

JOB COST REPORT

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DATASMITH Custom Payroll 9.5
File Utilities What Next? Help
< JOB COST REPORT >
Default Test Data

MM MAIN MENU
JN JOB NAME Entry and Changes
JC JOB COST Extract and Print
RE REPRINT Job Cost Report

Your Selection, Please: [JC]

Today's date: 07-25-2001 Time: 10:34:53 Pay has been calculated.

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Job costing is included for those companies that need to apply a portion of payroll to different jobs. The report groups individual pay line items by job and generates subtotals for each job number used during the period covered by the report. During Periodic Entry, Job numbers may be entered for each line of pay. Pay line items which do not contain Job Numbers (Job Number = 0) are ignored for job costing purposes and are not included on this report. The Job Cost report may cover one or more pay periods chosen by the operator. Job Costing is enabled or disabled by answering "Y" or "N" to the "Enable Job Costing" question in the Company Record.

JOB NAME Entry and Changes

Each job number used must have a name associated with it. These names are contained in a file named JOBNAME.PAY which you can create using this selection. Once you create a jobnames file, you may leave it in the appropriate data directory, editing it from time to time as needed.

JOB COST Extract and Print

This selection obtains a list of the payroll periods to be included in the report and the heading to be used on the report from the operator. It extracts, combines, and sorts the job cost information into a file named JOBCOST.PAY. The Job Cost Report is then printed from JOBCOST.PAY.

Job Cost Report

REPRINT Job Cost Report

This selection can be used after “Job Cost Extract and Print” to obtain additional copies of the last Job Cost Report. The report is made from the JOBCOST.PAY file in the current Data Directory. The jobcost report requires a printer with either a wide carriage or a compressed printing feature capable of printing at least 115 columns. A sample Job Cost Report appears below. The report is made from the JOBCOST.PAY file in the current Data Directory. Before the jobcost report can be printed, it must be sorted in job number order. Both the “Job Cost Extract and Print” and the “Reprint Job Cost Report” functions perform this operation automatically. The jobcost report requires a printer with either a wide carriage or a compressed printing feature capable of printing at least 115 columns. A sample Job Cost Report appears below.

Establishing Job Names for the Job Cost Report

The screenshot shows a window titled "JOB NAMES file maintenance for Job Cost Reporting". Inside the window, there is a list of job names on the left and an "Add/Edit Job Names" form on the right. The list of job names includes:

01100	MANAGER
01110	ASST MGR
01200	SALARY SALES
01210	FT SALES
01220	PT SALES
01300	SALARY ADMIN
01310	FT ADMIN
01320	PT ADMIN
01400	SALARY WAREHOUSE
01410	FT WAREHOUSE
01420	PT WAREHOUSE
01510	FT CASHIER
01520	PT CASHIER

The "Add/Edit Job Names" form has two input fields: "< Job Name>" and "< Job Number>". There is an "Add" button next to the "< Job Number>" field. Below the form, there is a status bar that says "Reading job names ..." and "Job Names Read.". At the bottom of the window, there are four buttons: "Delete Selected Job", "Edit", "Cancel", and "DK".

Job Names Entry Screen

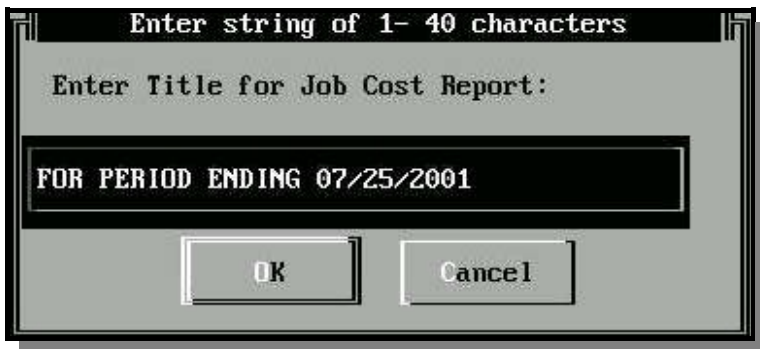
Before the “JOB COST Extract and print” selection is chosen, the Job Names must be defined. Each Job Name will be associated with a Job Number in the range of 1-32765. The names are for your internal use only (they have no meaning for tax reporting purposes), so you can make them anything you like. When you enter pay data, you will tag each pay item you wish to have reported with the proper Job Number. Items which do not bear a Job Number are simply omitted from the report.

Selecting payroll periods to be included in Job Cost Report

When the “JOB COST Extract and print” selection is chosen, the Pay Period Selection screen illustrated below will appear. The operator can select one or more pay periods to be included by deleting unwanted periods from the list, or by specifying a First Period

date and a Last Period Date and then activating “Reload” to re-make the “Periods Included” list. Job Cost data will be extracted from the Payroll History files (Prmmddy.PAY) for all dates listed in “Periods Included” list when the operator activates “OK”.

When the Pay Period Selection screen first appears, it will include all dates in the current year for which Payroll History files can be found in the current data path.



Entering the Title
 After the list of dates to be included in the report has been confirmed, the operator will be asked to enter a title for the current Job Cost Report. A suggested title will appear, which may be accepted, modified, or replaced by the operator.

JOB COST REPORTING FILES

The Job Names file is a text file which may be produced by the "JN" selection, or by any other means you have available: a text editor, word processor, or spreadsheet program. The format of the file is simply a job number followed by a comma, followed by the job name, with one job name per line. When using a word processor, be sure to select a "non-document" mode to prevent the word processor from inserting special control characters in the file. When using a spreadsheet, export the file as a "DIF" file or an "ASCII Text" file, and remember to rename the result "JOBNAMES.PAY". You can use the JOB NAME Entry and Changes selection to view the resulting file: this will also confirm that the file can be read successfully by the Job Cost Report program module. A typical JOBNAMES.PAY file might appear as follows:

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345, Jones Project
367, Smith Project
392, "Wilson Project, Phase I"
400, Administrative
512, Maintenance
12455, 1101
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Sample JOBNAMES.PAY file

The program handles up to 1000 different Job Numbers in a single report. If a job name contains an imbedded comma as in the example above, the job name must be enclosed in quotation marks. A job name may be a number as shown in the last line of the example.

The Job Cost file is a text file named JOBCOST.PAY in the format shown below.

START	LENGTH	FIELD NAME
1	10	Job Date
11	16	Job Number
27	10	Employee ID
37	10	Employee SSN
47	30	Employee Name
77	8	Job Line Item Hours
85	11	Job Line Item Rate
96	12	Job Line Item Pay Amount
108	3	Line Item Pay Category
111	7	(spare: blank)
118	8	Sequence Number
126	1	Delete Flag
127	2	CR-LF

The numbers shown in parentheses are the lengths of the various ASCII fields. The Delete flag is either a blank, indicating a normal job cost record, or an asterisk (*) indicating that the job cost record is to be ignored. The JOBCOST.PAY file can be edited using a word processor or text editor, provided that its fixed-field length format is preserved.

If a JOBCOST.PAY file exists in the data directory when creating a jobcost file is specified, the old file will be erased before the

payroll report program makes a new one. Since the JOBCOST.PAY file is made from the PR?????.PAY Payroll history files, you can always obtain another job cost report if you have preserved your payroll history files.

A large, empty rectangular box with a solid top border and a dotted bottom and right border, intended for a sample job cost report.

Sample Job Cost Report

JOB = 123456789 - CONTRACT = 123456789 - PERIOD = 01/01/00 - 12/31/00 - GROSS - HOURS - CHRS - COST - TOTL 123456789

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