
Job Tracking

Overview

A Job is usually a project that you are working on for your client. A contractor might be working on a building project, an architect on a design project and so on. The Job tracking feature is primarily used to track the profit and loss for each job.

Job Tracking works in conjunction with the General Ledger module. The General Ledger module must be installed for the Job tracking feature to work.

You will be required to enter a Job ID when an income or an expense account is affected. When you create invoices and bill your clients, the income accounts are affected. When you write checks or pay bills, the expense accounts are affected. When you print a Job profitability report, the expenses will be subtracted from income to obtain a net profit or a loss for a job.

The following screens will require a Job ID at the time of saving the transaction:

- Order Entry Sales Orders
- Order Entry Invoices
- Order Entry Recurring Invoices

- Order Entry Invoice Returns
- A/R Transactions
- POS Transactions
- A/P Transactions
- Bank Manager - Enter/Edit Checkbook
- Payroll Department Maintenance
- Payroll – Enter/Edit Timecard
- G/L – Enter/Edit G/L Transactions

Difference between a Department and a Job

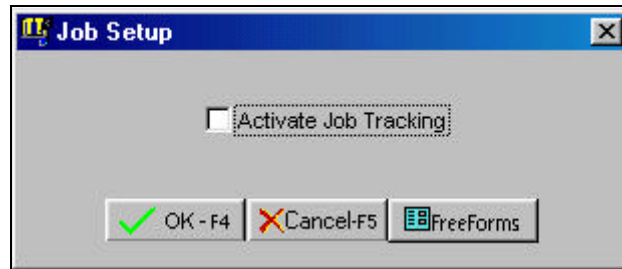
- A **Department** is a permanent part of your company. For example you will always have **Sales** or a **Customer Service** department. You track the transactions for the departments via the **General Ledger** module.
- A **Job** is a short-term project that you want to track for profitability. (Income minus Expenses). Jobs can include projects, contracts, construction jobs etc. A Job does not necessarily need to be a short-term project or even a project. It is simply a method of tracking profitability and can be put to many other uses. You can get really creative with Job Tracking.

Quick Start for Job Tracking

Please refer to the **Quick Start Guide** chapter for the quick steps to create Jobs and their associated transactions.

Job Setup

This option is used to set up defaults that will apply to the Job Tracking module. You can access the **Job Setup** option from the **Job** menu.

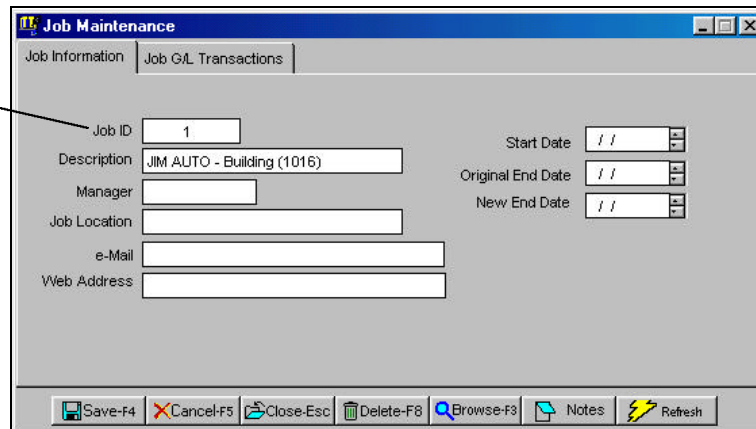


Activate Job Setup: You can enable this option to activate job costing and track all expenses for jobs to be performed. If Job Costing is activated, you will be prompted to enter a Job Number when entering Orders/Estimates, Invoices, A/R Transactions, A/P Transactions, Payroll department Setup, and G/L Transactions.

Job Maintenance

This option is used to enter or edit Job IDs.

Track unlimited jobs



You can set up jobs (sometimes called projects) to track profit by a job.



You can enable **Job Tracking** in the **Job Setup** option from the **Job** menu. When you create a transaction, the program will ask you to enter in a Job ID. After you have posted your transactions, you can run the **Job Profitability Report**.

Creating a New Job

- Step 1:** Select the **Job Maintenance** option from the **Job** menu. Place the cursor on the **Job ID** field.
- Step 2:** Type in the new ID to be added in the **Job ID** field and press **Enter**.
- Step 3:** Complete all the fields for the Job ID. A detailed description of all the fields is on [page 767](#).
- Step 4:** Click on the **Save-F4** button to save the Job ID.

Editing Job Information

- Step 1:** Make sure that the cursor is on the **Job ID** field. Type in the **Job ID** you wish to Edit. If you do not know the Job ID, click on the **Browse-F3** button to list the Job IDs on the screen. Select a Job ID from the browse list. Press **Enter** on the Job ID field.
- Step 2:** All the fields for the Job will be displayed on the screen. You can change all the editable fields. **You cannot change the ID of an existing Job.**
- Step 3:** Click on the **Save-F4** button to save the Job.

Deleting a Job

- Step 1:** Make sure that the cursor is on the **Job ID** field. Type in the Job ID you wish to delete. If you do not know the Job ID, click on the **Browse-F3** button to list the Job IDs on the screen. Select a Job ID from the browse list. Press **Enter** on the Job ID field to continue.
- Step 2:** All the fields for the Job will be displayed on the screen.
- Step 3:** Click on the **Delete-F8** button to delete the Job.

Job Maintenance Fields

Listed in the following section is the explanation of the various fields in the data entry screen:

Job ID: Enter the **Job ID** you want to add or edit. It can consist of numbers or letters in any combination. If you do not know the Job ID, click on the **Browse** button to list the Job IDs on the screen. Select a Job ID from the browse list. Press **Enter** to go to the next field.

Description: In the **Description** field, type in the job description. This field can contain letters or numbers.

Manager: Enter the **Name** of the person who is responsible for the management of the Job.

Job Location: Type the **Location** where the job is being performed.

E-Mail: Type in the Internet e-mail address relating to the job.

Web Address: Type in the Internet **Web Address** relating to the job.

Start Date: Enter the **Date** on which the job was started.

Original End Date: Enter the **Date** on which this job was originally planned for completion.

New End Date: Sometimes a job is not completed on the original planned date. In such a situation, you can enter the **New Date** on which this job is planned for completion.

Notes: Click on this button to maintain notes on this job.

Job G/L Transactions

This tab lists all the G/L Journal Entries for that Job. **This Tab is valid only if you have purchased the optional G/L module.** If you double click on any transaction number, the program will display the transaction details in a new screen

As a default, transactions are listed in Transaction Number order. If you click on any column header the display will re-sort the transactions by that column. For example, if you click on the “Trans. Date” column heading, the program will sort all the customer transactions displayed on the screen by the Transaction Date.

Also let’s say the first time the program lists transactions by Transaction Date in Ascending Order. Then if you click again on the “Trans. Date” column header, the transactions will be re-sorted by the Transaction Date in Descending order.

You can also click on the **Refresh** button to display any new transactions that were added after the screen was opened.

Job Profitability Statement

Job Profitability Report (Detailed)

ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

For the period 12/01/1999 to 12/31/1999

GL-Trans No.	GL Date	Src. Trn.#	Src.Date	Description	Debit	Credit	
Account Name/Description: 41010 - Sales							
OE	1	12/30/1999	1	12/30/1999	Sold To 1-Joe's Office Supplies	0.00	500.00
OE	1	12/30/1999	2	12/30/1999	Sold To 1-Joe's Office Supplies	0.00	750.00
Total:					0.00	1250.00	
Account Name/Description: 52070 - Supplies							
AP	2	12/30/1999	2	12/30/1999	Invoice To 1-Joe's Office Supp	260.48	0.00
Total:					260.48	0.00	
Account Name/Description: 52150 - Equipment Rental							
AP	2	12/30/1999	1	12/30/1999	Invoice To 1-Joe's Office Supp	150.00	0.00
Total:					150.00	0.00	
SUMMARY							
TOTAL REVENUE:					1250.00		
TOTAL EXPENSES:					410.48		
NET INCOME:					839.52		

Job Profitability Report (Summary)

ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

For the period 3/1/1999 to 3/31/1999

Account Name/Description	Balance
INCOME	
Income	
Income	
41010 - SALES	8455.00
41020 - Freight Income	1000.00
41030 - Other Income	100.00
Total Income	9555.00
Total Income	9555.00
Total INCOME	9555.00
EXPENSES	
Cost of Goods Sold	
Cost of Sales	
51020 - COST OF RAW MATERIALS	335.48
Total Cost of Sales	335.48
Total Cost of Goods Sold	335.48
Operating Expenses	
Operation Expenses	
52080 - FREIGHT	115.75
52100 - TELEPHONE	440.74
52340 - PAYROLL EXPENSE-DEPT #1	1438.50
52343 - PAYROLL EXPENSE-DEPT #2	1223.32
Total Operation Expenses	3218.31
Total Operating Expenses	3218.31
Total EXPENSES	3553.79
SUMMARY	
Total Revenue:	9555.00
Total Expenses:	3553.79
Net Income:	6001.21

Job Listing Report

Job Listing Report
ZLand
11988 Challenger Court
Moorpark, CA 93021-2071

<u>Job ID</u>	<u>Job Description</u>
1	Joe's Office Supplies
2	Building at 123 Main St.
3	Tim's Market

Total Jobs Printed: 3