

# Job Cost

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# Job Cost

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The Down To Earth Job Cost application enables you to

- Track the cost of time, labor, and materials on a project
- Prepare budgets and field estimates for a project
- Process time, cost, and billing information for various jobs and cost categories
- Compare budgeted job costs to actual job costs
- Print management reports

You are not required to use any other Down To Earth applications with Job Cost. However, if you use the Down To Earth Accounts Payable, Payroll, and Accounts Receivable applications, transactions are automatically transferred to the job files during the posting processes in these other applications.

# 1 Getting Started

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Select “Job Cost” from the Inventory Control menu column to access the Job Cost application and display its main menu. Before you begin using Job Cost, you must perform the following functions in the order specified below.

1. Determine how expenses will be identified in your company. To do this, make a list of the types of expenses incurred, and assign each expense a one- or two-digit cost indicator code (up to eleven codes). Codes may begin with any letter or number, but codes beginning with 2 (20, 21, etc.) will indicate subcontractor costs. Follow the instructions in the section, “Setting up your company.”
2. Make a list of the jobs your company is working on, and assign to each job a unique code up to four characters long and a job description. If you plan to use the one-character **Contract type** field, you may want to make a list of contract types for your own information. Then enter this and other job information by following the instructions in the section, “Establishing job master records.” You should print a Job List Report for future reference (see the section, “Printing a list of jobs” within “The Reports Menu Column” chapter of this manual).
3. You or your system manager should establish a list of division, phase, and subphase codes before beginning to use the Job Cost applications. To enter this information, follow the instructions in the sections, “Defining division records,” “Defining phase records,” and “Defining subphase records.” You should print a Phase/Subphase Report for future reference (see the section, “Printing a list of divisions, phases, and subphases” within “The Reports Menu Column” chapter of this manual).

Division, phase, and subphase groups are used together for job cost tracking and reporting. For example, the groupings for division might be **10-commercial** and **20-residential**. The groupings for phase might be **100-site work**, **200-framing**, **300-plumbing**, etc. The groupings for subphase might be **10001-survey**, **10002-land clearing**, **10003-staking**, etc. We suggest you use at least the phase and subphase groupings, although you may not need to track costs by division.

4. Make a list of subcontractors your company uses, and for each one create a unique identification code up to six characters long. You should also include name, address, and status information, as well as the division, phase, and subphase to which this subcontractor is assigned. Refer to the section, “Establishing subcontractor records,” for more instructions on entering subcontractor information. You should print a Subcontractor Report for future reference (see the section, “Printing a Subcontractor Status Report” within “The Reports Menu Column” chapter of this manual).

If your company uses the Down To Earth Accounts Payable application, and one or more of your vendors will be a subcontractor in the Job Cost application,

you can enter the vendor ID in place of the subcontractor number. The rest of the information on that vendor will be copied to the subcontractor file.

5. Determine the cost category groupings to be used in calculating budgets and reports. A cost category is made up of a specific combination of job factors and includes a job number, division, phase, subphase, cost indicator, and subcontractor number. For every new combination of factors, you must create a new cost category (in other words, a new grouping).

To create new cost categories for a job, follow the instructions in the section, “Defining cost category records.” We suggest you enter **all** cost categories for you first job at the same time. If you have several jobs that use the same cost categories, you may want to use the “Copy cost categories” function to quickly duplicate your entries; follow the instructions in the section, “Copying job cost categories.” You should print a list of all cost categories for a job to have for reference during data entry. To do this, print one or more budget worksheets (see the section, “Printing cost category budget worksheets” within “The Reports Menu Column” chapter of this manual).

6. Using the budget worksheets, prepare the appropriate budget information for each job. Enter this information into the Job Cost application by following the instructions in the section, “Entering cost category budgets.”

## 2 The Maintenance Menu Column

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From the Job Cost Maintenance menu column you can perform the following tasks:

- Add, change, or delete job information, including job number and description, starting and completion dates, contract amount and type, customer, estimator, job location, total units of measure, and whether or not the job is government certified
- Maintain codes and descriptions for divisions, phases, subphases, subcontractors, or cost categories
- Add, change, or delete information on subcontractors and cost categories
- Prepare a new job budget or revise an existing budget
- Set up the company for which you are processing Job Cost information
- Add, change, or delete information on cost indicators
- View job file information on the screen

### 2.1 Establishing job master records

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Before you begin using the Down To Earth Job Cost application, you must create a record for each type of job. You can maintain this information by adding new jobs or changing information on existing jobs. (If you want to close a job, see the section, “Closing out a job” within “The Miscellaneous Menu Column” chapter of this manual) You can also display or print a list of job file information in numerical order by job number for your reference.

To add or change job master records, select “Jobs” from the Maintenance menu column. Down To Earth will display the Job Maintenance window.

#### Job Maintenance window

**Job number:** Enter a unique job number code, up to four characters in length. Down To Earth will use this code to identify the job throughout the Job Cost application. If the ID code you enter has already been defined, its definition is displayed in the remaining data fields.

You can use any combination of letters and numbers; for example, you might assign codes that begin with the letter A to jobs under \$100,000. If the ID code contains only numbers and is less than four characters long, Down To Earth automatically right-justifies it and fills the blank spaces with zeros. For example, if you enter **12** in

this field, Down To Earth will display the code as **0012**. If the ID code includes any letters, Down To Earth automatically left-justifies it.

If you are changing data for an existing job, you can use the “Find” shortcut to search for the correct job number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Description:** Enter a brief description of this job, up to 30 characters in length. Down To Earth will display and print upper and lower case characters exactly as you type them, so be sure to enter all data exactly the way you want it to appear in reports.

**Start date:** Enter the date this job will begin. To enter today’s date, just press <Return>.

**Completion date:** Enter the scheduled completion date for this job. If the completion date has not yet been determined, just press <Return> to enter **0/00/0000** in this field.

**Contract amount:** Enter the amount of this contract, up to a maximum value of **99,999,999.99**. If you enter a whole number, it’s not necessary to include a decimal point; Down To Earth will insert it for you. If the contract amount has not yet been determined, just press <Return> to enter **0.00**.

**Customer:** Optional. Enter the name of the customer for this job. You can enter up to 35 characters. To leave this field blank, just press <Return>.

**Contract type:** Optional. Enter a user-defined, single-character code to represent the contract type. You or your system manager should have established a list of contract type codes before beginning to use the job cost application. Some examples are **F** for fixed rate or **C** for cost plus.

**Estimator:** Optional. Enter the name of the estimator for this job, up to 30 characters in length. To leave this field blank, just press <Return>.

**Location:** Optional. Enter the name of the location for this job, up to 30 characters in length. To leave this field blank, just press <Return>.

**Certified job:** From the displayed selection window, select **Yes** if this job is government certified and you are using the Down to Earth Payroll application. The Payroll application will print a special payroll register that includes any government-certified jobs. If this is not a certified job or you are not using the Payroll application, just press <Return> to accept the default of **No**.

**Total:** Enter the total units of measure for this project, if applicable. The measurement you entered in the **Unit descr** field of the “Company Maintenance” option will be displayed to the right of this field and will be the default value on job reports. The maximum value allowed in this field is **99,999,999**. If you haven’t yet determined the total units of measure, just press <Return> to accept the default of **0**.

When you're sure your data is correct, press <Return> to clear the window so you can enter information on other jobs. If you're finished entering job information, press the "Exit window" shortcut to return to the Maintenance menu column.

## 2.2 Defining division records

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Division records are user-defined cost groupings that are used for Job Cost reporting. Division records can be used in conjunction with phases and subphase records to create overall phase groupings for your budget. For example, a phase grouping of **11-500-30000** on a budget worksheet may mean the division of **11** (residential remodel), the phase is **500** (interior finish), and the subphase is **30000** (demolition).

You or your system manager should have established a list of division codes before beginning to use the Job Cost application. For example, the groupings for division might be **10** (commercial remodel) and **11** (residential remodel).

We suggest you use at least the phase and subphase groupings, although you may not need to track costs by division. Even if you are not using divisions or phases, you must add a code of zero (0) to the file for each.

To create division records or to change or delete the data in an existing record, select "Division" from the Maintenance menu column. Down To Earth will display the Division Maintenance.

### Division Maintenance window

**Division code:** Enter a division code of up to two digits. You must set up at least one division, even if you don't plan to use it. You can assign it a code of **0**, which is the default division code throughout the Job Cost application.

If you're changing an existing division code, you can use the "Find" shortcut to display a numeric list of divisions and select the one you want.

**Description:** If you're adding a new division code (including **0** if you don't use divisions), enter a brief description here. You can use up to 30 characters.

If you're changing the description for an existing division code, simply type over the existing description.

When you're sure your data is correct, press <Return> to clear the window so you can enter another division code. If you're finished entering division codes, press the "Exit window" shortcut to return to the Maintenance menu column.

## 2.3 Defining phase records

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Phase records are user-defined cost groupings that are used for Job Cost reporting. Phase records can be used in conjunction with division and subphase records to create overall phase groupings to track job costs in the budget. For example, a phase

grouping of **11-500-30000** on a budget worksheet may mean the division is **11** (residential remodel), the phase is **500** (interior finish), and the subphase is **30000** (demolition).

Tracking costs by phase is optional, but we suggest you use at least the phase and subphase groupings. You or your system manager should have established a list of phase codes before beginning to use the Job Cost application. The phase groupings within division **11** (residential remodel) might be **100** (site work), **200** (framing), **300** (plumbing), etc.

To create phase records or to change or delete the data in an existing record, select “Phase” from the Maintenance menu column. Down To Earth will display the Phase Maintenance window.

## Phase Maintenance window

**Phase code:** Enter a phase code of up to three digits. You must set up at least one phase, even if you don’t plan to use it. You can assign it a code of **0**, which is the default phase code throughout the Job Cost application.

If you’re changing an existing phase code, you can use the “Find” shortcut to display a numeric list of phases and select the one you want.

**Description:** If you’re adding a new phase code (including **0** if you don’t use phases), enter a brief description here. You can use up to 30 characters.

If you’re changing the description for an existing phase code (including **0** if you don’t use phases), simply type over the existing description.

When you’re sure your data is correct, press <Return> to clear the window so you can enter another phase code. If you’re finished entering phase codes, press the “Exit window” shortcut to return to the Maintenance menu column.

## 2.4 Defining subphase records

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Subphase records are user-defined cost groupings that are used for Job Cost reporting. Subphase records are required and can be used in conjunction with division and phase records to create overall phase groupings for your budget. For example, a phase grouping of **11-500-30000** on a budget worksheet may mean the division is **11** (residential remodel), the phase is **500** (interior finish), and the subphase is **30000** (demolition).

We suggest you use at least the phase and subphase groupings. You or your system manager should have established a list of subphase codes before beginning to use the Job Cost application. For example, the subphase groupings within phase **100** (site work) might be **10001** (survey), **10002** (land clearing), **10003** (staking), etc.

To create subphase records or to change or delete the data in an existing record, select “Subphase” from the Maintenance menu column. Down To Earth will display the Subphase Maintenance window.

## Subphase Maintenance window

**Subphase code:** Enter a subphase code of up to five digits. Subphase codes must be unique and must not be **0**.

If you are changing the description for an existing subphase code, you can use the “Find” shortcut to display a numeric list of subphases and select the one you want.

**Description:** Enter a brief description of this subphase. You can use up to 30 characters.

If you are modifying the description for an existing subphase, the description is automatically displayed. Either type over the displayed description or enter a description for the new subphase code you are defining.

When you’re sure your data is correct, press <Return> to clear the window so you can enter another subphase code. If you’re finished entering subphase codes, press the “Exit window” shortcut to return to the Maintenance menu column.

## 2.5 Establishing subcontractor records

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The subcontractor file contains basic information about each of your subcontractors, including address, contact name, telephone number, sort name, status, division, phase, and subphase. You must set up a subcontractor record with at least an ID code, a name, a sort name, and phase grouping information for each subcontractor you plan to use.

If the subcontractor number is already in the Down To Earth Accounts Payable application vendor file, you can transfer the name, address, telephone, sort name, and status information to your subcontractor file in the Job Cost application and make any necessary changes.

To create subcontractor records or to change or delete the data in an existing record, select “Subcontractors” from the Maintenance menu column. You must be logged into the company for which you’re defining the subcontractor. Down To Earth will display the Contractor Maintenance window.

## Contractor Maintenance window

**Contractor ID:** Enter the ID code for this subcontractor, up to six characters in length. You can use the “Find” shortcut to search for the correct ID number. At the **Search name** prompt, either press <Return> or enter the first few letters of the sort name (**not** the subcontractor’s name) to display an alphabetic list of subcontractors.

Select the one you want and press <Return>. When you enter an ID code that has already been defined, its definition is displayed in the remaining data fields.

You can use any combination of letters and numbers. A subcontractor ID can be, for example, the last four digits of the subcontractor's telephone number or an acronym or abbreviation, such as

**DISC** Digital Information Systems Corporation

**IBM** International Business Machines

If you assign numeric subcontractor IDs, you might want to make the first digit meaningful. For example, you might assign codes that begin with the number **3** to all electrical subcontractors and codes that begin with the number **5** to all plumbing subcontractors. This method of assigning subcontractor ID codes will enable you to use the "Find" shortcut to list only subcontractors who offer a particular type of service.

If you are interfacing this application with the Down To Earth Accounts Payable application, and this number has already been set up through "Vendor File Maintenance," just enter the number and press <Return>. The name, address, telephone number, sort name, and status information will automatically be displayed.

When you press <Return>, the code you entered is re-displayed as it will be stored internally. Numeric codes less than six characters long are right-justified and padded with leading zeros. Codes that contain letters are stored and used exactly as entered.

**Name:** Enter the subcontractor's full name, up to 25 characters in length. If this is a new record, the name in this field is copied into the **Sort name** field when you press <Return>. When reports are sorted alphabetically by subcontractor name, the new name used to sort will be the name in the **Sort name** field, not the name entered here. However, when the reports are printed, the subcontractor's full name will be used.

**Address 1 and 2:** Optional. Enter the street address or post office box for this subcontractor in **Address 1**. If a suite number (for example) is required, enter the number in **Address 2**. You can enter up to 25 characters per line. To leave either or both of these fields blank, just press <Return>.

**City:** Optional. Enter the name of the city where the subcontractor's office is located, up to 20 characters in length. To leave this field blank, just press <Return>.

**State:** Optional. Enter the two-character postal code for the state or province where the subcontractor's office is located. To leave this field blank, just press <Return>.

**Zip code:** Optional. Enter the subcontractor's zip code, up to nine characters in length. If you enter all nine characters, Down To Earth will insert a hyphen after the first five characters when it prints the zip code. To leave this field blank, just press <Return>.

**Contact:** Optional. Enter the name of the company representative to contact at this subcontractor's office. You can use up to 25 characters. To leave this field blank, just press <Return>.

**Telephone:** Optional. Enter the telephone number for this company or for the specific contact. Include an area code and/or extension number if desired (up to 12 characters, including punctuation). Down To Earth will **not** automatically insert dashes and parentheses. To leave this field blank, just press <Return>.

**Sort name:** Enter the name you want to use for alphabetic sorting (up to 25 characters). If a sort name is already displayed and you want to accept it, just press <Return>. To change it, type over the existing name. For example, you may want XYZ Company, which is division of ABC, Inc., to be sorted under ABC, rather than XYZ.

If the subcontractor is an individual, or if more than one subcontractor has the same last name, we recommend that you enter the last name immediately followed by the first name, with no punctuation. For example, John Smith's sort name should be entered as **SMITHJOHN** and Robert Smith's name should be entered as **SMITHROBERT** to be sure that John Smith appears first on the alphabetic list.

**Status:** From the displayed selection window, select **Active** if the subcontractor is currently working on a job. Select **Inactive** if the subcontractor is not currently working on a job. If a sub-subcontractor has a status of **Inactive**, you will not be able to assign that subcontractor ID to any job cost categories.

**Division:** Optional. Enter the division of the job cost category this subcontractor is working on. This field is for your information only; if a subcontractor is assigned to more than one division, this should be reflected in the cost category entries. If you aren't using divisions, press <Return> to accept the default code of **0**.

If you don't remember the division you need to enter, you can use the "Find" shortcut to display a list of existing divisions and select the one you want.

**Phase:** Enter the phase of the job cost category this subcontractor is working on. This field is for your information only; if a subcontractor is assigned to more than one phase, this should be reflected in the cost category entries. If you aren't using phases, press <Return> to accept the default code of **0**.

If you don't remember the phase you need to enter, you can use the "Find" shortcut to display a list of existing phases and select the one you want.

**Subphase:** Enter the subphase of the job cost category this subcontractor is working on; if a subcontractor is assigned to more than one subphase, this should be reflected in the cost category entries. Remember that the subphase code cannot be **0**.

If you don't remember the subphase you need to enter, you can use the "Find" shortcut display a list of existing subphases and select the one you want.

When you're sure your subcontractor data is correct, press <Return> to clear the window so you can enter data for another subcontractor. If you're finished entering

subcontractor information, press the “Exit window” shortcut to return to the Maintenance menu column.

## 2.6 Defining cost category records

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A Job Cost category is the assignment of the combinations of divisions, phases, and subphases that are used for a particular job. The category is made up of the job number, division, phase, subphase, cost indicator, and subcontractor number.

Always keep a current list of your job cost categories, which are available on the budget worksheets. You will need this information for most other data entry tasks in the Job Cost application, including time and cost transactions, field estimates, and budget entries and revisions.

The following examples from a budget worksheet illustrate the structure of different cost categories for the same job.

<b>Job</b>	<b>Phase Code</b>	<b>CI</b>	<b>Subcontractor</b>
0003	00-000-10000	1A	000000
0003	00-000-10000	20	000007
0003	00-100-10000	20	000007

- ✓ The first cost category has no division, no phase, a subphase of **10000** (surveying), a cost indicator beginning with **1** (indicating labor costs), and no subcontractor. (A subcontractor is not used when the cost indicator begins with **1**.)
- ✓ The second cost category is similar to the first (no division, no phase, a subphase of **10000**), but the cost indicator begins with **2** (indicating subcontractor costs). The subcontractor number is **000007**. (A subcontractor is required when the cost indicator begins with **2**.)
- ✓ The third cost category is the same as the second, but it has a phase code of **100**.

Each cost category requires its own budget. See the section, “Entering cost category budgets,” for instructions.

Normally you will enter all cost categories for a specific job during the same work session. If you enter additional cost categories immediately after entering your first one, each cost category field will display the same value as the most recent entry. You can either press <Return> to accept the displayed value or type over the value to change it.

If more than one job uses many of the same cost categories, you can set up an original job with the “Cost categories” entry in the Maintenance menu column. You can then copy some or all of these cost categories to other jobs via the “Copy cost categories” entry in the Miscellaneous menu column. Follow the instructions in the section, “Copying job cost categories.”

To create cost category records or to change or delete the data in an existing record, select “Cost categories” from the Maintenance menu column. Down To Earth will display the Cost Category Maintenance window.

## Cost Category Maintenance window

**Job number:** Enter the job number for this cost category, up to four characters in length. This number must have already been established through the “Jobs” menu entry. When you press <Return>, the job description will be displayed.

If you don’t remember the job number you need, you can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Division code:** Enter the division code (up to two characters) used for this particular job and cost category, or press <Return> to accept the number already displayed. This number must have already been established through the “Division” menu entry. When you press <Return>, the division description will be displayed.

You can also use the “Find” shortcut to display a list of existing divisions and select the one you want. If you aren’t using divisions, press <Return> to accept the default division code of **0**.

**Phase:** Enter the phase code (up to three characters) used for this particular job and cost category, or press <Return> to accept the number already displayed. This number must have already been established through the “Phase” menu entry. When you press <Return>, the phase description will be displayed.

You can also use the “Find” shortcut to display a list of existing phases and select the one you want. If you aren’t using phases, press <Return> to accept the default phase code of **0**.

**Subphase:** Enter the subphase code (up to five characters) used for this particular job and cost category, or press <Return> to accept the number already displayed. This number must have already been established through the “Subphase” menu entry. When you press <Return>, the subphase description will be displayed.

You can also use the “Find” shortcut to display a list of existing subphases and select the one you want. Remember that the subphase code cannot be **0**.

**Cost indicator:** Enter the cost indicator for this job cost category. This cost indicator must have already been established in the company file through the “Company” menu entry. Codes beginning with **1** indicate labor costs, while codes beginning with **2** indicate subcontractor costs. Others are user-defined.

**Subcontractor:** Enter the ID code of the subcontractor assigned to this job cost category. This number must have already been set up through the “Subcontractors” menu entry.

You will only be prompted for a subcontractor code if the **Cost indicator** field begins with **2** (subcontractor). If the **Cost indicator** field begins with any other digit or character, the cursor will skip this field and the value **000000** will be entered by default.

If you don't remember the subcontractor's number, you can use the "Find" shortcut to display a list of subcontractors. At the **Search name** prompt, either press <Return> or enter the first few letters of the sort name (not the subcontractor's name) to display an alphabetic list of subcontractors. Select the one you want and press <Return>.

**Unit of measure:** Optional. Enter the unit of measure for this cost grouping. This unit of measure will be used during the "Original budget entry" function and will appear on the budget worksheets and the Job Summary Report. You should have already prepared a list of units of measure (e.g., **YD** for yard, **CY** for cubic yards, and **HR** for hours).

To leave this field blank, just press <Return>.

**% of total area:** Enter the percentage of the total area of the job that is covered by this cost grouping. This field has up to three digits and one decimal place, and the decimal point is required; for example, enter 90 percent as **90.0**. To accept the default value of **100.0** percent, just press <Return> if **100.0** is displayed.



NOTE: This percentage refers to the "units" in the company file, not the units of measure above.

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This percentage is used to calculate unit costs for the Cost per Unit Analysis Report. Most job cost categories should use one hundred percent of the total area. Some, such as different types of flooring, might be defined as portions of the job.

When you're sure your cost category data is correct, press <Return> to clear the window so you can enter data for another cost category. If you're finished entering cost category information, press the "Exit window" shortcut to return to the Maintenance menu column.

## 2.7 Entering cost category budgets

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The purpose of most Job Cost reports is to compare actual job costs to the budgeted amounts. The Job Cost budget amounts include units, unit cost, and total cost. Additional budget amounts for labor costs include crew rate, payroll burden percentage, unit production per hour, and total hours.

You must prepare a separate budget for each cost category. We therefore recommend that you print budget worksheets to list all the cost categories assigned to a particular job before you enter your budget amounts. Follow the instructions in the section, "Printing cost category budget worksheets."

Normally you will enter all cost category budgets for a specific job during the same work session. If you enter additional budgets immediately after entering your first one, each cost category field will display the same value as the most recent entry. Either press <Return> to accept the displayed value, or type over the value to change it.

To enter a budget into the Job Cost application, select the “Original budget entry” entry from the Maintenance menu column. Down To Earth will display the Budget Entry - Original window.



NOTE: The **Job number** through **Subcontractor** fields on this screen must match a valid cost category. The “Amounts” window will be displayed only after the cost category information has been validated.

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See the section, “Entering original budget information,” for procedures to enter cost category budgets.

## Budget Entry - Original window

**Job number:** Enter the job ID code for this cost category budget, up to four characters in length. When you press <Return>, the job description will be displayed.

You can use the “Find” shortcut to search for the job you want. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Division code:** Enter the division code (up to two characters) used for this particular cost category budget, or press <Return> to accept the number already displayed. When you press <Return>, the division description will be displayed.

You can use the “Find” shortcut to display a list of existing divisions and select the one you want. If you aren’t using divisions, press <Return> to accept the default division code of **0**.

**Phase:** Enter the phase code (up to three characters) used for this particular cost category budget, or press <Return> to accept the number already displayed. When you press <Return>, the phase description will be displayed.

You can use the “Find” shortcut to display a list of existing phases and select the one you want. If you aren’t using phases, press <Return> to accept the default phase code of **0**.

**Subphase:** Enter the subphase code (up to five characters) used for this particular cost category budget, or press <Return> to accept the number already displayed. When you press <Return>, the subphase description will be displayed.

You can use the “Find” shortcut to display a list of existing phases and select the one you want. Remember that the subphase code cannot be **0**.

**Cost indicator:** Enter the cost indicator for this cost category budget. Codes beginning with **1** indicate labor costs, while codes beginning with **2** indicate subcontractor costs.

**Subcontractor:** Enter the ID code of the subcontractor for this cost category budget. You will only be required to enter a subcontractor code if the **Cost indicator** field begins with **2** (subcontractor). If the **Cost indicator** field begins with any other digit or character, the cursor will skip this field and the value **000000** will be displayed.

You can use the “Find” shortcut to display a list of subcontractors. At the **Search name** prompt, either press <Return> key or enter the first few letters of the sort name (**not** the subcontractor’s name) to display an alphabetic list of subcontractors. Select the one you want and press <Return>.

When you’re sure your cost category data is correct, press <Return>. You will see the message “Make corrections or press <Return> to complete input.” When you press <Return> again, Down To Earth will check to see if this is a valid cost category. Once the cost category has been validated, an Amounts window will be displayed for you to enter budget information.

**Unit of measure:** When you press <Return> after entering a valid cost grouping, this field will display the unit of measure you entered in the Cost Category Maintenance window. This unit of measure will appear on the budget worksheets and the Job Summary Report.

## Amounts window

Enter the budget amounts in the appropriate fields below, depending on whether or not this is a labor budget. If you have not yet determined the budget amounts, press <Return> to accept the default value of **.00** in all fields.

- ✓ If the cost indicator begins with **1**, this is a labor budget and you can enter amounts in all fields below.
- ✓ If the cost indicator begins with any other digit or character, this is not a labor budget. You can only enter amounts in the first three fields; the others will display dashes and you will not have access to them.

**Units:** Enter the number of units (see the **Unit of measure** field in the Budget Entry - Original window) to be produced for this cost group budget, up to **999,999.99**. If you enter a whole number, it’s not necessary to include a decimal point; Down To Earth will insert it for you. To accept the default value of **.00**, just press <Return>.

You must always enter the number of units, even if this is a labor budget. You can then enter a value in either the **Unit cost** or the **Total cost** field below, and Down To Earth will automatically calculate the other cost field value. The calculated amount will be displayed after you fill out the last field on the screen and press <Return>.

**Unit cost:** Optional. Enter the cost per unit for this budget, up to **99,999,999.99**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you. To accept the default value of **.00**, just press <Return>.

- ✓ If you enter the cost per unit here, Down To Earth will automatically calculate the **Total cost** field.
- ✓ If you do not enter the cost per unit here, you must enter a value in the **Total cost** field; Down To Earth will automatically calculate the **Unit cost** field.

**Total cost:** Optional. Enter the total cost for this budget, up to **99,999,999.99**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you. To accept the default value of **.00**, just press <Return>.

- ✓ If you enter the total cost here, Down To Earth will automatically calculate the **Unit cost** field.
- ✓ If you do **not** enter the total cost here, you must enter a value in the **Unit cost** field; Down To Earth will automatically calculate the **Total cost** field.

**Average crew rate:** Optional. You can only enter a value in this field if this is a labor budget. Enter the average hourly rate for this crew, up to **9,999.99**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you. To accept the default value of **.00**, just press <Return>.

- ✓ If you enter the average crew rate here, you can have Down To Earth automatically calculate the **Production per hour** and **Total hours** fields.
- ✓ If you do not enter the average crew rate here, you must enter a value in either the **Production per hour** or the **Total hours** fields; Down To Earth will automatically calculate the **Average crew rate** field.

The calculated amount will be displayed after you fill out the last field on the screen and press <Return>.

**Burden %:** You can only enter a value in this field if this is a labor budget. Enter the burden percent for this budget (percentage of the hourly rate that is added to the job to cover additional overhead costs), up to **99.99**. If you enter a whole number, it is not necessary to include a decimal point; Down To Earth will insert it for you. To accept the default value of **.00**, just press <Return>.

If you're using the Down To Earth Payroll application, the value of this field depends on the **J/C burden type** you selected when you defined your company in the Payroll application."

- ✓ If the burden type is **A**, the employer's portion of the taxes is considered to be the payroll burden cost; any time entries that come from the Payroll application will put the employer's share of taxes in the burden amount and ignore this percentage.
- ✓ If the burden type is **P**, the burden is calculated using the burden percent rate; this percentage will be multiplied by the total wage from the time entry for this job.

**Production per hour:** Optional. You can only enter a value in this field if this is a labor budget. Enter the average number of units this crew produces each hour, up to **999,999.99**. If you enter a whole number, it's not necessary to include decimal point; Down To Earth will insert it for you. To accept the default value of **.00**, just press <Return>.

- ✓ If you enter the average hourly production here, Down To Earth will automatically calculate the **Average crew rate** and **Total hours** fields.
- ✓ If you do not enter the average hourly production here, you must enter a value in either the **Average crew rate** or the **Total hours** field; Down To Earth will automatically calculate the **Production per hour** field.

The calculated amount will be displayed after you fill out the last field on the screen and press <Return>.

**Total hours:** Optional. You can only enter a value in this field if this is a labor budget. Enter the total number of hours for this cost category budget, up to **999,999.99**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you. To accept the default value of **.00**, just press <Return>.

- ✓ If you enter the total hours here, you can have Down To Earth automatically calculate the **Average crew rate** and **Production per hour** fields.
- ✓ If you do not enter the total hours here, you must enter a value in either the **Average crew rate** or the **Production per hour** field; Down To Earth will automatically calculate the **Total hours** field.

The calculated amount will be displayed after you fill out the last field on the screen and press <Return>. When you're sure your budget data is correct, press <Return> to clear the window so you can enter data for another budget. If you're finished entering budget information, press the "Exit window" shortcut to return to the Maintenance menu column.

You can verify your budget entries by printing a Job Summary Report. You can make changes to the budget through the "Budget revisions" entry in the Maintenance menu column. See the section "Revising cost category budgets" for instructions on making budget revisions.

## 2.8 Revising cost category budgets

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To revise a budget in the Job Cost application, select the "Budget revisions" entry from the Maintenance menu column. Down To Earth will display the Budget Entry - Revision window. This is nearly identical to the Budget Entry - Original window, with one additional field for you to enter a revision number.

You will enter the same type of information here as in the original budget entry, but you will sometimes enter the change from the original amounts rather than the new amounts, depending on the field. The addition or reduction that you enter will be added to the budget amount for reporting purposes. The following procedure is for an actual budget revision; if you're correcting an error in a budget or revision, you

must zero out the calculated fields before making corrections. See the section, “Correcting budget errors” in Appendix B: Troubleshooting / Common Down To Earth and DBL errors for a more detailed explanation.



NOTE: The **Job number** through **Subcontractor** fields on this screen must match a valid cost category. The “Amounts” window will be displayed only after the cost category information has been validated.

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See the section, “Entering budget revisions,” for procedures to revise cost category budgets.

**Job number:** Enter the job number for this budget revision, up to four characters in length. When you press <Return>, the job description will be displayed.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Division code:** Enter the division code (up to two characters) used for this particular budget revision, or press <Return> to accept the number already displayed. When you press <Return>, the division description will be displayed.

You can use the “Find” shortcut to display a list of existing divisions and select the one you want. If you aren’t using divisions, press <Return> to accept the default division code of **0**.

**Phase:** Enter the phase code (up to three characters) used for this particular budget revision, or press <Return> to accept the number already displayed. When you press <Return>, the phase description will be displayed.

You can use the “Find” shortcut to display a list of existing phases and select the one you want. If you aren’t using phases, press <Return> to accept the default phase code of **0**.

**Subphase:** Enter the subphase code (up to five characters) used for this particular budget revision, or press <Return> to accept the number already displayed. When you press <Return>, the subphase description will be displayed.

You can use the “Find” shortcuts to display a list of existing phases and select the one you want. Remember that the subphase code cannot be **0**.

**Cost indicator:** Enter the cost indicator for this budget revision.



NOTE: Codes beginning with **1** indicate labor costs, while codes beginning with **2** indicate subcontractor costs.

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**Subcontractor:** Enter the ID code of the subcontractor for this budget revision. You will only be required to enter a subcontractor code if the **Cost indicator** field begins

with **2** (subcontractor). If the **Cost indicator** field begins with any other digit or character, the cursor will skip this field and the value **000000** will be displayed.

You can use the “Find” shortcut to display a list of subcontractors. At the **Search name** prompt, either press <Return> or enter the first few letters of the sort name (not the subcontractor’s name) to display an alphabetic list of subcontractors. Select the one you want and press <Return>.

**Revision no:** Enter a number for this cost category budget revision (1, 2, etc.). The revision number cannot be **0**. You can enter up to 99 revisions to each budget.

When you’re sure your cost category data is correct, press <Return>. You’ll see the message “Make corrections or press <Return> to complete input. Press <Return> again to display the Amounts window so you can enter your budget revisions.

**Unit of measure:** When you press <Return> after entering a valid cost grouping, this field will display the unit of measure you entered in the Cost Category Maintenance window. This unit of measure will appear on the budget worksheets and the Job Summary Report.

## Amounts window

Enter the budget amounts in the appropriate fields below, depending on whether or not this is a labor budget.

- ✓ If the cost indicator begins with **1**, this is a labor budget and you can enter amounts in all fields below.
- ✓ If the cost indicator begins with any other digit or character, this is not a labor budget. You can only enter amounts in the first three fields; the other will display dashes and you will not have access to them.

**Units:** Enter the number of units (see the **Unit of measure** field in the Budget Entry - Revision window) to be added to or subtracted from the original unit amount for this budget, up to **999,999.99**. If you enter a whole number, it’s not necessary to include a decimal point; Down To Earth will insert it for you. If this is a reduction of units, you should enter a minus (-) sign.

If you increase or decrease the units, you must also enter the current unit cost in the **Unit cost** field below (do not enter the unit cost change). The total cost will be recalculated when you generate a report (although it will not be displayed in the Amounts window). If this is a labor budget, the total hours will also be recalculated for report purposes.

**Unit cost:** If you want to change the unit cost, do **not** change it here. The unit cost is always recalculated by Down To Earth; you cannot increase or decrease unit cost by making an entry in this field.

Instead, make the change via the **Total cost** field below. You will need to calculate the increase or decrease to the total cost, and then make the entry in the **Total cost** field; the unit cost will then automatically be recalculated (although it will not be displayed in the Amounts window).

The only time you should make an entry in this field is if you made an entry to increase or decrease the **Units** field. In that case, enter the current unit cost (**not** an addition or subtraction), up to **99,999,999.99**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you. Down To Earth will calculate the net change to the total cost when you generate reports.

If you are not making an entry in this field because you are not changing the number of units, just press <Return> to accept the default value of **.00**.

**Total cost:** You should make an entry in this field only if you are changing the unit cost. To do this, you must first calculate and then enter the increase or decrease to the total cost for this budget, up to **99,999,999.99**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you. Down To Earth will automatically recalculate the unit cost when you generate reports.

If you increased or reduced the **number** of units by making entries in both the Unit and Unit cost fields, press <Return> to have Down To Earth automatically calculate the total cost. This calculated value will not be displayed in the Amounts window.

**Average crew rate:** Optional. You can only enter a value in this field if this is a labor budget. Enter the current average hourly rate for this crew, up to **9,999.99**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you.

The amount entered here will replace — not increase or decrease — the crew rate of the original budget. Changing this field alone will not affect any other fields.

**Burden %:** You can only enter a value in this field if this is a labor budget. Enter the burden percent for this budget (the percentage of the hourly rate that is added to the job to cover additional overhead costs), up to **99.99**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you. The amount entered here will replace — not increase or decrease — the burden percent of the original budget. To accept the default value of **.00**, just press <Return>.

If you are using the Down To Earth Payroll application, the effect of this field depends on the **J/C burden type** you selected when you defined your company in the Payroll application.

- ✓ If the burden type is **A**, the employer's portion of the taxes is considered to be the payroll burden cost; any time entries that come from the Payroll application will put the employer's share of taxes in the burden amount and ignore this percentage.
- ✓ If the burden type is **P**, the burden is calculated using the burden percent rate; this percent will be multiplied by the total wage from the time entry for this job.

**Production per hour:** Optional. You can only enter a value in this field if this is a labor budget. Enter the amount to be added to or subtracted from the average number of units this crew produces each hour, up to **999,999.99**. If you enter a whole

number, it's not necessary to include a decimal point; Down To Earth will insert it for you. To accept the default value of **.00**, just press <Return>.

If you make an entry in this field, the total hours will automatically be calculated when you generate reports. (The calculated amount will not be displayed in the Amounts window).

**Total hours:** If you want to change the total hours, do not make the change here. The **Total hours** field is always recalculated; you cannot increase or decrease total hours by making an entry in this field.

Instead, make the change via the **Production per hour** field above. You will need to calculate the increase or decrease to the production per hour, and then make the entry in the **Production per hour** field. Down to Earth will automatically recalculate the total hours (although it will not display the new value in this field).

The total hours will also automatically be recalculated if you changed the number of units in the **Units** field and entered the current unit cost in the **Unit cost** field.

When you're sure your revisions are correct, press <Return> to complete the revision and clear the window so you can enter revisions for another budget. If you're finished entering budget revisions, press the "Exit window" shortcut to return to the Maintenance menu column.

You can verify your budget revisions by printing a Cost per Unit Analysis Report.

## 2.9 Setting up your company

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Before you begin using the Down To Earth Job Cost application, you must enter the required defaults used by this company. To enter or revise company or cost indicator information, select the "Company" option from the Maintenance window.

**Company code:** The code of the company you're processing is automatically displayed in this field. If this is not the company code you want, you must first exit Job Cost and log into the new company before returning to the Job Cost application.

**Keep history:** Enter **No** if you do not want to keep job cost history. Enter **Yes** if you want Down To Earth to accumulate this information. Most companies will want to retain history. The history file can be purged at any time if disk space is a problem.

**Unit descr:** Enter a description of the units used in determining the total area for each of your company's projects. You can use up to 10 characters. This value provides the default description for the **Total** field in the "Jobs" function, and appears in the headings for the Job List Report.

**CI:** Enter the one- or two-character cost indicator codes you will be using for this company. These codes are used to help identify the type of expense incurred. You can define up to 11 cost indicators.

- ✓ Any cost indicator code beginning with the numeral **1** indicates a labor expense. You will be prompted for additional labor information when you enter your budget.
- ✓ Any code beginning with the numeral **2** indicates a subcontractor expense. You will be prompted for a subcontractor number when you define your cost categories. This is considered a “non-labor” expense when you enter your budget.
- ✓ All other cost indicators are user definable. These are considered “non-labor” expenses when you enter your budget.



**WARNING:** Be sure to define cost indicators that you intend to continue using indefinitely, and define no more than 11 cost indicators. If you decide later to change a cost indicator, all cost categories containing the modified cost indicator will be invalid. You will not be able to perform any operations on invalid cost categories, although they will still appear in reports while job history is retained.

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**Description:** Enter a brief description of this cost indicator. You can use up to 10 characters in this field.

When you're sure your entries are correct, press <Return> to process your data and re-display the Maintenance menu column.

## 3 The Transaction Menu Column

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From the Transaction menu column, you can enter, proof, and post information on

- Time card activity
- Cost transactions
- Billing transactions

You can also enter field estimates as a means of tracking percentages and units completed on a job. You should record field estimates periodically until each job is one hundred percent complete.

If you are also using the Down To Earth Accounts Payable, Payroll, and Accounts Receivable applications, the time, cost, and billing information is automatically posted to the Down To Earth Cost application during the posting processes of these other applications. The only transactions you will need to enter directly into the Job Cost application are field estimates.

If you are not using these other applications, the Down To Earth Job Cost application is a stand-alone application, and you can enter time, cost, and billing information directly into the job records.

You should then print a separate proof list for each group of entries you make. Review this report for accuracy, and make any changes prior to posting.

After you are satisfied that all transactions are correct, you should post them. This process posts all transactions in the specific entry file (time card, cost, or billing). Be sure that all entries, whether they belong to you or to someone else who is working on the same company's books, are ready to be posted.

### 3.1 Entering time card activity

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You will only need to enter time card activities into the Job Cost application if you are not interfacing with the Down To Earth Payroll application.

Use this function to add new time activities or to change or delete existing time activities before they are posted. Before you post your entries, you can print a time card proof list to verify that your entries are correct. Because the proof list is printed in employee number order, we recommend that you organize your transactions in that order for data entry purposes.

The Job Cost application does not maintain its own employee file; once you've posted a time transaction, you must re-enter employee information for the next time entry. Posted transactions are kept in the Job History file until it is purged.

To enter time card information, select “Enter time card activity” from the Transaction menu column. Down To Earth will display the Job Cost Time Entry window. The Distribution window will appear only after you’ve entered the employee’s number and name.

## Job Cost Time Entry window

**Employee no:** Enter the code assigned to the employee for this time entry, up to six characters in length.

**Employee name:** Enter the employee’s name, up to 25 characters in length.

Press <Return> to display the Distribution window, allowing you to enter the distribution of the employee’s regular and overtime hours.



**NOTE:** The **Job number** through **Cost indicator** fields must match the information in an existing cost category.

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## Distribution window

**Entry:** If this is the first distribution entry for this employee, this field displays the number **1**.

Once you’ve entered the information for the first distribution, the entry number will be increased by one for the next distribution. If this is the second or a subsequent distribution entry for the same employee, the remaining fields will display the values most recently entered. In each case, you can either press <Return> to accept the existing value or type over the value to change it.

**Job number:** Enter the job number for this time entry, up to four characters in length. When you press <Return>, the job description will be displayed.

You can use the “Find” shortcut to search for the correct job number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Division:** Enter the division code (up to two characters) used for this particular time entry, or press <Return> to accept the number already displayed. When you press <Return>, the division description will be displayed. You can use the “Find” shortcut to display a list of existing divisions and select the one you want. If you aren’t using divisions, press <Return> to accept the default division code of **0**.

**Phase:** Enter the phase code (up to three characters) used for this particular time entry, or press <Return> to accept the number already displayed. When you press <Return>, the phase description will be displayed. You can use the “Find” shortcut to display a list of existing phases and select the one you want. If you aren’t using phases, press <Return> to accept the default phase code of **0**.

**Subphase:** Enter the subphase code (up to five characters) used for this particular job and cost category, or press <Return> to accept the number already displayed. When you press <Return>, the subphase description will be displayed. You can use the “Find” shortcut to display a list of existing subphases and select the one you want. Remember that the subphase code cannot be **0**.

**Cost indicator:** Enter the cost indicator for this time entry. This code must already have been established when you defined your company, and it must begin with the number **1** to indicate that this is a time entry for labor costs.

**Regular hours:** Optional. Enter the number of regular hours for this time entry (up to **999.99**), or press <Return> to accept the value already displayed. If you enter whole numbers, Down To Enter will fill in the decimal places with **.00**. If you enter decimal places, be sure to type the decimal point.

**Regular rate:** Optional. Enter the regular hourly rate for this time entry (up to **9,99.99**), or press <Return> to accept the value already displayed. Type the decimal point, but don't type any commas. If you enter whole numbers, Down To Earth will fill in the decimal places with **.00**.

**Overtime hours:** Optional. Enter the number of overtime/other hours for time entry (up to **999.99**), or press <Return> to accept the value already displayed. If you enter whole numbers, Down To Earth will fill in the decimal places with **.00**. If you enter decimal places, be sure to type the decimal point.

**Overtime rate:** Enter the rate that applies to overtime/other hours (up to **9,99.99**), or press <Return> to accept the value already displayed. Type the decimal point, but don't type any commas. If you enter whole numbers, Down To Earth will fill in the decimal places with **.00**.

When you've pressed <Return> and checked your data for accuracy, press <Return> again. The Distribution window is cleared, and the value in the **Entry** field is increased by one for the next time distribution. If you're finished entering time card information, press the “Exit window” shortcut twice to return to the Transaction menu column.

## 3.2 Printing a time card proof list

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When you select “Proof time card entries” from the Transactions menu column, the Print Option menu column is displayed. From the Print Option column, select where you want to print the transaction proof list.

The transaction proof list includes all unposted transactions printed in employee number order, with a total for both regular and overtime hours for each employee. The proof list includes the following information for each transaction:

- ✓ Employee number and name
- ✓ Hours distribution for each employee, distributed according to job ID and description, time distribution cost category, regular hours and rate, and overtime hours and rate.

- ✓ Total hours in each time distribution category

We recommend that you print this list and check it for accuracy before you post transactions. If you do find any errors, you can return to the “Enter time card activity” function discussed in the previous section and change or delete the incorrect entries. The proof list can be printed as many times as necessary to verify that all entries are correct.

### 3.3 Posting time card entries

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Once your time card entries have been proofed and verified, you are ready to post them. The posting process posts the time card entries to the job file and produces a posting register which includes the same detail as the proof list discussed in the previous section. Down To Earth also automatically updates the values in the hours and rate fields in the appropriate files.

- ✓ Once transactions are posted, they cannot be changed or deleted; you must make another time card entry to correct any errors.
- ✓ This process posts all transactions in the file. Be sure that all entries are ready to be posted, whether they belong to you or to someone else who is working on the same company’s books.

To post time cards entered through the Job Cost application, select “Post time card entries” from the Transaction menu column. Down To Earth will display the J/C Time Posting window, which asks you to confirm the posting process.

#### J/C Time Posting window

**Confirm:** To post your time entries, type **YES** in upper-case letters and press <Return>. Entering any other response (including **Y**) will abort the process. To accept the default of **NO**, just press <Return>. The process will be aborted and your transactions will not be posted.

If your transactions are all accepted by the posting process, the Print Option menu column is displayed. From the Print Option column, select where you want to print the proof list.

If for any other reason one of your transactions is rejected during the posting process, the data for that transaction will be displayed below the **Confirm** prompt. If you do find any errors, you can return to the “Enter time cards” function and change or delete the incorrect entries.

**Employee:** The employee number for the rejected transaction is displayed.

**Job number:** The job number for the rejected transaction is displayed.

**Phase:** The division, phase, and subphase numbers for the rejected transaction are displayed.

**Cost indicator:** The cost indicator for the rejected transaction is displayed.

**Cost:** The total cost for the rejected transaction is displayed.

**Hours:** The total number of hours for the rejected transaction is displayed.

### 3.4 Entering cost transactions

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Use the “Enter cost transactions” function to add new cost information or to change or delete existing cost information before it is posted. You will only need to enter cost transactions into the Job Cost application if you are not interfacing with the Down To Earth Accounts Payable application.

If you are **not** using the Down To Earth General Ledger application, you can use this function to make the general ledger entry for each cost. You can print a distribution report that lists all of these entries so that you can record one entry at the end of the period to your general ledger.

Even if you **are** interfacing the Job Cost application with Accounts Payable application, you can still use this function to manually add a charge for a specific job.

Before you post your entries, you can print a job cost proof list using the “Proof cost transactions” function to verify that your entries are correct. Because the job cost proof list is printed in job ID order, we recommend that you also enter your job costs in job ID order to make them easier to check.

To enter job cost information, select “Enter cost transactions” from the Transaction menu column. Down To Earth will display the Job Cost Transaction Entry window. The Distribution window will appear only after the cost category information has been entered and validated and you’ve entered the cost transaction information.



NOTE: The **Job number** through **Subcontractor** fields must match the information in an existing cost category.

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**Job number:** Enter the job number for this cost transaction, up to four characters in length. When you press <Return>, the job description will be displayed. You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

If this is the second or a subsequent cost entry, the fields will display the codes entered most recently. In each case, you can either press <Return> to accept the existing value or type over the value to change it.

**Division:** Enter the division code (up to two characters) for this cost transaction or press <Return> to accept the number already displayed. When you press <Return>, the division description will be displayed. You can use the “Find” shortcut to

display a list of existing divisions and select the one you want. If you aren't using divisions, press <Return> to accept the default division code of **0**.

**Phase:** Enter the phase code (up to three characters) used for this cost transaction, or press <Return> to accept the number already displayed. When you press <Return>, the phase description will be displayed. You can use the "Find" shortcut to display a list of existing phases and select the one you want. If you aren't using phases, press <Return> to accept the default phase code of **0**.

**Subphase:** Enter the subphase code (up to five characters) used for this cost transaction, or press <Return> to accept the number already displayed. When you press <Return>, the subphase description will be displayed. You can use the "Find" shortcut to display a list of existing subphases and select the one you want. Remember that the subphase code cannot be **0**.

**Cost indicator:** Enter the cost indicator for this job cost transaction, or press <Return> to accept the value already displayed. This cost indicator must have already been established when you defined your company. Codes beginning with **1** indicate labor costs, while codes beginning with **2** indicate subcontractor costs. Others codes are user-defined.

**Subcontractor:** Enter the number of the subcontractor assigned to the cost category for this transaction, or press <Return> to accept the value already displayed. When you press <Return>, the subcontractor's name or description will be displayed. You can use the "Find" shortcut to display a list of subcontractors. At the **Search name** prompt, either press <Return> or enter the first few letters of the sort name (**not** the contractor's name) to display an alphabetic list of contractors. Select the one you want and press <Return>.

**Reference:** Enter a reference code of your choice for this transaction, up to eight characters in length. You can use this field for the invoice number of for your own filing reference. This field cannot be left blank and has no default.

When you're sure your data is correct, press <Return>. If the values you entered in the **Job number** through **Subcontractor** fields match the values in an existing cost category, the cursor will advance to the bottom half of the screen, and you will be prompted for the fields below.

**Date:** Enter the date of the cost transaction. This is the date that will appear on reports.

**Description:** Enter a description of this transaction, up to 30 characters in length.

**Units:** Enter the number of units for this transaction (up to **999,999.99**), or press <Return> to accept the default of **.00**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you.

**Cost:** Enter the current total cost of the transaction (up to **99,999,999.99**), or press <Return> to accept the default of **.00**.

When you're sure your entries are correct, press <Return>. Down To Earth will accept your cost transaction entry and will display the Distribution window to enable you to make entries to the general ledger.

If you're not making general ledger entries, just press the "Exit window" shortcut to close the distribution window and clear the Job Cost Transaction Entry window. When you're finished making cost transaction entries, press the "Exit Window" shortcut again to return to the Transaction menu column.

**Total:** When you press <Return> to complete the cost transaction and display the Distribution window, this field will contain the value **.00**. If you're making entries for the general ledger distribution, this value represents the total amount of the general ledger distribution for this job.

If you want to have account number information for the J/C to G/L Distribution Report, enter the general ledger information in this window. If you choose to enter the general ledger distribution, you must also enter the account number, division, department, and amount. These entries are not verified to any chart of accounts but are printed on a distribution report for your entry to your general ledger. You must enter both the debit side and the credit side of the general ledger, and the total debits and credits must balance before you exit the Distribution window.

## Distribution window

**Entry:** If this is the first general ledger distribution entry for this cost transaction, this field displays the number **1**. Once you've entered the information for the first distribution, the entry number will be increased by one for the next distribution.

**Account no:** Enter the account code for this general ledger distribution entry.

**Division:** Optional. Enter the accounting division code for this general ledger distribution entry. (This code is **not** in any way related to the division code for a cost category.)

**Department:** Optional. Enter the accounting department code for this general ledger distribution entry.

**Amount:** Enter the amount for this distribution entry, up to **9,999,999.99**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you. If this is a credit amount, enter the minus (-) sign.

After you press <Return>, the Distribution window is cleared and the entry number is advanced by one. The value in the **Total** field will be recalculated and will appear on the debit or credit side if both sides have not yet balanced.

Remember that the total debits and credits must balance and the value in the **Total** field must be **.00** before you will be allowed to exit the Distribution window. If you have finished your entries, and any other value is displayed, you should re-display each distribution entry until you find the error.

When you're finished recording general ledger distribution entries, press the "Exit window" shortcut to return to the Job Cost Transaction Entry window. If you're finished entering cost transactions, press the "Exit window" shortcut again to return to the Transaction menu column.

### 3.5 Printing a cost transaction proof list

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When you select "Proof cost transactions" from the Transactions menu column, the Print Option menu column is displayed. From the Print Option column, select where you want to print the proof list.

The transaction proof list includes all unposted transactions printed in order of job number and phase code grouping, with the general ledger distribution accounts and amounts. The proof list includes the following information for each transaction:

- ✓ Phase information: phase code grouping and description (includes division, phase, and subphase)
- ✓ Cost indicator
- ✓ Subcontractor
- ✓ Transaction information: reference number, date, description, number of units, and amount

We recommend that you print this list and check it for accuracy before you post transactions. If you do find any errors, you can return to the "Enter cost transactions" function discussed in the previous section change or delete the incorrect entries. The proof list can be printed as many times as necessary to verify that all entries are correct.

### 3.6 Posting cost transactions

---

Once your job cost entries have been proofed and verified, you're ready to post them. The posting process posts the cost entries to the job file and the general ledger entries (if any) to the distribution file, and prints a posting register which includes the same detail as the proof list discussed in the previous section. Down To Earth also automatically updates the values in the hours and rate fields in the appropriate files.

- ✓ Once transactions are posted, they cannot be changed or deleted; you must make another cost entry to correct any errors.
- ✓ This process posts all transactions in the file. Be sure that all entries are ready to be post, whether they belong to you or to someone else who is working on the same company's books.

To post cost transactions entered through the Job Cost application, select "Post cost transactions" from the Transaction menu column. The J/C Transaction Posting window will be displayed.

## J/C Transaction Posting window

**Confirm:** To post your cost transactions, type **YES** in upper-case letters and press <Return>. Entering any other response (including **Y**) will abort the process. To accept the default of **NO**, just press <Return>. The process will be aborted and your transactions will not be posted.

If your transactions are all accepted by the posting process, the Print Option menu column is displayed. From the Print Option column, select where you want to print the proof list.

If for any reason one of your transactions is rejected during the posting process, the data for that transaction will be displayed below the **Confirm** prompt. If you do find any errors, you can return to the “Enter cost transactions” function and change or delete the incorrect entries.

**Job number:** The job number for the rejected transaction is displayed.

**Phase:** The division, phase, and subphase numbers for the rejected transaction are displayed.

**Cost indicator:** The cost indicator for the rejected transaction is displayed.

**Subcontractor:** The subcontractor ID number for the rejected transaction is displayed.

**Cost:** The total cost for the rejected transaction is displayed.

**Units:** The total number of units for the rejected transaction is displayed.

## 3.7 Entering billing transactions

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Use the “Enter billing transaction” function to add new billing information or to change or delete existing billing information before it is posted. You will only need to enter billing transactions into the Job Cost application if you are not interfacing with the Down To Earth Accounts Receivable application.

Even if you **are** interfacing the Job Cost application with the Accounts Receivable application, you can still use this function to record draws on your construction loan rather than using contract billings. If you do this, be sure you record the job number **only** in the Job Cost application; do **not** record the job number on the billings that are entered in the Down To Earth Accounts Receivable application. The amounts entered as “billed” will appear on the Contract Status Report in the Job Cost application.

Before you post your entries, you can print a job billing proof list using the “Proof job billings” function to verify that your entries are correct. Because the billing proof list is printed in job ID order, we recommend that you also enter your billings in job ID order to make them easier to check.

To enter job billing information, select “Enter billing transactions” from the Transaction menu column. Down To Earth will display the Job Billing Entry window.

## Job Billing Entry window

**Job number:** Enter the number of the job to which this billing applies, up to four characters in length. When you press <Return>, the job description will be displayed.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.



NOTE: If the job number is not a valid job when you post this transaction (e.g., if it has been deleted in the Job Cost application between the time the billing entry was made and the time it is posted), you will receive an error report during billing posting.

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**Description:** Optional. Enter a description of this billing transaction, up to 30 characters in length.

**Date:** Enter the date of this billing transaction. This is the date that will appear on reports. To accept the default of today’s date, just press <Return>.

**Amount:** Enter the amount billed (up to **99,999,999.99**), or press <Return> to accept default of **.00**. If you enter a whole number, it’s not necessary to include a decimal point; Down To Earth will insert it for you.

After you’ve entered the data required for the type of transaction you’re recording, the message, “Make corrections or press <Return> to complete input,” is displayed at the bottom of the screen. Check your data for accuracy, then press <Return> again.

The Job Billing Entry window is cleared so you can record the next transaction. If you’re finished entering billing transactions, press the “Exit window” shortcut to return to the Transaction menu column.

## 3.8 Printing a billing transaction proof list

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When you select “Proof billing transactions” from the Transactions menu column, the Print Option menu column is displayed. From the Print Option column, select where you want to print the proof list.

The transaction proof list includes all unposted transactions in job number sequence. It includes the following information for each billing transaction:

- ✓ Job ID and description

- ✓ Billing date and description
- ✓ Billing amount
- ✓ Total amount

We recommend that you print this list and check it for accuracy before you post transactions. If you do find any errors, you can return to the “Enter billing transactions” function discussed in the previous section and change or delete the incorrect entries. The proof list can be printed as many times as necessary to verify that all entries are correct.

### 3.9 Posting billing transactions

---

Once your billing entries have been proofed and verified, you’re ready to post them. The posting process posts the billing entries to the job file and prints a posting register which includes the same detail as the proof list discussed in the previous section.

- ✓ Once transactions are posted, they cannot be changed or deleted; you must make another billing entry to correct any errors.
- ✓ This process posts all transactions in the file. Be sure that all entries are ready to be posted, whether they belong to you or to someone else who is working on the same company’s books.

To post job billings entered through the Job Cost application, select “Post billing transactions” from the Transaction menu column. The J/C Billing Posting window will be displayed.

#### J/C Billing Posting window

**Confirm:** To post your billing transactions, type **YES** in all upper-case letters and press <Return>. Entering any other response (including **Y**) will abort the process. To accept the default of **NO**, just press <Return>. The process will be aborted and your transactions will not be posted.

If your transactions are all accepted by the posting process, the Print Option menu column is displayed. From the Print Option column, select where you want to print the proof list.

If for any reason one of your transactions is rejected during the posting process, the data for that transaction will be displayed below the **Confirm** prompt. If you do find any errors, you can return to the “Enter billing transactions” function and change or delete the incorrect entries.

**Job number:** The job number for the rejected transaction is displayed.

## 3.10 Entering field estimates

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At regular intervals, you should enter an estimated percentage of completion for each cost category within a job. Before doing this, choose “Field estimate worksheet” from the Reports menu column to print worksheets for selected jobs. You can print the worksheets for one job or for a range of jobs. These documents list each cost category assigned to a specific job.

A field estimate worksheet provides a means of recording and entering percentages and units completed. You should record field estimates periodically until each job is one hundred percent complete. After you have completed your worksheet by hand, you are ready to enter the information into Down To Earth.

To enter field estimates into the Job Cost application, select “Enter field estimates” from the Transaction menu column. Down To Earth will display the Field Estimate Entry window. The window for estimate information will appear only after the cost category information has been entered and validated.



NOTE: The **Job number** through **Subcontractor** fields must match the information in an existing cost category.

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### Field Estimate Entry window

**Job number:** Enter the job number for this field estimate, up to four characters in length. When you press <Return>, the job description will be displayed.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

If this is the second or a subsequent entry, the fields will display the values most recently entered. In each case, you can either press <Return> to accept the existing value or type over the value to change it.

**Division code:** Enter the division code (up to two characters) for this field estimate, or press <Return> to accept the number already displayed. When you press <Return>, the division description will be displayed.

You can use the “Find” shortcut to display a list of existing divisions and select the one you want. If you aren’t using divisions, press <Return> to accept the default division code of **0**.

**Phase:** Enter the phase code (up to three characters) used for this field estimate, or press <Return> to accept the number already displayed. When you press <Return>, the phase description will be displayed.

You can use the “Find” shortcut to display a list of existing phases and select the one you want. If you aren’t using phases, press <Return> to accept the default phase code of **0**.

**Subphase:** Enter the subphase code (up to five characters) used for this field estimate, or press <Return> to accept the number already displayed. When you press <Return>, the subphase description will be displayed.

You can use the “Find” shortcut to display a list of existing subphases and select the one you want. Remember that the subphase code cannot be **0**.

**Cost indicator:** Enter the cost indicator for this job cost transaction. This cost indicator must have already been established when you defined your company. Codes beginning with **1** indicate labor costs, while codes beginning with **2** indicate subcontractor costs. Others codes are user-defined.

**Subcontractor:** Enter the number of the subcontractor assigned to the cost category for this transaction. You will only be prompted for the subcontractor name if the **Cost indicator** field begins with **2** (subcontractor). If the **Cost indicator** field begins with any other digit or character, the cursor will skip this field and the value **000000** will be displayed.

You can use the “Find” shortcut to display a list of subcontractors. At the **Search name** prompt, either press <Return> or enter the first few letters of the sort name (**not** the contractor’s name) to display an alphabetic list of contractors. Select the one you want and press <Return>.

When the cost category information has been validated, an additional window will pop up so you can enter your estimates.

**Estimate date:** Enter the date on which the estimate was made. To accept the default of today’s date, just press <Return>. If you enter a different date, use **MMDDYYYY** format.

- ✓ If you’re entering estimates for a labor category (the cost indicator begins with **1**), you’re required to make an entry in one of the two percentage fields and one of the two unit fields.
- ✓ If you’re entering estimates for a non-labor category (the cost indicator does not begin with **1**), you’ll be prompted for percentages but not for units.

**% complete current:** Optional. Enter the percentage of completion for the current period, including up to one decimal place. For example, enter 12.5 percent as **12.5**. If you enter a whole number, it’s not necessary to include a decimal point; Down To Earth will insert it for you.

The current period is defined as the amount of time that has passed since the last time you entered a field estimate (the difference between the job to date and the previous period). Every time you enter a field estimate, it is considered a new “current period”; therefore, you should print all current period reports that you require before entering another field estimate.

Either this field or the **% complete to date** field is required. To leave this field blank and allow automatic calculation, just press <Return>.

- ✓ If this is your first estimate, this value will also default into the **% complete to date** field.
- ✓ If this is your second or a later estimate, this value should be the amount **to be added** to the previous **% complete current** estimate (the difference between the percentage complete to date and the previous periodic estimate).

We recommend that all second or later estimates be entered into the **% complete to date** field. Down To Earth will automatically calculate the difference between the new and old percentage complete to date, and will enter that difference into the **% complete current** field. Down To Earth uses this field to calculate projected variances and costs.

**% complete to date:** Optional. Enter the percentage of completion since the beginning of the job, including up to one decimal place. For example, enter 12.5 percent as **12.5**. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you.

Either this field or the **% complete current** field is required. We recommend that you enter a value into the **% complete to date** field. Down To Earth will automatically calculate the **% complete current** field. Down To Earth uses this field to calculate projected variances and costs.

- ✓ If this is a non-labor estimate, press <Return> now to complete your estimate.
- ✓ If this is a labor estimate, you must make an entry in one of the two unit fields described below, and Down To Earth will calculate the other value.

**Units current:** Enter the number of units completed for the current period, including up to one decimal place. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you. Remember that every time you enter a field estimate, it is considered a new "current period."

**Units to date:** Enter the number of units completed since the beginning of the job, including up to one decimal place. If you enter a whole number, it's not necessary to include a decimal point; Down To Earth will insert it for you.

When you're sure your data is correct, press <Return> to have Down To Earth perform the necessary calculations. If you're finished entering field estimates, press the "Exit window" shortcut to return to the Transaction menu column.

## 4 The Reports Menu Column

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From the Reports menu column you can print a variety of management information reports as often as they are required. These reports include

- Master list of job phases/subphases, and subcontractors
- Budget and Field estimate worksheets
- Job cost summary with or without unit cost
- Cost-per-unit analysis
- Labor summary with or without unit cost
- Job history
- Contract and subcontractor status
- Job Cost to General Ledger distribution

When you select a report to print and have specified the parameters for the data you're including, the Print Option menu column will be pulled down. From the Print Option menu column, you can choose where you want to print the report.

All reports include the report title as part of each page heading. All reports except the Job History Report are printed as of a specific date. Additional report-specific details are described in the instructions for printing each report.



NOTE: While the numbers in the files can have decimal places, the numbers in the reports are whole numbers. Down To Earth makes its calculations with the file numbers. Due to rounding, the same calculation using the report numbers cannot come to exactly the same number that is printed on the report. Unfavorable variances (over budget) are indicated by a minus sign (-).

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### 4.1 Printing a list of jobs

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You can print a Job List Report for all jobs in your company or for selected jobs.

To create this report, select "Jobs" from the Reports menu column. The Job Report window is displayed.

## Job Report window

To print a report that includes all jobs, press <Return> twice to enter the default value, \*, in both fields.

**Starting job:** Enter the ID code of the first job you want included on the report, up to four characters in length. To begin the report with the job that has the lowest ID code on file, press <Return> to accept the default value, \*.

If you don't remember the job number you need, you can use the "Find" shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Ending job:** Enter the ID code of the last job you was included on the report, up to four characters in length. To end the report with the job that has the highest ID code on file, press <Return> to accept the default value, \*.

If you don't remember the job number you need, you can use the "Find" shortcut to search for the correct number, as described under **Starting job** above.

When you're sure the data you entered is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the Job List Report printed.

**Job List Report column headings:** The following information is included on the Job List Report:

**Job no:** The job ID number. Jobs are printed in ascending order according to job number.

**Job description:** The first line under this heading is the job description. The second line lists the customer for each job.

**Start date:** The starting date for the job.

**Complete date:** The scheduled ending date for the job. A value of **0/00/0000** indicates a completion date has not been determined.

**Contract amount:** The amount of the contract for this job. A value of **0.00** indicates a contract amount has not been determined.

**Contract type:** These values are user-defined.

**Certified job:** The value **Y** indicates this job is government certified. If you use the Down To Earth Payroll application, you can print a special payroll register for these jobs.

**Estimator/location:** The first line under this heading is the estimator for the job. The second line is the location of the job.

**\_\_\_\_\_:** The last column heading will display the value you entered in the **Unit desc** field in the company file. The values under this heading represent the total area of each job.

## 4.2 Printing a list of divisions, phases, and subphases

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You can print a report that lists all divisions, phase, and subphase codes. You will need this information when you define your cost categories.

To create this report, select “Phase/subphase” from the Reports menu column. The Print Option column is pulled down from the menu bar. From this column, choose where you want the Division/Phase/Subphase Master List printed.

### Division/Phase/Subphase Master List column headings

The Division/Phase/Subphase Master List prints all divisions first, then all phases, then all subphases. Each lists the appropriate information under the headings **Code** and **Description**.

## 4.3 Printing a list of subcontractors

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You can print a Subcontractor Report listing all subcontractors for your company or just selected subcontractors. You can include inactive subcontractors if you wish, and you can print the list in alphabetic order or in order of subcontractor ID number.

To create this report, select “Subcontractors” from the Reports menu column. The Subcontractor Report window is displayed.

### Subcontractor Report window

To print a report that includes all subcontractors, press <Return> twice to enter the default value, \*, in both fields.

**Starting contractor:** Enter the ID number of the first subcontractor you want included on the report, up to six characters in length. To begin the report with the subcontractor that has the lowest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to display a list of subcontractors. At the **Search name** prompt, either press <Return> or enter the first few letters of the sort name (not the contractor’s name) to display an alphabetic list of contractors. Select the one you want and press <Return>.

**Ending contractor:** Enter the ID code of the last subcontractor you want included on the report, up to six characters in length. To end the report with the subcontractor that has the highest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number, as described under **Starting contractor** above.

**Include inactives:** To include subcontractors who have a status of **I** (inactive) in your report, just press <Return> to accept the default value of **Yes**. If you don't want to include inactive subcontractors, select **No** and press <Return>.

**Report sequence:** If you want the subcontractors to be listed in numeric order according to the subcontractor ID, just press <Return> to accept the default value of **Numeric** shown in the selection window. If you want the subcontractors to be listed in alphabetic order according to the sort name (not the subcontractor's name), select **Alphabetic** and press <Return>. (Although the sort name is used for preparing the list, both the sort name and the complete subcontractor's name will be printed on the report).

When you're sure the data you entered is correct, press <Return> to display the Print Option menu column. From this column, choose where you want the Subcontractor Report printed.

**Subcontractor Report column headings:** The following information is included on the Subcontractor List:

**Contractor no:** The contractor ID number. Contractors are printed in ascending order according to ID number.

**Contractor name:** The first line under this heading is the company or individual name of the subcontractor. The second line lists the sort name for each subcontractor. The sort name determines the alphabetic listing of subcontractors when you use the "Find" shortcut and is the name you must use for a search.

**Address:** The subcontractor's address. The information under this heading may include any or all of the following: one or two street address lines, city, state, and zip code.

**Contact name:** The name of the company representative to contact at this subcontractor's office.

**Telephone:** The telephone number for the contracting company or its representative.

**Status:** Indicates whether the subcontractor status is **Active** or **Inactive**. When you ordered the report, you specified whether subcontractors with a status of **Inactive** should be included.

**Div:** The division code of the job cost category for this subcontractor.

**Phase:** The phase code of the job cost category for this subcontractor.

**Subphase:** The subphase code of the job cost category for this subcontractor.

## 4.4 Printing cost category budget worksheets

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You can print budget worksheets listing cost categories for all jobs in your company or for selected jobs. Because the budget worksheets include lists of all cost categories for each job printed, you will find them very useful for all Job Cost functions that require the entry of cost category data.

To print the worksheets, select “Budget worksheets” from the Reports menu column. The Budget Worksheets window is displayed.

## Budget Worksheets window

To print budget worksheets for all jobs, press <Return> twice to enter the default value, \*, in both fields.

**Starting job:** Enter the ID number of the first job for which you want to print budget worksheets, up to four characters in length. To begin the report with the job that has the lowest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Ending job:** Enter the ID code of the last job for which you want to print budget worksheets, up to four characters in length. To end the report with the job that has the highest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number, as described under **Starting job** above.

When you’re sure the data you entered is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the budget worksheets printed.

**Budget Sheets column headings:** The budget worksheets list the cost categories for specified jobs. The entire cost category includes the codes for job, division, phase, subphase, cost indicator, and subcontractor. Blank lines are provided for you to enter budget information according to the instructions in the section, “Entering Cost category budgets.”

In addition to the report title, the company ID number and the job number and description are printed at the top of every page, with a separate page printed for each, with a separate page printed for each job. The following information is included on the Budget Sheets:

**Phase code:** This column combines the division, phase, and subphase (**00-000-00000**) entered in each cost category.

**Phase description:** The description of each cost category subphase.

**Cost ind.:** The two-character cost indicator in each cost category. Codes beginning with **1** indicate a labor budget; codes beginning with **2** indicate a subcontractor budget; all other codes are user-defined.

**Subcont:** The subcontractor ID code. A code of **000000** indicates a labor budget and is the default when the cost indicator begins with **1**.

**UM:** The unit of measure you defined when you entered your cost category information into Down To Earth.

Make your written budget estimates in the **Units**, **Unit cost**, **Cost** (total cost), **Crew Rate**, **Burden %**, **Prod/Hour**, and **Total hours** columns according to the instructions in the section, “Entering cost category budgets.”

## 4.5 Printing field estimate worksheets

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You can print field estimate worksheets for all jobs in your company or for selected jobs. You will need to complete these by hand before you can enter your estimates into the Job Cost application.

To print the worksheets, select “Field estimate worksheet” from the Reports menu column. The Field Estimate Worksheets window is displayed.

### Field Estimate Worksheets window

To print field estimate worksheets for all jobs, press <Return> twice to enter the default value in both fields.

**Starting job:** Enter the ID number of the first job for which you want to print field estimate worksheets, up to four characters in length. To begin the report with the job that has the lowest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Ending job:** Enter the ID code of the last job for which you want to print field estimate worksheets, up to four characters in length. To end the report with the job that has the highest ID code on file, or to print field estimate worksheets for all jobs, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number, as described under **Starting job** above.

When you’re sure the data you entered is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the field estimate worksheets printed.

**Field Estimate Sheets column headings:** The field estimate worksheets list the cost categories for specified jobs. The entire cost category includes the codes for job, division, phase, subphase, cost indicator, and subcontractor. Blank lines are provided for you to enter field estimates according to the instructions in the section, “Entering field estimates.”

In addition to the report title, the company ID number and the job number and description are printed at the top of every page, with a separate page printed for each job. The following information is included on the Field Estimate Sheets:

**Phase code:** This column combines the division, phase, and subphase (**00-000-00000**) entered in each cost category.

**Phase description:** The description of each cost category subphase.

**CI:** The two-character cost indicator in each cost category. Codes beginning with **1** indicate a labor budget; codes beginning with **2** indicate a subcontractor budget; all other codes are user-defined.

**Sub.:** The subcontractor ID code. A code of **000000** indicates a labor budget and is the default when the cost indicator begins with **1**.

**UM:** The unit of measure you defined when you entered your cost category information into Down To Earth.

**Last est.:** The percentage complete for this job as of the most recent estimate.

**Estimate date:** The default date of **0/00/0000**. Be sure to enter the actual estimate date before doing your data entry.

Make your written estimates for the current period in the **%** and **Units** fields according to the instructions in the section, "Entering field estimates."

## 4.6 Printing the Job Summary Report

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You can print a Job Cost Summary Report for all jobs, in your company or for selected jobs, either with or without unit costs.

To create a Job Cost Summary Report, select "Job summary" from the Reports menu column. The Job Summary Report window is displayed.

### Job Summary Report window

**Starting job:** Enter the ID code of the first job you want included on the report, up to four characters in length. To begin the report with the job that has the lowest ID code on file, press <Return> to accept the default value, \*.

You can use the "Find" shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Ending job:** Enter the ID code of the last job you want included on the report, up to four characters in length. To end the report with the job that has the highest ID code on file, , press <Return> to accept the default value, \*.

You can use the "Find" shortcut to search for the correct number, as described under **Starting job** above. To print a report that includes all jobs, press <Return> twice to enter the default value, \*, in both the **Starting job** and **Ending job** fields.

**Starting division:** Enter the ID code of the first division you want included on the report, up to two digits in length. To begin the report with the division that has the

lowest ID code on file, or to include all divisions, press <Return> to accept the default value of **0**.

**Ending division:** Enter the ID code of the last division you want included on the report, up to two digits in length. To end the report with the division that has the highest ID code on file, or to include all divisions, press <Return> to accept the default value of **99**.

**Starting phase:** Enter the ID code of the first phase you want included on the report, up to three digits in length. To begin the report with the phase that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending phase:** Enter the ID code of the last phase you want included on the report, up to three digits in length. To end the report with the phase that has the highest ID code on file, press <Return> to accept the default value of **999**.

**Starting subphase:** Enter the ID code of the first subphase you want included on the report, up to five digits in length. To begin the report with the subphase that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending subphase:** Enter the ID code of the last subphase you want included on the report, up to five digits in length. To end the report with the subphase that has the highest ID code on file, press <Return> to accept the default value of **99999**.

**As-of date:** Enter the date through which you want to see job cost information. To enter the current date, just press <Return>.

**Include unit costs:** If you want to print a Job Cost Report with unit costs, just press <Return> to accept the default of **Yes** from the selection window. If you want to print a report without unit costs, select **No**.

- ✓ A job cost summary without unit costs includes current costs, costs to date, budget amounts, budgeted and actual percentage complete, projected cost, and current and projected variances for each cost category.
- ✓ A job cost summary with unit costs contains estimated and actual unit costs, budgeted and actual total costs, percentage of completion, and variance from the budget. The Job Cost Report with unit costs can have totals printed for each cost indicator.

**Totals by Cost Ind:** If you want to print a Job Cost Report with totals broken down by cost indicator, just press <Return> to accept the default of **Yes** from the selection window. If you want to print a report without a cost indicator breakdown, select **No**. You can only get a cost indicator breakdown if you are printing a job summary **with** unit costs.

When you're sure the data you entered is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the Job Cost Report printed.

**Job Cost Report column headings:** In addition to the report title, the company ID number and the job number and description are printed at the top of every page, with

a separate page printed for each job. The following information is included on all Job cost reports:

**Phase code/description:** These columns list the ID code and description of each cost category subphase included in this report. Whenever there is a change in the division and/or phase to which this subphase is joined, the new division or phase codes are listed above the subphase. Division, phase, and cost indicator totals are listed where appropriate.

**CI:** This column lists the two-character cost indicator in each cost category. Codes beginning with **1** indicate a labor budget; codes beginning with **2** indicate a subcontractor budget; all other codes are user-defined.

The remaining calculations and column headings for a Job Cost Report depend on whether you have ordered the report with or without unit costs. The following charts describe the headings for each report, along with the appropriate source file or calculation.

**Job cost summary with unit costs column headings:** A job cost summary with unit costs contains estimated and actual unit costs, budgeted and actual total costs, percentage of completion, and variance from the budget. The Job Cost Report with unit costs can have totals printed for each cost indicator.

From your cost entries, the report displays actual unit cost, current period actual cost, and actual cost from inception to date. From your field estimate entries, the report displays percentage completed for the current period and percentage completed from inception to date.

The report calculates and displays the dollar amount of the budget that should have been spent (based on the percentage of completion) and prints the dollar variance between the actual amount spent and what should have been spent.

**Units:** The number of units to be produced for this job cost category, as entered in your original budget.

**UM:** The unit of measure from your cost category entry.

**Unit cost/estimate:** The estimated unit cost from your original budget entry.

**Unit cost/actual:** The actual unit cost is calculated from one of the following formulas, depending on the type of budget.

- ✓ For non-labor budgets (the cost indicator does **not** begin with **1**), the actual cost to date (from your cost transactions) is divided by the actual units to date (from your field estimates).
- ✓ For labor budgets (the cost indicator begins with **1**), the actual units are first multiplied by the percentage complete (both from your field estimates). The actual cost to date (from your cost transactions) is then divided by the actual unit percentage complete.

**Budget:** The budget amount from your original budget entry.

**Actual cost/current:** The actual cost for the current period on this job, from your cost entry transactions.

**Actual cost/CMP:** The actual percentage completed for the current period on this job, from your field estimate entries.

**To-date cost/current:** The actual cost to date on this job, from your cost entry transactions.

**To-date cost/CMP:** The actual percentage completed to date on this job, from your field estimate entries.

**Should have spent:** The amount that should have been spent on this job to date. This field is calculated by dividing the budget amount by the percentage complete.

**Variance:** The variance is the amount over or under budget to date, calculated by subtracting the actual cost to date from the amount that should have been spent (budget amount x percentage complete, above). A minus sign (-) indicates a negative variance (over budget).

**Job cost summary without unit costs column headings:** A Job Cost Summary without unit costs include costs, budgets, and variances for each cost category.

From your cost entries, the report displays current period actual cost and actual from inception to date. From your field estimate entries, the report displays percentage completed from inception to date.

The report calculates and displays projected cost, current variance, and projected variance.

**Budget:** The budget amount from your original budget entry.

**Current costs:** The actual cost for the current period on this job, from your cost entry transactions.

**Cost to date:** The actual cost to date on this job, from your cost entry transactions.

**Complete/budg %:** The cost percentage completed to date on this job, calculated by dividing the cost to date by the budget amount.

**Complete/act %:** The actual percentage completed to date on this job, from your field estimate entries.

**Projected cost:** The projected cost of this job, calculated by dividing the cost to date by the actual percentage complete.

**Variance/current:** The current variance for this job is the amount over or under budget to date. Down To Earth calculates the current variance by first multiplying the budget amount times by the actual percentage complete, and then

subtracting the actual cost to date. A minus sign (-) indicates a negative variance (over budget).

**Variance/projected:** The projected variance is the amount predicted to be over or under budget for this job. Down To Earth calculates the projected variance by subtracting the projected cost from the budget amount. A minus sign (-) indicates a negative variance (over budget).

## 4.7 Printing the Cost per Unit Analysis Report

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You can print a Cost per Unit Analysis Report for all jobs in your company or for selected jobs. The cost per unit analysis includes actual costs, budgeted costs, budgeted cost per unit, actual cost per unit, variances, and projections.

To create this report, select “Cost per unit analysis” from the Reports menu column. The Cost per Unit Report window is displayed.

### Cost per Unit Report window

**Starting job:** Enter the ID number of the first job you want included on the report, up to four characters in length. To begin the report with the job that has the lowest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Ending job:** Enter the ID code of the last job you want included on the report, up to four characters in length. To end the report with the job that has the highest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number, as described under **Starting job** above.

**Starting division:** Enter the ID code of the first division you want included on the report, up to two digits in length. To begin the report with the division that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending division:** Enter the ID code of the last division you want included on the report, up to two digits in length. To end the report with the division that has the highest ID code on file, press <Return> to accept the default value of **99**.

**Starting phase:** Enter the ID code of the first phase you want included on the report, up to three digits in length. To begin the report with the phase that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending phase:** Enter the ID code of the last phase you want included on the report, up to three digits in length. To end the report with the phase that has the highest ID code on file, press <Return> to accept the default value of **999**.

**Starting subphase:** Enter the ID code of the first subphase you want included on the report, up to five digits in length. To begin the report with the subphase that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending subphase:** Enter the ID code of the last subphase you want included on the report, up to five digits in length. To end the report with the subphase that has the highest ID code on file, press <Return> to accept the default value of **99999**.

**As-of date:** Enter the date through which you want to see job cost information. Use **MMDDYYYY** format.

When you're sure the data you entered is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the Cost Per Unit Analysis printed.

**Cost per Unit Analysis Report column headings:** The Cost Per Unit Analysis Report calculates and displays the original and current cost per unit, the current variance between the revised budget and the costs to date, the projected total cost, and the projected cost per unit.

In addition to the report title, the company ID number and the job number and description are printed at the top of every page, with a separate page printed for each job. The following information is included on all reports:

**Cost code/description:** These column headings serve the same function as the Phase code/description headings on the Job Cost Summary Report. They list the ID code and description of each cost category subphase included in this report. Whenever there is a change in the division and/or phase to which this subphase is joined, the new division or phase codes are listed above the subphase. Division, phase, and job totals are listed where appropriate.

**Total units:** The total units from your budget entries.

**Original budget:** The original budget amount from your budget entries.

**Original cost/u:** The original cost per unit, calculated by dividing the original budget amount by the total units.

**Budget revisions:** The budget revision amounts, if any, that you made in your budget entries. This column will show the amount added to or subtracted from the original budget.

**Current budget:** The current budget amount from your budget entries. This adds all revisions to, or subtracts them from, the original budget.

**Budget cost/u:** The budgeted cost per unit. This is calculated by dividing the current budget amount by the total units.

**Cost to date:** The cost of this job to date, from your cost transaction entries.

**Variance/current:** The current variance for this job is the amount over or under budget to date. Down To Earth calculates the current variance by subtracting the actual cost to date from the current budget. A minus sign (-) indicates a negative variance (over budget).

**Projected/total:** The projected total variance of this job, calculated by dividing the cost to date by the actual percentage complete.

**Projected/cost:** The projected total cost per unit, calculated by dividing the projected total cost by the total number of units.

## 4.8 Printing the Labor Summary Report

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You can print a Labor Summary Report for all jobs in your company or for selected jobs, either with or without unit costs.

To create either of these reports, select “Labor summary” from the Reports menu column. The Labor Summary Report window is displayed.

### Labor Summary Report window

To print a report that includes all jobs, press <Return> twice to enter the default value, \*, in both the **Starting job** and **Ending job** fields.

**Starting job:** Enter the ID number of the first job you want included on the report, up to four characters in length. To begin the report with the job that has the lowest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Ending job:** Enter the ID code of the last job you want included on the report, up to four characters in length. To end the report with the job that has the highest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number, as described under **Starting job** above.

**Starting division:** Enter the ID code of the first division you want included on the report, up to two digits in length. To begin the report with the division that has the lowest ID code on file, press <Return> to accept the default value of 0.

**Ending division:** Enter the ID code of the last division you want included on the report, up to two digits in length. To end the report with the division that has the highest ID code on file, press <Return> to accept the default value of 99.

**Starting phase:** Enter the ID code of the first phase you want included on the report, up to three digits in length. To begin the report with the phase that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending phase:** Enter the ID code of the last phase you want included on the report, up to three digits in length. To end the report with the phase that has the highest ID code on file, press <Return> to accept the default value of **999**.

**Starting subphase:** Enter the ID code of the first subphase you want included on the report, up to five digits in length. To begin the report with the subphase that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending subphase:** Enter the ID code of the last subphase you want included on the report, up to five digits in length. To end the report with the subphase that has the highest ID code on file, press <Return> to accept the default value of **99999**.

**As-of date:** Enter the date through which you want to see labor cost information. Use **MMDDYYYY** format.

**Include unit costs:** If you want to print a Labor Summary Report with unit costs, just <Return> to accept the default of **Yes** from the selection window. If you want to print a report without unit costs, select **No**.

- ✓ A Labor Summary Report **with** unit costs analyzes labor costs per unit produced. Budget dollars, hours, units, production per hour, crew rate, and variances and projections are calculated.
- ✓ A Labor Summary Report **without** unit costs compares budgeted against actual labor charges. Both hours and dollars for regular and overtime are displayed for comparison to budget. Projected hours, dollars, and variances are calculated.

When you're sure the data you entered is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the Labor Summary Report printed.

**Labor Summary Report with unit costs column headings:** In addition to the report title, the company ID number and the job number description are printed at the top of every page, with a separate page printed for each job. The following information is included on the Labor Summary Report with unit costs:

**Phase code/description:** These columns list the ID code and description of each cost category subphase included in this report. Whenever there is a change in the division and/or phase to which this subphase is joined, the new division or phase codes are listed above the subphase. Division, phase, and cost indicator totals are listed where appropriate.

**CI:** The two-character cost indicator in each cost category. Codes beginning with **1** indicate a labor budget; codes beginning with **2** indicate a subcontractor budget; all other codes are user-defined.

**UM:** The unit of measure from your cost category entry.

The following column headings have the same values as those in the Amounts window of your labor budget entries. They are used in conjunction with seven line items: four budget-related line items and three variance line items. The definitions below apply only to the first line, **Budget-100%**. The remaining line item values are calculated as described under the heading “Labor Summary Report with unit costs - line items.”

**%CMPL:** The actual percentage completed on this job, from your field estimate entries. This heading does not apply to line items related to variances.

**Units:** The number of units to be produced for this job cost category, from your budget entries. Units are not included when calculating variances.

**Unit cost:** The cost per unit for this job cost category, from your budget entries. This value is not included when calculating the projected variance on a job.

**Cost:** The total cost of all units for this job cost category, from your budget entries.

**Rate:** The hourly crew rate for this job cost category, from your budget entries. This value is not included when calculating the projected variance on a job.

**Hourly prod.:** The number of units produced per hour by this crew in this job cost category, from your budget entries. This value is not included when calculating the projected variance on a job.

**Total hours:** The total number of hours required to produce the total units for this job cost category, from your budget entries.

**Labor Summary Report with unit costs – line items column headings:**

**Budget-100%:** This line item is described in the “Labor Summary Report with unit costs column headings” section, above.

**Budget-to date:** This line item contains cost and labor information for the current budget, including both original entries and all budget revisions to date.

- ✓ **Units, Cost, and Total** hours are calculated by multiplying the percentage complete on this line by the corresponding amounts from the **Budget-100%** line item.
- ✓ **Unit cost** is calculated by dividing the total cost by the number of units on this line.
- ✓ **Rate** comes directly from your budget entries.
- ✓ **Hourly prod.** is calculated by dividing the total number of hours on this line.

**Current:** This line item contains cost and labor information for the current period.

- ✓ **Units** are calculated by multiplying the percentage complete on this line by the number of units from the **Budget-100%** line item.

- ✓ **Cost** and **Total** hours come directly from your time and cost entries.
- ✓ **Unit cost** is calculated by dividing the total cost by the number of units on this line.
- ✓ **Rate** is calculated by dividing the total cost by the total hours on this line.
- ✓ **Hourly prod.** is calculated by dividing the total number of units by the total number of hours on this line.

**To date:** This line item contains cost and labor information for this job from inception to date.

- ✓ **Units** are calculated by multiplying the percentage complete on this line by the number of units from the **Budget-100%** line item.
- ✓ **Cost** and **Total** hours come directly from your time and cost entries.
- ✓ **Unit cost** is calculated by dividing the total cost by the number of units on this line.
- ✓ **Rate** is calculated by dividing the total cost by the total hours on this line
- ✓ **Hourly prod.** is calculated by dividing the total units by the total number of hours on this line.

**Variance:** This line item contains information on the current variance for this job (the amount over or under budget to date). A minus sign (-) indicates a negative variance (over budget).

- ✓ Down To Earth calculates the current variance for **Unit cost**, **Cost**, **Rate**, and **Total** hours by subtracting the corresponding values on the **To date** line from the corresponding values on the **Budget-to date** line.
- ✓ The current variance for **Hourly prod.** is calculated by subtracting the hourly production on the **Budget-100%** line from the hourly production on the **To date** line.

**% Variances:** This line item contains information on the percentage of variance for this job (the percentage over or under budget to date). A minus sign (-) indicates a negative variance (over budget).

- ✓ Down To Earth calculates the percentage of variance for **Unit cost**, **Cost**, **Rate**, and **Total** hours by dividing the corresponding values on the **Variance** line by the corresponding values on the **Budget-to date** line.
- ✓ The percentage variance for **Hourly prod.** is calculated by dividing the hourly production on the **Variance** line by the hourly production on the **Budget-100%** line.

**Projected Variance:** This line item contains information on the projected variance for the completed job (the percentage predicted to be over or under budget). A minus sign (-) indicates a negative variance (over budget).

- ✓ Down To Earth calculates the projected variance for **Cost** and **Total** hours by multiplying the corresponding values on the **Budget-100%** line by the corresponding values on the **Variance** line.

**Labor Summary Report without unit costs column headings:** In addition to the report title, the company ID number and the job number and description are printed at the top of every page, with a separate page printed for each job. The following information is included on the Labor Summary Report without unit costs:

**Cost code description:** The first line in this column lists the ID code of each cost category subphase included in this report; the second line lists its description. Division, phase, and job totals are listed where appropriate.

**Budget hours & dollars:** The first line in this column lists the hours budgeted for this cost category, while the second line lists the dollars budgeted. Both figures come from your budget entries.

**Regular hours & dollars:** The first line in this column lists the number of regular hours (non-overtime) entered for this cost category, while the second line lists the dollar amount entered. Both figures come from your time card entries.

**Overtime hours & dollars:** The first line in this column lists the number of overtime hours entered for this cost category, while the second line lists the dollar amount entered. Both figures come from your time card entries.

**Burden dollars:** The dollar amount of this burden percent comes from your budget entries.

**Complete/cost pct:** The cost percentage complete for this cost category is calculated by first adding the regular and overtime hours and dollars, and then dividing the result by the budgeted hours and dollars.

**Complete/act pct:** The actual percentage complete for this cost category comes from your field estimate entries.

**Projected/hours & dollars:** The projected hours and dollars for this cost category are calculated by first adding the regular and overtime hours and dollars, and then dividing the result by the actual percentage complete.

**Projected/burden dollars:** The projected burden dollars for this cost category are calculated by dividing the burden dollars by the actual percentage complete.

**Projected/total dollars:** The projected total dollars for this cost category are calculated by adding together the projected dollars and the burden dollars.

**Projected/variance hours:** The projected variance in hours for this cost category (hours over or under budgeted amount) is calculated by subtracting the projected hours from the budget hours. A minus sign (-) indicates a negative variance (over budget).

**Projected/variance dollars:** The projected variance in dollars for this cost category (dollars over or under budgeted amount) is calculated by subtracting the projected dollars from the budget dollars. A minus sign (-) indicates a negative variance (over budget).

## 4.9 Printing the Job History Report

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The Job History Report shows the detail of the job costs compared to the budget amounts and units. You can print a Job History Report for all jobs in your company or for selected jobs. The Job History Report can also be printed for a specific cost indicator or for all cost indicators.

To create this report, select “Job history” from the Reports menu column. The Job History Report window is displayed.

### Job History Report window

**Starting job:** Enter the ID number of the first job you want included on the report, up to four characters in length. To begin the report with the job that has the lowest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Ending job:** Enter the ID code of the last job you want included on the report, up to four characters in length. To end the report with the job that has the highest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number, as described under **Starting job** above.

**Starting division:** Enter the ID code of the first division you want included on the report, up to two digits in length. To begin the report with the division that has the lowest ID code on file, press <Return> to accept the default value of 0.

**Ending division:** Enter the ID code of the last division you want included on the report, up to two digits in length. To end the report with the division that has the highest ID code on file, press <Return> to accept the default value of 99.

**Starting phase:** Enter the ID code of the first phase you want included on the report, up to three digits in length. To begin the report with the phase that has the lowest ID code on file, press <Return> to accept the default value of 0.

**Ending phase:** Enter the ID code of the last phase you want included on the report, up to three digits in length. To end the report with the phase that has the highest ID code on file, press <Return> to accept the default value of 999.

**Starting subphase:** Enter the ID code of the first subphase you want included on the report, up to five digits in length. To begin the report with the subphase that has the lowest ID code on file, press <Return> to accept the default value of 0.

**Ending subphase:** Enter the ID code of the last subphase you want included on the report, up to five digits in length. To end the report with the subphase that has the highest ID code on file, press <Return> to accept the default value of **99999**.

**Cost indicator:** If you want to print history for only one of the cost indicators on file for the selected jobs, enter that cost indicator code here, or press <Return> to accept the default of **\*\*** (all cost indicators).

When you're sure the data you entered is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the Job History Report printed.

**Job History Report column headings:** In addition to the report title, the company ID number is printed at the top of every page, with a separate page printed for each job. Directly under the column headings, the following additional job information is printed: job number and description, estimator, job location, contract amount, starting date, completion date, and contract type from the "Job" function, and total area units from the **Unit descr** field in the "Company" function. (See the section, "Setting up your company" for a more detailed description of this job information.)

The column headings apply to each cost category listed for the job and are described below. Job totals are listed where appropriate.

**Cost code:** The phase code grouping for a specific cost category (including division, phase, and subphase).

**Description:** The description for the **Cost code** column heading.

**Date:** the date of the most recent activity in this cost category.

**Srce:** The Down To Earth application that is the source of the most recent activity in this cost category.

**Reference:** A reference for the most recent activity in this cost category. For example, a time card entry would list an employee number.

**Budget:** The budget amount for this cost category.

**Transaction amount:** The amount of this cost category transaction.

**Var %:** This column calculates this cost category's variance from the budget by first subtracting the actual amount from the budget amount and then dividing the difference by the budget amount.

**Units:** The number of units for this cost category transaction.

## 4.10 Printing the Contract Status Report

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You can print a Contract Status Report for all jobs in your company or for selected jobs. The Contract Status Report shows contract, budget, estimated profit, billings, percentage of completion, costs, and profit.

To create this report, select “Contract status” from the Reports menu column. The Contract Status Report window is displayed.

### Contract Status Report window

**Starting job:** Enter the ID number of the first job you want included on the report, up to four characters in length. To begin the report with the job that has the lowest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Ending job:** Enter the ID code of the last job you want included on the report, up to four characters in length. To end the report with the job that has the highest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number, as described under **Starting job** above.

**As-of date:** Enter the date through which you want to see contract status information. Use **MMDDYYYY** format.

When you’re sure the data you entered is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the Contract Status Report printed.

**Contract Status Report column headings:** The contract status information is listed in job ID order, with each job number followed by its description. Column totals are printed at the end of the report.

**Contract amount:** The actual contract amount is pulled from your job master file.

**Estimated cost:** The estimated cost is pulled from the total of your original budget entries and your revisions.

**Est. profit:** The estimated profit is calculated by subtracting the estimated cost from the contract amount.

**% bill:** The percentage billed is calculated by dividing the amount billed to date from the contract amount.

**Billed to date:** The amount billed to date is taken from your billing transaction entries.

**% comp:** The percentage complete is calculated from the average percentage complete for all subphases.

**Amount complete:** The amount complete to date is calculated by multiplying the contract amount by the percentage complete.

**Over/under billed:** The amount over- or under-billed is calculated by subtracting the amount complete from the amount billed to date.

**Actual cost:** The actual cost is taken from your cost transaction entries.

**Actual P or L:** The actual profit or loss is calculated by subtracting the actual cost from the amount complete.

**Projected cost:** The projected cost is calculated by dividing the actual cost by the amount complete.

**Projected P or L:** The projected profit or loss is calculated by subtracting the projected cost from the contract amount.

**Contract balance:** The contract balance is calculated by subtracting the amount billed to date from the contract amount.

## **4.11 Printing the Subcontractor Status Report**

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You can print a Subcontractor Status Report for all jobs in your company or for selected jobs. The Subcontractor Status Report compares budget amounts with actual amounts and shows the remaining budget, projected cost, and variance.

To create this report, select “Subcontractor status” from the Reports menu column. The Subcontract Status Report window is displayed.

### **Subcontract Status Report window**

**Starting job:** Enter the ID number of the first job you want included on the report, up to four characters in length. To begin the report with the job that has the lowest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number. At the **Job description** prompt, either press <Return> or enter the first few letters of the job description to display an alphabetic list of jobs. Select the one you want and press <Return> to enter the job information.

**Ending job:** Enter the ID code of the last job you want included on the report, up to four characters in length. To end the report with the job that has the highest ID code on file, press <Return> to accept the default value, \*.

You can use the “Find” shortcut to search for the correct number, as described under **Starting job** above.

**Starting division:** Enter the ID code of the first division you want included on the report, up to two digits in length. To begin the report with the division that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending division:** Enter the ID code of the last division you want included on the report, up to two digits in length. To end the report with the division that has the highest ID code on file, press <Return> to accept the default value of **99**.

**Starting phase:** Enter the ID code of the first phase you want included on the report, up to three digits in length. To begin the report with the phase that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending phase:** Enter the ID code of the last phase you want included on the report, up to three digits in length. To end the report with the phase that has the highest ID code on file, press <Return> to accept the default value of **999**.

**Starting subphase:** Enter the ID code of the first subphase you want included on the report, up to five digits in length. To begin the report with the subphase that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending subphase:** Enter the ID code of the last subphase you want included on the report, up to five digits in length. To end the report with the subphase that has the highest ID code on file, press <Return> to accept the default value of **99999**.

**As-of date:** Enter the date through which you want to see subcontractor status information. Use **MMDDYYYY** format.

When you're sure the data you entered is correct, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the Subcontractor Status Report printed.

**Subcontractor Status Report column headings:** The company ID code number is printed along with the report headings. The contract status information is listed in subcontractor and job ID order, with each number followed by the appropriate name description. The individual column headings are described below.

**Phase code:** Under the subcontractor name, this column displays the phase code grouping (division, phase, subphase) for this cost category.

**Cost indicator:** The cost indicator for this cost category.

**Phase description:** The subphase description is displayed to the right of the phase code grouping.

**Budget amount:** The amount budgeted for this cost category, taken from your budget entries.

**Cost to date:** The cost to date for this cost category, taken from your cost transaction entries.

**Balance:** The budget amount remaining for this cost category is calculated by subtracting the cost to date from the budget amount.

**Projected cost:** The projected cost for this cost category is calculated by dividing the cost to date by the percentage complete (from you field estimate entries).

**Over/under estimate:** The amount by which this cost category is over or under your estimate is calculated by subtracting the project cost from the budget amount.

## 4.12 Printing the J/C to G/L Distribution Report

---

There is no interface from Job Cost to the Down to Earth General Ledger, but the “G/L Distribution” entry in the Reports menu column enables you to print a general ledger distribution report if you entered general ledger distributions on your cost transaction entries in the Down To Earth Job Cost application. You can then make entries to your general ledger with this report as the support.

To create this report, select “G/L distribution” from the Reports menu column. The J/C to G/L Distribution Report window is displayed.

### J/C to G/L Distribution Report window

**Period ending date:** Enter the ending date of the accounting period for which you are entering general ledger distributions.

When you’re sure you’ve entered the correct date, press <Return>. The Print Option column is pulled down from the menu bar. From this column, choose where you want the J/C to G/L Distribution Report printed.

## 4.13 Printing reports created through Report Writer

---

To print custom-made reports that were created using the Down To Earth Report Writer application on VMS or UNIX, select “Other reports” from the Reports menu column. (To print such reports on DOS, you must select “Run” from the Reports menu column in Report Writer).

### Report Name window

**Application code:** Down To Earth automatically displays the two-character code of the application you’re processing. Because you’re currently processing transactions from within Job Cost, **JC** is displayed.

**Report name:** The names of the reports created through Report Writer are displayed in a selection window. Choose the report you want to print.

After you've made your selection, press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want the report sent.

## 4.14 Printing queued reports

---

To display a list of the reports in the print queue, select "Queued reports" from the Reports menu column. You can then print one or more copies of the report, delete a report from the print queue, or rename a report. We suggest that you use this menu entry to view the queued reports before you clear the print queue (via the Files menu column in the System Manager application).

**File:** From the displayed selection window, choose the report you want to print, delete, or rename.

**Copies:** Enter the number of copies you want to print. If you want just one copy printed, press <Return>.

**Delete:** If you want to delete the report from the print queue, press <Return> to select the default value, **Yes**. If you want to leave the report in the queue, select **No**.

**Rename:** To rename the report, select **Yes**. To leave the report as it is, select **No**. If you rename the report, it is deleted from the print queue, but you can access it using other software products (for example, Lotus 1-2-3 or WordPerfect).

**To:** If you selected **Yes** at the **Rename** prompt, enter the new report name. The report name can be up to six characters in length. Down To Earth automatically assigns the extension **.prt** to the name you enter and places the report in the directory referenced by the RPT logical.

**Select printer:** From the displayed selection window, choose the printer to which you want to send the specified report. When you press <Return>, the report is sent to the printer.

## 5 The Miscellaneous Menu Column

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From the Miscellaneous menu column you can

- Close out a job
- Clear the current period
- Copy cost categories
- Purge transaction history
- Clear the G/L distribution

### 5.1 Closing out a job

---

The “Close job” function should be used with caution. This menu entry deletes all detail from the open job file, and will only appear on the Job History Report until that history file is deleted.

Before you close a job, you must post all transactions for the job, clear the current period for this job, and print all reports required by your company.

To close out a job, select “Close job” from the Miscellaneous menu column. Down To Earth displays the Job Close-out window.

#### Job Close-out window

**Job number:** Enter the number of the job you want to delete (close out) and press <Return>. If you don’t remember the job number, you can use the “Find” shortcut to search for it.

Job Cost will display the rest of the information on file for this job, as described in the following fields. Use this information to verify that you are deleting the right job.

**Description:** The description of the job you want to delete is displayed.

**Start date:** The starting date for the job you want to delete is displayed.

**Completion date:** The completion date for the job you want to delete is displayed.

**Contract amount:** The contract amount for the job you want to delete is displayed.

**Customer:** The customer for the job you want to delete is displayed.

**Contract type:** The contract type for the job you want to delete is displayed.

**Estimator:** The estimator for the job you want to delete is displayed.

**Location:** The location for the job you want to delete is displayed.

**Confirm:** If this is not the right job and you do **not** want to delete it, press <Return> to accept the default of **NO** and abort the process.

If you **do** want to delete this job, type **YES** and press <Return>. If you enter any other response (including **Y**), Down To Earth will automatically enter **NO** in this field and the job will not be closed out.

Continue entering job numbers until you have deleted all of the jobs you want to delete (close out).

## 5.2 Clearing the current period

---

The “Clear current period” menu entry sets the current period figures for a job back to zero so that reports for the next period will reflect accurate amounts.

This function should be run on a periodic schedule of your choice, based on your field estimate frequency. Remember that each new field estimate entry is considered the start of a new “current period.” The current period does not refer to the accounting month or period. No matter what the date of the transaction is, the entered costs appear in the current amounts until this function is run.

Before you clear the period, you must post all current transactions and print the reports required by your company. **Do not** enter any data for the new period until you have cleared the old period. After you run the program, all reports will display zeroes in the current period column until additional costs or billings are posted.

Whatever your field estimate frequency is (weekly, biweekly, etc.), the steps to process each period are to enter time, costs, and billings; enter field estimates; print reports; and clear the current period before you enter any costs for the next period.

To clear the period-to-date fields and reset your item records for the next period, select “Clear current period” from the Miscellaneous menu column. Down To Earth displays the Clear Current Period window.

**Option:** When the cursor is in this field, a selection window is displayed, allowing you to clear the current period for one job or for all jobs.

- ✓ If you want to clear the current period for only one job, press <Return> to accept the default value of **One job**. The cursor will be positioned in the **Job number** field, below.
- ✓ If you want to clear the current period for all jobs, select **All jobs** and press <Return>. The cursor will be positioned at the **Confirm** prompt.

**Job number:** Down To Earth will only ask you for the job number if you selected **One job** in the **Option** field above. Enter the number of the job for which you want to clear the current period data. If you don’t remember the job number, you can use

the “Find” shortcut to search for it. After you press <Return>, the job description will be displayed in the **Description** field below.

**Description:** If you are clearing the period data for a specific job, Down To Earth will display the job description here after you enter a job number and press <Return>. Use this information to verify that you are clearing the current period for the right job.

**Confirm:** If this is not the right job and you do **not** want to clear current period figures for it, press <Return> to accept the default of **NO** and abort the process.

If this is the right job, or you are clearing the period figures for all jobs, type **YES** and press <Return>. If you enter any other response (including **Y**), Down To Earth will automatically enter **NO** in this field and the current period figures will not be cleared.

Press <Return> to either clear the current period or abort the process. The Miscellaneous menu column is re-displayed.

### 5.3 Copying job cost categories

---

If more than one job uses many of the same cost categories, you can set up an original job with the “Cost categories” entry in the Maintenance menu column. You can then copy some of all of these cost categories to other jobs by selecting the “Copy cost categories” entry from the Miscellaneous menu column. Down To Earth displays the Copy Job Cost Categories window.

#### Copy Job Cost Categories window

**Old company code:** Enter the number of the company whose job you want to copy. The job will be copied into the company you are currently logged into.

**Old job number:** Enter the number of the job from which you want to copy selected cost categories. If you don’t remember the job number, you can use the “Find” shortcut to search for it.

**New job number:** Enter the number of the job to which you want to copy selected cost categories. If you don’t remember the job number, you can use the “Find” shortcut to search for it. This job record must already have been added to the file through the “Jobs” entry in the Maintenance menu column.

For the starting and ending fields below, our example will accept the defaults.

**Starting division:** Enter the ID code of the first division you want to copy, up to two digits in length. To begin the copy with the division that has the lowest ID code on file, press <return> to accept the default value of **0**.

**Ending division:** Enter the ID code of the last division you want to copy, up to two digits in length. To end the copy with the division that has the highest ID code on file, press <Return> to accept the default value of **99**.

**Starting phase:** Enter the ID code of the first phase you want to copy, up to three digits in length. To begin the copy with the phase that has the lowest ID code on file, or to include all phases, press <Return> to accept the default value of **0**.

**Ending phase:** Enter the ID code of the last phase you want to copy, up to three digits in length. To end the copy with the phase that has the highest ID code on file, press <Return> to accept the default value of **999**.

**Starting subphase:** Enter the ID code of the first subphase you want to copy, up to five digits in length. To begin the copy with the subphase that has the lowest ID code on file, press <Return> to accept the default value of **0**.

**Ending subphase:** Enter the ID code of the last subphase you want to copy, up to five digits in length. To end the copy with the subphase that has the highest ID code on file, press <Return> to accept the default value of **99999**.

**All or Individual:** Select **All** if you want to copy all job cost categories within the specified ranges of divisions, phases, and subphases as entered above. After you press <Return>, each cost category record will be displayed on the last line of the screen as it is being copied.

Select **Individual** if you want to selectively copy individual job cost categories within the specified ranges. After you press <Return>, individual cost categories will be displayed on the last line of the screen. As each one is displayed, you will be asked if you want that one copied. When all cost categories have been displayed, you will see the message “End of matching records”.

Press <Return> to either copy the job cost categories or abort the process and return to the Miscellaneous menu column.

## 5.4 Purging job history

---

The “Purge history” function deletes all job history on file, for all jobs, through the date you specify.



**Use caution!** Purged records cannot be retrieved through Down To Earth.

---

As long as the history is retained on the computer, you can print a history report. You should only purge transaction detail after you’ve printed a Job History Report for your files and all other reports required by your company.

Select “Purge history” from the Miscellaneous menus column to display the Purge Job History window.

## Purge Job History window

**Purge through date:** Enter the date through which you want to purge the history file. To purge all transactions through the current date, just press <Return> to accept the default of today's date.

**Confirm:** If you do not want to purge the job history file, press <Return> to accept the default of **NO**. If you do want to continue the purging process, type **YES** and press <Return> to verify that you want to purge the history file. If you enter any other response (including **Y**), Down To Earth will automatically enter **NO** in this field and the history file will not be purged.

## 5.5 Clearing the G/L distribution

---

To clear Job Cost to general ledger distribution, select "Clear G/L distribution" from the Miscellaneous menu column. The Clear J/C to G/L Distribution window is displayed. Do not clear the distribution file until you are absolutely sure you do not need the date.

### Clear J/C to G/L Distribution window

**Period ending date:** Enter the date through which you want to clear Job Cost to general ledger distribution. To clear transaction through the current date, just press <Return>.

**Confirm:** If you want to clear the general ledger distribution file, press <Return> to accept the default of **NO**. If you do want to clear the general ledger distribution file, type **YES** and press <Return>. If you enter any other response (including **Y**), Down To Earth will automatically enter **NO** in this field and the distribution file will not be cleared.

Press <Return> to either clear Job Cost to general ledger distribution or abort the process. The Miscellaneous menu column is re-displayed.

## Appendix A: Procedures

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### Processing job cost transactions

---

Once you've set up your Job Cost codes and files, you'll just need to enter "current period" field estimates for each job until it is one hundred percent complete. You only need to enter time, cost, and billing transactions here if you aren't using the Down To Earth Accounts Payable, Accounts Receivable, and Payroll applications. Each time you enter a field estimate for that job, it's considered a new "current period" for that job. For each job, you should do the following:

1. For the new current period, use the "Field estimate worksheets" function from the Reports menu column to print a clean worksheet. Fill the worksheet out with an estimate of the current percentage complete and units complete for this job. (Make sure the previous period has been cleared first. Read steps 5-7.)
2. Use the "Enter field estimates" function from the Transaction menu column to enter your field estimates into the Job Cost applications.
3. If you don't use the Down To Earth accounting applications, enter time, cost, and billing transactions for the current period using the corresponding functions in the Transaction menu column.
4. Print the time, cost, and billing proof sheets and check them for accuracy.
5. Post the time, cost, and billing transactions for the current period.
6. Print all reports required by your company for the current period, using the appropriate functions in the Reports menu column.
7. Clear the transactions for the current period, using the "Clear current period" functions in the Miscellaneous menu column. Be sure you have followed steps 4-6 before clearing period. The next time you enter a field estimate, it will be considered a new "current period."

### Entering original budget information

---

You can enter budget information using the "Original budget entry" function from the Maintenance menu column. After Down To Earth has validated your cost category information, an Amounts window will be displayed. Fill in the fields as described below.

**Entering unit and cost information (all budgets):** You can enter the unit and cost information for a budget as follows, regardless of whether this is a labor or a non-labor budget.

1. Enter the number of units.
2. Enter either the per unit or the total cost. The other field will be calculated.

If your cost indicator begins with anything other than **1**, this is a non-labor budget and you won't be able to access the remaining fields.

**Entering production information (labor budgets only):** If your cost indicator for a budget begins with **1**, this is a "labor" budget. You should fill in the following fields described in the Amounts window, in addition to any unit or cost changes.

1. Enter one of the following:

**Average hourly crew rate.** Down To Earth will calculate the production per hour and total hours.

**Production per hour.** Down To Earth will calculate the average crew rate and totals hours.

**Total hours.** Down To Earth will calculate the average crew rate and production per hour.

2. Enter the burden percent for this budget. If you are using the Down To Earth Payroll application, that value may be used for calculating the burden percent for each job.

## **Entering budget revisions**

---

You can revise budget information using the "Budget revisions" function from the Maintenance menu column. If your cost indicator for a budget begins with **1**, this is a "labor" budget; otherwise, it is a "non-labor" budget. You can make unit and cost revisions for labor budgets.

**Changing the number of units (all budgets):** You can revise the number of units for a budget as follows, regardless of whether this is a labor or non-labor budget.

1. Enter the number of units to be **added to** or **subtracted from** the original unit amount.
2. Enter the **current** unit cost. Down To Earth will calculate the net change to the total cost.

**Changing the unit cost (all budgets):** You can revise the unit cost for a budget as follows, regardless of whether this is a labor or a non-labor budget.

1. Because the unit cost is always calculated by Down To Earth, do not enter anything in the **Unit cost** field. Instead, figure out the increase or decrease to the total cost.

2. Enter the net increase or decrease in the **Total cost** field. Down To Earth will calculate the new unit cost.

**Changing the total cost (all budgets):** You can revise the total cost for a budget as follows, regardless of whether this is a labor or a non-labor budget.

1. Figure out the increase or decrease to the total cost.
2. Enter the net increase or decrease in the **Total cost** field. Down To Earth will calculate the change to the number of units and the new current unit cost.

**Changing the crew rate (labor budgets only):** To change the average crew rate for a labor budget, enter the current average hourly rate in the **Average crew rate** field. The amount entered here will replace, not increase or decrease, the crew rate of the original budget. This won't affect any other fields.

**Changing the production per hour (labor budgets only):** To change the production per hour for this budget, enter the amount to be **added to** or **subtracted from** the average number of units this crew produces each hour, up to **999,999.99**. Down To Earth will then calculate the net change to the total hours.

**Changing the total hours (labor budgets only):** To change the total hours for this budget, **do not** make any entries in the **Total hours** field. Instead, in the **Production per hour** field, enter the amount to be added to or subtracted from the average number of units this crew produces each hour, up to **999,999.99**. Down To Earth will then calculate the net change to the total hours and insert it in the **Total hours** field.

## **Correcting budget errors**

---

Correcting an error in a budget entry (or in a revision) is not the same as actually revising the budget. To correct an error, you first “zero out” the calculated fields before making the corrected entries. For budget amount fields that aren't calculated, you can just type the correct value over the existing value.

### **Correcting unit and cost errors in original budget entries (all budgets):**

1. Type the correct number of units (or the correct unit change) in the **Units** field.
2. Enter the correct value in either the **Unit cost** or the **Total cost** field.
3. After doing step 2, type **0** in the other “cost” field. When you press <Return>, Down To Earth will calculate the value for the zeroed-out field.

### **Correcting unit and cost errors in budget revisions (all budgets):**

1. Type the correct unit increase or decrease in the **Units** field.

2. Type **0** in the **Unit cost** field.
3. Enter the correct increase or decrease to the **Total cost** field. Down To Earth will calculate the increase or decrease to the unit cost.

**Correcting production values in original budget entries (labor budgets only):**

1. Type the correct value in the **Average crew rate** and **Burden %** fields.
2. Enter the correct value in either the **Production per hour** or the **Total hours** field.
3. After doing step 2, type **0** in the other “hour” field. When you press <Return>, Down To Earth will calculate the value for the zeroed-out field.

**Correcting production values in budget revisions (labor budgets only)**

1. Type the correct value in the **Average crew rate** and **Burden %** fields.
2. Type **0** in the **Total hours** field.
3. Enter the correct increase or decrease to the **Production per hour** field. Down To Earth will calculate the increase or decrease to the total hours.

## **Current period processing**

Each time you enter a field estimate for a job, it’s considered a new “current period” for that job. However, your company is free to determine the length of this period. We recommend that you choose a specific cycle for job cost processing, such as weekly or monthly. For each job, you should follow the steps below. For a more detailed description of these steps, see the section, “Processing job cost transactions.”

1. Fill out a field estimate worksheet with an estimate of the current percentage complete and units complete for this job. (See step 7 first.)
2. Enter your field estimates into the Job Cost application.
3. Enter time, cost, and billing transactions for the current period, either through Job Cost or through the Down To Earth accounting applications.
4. Print the time, cost, and billing proof sheets and check them for accuracy.
5. Post the time, cost, and billing transactions for the current period.
6. Print all reports required by your company for the current period.
7. Clear the transactions for the current period. The next time you enter a field estimate, it will be considered a new “current period.”



## Appendix B: Troubleshooting / Common Down To Earth & DBL errors

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### ➤ “Phase code not on file” or “Subphase not on file” error

Sometimes this error appears, even though the code in question appears on the “Find” list. If the code is correct, the most likely answer is that it doesn’t meet some other requirement.

- ✓ Make sure your cost category is valid. Remember that the job, division, phase, subphase, cost indicator, and subcontractor are checked **together** to see if the combination makes up a valid cost category. Check your budget worksheet; if this category isn’t on the list, you’ll need to correct it or add a new category.
- ✓ If you get this error while making a time entry, be sure your cost indicator begins with 1. You can only make time entries for labor budgets.

### ➤ Unable to access certain records, even though in some reports

If one or more codes making up this record has been deleted or changed, you won’t be able to access any records containing that code. For example, if you had a cost indicator of **AB** and you either delete it or change it to **A2**, Down To Earth will no longer be able to find any cost categories containing the code **AB**. However, the categories may still print on certain reports because they are in the job history file.

### ➤ Error 18: File not found

The file specified was being accessed by a program but was not found in the location assigned to the logical specified. Either the file is truly not there and must be created or the Device assignment is incorrect. The file has been created but the program was looking in the wrong place.

## Appendix C: Record Layouts

---

**Filename:** jcbill.rec

**Record description:** Job cost billing file

**Record length :** 54

**Primary key :** 1.6 jcb\_comp, jcb\_job

record jcbill

jcb_key	,a6		; Primary key
jcb_comp	,a2	@jcb_key	; Company code
jcb_job	,a4	@jcb_key+2	; Job number
jcb_descr	,a30		; Description
jcb_date	,d8		; Billing date (yyyymmdd)
jcb_amount	,d10		; Billed amount (8.2)

**Filename:**            **jecont.rec**

**Record description:** Job cost subcontractors file

**Record length :**     187

**Primary key :**        1.8     jcc\_comp, jcc\_contid

**Alternate 1 :**       153.25 jcc\_sort

```
record jecont
  jcc_key           ,a8           ; Primary key
  jcc_comp          ,a2           @jcc_key       ; Company code
  jcc_contid        ,a6           @jcc_key+2     ; Contractor ID
  jcc_name          ,a25          ; Name
  jcc_addr1         ,a25          ; Address line 1
  jcc_addr2         ,a25          ; Address line 2
  jcc_city          ,a20          ; City
  jcc_state         ,a2           ; State
  jcc_zip           ,a9           ; Zip code
  jcc_phone         ,a12          ; Telephone
  jcc_contact       ,a25          ; Contact
  jcc_status        ,a1           ; Status
                               ; A - active
                               ; I - inactive
  jcc_sort          ,a25          ; Sort name
  jcc_jdiv          ,d2           ; Job division
  jcc_jphase        ,d3           ; Job phase
  jcc_jsubphs       ,d5           ; Job subphase
```

**Filename:** jcdetl.rec

**Record description:** Job cost phase selection file

**Record length:** 199

**Primary key:** 1.27 jce\_comp, jce\_job, jce\_jdiv, jce\_jphase, jce\_jsubphs, jce\_jci,  
jce\_subcont, jce\_type, jce\_revision

record	jcdetl		
jce_key	,a27		; Primary key
jce_comp	,a2	@jce_key	; Company code
jce_job	,a4	@jce_key+2	; Job number
jce_jdiv	,d2	@jce_key+6	; Division code
jce_jphase	,d3	@jce_key+8	; Phase
jce_jsubphs	,d5	@jce_key+11	; Subphase
jce_jci	,a2	@jce_key+16	; Cost indicator (type)
jce_subcont	,a6	@jce_key+18	; Subcontractor
jce_type	,d1	@jce_key+24	; Record type
jce_revision	,d2	@jce_key+25	; Revision number
jce_uom	,a2		; Unit of measure
jce_unit	,4d8		; Units (6.2)
			; 1 - current period
			; 2 - to date
			; 3 - original budget
			; 4 - budget revision
jce_cost	,4d10		; Cost (8.2)
			; 1 - current period
			; 2 - to date
			; 3 - original budget
			; 4 - budget revision
jce_hours	,4d8		; Hours - production per hour
			; 1 - current period
			; 2 - to date
			; 3 - original budget
			; 4 - budget revision
jce_pctcompl	,2d4		; Completion percentage
			; 1 - current period
			; 2 - to date
jce_rate	,d6		; Average crew rate (4.2)
jce_burdenrate	,d4		; Burden rate (2.2)
jce_burdenamt	,2d10		; Actual burden (8.2)
			; 1 - current period
			; 2 - to date
jce_overtime	,2d8		; Overtime hours/dollars (6.2)
			; 1 - current period
			; 2 - to date
jce_estdate	,d8		; Last estimate date (yyyymmdd)
jce_areapct	,d4		; Percent of total area

**Filename:** jcdist.rec

**Record description:** Job cost to G/L distribution file

**Record length:** 114

**Primary key:** 1.16 jcd\_comp, jcd\_acct, jcd\_div, jcd\_dept

**Alternate 1:** 25.8 jcd\_ref

```

record jcdist
  jcd_key           ,a16           ; Primary key
  jcd_comp         ,a2             @jcd_key       ; Company code
  jcd_acct         ,a6             @jcd_key+2    ; G/L account number
  jcd_div          ,a4             @jcd_key+8    ; Division
  jcd_dept         ,a4             @jcd_key+12   ; Department
  jcd_date         ,d8             ; Transaction date (yyyymmdd)
  jcd_ref          ,a8             ; Reference
  jcd_descr        ,a25            ; Description
  jcd_amnt         ,d10            ; Transaction amount (8.2)
  jcd_cost         ,a6             ; Cost center ID
  jcd_catg         ,a3             ; Cost category code
  jcd_unit         ,d10            ; Units (8.2)
  jcd_cust_vend    ,a6             ; Customer/vendor ID
  jcd_invck_chek   ,a8             ; Invoice/check number
  jcd_tag_id       ,a14            ; Record tag
  jcd_tag_sys      ,a2             @jcd_tag_id   ; Tag system code
  jcd_tag_date     ,d5             @jcd_tag_id+2 ; Tag date (yyjjj)
  jcd_userid       ,a3             @jcd_tag_id+7 ; Tag user ID
  jcd_tag_seq      ,d4             @jcd_tag_id+10 ; Tag sequence number

```

**Filename:** jchist.rec

**Record description:** Job cost history file

**Record length :** 65

**Primary key :** 1.33 jch\_comp, jch\_job, jch\_jdiv, jch\_jphase, jch\_jsubphs, jch\_jci,  
jch\_subcon, jch\_date, jch\_type

record jchist

jch_key	,a33		; Primary key
jch_comp	,a2	@jch_key	; Company code
jch_job	,a4	@jch_key+2	; Job number
jch_jdiv	,d2	@jch_key+6	; Division code
jch_jphase	,d3	@jch_key+8	; Phase
jch_jsubphs	,d5	@jch_key+11	; Subphase
jch_jci	,a2	@jch_key+16	; Cost indicator (type)
jch_subcon	,a6	@jch_key+18	; Subcontractor
jch_date	,d8	@jch_key+24	; Transaction date (yyyymmdd)
jch_type	,d1	@jch_key+32	; Record type
			; 1 = Cost transaction (from JC Cost Trx)
			; 2 = Time transaction (from JC Time Trx)
			; 3 = Billing transaction (from JC Billing Trx)
			; 4 = A/P Transaction (from A/P system)
			; 5 = Payroll Transaction (from P/R system)
			; 6 = A/R Transaction (from A/R system)
jch_amount	,d10		; Transaction amount (8.2)
jch_unit	,d8		; Units (6.2)
jch_vendid	,a6		; Vendor
jch_invcno	,a8		; Invoice number

**Filename:**            **jcjobs.rec**

**Record description:**  Job cost master job file

**Record length :**       251

**Primary key :**         1.6    jcj\_comp, jcj\_job

**Alternate 1 :**         7.20   jcj\_descr

record	jcjobs		
jcj_key	,a6		; Primary key
jcj_comp	,a2	@jcj_key	; Company code
jcj_job	,a4	@jcj_key+2	; Job number
jcj_descr	,a30		; Description
jcj_startdate	,d8		; Start date (yyyymmdd)
jcj_compldate	,d8		; Completion date (yyyymmdd)
jcj_contramt	,d10		; Contract amount
jcj_contrtyp	,a1		; Contract type
jcj_custname	,a35		; Customer name
jcj_unit	,3d8		; Units (6.2)
jcj_cost	,3d10		; Cost (8.2)
jcj_ovrhrs	,2d8		; Overtime hours (6.2)
jcj_billed	,d10		; Billed to date (8.2)
jcj_pctcompl	,d4		; Total percent completed (2.2)
jcj_sqfeet	,d8		; Total square feet (8.0)
jcj_certjob	,a1		; Certified job
jcj_super	,a30		; Supervisor
jcj_location	,a30		; Location

**Filename:** jephse.rec

**Record description:** Job cost division/phase/subphase file

**Record length :** 36

**Primary key :** 1.6 jcp\_rtyp, jcp\_code

record jcphse

jcp_key	,a6		; Primary key
jcp_rtyp	,a1	@jcp_key	; Record type
			; D - division
			; P - phase
			; S - subphase
jcp_code	,d5	@jcp_key+1	; Division/phase/subphase code
jcp_descr	,a30		; Description

**Filename:** jetime.rec

**Record description:** Job cost time sheet transaction file

**Record length :** 73

**Primary key :** 1.10 jci\_comp, jci\_emplid, jci\_seqno

record jctime

jci_key	,a10		; Primary key
jci_comp	,a2	@jci_key	; Company code
jci_emplid	,a6	@jci_key+2	; Employee number
jci_seqno	,d2	@jci_key+8	; Sequence number
jci_job	,a4		; Job number
jci_jdiv	,d2		; Job division
jci_jphase	,d3		; Job phase
jci_jsubphs	,d5		; Job subphase
jci_jci	,a2		; Job cost indicator
jci_name	,a25		; Employee name
jci_reghrs	,d5		; Regular hours (3.2)
jci_regrate	,d6		; Regular rate (4.2)
jci_othrs	,d5		; Overtime hours (3.2)
jci_otrate	,d6		; Overtime rate (4.2)

**Filename:** jctran.rec

**Record description:** Job cost transaction file

**Record length :** 90

**Primary key :** 1.34 jct\_comp, jct\_job, jct\_jdiv, jct\_jphase, jct\_subphse, jct\_jci, jct\_subcont,  
jct\_id, jct\_seqno

record jctran

jct_key	,a34		; Primary key
jct_comp	,a2	@jct_key	; Company code
jct_job	,a4	@jct_key+2	; Job number
jct_jdiv	,d2	@jct_key+6	; Job division code
jct_jphase	,d3	@jct_key+8	; Job phase
jct_jsubphse	,d5	@jct_key+11	; Job subphase
jct_jci	,a2	@jct_key+16	; Job cost indicator
jct_subcont	,a6	@jct_key+18	; Subcontractor
jct_id	,a8	@jct_key+24	; Transaction ID
jct_seqno	,d2	@jct_key+32	; Sequence number
jct_date	,d8		; Date (yyyymmdd)
jct_descr	,a30		; Description
jct_unit	,d8		; Units/hours (6.2)
jct_cost	,d10		; Cost (8.2)

record ,X

	,a64		
jct_acct	,a6		; G/L account
jct_div	,a4		; Division
jct_dept	,a4		; Department
jct_distamt	,d10		; Distribution amount (8.2)

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