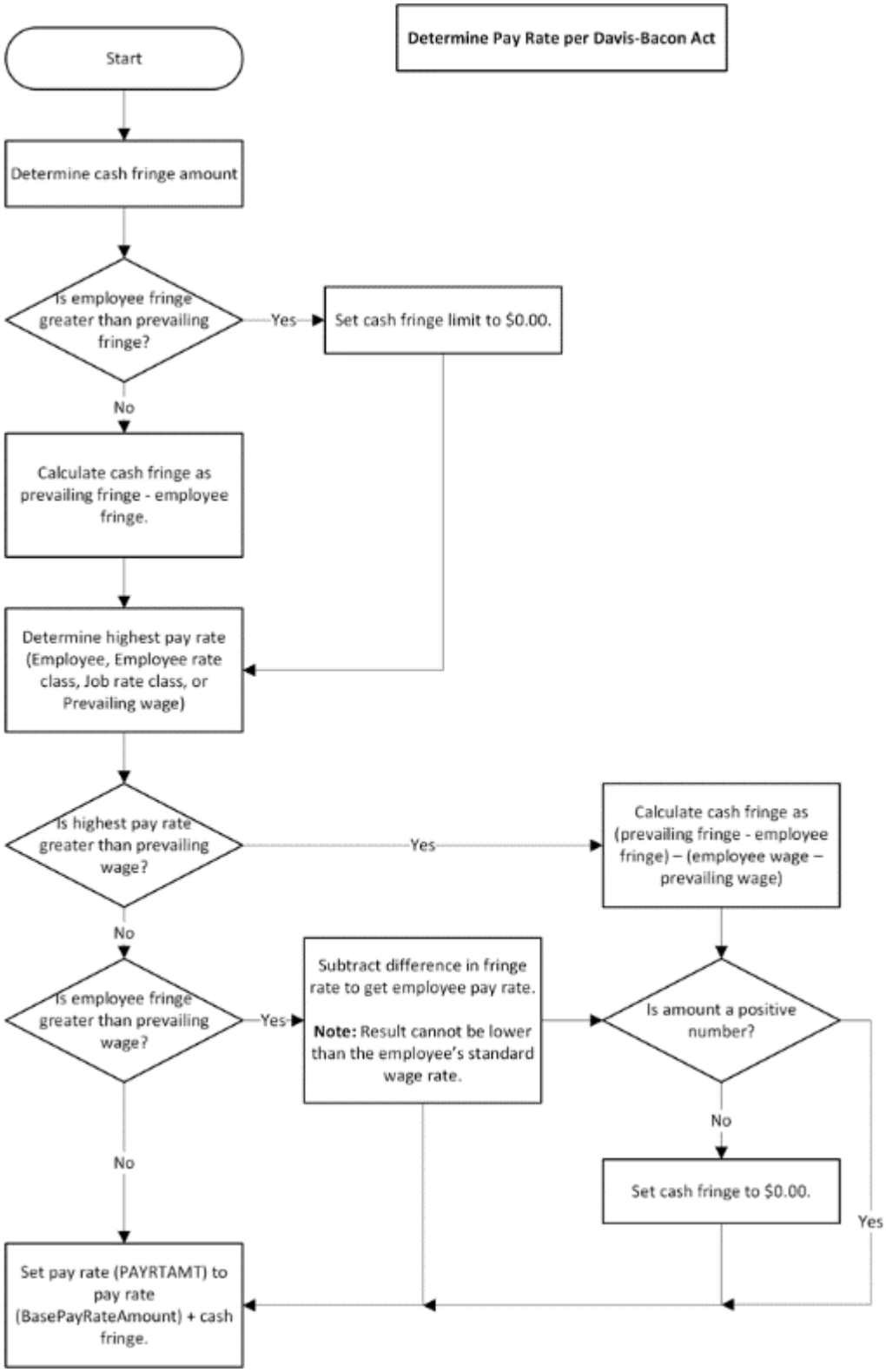
- About Prevailing Feature and Rate Classes (page 70)
- Calculation Flow: Pay Rate With Cash Fringe (page 71)
  - Example Scenarios - Prevailing Wage and Benefits (page 73)
    - EXAMPLE 1: Prevailing Wage and Fringe Are Greater than Employee Standard Wage and Fringe (page 73)
    - EXAMPLE 2: Prevailing Wage Is Greater Than Employee Standard Wage; Employee Fringe Is Greater Than Prevailing Fringe, by a Greater Difference Than the Wage Difference (page 73)
    - EXAMPLE 3: Employee Wage Is Greater than Prevailing Wage; Prevailing Fringe Is Greater than Employee Standard Fringe (page 73)
    - EXAMPLE 4: Employee Standard Wage and Fringe Are Higher Than Prevailing Wage and Fringe, Respectively (page 74)
    - EXAMPLE 5: Employee Standard Wage Is Lower Than Prevailing Wage, but the Employee Fringe Is Higher Than the Prevailing Fringe (page 74)
- Setup (page 75)
  - Prevailing Wage and Fringe Rate Maintenance Window (page 75)
  - Employee Fringe Maintenance Window (page 76)

About Prevailing Feature and Rate Classes

If you also set up pay rates that are higher than DBA prevailing wage rates within a federal class code, but separated by position code, you can still use the rate class feature to set up rates by position, and the prevailing feature to set up the prevailing wage. The system simply takes the higher pay rate. Either way, rate classes are required to take advantage of the prevailing wage and fringe features, whether union or non-union.

Calculation Flow: Pay Rate With Cash Fringe

The following diagram shows how the system calculates the pay rate involving prevailing wage and fringe amounts. Pay rate includes any cash fringe that may be due to the employee.


Determine Pay Rate per Davis-Bacon Act
Start
Determine cash fringe amount
Is employee fringe greater than prevailing fringe?
Yes
Set cash fringe limit to $0.00.
No
Calculate cash fringe as prevailing fringe - employee fringe.
Determine highest pay rate (Employee, Employee rate class, Job rate class, or Prevailing wage)
Is highest pay rate greater than prevailing wage?
Yes
Calculate cash fringe as (prevailing fringe - employee fringe) – (employee wage – prevailing wage)
No
Is employee fringe greater than prevailing wage?
Yes
Subtract difference in fringe rate to get employee pay rate.
Note: Result cannot be lower than the employee's standard wage rate.
Is amount a positive number?
No
Set cash fringe to $0.00.
Yes
No
Set pay rate (PAYRTAMT) to pay rate (BasePayRateAmount) + cash fringe.

Example Scenarios - Prevailing Wage and Benefits

This section contains example scenarios to illustrate how prevailing wage and fringe benefits are calculated, including cash fringe, if applicable.
The Employee Standard rate in the examples below is the highest rate, taken from one of the following:

- Employee (Employee Pay Code Maintenance window)
- Employee rate class (Employee Maintenance Codes window)
- Job rate class (Job Maintenance window)

EXAMPLE 1: Prevailing Wage and Fringe Are Greater than Employee Standard Wage and Fringe

In this example, the prevailing wage and fringe rates are higher than the bricklayer's standard wage and fringe. The bricklayer will get the prevailing wage of 32.71, plus the difference between the prevailing fringe and his/her standard fringe, making a cash fringe of 9.54.

	Wage	Fringe	Cash fringe	Total package
Prevailing	32.71	14.54		47.25
Employee Standard	28.50	5.00		33.50
Result:	32.71	5.00	9.54	47.25

Cash fringe = (prevailing wage - employee fringe)

EXAMPLE 2: Prevailing Wage Is Greater Than Employee Standard Wage; Employee Fringe Is Greater Than Prevailing Fringe, by a Greater Difference Than the Wage Difference

In this example, the prevailing wage for bricklayers is greater than the employee's standard rate for bricklayers. However, the employee's fringe benefits are higher than prevailing. Because the difference in fringe is greater than the difference in wage (in the example below, $5.21 - $4.21 = $1.00), the employee does not get the prevailing wage, there is no cash fringe, and the wage rate is reduced from $32.71 to $31.71. The total package for the employee is $38.25, which is equal to the prevailing total package.

	Wage	Fringe	Cash fringe	Total package
Prevailing	32.71	4.54		37.25
Employee Standard	28.50	9.75		38.25
Result:	28.50	9.75	none	38.25

EXAMPLE 3: Employee Wage Is Greater than Prevailing Wage; Prevailing Fringe Is Greater than Employee Standard Fringe

In this example, the prevailing wage for bricklayers is $25.75 per hour but your company has Bricklayer 1 and Bricklayer 2, where Bricklayer 1 makes 25.50 per hour and Bricklayer 2 makes 28.00 per hour. (You can set up the different rates

using a combination of the prevailing feature with the rate class feature to set up the three rates). In our example, Bricklayer 2 is used, and since the employee rate is higher than the rate class rate, $28.00 will be used. The prevailing fringe rate is greater than the employee fringe. In this example, the difference in the wages ($2.25) is subtracted from the greater difference in fringe ($3.00), giving us a cash fringe of $0.75.

	Wage	Fringe	Cash fringe	Total package
Prevailing	25.75	8.00		33.75
Employee Standard	28.00	5.00		33.00
Result:	28.00	5.00	0.75	33.75

Cash fringe = (prevailing fringe - employee fringe)- (employee wage - prevailing wage)

EXAMPLE 4: Employee Standard Wage and Fringe Are Higher Than Prevailing Wage and Fringe, Respectively

In this example, the bricklayer's standard wage and fringe are higher than the prevailing wage and fringe, respectively. Therefore, the total package for the employee is higher than the prevailing package, and no adjustments are necessary.

	Wage	Fringe	Cash fringe	Total package
Prevailing	25.75	5.00		30.75
Employee Standard	28.75	8.00		36.75
Result:	28.75	8.00	none	36.75

EXAMPLE 5: Employee Standard Wage Is Lower Than Prevailing Wage, but the Employee Fringe Is Higher Than the Prevailing Fringe

In this example, the prevailing wage is $1.00 higher than the employee standard wage, and the employee fringe is $1.00 higher than the prevailing fringe. Therefore, the employee will not get the prevailing wage of $34.00 but instead, the standard rate of $33.00 (34-1). There is no cash fringe and the total package is $39.00.

	Wage	Fringe	Cash fringe	Total package
Prevailing	34.00	5.00		39.00
Employee Standard	33.00	6.00		39.00
Result:	33.00	6.00	(none)	39.00

Setup

Setting up the prevailing wage and benefits feature involves the following windows: Employee Fringe Maintenance, Prevailing Wage and Fringe Rate, Rate Class Codes, and Rate Class Detail. Information on the rate class windows appears in the Job Cost User Manual. Make sure to set up rate class codes and detail before setting up prevailing wage and fringe rates.

Prevailing Wage and Fringe Rate Maintenance Window

This window is used to enter wage rate and fringe rate information from the government-supplied wage determination sheet. Information is based on the union, county and Standard Occupational Code (Fed Class Code). Fringe rate is an hourly accumulation of all the fringe benefits paid to a typical employee in a classification (union or non-union). *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Prevailing Wage and Fringe Rate.*

- **Rate Class**
  Select the rate class for which you will be entering wage and fringe rates.
- **Union Code**
  This can be any union; it does not have to be assigned to the selected rate class in the Rate Class Detail window. This field is NOT required for non-union contractors.
- **Start Date**
  Enter a starting date for entering wage and fringe rates in this window. The default is the user date.
- **Filter Date**
  Use this field to filter the wage/fringe rate entries that appear in the window. Wage/fringe rate entries appear only if this Filter Date falls within the start and end dates of the entry. If there are multiple entries (rows) for the same federal classification, but with different start dates, only the most recent entry will appear, assuming the Filter Date falls within the date range of the entry.
- **Federal Classification**
  Sometimes referred to as the Standard Occupational Code.
- **Rates (straight time, overtime, and double time)**
  Enter the wage rate for straight time, as supplied on the wage determination sheet. The overtime and double time are calculated automatically; you can change these amounts, if necessary.
- **Fringes (straight time, overtime, and double time)**
  Enter the fringe rates for straight time, overtime, and double time - as supplied on the wage determination sheet. This will be an accumulated amount of several benefit categories. The default for overtime and double time is the same as straight time, however, you can override these defaults.
- **Start Date**
  The date that the wages for this federal classification code takes effect for this employee.
- **End Date**
  The system automatically fills in an end date as soon as you create a subsequent entry for the same federal classification code with a different start date (you cannot enter a date manually). For example, if wages for a fed code go into effect on 1/10/2010, but will increase on 6/1/2010, as soon as you enter the wage line for 6/1/2010, the End Date for the previous entry will be set to a day before, in this case, 5/30/2010.

> ⚠ Entries are saved as soon as you enter data into a field. To delete a row of data, right-click and select Delete Row. Also, if the Filter Date does not fall completely within the start and end date of the new entry, the entry will disappear from view as soon as you tab to the next line. The line is saved, but won't appear until you change the Filter Date.

Employee Fringe Maintenance Window

This window is used to enter and manage fringe benefits paid to each employee, including a start (effective) date. The standard benefits entered in this window are compared to prevailing fringe benefits, based on the information from the government-supplied Davis-Bacon Act (DBA) wage determination sheet. *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup> Employee Fringe*

> ⚠ If you want the correct prevailing wage amount to default into Time Card Entry, you must set up at least one default benefit in this window, even if the fringe amount is zero.

- **Employee ID**
  This employee must be set up in the Employee Maintenance Code window in Job Cost.
- **Name**
  Fills automatically based on employee ID.
- **Start Date**
  Enter a starting date for entering fringe benefits. If no date is entered, today's date is used.
- **Filter Date**
  Use this field to filter the fringe rates that appear in the window. Fringe benefits appear only if this Filter Date falls within the start and end dates of the benefit.
- **Benefit**
  You can select existing benefits, one by one, using the lookup (same lookup accessed through the Payroll module) - *OR* - you can create one benefit that is an accumulation of the individual benefits for this employee. You can give your own name to this new benefit; it does not have to be an existing benefit name. If you select benefits individually, the system will add up the total automatically. If you already know the total benefit amount for this employee, you can create one new benefit name and enter the total in one line.
- **Start Date**
  The date that the benefit takes effect for this employee.
- **End Date**
  The system automatically fills in an end date as soon as you create a subsequent entry for the same benefit code with a different start date (you cannot enter a date manually). For example, if benefit code H&W goes into effect on 1/10/2010, and will increase on 6/1/2010, as soon as you enter the benefit line for 6/1/2010, the End Date for the previous entry will be set to a day before, in this case, 5/30/2010.
- **Fringe (straight time, over time, and double time)**
  Enter the fringe rates for straight time, overtime, and double time - as supplied on the wage determination sheet. This can be an accumulated amount of several benefit categories (see Benefit above).

> ⚠ Entries are saved as soon as you enter data into a field. To delete a row of data, right-click in the row and select Delete Row. Also, if the Filter Date does not fall completely within the start and end date of the new entry, the entry will disappear from view as soon as you tab to the next line. The line is saved, but won't appear until you change the Filter Date.

Labeling Job Cost User-Defined Fields

You can label numerous user-defined fields in many Job Cost windows. You can save the defaults or change the names, as necessary. If you make changes, select *File > Print* to print a report before saving. This provides you a copy of the original settings.

- Job Maintenance User-Defined Fields (page 77)
- Change Orders User-Defined Fields (page 77)
- Change Order Status User-Defined Fields (page 77)

- Invoice Styles User-Defined Fields (page 77)
- Subcontractor/Vendor User-Defined Fields (page 77)
- Standard Purchase Order User-Defined Fields (page 78)
- Job User-Defined User-Defined Fields (page 78)

Job Maintenance User-Defined Fields

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > User-Defined Label Setup > Job Maintenance*. The default user-defined fields in the Job Maintenance window appear.
2. Change the names and select *Save*.

Change Orders User-Defined Fields

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > User-Defined Label Setup > Change Order Entry*. The default user-defined fields in the Change Orders window appear.
2. Change the names and select *Save*.

Change Order Status User-Defined Fields

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > User-Defined Label Setup > Change Order Status*. The default user-defined descriptions in the Change Order window appear. These descriptions will appear in the Status drop-down list in the Change Orders window.
2. Change the names. If you modify change order reports using Report Writer, the internal name is used, not the new description you assign in this window.
3. Select *Save*.

Invoice Styles User-Defined Fields

Job Cost provides nine document styles for printing customer invoices. You can change the default invoice names. For example, if you use the Text Invoice style for downpayment invoices, you could name the style "Downpayments."

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > User-Defined Label Setup > Invoice Styles*. The default invoice names appear. The internal name for each style appears in the right column. If you modify reports using Report Writer, you must use the internal name, not the new description you assign in this window. You must open the Invoice Style Setup window and save the displayed information, even if you do not plan to change default invoice names.
2. Accept the defaults or enter a new description for each invoice style. When you print a Job Cost invoice, the names you enter appear on the Invoice Reports drop-down menu.
3. Select *Save*.
   If you select to modify any of the invoices in Report Writer, you must modify each invoice three times: unposted invoices, posted invoices, and history. If you need assistance, call WennSoft Support.

Subcontractor/Vendor User-Defined Fields

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > User-Defined Label Setup > Vendors*. The default user-defined fields in the Subcontractors Maintenance window appear.
2. Change the names and select *Save*.

Standard Purchase Order User-Defined Fields

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > User-Defined Label Setup > PO Standard Text* to open the Standard Text Entry window.
2. Enter a PO text ID and enter the text to display on the purchase order. You can define multiple purchase order standard text entries.
3. Select *Save*.

Job User-Defined User-Defined Fields

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > User-Defined Label Setup > Job User-Defined*.
2. Label the third and fourth fields in the upper portion. The fields have attached lookup windows that open the Microsoft Dynamics GP Employee lookup list. You could label these fields to display an additional project manager, engineer, or other employee title.
3. Label the remaining fields. The format of the fields is as follows:
    - 16 text fields
    - Two currency fields
    - Two date fields
    - Two checkbox fields
    - Ten active user-defined fields. Active user-defined fields are customizable user-defined fields. They can be defined to return various forms of data in read-only format. Unlike other user-defined fields, users don't enter data in active user-defined fields. You can select which active user-defined fields are visible by marking the **Visible** checkbox next to each field. Contact WennSoft Sales for assistance with programming the active user-defined fields.
4. Select *Save*.

Setting Up and Using Document Management in Job Cost

For information on setting up Advanced Document Management in Job Cost, see Setting Up and Using Document Management[5] in the Service Management documentation.

Creating Labor Rate Groups for Job Cost (Optional)

If you are also using Service Management, you can use labor rate groups to bill job customers. Labor rates are billed using a special profit type for labor-only cost codes, and are used to establish a billing amount for labor transactions. Labor rates can be set up to reflect different billing rates for different pay codes, such as regular time, overtime, or other premium rates. Billing rates also reflect different skill levels.

Cost codes with labor rates are created during setup and assigned to payroll transactions by employee. You can create labor rates by pay code and position or by pay code, position, and department.

If you have Service Management, you can use labor rates with Microsoft Dynamics GP Payroll, Signature TimeTrack, and Signature Job Cost transactions. Jobs must have a contract type of Cost Plus or Cost Plus NTE to use labor rates.

Creating Labor Rates by Pay Code and Position

You create labor rate groups by pay code and position using the Labor Rates window.

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5. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620325567/Setting+Up+and+Using+Document+Management

Step 1: Save the Profit Type Setup Window

You must save the Profit Type Setup window to enable the profit type: 9 - Service Labor Rate Group.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Profit Types*.
2. Select *Save*.

Step 2: Create Labor Rates

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Labor Rates*.
2. Complete the following fields, as necessary.
   - **Labor Rate Group Name**
     Enter a labor rate group name.
   - **Position**
     Use the lookup window. You can use the ALL value to represent all positions.
   - **Pay Code**
     Pay codes are used to distinguish between labor rates with the same labor group name and position. Each labor rate group may have multiple billing amounts for a combination of positions and pay codes. For example, a Preferred labor group may have an overtime rate and a regular time rate for technicians, supervisors, and helpers. You can use the ALL value to represent all pay codes.
   - **Description**
     Enter a description. For example, Supervisor - Regular or Supervisor - Overtime would differentiate one pay code from another.
   - **Billing Amount**
     When you enter the payroll transaction, the billing amount will be calculated as the amount entered in this field multiplied by the quantity entered in the payroll transaction.
   - **Fixed OH per Hour, OH Percentage**
     These fields do not apply to Job Cost transactions; they only apply to Service Management. Therefore, values entered in these fields will be ignored. Overhead will be calculated using the overhead detail codes set up in Job Cost for the position/pay code combination.
3. Select *Save*.

You can delete a labor rate group record by double-clicking a record and selecting *Delete* twice. You can delete a labor rate group only after each record within that group is deleted. After each record is deleted, select *Delete* again to delete the labor rate group.

Step 3: Assign Labor Rates to Cost Codes

You assign labor rate groups to cost codes in the Master Cost Codes Setup window. Only cost codes with a profit type of 9 can be assigned labor rate groups.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Master Cost Codes*.
2. Select a **Cost Code**.
3. In the **Profit Type ID** field, select 9 - Service Labor Rate Group.
4. Enter a **Labor Rate Group**.
5. Select *Save*.

Step 4: Assign Cost Codes to Jobs

Cost codes that have a profit type of 9 must be assigned to the appropriate jobs. These jobs must have a contract type of Cost Plus or Cost Plus NTE. See Adding Cost Codes to a Job (page 94) for information on assigning cost codes to jobs.

Creating Labor Rates by Pay Code, Position, and Department

Step 1: Save the Profit Type Setup Window

You must save the Profit Type Setup window to enable the new profit type: 9 - Service Labor Rate Group.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Profit Types*.
2. Select *Save*.

Step 2: Select Setup Options

To use labor rate groups that are based on the department, you must mark the **Use department for profit type 9 service labor rate groups** checkbox in the Setup Options window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Setup Options*.
2. Mark the **Use department for profit type 9 service labor rate groups** checkbox.
   We recommend that you do not unmark the checkbox after it has been marked, especially after transactions have been posted with the checkbox marked. If you unmark the checkbox, you must set up your labor rates again.
3. Select *Save*.

Step 3: Create Labor Rates

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Labor Rates*.
2. Enter the **Labor Rate Group Name**.
3. Enter an **Overhead Group**. See Setting Up Overhead Group Codes (page 60).
4. Select the *Default* button. This will populate the scrolling window with individual records associated with the overhead group.
5. To add a description and billing amount for a record, double-click a row in the scrolling window. The **Billing Amount** field shows the rate charged for a labor group name, specific position, specific department, and corresponding pay code. Leave the field blank to create a zero-dollar billing amount.
6. Save the new labor rate group by choosing *Save*. You can delete a labor rate group record by double-clicking a record and choosing *Delete* twice. You can delete an entire labor rate group only after each record is deleted. After each record is deleted, select *Delete* again to delete the labor rate group.

Step 4: Assign Labor Rates to Cost Codes

You can assign labor rate groups to cost codes in the Master Cost Codes Setup window. Only cost codes with a profit type of 9 can be assigned labor rates. See Setting up master cost codes for more information.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Master Cost Codes*.
2. Select a **Cost Code**.
3. In the **Profit Type ID** field, select 9 - Service Labor Rate Group.
4. Enter a **Labor Rate Group**.

5. Select *Save*.

Step 5: Assign Cost Codes to Jobs

Cost codes that have a profit type of 9 must be assigned to the appropriate jobs. These jobs must have a contract type of Cost Plus or Cost Plus NTE. See Adding Cost Codes to a Job (page 94) for information on assigning cost codes to jobs.

Using SmartList Objects for Signature Job Cost Products

Using SmartList Objects for Signature Products

SmartList Builder objects are available for Equipment Management, Job Cost, and Service Management. These objects include Go To items for several windows. Some Go To items appear for multiple objects.

Importing SmartList objects

SmartList Builder

You must own SmartList Builder to use Signature SmartList Builder objects.
You must be logged in as "sa" to import objects.

1. Select *Microsoft Dynamics GP >Tools > SmartList Builder > Import*. Select the folder icon and navigate to the Signature SmartList Builder Objects folder in your Microsoft Dynamics GP directory.
2. Select the appropriate XML file and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has completed. Select *OK*.
3. Repeat the steps to import additional XML files, as needed.

SmartList Designer

If you do not own SmartList Builder, use SmartList Designer to create SmartLists by importing the Signature SmartList Objects.

1. Select *Microsoft Dynamics GP > SmartList*. Select *Export/Import* and then *Import*.
2. Select *Add* and then navigate to *<GP Install folder>\Signature\SmartList Designer Objects*. If you have purchased SmartList Builder, you will want to import the objects for SmartList Builder. See the previous section for information on importing SmartList Builder objects.
3. Select the appropriate XML file(s) and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has completed. Select *OK*.
4. Repeat the steps to import additional XML files, as needed.
5. Close the SmartList window and then re-open to complete the import process.

Accessing SmartList objects

You access SmartList objects in the SmartList window. Each object name begins with the word Signature, followed by the descriptive name; for example, Signature Service Calls.

1. Select *SmartList*.

2. Scroll down to the objects that begin with Signature. Select an object to display the records for that object. Records appear in the right pane of the window.
3. To select a Go To item, select a record for that object, and select the *Go To...* button. Select an item from the Go To menu. You can also double-click a record to display the default Go To item, which is the first item in the Go To menu.

> ⚠ If double-clicking a record does not display a window, select *SmartList* > *Options* to open the Options window. In the Category drop-down list, select the object that is currently highlighted in the SmartList window, then select *OK*. In the SmartList window, select the *Refresh* button, then double-click a record. The window for the default Go To item should appear. Double-clicking will now work for all objects.

For information on using the SmartList window, see the Microsoft Dynamics GP documentation.

Modifying SmartList Builder Objects

Any modifications that you make to one of the imported SmartList templates will be lost if you re-import SmartList Builder objects. Before you modify a template, we recommend duplicating the SmartList and making changes to the copy.

1. Select *Microsoft Dynamics GP* > *Tools* > *SmartList Builder* > *SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Equipment Management SmartList Builder objects that you imported are identified with _S_EMS_{_}.
3. Select *Options* > *Duplicate...*.
4. Select SmartList as the **New List Type**. You can also duplicate the template into Excel Report Builder; see Creating a SmartList Object Excel Report[6] for details.
5. Enter a **New List ID** and **New List Name**, and select *Duplicate*.
6. The new SmartList opens and can be edited in the SmartList Builder window. We recommend modifying this copy, as any changes that you make to the original template will be lost if you need to re-import SmartList Builder objects.

Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for information on editing SmartList Builder objects.

Creating a SmartList Object Excel Report

You can create Excel Reports from the SmartList objects that you imported.

1. Select *Microsoft Dynamics GP* > *Tools* > *SmartList Builder* > *SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Signature SmartList Builder objects that you imported are identified with S_ for Service Management or Job Cost and **EMS_** for Equipment Management.
3. Select *Options* > *Duplicate...*.
4. Select Excel Report as the **New List Type**.
5. Enter a **New List ID** and **New List Name** for the Excel Report, and select *Duplicate*.
6. The new report opens in Excel Report Builder, where you can modify the Excel Report. Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for more details.

6. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620323678/Creating+a+SmartList+Object+Excel+Report

Preparing Go To Items for Use in the SmartList Window

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*. Select the lookup button in the SmartList ID field and complete the following steps for each Signature object displayed in the list:
2. Highlight the Signature object in the list and click *Select*.
3. Select the *Go To...* button. All available Go To locations display. Here you can Add, Edit, or Remove Go To items. When you are finished, Select *OK*.
4. In the SmartList Builder window, select *Save*. When the information has saved, the window will clear.
5. When you have completed these steps for each object in the list, close the SmartList Builder window. Open the SmartList window under *Microsoft Dynamics GP > SmartList*. The following message will appear: *SmartList Builder has detected changes to be made. Do you want to make these changes now?* Select *Yes*. The update will take a few moments.

When the update completes, the SmartList window will open. You are now ready to use the Signature SmartLists and Go To items.

Signature Objects and Go To Items Reference

The following Signature objects and Go To items are available for use in SmartList.

Service Management

Object	Go To items
Signature Service Calls	Service Call, Service Manager, Customer, Location, Contracts
Signature Service Customer Locations	Service Manager, Service Call History, Equipment Summary, Customer, Location
Signature Service Equipment	Equipment, Contract, Service Manager, Customer, Location
Signature Service Invoice History	Invoice, Service Call, Service Manager, Customer, Location
Signature Service Invoice Open	Invoice, Service Call, Service Manager, Customer, Location
Signature Service Maintenance Contracts	Contract, Contract Coverage, Revenue/Costs, Service Manager, Customer, Location

Job Cost

Object	Go To items
Signature Job Billings	Invoice Zoom, Job Status, Billed Position, Billing Inquiry

Object	Go To items
Signature Job Cost Codes	Cost Code, Cost Code Setup, Cost Code Transactions, Cost Code Summary, Job Status, Job Maintenance
Signature Job Subcontractors	Vendor Status, Job Status, Job Maintenance, Billed Position, Master Vendor Dates, Master Subcontractor, Subcontractor Status
Signature Job Transactions	Job Cost Transaction Zoom, Cost Code Summary, Job Status, Job Maintenance
Signature Jobs	Job Status, Job Change Orders, Billed Position, Billing Inquiry, Project Status, Job Maintenance

Advanced Document Management in JC

For information on setting up Advanced Document Management in Job Cost, see Advanced Document Management[7] in the Service Management documentation.

Job Estimates

If you are using third-party cost estimating software, you can import the estimate information for use in Job Cost. Contact WennSoft Sales for information on importing estimates.

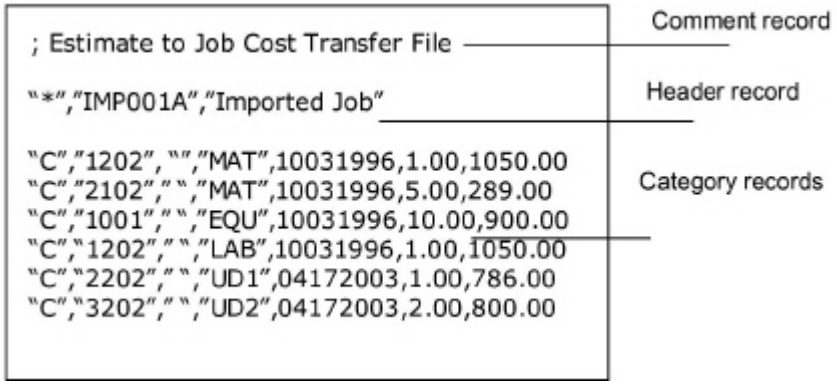
Importing Estimates

Step 1: Create the Import File

You can either generate the import text file using third-party software, or you can create it yourself using a text editor such as Notepad or Microsoft Excel. The import file must contain a .TXT extension. An import file contains three main records: comment, header, and category. Each instance of a record appears as a separate line in the import file.

Sample estimate import file

7. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620327792/Advanced+Document+Management



A description of each record follows:

- **Comment records**
  Comment records contain general comments or a description of the import file.
  - Comment records can appear anywhere in the import file. You can have as many comments as necessary.
  - The first character in a comment record must be a semicolon. A sample comment record follows: ;Estimate to Job Cost Transfer File
- **Header record**
  A header record contains basic information about the job, such as job name and job number.
  - A header record is required.
  - The first character or field must be an asterisk. The second must be the job number. A third field (optional) is job name.
  - Data in a field must be enclosed with double quotes. If the field is a numeric or a date, no quotes are required.
  - Each field must be separated by a comma. Two consecutive commas indicate a null (empty) field.
  - A sample header record follow: "*","IMP001A","Imported Job">
- **Category records**
  Category records contain the estimate information that will be imported into Job Cost for each cost code, along with other job information.
  - A category record is required and consists of 12 fields. The first field in a category record is the letter C. The first eight fields are required.
  - If a field contains data, the data must be enclosed with double quotes. If the field is a numeric or a date, no quotes are required.
  - Each field must be separated by a comma. Two consecutive commas indicate a null (empty) field. A sample category record follows: "C","1001"," ","EQU",10031996,10.00,900.00

Category Record Fields

A description of the format for each category field appears in the following:

Field Number	Description	Required?
1	The letter C (quotes needed)	Yes
2	Cost code format without dashes (quotes needed) Cost codes must exist as master cost codes in the Master Cost Codes Setup window.	Yes

Field Number	Description	Required?
3	Null — 17 spaces The description from the Master Cost Codes Setup window automatically defaults in the Job Cost Codes Setup window during the import. You do not have to include it in your import file.	Yes
4	One of the following cost code elements (quotes needed): LAB, MAT, EQU, SUB, OTH, UD1, UD2, UD3, UD4	Yes
5	Date (no quotes needed)	Yes
6	Number of units (no quotes needed)	Yes
7	Null (no quotes needed)	Yes
8	Amount per unit (no quotes needed)	Yes
9	Null (no quotes needed)	No
10	Null (no quotes needed)	No
11	Null (no quotes needed)	No
12	Null (no quotes needed)	No

Step 2: Import the Estimates into Job Cost

During the import process, you will create a new job using the job number specified in the import file.

1. Select *Microsoft Dynamics GP > Tools > Integrate > Job Cost > Estimates*.
2. Select the folder button to locate and select the text file for import and select *Next >*.
3. Enter the job record information in the Estimate Import window. See Creating a Job Record (page 88) for more information. The **Job Number** and **Description** fields come from the import file. The **Contract Type** is automatically set to Fixed Amount and the **Billing Type** is set to Standard. You can change these defaults.
4. Select *Next>* to open the Estimate Warehouse window. The Estimate Warehouse window summarizes the cost codes added to the job, including the estimated cost for each code.
5. Review the Estimate Warehouse window to ensure the cost codes are valid.
    - A Valid label indicates that the cost code exists and will import successfully. If all cost codes are valid, proceed to the next step.
    - An Invalid label indicates that the cost code does not exist in Job Cost as a master cost code. If at least one cost code is invalid, select *Cancel* to cancel the import and start over. Before you restart the import, add the appropriate cost code(s) to the Master Cost Codes Setup window (*Microsoft Dynamics GP > Tools > Setup > Job Cost > Cost Code Setup > Master Cost Codes*).

6. When all cost codes are valid, select *Finish* in the Estimate Warehouse window. If the import was successful, a message appears telling you that the import was successful, and asking you if you want to import another estimate file.
7. To finish importing files, select *No*. To continue importing more files, select *Yes*. The Import Estimates window reappears.

Step 3: Review the Imported Information in Job Cost

To make sure the information that was imported into Job Cost is satisfactory, review the appropriate fields in the Job Cost Codes Setup window.

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a job, then select the *Cost Codes* button.
3. Use the browse buttons to display the costs codes that were included in the import file.
4. The cost code from the import file defaults in the Cost Code field.
5. The estimate defaults in the Estimate Amount field and is calculated as number of units (quantity) x amount per unit. If any estimate numbers are incorrect, check the import file to make sure the proper field was filled in. Just because a cost code was imported successfully doesn't mean the numbers are correct in the Job Cost Code Setup window. For example, if you leave field number 6 (amount per unit) blank for a cost code in the import file, the import process will complete successfully, but will enter a default value of 1 in the Estimate Units field in the Job Cost Codes Setup window.

Job Maintenance

Use the Job Maintenance window to enter job, customer, contract, billing, and tax information. You also can enter information needed to track many of the details associated with a job, including cost codes, subcontractors and vendors, revenue codes, and bill codes.

The Subcontractor and Advanced Subcontractor features are optional. Contact WennSoft Sales for more information. See Subcontractor feature (page 187) and Advanced subcontractor feature (page 191).

See also:

- Creating a Job Record (page 88)
- Entering Job User-Defined Information (page 92)
- Relationship Between Billing Type, Contract Type, and Invoice Type (page 93)
- Adding Cost Codes to a Job (page 94)
- Working With Job Revenue Performance Obligations (page 96)
- Adding Subcontractors and/or Vendors to a Job (page 100)
- Adding Bill Codes to a Job (page 101)
- Copying Job Records (page 103)
- Scheduling Job Appointments (page 103)
- Excluding a Job From POC or RPO Calculation (page 106)
- Move or Transfer Costs and Billing to a Job From a Service Call (page 107)
- Loss Recognition (page 110)

Creating a Job Record

Job records serve as the foundation for Job Cost. You can create records for jobs to track costs, bill clients, and receive payments. You can edit jobs, view an existing record, or search for the record by job name or by job number. Your billing type, which is dependent on contract type, determines the type of job invoices that can be printed. Further, certain billing types require that you create bill codes.

For more information, see Relationship Between Billing Type, Contract Type, and Invoice Type (page 93).

To create a job record:

1. Select *Cards* > *Job Cost* > *Job*.
2. Complete the following fields, as necessary.
    - **Job Number, Description**
      Enter a job number and description.
    - **Project Number**
      Projects are used to group related jobs. You can also use project numbers as a sorting option in lookup windows and for grouping similar jobs on reports. You can print reports organized by project. This field is required if you are using project-level billing.
    - **Division**
      You must assign jobs to a division account, even if you don't use the Division posting option (*Microsoft Dynamics GP* > *Tools* > *Setup* > *Job Cost* > *Job Cost Setup* > *Posting Options*). If you use the Division posting option, all revenue and expense accounts for this job post to the general ledger accounts associated with this division.
      You can change the division for a job, though you will receive a warning if you have any transactions posted for that job.
    - **Estimator**
      Enter the employee ID of the person estimating the project or job.
    - **Project Manager**
      Enter the project manager on the job.
    - **Customer, Job Address**
      Select the job customer and job address.
    - **Bill To Customer, Bill To Address**
      These fields default to the Customer and Job Address. If you are using 3rd party billing, you can select the billing customer and location where the bills associated with this job will be sent. The Bill To Address defaults to the Customer Maintenance Bill To address.
    - **Salesperson ID**
      Enter the salesperson ID, if different than the salesperson assigned at the customer level.
    - **Contract Number**
      This field is informational only.
    - **Contract Type**
      Select one of the following from the **Contract Type** drop-down menu:
        - **Fixed Amount**
          This is a firm bid or guaranteed price for an entire job. The fixed price is the total amount the customer will be billed for the original job contract. Choosing this type enables the **Functional Contract Amount** field. Enter the fixed price. You will not be able to edit this amount for an existing job record unless you have been granted permission in Job Cost Security Setup.
        - **Cost Plus**
          Calculates the contract billing amount per the actual posted cost plus profit defined by the assigned cost codes. Cost Plus does not contain a maximum contract amount. Choosing this type enables the **Current Contract Amount** field, which is calculated automatically.
        - **Cost Plus NTE (Not to Exceed)**
          Similar to Cost Plus, except that it cannot exceed the maximum contract amount. The contract

billing amount for the job is less than or equal to the maximum contract amount. We recommend using Cost Plus NTE for Cost Plus contract type jobs. Cost Plus NTE allows you to bill more than the calculated cost plus profit. Cost Plus contract type jobs do not allow you to bill more than the calculated cost plus profit for a specific cost code. Choosing this type enables the **Contract Maximum** field. Enter the maximum contract amount. You can use the Contract Maximum expansion button to open the Job Contract Maximum Amount window, showing the change orders and change order maximum amounts for Cost Plus NTE contract types.

- **Billing Type**
  You cannot change the billing type for a job after invoices have been created for the job. If you are setting up an AIA job and need to print the Application for Payment Schedule report during invoice entry, you must use the User-Defined or Cost Code billing type.
  In the **Billing Type** field, select one of the following billing types from the drop-down list:
  - **Standard (default)**
    Select Standard if you print simple invoices such as a one-line-item description with a single billing amount not applied to individual cost codes. Also, select Standard if you print invoices in another application and use Job Cost only to enter invoice information.
  - **User-Defined**
    Select User-Defined to define your bill codes for the selected job and to enter a total billable amount for each bill code. User-Defined cannot be used with Cost Plus or Cost Plus NTE contract type jobs. When you select User-Defined, the **Architect ID** field becomes enabled.
  - **Cost Code**
    Select Cost Code to automatically duplicate all cost code numbers assigned to the job as potential bill codes. When you select Cost Code, the *Bill Codes* button and **Architect ID** field are enabled. If you selected either Cost Plus or Cost Plus NTE as the contract type, you can select the Cost Code billing type to create your bill codes. The billable amount is automatically calculated based on posted transactions and the profit type assigned to each cost code.
  - **Transaction Level**
    Select Transaction Level to have transaction-level detail print on customer invoices. This billing type is for Cost Plus contracts only. Line item descriptions on active customer invoices depend on the transaction type, per the following:
    - **Accounts Payable transaction type**: The line item description comes from the Description field in the Payables Transaction Entry window.
    - **Inventory transaction type**: The line item description comes from the Item Description field in the Item Transaction window.
    - **SOP transaction type**:
      - **Inventory Items**: The line item description comes from the Description field in the Item Maintenance window.
      - **Non-Inventory Items**: The line item description comes from the Item Description field in the Purchase Order Entry window
    - **POP transaction type**:
      - **Inventory Items**: The line item description comes from the Description field in the Item Maintenance window.
      - **Non-Inventory Items**: The line item description comes from the Vendor Description field in the Purchase Order Entry window.
    - **Payroll transaction type**: The line item description comes from the Cost Code Description field in the Payroll Transaction Entry window.
    - **Job Cost transaction type**: The line item description comes from the Reference field in the Job Transaction Entry window.
  - **Project Billing**
    Select Project Billing when billing for all jobs in the project. The project number must be entered in the Job Maintenance window to use Project Billing.

    - **SOP**
      Select SOP when billing for jobs using the Sales Order Processing module. This billing type is for Fixed Amount contract types only.
    - **Project Bill Code**
      Select Project Bill Code for jobs assigned to a project bill code project. The project number entered in the Job Maintenance window must be designated as a project bill code project in the Project Maintenance window.
- **User-Defined 1 & 2**
  Enter user-defined information.
- **Tax Exempt Number**
  Enter tax information.
- **Tax Schedule**
  The tax schedule defaults from the customer record. If a tax schedule is assigned to the job address, the job address tax schedule overrides the customer tax schedule. You can use the lookup to select a different tax schedule.
- **Retention Percent**
  Enter a retention percentage to be automatically calculated and withheld from invoices. This field is disabled if you are using the following Billing Types: Project Standard Billing, SOP, Project Bill Code, Project Trx Level, and Project Allocated Revenue.
- **Calculate Sales Tax on Billing Amount**
  If you are using a Retention Percent, mark this checkbox to calculate the sales tax on the Billing Amount. If unmarked, the sales tax is based on the subtotal amount (Billing Amount - Retention Amount). If you change the Retention Percent to 0, the Calculate Sales Tax on Billing Amount checkbox is cleared and disabled. There are currently five states (WA, NV, TX, OH & DE) that require that sales taxes on the Job Cost invoices be calculated based on the gross receipts (sales amount not reduced by retention). The Calculate Sales Tax on Billing Amount checkbox displays on the Job Invoice Entry window as well, with the checkbox defaulting based on the Job from the Job Maintenance window. Users can mark/unmark the checkbox in the Job Invoice Entry window. Taxes are recalculated when the checkbox is marked/unmarked. This checkbox is disabled for these Billing Types: SOP, Project Bill Code, Project Trx Level, Project Allocated Revenue.
- **Overhead Amount**
  Overhead fields are information only. In job payroll transactions, overhead amounts for labor are calculated based on the group code, using a flat rate per hour or a percentage of the total labor cost.
- **Currency ID**
  Displays the currency ID for the billing customer. This field is only enabled if you are using multicurrency and using the Canadian currency ID, the contract type is fixed, and the billing type is user-defined.
- **Architect ID**
  Use the lookup to select an architect if there is one assigned to this job. This field is enabled only if the billing type is Cost Code or User Defined.
- **Overhead Labor %, Overhead User-Defined %**
  Overhead fields are informational only.
- **State**
  This information should reflect the job location, not where your business is incorporated or where the employer lives. This code comes from the State field on job payroll transactions entered using the Microsoft Dynamics GP Payroll Transaction Entry window or the TimeTrack Time Card Entry window. In job payroll, the state assigned to the job overrides the state assigned to the employee (*Cards > Payroll > Employee)*. If the State field is blank for a job, the payroll transaction uses the state code assigned to the employee record in Microsoft Dynamics GP Payroll setup.
- **SUTA State**
  This information should reflect the job location, not where your business is incorporated or where the employer lives. This code comes from the SUTA State field on job payroll transactions entered using the Microsoft Dynamics GP Payroll Transaction Entry window or the TimeTrack Time Card Entry window. In job payroll, the SUTA state assigned to the job overrides the SUTA state assigned to the employee (*Cards*

> *Payroll* > *Employee)*. If the SUTA State field is blank for a job, the payroll transaction uses the SUTA state code assigned to the employee record in Microsoft Dynamics GP Payroll setup.

- **Local Tax**
  This information should reflect the job location, not where your business is incorporated or where the employer lives. Use the lookup to select a local tax code. The lookup window contains local tax codes defined in the Microsoft Dynamics GP Payroll module. The local tax code entered here overrides the corresponding tax code assigned to the employee in Microsoft Dynamics GP Payroll.
- **Rate Class**
  Enter a rate class. See Setting Up Rate Classes for Union Payroll (page 63).
- **Scheduled Start Date, Scheduled Completion Date**
  Enter the job's start date and completion date, respectively.
- **Est. % Complete to Date**
  Enter the job's estimated percentage of completion. Project managers may use this field to measure job performance by comparing the actual percent complete on a cost basis to the manager's estimated percent complete. The actual percentage complete displays, calculated automatically by comparing the job's total posted costs to total forecasted costs.
- **Calc. % Complete to Date**
  Filled in automatically based on the percentage of the forecasted costs or labor that has been posted. For example, if you are calculating POC based on costs and the posted costs are $60 and the forecasted costs are $100, the number in this field would be 60. Posted units and forecasted units are displayed in the Job Status window (Inquiry > Job Cost > Job Status).
- **Job Created Date**
  Displays the date that the job was created.

3. Mark any appropriate checkbox(es):
   - **Inactive**
     Mark this checkbox if you want to prevent the posting of transactions to this job. Inactive jobs are included in the percentage-of-completion journal entry. If the job cannot be inactivated, and you have SSRS installed, you will be prompted to print the Job Closing Preparation[8] report.
     Appointments cannot add or update appointments if the job is marked as inactive.
   - **Exclude from:**
     - **RPO**
       Mark this checkbox if you are using the Revenue Performance Obligations (RPO) method to recognize revenue to exclude jobs from the RPO calculation. See Working With Job Revenue Performance Obligations (page 96) for more information.
     - **POC**
       Mark this checkbox if you are using the Percentage-of-Completion revenue recognition method, and you are creating a fixed asset, warranty, or template job that you do not want included in the POC calculation. Once costs or billings are posted to the job, you cannot change this option. We strongly recommend using a separate division for jobs that are excluded from POC. Refer to Excluding a Job From POC or RPO Calculation (page 106) before marking this checkbox.
   - **Include in Loss Recognition**
     Mark this checkbox to include the job in the loss recognition journal entry for the current period. This checkbox is visible if the Use Job and Project Loss Recognition posting option is marked. For more information, see Loss Recognition (page 110).
   - **Certified Payroll**
     Mark this checkbox if the job involves certified payroll. See Certified Payroll[9] for more information.
   - **Reimbursable**
     Mark if this job is reimbursable.
4. Select *Print* to print the following reports:

8. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620317381/Job+Closing+Preparation
9. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620318258/Certified+Payroll

- **JC Job Report**
  This report displays the job information entered in the Job Maintenance window.
- **Job Notes**
  This report includes all notes for the job.
- **Custom Job Reports**
  If you have created any custom Job reports, they will be displayed here. See Custom SSRS Job Cost Reports[10].

Changing the Contract Type on a Job

You can change the contract type on a job at any time without a password required if:

- There is NO actual cost posted.
- There are ONLY unposted costs.
- There are ONLY committed costs.
- There is an invoice posted.

However, if the job has actual cost posted, you must enter the password before you can change the contract type.

Changing From a Fixed to a Cost Plus Contract Type

When changing from a Fixed contract type to a Cost Plus contract type, you must verify if the profit type on the cost codes should be updated.

1. Change the contract on the jobs to Cost Plus. Enter the password, if prompted.
2. Go to each cost code on the job and decide if the profit type on the cost codes should be changed from 2 (None) to a different calculation.
3. After changing the profit types on the cost code, a journal entry with the prefix PRFTCHG is created.
4. After the PRFTCHG is posted, the job is recalculated with the expected contract amount.

Changing From a Cost Plus to NTE or NTE To Cost Plus Contract Type With Posted Costs

When changing from a Cost Plus contract type to an NTE or NTE to Cost Plus contract type, the cost codes do not need to be changed because both job types use the profit types.

1. Change the contract type.
2. Enter the password.

Changing From a Cost Plus/NTE to Fixed Contract Type With Posted Costs With Posted Costs

1. Change the profit types on the cost codes to 2 (None).
2. Change the contract type on the job and enter the password.

Entering Job User-Defined Information

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a **Job Number**, then select the *User-Defined* button.
3. Enter a **Job Type**, **P.O. Number**, and **Asset ID** for the job. The P.O. Number entered in the Job User-Defined window will be the default entry in the PO Number field of the Job Invoice Entry window for that job.

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10. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620317239/Custom+SSRS+Job+Cost+Reports

4. Complete the user-defined fields for the job.
5. Select *Save*.
   If you select the *Clear* button in the Job User-Defined window, only the changes you've made since the window was last saved will be cleared.
6. Select the printer button to print the Job User-Defined report, listing all the information from the Job User-Defined window.

> ⚠ When using the *Copy* button in the Job Maintenance window to copy a job record, user-defined field information will not be copied to the new job.

Relationship Between Billing Type, Contract Type, and Invoice Type

Your billing type, which is dependent on contract type, determines the type of job invoices that can be printed. Further, certain billing types require that you create bill codes.

Billing Type	Contract Type	Job Invoice Type	Bill Codes Required
Standard	All types	Standard Types*	No
User-Defined	Fixed Contract	AIA Billing Detailed Billing Standard Types**	Yes
Cost Code	All types	AIA Billing Detailed Billing Standard Types**	Yes
Transaction Level	Cost Plus	Transaction Level Trx Level by Labor Standard Types**	No
Project Billing	All types	Project Level	No
SOP	Fixed Contract	Microsoft Dynamics GP invoice types are used***	No
Project Bill Code	All types	Project Level	Yes

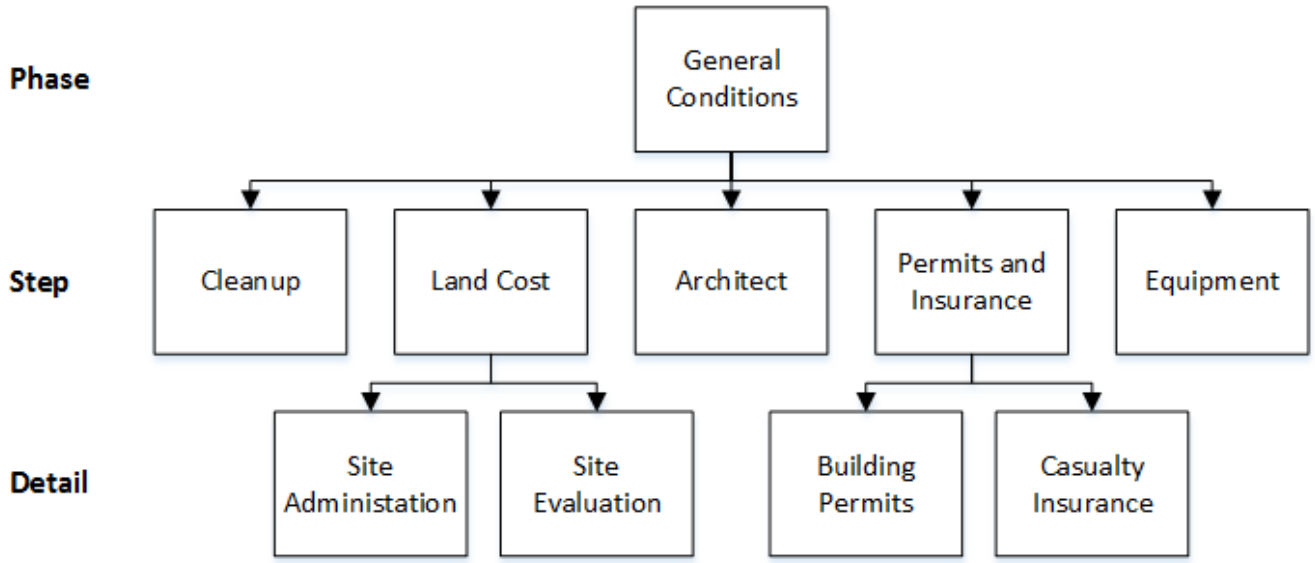
*Standard job invoice types include the following types of reports: Graphic Invoice, Text Invoice, Cost Elements, Graphics Inv 2, Text Inv 2, and Tax Detail Inv.

**If you print a standard job invoice type for a job with a Cost Code, User-Defined, or Transaction Level billing type, the invoice will contain a dollar amount, but will not contain detailed information. To provide your customer with a detailed invoice, you should use the appropriate invoice type.

***The SOP billing type is used to bill jobs using Sales Order Processing; therefore, invoices are created in Microsoft Dynamics GP.

Adding Cost Codes to a Job

Cost codes define the cost category and cost amount for a job. You add cost codes in the Job Cost Codes Setup window. You can break a job into phases, steps, details, and even sub details. A step can be broken into categories or cost elements such as labor, material, equipment, subcontractors, and miscellaneous costs.



In the example above, the General Conditions phase relates to the initial acquisition of land for a home or commercial building job. The phase is broken into the cost of land, cleanup, architectural fees, etc. Job detail is tracked for two of the steps. Each phase, step, detail, and sub detail of a job can be assigned an alphanumeric code or cost code for tracking purposes.

- Adding Cost Codes to a Job (page 94)
- Revising Estimated Costs (page 96)

Adding Cost Codes to a Job

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a **Job**, then select the *Cost Codes* button.
3. Use the lookup to select a **Cost Element Type**. Entering a cost element type causes the lookup window for the Cost Code field to include only codes for that cost element. The default is 1 for Labor.
4. Use the *Add Cost Codes* button to enter an existing master cost code or enter a new cost code and description. The lookup for the Cost Code field applies only to cost codes that have already been added to this job. It is not a lookup for the Master Cost Codes Setup window. The **Posted To** checkbox is marked if transactions have been posted for the cost code and job. The **Added by CO** checkbox is marked if the cost code was added through a change order.
5. Enter the **Profit Type ID** and **Profit Amount**. These fields will be disabled if the contract type is Fixed Amount. The profit amount can be a flat dollar amount or percentage. Choices depend on the contract type of the job. The default is 2 - None. Profit type 9 is available when the cost element type is Labor. See Description of Profit Types.

- If the contract type is **Fixed Amount**, the profit type choice is **2 - None**.
- If the contract type is **Cost Plus** or **Cost Plus NTE**, the profit type choices are:
    - 1- Non-Billable
    - 2 - None
    - 3 - Percent Margin
    - 4 - Percent of Cost
    - 5 - Per Unit Amount
    - 6 - Total Dollar Amount
    - 7 - Flat Rate per Cost Code
    - 8 - Flat Rate per Unit
    - 9 - Service Labor Rate Group

6. omplete the remaining fields, as necessary.
    - **Service Labor Rate Group**
      This field is enabled only if the profit type is 9 - Service Labor Rate Group. See Creating Labor Rate Groups for Job Cost (Optional) (page 78).
    - **Account Number**
      If you're using the Division posting option, an account number automatically appears. If you're using the Cost Codes posting option, you must enter an account number.
    - **Project Manager**
      The name of the project manager comes from the Employee Maintenance window.
    - **Estimate Units**
      If you are using the Estimate Cost by Period posting option, this field is disabled.
    - **Estimate Amount / Unit**
      Enter the estimate amount per unit of measure. If you are using the Estimate Cost by Period posting option, this field is disabled.
    - **Estimate Amount**
      This amount calculates based on what you entered in the Estimate Units and Estimate Amount/Unit fields. If you are using the Estimate Cost by Period posting option, you must select the "+/-" button to enter an estimate. See Revising Estimated Costs (page 96) below.
    - **Estimate Measure**
      Use the lookup to select an estimate measure type, for example, EA (each) and HR (hours).
    - **Estimate Measure Name**
      After completing the estimate measure field, the Estimate Measure Name populates from the description in the Measure Setup window. This field cannot be changed.
    - **Track Production Qty.**
      Mark this checkbox to enable the Production Est Quantity and Production Measure fields.
    - **Production Est Qty., Production Measure**
      Enter production information. These fields are used to track the amount of work and material used for this cost code.
    - **Production Qty. / Unit, Production Measure Name**
      These fields are system-generated, based on the production information you entered above.
    - **Start Date, Completion Date**
      Enter a start date and completion date.
    - **Workers Comp.**
      Use the lookup to select a workers' compensation code.
    - **Revenue Code**
      Displays the revenue code that the cost code is assigned to. For more information, see Assigning Cost Codes to Revenue Codes (page 100).
    - **Transaction Type**
      This field is enabled only for cost elements other than Labor. Select a transaction type from the drop-down list; choices include ALL, Inventory Item, Vendor ID, and Purchase Order.
        - If you select Vendor ID, you can enter a vendor to link the Cost Code to a subcontractor. See Using the Subcontractor Feature (page 188).

    - If you select Inventory Item, an Item Number field appears, allowing you to enter an inventory item. If you select Purchase Order, a PO Number field appears, allowing you to enter a purchase order number. These two fields are informational only and do not affect the job.
  - **Inactive**
    Mark this checkbox to inactivate the cost code. Inactivating a cost code prevents additional costs from being posted. This is useful when the phase of a job that is associated with the cost code is finished. You cannot enter the following transactions for an inactive cost code: inventory, sales order processing, purchase order processing, payables, Microsoft Dynamics GP Payroll, Job Cost (except production and unit adjustment), and TimeTrack. You can post a receivings transaction only if the cost code was marked as inactive after the purchase order transaction was posted and before the receivings transaction is posted. You can also enter production unit transactions and job transaction unit adjustments for inactive cost codes.
7. Select *Save*.
8. To print the Job Cost Codes setup list, select *File* > *Print* or select the printer button.

Revising Estimated Costs

You can enter estimate cost revisions and cost estimates based on fiscal periods for cost codes on a job. If a change order has been created for the cost code, you cannot edit the cost code estimate. You can revise estimated costs in flat dollar amounts or units. You may need to revise the estimates if you import estimates from an integrated software application or enter them in the Job Cost Code Setup window. Revising an estimate on a cost code overrides the original estimate assigned to the cost code unless you are using the Estimate Cost by Period posting option.

> ⚠ When you enter an estimate revision and are using the Estimate Cost by Period posting option, make sure the posting date falls within the period you want the transaction to affect.

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a **Job**, then select the *Cost Codes* button.
3. Select the +/- button in the **Estimate Amount** field.
4. Enter the **Cost Code**.
5. Enter the number of **Units** and an **Amount/Unit**. If you entered a single Unit ("1"), the Amount/Unit is a flat dollar amount that will default in the **Amount** field. If you entered multiple units, the total estimated cost code amount calculates automatically as the Amount.
6. Enter a **Description**.
7. Select *Post*. The estimate information is displayed in the scrolling field. The **Transaction Total** field appears if you have the **Estimate Cost by Period** checkbox marked in the Posting Options window.
8. To print the Estimate Revision List report, select *File* > *Print*. Close the Estimate Cost Revision Entry window.
9. Select *Save*. The Job Cost Codes Setup window reappears. After you post an estimate revision, the amount appears in the Estimate Amount field in the Job Cost Codes Setup window. You can zoom on this amount to display the Cost Code Estimate Zoom window, which summarizes the estimate information entered.

Working With Job Revenue Performance Obligations

The Revenue Performance Obligation (RPO) revenue recognition method is used by companies that either enter into contracts with customers to transfer goods or services or enters into contract for the transfer of nonfinancial assets unless those contracts are within the scope of other standards (for example, leases and insurance contracts). Revenue codes are assigned at the job level. Under the new Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)*. For more information, see http://www.fasb.org. In our Help files and Job Cost user guide, the acronym RPO refers to revenue codes on jobs.

For revenue to be recognized on a Performance Obligation Contract, the Original Transaction Price on the Job Revenue Codes window must be populated the *same* month.

Setting Up and Using Revenue Codes

- Complete the Posting Options setup (page 30).
- Create a job record (page 88).
- Add the cost codes to the job (page 94).
- Create revenue codes (page 98).
- Assign cost codes to revenue codes (page 100).
- Editing Revenue Performance Obligations (page 168)
- New rules for creating change orders (page 180)
- Adding Change Order Revenue Codes (page 182)
- Mass Updating Revenue Code Percentages (page 166)

Viewing Revenue Code Inquiry Windows

- Viewing Revenue Code Status (page 174)
- Viewing Billed Position (page 174)
- Viewing Revenue Recognition Summary (page 174)
- Viewing Revenue Code History (page 233)

Closing & Routines

- Closing a Job (page 225)
- Closing a Period or Month (page 228)
- Creating Job Revenue Journal Entries (page 163)

Reports

These reports base the Contract Earned and Over/(Under Billed) calculations on the revenue code revisions for the selected period. The new calculations are used if the Revenue Recognition method is set to Revenue Performance Obligations in Posting Setup. See Choosing Posting Options (page 30) for more information.

Dexterity Reports

- Revenue Edit List - new report that is similar to the JC POC Edit List
- Revenue Entry List - new report that is similar to the JC POC Entry List
- JC Backlog
- JC Backlog by Division
- JC Backlog Sort By
- JC Fiscal Period Costs by Division
- JC Fiscal Period Costs by PM
- JC Fiscal Period Costs by Project
- JC Job Billing
- JC Job Billing Division

- JC Job Billing PM
- JC Job Billing Project
- JC Job Schedule by Division
- JC Job Schedule Sort By
- JC Over/Under Billings
- JC Over/Under Billings by Division
- JC Over/Under Billings Sort By
- JC Profit and Loss
- JC Profit and Loss by Division
- JC Profit and Loss by PM
- JC Profit and Loss by Project
- JC Profit and Loss Summary by PM
- JC Profit and Loss Summary by Project
- JC Profit and Loss Summary by Division
- JC Job Status
- Job Schedule
- JC P & L Sort By
- JC Contracts Closed (Current Year - Contracts Closed)

SSRS Reports

- Job RPO Profit and Loss[11]

See also:

- Creating Revenue Codes (page 98)
- Assigning Cost Codes to Revenue Codes (page 100)

Creating Revenue Codes

The Revenue Code Setup window is similar to the Bill Code window functions. Revenue codes are assigned at the job level. As you create new Revenue Codes for jobs, you can see the total amount of the revenue codes compared to the job's Expected Contract amount so that you know the contract amount yet to be distributed to Revenue Codes. You can create one revenue code for each job or you can have multiple revenue codes on the same job.

- The Total Revenue code transaction price amounts for a job cannot exceed the job's Expected Contract amount.
- To track costs only, you can create a $0.00 revenue code. An example would be warranty costs. The costs from the cost codes assigned to that revenue code will be included in the revenue GL entry after the revenue code has been marked 100% complete.
- A job cannot be closed if there are cost codes on the job that have yet to be assigned to a revenue code.
- For revenue to be recognized on a Performance Obligation Contract, the Original Transaction Price on the Job Revenue Codes window must be populated the *same* month.

Creating a Revenue Code

1. On the Job Maintenance window, select *Revenue Code*.
   The Revenue Code button is disabled if you chose POC Revenue Recognition in Posting Options (page 30) window.

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11. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620317665/Job+RPO+Profit+and+Loss

2. Complete the following fields, as needed:
    - **Job**
      Displays the job information.
    - **Included on CO**
      Mark to include the Revenue Code on the change order.
    - **Revenue Code**
      Enter the Revenue Code. This field has a string length of 26. You can also add a note to this revenue code.
    - **Description**
      Enter a description for the Revenue Code.
    - **Revenue Type**
      Select the Revenue Type.
        - **Point in Time**
          Revenue can only be recognized once (100% complete).
        - **Over Time**
          Revenue can be recognized incrementally over a period of time.
    - **Scheduled Start/Completion Date**
      Enter or select the Scheduled Start and Completion Dates.
    - **Actual Start/Completion Date**
      Enter the Actual Start and Completion dates.
    - **Original Transaction Price**
      Enter the original transaction price.
      For revenue to be recognized on a Performance Obligation Contract, the Original Transaction Price on the Job Revenue Codes window must be populated the *same* month.
        - **Fixed Amount jobs**
          The Original Transaction Price is entered when the Revenue Code is created. Once saved, the amount cannot be edited unless you enter the password used to edit a job's contract amount. A Fixed Amount job can have multiple Revenue Codes assigned.
        - **Cost Plus jobs**
          This field is not editable. The Original Transaction Price amount increases as costs and/or units are posted to the cost codes assigned to the Revenue Code based on the Profit Types and Profit Amounts on the cost codes. A Cost Plus job can only have one Revenue Code assigned. The cost codes on the job are auto-assigned to the one Revenue Code.
        - **Cost Plus NTE jobs**
          This field is not editable. The Original Transaction Price amount increases as costs and/or units are posted to the cost codes assigned to the Revenue Code based on the Profit Types and Profit Amounts on the cost codes. The Expected Contract amounts do not exceed the NTE amount. A Cost Plus NTE job can only have one Revenue Code assigned. The cost codes on the job are auto-assigned to the one Revenue Code.
    - **Change Order Transaction Price**
      This amount displays from the Change Order.
    - **Expected Transaction Price**
      Displays the total of the Original Transaction Price + Change Order Transaction Price.
      The Expected Transaction Price amount must total the Expected Contract amount for the job.

Deleting a Revenue Code

A revenue code can be deleted unless revenue is recognized for that Revenue Code or the code exists on a posted change order. Deleting a revenue code removes the link to any assigned cost codes. Those cost costs would need to be assigned to a different revenue code.

Assigning Cost Codes to Revenue Codes

- Assigning a Cost Code or Multiple Cost Codes (page 100)
- Unassigning a Cost Code or Multiple Cost Codes (page 100)
- Conditions for Adding/Removing Cost Codes (page 100)

The Revenue Cost Codes Assignment window is opened from the Job Revenue Codes window by choosing the Assign Cost Codes button.
Cards > Job > Revenue Codes button > Assign Cost Codes button

- Assigning a Cost Code or Multiple Cost Codes (page 100)
- Unassigning a Cost Code or Multiple Cost Codes (page 100)
- Conditions for Adding/Removing Cost Codes (page 100)

Assigning a Cost Code or Multiple Cost Codes

1. Select the cost code in the Unassigned Cost Code section. You can select more than one unassigned cost code by using your mouse and using either the CTRL key (to multi-select) or the SHIFT key (to select a range).
2. Select the right arrow between the two sections to the Assigned Cost Codes section.

Unassigning a Cost Code or Multiple Cost Codes

1. Select the cost code(s) in the Assigned Cost Codes section.
2. Select the left arrow between the sections to move the codes to the Unassigned section.

Conditions for Adding/Removing Cost Codes

On Fixed Contract jobs, you cannot add or remove cost codes to a revenue code that is associated with a Cost Plus Change Order. Those cost codes must be added in the Change Order Cost Codes window. See Adding Change Order Revenue Codes (page 182) for more information.

Adding Subcontractors and/or Vendors to a Job

You can enter information for a job regarding your vendors and subcontractors. The vendor record must exist in Microsoft Dynamics GP before it can be added to a Job Cost record. The Subcontractor and Advanced Subcontractor features provide additional subcontractor functionality. See Using the subcontractor feature (page 188) or Using the advanced subcontractor feature (page 193).

1. Select *Cards > Job Cost > Job*.
2. Select a job, then select the *Subs/Vendors* button.
   The Subcontractors Maintenance window contains additional fields for the Subcontractor and Advanced Subcontractor features. See Setting Up the Subcontractor Feature (page 187) and Setting Up the Advanced Subcontractor Feature (page 192).
3. Complete the following fields, as necessary.
   - **Vendor ID, Job Vendor, Address**
     Enter the vendor ID or select the Add Vendors button to select a Microsoft Dynamics GP vendor. The Job Vendor and Address fields default from the vendor record.

- **Vendor Contract Type**
  Use the drop-down list to select a type. Choices include NTE, Lump Sum, and Unit Price. This field is informational only.
- **Contract Date**
  The current system date defaults and can be changed.
- **Purchase Order #**
  Enter a purchase order number.
- **Retention %**
  This amount defaults from the Job Maintenance record and can be changed. You can select the expansion button to open the Retention window, which allows you to specify the maximum retention amount to be withheld for the subcontractor on the selected job.
- **Mod Rate**
  Enter the modification rate of the contractor. This field is informational only.
- **User-Defined**
  These fields are informational only.
- **Bonded and Lien Waiver on File**
  Mark these checkboxes.
- **Submit Date, Resubmit Date, Approved Date, Disapproved Date**
  Enter dates for submission, resubmission, approval, and/or disapproval.
- **Original Contract Amt.**
  Enter the original contract amount.
- **Change Orders**
  If change orders were posted for the cost code that is associated with the current subcontractor on the current job, the change order amount defaults.
- **Amended Contract Amt.**
  This field is calculated automatically as the sum of the original contract amount plus change order amounts.

4. Select *Save*.
5. To print the Subcontractor Status report, select *File > Print or select the printer button*.

Entering Subcontractor Contact Names

You can enter contact names for your subcontractors/vendors.

1. Select *Cards > Job Cost > Job*.
2. Select a job, then select the *Subs/Vendors* button.
3. Select a vendor, then select the *Contacts* button.
4. Enter a contact name, phone number, fax number, and comments.
5. Select *OK*.

Adding Bill Codes to a Job

Bill codes are alphanumeric codes that you can create to track items billed for your job. Bill codes are often related to, or are the same as, your cost codes. Bill codes are used with Cost Code and User-Defined billing types. You can print required AIA job cost invoices using bill codes detail for your customers.

> ⚠ Before setting up bill codes, think about how you want the detail to appear on customer invoices.

The billing type you assign to a job affects how bill codes are created and what the billable amount is.

- If you select the Cost Code billing type, the bill codes are automatically duplicated from all cost codes assigned to the job. The billable amounts for each bill code are calculated automatically based on the profit type and amount for the cost codes and posted costs if you are using the Cost Plus and Cost Plus NTE contract types. You must enter the billable amounts for Fixed Contract types.
- If you select the User-Defined billing type, you can enter user-definable bill codes to break down the labor and material detail on customer invoices. When you bill a customer, you can enter specific amounts for each of the codes you defined. This provides the customer with a detailed accounting of items being billed.

Adding a Bill Code to a Job

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a job, then select the *Bill Codes* button.
3. Complete the following fields, as necessary.
    - **Bill Code Number**
        - If the contract type is Cost Plus and the billing type is Cost Code, use the Job Bill Codes Lookup window to select a bill code.
        - If the contract type is Fixed Amount and the billing type is User-Defined, enter a unique bill code number.
    - **Description**
      Enter a description that you want to print on the invoice. If the billing type is Cost Code, the description for the cost code with the same number appears and should not be changed.
    - **Cost Element**
      Use the lookup to assign a cost element to the bill code. Enter the cost element that applies to the type of bill code you set up. For example, if you set up a bill code for detailing labor costs, select the labor cost element. If the billing type is Cost Code, the cost element for the corresponding cost code appears in the Cost Element field and cannot be changed.
    - **Total Billable Amount**
      Enter the total amount you wish to bill for the bill code over the life of the job. This is required for User-Defined billing types.
        - If the billing type is Cost Code and the contract type is Cost Plus or Cost Plus NTE, this amount calculates automatically.
        - If the contract type is Fixed and the contract type is Cost Plus or Cost Plus NTE, you must enter an amount.
    - **Amount per Invoice, Difference, Bill %**
      This will be the bill amount that defaults on invoices.
        - If the billing type is User-Defined, the amount you enter appears as the default bill amount whenever you create invoices for this bill code. You can edit this amount during invoice entry. For example, if the total billable amount for the bill code is $3,000, and you want to invoice the bill code in three progress billings of $1,000 each, you enter $1,000 as the amount per invoice for the bill code. That amount appears each time you enter this bill code on the Job Cost invoice.
        - If the billing type is Cost Code and the contract type is Fixed Amount, you can enter a billable amount. Once you enter the billable amount, the formula displayed at the bottom of the window calculates to show any remaining billable amounts that should be assigned to bill codes. This amount appears in the Difference field.

   When a total billable amount and amount per invoice are entered, the Bill % field is calculated automatically as the percentage of the total billable amount that is billed per invoice. The bottom of the Job Bill Codes window contains the expected contract amount, the amount of the contract applied to bill codes, and the difference between the contract amount and applied amount.
4. Select *Save*.
5. To print the Job Bill Codes report, select *File* > *Print* or select the printer button.

If you want to use a sales account for each bill code at the job level and during job invoice entry, you can mark the checkbox **Use a sales account for each bill code** in the Invoice Accounts Setup window. See Job Cost Setup (page 20) for more information.

Copying Job Records

You can copy an existing job to save time. Use this feature to create a prototype or template job. Information from the existing (or template) job, including cost code, revenue codes, and estimate amounts, copies to the new job record.

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a **Job** to copy and select *Copy*.
3. Select *Copy* to the message asking if you want to copy the job.
4. Enter a new **Job Number**, **Job Create Date**, and **Description**.
5. Select *Copy*. The new job record displays in the Job Maintenance window.
6. Select *Save*.

- Because estimates vary greatly from job to job, we recommend leaving the estimate fields empty for template jobs. Once the record is duplicated, you can enter new estimate amounts for the new job's cost codes.
- Posted costs and committed costs are changed to $0.00.
- Information from the Job User-Defined window will not be copied to the new job.
- If you are using the Percentage-of-Completion (POC) revenue recognition method, you may want to exclude template jobs from the POC calculation so that they do not appear on the POC entry or edit list. See Excluding a job from POC (page 106).
- If you are using the Revenue Performance Obligation (RPO) revenue recognition method, revenue/cost codes added from a change order are not copied.

Scheduling Job Appointments

If you're using the optional Job Scheduling feature, you can schedule technicians for Job Cost jobs using the Appointments window (for a single appointment at a time) or from the Service Management Appointment Wizard (for multiple appointments at once). In either case, technicians must be set up in Service Management before they can be scheduled on jobs.

Job appointments can only be created for active jobs. If a job is marked as inactive, an appointment cannot be created.

- Scheduling One Appointment at a Time (page 103)
- Creating a Job Appointment Resolution Note (page 104)
- Scheduling a Group of Appointments (page 105)

Scheduling One Appointment at a Time

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a **Job**.
3. Select the *Appointments* button. The Appointments window opens.
4. Complete the following fields, as necessary.

- **Appointment Description**
  Enter a description that conveys the purpose or other details of the appointment. When the description exceeds 50 characters, an appointment note is created. The note can be marked as Is Internal so that the note does not appear on any customer reports. The note subject is titled Description. The note can be viewed by selecting the attachment icon to the right of the Description field.
- **Note**
  Select the note icon to attach a note to the job appointment. See Creating a Job Appointment Note (page 104) for more information.
- **Attachment**
  Select the paperclip icon to add an attachment to the job appointment. See Setting Up and Using Document Management in Job Cost (page 78) or Advanced Document Management in JC (page 84).
- **Technician ID**
  Select the technician assigned to this appointment. You can use the technician schedules button to view technicians' availability or use the best technician button next to the Technician ID field if you want the system to select the next available, qualified technician for an appointment. This feature is optional.
- **Date**
  The date that the appointment is scheduled to be performed.
- **Estimated Hours**
  Enter an estimate for completing the appointment. The number of hours cannot exceed 24. If you want the system to figure out the technician's next available time slot for the appointment, select the next available button, next to the Date field. This feature is optional.
- **Starting Time**
  Enter the time the appointment is scheduled to be performed. The time entered determines where the appointment is displayed in the Technician Board – Daily View window. If you do not enter a starting time, the appointment will not display in the Technician Board – Daily View window.
  A midnight time entry is the equivalent of zero. We recommend you do not have the starting time or ending time set to 12:00 a.m.
- **Appointment Status**
  Default is the default status. You can change the status as necessary. Closed is not an available appointment status.
- **Completion Date**
  If you change the appointment status to Complete, enter a completion date.

5. Select *Save* to add the appointment to the scrolling window.

Double-clicking an appointment in the scrolling window fills its information in the header area of the window for editing. An appointment can be removed by choosing it in the scrolling window and choosing *Delete*.

Creating a Job Appointment Resolution Note

Job appointment resolution notes can be created for any open job. A job appointment note can be viewed, edited, and printed from within Signature, MobileTech, and Schedule. During the job appointment completion process in MobileTech, a technician will be able to create a job appointment resolution note. This note will be created with *Resolution* as the note subject. The job appointment resolution note is included on the Job Completion Appointment Summary report which can be generated and emailed from MobileTech.

> ⚠ The appointment can have only one resolution note per appointment and technician. If the appointment is reassigned to a different technician, the note will be moved to the new appointment.

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a **Job**.
3. Select the *Appointments* button. The Appointments window opens.
4. Select the Notes icon to the right of the appointment field.

5. The header information defaults from the job appointment and includes the job number, appointment, technician, and customer number and name.
6. Additionally, the last changed date and time are displayed at the bottom of the note window.
7. Complete the following fields:
    - **Subject**
      Enter or select the note subject. The subject field is saved for future use for a job appointment note when you save the note.
      Resolution notes created in MobileTech have a subject of *Resolution*.
    - **Author**
      Enter or select the author. This field defaults to the user's login.
    - **Printable**
      Mark the *Yes* radio button if you want to be able to print the note. See *Printable notes* in the Dexterity reports section of the Signature Reports documentation for instructions on printing reminder notes.
8. Enter the note text.
9. Select *Save*.

Scheduling a Group of Appointments

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a **Job**.
3. Select a labor cost code, then select the *Activities* button to open the Service Management Appointment Wizard. Some fields will be filled in with Job Cost information.
4. Complete the following fields, as necessary.
    - **Create Appointments for**
      Select to create the job appointment for all technicians, a single technician, a technician team, or a service area. Your selection determines the fields that are enabled.
    - **Technician ID / Team / Service Area**
        - If you are creating an appointment for a technician, complete the Technician ID field.
        - If you are creating an appointment for a technician team, complete the Team field.
        - If you are creating an appointment for all technicians in a service area, complete the Service Area field.
    - **Appointment Type**
      Leave this field as Job to create a job appointment. You can also create an activity appointment by choosing Activity from the drop-down list. Activity appointments are non-service call or non-job related activities such as vacation, meetings, or training.
    - **Activity ID**
      This field is disabled unless you change the Appointment Type to Activity.
    - **Job Number**
      The job number comes from the Job Maintenance window. You can enter a different job. You cannot enter closed or inactive jobs.
    - **Cost Code**
      Enter a cost code for the job. The cost code must have a cost element type of Labor.
    - **Description**
      Enter a description that conveys the purpose or other details of the appointment.
    - **Start Date, End Date, Starting Time, Estimated Hours**
      Enter start and end dates and the start time and estimated hours. If the Appointment Wizard was accessed from Job Cost, the start date and end date from the job cost code will default.
    - **Days Between Appointments**
      Enter the number of days between appointments.
    - **Skip**
      Mark the appropriate checkboxes to skip Saturdays or Sundays.

5. Select *Create*. If a schedule conflict occurs, a message appears indicating the number of appointments that were left unscheduled.

Job appointments appear on the standard Dispatch Board in Service Management.

You can reschedule job appointments in the Service Management Reschedule Appointment Wizard window. See the section *Rescheduling activity and job appointments* in the *Service Management User Manual*.

Excluding a Job From POC or RPO Calculation

If you are using the Percentage-of Completion (POC) or Revenue Performance Obligation (RPO) method to recognize revenue, you can exclude jobs from the POC/RPO calculation. This is useful if you do not want jobs that do not generate revenue, for example, template, fixed asset, and warranty jobs, to appear on the POC/RPO Edit List and POC/RPO Entry List when building a POC entry at the end of a period.

In addition, you may select to exclude a job from POC if you are:

- Building an asset for your own use, without billing an external customer for the job.
- Tracking costs that stay inside the company, for example, time spent on internal training, without billing an external customer for the job.
- Billing a customer for a job that is not substantial enough to estimate or include in the POC calculation.

You may, however, want to continue posting costs to excluded jobs when applicable; costs and billing information can still be updated for these jobs, and a closing jobs journal entry will still be created for a job that is excluded from POC, but we recommend setting up a separate division if you are posting costs for these jobs.

- Setting Up a Non-POC Division (page 106)
- Setting Up the Job To Exclude From POC/RPO (page 106)

Setting Up a Non-POC Division

Jobs that are excluded from POC do not appear on the POC edit list; if you do not post costs for these jobs to a separate division with separate accounts, the totals on the edit list will not match the WIP balances in the General Ledger. In addition, non-POC jobs are not included in the POC entry; when the posting journal clears WIP amounts to the income statement, a balance from the non-POC jobs will remain in the WIP accounts.

To avoid reconciliation confusion at month's end, if you are posting costs to jobs that are excluded from POC, we recommend setting up separate divisions that do not use the same and COGS accounts as regular POC jobs.

You may have template jobs that are used only to create other jobs and are excluded from POC so that they do not appear on the POC Entry List and POC Edit List. If you are not posting costs to these template jobs, you do not need to use a different division for them.

Example: A fixed asset job tracks costs for an asset but does not bring in revenue. Setting up a division that uses the same accounts for posting costs, recognizing revenue, and closing jobs shows that the costs posted to this and other non-POC jobs in the division will remain in the same accounts, as there is no revenue being recognized.

Setting Up the Job To Exclude From POC/RPO

Once costs or billings have been posted to a job, you cannot change the option to exclude the job from POC or RPO.

1. Select *Cards* > *Job Cost* > *Job* to open the Job Maintenance window, and complete the necessary fields to create a new job.
2. Select the appropriate **Division** for the type of excluded job you are creating. You do not need to use a non-POC / RPO division if you are creating a template job that will not have posted costs.

3. Mark the **Exclude from POC/RPO** checkbox. The checkbox displays if you are using the POC or RPO revenue recognition method.
4. Select *Save*.

You can use the printer button to print the Job Report, which indicates if the job has been excluded from POC or RPO.

When creating a POC/RPO entry at the end of a fiscal period, jobs that are excluded from the POC/RPO calculation do not appear on the Edit List or Entry List, and they are ignored by the posting journal.

Move or Transfer Costs and Billing to a Job From a Service Call

You can move costs from a service call to a job. For example, a service call might be deemed too large and longer in duration, and it might be prudent to transfer the costs to and track everything as a job. Or, your service organization might use Service Management to provide labor resources or equipment to a job, but use Job Cost to capture budgets and costs, and invoice customers.

In the first scenario above, you would completely *transfer* costs to be maintained - and invoiced - at the job level. In the second scenario, you would only *bill* the costs to the job; the costs would remain with the service call, but are billed as cost plus markup to recognize revenue.

The process involves mapping cost categories in Service Management to cost codes in Job Cost. See Transferring or Billing Costs below for more information.

Notes

- This procedure requires Service Management and Job Cost, and is performed from within Service Management. This feature requires a Microsoft Dynamics Full User license.
- This feature is not available if you are using SOP Invoicing.
- If you want to transfer the costs from more than one service call at a time, you can use the Mass Transfer Service Costs to Job[12][13] utility window.

In addition to transferring an entire cost category to a specific cost code, you can also map transactions within a cost category to more than one Job cost code. See Transaction Mapping below for information on mapping transactions.

During the transfer, the following occurs:

- The service costs transferred to the job are credited against the service call via general ledger journal transactions that are created during the transfer process, resulting in a net zero cost balance on the service call. The batch number used for the general journal transactions is established during the Transfer process.
- The job is debited with the new costs, via the offsetting general journal transactions.
  If the service costs are *billed* to the job as opposed to *transferred*, the 'cost' applied to the job is the marked up billable amount of each service transaction.
- The batch of general journal entries is posted.
- The service call is closed.

This feature also works for credit memos (negative transactions). In this case, the job would be credited and the service call would be debited. Certified Payroll jobs cannot be transferred.

12. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620331737/Mass+Transfer+Service+Costs+to+Job
13. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620331737/Mass+Transfer+Service+Costs+to+Job

> ⚠ With the Signature 2018 R4 release, we've removed the ability to add a job on the fly in the Job Transfer window. However, if you utilize this feature, you can turn this back on by adding EnableTransferToJobCreateJob=TRUE to the Dex.ini file.

Set Up Moving Costs From a Service Call to a Job

Setting Up Mapping Defaults for Cost Codes

You can set up default JC cost codes to use for mapping with cost categories in Service. You can map the Labor category to any cost from any element as a default for labor. When you transfer costs from a service call to a job, these defaults will be used automatically. You can also change them at transfer time.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Service Transfer Mapping.* The Map Service Cost Categories to JC Cost Codes window opens.
2. Select a **Job Cost Division**.
3. For each cost category, select the corresponding JC cost code.
4. *Save* your defaults.

Repeat these steps for each division, as necessary.

Setting Up an Intra-Company Account (Bill to Job Only)

An intra-company account is required and will be credited to service when costs are moved from a service call to a job.

1. Select *Microsoft Dynamics GP > Tools > Setup > Service Management > Invoice Setup > Invoice Accounts*. The Invoice Accounts window opens.
2. Select an **Intracompany Sales** account, then select *Save* and close the window.

Transferring Costs or Billing Amounts to a Job

1. You can transfer the costs or billing amounts from either the:
   - **Service Call window**:
     i. Select Cards > Service Management > Service Manager
     ii. Open the service call.
     iii. Select the *Transfer to Job* button.
   - **Job Status window**:
     i. Select Inquiry > Job Cost > Job Status
     ii. Select Call Transfer to open the Service Call Transfers window.
     iii. In the Pending Service call Transfers section, right-click on the service call and select *Transfer to Job*.
2. In the Transfer Service Costs to Job window, select the transfer type radio button:
   - **Transfer to Job** - Transfers the cost amount to the job.
   - **Bill to Job** - Transfer the billing amount as a cost to the job.
3. Enter a **Batch ID**.
4. In the **Job Cost Fields** section, select an existing **Job Number**. The job information is displayed in this section.
5. In the **Mapping** section, if Job cost codes were set up for the selected division, they will display by default. (See Setting Up Mapping Defaults for Cost Codes above for more information.) Otherwise, use the lookup to select the **Cost Code** in Job Cost that you want to map to each Cost Category in Service Management. To transfer service cost category transactions to specific job cost codes, see Transaction Mapping below.

If the cost code does not display, verify that the cost code was not marked inactive on the job in the Job Cost Codes Setup window. To verify this, go to Cards > Job Cost > Jobs, select the job and then select Cost Codes. If the Inactive check box is marked, the cost code will not display for that job.

6. Select *Transfer*. Select *Yes* to the confirmation message to begin the transfer. If you select *Clear* and then *Continue*, the window will be completely cleared and any transaction mapping you've done will be removed.
7. When finished, if successful, you will receive a **Transfer successfully completed** message. Select *OK*. The General Posting Journal will be available to view or print. This report shows the GL transactions created because of the costs being moved. The call from which you moved costs is now marked as Closed.

Transaction Mapping

You can map separate transactions within a Service cost category to multiple job cost codes. While not all cost categories have to have the transactions mapped separately, if you do select to map a category's transactions, you will need to map all of the transactions within that category. A warning indicator will display on the Transfer Service Costs To Job window by the service cost category name if some of the transactions within that category haven't been mapped. You will need to map the remaining transactions before you can save the batch in the Transfer Service Costs To Job window.

In the Transfer Service Costs To Job window:

- If you selected Transfer To Job, the receipts will display in the Unmapped Service Transactions.
- If you selected Bill To Job, the purchase orders will display in the Unmapped Service Transactions.

To map cost category transactions:

1. From the Transfer Service Costs to Job window, select the Cost Category blue arrow icon.
2. In the Transaction Mapping window, the following information defaults from the Transfer Service Costs to Job window:
    - Service Call
    - Job Number
    - Cost Category - This defaults the cost category arrow selection. You can select a different cost category as needed.
3. Select the **Cost Code Number**. The lookup opens the Job Cost Codes Lookup window and displays the cost codes specific to the Cost Category.
4. The **Unmapped Service Transactions** section displays all unmapped service transactions that exist for the cost category for the service call.
5. You can select one or more transactions in this section. To mark more than one transaction, hold down the CTRL key on your keyboard and mark the specific transactions. You can also mark all by holding down the CTRL key and pressing the letter A.
6. Select *Map* from the menu bar, or right-click and then select *Map To Job Cost Code*. You can also double-click on a transaction to map the transaction.
7. As transactions are mapped, they are moved from the Unmapped Service Transactions section to the **Mapped Service Transactions**. To unmap a transaction, in the Mapped Service Transactions section you can right-click on a mapped transaction and select to unmap or select the transaction and then select *Unmap* from the toolbar or you can double-click the mapped transaction.
8. In the Mapped Service Transactions section, mark **Show All Cost Categories** to display all of the mapped transactions for all the Cost Categories, not just the mapped transactions for the selected Cost Category.
9. You do not have to map all the transactions to the same cost code number. You can select a different cost code number and then continue mapping any remaining transactions.
10. While still in the Transaction Mapping window, you can select a different Cost Category to set up the mapping for that category in the same method as described above.
11. When you are done mapping individual transactions, close the Transaction Mapping window to return to the Transfer Service Costs to Job window.

- Cost Categories that have all transactions mapped will display **Mapped by Transaction* instead of a specific cost code.
- If a Cost Category has some of the transactions mapped, but not all will display an icon.
- Any transactions that aren't mapped separately in the Transaction Mapping window will be mapped to the Cost Code displayed for the Cost Category on the Transfer Service Costs To Job window. (See Transferring or Billing Costs .)

12. Continue with step 6 under Transferring or Billing Costs.

Viewing the Results After Moving Costs

When a cost transfer is complete, a General Posting Journal is available immediately for viewing and printing. In this section, we will illustrate what happens after a move and differentiate between a full transfer and a billing transfer.

General Posting Journal - A familiar report that shows the journal entry created for the GL transaction during the move costs process, along with each account that is credited/debited. Notice that, during a Transfer to, each account is credited and debited accordingly. In the Bill to, only the intracompany sales account is credited.

Transfer to:

Account	Description	Debit	Credit
000-1411-05	-EQ-Commercial		$106.00
000-1411-06	-Mater.-Commercial	$106.00	
000-1410-05	Labor User-Commercial		$80.00
000-1410-02	-Labor-Jobs-Commercial	$80.00	

Bill To:

Account	Description	Debit	Credit
000-1411-02	-Mat-EQ-Commercial	$397.80	
000-1410-02	-Mater.-Commercial	$150.00	
000-4100-05	Labor User-Commercial		$547.80

Service Invoice Inquiry window - Access this window by opening the Service Call window and choosing the *Invoice* button.

Loss Recognition

Loss occurs when a job or project has expected costs that exceed expected revenue. If you are using the Project Level feature and the Percentage of Completion (POC) revenue recognition method, you can recognize loss for a job or project as soon as a loss is anticipated, regardless of when the costs will incur.

The Loss Recognition feature allows you to automatically or manually select jobs and projects that are in a loss position and create a journal entry to accrue expected costs. If you want see how billing amounts are affected by the loss, you can also select whether to include billings in the loss recognition journal entry.

- Example (page 111)
- Setting Up Loss Recognition (page 112)
- Including Jobs and Projects in Loss Recognition (page 113)
- Creating a Loss Recognition Journal Entry (page 114)
- Viewing History (page 114)
- Note About Closed Jobs and Periods (page 114)

Example

A job has the following amounts:

Expected Contract	Forecast Cost	Posted Cost	POC
$2,500	$2,000	$1,000	50%

Contract Earned (POC x Expected Contract) =$1250 (50% x $2,500)

Anticipated Margin (Expected Contract - Forecast Cost) = $500 ($2,500 - $2,000)

When an additional $1,000 in cost is anticipated, and a change order cannot be obtained, a forecast revision is posted.

Expected Contract	Revised Forecast Cost	Posted Cost	POC
$2,500	$3,000	$1,000	33%

These extra forecast costs affect the POC and contract earned, resulting in a loss for the period.

Contract Earned (POC x Expected Contract) =$833.33 (33% x $2,500)

Margin to Date Loss (Posted Cost **-** Contract Earned) =$166.67 ($1000 - $833)

In addition to the loss for the current period, the job is in an overall loss position, based on the anticipated margin and the costs that are yet to accrue.

Anticipated Margin (Expected Contract - Revised Forecast Cost) =$500 loss ($2,500 - 3,000)

Cost to Accrue (Anticipated Margin - Margin to Date) =$333.33 ($500 - $166.67)

Example Continued - with Billings

If you select to include billing amounts in the loss recognition, the loss recognition journal entry will also reverse the under billed/costs in excess (CIE) amount or the over billed/billings in excess (BIE) amount that is caused by the loss.

In the example above, the original Over/(Under) Billed amount is calculated as follows:

Over/(Under) Billed (Contract Earned - Billed) = $83.33 under billed ($833.33 - $750)

After the loss is recognized, the Contract Earned amount is adjusted:

Adjusted Contract Earned (Anticipated Margin Loss Posted Cost) = $500 (($500) $1,000)

The Adjusted Contract Earned amount is used to calculate the new over/(under) billed amount. Even though the job was previously under billed, the adjusted contract earned is now less than the billed amount:

Over/(Under) Billed (Adjusted Contract Earned - Billed) = $250 over billed ($500 - $750)

The adjustments to the CIE and BIE are recorded to indicate the difference between the new amounts and the amounts that are currently in the POC table.

Setting Up Loss Recognition

To set up the loss recognition feature, you must:

- Select the Loss Recognition posting option, then select if to include billings.
- Set up the accounts to use for loss recognition.
- Set up the next document number for the loss recognition journal entry.

Choosing the Loss Recognition Posting Option

You can select the option to use job and project loss recognition if you are using the Percentage of Completion as the revenue recognition method. See Choosing Posting Options (page 30) for information on the other posting options in this window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Posting Options*.
2. Mark the **Use Job and Project Loss Recognition** checkbox.
3. Mark the **Automatically include all jobs and projects in a loss situation** checkbox if you do not want to manually mark jobs and projects for inclusion in the loss recognition journal entry. If you select this option, any job or project that qualifies will be automatically marked for inclusion when the Loss Recognition Edit List is printed.
4. If you want to include billings in the calculation for the loss recognition journal entry, mark the **Include Billings in Loss Recognition** checkbox. See the example above for more information on including billings.
5. Select *Save*.

Setting Up Loss Recognition Accounts

Complete the following steps to set up accounts for the loss recognition journal entry.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Revenue Accounts*. The Revenue Recognition Account Setup window opens.
2. Select a **Division**, then use the *Revenue and Exp Accounts* button to open the Revenue and Exp Account Setup window.
3. Provide account numbers for the following:
   - **Costs of Loss Recognition**
     The account for the cost expense (debit amount) in loss recognition journal entries.
   - **Accrued Costs\Costs in Excess**
     The account for the accrued costs or Costs in Excess (credit amount) in loss recognition journal entries.
   - **Billings in Excess**
     The account for the Billings In Excess (credit amount) in loss recognition journal entries.
4. When you are finished, select *Save*.

Setting Up the Next Document Number

Complete the following steps to set the next document number for the loss recognition journal entry. The system will automatically assign the journal entry number based on the next document number.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Number Options* to open the Doc Number Setup window.
2. Enter the **Next Number** for the loss recognition journal entry.
3. Select *Save*.

Including Jobs and Projects in Loss Recognition

Once the loss recognition feature is set up, you can recognize loss for jobs or projects that are incurring loss within a period. Identify the jobs and projects that are in a loss position, then select to include them in loss recognition. If the option to automatically include jobs and projects is turned on, any jobs and projects in a loss position will be marked automatically when the Loss Recognition Edit List is printed.

Including a Job in Loss Recognition

Complete the following steps to include a job in the loss recognition journal entry for the current period. If the job is assigned to a project that is marked for loss recognition, the job cannot be marked. An entry will be created for the project.

1. Select *Cards > Job Cost > Job*. The Job Maintenance window opens.
2. Select the job that you want to include in the journal entry.
3. Mark the **Include in Loss Recognition** checkbox to include the job in the loss recognition journal entry for the current period. This checkbox is disabled if the **Use Job and Project Loss Recognition** posting option is turned off.
4. Select *Save*.

Including a Project in Loss Recognition

Complete the following steps to include a project in the loss recognition journal entry for the current period. Projects can only be marked for loss recognition if they use the Project POC method, and if all jobs assigned to the project are in the same division. There will be one loss recognition entry that includes all jobs on the project.
When you mark a project, all the project's jobs will be considered. A loss will not be recorded unless the entire project is expected to end with a loss.

1. Select *Cards > Job Cost > Project* to open the Project Maintenance window.
2. Select the project that you want to include in the journal entry.
3. Mark the **Include in Loss Recognition** checkbox to include the project in the loss recognition journal entry for the current period. This checkbox is disabled if the **Use Job and Project Loss Recognition** posting option is turned off.
4. Select *Save*.

Printing an Edit List

The Loss Recognition Edit List allows you to view details for the jobs and projects that will be included in the loss recognition journal entry. Before month end, you can use this edit list to forecast the loss for the period and view the effect that the loss will have on the current month's Profit & Loss Statement.

If you are automatically choosing jobs and projects for loss recognition, they will be included when the edit list is printed.

1. Select *Reports > Job Cost > Edit Lists > Loss Recognition Edit List*.
2. Select the **Year** and **Period** that you are printing the report for. This report can only be printed for the current period.
3. Select *Print*.

The values on this report vary depending on whether billings are included in the loss recognition. If you are not including billings, you will see the Cost to Accrue. If you are including billings, you will see the Billed, Under Billed, Billings in Excess, Adjustment to Cost, Adjustment to CIE, and Adjustment to BIE amounts.

Creating a Loss Recognition Journal Entry

After posting the POC Entry and closing the period, you can create the loss recognition journal entry. Like the POC Entry, the loss recognition entry will be excluded from WIP reports.

1. Select *Transactions > Job Cost > Loss Recognition Entry* to open the Build Loss Recognition Entry window opens.
2. The **Loss Recognition Journal Entry Number** defaults based on the next document number that was specified during setup.
3. Enter a **Description** and select the **Year** and **Period** for the loss recognition journal entry. The entry will be created for the jobs and projects that were marked as in a loss position for the selected period.
4. Select *Build*.
5. When the entry is finished building, select *Post* to post the journal entry. The Loss Recognition Posting Journal report prints when you are finished.

The Job Profit and Loss Report will also display two additional fields from the loss recognition journal entry for jobs in a loss position:

- The **Adjustment to Cost for Loss** column indicates the adjustment to cost on the loss recognition journal entry.
- The **Actual Cost plus Loss Adjustment** column indicates the total cost plus the adjustment to cost from the loss recognition journal entry.

Viewing History

You can print the Loss Recognition Audit Report at any time to view loss for a period. This allows you to view historical loss information for jobs and projects.

1. Select *Reports > Job Cost > Job Reports > Audit Reports > Loss Recognition Audit*.
2. Select the **Year** and **Period** that you are printing the report for.
3. Select *Print*.

Like the edit list and posting journal, the information that appears on the audit report depends on whether billing was included in the loss recognition journal entry.

Note About Closed Jobs and Periods

When you open a closed job, and that job is in a loss position, the job will be included in the next loss recognition entry.

When you open a closed Job Cost fiscal period, the Loss Recognition Entry for the period is reversed, along with the POC Entry. When the period is closed again, the Loss Recognition journal entry must be posted again, along with the POC entry.

Job Transactions

Entering transactions is one of the more important activities you do in managing and tracking job costing. You enter transactions to record costs, such as charges directly associated with material or labor, and to record invoices or bills sent to the customer. Some transaction data must be entered through Job Cost windows, while other data must be entered through Microsoft Dynamics GP windows. These require that specific Microsoft Dynamics GP modules be installed. Once entered, individual transactions can be posted immediately (transaction-level posting) or saved in batches for posting later (batch posting). If transactions are saved in batches, they do not affect any general ledger or Job Cost accounts until the batches are posted. This allows you to review the transactions, print edit lists, and correct errors before posting.

IMPORTANT

- For purchase orders, inventory, payables, and job cost transactions, the job number and cost element will display with the general ledger account distribution associated with the transaction wherever account distributions are displayed. This applies only if the journal entry for each type of transaction is set up to be created per transaction, not per batch.
- The general ledger account distribution for the job will not display if you change the account number during purchase order, receivings, or inventory transaction entry.
- Though you can void, copy, or correct a General Ledger transaction entered in Service Management or Job Cost, the transaction information will not be updated in Service Management or Job Cost.

IMPORTANT

With Cost Plus job transactions:

- A cost transaction can only be voided if you have not invoiced the job.
- A cost transaction cannot be voided once the job has been invoiced. If you need to void a transaction AFTER the invoice has been posted to the job, you must create a credit memo for the invoiced amount and apply the credit memo to the original invoice. See Applying Credit Memos to Job Invoices (page 167) .

See also:

- Entering Beginning Balances (page 116)
- Entering Payables Transactions in Job Cost (page 116)
- Using Microsoft Dynamics GP Purchase Order Processing With JC (page 119)
- Entering Signature GL Transactions in Job Cost (page 124)
- Entering Inventory Transactions in Job Cost (page 126)
- Using Sales Order Processing (page 128)
- Entering Payroll Transactions in Job Cost (page 135)
- Entering Job Transactions (page 150)
- Entering Job Invoices (page 152)
- Entering Production Transactions (page 161)
- Creating Percentage-of-Completion Journal Entries (page 162)
- Creating Job Revenue Journal Entries (page 163)
- Entering Job Unit Transactions (page 164)
- Entering Unit Adjustments (page 165)
- Mass Updating Revenue Code Percentages (page 166)
- Applying Credit Memos to Job Invoices (page 167)

Entering Beginning Balances

If you start to use Job Cost in the middle of an existing job, you can enter beginning balances in the Job Transaction Entry window *(Transactions > Job Cost > Job Transaction Entry)*. You can enter beginning balances any time during your fiscal year.

When you set up a job for the first time, you enter beginning balances for all applicable cost codes with your job transaction entries. Since Job Cost creates a general ledger journal entry as costs post, you should enter a debit amount and a credit amount to the same account. This results in having no effect on posting account balances in the general ledger, but it provides your job's cost codes with the beginning balances.

> ⚠ If you enter beginning cost balances, keep in mind that if you want to view summary amounts for previous periods, enter a separate transaction for each period using an applicable posting date.

Entering Payables Transactions in Job Cost

When a purchase is made for a job, you need to record it as an accounts payable transaction. A typical accounts payable transaction might involve piping on a construction job.

Users have access to intercompany transactions and multidimensional analysis for Job Cost and Unbilled transactions. You must have Microsoft Dynamics GP Intercompany Processing and Multidimensional Analysis (MDA) registered to use the functionality.

> ⚠ To post an intercompany payables transaction to a destination company, the option in Posting Setup to Post Through General Ledger Files for Transactions must be marked.

After completing the Payables Transaction Entry window, you can distribute the payable among Service Management service calls, Job Cost jobs, and Microsoft Dynamics GP transactions. You must be using Service Invoicing, not SOP Invoicing, to create Service transactions.

The Payables Management module must have been purchased to enter payables transactions.

Entering Payables Transactions

Step 1: Complete the Payables Transaction Entry Window

1. Select *Transactions > Purchasing > Transaction Entry.*
2. Complete the Payables Transaction Entry window. See the *Microsoft Dynamics GP Payables Management Manual* for more information.
    - **Do not** save the transaction before you distribute the payable to Job Cost.
    - For Transaction-Level billing type jobs, the information you enter in the Description field will appear on customer invoices.
    - You cannot use recurring batches with job payables transactions. Only single-use batches are allowed.

Step 2: Distribute the Payable

1. In the Payables Transaction Entry window, select the *Distributions* button to open the Payables Transaction Entry Distribution window.
   You must have a credit for the total amount of the transaction to accounts payable for the distribution type PAY.
2. Complete the following fields, as necessary. An indicates that a field is required:
   - **Company ID**
     If you marked the Intercompany checkbox in the Payables Transaction Entry window, you can enter a company ID. Changing the company ID will remove all service call information from the transaction.
   - **Product Indicator**
     Enter the product to which you want to distribute the payable amount. If the Service Call or Service Invoice window is open, Service will automatically appear in the Product Indicator field; otherwise, Unbilled will appear. You cannot change the product indicator if a service call ID or job number has been assigned to the transaction. Fiscal periods, which must be open, are checked for both the origination and destination companies when you select Job Cost from the drop-down list. You can select Unbilled, Job Cost, or Service from the drop-down list.
   - **Job Number / Service Call ID**
     Enter a job number or service call ID if different than the current service call ID. If you haven't changed the company ID and if the Service Call or Service Invoice window is open, the service call ID will automatically appear; otherwise, the field will be blank. If you use the lookup, the Service Calls Open window or the Job Number Lookup window lists the calls or jobs for the selected company.
   - **Signature CC, Item Description**
     For *Service* transactions, enter a cost code in the Signature Cost Code field. Use cost category 1, 2, 4, or 5. You can select the expansion button to open the Service Payables window where you can edit the billing amount and enter other transaction information. The Item Description field defaults from the Description field in the Payables Transaction Entry window on new transactions. Subsequent edits to either description field are not shared.
   - **JC Cost Code, Cost Element, Debit/Originating Debit, Credit/Originating Credit**
     For *Job Cost* transactions, enter cost code and cost element information. Once you enter a cost code, the general ledger posting account assigned to the cost code appears. The expense amount for the cost code in the Debit or Originating Debit field appears as the default. If you enter a return or a credit memo, the amount appears in the Credit or Originating Credit field. You cannot enter cost element 1, Labor. The cost code displays automatically if you set up default Payables cost codes in Job Cost and assigned the cost code to the job by distribution type.
   - **Account**
     Enter an account or accept the default account. The account used depends on setup. The Account field isn't editable if the Use Service Debit Accounts for Microsoft Dynamics GP Costs checkbox is marked in the Service Options window and the product indicator is Service. If Division is chosen in the Cost Code Debit Posting Accounts field in the Posting Options window and the product indicator is Job Cost, the Account field will not be editable. It is editable for Unbilled transactions. The setup options for the destination company will be used for intercompany transaction. See *Setting up invoice accounts* in the Service Management documentation. If this is an Unbilled or Job Cost transaction and the account has been set up to use MDA, you can select the account analysis button to verify the analysis codes to which the posting amount is to be allocated. The account analysis button will be disabled for Service transactions. Service Management is not compatible with Multidimensional Analysis. You will receive errors if you try to post Service transactions to accounts set up for MDA.
   - **Distribution Type**
     Select a distribution type from the drop-down list. For non-intercompany transactions, you are not able to select CASH, PAY, or UNIT for a Job or Service transaction. For intercompany transactions, you can only select PURCH, FNCHG, FREIGHT, or MISC for Job and Service transactions. For Unbilled transactions, you can select PURCH, FNCHG, FREIGHT, MISC, or UNIT.

- **Debit / Originating Debit, Credit / Originating Credit**
  Enter a debit or credit amount in either the Debit or Credit fields or the Originating Debit or Originating Credit fields.
- **Distribution Reference**
  The distribution reference is automatically entered as: "Service" followed by the service call ID and cost code (e.g. Service 0408-0001 2) and "Job" followed by the job number and cost element (e.g., Job F&S-1001 2). It can be edited.
- **Quantity**
  Enter a quantity if other than "1" or "-1." Returns and credit memos will have a quantity of "-1."
- **Corresponding Company ID**
  Enter a corresponding company ID. This field may be disabled depending on setup. See Microsoft Dynamics GP documentation.

3. Select *OK* to close the window.

Step 3: Post the Transactions

1. Select *File* > *Print* in the Payables Transaction Entry window to print the edit lists before posting to verify the accuracy of the transactions you enter. If you identify errors, correct the errors and post. For more information on posting, see the *Microsoft Dynamics GP Payables Management Manual*. The amounts print in the functional currency.
2. Post the Payables Management batch in the originating company. When you batch post a Payables transaction with intercompany transactions, a Payables general ledger batch will be created in the originating company. If the Payables Management batch doesn't contain intercompany transactions, the Service Invoice and Job Status window will be updated.
3. Post the Payables general ledger batch in the originating company. After posting, the Service invoice, Job Cost job, and Microsoft Dynamics GP Receivables Management will be updated. The intercompany offset account will be used as the offset for intercompany transactions. Posting the Payables general ledger batch creates an intercompany general ledger batch in the destination company. The batch will be named using the next intercompany batch number ID.
4. Post the intercompany general ledger batch in the destination company. The batch will contain both Service and Job Cost transactions.

Step 4: Access the Transactions

Once the Payables general ledger batch is posted, you can access the transactions in the destination company in Service Management. They appear as manually added costs, or "+" button, transactions. They're opened by zooming on the cost categories in the Service Invoice window. See *Entering manually added transactions* in the *Service Management User Manual*.

If a service call is closed in the destination company, you are still able to post intercompany transactions to the call. The service call will be updated with the posted transactions.

Once the Payables general ledger batch is posted, you can access the transactions in the destination company in the Job Status window. See Viewing Job Status Information (page 168).

> While intercompany transactions can be used with Job Cost subcontractors, information such as retention and master subcontractors will not be updated in the destination company.

Voiding Payables Vouchers

When you void an open Job Cost accounts payable voucher, a negative (reversing) payables distribution is created in the Transaction Summary window in Job Cost.

> Notes:
>
> - Voiding historical payables transactions does not update Job Cost records.
> - Transactions associated with unposted service invoices, a closed service call or job, a service call with saved invoices, or invoiced on a Cost Plus job cannot be voided.

To void a payables voucher:

1. Select *Transactions* > *Purchasing* > *Void Open Transactions*.
2. Mark the transactions to void.
3. Select *Void*.

After the voucher is voided, the Void Open Payables Transactions Posting Journal is created. You can view voided transactions in Job Cost in the Transaction Summary window. See Viewing Posted Costs (page 170).

Using Microsoft Dynamics GP Purchase Order Processing With JC

You can enter and edit purchase order transactions using Microsoft Dynamics GP Purchase Order Processing (POP). You can enter job-related information to link the purchase order to a job. You can also enter purchase order returns for purchase orders that contain job costs.

When entering job information on a purchase order, all cost and item information goes to the job in Job Cost rather than to the Inventory module. If you wish to track purchase order items through inventory, you can first create a PO using the Unbilled product indicator for the items, then create an adjustment entry to the job.

> If you need to create a return for a Subcontractor purchase order, see Entering Returns on a Subcontractor Purchase Order.

Creating Purchase Orders

Step 1: Complete the Purchase Order Entry Window

1. Select *Transactions* > *Purchasing* > *Purchase Order Entry.*
2. Complete the window. See the *Microsoft Dynamics* GP Purchase *Order Processing Manual* for more information.

> When copying a purchase order, Service and Job Cost information will not copy. Only the Microsoft Dynamics GP information will copy, and the Product Indicator field will be changed to Unbilled for all line items.

Step 2: Enter Job-Related Information

1. From the **Product Indicator** drop-down list, select Job Cost. Unbilled is for Microsoft Dynamics GP general ledger transactions.
   If you marked the setup option to have the job number or cost code from the last line item entered as the default entry in the line you're entering, that information will already be entered. See Choosing TimeTrack Setup Options[14] .
2. Enter a **Job Number** and a **Cost Code**.
3. Select the expansion button attached to the **Item** field to open the Purchasing Item Detail Entry window.
4. Use the lookup in the **Text ID** field to add standard text to the purchase order. You can also use the expansion button to enter text to the line item. While they function similarly, the Text ID field allows more space than the Microsoft Dynamics GP Comment ID field. The description prints on the blank paper purchase order format.

Step 3: Commit the Purchase Order

1. Select *Commit* to save the purchase order and update the committed costs in Job Cost. If you plan to print/email the purchase order, you do not need to commit.
   The PO Status field shows **New** if the purchase order has not been printed, **Open** after the purchase order has been printed, and **Modified** if it has been changed after printing.
2. Select *File* > *Print*. Upon printing and/or emailing the purchase order, the costs become committed costs for the job. Once a purchase order is committed, taxes are included with the item's cost in the Committed Costs column in the Job Status window and in the Actual column in the Cost Codes Detail window. To view the tax portion of the costs, you can zoom on the appropriate cost column in the Job Status window. Landed costs are not included in the committed cost amount.

> ⚠ If you are using the Microsoft Dynamics GP Multicurrency Management module, you can toggle the display between the originating currency listed in the Currency ID field and the functional currency by choosing the multicurrency button.

Receiving Purchase Order Items

When purchase order items or their invoices are received, you can use the Receivings Transactions Entry window to acknowledge and post the transaction.

1. Select *Transactions* > *Purchasing* > *Receivings Transaction Entry*.
2. Complete the Receivings Transactions Entry window. See the *Microsoft Dynamics GP Purchase Order Processing Manual* for more information.

Costs in the Committed Costs column in the Job Status window move to the Posted Costs column after the receipt is posted. Landed costs are included in the posted costs.

> ⚠ If you are using the shipment types, you can also enter items line-by-line, then select *Transactions* > *Purchasing* > *Enter/Match Invoices* to select the items received.

14. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1623392481/Choosing+TimeTrack+Setup+Options

Entering Purchase Order Returns With Job Costs

You can now perform purchase order returns for purchase orders that contain Job Cost costs. This feature supports PO returns with and without credit, and batch and transaction-level posting. This feature will *not* support the processing of returns against inventory transactions, as those can be performed using the current alternate Inventory Transaction Entry window.

Additional notes about PO returns with Job Cost:

- When a return is processed that contains Job Cost items, those items will be reversed on the job.
- Taxes on PO returns will update per the **Suppress PO line item tax update to Job Cost and Service Management** option in setup. If this option is turned on, taxes are not included in the total costs.

> ⚠ A purchase order must be committed and received before you can enter a return for that PO.

The Purchase Order Return Process: A Quick Review

The PO return process works as follows.

Shipment Only

1. Create and save purchase order. PO status is NEW.
2. Receive and post the shipment. PO status is RECEIVED.
3. Create purchase order return. PO status remains RECEIVED. If a replacement item will be shipped, you can edit the purchase order and change the status to CHANGE ORDER. Then you could add the replacement item right on the original purchase order.

Shipment with Invoice

1. Create and save purchase order. PO status is NEW.
2. Receive shipment/invoice. POS status is CLOSED
3. Create purchase order return. PO status remains CLOSED.
4. Post credit transaction to Payables Management. If a replacement item will be shipped, you can edit the purchase order and change the status to CHANGE ORDER. Then you could add the replacement item right on the original purchase order. When you view the PO, both line items will be CLOSED.

Returning a Purchase Order Item

You create a PO return as you normally would except that you can now view jobs associated with the return.

1. Select *Transactions > Purchasing > Returns Transaction Entry*. The Returns Transaction Entry window opens.
2. Select a return type. You must select either Return or Return W/Credit. Tab through to fill the Return No.
3. Fill the remaining fields, as necessary. For additional information on the fields listed below, refer to the Microsoft Dynamics GP documentation.
    - **Vendor Doc. No.**
      The number identifying the document that the vendor gave you; typically this is the invoice number or packing slip number from the vendor's documents. You can leave this field blank if you're entering a return without credit.
    - **Date**
      The date the item is to be returned. The system date fills automatically.
    - **Batch ID**
      The batch associated with this purchase order, if applicable.

- **Vendor ID and Name**
  The vendor associated with the item being returned.
- **Currency ID**
  The currency ID of the returned item fills automatically.
- **PO Number**
  The purchase order number to which the returned item belongs.
- **Vendor Item**
  The item being returned.
- **Receipt No.**
  The receipt number associated with this returned item.
- **U of M**
  Displays the unit of measure for the item being returned.
- **Quantity Returned**
  The quantity to return. This field fills automatically with the maximum quantity available from the receipt.
- **Unit Cost**
  Displays the cost of the item in the unit of measure.

4. Tab to the next line. You can now view the jobs and/or service call associated with this returned item. See Viewing Job Information for a PO Return below.
5. Save or post the transaction. If a return transaction results in a net $0.00 cost for the PO line item and you are using a price matrix where the first row begins with Starting Cost of $.01 or higher (see example below), you will receive an error because the system will not be able to calculate the extended markup for $0.00. To avoid this error, you should change the starting cost in the first row of the price matrix to $0.00.

Viewing Job Information for a PO Return

1. Select *Extras > Additional > Signature PO Return*.
2. Select *OK* to close the window.

Viewing Updated Costs in Job Cost

When a PO return has been posted, the appropriate costs are updated in Job Cost, as applicable. To view updated costs in Job Cost because of a PO return:

1. Select *Inquiry > Job Cost > Job Status*. The Job Status window opens.
2. Select a job associated with the purchase order.
3. Zoom on a Posted Cost for that cost element. The Cost Code Summary window opens.
4. Zoom on the Cost Code. The Cost Code Detail window opens.
5. Select *View Transactions*. The Transaction Summary window opens. The purchase order return transaction contains a transaction type of POR.
6. Double-click the transaction to open the Returns Transaction Inquiry Zoom window. This provides additional details about the PO return.

Entering Returns on a Subcontractor Purchase Order

If you have a purchase order for a job and cost code for a subcontractor with retention and have received the materials and posted a receiving transaction, but need to create a return, the recommended way to undo a purchase order that was issued and received is to finish the transaction by doing an invoice match and then enter a credit memo through the Payables Transaction Entry window.

While we do get requests to do a negative PO line or an “undo the receiving” type of concept, this is not the design of GP Returns. While legacy systems may have a negative PO line concept, GP returns is better because of its ability to handle

inventory either being sent back or flagged as damaged as well as creating the credit. Typically the user could go to the Dynamics GP Returns Transaction Entry to do the return, but because this is a subcontractor cost in job cost the return transaction is not allowed. However, you can create the return by completing the following steps.

In the steps below, the example described consists of:

- Purchase Order: $10,000
- Received Amount: $4,000
- Retention: 10%
- Tax Exempt: Yes

⚠ Committed costs are not added back for returns.

Step 1: Complete the Transaction in Invoice Match

To undo the receiving transaction, it is recommended that the user complete the transaction through the invoice match process like any other received PO. *Transactions > Purchasing > Enter/Match Invoices.*

- Complete the invoice match transaction and make note of the Document number for future reference.
- After completing the invoice matching, the invoice is now recognized along with the retention withheld in the Subcontractors Maintenance window. The transaction is through payables but will not be paid.

Step 2: Issue a Credit Memo

To update the job, Subcontractors Maintenance window, and the payables transaction the recommended approach is to issue a credit memo through the Accounts Payables Transaction Entry window.

1. Open the Accounts Payable Transaction Entry window. Transactions > Purchasing > Transaction Entry
2. Select the **Vendor**.
3. Enter the full amount of the invoice $4,000 in the Payables Transaction Entry window.
4. Select the *Distributions* button.
5. In the Payables Transaction Entry Distribution window, select the **Job Number** and **Cost Code**.
6. Tab off the Cost Code field, to automatically insert the **Retention Payable** record.
7. Select *OK.*
8. At this point, the payable record and the general ledger transactions have all been updated properly. There are a couple more steps to clean up the job. After leaving the distribution window, the Payables Transaction Entry window will revert to $3,600 for the payables amount because the retention amount of $400 is now calculated.

Step 3: Release the Invoices

1. Release the invoices from the Subcontractor Payments window by going to Transactions > Job Cost > Subcontractor Payments and selecting the *Process* button.
2. Release the retention from the Subcontract Transactions window by going to Transactions > Job Cost > Subcontractor Retention and selecting the *Process* button.
3. At this point, the posted costs have been removed from the job.

Step 4: Reconcile the Subcontractor Maintenance Window

You will need to run the Reconcile Subcontractors to update the Subcontractors Maintenance window to display the Retention Invoices correctly. (The credit memo retention is being added to the field rather than deducted.) The Retention Invoices field should be $0, instead it is showing $800.

1. To run the Reconcile Subcontractors utility, go to Tools > Utilities > Job Cost > Reconcile Subcontractors.
2. Enter the **Job Number**.
3. Select *Reconcile.*

Entering Signature GL Transactions in Job Cost

You can enter GL transactions for service calls using an alternate window called Signature Transaction Entry. This window is based on the Microsoft Dynamics GP GL Transaction Entry window.

> ⚠ For Service Management, these features are available only if you are using Service Invoicing, not SOP Invoicing.

The general purpose of this window is similar to the Microsoft Dynamics GP Transaction Entry window:

- Enter standard and reversing transactions
- Post individually entered transactions
- Void saved transactions

However, you can also:

- Include a combination of service calls, jobs, etc. on the same transaction, and apply to one GL journal entry
- Transfer costs from a service call to a job, and vice versa, or from one service call to another

This feature supports multi-currency and Inter-company transactions, but *does not* support the following:

- Recurring batches
- Multi-Dimensional Analysis (MDA)

About Intercompany Transactions

Using the Signature Transaction Entry window, you can create intercompany transactions, which allows you to record transactions in the general ledger for one company that will create transactions in the general ledger of another company.
Consider the following when creating intercompany transactions using this window:

- As with other intercompany transactions, when the transaction is posted in the current company, the GL batch is created in the destination company must then be posted in that company.
- For Service Management, you cannot create labor transactions using the Signature Transaction Entry window.
- For Job Cost, you can create labor transactions but not if you are using labor rates to calculate payroll amounts.

Creating a Signature GL Transaction

> ⚠ Make sure you have security access to alternate Microsoft Dynamics GP windows for Signature.

1. Select *Transactions* > *Financial* > *General* or from the Service Call or Service Call Status window by choosing the *Journal Entry* button.
2. The **Journal Entry** field fills automatically. You can change this entry, if necessary.
    - **Intercompany**
      Mark this checkbox if you need to record transactions in the general ledger for one company that will create transactions in the general ledger of another company. See About Intercompany Transactions (page 124) for more information.

- **Batch ID**
  The batch ID for the journal entry number you entered. If the batch ID you enter does not exist, a message will appear asking if you want to create a new batch.
- **Transaction Type**
  A transaction is an accounting entry that changes the balance of liability, revenue, asset, and/or expense accounts. Standard - Mark this option to enter a general transaction, and to assign debit and credit amounts. Reversing - Mark this option to enter a transaction for which debit and credit entries will be reversed as of a later date.
- **Transaction Date**
  The transaction date can be up to 365 days before the first day of the oldest open year and must be in an existing fiscal year.
- **Source Document**
  The source document is an abbreviation that tells you which type of journal or entry to examine for more information about a transaction.
- **Reference**
  References are required and can be any combination of alphanumeric symbols to help you identify the transaction.
- **Currency ID**
  The currency ID for the transaction, if you're entering a transaction in a currency other than your functional currency. The functional currency is the default entry when you first open the window. Select the Currency ID link to view more information. If you're not using Multicurrency Management, this field isn't available.
- **Product Indicator**
  Indicates the product to which you want to distribute the transaction. You can select Unbilled, Job Cost, or Service. (Service is disabled if using SOP invoicing.)
- **Job No. / Service Call ID**
  The job number or service call ID associated with this transaction.
- **JC Cost Code**
  This field is not in use if this is a Service transaction. If this is a Job Cost transaction, the field displays the cost code associated with this transaction.
- **CC/CE**
  For a Service transaction, the cost code is displayed. If this is a Job Cost transaction, the field displays the cost code element based on the cost code selected. You can select the expansion button to open the Signature Transaction Detail Entry window, where you can enter additional detail for this transaction. See Entering Additional Detail for a Transaction (page 125) for more information.
- **Co. ID**
  Enabled only if **Intercompany** checkbox is marked. Select the company for which this transaction will be created.

3. Fill the remaining fields, as necessary.
4. Save or post the transaction.

Entering Additional Detail for a Transaction

You can enter additional information for a Job Cost transaction using the Signature Transaction Detail Entry window. For example, if a transaction is being entered for a cost code with a cost element of 1 (labor), you can enter labor details, department, position, and labor rate group.

1. To open the Signature Transaction Detail Entry window, select the expansion button next to the Cost Element field in the Signature Transaction Entry window. The header fields on this window fill automatically from the Signature Transaction Entry window. The additional fields that are enabled on this window depend on the cost element selected.
   - Job No./ Service Call ID

- Cost Element
- Cost Code
- Description
- Cost Type Description

2. To enter transaction details, complete the enabled fields on this window, as necessary. If you are entering details for a transaction with a cost element of 1 (labor), the following fields are enabled.
   - **Employee ID**
     Identifies the employee, as set up in the Employee Maintenance window.
   - **Labor Rate Group**
     If the product indicator is Job Cost, the labor rate group of the cost code. If the product indicator is Service, the labor rate group from the customer location on the service call.
   - **Department, Position, and Pay Code**
     Pertains to labor rate groups set up in Service Management and Job Cost. These fields fill automatically when you select an Employee ID.
   - **Transaction Date**
     Fills automatically from the same field on the Signature Transaction Entry window.
   - **Hours**
     Hours of labor to be billed.
   - **Cost per Hour**
     Dollar amount per labor hour. Fills automatically from the employee payroll record when you select a Pay Code.
   - **Overhead Cost**
     The indirect, job-related cost your company incurs in the process of doing business, for example, workmen's compensation.
   - **Rate per Unit**
     Displays only if the *Display Pay Rate on Labor transactions* is marked in the Invoice Options window.
3. If you are entering details for a transaction with any other cost element, the following fields are enabled.
   - **Vendor**
     Enabled only if cost element is not labor.
   - **Equipment ID**
     Enabled only if product indicator is Service and cost element is not labor.
   - **Item Number and Item Description**
     The item number and description associated with this transaction.
   - **Unit Of Measure**
     The unit of measure associated with this item.
   - **PO Number**
     Purchase order number, if applicable.
   - **Quantity**
     The number of items.
   - **TRX Amount (Extended Cost)**
     Fills automatically based on the amount entered in the Debit or Credit field in the Signature Transaction Entry window.
     This field is disabled for Service transactions.
4. Select *OK*.

Entering Inventory Transactions in Job Cost

If inventory items are used on a job, you can enter inventory transactions with Job Cost detail. Unlike accounts payable transactions, you must enter a separate inventory transaction for each job you distribute amounts to. The Inventory module must have been purchased to enter inventory transactions.

Step 1: Complete the Item Transaction Entry Window

1. Select *Transactions > Inventory > Transaction Entry*.
2. Complete the window. See the *Microsoft Dynamics GP Inventory Control Manual* for more information.
   You cannot use recurring batches with job inventory transactions. Only single-use batches are allowed.
3. In the **Trx Type** field, select the **Job Cost** radio button.
4. Enter a **Job Number**. The Inventory Transactions window opens.
5. Enter a **Cost Code**.
   - If you enter more than one item on the transaction, you can select *Apply All* to apply all inventory items to the same cost code.
   - To edit a transaction in the Inventory Transactions window, you must select the Cost Code field to select another cost code using the lookup button.
     If the Cost Code field is not selected, the lookup button will be disabled.
6. Select *OK* in the Inventory Transactions window.
   - Transaction amounts distribute automatically to the posting account you assign to the cost code.
   - Offsetting posting accounts for the inventory item are assigned based on the Microsoft Dynamics GP posting accounts entered when the item was set up.
   - If you are using the Cost Code posting option, you can change the general ledger posting accounts on an inventory transaction. Do this by choosing an item number in the Item Transaction Entry window, choosing *Distributions*, and entering the accounts.
7. In the Item Transaction Entry window, select *Save*.

Step 2: Print an Edit List

We recommend that you print an Inventory Transaction Edit List before posting to verify the accuracy of the transactions you entered. If you identify errors, correct the errors, and post. For more information on posting, see the *Microsoft Dynamics GP Inventory Control Manual*.

An alternate Inventory Adjustments Edit List report is available from the Inventory Transaction Entry window that includes the service call and/or job and cost code. View a sample report by going to Inventory Adjustments Edit List[15] in the Reports guide.

You can also print the Job Cost Edit Lists[16] by following the steps below:

1. To print the Inventory Edit List with Job Cost detail, select *Reports > Job Cost > Edit Lists > Inventory Edit List*.
2. Select the appropriate **Batch ID**.
3. Select *Print*.

> ⚠ For inventory transactions, the job number and cost element will display with the general ledger account distribution associated with the transaction wherever account distributions are displayed. This applies only if the journal entry for inventory transactions is set up to be created per transaction, and not per batch. You must also be posting inventory by batch to the general ledger and have marked the posting options to post to and post through the general ledger for inventory transactions.

15. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620322739/Inventory+Adjustments+Edit+List
16. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620320875/Job+Cost+Edit+Lists

Using Sales Order Processing

Job Cost integrates with Sales Order Processing (SOP). In addition to invoice costs being updated in Job Cost, you can use the full invoicing system of SOP, including pricing, invoice formats, and line item taxes.
When entering inventory transactions using SOP, you can select whether to bill through SOP or bill through Job Cost.

If you are using SOP to bill jobs, see Setting up SOP Invoicing in Job Cost (page 130) . If you are using SOP only to enter inventory transactions and will bill jobs through Job Cost, see Entering Inventory Transactions Using SOP (page 131) .

The Sales Order Processing module must have been purchased to enter sales order transactions.

When using SOP invoicing with Job Cost, consider the following:

- You can have multiple SOP documents for a single job.
- Retention will not be withheld from SOP billing-type jobs.
- Repeating documents are not allowed with SOP billing-type jobs.
- You cannot bill for inactive jobs using SOP invoicing. To bill for inactive jobs, you must use the Job Invoice Entry feature in Job Cost *(Transactions >Job Cost > Job Invoice Entry)*.
- Billing amounts from other modules, such as Payables Management and Inventory Control, do not automatically appear on SOP invoices, even though the costs are applied to the SOP billing-type jobs. To include billing amounts on SOP invoices, you can reenter these transactions as service-type inventory items through SOP with a $0 cost applied to the job and cost code.

If using SOP invoicing, we recommend that you enter all inventory and purchasing items as SOP transactions.

Tracking Warranty Part Transactions Through SOP

You can create warranty transactions to track warranty replacement items by customer. The standard sales transaction can be modified automatically to use different posting accounts for warranty item reimbursements and replacements than the posting accounts used for new sales.

About Warranty Accounts

You may select to use separate accounts for tracking replacement parts and reimbursements. When you have an invoice type defined for warranty transactions, creating an SOP document with that invoice ID automatically modifies the transaction window; if you select, this can include replacing the default posting accounts with designated "warranty" accounts.

Before completing warranty parts setup, think about the account masks that you want to overwrite the default sales, receivables, and COGS accounts for each line item. The main segment of each posting account is overwritten, and the resulting accounts are used on the transaction.

Example:
Sales Account: 000-2110-00
Sales Mask: 300-????-??
Resulting Account: 300-2110-00

If the account that would result from the mask does not already exist, the existing account will be used on the transaction. Before you set up account masks, make sure the resulting accounts are set up.

To determine which is the main segment in your accounts, select *Microsoft Dynamics GP > Tools > Setup > Company > Account Format*.

When you set up account masks, define only the main segment; this is the segment of the posting accounts that will be overwritten.

Setting Up Warranty Parts Processing Through SOP

Complete the following steps to define when an SOP document will be used as a warranty transaction and how the standard SOP transaction will be modified.

1. Select *Microsoft Dynamics GP > Tools > Setup > Service Management > Invoice Setup > Warranty Parts Setup*.
2. Complete the following fields, as necessary:
    - **Invoice ID**
      An SOP invoice of this type will function as a warranty transaction. You can zoom on this field if you want to create a new Invoice ID for this purpose. You can set up as many warranty invoice types as you like.
    - **Tax Schedule ID**
      Select a tax schedule to fill onto the warranty transaction. If you leave this field blank, the tax schedule fills based on the customer.
    - **Sales Mask, Receivables Mask, COGS Mask**
      If you want to use separate accounts to track replacement parts and reimbursements, define the main segments of the accounts that you want to use. These masks overwrite the main segments of the default posting accounts on the transaction. See About Warranty Accounts (page 128). If you select to leave these fields blank, the default accounts for either the item or the customer fill on the transaction, as defined in SOP setup.
    - **Customer ID, Address**
      Select the customer that is assigned to the warranty and who will reimburse for the cost of the replacement part.

Creating a Warranty Transaction

When creating an invoice in the Sales Transaction Entry window, entering the Invoice ID that is defined as a warranty transaction type allows you to track a warranty transaction instead of a sale.

1. Select *Transactions > Sales > Sales Transaction Entry*.
2. Complete any necessary fields, including the following:
    - **Type**
      Select Invoice.
    - **Type ID**
      Select an Invoice ID that was defined as a warranty transaction in the Warranty Parts Setup window.
    - **Customer ID**
      Select the customer who is receiving the replacement item.
    - **Customer PO Number**
      You can use this field to enter the warranty claim number.

After you select the type ID and customer, the following modifications occur to turn the sales transaction into a warranty transaction:

- The tax schedule fills from the Warranty Parts setup window; if no Tax Schedule ID was assigned to the Invoice ID, the tax schedule defaults based on the customer.
- The Salesperson and Territory that would normally default for a sale are removed when you create a warranty transaction. These fields will be empty if you view the sales Commission Entry window using the *Commissions* button.

- The transaction cannot be linked to a service call or job, and the option to do so no longer appears in the Sales User-Defined Fields Entry window (*User-Defined* button).
- When you enter the **Item Number** of the replacement part, you may need to change the **Unit Price** if the amount that will be refunded for the item under warranty is different than its sale price. The main segments from each of the account masks that you defined in warranty parts setup overwrite the default posting accounts for the line item. If the account that is created by the mask does not exist, you receive an error message.

Use the *Distributions* button if you need to manually enter any accounts that do not default or view the posting accounts for the line item.

See also:

- Setting up SOP Invoicing in Job Cost (page 130)
- Entering Inventory Transactions Using SOP (page 131)
- Tracking Warranty Part Transactions Through SOP (page 132)

Setting up SOP Invoicing in Job Cost

If you are using SOP to bill jobs, you must assign the appropriate billing type and contract type to the job, and select the sales/revenue accounts to be used.

- Step 1: Set Up Billing and Contract Types for Jobs (page 130)
- Step 2: Select Sales/Revenue Accounts (page 130)

Step 1: Set Up Billing and Contract Types for Jobs

To bill jobs using SOP, the jobs must contain a billing type of SOP and a contract type of Fixed Amount.

1. Enter or create a job as usual by choosing *Cards > Job Cost > Job*.
2. From the **Contract Type** drop-down list, select Fixed Amount.
3. From the **Billing Type** drop-down list, select SOP.
   You cannot change the billing type if unposted transactions exist for the job.
4. Select *Save*.

Step 2: Select Sales/Revenue Accounts

You can select whether to use Job Cost or SOP sales/revenue accounts for billing jobs.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Posting Options*.
2. In the Sales/Revenue Accounts for SOP Billing From section, select the accounts to be updated for billing SOP transactions. Choices include Job Cost and SOP.
   - If you are using the revenue recognition percentage-of-completion posting method, the Job Cost radio button is selected automatically and cannot be changed.
   - If you select Job Cost, the accounts set up in the Invoice Accounts Setup window *(Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Invoice Accounts)* will be used.
   - If you select SOP, either the item or customer accounts will be used, as set in the Sales Order Processing Setup window *(Microsoft Dynamics GP > Tools > Setup > Sales > Sales Order Processing)*.
3. Select *Save*.

When you're finished setting up SOP invoicing in Job Cost, you can enter and post inventory transactions using SOP.

Entering Inventory Transactions Using SOP

You can enter and edit inventory transactions using SOP.

- Step 1: Complete the Sales Transaction Entry Window (page 131)
- Step 2: Enter Job-Related Information. (page 131)

Step 1: Complete the Sales Transaction Entry Window

1. Select *Transactions* > *Sales* > *Sales Transaction Entry*.
2. Enter line items, and use the expand button to enter details for each line entry.
3. Complete the window. See the *Microsoft Dynamics GP Sales Order Processing Manual* for more information. When a transaction is created for a quote, the transaction will have a $0 amount in Job Cost, although the information is saved in Microsoft Dynamics GP and is available when you transfer the quote.

- Even though you can enter payments in the Amounts Received field of the Sales Transaction Entry window, those payments are not applied to the job. Therefore, we recommend that you enter payments using the Receivables Management.
- When using SOP Billing on a job, to invoice labor, the item must have an item type of Services. Services item types do not pass costs to SOP Billing Jobs. These Services items will allow Labor to be invoiced without adding Labor costs that would be coming to the job from Time Track or GP Payroll. Item types are set up in the Item Maintenance window (*Cards* > *Inventory* > *Item*).
- When using the Copy function to add lines into an SOP order that is assigned to SOP billing, when you select Save, you will be prompted that the Job Cost Codes distributions are incorrect. You will need to add the cost codes on the new lines.

Step 2: Enter Job-Related Information.

1. Select *User-Defined* in the Sales Transaction Entry window.
2. Enter a **Job Number** and tab off the field. The job's billing type determines which window opens.
   - If the billing type is SOP, which indicates you are billing through SOP, the Signature SOP Transactions window opens.
   - If the billing type is not SOP, which indicates you are billing through Job Cost, the Sales Order Processing Transactions window opens.
3. Enter a **Cost Code** and select *OK*.
   For SOP billing-type jobs, you cannot add a new cost code if the invoice contains an item with an item type of Services.
4. Select *OK* in the Sales User-Defined Fields Entry window.
5. Save or post the sales order transaction.

- The association between the job and the inventory transaction is broken after you save the window. If you want to enter multiple inventory transactions without exiting the transaction window, make sure you re-select a job for each transaction. This ensures the document is linked to the job as an inventory transaction and does not result in the creation of an accounts receivables transaction.
- Once you have saved the Signature SOP Transactions or Sales Order Processing Transactions window, you can access the window thereafter using the expansion button attached to the Job Number field in the Sales User-Defined Fields Entry window.

- When you save an invoice or return, the costs are increased in the Committed Costs column of the Job Status window *(Inquiry > Job Cost > Job Status)*. When you post an invoice or return (if posting to Job Cost), the costs move from the Committed Costs column to the Posted Costs column in the Job Status window. Because only invoices and returns can be posted, orders and backorders must be transferred to an invoice before they can be posted.
- If the Enable Quantity Cancelled in the Sales Order Fulfillment checkbox is marked in the Microsoft Dynamics GP Sales Fulfillment Order/Invoice Setup window, the committed cost on Job Cost invoices will be reduced.

Tracking Warranty Part Transactions Through SOP

You can create warranty transactions that allow you to track warranty replacement items by customer. The standard sales transaction can be modified automatically to use different posting accounts for warranty item reimbursements and replacements that are used for new sales.

You have the options to create:

- A warranty quote that can be transferred to an order warranty transaction or transferred directly to an invoice warranty transaction.
- A warranty order that can be transferred to a warranty invoice. If you have transferred the warranty quote to a warranty order, you can then transfer the warranty order to a warranty invoice.
- A warranty invoice (without needing to create a warranty quote or warranty order).

About Warranty Accounts

You may want to use separate accounts for tracking replacement parts and reimbursements. When you have an invoice type defined for warranty transactions, creating an SOP document with that invoice ID automatically modifies the transaction window; this can include replacing the default posting accounts with designated "warranty" accounts.

Before completing warranty parts setup, think about what accounts you want to overwrite the default sales, receivables, COGS accounts for each line item. You can select account masking, where the main segment of a posting account is overwritten; or account substitution, where an entire account is substituted for the default account.

Account Masking

The main segment of each posting account is overwritten, and the resulting accounts are used on the transaction.

> ⚠ If the account that would result from the mask does not already exist, the default account will be used on the transaction. Before you set up account masks, make sure the resulting accounts are set up.

Example: Sales Account:
000-2110-00
Sales Mask: 300-????-??
Resulting Account: 300-2110-00

When you set up account masks, define only the designated segment; this is the segment of the posting accounts that will be overwritten.

Account Substitution

You can also substitute an entire account instead of a segment only. Use the Accounts button on the Warranty Parts Setup window to select the default account and then select an existing account to use as a substitute.

> ⚠ The substitution accounts set up in the Accounts window are used for all warranty invoices. If you need to set up substitute accounts for different warranty invoices, you may want to consider using account masking.

See also:

- Setting Up Warranty Parts Processing Through SOP (page 133)
- Creating a Warranty Transaction (page 134)

Setting Up Warranty Parts Processing Through SOP

Complete the following steps to define when an SOP document will be used as a warranty transaction and how the standard SOP transaction will be modified.

Step 1: Creating a Warranty Invoice Type

You must create a warranty invoice type in the Sales Fulfillment Order/Invoice Setup window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Sales > Sales Order Processing > Sales Document Setup > Fulfillment Order/Invoice*.
2. Enter an invoice type to be used for warranty transactions. You can set up as many warranty invoice types as you like.
3. Complete the remaining fields as necessary. For more information, see the Microsoft Dynamics GP Sales Order Processing documentation.
4. Select *Save*.

Step 2: Completing the Warranty Parts Setup Window

The Warranty Parts Setup window is used to define the SOP warranty transfer invoice.

1. Select *Microsoft Dynamics GP > Tools > Setup > Service Management > Invoice Setup > Warranty Parts Setup*.
2. Complete the following fields, as necessary.
   - **Invoice ID**
     An SOP invoice of this type will function as a warranty transaction. You can zoom on this field if you want to create a new Invoice ID for this purpose. You can set up as many warranty invoice types as you like.
   - **Tax Schedule ID**
     Select a tax schedule to default on the warranty transaction. If you leave this field blank, the customer tax schedule is used.
   - **Customer ID/Address**
     Select the customer that is assigned to the warranty and who will reimburse for the cost of the replacement part. For example, a corporate ID would be used if that is who would be reimbursing your company for a warrantied part replacement.
   - **Sales Mask, Receivables Mask, COGS Mask**
     An SOP invoice of this type will function as a warranty transaction. You can zoom on this field if you want to create a new Invoice ID for this purpose. You can set up as many warranty invoice types as you like.

3. If you want to substitute account numbers for Sales, Receivables, or COGS, select the **Accounts** button. The substitution accounts set up in the Accounts window are used for all warranty invoices.
4. In the Accounts window, enter or select the original account number for Sales, Receivables, and/or Cost of Goods sold.
5. Enter or select the corresponding account number that will be substituted. Complete the steps for the remaining accounts.
6. Select *OK* to return to the Warranty Parts Setup window. If you enter both an account mask and a substitute account for a default account, only the substitute account will be used for the warranty invoice transfer.
7. Select *Save*.

Step 3: Setting Up a Warranty Order Type

If you want to transfer a warranty order to a warranty invoice, you must set up a warranty order type that specifies the warranty invoice the transfer will process to. To set up a warranty order type, you will need enter a warranty invoice type in the **Use Fulfillment Invoice ID** in the Sales Order Processing Setup window.

1. To open the Sales Order Setup window, select *Microsoft Dynamics GP > Tools > Setup > Sales > Sales Order Processing > Sales Document Setup > Order*.
2. Enter an **Order ID** to be used for warranty transfers.
3. In the **Use Fulfillment Order/Invoice ID**, select the warranty invoice type.
4. Select *Save*.

Step 4: Setting Up a Warranty Quote Type

Suppose you want to transfer a warranty quote to either a warranty order and/or a warranty invoice. In that case, you must set up a warranty quote type to specify the warranty order and/or warranty invoice for which the transfer will be processed. To set up a warranty quote type, you will need to enter a warranty order type in the **Use Fulfillment Order ID** and/or warranty invoice type in the **Use Fulfillment Invoice ID** field in the Sales Quote Setup window.

1. To open the Sales Quote Setup window, select *Microsoft Dynamics GP > Tools > Setup > Sales > Sales Order Processing > Sales Document Setup > Quote*.
2. Enter a **Quote ID** to be used for warranty transfers.
3. Mark the **Transfer Quote to Fulfillment Order/Invoice** checkbox.
4. In the **Use Fulfillment Order/Invoice ID**, select the warranty order or warranty invoice type.
5. Select *Save*.

Creating a Warranty Transaction

To create a warranty transaction in the Sales Transaction Entry window, select the ID that is defined as a warranty transaction type to track a warranty transaction.

1. Select *Transactions > Sales > Sales Transaction Entry*.
2. Complete the following fields, as necessary.
   - **Type**
     Select the type of transaction you are creating: Quote, Order, or Invoice.
   - **Type ID**
     Select the warranty ID that was defined as a warranty transaction.
   - **Customer ID**
     Select the customer who is receiving the replacement item.
   - **Customer PO Number**
     You can use this field to enter the warranty claim number.
3. After you select the Type ID and customer, the following modifications occur to process the sales transaction as a warranty transaction:

4. The customer entered in the Sales Transaction Entry window who is returning the part will display on the transaction, however, once the warranty invoice is posted, the customer entered in the Warranty Parts Setup window can be billed.
5. The tax schedule fills from the Warranty Parts setup window; if no Tax Schedule ID was assigned to the Invoice ID, the tax schedule defaults based on the customer.
6. The Salesperson and Territory that would normally default for a sale are removed when you transfer a warranty quote or a warranty order to a warranty invoice. These fields will be empty if you view the Sales Commission Entry window using the **Commissions** button for the warranty invoice.
7. The transaction cannot be linked to a service call or job, and the option to do so no longer appears in the Sales User-Defined Fields Entry window (**User-Defined** button).
8. When you enter the **Item Number** of the replacement part, you may need to:
9. Change the **Unit Price** if the amount that will be refunded for the item under warranty is different than its sale price. If the unit price is zeroed out, the COGS and Inventory will still contain the dollar values and will post with the invoice.
10. Verify the quantity to transfer is correct. Select the Show/Hide button to display the **Quantity to Order** or **Quantity to Invoice**. The segments from each of the account masks or account substitutions that you defined in warranty parts setup overwrite the default posting accounts for the line item. Use the *Distributions* button if you need to manually enter any accounts or view the posting accounts for the line item. If the account that is created by the mask does not exist, the default account will be used.
11. To complete the transaction entry:
    - **Quote**
      Enter a batch ID, select *Action*, and then select *Transfer*.
    - **Order**
      Enter a batch ID, select *Action*, and then select *Transfer.*
    - **Invoice**
      Select *Action*, and then select *Post*.

Entering Payroll Transactions in Job Cost

You can enter payroll transactions in the Microsoft Dynamics GP Payroll Transaction Entry window and assign each transaction to a job.

> ⚠ If you marked the Payroll Post to Job Cost Only checkbox in the Posting Options window, your payroll batch will be deleted after posting the batch to Job Cost. Also, you can select to have Microsoft Dynamics GP Payroll offset your Job Cost payroll offset credit. This would be offset by the gross wage entry by department, position, and pay code.

The Microsoft Dynamics GP Payroll module must have been purchased to enter payroll transactions.

Entering payroll transactions involves the following steps.

Step 1: Complete the Payroll Transaction Entry Window

1. Select *Transactions > Payroll > Transaction Entry*. The following message displays: *Did you know you can use the Payroll Mass Transaction Entry window instead, to enter several similar pay transactions at the same time?*
2. Select *Transaction Entry*. The Payroll Transaction Entry window opens.
3. Complete the window. See the *Microsoft Dynamics GP Payroll Manual* for more information. Overtime and double-time functionality has no effect on Job Cost transactions.

Step 2: Enter Job-Related Information

To assign a transaction to a job, you must select a transaction type of Pay Code and a pay code with a pay type of Hourly, Overtime, Double Time, Vacation, Sick, or Holiday.

1. Select the show details button and complete the additional fields:
   - **Date From, Date To**
     To print certified payroll reports accurately, the beginning and ending dates entered in the Build Payroll Checks window must match the beginning and ending dates in the Payroll Transaction Entry window for the transactions in the given certified payroll pay period.
   - **Position**
     Enter the employee's position.
   - **Shift**
     Shift premiums cannot be applied to Job Cost transactions. You can apply a shift ID to the transaction, but it cannot have a premium.
   - **Product**
     Select Job Cost. Unbilled is for Microsoft Dynamics GP general ledger transactions.
   - **Job Number, Cost Code**
     If you enter a certified payroll job in the Job Number field, the Certified Payroll Entry window opens automatically for you to distribute the hours. Distribute the hours using a separate entry for each day of the week.
2. Zoom on the Product field to open the Job Cost Payroll Entry window. The payroll transaction is saved when you zoom on the Product field. In the Job Cost Payroll Entry window, you can enter a transaction description, rate class, union, federal class code, number of overhead units and production units, and estimated percent complete.
   The rate class you enter in the Rate Class field will override the rate class that is assigned to an employee (in the Employee Maintenance Codes window) or assigned to a job (in the Job Maintenance window).
3. Select *Save* and close the Job Cost Payroll Entry window.
4. To move to the next transaction, select *Next* in the Payroll Transaction Entry window.

> ⚠ Once a transaction is assigned to a job and saved, you cannot change the Product field. You must delete the transaction and reenter the information.

Step 3: Build Checks

You can build checks to pay employees for their work. Conditions that apply to building checks include:

- If you marked the setup posting option Payroll Post to Job Cost Only, you do not need to build checks before posting the transactions to Job Cost.
- If you use Microsoft Dynamics GP Payroll to print payroll checks, include the job-related batches in the build process before printing an edit list or posting.

Microsoft Dynamics GP uses the employee pay rate when you build checks to print and post payroll transactions to the Microsoft Dynamics GP Payroll module. Job Cost uses the pay rate for the employee when the transaction is entered. If you enter job payroll transactions daily and change an employee's pay rate in the middle of a pay period, transactions may post to Payroll and Job Cost at different pay rates.

> ⚠ If you post payroll transactions to accounts in Job Cost, do not change employee pay rates until checks print and process for all transactions entered with the old pay rate.

1. Select *Transactions* > *Payroll* > *Build Checks*.

2. Complete the Build Payroll Checks window. See the *Microsoft Dynamics GP Payroll Manual* for information on completing this window.

Step 4: Post Payroll Transactions to Job Cost

The Job Cost posting process creates a journal entry that does the following:

-
    - Debits the general ledger account number(s) for the labor cost codes selected.
    - Credits the payroll and overhead offset accounts for the associated job labor and overhead costs. See Setting up revenue accounts (page 54).

Notes

- You cannot print or process your payroll if you do not complete the Job Cost Posting process.
- See Distribution of payroll transactions below for information on how payroll transactions are distributed in the general ledger.
- If you changed overhead detail codes (or created new codes and assigned them to affected overhead accounts) since the unposted transactions were entered, DO NOT proceed to post these transactions. Posting these transactions could result in unbalanced general ledger entries. Contact WennSoft Support for assistance.
- (rate classes) If you are posting payroll transactions on a daily, when you calculate checks, benefits/deductions will only be calculated for one day instead of five. Therefore, when using rate classes, you cannot run Job Cost Posting daily; only once a week.

To post payroll transactions to Job Cost:

1. Select *Transactions > Payroll > Signature Payroll Posting*.
   You can only post the batches marked by the user that is logged in.
   - **Posting Date**
     Enter a posting date.
   - **Display Batches**
     Select to display batches created by all users or by the current user only. The batches are marked in the Job Cost or Service column to let you know the contents of that batch. If a batch contains transactions attached to a job number or service call ID, the appropriate column(s) will be marked with an asterisk *.
   - **Status**
     Mark the checkbox in this column to select the batches you want to post.
   - **Post Job Cost, Post Service**
     Mark these checkboxes, as desired.
     If you are not using Service Management or you are and the Service Invoicing feature is not registered, or the Post to Service Only option is not marked in invoice options, the Post Service checkbox will be disabled.
2. Select *Post*.

After completing the Job Cost posting process, the batch of Job Cost payroll transactions can be included in the next batch of printed payroll checks.

Job Cost batches may not be available to post before building checks, depending upon Job Cost setup and validation performed in this window. However, a batch that contains both Job Cost and Service-related transactions will be available to a user who wants to post only the Service-related contents of a batch. Unless posting to Job Cost is selected along with Service, all job-related transactions will remain unposted in the batch and only the Service-related transaction will be posted and Microsoft Dynamics GP payroll transactions deleted. This allows for Job Cost and Service to be posted at separate times, as required by the business processes of each product.

Distribution of Payroll Transactions

The general ledger journal entry for each payroll transaction distributes as follows:

- **Debit amounts**
  Debit amounts distribute to the labor or other general ledger account you defined for the cost code entered in the Payroll Transaction Entry window. The debit amount equals the total labor cost posted, including overhead.
- **Credit amounts**
  The payroll and overhead offset credit amounts post to the default overhead and payroll offset credit accounts defined in the Revenue and Exp Account Setup window, based on a job's assigned division. The following example shows a typical Job Cost payroll posting entry. Overhead calculates automatically based on the overhead group code you assigned to the employee's department and position. See Setting Up Overhead Group Codes (page 60) for more information on how Job Cost automatically calculates overhead for payroll transactions.

Account	Account Description	Debit	Credit
000-1411-00	Labor	$1135.47	
000-2135-00	Accrued Payroll		$959.47
000-2125-00	Benefits Allowed		$176.00

Step 5: Calculate and Print Checks

See the *Microsoft Dynamics GP Payroll Manual* for more information on calculating and printing checks.

See also:

- Processing Payroll With Union Rate Classes (Optional) (page 138)

Processing Payroll With Union Rate Classes (Optional)

When processing payroll with union rate classes, perform the following steps.

1. Set up rate classes in Job Cost. See Setting Up Rate Classes for Union Payroll (page 63).
2. Enter payroll transactions. See Entering Payroll Transactions in Job Cost (page 135).
   When processing payroll with rate classes, consider the following:
   - If you are posting payroll transactions on daily, when you calculate checks, benefits/deductions will only be calculated for one day instead of five. Therefore, when using rate classes, you cannot run Job Cost Posting daily; only once a week.
   - Rate classes work only with the Microsoft Dynamics GP Payroll and Signature TimeTrack modules.
   - You can enter/change the rate class when entering payroll transactions. This change affects only that transaction.
   - When building payroll checks, make sure to include benefits and deductions in the calculations.
   - Rate classes work only with Job Cost labor cost elements.
   - When entering payroll transactions, do not enter a rate class for non-union employees.

- You can assign a rate class to a labor transaction in TimeTrack. See "Entering labor transactions" in the *TimeTrack User Manual* for more information.

Example Rate Class Scenarios

This section includes example scenarios on how you can use rate class to satisfy your complex union payroll needs. The first example takes you through from setup to calculating payroll checks (including sample windows), and shows how the system calculates your payroll based on the setup criteria given. The remaining examples illustrate additional combinations of rate classes.

Example 1: Employee works on a heavy commercial job as a temporary Foreman

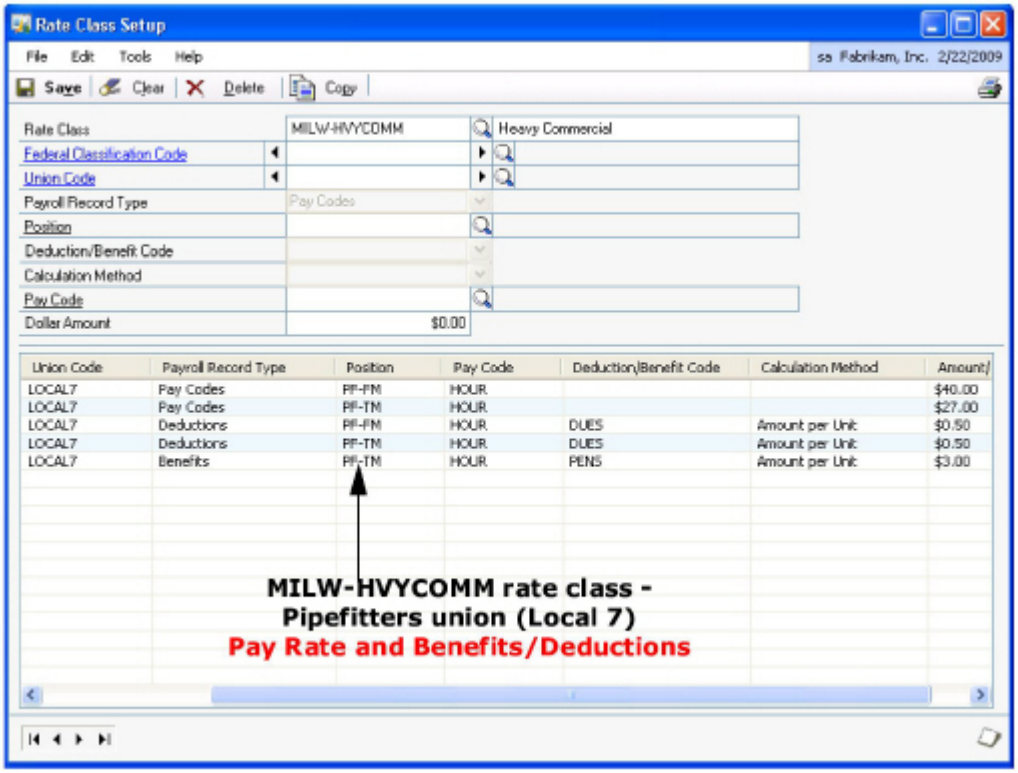
In this example, an employee, ALAN FLINT, works on a heavy commercial job as part of union Local 7 - Pipefitters in Milwaukee. His job title (position) is normally Journeyman, but on this job, he is Foreman.
FLINT's normal pay rate, as set up in his employee record, is **$27.00/hour**. Conversely, a Foreman's general pay rate is **$37.00/hour**. But because a) ALAN is going to be a temporary Foreman on this job, and b) the pay rate increases to **$40.00/hour** for a Foreman on heavy commercial jobs, the system needs to determine ALAN's payroll at the adjusted rate; that rate will be set up as a rate in Rate Class setup.
ALAN's company will set up their rate class by location/job type.

Step 1: Set up Rate Classes

In this step, we will set up a rate class called MILW-HVYCOMM. Sample data used is summarized below, followed by sample screenshots.
Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Rate Class. The Rate Class Setup window opens.

- Rate Class: MILW-HVYCOMM
- Union Code: Local7
- Position: Pipefitter Foreman
- Deduction Code: DUES (union dues) = **$0.50/unit**
- Benefit Code: PENS (pension) = **$3.00/unit**
- Pay Rate: **$40.00/hour**

See the sample screenshots below:



Rate Class Setup

All we had to do here is set up a rate class with the appropriate union/pay rate/etc. combination; nothing needed to be changed at the employee record level (then subsequently changed back again). We set up a pay rate for a Journeyman and Foreman, to illustrate the difference.

When ALAN goes back to being a Journeyman, his pay rate, deductions, benefits, and so on, will be calculated based on the conditions at that time. On his next job, he might be a Journeyman again, and his pay rate could come from his employee record, or if driven by the job, another rate class could be set up then.

Step 2: Assign Rate Class MILW-HVYCOMM to the HVYCOMM Job

In this step, we will assign the rate class **MILW-HVYCOMM** to a job called **HVYCOMM**. This will allow us to apply the correct payroll costs (based on rate class and union) to the job.
Cards > Job Cost > Job. The Job Maintenance window opens. Select the job. In the Rate Class field, select the MILW-HVYCOMM rate class. Because multiple unions are assigned to this rate class, you will select the union when entering payroll transactions for each employee.

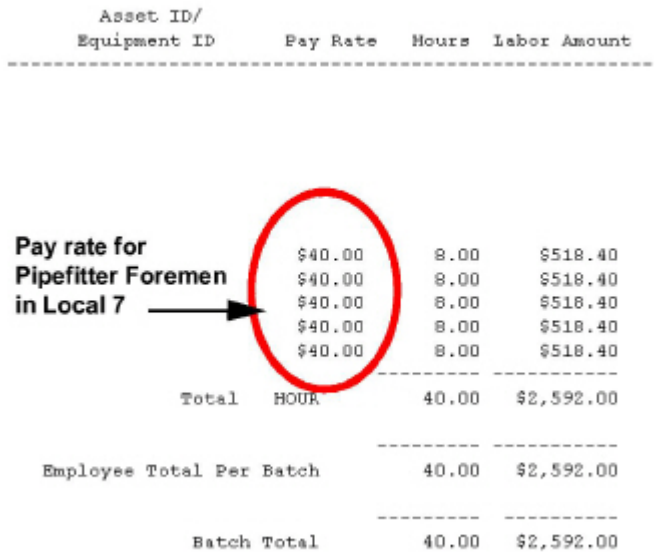
Step 3: Create Payroll Transactions for ALAN

In this step, we will create payroll transactions for ALAN. In this example, we will create the transaction using the TimeTrack Time Card Entry window. When you select the job, the pay rate as specified with the MILW-HVYCOMM rate

class will automatically fill into this window.
In addition, because ALAN is classified as a Pipefitter Journeyman, but instead is a Pipefitter Foreman on this job, you must edit the Position code for each transaction (using the expansion button next to the Pay Code field to open the Edit Payroll Fields window).

- Batch: HVY-COMM
- TRX Type/Cost Type: JOB COST
- Job Number: HVYCOMM
- Cost Code: 00-1000-001

After creating transactions, save and commit the batch. A snapshot of part of the Signature Time Card Commit report displays below.



> ⚠ Because we can change the Position during payroll transaction entry, we do not affect the employee record at all; ALAN is still classified, by default, as a Pipefitter Journeyman.

Step 4: Build Checks

Transactions > *Payroll* > *Build Checks*. Select the batch, then select *Post*.

Step 5: Calculate Checks

Transactions > *Payroll* > *Calculate Checks*. The Calculate Payroll Checks window opens. Select *OK* to begin the calculate process.

Step 6: Post Payroll Transactions to Job Cost

In this step, we will post the payroll transactions for ALAN using the Signature Payroll Post feature.
Transactions > Payroll > Signature Payroll Posting. The Signature Payroll Post window opens. Select the appropriate batch.

What is Posted to Job Cost?

You can view posted costs that include rate class pay rates, deductions, and so on, just as you would any payroll transaction,

Inquiry > Job Cost > Job Status. The Job Status window opens.
Drill down all the way to the Payroll Entry Zoom window (Drill on Posted Costs, Cost Code, Actual Cost Amount, double-click a transaction).

Zoom on the posted costs amount until you reach the Payroll Transaction Summary window. This window shows a breakdown of costs posted. The window below shows a breakdown of costs for our fictitious employee ALAN.

Gross wages = **$320.00** ($40 * 8)
Overhead calculation:
Benefit - $6 * 8 hours = $48.00
Burden - $10 * 8 hours = $80.00
ETax – 15% of $320.00 = $48.00
W/C – 7% of $320.00 = $22.40
Total overhead amount: **$198.40**
Total amount applied to the job: **$320.00** + **$198.40** = **$2,592.00** ($518.40 * 5)

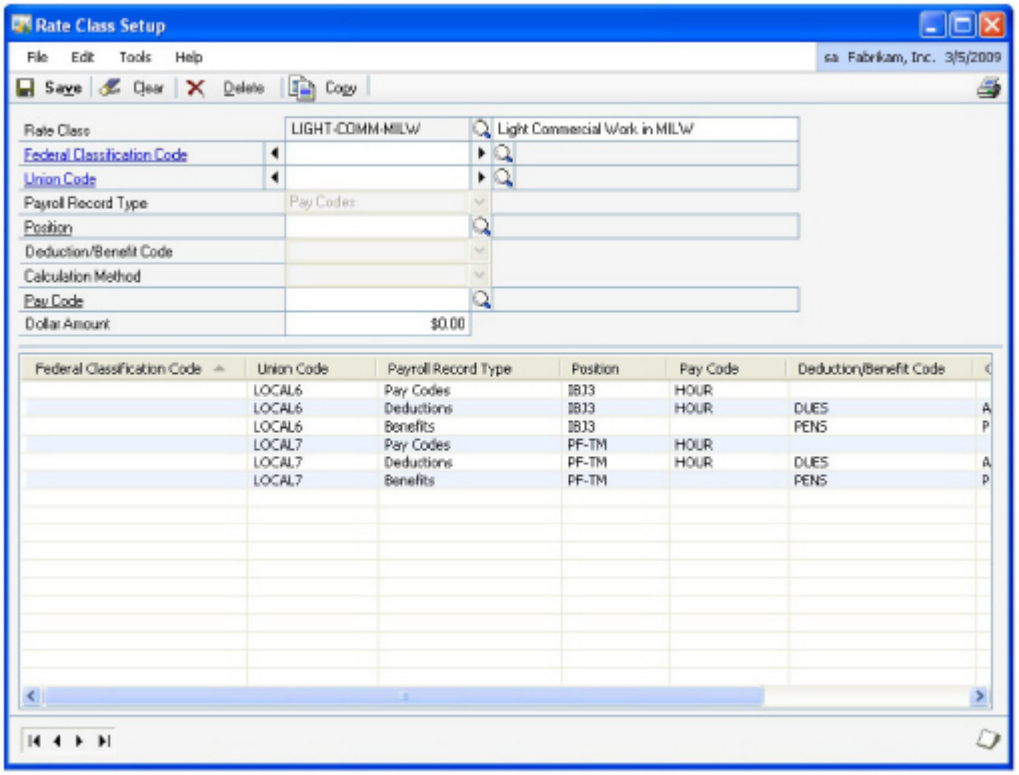
Example 2: Two employees work on the same job, each with his own union (one a Pipefitter, the other an Asbestos worker). They both work in Milwaukee on a light commercial job, and are assigned to the same rate class.

In this example, our fictitious employees, ALAN FLINT and CHARLEY NICK, work on the same job in the same week. ALAN is back to being a Journeyman Pipefitter, and is classified as such on this job. CHARLEY is an Asbestos Journeyman Class II.
ALAN's pay rate is **$27.00/hour**.; CHARLEY's is **$35.00/hour**. In addition to the pay rates being different, their benefits and deductions also vary between the two positions.

Step 1: Set up Rate Classes

In this step, we will set up a rate class called **LIGHT-COMM-MILW**. Sample data used is summarized below, followed by sample screen shots.
Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Rate Class. The Rate Class Setup window opens.

- Rate Class: **LIGHT-COMM-MILW**
- Union Codes: **Local7** and **Local6**
- Positions: **PF-TM** (Pipefitter Journeyman) and **IBJ3** (Asbestos Journeyman Class II)
- Deduction Codes: DUES (union dues) = **$0.75/unit** and **.0.85/unit**
- Benefits: **PENS** (pension) **= 3% of gross wages** for both unions.
- Pay Rates: **$27.00/hour** and **$35.00/hour**



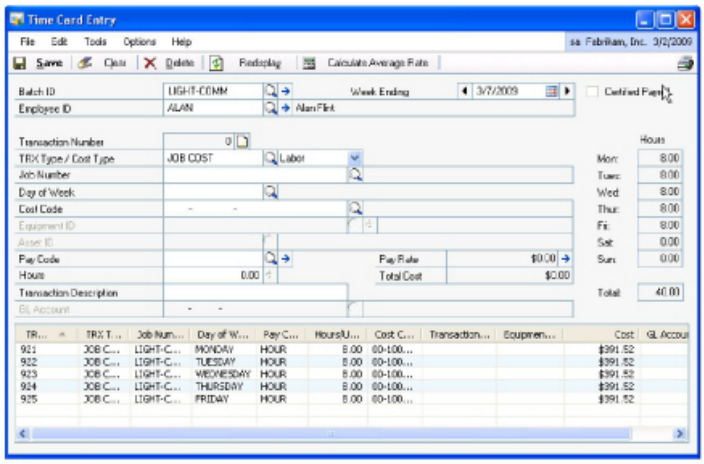
Step 2: Assign Rate Class LIGHT-COMM-MILW to the LIGHT-COMM Job

In this step, we will assign the rate class **LIGHT-COMM-MILW** to a job called **LIGHT-COMM** (for light commercial work). This will allow us to apply the correct payroll costs (based on rate class and union) to the job.

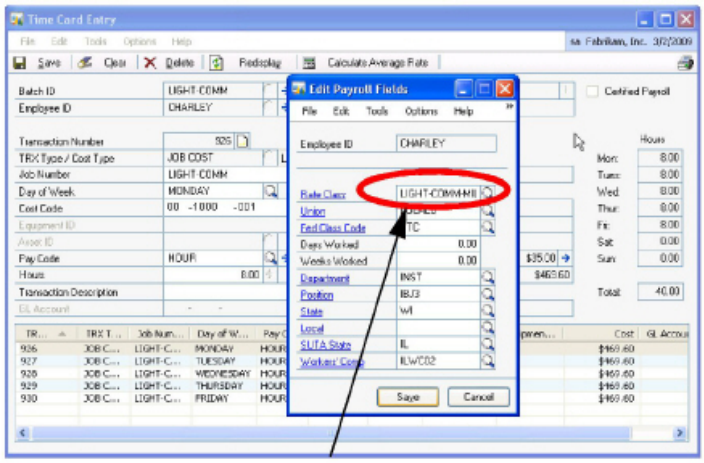
Cards > *Job Cost* > *Job*. The Job Maintenance window opens. Select the job. In the Rate Class field, select the LIGHT-COMM-MILW rate class. Because multiple unions are assigned to this rate class, you will select the union when entering payroll transactions for each employee.

Step 3: Create Payroll Transactions for ALAN and CHARLEY

In this step, we will create payroll transactions for ALAN and CHARLEY In this example, we will create the transaction using TimeTrack Time Card Entry window. When you select the job, the pay rate as specified with the LIGHT-COMM-MILW rate class will automatically fill into this window. After, we will save and commit the batch.



ALAN was already a assigned to the LIGHT-COMM-MILW rate class, so we did not have to edit any payroll fields.



For Charley, we had to change the Rate Class, as his default rate class was different.

ALAN

	$27.00	8.00	$391.52
	$27.00	8.00	$391.52
	$27.00	8.00	$391.52
	$27.00	8.00	$391.52
	$27.00	8.00	$391.52
		---	---
Total	HOUR	40.00	$1,957.60
		---	---
Employee Total Per Batch		40.00	$1,957.60

CHARLEY

	$35.00	8.00	$469.60
	$35.00	8.00	$469.60
	$35.00	8.00	$469.60
	$35.00	8.00	$469.60
	$35.00	8.00	$469.60
		---	---
Total	HOUR	40.00	$2,348.00
		---	---
Employee Total Per Batch		40.00	$2,348.00
		---	---
Batch Total		80.00	$4,305.60

Step 4: Build Checks

Transactions > *Payroll* > *Build Checks*. Select the batch, then select *Post*.

Step 5: Calculate Checks

Transactions > *Payroll* > *Calculate Checks*. The Calculate Payroll Checks window opens. Select *OK* to begin the calculate process.

Step 6: Post Payroll Transactions to Job Cost

In this step, we will post the payroll transactions for ALAN using the Signature Payroll Post feature.

Transactions > *Payroll* > *Signature Payroll Posting*. The Signature Payroll Post window opens. Select the appropriate batch.

Example 3: Employee works on two jobs in one week, at two different locations, for two different unions, two rate classes

In this example, our fictitious employee, ALAN FLINT works on two different jobs in the same week, for two different union locals. On both jobs, he is classified as a Journeyman Pipefitter.

The first job is in his home union local, Milwaukee. He will be receiving his regular pay rate of **$27.00/hour**. The second job is in Chicago, and the Pipefitters union there pays their Journeyman at **$32.00** per hour; ALAN will be receiving that

higher rate while on the Chicago job. In addition, ALAN's benefits will change with the Chicago union local, which he will inherit for the period within which he is on that job.

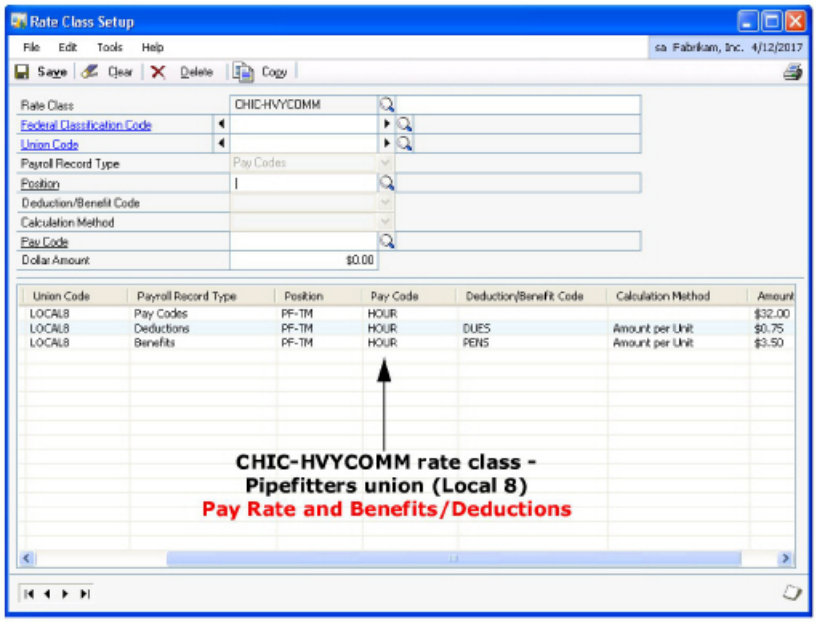
ALAN's company must set up the rate class feature to account for that higher pay rate in Chicago. We could set up a new record that covers the Chicago union in the existing rate class: MILW-HVYCOMM. However, because we have organized rate classes by location-job type, we will set up an entirely new rate class for Chicago, as ALAN's company will be doing a lot of work there over the next year.

Step 1: Set up Rate Classes

In this step, we will set up a rate class called **CHIC-HVYCOMM**. Sample data used is summarized below, followed by sample screen shots. In addition, this example will also use the **MILW-HVYCOMM** rate class that was used in Example 1. *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Rate Class.* The Rate Class Setup window opens.

- Rate Class: CHIC-HVYCOMM
- Union Code: Local7
- Position: Pipefitter Foreman
- Deduction Code: DUES (union dues) = **$0.75/unit**
- Benefit Code: PENS (pension) = **$3.50/unit**
- Pay Rate: **$32.00/hour**
- Rate Class: MILW-HVYCOMM
- Union Code: Local7
- Position: Pipefitter Foreman
- Deduction Code: DUES (union dues) = **$0.50/unit**
- Benefit Code: PENS (pension) = **$3.00/unit**
- Pay Rate: **$40.00/hour**

Rate Class Setup



> ⚠ Although we decided to create an entirely new rate class name, because of the Chicago location, you can organize your rate class hierarchy any way you want. For example, instead of by location and type of job, we could have set it up only based on the type of job, for example, light vs. heavy commercial jobs, and so on.

Step 2: Assign Rate class CHIC-HVYCOMM to the HVYCOMM-CHIC Job

In this step, we will assign the rate class **CHIC-HVTCOMM** to a job called **HVYCOMM-CHIC**. This will allow us to apply the correct payroll costs (based on rate class and union) to the job.

Cards > *Job Cost* > *Job*. The Job Maintenance window opens. Select the job. In the Rate Class field, select the **CHIC-HVYCOMM** rate class. Because multiple unions are assigned to this rate class, you will select the union when entering payroll transactions for each employee.

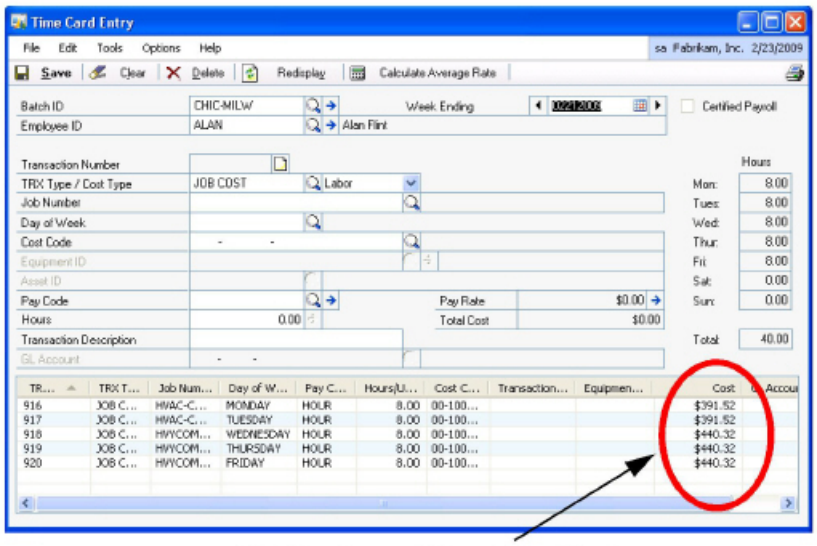
Step 3: Create Payroll Transactions for ALAN

In this step, we will create payroll transactions for ALAN. In this example, we will create the transaction using TimeTrack Time Card Entry window. ALAN is working in Milwaukee on Monday and Tuesday, then in Chicago on Wednesday through Friday.

The first two transactions will use the **HVYCOMM** job, **MILW-HVYCOMM** rate class, and the **Local 7** union; the last three transactions will use the **HVYCOMM-CHIC** job, **CHIC-HVYCOMM** rate class, and the Local 8 union. The position will be **PF-TM** (Pipefitter Journeyman) for all transactions. We must edit some fields (using the expansion button next to the Pay Code field to open the Edit Payroll Fields window).

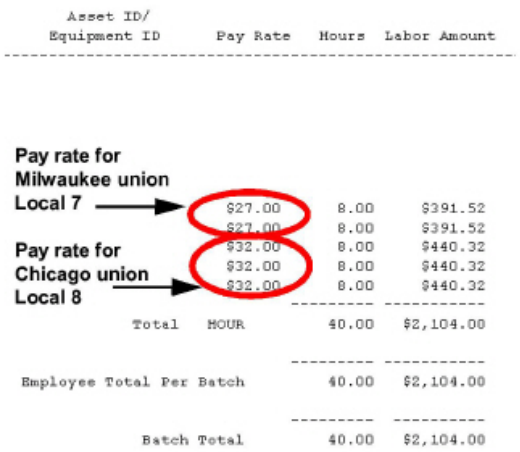
A summary of the data entry values appears below:

- Batch: HVY-COMM
- TRX Type/Cost Type: JOB COST
- Job Number: HVYCOMM
- Cost Code: 00-1000-00
- Rate Class: MILW-HVYCOMM
- Union Code: Local7
- Batch: HVY-COMM
- TRX Type/Cost Type: JOB COST
- Job Number: HVYCOMM-CHIC
- Cost Code: 00-1000-00
- Rate Class: CHIC-HVYCOMM
- Union Code: Local8



First two transactions at Local7 rate (Milwaukee); last three transactions at Local8 rate (Chicago).

After creating transactions, save and commit the batch. A snapshot of part of the Signature Time Card Commit report appears on the next page.



Asset ID/ Equipment ID	Pay Rate	Hours	Labor Amount
	$27.00	8.00	$391.52
	$27.00	8.00	$391.52
	$32.00	8.00	$440.32
	$32.00	8.00	$440.32
	$32.00	8.00	$440.32
Total HOUR		40.00	$2,104.00
Employee Total Per Batch		40.00	$2,104.00
Batch Total		40.00	$2,104.00

Pay rate for Milwaukee union Local 7

Pay rate for Chicago union Local 8

Step 4: Build checks

Transactions > *Payroll* > *Build Checks*. Select the batch, then select *Post*.

Step 5: Calculate Checks

Transactions > *Payroll* > *Calculate Checks*. The Calculate Payroll Checks window opens. Select *OK* to begin the calculate process.

Example 4: Employee works on a job for a different union local, and has been approved to get paid the higher rate, which happens to be his home union local

This example uses TimeTrack for payroll transactions.

Employee, WILLIE GREEN, is working on a job for the Sheet Metal Local Appleton union. His home union is Milwaukee, and he is performing the same duties in Appleton as does in his home union. In spirit of reciprocity, the Appleton local has agreed to pay Willie his home rate, which is the higher rate of the two unions.

For purposes of this example, we will assume that the **User higher pay rate** checkbox has been marked for all rate classes in the Job Cost system. This example uses TimeTrack.

Pay rates:
Our fictitious system is set up with the following pay rates:

Job pay rate (from a rate class assigned to job): $**23.45/hour**

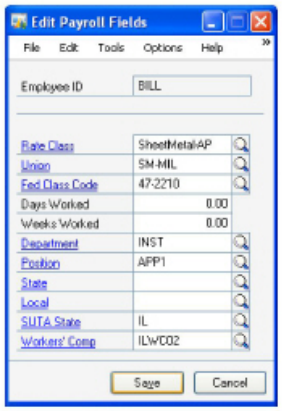
Home union pay rate (from a rate class assigned to employee): **$26.75**

Pay code pay rate: **$20.00**

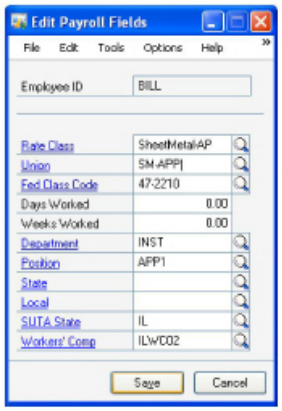
Transaction:
We will create a TimeTrack transaction for WILLIE GREEN and show that the system will use the highest pay rate of the three:

The Pay Rate filled correctly with **$26.75**.

In the Edit Payroll Fields window (expansion button in Pay Code field), the Rate Class fills from the job, and the Union from the employee. Because the rate class and union code for Willie's union differ from the Milwaukee union, we must change the union.



After modifying the union, the window appears as follows:



If you create more transactions for this job, and the unions differ, you must change the **Union** field in the Edit Payroll Fields for every transaction.

Entering Job Transactions

When you enter a transaction in the Job Transaction Entry window, you create a general ledger entry with Job Cost information. You can enter job transactions for any cost element type, including labor. Job transaction entries update Job Cost and the general ledger when they post. The Job Transaction Entry window is a viable transaction entry alternative if you do not use the Microsoft Dynamics GP Payables Management, Inventory, or Payroll module, as you can also enter a quantity for each line item.

IMPORTANT
With Cost Plus job transactions:

- A cost transaction can only be voided if you have not invoiced the job.
- A cost transaction cannot be voided once the job has been invoiced. If you need to void a transaction AFTER the invoice has been posted to the job, you must create a credit memo for the invoiced amount and apply the credit memo to the original invoice. See Applying Credit Memos to Job Invoices (page 167) .

Step 1: Enter Transaction Information

1. Select *Transactions* > *Job Cost* > *Job Transaction Entry*.
2. Enter a **Journal Entry Number** and **Batch ID**.
   We recommend that you do not re-number journal entries after they've been used. Also, do not enter a previously used journal entry number as the Journal Entry field will skip a number and insert the next number.
3. Select a **Transaction Type** of Standard or Reversing.

A reversing transaction automatically reverses in both Job Cost and the general ledger on the date you specify in the Reversing Date field.

Step 2: Enter Audit Trail Information

1. Enter a **Transaction Date** or **Reversing Date**.

2. Enter a **Source Document** and **Reference**. For Transaction-Level billing type jobs, the information you enter in the Reference field will appear on customer invoices. That information should be relevant to what you want the customer to see on the invoice. If you do not make an entry, a line item will have a dollar amount with no description.

Audit trail information appears on posting journals and can be used by external auditors to verify the accuracy of your record-keeping processes.

Step 3: Enter Job-Related Information

1. Enter a **Job Number**.
2. Enter the **Cost Code** that the debit or credit amount applies to. The transaction is distributed automatically to the posting account assigned to the cost code in the Job Cost Codes Setup window.
3. Enter a **Debit** or **Credit** amount.
4. Enter **Offset Account Information**. If you enter credit amounts, do not enter a job number or cost code unless you are certain you want to credit a job and cost code for the credit amount of the transaction.
5. Enter a **Quantity**. You must enter a number other than zero.

Step 4: Print an Edit List

To print a Job Transaction Edit List with job detail before posting, select *File* > *Print*.

Step 5: Post or Save the Transaction

Select *Save* to save the transaction or *Post* to post the transaction.

Job Cost detail appears for each transaction posted in real-time when you close the Job Transaction Entry window. Depending on how you set up financial series posting in Microsoft Dynamics GP, you can print a posting journal for batch postings.

> ⚠ A user needs proper security to display Job Cost detail (job number and cost code) on the general posting journal for batch posting. See Setting up security (page 23).

See also:

- Entering Job Transactions by Labor Rate and Employee (page 151)

Entering Job Transactions by Labor Rate and Employee

You enter billable transactions by labor rate and employee using the Job Transaction Entry Employee window.

1. Select *Transactions* > *Job Cost* > *Job Transaction Entry*.
2. Complete the Job Transaction Entry window as usual. See Example 4 (page 149) more information.
3. Enter a job number and cost code with a profit type of 9. The Job Transaction Entry Employee window opens when you select a cost code from the lookup or after you enter a cost code manually and tab off the field.
4. Complete the following fields, as necessary.
   - **Employee ID**
     The service labor rate group is set automatically to the group assigned to the cost code in the Master Cost Code Setup window.

- **Department, Position, Pay Code**
  The department and position fields come from the Employee Maintenance window.
- **Billing Amount**
  This field comes from the service labor rate group.
- **Debit/(Credit), Quantity**
  Enter a Debit/(Credit) amount and Quantity. The Quantity field represents the number of hours to be billed.

5. Select *OK*. The debit or credit amount and quantity are copied into the Job Transaction Entry window.
6. Finish completing the Job Transaction Entry window.
7. Save or post the transaction.

To make changes to the Job Transaction Entry Employee window after the window has been saved, select the expansion button next to the Quantity field in the Job Transaction Entry window. Select *OK* to the message stating that you need to complete the Job Transaction Entry Employee window.

Entering Job Invoices

You can enter job invoices to bill customers in the Job Invoice Entry window. You must purchase the Microsoft Dynamics GP Receivables Management module to use the invoicing feature.

Notes:

- You must enter job invoices through Job Cost to update billed information for jobs. Do not enter job invoices through the Receivables Transaction Entry window.
- You can save only one unposted document to a Cost Plus transaction level job.

IMPORTANT
While the system will not prevent you from doing so, you **must never** void a Costplus invoice with transaction level billing AFTER an invoice for the job was posted.

In the Job Invoice Entry window, you can:

- Enter credit memos.
- Enter a Bill To customer that is different from the Job customer. When you update the Bill To customer, the Bill To address that is designated in Customer Maintenance defaults to the Bill To address field. You can change this address if needed.
- Enter job invoices using the optional Signature Multicurrency Management feature. You can designate an originating currency for standard job invoices and credit memos through the Job Invoice Entry window. Amounts display in the functional currency and print in the originating currency. The functional currency is the primary currency in which a company maintains its financial records. Typically, the functional currency is the currency of the country where the company is located. The originating currency is the currency that a multicurrency transaction was conducted in. To use Signature Multicurrency Management, you must have purchased Microsoft Dynamics GP Multicurrency Management. Refer to the *Microsoft Dynamics GP Multicurrency Management Manual* for setup procedures. Multicurrency is not functional with the Job Cost Project Level feature.
- Assign a sales GL account to each bill code when creating job invoices. In addition, you can include fully billed bill codes on an invoice. You can assign accounts at the job level and override them at job invoice entry. For information on setting this up, see Assigning Sales GL Accounts to Bill Codes for Job Invoices (page 156).

Entering a Job Invoice

1. Select *Transactions* > *Job Cost* > *Job Invoice Entry*.

2. Complete the following fields, as necessary.
    - **Document Type**
      Select a document type from the drop-down.
    - **Document Number**
      Tab to this field to display the default number.
    - **Job Number, Job Name**
      Enter a Job Number. The Job Name defaults from the Job Number.
    - **Bill To Customer, Bill To Customer Name**
      These fields default from the selected job. You can accept the default or you can select a different customer. If you select a different customer, the Bill To address that prints on the invoice is the Bill To address set up in Customer Maintenance.
    - **Job Customer ID, Job Customer Name**
      These fields default from the job number selection. The job name, customer ID, customer name, tax schedule ID, and retention percent default from this selection.
    - **Date**
      The date will determine the exchange rate in multicurrency transactions. This date is editable if the **Posting Date From** is set to *Transaction* in Microsoft Dynamics GP Posting Date Setup.
    - **Batch ID**
      Enter a single-use Batch ID. You cannot use a recurring batch.
    - **Tax Schedule ID, Retention Percent**
      These fields default from the job number selection. The Tax Schedule ID is dependent on the Job Customer. If you update the Bill To customer the Tax Schedule ID does not change.
    - **PO Number**
      This number is printed as the customer order number on the invoice.
    - **Currency ID**
      Enter the Currency ID, which comes from the Bill To Customer ID.
        - If you are using the Signature Multicurrency Management feature, you can change the currency ID. Amounts will print in the originating currency and display in the functional currency.
        - If you are not using Multicurrency Management, the Currency ID field will be disabled.
        - Multicurrency Management is used with Standard billing type jobs and cannot be used with customers with balance forward accounts.
    - **Salesperson ID**
      This read-only field is auto-populated from the Job Maintenance window.
      Note: If you update the Bill To Customer in this window, the Salesperson is not affected. To change the Salesperson, you will need to update the job in the Job Maintenance window.
    - **Scrolling window**
      Enter the invoice text in the scrolling window.
    - **Billing Amount**
      This field is determined by the job's billing type.
    - **Retention Withheld, Retention Due, Subtotal**
      The Retention Withheld for this invoice calculates automatically based on the retention percentage specified for this job in the Job Maintenance window. You can change this amount. When retention-withheld amounts post with an invoice, the retention receivable accounts and progress billings accounts specified in the Invoice Accounts Setup window will debit and credit, respectively. To invoice previously withheld retention, see Generating Invoices for Retention (page 161). The Subtotal field is calculated automatically and is equal to the billing amount minus the retention amount withheld.
    - **Calculate Sales Tax on Billing Amount**
      If you are using Retentions, you can mark this checkbox to calculate the sales tax on the Billing Amount. If unmarked, the sales tax is based on the subtotal amount (Billing Amount - Retention Amount). This checkbox is set up for the job in the Job Maintenance window (see Creating a Job Record (page 88) for more information), however you can override that for this invoice. Taxes are recalculated when the checkbox is marked/unmarked.

- **Miscellaneous**
  Enter Miscellaneous amounts that should be billed to the customer, but are not part of the original contract. For example, you can bill the customer for freight charges that are not part of the original job contract. Amounts entered here are not added to the gross or net billed amount for the job. When miscellaneous amounts post, miscellaneous posting accounts entered in the Posting Accounts Setup window for the Sales series are updated. If you plan to post miscellaneous invoice amounts, make sure all posting accounts for the Sales series are set up or you may not be able to post Job Cost invoice batches.
- **Tax**
  Enter taxes, which calculate automatically based on the tax schedule assigned to the job and customer ID. Tax amounts are not added to the gross or net billed amount for the job.
- **Total**
  The Total is calculated automatically and contains the subtotal amount plus the miscellaneous and tax amounts.

3. Select *Schedule* to enter billing amount information. The window that opens depends on the job billing type.
   - If the job billing type is Standard, the Standard Invoice or Credit window opens. See Entering Standard Billing Information (page 159).
   - If the job billing type is User-Defined or Cost Code, the Schedule Invoice window opens. See Entering Scheduled Billing Information (page 157).
   - If the job billing type is Transaction-Level, the Apply Transactions window opens. See Entering Transaction-Level Billing Information (page 159).
4. Select *Print* and select the type of invoice to print. Certain invoices have billing type requirements. A description of each type of Dexterity invoice follows. If you are using SRS reports, refer to Job Cost Reports in SSRS Reports for more information about the SQL Job Invoice.
   - **Text and graphic invoices**
     The text invoice lists bill to customer information, job customer information, invoice number, customer order number, customer number, net terms, billing amount, retention and tax amounts, and total due. The graphic invoice lists the same information in a graphical format. Text invoice 2 and graphics invoice 2 can be customized. The invoices print in originating currency.
   - **Cost elements invoice**
     The cost elements invoice is the same as the text invoice, except the billing amounts are itemized by cost element.
   - **Detail billing invoice**
     The detail billing invoice requires a Cost Code billing type job. It is the same as the text invoice, except the billing amounts are itemized by bill code.
   - **Tax detail invoice**
     The tax detail invoice is the same as the text invoice, except the taxable amounts are itemized at a tax detail code level. The invoice prints in originating currency.
   - **A.I.A Doc G702**
     This menu item prints page 1 (AIA G702) and page 2 (AIA G703) of the AIA Application and Certificate for Payment document. For information on setting up this invoice, see Setting up and using document management (page 78).
   - **Application for payment invoice**
     The Application for Payment invoice is the AIA G703 document. The invoice shows the job and application date and lists the item number, description, schedule value, percent paid, balance due, and retainage for each item. It also lists the amounts for previous applications for payment, material completed this period, stored materials, and materials completed and stored for each item. If you use AIA billing, the application number must be assigned before printing to a batch. Select the Application for Payment printing option.
   - **Transaction-level invoice**
     The transaction-level billing invoice requires a Transaction-Level billing type job. It is the same as the text invoice, except that billing amounts are itemized by transaction and labor is summarized by cost code. Unit charges are calculated from the posted transaction and are included in the invoice.

- **Transaction-level labor invoice**
  The transaction-level labor invoice requires a Transaction-Level billing type job. It is the same as the transaction-level invoice, except that billing amounts are itemized by transaction, including labor detail.

5. Batch post the invoice by choosing *Transactions* > *Sales* > *Series Post*.

- All Job Cost invoices must be batch posted. They should never be edited or posted from the Receivables Transaction Entry window.
- Choosing the *Commissions* button opens the Commissions Entry window. This window contains default sales commissions from Microsoft Dynamics GP and cannot be changed in Job Cost. The salesperson comes from the Bill To customer.

Printing Batch Invoices

You can print invoices for batches using the *Signature Print* button in the Receivables Batch Entry window.

1. Select *Transactions* > *Sales* > *Receivables Batches*.
2. Complete the Receivables Batch Entry window. See the *Microsoft Dynamics GP Receivables Management Manual* for information on completing this window.
3. Select *Signature Print* > *JC Invoice Reports* and select the type of invoice to print.

See also:

- Assigning GL Accounts on Jobs and Job Invoices (page 155)
- Assigning Sales GL Accounts to Bill Codes for Job Invoices (page 156)
- Entering Scheduled Billing Information (page 157)
- Entering Standard Billing Information (page 159)
- Entering Transaction-Level Billing Information (page 159)
- Generating Invoices for Retention (page 161)

Assigning GL Accounts on Jobs and Job Invoices

You can assign GL sales accounts to bill codes at the job maintenance level and override them during job invoice entry.

- Assigning GL Accounts to Job Bill Codes (page 155)
- Overriding GL Accounts During Job Invoice Entry (page 155)
- Viewing Results Using Job Status and Microsoft Dynamics GP (page 156)

Assigning GL Accounts to Job Bill Codes

1. Select *Cards* > *Job Cost* > *Job*. The Job Maintenance window opens.
2. Select a **Job** with a bill type of User Defined or Cost Code.
3. Select the *Bill Codes* button.
4. Use the lookup in the **Account** field to select a different account. The account defaults from the Invoice Accounts Setup window.
5. Select *Save*.

Overriding GL Accounts During Job Invoice Entry

You can override a GL account at the job invoice level for bill codes.

1. Select *Transactions > Job Cost > Job Invoice Entry*.
2. Enter job invoice information as you normally would.
3. Select *Schedule*. The Schedule Invoice window opens.
4. Complete the fields as you normally would.
5. Enter the **Bill Code Number**(s) to include on the invoice, or select *Select All* to include all bill codes. If you chose *Select All*, select *Yes* to the message *Do you want to assign all bill codes to this invoice?* Select *Yes* to the message *Do you want to include the fully invoiced bill code numbers?*
6. Use the lookup to select **Account Numbers** for each bill code for which you want to override GL accounts.
7. Select*Save*.

Bill codes that have been fully-invoiced (posted) will appear in the Schedule Invoice window.

Viewing Results Using Job Status and Microsoft Dynamics GP

The account number assigned to the bill codes will appear on several Job Cost zoom windows. In addition, the Microsoft Dynamics GP Sales Distribution Entry window will contain one distribution line for each bill code.

Schedule Invoice Zoom Window

To access this window:

1. Select *Inquiry > Job Cost > Job Status*. Enter a Job number and select the *Billing* button.
2. Zoom on a **Document Number**, and the Job Invoice Zoom window opens.
3. Select the *Schedulebutton*.
4. Select *OK* to close the window.

Schedule Invoice History Window

To access this window:

1. Select *Inquiry > Job Cost > Job History > Billing*.
2. Zoom on a **Document Number**.
3. Select the *Schedulebutton*.
4. Select *OK* to close the window.

Receivables Distribution Inquiry Zoom Window

To access this window:

1. Select *Inquiry > Job Cost > Job Status > Billing*.
2. Zoom on a **Document Number**.
3. Select the *Distributionbutton*.
4. Select *OK* to close the window.

Sales Transaction Distribution Entry Window

To access this window:

Select *Transactions > Sales > Transaction Entry > Distribution*.

Assigning Sales GL Accounts to Bill Codes for Job Invoices

This feature allows you to assign a sales GL account to each bill code when creating job invoices. In addition, you can include fully billed bill codes on an invoice. You can assign accounts at the job level and override them at job invoice

entry. This feature applies *only* to user-defined and cost code bill types, and does not include project-level invoices. Also, your system must be set up to post through the GL; you cannot use this feature if you are using the revenue recognition percentage of completion (POC) method.

> ⚠ Before you begin, make sure there are no unposted job invoices for the division to which the accounts belong.

- Setup Procedures (page 157)
- Step 1: Check Posting Options (page 157)
- Step 2: Set Up Invoice Accounts (page 157)
- Step 3: Set Up System to Display Fully Invoiced Bill Codes (page 157)

Setup Procedures

Below is a summary of steps involved in setting up your system so you can assign GL sales accounts to each bill code, along with a brief description. Refer to the appropriate section for step-by-step instructions.

Step 1: Check Posting Options

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Posting Options*.
2. Make sure the **Revenue Recognition Method** and **Closing Jobs Journal Entry** checkboxes are *not marked*.

Step 2: Set Up Invoice Accounts

A new setup option on the Invoice Accounts Setup window allows you to use a sales account for each bill code at the job level and during job invoice entry. You cannot use this option if there are unposted invoices.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Invoice Accounts*. The Invoice Accounts Setup window opens.
2. Mark the **Use a sales account for each bill code** checkbox.
3. Select *Save*.

Step 3: Set Up System to Display Fully Invoiced Bill Codes

You can set up the system to provide you the option to display fully-invoiced bill codes during job invoice entry.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Setup Options*.
2. Mark the **Display fully invoiced bill coded during job invoice entry** checkbox.
3. Select *Save*.

When you enter job invoices, the system will ask if you want to display fill-invoiced bill codes in the Schedule Invoice window.

Entering Scheduled Billing Information

The billing information for a User-Defined or Cost Code billing type job is entered in the Schedule Invoice window, which displays the bill code number, schedule value, previous billings amount, percent paid, current due, and current bill amount. It also shows the contract amount to date, the gross bill to date, and the contract remaining amounts.

- Step 1: Enter Application Information (page 158)
- Step 2: Enter Bill Code Information (page 158)
- Step 3: Enter Billing Amounts or Percentages (page 158)

- Step 4: Enter Detailed AIA Information (page 158)

Step 1: Enter Application Information

1. Select *Transactions > Job Cost > Job Invoice Entry.*
2. Complete the Job Invoice Entry window and select *Schedule*.
3. If you bill for an AIA job, enter an application number and the last day of the billing period for the invoice.

Step 2: Enter Bill Code Information

Enter the bill code numbers to bill on the invoice. Select *Select All* to select all bill codes.

The bill code description, total schedule value, and previous billings display in the scrolling window. These amounts are based on the information you entered in the Job Bill Codes window and for previous invoices posted using this bill code. See Adding Bill Codes to a Job (page 101).

Step 3: Enter Billing Amounts or Percentages

Enter billable amounts in one of three ways:

1.
    - **Percentage amount**
      Enter a percentage amount in the Bill % field to invoice a percentage of the code's total billable amount. The calculation of the current bill amount is the percentage multiplied by the total billable amount for this bill code minus any previous billings. For Cost Plus and Cost Plus NTE billing type jobs, 100% appears in the Bill % field. The current bill amount calculates automatically as 100% multiplied by the cost plus markup amount for the selected bill code.
    - **Invoice amount**
      Enter the current invoice amount for the bill code in the Current Bill field. The bill percentage calculates automatically in the Bill % field.
    - **Billable amount**
      In the Current Bill field, accept the default billable amount, which comes from the bill amount entered in the Job Bill Codes window.

Step 4: Enter Detailed AIA Information

1. If you use AIA billing, select the **Current Bill** expansion button to open the Application for Payment window. The full amount of the invoice appears as the default in the Work in Place field. You can change this amount, dividing the total billable amount between the Work in Place and Stored Materials fields.
2. Enter the amount of the current bill to apply to **Work in Place**.
3. Enter the amount of the bill to apply to **Stored Materials** or items purchased for the job not delivered to the job site.
4. The **Retention Withheld** amount is set to the retention percentage (specified for the job in the Job Maintenance window) multiplied by the current bill amount for the bill code. You can change this amount.
5. Select *Save*.
6. In the Schedule Invoice Window, select *Save*.

Entering Standard Billing Information

The billing information for a Standard billing type job is entered in the Standard Invoice or Credit window, which displays the cost plus markup, previous billings, current due, and current bill amounts for each cost element. Amounts are displayed in functional currency.

1. Select *Transactions > Job Cost > Job Invoice Entry*.
2. Complete the Job Invoice Entry window and select *Schedule*.
3. In the Standard Invoice or Credit window, enter values in the **Current Bill** column. Values entered depend on the contract type.
   - If the contract type is **Fixed Amount**, you do not have to break down your revenue by element, unless the bill needs to be tracked by cost element. You can enter the total amount in any field. The values in the Cost + Markup column only represent the cost. You should include your markup in the Current Bill column.
   - If the contract type is **Cost Plus** or **Cost Plus NTE**, the current bill amount for each cost element displays. Previously billed amounts are subtracted from the cost plus markup-to-date for the job, showing a current amount due for each cost element. The current amount due for each cost element appears in the Current Bill column and can be edited. The billing amount calculates automatically based on the job's billing type, the profit types, the amounts defined for the job's cost codes, and the costs posted to the job.
   - If this is a **credit memo**, *do not* enter negative amounts in the Current Bill column.
4. Select *Save*.

Entering Transaction-Level Billing Information

The billing information for Transaction-Level billing type jobs is entered in the Apply Transactions window, which displays cost code information for posted transactions within a document date range.

1. Select *Transactions > Job Cost > Job Invoice Entry*.
2. Complete the Job Invoice Entry window and select *Schedule*.
3. Enter the range of document dates to bill for your transactions. The dates are based on the transaction posting date in Job Cost. You can view items in previous fiscal periods by setting the date range to include those periods.
   You can enter credit memos for transactions that do not have a positive balance.
4. **Display Transactions** is defaulted to show *All* transactions. You can select to view only *Marked* transactions.
5. Mark the **Show Credited Transactions** button to display transactions with a billed invoice and credit memo number.
6. Mark individual line items to be invoiced or select *Mark All*. You can also unmark transactions. The Billing Amount field at the bottom of the window updates the total billing amount as you mark or unmark the transactions.
7. Select *Save*. The Job Invoice Entry window updates with the correct billing amount, tax, and invoice total.

> ⚠ To edit a transaction-level invoice, you must delete the existing invoice and re-enter your data.

Entering Final Transaction-Level Billing Information for Cost Plus NTE Contract Types

The final billing information for Transaction-Level billing type jobs is entered in the Apply Transactions window, which displays cost code information for posted transactions within a document date range. When entering final billing information for a Cost Plus NTE contract type, and you want to bill up to the NTE amount, complete the following:

1. Select *Transactions > Job Cost > Job Invoice Entry*.

2. Complete the Job Invoice Entry window and select *Schedule*.
3. Enter the range of document dates to bill for your transactions. The dates are based on the transaction posting date in Job Cost. You can view items in previous fiscal periods by setting the date range to include those periods.
   You can enter credit memos for transactions that do not have a positive balance.
4. **Display Transactions** is defaulted to show *All* transactions. You can select to view only *Marked* transactions.
5. Mark the **Show Credited Transactions** button to display transactions with a billed invoice and credit memo number.
6. Select *Mark All*. The transaction billing amounts automatically update so that the total billing amount does not exceed the remainder of the NTE. The **Billing Amount** field at the bottom of the window updates the total billing amount to display the NTE amount, if the transactions displayed equal or exceed the NTE amount. *For example, if there is a balance of $500 remaining of the NTE amount and there are three transactions with amounts of $100, $300, $600 displayed. Choosing Mark All updates the transaction amounts to total $500, in the order of the transaction posting dates.* If you unmark individual transactions that have been previously-adjusted to the final NTE amount using *Mark All*, the unmarked transaction billing amount will continue to display the adjusted amount. To revert the amount back to the original amount, you must close the window and then open the window again. To reset all the marked transaction billing amounts to their original amounts, select *Unmark All* while in the current window with Document Posting date range.
7. Select *Save*. The Job Invoice Entry window updates with the correct billing amount, tax, and invoice total.

> ⚠ If you have marked *individual* transactions and the invoice subtotal exceeds the contract maximum on a Cost Plus NTE contract type, you will receive an error message. Check to see if unposted invoices exist and change the amounts or delete the current invoice.

Additional Information for Final Billing for Cost Plus NTE Contract Types

- To edit a transaction-level invoice, you must delete the existing invoice and re-enter your data.
- If you save the Apply Transactions window without selecting *Mark All* and re-open the window, the Document Posting date range will be grayed out and you can no longer select to have the transaction billing amounts automatically recalculated up the NTE amount. Choosing *Mark All* at this point will exceed the NTE amount and you will not be able to save the window. You must clear the window by making a change, closing the window, and select *Delete*. Then you can open the window again to proceed with entering a date range and choosing *Mark All*.
- If you re-open the window after you have used *Mark All* to automatically update the billing amounts, and you want to use Unmark All to revert the amounts to their original amount, you must clear the window as described above.

Printing Unbilled Costs, Transaction Detail, or Transaction Summary Reports

To print unbilled costs, transaction detail, or transaction summary reports, select one of the following:

- Reports > Job Cost > Billing Reports > Transaction Level Reports > Unbilled Costs
- Reports > Job Cost > Billing Reports > Transaction Level Reports > Transaction Detail
- Reports > Job Cost > Billing Reports > Transaction Level Reports > Transaction Summary

> ⚠ These reports can only be printed for jobs that have a contract type of Cost Plus and a billing type of Transaction Level or Project Trx Level.

Generating Invoices for Retention

Once a job is complete, you should invoice retention amounts. Retention must be completely billed before you can close a job.

1. Create the Retention report by choosing *Reports > Job Cost > Billing Reports > Retention*. This report lists retention withheld, retention billed, and billable retention amounts for open jobs.
2. Select *Transactions > Job Cost > Job Invoice Entry*.
3. Complete the Job Invoice Entry window as usual. See Entering Job Invoices (page 152).
4. Enter the amount of retention due in the **Retention Due** field.
5. Batch post the invoice by choosing *Transactions > Sales > Series Post*.

Entering Production Transactions

You enter job-related production quantity information using the Production Units Entry window. Job Cost uses optional production-based costing techniques to measure completion. Production measures are measurement types that you can set up for tracking the number of units produced for a selected cost code. For example, in an electrical contracting business, if you assign a production measure such as feet of cabling to the cost code for the apartment building's first floor, you can enter a production quantity for the cost code. A quantity-per-estimate unit calculates automatically. This amount can be computed to actual production rate to measure job performance. You can use production measures to determine the percentage of a cost code completed by dividing the posted production units to date by the production estimate quantity.

- Step 1: Enter Transaction Information (page 161)
- Step 2: Enter Cost Code and Production Unit Information. (page 161)
- Step 3: Print an Edit List and Post (page 162)

Step 1: Enter Transaction Information

1. Select *Transactions > Job Cost > Production Unit Entry.*
2. Complete the following fields:
   - **Transaction Number**
     A transaction number identifies a group of related line items posted collectively as a single transaction. A transaction number can contain many line items, and a batch can contain many transaction numbers. You can use the transaction number on audit trail documents (posting journals and edit lists) to trace the history of a specific document.
   - **Batch ID, Transaction Date**
     The date you enter is used to update your Job Cost records.
   - **Job Number**
     Enter a job number to which unit amounts will post.

Step 2: Enter Cost Code and Production Unit Information.

- **Cost Code**
  Select the cost code to which the amounts will apply. Production units post only to cost codes marked to track production quantities in the Job Cost Codes Setup window.
- **Production Units to Date**
  Enter a production quantity for the cost code. This field displays previous unit quantities posted to the selected cost code for this job.

- **Field %**
  Enter the estimated percentage completed for this cost code. For example, if the project manager for the job feels a cost code is 75 percent complete based on the work performed to date, enter 75% in the Field Percent field.

  The Cost Codes Detail window updates with this amount. You can see the estimated percentage completed when you drill down to the cost code from the Job Status window. The Cost Codes Detail window allows you to view the Field Percent field, the Actual Cost Percent (calculated as actual cost/forecasted cost for the cost code) field, and the Production Percent (calculated as Production Units to Date/Production Estimate Qty) field for the selected cost code.

  You can add this amount to reports using Report Writer. For example, you could create a report comparing the field percent complete with the actual percent complete (based on production units or actual cost). You can also create projections based on this amount.

Step 3: Print an Edit List and Post

1. To print a Production Units Edit List, select *File* > *Print* while a batch ID displays in the Production Units Entry window.
   If you save transactions to a batch, we recommend that you print an edit list with job detail before posting to verify the accuracy of the transactions you entered.
2. To post an individual production unit entry transaction, select *Post* in the Production Units Entry window.

You can also enter production unit transactions using the *Transactions* button in the Batch Entry window (*Transactions* > *Job Cost* > *Production Unit Batches*).

Creating Percentage-of-Completion Journal Entries

The percentage-of-completion (POC) revenue recognition method allows you to match a job's revenue and costs to the periods in which they incur. Job Cost recognizes the job's revenue and expenses that are based on the percentage of the job completed in a period by creating and posting a POC journal entry.

If you use this revenue recognition method, the general ledger posting accounts entered in the Revenue Recognition Account Setup and Revenue and Exp Account Setup windows update when the entry posts.

Using a typical POC revenue recognition method setup, all job costs incurred for a period post to general ledger accounts as debits. The POC journal entry at the end of a fiscal period credits the accounts and expenses the costs in as a cost of sales for jobs. The POC journal entry recognizes revenue using the following:

Actual Cost or Labor/Forecasted Cost or Labor = Percent Complete
Percent Complete x Expected Contract Amount = Revenue Earned

> ⚠ If you use the POC method, you must use division posting accounts.

If you have any jobs that are excluded from POC, for example, fixed asset or warranty jobs, the POC entry ignores those jobs and any balance they may leave in the accounts. See Excluding a job from POC/RPO (page 106).

You must close the fiscal period before building and posting the POC entry for the fiscal period. For more information on closing periods in Job Cost, see Closing a Period or Month (page 228).

If any periods were closed and re-opened before building the POC entry, you may find discrepancies between the information that prints on your POC Edit List (before closing the period again) and the information that prints on your POC Entry List (after closing the period again).

1. Select *Transactions > Job Cost > POC Entry*.
2. The **User ID** defaults to the logged in user's ID.
3. The **Date** and **Time** fields will default to the current date/time when the build is started.
4. The **POC Journal Number** defaults in.
5. Complete the following fields:
    - **Description**
      Enter a Description to appear on posting reports identifying the POC journal entry.
    - **Year**
      The fiscal year corresponding to the year in which you post the POC entry appears as the default. You can change the year.
    - **Period ID**
      Enter a period ID. A transaction date showing the last date of the fiscal period displays. The POC journal entry reverses automatically on the first day of the next fiscal period. The reversing date also displays.
6. Select *Build* to build the POC journal entry. You must build the entry before printing an edit list to verify the accuracy of the transactions. The *Build* button changes to *Post*.
7. When the build process is complete, select *File > Print* to print the POC Entry List. Costs, Contract Earned, and other totals for jobs that are excluded from POC do not appear in the division or grand totals on this report. Unless you are using a separate division with separate accounts for non-POC jobs, excluding jobs from POC may be the reason for a discrepancy between the totals on the edit list and the balance in your accounts.
8. If you need to revise forecasts for some jobs after you review the edit list, select *Remove* to remove the build. Build the entry again after revising forecasts and before posting. See Using Forecasted Costs (page 171) for more information.
9. If the edit list is accurate, select *Post* to post the POC entry. You can print a posting journal when the posting completes.

If you marked the **Percentage of Completion Options: Post through the GL** option in the Posting Options window, the POC entry posts through the general ledger. If you did not mark the option, you must post the batch in the general ledger to update posting accounts in that module.

> ⚠ You must mark the Closing Jobs Journal Entry posting option (*Microsoft Dynamics GP > Tools > Setup > Job Cost >Job Cost Setup > Posting Options*) if you use the POC revenue recognition method. Closed jobs are not included in the POC entry. Marking the Closing Jobs Journal Entry posting option creates a journal entry recognizing the final revenue and costs for the job each time you close a job. For more information on closing jobs in Job Cost, see Closing a Job (page 225).

Creating Job Revenue Journal Entries

If you have any jobs that are excluded from RPO, for example, fixed asset or warranty jobs, the revenue entry ignores those jobs and any balance they may leave in the accounts. See Excluding a job from POC/RPO (page 106).

You must close the fiscal period before building and posting the revenue entry for the fiscal period. For more information on closing periods in Job Cost, see Closing a Period or Month (page 228).

If any periods were closed and re-opened before building the revenue entry, you may find discrepancies between the information that prints on your Revenue Edit List (before closing the period again) and the information that prints on your Revenue Entry List (after closing the period again).

> ⚠ For revenue to be recognized on a Performance Obligation Contract, the Original Transaction Price on the Job Revenue Codes window must be populated the *same* month.

To create a job revenue journal entry:

1. Select *Transactions* > *Job Cost* > *Job Revenue Entry*.
2. Complete the following fields:
    - **Description**
      Enter a Description to appear on posting reports identifying the revenue journal entry.
    - **Year**
      The fiscal year corresponding to the year in which you post the revenue entry appears as the default. You can change the year.
    - **Period ID**
      Enter a period ID. A transaction date showing the last date of the fiscal period displays. The job revenue journal entry reverses automatically on the first day of the next fiscal period. The reversing date also displays.
3. Select *Build* to build the Revenue journal entry. You must build the entry before printing an entry list to verify the accuracy of the transactions. The *Build* button changes to *Post*.
4. When the build process is complete, select *File* > *Print* to print the Revenue Entry List. Costs, Contract Earned, and other totals for jobs that are excluded from the revenue entry do not appear in the division or grand totals on this report. Unless you are using a separate division with separate accounts for non-RPO jobs, excluding jobs from revenue entry may be the reason for a discrepancy between the totals on the edit list and the balance in your accounts.
5. If the entry list is accurate, select *Post* to post the job revenue entry. You can print a posting journal when the posting completes.
   If you close the Job Revenue Entry window without posting, a message displays asking if you want to post or remove the build. You will need to run the Build process again if you select to remove the build.

If you marked **Post through the GL** option in the Posting Options window, the job revenue entry posts through the general ledger. If you did not mark the option, you must post the batch in the general ledger to update posting accounts in that module.

Entering Job Unit Transactions

Job unit transactions are like job transactions except that the transaction's debit amount is automatically calculated based on the quantity and estimated amount per unit for the selected cost code.

- Step 1: Complete the Job Unit Entry Window (page 164)
- Step 2: Print an Edit List (page 165)
- Step 3: Post or Save the Transaction. (page 165)

Step 1: Complete the Job Unit Entry Window

1. Select *Transactions* > *Job Cost* > *Job Unit Entry*.
2. Complete the following fields, as necessary.
    - **Journal Entry, Batch Number**
      Enter Journal Entry and Batch numbers.
    - **Transaction Date**
      Enter a Transaction Date.
    - **Source Document, Reference**
      Enter a Source Document and Reference. For Transaction-Level billing type jobs, the information you enter in the Reference field will appear on customer invoices. That information should be relevant to what you want the customer to see on the invoice. If you do not make an entry, a line item will have a dollar amount with no description. Audit trail information appears on posting journals and can be used by external auditors to verify the accuracy of your record-keeping processes.

- **Job Number**
  Enter a Job Number.
- **Cost Code**
  Enter the Cost Code that the debit or credit amount applies to. The transaction distributes automatically to the posting account assigned to this cost code in the Job Cost Codes Setup window.
- **Quantity**
  You must enter a number other than zero.
- **Debit / Credit**
  Enter a Debit or Credit amount.
- **Account**
  Enter the offset account information. If you enter credit amounts, do not enter a job number or cost code unless you are certain you want to credit a job and cost code.

Step 2: Print an Edit List

To print a Job Transaction Edit List for units with job detail before posting, select *File* > *Print*.

Step 3: Post or Save the Transaction.

Select *Save* to save the transaction or *Post* to post the transaction.

Job Cost detail appears for each transaction posted real-time when you close the Job Transaction Entry window. Depending on the Financial Series Posting Setup, you can print a posting journal for batch postings.

> ⚠ A user needs proper security to display Job Cost detail (job number and cost code) on the general posting journal for batch posting. See Setting up security (page 23).

Entering Unit Adjustments

You can adjust the units of a cost code, and bill for them, without affecting posted costs or the general ledger. Before you enter unit adjustments, make sure that cost codes are added to the appropriate jobs. When unit adjustments are posted, contract amounts are updated, depending on the following:

- Contract amounts are updated if the cost code is assigned to a job that has the following: a contract type of Cost Plus or Cost Plus NTE in the Job Maintenance window; a profit type ID of Flat Rate per Unit in the Job Cost Codes Setup window; and an amount in the Profit Amount field in the Job Cost Code Setup window.
- Contract amounts are not updated if the cost code is assigned to a job that has a profit type ID other than Per Unit Amount, Total Dollar Amount, Flat Rate per Cost Code, or Flat Rate per Unit.

Topics:

- Step 1: Set Up Unit Adjustment (page 165)
- Step 2: Enter a Unit Adjustment Transaction (page 166)

Step 1: Set Up Unit Adjustment

The unit adjustment document type sets the document number for the unit adjustment transactions that you enter.

> ⚠ You must open and save this window even if you don't make changes.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Number Options*.
2. In the **Unit Adjustment** field, enter a description and next number. The field is set to unit adjustment and 1.
3. Select *Save*.

Step 2: Enter a Unit Adjustment Transaction

1. Select *Transactions > Job Cost > Unit Adjustment Entry.*
2. Complete the following fields, as necessary.
    - **Transaction Number**
      The next available number defaults but can be changed.
    - **Batch Number**
      Enter a Batch Number.
    - **Document Date, Transaction Description**
      The user date defaults as the Document Date.
    - **Job Number, Cost Code Number**
      Enter a Job Number and Cost Code Number.
    - **Actual Units, Transaction Description**
      Enter the Actual Units and a Transaction Description. The unit transaction's description appears in the Transaction Description field in the scrolling window. You can change this description. Instead of the unit transaction description, when printing transaction-level billing invoices, labor cost codes show the cost code description and non-labor cost codes show the cost code transaction description.
3. Save or post the transaction. The document date is used as the posting date.
4. To print a Unit Adjustment Entry Edit List, select *File > Print* when the Unit Adjustment Entry window is open.

You can also enter unit transactions using the *Transactions* button in the Batch Entry window (*Transactions > Job Cost > Unit Adjustment Batches*).

Mass Updating Revenue Code Percentages

The Revenue Code Percent Mass Revision Entry window lets you update multiple job revenue code % complete at one time. If you are using the Project Manager's Advisor module, you should only see your assigned jobs.

Print the Revenue Edit List after updating the revenue code percentages to verify the changes. If you do not see expenses, verify that cost codes have been assigned to revenue codes. For more information, see Assigning Cost Codes to Revenue Codes (page 100).

To mass update revenue codes:

1. In Microsoft Dynamics GP, go to *Transactions > Job Cost > Revenue Code Percent Mass Revision Entry*.
2. The scrolling window does not display records. Select *Redisplay* to fill the window.
3. Enter the **Date** and a **Description**.
4. Select from the following filters to limit the jobs that display, if needed. If no filters are selected, you will see all job revenue codes.
    - **Job Number**
    - **Division**
    - **Revenue Type**
    - **Project Number**
    - **Project Manager**
    - **Customer Number**
    - **Show Included Only** checkbox - Displays the revenue codes marked for commitment.
5. Select *Redisplay*. Inactive or jobs that are excluded from RPO are not included in the displayed jobs.
6. Select a job to display all revenue codes assigned to that job with their current percentage complete.

7. Mark the **100%** checkbox to update the code to 100% complete. The revenue amount will be included in the Revenue GL entry that is created for the job or division during the month end process. (Or enter a percentage amount in the revised field.)
8. Select *Print* to review the edit list.
9. Select *Commit* to commit the changes.

If you select *Clear*, all changes that were entered as well as filters will be cleared.

Applying Credit Memos to Job Invoices

The Microsoft Dynamics GP Apply Sales Documents window is used to apply credit memos and payments to invoices.

1. To access the Apply Sales Documents window, go to *Transactions > Sales > Apply Sales Documents*.
2. Enter the **Customer ID** used as the Bill to Customer for the job invoices or use the Customer ID lookup to select the appropriate customer.
3. In the **Type** field, select *Credit Memo*.
4. Select the **Document Number** you wish to apply as a credit memo using the lookup provided. When using the lookup, a list of Open (unapplied) Cash Documents display.
5. Back on the Apply Sales Documents window, the scrolling window displays the job invoices that have the same job ID as the selected credit memo.
6. Mark the checkbox(es) to the left of the job invoice(s) that are applying the credit memo to.
7. Select *OK*.

Job Status

The Job Status window allows you to access current and inactive job information. You can examine committed, posted, estimated, and forecasted costs for each job. Accounts receivable, billed position, and cash position information are also available. In addition, visual indicators alert project managers to potential cost overruns or overdue billings. The Job Status window also provides zoom capability to the cost code and detail levels of a job.

When the actual posted costs for a cost element exceed the original estimate or latest forecasted revision, a yellow warning icon appears in the right margin. The warning icon alerts the project manager of a cost overrun. When the warning icon displays, the forecasted cost automatically adjusts to match the amount in the Posted Costs column.

Depending on your security settings for alternate windows and your user license, you can also access the following transaction windows:

- Purchase Order Entry
- Receivings Transaction Entry
- Payables Transaction Entry
- Payroll Transaction Entry
- Inventory Transaction Entry
- Sales Transaction Entry

See also:

- Editing Revenue Performance Obligations (page 168)
- Viewing Job Status Information (page 168)

- Accessing Transaction Entry Windows (page 177)
- Using Change Orders (page 178)
- Using Change Orders when using the RPO Revenue Recognition Method (page 180)

Editing Revenue Performance Obligations

Use the Job Revenue Code Revision Entry window to revise the percent complete for the selected revenue code. This window displays all previously-posted revenue code revision entries for the job

To revise a revenue performance objective:

1. Go to *Inquiry > Job Status > Revenue Code Status button > Job Revenue Code Status > Add Revision*.
2. In the Job Revenue Revision Entry window, complete the following fields:
    - **Date**
      Enter the posting date.
    - **Revenue Code**
      Select the revenue code the revision is being made for.
    - **Percentage Revision**
      Enter the new percentage. The last posted revision for the revision code becomes the current percentage complete. For Point in Time revenue codes, revenue is not recognized until it is entered as 100% complete. At that point it will be included in the month's revenue entry. If 100% is posted in error, you can enter another lower percentage revision so the revenue code is not included in the month's revenue entry.
    - **Description**
      Enter a reason for the revision.
3. Select *Post*.

Viewing Job Status Information

You can zoom on cost element amounts in each column in the Job Status window to see detailed information. Committed, posted, estimated, and forecasted costs information is displayed. You can also select the buttons at the bottom of the Job Status window to view contract status, billed position, billing, and customer status information. You can select the *Change Orders* button to create change orders. The *Labor Breakdown* button is enabled if Project Manager Advisor is registered.

1. Select *Inquiry > Job Cost > Job Status*.
2. The lookup button on the **Job** field provides the ability to filter your view of jobs by Active, Inactive or ALL.
3. Select the **Print** button to choose from the following reports:
    - **JC Job Report**
      This report displays the job information entered in the Job Maintenance window.
    - **Job Notes**
      This report includes all notes for the job.
    - **Job Bill Codes**
      This report includes all bill codes for the job.
    - **Custom Job Reports**
      If you have created any custom Job reports, they will be displayed here. See Custom SSRS Job Cost Reports[17].

See also:

17. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620317239/Custom+SSRS+Job+Cost+Reports

- Viewing Unposted Costs (page 169)
- Viewing Committed Costs (page 170)
- Viewing Posted Costs (page 170)
- Viewing Estimated Costs (page 171)
- Using Forecasted Costs (page 171)
- Viewing Margin Percent (page 172)
- Viewing a Summary of Costs by Cost Code Segment (page 173)
- Viewing Contract Status (page 174)
- Viewing Revenue Code Status (page 174)
- Viewing Billed Position (page 174)
- Viewing Revenue Recognition Summary (page 174)
- Viewing Billing Transactions (page 175)
- Viewing Customer Status (page 175)
- Viewing Job Status by Period (Optional) (page 176)
- Viewing Service Call Transfers (page 176)

Viewing Unposted Costs

You can view unposted costs for each cost element in the Job Status window. Amounts in the Unposted Costs column are calculated by adding all unposted costs of the same cost element on the selected job. You can zoom to view a summary of cost codes or details on each cost code in the Job Unposted Cost window.

Unposted costs are any cost transactions related to the job currently saved in a batch that has not been posted. This includes the functionality we have with SOP to POP transactions. If a PO transaction is posted with a unit change and this record has a direct link to an SOP transaction associated with a job or service call, a new General Journal batch is created to reflect the unit change.

Notes

- Service call costs within Service Management will not be displayed in Job Cost as unposted costs until the costs are transferred to the job or the job has been billed.
- Known Issue: SOP Returns are not included in the Unposted Costs column.

- Viewing an Unposted Cost Element Summary (page 169)
- Viewing the Unposted Costs Summary (page 170)
- Printing the Job Unposted Cost Report (page 170)

Viewing an Unposted Cost Element Summary

1. Select *Inquiry* > *Job Cost* > *Job Status*.
2. Select a **Job**.
3. Zoom on the **Unposted Cost Element**.
4. The Job Unposted Cost window opens. The job and job description auto-populate.
5. The Cost Element Type drop-down defaults to the cost element that you zoomed from. You can select a different cost element.
6. The following cost element information displays:
    - Transaction Number
    - Type
    - Batch Number
    - Document Date

- Reference
- Cost Amount
- Cost Element Description
- Transaction Description

7. You can zoom to the entry window by selecting the transaction number row and then selecting Transaction Number or Batch Number in the column header.

Viewing the Unposted Costs Summary

1. Select *Inquiry* > *Job Cost* > *Job Status*.
2. Select a **Job**.
3. Select the *Unposted Costs* button on the far right.
4. The Job Unposted Cost window opens. The job and job description auto-populate.
5. The **Cost Element Type** drop-down defaults to display All cost element types.

Printing the Job Unposted Cost Report

Select *Print* in the Job Unposted Costs window to print a report that displays Job's unposted costs information. See Job Unposted Cost[18] for a screenshot of the report.

Viewing Committed Costs

The Committed Costs column shows the total outstanding (not yet received) amounts from saved purchase orders, sales orders, and sales invoices. From this column, you can drill down to view a cost code breakdown in the Committed Costs Inquiry window and a summary of transactions in the Committed Transaction Summary window.

Step 1: View Transaction Summary

1. Select *Inquiry* > *Job Cost* > *Job Status*.
2. Select a job and zoom on a **Committed Cost** element.
3. Select a cost code and zoom on the **Cost Code Number** field to open the Committed Transaction Summary window, where you can view transaction details for the selected cost code.
4. To print the Committed Cost Transaction Journal report, select *File* > *Print*.

Step 2: View Transaction Details

1. Zoom on a document number in the Committed Transaction Summary window to open an inquiry zoom window, showing details of the purchase order, sales order, or sales invoice document.
2. To print the document, select *File* > *Print*.

Viewing Posted Costs

You can view posted costs for each cost element in the Job Status window. Amounts in the Posted Costs column are calculated by adding all posted costs of the same cost element on the selected job. You can zoom to view a summary of cost codes in the Cost Codes Summary window and details on each cost code in the Cost Codes Detail window. You can also view the summary of transactions, monthly costs, and production unit summary. You can also access forecasted revisions and enter production unit information.

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18. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620320620/Job+Unposted+Cost

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a **Job** and zoom on a **Posted Cost Element**.
3. In the Cost Code Summary window, double-click a **Cost Code** in the scrolling window.
4. In the Cost Codes Detail window, you can do the following:
    - Select *View Monthly Costs* to open the Job CC Monthly Costs window, showing monthly cost amounts for the cost code.
    - Select *View Transactions* or zoom on an amount in the **Actual Costs** column to open the Payroll Transaction Summary window for a labor cost element or the Transaction Summary window for cost elements other than Labor. You can zoom on items in the Transaction Summary window to view original transaction details.
    - Select *View Production Units* to open the Production Units Summary window, showing transaction detail for the selected cost code. This window contains a list of all production unit transactions, type, posting date, field percentages, and production quantities.
    - Zoom on an **Estimated Cost** amount to open the Cost Code Estimate Zoom window, where you can view original and change order estimates. See Revising Forecasted Costs (page 172).
    - Zoom on a **Forecasted Cost** amount to open the Forecast Cost Revision Entry window, where you can revise and post the forecast cost revision entry. See Using Forecasted Costs (page 171).
    - Enter the field percent complete. For example, the project manager can enter a percent complete based on the work performed to date and job knowledge. If the actual production percent is greater than the estimated field percent, it may indicate a potential cost overrun. This percentage is also used in the Labor Breakdown window and shown on the Job Labor and Projected Variance reports.
    - Enter the production quantity per unit for the current period and the production best amounts.
      The **Production Best** field may be used by a project manager to give incentives to employees who top the "production best" in a given time period. If production in the current period is considerably less than the production best, the project manager should take notice and find reasons for the fall in production.
5. Select *Save*.

Viewing Estimated Costs

The Estimated Costs column in the Job Status window contains the original estimated cost or budget for the job, plus any estimated costs from posted change orders. You can revise these estimates. Maintaining a history of both estimated costs and historical costs allows you to measure the performance of your job estimators. It also allows you to confirm pricing or bidding assumptions as your company sets pricing guidelines and pursues new contracts.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job and zoom on an estimated cost element.
3. To revise estimated costs, see Revising Estimated Costs (page 96).

Using Forecasted Costs

The Forecasted Costs column in the Job Status window shows the project manager's forecast of the cost at job completion. You can retain both the original estimated cost and a forecasted cost. You can also revise the forecasted costs.

When you add cost codes to a new job, the forecasted cost equals the estimated cost. You can increase the forecasted cost when you know there will be a cost overrun. You can also decrease the forecasted cost if the projected actual cost will be considerably less than the estimated cost when the job is completed.

You can revise a forecasted cost by zooming on a cost element to open the Forecast Cost Revision Entry window.

When you enter a forecast revision, make sure the posting date falls within the period you want the transaction to affect. The amounts in the Job Status by Period window and the Percentage of Completion (POC) will be totaled based on the posting dates. For example, when you enter a forecast revision, the default date in the Date field in the Forecast Cost Revision Entry window is the user date in the current period. If you want the revision to affect the previous period, you would have to change the date to reflect that previous period.

- Revising Forecasted Costs (page 172)
- Adjusting Forecasts (page 172)

Revising Forecasted Costs

You can revise forecasted costs in units, or in dollars. With units, you can manage labor on a job based on hours.

1. Select *Inquiry* > *Job Cost* > *Job Status*.
2. Select a job and zoom on a forecasted cost element.
3. The system date appears in the **Date** field. You can change this date.
4. Enter the **Cost Code** that applies to the revision.
5. Enter both the **Forecasted Units** and **Forecasted Amount/Unit** - *OR* - a flat dollar revision **Amount**. The revision amount will be added to the current cost element forecast. The total amount of forecasted revisions is then added to the cost element's estimated cost to calculate the revised forecast amount.
6. Enter the identifying text that describes the reason for the forecast revision. This information appears in the scrolling window. You can attach a detailed note using the notepad button.
7. Post the revision. When you post, the revision transaction displays in the scrolling window.
8. To print the forecast revision list, select *File* > *Print.*

Adjusting Forecasts

Depending on whether you are using labor hours or costs to calculate percent complete, you can adjust forecasted labor hours or costs to equal actual posted labor hours or costs for each cost code. This procedure does not consider estimated costs.
Unless the **Auto adjust forecasted only when posted is greater than forecasted** checkbox is marked on the Job Cost Setup Options window, the forecast is revised whenever the actual units do not equal the forecast units.

Security access may be restricted, and there is no way to undo the changes that are made.

1. Select *Inquiry* > *Job Cost* > *Job Status*.
2. Select a job and select *Adjust Forecasts*. A message appears asking if you are sure that you want to adjust the forecasts. If so, back up your system before continuing. The Adjust Forecast Costs Utility updates forecast units to equal posted units.
3. Select *OK* to continue, or *Cancel* to exit without updating the forecasts. The system creates forecasted revisions for each cost code, adjusting the forecast to equal actual.

Viewing Margin Percent

You can select to view markup percent or margin percent.

Markup percent and margin percent are calculated as follows:

- Markup Percent = ((Expected Contract - Total Forecasted Costs) / Total Forecasted Costs) * 100
- Margin Percent = ((Expected Contract - Total Forecasted Costs) / Expected Contract) * 100

To view Margin or Markup Percent:

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Setup Options*.
2. In the **Display Preference** section, select the **Margin Percent** radio button.
   When the Margin Percent radio button is selected, the **Anticipated Margin** and **Margin Percent** fields appear in the Job Status window. Anticipated Margin is calculated the same as Anticipated Markup: Expected Contract - Total Revised Forecast.

   The display preference selected in the Setup Options window also affects the following windows and reports:
   - Job Status by Period window
   - Job Status History window
   - Project Status window
   - Project Manager Summary window
   - Job Status report
   - Job Schedule report
   - Forecasted Costs by Period report
   - Project Status report
   - Job Reference report
   - Job Schedule by Division report
   - Job Schedule by Project report
   - Posted Costs by Period report
   - Job Status History report
   - Setup Options report

Viewing a Summary of Costs by Cost Code Segment

You can view a summary of costs by cost code segment including phase, step, detail, and component.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job and select the tree view button in the **Job** field.
   - Each level in the tree view represents a segment in a cost code number. The first level in the tree view is the phase; the second level is the step; the third level is the detail; the fourth level is the component. The number of available segments depends on the number specified during cost code setup.
   - You can select the "+" button on a segment to expand the tree view.
   - You can zoom on the **Actual Cost to Date** and **Committed Cost** column headings for each level to view additional information. Zooming on the Actual Cost to Date column opens the Cost Code Summary window. Zooming on the Committed Costs column opens the Committed Costs Inquiry window.

Select a segment level and zoom on a column heading. The window that opens contains cost code information only for cost codes that contain that segment level in the tree view. For example, if you clicked on a phase level before zooming on the Committed Costs column, the information will appear in the Committed Costs Inquiry window only for cost codes associated with that phase. If you select a step level (which is one step below the phase level) before zooming, the information will appear only for cost codes that contain that step within that phase. The lower the tree view level, the more specific the cost code information will be.

- The **% Variance** is calculated as: ((Total Estimate - Actual Cost to Date) / Total Estimate) x 100
- The **Cost to Complete** (Overrun) column is calculated as: (Total Forecast - (Actual Cost to Date + Committed Cost))
- The **Job Total** field contains the total costs for each column.

> ⚠ The **Total Forecast** column contains the total estimates plus forecasted revisions. It does not include cost overruns, which might cause the job total for the Total Forecast column in this window to be different than the Forecasted Costs column in the Job Status window.

Viewing Contract Status

The Contract Status window displays contract information, including the contract type, original contract amount, user-defined change order amounts, contract-to-date amount, in-process change orders, and the expected contract amount.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Contract Status*.
3. View the original and expected contract amounts based on posted change orders.

Viewing Revenue Code Status

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Revenue Code Status*. If you marked the job to be excluded from RPO, this button will be disabled.
3. Zoom on the **Contract Billed** field to open the Billed Amounts window.

Viewing Billed Position

You can view the current amount earned on the contract based on the percentage of completion and over- and under-billed amounts in the Billed Position window. The cash over/shortage amount indicates whether the amount of cash you received is greater than the posted costs for the job. If you are excluding the job from RPO, this window will not display any RPO calculations.

> ⚠ Cost Plus jobs are assumed to be always 100% complete, even if the Percent Complete in the Billed Position window does not reflect this.

Viewing Billed Position From the Job Status Window

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Billed Position*.
3. Zoom on the **Contract Billed** field to open the Billed Amounts window.
4. Zoom on the **Revenue Recognized** field to open the Revenue Recognition Summary window, which displays the revenue recognition details for the current job to date.

Viewing Billed Position From the Job Invoice Entry Window

1. Select *Transactions > Job Cost > Job Invoice Entry*.
2. Select a job, then zoom on **Retention Due**.
3. The Billed Position and Billed Amounts window display for the selected job.

Viewing Revenue Recognition Summary

Inquiry > Job Status > Billed Position > Revenue Recognized zoom

The Revenue Recognition Summary window displays the revenue amounts recognized on revenue codes for a job. This window also displays the GL journal entry number, posting year and period, revenue code transaction price and the amount recognized for each revenue code that has revenue recognized for the job.

If the job has more than one revenue code, use the lookup button to select a revenue code to view its revenue summary.

Viewing Billing Transactions

You can view billing information for the selected job, including details on specific invoices, receivable transaction distributions, and job cash receipts in the Billing Transaction Inquiry window.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Billing*.
3. In the Billing Transaction Inquiry window, select a transaction and zoom on the **Cash Received** field to open the Job Cash Receipts window, listing the cash receipts for the selected cost code.
4. Select *OK* to close the window.
5. In the Billing Transaction Inquiry window, select a transaction and zoom on the **Customer ID** field to open the Receivables Transaction Inquiry - Customer window, showing details on receivables transactions, along with their status and amounts.
6. Select *OK* to close the window.
7. Double-click a transaction to open the Job Invoice Zoom window. This window contains a replica of the transaction as originally entered and serves as an online audit trail of your transaction information. You can view detail information on a job's transactions, such as invoice or credit information and receivable distributions.
8. Select *Print* to print the invoice.
9. In the Job Invoice Zoom window, select the *Schedule* button.
    - If the job has a Standard billing type, the Standard Invoice or Credit Zoom window opens.
    - If the job has a User-Defined or Cost Code billing type, the Schedule Invoice Zoom window opens.
    - If the job has a Transaction-Level billing type, the Transactions Inquiry window opens. Detailed information from the original invoice entry is displayed.
10. Select *OK* to close the window.
11. Select the *Distribution* button to open the Receivables Distributions Inquiry Zoom window, showing the general ledger distribution detail for the invoice.
12. Select *OK* to close the window.

Viewing Customer Status

You can view the customer accounts receivables status in the Customer Payment Summary Inquiry window. This window contains the customer's aging and credit information including the most recent invoice and the most recent payment dates and amounts.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Customer Status*.
3. Select a cost period and zoom on the **Amount** field to open the Receivables Transaction Inquiry - Customer window, which displays all accounts receivable documents for this customer including posted and unposted documents.
4. In the Receivables Transaction Inquiry - Customer window, double-click the document number and zoom on the **Document Number** field to open the Receivables Transaction Inquiry Zoom window, showing transaction entry information for a specific document number.
5. In the Receivables Transaction Inquiry Zoom window, select *Distribution* to open the Receivables Distributions Inquiry window, listing receivables accounts and debit or credit amounts.

Viewing Job Status by Period (Optional)

You can view the status of a job by fiscal period. This allows you to track cost trends across multiple periods. You can view job status for posted costs and forecasted costs. Open and closed periods are included.

> ⚠ If using RPO revenue recognition, the Contract Earned amount is based on the job's revenue performance obligations.

1. Select *Inquiry* > *Job Cost* > *Job Status*.
2. Select a job, then select *Status by Period*.
3. Costs display for each period by cost element. The most recent period appears on the far right; the oldest period appears on the far left. The default tab is Forecasted Costs. To view posted costs, select the Posted Costs tab.
4. The current year and period default. You can change the year and period using the Year and Period ID drop-down lists. Select the year and/or period and select *Redisplay*. Contract and billing information appears at the bottom of the window.
5. To print a Forecasted Costs by Period or Posted Costs by Period report, select the appropriate tab and select *Print*.

Viewing Service Call Transfers

Use the Service Call Transfers window to view the cost and billing transfers from service calls that are pending (not transferred) or have been transferred. You can view the service call, call status, unposted costs, and invoice, and initiate the transfer from the context menus in this window.

From the Job Status window, you can quickly see if you have service call costs that have or have not been transferred depending on an icon displayed on the Call Transfer button. The Call Transfer button is disabled if the job number hasn't been entered on any service call on the Service Call window.

Icon	Description
✗	Indicates that there is at least one service call is associated with the job that has not been transferred.
✓	Indicates that all service calls associated with the job have been transferred.

To view the service call transfer information:

1. Select *Inquiry* > *Job Cost* > *Job Status*.
2. Select a job, then select *Call Transfers*.
3. The Pending Service Call Transfers section displays service calls where the job ID has been associated with a service call (entered on the Service Call window) but has not been transferred to the job.
   Right-click on any service call in this section where you can:
   - **View Service Call**
     View the service call in the Service Call window.
   - **View Call Status**
     View the call status in the Service Call Status window.
   - **View Unposted Costs**
     View the unposted costs in the Unposted Costs window.
   - **Transfer Service Call**
     If there are any costs or billable amounts to transfer, the Transfer Service Costs to Job window opens. For detailed information, see Move or Transfer Costs and Billing to a Job From a Service Call (page 107).

4. The Transferred Service Calls section displays the service calls with the costs and billing transferred to the job. Right-click on any service call in this section to display a context menu where you can:
    - **View Invoice**
      View the invoice in the Service Invoice Inquiry window.
    - **View Service Call**
      View the service call in the Service Call Inquiry window.

Accessing Transaction Entry Windows

Users can access the following Transaction Entry windows from the Job Status window.

- Purchase Order Entry
- Receivings Transaction Entry
- Payables Transaction Entry
- Payroll Transaction Entry
- Inventory Transaction Entry
- Sales Transaction Entry

If the Transaction Entry window is already open and you select the appropriate button in the Job Status window, the currently open Transaction Entry window comes to the front.

Notes:

- The buttons are enabled for active jobs and if you have security access to the Signature Alternate Forms for Dynamics GP. See Setting Up Job Cost Security (page 23) for more information.
- Depending on how your Alternate Signature Forms are set up, you may be prompted to open the Equipment Management alternate form or the Signature alternate form, select *Signature*.
- If access is set up to only the Equipment Management Alternate Forms, the appropriate buttons are disabled.
- Access to the Transaction Entry windows respects Microsoft Dynamics GP's user licenses.

To access transaction entry windows:

1. Go to Inquiry > Job Cost > Job Status and select a job.
2. Select one of the follow transaction entry buttons:
    - **Purchase Order**
      Select the Purchase Order button to open the Purchase Order Entry window. The Product Indicator defaults to Job Cost and the job number auto-populates when the window opens. Enter the appropriate cost codes.
    - **PO Receive**
      Select the PO Receive button to open the Receivings Transaction Entry window. Select the purchase order.
    - **Payables**
      Select the Payables button to open the Payables Transaction Entry window. Select Job Cost for the Product Indicator and the job number auto-populates.
    - **Payrolls**
      Select the Payroll button to open the Payroll Transaction Entry window. The Product defaults to Job Cost and the job number auto-populates when the window opens. Enter the appropriate cost code.
    - **Inventory**
      Select the Inventory button to open the Inventory Transaction Entry window. The Transaction Type defaults to Job Cost and the job number auto-populates when the window opens. Select the Job Number expansion button to open the Inventory Transactions window to enter the cost code. Select OK to return to the Inventory Transaction Entry window.

- **Sales Order**
  Select the Sales Order button to open the Sales Transaction Entry window. The job customer auto-populates when the window opens. Select Go To and the select User-Defined. In the Sales User-Defined Fields Entry window, the Type defaults to Job and the job number auto-populates. Select the expansion button next to the job number to open the Sales Order Processing Transactions window and enter the cost code. Select OK to return to the Sales User-Defined Fields Entry window. Select OK to return to the Sales Transaction Entry window. The Sales Order button is disabled if the job has a Sales Order Processing (SOP) billing type.
- **Journal Entry**
  Select the Journal Entry button to open the Signature Transaction Entry window. Select Job Cost for the Product Indicator and the job number auto-populates. Enter the cost code.

Using Change Orders

If the specifications for a current job change, you can create a change order to reflect the added work, or you can edit an existing change order for the job in the Change Orders window. You can also alter financial or other information specified in the job's contract. The committed, actual, estimated, forecasted costs, and billing amounts are stored, allowing you to track profitability for individual change orders.

> ⚠ If you are using the RPO revenue recognition method, please see Using Change Orders when using the RPO Revenue Recognition Method (page 180).

- Standard Change Order Rules (page 178)
- Creating a Change Order (page 179)
- Editing a Change Order (page 179)
- Revising Posted Change Order Estimated Cost (page 180)

Standard Change Order Rules

You can add either Fixed Amount or Cost Plus change orders to a job with all contract types. You can add a Cost Plus NTE change order only to a Cost Plus NTE job.

Job Type	Change Order Type
Fixed, Cost Plus ⚠ If jobs are grouped by project and the billing type for the project is Cost Plus billing, change orders cannot be created for the job.	Fixed, Cost Plus
Cost Plus NTE	Cost Plus NTE

Additional Information

Cost codes can also be applied to change orders. The type of contract for the job and the change order determines what type of cost code you can apply to the change order.

When you enter a change order transaction, make sure the posting date falls within the period you want the transaction to affect. The amounts in the Job Status by Period window and the Percentage of Completion (POC) will be totaled based on the posting dates.

Creating a Change Order

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Change Orders*.
3. In the Change Order Inquiry window, select *Add Change Orders*.
4. Complete the following fields, as necessary.
    - **Change Order, Description**
      Accept the default number or enter your own change order number. Enter a description to further identify the change order.
    - **Status**
      Select a status for the change order.
    - **Contract Type**
      From the drop-down list, select the type of calculation method to use for the billable amount of the change order. The job contract type in the Job Status window defaults.
    - **Change Order Amt.**
      If you selected the Fixed Amount contract type, enter the amount of the change order. If you selected the Cost Plus NTE contract type, enter the change order maximum amount. If you chose Cost Plus as the billing type, you will not enter a change order amount. It will be automatically calculated, based on the cost code's profit type and profit amount, as costs are posted to the change order cost codes.
    - **User-Defined**
      Enter user-defined information.
5. Select *Save*.
6. Select *Cost Codes* to open the Change Order Cost Codes Setup window.
7. Enter a **Cost Element Type**.
8. Enter a **Cost Code**.
    - If the contract type of both the job and change order is Fixed Amount, you can either enter a new cost code, select *Add Cost Codes* to add a cost code from the master cost code list, or select *Use Existing Cost Codes* to use a cost code already assigned to the job.
    - If the job contract type and/or change order contract type is Cost Plus or Cost Plus NTE, you can only enter a new cost code for the change order. The *Add Cost Codes* and *Use Existing Cost Codes* buttons will be disabled.
9. Complete the remaining fields. If you are assigning a cost code with a cost element type of subcontractors, you must select a transaction type of Vendor ID and assign a vendor for the change order amount to affect the **Amended Contract Amount** field in the Subcontractors Maintenance window. See Adding Cost Codes to a Job (page 94).
10. Select *File > Print* to print the Change Order Cost Codes report listing cost codes assigned to the change order.
11. Select *Save* in the Change Order Cost Codes Setup window and close the window.
12. In the Change Orders window, select *File > Print* to print the Change Order List.
13. Post or save the change order. Once the change order is posted to the job, the expected contract amount and the estimate cost will be updated in the Job Status window.

Editing a Change Order

You can edit posted or unposted change orders. Unposted change orders are edited and printed in the Change Orders window. Posted change orders are edited and printed in the Change Orders Zoom window.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Change Orders*.

3. You can either select a change order and then select the Change Order Number zoom or you can double-click a change order.
    - If the change order is unposted, the Change Orders window opens.
    - If the change order is posted, the Change Orders Zoom window opens. The windows are the same, except that the **Change Order**, **Contract Type**, and **Change Order Amt.** fields are disabled in the Change Orders Zoom window.
4. Change the **Description**, **Status**, and user-defined items.
    - If the change order is unposted, you can also change the change order number and contract type. You can only use Cost Plus NTE if the job contract type is Cost Plus NTE.
    - If the contract type is Fixed Amount, you can revise the change order amount.
5. Select *Bill Codes* to add or change bill codes for the job associated with this change order. The Job Bill Codes window opens. The *Bill Codes* button is enabled only for jobs with bill types of Cost Code or User Defined.
6. Select *Cost Codes* to add a new cost code or to edit cost code data for the existing change order. The Change Orders Cost Codes Setup window displays. If the change order is a Fixed Amount contract type, the **Profit Type ID** and **Profit Amount** fields are disabled. If the change order contract type is Cost Plus or Cost Plus NTE, the *Add Cost Codes* and *Use Existing Cost Codes* buttons are disabled. Profit type ID and profit amount are password-protected.
7. Select *Print* to print the Change Order Audit report.
8. Select *OK* to save the change order.

Revising Posted Change Order Estimated Cost

If your change order is posted, you can revise the estimated cost in the Change Order Estimate Cost Revision Entry window.

1. Select *Inquiry* > *Job Cost* > *Job Status*.
2. Select a job, then select *Change Orders*.
3. Double-click a posted change order in the scrolling window.
4. Select the *Cost Codes* button.
5. Enter a **Cost Code**.
6. Select the +/- button attached to the Estimate Amount field to open the Change Order Estimate Cost Revision Entry window.
7. The system date appears in the **Date** field. You can change this date.
8. Revise the estimate by entering **Units**, **Amount/Unit**, and a **Description**.
9. To post the estimate revision, select *Post*. The amount and description display in the lower scrolling window.
10. To print the Change Order Estimate Revision List, select *File* > *Print*.
11. Close the Change Order Estimate Cost Revision Entry window. In the Change Orders Cost Code Setup window, select *Save*. Revised amounts are displayed in the Change Orders Zoom and Job Status windows.

Using Change Orders when using the RPO Revenue Recognition Method

If the specifications for a current job change, you can create a change order to reflect the added work, or you can edit an existing change order for the job in the Change Orders window. You can also alter financial or other information specified in the job's contract. The committed, actual, estimated, forecasted costs, and billing amounts are stored, allowing you to track profitability for individual change orders.

> ⚠ If you are *not* using the RPO Revenue Recognition Method, please see Using Change Orders (page 178).

- RPO Revenue Recognition Method Change Order Rules (page 181)

- Creating a Change Order (page 181)

RPO Revenue Recognition Method Change Order Rules

If you are using the RPO revenue recognition method, the updated change order rules were implemented in the Signature 2016 R3 release. The change orders that can be created are limited based on the job's contract type:

Job Type	Change Order Type
Fixed	Fixed, Cost Plus
Cost Plus	N/A - None
Cost Plus NTE	Cost Plus NTE*

**By design, a Cost Plus NTE change order increases the overall NTE amount for the job. It is not tracked as a separate NTE change order.*

Additional Information

Cost codes can also be applied to a change order. The type of contract for the job and the change order determines what type of cost code you can apply to the change order.

> ⚠ When you enter a change order transaction, make sure the posting date falls within the period you want the transaction to affect. The amounts in the Job Status by Period window and the Percentage of Completion (POC) will be totaled based on the posting dates.

Creating a Change Order

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Change Orders*.
3. In the Change Order Inquiry window, select *Add Change Orders*.
4. Complete the following fields, as necessary.
    - **Change Order, Description**: Accept the default number or enter your own change order number. Enter a description to further identify the change order.
    - **Status**: Select a status for the change order.
    - **Contract Type**: From the drop-down list, select the type of calculation method to use for the billable amount of the change order. The job contract type in the Job Status window defaults.
    - **Change Order Amt.**: If you selected the Fixed Amount contract type, enter the amount of the change order. If you selected the Cost Plus NTE contract type, enter the change order maximum amount. If you chose Cost Plus as the billing type, you will not enter a change order amount. It will be automatically calculated, based on the cost code's profit type and profit amount, as costs are posted to the change order cost codes.
    - **User-Defined**: Enter user-defined information.
5. Select *Save*.

Adding Change Order Revenue Codes

1. Select *Revenue Codes* to open the Change Order Revenue Codes window.
2. Select or enter the revenue code. See the table below for additional information.
3. Complete the revenue code fields if you have created a new revenue code.
4. Enter the **Start/End dates**.

> ⚠ When using existing revenue codes for change orders, you can only edit the date fields.

Change Order Revenue Codes

Change Order	Limit	Code Type
Cost Plus	1	New
Cost Plus NTE	1	Must match current job revenue code
Fixed	1	New or existing

Change Order Cost Codes Setup

1. Select *Cost Codes* to open the Change Order Cost Codes Setup window. If you are using the revenue recognition method for RPOs, this button will be disabled until you create and save the change order revenue code on the change order.
2. Enter a **Cost Element Type**.
3. Enter a **Cost Code**.
   - If the contract type of both the job and change order is Fixed Amount, you can either enter a new cost code, select *Add Cost Codes* to add a cost code from the master cost code list, or select *Use Existing Cost Codes* to use a cost code already assigned to the job.
   - If the job contract type and/or change order contract type is Cost Plus or Cost Plus NTE, you can only enter a new cost code for the change order. The *Add Cost Codes* and *Use Existing Cost Codes* buttons will be disabled.
4. Complete the remaining fields. If you are assigning a cost code with a cost element type of subcontractors, you must select a transaction type of Vendor ID and assign a vendor for the change order amount to affect the **Amended Contract Amount** field in the Subcontractors Maintenance window. See Adding Cost Codes to a Job (page 94).
5. Select *File* > *Print* to print the Change Order Cost Codes report listing cost codes assigned to the change order.
6. Select *Save* in the Change Order Cost Codes Setup window and close the window.
7. In the Change Orders window, select *File* > *Print* to print the Change Order List.
8. Post or save the change order. Once the change order is posted to the job, the expected contract amount and the estimate cost will be updated in the Job Status window.

Editing a Change Order

You can edit posted or unposted change orders. Unposted change orders are edited and printed in the Change Orders window. Posted change orders are edited and printed in the Change Orders Zoom window.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Change Orders*.
3. You can either select a change order and then select the Change Order Number zoom or you can double-click a change order.
    - If the change order is unposted, the Change Orders window opens.
    - If the change order is posted, the Change Orders Zoom window opens. The windows are the same, except that the **Change Order**, **Contract Type**, and **Change Order Amt.** fields are disabled in the Change Orders Zoom window.
4. Change the **Description**, **Status**, and user-defined items.
    - If the change order is unposted, you can also change the change order number and contract type. You can only use Cost Plus NTE if the job contract type is Cost Plus NTE.
    - If the contract type is Fixed Amount, you can revise the change order amount.
5. Select *Bill Codes* to add or change bill codes for the job associated with this change order. The Job Bill Codes window opens. The *Bill Codes* button is enabled only for jobs with bill types of Cost Code or User Defined.
6. Select *Cost Codes* to add a new cost code or to edit cost code data for the existing change order. The Change Orders Cost Codes Setup window displays. If the change order is a Fixed Amount contract type, the **Profit Type ID** and **Profit Amount** fields are disabled. If the change order contract type is Cost Plus or Cost Plus NTE, the *Add Cost Codes* and *Use Existing Cost Codes* buttons are disabled. Profit type ID and profit amount are password-protected.
7. Select *Print* to print the Change Order Audit report.
8. Select *OK* to save the change order.

Revising Posted Change Order Estimated Cost

If your change order is posted, you can revise the estimated cost in the Change Order Estimate Cost Revision Entry window.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a job, then select *Change Orders*.
3. Double-click a posted change order in the scrolling window.
4. Select the *Cost Codes* button.
5. Enter a **Cost Code**.
6. Select the +/- button attached to the Estimate Amount field to open the Change Order Estimate Cost Revision Entry window.
7. The system date appears in the **Date** field. You can change this date.
8. Revise the estimate by entering **Units**, **Amount/Unit**, and a **Description**.
9. To post the estimate revision, select *Post*. The amount and description display in the lower scrolling window.
10. To print the Change Order Estimate Revision List, select *File > Print*.
11. Close the Change Order Estimate Cost Revision Entry window. In the Change Orders Cost Code Setup window, select *Save*. Revised amounts are displayed in the Change Orders Zoom and Job Status windows.

Working With Reminder Notes

Many major windows in Job Cost have the reminder notes feature, enabling you to attach multiple free-form notes to a record. The reminder note is indicated by a notepad button.

You can see a list of all reminder notes for a job, select to be reminded of the note on a specific date when you start Job Cost, and select to make the note printable.

Each window in Job Cost has a notepad button in the button bar to attach window-level notes. These notes can be used to attach instructions for completing the window and are separate from the reminder service notes.

- Creating a Reminder Note (page 184)
- Viewing Reminder Notes (page 184)

Creating a Reminder Note

To create a reminder note:

1. Select the notepad button in any field with an attached notepad button.
2. Complete the following fields, as necessary.
    - **Subject**
      Enter the subject of the note. The information entered is displayed in the list of notes for the entity. After you tab off this field, a confirmation message displays. Select *Yes* to add a new note or No to clear the Subject field.
    - **Current Owner**
      This field defaults with the current user. Use the lookup to change the current owner, if needed. If you mark the Reminder checkbox, this is the user who receives the reminder notification.
    - **Reminder**
      Mark the checkbox if you would like to receive a message, upon opening Service Management, that a note exists marked for the current Microsoft Dynamics GP system date. You must mark this checkbox if you want to be able to view the note in the Reminder Service Notes window.
    - **Reminder Date**
      The current date defaults in the Reminder Date field and can be edited.
    - **Printable**
      Mark the **Yes** radio button to be able to print the note in the Printable Notes report. Notes marked printable appear on workorder 1 and T-card formats by default.
3. Enter the note in the scrolling window.
4. At the bottom of the window, the following information displays:
    - **Created User**
      The user who created the note.
    - **Modified User**
      The user who last modified the note. This is blank when creating the note.
    - **Last Changed**
      The date and time the note was last updated.
5. Select *Save*. Once a note is created, the notepad button changes to show it has information or data.

Viewing Reminder Notes

1. Select *Inquiry > Job Cost > Reminder Notes.*
2. Enter a **Date** or select the lookup button in the Date field to open the Query window, where you can enter a date range. A list of notes that had the Reminder? checkbox marked displays in the scrolling window.
3. Select the lookup button in the **Author** field to select an author.
4. Double-click a note in the scrolling window to open the Notes window, where you can view and edit the note.

Multicurrency Management for Job Cost

The optional Multicurrency Management feature allows you to designate an originating currency for standard job invoices through the Job Invoice Entry and Standard Invoice or Credit windows. All costs associated with jobs are tracked in the functional currency only. For purchasing information, contact WennSoft Sales.

The functional currency is the primary currency in which a company maintains its financial records. Typically, the functional currency is the currency of the country where the company is located. The originating currency is the currency that a multicurrency transaction was conducted in.

You can also print invoices that contain *bill code detail* in currencies other than the functional currency, for bill code billing type jobs. In addition, you can enter the contract amount in the originating currency directly on the job. for bill code jobs.

To use the multicurrency feature in Job Cost, you must have purchased Microsoft Dynamics GP Multicurrency Management and Signature Multicurrency Management. Refer to the *Microsoft Dynamics GP Multicurrency Management manual* for setup procedures. Multicurrency is not functional with the Job Cost Project Level feature.

See also:

- Entering the Contract Amount in the Originating Currency on the Job (Bill Code Jobs Only) (page 185)
- Entering Multicurrency Job Invoices (page 185)

Entering the Contract Amount in the Originating Currency on the Job (Bill Code Jobs Only)

1. Select *Cards* > *Job Cost* > *Job*. The Job Maintenance window opens.
2. Select a job.
3. Select an originating currency in the **Currency ID** field. Select the expansion button to open the Exchange Rate Entry window, which allows you to edit the exchange rate fields, if necessary. All exchange rate gains and losses are tracked in Microsoft Dynamics GP, not in Signature Job Cost.
4. In the **Originating Contract Amount** field in the Job Maintenance window, enter the contract amount in the original currency.
5. Select *Save*.

Entering Billable Amounts for Each Bill Code in the Originating Currency

1. Select *Cards* > *Job Cost* > *Job*. The Job Maintenance window opens.
2. Select a job.
3. Select *Bill Codes*. The Job Bill Codes window opens.
4. Enter the **Originating Total Billable Amount** and **Originating Amount per Invoice**.
5. Select *Save*.
6. Save and close the Job Maintenance window.

Entering Multicurrency Job Invoices

When entering multicurrency job invoices, you can designate an originating currency in the Job Invoice Entry window and print reports in the originating or functional currency. You can use the multicurrency feature only for jobs with standard or user defined billing. Although the originating currency is selected, the functional currency displays in the Job Invoice Entry window and the Standard Invoice or Credit window. The originating currency prints on the invoice. Originating amounts can be viewed in Receivables Management.

1. Select *Transactions* > *Job Cost* > *Job Invoice Entry*. See Entering Job Invoices (page 152) for a detailed procedure.
2. Complete the following fields, as necessary.

- **Document Type, Document Number**
  Enter document type and document number.
- **Job Number**
  Enter a job number. You can use multicurrency if a job uses the Standard billing type. All other job types will be invoiced in functional currency only.
- **Job Number**
  Defaults based on the Job Number.
- **Customer ID**
  Enter a customer ID. Multicurrency invoices cannot be entered for customers with balance forward accounts.
- **Customer Name**
  Defaults based on the Customer ID.
- **Date**
  Enter a document date, which determines the exchange rate in multicurrency transactions.
- **Batch ID**
  Enter a single-use batch ID. Multicurrency transactions cannot be posted in a recurring batch.
- **PO Number**
  Enter a purchase order number.
- **Currency ID**
  The currency defaults from the customer ID and can be changed. If a currency has not been specified for the customer, the company's functional currency will default. The Job Invoice Entry window displays only the functional currency.

3. Complete the remaining fields in the window. The *Commissions* button is disabled when the currency ID is an originating currency.
4. Select *Schedule* to display the Standard Invoice or Credit window. The functional currency displays, even though the originating currency is selected for the job.
5. Edit the **Current Bill** column and select *Save*.
6. In the Job Invoice Entry window, select *Print*. The invoice will print in the originating currency.
7. Select *Save*. Only the Graphic Invoice, Text Invoice, and Tax Detail Invoice styles will print in the originating currency.
8. You can post the invoice using Microsoft Dynamics GP Sales series posting or master posting.

About Creating Invoices with Bill Code Detail

When you create a job invoice for a multi-currency bill code job, the system displays the invoice amounts in the originating currency; previously, the functional currency would display even though the originating currency was selected.

Create job invoices as you normally would, choosing the appropriate invoice format. After the invoice has been saved or printed, the functional currency fields on the job and bill code will be updated with the originating currency amounts. In addition, all drill-downs associated with posted and historical invoices will show billing amounts in the originating currency.

Changing the Currency ID on Job Invoices

You can now change the currency ID directly on the job invoice. You can also enter retention due amounts (for subcontractors) in the originating currency.

1. Select *Transactions* > *Job Cost* > *Job Invoice Entry*. The Job Invoice Entry window opens.
2. Fill the fields as you normally would.
3. Change the *Currency ID*, if necessary.

Change Orders and Bill Codes

You can save bill codes to a change order before posting. This allows you to assign bill codes to change orders as change orders are billed, using the change order exchange and not the job's exchange rate.

> ⚠ This feature applies to all jobs, not just those with multi-currency.

Subcontractor

The Subcontractor feature allows Microsoft Dynamics GP vendors to be created and saved in Job Cost as subcontractors. The subcontractors are then assigned to existing jobs in Job Cost. Retention is withheld from subcontractor invoices based on how the contract was set up. The feature also offers a Pay When Paid feature. The Subcontractor feature does not support the Microsoft Dynamics GP Purchasing setup option to allow duplicate invoices per vendor.

- Setting Up the Subcontractor Feature (page 187)
- Using the Subcontractor Feature (page 188)

Setting Up the Subcontractor Feature

To set up the Subcontractor feature, you must set up offset accounts, subcontractor payment options, and insurance options.

Setting up the Subcontractor feature involves the following:

- Step 1: Set Up Offset Accounts (page 187)
- Step 2: Select Subcontractor Options (page 187)

Step 1: Set Up Offset Accounts

For subcontractor retention to be calculated, the payable retention offset and payable retention liability accounts must be assigned to each division.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Subcontractor Offset Accounts*.
2. Enter a company **Division**.
3. Enter a **Payable Retention Offset** account number.
4. Enter a **Payable Retention Liability** account number.
5. Enter a **Non-Inventory Offset** account number. This account is used as the credit side of the transaction in GL if you enter a non-inventory transaction to a job appointment.
6. Select *Save*.
7. To print the Offset Account List, select *File > Print*.

Step 2: Select Subcontractor Options

Subcontractor options designate whether to pay the subcontractor when your company is paid, and whether to be reminded of the subcontractor's insurance expiration.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Subcontractor Setup > Subcontractor Options*.
2. Mark the **Pay When Paid** checkbox if you will pay the subcontractor when your company is paid. If you mark the Pay When Paid checkbox, Job Cost automatically puts the payable on hold when you enter a payable for a subcontractor invoice. You release the hold when you have been paid for the sub contractor's portion of the job. The disabled options are related to the Advanced Subcontractor feature.
3. Mark the **Reminder?** checkbox to receive a reminder note, notifying you before the subcontractor insurance expires. Enter the number of days before expiration you want to be reminded. When you open Job Cost on the designated reminder day, an alert window displays, asking if you want to see the reminder notes.
   You must open Job Cost on the designated reminder date to receive a warning. If you do not open Job Cost on that date and open on a later date, you will not receive a warning. You can browse through reminder notes *(Inquiry > Job Cost > Reminder Notes)* to view notes you missed.
4. To print the Subcontractor Options Setup List, select *File > Print*.
5. Select *Save*.

Using the Subcontractor Feature

To use the Subcontractor feature, you must add the subcontractors or vendors to the job and assign the subcontractor to a cost code. When the vendor's invoice arrives for payment, you create a payables transaction entry and distribute the invoice to the job and cost code. If you selected the Pay When Paid setup option, the voucher is put on payment hold. You can release the hold on the payables transaction after you have been paid. Once the subcontractor's job is complete, you generate retention invoices.

> ⚠ Editing Accounts Payable subcontractor retention is not supported. The Subcontractor Module is not updated when an Accounts Payable subcontractor transaction is edited.

Adding Subcontractors to a Job Record

Adding subcontractors to a job record involves the following.

Step 1: Assign a Subcontractor to a Job

You can enter information to a job regarding your vendors and subcontractors in the Subcontractors Maintenance window. The vendor record must exist in Microsoft Dynamics GP before it can be added to a Job Cost record.

1. Select *Cards > Job Cost > Job*.
2. Select a job, then select *Subs/Vendors*.
3. Complete the following fields, as necessary.
   - **Job Vendor, Address**
     Enter a job vendor, or select Add Vendors to select a vendor and let the Job Vendor and Address fields default from the vendor record.
   - **Hold**
     This checkbox is used with the Advanced Subcontractor feature. For more information, see Advanced Subcontractor (page 191).
   - **Vendor Contract Type**
     Select a vendor contract type from the drop-down list. Choices are NTE, Lump Sum, and Unit Price.
   - **Contract Date, Purchase Order #**
     Enter the Contract Date and Purchase Order Number.
   - **Retention %**
     This amount defaults from the Job Maintenance record. You can select the expansion button to open the Retention window, which allows you to specify a maximum retention amount for the current contract.

Enter a **Maximum Percent of Contract Amount Withheld** and select OK. The retention withheld percent will be withheld from the subcontractor's invoices until the maximum retention amount is reached. Once the maximum amount is withheld, no more retention will be withheld for the subcontractor on the job. Retention will not be withheld if a job has a billing type of SOP.

- **Mod Rate**
  Enter the modification rate of the contractor. This field is informational only.
- **User-defined**
  Enter user-defined information. These fields are informational only.
- **Bonded, Lien Waiver on File, Insurance Certificate, Insurance Expr. Date**
  Mark these checkboxes if applicable. If the Insurance Certificate checkbox is marked, the Insurance Expr. Date field is enabled. Enter the date the insurance expires.
- **Submit Date, Resubmit Date, Approved Date, Disapproved Date**
  Enter the submit date, resubmit date, approved date, and disapproved date.
- **Original Contract Amt**
  Enter the original contract amount. This amount will be used to calculate the amended contract amount after any change orders. For information on fields automatically updated, see Viewing Updated Subcontractor Information (page 191).

4. To print the Subcontractor Status report, select *File > Print.*
5. Select *Save*.

Step 2: Assign a Subcontractor to a Cost Code.

The subcontractor must be assigned to a cost code for retention to be calculated.

1. Select *Cards > Job Cost > Job*.
2. Select a job, then select *Cost Codes*.
3. Select *Add Cost Codes* to add a cost code for the subcontractor on the selected job. You must add a cost code with a cost element other than Labor.
4. From the **Transaction Type** drop-down list, select Vendor ID. The Transaction Type drop-down list is only visible when a cost code with a cost element other than Labor is displayed.
5. Select a **Vendor**. Accounts payable or purchase order transactions posted to a subcontractor cost code will automatically have retention withheld, based on the retention percent assigned to the subcontractor in the Subcontractors Maintenance window.
   You can assign numerous cost codes to a vendor, but only one vendor to a cost code. You can assign more than one vendor to a cost code using the Advanced Subcontractor feature.
6. Select *Save*.
7. Close the Job Cost Codes Setup window.
8. Select *Save* in the Subcontractors Maintenance window and the Job Maintenance window.

Distributing a Payable to a Job and Cost Code

When the vendor's invoice arrives for payment, you must create a payables transaction and distribute the invoice to the correct job and cost code. This allows retention to be withheld.

1. Select *Transactions > Purchasing > Transaction Entry*.
2. Complete the Payables Transaction Entry window. See the *Microsoft – Microsoft Dynamics GP Purchase Order Processing Manual* for information on completing this window. For credit memos and invoices to appear correctly on the SRS Subcontractor Detail Report, the following steps must be taken during Payables Transaction Entry:
   - The original PO number for a credit memo or invoice must be entered in the Payables Transaction Entry window.

- A credit memo must be distributed and posted to the job associated with the original purchasing transaction (Invoice/Shipment or Invoice Match) using the original subcontractor cost code associated with that job.
- A credit memo must be applied to the document created by the original purchasing transaction.

3. Select *Distributions*.
   Do not edit a payables transaction that contains retention.
4. From the **Product Indicator** drop-down list, select Job Cost.
5. Enter a **Job Number** and **Cost Code** for the subcontractor. The expense amount for the cost code in the **Debit** field appears as the default. If you enter a return or a credit memo, the amount appears in the **Credit** field. The cost code displays automatically if you set up default payables cost codes in Job Cost and assigned the cost code to the job by distribution type.
6. Enter amounts, complete the distribution, and select *OK*. See Entering Payables Transactions in Job Cost (page 116) for details. Retention will be automatically calculated and distributed.
7. In the Payables Transaction Entry window, select *Post*.

- While intercompany transactions can be used with Job Cost subcontractors, information such as retention will not be updated in the destination company.
- Separate accounts payable debit distribution amounts are not created for retention amounts. Instead, the accounts payable credit account is decreased by the amount of the retention.

Releasing a Payables Hold

If the Pay When Paid option is marked in the Subcontractor Setup window and a vendor's invoice has been distributed to a Job and a Cost Code, the transaction record is marked on payment hold. You can release the hold on the payables transaction after you have been paid by the customer and are ready to pay the subcontractor.

1. Select *Transactions > Job Cost > Subcontractor Payments*.
2. Select a **Job**.
3. In the scrolling window, select *Mark All* or mark individual transactions to release. To view transaction information, select the document number of a marked transaction and zoom on the Apply to Document field. In the Payables Transaction Entry Zoom window, you can select the *Distributions* button to view distribution information.
4. Select *Process* in the Subcontractors Payments window. A message appears asking if you are sure you want to process the payments. Select *Process*. The hold on the payable is released so the subcontractor can be paid with the next check run.

Generating Retention Invoices

Once the subcontractor's job is complete to everyone's satisfaction, the retention amount can be paid.

1. Select *Transactions > Job Cost > Subcontractor Retention*.
2. Select a **Job**.
3. In the scrolling window, mark individual retention invoices or select *Mark All* to create retention vouchers in Payables Management. To view information on a transaction, select the document number of a marked transaction and zoom on the Apply to Document field. In the Payables Transaction Entry Zoom window, select *Distributions* to view distribution information.
4. Select *Process* in the Subcontractors Retention window. A message appears asking if you are sure you want to process the retention transactions. Select *Process*. This creates a payables batch with the user ID as its name. A payable voucher is created for each marked item. You can process a portion of the retention amount in increments by entering an amount in the **Retention %** field before choosing *Process*; only that partial amount will be processed.

5. Post the batch in Payables Management. See the *Microsoft Dynamics GP Payables Management Manual* for more information.

Viewing Updated Subcontractor Information

After the subcontractor's job is complete and retention invoices have been generated, the Subcontractors Maintenance window is updated to record the vendor and retention invoices. The Vendor Invoices field shows the total of all vendor invoices posted. The Retention Withheld field shows the total retention amount of all posted invoices. The Retention Invoices field represents the retention invoices that have been processed. The Total field shows the total vendor invoices.

1. Select *Cards > Job Cost > Job*.
2. Select a job, then select *Subs/Vendors*.

Reconciling Jobs with Subcontractors

You can run the reconcile procedure for jobs with subcontractors or vendors to verify the information in transaction open files. Reconciling adjusts the totals in the master files if a discrepancy exists, and identifies posted transactions that contain invalid data. You can reconcile for a specific job, a range of jobs, or all jobs that have subcontractors. Back up your Job Cost data files before running reconcile. Make sure no one is logged into Microsoft Dynamics GP when you reconcile Job Cost data files. If other users are logged in, an alert message appears, and the Job Cost reconcile process will not run to completion.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Job Cost > Reconcile Subcontractors*.
2. Use the lookup buttons in the **From** and **To** fields to select a range of jobs.
3. Select *Insert >>*.
4. Select *Reconcile*.
5. Select *Yes* to the message asking if you want to reconcile.

Advanced Subcontractor

The optional Advanced Subcontractor feature provides additional functionality to the standard Subcontractor feature (page 187), which allows Microsoft Dynamics GP vendors to be created and saved in Job Cost as subcontractors. For purchasing information, contact WennSoft Sales.

> ⚠ The Advanced Subcontractor feature does not support the Microsoft Dynamics GP Purchasing setup option to allow duplicate invoices per vendor. The Advanced Subcontractor feature must be registered to use this feature.

The Advanced Subcontractor feature allows you to

- Use the Subcontractor Status window, which summarizes all contracts for a subcontractor. You can also generate a purchase order and print subcontractor reports from the window.
- Automatically place payments to subcontractors on hold if contract requirements are not met.
- Assign the same job cost code to multiple subcontractors.
- Receive a warning when entering a payables transaction if you exceed the subcontractor contract amount.
- View whether your vendors and subcontractors have been paid for a job.
- Create master subcontractors. If you use the same subcontractor on several jobs, you do not have to set up the subcontractor each time you create a job.

- Print multiple lien waivers for a single job.
- Create and manage subcontractor contract agreements for multiple jobs, and track change orders and payments to those subcontractors.

Setting Up the Advanced Subcontractor Feature

To set up the Advanced Subcontractor feature, you must set up offset accounts, subcontractor payment and insurance options, and master documents.

Setting up the Advanced Subcontractor feature involves the following:

- Step 1: Set Up Offset Accounts (page 192)
- Step 2: Select Subcontractor Options (page 192)
- Step 3: Set Up Master Documents (page 193)

Step 1: Set Up Offset Accounts

For subcontractor retention to be calculated, the payable retention offset and payable retention liability accounts must be assigned to each division.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Account Setup > Subcontractor Offset Accounts*.
2. Enter a company **Division**.
3. Enter a **Payable Retention Offset** account number.
4. Enter a **Payable Retention Liability** account number.
5. Enter a **Non-Inventory Offset** account number. This account is used as the credit side of the transaction in GL if you enter a non-inventory transaction to a job appointment.
6. Select *Save*.
7. To print the Offset Account List, select *File > Print*.

Step 2: Select Subcontractor Options

Subcontractor options designate whether to pay the subcontractor when your company is paid, and whether to be reminded of the subcontractor's insurance expiration.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost >Subcontractor Setup > Subcontractor Options*.
    - **Pay When Paid**
      Mark this checkbox if you will pay the subcontractor when your company is paid. Job Cost will automatically put the payable on hold when you enter a payable for a subcontractor invoice. You release the hold when you have been paid for the subcontractor's portion of the job.
    - **Track Multiple Lien Waivers per Job/Subcontractor**
      Mark this checkbox to track multiple lien waivers per job. This checkbox is enabled only if the Use Master Subcontractors checkbox is marked. See Printing Lien Waivers (page 203).
    - **Allow Retention Release if Subcontractor is on Hold**
      Mark this checkbox to allow the release of retention for subcontractors on hold.
    - **Automatically Add Purchase Order Cost Code to Subcontractor**
      Mark this checkbox to automatically add cost codes to a subcontractor during purchase order entry.
    - **Use Master Subcontractors, Track Insurance Dates in Detail (Many per Job), Always Copy Master Subcontractor Data**
      Mark this checkbox to enable the master subcontractors feature. Marking the Use Master Subcontractors checkbox enables the Track Insurance Dates in Detail (Many per Job) checkbox. See Using Master Subcontractors (page 199). The **Always Copy Master Subcontractor Data** checkbox is enabled if you are using the CIS feature.

- **Reminder?**
  Mark this checkbox to receive a reminder note, notifying you before the subcontractor insurance expires. Enter the number of days before expiration you want to be reminded. When you open Job Cost on the designated reminder day, an alert window displays, asking if you want to see the reminder notes.
  You must open Job Cost on the designated reminder date to receive a warning. If you do not open Job Cost on that date and open on a later date, you will not receive a warning. You can browse through reminder notes (Inquiry > Job Cost > Reminder Notes) to view notes you missed.
- **Print Lien Waiver for Job When Check Payment to That Job Exceeds**
  To specify a minimum amount that a check must contain before a lien waiver can be printed, enter that amount in this field. This amount should be less than the check amount in Payables Management. If this amount is zero (the default), a lien waiver will print for all checks.

2. To print the Subcontractor Options Setup List, select *File* > *Print*.
3. Select *Save*.

Step 3: Set Up Master Documents

If the subcontractor has not submitted required items or documents by a specific date, the Hold checkbox will be marked in the Subcontractors Maintenance window for the subcontractor. Additionally, if you are using the Pay-When-Paid feature, when you try to release a payables hold and the subcontractor is marked on hold in the Subcontractors Maintenance window, you cannot release the payables hold. If the Pay-When-Paid feature isn't marked, payables will not be put on hold. Reminder notes for each item or document can be generated.

If you marked the Track Insurance Dates in Detail (Many per Job) checkbox in the Subcontractor Options window, you can enter labels for four types of insurance to be tracked using the Insurance Dates window. See Entering insurance dates for a master subcontractor (page 202).

1. Select *Microsoft Dynamics GP* > *Tools* > *Setup* > *Job Cost* > *User-Defined Label Setup* > *Subcontractor Master Document Types*.
2. Select a label and enter an **Item Description**.
3. Select *Save*.
4. Select *Microsoft Dynamics GP* > *Tools* > *Setup* > *Job Cost* > *Subcontractor Setup* > *Subcontractor Master Documents*.
   - **Required**
     Mark the required items to be received from the subcontractor. If items are not received from a subcontractor by a specified date, the subcontractor's payments will be put on hold for that job.
   - **Reminder?**
     Mark the items you want a reminder for. See Working With Reminder Notes (page 183).
   - **Days Notice**
     Enter the number of days before the required date you want to receive a reminder.
5. Select *Save*.

Using the Advanced Subcontractor Feature

To use the Advanced Subcontractor feature, you must add the subcontractors or vendors to the job and assign the subcontractor to a cost code. When the vendor's invoice arrives for payment, you create a payables transaction entry and distribute the invoice to the job and cost code. If you selected the Pay When Paid setup option, the voucher is put on payment hold. You can release the hold on the payables transaction after you have been paid. Once the subcontractor's job is complete, you generate retention invoices.

> ⚠ Editing Accounts Payable subcontractor retention is not supported. The Advanced Subcontractor Module is not updated when an Accounts Payable subcontractor transaction is edited.

See also:

- Distributing a Payable to a Job and Cost Code (page 194)
- Releasing a Payables Hold (page 194)
- Generating Retention Invoices (page 195)
- Viewing Updated Subcontractor Status Window (page 195)
- Reconciling Jobs with Subcontractors (page 195)
- Withholding Retention on Purchase Order Invoices (page 196)
- Using the Subcontractor Status Window (page 197)
- Viewing Vendor Payments (page 198)
- Using Master Subcontractors (page 199)
- Printing Lien Waivers (page 203)
- Managing Lien Waivers (page 204)
- Transfer Utility (page 205)
- Subcontractor Contract Agreements (page 205)

Distributing a Payable to a Job and Cost Code

When the vendor's invoice arrives for payment, you must create a payables transaction and distribute the invoice to the correct job and cost code. This allows retention to be withheld.

1. Select *Transactions* > *Purchasing* > *Transaction Entry*.
2. Complete the Payables Transaction Entry window. See the *Microsoft Dynamics GP Purchase Order Processing Manual* for more information.
3. Select *Distributions*.
4. From the **Product Indicator** drop-down list, select Job Cost.
5. Enter a **Job Number** and **Cost Code** for the subcontractor. The expense amount for the cost code in the **Debit** field appears as the default. If you enter a return or a credit memo, the amount appears in the **Credit** field. The cost code displays automatically if you set up default payables cost codes in Job Cost and assigned the cost code to the job by distribution type.
6. Enter amounts, complete the distribution, and select *OK*. See Entering payables transactions (page 116) for details. Retention will be automatically calculated and distributed.
7. In the Payables Transaction Entry window, select *Post*.

> While intercompany transactions can be used with Job Cost subcontractors, information such as retention and master subcontractors will not be updated in the destination company. Separate accounts payable debit distribution amounts are not created for retention amounts. Instead, the accounts payable credit account is decreased by the amount of the retention.

Releasing a Payables Hold

If the Pay When Paid setup option was marked and a vendor's invoice has been distributed to a job and a cost code, the transaction record is marked on payment hold. You can release the hold on the payables transaction after you have been paid by the customer and are ready to pay the subcontractor. If the subcontractor to which the job is assigned is marked on hold in the Subcontractors Maintenance window, you cannot release the payables hold.

1. Select *Transactions* > *Job Cost* > *Subcontractor Payments*.
2. Select a **Job**.

3. In the scrolling window, select *Mark All* or mark individual transactions to release. To view transaction information, select the document number of a marked transaction and zoom on the **Apply to Document** field. In the Payables Transaction Entry Zoom window, you can select the *Distributions* button to view distribution information.
4. Select *Process* in the Subcontractors Payments window. A message appears asking you if you are sure you want to process the payments. Select *Process*. The hold on the payable is released so the subcontractor can be paid with the next check run.

Generating Retention Invoices

Once the subcontractor's job is complete to everyone's satisfaction, the retention amount can be paid. If the subcontractor to which the job is assigned is marked on hold in the Subcontractors Maintenance window, then retention invoices will be marked on hold and cannot be processed. See Select subcontractor options (page 192).

1. Select *Transactions > Job Cost > Subcontractor Retention*.
2. Select a **Job**.
3. In the scrolling window, mark individual retention invoices or select *Mark All* to create retention vouchers in Payables Management. To view information on a transaction, select the document number of a marked transaction and zoom on the **Apply to Document** field. In the Payables Transaction Entry Zoom window, select *Distributions* to view distribution information.
4. Select *Process* in the Subcontractors Retention window. A message appears asking if you are sure you want to process the retention transactions. Select *Process*. This creates a payables batch with the user ID as its name. A payable voucher is created for each marked item.
5. Post the batch in Payables Management. See the *Microsoft Dynamics GP Payables Management Manual* for more information.

Viewing Updated Subcontractor Status Window

After the subcontractor's job is complete and retention invoices have been generated, the Subcontractors Maintenance window is updated to record the vendor and retention invoices. The Vendor Invoices field shows the total of all vendor invoices posted. The Retention Withheld field shows the total retention amount of all posted invoices. The Retention Invoices field represents the retention invoices that have been processed. The Total field shows the total vendor invoices.

1. Select *Cards > Job Cost > Job*.
2. Select a job, then select *Subs/Vendors*.

Reconciling Jobs with Subcontractors

You can run the reconcile procedure for jobs with subcontractors or vendors to verify the information in transaction open files. Reconciling adjusts the totals in the master files if a discrepancy exists, and identifies posted transactions that contain invalid data. You can reconcile for a specific job, a range of jobs, or all jobs that have subcontractors.

> ⚠ Back up your Job Cost data files before running reconcile. Make sure no one is logged into Microsoft Dynamics GP when you reconcile Job Cost data files. If other users are logged in, an alert message appears, and the Job Cost reconcile process will not run to completion.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Job Cost > Reconcile Subcontractors*.
2. Use the lookup buttons in the **From** and **To** fields to select a range of jobs.
3. Select *Insert >>*.
4. Select *Reconcile*.

5. Select *Yes* to the message asking if you want to reconcile.

Withholding Retention on Purchase Order Invoices

The Purchase Order Processing module (POP) integrates with the Advanced Subcontractor feature. The integration allows retention to be withheld from purchase order invoices.

You must complete the following procedures before using POP with the Advanced Subcontractor feature.

- Assign a retention offset and retention liability account to each Job Cost division. See Set Up Offset Accounts (page 192).
- Add a vendor to the job and enter a retention amount. See Adding Subcontractors to a Job Record (page 188).
- Assign a subcontractor to at least one of the job's cost codes so retention can be calculated. See Adding Subcontractors to a Job Record (page 188).

Step 1: Enter a Purchase Order

1. Select *Transactions > Purchasing > Purchase Order Entry*.
2. Complete the Purchase Order Entry window as usual. See the *Microsoft Dynamics GP Purchase Order Processing Manual* for more information. In addition, complete the following fields:
    - **Vendor ID**
      Enter the vendor you have set up for retention.
    - **Product Indicator**
      Select Job Cost from the drop-down list.
    - **Job No.**
      Select a job that has the subcontractor/vendor assigned to one of the job's cost codes.
    - **Cost Code**
      Enter the cost code for the job.

Step 2: View the Retention Percentage

Select the expansion button in the Item field in the Purchase Order Entry window to open the Purchase Order Item Detail Entry window. The retention percent displays in the Retention field.

Step 3: Enter a Receipt

1. Select *Transactions > Purchasing > Receivings Transaction Entry*.
2. Complete the Receivings Transaction Entry window. See the *Microsoft Dynamics GP Purchase Order Processing Manual* for more information.
    - If this is a shipment/invoice receipt, you can edit the retention percentage.
    - If this is a shipment receipt, you cannot edit the retention percentage. The extended cost of the item multiplied by the retention percent determines the amount to retain from the transaction.

Step 4: Enter an Invoice

You must enter an invoice for shipment receipts.

1. Select *Transactions > Purchasing > Enter/Match Invoices*.
2. Complete the Purchasing Invoice Entry window. See the *Microsoft Dynamics GP Purchase Order Processing Manual* for more information. You can change the retention percentage for each line item if the item is matched

to only one shipment document. For items matched to more than one shipment document, select the expansion button in the Matched to Shipment field to open the Match Shipments to Invoice window.

Step 5: View the Result in Job Cost

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a job, then select *Subs/Vendors*. The **Total** field reflects the retention withheld.

Step 6: View the Result in Microsoft Dynamics GP

1. Select *Inquiry* > *Purchasing* > *Transaction by Vendor*. The payables transaction reflects the retention amount.
2. Select an invoice and zoom on the **Document Number** field. The total amount of the payable displays in the Payables Transaction Entry Zoom window.

Using the Subcontractor Status Window

The Subcontractor Status window summarizes all contract, retention, and invoice amounts for a subcontractor.

1. Select *Inquiry* > *Job Cost* > *Subcontractor Status*.
2. Use the lookup to select a **Vendor ID**. The following information displays for the selected subcontractor:
   - **Total Original Contract Amount**
     Displays the total of the original contract amounts of open job contracts.
   - **Total Change Orders**
     Displays the total of all change orders.
   - **Total Contract Amount**
     Displays the total of open job contracts.
   - **Total Vendor Invoices**
     Displays the total of all purchasing invoices (from Accounts Payable or Purchase Order Receivings) that have been processed against open jobs.
   - **Remaining Contract Amount**
     Displays the total amount remaining on the contract.
   - **Total Retention Withheld**
     Displays the total of all retention withheld against purchasing invoices.
   - **Total Released Retention Invoices**
     Displays the total of all retention invoices generated. Invoices are generated to pay the subcontractor for retention withheld against purchasing invoices.
3. Select the *Stop-and-Go Light* indicator in the Subcontractor Status window to open the Subs Job Summary window where you can double-click a job to open the Subcontractors Maintenance window. A red light indicates the subcontractor is on hold for a job. A green light indicates the subcontractor is not on hold.

You can add jobs, cost codes, and required dates for the subcontractor using the *Add Jobs* button. See Adding subcontractors/vendors to a job (page 100).

You can create a purchase order for the subcontractor using the *Create PO* button. See Withholding Retention on Purchase Order Invoices (page 196).

> ⚠ When you create a purchase order for a subcontractor or master subcontractor, the original contract amount is not updated for the subcontractor. You must update the original contract amount manually in the Subcontractors Maintenance window.

You can select the printer button in the Vendor field to select a subcontractor report to print. See *Subcontractor reports* in the Dexterity reports section of the Signature Reports documentation for more information.

Viewing Vendor Payments

The Job Transaction Inquiry - Vendor window allows you to view whether your vendors and subcontractors have been paid for a job. This window displays all amounts billed from and paid to a vendor per job, including the following:

- Invoices from vendors that are not subcontractors
- Invoices from transactions without a purchase order, including transactions originating from contract agreements and payables transactions entries
- Payments applied to subcontractor retention ("retention released") invoices

In addition, the new Subcontractor Transaction Detail report shows the details of payments billed, retained, and paid to subcontractors. This report is not currently designed to work if you use tax on Contract Agreements.

> ⚠ To display purchase order payment information correctly, we recommend having just one line per PO, but if you have multiple lines, each line must have its own receipt and each receipt must have its own invoice.

1. Select *Inquiry* > *Job Cost* > *Job Status*, and select a job. The Job Status window displays job costs by cost code.
2. Use the *Vendors* button to open the Job Transaction Inquiry - Vendor window. This button is disabled if you do not have the Advanced Subcontractor feature registered.
3. Use the following fields to filter and sort the vendor transactions that appear in the scrolling window:
   - **Vendor ID**
     The lookup shows vendors only for the selected job. All vendors that have a payables voucher associated with the job will display in the lookup. A vendor with no transactions may appear if that vendor is set up as a subcontractor for the job. If a job has no vendors or subcontractors, the lookup displays all vendors in the system, without any filtering.
   - **Job**
     The job defaults from the Job Status window.
   - **Sort By**
     You can sort transactions by Document Number, or by Date then Voucher Number.
   - **Include History**
     This checkbox defaults as marked; unmark the checkbox if you do not want any historical transactions to appear in the scrolling window.

If no transactions appear in the scrolling window, this may be because:

- The selected vendor is set up as a subcontractor on the job, but there are no transactions for the vendor.
- The selected vendor has a transaction in the work table and no posted invoices.
- The selected vendor has only historical transactions, and the History checkbox is not marked.

The following information displays in the scrolling window for each vendor transaction:

- **Type**
  Indicates whether the transaction is an invoice or a credit memo. Returns display as credit transactions. You can zoom on the Document Number to view the details of the return on the Returns Transaction Inquiry Zoom window.
- **Document Number**
  Shows the document number and allows you to zoom to the Payables Transaction Entry window, or If the transaction is a POP Shipment/Invoice, the Receiving Transaction Inquiry window opens. If the transaction is a POP Receivings Entry, the Purchasing Inventory Inquiry window opens.
- **Date**
  The invoice date is used when you select to sort transactions by Date (then Voucher Number).

- **Amount Invoiced**
  This is the total amount of the transaction, including retention (Invoice Gross of Retention).
- **Document Amount**
  This is the amount of the transaction, not including retention (Invoice Net of Retention). Tax is included for subcontractor invoices, and/or for vendors if tax was applied to the job.
- **Amount Remaining**
  This shows the invoice amount, minus any payments applied. You can zoom to the Payable Apply Zoom window for payment detail. You can select a transaction and zoom on the Document Number to view the details of the agreement. You can also zoom on the Amount Remaining to view details of the payable applied. You can expand the results in the scrolling window to view the following information as well.
- **Voucher Number**
  When transactions are sorted by Date, the voucher number is also the secondary sort field.
- **Transaction Description**
  This description defaults from the invoice.
- **Retention Withheld**
  If the vendor is a subcontractor, this field displays the original amount of retention that was withheld. This amount does NOT decrease as retention is paid.
- **Retention Remaining**
  If the vendor is a subcontractor, this field displays the amount of retention that remains to be paid. If a subcontractor has been paid, the amount remaining is zero.

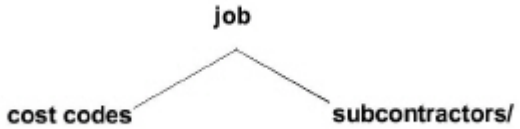
> ⚠ If a POP or PM invoice has multiple line items, when any line on the invoice is assigned to the job, the entire transaction amount appears on this window. However, all line items may not be related to the job. You can zoom on the invoice for line detail. Likewise, a credit memo displays when it was assigned to the selected job in the Distribution window, even if it was not applied to this job. You can zoom on the credit memo to see which job it was applied to.

Select *Print* to print the Job Transaction Vendor - Inquiry report, which includes all the detail from the window for payments billed, retained and paid to subcontractors.

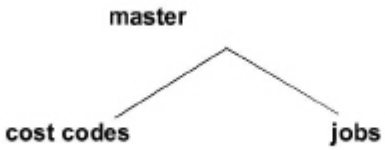
Using Master Subcontractors

You can set up master subcontractors as templates for vendors used on multiple jobs. If you use the same subcontractor on several jobs, you don't have to set up the subcontractor each time you create a job. Instead, you can create a master subcontractor and assign the jobs to that master subcontractor.

- **Subcontractor**: With subcontractors, you assign a subcontractor to a job. Therefore, the relationship of the subcontractor and cost codes to a job is as follows:



- **Master subcontractor**: With the master subcontractor feature, the relationship of a master subcontractor to a job and cost codes is as follows:



When you create a master subcontractor using the Master Subcontractors Maintenance window for a vendor that already exists as a subcontractor, that master subcontractor still exists as a subcontractor. The main differences are:

- The master subcontractor record is the parent record of the cost code and jobs.
- When you first create a master subcontractor, some information is copied to the Subcontractors Maintenance window and sub windows. See Create the Master Subcontractors (page 200).

Using master subcontractors involves the following:

- Setting Up and Creating Master Subcontractors (page 200)
  - Step 1: Set Up the Master Subcontractor Feature (page 200)
  - Step 2: Create the Master Subcontractors (page 200)
- Assigning a Job to a Master Subcontractor (page 201)
- Assigning a Cost Code to a Master Subcontractor (page 201)
- Entering Insurance Dates for a Master Subcontractor (page 202)
- Creating a Purchase Order for a Master Subcontractor (page 202)
  - Automatically Adding Cost Codes to a Subcontractor on a Purchase Order (page 203)
- Specifying Required Documents for a Master Subcontractor (page 203)

Setting Up and Creating Master Subcontractors

Step 1: Set Up the Master Subcontractor Feature

To use master subcontractors, you must mark the Use Master Subcontractors checkbox in the Subcontractor Options window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Subcontractor Setup > Subcontractor Options*.
2. Mark the **Use Master Subcontractors** checkbox.
3. Mark the **Track Insurance Dates in Detail (Many per Job)** checkbox to enable the *Insurance Dates* button in the Subcontractor Status and Master Subcontractor Maintenance windows and the ellipsis button in the Insurance Certificate field in the Subcontractors Dates window. You can enter insurance company information for each master subcontractor, including policy numbers and effective dates. Insurance fields are user-definable. See Set up master documents (page 193). See Entering insurance dates for a master subcontractor (page 202) for information on tracking insurance information.
4. Select *Save*.

Step 2: Create the Master Subcontractors

Subcontractors who work on several jobs can be set up as master subcontractors. Master subcontractors allow you to define your vendor-job relationship at the vendor level instead of at the job level.

1. Select *Cards > Job Cost > Master Subcontractor*.
2. Complete the following fields, as necessary.
   - **Master Sub ID**
     Use the lookup to select a vendor.
   - **Vendor Contract Type**
     Select a vendor contract type from the drop-down list. Choices are NTE, Lump Sum, and Unit Price.

- **Contract Date, Purchase Order #**
  Enter the contract date and purchase order number.
- **Retention %**
  If the master subcontractor already has a retention percentage entered for any cost codes, a message appears telling you that the subcontractor cost codes will be updated with the new retention amount. Select Continue to update the cost codes or Cancel to not update the cost codes.
- **Mod Rate, User-defined**
  These fields are informational only.
- **Submit Date, Resubmit Date, Approved Date, Disapproved Date**
  Enter the submit date, resubmit date, approved date, and/or disapproved date.

3. Select *Save*.

The *Stop-and-Go Light* indicator indicates whether the subcontractor is marked on hold in the Subcontractors Maintenance window. A red light indicates the subcontractor is on hold for a job. A green light indicates the subcontractor is not on hold. The Hold checkbox in the Master Subcontractors Maintenance window isn't used.

You can also do the following from the Master Subcontractors window:

- Assign a job to a master subcontractor.
- Assign a cost code to a master subcontractor.
- Enter insurance dates for a master subcontractor.
- Create a purchase order for a master subcontractor.
- Specify required documents for a master subcontractor.
- Manage lien waivers for a master subcontractor.

Assigning a Job to a Master Subcontractor

You can assign jobs to a master subcontractor using the *Add Jobs* button in the Master Subcontractors Maintenance window.

When you assign a job to a master subcontractor for the first time, information from all the fields in the Master Subcontractors Maintenance window is copied to the corresponding fields in the Subcontractors Maintenance window for that vendor. This information is copied only if a job was not previously assigned to the subcontractor in the Subcontractors Maintenance window.

> ⚠ If you save the Master Subcontractors Maintenance window, then reopen the window to make changes, none of the changes will copy to the Subcontractors Maintenance window.

1. Select *Cards > Job Cost > Master Subcontractor*.
2. Select a subcontractor, then select *Add Jobs*.
3. Select a job and complete the Subcontractors Maintenance window. See Adding subcontractors/vendors to a job (page 100).
4. Select *Save*.

To view a list of jobs assigned to a master subcontractor, select the *Stop-and-Go Light* indicator in the Master Subcontractors Maintenance window.

Assigning a Cost Code to a Master Subcontractor

You can assign cost codes directly to a master subcontractor. Once a job is assigned to a master subcontractor, the cost codes are automatically copied to the subcontractor record assigned to that job.

1. Select *Cards > Job Cost > Master Subcontractor.*
2. Select a subcontractor, then select the *Cost Codes* button.

3. Enter a **Cost Element**. The default is 2 (Materials).
4. Use the lookup to select a **Cost Code**, or select the *Add Cost Codes* button to select from the master cost code list.
5. If you do not want to print lien waivers for this cost code, mark the **Don't Print Lien Waivers** checkbox.
6. Select *Save*.

When you assign a cost code to a master subcontractor, you can view that job/subcontractor/cost code association in the Subcontractor Cost Codes window.

Entering Insurance Dates for a Master Subcontractor

You can enter insurance company information for each master subcontractor, including policy numbers and effective dates. If a policy expires, the vendor and all jobs the vendor is assigned to are put on hold.

1. Select *Cards > Job Cost > Master Subcontractor*.
2. Select a subcontractor, then select *Insurance Dates*.
3. Complete the following fields:
   - **Required**
     Mark the insurance policies that are required for this master subcontractor.
   - **Starting, Ending, Received**
     Enter the Starting, Ending, and Received dates. The ending date will be copied to the Required Date column in the Subcontractor Dates window for this subcontractor. The required date in the Subcontractor Dates window is automatically set to be the earliest ending date of the required insurance types in the Insurance Dates window. This date is copied to all jobs to which the subcontractor is assigned. If you do not enter an ending date for an insurance type that is marked as required, the subcontractor will be on hold.
   - **Required, Available**
     Enter coverage amounts. These fields are informational only.
   - **Company, Policy Number**
     For each insurance company, enter the company name and policy number.
4. Select *Save*.

Creating a Purchase Order for a Master Subcontractor

1. You can create a purchase order for a master subcontractor from the Master Subcontractors Maintenance window.
2. Select *Cards > Job Cost > Master Subcontractor.*
3. Select a **Subcontractor**, then select *Create PO.*
4. Complete the Purchase Order Entry window. See the *Microsoft Dynamics GP Purchase Order Processing Manual* for more information. The **Vendor ID** fills automatically from the Master Subcontractors Maintenance window.
5. When entering a purchase order for a master subcontractor, if you select a job to which the master subcontractor is not assigned, a message displays telling you that the selected vendor is not a subcontractor for the selected job. This allows you to assign that subcontractor to that job. Select *Yes* to add the master subcontractor to the job, or *No* to not add. If you select *Yes*, the Subcontractors Maintenance window opens. Complete the window.

> ⚠ If retention needs to be withheld, make sure you enter a contract amount in the Original Contract Amt field in the Subcontractors Maintenance window. Otherwise, retention will not be withheld from Purchase Order Processing or Payables Management.

Automatically Adding Cost Codes to a Subcontractor on a Purchase Order

To automatically add cost codes to a subcontractor when entering a purchase order, mark the Automatically Add Purchase Order Cost Code to Subcontractor checkbox in the Subcontractor Options window. This applies to cost codes assigned to a job that are not linked to a subcontractor in the Subcontractors Maintenance window.

You can automatically add cost codes from the Purchase Order Entry window and Item Detail Entry window.

Specifying Required Documents for a Master Subcontractor

You can specify if a document pertaining to this master subcontractor is required.

1. Select *Cards > Job Cost > Master Subcontractor*.
2. Select a subcontractor, then select *Master Subcontractor Documents*.
3. Mark the documents that are **Required** and select *Save*.
4. A message appears asking if you want to save the changes in this window only or save the changes in this window and roll down the changes to the subcontractor record associated with the job or jobs.
   Select *Save* or *Rolldown*.

Printing Lien Waivers

You print lien waivers for subcontractors as part of the payables check process. You can also track multiple lien waivers for the same job.

> ⚠ If the Pay When Paid option is marked in the Subcontractor Options window, you must release the invoices for payment before you can print lien waivers. See Releasing a Payables Hold (page 194).

- Setting Up Lien Waivers (page 203)
- Printing Lien Waivers With the Checks (page 203)

Setting Up Lien Waivers

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Subcontractor Setup > Subcontractor Options*.
2. Mark the Track **Multiple Lien Waivers per Job/Subcontractor** checkbox.
3. To specify a minimum amount that a check must contain before a lien waiver can be printed, enter that amount in the **Print Lien Waiver for Job When Check Payment to That Job Exceeds** field. This amount should be less than the check amount in Payables Management. If this amount is zero, which is the default, a lien waiver will print for all invoices.
4. Select *Save*.

Printing Lien Waivers With the Checks

You can print lien waivers as part of the check posting process in Microsoft Dynamics GP. You can also restrict the printing of lien waiver for specific cost codes. See Assigning a cost code to a master subcontractor (page 201) for more information.

> ⚠ Completed lien waivers are generated only for payables documents that are fully applied. If a payable has been processed that is not fully applied, a blank lien waiver will appear. Also, if you post checks using series posting or master posting, the Print Lien Waivers window will not appear.

1. Process and print checks as you normally would. See the *Microsoft Dynamics GP Payables Management Manual* for more information. When the check processing is finished, the Print Lien Waivers window opens. There might be a slight delay before the Print Lien Waivers window opens.
2. Enter a starting and ending check number for checks that have just been printed.
3. Select *Process*.

Managing Lien Waivers

You can view lien waivers, mark lien waivers as received, and reprint lien waivers using the Manage Lien Waivers window.

- Receiving Lien Waivers (page 204)
- Viewing Received Lien Waivers (page 204)
- Reprinting Lien Waivers (page 204)

Receiving Lien Waivers

1. Select *Cards > Job Cost > Master Subcontractor*.
2. Select a subcontractor and select *Manage Lien Waivers*.
3. Complete the following fields:
    - **Job Number**
      Select a job.
    - **Vendor ID**
      This field defaults to the vendor selected in the Master Subcontractors Maintenance window or Subcontractors Maintenance window.
    - **Display**
      Select the Unreceived radio button.
    - **Date Received**
      Mark this checkbox for the lien waiver(s) you want to receive, or select Mark All.
4. Select *Process*. To unreceive lien waivers, unmark the Date Received checkbox and select *Process*. To unreceive all lien waivers, select *Unmark All* before *Process*.

Viewing Received Lien Waivers

1. Select *Cards > Job Cost > Master Subcontractor*.
2. Select a **Subcontractor** and select *Manage Lien Waivers*.
3. Select a job in the **Job Number** field. The **Vendor ID** defaults to the vendor selected in the Master Subcontractors Maintenance window or Subcontractors Maintenance window.
4. Select the **Received** radio button.
5. To view the details of a check, mark the **Date Received** checkbox, then zoom on the **Check Number** field.

Reprinting Lien Waivers

1. Select *Cards > Job Cost > Master Subcontractor*.
2. Select a **Subcontractor** and select *Manage Lien Waivers*.
3. Select a job in the **Job Number** field. The **Vendor ID** defaults to the vendor selected in the Master Subcontractors Maintenance window or Subcontractors Maintenance window.
4. In the scrolling window, mark the checkbox next to the check(s) you want to reprint.
5. Select *Reprint*. The Print Lien Waivers window opens. The starting and ending check numbers default.

6. Select *Process*. The Printed field in the Manage Lien Waivers window updates with the current date for the lien waivers just printed.

Transfer Utility

Subcontractor feature users can transfer their information to the Advanced Subcontractor feature using a utility. Run this utility if you had been using the regular subcontractor feature but now use the Advanced Subcontractor feature. The utility will create subcontractor cost code records in all the required places to use the Advanced Subcontractor feature.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Job Cost > Subcontractor Transfer*.
2. Use the lookup buttons in the **From** and **To** fields to select a range.
3. Select *Insert >>*.
4. Select *Transfer*.
5. Select *Yes* to the message asking you to back up your Job Cost files before running the utility.

Subcontractor Contract Agreements

Subcontractor contract agreements allow you to create and manage contracts for subcontractors - for multiple jobs - and to track change orders and payments to those subcontractors. When you create a contract, you distribute the contract amount across the relevant cost codes. These cost codes must be assigned to the job.

> ⚠ You must have purchased the Advanced Subcontractor feature to use this function.

- A contract can have one of four statuses: Pending, Confirmed, Closed, and Canceled. Confirmed is the active status, and the only one in which you can create change orders and post payments. Pending allows you to start entering information before a contract being finalized and approved.
- Retention can be applied per cost code.
- A subcontractor can have multiple contracts on one job.
- Unposted costs are reflected in committed costs in Job Cost
- A contract can be closed, even if there is retention left to be paid.

> ⚠ A subcontractor contract agreement cannot be completed and all remaining payments created if **any** job on the agreement is closed. Please be aware of this functional requirement when closing related jobs.

Suppressing Taxes for Contract Agreement AP Transactions

In some non-US locales, taxes are suppressed when posting to jobs. You can suppress taxes on AP transactions created for contract agreements as well.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Setup Options*. The Job Cost Setup Options window opens.
2. Mark Suppress **Contract Payment tax update to Job Cost and Service Management.**
3. Select Save.

Customizing Labels for Contract Agreement User-Defined Fields

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > User-Defined Label Setup > Contract Agreement*. The User Defined Contact Agreement window opens.

2. Enter the names for the desired fields in the left column. Select *Save* when finished.

Creating Subcontractor Contracts

When you create a contract agreement, it defaults to a Pending state. This allows you to enter information before a contract is finalized, at which time, you would change the contract to Confirmed.

1. Select *Cards > Job Cost > Contract Agreement*. The Contract Agreement window opens.
2. Select a **Contract Vendor**, and enter a **Contract Number** and **Contract Name**.
3. Complete the following fields; some are filled automatically by the system and cannot be edited.
    - **Contract Status**
      Defaults to Pending. As soon as the Contract Agreement window is filled in and saved, you can change the status to Confirmed - the status used when the contract is active; payments and change orders can be created only if the contract is Confirmed. Canceled means the contract will no longer be active, meaning no further activity is allowed and the contract cannot be reversed. Closed means the contract has been completely fulfilled (all payments made).
    - **Original Contract Amount**
      Enter the total original contract amount. Once the contract status is Confirmed, the contract amount can be changed only with change orders.
    - **Change Orders**
      Fills automatically with the sum of all change orders applied to this contract.
    - **Contract To Date**
      Fills automatically with the amount of the original contract amount plus change orders minus any payments made.
    - **Tax Schedule**
      Enter the tax schedule to be used with this contract.
    - **Retention %**
      Enter the retention percent that will be withheld from payment until services are favorably satisfied. When you assign cost codes to this contract, you can enter unique retention percentages for each cost code, if necessary.
    - **Estimated % Complete**
      If you want to track estimated completion percentage, enter it here. This field is not updated by the system.
    - **Scheduled Start/Completion Dates**
      Enter the start and completion dates of the contract agreement.
    - **User-Defined fields**
      User-defined fields are used to store additional information. If your organization has defined these, consult with your Manager or Supervisor to determine if these are required.
4. *Save* the window. When a Confirmed contract agreement is saved, the costs become committed costs in Job Cost.
5. To distribute the contract amount to cost codes, select the *Add Cost Codes* button. The Available Contract Cost Codes window opens.
6. Select a **Job Number**. The available cost codes appear.
7. Select the cost codes to distribute. You can multi-select several by using CTRL-click and SHFT-Select. After selection, select the *Select* button. The window closes and the cost codes appear in the Contract Agreement window.

Choosing Costs Codes

1. In the Contract Cost Codes scrolling window, you can specify a **Retention%** and **Cost Code Cost**; this cost is the amount of the total contract amount you want to apply to this cost code.
2. The total of the distributed cost code amounts MUST equal the total contract amount; otherwise, you will receive a message and will not be able to save the contract agreement.

3. When finished distributed the contract amount, select *Save*. When you are satisfied with the information entered and ready to move forward with the contract agreement, change the **Contract Status** to Confirmed, then *Save* again. The *Change Orders* and *Payments* buttons will be enabled.

> While a contract is Pending, you can make changes and save as many times as you like, without affecting costs or balances. Only after confirming a contract will costs and amounts be updated.

Creating Change Orders for a Contract Agreement

Just as you can for jobs, you can create change orders for contract agreements and assign them per cost code.

1. Select *Cards > Job Cost > Contract Agreement.* The Contract Agreement window opens.
2. Select a contract agreement, then select the *Change Orders* button at the top of the window. The Contract Change Order Inquiry window opens. Any existing change orders are displayed in the window.
3. To create a change order, select *Add Change Orders* at the bottom right of the window. The Contract Agreement Change Order window opens.
4. Enter a **Change Order Number**. This number must be unique for every change order.
5. Enter a **Change Order Amount**. Retention % defaults from the Contract Agreement window.
6. To distribute the contract amount to cost codes, select the *Add Cost Codes* button. The Available Contract Cost Codes window opens.
7. Select a **Job Number**. The available cost codes appear. Using the lookup, you can select to display all cost codes or only the cost codes already assigned to the contract.
8. Select the cost codes to distribute. You can multi-select several by using CTRL-click and SHFT-Select. After selection, select the *Select* button. The window closes and the cost codes appear in the Contract Agreement Change Order window.
9. In the Change Order Contract Cost Codes scrolling window, you can specify a **Retention%** and **Cost Code Cost**; this cost is the amount of the total change order amount you want to apply to this cost code.
10. The total of the distributed cost code amounts MUST equal the total change order amount; otherwise, you will receive a message and will not be able to save the change order.
11. When finished distributed the change order amount, select *Save*. When you are satisfied with the information entered and ready to move forward with the change order, change the **Contract Status** to Confirmed, then *Save* again. When a Confirmed contract agreement change order is saved, the costs become committed costs in Job Cost and amounts are reflected in the Contract Agreement window.

Requesting Payments for a Contract Agreement

You can create payment requests for subcontractor agreements from the Contract Agreement window. When a payment is posted, a PM transaction is created and the **Contract To Date** field on the Contract Agreement window is updated with the new amount.

For users who have Enable GST for Australia marked in Company Setup Options, additional fields and a supplementary window are available to meet the requirements of various Building and Construction Industry Security of Payments Act in Australia. These Australia-specific fields and supplementary window are discussed at the end of this section. See Additional information for Australian users (page 208).

1. Open the Contract Agreement window (*Cards > Job Cost > Contract Agreement*) and select an agreement.
2. Select the *Payments* button at the top of the window. The Contract Agreement Payables Entry window opens. Most fields are filled automatically with contract agreement information.
3. The **Voucher Type** defaults to Invoice. You can also create credit memos. Enter a **Description** of your payment, such as *payment for subcontractor* X.
4. Enter a **Batch ID** (if not posting right away) and **Document Number**.
5. To start applying payments to cost codes, select the *Add Cost Codes* button. The Available Contract Cost Codes window appears.

6. The **Release Amount** defaults to the entire amount for that cost code for the current contract agreement. If this is a partial payment, change this amount.
7. When finished, you can save it to a batch to *Post*, or clear the Batch ID field and post immediately. As with any PM transaction, the following reports are available for viewing and/or printing:
    - Trx Entry Posting Journal
    - Trx Distribution Detail
    - Trx Distribution Summary
    - Trx entry Check Register
    - Checkbook Posting Journal

After a PM transaction has been posted, the Retention Withheld (if applicable), Cost Code Released, and Contract Released amounts in the Contract Agreement window are updated with the payment amount(s).

Additional Information for Australian Users

This section only applies to users who have **Enable GST for Australia** marked in the Company Setup Options window. The information below will only be available displayed if the **Enable GST for Australia** is marked. *(Microsoft Dynamics GP > Tools > Setup > Company > Company > Options)*

Claimed Amounts Recording

The Australian Building and Construction Industry Security of Payment Act 1999 is the primary legislative instrument regulating payment practices in the industry. The Act's objective is to promote the flow of progress payments by providing a statutory right under a construction contract to receive and recover payments relating to the carrying out of work and the supplying of related goods and services. For more information regarding this Act, visit http://www.procurepoint.nsw.gov.au/supplying/security-payment.
The Contract Agreement Payables Entry window has been updated to meet the requirements of various Building and Construction Industry Security of Payments Acts in Australia. In the Contract Agreement Payables Entry window, the following has been added:

- A **Claimed Amount** field has been added. This displays the total dollar amount of claims the subcontractor has submitted for the contract.
- An expansion button has been added to **Release Amount**. When you select this button, the new Contract Claimed Amounts window will open where you can view the sub-contractor's claimed amount and the released amount defaults from the previous window.

Contract Claimed Amounts Window

The Contract Claimed Amounts window has been added to assist with entering the approved payment and you can enter a reason in the comment field. In the Contract Claimed Amounts window, you can:

1. Edit the approved payment amount in the Release Amount field. If the amount is changed, the Release Amount in the Contract Agreement Payables Entry will update accordingly.
   The release amount cannot exceed the claimed amount.
2. Enter a comment in **Reason** Note. Select **Save** to close the Contract Claimed Amounts window. In the Contract Agreement Payables Entry window, you can either save the transaction to a batch or you can post the transaction.
   When the Claimed Amount is greater than the *Release Amount*, the sub-contractor must resubmit a claim for the remaining amount. For example, a sub-contractor claims $10,000, and only $7,000 is approved. The $7,000 is released for the payment. The remaining unapproved $3,000 is recorded on the transaction and the sub-contractor must resubmit a claim for that amount.

Viewing the Inquiry Windows

In addition to the existing Contract Agreement Payables Entry Zoom window, an additional zoom window has been created for the Contract Claimed Amounts Inquiry window.

1. Go to *Cards* > *Job Cost* > *Contract Agreement*.
2. Enter or select the contract vendor, then select **Contract Released** to zoom to the Contract Agreement Transaction Inquiry window.
3. In the Contract Agreement Transaction Inquiry window, select **Document Number** to zoom to Contract Agreement Payables Transaction Entry Zoom window.
4. Select the **Release Amount** expansion button to view the Contract Claimed Amounts inquiry window.

Viewing the Payment Schedule Report

The Payment Schedule report has been created that displays the cost code description, the total amount of the payment claim, and the scheduled amount. This report reflects all cost codes for each job as well as the comments entered in the Reason Note field of the Contract Claimed Amounts window. The report creates a separate page for each job.

Adding Subcontractors to a Job Record

Adding subcontractors to a job record involves the following steps.

Step 1: Assign a Subcontractor to a Job

1. Select *Cards* > *Job Cost* > *Job*.
2. Select a job and select *Subs/Vendors*.
3. Complete the remaining fields, as necessary.
   - **Job Vendor, Address**
     Enter a job vendor or select *Add Vendors* to select a vendor and let the Job Vendor and Address fields default from the vendor record.
   - **Vendor Contract Type**
     Select a vendor contract type from the drop-down list. Choices are NTE, Lump Sum, and Unit Price.
   - **Contract Date, Purchase Order #**
     Enter the contract date and purchase order number.
   - **Retention %**
     This amount defaults from the Job Maintenance record. You can select the expansion button to open the Retention window, which allows you to specify a maximum retention amount for the current contract. Enter a maximum retention amount and select *OK*. The retention withheld percent will be withheld from the subcontractor's invoices until the maximum retention amount is reached. Once the maximum amount is withheld, no more retention will be withheld for the subcontractor on the job.
     Retention will not be withheld if a job has a billing type of SOP.
   - **Mod Rate**
     Enter the modification rate of the contractor. This field is informational only.
   - **User-Defined**
     Enter user-defined information. These fields are informational only.
   - **Submit Date, Resubmit Date, Approved Date, Disapproved Date**
     Enter the submit date, resubmit date, approved date, and disapproved date. See Enter Required Dates for the Subcontractor (page 210) for information on using the Subcontractor Dates button.
   - **Original Contract Amt**
     This amount will be used to calculate the amended contract amount after any change orders. For

information on fields automatically updated, see Viewing Updated Subcontractor Status Window (page 195).

4. To print the Subcontractor Status report, select *File > Print.*
5. Select *Save*.

Step 2: Assign a Subcontractor to a Cost Code

The subcontractor must be assigned to a cost code for retention to be calculated.

1. Select *Cost Codes* in the Subcontractors Maintenance window.
2. Select *Add Cost Codes* to add a cost code for the subcontractor on the selected job. The cost code must already be assigned to the job. See Adding Cost Codes to a Job (page 94). You can assign numerous cost codes to a subcontractor. You can also assign one cost code to multiple subcontractors. Accounts payable or purchase order transactions posted to a subcontractor cost code will automatically have retention withheld, based on the retention percent assigned to the subcontractor in the Subcontractors Maintenance window.
3. If you do not want to print lien waivers for this cost code, mark the **Don't Print Lien Waivers** checkbox.
4. To print a report listing all cost codes assigned to the subcontractor on the job, select *File > Print* in the Subcontractor Cost Codes window.

Step 3: Enter Required Dates for the Subcontractor

1. Select *Subcontractor Dates* in the Subcontractors Maintenance window.
2. The Subcontractor Dates window lists required items. Required items are defined in the Subcontractor Master Documents window. See Set Up Master Documents. Enter a date for each required item.
3. Once an item is received, mark the **Received** checkbox and enter the date received. If you have required documents entered in the Insurance Dates window, select the ellipsis button in the Insurance Certificate Required Date field to enter the received date. Likewise, select the ellipsis button in the Lien Waiver Required Date field to enter received dates for lien waivers. See Entering Insurance Dates for a Master Subcontractor and Managing Lien Waivers (page 204) for more information.

   If a required item is not submitted by the date listed, the subcontractor for the job will be marked on hold in the Subcontractors Maintenance window. A star indicates the item was not received by the required date. The subcontractor for this job will remain on hold until the item is received.
4. Select *Save*.

Project Level

Job Cost's optional Project Level feature allows you to combine multiple jobs into a project so that you can view jobs from the project level. This may be useful if you have multiple divisions working together to complete a single contract, but each division works on its own job. The Project Level feature allows for *fixed (cost of construction)* and *time and materials (T&M)* projects. In addition, you can set up *reimbursable expense* jobs to bill projects for reimbursable expenses (such as travel, mileage, and hotels) incurred on jobs. The Project Level feature also features project-level billing, which allows you to create a schedule for billing multiple jobs on a single invoice. Project-level invoices can be created with or without bill codes. Third-party billing is supported in project-level billing. Project-level billing creates a single Accounts Receivables transaction while distributing revenue to multiple jobs, divisions, or General Ledger accounts.

For purchasing information, contact WennSoft Sales.

Project Level invoicing does not support:
- Multicurrency
- Payment terms with discounts

- Using the Project Status Inquiry Window (page 211)
- Setting Up Project-Level Billing (page 212)
- Creating Project Invoices (page 213)
- Applying Credit Memos to Project Invoices (page 215)
- Printing Project Number Reports (page 216)
- Billing Project Allocated Revenue and Cost Plus Billing Projects (page 216)

Using the Project Status Inquiry Window

You can view project details in the Project Status window, which summarizes information for all jobs assigned to the project. You can view project information in the Project Status window, which summarizes cost, billing, and revenue at a project level. You can drill down to job-level detail, cost codes, and transaction-level detail. You can also view current contract amount, contract-to-date, expected contract data, billed position, contract earned, and cash position at a project level. Unposted, committed, posted, estimated, and forecasted costs are listed for the project cost elements. Labor units and contract information are also shown. Information is also available on the contract status and billed position of the project. You can also view and print posted project invoices.

Select *Inquiry* > *Job Cost* > *Project Status*.

- **Creating a project**
  Zoom on the Project Number field to open the Project Maintenance window where you can create a project. Complete the project information and select *Save*. See Setting Up Projects (page 36) for more information.
- **Viewing project job status**
  Select the ellipsis button in the Project Number field to open the Project Job Summary window. Zoom on a job to open the Job Status window.
  The printer button in the Project Number field is visible only if the Project Manager's Advisor feature is registered. It allows printing reports by project number. See Project Manager's Advisor feature for details.
- **Viewing unposted costs**
  Select *Unposted Costs* to open the Project Unposted Cost by Job window to display unposted cost by job for the project. Select the job row to view additional job information and then zoom to the Job Status window by selecting the Job Number header. Select Print to print the Project Status report. See Project Status[19] in the Reports guide.
- **Viewing contract status**
  Select *Contract Status* to open the Project Contract Status window to display detailed contract information.
- **Viewing billed position**
  Select *Billed Position* to open the Project Billed Position window to display detailed billing information for the project.
- **Viewing and reprinting posted project invoices**
  Select *Billing* to open the Project Billing Inquiry window to display the project invoices. You can reprint a posted invoice from this window by selecting the invoice, selecting *Print*, and then selecting the invoice SSRS report. You can zoom on the customer name and the amount remaining by selecting the invoice and then selecting the appropriate zoom.

19. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620320768/Project+Status

Notes:

- If any job on the original project invoice is no longer open, a project invoice cannot be reprinted.
- Project-level invoices with a Project Allocated Revenue billing type cannot be reprinted.

Setting Up Project-Level Billing

Project-level billing allows you to bill customers by project instead of by job. Multiple jobs are billed on one project invoice. Each project-level billing creates one Receivables Management invoice and updates the billing information for all jobs billed on the invoice.

Project Level invoicing does not support Multicurrency.

- Step 1: Set Up a Project (page 212)
- Step 2: Assign Jobs to the Project (page 212)

Step 1: Set Up a Project

See Setting Up Projects (page 36).

Step 2: Assign Jobs to the Project

1. Select *Cards* > *Job Cost* > *Job*.
2. Complete the following fields:
   - **Job Number, Description**
     Enter a job number and description.
   - **Project Number**
     If this is a project bill code job, enter the number of a project that has the Project Bill Code checkbox marked in Project Maintenance.
   - **Architect ID**
     If an architect ID was assigned to the project in the Project Maintenance window, that architect defaults to the job record.
   - **Billing Type**
     If this is a project bill code job, select Project Bill Code from the drop-down list. If this isn't a project bill code job, choose a billing type of Project Standard Billing.
3. Complete the remaining fields in the Job Maintenance window. See Creating a Job Record (page 88) for information on completing this window.
4. Select *Save*.

You cannot change a job's project number or billing type once a project-level invoice has been posted or saved to the job.

Creating Project Invoices

In the Project Invoice Entry window, you can create a schedule for billing multiple jobs on a single invoice. Project-level invoices can be created with or without bill codes. Third party billing is supported in project-level billing. Project-level billing creates a single Accounts Receivables transaction while distributing revenue to multiple jobs, divisions, or General Ledger accounts. Credit memos can also be created in this window. A posted project invoice can be reprinted from the Project Status window. See Using the Project Status Inquiry Window (page 211) for more information.

1. Select *Transactions > Job Cost > Project Level Billing*.
2. Complete the following fields, as necessary.
    - **Document Type**
      Select a document type.
    - **Document Number**
      Enter a document number or accept the default.
    - **Project Number / Description**
      To create a project bill code invoice, enter a project bill code project number. The project description displays.
    - **Bill To Customer, Bill To Customer Name**
      These fields default from the selected job. You can accept the default or you can select a different customer.
      If you select a different customer, the Bill To address that prints on the invoice is the Bill To address set up in Customer Maintenance.
    - **Project Customer ID, Project Customer Name**
      These display-only fields default from the project number selection.
    - **Document Date**
      The Document Date completes defaults from the system date, however you can change this.
    - **Batch ID**
      You can assign project bill code invoices and non-project bill code invoices to the same batch, but you can't print either type of invoice from the Receivables Batch Entry window. You must print them from the Project Invoice Entry window.
    - **Tax Schedule ID**
      The Tax Schedule ID defaults.
    - **PO Number**
      Enter a purchase order number, as needed.
    - **Currency ID**
      The Currency ID defaults.
    - **As of Date**
      The As Of Date defaults as the system date, however you can change this.
    - **Job Number**
      Enter a job number.
    - **Calculate Sales Tax on Billing Amount**
      This checkbox is located at the bottom of the window. If you are using a Retention Percent, mark this checkbox to calculate the sales tax on the Billing Amount. If unmarked, the sales tax is based on the subtotal amount (Billing Amount - Retention Amount). There are currently five states (WA, NV, TX, OH & DE) that require that sales taxes on the Job Cost invoices be calculated based on the gross receipts (sales amount not reduced by retention). The checkbox setting defaults from the Project Maintenance window but can be marked/unmarked in the Project Invoice Entry window. Taxes are recalculated when the checkbox is marked/unmarked.
3. If this is a project bill code invoice, when you tab off the **Job Number** field, the Schedule Invoice window opens. Use this window to assign bill code amounts to be billed at the job-level.
4. In the Schedule Invoice window, complete the following fields:

- **Application Number**
  When you save the invoice, the application number rolls down to all jobs assigned to that project on that invoice.
- **Period To**
  Enter the last day of the billing period for the invoice.
- **Bill Code Number, Description, Account Number, Schedule Value, Previous Billings, Bill %, Current Due**
  Enter the bill code information and billing amounts or percentages.
- **Current Bill**
  Select the expansion button in the Current Bill field to open the Application For Payment window. Complete the window as usual. The retention amount entered in the Retention Withheld field will override the retention percent entered in the Job Maintenance window.
  When you bill for retention due on a project-level invoice, retention must be invoiced at the job level.

5. Select *Save* to close the Schedule Invoice window and return to the Project Invoice Entry window.
6. In the **Bill** column, mark the job(s) to include on the invoice. You can manually mark or unmark the jobs or you can use the *Mark All* and/or *Unmark All* buttons in the button bar at the top of the window.
7. If this is a non-project bill code invoice, you can edit the **Current Billing Subtotal** field. The current billing subtotal is set based on posted costs for the job and profit types assigned to the job's cost code.

   If you edit the current billing subtotal amount in the Project Invoice Entry window, the entire amount billed will be applied to the Labor cost element. To edit the amount billed at a cost-element level, select the expansion button in the Current Billing Total field to open the Project Job Billing window. Edit the amounts billed and select *Save*. If this is a project bill code invoice, when you select the expansion button in the **Current Billing Total** field to open the Project Job Billing window, only the Retention Due field can be edited. Use this window to issue a retention invoice for project bill code jobs.
   The **Current Billing Total** field is automatically calculated based on the current billing subtotal and retention withheld for the job. If you edit the current billing subtotal, the retention withheld and subtotal are automatically updated. For project bill code invoices, the expansion button in the **Current Billing Subtotal** field opens the Schedule Invoice window.
8. In the Project Invoice Entry window, select the *Print* button.
   - If the invoice is a non-project bill code invoice, the JC Project Invoice report prints.
   - If the invoice is a project bill code invoice, the project-level version of the Application for Payment invoice prints. The report will print all bill codes with the same project number and invoice number. If the same bill code exists on more than one job on the project, the report will print one line item that totals all the same bill codes on the project. You can also select *File* > *Print* to print the Project Invoice Edit List, which lists jobs assigned to this invoice.
9. In the Project Invoice Entry window, select *Save*.

Viewing Billed Position from the Project Invoice Entry Window

1. Select *Transactions* > *Job Cost* > *Project Level Billing*.
2. Select the project and then select the job in the scrolling window.
3. With your cursor focused on the job row, select the blue arrow to the right of **Reimbursable** in the scrolling window header.
4. The Project Job Billing window displays.
5. Zoom on **Retention Due**.
6. The Billed Position and Billed Amounts window displays for the selected job.

Applying Credit Memos to Project Invoices

The Microsoft Dynamics GP Apply Sales Documents window is used to apply credit memos and payments to invoices. To assist you with locating unpaid project invoices that were included in the job referenced by the credit memo, use the Signature Credit Apply window.

- Applying the Credit Memo to the Document Amount (page 215)
- Applying a Specified Credit Memo Amount to a Project Invoice (page 215)

Applying the Credit Memo to the Document Amount

1. To access the Apply Sales Documents window, go to *Transactions > Sales > Apply Sales Documents*.
2. Enter the **Customer ID** used as the Bill to Customer for the project invoices or use the Customer ID lookup to select the appropriate customer.
3. In the **Type** field, select *Credit Memo*.
4. Select the **Document Number** you wish to apply as a credit memo using the lookup provided. When using the lookup, a list of Open (unapplied) Cash Documents display.
5. Select the project invoice to open the Signature Credit Apply window.
6. In the Signature Credit Apply window, only the matching job numbers associated with the credit memo and the select project invoice display.
7. Mark the checkbox(es) for the job numbers that the credit memo should be applied. The maximum amount that can be applied is dependent on the Document Amount displayed for that job.
   For example:
   - Credit memo amount is $1000.
   - Document Amount for a job is $500.
   - $500 would be applied to the job.
   - Unapplied Amount shows the remaining $500 Unapplied Amount.
8. Select *OK* to apply the credit memo amount to the selected job number(s) and to close the Signature Credit Apply window.
9. On the Apply Sales Document window, the Unapplied Amount displays any remaining credit memo amount. (As in the example above, $500 is displayed in the Unapplied Amount.)
10. You can repeat the process to continue applying the credit memo to additional project invoices.

Applying a Specified Credit Memo Amount to a Project Invoice

In addition to the steps in the previous section, you also have the option to apply a specific amount of the credit memo to a project invoice.

1. To access the Apply Sales Documents window, go to *Transactions > Sales > Apply Sales Documents*.
2. Enter the **Customer ID** used as the Bill to Customer for the project invoices or use the Customer ID lookup to select the appropriate customer.
3. In the **Type** field, select *Credit Memo*.
4. Select the **Document Number** you wish to apply as payment using the lookup provided. When using the lookup, a list of Open (unapplied) Cash Documents display.
5. To the far right of the project invoice, enter the specific **Apply Amount**.
6. Mark checkbox to the left of the project invoice to open the Signature Credit Apply window.
7. In the Signature Credit Apply window, only the matching job numbers associated with the credit memo and the selected project invoice display.
8. Mark the checkbox(es) for the job numbers that the credit memo should be applied.

If the job on the invoice matches the job on the credit memo, it will default in the amount from the credit memo. If the Remaining Amount is less, then it would use the Remaining Amount. You can override the default to go up to the Remaining Amount as long as the total is not more than the Unapplied Amount on the credit memo.

9. Select *OK* to apply the credit memo amount to the selected job number(s) and to close the Signature Credit Apply window.
10. On the Apply Sales Document window, the Unapplied Amount displays any remaining unapplied credit memo amount.
11. You can repeat the process to continue applying the credit memo to additional project invoices.

Printing Project Number Reports

You can print Project Number reports directly from the Project Status window by choosing the printer button. Each report prints for the project you are viewing.

The following Project Number reports can be printed:

- Backlog
- Costs by Period
- Employee Summary
- Job Schedule
- Labor Summary
- Over (Under) Billing
- Profit and Loss
- Project Billing
- Retention

For examples of these reports, see Printing Project Number Reports (page 216) in the Dexterity reports section of the Signature Reports documentation.

Billing Project Allocated Revenue and Cost Plus Billing Projects

The Project Allocated Revenue and Cost Plus Billing project types allow for *fixed* and *time and materials (T&M)* projects, respectively. In addition, you can set up *reimbursable expense* jobs to bill projects for reimbursable expenses (such as travel, mileage, and hotels) incurred on jobs.

For fixed contract or cost of construction projects, you can calculate invoice billing amounts based on the percentage of revenue allocated per bill code for each job. The phases of a project are represented by bill codes, which define the amount of revenue allocated and billed per phase. The Project Allocated Revenue project type is used exclusively for fixed projects.

For T&M projects, you can bill project labor on an hourly basis, based on a flat rate per hour, using profit types and/or labor rates. You can also apply non-labor transactions. The Project Trx Level project type is used for *Cost Plus* jobs.

The setup and billing processes differ between Fixed and T&M projects. Refer to the appropriate section below for more information.

See also:

- Project Allocated Revenue (PAR) Projects (page 217)
- Cost Plus Billing / Project Transaction Level Projects (page 219)

Project Allocated Revenue (PAR) Projects

Fixed contract projects are set up using the Project Allocated Revenue project type. Labor jobs assigned to this project use the Project Allocated Revenue billing type, and if any reimbursable expense jobs are included, they use the Project Transaction Level billing type.

Complete these steps in the exact order shown below. Project bill codes are not added until later in the setup process. If the project contains reimbursable expenses, those bill codes will be set up before the project bill codes.

- Step 1: Set Up a PAR Project (page 217)
- Step 2: Create Bill Codes for Reimbursable Expenses (page 217)
- Step 3: Set Up Jobs With Contract Amounts (page 217)
- Step 4: Set Up Project Bill Codes (page 218)
- Step 5: Allocate Revenue Percentage to Job(s) per Bill Code (page 218)
- Step 6: Enter Billable Amounts for Current Invoice per Bill Code (page 219)
- Step 7: Confirm Billing Amounts for Each Job (page 219)
- Step 8: Post the Batch and View Billed Amounts (page 219)

Step 1: Set Up a PAR Project

You must set up a PAR project to use the Project Allocated Revenue project type.

1. Select *Cards* > *Job Cost* > *Project*. The Project Maintenance window opens.
2. Select a project or create a new one. In the **Project Type** field, select **Project Allocated Revenue**.
3. *Save* the project.

Step 2: Create Bill Codes for Reimbursable Expenses

If you are billing for reimbursable expenses on this project, create bill codes for reimbursable expenses at this time. Bill codes serve as a holding tank; no dollar amounts are required here, as actual amounts come from posted transactions. Later, you will use these bill codes to create a reimbursable job to associate with this project. This allows you to bill reimbursable expenses against the project.

1. Select *Bill Codes*. The Project Bill Codes window opens.
2. Complete the necessary information, and mark the **Reimbursable** checkbox.
3. When you are finished, select *Save*.

Step 3: Set Up Jobs With Contract Amounts

In this step, you will create the jobs associated with the project, enter contract amounts, and set the necessary options for percentage of allocated revenue billing.

1. Select *Cards* > *Job Cost* > *Job*. The Job Maintenance window opens.
2. Select the **Project Number** for the fixed project that you set up earlier.
3. Enter the **Functional Contract Amount** expected for this job.
4. Complete the remaining fields, as necessary. The Contract Type is set automatically to **Fixed**. The Billing Type is set automatically to **Project Allocated Revenue**.
5. Save the job. Repeat these steps for the remaining jobs assigned to this project.

Creating Reimbursable Expense Jobs

If you are billing for reimbursable expenses, you must create a reimbursable expense job. This allows you to bill for reimbursable expenses against this project. Reimbursable expense amounts are billed each time non-labor billable expenses are posted to the job, based on the profit amount (for profit type on cost code).

When you have set up the job to be reimbursable, you can assign a cost code to this reimbursable job, then select on the *Bill Codes* button. This will bring in the ONE bill code you have assigned to the project as "Reimbursable."

1. Select *Cards > Job Cost > Job*. The Job Maintenance window opens.
2. Select the **Project Number** for the fixed project that you set up earlier.
3. Mark the **Reimbursable** checkbox. The Contract Type is set automatically to **Cost Plus**. The Billing Type is set automatically to **Project Trx Level**.
4. Save the job.
5. Create the appropriate cost codes, with profit amount, for reimbursable expenses.
6. Select the *Bill Codes* button. The reimbursable bill code created for the project will be copied to the Job Bill Codes window. This will be the only bill code assigned to this job and all transactions posted to the job will be calculated using the profit type/billing amount, and then the sum of the billing amounts will be added to the one bill code.

Step 4: Set Up Project Bill Codes

In this step, you will set up project bill codes (for labor and other costs), and enter the percent of revenue allocated for each bill code. Later, these bill codes will be copied down to the appropriate jobs.

1. Select *Cards > Job Cost > Project*. The Project Maintenance window opens.
2. Select a project. Notice the Project Expected Contract field fills automatically. This amount represents the total fee for services rendered and is calculated as the sum of all contracts for all jobs that are associated with this project.
3. Select *Project Level Bill Codes* button. The Project Level Bill Codes window opens.
4. Fill in the initial fields, including Bill Code Number, Cost Element, and so on.
5. In the **% Allocated** field, enter the percent of revenue allocated to this bill code; the dollar amount fills automatically based on this percentage. For example, if this bill code is for labor, and you estimate that labor will make up 60% of the cost for this bill code, enter 60%. You can also select to enter a dollar amount in the **Revenue Allocated** field instead, and the % Allocated is calculated automatically.
6. Save the bill code.

Repeat the steps above to add more bill codes, as needed. The allocated revenue for all bill codes must add up to 100%.

Step 5: Allocate Revenue Percentage to Job(s) per Bill Code

In this step, you will distribute the revenue from each bill code across jobs, by entering the percentage or dollar amount allocated per bill code for that job. For example, if project bill code A is $400.00, and you want 50% of that amount to be allocated to job A, you would enter 50.00 or a dollar amount of $200.00.

1. Select *Cards > Job Cost > Job*. The Job Maintenance window opens.
2. Select a job.
3. Select the *Bill Codes* button. The Bill Codes window opens.
4. Enter either a **Total Billable Amount** or **% Allocated**. The field you do not fill in is calculated automatically.
5. Save the bill code. You will know it is 100% allocated when you see the Difference display field at $0.00.

Step 6: Enter Billable Amounts for Current Invoice per Bill Code

Once the project and job(s) are set up properly, you can create invoices. The first step is entering the billable amounts for invoices per bill code.

1. Select *Cards > Job Cost > Project*. The Project Maintenance window opens.
2. Select a project.
3. Enter either a percentage - in the **% Complete** field - or a dollar amount - in the **Current Bill** field, to specify the amount from this bill code to be billed to the customer each time.
4. Save the project. This billable amount will roll down to each job associated with the current project.

Billable Amounts for Reimbursable Expense Jobs

The billable amount for reimbursable expenses comes from the profit type/billing amount as defined by the profit type for the reimbursable job bill code. For billing amounts to appear on invoices, you must A) make sure the Profit Amount is filled for that cost code, and B) there are posted transactions against this job and cost code for expenses.

Step 7: Confirm Billing Amounts for Each Job

1. Select *Cards > Job Cost > Job*.
2. Select a job.
3. Select *Bill Codes*. Select a bill code. The amount to be billed on the next invoice appears in the **Amount per Invoice** field; the percentage appears in the **Bill %** field.

Invoicing

When projects and jobs have been set up, and billing amounts have been determined, you are ready to create invoices to send to the customer. You create invoices using the Project Invoice Entry window.

1. Go to *Transactions > Job Cost > Project Level Billing*. The Project Invoice Entry window opens.
2. Tab through and select a **Project Number**.
3. Enter a **Batch ID** and fill other fields, as necessary.
4. Select the jobs to be billed. As soon as you mark the checkbox, the **Current Billing Subtotal** amount fills in.
5. Make changes, if necessary. Use the expansion button next to Current Billing Subtotal to view/change individual transactions associated with this invoice, and to change the current bill amount, if necessary.
6. Select a transaction and then the *Select* button. Enter a new **Current Bill** amount and select *Save*.
7. From the Project Invoice Entry window, save to batch.

Step 8: Post the Batch and View Billed Amounts

After you post the project invoice batch, you can view the updated billed totals in the project bill codes.

Cost Plus Billing / Project Transaction Level Projects

Time & Material (T&M) projects are set up using the Cost Plus Billing project type (for projects) and Project Trx Level billing type (for labor jobs). For projects that include reimbursable expense jobs, the billing type for those jobs is also Project Transaction Level. Make sure to follow the steps in the exact order shown below.

- Step 1: Set Up a Cost Plus Billing Project (page 220)
- Step 2: Set Up Jobs With Cost Codes and Bill Codes (page 220)
- Step 3: Confirm Project Bill Codes for Cost Plus Billing Project (page 220)

- Invoicing (page 220)

Step 1: Set Up a Cost Plus Billing Project

In this step, you will create a T&M project but without bill codes; these will be copied from the T&M job that you will create in the next step.

1. Select *Cards > Job Cost > Project*. The Project Maintenance window opens.
2. Select a project or create a new one. Enter a **Project Number** and **Description**, then fill the remaining fields as necessary.
3. In the **Project Type** field, select **Cost Plus Billing**.
4. Save the project.

Step 2: Set Up Jobs With Cost Codes and Bill Codes

In this step, you will create the T&M jobs, cost codes, and bill codes.

1. Select *Cards > Job Cost > Job*. The Job Maintenance window opens.
2. Select the **Project Number** for the Cost Plus Billing project that you set up earlier. The Contract Type is set automatically to **Cost Plus**. The Billing Type is set automatically to **Project Trx Level**.
3. Fill the remaining fields, as necessary.
4. Save the job.
5. Select *Cost Codes*. Create cost codes and save. These are saved as bill codes to the project.
6. Select *Bill Codes*. Bill codes will be created automatically based on the cost codes, and created the job bill codes.
7. Save all windows and the job.

Step 3: Confirm Project Bill Codes for Cost Plus Billing Project

In this step, you will re-open the Cost Plus Billing project and confirm that the bill codes were created from the T&M job(s). See Creating Project Invoices (page 213) for more information.

1. Select *Cards > Job Cost > Project*. The Project Maintenance window opens.
2. Select the Cost Plus Billing project.
3. Select *Bill Codes*. Use the browse buttons to select the bill codes. Make any changes, if necessary.
4. Save the bill codes and the project.

Invoicing

When projects and jobs have been set up, and billing amounts have been determined, you are ready to create invoices to send to the customer. Use the Project Transaction Level Billing window to include/exclude transactions associated with the Bill Code. You can also use this window to move a cost transaction to either another job, cost code, or an unbillable cost code.

1. Go to *Transactions > Job Cost > Project Level Billing*.
2. In the Project Invoice Entry window, tab through and select a **Project Number**.
3. Enter a **Batch ID** and complete the other fields, as necessary.
4. In the Bill column, mark the jobs to be billed. (You can manually mark/unmark or you can use the Mark All and/or Unmark All button on the menu bar.)
5. The **Current Billing Subtotal** amount updates to include the billing amounts from the marked jobs. Make changes, if necessary.
6. Select a job and then use the expansion button next to the Current Billing Subtotal column header to open the Project Transaction Level Billing window.

7. In the Project Transaction Level Billing window, the following fields default from the Project Invoice Entry window:
    - Document Type
    - Document Number
    - Project Number/Description
    - Job Number/Description
    - As of Date (this date can be edited)
8. To view the transactions associated with the Bill Code(s) in the bottom table, you can use the **Filter Transactions By**:
    - **Bill Code**
      You will need to select a bill code to view the associated transactions.
    - **All**
      Displays all transactions on associated bill codes.
9. In the footer section of the window, the **Contract Remaining** amount is broken out by the **Contract to Date** amount and the **Gross Billed to Date** amount.
10. In the table directly below the header information, the following bill code information associated with the job displays:
    - **Bill Code/Description**
      Displays the Bill Code and its description.
    - **Schedule Value**
      Displays the schedule value for the bill code.
    - **Previous Billings**
      Displays the total amount of previous billings.
    - **Current Due**
      Displays the current amount due.
    - **Current Bill**
      Displays the current bill. If you unmark a transaction for this bill code, the current bill amount updates.
    - **Total Billed**
      This displays the total amount billed for the displayed bill codes. If you've excluded any amounts in the table below, this amount updates.
11. In the bottom table, the transactions display based on the Transaction Filter and include the following information:
    - **Cost Code/Description**
      Displays the Cost Code.
    - **Source**
      Displays the source abbreviation.
    - **GL Post Date**
      Displays the General Ledger Post Date.
    - **QTY/Hours**
      Displays the quantity or hours.
    - **Employee ID**
      Displays the Employee ID, if appropriate.
    - **Last Name**
      Displays the last name of the employee.
    - **Bill Amount**
      Displays the bill amount.
12. The Cost Codes default as marked (to be included). You can manually unmark/mark the individual transactions to exclude/include the transaction from the invoice or you can use the Unmark All/Mark All buttons on the menu bar. If you manually unmark a cost code transaction, the cost is marked to be Moved. If you select the checkbox again, the checkbox is cleared and will not be moved or included in the billing.
    - The Mark All/Unmark All buttons are not available for Project Allocated Revenue (PAR) projects, Cost Plus Billing (CPB) jobs, and/or all reimbursable jobs.

- **Mark All** will mark all transactions to be included. If a transaction is marked to be Moved and you select Mark All, the transaction checkbox changes the Move icon to a marked checkbox to be included in the billing.
- **Unmark All** will unmark any transactions that have been marked to be included OR Moved.

13. Select *Save* to return to the Project Invoice Entry window. If you have excluded any transactions, the job's current billing subtotal amount is updated in the Project Invoice Entry window.
14. From the Project Invoice Entry window, *Save*.

Moving a Cost Code Transaction

You can move a cost code transaction to either another job, cost code, or an unbillable cost code. The date for the job transaction is the **Document Date** of the invoice.

1. In the Project Transaction Level Billing window, select the marked checkbox to the right of the cost transaction to be moved. The checkbox now displays the **Move** indicator.
2. From the menu bar, select *Move*.
   If you have some transactions marked to be included in the billing and other transactions to be moved, the Move button is disabled.
3. The Job Transaction Entry window opens.
4. Enter the **Reference**.
5. The **Credit entry** is automatically filled with the cost transaction.
6. Enter the **Debit entry**.
7. *Post* or *save* this to a batch.

Project Manager's Advisor

The Project Manager Advisor (PMA) feature in Job Cost enhances the Project Level feature by adding security, a detailed labor breakdown view, and the capability to print automatically sorted project and job reports. The Project Level feature is not required to run the PMA feature. The PMA feature is optional.

For purchasing information, contact WennSoft Sales.

See also:

- Setting Up Project Manager Security (page 222)
- Viewing Labor Breakdown (page 223)
- Viewing Job Status by Project Manager (page 223)
- Printing Project Manager Advisor Reports (page 223)

Setting Up Project Manager Security

In addition to the standard security options specified in the User Profile Setup window, you can set security for viewing job status, job history, and divisions if you are using the Project Manager's Advisor feature.

1. Select *Microsoft Dynamics GP* > *Tools* > *Setup* > *Job Cost* > *Security Setup* > *User Profile*.
2. Enter user profile information. See Setting up security (page 23) for more information.
3. Select one of the following options for the user's ability to Open Payroll Entry Zoom, View Job Status, View Job History, and View Divisions:

- **All**
  The user can view job details for all employees.
- **Assigned Jobs**
  The user can only view job details of jobs that the user is assigned to as project manager. If the Project Level feature is registered, the project managers will be limited to viewing their own projects.
- **None**
  The user cannot view job details.

4. Select *Save*.

Viewing Labor Breakdown

You can view details of labor units and amounts for open jobs in your project.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a **Job**, then select *Labor Breakdown*. You can view the breakdown of the estimate labor units (usually hours), actual units, and percentage complete for each cost code in the Labor Breakdown Unit window.
3. Select the Amount tab to open the Labor Breakdown Amount window where you can view the breakdown of cost amounts for each cost code on the job, including estimate cost, posted cost, gain or loss to date, estimate complete, projected cost, and trended gain or loss. The trended gain or loss is the predicted gain or loss for the cost code and is automatically calculated based on the field percent complete for the cost code. The field percent can be entered in the Cost Codes Detail window, which is opened by zooming on the cost code.
4. In either the unit or amount view, select the printer button to select a report to print. For more information, see Printing Project Manager Advisor Reports (page 223).
5. From either the unit or amount view, select a **Cost Code** and zoom on the **Cost Code Number** field to view cost code detail information.

Viewing Job Status by Project Manager

You can view the job status by project manager using the Project Manager Summary window.

1. Select *Inquiry > Job Cost > Job Status*.
2. Select a **Job**, then select the ellipsis button in the Project Manager field. The Project Manager Summary window lists the contract and billing information for all jobs associated with the project manager.
3. Double-click a job to view the job status of any job associated with this project manager.

Printing Project Manager Advisor Reports

Project Manager Advisor (PMA) reports limit project managers to viewing reports for the jobs they are assigned. Each report prints only for the job you are viewing. PMA reports can be printed by choosing the printer button in the Job Status, Cost Code Summary, Cost Codes Detail, and Labor Breakdown windows.

The following PMA reports can be printed:

- Job Labor
- Job Status
- Audit Costs
- Audit Billing
- Change Order Summary
- Estimate Variance
- Projected Variance
- Quantity Variance
- Profit and Loss

- Job Schedule
- Over (Under) Billing
- Backlog
- PM Billing
- Retention
- Committed Costs
- Costs by Period

For examples of these reports, see Project manager reports in the Reports manual or help file. Go *Help > Signature Manuals* or *Help > Signature Help*.

Closing and History

This section consists of procedures for closing jobs/fiscal periods and viewing job history.

You can also refer to this section if you need to re-open a closed Job Cost fiscal period or job. Purging non-job related detail, removing job history, validating dates, and clearing data are performed using Signature Utilities. See the *Signature Utilities User Manual* for information on these utilities.

See also:

- Closing Procedures (page 224)
- Viewing Job History (page 230)

Closing Procedures

When a job is complete and all billings and cost transactions have been posted, you can close the job. If you use the completed contract or percentage-of-completion revenue recognition method, Job Cost automatically creates journal entries to recognize the final cost and revenue for a job when you close it. You can also close each fiscal period.

When you close a month or fiscal period, the system prevents any future job-related transactions from posting to that period.

The year-end closing process clears all year-to-date balances and reclassifies the balances of prior year-to-date amounts for reporting purposes. If the **Closing Jobs Journal Entry** checkbox in the Posting Options window is marked, a general ledger journal entry will be created for each closed job.

A general ledger batch is created for each day's closed jobs. The batch ID contains the letters *JCC*, plus the day's date. For example, if jobs were closed on January 2, 2024, the batch ID would be "JCC 1/2/2024."

See also:

- Closing a Job (page 225)
- Closing a Period or Month (page 228)
- Closing a Year (page 230)

Closing a Job

Once a job is complete, you can close it. When you close a job, transaction detail is moved to the job history file with detail and summary records for the job. When you close a job, the user-defined information from the Job User-Defined window also moves to history, except for the active user-defined field information. You can view transaction detail for closed jobs by choosing *Inquiry* > *Job Cost* > *Job History*. You can also print Job Detail or Job Summary History reports.

> ⚠ Once you close a job, the job is no longer included with the monthly POC or RPO journal entries. This is because these entries calculate amounts for open jobs only. Also, no transactions may be posted to a closed job.

- Before Closing a Job (page 225)
- Closing a Job (page 225)
- Opening a Closed Job (page 227)
- Viewing an Audit Trail (page 228)

Before Closing a Job

Complete the following procedures before closing a job.

- Completely bill the job, including retention. If you marked the **Allow Job to Close if Net Billed Not Equal to Expected Contract** checkbox in the Posting Options window, then the net billed doesn't have to equal the contract amount. Otherwise, the net billed must equal the contract amount to close a job.
- Post all transactions. No unposted transactions for the job should exist in any Job Cost transaction work file.
- Receive and invoice/match all purchase orders for the job to be closed. For more information, see Using Microsoft Dynamics GP purchase order processing (page 119). If the **Allow Job to Close if Committed Costs** checkbox is marked in the Posting Options window, you can close a job without receiving all purchase orders.
- Back up all job cost files. If you encounter difficulties during the closing process, restore the backup, and complete the procedure again.
- Make sure all prior months' POC have been run BEFORE closing the current month's jobs.

Closing a Job

Once you have completed the steps before closing (above), you can close your job(s).

> ⚠ **Notes:**
> - All jobs assigned to a project using project-level POC must be closed at the same time.
> - A subcontractor contract agreement cannot be completed and all remaining payments are created if **any** job on the agreement is closed. Please be aware of this functional requirement when closing related jobs.
> - When more than one user is working in the Close Jobs window, the user who marks a job to be closed first will be the user to close the job. However, if the user unmarks the job and another user marks the job, that user will be able to close the job.

The Close Jobs window displays the jobs available and not available to close. When you close jobs through this window, you are posting to General Ledger. A batch job is created that you will need to post to post through General Ledger.

1. To open the Close Jobs window, go to *Microsoft Dynamics GP* > *Tools* > *Routines* > *Job Cost* > *Close Jobs*.

2. Select the **Posting/Schedule Date**. You cannot use a date that falls before the creation date of a job you are closing. A **Status** of *Not Available* appears for any jobs that were created before the posting date. Additionally, if the period before that of the posting date is still open, you will receive an error when you attempt to close the jobs.
3. *Optional*: **Filter** the Jobs Available to Close by selecting one or more filters.
   You can manually enter the criteria or you can use the lookup button. When manually entering the criteria, you have the option to use the percentage sign (%) wildcard character. For example, if you enter B%, all the jobs beginning with B will display. When using the lookup button, in the lookup window, either double-click the entity or click on the entity and then click the *Select* button.
   - **Job**: Displays a specific job. The job displays in the Available to Close section if it can be closed.
   - **Project**: Displays the jobs assigned to the project.
   - **Customer**: Display the jobs for the customer.
   - **Division**: Displays the jobs within the division that you select.
4. *Optional*: Enter or select additional Sub Filters to narrow the displayed jobs further.
   - **Completion Date** - Select **Scheduled** or **Actual** and then select or enter the date.
   - Mark to **Exclude Blank Dates**. This would exclude any jobs without a date.
   - Mark to Include **Inactive Jobs Only**. This would display only jobs that are inactive. When marked, active jobs will not display.
   - Enter a **Cost Posting Date** to limit jobs by the date of the last cost on a job.
5. Optional: Select the column headers to sort ascending or descending.
6. Select *Redisplay* to reload the list of jobs available to close, respecting the Posting Date and any filtering criteria. The jobs that have been marked are moved to the top of the list. You can mark jobs and then filter differently to find additional jobs to close. Each time you select Redisplay, the list will rebuild and show all marked at the top along with other unmarked available jobs that fit the filters on the window. You will not lose the jobs you have marked if you update the filter. To discard wrongly marked jobs they have to unmark them or use Unmark All.
   - The **AVAILABLE TO CLOSE** section displays the jobs that meet the filter criteria and/or are marked and can be closed.
   - The **NOT AVAILABLE TO CLOSE** section displays jobs that meet the filtering criteria, but are not able to be closed, including jobs marked by another user. A reason each job cannot be closed is also displayed.
7. Use the *Mark All* button to select all the available jobs or you can mark specific jobs. You can also use *Unmark All* to unselect any marked jobs.
8. Select *Close Jobs* to close the marked jobs and create the batch. The batch naming convention is *JCC YYYY.MM.DD*.
   You may receive one or more of the following message(s):
   - If a batch is created: “Batch Number XXX was created!”
   - If a batch is not created but ALL selected jobs were closed: “The close job process is complete.”
   - None of the jobs closed: “None of the selected jobs were closed. Review the (Not Available to Close) grid or report for the reasons why each job is not available.”
   - If a batch is not created but not ALL selected jobs were closed: “The close job process is complete. X of XX selected jobs closed.” This message will show you the number of jobs closed out of the total number selected. The user would have to view the Jobs Not Available list to see why.
9. After a job closes, you are prompted to print the **Closed Jobs** report. You can also print the report by selecting the Print button from the menu ribbon. This report lists all jobs that closed successfully. If you chose to post the closing jobs journal entry through the general ledger, you may also print the general ledger posting journal, which displays the general ledger entry created as part of the closing process. We recommend you print these reports and store them with your records as part of each job's audit trail.
10. Complete the purge process to delete non-job-related detail from the Job Transaction Open file. See the *Signature Utilities User Manual* for more information.

Buttons on This Window

- **Mark All/Unmark All**
  Select to mark all available jobs to close or you can unmark all marked jobs. The Mark All button is disabled if there are more than 1,000 available jobs.
- **Close Jobs**
  Closes the selected available jobs. A batch is created that you need to post to post through the General Ledger.
- **Redisplay**
  Select to reload the list of jobs available to close, respecting the Posting Date and any filtering criteria. The jobs that have been marked are moved to the top of the list.
- **Existing Schedule**
  Select to reload the list of jobs available to close, respecting the Posting Date and any filtering criteria. The jobs that have been marked are moved to the top of the list. This button displays if *Enable Save Schedule* is marked in the Additional Job Close Setup (page 32) window.
- **Print**
  Select from the following SRS reports:
  - **Available to Close**
    Prints a listing of jobs available to close based on the Posting Date and any filter criteria. This report lists the creation date, manager, contract amount, actual cost, markup percent, billed amount, cash received, and contract earned amounts for all jobs you can close. The report parameters are displayed with the filter criteria auto-populated.
  - **Not Available to Close**
    Prints a listing of jobs available to close based on the Posting Date and any filter criteria. The report parameters are displayed with the filter criteria auto-populated.
  - **Closed Jobs**
    Prints a listing of jobs that were closed based on the Posting Date and any filter criteria.
  - **Job Preparation Closing**
    This report shows which jobs may be ready for closing based on either percentage complete or a lack of GL postings over time. This helps you identify unposted costs and any other items that may need to be taken care of before a job can be closed. You specify the jobs that appear as ready for closing based on the date of the last GL post, the last billing date, the estimated percentage complete, and/or the actual percentage complete. You can also filter the report by Job Status and/or Job Number and sort the report by job then division, or division then job.

Opening a Closed Job

You can open a closed job that is in an open fiscal period. This may be useful if a job is closed accidentally, if late costs come in, or if additional billings are sent out after a job is closed. When you open a closed job, any journal entries that were posted during the job close process are reversed using the same posting date, so GL costs and revenue are recorded accurately after the job is reopened. In addition, a new audit table, JC10400, keeps a record of the date, time, and user every time a job is closed and reopened. Opening a closed RPO job will open the job with all RPO codes 100% recognized.

> ⚠ If the costs or billings that you need to post are immaterial in amount, for example, a $100 permit for a $2 million job, rather than reopening the job, you may select to capture these amounts on a separate job, or a GP transaction that debits a "Callbacks and Adjustments" account. This is also useful for jobs that cannot be reopened.

You can only open a closed job if it is in an open JC fiscal year and period. Closed jobs in closed fiscal years cannot be opened at all; however, if you want to open a closed job that is in a closed JC fiscal period, you can reopen the period.

When a period is reopened, closed jobs in that period are opened but marked inactive. See Opening a closed Job Cost fiscal period (page 229) for information on when and how to open a closed fiscal period.

1. Select *Microsoft Dynamics GP > Tools > Routines > Job Cost > Open Closed Jobs*. If necessary, enter the administrator password when prompted. The Open Closed Jobs window opens. This window displays a list of all available closed jobs. Open jobs, as well as any closed jobs that are in a closed JC fiscal period, do not appear in this window. The column headers on the scrolling window allow you to order the list of jobs by Job Number, Job Name, Date Closed, or Closed By.
2. Select the job(s) that you wish to open. You can select one, multiple, or all available closed jobs. You can also use the *Find* button to search for a specific job number.
3. Enter a **Reason** for reopening the job(s). This is a required field; you cannot open a closed job without a reason. The reason is printed on the Opened Jobs List report, as well as saved in the audit table. You can only enter one reason at a time. If you are opening multiple closed jobs for multiple reasons, you must run this routine separately for each unique reason you want to record.
4. Select *Open Jobs*. The selected jobs are opened and set as active. Journal entries created by the "close job" process are reversed.
5. After processing is complete, select a destination for printing the General Posting Journal, which displays the JCC Reversing entry, and the Opened Jobs List, which shows the jobs that were opened successfully. Job information including Batch ID, Journal ID, and Last Date Closed prints on the Opened Jobs List report, along with the Reason for reopening the job.

A Journal ID of 0 indicates that no reversing entry was created. This may occur if the job had no posted costs and no journal entry was created during the job close process.

Viewing an Audit Trail

Each time a job is closed or reopened, a record is written to the audit table JC10400. This table keeps track of the date, time, and user whenever a job is closed or reopened.
In addition:

- The **Journal Entry** field displays the journal entry number of the JCC Reversing transaction that is created when a job is reopened.
- Jobs that have been reopened have a **Previous State** of **Closed** and a **New State** of **Open**.
- The **Created Date** shows the date that a job record was created, while the **Posting Date** and **User ID** fields display information from the most recent instance of the job being opened or closed.

Closing a Period or Month

You can close periods or months in Job Cost just as you close them in Microsoft Dynamics GP. Closing a period prevents posting any new Job Cost transactions to the period. In addition, the period closing procedure allows you to finalize cost and revenue amounts for the period as the first step in creating the percentage-of-completion journal entry.

When you close a period in the current fiscal year in Job Cost, you can no longer post from any Job Cost transaction entry windows using a transaction posting date that falls within that closed period. An exception to this is if a non-job-related transaction entry posts to a Microsoft Dynamics GP module and the JC period check is disabled.

- You cannot close a fiscal period in Job Cost unless the previous fiscal period is already closed.
- We recommend that you close the Microsoft Dynamics GP Series periods before closing the period or month. Failure to do so might cause transactions not to be posted to Job Cost.

Before Closing a Period or Month

Before closing the period or month, complete the following procedures:

- Back up your Job Cost files. If you encounter difficulties during the closing process, restore the backup and complete the procedure again.
- Close all completed jobs. See Closing a Job (page 225). In addition, complete the following steps only if you are using the POC or RPO revenue recognition method. After closing the period, you will create a POC journal entry.
- Use the WIP reports to make sure your Job Cost WIP accounts balance with the WIP accounts in the General Ledger.
- Print the POC/RPO edit list.

Closing a Period or Month

1. Select *Microsoft Dynamics GP > Tools > Routines > Job Cost > Month-End Closing*.
2. Select the fiscal **Year** that contains the period or month to close. Enter the **Period ID**. You cannot close any fiscal period unless the previous fiscal period is already closed.
3. Select *Close*. A progress window appears, indicating the status of the month-end closing process. Once the period closes successfully, a message alerts you that you can no longer post transactions to the closed period.
4. Select *OK*. If you are using the percentage-of-completion or recognized performance obligation revenue recognition method, you must create a POC/RPO entry after closing a period or month. Refer to Creating Percentage-of-Completion Journal Entries (page 162) or Creating Job Revenue Journal Entries (page 163) and complete the steps outlined in that section. If the edit list that prints after you close the period differs from the entry list that you printed before closing the period, contact WennSoft Support.

Opening a Closed Job Cost Fiscal Period

You may need to open a closed Job Cost fiscal period if significant costs come in after a fiscal period is closed, and you want to record those costs in the period in which they were incurred. Once you have re-opened the fiscal period, you can recognize revenue for the new costs and, if necessary, create more billings for the period.
You cannot re-open a Job Cost fiscal period if

- The corresponding Microsoft Dynamics GP fiscal period is closed.
- The fiscal year containing the period is closed.

You can only open the most recently closed fiscal period. For example, if periods 1, 2, and 3 have all been closed, you cannot open period 2 without first re-opening period 3. Likewise, if you need to open the last period in an open fiscal year, but the following year contains periods that have been closed, you must open the most recently closed periods before you can go back and open periods in the previous fiscal year.

1. Select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Job Cost Setup > Fiscal Periods*. The Job Cost Fiscal Periods Setup window opens.
2. Unmark the **Series Closed** checkbox next to the period you wish to open. This row of checkboxes is disabled if the fiscal year containing the period is already closed.
3. Select *OK* to close the window.

- **If you had previously been using POC and are now switching to the RPO revenue recognition method,** *all* entries for both POC and RPO are in one batch called *REVR user date*. Re-opening a closed fiscal period reverses all RPO and POC entries.

- **If you were not using POC or RPO but are now using the POC or RPO revenue recognition method,** re-opening a closed fiscal period reverses any POC/RPO entry that has been posted. If a POC/RPO entry has not yet been posted for the period, you receive a message indicating that a reversing entry did not need to be created. The batch ID for POC *only* is the *POCR user date*. The batch ID for RPO is *REVR user date*.
- **If you were previously using POC and will continue to use POC,** all POC entries are in the batch *POCR user date*.
- **If you are not using POC or RPO**, and you are using cost code posting accounts rather than division posting accounts, no reversing entry is created.

After you finish posting costs for the now re-opened Job Cost fiscal period, you can close the period again. If you are using either the POC and/or RPO method to recognize revenue, you must re-build and post a new entry/entries.

Closing a Year

The year-end closing procedure removes all previous-year Job Cost transaction amounts and reclassifies them as prior-year amounts for reporting purposes.

You cannot close a fiscal year in Job Cost until the last fiscal period in the year is closed. Before closing a fiscal period in Job Cost, make sure to close the corresponding series on the Microsoft Dynamics GP Fiscal Periods Setup window *(Microsoft Dynamics GP > Tools > Setup > Company > Fiscal Periods)*.

Before Closing a Year

1. Post all Job Cost transactions for the year. No unposted transactions for the year should exist in any Job Cost transaction work file.
2. Back up your Job Cost files. If you encounter difficulties during the closing process, restore the backup and complete the procedure again.
3. Perform the period closing for the final period in the fiscal year. See Closing a Period or Month (page 228).

Closing a Year

1. Select *Microsoft Dynamics GP > Tools > Routines > Job Cost > Year-End Closing*.
2. The fiscal year to be closed appears as the default and cannot be changed. Select *Close* to close the fiscal year.

Viewing Job History

You can review closed job history in the Job History window and drill down to view summary and detailed history of cost codes, transactions, billings, user-defined information, and job notes. You can also print historical job invoices.

Job history helps review charges and estimates of closed jobs and track performance and profitability. It also aids in estimating future jobs and guiding your company when pursuing new projects.

The Job History window shows the Job number, Project Manager, Estimator, and job close date. Posted Cost, Estimated Cost, and Forecasted Cost appear for each cost element. You can drill down on posted costs to see cost codes and transaction details. The lower-left corner displays Contract Type, Original Contract amount, Change Order Total, and Total Contract amount. The lower-right corner shows Estimated Hours, Actual Hours, Actual Markup, and Markup Percent.

To view job history:

1. Select *Inquiry > Job Cost > Job History*.
2. Select the following buttons to access additional historical information:
    - **Billing**: Select to view the billing history of a closed job in the History Billing Inquiry window. You can print a list of bills and view the history and details of job invoices. You can also print the invoices. See Viewing Billing History (page 231).
    - **User-Defined**: Select to view the user-defined information for a closed job in the Job User-Defined History window. See Viewing Job User-Defined History (page 232).
    - **Change Orders:** Select to view change order details, including cash receipts, for historical (closed) jobs. Viewing Change Order History (page 232)
    - **Status by Period**: You can view the status of a job by fiscal period. This allows you to track cost trends across multiple periods. You can view job status for posted costs and forecasted costs. Open and closed periods are included. See Viewing Job Status by Period (page 232)
    - **Job expansion button**: Select to to view historical job information. On the Job Maintenance History window, you can select the RPO Codes button to view revenue code history. See Viewing Job Maintenance History (page 233).
    - **Notes** button - Viewing History Notes (page 233)
    - **Revenue Code**: Select to to view revenue codes on closed jobs in a window that is similar in look and feel to the Revenue Code Status window. Viewing Revenue Code History (page 233)
3. Select the **Print** to choose from the following reports:
    - **JC Job Status History Report**: Prints the job history information.
    - **Job Notes**: Prints all notes for the job.
    - **Custom Job Reports**: If you have created any custom Job reports, they will be displayed here. See Custom SSRS Job Cost Reports[20].

Job History Window

This window allows you to view closed jobs in a window that is similar to the Job Status window.
Select *Inquiry > Job Cost > Job History*.

Viewing Billing History

You can view the billing history of a closed job in the History Billing Inquiry window. You can print a list of bills and view the history and details of job invoices. You can also print the invoices.

1. Select *Inquiry > Job Cost > Job History*.
2. Select a job, then select *Billing*.
3. To print the History Invoice Transactions Billing report, select *File > Print*.
4. Double-click a document in the History Billing Inquiry window to open the Job Invoice History window. Select *Print* to print the invoice. The invoice styles available are based on the job's billing type.
5. Select *Schedule* in the Job Invoice History window to view detailed history information of the invoice. The billing type for the job determines which window opens.
    - If the billing type is Standard, the Standard Invoice History window opens.
    - If the billing type is Cost Code or User-Defined, the Schedule Invoice History window opens.
    - If the billing type is Transaction Level, the History Transactions Inquiry window opens.

Viewing Cash Receipts History

1. Select *Inquiry > Job Cost > Job History*.

20. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620317239/Custom+SSRS+Job+Cost+Reports

2. Select a job, then select the *Billing* button. The History Billing Inquiry window opens.
3. Select an invoice.
4. Zoom on *Cash Received*.

Viewing Cash Receipts History

1. Select *Inquiry > Job Cost > Job History*.
2. Select a job, then select the *Billing* button. The History Billing Inquiry window opens.
3. Select an invoice.
4. Zoom on *Cash Received*.

Viewing Job User-Defined History

You can view the user-defined information for a closed job in the Job User-Defined History window.

1. Select *Inquiry > Job Cost > Job History*.
2. Select a **Job**.
3. Select the *User-Defined* button to open the Job User-Defined History window, displaying the historical user-defined information for the job. Active user-defined fields are not included in the window.

The user-defined history information is deleted when the Remove Job History utility is run in Signature Utilities.

Viewing Change Order History

You can view change order details - including cash receipts - for historical (closed) jobs.

1. Select *Inquiry > Job Cost > Job History*.
2. Select a job.
3. Select the *Change Orders* button.
4. Double-click a change order to select. The Change Orders Zoom window opens.
5. Select *Cost Codes* to view cost code information.
6. Select *Bill Codes* to view bill code information.

Viewing Status by Period History

You can view the status of a job by fiscal period for historical (closed) jobs. You can view job status for posted costs and forecasted costs. Open and closed periods are included.

1. Select *Inquiry > Job Cost > Job History*.
2. Select a job.
3. Select the *Status By Period* button.
4. Costs display for each period by cost element. The most recent period appears on the far right; the oldest period appears on the far left. The default tab is Forecasted Costs. To view posted costs, select the Posted Costs tab.
5. You can change the year and period using the Year and Period ID drop-down lists. Select the year and/or period and select *Redisplay*. Contract and billing information appears at the bottom of the window.
6. To print a Forecasted Costs by Period or Posted Costs by Period report, select the appropriate tab and select *Print*.

Viewing Transaction History

You can view the detail history of a cost code, including estimate and actual costs and production information in the Cost Codes Detail History window. You can also view transaction and production unit history summaries.

1. Select *Inquiry* > *Job Cost* > *Job History*.
2. Select a Job and zoom on a posted cost element.
3. Zoom on a cost code to open the Cost Codes Detail History window.
4. Select the *View Transactions* button or zoom on the actual amount to open the Transaction Summary History window.
5. Select *File* > *Print* to print the History Transaction Journal report.
6. In the Transaction Summary History window, double-click a transaction to view transaction detail. The cost element type determines which window opens. If the transaction is for a labor cost code, the Payroll History Zoom window opens. If the transaction is not a labor transaction, the Payables Transaction Entry Zoom window opens.
7. In the Cost Codes Detail History window, select *View Production Units* to open the Production Units History Summary window, showing the transaction, type, field percent, and production quantities for the cost code.

Viewing Job Maintenance History

This window provides a way to view historical job information. You access this window from the Job History window.

1. Select *Inquiry* > *Job Cost* > *Job History*.
2. Select a job, then select the expansion arrow in the **Job** field. The Job Maintenance History window opens.

Viewing History Notes

You can view the history of notes written on the closed job in the History Notes Inquiry window.

1. Select *Inquiry* > *Job Cost* > *Job History*.
2. Select a job, then select the notepad button in the **Job** field.
3. Select a note in the History Notes Inquiry window and zoom on the **Index Name** field.

Viewing Revenue Code History

This window allows you to view revenue codes on closed jobs in a window that is similar in look and feel to the Revenue Code Status window.
Select *Inquiry* > *Job Cost* > *Job History* > *Revenue Code.*

Utilities

Keeping accurate records requires proper maintenance. This includes activities such as reconciling files and re-creating summary files.

> Reconcile should ONLY be run on a job when you've identified an issue in the data that you cannot fix by using a function that exists in Job Cost. Reconciling should not be run as a general or routine practice. **If you find an issue that can only be fixed with a reconcile or recreate summary, please contact WennSoft Support.**

Reconciling Files

The reconciling procedure verifies the information in transaction open files and adjusts the totals in the master files if a discrepancy exists. You can reconcile jobs, billing, and bill codes. Back up your Job Cost data files before running reconcile. Make sure no one is logged into Microsoft Dynamics GP when you reconcile Job Cost data files. If other users are logged in, an alert message appears, and the Job Cost reconcile process will not run to completion. If the Print Report Only option is marked during the GP reconcile process (*Microsoft Dynamics GP > Tools > Utilities > Sales > Reconcile-Remove Sales Documents*), the transactions will not be moved to history. If the Print Report Only button is unmarked, records are moved to history. The Job Cost reconcile process will remove records from history.

Reconciling Jobs

This utility should only be run at the advisory of WennSoft Support. You can complete the reconcile procedure for a specific job, a range of jobs, or all jobs. Note that reconciling jobs does not update billing amounts. To reconcile billing amounts, run the Reconcile Billing utility.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Job Cost > Reconcile Jobs*.
2. Mark the **Validate Job Transactions** checkbox to reconcile amounts with data validation.
   Do not mark this checkbox if you only want to recalculate amounts. Recalculating takes considerably less time than reconciling because recalculating does not check the validity of transactions. You cannot delete invalid transactions if you recalculate.
3. Mark the checkbox to print an audit report if you want to identify invalid transactions for the selected jobs.
4. Select whether to reconcile all jobs, a single job, or a range of jobs.
5. Select the jobs to reconcile in the **Job Number** field.
6. Select *Reconcile*. The Reconcile report displays, identifying any transactions with missing information.
   - If there are invalid transactions, you need to investigate why these transactions are invalid. You can then select *Unmark* in the Reconcile Jobs window to remove the delete status of invalid transactions or select *Delete* to remove the invalid transactions from the Job Cost Transaction Open file. Complete the reconcile procedure again after deleting any invalid transactions. If you select to delete invalid transactions (for example, if you delete discontinued items), you may need to create a **job transaction entry** or Microsoft Dynamics GP General Ledger journal entry to reflect the deleted transaction(s). The reconcile feature **does not** make any adjustments to Job Cost or the general ledger. The reconcile process re-adds the Job Cost detail totals.
   - If you want to recalculate the Job Cost detail totals, unmark the **Validate Job Transactions** option in the Reconcile Jobs window. Then reconcile again.
   - If there are no transactions on the report, the utility has found no errors and you can close the reconcile window. The procedure is complete.

Reconciling Billing

This utility should only be run at the advisory of WennSoft Support. Back up your data before you reconcile the files.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Job Cost > Reconcile Billing*.
2. Use the lookup buttons in the **From** and **To** fields to select a range of jobs.
3. Select *Insert >>*.
4. Select *Reconcile*. A message appears asking if you want to reconcile. Select *Yes*.

Reconciling Bill Codes

This utility should only be run at the advisory of WennSoft Support. Back up your data before you reconcile the files.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Job Cost > Reconcile Bill Codes*.
2. Use the lookup buttons in the **From** and **To** fields to select a range of jobs.
3. Select *Insert >>*.
4. Select *Reconcile*. A message appears asking if you want to reconcile. Select *Yes*.

Recreating the Summary File

The Recreate Summary File utility is used to populate the Job Detail Summary and Master Summary tables for customers who have migrated from another accounting system to Signature. If you think your Job Detail Summary or Master Summary tables are damaged or corrupted, **contact WennSoft Support to assist you in running the Recreate Summary File utility**.

Warning

- Recreate Summary drops summary tables for the job and RECREATES table data. **This means historical information could be changed.**
- To prevent non-admin users from accessing the Recreate Summary window, you can do so from the Security Task Setup window. Select the ADMIN_WSJC_004* task ID, WennSoft Products, and 3rd Party Series. In the Access List, unmark Recreate Master Summary and Save the changes. With this change, only users with the GP POWERUSER role will be able to run the Recreate Summary utility. See *Creating, Copying, and Modifying Security Tasks* section at Set up Security and Grant User Access[21] in the Signature Installation and Upgrade[22] Guide.

The Master Summary file contains the costs-to-date by job at a cost element level for each closed period. The amounts in this file update each time a Job Cost period closes. These amounts are also used to create the percentage-of-completion journal entry at the period end. The Job Detail Summary file contains the cost amounts for each period posted to each cost code. You can review these monthly amounts in the Job CC Monthly Costs window. See Viewing Posted Costs (page 170).

- When you are using the Estimate by Period option when running the Recreate Summary File utility, any estimate revision entered since the start of the job will be treated as if it were entered at the time the job was created. That is, every period will contain that estimate.
- We recommend you complete the reconcile procedure before re-creating the summary file.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Job Cost > Recreate Summary File*.
2. Back up your Job Cost data files.
3. Select to re-create the summary file for all jobs or one job. Enter the job number if re-creating by job number.
4. Select *Recreate*.

21. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620332504/Set+up+Security+and+Grant+User+Access
22. https://wennsoft.atlassian.net/wiki/spaces/sig2026/pages/1620332230/Installation+and+Upgrade

Contact Information

Support & Sales

Support Phone: 262-317-3800
Email: support@wennsoft.com
Hours: Normal support hours are 7:00 a.m. to 6:00 p.m. Central Time. After-hours and weekend support is available for an additional charge. Please contact WennSoft Support for more information.

WennSoft will be closed in observance of the following holidays: New Year's Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Day, and the Day after Christmas.

Support Plans

We're committed to providing the service you need to solve your problems and help your team maximize productivity.

We offer several Signature Enhancement and Support Plans to meet your needs, and Extended Support Plans for retired product versions available at https://www.wennsoft.com/wsportal.

Sales

Phone: 262-317-3700
Fax: 262-317-3701

Address
WennSoft Headquarters
1970 S. Calhoun Rd.
New Berlin, WI 53151-1187

Phone: 262-821-4100 or 866-539-2228
Email: info@wennsoft.com
Website: www.wennsoft.com
Office hours: Monday through Friday from 8 a.m. to 5 p.m. Central Time.