



BUSINESS SYSTEM

Project Costing

User's Manual

OUR GOAL IS AUTOMATION EXCELLENCE

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Job Cost

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Introduction**The User Manual**

We are pleased that you have selected this PROMPT application. Unlike most other PROMPT Business System applications, the job or project cost system is not included in the procedure manual. Due to the simplicity of the system and because it is fed by other PROMPT business subsystems, all operational requirements are included in this user manual.

Job or Project Cost Overview

The job cost system permits entry of estimates by job, and categories within a job. PROMPT Business System applications of accounts payable, order processing, inventory control and payroll automatically feed actual revenue and/or actual or standard costs when a valid job number is entered.

There is flexibility in design as to where you control job cost input. For example, if all job costs are materials and labor, it is possible to only enter job cost numbers in order processing and payroll, which will then automatically feed job cost.

More Details by Subsystem

Accounts payable will accept a job number on the journal entry distribution screen. This means all or any part of an accounts payable transaction can be distributed to one or more jobs.

Inventory control will accept a job number on the screen where products are issued. This means that materials cost relieved from inventory by issue can be directed to a job.

The production feature in inventory control will also accept a job number on the screen where you indicated the date, shift, quantity produced, etc. This means that items produced for a specific job can be directed to job cost by entry of the appropriate job number.

Payroll permits entry of a job number associated with the entry of time records. This means that personnel time can be distributed by job based on time per job or project. Also, you can direct all or part of salaried personnel pay to a job or jobs.

Order processing billing permits entry of a job number associated with an invoice. This means that an invoice can be identified for a job or a project which produces these results:

- A revenue record is sent to job cost in the gross amount of the invoice excluding freight, tax and add-ons.
- Cost records are sent to job cost for each invoice line where a cost is applicable, except where production costs are generated through inventory control.

Coordination of Costs

You will observe it is possible to send duplicate costs to the job cost system. The system was designed to be VERY FLEXIBLE allowing different approaches to collecting job cost information.

The inventory control company file maintenance program has three questions on the screen involving job cost. The first "Make? ()" determines if production costs are forwarded to job cost on "MAKE" inventory items. If the question is answered 'Y', order processing invoicing will send cost data for each invoice line of a "MAKE" inventory item to job cost. In this event, you would not be entering job cost numbers in the production feature of inventory control.

The next question is "Std? ()". If the question is answered with 'Y', both inventory and payroll will feed job cost using standard costs rather than actual costs. In inventory, this means price 9 and in payroll the field is called standard cost.

The last question is "O/P ()". If a 'Y' is entered, revenue and expenses both go to job cost when the end of day procedure is run. If an 'N' is entered, order processing end of day does not update job cost. If an 'R' is entered, order processing sends only revenue to job cost and if an 'I' is entered, it only sends inventory costs.

Finally, the coordination between accounts payable and order processing is resolved by not distributing job cost to materials invoices and letting order processing do the work.

Operational Procedures**Job or Project Entry**

The beginning point of the job or project cost system is the entry of a master file record. Option 1 on the project management system menu is used to enter a job or project. Option 2 is used to print the entire master file, or selected master records. Once a job or project has been entered, you can then enter estimates if desired using menu option 3. Actual expenses are fed from PROMPT Accounts Payable, Inventory Control, Order Processing and Payroll systems using the job number, as previously explained.

Actual or theoretical expenses not known to the PROMPT System can also be entered into the system using option 3.

Reports

Menu option 5 is used to print a summary report, one line per job. For

a detailed report of estimates, use option 4. The detail of actual expenses is printed with menu option 6, and a cost report which is a variation of option 6 can be printed using option 8.

Overhead Calculation

You can calculate overhead (or commissions if you use the job cost system for computing commissions on the profit of jobs) by executing menu option 7.

Purge Jobs

Menu option 9 is used to purge jobs from the system.

Menu Options Explained

The remainder of this manual explains how to use each menu selection.

Enter, Maintain, Review Projects - Menu Option 1

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Job Cost System          #BJCMST +
|                  Enter, Maintain, Review Projects          #BJCMST0 |
|
| Company Number: ( 1 )          Job Closed?.....: ( N ) |
| Project Number: ( MAT100 ) |
+ Project Name.....: ( MAKE A TOY 100 ) |
| Data Entry Seq. Number...: ( )          Actual....: |
| Salesperson.....: ( 1 )          Estimated.: |
| A/R Customer Number.....: ( 10 )          Difference: |
| Project Start Date.....: (12/01/04) |
+ Project End Date.....: ( )          Last Updated |
| Project Amount.....: ( 10000.00 ) |
| Billed to Date.....: ( )          Open to Bill 10000.00 |
|
| Overhead % for Billing...: ( 5.00 ) Labor.....: ( 25.00 ) |
+ Inventory: ( 15.00 ) Payables...: ( 15.00 ) |
|
| Payroll local tax codes.: 1.( 71 ) 2.( 72 ) 3.( ) 4.( ) |
|
| Commission on margin. Company Min.%( ) or split: Co%( 60 ) Sl%( 40 ) |
+ Commission on sales.. Min.%( )Max.%( )Include add on?( ) |
|
|
| F0=Add Record          F1=Clear Screen          F2=Scroll Reverse F3=Scroll Forward |
+ F4=Maintain Record    F5=Delete Record          F6=Inquire          F7=Exit Screen  +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 1 on the master menu will cause this screen to appear.

The purpose of the screen is to enter or maintain a job or project master record. Each field of information to be entered is explained below:

- * **Company Number** - Enter a valid company number.
- * **Job Closed** - Entries are blank, Y or N. The primary purpose for this flag is that a job cannot be purged unless marked 'Y' as closed. No entry is required.
- * **Project Number** - Enter a number for the job or project which is a character (can be numbers or letters) field that holds up to nine characters.
- * **Project Name** - Enter the name of the job or project.

* **Data Entry Sequence Number** - This field is optional and is for use in determining the sequence that projects appear on reports.

If you have 100 projects and wish to determine the sequence using this field, enter the first number as 001 followed by second as 002, etc. This means that the tenth project will be 010 etc, etc. You can use alpha data if desired, verses numeric data with sort sequence determining the sequence, such as A to Z, etc.

* **Salesperson** - Enter the salesperson responsible for the project. This is an optional entry.

* **A/R Customer Number** - This is the billing customer number in the PROMPT Accounts Receivable system, and must be a valid number in the file, however, no entry is required.

* **Project Start Date** - This is the first date that the project begins, and no entry is required.

* **Project End Date** - The date the project ends. No entry is required.

* **Project Amount** - Enter the amount of the project, if known. If the PROMPT Order Processing is updating job cost, this amount will be used to compute the open to bill, as each billing amount is updated in job cost. This is an optional entry.

* **Billed to Date** - No entry permitted. This value is computed as explained above.

* **Overhead % for Billing, Labor, Inventory, Payables** - If you desire to calculate overhead, you must enter a % such as 5.00 which means 5.00%. Using the example shown on screen #BJCMST0, all billing would have a 5% overhead charge based on the amount of the billing. All labor would have overhead costs computed of 25% of the labor cost, and inventory and payables costs would have overhead costs computed of 15%. No entry is required.

* **Payroll Local Tax Codes** 1.()2.()3.()4.() - These are optional entries for use in time record entry of payroll where you identify by job the local tax codes, then when entering payroll time records the entry of a job cost number will automatically cause the appropriate local taxes to be withheld.

* **Commission on Margin**

* **Company Min % ()** - If commissions are to be computed on this project and the split between the company and salesperson calls for the company to get a minimum percentage, enter the minimum percentage, otherwise, leave this field blank.

* **Or Split: Co%** () - If commissions are to be computed on this project and the basis of commissions is a split of gross profit between the company and salesperson, enter the company commission percentage here, and enter the salesperson percentage in the next field.

* **Commission on Sales**

Min%() Max% () - If commissions are to be computed on this project based on sales, enter either a Min% or both Min% and Max%. An entry in Min% means a straight commission rate. An entry in both means a sliding scale based on one half of the profit on the job. If the job loses money, or makes a small profit, the rep gets the min%, if one-half of the profit is sufficient to cover the maximum commission the rep gets the max, otherwise the rep gets one-half of the profit but a commission of not less than the min%.

* **Include add on charges** - If commissions are computed, enter a 'Y' if add on charges from order processing such as freight and handling are to be included in the commission base.

* **Actual** - This field is also for view only and actual cost data for a project will appear here when a project has cost data.

* **Estimate** - This field is also for view only and estimate cost data for a project will appear here when a project has estimated cost data.

* **Difference** - This is for view only and is the difference between actual and estimate.

* **Last Updated** - This field on the screen is for view only and data will appear here when a project has cost data.

* **Open to Bill** - No entry permitted. This is the difference between project amount and billed to date.

The function keys for this program are explained on page 21.

Print Project Master File - Menu Option 2

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Job Cost System          #BJCMRS +
|                   Job Cost Master File Report Selection      #BJCMRS0 |
|                   |                                     |
| Report Title.....( Job Cost Master Report )                |
|                   |                                     |
+ Date Parameters.....( S ) S=Start Date, E=End Date, U=Last Update +
|   Begin date.....( 12/01/04 )                               |
|   End date.....( 12/31/04 ) (Blank=Begin date)              |
|                   |                                     |
| Report Sequence ( J )          From          To            |
+   C=Customer Number.....(          ) (          )          +
|   J=Job Number.....(          ) (          )                |
|   N=Job Name.....(          ) (          )                  |
|   S=Salesperson.....(          ) (          )              |
|  #=Sequence Number.....(          ) (          )          |
+                   |                                     |
| Selection Parameters                                         |
|   Company Number.....( 1 ) Required                          |
|                   |                                     |
|                   |                                     |
+                   |                                     |
|                   |                                     |
|                   |                                     |
| F0=Start Record Select  F1=          F2=          F3=      |
+ F4=          F5=          F6=          F7=Exit Screen      +
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu option is to print a report of all or selected jobs or projects in the master file. A screen like the one shown above will appear for entry of selection parameters, if desired. To print all jobs or projects in the master file, simply press F0 (enter/send). Each field that can be entered is now explained.

*** Report Title** - You can use the default report title which is "Job Cost Master Report", or enter a report title of your choice.

*** Date Parameters (S, E, or U)** - Entry of a Begin date and End date along with a date code of S, E, or U allows you to only print the records in the master file associated with such dates. To print all jobs just press send.

If you wish to print all jobs with a start date on or after January 1, 2005 up through April 30, 2005, you would use the code of 'S' for Start date of the job or project, a begin date of 01/01/05 and an end date of 04/30/05.

Assume you wished to print all jobs updated with transactions dated in the calendar year 2004. Enter code 'U' meaning transaction update date with a begin date of 01/01/04 and end date of 12/31/04. Note that update date does not mean the date a transaction was processed but rather the date the transaction was dated.

*** Report Sequence and From - To Ranges** - This selection parameter determines the report sequence.

- 'C' means customer number sequence
- 'J' means job number sequence
- 'N' means job name sequence
- 'S' means salesperson sequence
- '#' means sequence field sequence

When a particular sequence is given, you can also use the 'From' and 'To' fields to select a certain job or range of jobs.

For example, assume you enter 'C' for customer number sequence, then enter a From customer number of 100. This will print all jobs for customer number 100. If you entered a From customer number as 10 and a To customer number as 100, you would print all jobs for customers numbered from 10 through 100 inclusive.

Each of the report sequence codes and From and To fields work the same way. Please note that the codes and the From and To fields go together. You cannot enter the code of 'J' for job number and a From and To selection of customer number. If you want to select by customer number, you must get the report in sequence by customer number.

*** Company Number** - A valid company number is required.

Enter, Maintain Transactions - Menu Option 3

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Job Cost System          #BJCTRM +
|                  Enter, Maintain Transactions      #BJCTRM0 |
|                                                     |
|                                                     |
+ Company Number.....: ( 1 )                       +
| Job/Project Number.....: ( MAT100 )                 |
| Transaction Code.....: ( B ) -----} B=Billing    I=Inventory |
| Transaction Date.....: (          ) } L=Labor      P=Payables  |
| Control Sequence Number....:          O=Overhead    |
+                                                     +
| Cost Code.....: ( E ) -----} A=Actual    E=Estimated |
| Transaction Amount.....: ( 10000.00 )                 |
| Transaction Units.....: (      80 )                   |
| Document Reference.....: ( JOE'S ESTIMATE )           |
+ Add on Charges 'B' Records Only: (      )           +
|                                                     |
|                                                     |
+                                                     +
| F0=Add Record      F1=Clear Entries  F2=Scroll Reverse  F3=Scroll Forward |
+ F4=Maintain Record F5=Delete Record  F6=Find Record    F7=Exit Screen  +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Selection of option 3 on the master menu will cause this screen to appear.

The primary purpose of the screen is to allow entry of job cost estimate transactions. However, several types of transactions can be entered, each of which is explained below:

B=Billing

The purpose of this transaction is to reflect a billing for a job or project. When an invoice is generated with the PROMPT Order Processing system and a valid job number entered, a billing transaction will automatically be sent to job cost for the amount of the billing, excluding tax and add ons. The left portion of the reference field will hold the invoice number. If a 'B' record is entered with a cost code of 'A', it must have a valid order/invoice number in the first nine characters of the reference field if the overhead calculation program (menu option 7) is to be used. See page 18 for special information involving calculation of overhead on a 'B' transaction.

I=Inventory or Materials Cost

The purpose of this transaction is to reflect an inventory or materials cost. The PROMPT Inventory system automatically sends such transactions when a valid job number is entered in Issue, Production, or Order Processing.

L=Labor Cost

The purpose of this transaction is to reflect labor cost. The PROMPT Payroll system automatically sends such transactions when a valid job number is entered in the payroll time records.

P=Payables

The purpose of this transaction is to reflect costs processed through accounts payable with the entry of a valid job number.

Each field of information to be entered is now explained:

- * **Company Number** - Enter a valid company number.
- * **Project Number** - The number of the project to be adjusted. It must be a valid project number.
- * **Transaction Code** - It must be B, I, L or P.
- * **Transaction Date** - The effective date for the transaction. If you enter a date prior to the project start date, you will get a warning message, but the entry can be accepted.
- * **Cost Code** - Enter a valid cost code of either 'A' for actual revenue or 'E' for estimated revenue or expense.
- * **Transaction Amount** - The amount of the transaction. Transactions are entered positive on the screen. If the transaction is an expense, such as I, L or P, it will automatically be made negative in the file.
- * **Transaction Units** - The number of units, such as hours in payroll or quantities in inventory.
- * **Document Reference** - A reference to indicate the source document used to input the transaction. This is an optional entry.
- * **Add on Charges 'B' Records Only** - If you have entered a 'B' (billing) record, you can enter add on charges here such as freight, etc.

NOTE: Transaction Report - A report of all transactions entered will be printed upon completion of data entry or maintenance. The report will reflect the sign entered on the screen, not the sign of the data in the file. The last column on the report shows the function key used to enter the data where F0=Send Key is '0', F4=Function Key is '4', F5=Function Key is '5'. The function keys for this program are explained on page 21.

Print Estimate Detail - Menu Option 4

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Order Processing          #BJCTRS  +
|                   Job Cost Transaction File Report Selection  #BJCTRS0 |
|                   |                                     |
| Report Title.....( Job Transaction Report )          |
|                   |                                     |
+ Job Selection Ending Dates                             +
|                   Beginning Job Ending Date (12/01/04)      |
|                   Ending Job Ending Date... (12/31/04) (Blank=Begin Date) |
|                   |                                     |
| Transaction Selection Date Parameters                  |
+ Begin Date..... ( )                                     +
| End Date..... ( )                                     |
|                   |                                     |
| Report Sequence ( J )                               From      To      |
|                   D=Document Reference..... ( ) ( ) ( ) |
+ J=Job Number..... ( ) ( ) ( )                             +
|                   T=Transaction Code..... ( ) ( ) ( )    |
|                   |                                     |
| Selection Parameters                                 |
|                   Company Number..... ( 1 ) Required      |
+ Actual/Estimated Code.... ( E ) Blank=both codes        +
|                   |                                     |
|                   |                                     |
| F0=Start Record Select  F1=          F2=          F3=          |
+ F4=          F5=          F6=          F7=Exit Screen  +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu option is to print a detail transaction report of all estimate entries for a job. You can press F0 (enter/send) to print all job estimates or print selected jobs as explained below:

*** Report Title** - The report title shown on the screen does not print on the report, therefore, no entry is necessary.

*** Job Selection Ending Dates** - These dates are compared to dates in the job cost master file (not the transaction file). In our example, you want to print transactions (estimates) for all jobs with an ending date any time in February 1997.

*** Transaction Selection Date Parameters** - The Begin date and End date means the job cost transaction file date. For example, you might only want to print transactions for a specific time range for which you would enter a begin date and end date, or if left blank like our example, you get all transactions for the job.

The system is designed so you can print all estimates by simply pressing the send/enter key.

*** Report Sequence** - D, J, or T - Enter a code of D, J or T to determine the report sequence.

'D' means sequence by document reference

'J' means sequence by job number

'T' means sequence by transaction code of B-for billing,
I-for inventory, L-for labor, or P-for payables

*** From and To Ranges** - The report sequence entry above is independent of the From and To ranges. For example, you could enter a report sequence of 'J' for job and enter a transaction code of From = I and To = P. This would list all jobs for the date range entered above with transaction code of I, L and P transactions listed on the report.

In other words, you can enter multiple From and To ranges independent of the report sequence code entered in order to select specific transactions for printing.

Print Summary Report - Menu Option 5

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Order Processing          #BJCMRS  +
|                   Job Cost Master File Report Selection      #BJCTRS0  |
|                   Report Title.....( Job Cost Master Report ) |
|                   Date Parameters.....( S ) S=Start Date, E=End Date, U=Last Update +
|                   Begin date.....( 01/01/04 ) |
|                   End date.....( 12/31/04 ) (Blank=Begin Date) |
|                   Report Sequence ( J )          From          To          |
+                   C=Customer Number.....(          ) (          ) +
|                   J=Job Number.....(          ) (          ) |
|                   N=Job Name....(          ) (          ) |
|                   S=Salesperson.....(          ) (          ) |
|                   #=Sequence Number.....(          ) (          ) |
+                   Selection Parameters |
|                   Company Number.....( 1 ) Required |
|                   | |
+                   | |
|                   | |
| F0=Start Record Select  F1=          F2=          F3=          |
+ F4=          F5=          F6=          F7=Exit Screen  +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu option is to print one line per job or project showing total estimate, total actual and difference.

You can print selected jobs or projects using exactly the same entry methods as explained for menu option 2.

The job cost summary totals are explained below:

These totals represent the total margin or total profit expected or made on a job. For example, if you enter several job estimate transactions for (I)nventory, (L)abor and (P)ayables with these estimated costs totalling \$10,000, with (B)illing estimates for the same job totalling \$15,000, you would get a total estimated margin of \$5,000 for the job.

The total actual works exactly the same way. If you have actual costs (I, L, and P) transactions with a total of \$12,000 and billing (B) transactions of only \$10,000, you will show a negative total for actual of \$2,000-. This means your gross margin or profit on this job as of now is a loss of \$2,000.

The difference column reflects how you have done on the job or project versus the estimate. For example, if you estimated you would make a margin of \$1,000 on a job, but the actual margin was only \$600, the difference would be \$400. But if you estimated you would make \$1,000 but lost \$100, your difference would be a negative of \$1,100 (you are \$1,100 worse than your estimate).

Print Detail Report - Menu Option 6

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Order Processing          #BJCTRS0 |
|          Job Cost Transaction File Report Selection          |
| Report Title.....( Job Transaction Report )          |
| Job Selection Ending Dates          |
|          Beginning Job Ending Date (12/01/04)          |
|          Ending Job Ending Date... (12/31/04) (Blank=Begin Date) |
| Transaction Selection Date Parameters          |
|          Begin Date..... (          )          |
|          End Date..... (          )          |
| Report Sequence ( J )          From          To          |
|          D=Document Reference..... (          ) (          ) |
|          J=Job Number..... (          ) (          )          |
|          T=Transaction Code..... (          ) (          )          |
| Selection Parameters          |
|          Company Number..... ( 1 ) Required          |
|          Actual/Estimated Code.... ( A ) Blank=both codes          |
| F0=Start Record Select  F1=          F2=          F3=          |
+ F4=          F5=          F6=          F7=Exit Screen +
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu option is to print a detail report of actual transactions supporting the job cost summary totals. You can print selected jobs or projects using the exact same entry methods as explained for menu option 4.

The report columns are explained below:

1. Job Number - the job number.
2. Job Name - the job name.
3. Date - the date of the transaction record.
4. Type - B=Billing, I=Inventory, L=Labor, P=Payables.
5. Amount - transaction amount. I, L and P are generally negative and B is generally positive, but they can be reversed by inventory returns, billing credit memos, etc.

6. Transaction units - units, such as hours in payroll or quantities in inventory.
7. Reference - B transactions show the invoice number, customer number billed, G/L company number, G/L account number and invoice number.

'L' transactions show the payroll ending period date, employee number, G/L company number, G/L account number and payroll batch and transaction number.

'I' transactions show the SKU number, G/L company number and G/L account number. If an invoice is involved, the invoice number and line number are shown. If job cost was fed by issue, it will show an 'I' followed by a comma, then the SKU number. If job cost was fed by production, it will show an 'E' followed by a comma, then the SKU number, then the inventory batch number and transaction line number.

'P' transactions show the invoice number, eight characters of the vendor's name, G/L company number, G/L account number, and accounts payable batch and transaction number.

In summary, the reference is designed to allow you to trace a transaction back to its source.

Calculate Overhead - Menu Option 7

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| 01/01/05          PROMPT Job Cost System          #BJCOVH          |
|                   Job Cost Transaction File Report Selection  #BJCOVH0          |
|                   |                   |                   |                   |
| Job Selection Ending Date |                   |                   |                   |
+       Beginning Job Ending Date (12/01/04) |                   |                   |                   |
|       Ending Job Ending Date... (12/31/04) (Blank=Begin Date) |                   |                   |                   |
|                   |                   |                   |                   |
| Selection Parameters |                   |                   |                   |
|       Company Number.....: ( 1 ) Required |                   |                   |                   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                   |                   |                   |                   |
|                   |                   |                   |                   |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
| F0=Start Calculation  F1=          F2=          F3=          |
+ F4=          F5=          F6=          F7=Exit Screen          |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu option is to calculate overhead for all jobs meeting the date parameters entered, that have percentages entered in the job master file for billing, labor, inventory or payables. Overhead is calculated regardless of the closed flag being Y or N.

If you have calculated overhead for a particular date, discover you needed to do more updating to job cost, and want to recalculate overhead, no problem. All you have to do is run it again, but be sure to use exactly the same "Ending Date" because the overhead transaction records carry this date, and will not be revised unless you use exactly the same date.

The fields to be entered on the screen are now explained:

***Job Selection Ending Date** - You cannot calculate overhead for a specific range of jobs unless you have an ending date in the job master file. Once an ending date is entered in the master file, you can enter a specific ending date, or range of dates for jobs to have overhead calculated.

***Selection Parameters** - Enter a valid company number.

Purge Job/Projects - Menu Option 9

```

+-----+-----+-----+-----+-----+-----+-----+-----+
+ 01/01/05          PROMPT Job Cost System          #BJCPRG      +
|                                     Purge Project Files          #BJCPRG0    |
| Company#: ( 1 )                                     Projects On File |
| Have Files Been Backed Up?: ( Y )                                     |
|
+ Select Files to Purge:          Purge ParmS          +
| -----+-----+-----+-----+-----+-----+-----+-----+
| Project Header & Detail?:(Y)  Projects with End Date On or Before:(12/01/00)|
|      --- OR ---                                     --- OR ---      |
| Project Detail Only?....:( )  Project Numbers Up to and Including:(      )|
+
|
| Projects will NOT be purged unless they are marked with a 'Y' for closed. |
|
| Be careful if you use the option to purge numbers "Up to and Including"
+ because the project number is an alpha field. The sequence that projects +
| scroll in the master file entry option is the sequence of the file, and
| can be used to determine "Up to and Including".
|
|
+
|
|
| F0=Start Record Select F1=          F2=          F3=          |
+ F4=          F5=          F6=          F7=Exit Screen      +
+-----+-----+-----+-----+-----+-----+-----+-----+

```

The purpose of this menu option is to selectively purge jobs. Each screen parameter is now explained.

***Company - Enter the company number you desire to purge.**

***Have Files Been Backed Up?** - The program will not run without entry of a 'Y'. There is no recovery from an improper purge except from a backup of your files.

***Project Header & Detail, or Project Detail Only** - Only one is allowed an answer of 'Y'. A 'Y' for header & detail means the job cost transactions and the master file record will be purged, where a 'Y' for project detail only means only the transactions will be purged.

***Projects with End Dates on or Before or Project Numbers Up to and Including** - You can purge up to and including an ending date or you can purge up to and including an ending job number.

NOTE: Projects will NOT be purged unless marked with a 'Y' for closed.
 ALSO: Be careful as stated on the screen with purging Up to and Including a specific job number.

The function keys used in menu options 1 and 4 are now explained.

F0=Add Record (send key)

Press this key when a screen of information has been entered to be added to the file. If all data is valid, the files will be updated. Otherwise, the appropriate error message will appear.

F1=Clear Entries

Press this key when you desire to clear the screen. This will erase the data displayed in each field as shown on the screen.

F2=Display Reverse

Press this key to go to the previous record in the file. This data is available for viewing or change. If you have just entered the program and press this key, you will get the last record in the file.

F3=Display Forward

Press this key to go to the next record in the file. This information is available for reviewing or change. If you have just entered the program and press this key, you will get the first record in the file.

F4=Change Record

Press this key when the data for a record has been changed on the screen and you are ready to update the record in the file.

F5=Delete Record

Press this key to delete a record from the file. You will be asked "Are you sure?". If you do not wish to delete the record, respond with 'F7=N'. Otherwise, respond with 'F0=Y'.

F6=Find Record

Press this key when you have entered a key field to be retrieved from the file. This will cause the screen to be completed with information from the record for viewing or change.

F7=Exit Screen

Press this key to exit the file maintenance screen and return to the file maintenance sub-menu.

