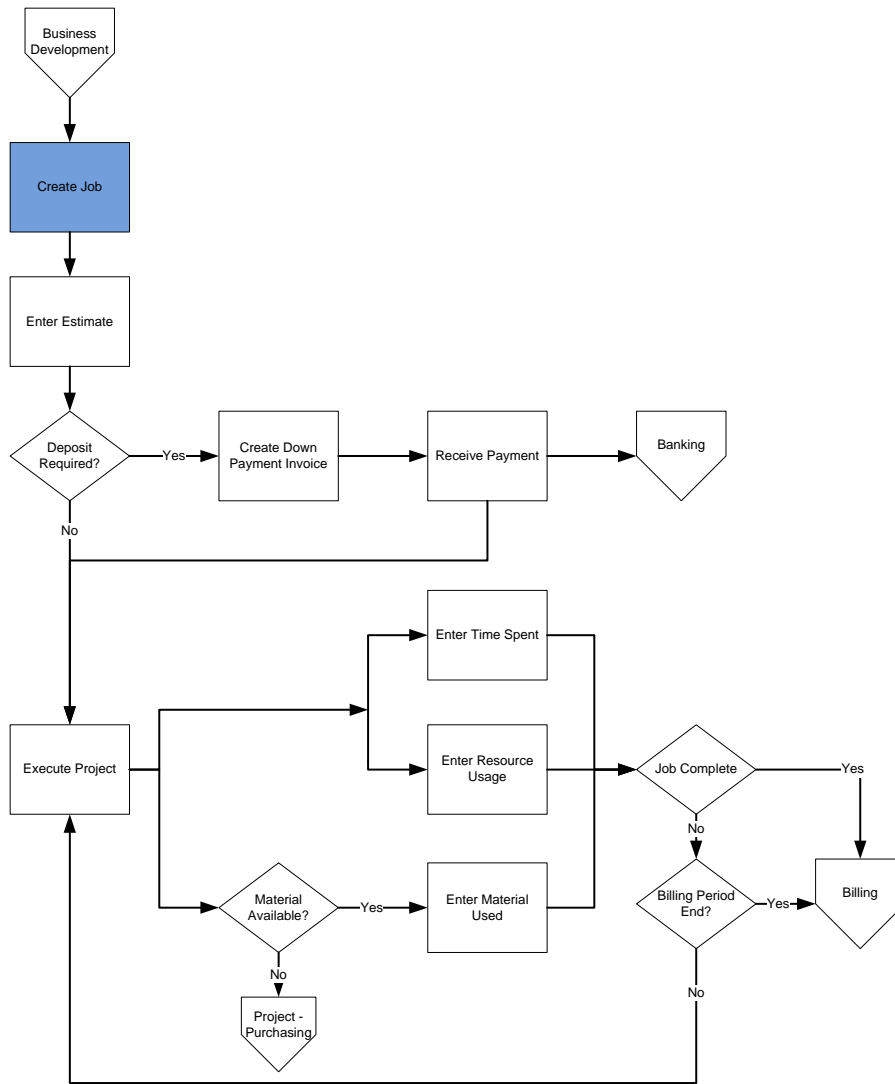
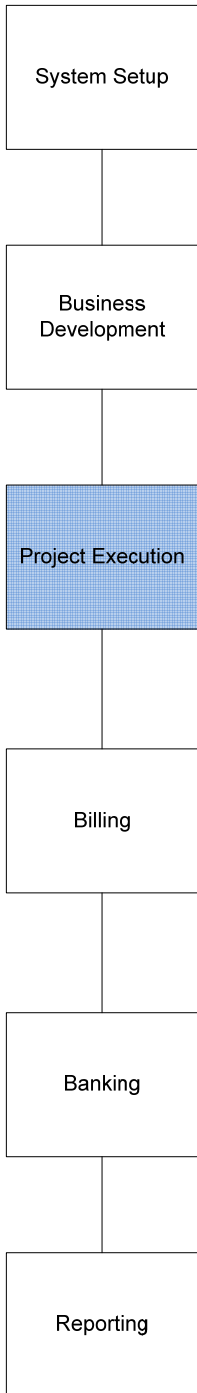


JOB CREATION

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PROCESS FLOW



Job creation is the first step in the Project Execution work flow.

In addition to the job costing functions provided by the Job Costing module, when a job is created it is linked to the Project field in SAP Business One's General Ledger so you can run financial statements by project.

Setting up a project correctly will enable proper billing and analysis of job activities.

JOB HEADER

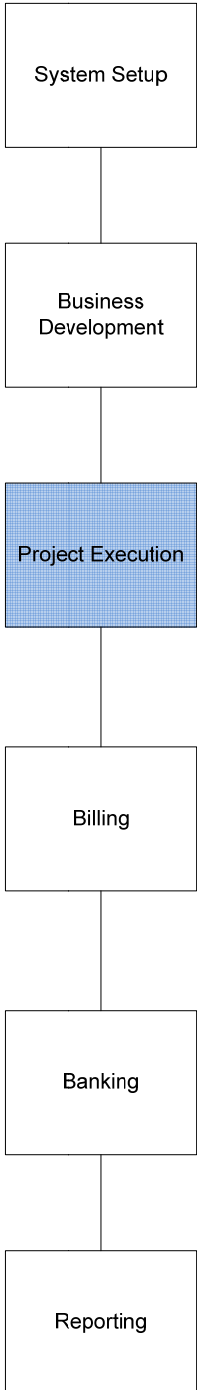
Job ID	1001	Quoted		Actual	
Customer	GOODCEN	Quote Date	10/09/07		
Account Name	Good Cents Concept, Inc.	Start Date	11/01/07	11/21/07	
Contact Person	Chuck Davis	Due Date	03/31/08		
Job Status	Quotation	Completed Date			
Job Type	Implementation	Entered Date	02/20/08	<input checked="" type="checkbox"/>	Active
Job Category	SAP				
Job Title	Job Costing Software and Services				

The job header contains the majority of the mandatory Fields when creating a new job include:

Field	Description / Purpose
Customer / BP	The Customer for which the job will be performed. Search using standard search techniques.
Job Type	Defaults from setup.
Job Title	Must be entered at time of creation.
Branch	Defaults based on the logged in Employee
Entered By / Project Manager	Default based on the logged in User
Default Sales Code	Default revenue GL account for all invoices created.
Default COS Code	Default COS GL account for all invoices / Write offs / Deliveries created.



Job Titles should be named with a standard convention that allows users to know which job they are entering time to on the web or in standard Business One lookup screens. For example, Job Costing Software and Services as shown above is a bad name if you will have multiple engagements where you perform these services. Consider building some intelligence into the name such as Customer - Job Description

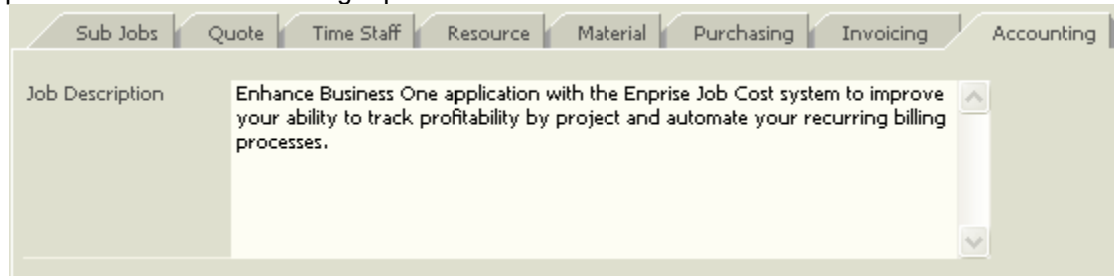


ACCOUNTING TAB

The remainder of the mandatory fields are on the Accounting Tab.

Sub Jobs Quote Time Staff Resource Material Purchasing Invoicing Accounting	
Job Description Enhance Business One application with the Enprise Job Cost system to improve your ability to track profitability by project and automate your recurring billing processes.	Order No. Branch: Main Branch Project Manager: Shelly Bitter Default Sales Code: 3100-02-000 Default COS Code: 4100-02-000 Under/Over Recovery: Cost Centre: Project: 1001 Payment Terms: Due on Receipt Sales Person: Gene Waldrop
Internal Instructions	# Properties [Grid with columns and rows] [Choose All] [Clear Selection]
Ship To Bill To	

You may also want to enter additional information like the Job Description. This information will print on standard Job Costing reports.



System Setup


Business Development

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3. Click the  button to save the project.
4. The system will then create the Project on the standard Business One Projects table and prompt you to create the sub job.



5. Click  to create the sub job



The remaining tabs depict data from the sub jobs associated with the master job. This data is generally read only for analysis purposes with the exception of the invoicing tab, which is covered in another procedure.

SUB JOBS TAB

Shows a list of all subjobs linked to the current job.

SubJob ID	Status	Date	Customer	Details	Service Call ID
1001001	Quotation	02/20/08	Good Cents Concept, Inc.	Job Costing Software ar	

QUOTE TAB

Shows a list of quotation lines from one or more sub-jobs.

System Setup

Business Development

SubJob ID	Type	Article	Date	Item No.	Description	Qua...	Discount %	Sell P...	Cost	Margin	Markup
1001001	S		11/21/07	ProfServ	Professional Services	30.00	0.00	150.00	50.00	66.67	200.00
1001001	S		11/21/07	ProfServ	Professional Services	32.00	0.00	150.00	50.00	66.67	200.00
1001001	S		11/21/07	ProfServ	Professional Services	23.00	0.00	150.00	50.00	66.67	200.00
1001001	S		11/21/07	ProfServ	Professional Services	34.00	0.00	150.00	50.00	66.67	200.00
1001001	S		11/21/07	ProfServ	Professional Services	96.00	0.00	150.00	50.00	66.67	200.00
1001001	S		11/21/07	ProfServ	Professional Services	43.00	0.00	150.00	50.00	66.67	200.00
1001001	S		11/21/07	ProfServ	Professional Services	80.00	0.00	150.00	50.00	66.67	200.00
1001001	S		11/21/07	ProfServ	Professional Services	31.00	0.00	150.00	50.00	66.67	200.00
1001001	S		11/21/07	ProfServ	Professional Services	28.00	0.00	150.00	50.00	66.67	200.00
1001001	M	Material	11/21/07	SAP Pro	SAP Professional License	3.00	-0.84	3000.00	1950.00	35.00	53.85
1001001	M	Material	11/21/07	EnpriseJC	Enprise Job Cost / Project Management License	7.00	0.00	995.00	646.75	35.00	53.85
1001001			11/21/08	SAPMaint	SAP Maintenance	5965.00	0.00	0.17	0.15	11.76	13.33

Total Price: 78,229.02 Margin: 58.30
 Total Cost: 32,622.00 Markup: 139.80
 Total Hours: 397.00

Project Execution

TIME STAFF AND RESOURCE TABS

Shows a list of Time or Resources entered against the Sub Jobs.

Staff	SubJob ID	Item No.	Item Description	Analysis 1	Analysis 2	Activity	Date	Qty	Discount %	Sell Price	Cost
Shelly Bitt	1001001	ProfServ	Professional Services	Cut Over			02/16/08	8.00	0.00	150.00	50.00
Jaime Sch	1001001	ProfServ	Professional Services	Customization			02/16/08	4.00	0.00	150.00	50.00

Billing

INVOICING TAB

The invoicing tab is the location from which Job Invoices are created.

Banking

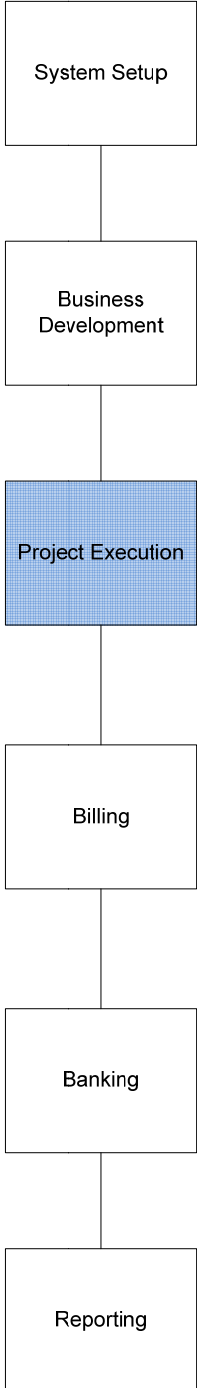
SubJob ID	Trans Date	Type	Article	Item No.	Description	Status	Quan...	Invoice Now	Sell P...	FX Sell Price	Discount %	Line Total	Invoice Total	Invoiced Qty	Invoiced Value	Analysis 1	Analysis 2	Cost Price
1001001	02/16/08	S	Shelly Bitter	ProfServ	Professional Ser	Entered	8.00	0.00	150.00	150.00	0.00	1200.00	0.00	0.00	0.00	Cut Over		50.00
1001001	02/16/08	S	Jaime Schmidke	ProfServ	Professional Ser	Entered	4.00	0.00	150.00	150.00	0.00	600.00	0.00	0.00	0.00	Customizat		50.00

Invoicable Total: 0.00
 Total Cost: 600.00

Reporting

CREATE SUB-JOB

1. From an existing job which can be created on the Job Costing -> Job Management -> option Sub Jobs Tab **New SubJob** button.



Sub Job 1001001 Master Data

Sub Job ID: 1001001 Entered Date: 02/20/08
 Customer: GOODCEN Quote Date: 10/09/07
 Account Name: Good Cents Concept, Inc. Start Date: 11/01/07
 Contact Person: Chuck Davis Due Date: 03/31/08
 Job Status: Quotation Completed Date: Job ID: 1001 Active
 Job Type: Implementation Service Contract:
 Category: SAP
 Job Title: Job Costing Software and Services

Quotes | Time Staff | Time Plant | Material | Purchasing | General | Accounting

Type	Article	Trans Date	Item...	Item Description	Q...	Discount %	Sell Price	Cost	Margin	Markup	Sale...
					0.00	0.00	0.00	0.00			

Total Price: 0.00 Margin: 0.00
 Total Cost: 0.00 Markup: 0.00
 Total Hours: 0.00

OK Cancel Refresh Sales Quotation Job Excel Clipboard Attachments Activities Stock Check Print Quotes



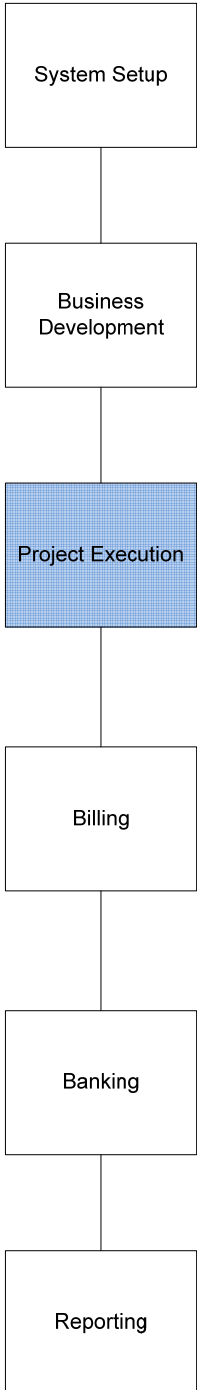
The header information of the Sub Job will default from the Main Job.

2. Complete the quote tab with the lines that comprise your estimate for the job

Quotes | Time Staff | Time Plant | Material | Purchasing | General | Accounting

Type	Trans Date	Item No.	Item Description	Quantity	Discount %	Sell Price	Cost	Margin	Markup	Sales Total	Cost Total	Analysis 1	Tax Code	Note	Open Activities
S	11/21/07	ProfServ	Professional Services	30.00	0.00	150.00	50.00	66.67	200.00	4500.00	1500.00	Project: Preparation			0
S	11/21/07	ProfServ	Professional Services	32.00	0.00	150.00	50.00	66.67	200.00	4800.00	1600.00	Business Blueprint			0
S	11/21/07	ProfServ	Professional Services	23.00	0.00	150.00	50.00	66.67	200.00	3450.00	1150.00	Initiation			0
S	11/21/07	ProfServ	Professional Services	34.00	0.00	150.00	50.00	66.67	200.00	5100.00	1700.00	Configuration			0
S	11/21/07	ProfServ	Professional Services	36.00	0.00	150.00	50.00	66.67	200.00	5400.00	1800.00	Customization			0
S	11/21/07	ProfServ	Professional Services	43.00	0.00	150.00	50.00	66.67	200.00	6450.00	2150.00	Data Conversion			0
S	11/21/07	ProfServ	Professional Services	80.00	0.00	150.00	50.00	66.67	200.00	12000.00	4000.00	Testing			0
S	11/21/07	ProfServ	Professional Services	31.00	0.00	150.00	50.00	66.67	200.00	4650.00	1550.00	Training			0
S	11/21/07	ProfServ	Professional Services	28.00	0.00	150.00	50.00	66.67	200.00	4200.00	1400.00	Cut Over			0
M	11/21/07	SAP Pro	SAP Professional License	3.00	-0.84	3000.00	1950.00	35.00	53.88	8999.97	5850.00		GGW		0
M	11/21/07	Enprise3C	Enprise Job Cost / Project Management License	7.00	0.00	995.00	646.75	35.00	53.88	6965.00	4527.25		GGW		0
M	11/21/08	SAPMaint	SAP Maintenance	15965.00	0.00	0.17	0.15	11.76	13.31	2714.05	2394.75		GGW		0
				0.00	0.00	0.00	0.00			0.00	0.00				

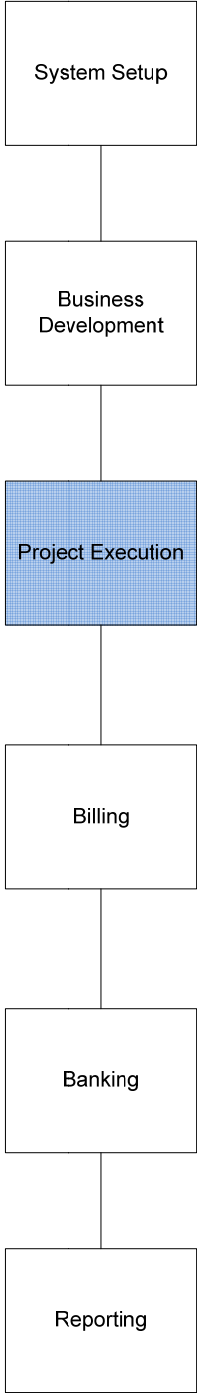
Total Price: 78,229.02 Margin: 58.30
 Total Cost: 32,622.00 Markup: 139.80
 Total Hours: 397.00



COLUMN	DESCRIPTION
Line Type	The quote line type defines the set of articles that can be entered on a quote. Quote Types: R = Resource, S = Staff, M = Material, - = Unspecified Setting a quote line type as either '-' or M will allow the user to search for any item from the inventory ledger.
Article	If the quote line type is set to R or S, the article will be a searchable field to select from either the Job Resources or the company employees and will auto-populate the Item No, Item Description, Quantity, Sell Price and Cost fields with the default information from these tables.
Item No.	Inventory code entered
Item Description	Item Description will default to the description from the item code. The user can replace this with a custom description that will be carried through purchase orders and invoices.
Quantity	Quantity
Discount %	% Discount from standard business partner price list.
Currency	The currency of the quote line - this will default to the currency of the business partner.
FX Rate	The FX rate for this line as per the FX currency table.
Sell Price	If the article type is S or R the sell price is populated from the job resource or employee record, otherwise the price shown is the item's price applicable to the customer selected.
FX Sell Price	The FX converted sell price.
Cost Price	If the article type is S or R the cost price is populated from the job resource or employee record, otherwise the cost price is retrieved from the price list for that item as determined by the general job costing setup 'Quote Cost Price List'.
Margin	Line Margin as a percentage
Markup	Line Markup as a percentage
Sales Total	Sales Total in the local currency
Cost Total	Total Cost of estimate line
Tax Code	The tax code applied to this line.
Notes	Detailed notes specific to this quote line.
User Defined Fields	Any user defined fields that are configured in Job Costing Lines will show at the end of the grid.

Data entry of estimates is a straight forward process similar to SAP Business One with the following key difference:

- All lines entered can be designated as a certain cost type of Material, Staff, Resource or Unspecified. Specifying the type is useful for reporting, picking and purchasing based on quotes.
- Where a line type of staff or resource is specified the user MUST select the relevant item.



Sub Job 1000001 Master Data

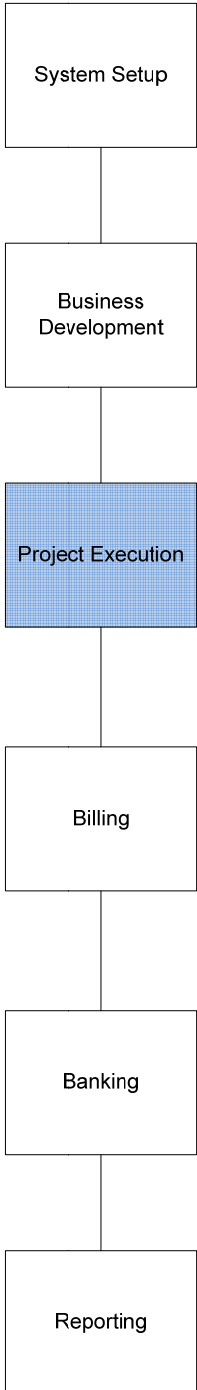
Sub Job ID: 1000001 Entered Date: 09/05/06
 Customer: C-40000 Quote Date:
 Account Name: Earthshaker Corporation Start Date:
 Contact Person: Daniel Brown Completed Date:
 Job Status: Quote Job ID: 1000
 Job Type: General Service Call
 Category: Service Active
 Job Title: Install SAP Business One with Job Costing

#	Type	Article	Item No.	Item Description	Quantity	Discount %	Sell Price	Cost	Margin	Markup	Sales Total	Cost Total	Sales GL Code	COS GL Code	Analysis 1
1	R	Workshop	Labor	Labor	1.000	0.000	50.00	30.00	40.000	66.667	50.00	30.00			
2	S	Bill Johnson	Labor	Labor	1.000	0.000	190.00	90.00	52.632	111.111	190.00	90.00			
3	M	Material	A00007	HP 10 Premium Glo	3.000	0.000	600.00	500.00	16.667	20.000	1,800.00	1,500.00			
4			S83920	PC Anywhere	1.000	0.000	50.00	25.00	50.000	100.000	50.00	25.00			
5					0.000	0.000	0.00	0.00	0.000	0.000	0.00	0.00			

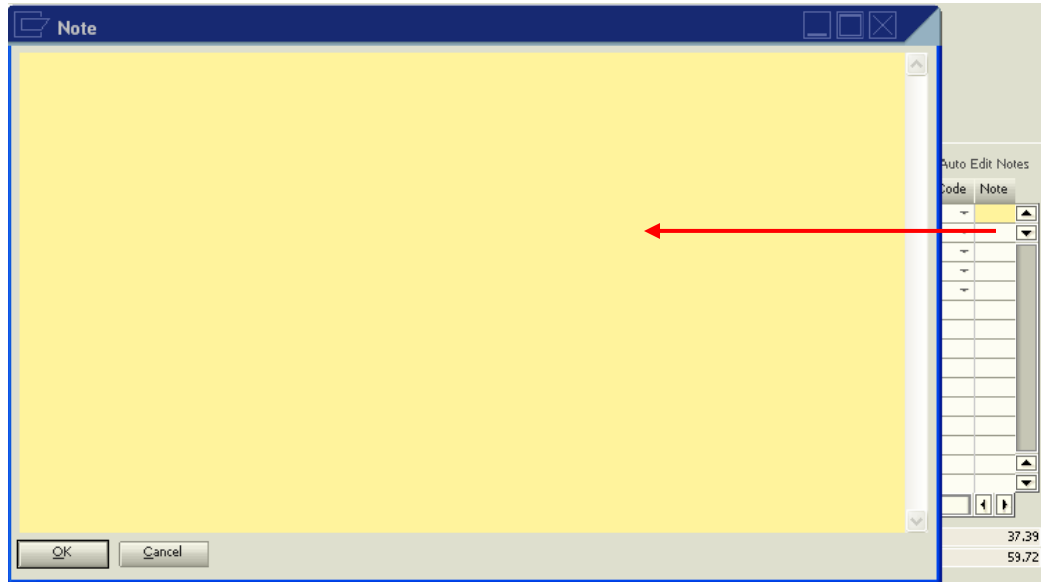
Total Price: 2,090.00 Margin: 21,292
 Total Cost: 1,645.00 Markup: 27,052
 Total Hours: 1.00



Note: Specifying the line type typically depends on the business process. Not all businesses will know which resource or staff will be doing the job at quote stage so it is not necessary to enter the specific staff in the Article column when creating the quote.



- Detailed Notes can be added to a single line by clicking on the NOTE field.



- Analysis codes (as setup in Job Costing) can be defined for each line for reporting.



You may want to use Analysis codes for phasing of an engagement. Analysis codes are setup during the system setup phase.


Analysis 1	Tax
Project Preparation	
1 - Project Preparation	
2 - Business Blueprint	
3 - Installation	
4 - Initialization	
5 - Configuration	
6 - Customization	
7 - Data Conversion	
8 - Testing	
9 - Training	
10 - Cut Over	
11 - Project Management	

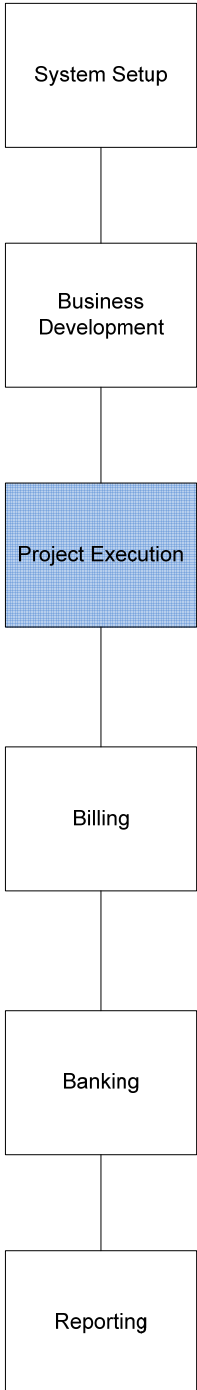
- Sell and Cost prices for lines where the staff and resource items are populated will default the item code. Sell and Cost prices for lines where the line type is Material will be determined by the general Job Costing setting 'Quote Cost Price List' and the business partner / item code's SAP price list matrix.



If you create sales orders for your quotations, you can import the Sales Quotation. See procedure below.

CREATE JOB FROM TEMPLATE

Jobs and Subjobs can be duplicated by highlighting the record on the Job Enquiry screen and pressing . The copy job and copy subjob functions can have different functions set.



Copy Job - 1017

New Job Title: Network Upgrade

Copy Title to Sub Jobs

New Job Status: Quote

Copy Sub Jobs

Copy Quote Lines

Copy Quote Line Notes

Copy Job Contract

Copy Job Contract Values

OK Cancel

Copy Sub Job - 1017001

New Sub Job Title: Network upgrade

New Sub Job Status: Completed

Number of Copies: 1

Copy Quote Lines

Copy Quote Line Notes

OK Cancel

IMPORT QUOTE LINES

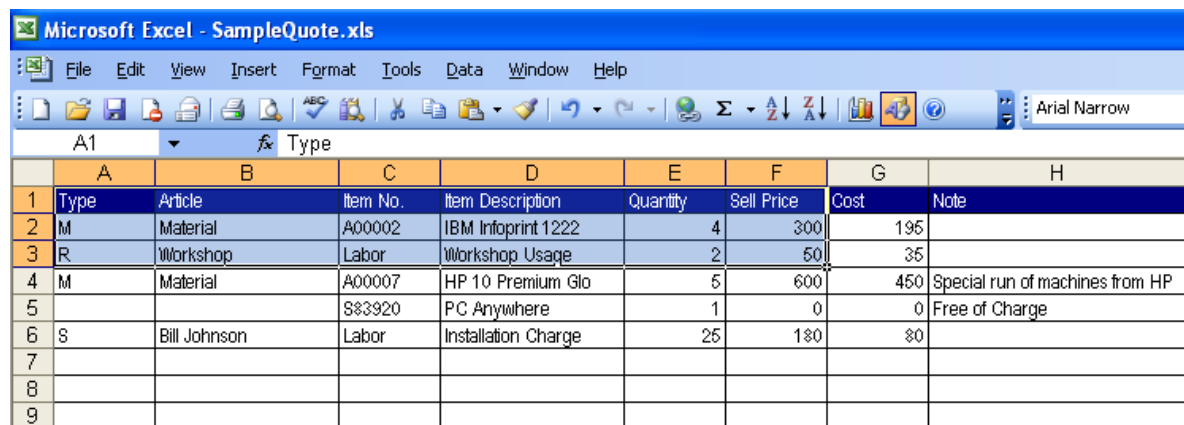
Quote lines can be imported from 3 sources:

1. Import of quote lines from an existing SAP Business One Sales Quotation.
2. Import of quote lines from an existing Enprise Job Costing Subjob.
3. Import of quote lines from the excel clipboard.

The import of quotes from an existing SAP Business One or Job Costing document is standardized using the same wizard format as the SAP Sales module.


The Import from Excel Feature of Job Costing was created to enable users to quickly create quote lines against a Sub Job from a Microsoft Excel Spreadsheet without needing to re-key the information.

When importing data, the import function requires **ONLY** the "Item No." and "Quantity" as a minimum to import the Spreadsheet, all other key fields will be completed at time of import.



	A	B	C	D	E	F	G	H
1	Type	Article	Item No.	Item Description	Quantity	Sell Price	Cost	Note
2	M	Material	A00002	IBM Infoprint 1222	4	300	195	
3	R	Workshop	Labor	Workshop Usage	2	50	35	
4	M	Material	A00007	HP 10 Premium Glo	5	600	450	Special run of machines from HP
5			S83920	P.C Anywhere	1	0	0	Free of Charge
6	S	Bill Johnson	Labor	Installation Charge	25	180	80	
7								
8								
9								

To import information from Excel:

1. Ensure the header column names are **exactly** the same as those on the quote tab of Job Costing.
2. Copy the data required including the column names.
3. Press the  button on the Quote Tab.

If the Cost And Sell Prices are not included in the Imported data then the import will ask if it should use the default from this Business Partner or not.

4. After the import has completed the new lines will display in the Quote tab.

5	M	Material	A00002	IBM Infoprint 1222	4.000	0.000	300.00	195.00	35.000	53.846	1,200.00	780.00
6	R	Workshop	Labor	Workshop Usage	2.000	0.000	50.00	35.00	30.000	42.857	100.00	70.00

System Setup

Business Development

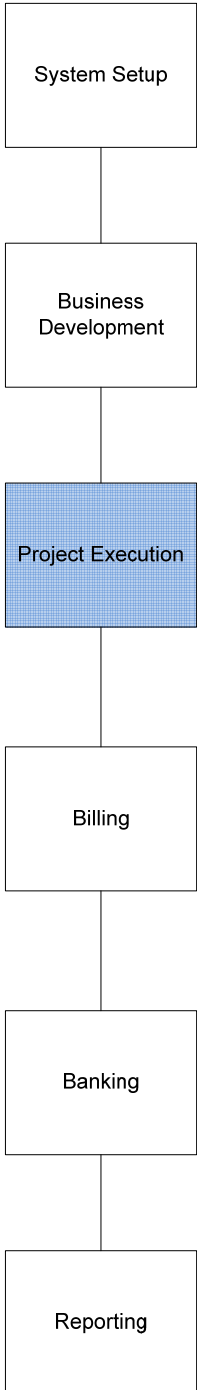
Project Execution

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IMPORT FIELD SUMMARY



COLUMN	DESCRIPTION
Type	Specify the quote line type. (S, R, M or blank)
Article	Specify the article exactly as it appears in Job Costing e.g. "Andy Step"
Item No.	Specify a valid item code
Item Description	Specify any description or leave blank and the default description for the item code will be used.
Quantity	Quantity
Sell Price	Specify the desired sell price or leave blank to populate based on business partner defaults.
Cost	Specify the desired cost price or leave blank to populate based on business partner defaults.
Note	Anything in this field is imported as detailed notes.