

# Training Document – Job Costing Set Up and Entry



In this lesson you will learn about using the Accredo system.

After completing this lesson you will be able to:

- Create a job
- Enter Actuals via Job Costing

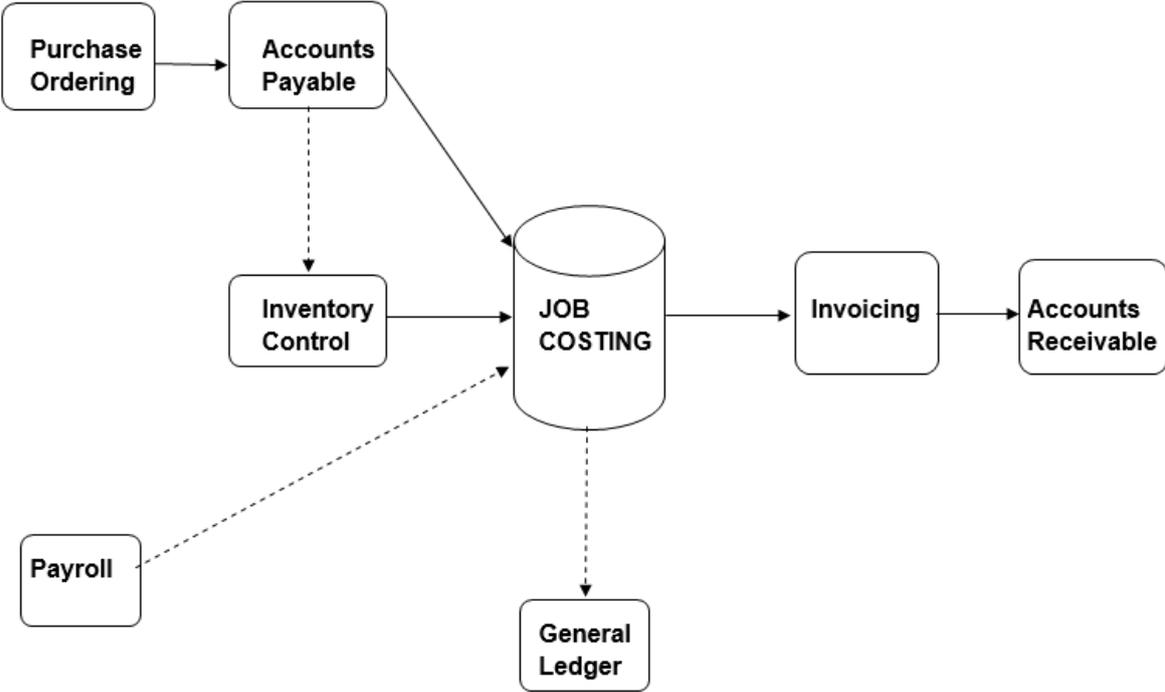
# Contents

Job Costing .....	3
Module Relationship & Transaction Flows .....	3
Creating a Job.....	4
Description Tab .....	6
Information Tab .....	6
Address Tab.....	6
Estimate Tab.....	7
Entering Actuals for the Job.....	9
Entering Actuals via Job Costing .....	9
Entering Actuals via Accounts Payable .....	12
Contact .....	13

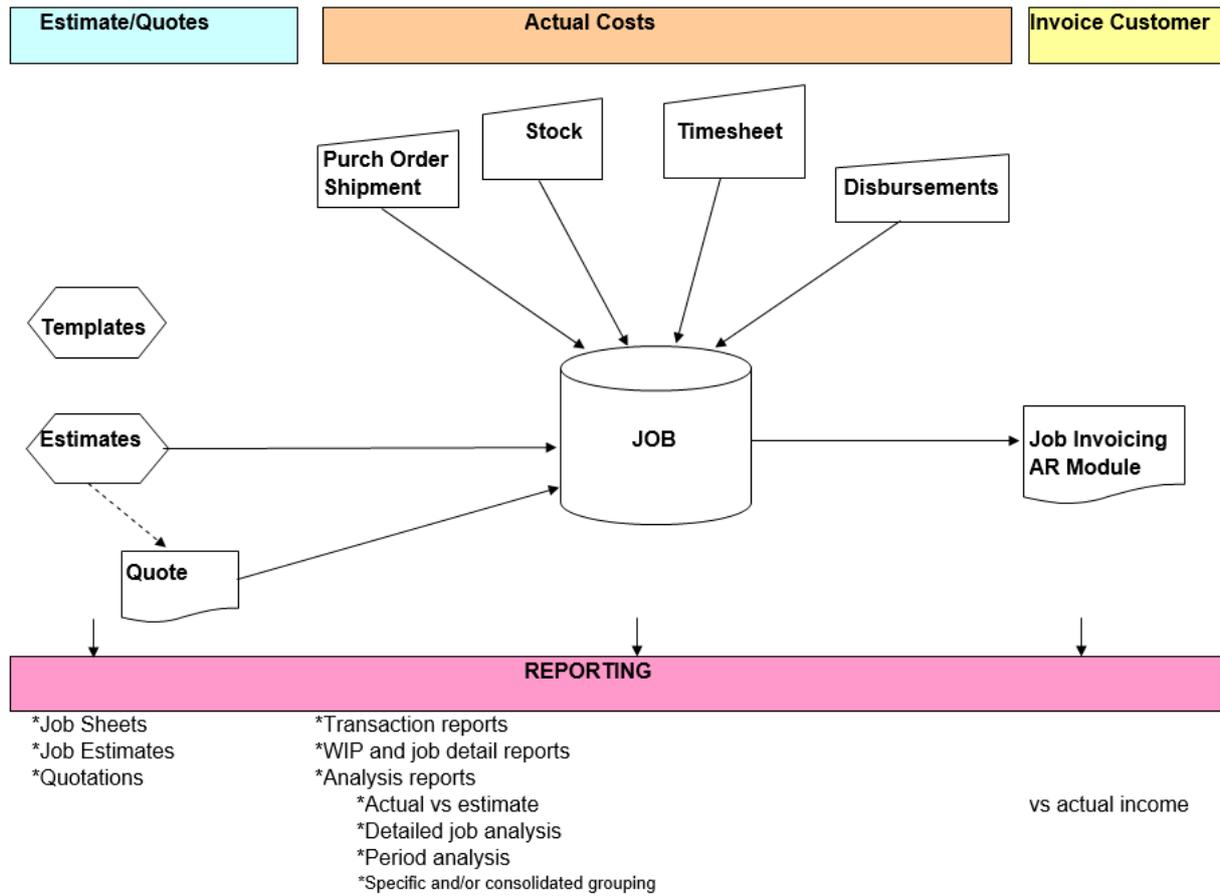
# Job Costing

## Module Relationship & Transaction Flows

Module Relationship



## Transaction Flow



## Creating a Job

A Job can be created from the Job Costing Module under the Maintenance Tab.

To Create a Job: Maintain\_Job Costing\_Jobs

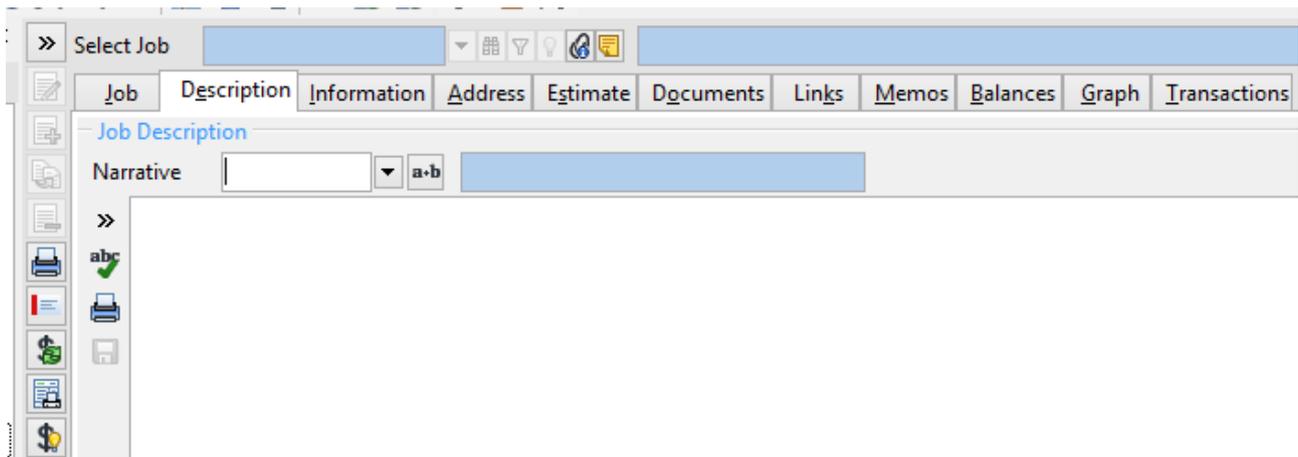


- Enter a Job Code (based on how jobs are coded for your company)
- Enter a Job Name
- Enter a Customer code
- In the Job Type field you are given three options. Normal, Standard and Quote. You would predominately use Normal which is for a general job.
- Standard is used when you have a job template which you have created and want to work from.
- The Job Group Code will be as defined
- The Order number will come from the Customer
- Salesperson will be as defined
- The Price Code and Discount code data will be as defined from by the Customer setup
- Date Entered will automatically default to the system date
- Date required will be entered by you
- Date Completed should be left blank until the job is completed and then should be entered.
- Job Status will default to Active
- Category 1 and 2 will be as defined
- Non WIP will generally be used for internal jobs or if there is no Work In Progress
- If this is a sub job enter the related job code (see notes on setting up Master and sub jobs)

You should have now filled in all of the necessary fields in the Job Tab and are ready to click the Description Tab at the top of the page.

## Description Tab

The Job Description area is where useful notes about the work done or to be done can be written. This will be able to be printed on the Job sheet or Invoice.



## Information Tab

The Information tab is used for internal use. Use the Information tab for details you don't want shown on Quotes and Invoices.

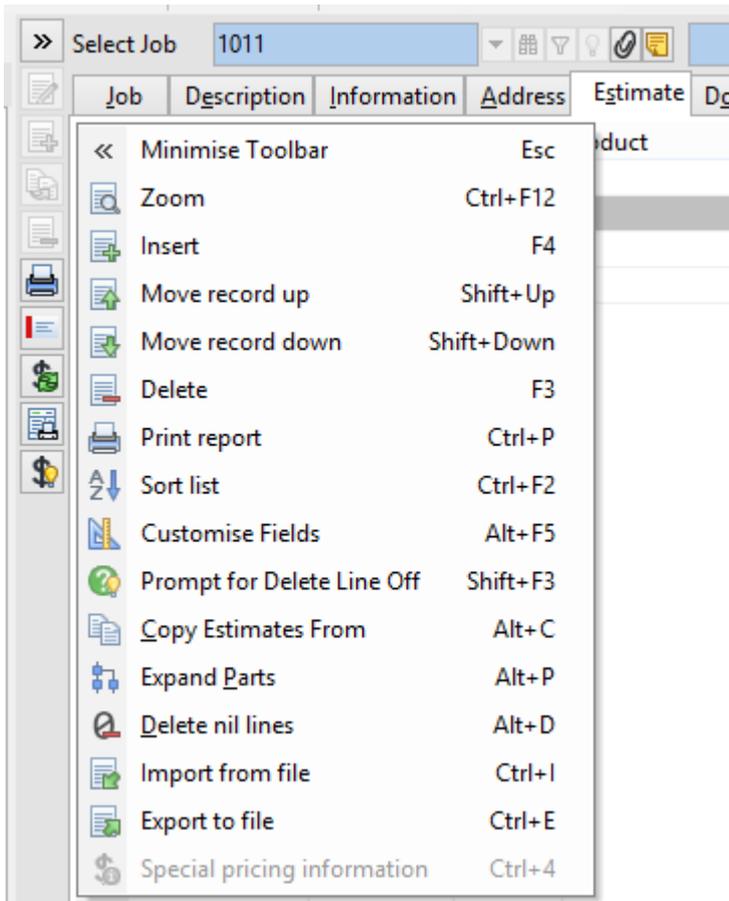
## Address Tab

The Address Tab will default to the Default Delivery Address for the Customer but can be updated with a new delivery address for the job

### Estimate Tab

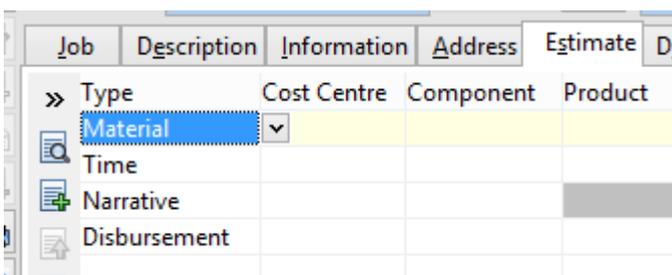
The Estimate tab is where products to be used for the job are loaded. This will be useful for when the job sheet is printed so that staff know what products are being used for the job and the budget to work from. This will also be useful when reporting actuals versus the estimate.

There are some handy features under the estimate tab.



Firstly there are three ways in which products can be entered into the estimate. Either manually, copied from another job or imported from a file

By clicking the Insert button  or F4 you are able to add new lines in your estimate.



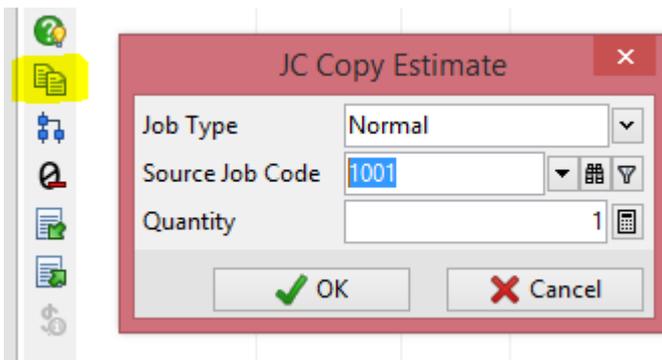
○

The first entry you need to make on the left hand side is the type. There are four types which you can select as seen below.

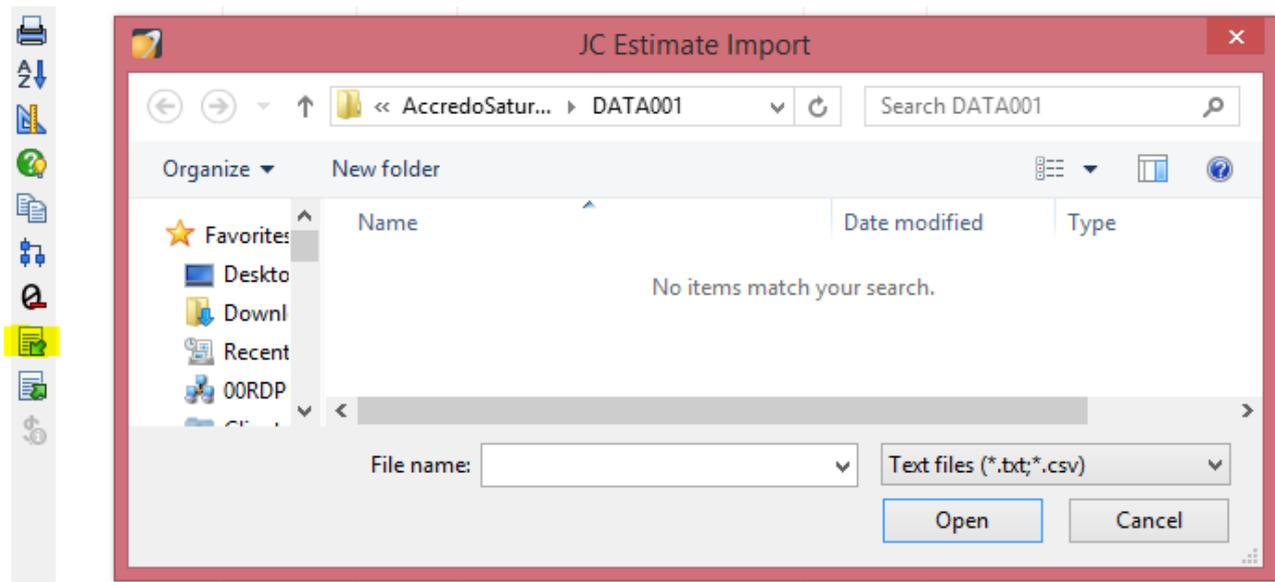
The first type which will probably be used the most is Material. This is for Products used in the job. The Second is Time which is generally used for Labour entry. The third is Narrative which can be used to write any necessary notes on the job which you want to show up on the job sheet or invoice when printed. The fourth is Disbursement which you will rarely if ever use

- Cost Centre will be as defined
- Enter the Products to be used in the job
- Enter the quantity for each product
- The description and other fields should automatically enter

The estimate should now be created. Accredo also allows an estimate to be copied from a previous job or from a template.



Or an estimate can be imported from file and exported out



This should cover everything you will need to know under the estimates tab.

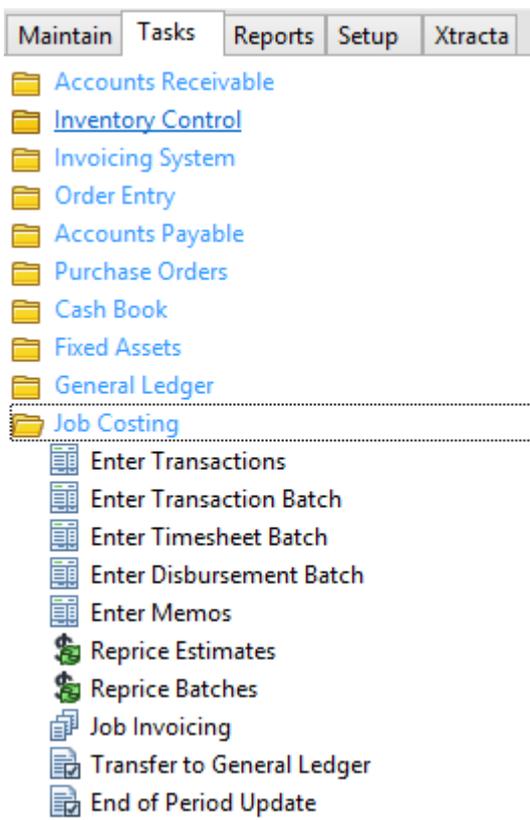
**A Job should now be created and you are ready to move onto entering the actual products and costs for the job.**

## Entering Actuals for the Job

There are two ways in which the actuals can be entered for the job. The actuals can be entered via Job Costing or Accounts Payable.

### Entering Actuals via Job Costing

Tasks\_JobCosting



There are four areas in Job Costing where actuals can be entered for a job. As can be seen in the menu above the four areas are:

- Enter Transactions
- Enter Transaction Batch
- Enter Timesheet Batch
- Enter Disbursement Batch

### Enter Transactions

## Tasks\_Job Costing\_Enter Transactions

Enter Transactions is used for a singular actuals entry to a job and for this reason is rarely used.

### **Enter Transaction Batch and Timesheet Batch**

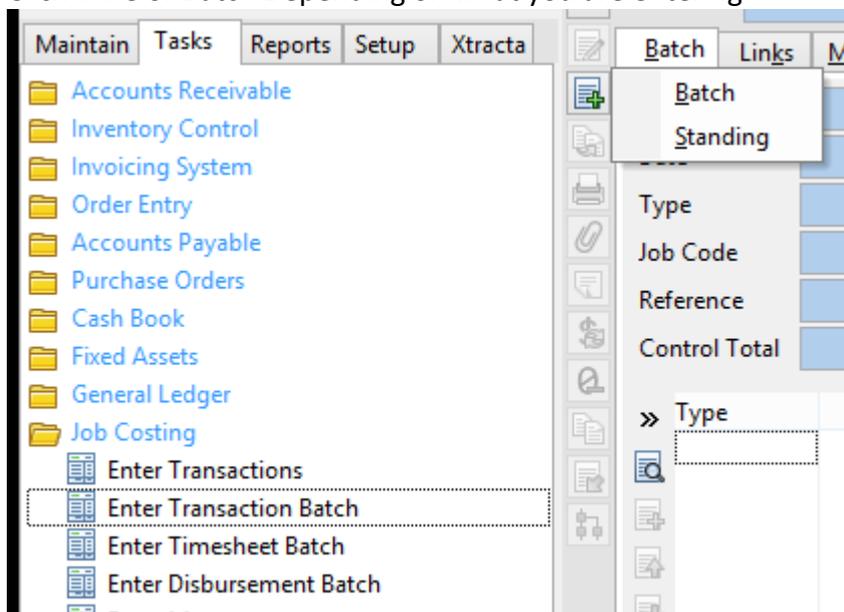
Tasks\_Job Costing\_Enter Transaction Batch **or** Tasks\_Job Costing\_Enter Timesheet Batch

These two areas are exactly the same. They are both included due to legacy code on older systems. They both have the same functionality.

To enter a Transaction or Timesheet Batch:

Click on Transaction or Timesheet Batch

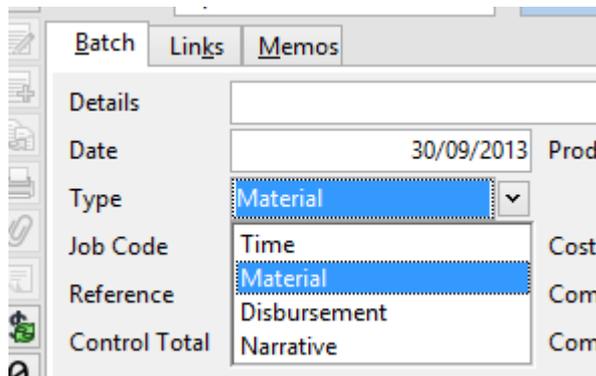
Click Time or Batch Depending on what you are entering



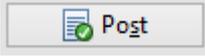
Enter a Description for the Job in the Details line



Enter a Type



If you have entered batch previously type will default to Material and if you have entered Timesheet type will default to Time. Narrative can be used for any descriptions you want to show up on the Job Sheet or Invoice

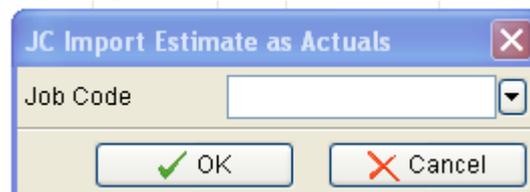
- Enter the Job Code using the drop down arrow 
- Enter a product code from the drop down arrow 
- Cost Centre will be as defined
- Component will be as defined
- If you now move down to the Insert button  (F4) on the left hand side of the screen you will see that by pressing this button it will add fields with the data you have inputted above already entered. This is a feature that will save valuable time when adding a number of products to one job or entering the same product for a number of jobs.
- If you now enter through the fields until you reach the sales group
- Component will be as defined
- Either save  to edit or post at a later date or post immediately 

Note: You can also include narrative lines between the product fields if you wish to include descriptions. If you wish to do this click the insert button as above and change the type in the field to narrative.

Type	Date	Job Code
Narrati	30/09/2004	1009

Note: In the case of the estimate being equal to the actual the estimate can be imported into the transaction batch. To do this:

- Click the Advanced Option button 
- Select Import from Estimate
- Using the Down Arrow select the correct job code to import from



The dialog box titled "JC Import Estimate as Actuals" contains a "Job Code" dropdown menu and two buttons: "OK" and "Cancel".

## **Entering Actuals via Accounts Payable**

Entering a Transaction using the Shipping module in Accounts Payable will allow products ordered to be directly credited to the job rather than being entered into inventory.

Tasks\_Accounts Payable\_Enter Shipments

For more information on how this is achieved please see the Purchase Orders and Shipments training notes

# Contact

For further information or for assistance with Accredo please do get in touch with us.

## *Offices*

### **New Zealand (+64)**

Tauranga..... 07 544 4488

Wellington..... 04 282 1534

Email ..... [Helpdesk@ZealSystems.co.nz](mailto:Helpdesk@ZealSystems.co.nz)

### **Australia (+61)**

Melbourne..... 03 9016 3410

Sydney..... 02 9098 0996

Brisbane..... 07 3088 4989

Email ..... [Helpdesk@ZealSystems.com.au](mailto:Helpdesk@ZealSystems.com.au)