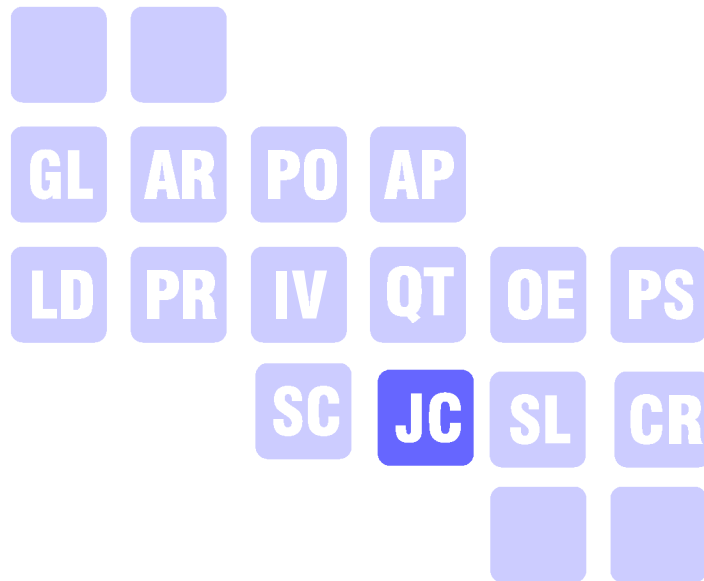




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Section 12

# JOB COSTING



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# PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. Job Costing module. In addition to describing and explaining the module, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the "Introduction to Starr Accounting", which is Section One at the beginning of this set of documentation.

## STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

## READER'S COMMENTS FORM

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we will use them to improve later versions of this manual.

## GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
<b>TEXT</b>	This <b>bold</b> typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <b><i>bold italic</i></b> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

---

# CHAPTER ONE INTRODUCTION

## WHAT CAN IT DO FOR ME

Perhaps you are selling products together with installation and a warranty period for a fixed price. Perhaps you are selling fixed price service contracts. If these fixed price sales apply to you, then you must be able to calculate the profit on any job at any time. Knowing up to the minute profit gives you the ability to control installation costs before the job is complete. Knowing up to the minute profit on old service contracts gives you the ability to quote new service contracts more intelligently, increasing the profit margin on the new contracts.

The trick is how to compute job profit without adding staff. When using Job Costing with Starr Accounting, the only extra work is adding a Job Master record when the job is sold. All posting to the Job Master is done automatically by the Labor Distribution, Accounts Payable, Inventory, Order Entry, Accounts Receivable, and General Ledger systems.

## FEATURES OF THE SYSTEM

Job Costing is an essential part of any business that provides goods and services on a fixed contract amount, and thus needs to know if the contract was profitable. Job Costing also applies to businesses that build a product, and thus need to know what it cost to build the product.

Gross sale amount is posted to the job record when the A/R sale transactions are generated (via Accounts Receivable or Order Entry). Costs are immediately posted to the corresponding job record when the labor, material, or other transactions are entered (via General Ledger, Purchase Order, Accounts Payable, Labor Distribution, and Inventory). Job profit is re-computed with each transaction entered, so you always know up to the minute profitability via a simple screen inquiry.

The "Job status" report provides full detail for prior to completion, warranty, and after warranty labor, material, and other for selected jobs.

The Starr Computer Systems Inc. Job Costing system is designed to:

- Give you better control of job costs

- Allow you to more effectively bid on jobs based on past job records
- Improve job profitability

The system maintains detailed information on each job including the job number, salesman number, customer key, description, budget data, completion date, warranty dates, and job profit. Transactions affecting Job Costing come from General Ledger, Accounts Receivable, Purchase Order, Accounts Payable, Labor Distribution, Inventory, Order Entry, and Job Costing. Job Costing transactions are created automatically by the various accounting subsystems, or may be entered manually as Job Costing transactions. The corresponding Job Costing master record will be updated by the transactions and the job profit will be immediately re-calculated.

Each program contains a complete set of prompts and other helpful messages that allow even an inexperienced operator to make full use of the system with minimal instruction time.

Particular features of the Starr Computer Systems Inc. Job Costing system include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Stand alone or interface with other systems
- Full audit trail
- Detailed job status report
- On-line job query at any time
- Comprehensive management reporting
- Sample data for training

## HOW THE SYSTEM IS DESIGNED

The Job Costing system operates with a Jobs Master file and a Transaction file. The Jobs Master file allows for the creation and Maintenance of jobs. The Transaction file allows for the recording of cost and billing transactions.

The Job Transactions are immediately posted to their corresponding Jobs Master record; thus you can bring up the Jobs Master record and determine up to the minute profit. J/C transactions are automatically created by the "G/L transaction file maintenance program", the "A/R transaction file

maintenance" program, the "A/P transaction file maintenance" program, the "Labor Distribution transaction file maintenance" program, the "Inventory transaction file maintenance" program, from Purchase Order post receivings, and Accounts Receivable or Order Entry billing.

The J/C Master File contains the job number, salesman number, customer key, description, and various other information on warranty and completion dates, budget data, and expense data. The "Jobs master file maintenance" program maintains the items within the Master File. All information on all items may be listed by using the "Jobs master report" program.

Transactions may be applied at any time to the Jobs Master file via the various sources. The "Transaction file" and "Job status" reports may list the transactions.

The "Job status" report is a detailed report which lists the complete current status of the job, all the transactions that have been posted to this job, and the percentage of the expenses to the net sale amount.

## BRIEF DESCRIPTION OF THE MAIN PROGRAMS

The Job Costing system contains nine programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set up and maintain Job Costing control parameters.

- **Jobs File Maintenance**

This program maintains the jobs master file.

- **Transaction File Maintenance**

This program maintains the jobs transaction file. Transactions are usually automatically created from other accounting subsystems, but may also be entered manually.

- **Jobs Master Report**

This program produces a complete listing of Jobs Master file. Has selection options.

- **Transaction File Report**

This program produces a complete listing of Jobs Transaction file. Has selection and sorting options.

## **Job Status Report**

This program produces a detailed report containing selected Jobs Master information and all the transactions that have been applied to the job. Computes job status subtotals and percentages.

---

# CHAPTER TWO PROCEDURES

## LOADING INITIAL DATA

Starting up the Job Costing system consists of loading the Jobs Master file with the open jobs data, including billing and cost totals. Optionally, you could leave the billing and cost totals zero, and enter Job transactions for the billing and costs.

## DAILY PROCEDURES

Currently, there are no Job Costing daily procedures.

## MONTH END PROCEDURES

Currently, there are no Job Costing month end procedures.

## YEAR END PROCEDURES

Currently, there are no Job Costing year end procedures. However, you may want to purge old jobs via the purge program.



---

# CHAPTER THREE PROGRAMS

## CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define control information.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

### Record Fields

The record fields are:

1. Record number

The control file record number.

2. Entry number

The last transaction entry number used. Automatically maintained by the system; incremented by one every time a transaction is added.

It's very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.

3. Custom option

Used to control custom Job Costing features. No custom options are currently defined.

Enter the sum of the features to turn on multiple features.

4. Multiplier (x)

These fields are overhead multipliers corresponding to each of the accounting subsystems that post to Job Costing (i.e. Account Receivable, General Ledger, Accounts Payable, Labor Distribution, and Inventory). When a Job transaction is created by one of these accounting subsystems, the corresponding multiplier becomes a part of the Job transaction, and is used to compute a more accurate cost for the transaction (i.e. cost times multiplier).

5. Date (x)

Eight user-defined dates are defined in the Jobs Master record. These fields are the descriptions of those dates.

6. Expense (x)

Eight user-defined expenses are defined in the Jobs Master record. These fields are the descriptions of those expenses.

## **JOBS FILE MAINTENANCE**

This program is used to maintain G/L Jobs master records. The Jobs master record contains all the general information about the job, as well as the job profit totals.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

### **Record Fields**

The record fields are:

1. Job key

A unique job identifier.

2. Job description (x)

A two line description of the job.

3. Customer key

The key of the customer associated with this job.

- 
4. Salesman number  
The salesman number of the salesman who sold this job.
  5. Sold date  
The date this job was sold.
  6. Completion date  
The date this job was completed.
  7. Warranty start date  
The date the warranty period begins for this job.
  8. Warranty end date  
The date the warranty period ends for this job.
  9. Date (x)  
User defined date.
  10. Purge date  
The date to purge this record and all associated transactions.
  11. Budget labor hours  
The total labor hours budgeted for this job.
  12. Budget labor amount  
The total labor dollars budgeted for this job.
  13. Budget material amount  
The total material dollars budgeted for this job.
  14. Budget other amount  
The total other dollars budgeted for this job. Other means it was not labor or material.
  15. Gross sale amount

- The gross dollar amount of this job.
16. Adjust amount  
Adjustment to gross sale amount (e.g. trade-in amount). Reduction to sales is entered as a negative number.
  17. Labor expense through completion  
Labor expense required to complete the job.
  18. Material expense through completion  
Material expense required to complete the job.
  19. Other expense through completion  
Other expense required to complete the job. Other is expense that is not labor or material.
  20. Expense (x) through completion  
User defined expenses required to complete the job.
  21. Sales commission  
Sales commission expense.
  22. Warranty labor expense  
Labor expense during the warranty start through end dates.
  23. Warranty material expense  
Material expense during the warranty start through end dates.
  24. Warranty other expense  
Other expense during the warranty start through end dates.
  25. Out of warranty labor expense  
Labor expense after the warranty end date.
  26. Out of warranty material expense

Material expense after the warranty end date.

27. Out of warranty other expense

Other expense after the warranty end date.

## TRANSACTION FILE MAINTENANCE

This program is used to maintain Job transaction records. The transactions represent the billing and costs that are posted to their corresponding Jobs Master record.

Transactions are usually created automatically by the accounting subsystems that post to Job Costing (i.e. General Ledger, Accounts Receivable, Purchase Order, Accounts Payable, Labor Distribution, Inventory, and Order Entry). The Job transactions may also be entered manually. When a transaction is changed or deleted in a subsystem, the corresponding Job transaction is also automatically changed or deleted.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions.

Status condition 128 exists when the Job transaction has been posted to its corresponding Job Costing Master record.

### Record Fields

The record fields are:

1. Entry number

The transaction entry number.

In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Job key

The Jobs Master key. The system immediately verifies that it is a valid Jobs key.

3. Job cost code

The job costing code. Pop up table entry. Use the PREV WORD and NEXT WORD keys to have the values displayed.

4. Job warranty code

The job warranty code. Pop up table entry. Use the PREV WORD and NEXT WORD keys to have the values displayed.

5. Transaction date

The dates of this transaction in MMDDYY format.

6. Source

The accounting module source for this transaction. Pop up table entry. Use the PREV WORD and NEXT WORD keys to have the values displayed.

7. Master key

The accounting module master key that was posted to by this transaction (e.g. customer key, vendor key, employee, inventory part number).

8. Document number

The accounting module source document number.

9. Description

The transaction document description.

10. Quantity

The quantity used.

11. Unit amount

The unit dollar amount.

12. Multiplier

The overhead multiplier for this transaction. Defaulted via the module source and the multipliers in the J/C Control file.

13. Operator

The operator key of the person adding this transaction. Skipped field. Automatically maintained by the system; defaults to the operator key of the logged on user.

## **JOBS MASTER REPORT**

This program produces a complete listing of the Jobs Master file. Jobs can be selected by completion date and by Job key group.

The report is printed in job key order.

### **Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning completion date to print. Clear the field (control Y) to print jobs with no completion date.
6. Enter the ending completion date to print. Clear the field (control Y) to only print jobs with no completion date.
7. Enter the job key group to print.

## Report Fields

The report fields are grouped in six columns.

### **The column one report fields are:**

1. Job key
2. Job description line one
3. Job description line two
4. Customer key and name

### **The column two report fields are:**

1. Date sold
2. User defined date (x)
3. Completion date
4. Warranty start date
5. Warranty end date
6. Purge date
7. Salesman number

### **The column three report fields are:**

1. Budget labor hours
2. Budget labor amount
3. Budget material amount
4. Budget other amount
5. Total budget amount

### **The column four report fields are:**

1. Sale amount
2. Sale adjustment
3. Net sale amount

**The column five report fields are:**

1. Prior to warranty labor expense
2. Prior to warranty material expense
3. Prior to warranty other expense
4. Prior to warranty user defined expense (x)
5. Sales commission expense
6. Profit at completion

**The column six report fields are:**

1. Warranty labor expense
2. Warranty material expense
3. Warranty other expense
4. Profit after warranty
5. After warranty labor expense
6. After warranty material expense
7. After warranty other expense

## **TRANSACTION REPORT**

A complete listing of the Transaction file is produced using this program.

The transactions may be printed in the following orders:

1. Entry number

2. Job key, date, source

## Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning completion date to print. Clear the field (control Y) to print jobs with no completion date.
6. Enter the ending completion date to print. Clear the field (control Y) to only print jobs with no completion date.
7. Enter the job key group to print.

## Report Fields

The report has two lines for each transaction. The report fields are:

### Line one:

1. Job key
2. Job cost code
3. Job warranty code

4. Transaction date
5. Accounting module source
6. Accounting module master key
7. Source document number
8. Transaction description
9. Quantity used
10. Unit dollar amount
11. Overhead multiplier

**Line two:**

1. Flag
2. Operator key
3. Entry number

**JOB STATUS REPORT**

The Job Status report is the culmination of all the job information that is entered into the job fields. This program can be run at any time to determine status of the job, the job profit, and the full detail of the transactions posted to the .job

The report is split into "prior to warranty", "in warranty", and "out of warranty" sections. Each of these sections is further split into "labor", "material", and "other" sections.

An additional section prints the expense and profit totals as a percentage of the net sale amount.

The report is printed in job key order.

**Operating Steps**

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132-column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the beginning completion date to print. Clear the field (control Y) to print jobs with no completion date.
6. Enter the ending completion date to print. Clear the field (control Y) to only print jobs with no completion date.
7. Enter the job key group to print.

## Report Fields

The jobs master report fields are:

1. Job key
2. Customer key
3. Salesman number
4. Date sold
5. Date completed
6. Warranty start date
7. Warranty end date
8. Gross sale amount
9. Sale adjustment amount

10. Net sale amount
11. Profit at completion
12. Profit after warranty

The transaction file report fields are:

1. Transaction date
2. Accounting module source
3. Accounting module master key
4. Source document number
5. Transaction description
6. Quantity used
7. Unit dollar amount
8. Overhead multiplier
9. Transaction total



---

# CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).  
See Chapter One for a complete listing of all the standard reports available.  
Control file reports are not included in this section; see the control file documentation.

---

JOBS MASTER FILE : BY JOB KEY : COMPLETION DATES 01/31/91 THRU 01/31/91 : KEY GROUP All

JOB KEY, DESCRIPTION	DATES	BUDGET HOURS/AMT	SALE AMOUNT	PRIOR WARRANTY	WARRANTY EXPENSE
JOB1	SOLD=01/01/91	HRS= 100.00	SAL= 3000.00	LAB= 363.22	LAB= 0.00
DESCRIPTION OF THIS JOB. FIRST 50 CHARACTERS.	DT1 =		ADJ= 0.00	MAT= 600.00	MAT= 0.00
SECOND 50 CHARACTERS OF DESCRIPTION.	DT2 =	LAB =			
2000.00 ----- OTH= 0.00 OTH= 400.00	DT3 =	MAT =			
750.00 NET= 3000.00 EX1= 0.00 -----	DT4 =	OTH =			
250.00 EX2= 0.00 NET= 1636.78	DT5 =			EX3= 0.00	=====
	DT6 =	TOT=			
3000.00 EX4= 0.00	DT7 =			EX5= 0.00	AFTER WARRANTY
	DT8 =			EX6= 0.00	-----
	COMP=01/31/91			EX7= 0.00	LAB= 0.00
	WBEG=02/01/91			EX8= 0.00	MAT= 0.00
	WEND=01/31/92			COM= 0.00	OTH= 0.00
	PURG=01/31/93				
CUST KEY=COX COX PROPERTIES, INC.	SALESMAN= 1 RJS			NET= 2036.78	



TRANSACTION FILE : ENTRY NUMBER ORDER : DATES 01/01/91 - 12/31/91 : ENTRIES 00000000 - 99999999 : SOURCE All : KEY GROUP All

JOB KEY	JC	JW	DATE	SRC	MASTER KEY	DOC#	DOC DESCRIPTION	QUANTITY	AMOUNT	OH	MULT	FLAG	OPR	ENTRY
-----														
-----														
JOB1	2	0	01/01/91	L/D	01CSS	00000001	WORK TYPE 1	4.08	10.00	1.0000		128	Z	00000001
JOB1	2	0	01/01/91	L/D	01CSS	00000001	WORK TYPE 1	3.58	10.00	1.0000		128	Z	00000002
JOB1	2	0	01/02/91	L/D	01CSS	00000001	WORK TYPE 1	3.75	10.00	1.0000		128	Z	00000003
JOB1	2	0	01/02/91	L/D	01CSS	00000001	WORK TYPE 1	4.00	10.00	1.0000		128	Z	00000004
JOB1	2	0	01/04/91	L/D	01CSS	00000001	WORK TYPE 2	4.02	10.00	1.0000		128	Z	00000005
JOB1	2	0	01/04/91	L/D	01CSS	00000001	WORK TYPE 2	3.00	10.00	1.0000		128	Z	00000006
JOB1	2	0	01/01/91	L/D	02MPT	00000001	WORK TYPE 1	2.25	11.54	1.0000		128	Z	00000007
JOB1	2	0	01/02/91	L/D	02MPT	00000001	WORK TYPE 1	4.00	11.54	1.0000		128	Z	00000008
JOB1	2	0	01/04/91	L/D	02MPT	00000001	WORK TYPE 2	2.25	11.54	1.0000		128	Z	00000009
JOB1	2	0	01/02/91	L/D	01FRB	00000001	WORK TYPE 1	4.50	7.50	1.0000		128	Z	00000010
JOB1	2	0	01/01/91	L/D	01CSS	00000001	WORK TYPE 1	3.92	10.00	1.0000		128	Z	00000011
JOB1	2	0	01/01/91	L/D	01CSS	00000001	WORK TYPE 1	3.73	10.00	1.0000		128	Z	00000012
JOB1	2	0	01/01/91	L/D	01FRB	00000001	WORK TYPE 1	4.25	7.50	1.0000		128	Z	00000013
JOB1	2	0	01/01/91	L/D	01FRB	00000001	WORK TYPE 1	3.25	7.50	1.0000		128	Z	00000014
JOB1	2	0	01/01/91	L/D	02MPT	00000001	WORK TYPE 2	1.50	11.54	1.0000		128	Z	00000015

TRANSACTION FILE : ENTRY NUMBER ORDER : DATES 01/01/91 - 12/31/91 : ENTRIES 00000000 - 99999999 : SOURCE All : KEY GROUP All

JOB KEY	JC	JW	DATE	SRC	MASTER KEY	DOC#	DOC DESCRIPTION	QUANTITY	AMOUNT	OH	MULT	FLAG	OPR	ENTRY
JOB1	2	0	01/02/91	L/D	01CSS	00000001	WORK TYPE 1	4.00	10.00	1.0000		128	Z	00000016
JOB1	2	0	01/02/91	L/D	01CSS	00000001	WORK TYPE 1	3.75	10.00	1.0000		128	Z	00000017
JOB1	2	0	01/02/91	L/D	01FRB	00000001	WORK TYPE 2	3.00	7.50	1.0000		128	Z	00000018
JOB1	2	0	01/02/91	L/D	01FRB	00000001	WORK TYPE 2	3.83	7.50	1.0000		128	Z	00000019
JOB1	2	0	01/03/91	L/D	01CSS	00000001	WORK TYPE 2	4.25	10.00	1.0000		128	Z	00000020
JOB1	2	0	01/03/91	L/D	01CSS	00000001	WORK TYPE 2	2.75	10.00	1.0000		128	Z	00000021
JOB1	2	0	01/03/91	L/D	02MPT	00000001	WORK TYPE 2	1.25	11.54	1.0000		128	Z	00000022
JOB1	3	0	01/31/91	INV	WID-B	00004458	BUY 100 @ \$6.00	100.00	6.00	1.0000		128		00000023
JOB1	4	0	09/20/91	A/P	COX	8879	PURCHASE FOR A JOB	1.00	400.00	1.0000		128	Z	00000024
JOB1	1	0	01/31/91	A/R	COX	00002008	INVOICE	1.00	3000.00	1.0000		128	Z	00000025

25 records printed.

JOB STATUS : JOB KEY ORDER : COMPLETION DATES 01/01/91 THRU 12/31/91 : KEY GROUP ALL

JOB KEY	CUST KEY	SLS SOLD	COMPLETE	WAR	STRT	WAR	END	GROSS AMT	ADJUSTMENT	NET AMT	PROFIT @	CMP	PF	AFTER	WARR
JOB1	COX	1	01/01/91	01/31/91	02/01/91	01/31/92		3000.00	0.00	3000.00	2036.78			1636.78	

DATE	SRC	MASTER KEY	DOC#	DOC DESCRIPTION	QUANTITY	AMOUNT	OH	MULT	TOTAL
01/31/91	A/R	COX	00002008	INVOICE	1.00	3000.00	1.0000		3000.00
			3000.00	JOBS MASTER NET SALE AMOUNT	1.00				3000.00

DATE	SRC	MASTER KEY	DOC#	DOC DESCRIPTION	QUANTITY	AMOUNT	OH	MULT	TOTAL
01/01/91	L/D	01CSS	00000001	WORK TYPE 1	4.08	10.00	1.0000		40.80
01/01/91	L/D	01CSS	00000001	WORK TYPE 1	3.58	10.00	1.0000		35.80
01/01/91	L/D	02MPT	00000001	WORK TYPE 1	2.25	11.54	1.0000		25.97
01/01/91	L/D	01CSS	00000001	WORK TYPE 1	3.92	10.00	1.0000		39.20
01/01/91	L/D	01CSS	00000001	WORK TYPE 1	3.73	10.00	1.0000		37.30
01/01/91	L/D	01FRB	00000001	WORK TYPE 1	4.25	7.50	1.0000		31.88
01/01/91	L/D	01FRB	00000001	WORK TYPE 1	3.25	7.50	1.0000		24.38
01/01/91	L/D	02MPT	00000001	WORK TYPE 2	1.50	11.54	1.0000		17.31
01/02/91	L/D	01CSS	00000001	WORK TYPE 1	3.75	10.00	1.0000		37.50
01/02/91	L/D	01CSS	00000001	WORK TYPE 1	4.00	10.00	1.0000		40.00
01/02/91	L/D	02MPT	00000001	WORK TYPE 1	4.00	11.54	1.0000		46.16
01/02/91	L/D	01FRB	00000001	WORK TYPE 1	4.50	7.50	1.0000		33.75
01/02/91	L/D	01CSS	00000001	WORK TYPE 1	4.00	10.00	1.0000		40.00
01/02/91	L/D	01CSS	00000001	WORK TYPE 1	3.75	10.00	1.0000		37.50
01/02/91	L/D	01FRB	00000001	WORK TYPE 2	3.00	7.50	1.0000		22.50
01/02/91	L/D	01FRB	00000001	WORK TYPE 2	3.83	7.50	1.0000		28.73
01/03/91	L/D	01CSS	00000001	WORK TYPE 2	4.25	10.00	1.0000		42.50
01/03/91	L/D	01CSS	00000001	WORK TYPE 2	2.75	10.00	1.0000		27.50
01/03/91	L/D	02MPT	00000001	WORK TYPE 2	1.25	11.54	1.0000		14.43
01/04/91	L/D	01CSS	00000001	WORK TYPE 2	4.02	10.00	1.0000		40.20
01/04/91	L/D	01CSS	00000001	WORK TYPE 2	3.00	10.00	1.0000		30.00
01/04/91	L/D	02MPT	00000001	WORK TYPE 2	2.25	11.54	1.0000		25.97

363.22 JOBS MASTER PRIOR WARRANTY LABOR 74.91 719.38

DATE	SRC	MASTER KEY	DOC#	DOC DESCRIPTION	QUANTITY	AMOUNT	OH	MULT	TOTAL
01/31/91	INV	WID-B	00004458	BUY 100 @ \$6.00	100.00	6.00	1.0000		600.00
			600.00	JOBS MASTER PRIOR WARRANTY MATERIAL	100.00				600.00
			0.00	JOBS MASTER PRIOR WARRANTY OTHER	0.00				0.00
			0.00	JOBS MASTER IN WARRANTY LABOR	0.00				0.00





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# DOCUMENT HISTORY

## JOB COSTING USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/14/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release (no changes in this release)



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# READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

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Title: \_\_\_\_\_ Phone number: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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