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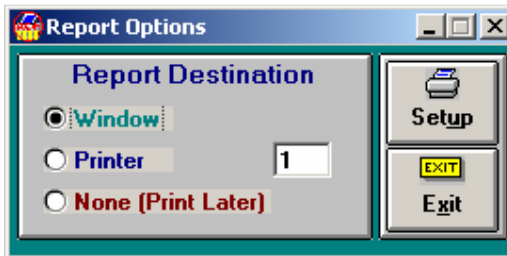


AC PLUS JOB COSTING
FOR WINDOWS
HELP GUIDE

Content Pages

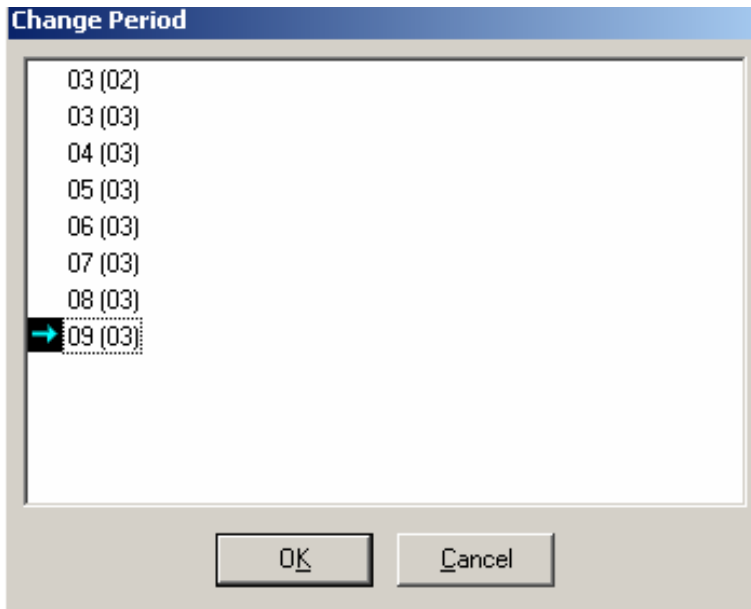
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Report Options



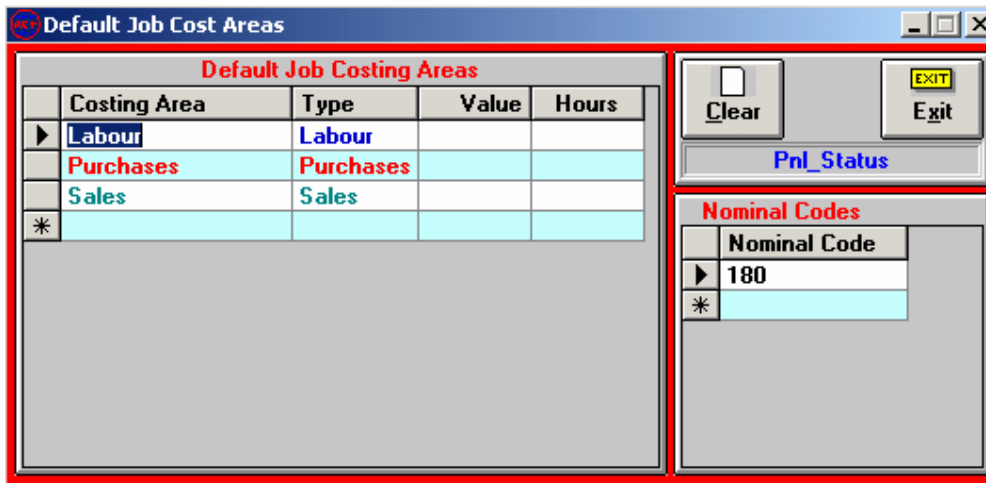
The report options allow you to select the default settings when printing reports. If you would like to automatically print all reports to the printer instead of the window first, select the "Printer" option button and click the "Setup" button to select the default printer. Once you have changed your settings click the "Exit" button. These settings can always be changed back to default.

Change Period



You can change the period you are currently logged into by selecting "Change Period" from the "Options" main menu. This will display all periods available as shown above. You can login to a different period by selecting a period with the cursor within the selection box and clicking the "OK" button. This will automatically log you into that period. To cancel changing the period, click the "Cancel" button.

Default Costing Areas



These are the default costing areas which appear in new jobs when you click the “Use Default Costing Areas” button within Job Maintenance.

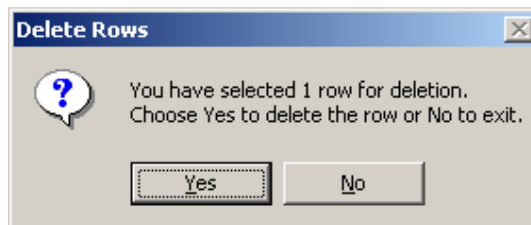
To edit these default job costing areas click “Default Costing Areas” from the “Options” main menu and a dialog box will appear as shown above. Within this screen you can add, edit, and delete default job costing areas which appear by default in new jobs when specified.

Adding New Job Costing Areas

For each job cost area you can specify one or more nominal codes for this specific job code to appear under. Additionally a default value and number of hours can be specified for this job cost area.

Deleting Job Costing Areas

To delete a job costing area from the default areas, highlight the row to delete and press the ‘DELETE’ key on the keyboard. A prompt message will appear confirming the deletion of the selected row, any number of job costing areas can be selected at once to delete them in one go, similar to the message box below.



Clear All Job Costing Areas

To clear all of the default job costing areas, click the ‘CLEAR’ button, a prompt message will appear confirming the deletion of all job costing area rows. Click ‘Yes’ to clear all rows, otherwise click ‘No’ to cancel.

Example Scenario: Building a Swimming Pool

Create a Job in Job Maintenance

To create a new job using the Job Costing program, select 'Job Maintenance' from the 'Jobs' main menu and a dialog box will appear for you to enter the information for your new job.

Job Maintenance

Job Code: SWIM

Description: Build Swimming Pool

Customer Details

Account Code: JOE BLOGGS

Name: Joe Bloggs Company

Reference:

Live Job **Other Information**

Job costing for building a swimming pool size 10' by 20' using a swimming pool kit.

Start Date: 17/01/2005 Scheduled Finish Date: 28/01/2005 Actual Completion Date:

Job Costing Areas Use Receipts Use Invoices

Costing Area	Budget	Hours	Actual	Hours	Up-Lift%	Value	Total	%Budget
Labour				0	0			
Purchases				0	0			
Sales				0	0			

Figures

Total Costs to Date		0.00
Total Sales to Date		0.00
Total Profit to Date		0.00
Goods on Order / Not Yet Received	0.00	% Profit on Cost 0
Goods Received / Not Yet Invoiced	0.00	% Profit on Sales 0

Last Updated by 1 on 28/01/2005 at 13:06

To start creating your new job, please follow the steps below:

1. Enter a job code for the job, this is usually an abbreviation of the job you are doing, this also needs to be unique within the job code database.
2. Optionally you can enter a description for the job, this should be entered in the "Description" field provided, this is used for company reference only.
3. You now need to specify an account customer the job will be for. Simply select the account code from the drop down menu box given.
4. You now need to specify the dates for the job, in the "Start Date" box enter the starting date for the job to commence. In the "Scheduled Finish Date" enter the expected finishing date for the job. You do not need to enter an 'Actual Completion Date' until the job has been completed.
5. The job also needs to be set as live (only if the job is currently in progress), this can be set by ticking the "Live Job" box provided above "Other Information". This must be enabled so invoices can be posted for your job.
6. Finally click the "Save" button to save all details of the job and to create the job within the database, you will be prompted to confirm the creation of the new job, click "OK" to create, otherwise click "Cancel" to cancel.

NOTE: Remember to use the TAB key on the keyboard for navigating through the fields on screen, rather than using the ENTER key.

Edit Job Costing Areas

The job costing areas we would have for building the swimming pool are as follows:

Job Costing Areas					
	Costing Area	Type	Value	Hours	Uplift
▶	Labour	Labour			0
	Machinery Rental	Purchases	£0.00	0	0
	Material Purchases	Purchases	£0.00	0	0
	Sales	Sales			0
*					

Nominal Codes	
	Nominal Code
▶	LABOUR
*	

- Labour – The cost of hiring employees to build the swimming pool for 10 days.
- Sales – The amount chargeable to the customer.
- Material Purchases – The cost of purchasing materials for building the swimming pool e.g. the swimming pool construction kit, heaters, filters, liners etc.
- Machinery Rental – The cost of renting machinery to dig the swimming pool.

At least one nominal code should be selected for each job costing area specified. This is so the correct values appear under each job costing area when invoices are posted for your job.

All changes to the job costing areas are automatically saved so simply click the “Exit” button once finished.

Job Cost Posting

Posting of costs onto the job using the Job Cost Posting area are for costs which haven't originated anywhere else.

To launch the Job Cost Posting area click 'Post Costs' from the 'Jobs' main menu. You can now enter the costs to post to the job line by line.

The example provided below shows all of the costs involved for constructing the swimming pool, these include the machinery and material costs for our scenario. For each cost you must add the job code, the costing area for the cost to be posted to, the date the cost originated, and the value of the cost.

Additionally a cost reference and description can be provided with each cost for transactional and future reference.

After you have finished entering the costs for the job, click the 'Process' button show below, this will prompt you to process the costs, click 'Yes' to post the costs to the selected jobs, otherwise click 'No' to cancel. After clicking 'Yes' the costs will automatically disappear.

You can no leave the Job Cost Posting area by clicking the 'Exit' button.

Post Costs						
Job Code	Costing	Date	Value	Reference	Description	
SWIM	Machinery	17/01/2005	100.00	DIGGER	Rental cost of a digger for	
SWIM	Machinery	18/01/2005	100.00	DIGGER	Rental cost of a digger for	
SWIM	Material	17/01/2005	1,979.00	SWIM KIT	Swimming Pool Kit	
SWIM	Material	17/01/2005	299.00	LIGHT KIT	100w Halogen Light Kit	
SWIM	Material	17/01/2005	1,399.00	END	10' Romain End - Plain	
SWIM	Material	17/01/2005	49.00	ADHESIVE	Underlay Adhesive	
▶ SWIM	Material	17/01/2005	189.00	FELT	Roll of Felt	
*						

Posting Sales Invoices to a Job

If a job is created to be finished over a long period of time then you will likely want to invoice the sales account company throughout the job. For example, in our scenario we have invoiced the sales account for labour, any material and rental costs in separate lines, these were all invoiced together. In a job which was being developed over a year, you may want to invoice the sales account every week for labour and material costs.

Creating a New Sales Invoice

Description	Nominal Code	Nominal Name	VAT	VI	Disc	Value	Job Code	Job Description
▶ 160 Hours Labour @ £15 per hour.	SALES	Swimming Pool	1	<input type="checkbox"/>	0	2,400.00	SWIM	Build Swimming Pool
Digger Machinery Rental @ £150 per	SALES	Swimming Pool	1	<input type="checkbox"/>	0	300.00	SWIM	Build Swimming Pool
Swimming Pool Material Costs.	SALES	Swimming Pool	1	<input type="checkbox"/>	0	5,152.50	SWIM	Build Swimming Pool
*				<input type="checkbox"/>				

1. Open up AcPlus Accounts and select "Invoices" from the "Sales/Purchase" main menu.
2. Select the account from the "Account Code" menu provided for which you would like to generate the sales invoice for.
3. Enter an invoice number e.g. today's date, you can also enter a description and customer reference for the invoice in "Invoice Details" if you wish.
4. To add a line to the invoice place the cursor in one of the rows provided and type a description for that line in the "Description" box.
5. Now select a nominal code for that line in the "Nominal Code" menu box, this will automatically add a "Nominal Name".
6. You can edit the VAT, VAT inclusive and discount options for that line if you wish.
7. You now need to enter a value for that line to be added to the invoice, by default this is the value excluding VAT.
8. Select the job code from the "Job Code" menu box to post this invoice line to, the job description will automatically appear in the "Job Description" box.
9. You are now ready to process your invoice lines for the selected account. Please check all the data on screen is correct and valid before proceeding to process your invoice.
10. Click the "Process" button in the top-right hand corner of the dialog box to process the invoice for the selected sales account. A VAT analysis screen will appear confirming the rates of VAT and the total goods value, click "Yes" to process the invoice, otherwise click "No" to cancel the process.

To create a new sales invoice using SOPS, please refer to the SOPS manual.

Posting Purchase Invoices to a Job

Any purchased materials can be processed through using the Accounts Invoicing facility or POPS (Purchase Order Processing), and these purchases can be processed to a particular job. This works in the same way as the sales invoice posting, but obviously for purchases.

Creating a New Purchase Invoice

Description	Nominal Code	Nominal Name	VAT	VI	Disc	Value	Job Code	Job Description
Swimming Pool Kit	MATERIALS	Material Purchases	1	<input type="checkbox"/>	0	1,979.00		
*				<input type="checkbox"/>				

1. Open up AcPlus Accounts and select "Invoices" from the "Sales/Purchase" main menu.
2. Select the account from the "Account Code" menu provided for which you would like to generate the purchase invoice for. TIP: You can select to display only all purchase accounts by deselecting the "Sales Accounts" filter, and making sure the "Purchase Accounts" filter is selected.
3. Enter an invoice number e.g. today's date, you can also enter a description and customer reference for the invoice in "Invoice Details" if you wish.
4. To add a line to the invoice place the cursor in one of the rows provided and type a description for that line in the "Description" box.
5. Now select a nominal code for that line in the "Nominal Code" menu box, this will automatically add a "Nominal Name".
6. You can edit the VAT, VAT inclusive and discount options for that line if you wish.
7. You now need to enter a value for that line to be added to the invoice, by default this is the value excluding VAT.
8. Select the job code from the "Job Code" menu box to post this invoice line to, the job description will automatically appear in the "Job Description" box.
9. You are now ready to process your invoice lines for the selected account. Please check all the data on screen is correct and valid before proceeding to process your invoice.
10. Click the "Process" button in the top-right hand corner of the dialog box to process the invoice for the selected sales account. A VAT analysis screen will appear confirming the rates of VAT and the total goods value, click "Yes" to process the invoice, otherwise click "No" to cancel the process.

To create a new purchase invoice using POPS, please refer to the POPS manual. Posting costs to a job is an alternative to posting purchase invoices to a job, it would be uncommon to use both of these methods. If your company uses the POPS module it would be best to post purchase invoices to jobs as they would appear under your purchase accounts transactions.

Employee Maintenance

The screenshot shows a window titled "Employee Maintenance" with a toolbar containing buttons for Clear, Read, Save, Delete, and Exit. Below the toolbar is the "Employee Details" section with the following fields:

- Code: STEVE
- Name: Steve Smith
- Dept: (empty dropdown)
- Type: (empty dropdown)
- Rate: 10.00
- Add On: 13.00 %

The Employee Maintenance area is for maintaining all of your employees, existing and new employees can be easily added to the database.

Adding an Employee

1. To add a new employee to the database, click the 'CLEAR' button to clear all details currently on screen, and then start to enter the employee details starting with the 'Code' text box. A unique code identifier needs to be specified for the employee, therefore you need to enter an employee code in the 'Code' text box. In the example below, 'JOHN' has been provided as the employee code.
2. You now need to enter the employee's name in the 'Name' text box.
3. Optionally a department and employee type can be selected from the appropriate drop down menus provided.
4. You can now enter the employee hourly pay rate in the 'Rate' text box, you must enter numbers only in this field.
5. The add-on percentage is the percentage of the employee's hourly rate that should be added on for each hour he/she works. This is used to cover additional employee costs such as company bills e.g. electricity and gas.
6. To create the new employee and save it in the database click the 'Save' button.

The screenshot shows the same "Employee Maintenance" window, but with the following changes in the "Employee Details" section:

- Code: JOHN
- Name: John Smith
- Dept: (empty dropdown)
- Type: (empty dropdown)
- Rate: 10.00
- Add On: 13.00 %

Employee Hours Posting

Employee hour posting is similar to cost posting, only that you are posting the hours an employee has worked on a job to the job.

To launch the Employee Hours Posting area click 'Post Hours' from the 'Employees' main menu. You can now enter the employee hours to post to the job line by line.

The example provided below shows all of the employees involved for constructing the swimming pool, Steve Smith and John Smith in this scenario. For each employee hours you want to post, you must add the job code, the costing area for that employee (e.g. Labour), the employee who worked those hours, the number of hours the employee worked, and the date the employee worked. Additionally an employee hour posting reference and description can be provided with each cost for transactional and future reference.

The value which appears in the 'Value' field is the total cost to the company for employing the employee to work that number of hours, e.g. Steve Smith is on £10 per hour with an additional add-on of 13%, he works for 80 hours, therefore the cost to the company for employing him will be £904.

Post Employee Hours							
Job Code	Costing	Employee	Hours	Date	Reference	Description	Value
SWIM	Labour	STEVE	80	17/01/2005	LABOUR	Labour for	904.00
SWIM	Labour	JOHN	80	17/01/2005	LABOUR	Labour for	904.00
*	▼						

Finishing a Job

Once the job has been finished and all invoices have been posted for that job you can now enter the actual completion date for that job and set the job as not live. This can be done through the Job Maintenance screen as shown below. Once you have changed the settings remember to click the 'Save' button.

Job Code SWIM Print

Description Build Swimming Pool

Clear Read Save Delete Transactions EXIT

Customer Details

Account Code JOE BLOGGS

Name Joe Bloggs Company

Reference

Other Information

Live Job

Job costing for building a swimming pool size 10' by 20' using a swimming pool kit.

Start Date 17/01/2005 **Scheduled Finish Date** 28/01/2005 **Actual Completion Date**

Job Costing Areas

Use Default Costing Areas Use Receipts Use Invoices

Costing Area	Budget	Hours	Actual	Hours	Up-Lift%	Value	Total	%Budget
Labour			1,808.00	160	0		1,808.00	
Machinery Rental	0.00	0	200.00	0	0		200.00	
Material Purchases	0.00	0	3,915.00	0	0		3,915.00	
Miscellaneous	0.00	0	100.00	0	0		100.00	
Sales			7,852.50	0	0		7,852.50	

Figures

	Total Costs to Date	6,023.00
	Total Sales to Date	7,852.50
Last Updated by 1 on 04/03/2005 at 17:26	Total Profit to Date	1,829.50
Goods on Order / Not Yet Received	0.00	% Profit on Cost
Goods Received / Not Yet Invoiced	0.00	% Profit on Sales
		30.38 %
		23.30 %

View Transactions for a Job

The transactions which take place under a specific job can be viewed from within “Job Maintenance”. Simply select the job to view the transaction for in the “Job Code” menu box, and click the “Transactions” button in the right-hand corner of the dialog box. The transactions shown are all invoices which have been processed for that job, and will also show the posted costs and hours for that job. These transactions can be printed by clicking the “Print Transactions” button. An example of the transactions screen is shown below:

The screenshot shows the 'Job Maintenance' window with the following details:

- Job Code:** SWIM
- Description:** Build Swimming Pool
- Buttons:** Clear, Read, Save, Delete, Transactions, Exit
- Transaction Display Table:**

Type	Reference	Stock Code	Description	Quantity	Hours	Account Code	Nominal Code
Post Costs	DIGGER		Rental cost of a		0		
Post Costs	DIGGER		Rental cost of a		0		
Post Costs	SWIM KIT		Swimming Pool		0		
Post Costs	LIGHT KIT		100w Halogen		0		
Post Costs	END		10' Romain End		0		
Post Costs	ADHESIVE		Underlay		0		
Post Costs	FELT		Roll of Felt		0		
Post Hours	LABOUR		Labour for		80		
Post Hours	LABOUR		Labour for		80		
Invoice	SWIM-29/01		Invoice		0	JOE BLOGGS	SALES

Job Costing Reports

The job costing program offers a wide-range of reporting facilities. To open the report facilities dialog box goto “Reports” and then “Job Reports” on the main menu, this will show the dialog box below.

Here are some example reports which you can print using the reporting facilities:

1. Display all jobs which have exceeded the projected completion date.
2. Display all jobs which have exceeded the allocated budget.
3. Display all jobs which are currently live.
4. Display all jobs which have taken placed between two specific job codes and two specific job code areas.
5. Display all jobs for a specific account.
6. Display the total costs and labour costs for all jobs or jobs for a specific account.

With the report facilities you can specify whether to print the reports to window or to a printer. Once you have selected the settings for your report, click the “Run Report” button to generate the report. The printer to print to can be selected by clicking on the “Printer Setup” button which will display all printers installed on your computer.

Job List Reports

This is a simple report which displays all jobs for a particular account code. Optionally a job code and job code area range can be specified.

Work In Progress Summary Reports

This report shows the current figures for all the jobs by default. This is a useful report to show which jobs have been most profitable and allows you to easily compare between different jobs. These reports can be generated from either receipts or invoices. Additionally all the jobs currently in progress can be specified for a specific account code, also with job code ranges, and job code areas.

Transactions Reports

This type of report shows all transactions for either: a particular job code; between two job codes specified; or between two job code areas specified, for a particular date range. Additionally all transactions for a particular account code between a date range can be displayed. All transactions are displayed in alphabetical order for the job.

Job Card Reports

Job cards allow manufactured objects to be identifiable on the shop floor. Simply print-off one of these reports and attach it to the object which is to be sold. For example: you are a furniture manufacturer

and have specifically designed a chair for a customer which alterations. You would simply attach this report to that chair to make it identifiable from other chairs.

Labour Reports

This report displays all the hours posted to a job for each individual employee. It shows a breakdown of the number of hours a particular employee has worked on a job, including a description of the work achieved, and the cost to the company for employing that employee. The labour reports show all the jobs for a particular: account code, job code range, and employee type. A date range should also be specified when generating these reports.

Outstanding P/Orders Reports

This type of report shows all outstanding purchase orders which haven't been received for each individual job. All goods which have been received should be processed as received within POPS.

Work in Progress by Date Reports

The work in progress report will provide a summary of the total costs (and sales) by job as at the end date specified. Thus jobs which span accounting periods can be effectively and accurately included in the financial management reports.