

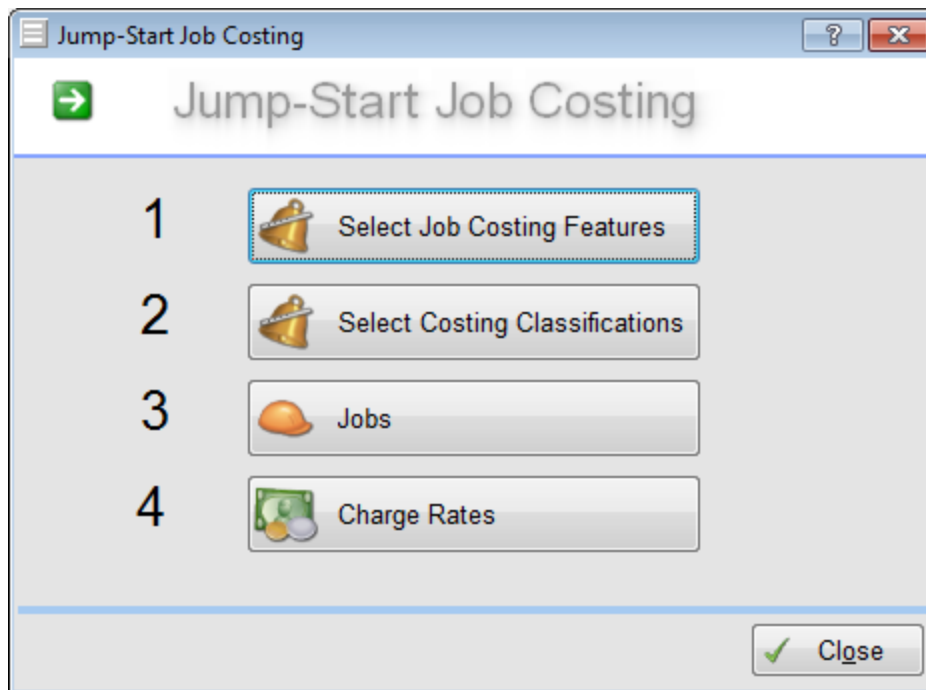
This Jump-Start wizard is used to select and define the Job Costing options which are to be used

CONTENT

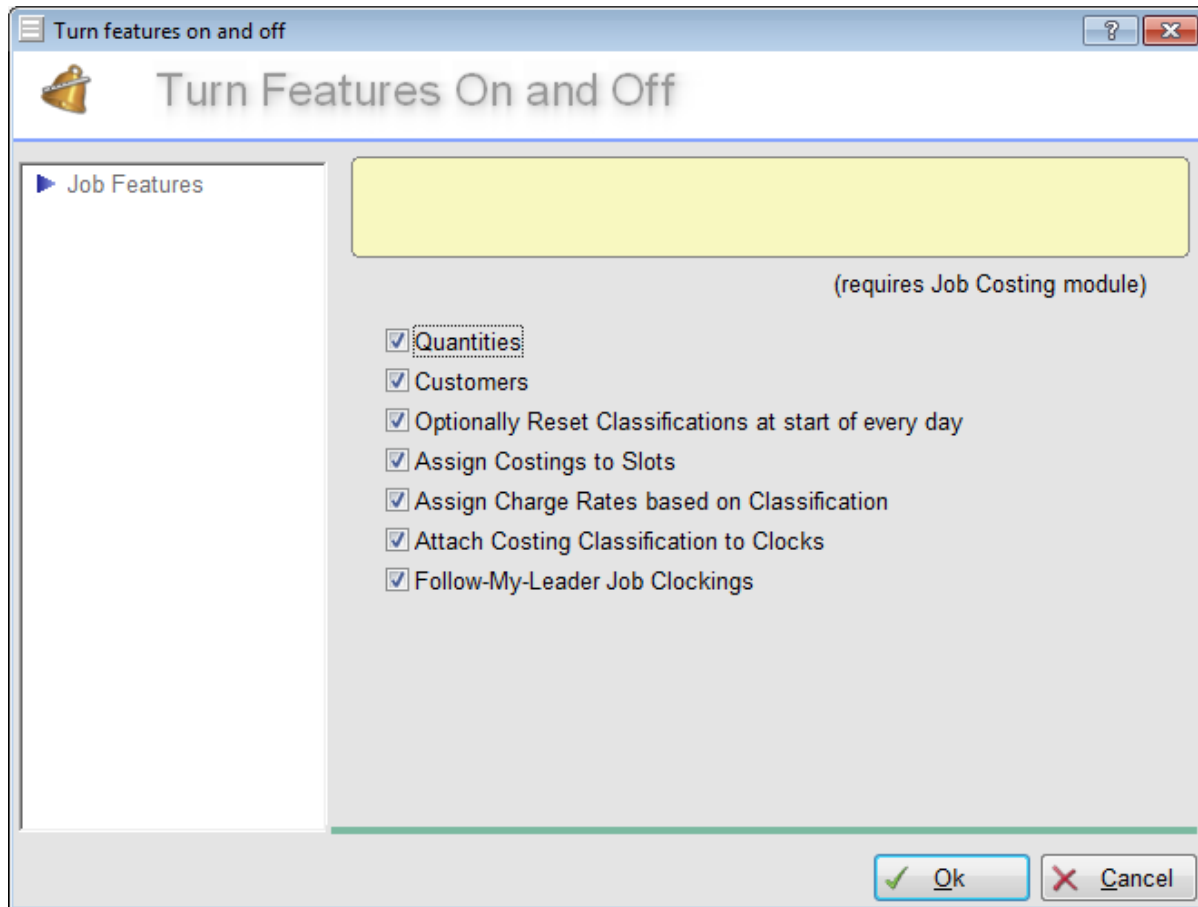
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Setting up Job Costing Options

When the initial TNA *Jump Start* option window is displayed, select the **Job Costing** button and the following window will be displayed.

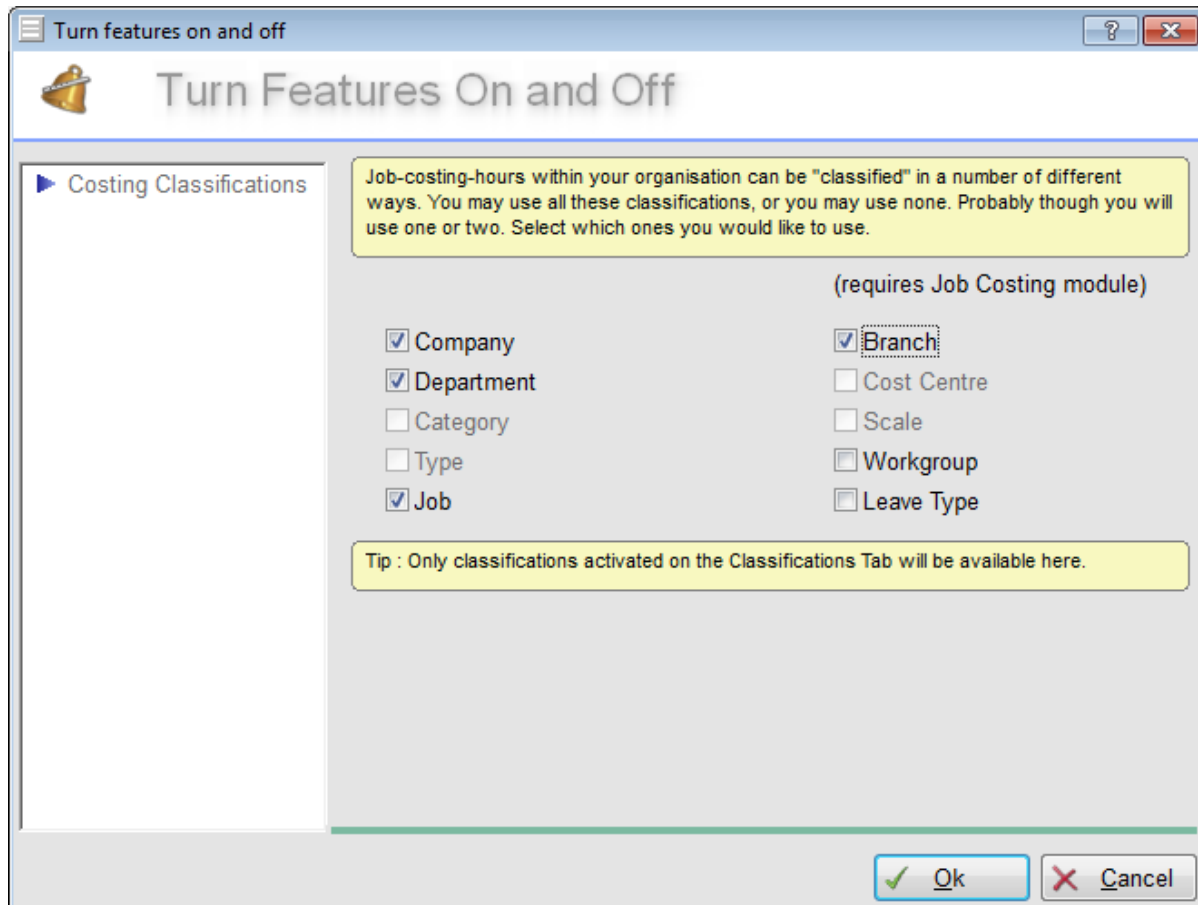


Click the **Select Job Costing Features** button and use the check boxes to select which Job Costing Features are to be used with the Job Costing Module.




Select Costing Classifications - (Step 2)

The Job Costing Classifications are the different Company defined Classifications that can also to be used for Job Costing. Click the **Select Costing Classifications** button and use the Classification check boxes and select the classifications that are to be used for Job Costing.



Please Note: The Job Classifications are used if particular dedicated Jobs are to be managed and also where cost and billing are required.

Defining Jobs - (Step 3)

Click the **Jobs** button and when the *Browse Jobs* window is displayed select the  **Add** button.

Browse Jobs

From Date: 01/01/2013 Show Closed Jobs

Job Code	Job Number	Description	Status	Open Date	Finished

Send To Add Change Remove Close

Select the **General** option and use the supplied options to capture the general job related information.

Update Job

General
Job Management
Customer
Advanced

Job Code: C001
Job Number: 3,001
Description: Welding
Open Date: 07/01/2013
Expected Finished Date: 11/01/2013
Finished Date: 0 0 0
Closed Date: 0 0 0

Status
 Open
 Finished
 Closed

Ok Cancel

Select the **Job Management** option. Job Management allows the expected cost of the job to be entered. Irrespective if charge rates are being used or not, the actual cost values or hours and also the expected

number of units expected to be manufactured can be entered here. By using this figure and comparing it with the job hours to date, you will be able to calculate a percentage completion. Taking the expected finish date into consideration, the production planner can estimate the jobs progress in relation to the actual production on floor level.

The screenshot shows a software window titled "Update Job". On the left is a sidebar with a tree view containing "General", "Job Management" (selected), "Customer", and "Advanced". The main area contains several input fields: "Expected Cost" (0.00), "Actual Cost" (0.00), "Unit" (empty), "Expected Quantity" (0.000), and "Actual Quantity" (0.000). To the right of these fields is a "Comment:" label and a large empty text area. At the bottom right are "Ok" and "Cancel" buttons.

Select the **Customer** option. Use the **Customer** select button to select the required customer from the list and also type in the particular clients **Order Number** for the job.

Update Job

Customer: ?

Order Number:

Ok Cancel

Code	Company	Contact	Phone
01	ABC Engineering	Mr Tredoux	011 555 5555

Select Close



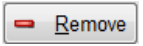
If a customer is to be added, right-click the mouse and then select the Add option from the pop-up menu. and fill in the required customer information.

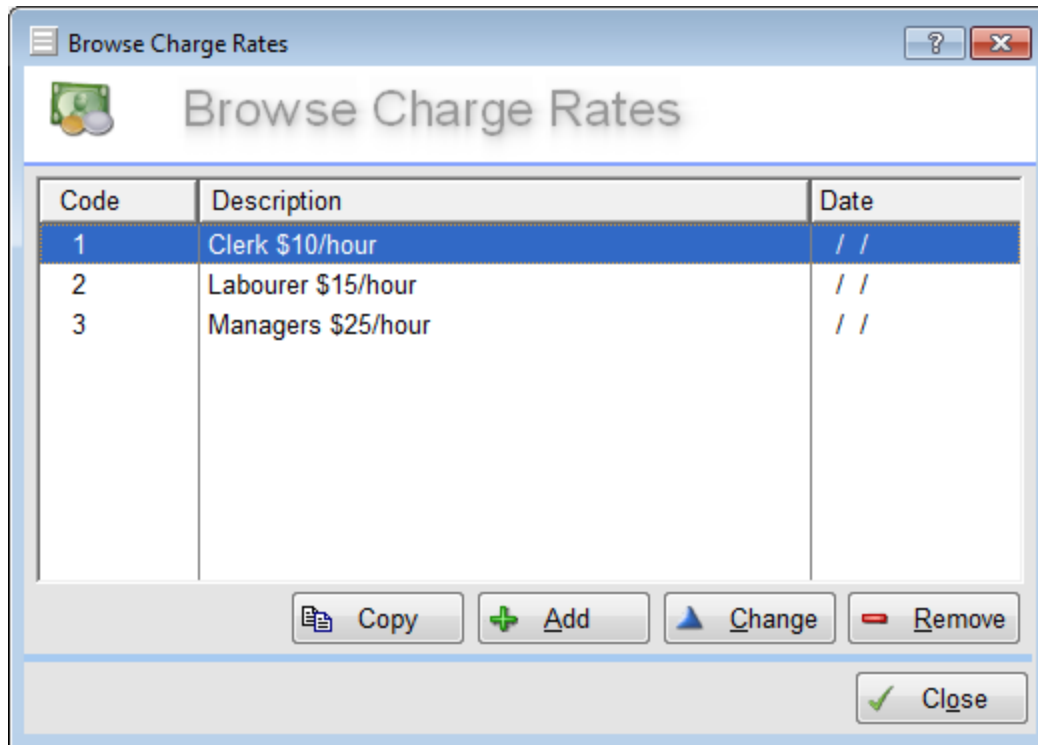
Charge Rates - (Step 4)

Charge rates allow you to enter values for an employee's calculated hours per time category. The cost column is the cost to company for an employee per hour at the selected time category. The bill column is the values a company would ideally like to recover when billing a client.

For simplicity's sake, it is recommended that you create a charge out rate per group of employee who's cost the company is the same, i.e. Grade 1 Technical. There is nothing stopping you from create personalized charge out rates, but remember the effort required when pay structures change!

Once all the charge out rate groups has been created, then employees can be assigned to the applicable rate. The assigned charge out rates allows for reporting by cost and billable man hours as a list or as a graph.

Click the **Charge Rates** button and select the  **Add**,  **Change** or  **Remove** button to add, change or remove the required charge rates.



The screenshot shows a window titled "Browse Charge Rates" with a table containing three rows of data. The table has three columns: "Code", "Description", and "Date". The first row is highlighted in blue and shows "1", "Clerk \$10/hour", and " / /". The second row shows "2", "Labourer \$15/hour", and " / /". The third row shows "3", "Managers \$25/hour", and " / /". Below the table are five buttons: "Copy", "Add", "Change", "Remove", and "Close".

Code	Description	Date
1	Clerk \$10/hour	/ /
2	Labourer \$15/hour	/ /
3	Managers \$25/hour	/ /

Use the **Code** and **Description** text boxes to define the particular Charge Rate so that it can be easily identified. Use the **Rates** column to define the particular rate and then the **Cost** columns for the actual cost to company (**Extra** being the overtime rate and **Normal** the normal cost rate). The **Billing** columns are for the rates that are to be charged to the customer for the work done. The **Factors** columns are used to define the rates that are to be charged if the employee works while on leave or on a public holiday.

Update Charge Rate

Code:

Description:

Date: ?

Rate	Cost			Bill			Factors	
	Extra	Normal	Ot 1.5	Extra	Normal	Ot 1.5	Leave	Holiday
A	0.00	15.00	22.50	10.00	20.00	30.00	10.00	11.00

Ok Cancel

Permalink: <http://tinyurl.com/my4a6wp>