

Contents

Welcome	4
Introduction and Overview of Job Cost.....	5
Billing and Accounting Methods.....	11
Job Cost Integration.....	14
The Company.....	15
Setting Up Job Cost.....	16
Job Cost Options.....	18
General Ledger Account Maintenance	23
Defining Job Types	24
Defining Cost Codes.....	27
Setting Up Burden Rates.....	29
Setting Up Overhead Rates.....	30
Challenge Questions – Part One	31
Estimating	32
U/M Conversion Table	33
Building a List of Items	34
Entering and Maintaining Estimates.....	38
Printing Estimates.....	42
Estimate Reports.....	44
Creating a Job from an Estimate.....	45
Entering and Maintaining Jobs	46
Printing and Reviewing Job Information.....	53
Updating the Progress of Jobs	54
Challenge Questions – Part Two	59
Posting Costs	60
Posting Costs in Accounts Payable	61
Entering Job Information in Invoice Data Entry.....	63
Updating Invoices	66
Tracking Job Cost Invoices in Accounts Payable.....	67
Selecting Invoices for Payment and Printing Checks	69

Entering Manual Checks.....	73
Posting Costs in Payroll.....	76
Entering and Processing Payroll	78
Calculating & Updating Payroll.....	82
Posting Costs from Purchase Order	84
Entering Purchase Orders	85
Printing Purchase Orders	89
Receipt of Goods/Invoice Entry.....	90
Printing Registers and Updating Receipts	92
Returning Goods	93
Material Requisitions.....	94
Purchase Order Reports	95
Posting Costs from Inventory Management	96
Entering Issues and Sales.....	97
Job Posting Entry	99
Using the Job Billing Menu	102
Invoicing in Accounts Receivable for Jobs	112
Entering Invoices in Accounts Receivable	113
Entering Debit and Credit Memos.....	116
Printing and Updating Invoices	117
Accounts Receivable Reports	118
Entering Cash Receipts.....	119
Tracking Billings in Job Cost	121
Job Cost Reports	122
Closing Out Jobs.....	125
Period End Processing	127
Challenge Questions – Part Three	130
Summary	131
Appendix A - Job Cost Lab	A-1
Appendix B – Question & Challenge Answers	B-1
Appendix C – Summary of Calculations.....	C-1
Appendix D - Case Study Installation Instructions	D-1