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The use of Adagio JobCost from Softrak is governed by the following agreement. You demonstrate your acceptance of the terms of this agreement by using Adagio JobCost and its associated materials. You may terminate this agreement at any time by sending a letter to Softrak Systems Inc. stating that all copies of the software have been destroyed. The letter must be signed by an officer of the company.

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This license is not transferable.

Registration and Support

To receive technical support and notices of upgrades and announcements, your copies of Adagio JobCost must be registered.

To register, install Adagio JobCost as you would any other Windows application. When you start up any Adagio application for the first time, you will be presented with a screen that gives you the option to register. Enter your company information and print the registration form to be mailed or faxed to Softrak Systems Inc.

Adagio JobCost requires registration within 60 days of first use. It will cease to operate after 60 days have elapsed without a registration code.

Liability

You agree that regardless of the form of any claim, the liability of Softrak Systems Inc. for any damages to you or to any other party shall not exceed the license fee paid for the materials included in Adagio JobCost. Nothing in this agreement shall be construed as a product warranty and all such warranties are explicitly and expressly denied.
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</tr>
<tr>
<td>User Defined Codes</td>
<td>B-228</td>
</tr>
</tbody>
</table>
What is Adagio JobCost?

Adagio JobCost is a full-featured job costing solution for the Adagio user. It may be completely integrated with Adagio Receivables, and Adagio Payables allowing you to measure and track profitability of your jobs or projects, and accurately and automatically recognize revenue as each job progresses. Use Adagio JobCost to help you prepare accurate estimates to help in bid preparation. Comprehensive management reports help keep your projects on-time and on-budget.

Adagio JobCost allows you to break down your projects into phases and categories. 6 character codes for jobs, phases, categories and cost types allow flexibility in defining your project identifier. Completed jobs can be archived for review or re-activation. Change orders track authorized budget changes to a project, with 9 user-defined change order status flags for change order approval.

Automatically allocate expenses to a job when entering invoices in Adagio Payables. Send revenue automatically from Adagio Receivables or Adagio Invoices, avoiding duplicate data entry. Recognize revenue using any of 5 revenue recognition methods; on completion of job, percent completion of total cost, percent completion of labor hours, percent completion of phases/categories, or amount billed and costs incurred to date.

Employee timecards can be maintained in Adagio JobCost. JobCost may be used to receive costs from third party payroll programs or to maintain employee timecards for cost batches or even send timecard entry to a third party payroll program.

Adagio JobCost is the ideal cost tracking solution for construction companies, contractors, manufacturers and service industries.
JobCost Workflow

When you take on a new project, you will set up a new Job in Adagio JobCost. You can assign a manager to each job, as well as a customer, start and due dates, overhead and labor allocation methods, G/L accounts and many other options.

Once you start a project, costs will begin to accumulate as the project goes along. You can enter costs using the Cost Batches function. Costs are entered in batches, which allows you to enter many costs at a time and post several batches at once.

When you enter a cost, you select the job code, and also a phase and category. Phases allow you to assign costs to particular stages of the project. In other words, it’s a means of dividing large projects into smaller parts. For example, the first phase of a construction project may be building the foundation for the building and the last phase may be painting the exterior. By using phases, you can compare the costs for specific stages of projects.

A Phase may be divided into smaller parts by using Categories. Categories may refer to specific materials such as bricks or paint, specific labor costs, overhead costs, or even subcontractor costs. Categories provide greater detail for reporting purposes.

You can track job costs by using the Inquiries function. This function allows you to view a summary of any open job, including a comparison of the original estimate to the actual cost for each phase of the job.

Billing transactions and payments for a project can be entered directly into Adagio JobCost. You can also retrieve transactions from Adagio Receivables and Adagio Payables.

Adagio JobCost includes many flexible reports that help you to analyze Jobs and cash flow.

When a job is complete, it can be closed, archived and deleted if necessary.

About Adagio

Adagio Accounting is designed for organizations that manage over $1 million in sales/revenue, with significant transaction volume and at least one person responsible for managing those transactions. This modular accounting system combines a batch interface that is easy to understand and control with online processing in order entry and inventory control. Additionally, Adagio provides dynamite-looking invoices, checks and statements on blank paper. All of this without being forced to use a mouse during data entry or any of the other accounting
procedures. Simple procedures and built-in software make it a snap to email or fax invoices and customer statements.

Adagio Fundamentals

Other important information about Adagio JobCost is included in your Adagio Fundamentals manual. Adagio Fundamentals covers information and functions that are similar across all Adagio applications, such as keyboard shortcuts for data entry. Be sure to read Adagio Fundamentals for valuable information about working with Adagio JobCost.

About Softrak

For over 25 years, Softrak has created accounting and reporting software to make the tasks required in the accounting department simple and straightforward, even in high volume businesses. If you have any suggestions about how we can improve this module, please visit our web site at www.softrak.com.
Before you can start using Adagio JobCost, you must take the time to complete the setup procedures in this chapter and the next. It can take some time to perform all of these steps, but a complete setup will ensure that you benefit from all the features of the software.

This procedure is usually completed by a system administrator. This person should be knowledgeable about both your computer system and accounting procedures.

In this chapter, we will explain the following procedures:

- Creating and Logging into Existing Data Files
- Setting the General Options
- Setting Currency Information
- Security Settings
- User Audit Settings

**Installing Adagio JobCost**

The Adagio Fundamentals manual provides complete details on installing Adagio JobCost.
Creating Data Files

Data files are the files that will contain your accounting data. They are stored separately from the program files. Before creating the data files, you should determine the drive, directory and filename extension that you will use. You must use the same location and extension as files from other programs that will integrate with Adagio BankRec. For example, if you are using other Adagio programs, you might choose the directory C:\SOFRAK\DATA\.

To create Adagio JobCost data files:

When you start Adagio JobCost, the Open Adagio JobCost Data window will open.

1) Enter your User ID and Password. The current date is automatically selected as the session date.

*Note*

The user ID for the System administrator is SYS. The default password in SYS. It is strongly recommended that you change this password before you allow other users to access the system.
2) Click the Create button and the Data Creation window will open.

3) In the Folders section, select the folder where you want to create the data. You should choose a folder with nothing else in it, or choose a folder that you are using for your other Adagio modules’ data.

4) Alternatively, you can type in the data path in the Data Path field at the bottom of the window.

5) In the Extension field, you can enter a three-character code that will become the filename extension for all your data files, or the extension used for your other Adagio data. In the example above, we have used the extension SAM, which stands for “Sample Data.”

6) Click the OK button to create the data. The program will ask you to confirm that you want to create JobCost data in this folder. Click OK to confirm.

You may be asked to enter the paths to currency and EZTask files. Enter the path to your \SOFRAK\SYSTEM directory; or click the File buttons to explore your computer or network to locate the directory that contains the MCCODES.LD4 and the EZTASKS.LD4 files. When you have entered the directory, click OK.

Once you have set up data files, each time you start Adagio JobCost, the most recently opened data files will automatically appear in the Open Adagio JobCost Data dialog. All you will have to do is enter your user ID and password, then click the Open button.
Before you can begin an Adagio JobCost session, you must log in to the system. All Adagio users must be registered with the system by the Adagio System Administrator. Each user receives a unique user ID and password. This information is required for a user to log in to the system. When a user logs in to Adagio JobCost, the user also selects the directory that contains the JobCost data files.

Adagio JobCost comes preloaded with the user ID of SYS and a password that is also SYS. You must log in with this user ID and password the first time you use Adagio JobCost. This is the default system administrator user ID. It cannot be deleted but it can be changed. Since it provides access to all Adagio JobCost screens and functions, you may want to change both the system administrator user ID and password for security purposes. Refer to your online Help documents or Adagio Fundamentals manual for instructions on changing the user ID and password.

Remember that you can use command line parameters (refer to your Adagio Fundamentals manual) to bypass certain fields in the Open Adagio JobCost dialog box each time you start Adagio JobCost. Command line parameters are set as properties for the program.
The following table describes each field:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UserID / Password</td>
<td>Each Adagio JobCost user should be assigned a unique user identification code. Refer to your online Help or Adagio Fundamentals manual for more information about setting up users.</td>
</tr>
<tr>
<td>Remember user name</td>
<td>Turn this option on to have the Adagio user name remembered and authenticated by the Windows user. This allows you to default your Adagio user name and/or password by logging into Windows (on the same station).</td>
</tr>
<tr>
<td>Remember password</td>
<td>Turn this option on to have the Adagio user password remembered and authenticated by the Windows user. This allows you to default your Adagio user name and/or password by logging into Windows (on the same station).</td>
</tr>
</tbody>
</table>
| Date                | This is the session date. It defaults to the current system date. If you need to change the date, use the calendar button to the right, or type in the desired date.  
  
  **NOTE:** If you want to log in to JobCost using a session date within the month and year that initially display in the Date field, all you need do is type one or two numbers representing the date you want to use. (Eg. If date displayed initially is 02/25/2009 and you now want to log in using a session date of 02/27/2009, all you need do is type 27 in the date field. The month and year will populate automatically.)  
  You are able to use the one or two-character date entry method in any 'date' field within Adagio JobCost. |
| Last access         | This is the session date used when you last accessed or ran Adagio JobCost with the data path that initially displays in the Data path. |
### Security Settings

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data path</td>
<td>Enter the drive and data path for your company’s data by clicking once in this field and typing the information in, or by clicking the Browse button and selecting the correct drive and data path from the <strong>Data Selection</strong> dialog box that appears. There is another button to the far right of this field. Click this ‘multiple folder’ button to view a list of <strong>Previously Opened</strong> data sets. This feature is especially helpful if you are maintaining multiple data sets (e.g. Adagio JobCost data for multiple companies). If you wish to use one of these previously-opened data sets, simply click the desired Company Name to select it, then click <strong>Open</strong>. <strong>NOTE:</strong> Adagio JobCost can remember what datasets have been accessed by each Adagio user. The first time each user logs in to JobCost, they will be prompted to respond whether or not they want Adagio Receivables to do also load a default list of companies. (Respond <strong>Yes</strong> to the prompt to have JobCost retain the original list of companies all users have accessed and then remember which subsequent companies/datasets have been accessed by each user separately. Select <strong>No</strong> to begin with a blank Previously Opened window and have only the list of datasets accessed by each user since the installation of JobCost 8.1B display each time the Previously Opened window is opened by that user.</td>
</tr>
<tr>
<td>Extension</td>
<td>Enter the extension used for your company’s data here. For example, to use the sample data, you would enter SAM.</td>
</tr>
</tbody>
</table>

When you have entered all fields, click **Open** to begin using Adagio JobCost.
Setting Workstation Options

There are a number of general program options available to you that affect screen display and help you speed up your work. To open the Workstation Options window, select File | Options from the menu bar.

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Preview</td>
<td>Enter the <strong>Preview zoom factor</strong> you want used as the default when you</td>
</tr>
<tr>
<td>Options</td>
<td>preview JobCost reports on this workstation. Additionally, select **</td>
</tr>
<tr>
<td></td>
<td>Full screen** to have the Preview window use your entire screen size.</td>
</tr>
<tr>
<td></td>
<td>Select <strong>Partial screen</strong> to have the Preview window use part of the</td>
</tr>
<tr>
<td></td>
<td>screen only.</td>
</tr>
<tr>
<td>Report Printer</td>
<td>Select the printer that you wish to use as your default printer for</td>
</tr>
<tr>
<td></td>
<td>reports. Click the <strong>Default</strong> radio button if you want to use your</td>
</tr>
<tr>
<td></td>
<td>Default printer as set up in your Windows Control panel, or click **</td>
</tr>
<tr>
<td></td>
<td>Specific** and select an alternate printer.</td>
</tr>
</tbody>
</table>
Setting Currency Codes

Setting Currency Codes

The File | Currency Codes function allows you to set up currency codes for the various currencies you will need for your company. If you’re using a single currency system, you will only require one currency, and then you will need to set that currency as the home currency. In a multi-currency system, you can set up as many currencies as you require, and, as with single currency systems, you will need to select one currency as your home currency.

The currency maintenance function is only available to the System Administrator (login ID SYS).

Currency File Locations

When you create a new Adagio database for the first time, you will be prompted for the Currency path.

Select C:\SOFTRAK\SYSTEM, where C:\ is the drive on which your Adagio programs are installed. This directory contains some basic currency information that you can use as a starting point.

Note: Please see your Adagio Fundamentals manual for more information on currency files.
Home Currency

The default currency indicates which currency will be used as the default for the home currency when creating a database. When you enter the File | Currency Codes function, you are presented with a list of currencies, plus a field for setting your default, or home, currency.
Security Settings

Adagio JobCost includes a User Setup function that can prevent unauthorized users from entering the system and restricts users from accessing certain areas of the system.

To do all this, you must first set up user groups, which define what parts of the program the users are allowed to access. For example, you can allow only senior staff members to access functions such as the company profile, year end processing and data integrity check. Then you can set up individual users and assign them to the appropriate group level, depending on the access privileges you want to grant them.

See Adagio Fundamentals for complete information on setting up user groups and users.

User Audit Settings

Adagio JobCost maintains various user statistics. These include settings such as Date Created, Created by User, Edited Date, Last Edited Time and Last Edited by User at the batch level. Edited Date, Last Edited Time and Lasted Edited by User are also maintained at the entry level. Use the Column Editor to display this information on the batch or entry grid.

The program also logs user activity within the module including login, menu choices, and batch New, Edit, Copy, Delete and Post. Audit logs may be viewed with Adagio GridView.
You’re almost ready to start using Adagio JobCost. There are just a few more items that you will need to set up in order to take full advantage of the many features available in the Adagio system.

- Entering the Company Profile
- Creating Cost Types
- Creating Units of Measure
- Creating Phases
- Creating Categories
- Adding Customers
- Adding Managers
- Creating Notes
- Defining Report Groups
- Editing Change Order Statuses
- Editing Entry Periods
- Entering Employees
- Entering Earning Codes
- Entering Classes
Company Profile

The first step is to provide information about your company by selecting Company Profile from the Edit menu. The tabbed data entry screens to complete are:

- Company Data
- Options
- System Settings
- Overhead / Labor
- Accounts
- Timecards
- Batch
- Optional Fields
- PDF Options - If Adagio ePrint is installed, refer to the online Help information.

Company Data Tab

The Company Data tab allows you to enter general information about your company, such as your company name, address and contact numbers.
Enter the appropriate information in the **Company Name, Address, Zip/Postal, Phone and Fax** fields as you want this information to appear on documents and reports created in JobCost.

### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company ID</td>
<td>This field may be left blank or used to identify Adagio JobCost records for different companies or divisions.</td>
</tr>
<tr>
<td>Contact</td>
<td>This field may be left blank, but can be used to identify contact persons when more than one company or division is identified in the above field.</td>
</tr>
<tr>
<td>Home Currency</td>
<td>This field is only editable during data creation. Otherwise, this field simply displays your home currency code.</td>
</tr>
<tr>
<td>Home Decimals</td>
<td>This field is also not editable. It displays the number of decimal points used in your home currency.</td>
</tr>
</tbody>
</table>
The Options tab allows you to select from five different categories of options that will tailor JobCost to the way your company operates and it includes some options that will help you to speed up the work you do in JobCost. The five categories are:

- Job Options
- Data Entry Options
- Print Options
- System Options
- Integration Options
Job Options

These options allow you to set defaults for when new Jobs are created. Of course, anything you select here can be changed for each individual Job you create. The following table describes the options in this category:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increment job numbers</td>
<td>If you want JobCost to automatically assign a Job number to each new Job you create and automatically increment those job numbers, turn this option on. Otherwise, when you create a new Job, the Job field will remain blank so that you can manually enter a Job number.</td>
</tr>
<tr>
<td>Phase/Category Cost tracking</td>
<td>This option should be selected if detailed information is needed for cost analysis.</td>
</tr>
<tr>
<td></td>
<td>If this option is not selected, cost tracking is done at the Job level; one entry will be generated for the Job.</td>
</tr>
<tr>
<td>Simple cost tracking job</td>
<td>This option should be selected if Revenues and Expenses are to be updated immediately when batches are posted.</td>
</tr>
<tr>
<td></td>
<td>Simple costing jobs do not require estimates to be created prior to posting in JobCost. Estimates for these jobs will be created during batch posting. However, to speed batch entry, you may wish to create Estimates.</td>
</tr>
<tr>
<td>Balance forward details</td>
<td>This option should be selected if the Balance Forward Transaction Details function will be used to consolidate transactions for the Job.</td>
</tr>
<tr>
<td></td>
<td>If selected, the Balance Forward Transaction Details function can be used to reduce the amount of transaction detail that is kept for each entry type: costs, billings and other charges, and payments, for a range of Jobs, Phases, or Categories.</td>
</tr>
<tr>
<td></td>
<td>When the Balance Forward Transaction Details function is run, the transaction details that make up the balance forward amount will no longer exist.</td>
</tr>
</tbody>
</table>
### Company Profile

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material in storage tracking</td>
<td>Select this option to track materials in storage against the cost of work completed. This option is used to update the information printed on the Job Inspection Worksheet and AIA Billing Worksheet. If selected, costing entries for material estimates will update the Job estimate to show 100% for the Storage %. The Storage units count on the estimates will also be incremented.</td>
</tr>
<tr>
<td>Allow edit of original estimates</td>
<td>Select this option to allow changes to be made to Job estimates fields: Original estimated units and Original direct est cost, after costs have been posted.</td>
</tr>
</tbody>
</table>

### Data Entry Options

The options in this category allow you to control how data is entered into Adagio JobCost, which can save you time. The following table describes these options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warn if customer on hold</td>
<td>If this option is turned on, JobCost will alert you when a customer that is on credit hold is selected.</td>
</tr>
<tr>
<td>Warn if customer is over credit limit</td>
<td>Similar to the above option, this will alert you when a customer who is over their credit limit is selected.</td>
</tr>
<tr>
<td>Warn on missing retainage reference</td>
<td>Select this option if you enter retainage invoices in JobCost. During entry, JobCost will verify that the original document number that has been entered in the reference field exists in the Retainage file. If it does not, a warning will appear. The warning does not prevent saving the entry. However JobCost will not post it.</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Warn on invalid entry periods | You can set up Entry periods using the **Edit Entry Periods** function under the **Edit** menu. If you turn this option on, Adagio will check that the dates you have entered during batch entry are for a valid open period. If they are not, JobCost will notify you of the problem and you will not be able to save or post the entry. Entry periods you have entered are valid according to the Entry periods you have set up in the **Edit Entry Periods** function.  

**NOTE:** See the section on **Entry Periods** in Chapter 3 for more information. |
| Format telephone               | This option is for those users who enter Customers directly into Adagio JobCost (i.e. You are not interfacing with Adagio Receivables). This option is useful if you have many customers to enter into your system. It will automatically format any phone or fax number field to the 10-digit standard used in many countries. For example, if you typed in 5551112345, JobCost would automatically insert the hyphens to create 555-111-2345. |
| Verify units of measure        | If you want JobCost to “validate” units of measure entered, turn this option on. Whenever a unit of measure is entered, JobCost will allow only units that have already been established in the **Units of Measure** function. |
| Sort notes by date             | If this option is selected, notes will be sorted by date and time. If not selected, notes will be sorted by User ID, then by date.                                                                                  |
| Verify user groups             | Enable this option to have JobCost 'validate' at logon that the user group a user belongs to exists in the Security Groups list (File | Security Groups) or not.                                                                                                                                  |
| Verify report groups           | When enabled, JobCost will verify that the Report Group entered exists in the report groups list (Edit | Report Groups).                                                                                                                                            |
## Print Options

These options affect how reports are printed in Adagio JobCost.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| Copy start to end range         | When this option is selected and you specify a value in the starting range, the value will be copied to the ending range automatically. This will make it faster to select just one batch, item, etc.  
   If the option is not selected, the ending range will remain at the default ending value. |
| Permit export during printing   | If this option is selected, the Export button on report windows can be used to print reports to a file instead of to a printer. If this option is not selected, the Export button cannot be selected during report printing. |
| Auto print posting journal after post | Posting journals can be printed automatically after posting batches. If you want to take advantage of this time-saving auto-print feature, turn this option on.  
   **NOTE:** Even if this option is turned on, you can still elect not to print a posting journal by clicking on the Close button on the Print Posting Journal window when it appears. |
| Require batch print before post | If this option is turned on, the software will insist that a batch listing be printed before it will allow the batch to be posted. If you regularly check batch listings against original documents, it may be beneficial to turn this option on. |
| Allow posting journal purge     | Turn this option on if you want to allow JobCost posting journals to be purged after printing. Posting journals will need to be printed and purged prior to completing Year End. Turn the option off and JobCost will not prompt to clear posting journals after they are printed. Posting journals will be purged automatically by Year End processing. |
The System Options affect the way JobCost interacts with the Adagio programs. The following table describes the System Options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prompt to consolidate G/L</td>
<td>Turn this option off if you never want to be prompted to consolidate transactions after printing the Print/Consolidate GL Transactions report. It will prevent users from accidentally consolidating transactions.</td>
</tr>
<tr>
<td>System Options</td>
<td>The System Options affect the way JobCost interacts with the Adagio programs. The following table describes the System Options:</td>
</tr>
<tr>
<td>Allow edit of retrieved batches</td>
<td>Turn this option on if you want to be able to edit batches retrieved from other Adagio modules. If you want to prevent these retrieved batches from being edited and avoid discrepancies between your Adagio modules, turn this option off.</td>
</tr>
<tr>
<td>Retain history</td>
<td>The Archive Jobs function is useful so that you can use the Delete Closed Jobs function to remove Jobs from the list of active jobs without removing the data completely from your Adagio data. Select this option to activate the Archive Jobs function. Selecting this option makes the Archive button active on the Edit Jobs list window.</td>
</tr>
<tr>
<td>Auto-backup after Data Integrity Check</td>
<td>Turn this option on to ensure Adagio JobCost automatically performs a backup of JobCost data immediately after Data Integrity Check completes. If integrity is clear, it appends _Clean to the end of the backup file name. In the event Data Integrity Check finds errors and preened the Rebuild button, a backup is performed prior to rebuilding errors in DIC. The backup will have _Prebuild appended to the zip file name. Please refer to the online Help documentation of your Adagio Fundamentals manual for more information on the Data Integrity Check function.</td>
</tr>
</tbody>
</table>
Integration Options

Integration options allow you some control over how JobCost integrates with other Adagio modules.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrate with Accounts</td>
<td>Turn this option on if you plan to process Bill and Payment transactions through Adagio Receivables. When you create Jobs, you will be able to select Customers from the Receivables customer list. You will also be able to add, edit and view Receivables customer information from within Adagio JobCost.</td>
</tr>
<tr>
<td>Integrate with General Ledger</td>
<td>Turn this option on if you want JobCost to integrate with Adagio Ledger. Adagio JobCost transactions can be retrieved into Ledger. Finders/Smart Finders will be available for G/L Account data on all account/department fields.</td>
</tr>
<tr>
<td>Use G/L departments</td>
<td>If you want to use G/L departments that have been set up in Adagio Ledger in Adagio JobCost, turn this option on.</td>
</tr>
<tr>
<td>Include batch in G/L description</td>
<td>Turn this option on if you wish to have the batch number included in the G/L description field when your JobCost subledger data is retrieved into the General Ledger.</td>
</tr>
<tr>
<td>Send timecards to payroll</td>
<td>Select this option if you are integrating JobCost timecard entry with a third party payroll program. If you turn this option on, JobCost will automatically create an export file, which may later be imported into the payroll program, whenever Timecard Processing</td>
</tr>
</tbody>
</table>
The **System Settings tab** gives you yet more options to tailor JobCost to work with your company.

![Company Profile - System Settings tab](image-url)
The following table describes the fields on this tab:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send to G/L reference field</td>
<td>Indicate what JobCost information you want to appear in the Reference field of your general ledger: Job number, Customer code, Manager code, Description, Document, or Reference.</td>
</tr>
<tr>
<td>Send to G/L description field(s)</td>
<td>Indicate what JobCost information you want to appear in the Description field of your general ledger: Job number, Customer code, Manager code, Description, Document, Reference or User Defined.</td>
</tr>
<tr>
<td>G/L description format(s)</td>
<td>This field(s) is only active if the Send to G/L description field immediately preceding it has been set to User defined. (See Appendix C for a complete list of user defined codes and how they may be used.)</td>
</tr>
<tr>
<td>Default change order status</td>
<td>Select the default Change Order Status for new jobs. When data is created, there are only 2 statuses: Pending or Approved. However, you can change order status descriptions using the Edit</td>
</tr>
<tr>
<td>Days from session date before warning</td>
<td>If you always want to be warned that a document date varies from the date used when starting Adagio JobCost, enter 0 (for zero days). If you never want to be warned, enter 999. Typically, you would enter a number such as 15 or 30, so that you will only be warned if the document falls outside of a range of a week or two, or perhaps a month.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Job number format** | The job format is used to increment the first set of numbers (unless the format begins with a zero). For example, if the Next job number is 1, a Job number format of AB000X becomes AB001X, or a Job number format of JB:000 becomes JB:001, or a Job number format of 001:15 becomes 1:15 as leading zeroes are trimmed. And, if the Next job number is 124, a Job number format is JB:001 becomes JB:124 when the next job is created. Be aware that, if you have two sets of numbers in your format, it is always the first set of numbers that is incremented.  

NOTE: The total number of characters of both the Job number format and the Next job number fields when added together should not exceed six as any extra characters will be truncated when create a job. |
| **Next job number** | This allows you to change what the next automatically entered job number will be for the next Job you enter in JobCost. |
| **Sort journal by** | This is just a default setting for your batch journal reports. If you typically prefer the journals to be sorted in a particular way, select that way here. You can, of course, change this for each journal you print using the field on the report dialogue in question. |
| **Standard aging** | This field allows you to enter a default aging schedule. The default is 0 to 30 to 60 to 90 and over. |
| **Week starts on**  | This option allows you to specify the day of the week you would like the Grid Filters functions to begin with when the Filter uses the Floating Date operation to update dates by week. (Refer to the online Help documentation for more information about Working with Filters.) |
Overhead / Labor Tab

This tab allows you to control defaults when creating Jobs, Categories and Phases. Please note that these are just default values that can be changed whenever creating new jobs, categories and phases.

When posting costs in Adagio JobCost, you may choose to automatically calculate additional costs representing overhead and/or labor burden allocated to the particular job. You may assign a method to a job, which calculates these additional costs any time a cost is posted for the job. You may also assign a method to a phase or category, which calculates these additional costs any time a cost is posted for a job estimate using the specific phase or category.

Overhead and Labor burden costs are independently calculated – you may post a cost batch that has Overhead and/or Labor burden determined at both the Job and Phase/Category levels, for up to four additional costs. These costs are calculated separately for each cost batch detail.
The following table describes the fields on the Overhead/Labor tab:

### Job Defaults

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Overhead allocation method    | Select the default overhead allocation method for new jobs:  
                                    - **None at job level** - no additional costs are calculated for the job, though they may be if a method is assigned to the phase or category.  
                                    - **Flat rate per labor hour/unit** - the additional cost is a calculation of the number of hours/units multiplied by the rate entered on the job and is performed only if the cost type is Labor.  
                                    - **Percentage of labor dollars** - the additional cost is a calculation of the cost amount multiplied by the percentage entered on the job. It is performed only if the cost type is Labor.  
                                    - **Percentage of material dollars** - the additional cost is a calculation of the cost amount multiplied by the percentage entered on the job. It is performed only if the cost type is Material.  
                                    - **Percentage of total costs** - this additional cost is a calculation of the cost amount multiplied by the percentage entered on the job. It is performed for all cost types.  
                                    - **None at job, phase or cat. level** - no additional costs are calculated for the job. Any overhead or labor burden methods assigned to the phase or category are ignored. |
| Overhead rate/pct             | Enter the default overhead rate or percentage for new jobs. |
| Labor burden allocation method | Select the default labor burden allocation method for new jobs. Choose from either **None at job level**, **Flat rate per labor hour/unit**, **Percentage of labor dollars** or **None at job, phase or cat. level**. |
Company Profile

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor burden rate/pct</td>
<td>If you have selected a percentage or flat rate labor burden allocation method in the above field, enter the default rate or percentage in this field.</td>
</tr>
<tr>
<td>Revenue recognition method</td>
<td>Select the method by which you want JobCost to calculate revenue on jobs. See the short section below that contains notes on how these Revenue Recognition Methods work.</td>
</tr>
<tr>
<td>Revenue tracking level</td>
<td>Select the revenue tracking level default for new Jobs. Below is a description of how each revenue tracking level works.</td>
</tr>
</tbody>
</table>

Revenue Recognition Methods

The following points outline how the different Revenue Recognition methods work. They apply to the Revenue recognition method field in the Job Options section of the Overhead /Labor tab.

- **Completed contract** - Revenue recognition entries for the Job are generated only when the Job is closed. The recognized revenue and expense amounts are equal to the actual bills and costs incurred, respectively.

- **% completion total cost** - JobCost will calculate revenue based on how much of the contract is complete and based on the total cost so far. Revenue recognition entries are generated by the Recognize Revenue function or by closing the job. The percentage of completion for the Job is calculated from the total cost and the total estimated cost for the Job, including Overhead and Labor Burden.

  Revenue is recognized using the job completion percentage and the price, as determined by the Revenue tracking level. Expenses are recognized using the job completion percentage with the total estimated cost for the Job or for each estimate, depending on whether Phase/Category Cost Tracking is enabled on the Job. If Recognize Revenue and Expense is used, losses will be expensed if the total estimated cost is greater than the current price for the Job.

- **% complete labor hours** - Revenue recognition entries are generated by Recognize Revenue and Expense or by Closing the Job. The percentage of completion for the Job is calculated from the total labor hours and the total estimated labor hours for the Job.

  Revenue is recognized using the Job completion percentage and the price, as determined by the revenue tracking level. Expenses are recognized using the
Job completion percentage with the total estimated cost for the Job or for each estimate, depending on whether Phase/Category Cost Tracking is enabled on the Job. If Recognize Revenue and Expense is used, losses will be expensed if the total estimated cost is greater than the current price for the Job.

- **Billings and cost** - Revenue recognition entries are generated by running the Recognize Revenue and Expense function or by Closing the Job. The recognized revenue and expense amounts are equal to the actual bills and costs incurred, respectively.

- **% Completion phases/categories** - Revenue recognition entries are generated by Recognize Revenue and Expense or by Closing the Job. The estimate percentage of completion is calculated from the estimate’s actual cost and estimated cost, including overhead and burden. Revenue is recognized using the estimate completion percentage and the price, as determined by the Revenue tracking level. Expenses are recognized using the estimate completion percentage with the total estimated cost for each estimate. If Recognize Revenue and Expense is used, losses will be expensed if the total estimated cost is greater than the current price for the job.

### Revenue Tracking Level

The Revenue tracking level determines where prices are assigned, how many entries are generated by the system when Billings and Payments are posted, the Recognize Revenue and Expense function or the Close Jobs function is used.

This option may affect the GL accounts used for distributions to the Revenue account.

- **Job** - If the Revenue tracking level is set to Job, the price is set on the Job. When Billing entries are created, you enter only a Job code. When Revenue is recognized, the GL account for Revenue will come from the Job or, if it does not have GL accounts defined, from the Company Profile.

- **Phase** - If the Revenue tracking level is set to Phase, use the Assign Managers/Dates/Prices function to set the price for each Phase. When Billing entries are created, the Job and Phase code are entered. When entries are generated, JobCost will search for a non-blank GL account code in this order: Phase, Job, Company Profile.

- **Category** - If the Revenue tracking level is set to Category, use the Assign Managers/Dates/Prices function to set the price for each Estimate. When Billing entries are created, the Job and Phase code or Job, Phase and Category are entered. When entries are generated, JobCost will search for a non-blank GL account code in this order: Category, Phase, Job, Company Profile.
## Phase / Category Defaults

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Overhead allocation method** | Select the default overhead allocation method for new Phases of Jobs:  
None - No additional costs are calculated for the phase/category, though they may be if a method is assigned to the job.  
Flat rate per labor hour/unit - the additional cost is a calculation of the number of hours/units multiplied by the rate entered on the phase/category and is performed only if the cost type is Labor.  
Percentage of labor dollars - the additional cost is a calculation of the cost amount multiplied by the percentage entered on the phase/category. It is performed only if the cost type is Labor.  
Percentage of material dollars - the additional cost is a calculation of the cost amount multiplied by the percentage entered on the phase/category. It is performed only if the cost type is Material.  
Percentage of total costs - this additional calculates the cost amount multiplied by the percentage entered on the phase/category. It is performed for all cost types. |
| **Overhead rate/pct**       | Enter the default overhead rate or percentage for new Phases of Jobs.  
| **Labor burden alloc method** | Select the default labor burden allocation method for new Phases of Jobs. Choose from **None, Percentage of labor dollars** or **Flat rate per labor hour/unit**.  
| **Labor burden rate/pct**   | If you have selected a percentage or flat rate labor burden allocation method in the above field, enter the default rate or percentage in this field. |
Accounts Tab

The Accounts tab allows you to indicate which general ledger accounts you want to allocate JobCost values to. You can select both an account and department, if necessary. These accounts are used as defaults when revenue recognition entries are generated if the account fields on the Category, Phase, and Job are left blank.

*Note* The accounts are stored in batch entries. If you edit the Company Profile, Job, Phase or Category after creating batches, JobCost will use the accounts stored on the entries. New entries will use the new accounts.

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in Progress</td>
<td>Select the account and department for work in progress. This account is debited when costs are posted. It will be credited when revenue recognition entries are generated.</td>
</tr>
</tbody>
</table>
## Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job cost clearing</td>
<td>Select the account and department for Job cost clearing. This account is the default account for Cost entries. It is credited when Cost entries are posted in JobCost. If Cost transactions originate in Adagio Payables, the same account should be set up in the Payables Company Profile for the Job Cost clearing acct/dept.</td>
</tr>
<tr>
<td>Cost of sales</td>
<td>Select the account and department for Cost of sales. This account is debited with the expensed amounts when revenue recognition entries are generated.</td>
</tr>
<tr>
<td>Billings</td>
<td>Select the account and department for Billings. This account is debited with the revenue amounts when revenue recognition entries are generated. If Billings transactions originate in Adagio Receivables, the same account should be set up in the Receivables Company Profile for the Job Cost billings account.</td>
</tr>
<tr>
<td>Revenue</td>
<td>Select the account and department for Revenue. This account is credited with the revenue amounts when revenue recognition entries are generated.</td>
</tr>
<tr>
<td>Gross wage expense</td>
<td>Select the account and department for Gross wage expense. This account may be credited with the wage expense retrieved from Payroll for Adagio.</td>
</tr>
<tr>
<td></td>
<td>This is the default account when creating new Earning codes. (See page 3-74 for more information.)</td>
</tr>
<tr>
<td>Overhead allocated</td>
<td>Select the account and department for Overhead allocated. This account is credited when Cost entries are posted.</td>
</tr>
<tr>
<td>Burden allocated</td>
<td>Select the account and department for Burden allocated. This account is credited when Cost entries are posted.</td>
</tr>
</tbody>
</table>
**Timecards Tab**

The **Timecards** tab allows you to specify certain default values for creating employees that timecards will later be entered for. These values may subsequently be changed during Employee creation or edit, or during Timecard entry.

Classes must first be created using the Edit | Classes function before a default Class may be specified in the Company Profile.

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>May be used to specify the Department most frequently used. The Department specified here will be used as a default when creating new Employee records (see page 3-68 for more information). This default will be overridden by the department entered in the Employee record if it is non-blank.</td>
</tr>
</tbody>
</table>
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Class                  | If desired, enter a Class to be used as a default in this field or select it from the Finder field. Classes may be used to specify different employee types or work classifications. This field provides a default value only. It may be overwritten during employee and/or timecard entry.  
  *Note: Classes must first be set up using the Edit | Classes function (see page 3-78 for more information).* |
| Pay type               | If desired, select the most often used pay type from the dropdown list. This field provides a default value only. It may be overwritten during employee entry. |
| Regular rate 1         | If desired, enter a default dollar value as the most often used pay rate. This default value can be overwritten during employee and/or timecard entry.          |
| Regular rate 2         | If desired, enter a default dollar value as the next type of pay rate (eg. perhaps a rate used when working a different shift such as the night shift). This default value can be overwritten during employee and/or timecard entry. |
| Regular rate 3         | If desired, enter a default dollar value as the next type of pay rate. This default value can be overwritten during employee and/or timecard entry.          |
| Overtime multiplier 1  | Enter a default multiplier value for the most often used overtime rate (eg. 1.5). This value can be overwritten in the Employee record.                      |
| Overtime multiplier 2  | If desired, enter the next most used overtime rate (eg. 2.0). This value can be overwritten in the Employee record.                                      |
| Overtime multiplier 3  | If desired, enter the next most used overtime rate (eg. 2.5). This value can be overwritten in the Employee record.                                      |
The Batch allows you to specify certain options specific to batches created in Adagio JobCost as well as those retrieved from other modules or created by importing transactions.

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Bill/Payment batch description | Use this field to enter a default description for each new Bill batch created. You may also use three JobCost variables that will automatically enter specific information in the description:  
  ♦ Enter %usr to automatically include the Adagio UserID of the person who creates the batch.  
  ♦ Enter %dat to automatically include the system date the batch was created.  
  ♦ Enter %tim to automatically include the system time the batch was created. |
| Cost batch description | As above except this field is used for Cost batches only. |
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Batch Description Date Format | Select one of the following formats for the `%dat` variable to use in the Batch descriptions:  
  - Windows short - from Windows Regional settings  
  - Windows long - from Windows Regional settings  
  - Rpt. options (Hdr) - as specified in Reports | Report Options (see page 7-5)  
  - Rpt. options (Det) - as specified in Reports | Report Options. |
| Batch Description Time Format | Select to use either a **12-hour** or **24-hour** time format for the `%tim` variable to use in the Batch descriptions. |
| Default Ready to Post Status | By default, this is turned on (checked) for **Entered**, **Retrieved** and **Imported** batches.  

The purpose of this feature to discourage posting batches in error, eg. before they are ‘ready to post’.  

If any of the three settings are turned off, in order to post that type of batch to Adagio JobCost, you will have to manually set the **Ready to Post** status in the Bill or Cost Batches windows. A **Ready to Post** button will be visible to do so.
Optional Fields Tab

This tab allows you to specify other fields that you wish to use for your Jobs (see page 4-82) and Job Estimates (see page 4-98). This gives you the flexibility of saving additional information about your jobs for things that are specific to your company or industry. When you add a field label for any of the optional fields here, it automatically appears in both the Job and Job Estimates functions. While these optional field labels will be the same in both the Job and Job Estimates functions, you may assign different values for the fields in each. For example, if one of the fields is labelled 'Contractor', you could choose to track the General Contractor with the Job record and the various subcontractors within each of the Job Estimates records.

There are three string, two date, two amount and two unit fields that may be used. Type the name of the field label you want to appear in the Job and Job Estimates functions.

The three string fields may use validation rules set in the Optional Field Validation function. Refer to the online Help for more information about Optional Field Validation. Also, until an Optional Field has been created in the Company Profile, the associated field will not be available in the Import or Export field lists.
Creating Cost Types

Cost Types are a convenient way to classify expenses and Adagio JobCost’s flexibility allows you to create any cost type your company might use.

To create a new Cost Type:

1) First open the Cost Types window by selecting Edit, then Cost Types from the main menu. This window displays all the Cost Types you currently have set up in your system.

![Cost Types window](image)

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)
2) Click the **New** button on the **Cost Types** window. The **New Cost Type** window will open.

![New Cost Type window](image)

3) Fill in the fields according to the descriptions in the following table:

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Type</strong></td>
<td>In the <strong>Cost Type</strong> field, enter a code to identify the new Cost Type. You can use any combination of letters or numbers up to six characters.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Enter a description to help identify the Cost Type.</td>
</tr>
<tr>
<td><strong>Classification</strong></td>
<td>Indicate what type of cost this is: <strong>Labor</strong>, <strong>Material</strong>, <strong>Equipment</strong>, <strong>Subcontractor</strong>, <strong>Overhead</strong>, or <strong>Miscellaneous</strong>.</td>
</tr>
<tr>
<td><strong>Used in</strong></td>
<td>This field simply displays how many phases and categories this Cost Type has been used in so far. Since you are creating a new Cost Type, this number will be zero.</td>
</tr>
</tbody>
</table>

4) Click **OK** to save this new Cost Type in your database.
Adding Units of Measure

 Units of measure of any kind can be added using the Units of Measure feature under the Edit menu.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven’t been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)
To create a new Unit of Measure, click the New button. The New Unit of Measure window will open.

Enter a code or description to identify the new unit of measure. You can use any combination of letters or numbers up to 10 digits.

Click OK when you are done.

If Phases or Categories in JobCost use different units of measure, you can add the units to your Units of Measure list, then assign a standardized Unit of Measure to each Phase or Category when you add them to your database. This will help to prevent duplication of a unit description. Instead of having 4 instances of each (e.g. EA, EACH, ea, each), the unit can be selected from the list.
Creating Phases

Adagio JobCost also lets you define your own Phases in a similarly flexible manner. Phases can be used to identify and single out different parts, or phases, of a Job. For example, a construction company may have a phase for building the foundation, and another phase for painting the exterior of a building.

To create a new Phase:

1) First open the Phases window by selecting Edit, then Phases from the main menu. This window displays all the Phases you currently have set up in your system.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven’t been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)
2) Click the **New** button on the **Phases** window. The **New Phase** window will open.

3) Fill in the fields according to the descriptions in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase Code</td>
<td>Enter a code to identify the new Phase. You can use any combination of letters and numbers up to a maximum of six characters.</td>
</tr>
</tbody>
</table>
## Creating Phases

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use in ___ job estimates</td>
<td>This field simply shows you how many job estimates this Phase Code has been used in. Since you are creating a new Phase, this number is zero.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description to help identify this Phase Code.</td>
</tr>
<tr>
<td>Categories apply</td>
<td>If Categories apply to this Phase, turn this option on. You can skip to the Revenue Account field. It will be the only remaining editable field.</td>
</tr>
<tr>
<td></td>
<td>If Categories do not apply and you leave this box unchecked, many of the remaining fields will become available which were previously not editable.</td>
</tr>
<tr>
<td>Cost Type</td>
<td>Select a Cost Type to associate with this Phase.</td>
</tr>
<tr>
<td>Classification</td>
<td>This field displays the Classification of the above selected Cost Type.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>If you have selected a Labor Cost Type, the Unit of Measure will automatically be Hour. If you select a different Cost Type, you can select the Unit of Measure in this field.</td>
</tr>
<tr>
<td>Unit Cost</td>
<td>Enter a cost for each unit. If you do not track costs by units, you may leave this field blank.</td>
</tr>
<tr>
<td>Billing rate</td>
<td>If the unit cost is not zero, enter the billing rate in this field. If the Unit and Unit cost fields are blank, Billing rate is the Markup percentage that will be applied to the direct cost. This Markup percentage is used on the Job Estimate Worksheet and the Billing Worksheet.</td>
</tr>
</tbody>
</table>
## Creating Phases

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in progress account</td>
<td>This account is debited when costs are posted. It will be credited when revenue recognition entries are generated. This account will only be used if Phase/Category cost tracking is selected on the Job. If this field is blank, JobCost will search for non-blank accounts in this order: Job, Company Profile. If Phase Category cost tracking is not selected, the accounts will come from the Job or from the Company Profile if the Job has blanks.</td>
</tr>
<tr>
<td>Cost of sales account</td>
<td>This account is debited with the expensed amounts when revenue recognition entries are generated. This account will only be used if Phase/Category cost tracking is selected on the Job. If this field is blank, JobCost will search for non-blank accounts in this order: Job, Company Profile. If Phase Category cost tracking is not selected, the accounts will come from the Job or from the Company Profile if the Job has blanks.</td>
</tr>
<tr>
<td>Overhead allocated account</td>
<td>This account is credited when Cost entries are posted. This account will only be used if Phase/Category cost tracking is selected on the Job. If this field is blank, JobCost will search for non-blank accounts in this order: Job, Company Profile. If Phase Category cost tracking is not selected, the accounts will come from the Job or from the Company Profile if the Job has blanks.</td>
</tr>
</tbody>
</table>
# Creating Phases

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Burden allocated account</td>
<td>This account is credited when cost entries are posted. This account will only be used if Phase/Category cost tracking is selected on the Job. If this field is blank, JobCost will search for non-blank accounts in this order: Job, Company Profile. If Phase Category cost tracking is not selected, the accounts will come from the Job or from the Company Profile if the Job has blanks.</td>
</tr>
<tr>
<td>Revenue account</td>
<td>Select your revenue account and department if necessary. The Revenue account will only be used if the Revenue tracking level is set to Phase or if the Revenue tracking level is set to Category and the category code does not have accounts defined. If the phase is blank, JobCost will search for non blank accounts in this order: Job, Company Profile.</td>
</tr>
<tr>
<td>Overhead allocation method</td>
<td>If required, select an allocation method for overhead costs.</td>
</tr>
<tr>
<td>Overhead rate/pct</td>
<td>If you have selected an Overhead allocation method in the above field, enter the overhead rate or percentage in this field.</td>
</tr>
<tr>
<td>Labor burden alloc method</td>
<td>If you have chosen a labor Cost Type, you can select an allocation method for Labor burden.</td>
</tr>
<tr>
<td>Labor burden rate/pct</td>
<td>If you have chosen a Labor burden alloc method in the field above, enter the rate or percentage in this field.</td>
</tr>
</tbody>
</table>

The accounts are stored in batch entries. If you edit the Company Profile, Job, Phase or Category after creating batches, JobCost will use the accounts stored on the entries. New entries will use the new accounts.

4) Click **OK** to save this new Phase in your database.
Creating Categories

Adding Categories to your database gives you another way to track costs. To access this function, select **Categories** from the **Edit** menu. The **Categories** window will open. This window lists all the Categories you currently have set up on your system. An **Excel Direct** button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been granted access to **Export to Excel** in your Adagio user record. Refer to the online Help documentation.)

**To create a new Category:**

1) First open the **Categories** window by selecting **Edit** then **Categories** from the main menu. This window displays all the Categories you currently have set up in your system.
2) Click the New button on the Categories window. The New Category window will open.

3) Fill in the fields according to the descriptions in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Enter a code to identify the new Category. You can use any combination of letters and numbers up to a maximum of six characters.</td>
</tr>
<tr>
<td>Use in ___ job estimates</td>
<td>This field simply shows you how many job estimates this Category has appeared in. Since you are creating a new Category, this number is zero.</td>
</tr>
</tbody>
</table>
### Creating Categories

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Enter a description to help identify this Category.</td>
</tr>
<tr>
<td>Cost Type</td>
<td>Select a Cost Type to associate with this Category.</td>
</tr>
<tr>
<td>Classification</td>
<td>This field displays the Classification of the above selected Cost Type.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>If you have selected a Labor Cost Type, the Unit of Measure will automatically be <strong>Hour</strong>. If you select different Cost Type, you can select the Unit of Measure in this field. If you do not want to track units, leave the Unit of Measure field blank.</td>
</tr>
<tr>
<td>Unit Cost</td>
<td>Enter a cost for each unit. If you do not track costs by units, you may leave this field blank.</td>
</tr>
<tr>
<td>Billing rate</td>
<td>If the Unit Cost is not zero, enter the billing rate in this field. If the Unit and Unit Cost fields are blank, Billing rate is the Markup percentage that will be applied to the direct cost. This Markup percentage is used on the Job Estimates Worksheet and the Billing Worksheet.</td>
</tr>
<tr>
<td>Work in progress account</td>
<td>This account is debited when costs are posted. It will be credited when revenue recognition entries are generated.</td>
</tr>
<tr>
<td>Cost of sales account</td>
<td>This account is debited with the expensed amounts when revenue recognition entries are generated.</td>
</tr>
<tr>
<td>Overhead allocated account</td>
<td>Select your overhead allocated account and department if necessary.</td>
</tr>
</tbody>
</table>
### Creating Categories

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Burden allocated account</td>
<td>Select your burden allocated account and department if necessary. <strong>NOTE:</strong> Please note that the accounts for Work in Progress, Cost of sales, Overhead allocated, and Burden allocated will only be used if Phase/Category cost tracking is selected on the Job. If these fields are blank, JobCost will search for non blank accounts in this order: Phase, Job, Company Profile. If Phase/Category cost tracking is not selected, the accounts will come from the Job or from the Company Profile if the Job has blanks.</td>
</tr>
<tr>
<td>Revenue account</td>
<td>Select your revenue account and department if necessary. The Revenue account on the category will only be used if the Revenue tracking level is set to Category. If the category is blank, JobCost will search for non blank accounts in this order: Phase, Job, Company Profile.</td>
</tr>
<tr>
<td>Overhead allocation method</td>
<td>If required, select an allocation method for overhead costs.</td>
</tr>
<tr>
<td>Overhead rate/pct</td>
<td>If you have selected an Overhead allocation method in the above field, enter the overhead rate or percentage in this field.</td>
</tr>
<tr>
<td>Labor burden alloc method</td>
<td>If you have chosen a labor Cost Type, you can select an allocation method for Labor burden.</td>
</tr>
<tr>
<td>Labor burden rate/pct</td>
<td>If you have chosen a Labor burden alloc method in the field above, enter the rate or percentage in this field.</td>
</tr>
</tbody>
</table>

4) Click **OK** to save this new Category in your database.
Adding Customers

If you interface Adagio JobCost with Adagio Receivables, you will be able to add to or edit the list of customers that exist for Receivables. You can do this by selecting **Edit | Customers** from the main menu. The Customers function in Adagio JobCost is identical to the Customers function in the version of Adagio Receivables you are using. Please refer to your Adagio Receivables online Help or manual for more information on adding and editing Customers.

**Running JobCost without Adagio Receivables**

You can use JobCost without Adagio Receivables data. If you do so, JobCost will maintain its own customer list. Adding and editing customers in this setup is similar to adding and editing Managers, as described in the next chapter. Basically, you assign a Customer Code, then enter the Address, Phone, Fax information.
Adding Managers

Adding Managers to your database allows you to assign a person as the Manager of a Job. This can be useful for reporting purposes as you can look up information by manager. In addition, when looking at a Job you can see who the Manager is.

To open the Managers window, select Managers from the Edit menu. This window lists all the Managers you currently have set up on the system.

![Managers window]

Managers list window

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)
Adding Managers

To add a new Manager:

1) Click the New button on the Managers window. The New Manager window will open.

2) In the Manager field, enter a code to identify the new Manager. You can use any combination of letters and numbers up to a maximum of six characters.

3) Enter the Name and other contact information for this Manager.

4) If you want to add a Note, click on the Notes tab. Otherwise, click OK to close the window and save the new Manager.
Creating Notes

Notes can be made to Jobs, Phases, Categories, Customers, and Managers. The Notes tab is found on the Edit screen of each function. This function allows you to add and maintain notes while the date and the user’s ID is recorded with each note so that you can keep track of them.

As an example, we’ll use Categories to illustrate how to use the Notes function.

To create a Note

First open the Categories function by selecting File | Categories. The Category list window will open. Select a Category in the list and click the Edit button, or simply double-click a category in the list. This will open the Edit Category window.
Click on the Notes tab of the Edit Category window to add notes to the open Category.

You cannot add a detailed Note while creating a new Category Code. You can only add a general Note when creating a new Category Code. You must be editing an existing Category code. Add the Category then edit it to create a detailed Note.

The first text box at the top of the window allows you to maintain simple notes on this Category, but date and user are not recorded here. You can use this field to enter simple additional comments. These comments can be edited by any user and at any time.

If you want to maintain more detailed notes, enter a Note using the fields below. The grid below this allows you to create multiple notes with date and user recorded for each note.
Creating Notes

Adding Notes

To add a new Note, double-click an empty line in the grid. The Edit Note window will open.

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>This field displays the current user. Every note records the current user so that you will always know who wrote which notes. If you want to change the user ID recorded with this note, enter the user ID in this field.</td>
</tr>
<tr>
<td>Date</td>
<td>This field displays the current date, which is recorded with the note. If you want the note to appear with a different date, click the Calendar button and select the desired date.</td>
</tr>
<tr>
<td>Time</td>
<td>This field displays the current time. You can edit this field if needed.</td>
</tr>
<tr>
<td>Notes</td>
<td>Enter the note here.</td>
</tr>
</tbody>
</table>
Creating Notes

When finished, click OK and the note will be added to the Category’s information.

Viewing Notes

To view a note, select the note in the Notes list on the Notes tab. Then click the Edit button.

Spell Checker for Notes

The Notes function includes a spell checking feature. To activate it, press F7 in the Additional comments or Notes fields. For more information on using the spell checker, see your Adagio Fundamentals manual.
This function found on the Maintenance menu allows you to selectively purge Notes. To use this function, select Purge Notes from the Maintenance menu. The following window appears.

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Indicate the type of Notes you want to purge from your database: Customer (if you do not integrate with Adagio Receivables), Manager, Job, Archived Job, Phase, or Category Notes.</td>
</tr>
</tbody>
</table>
### Purging Notes

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting/Ending</td>
<td>Select a range of Notes to purge, or leave this field as is if you want to purge all Notes for the Type you have selected above. For example, if you selected Customer above, enter a range of customer numbers, or leave these fields as they are to purge Notes made on all Customers in your database. You may also use the Job Selection button to view a list of the selected jobs and to mark or unmark jobs to select a non-contiguous range of jobs.</td>
</tr>
<tr>
<td>User</td>
<td>Enter a starting and ending range of user IDs to delete only Notes entered into the database by specific users.</td>
</tr>
<tr>
<td>Older than</td>
<td>Use this field to restrict the deletion of Notes to those that are older than the date entered here. By default, the program will delete Notes that are more than one year old, but you can change this value to any date you wish.</td>
</tr>
</tbody>
</table>

When you’ve set your purge ranges, click Proceed. Adagio JobCost will purge the Notes that fell within the ranges you specified, and then will let you know that the purge process is complete.
Defining Report Groups

Report groups are valuable when you print reports and want to focus on specific jobs. Once you have created report groups, you can then assign jobs to the group from the Edit Job window. You can then select this report group when printing your reports.

Of course, when you print a report you have the option of selecting a range of Jobs, Categories etc., but you may also select by Report Group. For example, if all Jobs completed in a particular territory are assigned to a particular Report Group, all you have to do to select these Jobs is choose this Report Group on the report dialog. By doing so, you isolate particular types of Jobs.

The reports that have a range on Groups are the Analysis Reports, Worksheet Reports, and the Retainage Aging Reports.

To view the Report Groups list, select Report Groups from the Edit menu.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)
Creating a New Report Group

Click the New button on the Report Groups window to create a new report group. The Edit Report Group window opens.

Enter a new code to identify the report group, and a description. Click OK and the new report group will be added to the list.

You can now assign Jobs to this report group. Then, when you print reports, you can select this report group to focus your report on all Jobs associated with this report group.

Assigning Jobs to Report Groups

You can assign Jobs to your new report group using the Edit Jobs feature. From the Jobs menu, select Edit Jobs, or just click the Jobs button on the toolbar. Select a Job in the list, then click the Edit button. The Edit Job window will open. Half-way down this window, you will see a Report group field. Select a report group for this Job and click OK.

A Job can be part of only one report group at a time. You can, however, change a Job’s report group when required.

For more information on Jobs and the Report group field on the Edit Job window, see the section on Entering Jobs in the next chapter.
Change Order Statuses

Adagio JobCost allows you to enter up to 10 Change Order Statuses. To open the Edit Change Order Statuses window, select Change Order Statuses from the Edit menu.

To add a new Change Order Status, simply type in the description of the status in a blank field. You can also edit any of the present Change Order Statuses, except Approved, just by typing in the available fields.

Click OK when you are done.

Note

You must have a Change Order Status called Approved since this is the only status change that will update the Job estimates.
Editing Entry Periods

The entry periods function of JobCost is used to define valid date ranges for batch entry and posting. If the Company Profile option Warn on invalid entry periods is selected, you will be prevented from saving or posting entries with entry dates that do not fall within an Open period. Entry periods in JobCost do not have to directly correspond to fiscal periods in the G/L.

You can edit the dates of the periods using the Entry Periods window. The function allows you to close periods to prevent further entries being made or posted to that date range. It allows you to add new periods and to delete old ones. New periods are not limited to the current year and you can enter as many periods as you like. If you want the periods defined in JobCost to match the entry periods defined in the G/L, click the Retrieve button to update the date ranges. Retrieval will replace the currently defined periods.

To edit Entry Periods

Select Edit | Entry Periods to open the Entry Periods window.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been
granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)

To create a new period, click the New button. If you want to edit a period, click the Edit button.

The New Entry Period window will open (or the Edit Entry Period window will open if you clicked the Edit button. However, the windows are the same.)

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Period</td>
<td>Enter a number to represent the entry period. For example, if this is the first period, enter 1.</td>
</tr>
<tr>
<td>Description</td>
<td>You can enter an optional description of the Entry period in this field.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Enter the date that this period begins on. You can click on the Calendar button and select a date from the Calendar that pops up.</td>
</tr>
<tr>
<td>End Date</td>
<td>Enter the date that this period ends on.</td>
</tr>
</tbody>
</table>
## Editing Entry Periods

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>This field allows you to indicate whether or not this Entry period is currently open or if it has closed. Once a Entry period has ended, you may want to change this field to <code>Closed</code> to avoid inadvertently posting transactions to this period.</td>
</tr>
</tbody>
</table>
Entering Employees

Adagio JobCost is able to maintain employee detail to be used in timecard entry that is posted to cost batches within JobCost. Optionally, the employee timecard entry can be sent from JobCost to a third party payroll program. (See page 3-24 for more information on where to set this up in the Company Profile.)

Before this process can occur, classes (see page 3-68), earnings codes (see page 3-74) and Employees need to be set up in JobCost. Employee records contain pertinent information for maintaining timecards later.

To edit Employees

Select Edit | Employees to open the Employees window.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)

To create a new employee, click the New button or double click on a blank row in the grid or press Alt/N. If you want to edit an existing employee, highlight the employee and click the Edit button or press Alt/E or double click on the employee.
The following screen appears:

![New Employee window](image)

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Enter a unique code to identify the employee. This may be up to 12 alphanumeric characters.</td>
</tr>
<tr>
<td>Name</td>
<td>Enter the name of the employee using up to 30 alphanumeric characters.</td>
</tr>
<tr>
<td>Address</td>
<td>JobCost provides four fields that can store up to 30 alphanumeric characters each for you to enter the employee's address information in. City and State or Province would also be entered here.</td>
</tr>
<tr>
<td>Zip/Postal</td>
<td>You may enter up to 15 alphanumeric characters to identify the zip or postal code.</td>
</tr>
</tbody>
</table>
## Entering Employees

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Enter the employee's telephone number here.</td>
</tr>
<tr>
<td>Department</td>
<td>If a default value for this field has been set in the Company Profile, it will display here. The value can be changed by entering a different department (if used) or selecting one using the Finder button. A department entered here will override any department from an Earning code within Timecard entry.</td>
</tr>
</tbody>
</table>
| Class | If a default value for this field has been set in the Company Profile, it will display here. The value can be edited by entering a different class or selecting one using the Finder button. The value entered here may be overwritten during Timecard entry.  

**NOTE:** If you only want people to be able to use classes previously created in the Edit | Classes function, make sure you have the Field Verification option checked in File | Options.  

| Pay type | Choose a pay type for the employee from the dropdown. This field affects the default values displayed when timecards are created for the employee during Timecard Processing. For example,  

Hourly - Choose this if they are paid on a hourly basis. The employee's Regular Rate 1 will default as the Rate and Employee Rate 1 will default as the Pay source on timecards.  

Salary - Refers to employees paid on a lump sum basis rather than a specific hourly rate. The employee's Salary amount will default as the Amount and Employee Amount will default as the Pay source on timecards. |
### Entering Employees

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular rate 1</td>
<td>This value defaults from the <strong>Timecards</strong> tab of the Company Profile but may be edited. Enter a value that is equal to the regular pay rate (i.e. not an overtime rate) the employee is paid. For a salaried employee, divide their salary for a regular pay period by the number of regular hours of work to obtain their Regular rate 1. Although it may be revised, this is the value that will display by default when Timecards are entered for this employee, unless an amount based Earning Code is selected for the timecard.</td>
</tr>
<tr>
<td>Regular rate 2</td>
<td>This value defaults from the <strong>Timecards</strong> tab of the Company Profile but may be edited. If the employee is paid a separate regular pay rate (i.e. not an overtime rate), perhaps when they do other types of work or work in different pay classes, enter that rate here. For a salaried employee, divide their salary for the pay period by the number of regular hours of work to obtain their Regular rate 2. Although it may be revised, this is the value that will display by default when Timecards are entered for this employee and Regular rate 2 is selected.</td>
</tr>
<tr>
<td>Regular rate 3</td>
<td>This value defaults from the <strong>Timecards</strong> tab of the Company Profile but may be edited. If the employee is paid a third separate regular pay rate (i.e. not an overtime rate), perhaps when they do other types of work or work in different pay classes, enter that rate here. For a salaried employee, divide their salary for the pay period by the number of regular hours of work to obtain their Regular rate 3. Although it may be revised, this is the value that will display by default when Timecards are entered for this employee and Regular rate 3 is selected.</td>
</tr>
</tbody>
</table>
### Entering Employees

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime multiplier 1</td>
<td>This value defaults to whatever is entered in the Timecard tab in the Company Profile. Enter the multiplier used to calculate regular overtime hours for this employee's timecards. For example, if the employee is to be paid time and a half, the multiplier would be 1.5. When this multiplier is selected during timecard entry, the pay rate will be multiplied by this value to determine the overtime rate of pay.</td>
</tr>
<tr>
<td>Overtime multiplier 2</td>
<td>This value defaults to whatever is entered in the Timecard tab in the Company Profile. Enter the multiplier used to calculate additional overtime hours for this employee's timecards. For example, if the employee is to be paid double time, the multiplier would be 2.0. When this multiplier is selected during timecard entry, the pay rate will be multiplied by this value to determine the overtime rate of pay.</td>
</tr>
<tr>
<td>Overtime multiplier 3</td>
<td>This value defaults to whatever is entered in the Timecard tab in the Company Profile. If necessary, enter the multiplier used to calculate additional overtime hours for this employee's timecards. Perhaps the employee is to be paid double time and one-half, the multiplier would be 2.5. When this multiplier is selected during timecard entry, the pay rate will be multiplied by this value to determine the overtime rate of pay.</td>
</tr>
<tr>
<td>Salary amount</td>
<td>If the employee is to be paid salary, enter the amount per pay period they should be paid. Although it may be revised, this is the value that displays by default when Timecards are entered for this employee and an amount based Earning Code is selected for the timecard.</td>
</tr>
</tbody>
</table>
### Field Description

**Earning codes**

All earning codes previously created using the Edit | Earning codes function are displayed here. Initially none are selected for this employee. Marking specific earning codes will ensure that only those codes are available for this employee during timecard entry.

To select all earning codes, click the **Mark All** button or press Alt/A.

To select or deselect one earning code at a time, highlight the code and click on the **Mark** or **Unmark** buttons, or press Alt/M, Alt/N or press the spacebar.

To deselect all earning codes, click on the **Unmark All** button or press Alt/U.

**NOTE**: Not selecting any earning codes will make all earning codes available for use for this employee during timecard entry.

When you have finished entering the options for this employee, click the **OK** button or press Alt/O.
Entering Earning Codes

Adagio JobCost can maintain various earning and deduction codes which may be used in timecard entry within JobCost. Optionally, the employee timecard entry can be sent from JobCost to a third party payroll program. (See page 3-24 for more information on where to set this up in the Company Profile.)

If sending timecard entry from JobCost to a third party payroll program, you normally wouldn't use or send statutory deductions. You would let the payroll program calculate them.

Earning codes contain pertinent information for maintaining timecards later. This section discusses manually entering earning code information.

To edit Earning Codes

Select Edit | Earning Codes to open the Earning Codes window.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)
To create a new earning code, click the **New** button or double click on a blank row in the grid or press Alt/N. If you want to edit an existing earning code, highlight the code and click the **Edit** button or press Alt/E or double click on the earning code you want to edit.

The following screen appears:

![New Earning Code window](image)

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Enter a unique code of up to 12 alphanumeric characters to describe this earning code. Letters will automatically display in uppercase.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter up to 30 alphanumeric characters to describe the earning code.</td>
</tr>
</tbody>
</table>
# Entering Earning Codes

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Earning/Deduction   | Select the type of code this is: earning (such as wages or benefits) or deduction. If JobCost is set to create a file for third party payroll, the earning code type will be differentiated in the PRTIMCRD.xxx file (eg. 'E' for earning or 'D' for deduction).  

NOTE: Deduction is for information purposes only. |
| Pay source          | For this paycode, select the appropriate pay source from the dropdown list.  

- **Employee Rate 1**: Select this if when using this Earning Code during Timecard entry it should default to the Employee’s Regular Rate 1.  
- **Employee Rate 2**: Select this if Timecard entry should default to the Employee’s Regular Rate 2.  
- **Employee Rate 3**: Select this if Timecard entry should default to the Employee’s Regular Rate 3.  
- **Employee JC Rate**: Select this if Timecard entry should default to the Unit Cost as entered in the Job’s Phase or Category, dependant on which is applicable.  
- **Employee Amount**: Select this if Timecard entry should default to the Employee’s Salary Amount.  
- **Earning**: Select this if Timecard entry should default to the Rate or Amount as entered in the Earning Code selected. |
| Rate                | This field is only active if the Pay source selected is Earning. Enter the rate that this code equates to based on 1 hour, if applicable. If non-zero, this is the Rate that Timecard entry will default to when this Earning Code is selected.  

NOTE: If a value is entered in the Amount field, the Rate field will be zeroed out. |
## Entering Earning Codes

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Amount  | This field is only active if the Pay source selected is Earning. Enter the lump sum amount to be paid with this Earning Code, if applicable. If non-zero, this is the Amount that Timecard entry will default to when the Earning Code is selected.  

**NOTE:** *If a value is entered in the Rate field, the Amount field will be zeroed out.* |
| Acct/Dept | These fields default from the Gross Wage Expense account and department on the Accounts tab of the Company Profile. You may edit these and enter a new default ledger account and department (if used) for this particular earning code. The department code may be overridden by the department specified in the Employee record or during Timecard entry. |

Click on the **OK** button or press Alt/O to accept your changes. If you wish to discard any changes made, click on the Cancel button or press Alt/C.
Entering Classes

Adagio JobCost allows you to maintain various classes (eg. job classifications, etc.) which may then be assigned to employees and subsequently used in timecard entry that is posted to cost batches. Optionally, the employee timecard entry can be sent from JobCost to a third party payroll program. (See page 3-24 for more information on where to set this up in the Company Profile.)

Classes are optional and may be used to group employees with same job classifications or information later using reporting tools such as Adagio Gridview and Crystal Reports for Adagio.

To edit Classes

Select Edit | Classes to open the Classes window.

Classes window

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)

To create a new earning code, click the New button or double click on a blank row in the grid or press Alt/N. If you want to edit an existing earning code, highlight the code and click the Edit button or press Alt/E or double click on the earning code you want to edit.
The following screen appears:

![New Class window]

The following table describes the fields on this window.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Enter a unique code of up to 6 alphanumeric characters. Letters will automatically display capitalized.</td>
</tr>
<tr>
<td></td>
<td><em>NOTE: Codes entered with leading zeroes will have the zeroes trimmed (eg. '000001' becomes '1' automatically). XXX Check to see if this changes</em></td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of up to 30 alphanumeric characters for the class.</td>
</tr>
</tbody>
</table>

Click on the **OK** button or press Alt/O to accept your changes. If you wish to discard any changes made, click on the Cancel button or press Alt/C.
Now that you have completed all the necessary set up it’s time to start using Adagio JobCost. This chapter will show you how to enter Jobs, Estimates, Change Orders and other routine functions.

- Entering Jobs
- Editing Job Estimates
- Copying Job Estimates
- Assigning Managers, Dates, & Prices
- Editing Change Orders
- Editing Job Completion Percentages
- Archiving Jobs
- Closing Jobs
- Deleting Closed Jobs
- Deleting Archived Jobs
Entering Jobs

To open the Jobs window which lists all the open jobs you currently have entered in your database, select Edit Jobs from the Jobs menu, or simply click the Jobs button on the main toolbar.

You will note that there is a Delete button on the Jobs list window. This allows you to delete only Jobs that have no transactions posted to them. Once costs and bills have been entered for a Job, a Job will have to be officially Closed before it can be deleted. You will learn more about Closing Jobs and Deleting Closed Jobs later in this chapter.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)
To enter a new job:

1) From the Jobs list window, click the New button. The New Job window will open.
## Entering Jobs

2) Fill out the fields on this window according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>If you have <strong>Increment job numbers</strong> selected on the <strong>Options</strong> tab of the <strong>Company Profile</strong>, JobCost will have already entered a Job Number in this field. You can however, enter any appropriate number to identify this Job, so long as it is not already being used.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of the Job. You are given up to two lines of text for a description.</td>
</tr>
<tr>
<td>Manager</td>
<td>Select the person who is in charge of managing this Job. This field is optional; it may be blank.</td>
</tr>
<tr>
<td>Customer</td>
<td>Select the Customer by clicking the Finder button and selecting the Customer in this list. This field is optional. It may be left blank. <strong>NOTE:</strong> If Adagio Receivables 9.0A or higher is in use and the selected customer has an alert flagged for JobCost job edit, the alert will display when the customer is selected. If you are accessing an existing job from the <strong>Jobs window</strong> and a customer alert for the customer of this job has been flagged for JobCost job edit in Adagio Receivables 9.0A or higher, that customer alert will display as soon as you try to edit the job.</td>
</tr>
<tr>
<td>Report Group</td>
<td>If desired, select a Report Group that you want this Job to belong to. This will allow you to print reports focused only on those Jobs that belong to this Report Group.</td>
</tr>
<tr>
<td>Overhead allocation method</td>
<td>Select the method by which you want to allocate overhead expenses. Your options are: • None at job level • Flat rate per labor/hour unit • Percentage of labor dollars • Percentage of material dollars • Percentage of total cost • None at job, phase, or cat. level</td>
</tr>
</tbody>
</table>
### Entering Jobs

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead rate or percentage</td>
<td>If you have chosen an Overhead allocation method in the above field, enter the rate or percentage you want to allocate in this field.</td>
</tr>
<tr>
<td>Labor burden allocation method</td>
<td>Select the method by which you want to allocate labor burden expenses. Your options are:</td>
</tr>
<tr>
<td></td>
<td>♦ None at job level</td>
</tr>
<tr>
<td></td>
<td>♦ Percentage of labor dollars</td>
</tr>
<tr>
<td></td>
<td>♦ Flat rate per labor/hour unit</td>
</tr>
<tr>
<td></td>
<td>♦ None at job, phase, or cat. level</td>
</tr>
<tr>
<td>Labor burden rate or percentage</td>
<td>If you have chosen a Labor burden allocation method in the field above, enter the rate or percentage you want to allocate in this field.</td>
</tr>
</tbody>
</table>
## Entering Jobs

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
</table>
| Simple cost tracking job      | This option should be selected if revenues and expenses are to be updated immediately when batches are posted. Simple costing jobs do not require estimates to be created prior to posting, unless Adagio Payables is used and/or **Phase/Category Cost Tracking** is enabled. Estimates are created using the **Edit | Estimates** function (see page 4-98 for more information). Simple costing jobs have these options which cannot be changed:  
  - **Revenue recognition method** is Billings and Costs  
  - **Track material in storage** is disabled  
    
    **NOTE:** Once an estimate has been created or a transaction posted, this option cannot be changed.  

Simple costing jobs do not require estimates to be created prior to posting in JobCost. However, if Cost Entries are to be retrieved from Payables, you will need to add estimates for these Jobs. Payables will not post JobCost entries for estimates not on file.  

**NOTE:** A blank Job estimate is automatically created for you when ‘Simple cost tracking job’ is selected within the job record. However, if you have also enabled ‘Phase/Category Cost Tracking’, you will need to create estimates at the phase and, if desirable, category levels in order to post to these from Payables.
### Entering Jobs

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Phase/Category cost tracking | If you want to track costs at the phase and/or category level for this Job, turn this option on. If the option is selected, entries will be generated for each estimate with activity when these functions are run: Post Cost Batches, Recognize Revenue and Expense, and Close Jobs.  

**NOTE** This option may affect the GL accounts used for these distributions: Work in progress, Cost of sales, Overhead allocated, and Burden allocated.  

When entries are generated, JobCost will search for a non-blank GL account code in this order: Category, Phase, Job, Company Profile. If the GL accounts have been defined on a Phase or Category, they will override the GL accounts defined on the Job. If no accounts have been defined at these levels, it will look for them in the Company Profile. Once cost transactions have been posted, this option cannot be changed. |
| Revenue tracking level       | Select the detail level at which you want to track revenue for this job. You can track revenue down to the **job**, **phase**, or **category** level.                                                                                                                                                                                                 |
| Display styles - Manual      | Use this field to assign a particular **style** to this job. After, it will display in the Jobs and Display Jobs grids with this style at all times, regardless of any **Filter** criteria the record satisfies. (Please refer to the online Help documentation for more information about styles and filters.)                                                                                                     |
| Display styles - Automatic   | This field displays the style assigned the job by a **Filter**. At the time the filter was run, the record satisfied the filter’s criteria.  

**NOTE:** This **style** may be overridden by a **Manual display style** setting.                                                                                                                                                                                     |
## Entering Jobs

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue recognition method</td>
<td>Select the method you want JobCost to use to recognize revenue from this job.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Completed Contract</strong> - JobCost will only recognize revenue from this job once the contract is 100% complete and the job is Closed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>% completion total cost</strong> - JobCost recognizes revenue on an ongoing basis by how much of the contract has been completed minus the total cost.</td>
</tr>
<tr>
<td></td>
<td>- <strong>% completion labor hours</strong> - Revenue is calculated on an ongoing basis by how much of the contract has been completed minus the labor hours.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Billings and cost</strong> - Revenue is calculated on an ongoing basis by the total billings minus the total cost.</td>
</tr>
<tr>
<td></td>
<td>- <strong>% completion phases/categories</strong> - JobCost will recognize Revenue and Expenses based on the percentage of completion for each estimate rather than using the percentage of completion for the Job.</td>
</tr>
<tr>
<td></td>
<td>This option is inactive if the Simple cost tracking job option is turned on.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Once a transaction or a change order has been posted, this field is no longer editable.</td>
</tr>
<tr>
<td>Start date</td>
<td>Enter the date this job is expected to start. JobCost automatically enters the current date for you in this field.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Once a transaction or a change order has been posted, this field is no longer editable.</td>
</tr>
<tr>
<td>Original due date</td>
<td>Enter the due date for this Job. Once a transaction or a change order has been posted, this field is no longer editable. Use Change Orders to modify the Revised due date.</td>
</tr>
<tr>
<td>Original price</td>
<td>Enter the original price agreed to for this job. This field is only editable if the Revenue tracking level is set to Job. If it is set to Job, once a transaction or a change order has been posted, this field is no longer editable. Use Change orders to modify the net price change.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> Use Assign Managers/Dates/Prices if the Revenue tracking level is set to Phase or Category.</td>
</tr>
</tbody>
</table>
## Entering Jobs

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract number</td>
<td>Enter an optional contract number in this field, for reference purposes.</td>
</tr>
<tr>
<td>Retainage payable percent</td>
<td>Enter the percentage of the payables you want to retain. This percentage will be used for transactions entered in Adagio Payables that are related to Adagio JobCost.</td>
</tr>
<tr>
<td>Retainage receivable percent</td>
<td>Enter the percentage of the receivables you want to retain. This percentage will be used for transactions entered in Adagio Receivables that are related to Adagio JobCost.</td>
</tr>
<tr>
<td>Cost plus contract</td>
<td>Select this option if the billings are to be calculated from the cost incurred and an additional percentage of the cost. Once a transaction or a change order has been posted, this field is no longer editable. This appears on the Job Estimates Worksheet and on the Billing Worksheet.</td>
</tr>
<tr>
<td>Cost plus percentage</td>
<td>If this is a Cost plus contract, enter the percentage that will be used to calculate the margin for billing. The cost plus percentage will be used instead of the billing rates on estimates. Once a transaction or a change order has been posted, this field is no longer editable.</td>
</tr>
<tr>
<td>Track material in storage</td>
<td>Select this option to track materials in storage against the cost of work completed. This option is used to update the information printed on the Job Inspection Worksheet and AIA Billing Worksheet. If selected, costing entries for material estimates will update the Job estimate to show 100% for the Storage %. The Storage units count on the estimates will also be incremented. Modify the estimate to reduce the Storage % or the Storage units to move materials out of Storage. To select this option on a job, the Revenue tracking level must be Phase or Category.</td>
</tr>
</tbody>
</table>
## Entering Jobs

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow edit of original estimates</td>
<td>Enable this option if you want JobCost to allow users to edit the 'Original estimated units' and 'Original direct est cost' in an estimate after transactions have been posted. To prevent this from happening, disable this option.</td>
</tr>
<tr>
<td>Keep as Template</td>
<td>This option should be selected if you wish to keep the estimates for this job after it is closed. This option will prevent the Job and the Job’s estimates from being deleted by the Delete Closed Jobs function.</td>
</tr>
<tr>
<td>Balance forward</td>
<td>This option should be selected if the Balance forward Transaction Details function will be used to consolidate transactions for the Job. Transactions prior to the balance forward date are consolidated into individual entries. The number of entries depends on the entry type and Revenue Tracking level assigned to the Job. Cost transactions will have a balance forward amount for each estimate. Billings and other charges will have a balance forward amount at the Revenue tracking level: 1. By Job, on balance forward amount for the entire job 2. By Phase, one balance forward amount for each of the phases for which estimates exist. 3. By Category, one balance forward amount for each estimate.</td>
</tr>
</tbody>
</table>

3) The following section of the Job tab allows you to assign this Job to G/L accounts and to add notes to the Job.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in progress</td>
<td>Select the account and department for Work in progress. This account is debited when costs are posted. It will be credited when revenue recognition entries are generated.</td>
</tr>
<tr>
<td>Cost of sales</td>
<td>Select the account and department for Cost of sales. This account is debited with the expensed amounts when revenue recognition entries are generated.</td>
</tr>
</tbody>
</table>
## Entering Jobs

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>Select the account and department for Revenue. This account is credited with the revenue amounts when revenue recognition entries are generated.</td>
</tr>
<tr>
<td>Overhead allocated</td>
<td>Select the account and department for Overhead allocated. This account is credited when Cost entries are posted.</td>
</tr>
<tr>
<td>Burden allocated</td>
<td>Select the account and department for Burden allocated. This account is credited when Cost entries are posted.</td>
</tr>
</tbody>
</table>

4) Assign any accounts and departments by clicking the finder button on the appropriate field and selecting the accounts and departments you need.

5) If Optional Fields have been defined within the Company Profile, Optional fields tab (see page 3-39), you will see those fields in this section. This allows you the flexibility of saving additional information about your Jobs, in ways specific to your company or industry. Additionally, for **String fields 1 thru 3**, you may create certain rules for validating the information entered into these fields. Refer to the online Help documentation for more information about **Optional Field Validation**.
Entering Jobs

Notes/Alerts tab

Notes entered for jobs can be useful to track various contact information and/or progress results for a job. Alerts are useful for passing information on to users when they access a particular function during data entry and maintenance functions. You are able to enable or disable all Alerts that have been entered for a job.

Creating Notes

General comments may be typed into the uppermost box on the Notes/Alerts window.
To create individual notes to record specific information about a job, double click on the blank row underneath the Date/Time/User/Note section of this tab. The **Edit Notes** window displays:

The following table describes the fields available when entering individual job notes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Defaults to the user logged into Adagio JobCost but may be edited to reflect another valid Adagio user.</td>
</tr>
<tr>
<td>Date</td>
<td>Defaults to the session date used when logging in but may be edited.</td>
</tr>
<tr>
<td>Time</td>
<td>Defaults to the system time but may be edited.</td>
</tr>
<tr>
<td>Notes</td>
<td>Enter the text of the note here. You can spell check the note by pressing F7 in the field.</td>
</tr>
</tbody>
</table>

Click **OK** when you are done.
Creating Alerts

Turning the Enable alerts? option on will enable all existing Alerts for the job.

The Alerts grid lists all of the Alerts for this job. The Function List field indicates what module functions the Alert is active for.

To create an Alert, double click on a blank row in the Alerts grid. The Edit Alerts window displays:
The following table describes the fields available when entering individual job alerts:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active for functions</td>
<td>Alert functions appear in this list for each supported module (and its job related function) you have data for. Select that this Alert should actively display/pop-up in All of the functions listed. Or, select only those functions for which you want the Alert to be active within (eg. IN invoice entry, all AP functions and/or View/Edit change order). This helps to maintain the Alert's relevance for the user.</td>
</tr>
<tr>
<td>Require confirmation?</td>
<td>Turn this option on to require that the user encountering the Alert must select to acknowledge the Alert by typing in their UserID before being able to proceed. Using this feature may encourage users to read the Alert before continuing their data processing.</td>
</tr>
<tr>
<td>Allow disable?</td>
<td>Turn this option on to allow users to <strong>Disable</strong> the Alert from popping up again after they have read it. You might choose to use this feature on a one-time alert, perhaps for the first user to enter an expense/cost for the job in Adagio Payables. The user is then able to read the Alert and Disable it so it will not keep popping up for this and subsequent users all of the time.</td>
</tr>
<tr>
<td>Alert</td>
<td>You can type in any text you wish for the alert. You can spell check the alert text by pressing F7 in the field.</td>
</tr>
</tbody>
</table>

Click **OK** when you are finished.

Click **OK** when you are finished entering information for this job.
**Entering Jobs**

**Copying Jobs**

In the Edit | Jobs function, you can copy an existing job file. You may wish to do this if you have a job that will have a very similar set up as an existing job.

To do this, in the Jobs window, click the job you wish to copy, then click the Copy button. The following prompt will appear:

Enter a unique Job code you wish to use for the new job. The Job code must not have already been assigned to any other customer.

Check each of the Additional files to copy options you also want copied to the new job. Selecting any of these files will copy all of the associated details to the appropriate tab within the new job record.

Within Copy estimate amts, you can choose to copy either the Estimate amounts or the Actual amounts. Estimate amounts are the current estimated units and dollars. Actual amounts are the units and dollars from the posted cost transactions.

If you want Adagio JobCost to Recalc estimate amts when then have been copied into the Job, enable this option. The Recalculated estimate amt is determined from the number of units multiplied by the unit cost from the Phase or Category.

Click OK. Your job is copied and added to the list.

When jobs are copied, the new job record is automatically opened for you to review and revise information as necessary. The statistics and transactions are not copied along with the rest of the customer file.
Finding Jobs

Use the Find button on the Display Jobs or Jobs window to quickly locate the Job you are wanting to view or edit.

If you access the Find button from the Jobs window, you are presented with additional fields to initiate the search with. You may enter all or a portion of the beginning of the Job code, job Description or the Contract code associated with the job.

On either Find Job window, you can enter the Job code and also select the Action Adagio JobCost should take when it locates the job record. Indicate whether you want Adagio JobCost to Highlight the Job it’s located in the grid, open it for View (read) only purposes or open the job for Edit purposes. The Edit option is available on the Jobs window only.
Editing Job Estimates

Editing Job Estimates allows you to assign Phases only or Phases and Categories to a Job. It allows you to enter the original and currently estimated units and cost for each Phase or Phase and Category of the Job.

Estimates are required before transactions can be entered unless you are using Simple cost tracking jobs. They must exist before prices can be assigned to Phases or Categories if the Revenue tracking level of a Job is set to Phase or Category.

If the Job is set to Track material in storage, you will edit the Estimate to reduce the Storage percent or Storage units to move materials out of storage.

Select the Job you want to create a new Estimate for. Then assign a Phase or Phase and Category and enter the original and current estimated cost amounts and units.

Separate fields are given for original and revised estimates so that you can compare the original to the actual time and cost.
To create/edit a new Job Estimate:

1) To create or edit an Estimate for a Job, select Jobs | Edit Job Estimates from the main menu. The Job Estimates window will open.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven’t been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)
2) Click the New button on the Job Estimates window to create a new Job Estimate or select an Estimate in the list and click the Edit button to change an existing Estimate. The New Job Estimate or the Edit Job Estimate window will open.

3) Fill out the fields on this window according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>Select the Job that you want to create a new Estimate for.</td>
</tr>
<tr>
<td>Phase</td>
<td>Select the Phase that you want to create a new Estimate for.</td>
</tr>
<tr>
<td>Category</td>
<td>If applicable, select the Category that you want to create a new Estimate for.</td>
</tr>
</tbody>
</table>
### Editing Job Estimates

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The description from the Phase or Category selected above will appear in this field. You may change it to what you require. This will appear on Estimate reports.</td>
</tr>
</tbody>
</table>
| Current estimated units      | Enter the current estimated units in this field. If editing an existing estimate, enter your most recent estimate for the number of units.  
Note:  
The original unit of measure will appear in the field to the right once you have selected a Phase or a Category if Categories apply. |
| Original estimated units     | If you are editing an existing estimate, this field is only accessible if the option, Allow edit of original estimates, is selected on the Job. |
| Current direct est cost      | Enter the current estimated direct cost in this field. Initially, the amount you enter here will automatically populate the Original direct est cost. This field can be changed if necessary after the overall Job has begun. |
| Original direct est cost     | If this is the original estimate you are entering, the amount will default from the Current direct est cost.  
If you are editing an existing estimate, this field is only accessible if the option, Allow edit of original estimates, is selected on the Job. If may be desirable to edit this field while the initial estimates are being worked up for the overall Job. After the Job has begun, you can choose to make this field uneditable if you want to preserve the integrity of the original estimate the Job was begun with. |
| Outstanding PO amount        | Enter any outstanding PO amounts in this field. This will be printed on the Job Inspection worksheet and displayed in the Job Inquiry function. |
## Editing Job Estimates

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent complete</td>
<td>This field displays the current completion percentage for the Estimate. If the Revenue recognition method for the Job is % completion phases/categories, you can edit the percentage to set the estimate percentage of completion. It will be used by the Recognize Revenue and Expense function. However, the override is temporary. The percentage will be recalculated by JobCost when the Estimate is edited or transactions are posted.</td>
</tr>
<tr>
<td>Job percent complete</td>
<td>This field displays the current completion percentage for this Job. In other words, it shows how far along this Job is towards completion. NOTE: The completion percentage of a Job can be edited using the Edit Completion function described later in this chapter.</td>
</tr>
<tr>
<td>Direct cost incurred</td>
<td>The total amount of Costs posted against the Estimate, without Overhead or Labor burden costs.</td>
</tr>
</tbody>
</table>

4) Note that the remaining fields on this window display information about the Job you have selected, including the Completion Percentage, Direct Cost Incurred, Storage Units and other useful information.

If Track material in storage is selected on the Job and costs have been posted for an estimate with a Material Cost Type, the Storage percent, Storage units, and Previous storage amt fields become editable.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage percent</td>
<td>The percentage of the direct cost incurred that is still in storage. Changes made to the Estimate to adjust the Storage percent will also cause an update to the Storage units and Storage amount.</td>
</tr>
<tr>
<td>Storage units</td>
<td>The total units posted to the estimate that are still in storage. Changes made to the Estimate to adjust the Storage units will also cause an update to the Storage percent and Storage amount.</td>
</tr>
</tbody>
</table>
### Copying Job Estimates

You can copy Job Estimates from one Job to another to save you time from having to input similar Job Estimates for several different Jobs. This function allows you to copy either the estimated amounts or the actual amounts.

There are 2 ways to copy Estimates. The first, described here, will copy all the estimates from one job to another.

1) Select **Copy Job Estimates** from the Maintenance menu to open the **Copy Job Estimates** window.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage amt</td>
<td>This field is for your information only. You cannot edit this field. It displays the cost of materials still in storage (storage units multiplied by the unit cost from the Phase or Category).</td>
</tr>
<tr>
<td>Previous storage amt</td>
<td>This editable field is for information only. It allows you to keep track of the Storage amount that existed before edits to storage amounts were made.</td>
</tr>
</tbody>
</table>

5) If **Optional Fields** have been defined within the Company Profile, **Optional Fields tab** (see page 3-39) you will see those fields in the Optional Fields section. This allows you the flexibility of saving additional information about your Jobs, in ways specific to your company or industry. Additionally, for String fields 1 thru 3, you may create certain rules for validating the information entered into these fields. Please refer to the online Help documentation for information on **Optional Field Validation**.

6) Click the OK button when you are ready. The new Job Estimate will be saved to the database.

---

Working with Jobs
2) Fill out the fields on this window according to the descriptions in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Job</td>
<td>Enter the job you want to copy estimates from or select it using the Finder button.</td>
</tr>
<tr>
<td>Estimate</td>
<td>Displays the number of estimates defined for the job you are copying from.</td>
</tr>
<tr>
<td>To job</td>
<td>Enter the job you want the estimates copied to or select it using the Finder button.</td>
</tr>
<tr>
<td>Estimates</td>
<td>Displays the number of estimates already defined (before the copy) in the job you are copying estimates to.</td>
</tr>
<tr>
<td>Copied amounts</td>
<td>You can copy either the Estimate amounts or the Actual amounts. Estimate amounts are the current estimated units and dollars. Actual amounts are the units and dollars from posted cost transactions.</td>
</tr>
<tr>
<td>Recalculate amounts</td>
<td>If you want JobCost to recalculate the amounts when they have been copied into the Job, turn this option on. The Recalculated amount is determined from the number of units multiplied by the unit cost from the Phase or Category.</td>
</tr>
</tbody>
</table>
3) When you are ready, click the Proceed button and JobCost will copy the Estimates.

Another method to Copy Estimates

1) The second method of Copying Job Estimates is to copy directly from the Job Estimates list window. This allows you to copy a single estimate from one job to another.

Select Jobs | Edit Job Estimates from the menu. Highlight to select the estimate you want to copy, then click the Copy button.
Copy Job Estimates

2) This will open a new window where you can enter the new Job Number in the To Job field.

![Copy Job Estimates window](image)

Copy Job Estimates window (from Edit Job Estimates)

Fill out the fields according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Job</td>
<td>Displays the Job code of the job you selected to copy estimates from.</td>
</tr>
<tr>
<td>Phase</td>
<td>Displays the Phase code of the job phase you selected to copy estimates from.</td>
</tr>
<tr>
<td>Category</td>
<td>Displays the Category code of the job category you selected to copy estimates from.</td>
</tr>
<tr>
<td>To job</td>
<td>Enter the Job code of the job you want the estimates copied to, or select it using the Finder button.</td>
</tr>
<tr>
<td>Copied amounts</td>
<td>You can copy either the <strong>Estimate</strong> amounts or the <strong>Actual</strong> amounts. <strong>Estimate</strong> amounts are the current estimated units and dollars. <strong>Actual</strong> amounts are the units and dollars from posted cost transactions.</td>
</tr>
</tbody>
</table>
### Copying Job Estimates

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recalculate amounts</td>
<td>If you want JobCost to recalculate the amounts when they have been copied into the Job, turn this option on. The Recalculated amount is determined from the number of units multiplied by the unit cost from the Phase or Category.</td>
</tr>
</tbody>
</table>

3) When you are ready, click the **Proceed** button and JobCost will copy the Estimates.
Managers, Dates, & Prices

This function allows you to assign a Manager, a Start date, or a Due date to a specific Phase of a Job. If the Revenue tracking level for the Job is Phase, you will also be able to assign a Current Price to each Phase of the Job. If the Revenue tracking level is Category, you will be able to assign a Current price to each Category assigned to each Phase of the Job.

The Manager, Start date, and Due date for a Phase will default from the Job. This function provides a means to assign the Manager, Start date and Due date at the Phase level.

The Manager, Start date and Due date can be edited at any time. Once costs have been posted, the Current Price can only be changed by processing Change Orders.

To assign a Manager, Date or Price to a Job:

1) Select Assign Managers/Dates/Prices from the Jobs menu. The following window will open:
Managers, Dates, & Prices

This window displays all the Jobs and Phases that have Estimates. An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven’t been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)

2) Select a Job and its related Phase in the list and click the Edit button. The Edit Assignment window will open.

3) Fill out the fields on this window according to the descriptions in the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>This field displays the Job you are currently working with.</td>
</tr>
<tr>
<td>Phase</td>
<td>This field displays the Phase you are currently working with.</td>
</tr>
<tr>
<td>Manager</td>
<td>This field shows the Manager currently assigned to this Job. You may edit this field if you want to assign another manager to this Phase of the Job.</td>
</tr>
</tbody>
</table>
## Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date</td>
<td>Enter the estimated Start date for the Phase of the Job if it differs from the Job Start date.</td>
</tr>
<tr>
<td>Due date</td>
<td>Enter the estimated Due date for the selected Phase of the Job if it differs from the Job Due date. It may not be a date later than the Job Due date.</td>
</tr>
<tr>
<td>Category</td>
<td>This field is only editable if the Revenue tracking level of the Job is set to Category. If so, select the category here.</td>
</tr>
<tr>
<td>Current price</td>
<td>This field is only editable if the Revenue tracking level of the Job is set to Phase or Category and no Cost transactions have been posted.</td>
</tr>
<tr>
<td></td>
<td>If the Revenue tracking level is set to Phase, you can assign a Current price to each Phase of a Job.</td>
</tr>
<tr>
<td></td>
<td>If the Revenue tracking level is Category, you will be able to assign a Current price to each Category assigned to each Phase of the Job. You will not be able to assign a Current price to a Phase that does not allow Categories.</td>
</tr>
<tr>
<td>Original price</td>
<td>This field displays the price previously assigned to the Phase, or to the Phase and Category.</td>
</tr>
</tbody>
</table>
The Change Order function allows you to make changes to price and due dates after transactions have been posted. You may change a price for Jobs, Phases, or Categories. You may also change Due dates for Jobs or Phases.

Only Approved Change Orders will update the Job. All of the other Change Order statuses are treated as Pending.

To enter a Change Order:

1) Select Job | Edit Change Orders from the main menu. The Change Order Maintenance window will open. This window lists all the Change Orders you currently have entered.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)
2) Click the New button to enter a new Change Order. The Edit Change Order window will open.

![Edit Change Order window]

3) Fill out the fields according to the descriptions in the following table.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>Select the Job you want to create a Change Order for.</td>
</tr>
<tr>
<td>Change order</td>
<td>A Change Order number will automatically be generated. For each Job, the Change Order number will begin at 1.</td>
</tr>
<tr>
<td>Previous Change order</td>
<td>This field displays the number of the most recent Change order for this Job. If you have not created a Change Order for the selected Job yet, this field will display 0.</td>
</tr>
</tbody>
</table>
## Field Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change order date</td>
<td>By default, today’s date will appear in this field. However, you can</td>
</tr>
<tr>
<td></td>
<td>change it if you want a different date assigned to this Change Order.</td>
</tr>
<tr>
<td></td>
<td>For example, if you wanted the price in the Change order to begin</td>
</tr>
<tr>
<td></td>
<td>before today’s date, select that date here.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter an optional description in this field. For example, you might</td>
</tr>
<tr>
<td></td>
<td>enter a description that describes why the Change Order is being</td>
</tr>
<tr>
<td></td>
<td>entered, like “Increase in Job price.”</td>
</tr>
<tr>
<td>Reference</td>
<td>Enter an optional reference number in this field. If there are any</td>
</tr>
<tr>
<td></td>
<td>documents related to this Change Order, you may wish to enter the</td>
</tr>
<tr>
<td></td>
<td>document’s number in this field, for later reference.</td>
</tr>
<tr>
<td>Phase</td>
<td>If you want to change a Phase due date or to make a price change for</td>
</tr>
<tr>
<td></td>
<td>a job that tracks revenue by Phase or Category, enter the Phase of the</td>
</tr>
<tr>
<td></td>
<td>Job here.</td>
</tr>
<tr>
<td>Category</td>
<td>If you want to make a price change for a Job that tracks revenue by</td>
</tr>
<tr>
<td></td>
<td>Category, enter the Category of the Job here.</td>
</tr>
<tr>
<td>Net price change</td>
<td>Enter the amount you wish to increase or decrease the Current Price. A</td>
</tr>
<tr>
<td></td>
<td>negative amount will decrease the current price.</td>
</tr>
<tr>
<td></td>
<td>If the Revenue tracking level for the Job is:</td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Job</strong> - This field will always be available.</td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Phase</strong> - A Phase must be selected before this field is available.</td>
</tr>
<tr>
<td></td>
<td>♦ <strong>Category</strong> - A Phase and a Category must be selected before this</td>
</tr>
<tr>
<td></td>
<td>field is available.</td>
</tr>
<tr>
<td>Job date</td>
<td>This field allows you to change the date this Job is due to be</td>
</tr>
<tr>
<td></td>
<td>completed by. The fields to the right display the dates that are</td>
</tr>
<tr>
<td></td>
<td>currently in the system for the start and due dates of this Job.</td>
</tr>
</tbody>
</table>
### Editing Change Orders

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase date</td>
<td>This field allows you to change the date the Phase of this Job is due to be completed by. The fields to the right display the dates that are currently in the system for the start and due dates of this Phase. You may not adjust the Phase Due date later than the Job Due date.</td>
</tr>
<tr>
<td>Status</td>
<td>Assign a status to this Change Order. For example, you may have set up Change Order statuses such as “Pending” or “Approved.” Only “Approved” Change Orders will modify a Job or Job Estimate.</td>
</tr>
</tbody>
</table>

**NOTE:** You can edit Change Order Statuses. See the section in Chapter 3 for more information.

4) Click **OK** when you are done and this Change Order will be saved in the system.
Job Completion Percentages

When you create a new Job, the Job will automatically appear in the Job Completion Percentages window so that you can edit the completion percentage for the Job. Adagio JobCost uses these percentages to Recognize Revenue and Expenses for Jobs that have the Revenue recognition method set to % completion total cost or % completion labor hours. However, the override is temporary, the percentage will be recalculated by JobCost when Estimates are edited or transactions are posted.

1) To edit a Job’s Completion Percentage, select Edit Completion Percentages from the Jobs menu. The Job Completion Percentages window will open.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven’t been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)

2) Select the Job you want to edit in the list, then click the Edit button. The Edit Job Completion Percentage window will open.

This window displays a description of the Job you have selected, when the last Change Order was made, and the previous Completion Percentage. If this is a
new Job you are working on, the number in the Previous % complete field will be 0 to signify that nothing yet has been completed on this Job.

3) In the New % complete field, enter a number that represents how much of this Job has been completed.

When a Job is complete, you can change the Completion Percentage to 100% if you wish. But you can also Close the Job using the Close Job function discussed in the next Chapter. This will check that the total billings is equal to the contract price, and allow you to close the Job assigning a Close date to it.

4) Click the OK button when you are done. The new Completion Percentage will be applied to the Job.

5) When you click Close on the Job Completion Percentages window, you will be asked if you want to print the Job Completion Percent Audit Report. Click Yes if you want to print this report now. Otherwise, click No. You can print the report later from the Reports | Audit Reports menu.

You can also use this function to reset the percentages if they are incorrect. However, this percentage was calculated by the program based on the total Estimated Costs. If you are adjusting the percentage of completion, you probably will be revising the Job’s estimates.
Archiving Jobs

Archiving Jobs is a way to maintain a History of completed Jobs. All change orders, details and summaries are maintained. You can also restore any Job, which is like creating a copy of the Archived job under a new Job number.

To archive a Job:

You can archive Jobs directly from the Jobs list window by selecting a Job in the list and clicking the Archive button.

JobCost will ask you to confirm that you want to archive the selected Job. Click Yes to confirm.

To view an archived Job:

Click the Archive button on the main toolbar to open the Archived Jobs list window. This window lists all the archived Jobs in your JobCost data.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't been
Archiving Jobs

granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.

To view an archived Job, select it in the list and click the View button, or simply double-click the Job in the list. The Display Job window will open. This window has several tabs that display all the information about the Job in question. You can click the Next button to scroll through the list of archived Jobs so that you don’t have to close the window to view information about the next archived Job.

Display Job window - Job tab
To restore an archived Job:

From the Archived Jobs list window, select a Job in the list and click the Restore button. The Restore Job window will open.

The following table describes the fields on this window:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Job</td>
<td>This field indicates the Job you have selected to restore. If you want to restore a different Job, use the Finder button to select it.</td>
</tr>
<tr>
<td>To Job</td>
<td>Enter a new Job number to create a new Job exactly like the archived Job. You must enter a number that is not already in use. For reference, you can click the Finder button to view a list of Jobs currently open.</td>
</tr>
<tr>
<td>Restored amounts</td>
<td>Indicate whether you want to restore the Estimate amounts or the Actual amounts.</td>
</tr>
<tr>
<td>Recalculate amounts</td>
<td>If you want JobCost to recalculate the amounts for the unit costs of Phases and Categories, turn this option on.</td>
</tr>
</tbody>
</table>

Click the Proceed button when you are ready to restore the archived Job. JobCost will ask you to confirm. Click Yes to proceed.
After restoring a job from Archive, it may be necessary to use Edit Change Orders to change the due dates and prices associated with the new Job. This depends on whether Estimates or Change Orders exist with the Archived Job.
Closing Jobs

Once a Job is complete, you can mark the Job as Closed so that Adagio JobCost will prevent any further postings to that Job. You will not be able to delete a Job with transaction activity until it has been marked Closed.

If a Job has a Closed status, you can easily exclude it when you print the Analysis and Worksheet reports. If the Job has not been deleted, you can also use the Close Jobs function to reopen it by removing the date in its **Close date** field.

If the Job has the Revenue recognition method of **Completed Contract**, Close Jobs is necessary to generate Revenue Recognition entries. For the other Revenue recognition methods, Close Jobs will generate Revenue recognition entries for activity that had not previously been processed.

1) To close a Job, select **Close Jobs** from the **Maintenance menu**. The **Close Jobs** window will open. This window lists all the open Jobs in your database.

![Close Jobs window](image)

An **Excel Direct** button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven't
Closing Jobs

been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.

2) Select the Job you want to close and click the Edit button, or simply double-click the Job you want to close.

Note: You may also use the Range button to select a range of jobs to be closed at the same date. When you click Proceed, you will receive a prompt asking if you want to close jobs within the specified range. Upon successful completion, a message will display indicating the number of jobs that were closed.

3) If the contract price exceeds the total customer billings, and therefore the Job is unlikely complete or billings are still remaining, Adagio Job Cost will present a warning to notify you. If the total estimates exceeds the total costs incurred, a warning will also appear. You can continue through the warning and close the Job.

If the contract price is less than or equal to the total customer billings, this usually indicates a job is complete. You can enter the closing date in the Close date field to indicate the date that the Job is officially closed.

JobCost will automatically display today’s date in this field, however you can enter any date you wish so long as it does not precede any activity posted to this Job.

If you remove the date in the Close date field of a previously closed job, you will effectively be reopening the job.
4) Click **OK** to close this Job. You will note that the close date is indicated in the right-hand column of the **Close Jobs** window.
Deleting Closed Jobs

Deleting Closed Jobs

You can delete closed Jobs from the database using this function. This will permanently remove the Job information from your JobCost data unless you have Retain archived jobs selected on the Company Profile's Options tab. If you choose to archive jobs, you will be able to view the Jobs that you have deleted from the list of Current Jobs. The Inquiries | Archived Jobs function will list these jobs and all of their details.

*Note* Any jobs with the Keep as Template turned on will not be deleted by this function.

To delete closed Jobs:

1) Select Delete Closed Jobs from the Maintenance menu. The Delete Closed Jobs window will open.

2) Using the Starting and Ending fields, select a range of Job codes that encompasses all the Jobs you want to delete.

   Use the Job Selection button to see a list of the jobs selected in the Starting and Ending range. Additionally, you can use this feature to Mark and Unmark jobs in the list to create a non-contiguous list of jobs.

   You may also delete jobs that have been closed for a specific length of time. Enter a date in the Delete all jobs closed before field to delete only those jobs closed before that date.

3) Click the Proceed button when you are ready. JobCost will delete the indicated Jobs.
Deleting Archived Jobs

You can also delete archived Jobs from the database. This will permanently remove the Job information from your JobCost data unless you have Retain history selected on the Company Profile's Options tab (see page 3-23). If you choose to archive jobs, you will be able to view the Jobs that you have deleted from the list of Current Jobs. The Inquiries | Archived Jobs function will list these jobs and all of their details.

To delete archived Jobs:

1) Select Delete Archived Jobs from the Maintenance menu. The Delete Archived Jobs window will open.

![Delete Archived Jobs window](image)

2) Using the Starting and Ending fields, select a range of Job codes that encompasses all the Jobs you want to delete.

   Use the Job Selection button to see a list of the jobs selected in the Starting and Ending range. Additionally, you can use this feature to Mark and Unmark jobs in the list to create a non-contiguous list of jobs.

   You may also delete jobs that have been archived for a specific length of time. Enter a date in the Delete jobs archived before field to delete only those jobs archived before that date.

3) Click the Proceed button when you are ready. JobCost will delete the indicated Jobs.

   You can also delete archived Jobs by selecting a Job in the Archived Jobs list window and clicking the Delete button. JobCost will ask you to confirm that you want to delete the archived Job. Click Yes to confirm.
This chapter will explain how to do all the common tasks in JobCost once you have all your current Jobs and Estimates set up in the system. These common tasks include all the document processing, such as entering costs and bills, and posting those amounts.

**Retrieving Batches**

**Cost Processing**
- Editing Cost Batches
- Printing Cost Batches
- Posting Cost Batches
- Printing the Cost Posting Journal

**Billing and Payment Processing**
- Editing Billing and Payment Batches
- Printing Billing and Payment Batches
- Posting Billing and Payment Batches
- Printing the Billing and Payment Posting Journal

**Timecard Processing**
- Editing Timecards
- Printing Timecards
- Posting Timecards

**Other Common Tasks**
- Recognizing Revenue and Expenses
- Balance Forward Transaction Details
- Year End Processing
Retrieving Batches

Adagio JobCost allows you to retrieve batch transactions from Adagio Receivables, Payables, Inventory, Invoices and third-party Payroll programs. Batches retrieved from these programs are populated with Optional fields if they have been set up in the Company Profile (see page 3-39) and subsequently used in the Job Estimate (see page 4-98) or Job (refer to page 4-82) record. Optional fields in batches are populated from Job Estimates if defined; otherwise, they are populated from Jobs.

To retrieve batches into JobCost:

1) When batches are available to be retrieved from other modules, select Retrieve Batches from the Maintenance menu. The Retrieve Transactions window will open.

   *Note* If there are no batches to retrieve when you access this function, JobCost will notify you with a pop-up message.

2) Select which modules you want to retrieve batches from.

3) If required, you can also select a different data set or data location if the batches that you want to retrieve were posted using a different data set or data location.
Enter the path where the data set exists in the Data Path field, or just click the Folder button and select the path. You may also need to change the file extension by editing the File Extension field.

4) Click the Proceed button. Adagio will retrieve the batches and indicate how many were successfully retrieved.

**Auto-Retrieve Batches at Startup**

There are two separate options within your User Preferences - General tab, On start-up (please refer to the online Help documentation) that affect how Adagio JobCost responds when it detects there are external batches ready to be retrieved into JobCost. These are Inform on External Transactions and Auto-Retrieve Batches. These options affect how a retrieve is handled, if external batches exist, as follows:

**Inform on External Transactions OFF**
**Auto-Retrieve Batches OFF** - When users log into Adagio JobCost, they receive no messages regarding if there are batches waiting to be retrieved. Users must manually access Maintenance | Retrieve Batches to determine if there are batches waiting or not.

**Inform on External Transactions ON**
**Auto-Retrieve Batches OFF** - If the user logging into JobCost has retrieval rights, they will receive a message indicating there are batches waiting to be retrieved, along with a prompt to optionally retrieve the batches.

**Inform on External Transactions OFF**
**Auto-Retrieve Batches ON** - If the user logging into JobCost has retrieval rights, the Retrieve Batches window will automatically open at successful log on.

**Inform on External Transactions ON**
**Auto-Retrieve Batches ON** - If the user logging into JobCost has retrieval rights, they will receive a message indicating there are batches waiting to be retrieved, along with a prompt to optionally retrieve the batches. (This behavior is the same as having just Inform on External Transactions turned on.)

You are always provided the opportunity to change your mind and not retrieve a batch. On the Retrieve Batches window, click the Close button.
Cost Processing

This section covers all the functions under the Transactions | Cost Processing menu which allow you to enter, edit, print and post cost batches.

Editing Cost Batches

Similar to all Adagio modules, transactions are entered in batches so that you can verify your transactions before posting and updating the jobs. Entering costs in JobCost works in the same manner. First you create a new batch, then enter as many costs as you need in that batch. You can give each batch a unique description to identify it if you want to group related costs into one batch. Or, use the default Cost batch description as defined in the Company Profile, Batch tab (see page 3-37).

To enter a new cost:

1) From the Transactions menu, select Cost Processing | Edit Cost Batches. The Cost Batches list window will open. This window lists all the open (unposted) cost batches you currently have entered in your system.
Cost Processing

An **Excel Direct** button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven’t been granted access to **Export to Excel** in your Adagio user record. Refer to the online Help documentation.)

2) To create a new batch, click the **New** button, or double-click an empty line at the bottom of the list.

3) A small window will ask you for a description of the batch. Enter a description if desired, or accept the default, and click **OK**.

![Batch Description window](image)

**Note**
You can edit the description of a Bill/Payment Batch that is listed in the Cost Batches window at anytime. To do so, simply highlight the batch and click on the Rename button.
4) If you are editing an existing batch, the specific **Cost Batch** window will open which lists all the costs that have been entered in this batch.

You may use the **Sort** button to sort the Cost entries in this window by up to 5 sort orders that may include Job number, Job estimate, Document date, Document type, Reference, Description and Entry number. You may find this useful for locating particular entries within larger batches.
If this is a new batch or if you choose to edit a specific entry, you will be asked to fill out the fields on the **New Cost Entry** window.
5) Fill out the fields according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
</table>
| Job        | Select the Job you want to enter a cost for. When you click the Finder button, a grid will pop up showing you a list of all the estimates. Select the line that indicates the Job, Phase and Category you want to enter a cost for. The Job, Phase and Category will all be filled in from the Estimate.  

*NOTE: If you are using “Simple” cost tracking, and you have not set up any estimates for the Job, you will not be able to select any estimates here. You may type in the Job, Phase and Category that the cost applies to.  

If the Job you select has an active Alert, it will display at this time. Depending on the options set within the Alert, you may be asked to confirm you have read the Alert by entering your initials before proceeding or to dismiss the Alert so it won’t display again. (See page 4-92 for more information on Job Alerts.)|
| Phase      | You can enter a Phase or use the finder to select from the list of Estimates. |
| Category   | You can enter a Category or use the finder to select for the list of Estimates. |
| Entry type | Select the type of transaction you wish to enter: Cost, Retainage or Retainage Invoice. |
### Cost Processing

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
</table>
| Reference   | Enter the reference for the transaction. This is an optional field. However, if you are using Retainage, you should add the same reference for all related entries so that they can be more easily matched up:  
  - the cost entry for the original invoice  
  - the retainage entry for the amount withheld from the original invoice  
  - the retainage invoice for the amount previously retained.  
When you enter the Retainage Invoice, you will be able to use the Retainage Invoices finder to select the reference from the original Invoice.  
If the Company Profile option, **Warn on missing retainage reference**, is selected, you will receive a warning if you enter a reference that does not match a reference on a posted Retainage entry. |
| Date        | Select the date this cost was incurred. By default, the current date is entered but you can change this.  
When you enter a Retainage or Retainage Invoice entry, the date will default to the Phase due date. |
| Description | Enter an optional description in this field.                                                                                                                                                     |
| Units       | If you are tracking units for this estimate, enter the quantity of units. The unit of measure will be displayed to the right of the **Units** field.                                                 |
| Unit cost   | This field displays the unit cost for the selected Job, Phase, and Category you have selected.  
**Note:** You cannot edit this field. If you want to change the unit cost, you must change it in the appropriate Phase or Category. See Chapter 3 for more information. |
| Extended cost | When you enter a number of units in the **Units** field, JobCost will calculate the total extended cost in this field. You can edit this field if necessary.                                      |
Cost Processing

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit G/L</td>
<td>The Job cost clearing account from the Company Profile appears as a default. You cannot edit this field for Retainage or Retainage invoice transactions because they do not generate any G/L transactions.</td>
</tr>
</tbody>
</table>

6) Click **OK** to enter this cost into the batch.

7) If you want to enter more costs in this batch, click the **New** button again and repeat as many times as is necessary. Otherwise, click **Close** on the **Cost Batch** window.

**Note**

To speed data entry, ensure you have the **Auto add items on document option** and the **Edit new items on documents option turned on in the File | Options function. These options automatically open a new entry window so you can enter and edit several items sequentially with fewer clicks of the mouse.
Printing Cost Batches

You can print a Cost Batch report that lists all the costs in a range of batches you select. To do this, select Print Cost Batches from the Transactions | Cost Processing menu. The Print Cost Batch Report window will open. You can also simply click the Print button from the Cost Batches list window.

Select a range of batches to include in the report using the Starting and Ending fields. Then click the Print button, or click the Preview button if you want to preview the report on your screen.

Posting Cost Batches

Posting batches updates your Job information and removes the batch from the batch list. As with other Adagio modules, you can post a range of batches at one time.

To post cost batches:

1) Select Post Cost Batches from the Transactions | Cost Processing menu. The Posting window will open.

Note: The process for posting costs, bills and payments is the same. In fact, this window is the same window used for posting bills and payments. The first field on the window allows you to select what type of batches you want to post. Since you opened this window...
from the Cost Processing menu, JobCost assumes you want to post Costs so it automatically selects Cost in that field.

![Posting window](image)

2) Fill out the fields according to the following table:

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch type</td>
<td>Since you are posting costs, ensure that Cost is selected in this field.</td>
</tr>
<tr>
<td>Starting batch</td>
<td>Enter the number of the first batch in the range of batches that you want to post.</td>
</tr>
<tr>
<td>Ending batch</td>
<td>Enter the number of the last batch in the range of batches you want to post.</td>
</tr>
<tr>
<td>Limit posting to</td>
<td>Enter a date that you want to limit the posting to. All entries that were entered after the selected date will not be posted.</td>
</tr>
<tr>
<td>Limit retainage to posting date</td>
<td>If you also want to limit the retainage amounts entered in the selected batches to the date entered in the above field, turn this option on. All retainage amounts entered after that date will not be posted.</td>
</tr>
</tbody>
</table>

3) Click the **Post** button to post the selected batches. A pop-up window will indicate how many batches were posted.
You can also post batches directly from the Batches list window. Select a batch or several batches in the list and click the Post button.

If you receive a Warning message indicating, 'There are no batches to post in the selected range', it may be that the batch is not Ready to Post. Please return to the Cost Batches window, highlight the batch(es) and click the Ready to Post button followed by the Post button. (See also the Batch tab of the Company Profile in Chapter 3 for more information.)

Cost Posting Journal

It's a good idea to print a Cost Posting Journal to keep for your records. This report shows what batches were posted and the amounts in each batch. You can include a general ledger summary at the bottom of this report that indicates what was credited and debited to general ledger accounts. If you used the Print button (i.e. not the Preview button), it also gives you the option to clear the posting journal sequence once the report has been printed or previewed on screen.

If you selected Auto print posting journal after post in the Company Profile’s Options tab, the Print Cost Posting Journal window will automatically open after posting batches.

To print a Cost Posting Journal:

Select Print Cost Posting Journal from the Transactions | Cost Processing menu.
Select a range of batches to include in the report using the Starting and Ending fields. By default, all posted batches that have yet to be cleared from your data will be selected, however you can change this if required.

You can also change the way the report will sort the information using the Order report by field.

The following table describes the fields on the Print Cost Posting Journal report dialog.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last sequence only</td>
<td>Enable this option to instruct Adagio JobCost to print the last posting sequence in the range without you having to enter this manually in the Posting sequence range fields.</td>
</tr>
<tr>
<td>Posting sequence</td>
<td>Enter a range of batch number that you want included in this journal.</td>
</tr>
<tr>
<td>(Starting / Ending)</td>
<td></td>
</tr>
<tr>
<td>Order report by</td>
<td>Indicate how you want the report sorted: by Job number, Transaction date, or the Reference field.</td>
</tr>
<tr>
<td></td>
<td>NOTE: You can set the default for this field using the Sort journal by field on the System Settings tab of the Company Profile.</td>
</tr>
<tr>
<td>Print the G/L summary</td>
<td>If you want to include a summary of debits and credits to G/L accounts at the bottom of the journal, turn this option on.</td>
</tr>
</tbody>
</table>

After you Print the report to paper or to file using the Print button, a pop-up window will ask you the following question: “Do you want to clear all posting journal sequences within the specified range.” Click Yes if you are ready to clear the posting journal sequences from your data, or click No if you want to run the Posting Journal again. Previewing the report using the Preview button and then printing from the screen does not provide you the opportunity clear the posting journal.

**Renaming Cost Batches**

You can edit the description of a Cost Batch that is listed in the Cost Batches window at any time. To do so, simply highlight the batch and click on the Rename button or press Alt®. This can be very useful if you had forgotten to enter a description for the batch earlier or if the batch has been retrieved from another module and you wish to add more detail to the description.
Billing & Payment Processing

This section covers all the functions under the Transactions | Billing And Payment Processing menu which allow you to enter, edit, print and post billing and payment batches.

Editing Billing and Payment Batches

Entering Billing and Payment batches into Adagio JobCost is similar to entering Costs. Transactions are entered in batches so that you can verify your transactions before posting and updating the Jobs.

First you create a new batch, then enter as many bills and payments as you need in that batch. You can give each batch a unique description to identify it if you want to group related bills and payments into one batch. Or, use the default Bill/Payment batch description as defined in the Company Profile, Batch tab (see page 3-37).

To enter a new billing or payment:

1) From the Transactions menu, select Billing and Payment Processing | Edit Billing and Payment Batches. The Bill/Payment Batches list window will open. This window lists all the open (unposted) billing and payment batches you currently have entered in your system.

![Bill/Payment Batches list window](image-url)
Billing & Payment Processing

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven’t been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)

2) To create a new batch, click the New button, or double-click an empty line in the list.

3) A small window will ask you for a description of the batch. Enter a description or just click OK if you prefer to accept the default.

Note
You can edit the description of a Bill/Payment Batch that is listed in the Bill/Payment Batches window at anytime. To do so, simply highlight the batch and click on the Rename button.

If you are editing an existing batch, the specific Bill/Payment Batch window will open.

Note
You may use the Sort button to sort the Bill/Payment entries in this window by up to 5 sort orders that may include Job number, Job estimate, Document date, Document type, Reference, Description, Entry number and Document number. You may find this useful for locating particular entries within larger batches.
If this is a new batch or if you choose to edit a specific entry, you will be asked to fill out the fields on the **New Bill/Payment** window.

4) Fill out the fields according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry type</td>
<td>Indicate whether you want to enter Billings, a Payment, Retainage, Retainage Invoice, or Other Charges.</td>
</tr>
<tr>
<td>Other Charges</td>
<td>are used to track amounts that are not going to be recognized as revenue. For example: Taxes or Freight.</td>
</tr>
<tr>
<td>NOTE: If you are using Adagio Receivables 9.0A or higher, in your Receivables Company Profile, you have the option to send taxes to JobCost as Other Charges or not to send the tax portion of the invoice to JobCost at all. If you are using an earlier version of Receivables, taxes are always sent to JobCost as Other Charges.</td>
<td></td>
</tr>
</tbody>
</table>
**Billing & Payment Processing**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Job**  | Select the Estimate you want to enter a bill or payment for. When you click the Finder button, a grid will pop up showing you a list of all the Estimates.  
  The **Phase** and **Category** fields below will all be filled in from the Estimate.  
  
  **NOTE:** If you are using a Job with “Simple” cost tracking and you have not set up any estimates for the Job, it may not appear here.  
  You may type in the Job, Phase and Category that the entry applies to.  
  
  If the Job you select has an active **Alert**, it will display at this time. Depending on the options set within the **Alert**, you may be asked to confirm you have read the Alert by entering your initials before proceeding or to dismiss the **Alert** so it won’t display again. (See page 4-92 for more information on Job Alerts.) |
| **Phase**| You can enter a Phase or use the finder to select from the list of Estimates.  
  You cannot set a Phase for Payment, Other Charges or Retainage Invoice entries.  
  
  If the Revenue tracking level for the Job is set to **Job**, you will not be able to edit this field. |
| **Category**| You can enter a Category or use the finder to select from the list of Estimates.  
  You cannot set a Category for Payment, Other Charges or Retainage Invoice entries.  
  
  If the Revenue tracking level for the Job is not set to **Category**, you will not be able to edit this field. |
| **Document**| Enter an optional document number in this field, for future reference. |
| **Date**  | Select the date for this bill or payment. By default, the current date is entered but you can change this. |
Field Details

Reference
Enter the reference for the transaction. This is an optional field. However, if you are using Retainage or you are tracking Other Charges, you should add the same reference for all related entries so that they can be more easily matched up:

- the billings entry for the original invoice
- the retainage entry for the amount withheld from the original invoice
- the other charges that are being tracked
- the retainage invoice for the amount previously retained.

When you enter the Retainage Invoice, you will be able to use the Retainage Invoices finder to select the reference from the original Invoice.

If the Company Profile option, Warn on missing retainage reference, is selected, you will receive a warning if you enter a reference that does not match a reference of a posted Retainage entry.

Description
Enter an optional description in this field.

Amount
Enter the amount for this entry.

5) Click OK to enter this bill or payment into the batch.

6) If you want to enter more in this batch, click the New button again and repeat as many times as is necessary. Otherwise, click the Close button to close the window.

Note
To speed data entry, ensure you have the Auto add items on document option and the Edit new items on documents option turned on in the File | Options function. These options automatically open a new entry window so you can enter and edit several items sequentially with fewer clicks of the mouse.
Printing Billing and Payment Batches

You can print a Billing and Payment Batch report that lists all or a range of Billing and Payment batches. To do this, select Print Billing and Payment Batches from the Transactions | Billing and Payment Processing menu. The Print Billing/Payment Batch Report window will open. You can also simply click the Print button from the Bill/Payment Batches list window. When you do, the Print Billing/Payment Batch Report window will open.

Select a range of batches to include in the report using the Starting and Ending fields. Then click the Print button, or click the Preview button if you want to preview the report on your screen.

Posting Billing and Payment Batches

Posting transactions updates your job and removes the batch from the batch list. As with other Adagio modules, you can post a range of batches at one time.
To post Billing and Payment batches:

1) Select Post Billing and Payment Batches from the Transactions | Billing and Payment Processing menu. The Posting window will open.

2) Fill out the fields according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch type</td>
<td>Since you are posting bills and payments, ensure that Bill &amp; Payment is selected in this field.</td>
</tr>
<tr>
<td>Starting batch</td>
<td>Enter the number of the first batch in the range of batches that you want to post.</td>
</tr>
<tr>
<td>Ending batch</td>
<td>Enter the number of the last batch in the range of batches you want to post.</td>
</tr>
<tr>
<td>Limit posting to</td>
<td>Enter a date that you want to limit the posting to. All batches entered after the selected date will not be posted.</td>
</tr>
</tbody>
</table>
Field Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit retainage to posting date</td>
<td>If you also want to limit the retainage amounts entered in the selected batches to the date entered in the above field, turn this option on. All retainage amounts entered after that date will not be posted.</td>
</tr>
</tbody>
</table>

3) Click the Post button to post the selected batches. A pop-up window will indicate how many batches were posted.

   If you receive a Warning message indicating, ‘There are no batches to post in the selected range’, it may be that the batch is not Ready to Post. Please return to the Bill/Payment Batches window, highlight the batch(es) and click the Ready to Post button followed by the Post button. (See also the Batch tab of the Company Profile in Chapter 3 for more information.)

**Billing/Payment Posting Journal**

It’s a good idea to print a Billing/Payment Posting Journal to keep for your records. This report shows what batches were posted and the amounts in each batch. You can include a general ledger summary at the bottom of this report that indicates what was credited and debited to general ledger accounts. If you used the Print button (i.e. not the Preview button), it also gives you the option to clear the posting journal sequence once the report has been printed.
To print this report, select Print Billing/Payment Posting Journal from the Transactions | Billing and Payment Processing menu.

The following table describes the fields on the Print Billing/Payment Posting Journal report dialog.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last sequence only</td>
<td>Enable this option to instruct Adagio JobCost to print the last posting sequence in the range without you having to enter this manually in the Posting sequence range fields.</td>
</tr>
<tr>
<td>Posting sequence (Starting / Ending)</td>
<td>Enter a range of posting sequences that you want included in this journal.</td>
</tr>
<tr>
<td>Order report by</td>
<td>Indicate how you want the report sorted: by Job number, Transaction date, or the Reference field. NOTE: You can set the default for this field in the Company Profile on the System Settings tab using the Sort journal by field.</td>
</tr>
<tr>
<td>Print the G/L summary</td>
<td>If you want to include a summary of debits and credits to G/L accounts at the bottom of the journal, turn this option on.</td>
</tr>
</tbody>
</table>
After you Print the report to paper or to file using the Print button, a pop-up window will ask you the following question: “Do you want to clear all posting journal sequences within the specified range.” Click Yes if you are ready to clear the posting journal sequences from your data, or click No if you want to run the Posting Journal again. Previewing the report using the Preview button and then printing from the screen does not provide you the opportunity to clear the posting journal.

**Renaming Bill/Payment Batches**

You can edit the description of a Billing and Payment Batch that is listed in the Bill/Payment Batches window at any time. To do so, simply highlight the batch and click on the Rename button or press Alt®. This can be very useful if you had forgotten to enter a description for the batch earlier or if the batch has been retrieved from another module and you wish to add more detail to the description.
Timecard Processing

This section covers all the functions under the Transactions | Timecard Processing menu which allow you to enter, edit, print and process timecards.

Editing Timecards

Entering Timecards into Adagio JobCost is similar to entering Cost and Billing batches. Transactions are entered in batches by employee number so that you can group all entries entered for a time period by employee.

Timecards are created for one individual per Timecard. First you create a new timecard, then enter as many time entry details as you need in that timecard. You can give each Timecard a description to identify it if you want to group related details for an employee.

To enter a new timecard:

1) From the Transactions menu, select Timecard Processing | Edit Timecards or click on the Timecards button in the toolbar. The Timecards window will open. This window lists all the open (undeleted) timecards you currently have entered in your system.
An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven’t been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)

This window may contain unprocessed timecards or timecards being used as templates for future entry and processing. It is probably a good idea to identify your templates as such in the description.

To create a new batch, click the New button or press Alt/N, or double-click a blank row in the grid.

3) A New Timecard window will ask you to enter or select the employee code from the Finder button. The timecard field is a two character alphanumeric field and is unique only to the open timecards for this particular employee. Enter a description for the timecard.

Click OK, press Alt/O or press the Enter key to accept your entries and continue. Or, press the Cancel button or Alt/C to cancel your edits without saving them.

Two windows will open: The Timecard Batch window for the employee will open first. If you are editing an existing batch, this window lists all the time entry details you have currently entered in this batch.
The second window is the **Timecard Entry Detail** screen:
4) Fill out the fields according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn/Deduct</td>
<td>Enter the appropriate Earnings or Deductions code for this detail or select it using the Finder button. The description of the code will then display. This field is optional in JobCost. However, if you are interfacing timecards with a third party payroll program, it may be required by the payroll program.</td>
</tr>
<tr>
<td>Job</td>
<td>Enter the Job number or select it using the Finder button. If you select it using the Finder button, the applicable Phase and Category information will automatically prefill for you.</td>
</tr>
<tr>
<td>Phase</td>
<td>If necessary, enter the Phase code that is related to a Cost Type with a Labor classification or select it using the Finder button that is related to a Cost Type with a Labor classification.</td>
</tr>
<tr>
<td>Category</td>
<td>If necessary, enter the Category code that is related to a Cost Type with a Labor classification or select it using the Finder button.</td>
</tr>
<tr>
<td>Date</td>
<td>Enter the date of the timecard detail or select it using the Calendar button. However, the session date is assigned to the cost batch entries when the timecard is posted/processed.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If interfacing with a third party payroll program, the timecard date is used in the export file Timecard Posting will create.</td>
</tr>
<tr>
<td>Class</td>
<td>Optionally, enter the Class or select it using the Finder button. This field is optional in JobCost. However, if you are interfacing timecards with a third party payroll program, it may be required by the payroll program.</td>
</tr>
</tbody>
</table>
### Timecard Processing

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Start/Stop | These fields use a 24-hour clock. For example, to enter a time of 8 a.m., type the number 8 and tab to the next field. Or, to enter a time of 4:30 p.m., type the number 16:30.  
**NOTE:** *If you enter a time of 8:3 intending to indicate 8:30 a.m., JobCost will return the time of 08:03. Be sure to enter both characters for minutes.* |
| Hours | This field automatically calculates based on the Start and Stop times entered in the fields above.  
**NOTE:** *If you type over top of the calculated hours, both the Start and Stop fields revert to 00:00.* |
| Rate | If the Earning Code field contains an employee rate based Earning code or if it is blank, the Rate field will default based on information entered in the Employee record. Or, if the Earning Code contains a rate-based code with the Pay source of Earning, that rate will display here. However, the field can be edited. |
| Amount | If the Earning Code field contains an employee amount based Earning code, this field will default based on the Salary Amount entered in the Employee record. Or, if the Earning code contains a salary-based code with the Pay source of Earning, that amount will display here. Otherwise, it displays the extension of Hours multiplied by Rate. The field can be edited. |
| GL Acct | The GL Acct field initially defaults to the Gross Wage expense account specified on the Accounts tab of the Company Profile.  
If an Earning code is entered on the timecard detail, the account and department (if used) will change to what was entered in the Earning Code record. However, if a department was specified within the Employee record, the department will change to that.  
This field may be edited. |
| Description | You may enter up to 30 alphanumeric characters to provide a description for this timecard detail. |
**Field** | **Description**
--- | ---
Pay source | Select the appropriate Pay source from the dropdown if the default is incorrect. The employee rate or amount associated with this pay source defaults from the Employee record.

*NOTE:* If JC Cost Rate is selected, the Unit Cost as entered in the Phase record will apply; unless the Categories Apply box is checked in the Phase record, then the Unit Cost as entered in the Category record will be used.

*NOTE:* If an Earn/Deduct code has been selected for this timecard, Earning will display and the rate or amount as entered in the Earning code will also be used.

Overtime | If this timecard detail is supposed to reflect an overtime pay rate, select the appropriate overtime multiplier from the dropdown list. Overtime multiplier values default from the Employee record.

The Amount field automatically calculates based on the Hours multiplied by the Rate and that total is then multiplied by any Overtime multiplier value.

Click **OK** or press Alt/O to accept the timecard detail entry. Or click the Cancel button or press Alt/C to discard the entry.

You may create as many other timecard detail entries as are necessary. When you are finished adding detail entries, click on **Cancel** or press Alt/C to close the New Entry window.

Click on the **OK** button to close the **Timecard** window.

**Printing Timecards**

You can print an Employee Timecard report that lists all existing timecards (i.e. exist in the Timecard Batch window) for all or a range of employees. To do this, select **Print Timecards** from the **Transactions | Timecard Processing** menu. The **Print Employee Timecard Report** window will open. You can also simply click the **Print** button from the **Timecard Batches** list window.
The **Print Employee Timecard Report** window opens.

Select a range of employees to include in the report using the **Starting** and **Ending** fields. Then click the **Print** button or press Alt/P, or click the **Preview** button or press Alt/V if you want to preview the report on your screen.

### Posting Timecards

Posting timecards creates a Cost batch which, when posted, updates your Job information and removes the batch from the Cost Batch list.

After timecards are posted, you are prompted for whether or not you want to delete those timecards from the Timecard Batch list. Additionally, an export file containing timecard information may be created for later import to a third party payroll program. (See page 3-24 for more information on where to set this up in the Company Profile.)

**To process timecards:**

1) Select **Post Timecards** from the **Transactions | Timecard Processing** menu (or click on the **Timecards** button in the toolbar followed by the **Post** button). The following prompt will display.
**Timecard Processing**

Enter the appropriate **Starting** and **Ending** Employee codes or select them using the Finder button. As well, you can specify a range of Timecards for the selected employees to be processed.

It may be that you are posting recurring timecards or simply wish to update the posting date for all details in the timecards selected to reflect a particular date (i.e. other than the date originally entered in the details). If so, check the **Revise timecard dates** box. Doing so will activate the **New date** field and you will be able to enter or select from the Calendar button an appropriate posting date for the timecard cost batch. (This also affects the payroll import file if payroll integration is enabled in the Company Profile).

When you select **OK**, JobCost will display the following prompt:

![Confirm dialog box](image)

If you want JobCost to continue and create a **Cost** batch, select **Yes**; otherwise, you can cancel the process by clicking the **No** button.

2) If you selected **Yes** to the prior prompt, the following screen will appear indicating the batch number and total value of detail entries of the **Cost** batch created.

![Confirm dialog box](image)

On this same screen, you are prompted for whether or not you want to delete all timecards used to create the **Cost** batch with. Selecting **Yes** may be desirable to prevent accidentally double posting the information later. Select **No** if you prefer not to delete the timecards used at this time.
If you have set the option in the Company Profile to integrate with a third party payroll program, an export file is created and stored in your Adagio JobCost data folder when the timecards are posted. The file created is named PRTIMCRD.xxx (where 'xxx' is the same as the extension used for your Adagio dataset).

Subsequent timecard posting is appended to this file. The PRTIMCRD.xxx file must be deleted (either manually by the user or automatically by the payroll program if it will do so) after it is imported into the third party payroll program. Otherwise, it will be possible to import duplicate timecard information into the payroll program.

To review the entries created in the Cost batch, click on the Costs button in the toolbar or select Transactions | Cost Processing | Edit Cost Batches from the menu. (Refer to page 5-130 for more detailed information.) If you have not enabled the Allow edit of retrieved batches option in the Company Profile, you will be unable to make changes to a cost batch.

Renaming Timecards

You can edit the description of a Timecard that is listed in the Timecards window at any time. To do so, simply highlight the timecard and click on the Rename button or press Alt/R. This can be useful if you had forgotten to enter a description for the timecard earlier or had created the timecard by copying it from another timecard and want to revise the description.

Copying Timecards

You can copy a timecard at any time. For example, you may have one or more timecards set up for employees that are to be used as templates for future timecard entry for that employee.

From the Timecards window, highlight the timecard you wish to copy and either click on the Copy button or press Alt/o. The following window appears:
Timecard Processing

You may edit the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Enter the Employee code for the employee this timecard is being created for.</td>
</tr>
<tr>
<td>Timecard</td>
<td>Enter a timecard code that does not already exist for the employee in the Timecard window. Timecard codes may be up to two alphanumeric characters. If both the displayed employee and timecard already exist in the Timecard window, you will be asked to enter a new Timecard code.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of up to 30 alphanumeric characters to describe the new timecard.</td>
</tr>
</tbody>
</table>

When you are ready, click Ok or press Alt/O to finish copying and thereby create the new timecard.

Deleting Timecards

Delete timecards listed in the Timecard window by highlighting the timecard to be deleted and clicking on the Delete button or pressing Alt/D.
Recognizing Revenue

Before we discuss how to use this function, let’s summarize how Adagio JobCost recognizes revenue.

**Simple Cost Tracking**

“Simple” cost tracking Jobs have revenue and expense recognition at the time that Cost and Bill/Payment batches are posted. You do not have to run the Recognize Revenue and Expense function or the Close Jobs function to generate revenue recognition entries.

**Completed Contract Jobs**

Completed contract Jobs have revenue and expense recognition when the Close Jobs function is run.

**Other methods**

- % completion total cost
- % completion labor hours
- Billings & Costs (if not “Simple” cost tracking Jobs)
- % completion phases/categories

For the above methods, closing a Job will cause revenue and expense recognition for any amounts that had not previously been processed. However, you can also use the Recognize Revenue and Expense function found on the Maintenance menu while the Job is still in progress to match revenues with expenses for the period. This function will also calculate losses for the % completion methods if the Total Estimated Cost is more than the Current contract price.

**To run the Recognize Revenue and Expense Function:**

1) Select Recognize Revenue and Expense from the Maintenance menu. A small window will open that allows you to select a range of Jobs that you want JobCost to recognize revenue and expenses for.
Recognizing Revenue

The following screen will appear:

If you want JobCost to do this for all Jobs, leave the default values as they are. If you want to run this function on specific Jobs, enter a range of Job codes using the Starting and Ending fields.

Use the Job Selection button to see a list of the jobs selected in the Starting and Ending range. Additionally, you can use this feature to Mark and Unmark jobs in the list to create a non-contiguous list of jobs.

3) Enter the G/L transaction date to be used when the transactions are written to the Revenue/Expense Posting Journal report (found under Audit Reports) and the GL subledger batch. (This date does not filter which transactions are recognized. All outstanding transactions are recognized regardless of this date.)

Click the Proceed button.

4) You will be asked to confirm that you want to run this function. Click Yes. JobCost will recognize revenue and expenses from the selected Jobs and inform you when the process is complete.
Balance Forward

The Balance Forward Transaction Details function can be used to reduce the amount of transaction detail that is kept for each entry type: costs, billings and other charges, and payments, for a range of Jobs, Phases, or Categories.

Transactions prior to the balance forward date are consolidated into individual entries. The number of entries depends on the entry type and Revenue Tracking level assigned to the Job. Cost transactions will have a balance forward amount for each estimate. Billings and other charges will have a balance forward amount at the Revenue tracking level:

- The Job will have one balance forward amount for the Job.
- The Phase will have one balance forward amount for each of the phases.
- The Category level will have one balance forward amount for each estimate.
- Payments will have a balance forward amount for the job.

When the Balance Forward Transaction Details function is run, the transaction details that make up the balance forward amount will no longer exist.

**To run the Balance Forward Transaction Details function:**

1) Select **Balance Forward Transaction Details** from the **Maintenance** menu. The following window will open:

![Balance Forward Transaction Details window](image)
Balance Forward

2) Select a range of Jobs, Phases, and/or Categories using the appropriate Starting and Ending fields. If you want to include all, leave the default values as they are.

Use the Job Selection button to see a list of the jobs selected in the Starting and Ending range. Additionally, you can use this feature to Mark and Unmark jobs in the list to create a non-contiguous list of jobs.

3) Fill out the remaining fields according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance forward date</td>
<td>Select a date in this field. All transaction details on and before this date will be processed.</td>
</tr>
<tr>
<td>Balance forward</td>
<td>Indicate the type of Jobs you want JobCost to remove the balance forward details from. You can choose between Active jobs, Closed jobs, All jobs, and Archived jobs.</td>
</tr>
<tr>
<td>Transactions</td>
<td>Select the type of transactions you want JobCost to remove the balance forward details from. You can choose from All transactions, Payments, Billings and other charges, or Costs.</td>
</tr>
</tbody>
</table>

4) Click the Proceed button when you are ready. A dialog window will ask you to confirm that you want to run this function. Click Yes to proceed. Adagio JobCost will inform you when the process is complete.
Year End Processing

At the end of your regular accounting cycle, there are several tasks must be performed to complete the year end processing function.

- Retrieve cost transactions from Accounts Payable, and Payroll, if you use these programs.
- Retrieve billing and payment transactions from Accounts Receivable. Use the Retrieve Transactions from Accounts Receivable function in Job Costing.
- Post all outstanding transactions
- Complete entry of all transactions for the current period
- Post all open batches including all cost and billing batches.
- Print and clear the Bill Posting Journal
- Print and clear the Cost Posting Journal
- Print the G/L transactions report and retrieve the JobCost batch into the Adagio Ledger. If Adagio JobCost is not interfaced to the Ledger, print and clear the G/L transactions report.
- Print Batch Status Report

Note: It is also wise to check data integrity and back up all data before running the Year End Processing function.
To run Year End Processing:

Once you have completed all these necessary preliminary steps, select Year-End Processing from the Maintenance menu. The Year End Processing window will open. If there are still preliminary steps that you have not completed, this window will indicate which of the necessary steps have not been completed before it will allow you to run this function.

If you are ready to run Year End Processing, just click the Proceed button to begin. The function will indicate to you when it is complete.
The **Inquiries** menu functions are used to look up information about Jobs, Estimates, Customers, Batch Statuses and more. The Inquiry function allows you to view information but not edit the information. This is especially useful when used in conjunction with the **User** and **Group Setup** functions. For example, if you have employees you want to give access to view information in your JobCost data, you can give them access to the **Inquiries** menu and not the **Jobs** or **Transactions** menus.

Please note that if you also have Adagio GridView installed, you may have additional items or **Views** created in GridView display on this menu.
The Jobs Inquiry function gives you access to all kinds of information about open Jobs in the system, including bills and costs, change orders, summary costs, summary units, G/L accounts, and more.

To run the Jobs Inquiry function, select Jobs from the Inquiries menu. The Display Jobs window will open. This window displays all the open Jobs in your database.

An Excel Direct button is available for you to quickly export the columns/fields in the grid to an Excel spreadsheet. (If you cannot see this button, you haven’t been granted access to Export to Excel in your Adagio user record. Refer to the online Help documentation.)

To view information about a Job, double-click a Job in the list. The Display Job window will open. This window has seven tabs. The following sections describe the fields on these tabs.
The Job Tab

The **Job** tab displays general information about the selected Job, including allocation methods, revenue recognition method, start and due dates and other information that is entered using the **Edit Job** window.

The G/L Accounts section

This section displays the G/L accounts for the selected Job and includes a Notes function at the bottom of the window. Notes can be viewed here. They cannot be added to or edited.
Inquiry Jobs

The Billing / Costs / Opt fldsTab

This tab shows total billings, payments, revenue, losses, overheads and other related information. It also displays the dates when the last billing and the last payment were made, along with any Optional Fields defined in the Company Profile (see page 3-39).

Billing/Cost tab of the Display Job window
The Change Orders Tab

The Change Orders tab displays all change orders made to the selected Job, including the description, amount, date, and status.
Inquiry Jobs

The Summary General Tab

This tab, and the next two tabs, offer different ways to view transaction information for the selected Job. Each of these two tabs displays a list of transactions, but each tab shows different columns offering different perspectives. The Summary General tab gives some basic information in the grid display, including columns for description, outstanding PO amounts, and retainage payable.

Please note that what displays in the Outstanding PO Amounts field depends on whether PO Day End has been run, what is currently outstanding (not received) and, when you drill down, what has been received. It is a summary field only. Amounts can include item costs, allocated miscellaneous charges and applicable taxes.

If you belong to a security group that has been granted access to the Column Editor, you may change the fields/columns that display in these grids. Refer to the online Help documentation for more information.

All of the grids available from this tab may be exported to an Excel spreadsheet using the Excel Direct button. Your user record must have been granted access to Enable
SF Export for this button to be visible. Refer to the online Help documentation for more information.

Double-click on a record in the list or select the View button to open a summary of the selected transaction. This will open the **Transaction Summary** window.

Select the **Detail** button to open the **Transaction Detail** window, which displays detail information such as the Acct-Dept for both sides of the G/L transaction entry.
While a Simple Costing job will display the particular Cost of Sales G/L account associated with the entry, other costing method types of jobs show the Work in Progress G/L account as the other side of the entry to the Job Cost Clearing account.

The Summary Costs Tab

Similar to the previous tab, the Summary Costs tab displays a list of transactions entered for the selected Job. However, this window displays different columns to give you a quick summary of the costs for this Job.

If you belong to a security group that has been granted access to the Column Editor, you may change the fields/columns that display in these grids. Refer to the online Help documentation for more information.

All of the grids available from this tab may be exported to an Excel spreadsheet using the Excel Direct button. Your user record must have been granted access to Enable SF Export for this button to be visible. Refer to the online Help documentation for more information.
Like the **Summary General** tab, you may drill down to both the **Transaction Summary** and **Transaction Detail** windows.

### The Summary Units Tab

Like the previous two tabs, the **Summary Units** tab displays a list of transactions, but this time with columns that display original estimated units and current estimated units.

Again, you can double-click on a transaction in the grid to open the **Transaction Summary** window. And on the **Transaction Summary** window you can double-click on a transaction detail to open the **Transaction Detail** window.

### The Notes/Alerts Tab

This tab displays all notes and alerts that have been entered for this job. Please refer to Chapter 3 - Entering Jobs for more detailed information.

The **Enable Alerts?** option is not available within the Inquiries - Jobs function. It is only available within Edit Jobs.
Inquiry Job Estimates

Inquiry Job Estimates

To look up information on a particular estimate you can use the Job Estimates Inquiry function. Select Inquiries | Job Estimates from the main menu. This will open the Display Job Estimates list window. This window lists all estimates currently in your database.

To view more information about an estimate, double-click it in the list. The Display Job Estimate window will open. This window is identical to the Edit Job Estimate window, which is described in detail in Chapter 4, except that you cannot edit any of the information using this screen.

Inquiry Archived Jobs

This function allows you to look up information about an archived Job. To do this, select Archived Jobs from the Inquiry menu. The Archived Jobs list window will open. This window displays all the archived jobs in your system.

To see more information about an archived job, double-click one in the list. This will open the Display Job window, which is the same as in the Inquiry Jobs function described earlier in this chapter.

Inquiry Cost Types

You can look up Cost Types using this function on the Inquiry menu. Select Inquiries | Display Cost Types to open the Display Cost Types list window.

To view a Cost Type, double-click it in the list.

Inquiry Phases

Select Phases from the Inquiries menu to view information about Phases in your system. This will open the Phases window where you can double-click on a Phase in the list to display detailed information about the Phase.

When you do, the Display Phase window will open, which also contains a Notes tab. This allows you to view the notes made on this Phase, but you cannot add notes here. You must use the Edit Phase function described in Chapter 3 to add new notes.
Inquiry Categories

Select Categories from the Inquiries menu to view information about Categories in your JobCost data. This will open the Categories window where you can double-click on a Category in the list to display detailed information.

When you do, the Display Category window will open, which also contains a Notes tab. This allows you to view the notes made on this Category, but you cannot add notes here. You must use the Edit Category function described in Chapter 3 to add new notes.

Viewing Customers

The View Customers function works differently depending on whether or not you have elected to integrate JobCost with Adagio Receivables. Also, different customer tabs will be available depending on whether you are using Adagio Receivables 9.0A or an earlier version. In which case, we ask that you refer to your Adagio Receivables online Help or manual for detailed information on the tabs and fields presented to you.

Viewing Customers without Adagio Receivables

If you have elected not to integrate JobCost with Adagio Receivables, Adagio JobCost will maintain its own customer list. The View Customers function will display the contact information and notes associated with the customer. Just select Customers from the Inquiries menu.

If you integrate with Adagio Receivables

Remember, the screens/tabs available to you will vary depending on the version of Adagio Receivables in use. Please refer to your online Help documentation or manual for the version of Adagio Receivables you use.

The Customer Inquiry function is a pared down version of the Edit | Customers feature. In this function, you can view customer information, search for customers, and scroll through the list of customers, without having the ability to create or edit customers.

To use the customer inquiry function, go to the Inquiries menu and select Customers. From the Customer list that appears, double-click the customer you want to view, or use the Find button to find a particular customer.
You can also scroll through the customer list by opening one customer file and then using the Previous and Next buttons.

To view a customer’s details, select the customer in the list and click the View button (or double-click the customer in the list). The customer’s detail window will open, with the Customer tab selected.

Tabs on the Display Customer window

The following sections will describe in a general manner the information available on the customer tabs. For complete details, please see your Adagio Receivables manual.

Customer Tab

This tab displays basic information about this customer, including contact information, terms, and tax groups.

Statistics Tab

This tab records statistical information for this customer, in Period-to-Date, Year-to-date, and Last Year columns. Adagio automatically updates the information each time transactions for this customer are processed.

Transactions Tab

This tab allows you to view current or historical transaction information for this customer, and gives you the opportunity to view aging totals and drill down into transaction detail.

Current and Historical Transactions

To view current transactions, click Current at the top of the window. To view historical transactions, click Historical.

Calculate Aging

To calculate aging totals for the transactions in the list, click the Calc Aging button. The aging totals will display at the bottom of the window.
Transaction Details

Double-click a transaction in the list on the Transactions tab to view its details. The Transaction Details window will open.

Transactions posted by Adagio Receivables include their G/L distribution on the inquiry.

Notes Tab

This tab allows you to view notes made on this customer, however you cannot add new notes here. You must use the Edit Customers function described in Chapter 3 to create new notes on this Customer.
Display Managers

Select Managers from the Inquiries menu to display information about the Managers set up in your system. This will open the Display Managers list window. Double-click on a Manager in the list to view more information about that Manager.

Display Batch Statuses

This window is useful for checking the status and totals for batches in your system. To run this function, select Batch Status from the Inquiries menu. The following window will open:

The field at the top lets you select the option to view either Cost Batches or Bill & Payment batches. Depending on what you select here, the columns in the grid below will change to display pertinent information for the type of batches you have selected.
Display Batch Statuses

Useful columns include the Batch description, status, the date it was last edited, and the total.

The fields at the bottom show totals for all open batches, deleted batches, and even posted batches.
Display Change Orders

Display Change Orders

Select Change Orders from the Inquiries menu to display information about the Change Orders entered in your system. This will open the Display Change Orders list window. Double-click on a Change Order in the list to view more information about that Change Order.
Adagio JobCost has a number of reports that can be useful for analyzing your data and keeping paper records for your files. The reports are grouped into different categories to make them easier to identify and find. This chapter will explain how to print each report and give you an idea of what each report contains.

**Analysis Reports**
- Job Summary
- Job Status
- Direct Cost Analysis
- Change Order
- Customer Job Summary
- Manager Job Summary
- Jobs in Progress
- Job Estimates

**Transaction Reports**
- Cost Batches
- Cost Posting Journal
- Billing/Payment Batches
- Billing/Payment Posting Journal
- G/L Transactions
- Timecards

As well, it is possible that a site using Crystal Reports for Adagio will have one or more 'customized' for their site reports available from a Custom Reports option on the Reports menu.
General Reports

- Company Profile
- Cost Types
- Phases
- Categories
- Customers
- Managers
- Batch Status
- Report Groups
- Units of Measure
- Entry Periods
- Job Notes
- Employees
- Earning Codes
- Classes

Audit Reports

- Job Estimates Audit
- Job Completion Percent Audit
- Job Close Posting Journal
- Revenue and Expense Posting Journal

Worksheet Reports

- Job Estimate Worksheet
- Billing Worksheet
- Job Inspection Worksheet
- AIA Billing Worksheet

Retainage Aging Reports

- Retainage Payable Aging Report
- Retainage Receivable Aging Report

Custom Reports
Printing Reports

When you select a report from the Reports menu, a report window will appear giving you different options for printing the selected report. Aside from the usual Close and Cancel buttons, each report window also has the following buttons:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>Click Print after you have adjusted the options for the selected report. The document will print to the selected destination. The Print button also allows you to select a different printer or to change the number of copies of the report to be printed.</td>
</tr>
<tr>
<td>Preview</td>
<td>Click Preview to view the document on your screen prior to printing a hard copy.</td>
</tr>
<tr>
<td>Export</td>
<td>This button will only appear if you have Permit export during printing selected in the Company Profile on the Options tab, under “Print Options.” This option allows you to export the data from the report for use in other database programs. When you click Export, the Export window opens. The Format field on this window allows you to select from a wide variety of different file formats, including CSV or “comma separated values” and Excel. The Destination field allows you to indicate where you want to send the data. For example, if you choose Disk file, you can then enter the destination of the file.</td>
</tr>
</tbody>
</table>
### Printing Reports

<table>
<thead>
<tr>
<th><strong>Button</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
</table>
| Comment    | The **Comment** button provides the facility to enter up to 80 alphanumeric characters as a comment that will print in the footer of each page of the report.  

**NOTE:** You must have **Show footers turned on in the Report Options window. Otherwise, you will not see the comment on your report.** See below for more information on the **Report Options** window. |

If Adagio ePrint is installed and you see any of the **EP button**, **EP Options button**, **EP Print button**, **EP Email button** or the **Report Type** field, please refer to Adagio JobCost’s online Help documentation and the Printing Reports topic.

Without ever printing the report, you may set up the print window with your preferences and then save the report as a **Favorite** (yellow star button) to be printed at a later time or within a **Report Set**. Please refer to the Printing Reports, Favorites and Report Sets topics within the online Help documentation for Adagio JobCost.
Report Options

Adagio JobCost gives you control over the format of all reports. The Report Options allow you to set date and time formats, toggle headers and footers, and add shading to your reports, along with many other options.

Please refer to the online Adagio JobCost Help documentation for detailed information on setting the Report Options found within the File | User Preferences function.
Analysis Reports

Analysis Reports

These reports give you many different ways to analyze the Job, cost and revenue information in your data.

Job Summary Report

This report prints a summary of all the Jobs in your data, including contract price, cumulative costs, payments, billings, and due dates.

To print this report, select Analysis Reports | Job Summary Report from the Reports menu. The Print Job Summary Report window will open.

Select a range of Jobs using the Starting and Ending fields, and if desired, a range of Report Groups if you want to further refine the report by Report Group.

Use the Job Selection button, available on many print report screens, to view a list of the jobs you've selected to report on based on what's entered in the Jobs Starting and Ending fields. Additionally, you can use this feature to Mark and Unmark jobs in the list to create a non-contiguous list of jobs.

Then, indicate whether you want to include Active Jobs, Closed Jobs, Active/Closed Jobs (which will print both), or Archived Jobs.
Turn on the **Include other changes in billings** option to have entries posted as Other Charges included on the report with Customer Billings. Turn this option off to report on Customer Billings only.

Click the **Print** button or press Alt/P when you are ready.

### Job Status Report

This report prints a detailed overview of the Jobs in your data. Job totals and other statistical information is followed by a list of your billings, payments and costs.

You can refine the results of this report by selecting a range of Jobs using the **Jobs** fields, or a range of transaction dates using the **Trans date** fields.

Use the **Job Selection** button, available on many print report screens, to view a list of the jobs you’ve selected to report on based on what’s entered in the Jobs Starting and Ending fields. Additionally, you can use this feature to **Mark** and **Unmark** jobs in the list to create a non-contiguous list of jobs.

In the **Print report for** field, Indicate whether you want to include **Active Jobs, Closed Jobs, Active/Closed jobs** (which will print both active and closed jobs), or **Archived jobs**.
Indicate how much detail you want included in the report. You can select between Job, Phase, Category, and Transaction detail levels.

You are also able to select to print Cost type totals for each job by Classification or by Cost type.

By default, only jobs that have transactions will be included on the report. If you wish to Include jobs without transactions, turn this option on.

Click the Print button or press Alt/P when you are ready to print, or press the Preview button to preview the report output on the screen.
**Direct Cost Analysis Report**

Prints a cost analysis report comparing original estimates, actual estimates, costs incurred and the difference. To print this report, select **Direct Cost Analysis Report** from the **Reports | Analysis Reports** menu.

![Print Direct Cost Analysis Report window](image)

*Job Selection button*
The following table describes the fields on the Print Direct Cost Analysis Report window.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs</td>
<td>Select a range of Jobs to include in the report using the Starting and Ending fields. You may also use the Job Selection button to view a list of the selected jobs and to mark or unmark jobs to select a non-contiguous range of jobs.</td>
</tr>
<tr>
<td>Phases</td>
<td>Select a range of Phases to include in the report using the Starting and Ending fields.</td>
</tr>
<tr>
<td>Categories</td>
<td>Select a range of Categories to include in the report using the Starting and Ending fields.</td>
</tr>
<tr>
<td>Groups</td>
<td>Select a range of Report Groups to further refine your report using the Starting and Ending fields.</td>
</tr>
<tr>
<td>Print report for</td>
<td>Indicate whether you want to include Active Jobs, Closed Jobs, Active/Closed Jobs (which will print both), or Archived Jobs.</td>
</tr>
<tr>
<td>Totals by</td>
<td>Indicate whether you want JobCost to calculate subtotals in the report by Job, Phase, or Category.</td>
</tr>
<tr>
<td>Analysis basis</td>
<td>Choose the field that will be used in the comparison: Total cost, Unit cost, Units.</td>
</tr>
<tr>
<td>Actual cost &gt; original estimate</td>
<td>Select this option to print estimates where the total costs incurred exceed the original estimate by a specified amount.</td>
</tr>
<tr>
<td>Original estimate &gt; actual cost</td>
<td>Select this option to print estimates where the total costs incurred are less that the original estimate by a specified amount.</td>
</tr>
<tr>
<td>Current estimate &gt; original estimate</td>
<td>Select this option to print estimates where the most recent estimated amount exceeds the original estimate by a specified amount.</td>
</tr>
</tbody>
</table>
### Analysis Reports

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original estimate &gt; current estimate</td>
<td>Select this option to print estimates where the most recent estimated amount is less than the original estimate by a specified amount.</td>
</tr>
<tr>
<td>Percentage complete at least</td>
<td>If you want to narrow your report to jobs that have a particular completion percentage, enter that percentage here. Only those jobs that are as or more complete will be included in the report.</td>
</tr>
<tr>
<td>Percentage difference</td>
<td>If you want the above four estimate comparison choices above to be based on a percentage difference, select this option. Otherwise the comparisons will be made on a net amount difference.</td>
</tr>
<tr>
<td>Size of difference</td>
<td>Enter the percentage (of net amount) difference for the 4 comparison choices. Enter 0.00 to print all estimates.</td>
</tr>
</tbody>
</table>

Click **Print** or press Alt/P to run this report, or click the **Preview** button to preview it on your screen.
Analysis Reports

Change Order Report

This report can print information about Change Orders which can be useful to keep for your records. To print this report, select Change Order from the Reports | Analysis Reports menu.

The following table describes the fields on this report window.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs</td>
<td>Select a range of Jobs to include in the report using the Starting and Ending fields. You may also use the Job Selection button to view a list of the selected jobs and to mark or unmark jobs to select a non-contiguous range of jobs.</td>
</tr>
<tr>
<td>Phases</td>
<td>Select a range of Phases to include in the report using the Starting and Ending fields.</td>
</tr>
</tbody>
</table>
### Analysis Reports

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categories</td>
<td>Select a range of Categories to include in the report using the Starting and Ending fields.</td>
</tr>
<tr>
<td>Order date</td>
<td>Select a range of dates to refine your report by the Change Order date.</td>
</tr>
<tr>
<td>Groups</td>
<td>Select a range of Report Groups to further refine your report using the Starting and Ending fields.</td>
</tr>
<tr>
<td>Print report for</td>
<td>Indicate whether you want to include Active Jobs, Closed Jobs, Active/Closed Jobs (which will print both), or Archived Jobs.</td>
</tr>
<tr>
<td>Order report by</td>
<td>Indicate how you want the report sorted: by Change order or by Phase/Category.</td>
</tr>
<tr>
<td>Statuses to include</td>
<td>This field allows you to refine your report by the Change Order Status. If you want to include all statuses, select All. Or, select a specific status to include only those Change Orders. Your choices will be determined by the descriptions defined in Edit</td>
</tr>
</tbody>
</table>

Click **Print** or press Alt/P to run this report, or click the **Preview** button to preview it on your screen.

### Customer Job Summary

This report prints useful information about a particular customer or range of customers. This can be useful for managers who want to view current and original prices, billings, payments, total costs, and margins for their customers.

To run this report, select **Customer Job Summary** from the **Reports | Analysis Reports** menu.
**Analysis Reports**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs</td>
<td>Select a range of Jobs to include in the report using the <strong>Starting</strong> and <strong>Ending</strong> fields. You may also use the <strong>Job Selection</strong> button to view a list of the selected jobs and to mark or unmark jobs to select a non-contiguous range of jobs.</td>
</tr>
<tr>
<td>Customers</td>
<td>Select a range of Customers to include in the report using the <strong>Starting</strong> and <strong>Ending</strong> fields.</td>
</tr>
<tr>
<td>Due date</td>
<td>Select a range of dates to limit your report by the due date of the Job.</td>
</tr>
<tr>
<td>Groups</td>
<td>Select a range of Report Groups to further refine your report using the <strong>Starting</strong> and <strong>Ending</strong> fields.</td>
</tr>
<tr>
<td>Print report for</td>
<td>Indicate whether you want to include <strong>Active Jobs</strong>, <strong>Closed Jobs</strong>, <strong>Active/Closed Jobs</strong> (which will print both), or <strong>Archived Jobs</strong>.</td>
</tr>
<tr>
<td>Order report by</td>
<td>Indicate how you want the report sorted: by <strong>Job number</strong> or by <strong>Due date</strong>.</td>
</tr>
</tbody>
</table>

Click **Print** or press Alt/P to run this report, or click the **Preview** button to preview it on your screen.

**Manager Job Summary**

Similar to the Customer Job Summary, this report prints the similar information but allows you to select a Manager or range of managers to include, and the information is grouped by Manager.

To run this report, select **Customer Job Summary** from the **Reports | Analysis Reports** menu.
Field Description

Jobs Select a range of Jobs to include in the report using the Starting and Ending fields. You may also use the Job Selection button to view a list of the selected jobs and to mark or unmark jobs to select a non-contiguous range of jobs.

Managers Select a range of Managers to include in the report.

Due date Select a range of dates to limit your report by the due date of the Job.

Groups Select a range of Report Groups to further refine your report using the Starting and Ending fields.

Print report for Indicate whether you want to include Active Jobs, Closed Jobs, Active/Closed Jobs (which will print both), or Archived Jobs.

Detail level Indicate how much detail you want included in the report. You can select between Job detail and Phase detail levels.

Order report by Indicate how you want the report sorted: by Job number or by Due date.

Click Print or press Alt/P to run this report, or click the Preview button to preview it on your screen.

Jobs in Progress Report

This report prints a summary of the Jobs in progress, including potential gross profits, revenues earned, gross profits, and costs to complete. The difference between billed amounts and revenue recognized is also calculated.

To run this report, select Jobs in Progress from the Reports | Analysis Reports menu. Select a starting and ending job number and optionally refine your report by Report Group.

You can also choose jobs based on the difference between billed amounts and revenue recognized. You can select: All jobs, Billed jobs, Underbilled Jobs, or Overbilled jobs.
Job Estimates Report

This report prints a detailed list of the Job Estimates in your data, including estimated units, current estimated costs, and the estimated billing amounts. Estimates are grouped by Phase and Category within each Job.

To run this report, select Job estimates from the Reports | Analysis Reports menu. Select a starting and ending job number and optionally refine your report by Report Group.

You can refine your report more using the Print report for field. You can choose to print Active Jobs, Closed Jobs, Active/Closed Jobs (which will print both), or Archived Jobs. You can also choose to print summaries of Cost Type Totals by Classification or by Cost Type.
Transaction Reports

**Cost Batches Report**

This report will print a summary of the open cost batches in your JobCost data. To run this report, select Cost Batches from the Reports | Transaction Reports menu. Select a range of batches to include in the report using the Starting and Ending fields. Then click Print.

*Note* You can also print this report directly from Cost Batches list window. Choose the batches you want to include in the report by selecting one or more of them in the grid. Then click the Print button.

**Cost Posting Journal**

This report prints a summary of the cost batches you have posted. This is a useful report to keep for your records each time you post batches. When printed using the Print button, you are given the option to clear the posting journal sequence once the report has been printed or previewed on screen.

To run this report, select Cost Posting Journal from the Reports | Transaction Reports menu.

See Chapter 5 page 5-139 for a detailed description of how to print this report.

**Bill/Payment Batches Report**

This report will print a summary of the open bill and payment batches in your JobCost data. To run this report, select Bill/Payment Batches from the Reports | Transaction Reports menu. Select a range of batches to include in the report using the Starting and Ending fields. Then click Print.

*Note* You can also print this report directly from the Bill/Payment Batches list window. Just select the batches you want to include in the report by clicking (or Ctrl+clicking) them in the grid. Then click the Print button.

**Bill/Payment Posting Journal**

This report prints a summary of the bill and payment batches that you have posted. This is a useful report to keep for your records each time you post batches. When
Transaction Reports

printing using the Print button, you are given the option to clear the posting journal sequence once the report has been printed or previewed on screen.

To run this report, select Bill/Payment Posting Journal from the Reports | Transaction Reports menu.

Note See Chapter 5 page 5-148 for a detailed description of how to print this report.

G/L Transactions Report

This report prints a listing of your G/L transactions. G/L accounts are assigned in Jobs, Phases, Categories, and the Company Profile. Batch Posting or any function that generates revenue recognition entries will generate G/L account activity.

From the Reports menu, select Transaction Reports | G/L Transactions. The following report window will open:

Select an option from the field labeled Report information in. This allows you to print the report in either Detail or Summary format. Summary reports are shorter, which can save you paper, and give only totals for each batch. Detail reports give the detail lines of each batch.
You can determine how the report is sorted using the field labeled Order report by. You have the option to sort the report by Account, Journal entry, or Transaction date.

Click Print when you are ready to print the report.

Consolidation

When you print the G/L Transactions report, you will be asked if you want to consolidate general ledger transactions. You have two options in this case:

- Click Yes to consolidate the transactions. You may wish to file the printed report, which can be used for reference and for future problem solving.

If you choose to consolidate transactions you will be reminded to backup your data before continuing with the process. If you have not backed up your data yet, you should exit this function and back it up now, and then re-print the G/L Transactions report before consolidating.

In the consolidation window, you will be given some options which allow you to select how the transactions are grouped:

- Date/source code/account code
- Date/account code
- Account code
- Entry period/source code/account code
- Entry period/account code

If you click No, choosing not to consolidate general ledger transactions, the function will close, unless you do not have any ledger data present. In that event, you will be asked if you want to clear the general ledger transactions.

You cannot undo a consolidation.

If JobCost is interfaced with Adagio Ledger, you cannot clear the report. Go into Ledger and retrieve the JobCost batch.

Timecards Report

You can print an Employee Timecard report that lists all existing timecards (i.e. exist in Timecard Batch window) for all or a range of employees. To do this, either select Print Timecards from the Transactions | Timecard Processing menu or select Transaction Reports | Timecards from the Reports menu. The Print Employee Timecard Report window will open. You can also simply click the Print button from the Timecard Batches list window.

See Chapter 5 page 5-156 for more detailed information.
General Reports

These reports are useful for printing some general information about your JobCost data which can be kept for your records. All of the following reports can be found on the Reports | General Reports menu. These reports simply print lists of the settings you have chosen in that categories:

- Company Profile
- Cost Types
- Phases
- Categories
- Customers
- Managers
- Batch Status
- Report Groups
- Units of Measure
- Entry Periods
- Job Notes
- Employees
- Earning Codes
- Classes

**Company Profile Report**

This report prints all of your Company Profile settings. It may be useful to keep for your records.

**Cost Types Report**

The Cost Types Report prints a list of the cost types you have in your database. You can select a range of cost types to include in the report using the Starting and Ending fields.

**Phases Report**

This report prints a list of the Phases entered in your JobCost data. Select a range of Phases using the Starting and Ending fields then click Print.
**Categories Report**

To print a list of the categories in your data to keep for your records, select General Reports | Categories from the Reports menu. Enter a starting and ending Category to include in the report then click Print.

**Customers Report**

If your data is not interfaced with Adagio Receivables, use this report to print a list of Adagio JobCost customers. To print the Customer code, Company name, and contact information, select General Reports | Customers from the Reports menu.

If your data is interfaced with Adagio Receivables, this report will not print. Go to Adagio Receivables and print the Customer List and Statistics report.

**Managers Report**

This report prints a list of the Managers set up in your database. Select a range of Managers using the Starting and Ending fields, or leave the fields as they are to print all the Managers in your data.

**Batch Status Report**

The Batch Status report allows you to verify what batches were created, when they were created and where they came from (such as Adagio JobCost or retrieved from another application). This is useful if you are auditing your batches or trying to determine when an entry was made.

*Note*

You must print the Batch Status report before you can close the year, in order to clear the batches.

Complete the fields in this window according to the following table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch type</td>
<td>Indicate whether you want to print Cost batch statuses or Bill &amp; Payment batch statuses.</td>
</tr>
<tr>
<td>Batches</td>
<td>Enter the starting number and ending number of a range of batches to print. You can use the Finder button to select from a list of numbers in either field.</td>
</tr>
</tbody>
</table>
General Reports

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Click the required boxes to indicate the type of batches to include in the report. You may include Entered, Retrieved, Imported, and Generated batches.</td>
</tr>
<tr>
<td>Status</td>
<td>Click the required boxes to indicate the type of batch statuses you want to include in the report. You may include Open, Printed, Deleted, and Posted statuses.</td>
</tr>
</tbody>
</table>

Report Groups Report

This report prints a list of the Report Groups in your data which can be filed for your records. Select a Starting and Ending report group to narrow the focus of your report.

Units of Measure Report

The Units of Measure Report can print a list of the units of measure in your JobCost data.

Entry Periods Report

This report can print a list of the Entry periods that you have set up in your database. It may be useful to print a hard copy of this report to keep for your records or to use as a reference.

Job Notes Report

This report prints the notes you've created for the Jobs, User and Date range selected. You may choose to print the report using the Short Note Format (excluding text) or Extended Note Format (prints all note information). As well, you may select to print a specific number of the most recent notes only that satisfy the criteria.

Employees Report

This report prints basic Employee code, address and phone information. Select a range of Employees to report on by entering Starting and Ending Employee codes or use the Finder buttons to select them. Optionally, you can select to Print earning codes information for employees by checking this box.
**Earning Codes Report**

This report prints all information pertaining to an Earning code. Select a range of Earning codes to report on by entering **Starting** and **Ending** Earning codes or use the Finder buttons to select them.

**Classes Report**

This report prints all information pertaining to Classes. Select a range of Class codes to report on by entering **Starting** and **Ending** Class codes or use the Finder buttons to select them.
Audit Reports

This menu includes a selection of reports that are used to print the changes made to the Job Completion Percentages or to Job Estimates. It also includes posting journals for Revenue Recognition and Close Jobs if they have generated revenue recognition entries. You have the option to purge this data from JobCost when you print the reports.

Job Estimates Audit Report

This report lists the original and current amounts for direct estimated costs and estimated units for each estimate for current Jobs. It also lists any changes made to an original estimate.

To run this report, select Job Estimates Audit from the Reports | Audit Reports menu. Click Print to print the report or click Preview to preview it on your screen.

If you add or edit Estimates using the Edit Job Estimates function from the Jobs menu, you will be prompted to print this report when you close the Job Estimates window.

If you have printed this report using the Print button and not the Preview button, when you are done, JobCost will ask you if you want to “purge the job estimates audit trail.” Click Yes to remove the job estimates audit trail from your database, or click No to keep the information in your JobCost data.

Job Completion Percent Audit Report

This report lists changes to the Job Completion percentages made by the Jobs | Edit Job Completion Percentage function. It shows the previous percentage, the new percentage and the date of the change.

To run this report, select Job Completion Percent Audit from the Reports | Audit Reports menu. Click Print to print the report or click Preview to preview it on your screen.

If you have printed this report using the Print button and not the Preview button, when you are done, JobCost will ask you if you want to “purge the job completion percent audit trail.” Click Yes to remove the job audit trail from your database, or click No to keep the information in your JobCost data.
If you edit a Job Completion Percentage using the Edit Job Completion Percentage function, you will be prompted to print this report when the Job Completion Percentages window is closed.

### Job Close Posting Journal

If the Close Jobs function generates revenue recognition entries, this report prints a summary of the revenue and expense that has been recognized. This is a useful report to keep for your records each time you close a job. You can include a general ledger summary at the bottom of this report that indicates what was credited and debited to general ledger accounts. It also gives you the option to clear the report once the report has been printed or previewed on screen.

To run this report, select Job Close Posting Journal from the Reports | Audit Reports menu. Click Print to print the report or click Preview to preview it on your screen.

If you close jobs using the Close Jobs function and entries are generated, you will be prompted to print this report when the Close Jobs window is closed.

If you have printed this report using the Print button and not the Preview button, when you are done, JobCost will ask you if you want to “purge the Job Close Posting Journal?”. Click Yes to remove the posting journal from your database, or click No to keep the information in your JobCost data.

### Revenue and Expense Posting Journal

If the Recognize Revenue and Expense function generates revenue recognition entries, this report prints a summary of the revenue and expense that has been recognized. This is a useful report to keep for your records each time you close a job. You can include a general ledger summary at the bottom of this report that indicates what was credited and debited to general ledger accounts. It also gives you the option to clear the report once the report has been printed or previewed on screen.

To run this report, select Revenue and Expense Posting Journal from the Reports | Audit Reports menu. Click Print to print the report or click Preview to preview it on your screen.
If you use the Recognize Revenue and Expense function and entries are generated, you will be prompted to print this report.

If you have printed this report using the Print button and not the Preview button, when you are done, JobCost will ask you if you want to "purge the Recognize Revenue Audit Trail?". Click Yes to remove the posting journal from your database, or click No to keep the information in your JobCost data.
Worksheet Reports

Job Estimate Worksheet

For each Job, the Job Estimate Worksheet report prints a summary of the estimates for each Phase and Category, including unit cost or markup rate, estimated units, current standard cost (which is based on the unit cost from the Phase or Category), current estimated cost, and the variance between standard cost and current estimated cost. The Billing rate and Estimated Billing amount are also printed.

The Billing rate comes from the Phase or Category and the Estimated Billing amount is an extension of the estimated units and the billing rate. If units are not tracked on the Phase or Category, the billing rate is a markup multiplier. The Estimated Billing amount is calculated using this multiplier and the Current Estimated Cost.

If the Job is a Cost plus contract job, the Estimated Billing amount is calculated using the Cost plus percentage from the job and the Current Estimated Cost.

To print this report, select Job Estimate Worksheet from the Reports | Worksheet Reports menu. Select a range of Jobs to include in the report. You may also use the Job Selection button to view a list of the selected jobs and to mark or unmark jobs to select a non-contiguous range of jobs. Then using the Print report for field, indicate whether you want to include Active jobs, Closed jobs, Active/closed jobs (prints both), or Archived jobs. You can also choose to have summaries for Cost type totals by Classification or Cost type.

Billing Worksheet

The Billing Worksheet report prints a summary of billing information including costs incurred and profit margins for selected Jobs. It also includes a detailed list of incurred costs and a breakdown of costs by work classification. To print this report, select Billing Worksheet from the Reports | Worksheet Reports menu.

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs</td>
<td>Select a range of Jobs to include in the report. You may also use the Job Selection button to view a list of the selected jobs and to mark or unmark jobs to select a non-contiguous range of jobs.</td>
</tr>
<tr>
<td>Trans date</td>
<td>Select a range of dates to refine your report by the transaction date.</td>
</tr>
</tbody>
</table>
## Worksheet Reports

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups</td>
<td>Indicate what report groups you want included in the report. If you want to include all report groups, leave these fields as is.</td>
</tr>
<tr>
<td>Print report for</td>
<td>Indicate whether you want to include Active jobs, Closed jobs, Active/closed jobs (prints both), or Archived jobs.</td>
</tr>
<tr>
<td>Detail level</td>
<td>Indicate how much detail you want included in the report. You can select between Job, Phase, Category, and Transaction detail levels.</td>
</tr>
<tr>
<td>Burden/overhead dtl level</td>
<td>Indicate how much detail you want included in the report for burden and overhead data. If the Detail level above is by Transaction, you can select between Job or Transaction detail levels here. Otherwise, this setting will be at the Job detail level only.</td>
</tr>
<tr>
<td>Cost type totals by</td>
<td>Indicate how you want the summaries at the end of the report totaled: by Classification or by Cost type.</td>
</tr>
<tr>
<td>Include jobs without transactions</td>
<td>By default, only jobs that have transactions will be included on the report. Turn this option on to Include jobs without transactions.</td>
</tr>
</tbody>
</table>

### Job Inspection Worksheet

This report is useful for Managers to do an inspection of the progress of a Job. It includes blank lines for the Manager to enter the estimated number of units or estimated additional costs to complete the Job. You can print several Jobs on one report, or focus the worksheet on one Job, or even one Phase of a Job.

To print this worksheet, select **Job Inspection Worksheet** from the **Reports | Worksheet Reports** menu.

Select a range of **Jobs, Phases, Categories, and/or Report Groups** to include in your worksheet. You may also use the **Job Selection** button to view a list of the selected jobs and to mark or unmark jobs to select a non-contiguous range of jobs. If you want storage amounts for material estimates to be included in the sheet, make sure that you have the option, **Show storage**, enabled. You can also elect to **Suppress cost amounts** by clicking the option below.
AIA Billing Worksheet

This report is used in the United States and echoes the American Institute of Architects' form G703. Its purpose is to assist the user in preparing their G702 Application for Payment form.

In order to be useful, you must first ensure that you track a job's revenue at the phase or category level. You must also track materials in storage. Make sure you have posted all cost transactions for the jobs being billed prior to running the AIA Billing Worksheet report.

It may be important to note that (e) Work this Period and (f) Materials Stored amounts may not reflect the actual costs incurred during the transaction period entered, if you have balanced forward any of the transaction details for that job.
Retainage Aging Reports

These reports will print summaries of retainage aging for Payables and Receivables.

Retainage Payable Aging Report

To print this report, select Retainage Payable Aging Report from the Reports | Retainage Aging Reports menu.

You can refine the scope of the report by selecting ranges of Jobs, Phases, Categories, and/or Report Groups. You may also use the Job Selection button to view a list of the selected jobs and to mark or unmark jobs to select a non-contiguous range of jobs.

In the Run date field, JobCost will automatically select today’s date. However, if you want to calculate the aging amounts by a different date, select that date here.

By default, only jobs that have transactions will be included on the report. Turn this option on to Include jobs without transactions.

You can also change the aging periods using the Aging periods 0 to fields.

Retainage Receivable Aging Report

This report works in the same manner as the Retainage Payable Aging Report described above. To print this report, select Retainage Receivable Aging Report from the Reports | Retainage Aging Reports menu.
Custom Reports

Users of SAP’s Crystal Reports 2011 or higher can create custom reports and have them appear on the Reports menu in Adagio OrderEntry. This allows users to print, preview and export custom reports without needing to run Crystal Reports. This saves you from having to start Crystal Reports, find the desired report, and use the Set Location or Verify database functions if the report is printed for multiple companies.

This feature requires that the site have a copy of SAP’s Crystal Reports 2011 or higher installed in order to access the designer and write the custom report.

Run-time parameters can be used for ranges and dates. They are usually required because in most cases you want to select data rather than print all information in the file. You will be prompted for the parameters when you print a custom report that uses Run-time parameters.

Custom reports do not have to be limited to reports for Adagio OrderEntry. They can be for any Adagio application, although you may want to separate your custom reports by application.

Security Groups in Adagio are supported, allowing you to restrict certain users from printing custom reports. Refer to the online Help documentation for more detailed information.
Adagio JobCost allows you to export several different types of information for use in other programs. You can also import the information which can save you from re-entering the information if you already have it in another program. The following can be imported and exported:

- Jobs
- Job estimates
- Phases
- Categories
- Customers
- Managers
- Bill batches
- Cost batches
- Timecards
- Employees
- Earning Codes
- Classes

This chapter explains how to use the import and export functions, which work in a similar manner.
Importing & Exporting

Importing & Exporting

Importing and Exporting have similar screen layouts. We'll explain how to use these windows based on importing a file.

Importing is useful when making a large number of changes to your data or when the data is interfaced to other programs that Adagio JobCost cannot retrieve from. Exporting is useful when you want to use your JobCost data outside of the program, for reporting or for updating other programs.

When you select the Export or Import function from the File menu, a fly-out menu appears with an option to export or import jobs, job estimates, phases, categories, customers (Adagio JobCost customers; use Adagio Receivables for Receivables Customers), managers, bill batches, cost batches, timecards, employees, earning codes or classes.

To import a file:

From the File | Import menu, select what you want to import (i.e. Jobs, Phases etc.). This will open the Import window.

To export a file:

From the File | Export menu, select what you want to import (i.e. Jobs, Phases etc.). This will open the Export window.

Working with Templates

When you are importing or exporting in Adagio JobCost, the import/export functions allow you to save your import/export settings in a template format, so that you can easily use them again without having to define your import/export preferences each time.

For our example, we will show you the Import Jobs window and discuss using templates here. Templates work in the same manner regardless of the import or export function you are working with.

When you select an import or export function, the top of the window will always contain your template options.

Template

The top of this window displays a Template option. If export or import data in more than one configuration or from more than one software program, select New and
enter a template name that will reflect the choices that you will make for the data to be exported. Future exports/imports can then be selected by way of the template name, saving you the time of reentering configuration information. Templates can also be deleted or saved under other names via the buttons to the right of the Template field.

To create a new template, click New and enter a template name. You can also delete or save templates under other names using the buttons to the right of the Template field.

If you are modifying the default template, you will have to save it under a new name; you cannot change the default import/export settings.

All templates on file (for this particular import or export function) will appear in the Template field’s drop-down box. Once you have created a template, or if you want to modify an existing template, you must first select it from the drop-down box and then proceed to make your changes in the tabs that appear below the template options.
Importing & Exporting

File Information Tab

Once you have entered a template name, or have selected a template to use or modify from the Template field drop-down list, use the following table to complete the fields on the File Information tab of this window.

The File Information tab allows you to select the file type and file name to be imported and to set certain import options.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
</table>
| File format            | Adagio JobCost records can be imported from or exported and read by spreadsheet and database programs. The following file formats are the export/import menu options: ASCII CSV (Delimited), ASCII Fixed Length, Excel, Lotus 123, dBase III, FoxPro, Clipper, Symphony, Quattro Pro, PSV delimited file. Select the format of the file you want to import. For example, if you wish to import data from a standard database or spreadsheet file, then import that file here by selecting the appropriate file format. Common file formats include:  
  - Excel (Versions 2.1 - 5.0)  
  - ASCII CSV (Delimited) - otherwise known as “comma separated value.”  
  - ASCII Fixed Length |
| File name              | Select the default location or indicate a new location for the file. For exporting, this is the file the exported records will be written to. For importing, this is the file that contains the information that you wish to import. |
| Title record included? | Select this option if you want to include the field names included in your export or if there is header information in the first record of the import file. |
| Overwrite existing file? | This option is only available when exporting. Select this option if a previously exported file is to be overwritten. |
### Importing & Exporting

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overwrite records?</td>
<td>This option is only available when importing. Select this option if you intend to replace existing information on the record.</td>
</tr>
<tr>
<td>Add new records?</td>
<td>This is an import only option. Select this option if you want to add the new records that are contained in the import file in addition to (or instead of) updating existing ones.</td>
</tr>
<tr>
<td>Use 4 digit years?</td>
<td>This option is only available when importing. Select this option if your import file contains 4 digit years in the date fields.</td>
</tr>
</tbody>
</table>
| Delete import file on success? | This is an import only option. Turn this option on if you want the import file to be deleted once all records have been successfully imported. This reduces the possibility of accidentally importing the same file again.  

NOTE: It’s wise to leave this option turned off if this is the first time you are importing this type of file, to ensure that you have selected all the correct options, and everything is set up correctly. |
| Allow extended character set? | This option is only available when importing. If your database includes characters that are not in the basic character set (for example, if your database includes accented letters), turn this option on and Adagio will use the extended character set when it imports the file. |
| CSV Separator          | If you have selected ASCII CSV (Delimited) as the file format to import, you can enter the separator used to separate fields in the file you are importing. The default is a comma, which means that data can be read correctly by most database programs, including Excel. |

After you have completed this screen, click the Import Field Selection tab.
Field Selection Tab

On this screen you can select the fields that you want included in the Export or Import by clicking on the right point arrow to transfer fields from the Field Selection list to the Export file fields/Import File fields list. You can also remove fields via the left arrow. Double-headed arrows allow you to add or remove all fields at once.

Fields can be reordered by the up and down arrows to the right of the Export file fields/Import file field box.

The Filler button allows you to insert filler fields if, for example, the program to which you are exporting requires that all records be a specific length or if the import file contains fields that Adagio JobCost does not use.

For the default Templates, the Export field fields/Import file fields box lists all possible fields that you can export/import.
Properties section

If you highlight a field in the Export file fields/Import File fields list, more detailed information about it will be displayed in the Properties section at the bottom of the Import Field Selection tab. The following table describes the fields in this section of the tab.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This field displays the name of the field. It is for information only and cannot be edited.</td>
</tr>
</tbody>
</table>
| Type  | This fields indicates the type of the selected field. Adagio automatically selects the type for you. However, for some fields, it can be edited. For Date fields, the type can be ASCII - YYYYMMDD, Date, or String Data Types. Dates: For date fields, you have 3 possible formats to chose from:  
  - ASCII YYYYMMDD – 2 or 4 digit year formats are allowed (“030128” or “20030128”). This is the recommended format for Import.  
  - Date – The Julian date format as a number of days since Dec 31 1899. (i.e. 37649).  
  - String – 2 or 4 digit year formats are allowed (“030128” or “20030128”). Strings Setting an offset for a field, larger than zero, will skip that many characters from the beginning of the string. Extra characters after the defined field length will be ignored. Numbers: For numbers fields, the type can be set to Number or String. Negatives use a leading ‘-’. If decimal amounts are required, they must be entered into the import file. Booleans:  
  - “True” can be defined either as an Integer, as the number 1, or as a one-character string: T or Y.  
  - “False” can be defined either as Integer, as the number 0, or a one-character string: F or N. |
Importing & Exporting

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Width</td>
<td>Indicates the width of the selected field. This can be edited when available. Enter the width of the field in number of characters. This may be useful if you know that the program to which you are exporting requires a certain field length.</td>
</tr>
<tr>
<td>Field number</td>
<td>This field displays the field number (or order number, as in the order in which the field appears in the import file).</td>
</tr>
<tr>
<td>Field offset</td>
<td>This option appears only when importing files. If you want to offset the contents of a field by a certain number of characters, enter that value here (when available). For example, with a <strong>String data</strong> type field, setting a 2 offset for a field will skip two characters from the beginning of the string.</td>
</tr>
</tbody>
</table>

**Note**

For importing Jobs, Phases, Categories, Managers and Adagio JobCost Customers, the Code field is a required field.

Do not import these code fields with leading zeros. The leading zeros will be trimmed. This applies to all code fields: Job code, Manager code, Customer code, Phase code, Category code. XXX check this later, Bob is still trimming Employee and Earning codes and we don't want that XXX revise dependant on who wins :)
Field Defaults Tab

This tab is only available when Importing files. The Field Defaults tab allows you to set a default value for required fields, such as manager code or customer number. For example, if you were importing a file that included a Manager code value of KP, you can set KP as the default value using this tab.

Field Defaults tab of the Import window

Default Selection

This area of the Field Defaults tab allows you to change the default values for any field that you have not yet selected to import on the Import Field Selection tab. The fields you add here will be included in the import, but with the default values that you specify.

Add the fields using the arrow buttons, then select the field in the Default Fields list and change the name, type, value or width using the fields under Properties.
Importing & Exporting

Properties

If you highlight a field in the Default fields list, more detailed information about it will be displayed in the Properties section:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>This field displays the name of the field. It is for information only and cannot be edited.</td>
</tr>
<tr>
<td>Type</td>
<td>This field indicates the type of the selected field. It is for information only and cannot be edited.</td>
</tr>
<tr>
<td>Value</td>
<td>Enter in the value according to the Type of field:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Dates</strong> - Dates can be selected from the calendar. The default date comes from the session date.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Strings</strong> - Enter a value no wider than the width of the field.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Numbers</strong> - Enter the amount you want each record to have. Negatives use a leading ‘-’.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Integers</strong> - Enter the value that corresponds to the amount or the menu selection that you want to use. For example: for Percentages, enter in a number up to 99.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Revenue Recognition Method</strong> - Enter the number that corresponds to the Revenue Recognition method. For example: 1 for Completed Contract, 4 for Billings and Costs. (See the following section for a list of coded values.)</td>
</tr>
<tr>
<td></td>
<td>- <strong>Booleans</strong> - You may select True or False.</td>
</tr>
<tr>
<td>Width</td>
<td>Indicates the width of the selected field. It is for information only and cannot be edited. It will show you the maximum width of the value that can be entered.</td>
</tr>
</tbody>
</table>

Importing Final Steps

Make your changes on the Import Fields Selection page; and then do the same with the Field Defaults tab.

If you are comparing an Import Template to an Import file to verify that they match, you can print the Import template. Click the Print button to get a report that shows the Import file name and location, the options selected on the File Information page, the fields selected in the import file fields list, their field type, length and offset, and any defaults defined on the Field defaults list.
After you have made your import selections click on the **Save** button to save your choices and then click on the **Import** button to import the data.

*Note:*

The fields available for importing and exporting are not identical. You should be aware that if you use the default export template, for example, you may not later re-import this file and have all of the same information imported. Some of the export fields cannot and some of them should not be imported back into the program.

Some of the fields may require different formatting. For example, Date fields may export in this format: MMDDYYYY. However, they must be in this format: YYYYMMDD, for import.

**Exporting Final Steps**

After you have made your export selections click on the **Save** button to save your choices and then click on the **Export** button to import the data. You have the option of exporting by a range of codes or batch numbers.

If you want to create a new export template, click the **New** button and enter a description for the new template. Click **OK**. The selections you made for the export will be saved in a template with this name.

If you have tried to export a file and you have opened the file in, for example, an Excel spreadsheet, you will receive an error message indicating that the export of data cannot take place if you try to export the file again. To avoid this error message, close the file in the spreadsheet program.

When you are ready to Export, click the **Export** button. Fill out the fields to indicate a range of codes or batch numbers to export. Click the **Export** button when you are ready to export.

**Import Specific Notes**

Please refer to the Adagio JobCost online Help documentation and the Import/Export TechTips on www.softrak.com under Support for detailed information about import formats.
Adagio JobCost has the facility to pass customizable information to the Description field in Adagio Ledger when JobCost batches are retrieved into Adagio Ledger. This is accomplished using User Defined codes.

Depending on the version of Adagio Ledger being used, JobCost will populate either one or two Ledger description fields with User Defined codes. If Ledger v9.x exists, the System Settings tab of JobCost's Company Profile will allow passing User Defined codes to two description fields.
User Defined Codes

User Defined Codes

On the System Settings tab of the Company Profile, select User defined from the dropdown for Send to G/L Description. The screen will change, depending on the version of Adagio Ledger being used, and look similar to the following:

![Edit Company Profile, System Settings window](image)

There are two (or one depending on the version of Adagio Ledger used) new fields available.

You may enter one or more User defined codes in the User defined format field(s), along with any additional characters you choose to enter as information separators.
The following table defines each of the available User Defined codes that may be passed from Adagio JobCost to Adagio Ledger’s description field(s).

<table>
<thead>
<tr>
<th>Code</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%job</td>
<td>Job</td>
</tr>
<tr>
<td>%jd1</td>
<td>Job description 1</td>
</tr>
<tr>
<td>%jd2</td>
<td>Job description 2</td>
</tr>
<tr>
<td>%phs</td>
<td>Phase</td>
</tr>
<tr>
<td>%cat</td>
<td>Category</td>
</tr>
<tr>
<td>%est</td>
<td>Estimate job-ph-cat</td>
</tr>
<tr>
<td>%ref</td>
<td>Reference</td>
</tr>
<tr>
<td>%dno</td>
<td>Document number</td>
</tr>
<tr>
<td>%des</td>
<td>Description</td>
</tr>
<tr>
<td>%cst</td>
<td>Customer code</td>
</tr>
<tr>
<td>%cnm</td>
<td>Customer name</td>
</tr>
<tr>
<td>%ven</td>
<td>Vendor code</td>
</tr>
<tr>
<td>%vnm</td>
<td>Vendor name</td>
</tr>
<tr>
<td>%mgr</td>
<td>Manager code</td>
</tr>
<tr>
<td>%nmn</td>
<td>Manager name</td>
</tr>
<tr>
<td>%psq</td>
<td>Posting sequence</td>
</tr>
<tr>
<td>%bat</td>
<td>Batch number</td>
</tr>
<tr>
<td>%ent</td>
<td>Entry number</td>
</tr>
<tr>
<td>%os1</td>
<td>Optional string 1</td>
</tr>
</tbody>
</table>
### User Defined Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>%os2</td>
<td>Optional string 2</td>
</tr>
<tr>
<td>%os3</td>
<td>Optional string 3</td>
</tr>
<tr>
<td>%od1</td>
<td>Optional date 1</td>
</tr>
<tr>
<td>%od2</td>
<td>Optional date 2</td>
</tr>
<tr>
<td>%oa1</td>
<td>Optional amount 1</td>
</tr>
<tr>
<td>%oa2</td>
<td>Optional amount 2</td>
</tr>
<tr>
<td>%ou1</td>
<td>Optional unit 1</td>
</tr>
<tr>
<td>%ou2</td>
<td>Optional unit 2</td>
</tr>
<tr>
<td>%xid</td>
<td>Code number (Vendor or Customer depending on batch type)</td>
</tr>
<tr>
<td>%xnm</td>
<td>Code name (Vendor or Customer depending on batch type)</td>
</tr>
</tbody>
</table>

You may enter more than one User defined code in a field. For example, you might want to pass both the Document number and the Customer number to the Ledger description field. Typing %dno, %cst would pass the up to 16 character Document number, a comma and the up to six character customer number for a total of 23 possible characters. The comma is optional but may be used as a separator. You could enter any combination of characters as separators, or enter none at all. Be aware that each additional character adds to the total possible characters being passed from JobCost to Ledger’s description field. If multiple codes are used, long fields need be last.
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