COUGAR MOUNTAIN SOFTWARE

DENALI

JOB COST USER'S GUIDE

Microsoft GOLD CERTIFIED Partner

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Chapter

1

Learning About This Resource

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DENALI

Welcome to Denali by Cougar Mountain. This guide is designed to help you effectively learn to use the Job Cost module. This chapter presents an overview on how to use this guide and where to find additional help, along with introductions to each chapter of the guide. You must have Order Entry installed to use Job Cost.

How to Use This Guide

We wrote this documentation to accommodate a system that has all available modules and enhancements installed and integrated. If this is not the case, some windows and options might be different. After you review this guide, if you would like to expand your software package to get the most out of Denali, refer to our website or contact our Sales Department at (800) 388-3038 for more information.

If you have not done so already, we highly recommend you review the information in the Getting Started guide before you continue. This guide provides valuable information on the commonalities between the Denali modules, customization options to ensure Denali meets your needs, and overviews of the different types of help and training available.

How This Guide Is Organized

Refer to this section for a summary of what is covered in this user's guide and how to get the most out of it.

Chapter 1: Learning About this Resource

This chapter introduces you to the organization of this user's guide. It provides an overall look at the information you can find and how it is designed.

Chapter 2: Setting Up the Job Cost Module

In this chapter, we provide you with explanations of the minimum and advanced set up features of Job Cost.

Chapter 3: Managing Your Jobs

Maintaining complete job information is important to your business. This chapter provides information about setting up your jobs.

Chapter 4: Entering Job Cost Activity

As you complete phases or finish jobs, you can enter job cost activity. This chapter provides information about entering job cost activity.

Chapter 5: Entering Accounts Payable Bills

You can cost job activity to your vendors to keep all job cost information integrated. This chapter provides information about entering bills in Job Cost.

Chapter 6: Invoicing Your Jobs

This chapter includes information about how to create invoices for your customers and transfer completed items to Inventory.

Chapter 7: Working with Reports in Job Cost

This chapter includes information about how to generate and print reports. It also includes a summary of each report type and the information the report produces.

Chapter 8: Job Cost Maintenance

It's often necessary to perform routine maintenance on your data. This chapter explains how to purge jobs.

Chapter 9: Additional Resources

This section includes file format requirements for Universal Bridge and the import/export feature. It also contains a glossary, information on how to format user-defined fields, and error messages you might receive along with solutions to the errors.

Denali Help

Cougar Mountain Software is dedicated to providing as much help as you need to feel comfortable using our software. These topics describe the conventions we use in the documentation and the different types of help we offer.

Document Conventions

The following conventions are used throughout the documentation:

Convention	Use
Bold	Titles, names, and anything that appears on the screen will appear in bold, exactly as it appears. •Select **Change Session Date** from the **Common Tasks** menu. •Click the **New** button. •Enter a name in the **Name** box.
Italic	Italics are used for text that you should enter, or text that appears in a box or field within a window. •Enter *Hardwood* in the **Description** box. •The default for this field is *IN Code*.
Uppercase	Uppercase characters will be used to denote keyboard keys or hot key combinations. Some examples are: •To delete an item in the detail grid, select the item and press the DELETE key. •To open the **Enter Transaction Comments** window, simultaneously press SHIFT+C.

Convention	Use
>	This character is used to separate menus, submenus, and commands. For example: Select **Renumber / Merge Stock Items** from the **Inventory Items** menu is written as: Select **Inventory Items** > **Renumber / Merge Stock Items** from the left navigation pane.

In-Program and Web Help

Cougar Mountain offers in-program help, which is part of the software, accessible from any Help button, and does not require an Internet connection. We also offer web help that you can access at https://cougarmtnservice.com/help/index.html. The web help includes features not available in the in-program help, such as the ability to comment on topics and share information on social networking platforms. The content is the same in the in-program and web help.

When you access the help, you will find we offer both procedural and window-specific help. If you want to know the steps you need to take to complete a task, you should access the procedural help. If you want to know what an option or field in a window is used for, you should access the window-specific help.

Window-Specific Help

Denali offers window-specific help that explains each field and option available in every window. When you work in the software, you can access help specific to an active window or tab when you click the **Help** button or press F1 on the keyboard.

In many window-specific topics, you can access related task-based help topics when you select the **See Also** button at the bottom of the topic window. You can also access the task-based help from the Table of Contents in the left pane of the Help window.

Procedural Help

Procedural help gives you steps to complete a process from start to finish and general information about the software windows. You can access this help from the left navigation pane in the software when you click **Resources and Tools** > **Access the Denali Help**. You can also access the Help when you select the question mark on the right side of the toolbar. If you already have the Help window open, you can access all the help from the Table of Contents in the left pane of the window.

Reference Help

Denali includes topics that are designed to provide additional information for your reference. For example, format requirements to import transactions and purchase order calculations. Most of these topics can be found in the Appendix, which you can access from the Table of Contents in the in-program and web help.

Navigating the In-Program Help

When you access the Help in the software, you access the in-program help system. To help you find the information you're looking for, we outline the different parts of the Help window.

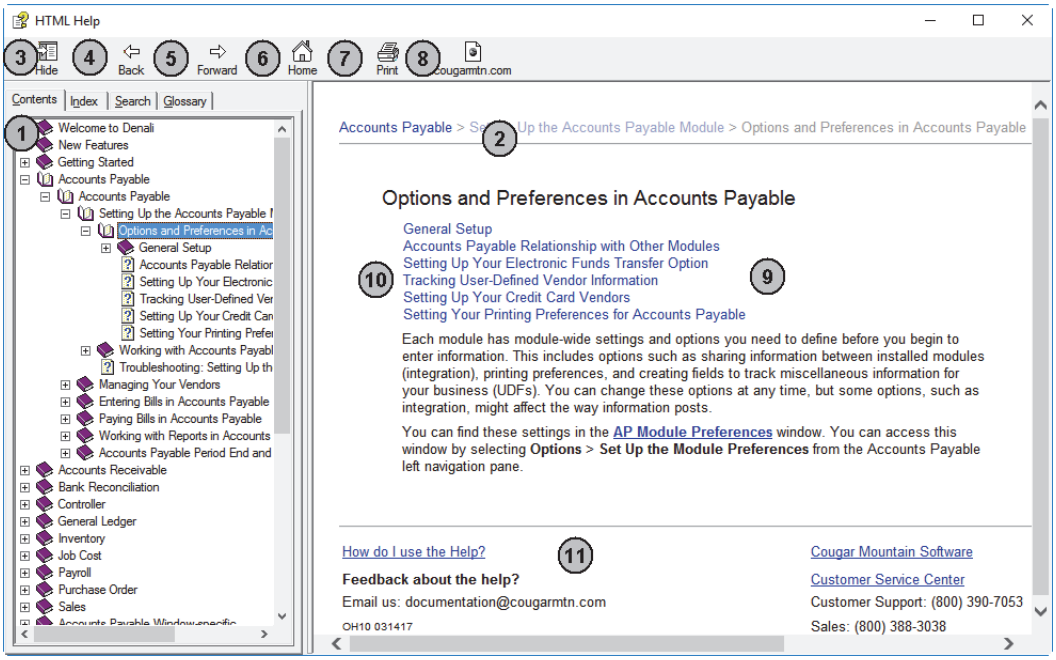


Figure 1: *Navigational points and features available in the in-program help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	**Contents** tab	This is the Table of Contents for the Help. Click on the books to show the related subtopics.
2	Breadcrumbs	These are links that show you where you are in the Help. The first link reflects the main topic and following links are subtopics. You can click these links to navigate backwards.
3	**Hide** button	This hides the Table of Contents and changes to read **Show**, which you can then click to see the Table of Contents.
4	**Back** button	Clicking this button takes you back through the previously viewed topics one at a time.
5	**Forward** button	Clicking this button takes you forward through the topics you have moved back through using the **Back** button, one topic at a time.
6	**Home** button	This button returns you to the main topic window in the Help.
7	**Print** button	If you want to print the current help topic, click this button.
8	Website button	This button opens the Cougar Mountain corporate website through your browser.
9	Topic window	This window displays the open or active topic.
10	Sublinks	The links listed are subtopics of the open topic.

Reference Number	Option Name	Description
11	Email Us	Your feedback on the documentation and Help systems is appreciated. Use this email address to send the Documentation Team your comments or suggestions.

Navigating the Web Help

To help you find the information you're looking for in the web help, we outline the different parts of the window.

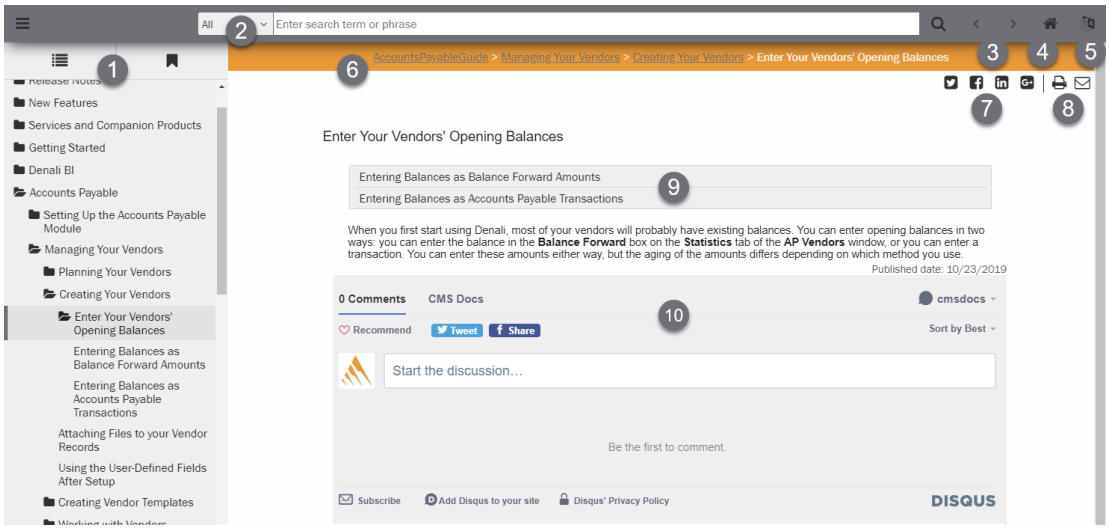


Figure 2: *Navigational points and features available in the web help window.*

The reference numbers in the table correspond with the previous figure and are used to highlight the main navigational points and features.

Reference Number	Option Name	Description
1	Contents	This is the Table of Contents for the Help. Click on the folders to show the topics available.
2	Search	Use the search field to quickly find the information you're looking for. You can use the drop-down to filter the search to certain modules/ guides.
3	Forward and Back	Click these arrows to navigate forward and back through the help topics, one topic at a time.
4	Home	Click this button to go to the home page of the web help.
5	Translate	Click this button to translate the help to another language.
6	Breadcrumbs	These links show you where you are in the help. The first link reflects the main topic and the following links are subtopics. You can click these links to navigate backwards.

Reference Number	Option Name	Description
7	Social	Click these buttons to post a topic on social media.
8	Print & Email	Click these buttons to print the help topic or email the CMS Documentation team.
9	Sublinks	The links listed are subtopics of the open topic.
10	Disqus Comment	Use this feature to share public comment/questions with other users and the CMS Documentation team.

Printing Help Topics

You can print out any help topic to keep for future reference.

To print a single topic:

1. Select the **Print** button or right-click and select **Print** from the right-click menu.
2. If the **Print Topics** window appears, select **Print the selected topic** and then select **OK**.
3. When the **Print** window appears, make any desired adjustments and then select **Print**.

To print multiple topics in the in-program help:

1. Verify the **Contents** tab is visible.
2. Highlight the heading of the section you would like to print.
3. Select the **Print** button.
4. The **Print Topics** window will appear.
5. Select **Print the selected headings and all subtopics** to print the entire section.

User Guides

Denali includes access to PDF (portable document format) versions of the procedural help that you can open with Acrobat® Reader®. This is the same procedural help content that appears in the in-program and web help. To access these user guides, click **Start** > **Denali by Cougar Mountain** > **Denali User Guides**. When the Customer Service Center site opens, choose the guide you want to view.

Release Notes

The *Release Notes* include last-minute changes and technical issues not covered in other documentation. You can review the *Release Notes* on the installation screen at the start of the installation process, from the **Start** menu, or through the web help. You need to have Acrobat® Reader® to view the PDF.

To access them from the **Start** menu, click **Start** >**Denali by Cougar Mountain** > **Release Notes**.

Customer Support

If you come across a problem or an error message you cannot resolve, call our Customer Support Department. Cougar Mountain Software maintains a full-time Customer Support staff at our Boise, Idaho office specially trained to solve problems.

Our Customer Support staff has the expertise to answer your questions about installation and operation of the software. Call (800) 390-7053 to contact a Support Specialist. You can receive customer support over the phone from Cougar Mountain Software or you might be referred to a Cougar Mountain business partner in your area who can provide personalized, local support.

Cougar Mountain Software offers support contract plans that allow you to get help when you need it. You can request a Customer Support Specialist to contact you through our online form or you can send an email to Customer Support. Visit our Customer Support Center online at: https://www.cougarmtn.com/support-request/.

You can also visit the customer service site at https://service.cougarmtn.com to search for software updates you can download at your convenience.

Information to Gather before You Contact Customer Support

When you contact Cougar Mountain Customer Support, please have your support number ready. This is typically your telephone number with the area code first. It will also be helpful to know your operating system, the Cougar Mountain product(s) you purchased and installed, and the version of the product. If you are not sure how or where to find this information, Customer Support can help.

Contacting Customer Support

Refer to the following table for options available to contact a Customer Support Specialist for answers to your questions. You can also use one of these options to purchase a support contract, which will ensure you get the help you need.

Support Type:	Contact via:
Contact a Customer Support Specialist.	(800) 390-7053
Purchase a Software Assurance plan.	(800) 388-3038
Email questions to a Customer Support Specialist.	technicalsupport@cougarmtn.com
Complete the online Call Back Request form to have a Customer Support Specialist contact you.	https://www.cougarmtn.com/support-request/

Training

While Denali is a comprehensive business accounting solution, the information you can get from the software will only be as good as the information you put in. The more you know about the software, the more you will be able to take advantage of its features. For this reason, we consider training to be a critical part of the learning process. We offer several different types of training—one or more are sure to meet your educational needs, time constraints, and budget. Contact Cougar Mountain at (800) 388-3038 about your training needs.

Online Training

To ensure you get the most out of your accounting software, it is important that you understand all its capabilities. For this reason, as part of our Software Assurance program, we include the opportunity for you to participate in e-learning. This educational resource is offered online through the Cougar Mountain Customer Service Center (CSC) website (https://service.cougarmtn.com/). Depending on the subscription you purchase, you can access a wealth of short presentations on the features of Denali. Because these presentations are online, you can view a topic whenever it is convenient for you and/or your employees. For more information on this resource, contact your account executive at (800) 388-3038.

Classroom Training in Boise

We offer training classes on a regular basis at our corporate headquarters in beautiful Boise, Idaho. If you have a few people to train, this is a great way to learn about the software's features and how you can use it to its full potential for your needs. One of the benefits of coming to our training classes is that you can hear from other users of the software, which can remind you of issues that are important to you. Another benefit is that it removes you from the day-to-day tasks at your own office and allows you to concentrate more fully on learning how to use the software. You can use this as a powerful tool to "train your trainer"—once the staff members who attended the training arrive back home, they can teach other staff members the aspects of the software they need to know.

On-Site Training at Your Business

If you have more than a few people to train, you might want to consider on-site training. In this scenario, one of our professional trainers travels to your site and works with your employees. One advantage to this type of training is that you can train as many people as necessary without incurring additional costs and you can have specific people participate for specific sessions depending on their job duties. For example, during the training for Purchase Order, only those associated with handling purchase orders need to be present. This will allow for less interruption in daily productivity. Another advantage of on-site training is that you can work with your own organization's data and business practices while focusing on the specific needs of your business.

Telephone Training

Training can also be done over the telephone. Using network streaming technology via an internet connection between your computer and our trainer's computer, you and your employees can work with one of our professional trainers to focus on the specific parts of the software you choose. The trainer will be able to see your computer screen and you can work with either your own data or the demonstration data to learn how to best use the software for your business. This is a great solution if you have one or two modules that are new to you and you want thorough training without traveling to our training facility or having a trainer come to you.

Training Videos

Cougar Mountain Software also offers training videos which can help you in specific areas of the software. They serve as a great orientation for people new to your company and/or the software. They also can be a refresher for people who have already used the software, but need help in a few areas or are changing their job responsibilities to include things they haven't done before.

Troubleshooting Options

One goal of Cougar Mountain Software is to make your accounting software experience a positive and effective one. For this reason, we included Troubleshooting sections throughout this documentation to provide answers to problems that might occur. It is our intent to provide many possible solutions to your questions. If you have suggestions for additions to the Troubleshooting sections, please feel free to email us at documentation@cougarmtn.com.

Chapter

2

Setting up the Job Cost Module

Options and Preferences in Job Cost

Working with Phase Templates

Working with Cost Code Templates

Changing or Deleting Codes

Printing a Code Template Report

Troubleshooting: Setting up the Job Cost Module

DENALI

When you set up Job Cost, you will define your options and preferences. You can choose how to integrate Job Cost to other modules, define default WIP, expense, and invoicing accounts, set up Cost Code and Phase Templates, and other general preferences. You must have Order Entry installed to use Job Cost.

Options and Preferences in Job Cost

Each module has module-wide settings and options you need to define before you begin to enter information. This includes options such as sharing information between installed modules (integration), printing preferences, and default posting accounts for general ledger. You can change these options at any time, but some options, such as integration, might affect the way information posts.

You can find these settings in the **JC Module Preferences** window. You can access this window by selecting **Options** > **Set Up the Module Preferences** from the Job Cost left navigation pane.

General Setup

Because module preferences are options that apply throughout Job Cost, be sure to review all the options available to you on each tab. On the **General** tab of the **JC Module Preferences** window, you can choose to use multiple transaction batches and view the last posting and batch number (if you're in multi-batch mode). You can click the **Help** button to get information about each available option.

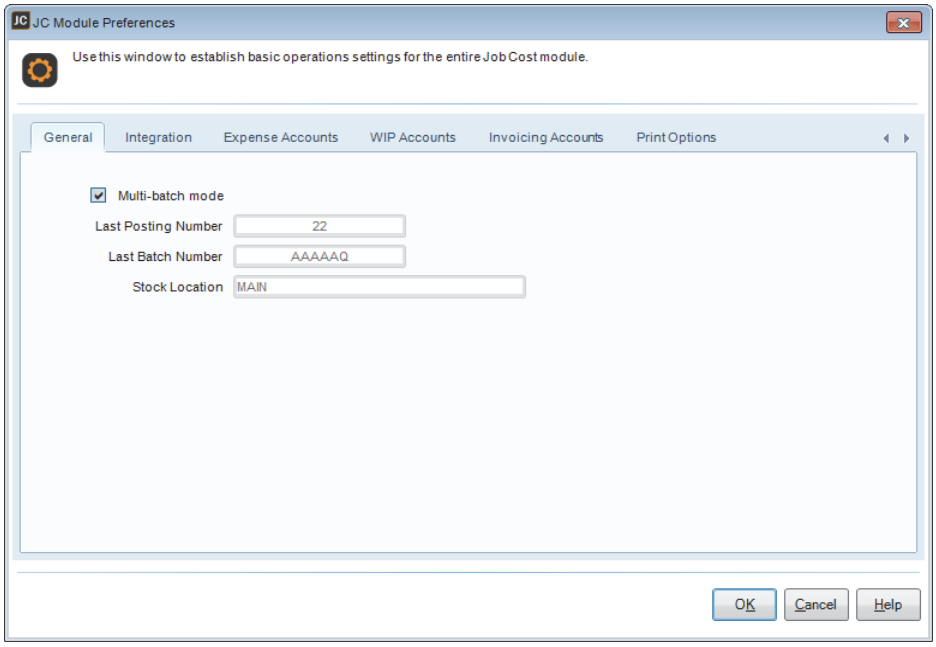


Figure 3: *JC Module Preferences window, General tab*

Job Cost Relationship with Other Modules

Integrate Job Cost to General Ledger, Accounts Receivable, Inventory, Accounts Payable, and/or Purchase Order to automatically update those modules with Job Cost information when you post transactions. You can also choose to allow Lookups of Payroll employees.

For example, if you integrate Job Cost to General Ledger, transactions will automatically post to your selected accounts in General Ledger when you post them in Job Cost.

If you integrate, you can also look up certain information from these modules while in Job Cost. See the Getting Started guide for more information.

Set integration on the **Integration** tab of the **JC Module Preferences** window. Choose from the available options to define how you want to share information from Job Cost. Click the **Help** button for more detailed information about each option in the window.

> ***NOTE:*** *If you receive an error that indicates integration failed, print the generated report, make the corrections listed, open Module Preferences again, and select the Fix <Module> Integration button on the* ***Integration*** *tab.*

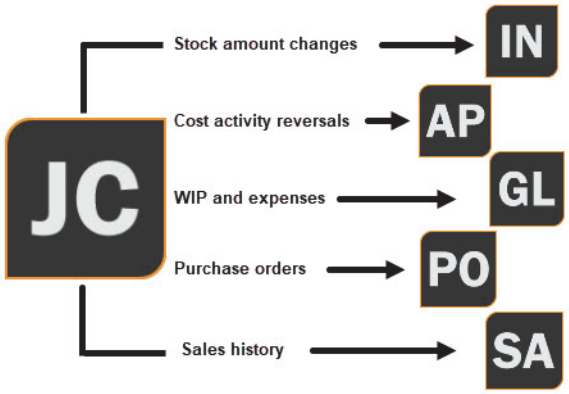


Figure 4: *Job Cost posting*

Setting up Default Accounts in Job Cost

You can set up default GL accounts for expenses, works in process (WIP), and billing in the **JC Module Preferences** window.

Expense Accounts

On the **Expense Accounts** tab in Module Preferences, enter the default expense accounts for materials, subcontractors, general (miscellaneous) expenses, labor, equipment, overhead, and adjustments as well as the liability accounts you want to use. If you are integrated to General Ledger, these fields are required.

You can override the default you set here in your jobs.

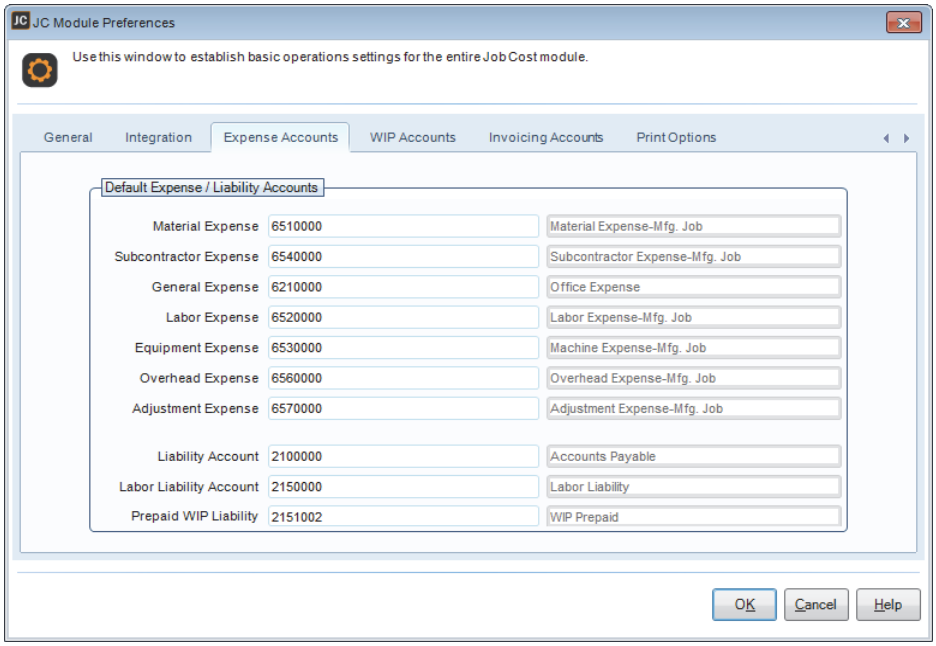


Figure 5: *JC Module Preferences window, Expense Accounts tab*

WIP Accounts

On the **WIP Accounts** tab in Module Preferences, enter the default WIP (Work in Progress) asset accounts you want to use for materials, subcontractors, general (miscellaneous) work, labor, equipment, overhead, and overhead control accounts. If you are integrated to General Ledger, these fields are required.

You can override the default you set here in your jobs.

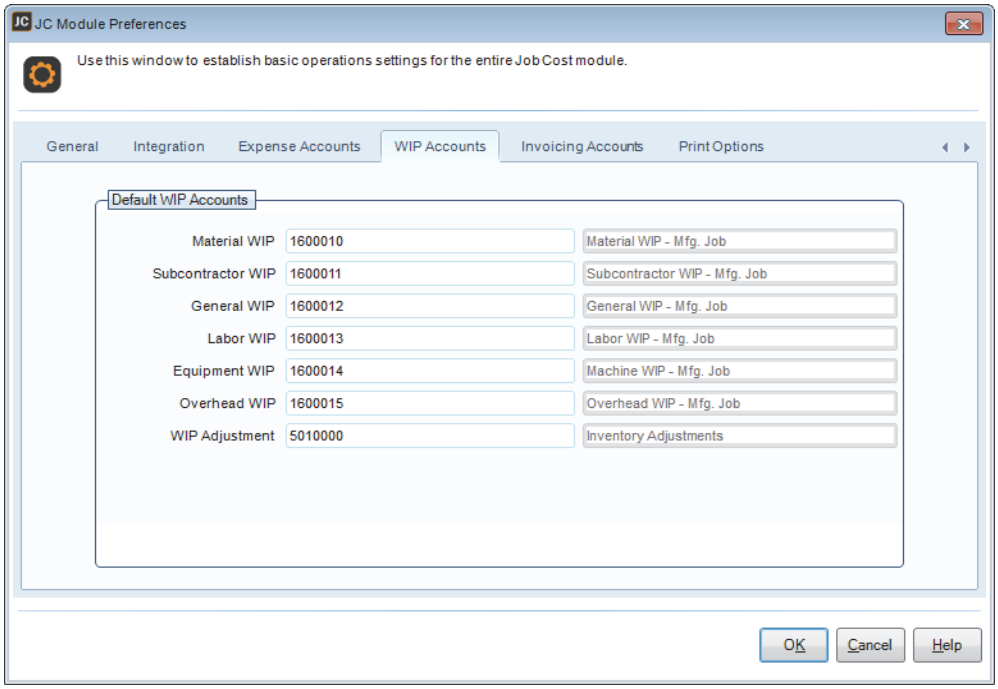


Figure 6: *JC Module Preferences window, WIP Accounts tab*

Invoicing Accounts

On the **Invoicing Accounts** tab in Module Preferences, enter the default sales billing accounts and percentages you want to use for jobs, materials, subcontractors, general (miscellaneous), and processes. If you are integrated to General Ledger, these fields are required.

You can override the default you set here in your jobs.

The total amount allocated to these accounts must be 100%, and you can distribute the amount to up to 5 accounts.

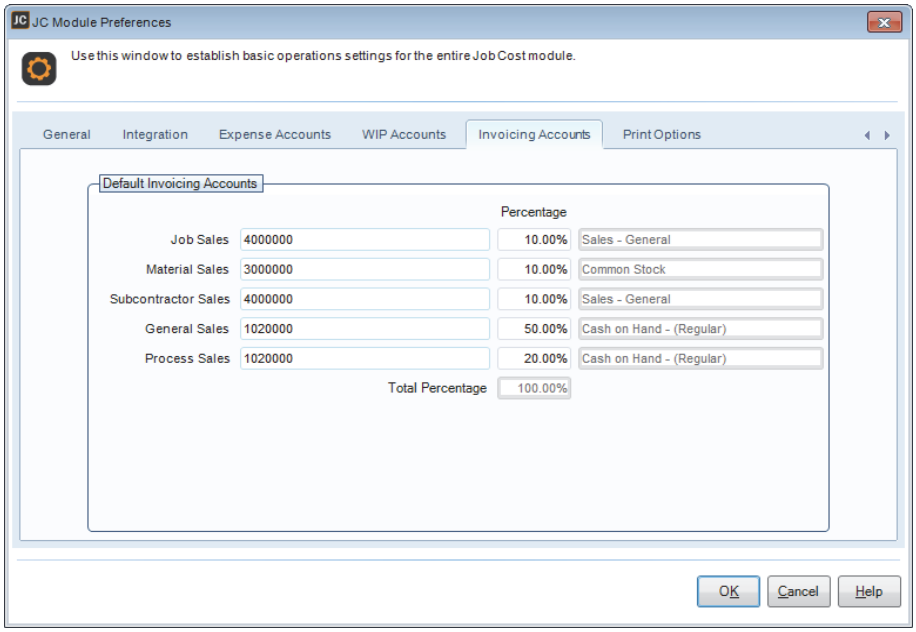


Figure 7: *JC Module Preferences window, Invoicing Accounts tab*

Setting Your Printing Preferences for Job Cost

Use the **Print Options** tab of the **JC Module Preferences** window to specify your printing preferences for Job Cost reports. You can define default settings for all reports, including posting. Select the check box in the **Edit** column to have the option to change these default settings every time you print. To learn more about printing reports, see the Getting Started guide.

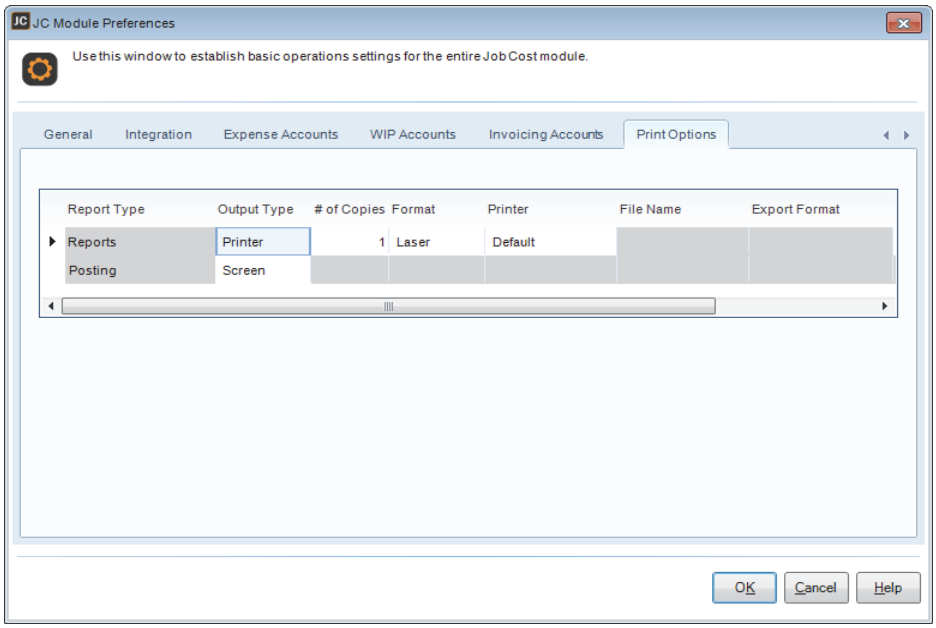


Figure 8: *JC Module Preferences window, Print Options tab*

Working with Phase Templates

Phase Templates allow you to set up templates for phases of your job. You add Cost Code Templates to your Phase Templates to include all the costs included for a phase of the job. For example, you might have a Phase Template for a building's foundation. You could include Material Code Templates for cement and brackets and a Subcontractor Code Template for a cement company.

You can create Phase Templates on-the-fly when you create jobs. See the Getting Started guide for information about adding Codes on-the-fly.

To set up a Phase Template:

1 In Job Cost, select **Options** > **Set Up Phase Templates** from the left navigation pane. The **JC Phase Template** window will open.

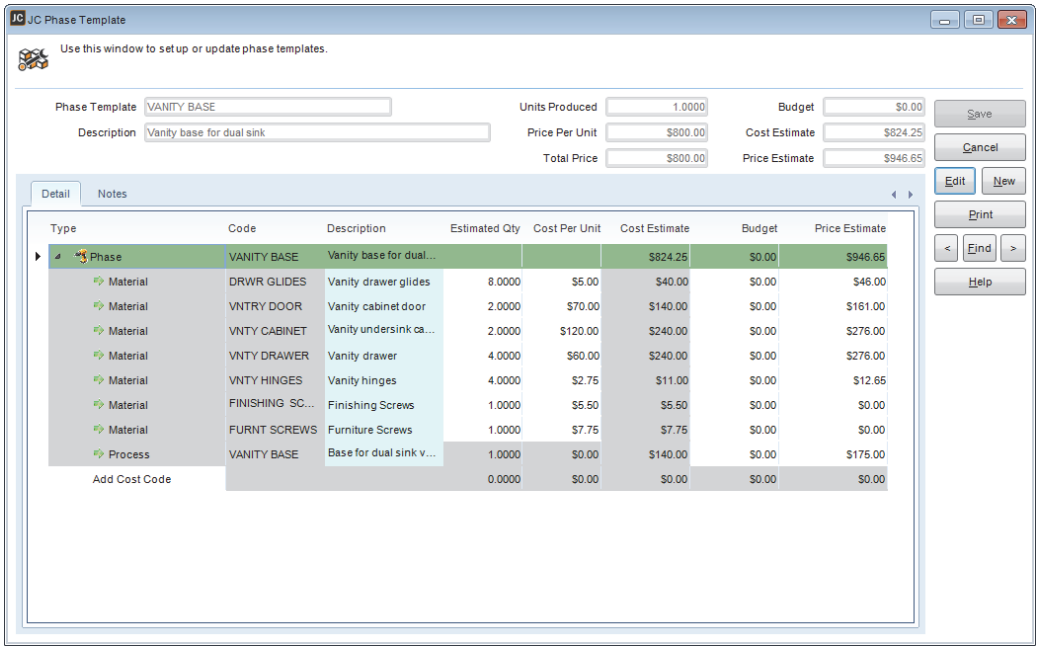


Figure 9: *JC Phase Template window*

2 In the **Phase Template** field, enter a Code name up to 20 characters for this Template.

3 Enter a description for this Phase Template.

4 In the **Units Produced** field, enter the number of units this Phase Template produces. For example, enter 1 for 1 foundation or 3 if you build 3 foundations at once.

5 In the **Price Per Unit** field, enter the price per unit for this Phase Template.

6 In the **Detail** grid, use the **Type** drop-down to select the type of Cost Code Template you want to add to this Phase Template.

7 In the **Code** field, enter a Cost Code Template or use the Lookup to select the Cost Code Template you want to include.
If the Cost Code doesn't exist, you can enter it on-the-fly.

8 The **Estimated Quantity**, **Cost Per Unit**, **Budget**, and **Price Estimate** fields auto-fill with information from the Cost Code Template you added, but you can change them to meet the needs of the phase.

9 Continue to add as many Cost Code Templates to the grid as you need for this Phase Template and select **Save**.

The **Total Price** is read-only and is the product of units produced * price per unit for the Cost Code Templates you include. The **Budget**, **Cost Estimate**, and **Price Estimate** fields in the window header are read-only and display the totals from the **Detail** grid for all Cost Code Templates you include.

If you want to save the changes you make in the Phase detail grid to the Cost Code, you can double-click the Code name and click the **Update Template** button in the Cost Code Template window that appears.

After your Phase Templates are included in a job, you can change the details of the Template to meet the needs of the job.

Select the **Help** button in this window for detailed information on all the available options.

Working with Cost Code Templates

Cost Code Templates allow you to set up templates for materials, subcontractors, general or miscellaneous items, or processes that you use in your jobs. For example, if you construct buildings, you could set up material templates for items such as wood, screws, and drywall; subcontractor templates for painters and stonemasons; general templates for gas or lodging; and process templates for built-in shelves and scaffolding you build yourself.

After your Cost Code Templates are included in a job or phase, you can change the details of the Template for the specific job/phase in the Detail grid or you can open the Cost Code Template and select the **Update template** check box to save the changes for future use.

You can enter Cost Codes Templates on-the-fly when you create phases or jobs. See the Getting Started guide for information about adding Codes on-the-fly.

If you integrate Job Cost to Purchase Order, you can use Material, Subcontractor, and General Cost Codes to generate purchase orders.

Material Codes

Set up Material Cost Code Templates for the materials you use on your jobs. Usually Cost Codes are added to Phase Templates and then to jobs, but you can also add them directly to jobs. You can define how much of the material you will need, as well as the estimated cost and price.

See “Entering and Editing Detail Information” on page 34 for information about adding Codes to jobs.

To set up a Material Cost Code Template:

1 In Job Cost, select **Options** > **Set Up Cost Code Templates** > **Material** from the left navigation pane. The **JC Material Cost Codes Template** will open.

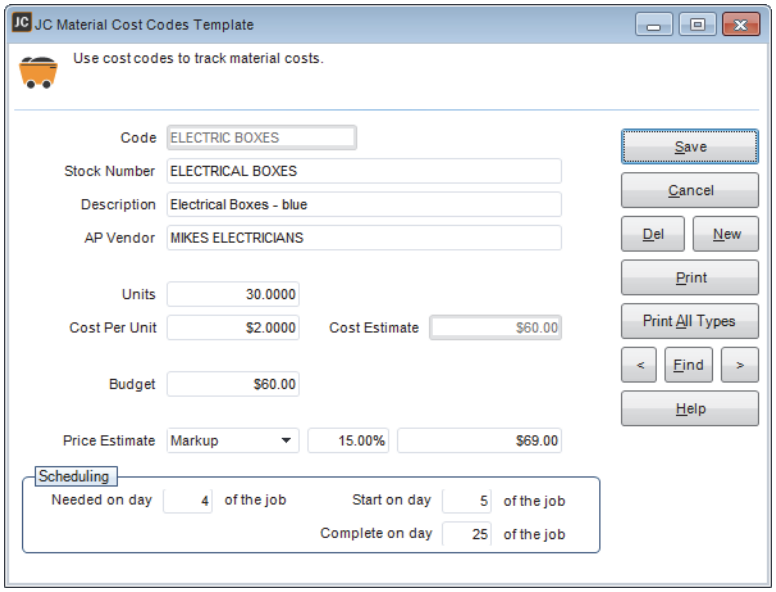


Figure 10: *JC Material Cost Codes Template window*

2 In the **Code** field, enter a Code name up to 20 characters for this template.

3 If you are integrated to Inventory, enter a stock item or use the Lookup to select a stock item in the **Stock Number** field to attach to this Cost Code Template.

4 If you are integrated to Inventory, the item description will auto-fill. You can edit this field.

5 Type the vendor for this template or, if you're integrated to Accounts Payable, use the Lookup to select one. You can leave this field blank.

6 Enter the number of units, cost, budget, and price estimates for this Code Template.

7 Enter the scheduling information for this Code Template.

8 Save the Material Cost Code Template.

Select the **Help** button in this window for detailed information on all the available options.

Subcontractor Codes

Set up Subcontractor Cost Code Templates for the subcontractors you use on your jobs. You can set up a separate Cost Code template for each subcontractor or you can set them up as groups, such as painters, plumbers, etc. Usually Cost Codes are added to Phase Templates and then to jobs, but you can also add them directly to jobs. You can define the subcontractors you use, as well as the estimated cost and price.

See "Entering and Editing Detail Information" on page 34 for information about adding Codes to jobs.

To set up a Subcontractor Cost Code Template:

1 In Job Cost, select **Options** > **Set Up Cost Code Templates** > **Subcontractor** from the left navigation pane. The **JC Subcontractor Cost Codes Template** will open.

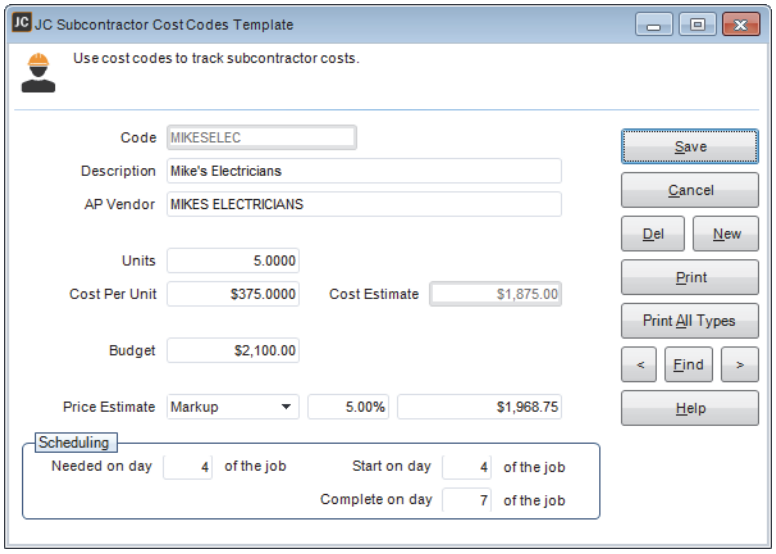


Figure 11: *JC Subcontractor Cost Codes Template window*

2 In the **Code** field, enter a Code name up to 20 characters for this Template.

3 Enter a description for this Code.

4 Type the vendor for this Template or, if you're integrated to Accounts Payable, use the Lookup to select one. You can leave this field blank.

5 Enter the number of units, cost, budget, and price estimates for this Code Template.

6 Enter the scheduling information for this Code Template.

7 Save the Subcontractor Cost Code Template.

Select the **Help** button in this window for detailed information on all the available options.

General Codes

Set up General Cost Code Templates for anything you want to include in your jobs, but is not a material, subcontractor, or process. An example could be gas or meals. Usually, Cost Codes are added to Phase Templates and then to jobs, but you can also add them directly to jobs.

See "Entering and Editing Detail Information" on page 34 for information about adding Codes to jobs.

To set up a General Cost Code Template:

1 In Job Cost, select **Options** > **Set Up Cost Code Templates** > **General** from the left navigation pane. The **JC General Cost Codes Template** window will open.

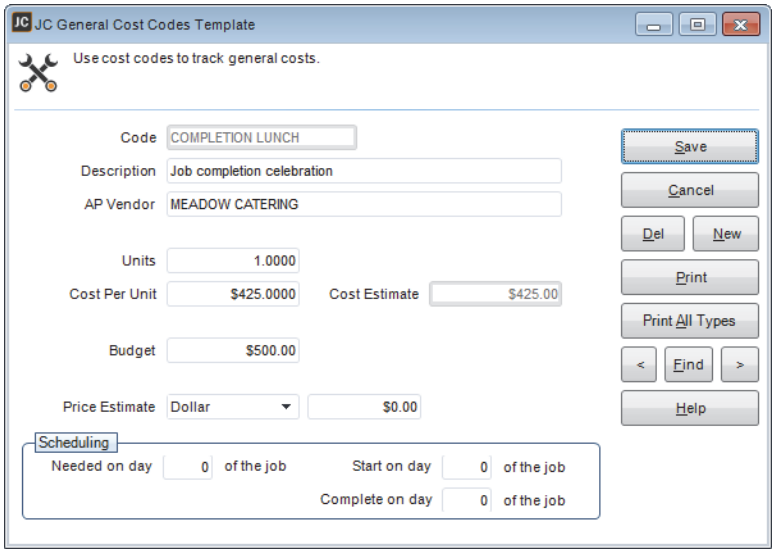


Figure 12: *JC General Cost Codes Template window*

2 In the **Code** field, enter a Code name up to 20 characters for this Template.

3 Enter a description for this Code.

4 Type the vendor for this Template or, if you're integrated to Accounts Payable, use the Lookup to select one. You can leave this field blank.

5 Enter the number of units, cost, budget, and price estimates for this Code Template.

6 Enter the scheduling information for this Code Template.

7 Save the General Cost Code Template.

Select the **Help** button in this window for detailed information on all the available options.

Process Codes

Set up Process Cost Code Templates for the processes on your jobs that use other equipment or labor. For example, you might need to rent equipment or perform shop work off-site from the job. Usually, Cost Codes are added to Phase Templates and then to jobs, but you can also add them directly to jobs.

See "Entering and Editing Detail Information" on page 34 for information about adding Codes to jobs.

To set up a Process Cost Code Template:

1 In Job Cost, select **Options** > **Set Up Cost Code Templates** > **Process** from the left navigation pane. The **JC Process Cost Codes Template** will open.

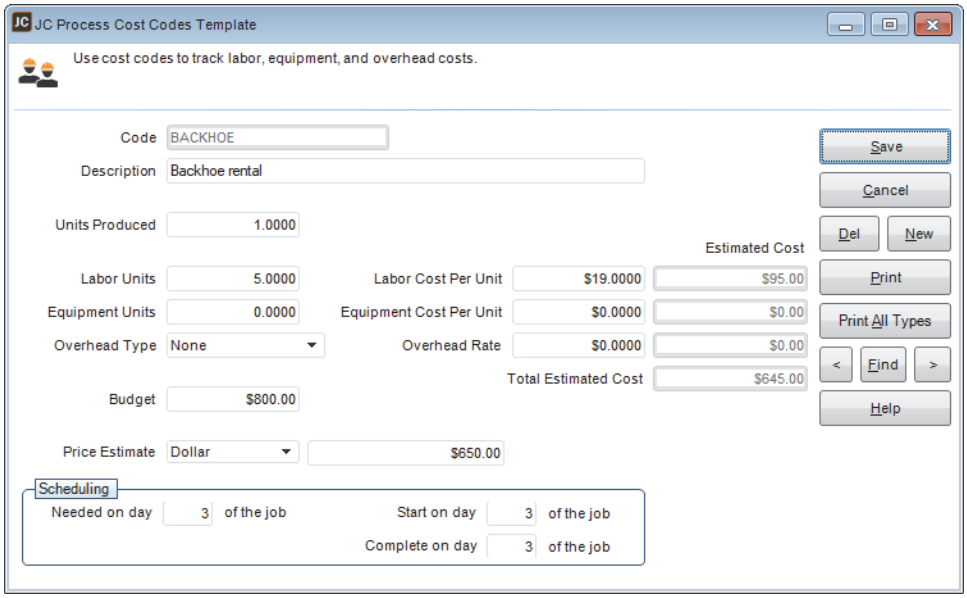


Figure 13: *JC Process Cost Codes Template window*

2 In the **Code** field, enter a Code name up to 20 characters for this Template.

3 Enter a description for this Code.

4 Enter the number of units produced by this process.

5 Enter the number of labor and equipment units and their costs for this process.

6 From the **Overhead Type** drop-down, select the overhead type, and then enter the overhead rate.

7 Enter the budget, price estimate, and scheduling information for this Code Template.

8 Save the Process Cost Code Template.

Select the **Help** button in this window for detailed information on all the available options.

Changing or Deleting Codes

You can update or delete Cost Codes and Phases from within the job unless they have WIP posted to them. You can make changes to Cost Code and Phase Templates any time. If you make changes to a Template, it will not affect any Codes already included in a job.

To change or delete templates:

1 In Job Cost, select **Options** > <template you want to edit> from the left navigation pane.

2 Click the **Find** button and select the template you want to change or delete.

3 Click the **Edit** button. This button label will change to **Del**.

4 If you are editing this code, make your changes and then click **Save**.
If you want to delete this code, click the **Del** button.

5 Repeat the previous steps until you are finished changing or deleting all the templates you want.

6 Click **Cancel** to exit the window.

To change Codes:

1 In Job Cost, select **Job** > **Add/Change Jobs** from the left navigation pane.

2 Use the **Find** button to open the Lookup and select the job that has the Cost Code you want to change.

3 Click the **Edit** button.

4 In the job Detail grid, double-click the Code you want to change.

5 In the Cost Code window, make the necessary changes and save.
To update the Code template from this window, select the **Update template** check box.

6 Click **OK** to save the changes.

To delete a Code or Phase from a job, right-click at the start of the row and select **Delete Row**.

Printing a Code Template Report

Once you create your templates, you might want to print out a complete list of them for record keeping or reference.

To print a report of any of the templates in Job Cost:

1 In Job Cost, select **Options** > <template type you want to print> from the left navigation pane.

2 Select the **Print** button to print a report for that Cost Code type or select **Print All Types** to print a report for all Cost Code types.

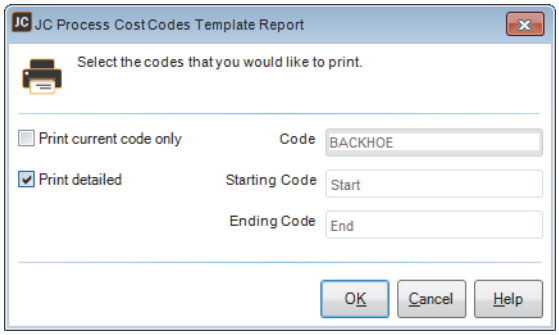


Figure 14: *JC Cost Codes Template Report window*

3 Select the **Print Current Code Only** check box to print a report for a single code. If the check box is not checked, you can select a range of codes to print.

4 Select **OK**.

JC Cost Codes Template Report
All Books Surplus (ALLBOO)

8/18/2015 4:53:16 PM **Page 1**

Code		**Cost Type**	**Description**	**Stock Location**	MAIN
2X4		Material	2x4	**Stock Number**	LUMBER 2X4
Units	500.0000	**Cost Per Unit**	$2.2500	**Cost Estimate**	$1,125.00
Budget	$1,150.00	**Price Estimate**	Markup 15.00% $1,293.75	**AP Vendor**	MILTONS HARDWARE
Needed on day	0 of the job	**Start on day**	0 of the job	**Complete on day**	0 of the job
Code		**Cost Type**	**Description**	**Stock Location**	MAIN
2X6		Material	2x6	**Stock Number**	LUMBER 2X6
Units	25.0000	**Cost Per Unit**	$1.8500	**Cost Estimate**	$46.25
Budget	$50.00	**Price Estimate**	Markup 15.00% $53.19	**AP Vendor**	MILTONS HARDWARE
Needed on day	1 of the job	**Start on day**	4 of the job	**Complete on day**	11 of the job
Code		**Cost Type**	**Description**		
BACKHOE		Process	Backhoe rental		
Units Produced	1.0000				**Estimated Cost**
Labor Units	5.0000	**Labor Cost Per Unit**	$19.0000		$95.00
Equipment Units	0.0000	**Equipment Cost Per Unit**	$0.0000		$0.00
Overhead Type	None	**Overhead Rate**	$0.0000		$0.00
Budget	$800.00	**Price Estimate**	Dollar $650.00	**Total Estimated Cost**	$645.00
Needed on day	3 of the job	**Start on day**	3 of the job	**Complete on day**	3 of the job
Code		**Cost Type**	**Description**		
COMPLETION LUNCH		General	Job completion celebration		
Units	1.0000	**Cost Per Unit**	$425.0000	**Cost Estimate**	$425.00
Budget	$500.00	**Price Estimate**	Dollar $0.00	**AP Vendor**	MEADOW CATERING
Needed on day	0 of the job	**Start on day**	0 of the job	**Complete on day**	0 of the job
Code		**Cost Type**	**Description**	**Stock Location**	MAIN

Figure 15: *Job Cost Codes Template Report*

Troubleshooting: Setting up the Job Cost Module

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I have a Cost Code that I don’t want to save in a Phase Template, but needs to be added to a job.	You can add Cost Codes directly to jobs when you need to. See “Entering and Editing Detail Information” on page 34 for more information.
The cost for one of my Cost Codes will be different for one Phase Template. How do I change the cost for only one template?	You can change Cost Code information at any time for a specific phase or job without changing the Cost Code for future use. Open the Phase Template you want to update and in the Detail grid, change the cost. When you save, the change will affect the Phase Template, but not the Cost Code.

Chapter

3

Managing Your Jobs

Creating Your Jobs

Copying Your Jobs

Changing the Detail Order In Your Jobs

Troubleshooting: Managing Your Jobs

DENALI

Successfully managing jobs is an important part of running a successful business. The Job Management window is the center of Job Cost. It contains all the information about your job and as you post activity, it updates the job so it is always current.

Creating Your Jobs

Accurately setting up jobs in the **JC Job Management** window is the key to using Job Cost effectively. You can set up all your Code and Phase Templates from the Job Management window or you can set them up ahead of time from the **Options** menu.

See “Working with Phase Templates” on page 23 and “Working with Cost Code Templates” on page 24 for information about setting up Templates.

To set up a job:

1 In Job Cost, select **Job** > **Add/Change Jobs** from the left navigation pane. The **JC Job Management** window will open.

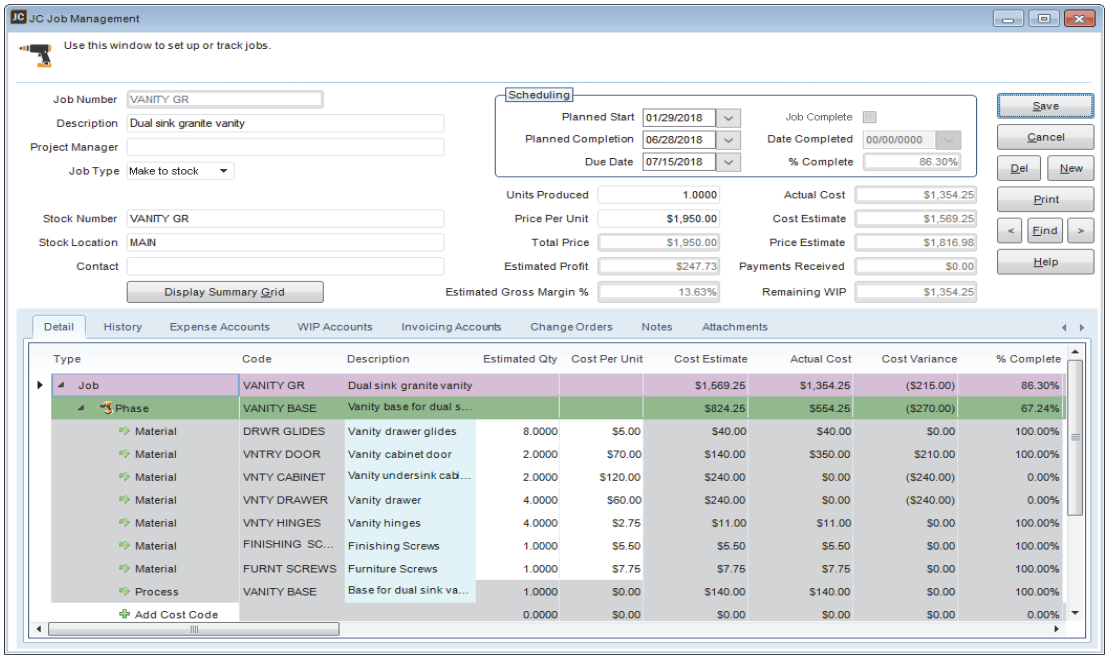


Figure 16: *JC Job Management window*

2 In the **Job Number** field, enter up a job name up to 20 characters.

3 Enter a description up to 50 characters to help identify this job.

4 From the **Job Type** drop-down, select *Make to stock* or *Make to order*. The selection you make here changes some of the fields in the window.

5 Enter the stock or customer information for this job.

6 In the **Scheduling** section, enter the important dates for the job.

7 Enter the number of units this job produces and the price per unit.

Select the **Help** button in any window for detailed information about the options in the window.

After you save the job, you cannot edit the **Job Number** and **Job Type** fields. If you select the **Job Complete** check box, you cannot edit any fields; you will need to uncheck it to make changes to the job.

Entering and Editing Detail Information

You must enter a Job Number before you can access the **Detail** grid. The **Type**, **Code**, and **Description** columns are always visible when you scroll right.

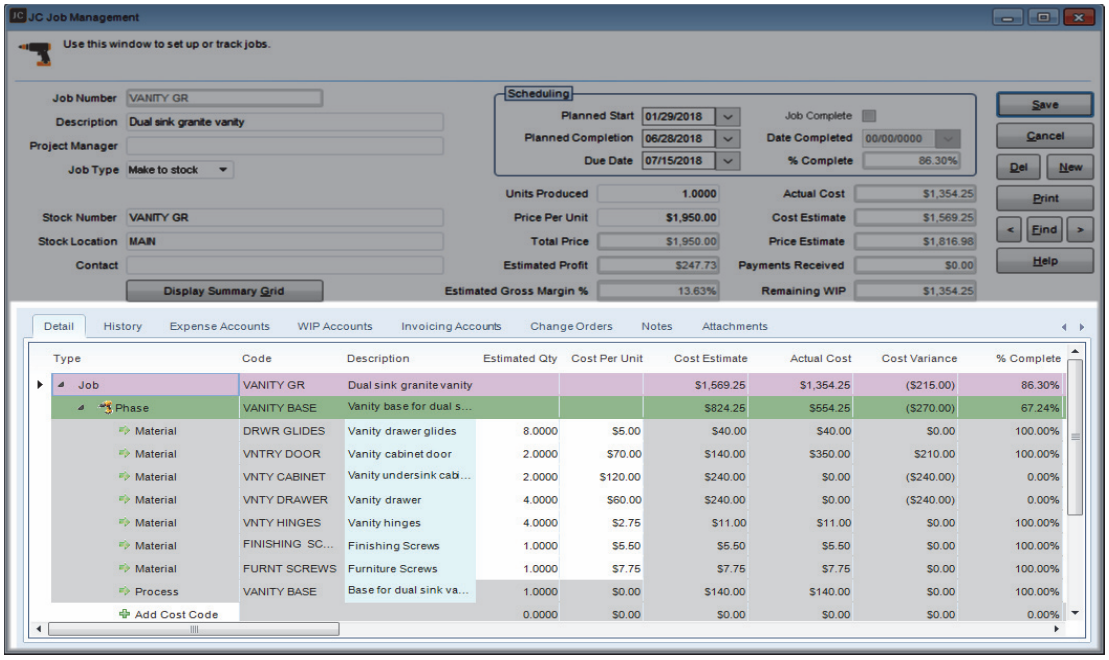


Figure 17: *JC Job Management window, Detail grid*

Adding Templates to the Detail Grid

To add a Phase Template to the job, click in the **Code** field of the empty **Phase** row at the bottom of the **Detail** grid and type the phase you want to add or use the Lookup to select it. This adds all the Cost Codes included in that Phase Template to the grid.

To add a Cost Code directly to the job in the **Detail** grid, go to the last row of the phase you want to include it in and in the **Type** column, select the type of Cost Code you want to add. In the **Code** column, type or use the Lookup to select the Cost Code you want to add. The Code is only added to the job and is not saved in the Phase Template.

Editing the Detail Grid

In the **Detail** grid, you can make changes to each Cost Code just for the job, or you can save the changes to the Cost Code Template. To make a change specific to the job, click in any editable field and type the updated information.

To make a change for the job and save it to the Template, double-click in any non-editable field of the Cost Code row you want to update. In the Cost Codes window that appears, make the change and select the **Update template** check box before you click **Save**.

If you want to change the order of phases or Cost Codes, use the JC Change Job Detail Order window.

Updating Costing Accounts

The **Expense Accounts**, **WIP Accounts**, and **Invoicing Accounts** tabs allow you to define costing accounts for the job. The defaults for these accounts are set up in Module Preferences, but if you want to use different accounts for a job, you can override the defaults on these tabs.

If you change the accounts directly on a Cost Code in the job, it will override the accounts in Module Preferences and these tabs.

You can quickly access these tabs from the **Job** menu on the left navigation pane.

Attaching Files to Jobs

You can use the **Attachments** tab to attach documents related to your jobs. You can publish the documents to a server so everyone can see them or you can keep them on your local drive so only you can see them.

To attach documents to master records:

1. In the **JC Job Management** window, click the **Attachments** tab.
2. Click the **Add** button. This opens the **Add or Change Attachments** window.
3. Click the drop-down in the **File Location** field, browse to the file you want to attach, select it, and select **OK**.
4. In the **Description** field, add a description of the attachment.
5. Select the **Publish to Server** check box if you want to publish the file to the server.
   Files published to the server are available to anyone with access to the server location.The server location is defined in the **CMS Organization Information** window.

   NOTE: *The SQL database allows you to store documents that are 2GB or less. SQL Express allows you to store a total of 4GB.*

6. Select **OK**.
   Once a file is added to the Attachments grid, you can drag-and-drop it to the position you want.

> ***Tips & Tricks:*** **Attaching a File that Needs to Be Updated**
>
> If you want to attach a file that needs to be updated on a regular basis, you can save the file in a shared location. Ensure everyone that needs to update the file has access to that location. Attach the file to the record using the shared location path, but don't publish it. If you publish the file to the server, you must republish it each time you make changes.
>
> If you don't want to use a shared location, you can create a custom menu.

Copying Your Jobs

If you have a new job that is similar to an existing job, you can create a copy of the existing job to save time on data entry.

To copy a job:

1 In Job Cost, select **Job** > **Copy Job** from the left navigation pane.

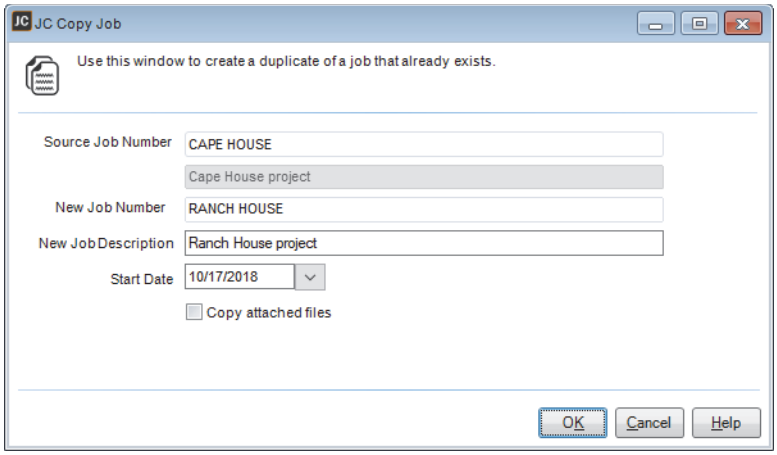


Figure 18: *JC Copy Job window*

2 In the **Source Job Number** field, enter the job you want to copy. You can use the Lookup to select it.

3 In the **New Job Number** and **New Job Description** fields, enter the new job number and description.

4 Enter the date the new job starts.

5 Select **OK**.

You can now edit the new job in the Job Management window.

Changing the Detail Order In Your Jobs

If you need to change the order of phases and/or Cost Codes in the detail section of the Job Management window, use the **JC Change Job Detail Order** window. This will also change the order in which WIP is automatically relieved when you invoice the job.

To change the detail order in your job:

1 In Job Cost, select **Job** > **Change Job Detail Order** from the left navigation pane. The **JC Change Job Detail Order** window will open.

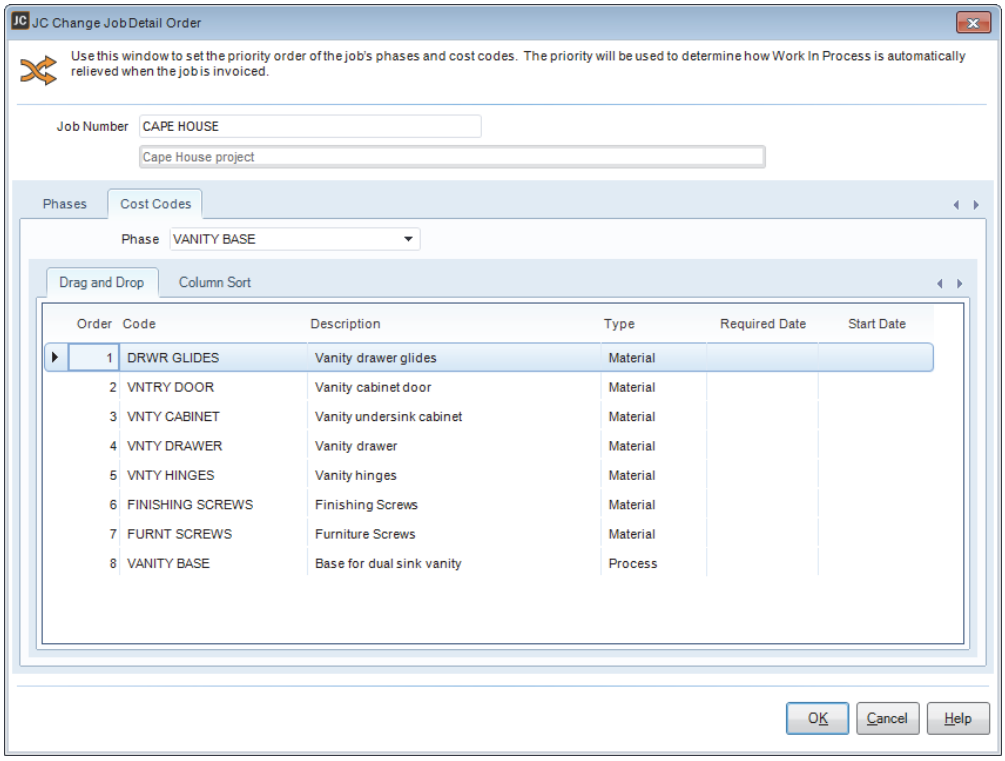


Figure 19: *JC Change Job Detail Order window*

2. In the **Job Number** field, type the job number or use the Lookup to select the job you want to edit.
3. If you want to change the phase order in the job, select the **Phases** tab. If you want to change the Cost Code order within a phase, select the **Cost Codes** tab.
4. If you are reordering phases, drag and drop the phases in the order you want them in the job.
5. If you are reordering Cost Codes, on the **Cost Codes** tab select the phase you want to reorder from the **Phase** drop-down.
6. On the **Drag and Drop** tab, you can reorder each line individually

   - or -

   On the **Column Sort** tab, you can click a column heading to order the Codes based on the ascending or descending order of that column.
7. After your phases and Cost Codes are in the correct order, click **OK** to save your changes.

   When you open the job in the Job Management window or invoice your customers, the phases and/or Cost Codes will be in the new order.

Troubleshooting: Managing Your Jobs

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I need to change the Expense account for one Cost Code in a job, but I only see how to change it in Module Preferences for all my jobs.	In the Job Management window while you are in Edit mode, double-click the Cost Code you want to update. In the Cost Code window that opens, change the Expense account. When you save, the account will update for this job only.

Chapter

4

Entering Job Cost Activity

Working With Batches in Job Cost

Changing the Local Transaction Date

Recording Cost Activity

Posting Cost Activity

Generating Purchase Orders

Troubleshooting: Entering Job Cost Activity

DENALI

After you set up jobs, you can begin to enter cost activity. After you post activity, your job information will update. You can record material, employee compensation, subcontractor, and many other costs for your jobs.

Working With Batches in Job Cost

On the **General** tab of the **JC Module Preferences** window, you can select whether or not you want to use multi-batch mode. Batches allow you to group activity that you want to post together. You should select the **Multi-batch mode** check box if you want to store cost activity in different batches so you can post it at different times.

If you use multi-batch mode, you can set up as many batches as necessary to meet the needs of your business. For example, you might use different batches to group certain job types. Or you might want a separate batch available for certain types of costing activity. When you post a batch, the batch will clear and become unavailable.

Changing the Local Transaction Date

You can set a new default transaction date to enter cost activity, enter bills in Accounts Payable, or invoice jobs. This date only affects Job Cost transactions for the current session; it is not a global system change. To access the **JC Change Local Transaction Date** window, select **Cost Activity**, **AP Enter Bills**, **Invoicing/Make to Order**, or **Inventory/Make to Stock** > **Change the Session Date** from the left navigation pane. For complete information about this option, refer to the Getting Started guide.

Recording Cost Activity

As you complete phases and jobs, it's important to track the actual cost for the Cost Codes included in them. When you post cost activity, Job Management updates so you can see your actual vs. estimated costs. See "Entering and Editing Detail Information" on page 34 about the detail information in Job Management.

Cost activity is accrued in the WIP accounts you defined in Module Preferences until the job is complete. The job cost is expensed when you bill your customer. When you post, WIP is relieved based on quantity remaining.

> ***Tips & Tricks:*** **Quickly Entering Cost Activity**
>
> If you know the Cost Code for which you want to enter, reverse, or transfer cost activity, you can skip the steps of entering the job number and phase. Instead, select the Cost Code type from the **Type** drop-down. Then use the <Type> **Code** Lookup to select the Cost Code. The Lookup will not be filtered by phase or job, so be sure you select the correct Cost Code.

Select the **Help** button in any window for detailed information about the options in the window.

Entering Cost Activity

You should only enter cost in this window if you do not track actual costs with Accounts Payable, Purchase Order, or Payroll. If you use those modules, you should use the Enter Bills or Generate Purchase Orders options in Job Cost, or the process payroll window in the Payroll module. See “Entering Bills in Accounts Payable” on page 50 for information about entering bills in Job Cost or “Generating Purchase Orders” on page 46 for information about generating orders.

To enter actual cost:

1. In Job Cost, select **Cost Activity** > **Cost Activity** from the left navigation pane.
2. If you use multi-batch mode and are not already in a batch, the **JC Select Batch** window appears. Choose the batch you want to use or create a new one.

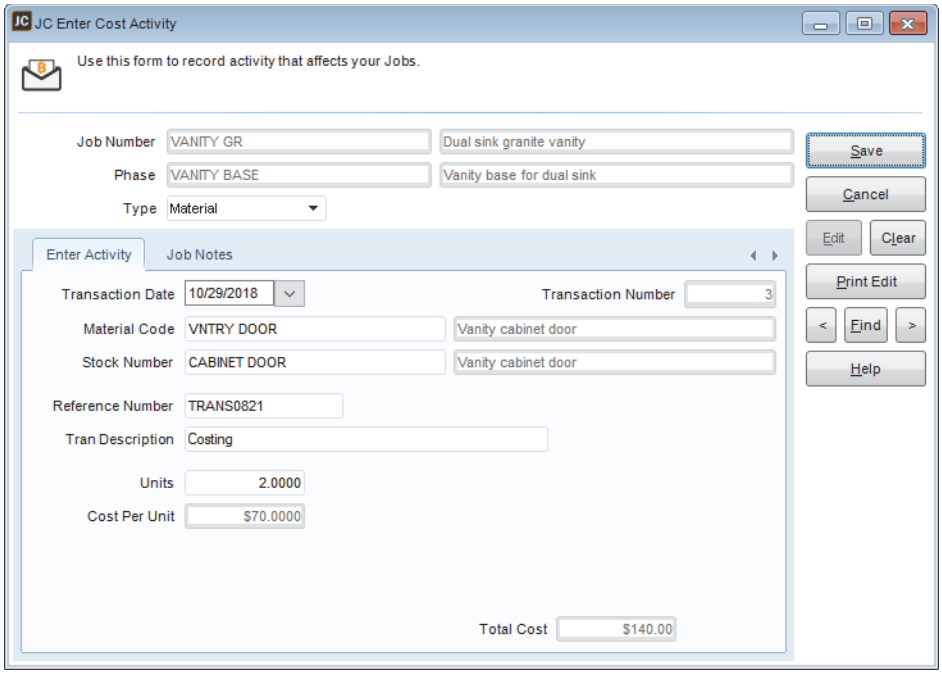


Figure 20: *JC Cost Activity window*

3. In the **Job Number** field of the Enter Cost Activity window, type the job number or use the Lookup to select the job for which you want to enter cost activity.
4. In the **Phase** field, use the Lookup to select the phase for which you want to enter cost activity.
5. From the **Type** drop-down, select the type of Cost Code for which you want to enter activity.
6. On the **Enter Activity** tab, enter the Cost Code for which you want to enter actual cost.
   Some of the fields on this tab change depending on the Cost Code type you selected. Click the **Help** button in the software for information specific to each field in the window.
7. Enter the actual units and cost per unit for the Cost Code you selected.
8. Select **Save**.
   You must post the transaction to see the actual cost in Job Management.

Reversing Cost Activity

If there is a mistake in posted cost activity, you can reverse the transaction. Only posted activity transactions in open jobs are available to reverse.

To reverse cost activity:

1. In Job Cost, select **Cost Activity** > **Reversal Activity** from the left navigation pane.
2. If you use multi-batch mode and are not already in a batch, the **JC Select Batch** window appears. Choose the batch you want to use or create a new one.

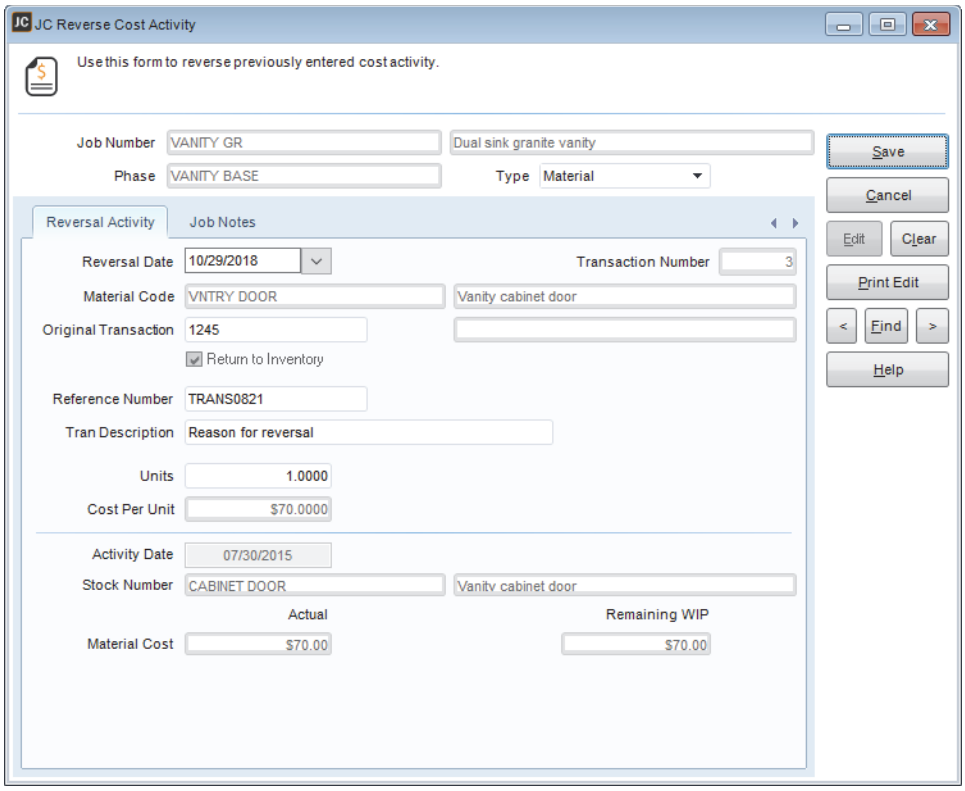


Figure 21: *JC Reverse Cost Activity window*

3. In the **Job Number** field of the Reverse Cost Activity window, type the job number or use the Lookup to select the job for which you want to reverse cost activity.
4. In the **Phase** field, use the Lookup to select the phase for which you want to reverse cost activity.
5. From the **Type** drop-down, select the Cost Code type for which you want to reverse activity. Your selection here changes some of the fields on the **Enter Activity** tab.
6. In the <Type> **Code** field on the **Enter Activity** tab, enter the Cost Code or use the Lookup to select the Code for which you want to reverse activity.
7. In the **Original Transaction** field, use the Lookup to select the cost activity transaction you want to reverse. This Lookup is filtered based on the Cost Code you selected.
8. In the **Units** field, select the number of units to reverse. If you are reversing Process Cost Code activity, this field label reads **Units Produced**.
9. Select **Save**.

   The lower section of this window is informational only and shows the original Cost Code information.

   You must post the transaction to see the update in Job Management.

Transferring Cost Activity

If you want to transfer previously posted cost activity from one job to another or one phase within a job to another phase, use the **JC Transfer Activity** window. Only posted activity transactions in open jobs are available to transfer.

To transfer cost activity:

1. In Job Cost, select **Cost Activity** > **Transfer Activity** from the left navigation pane.
2. If you use multi-batch mode and are not already in a batch, the **JC Select Batch** window appears. Choose the batch you want to use or create a new one.

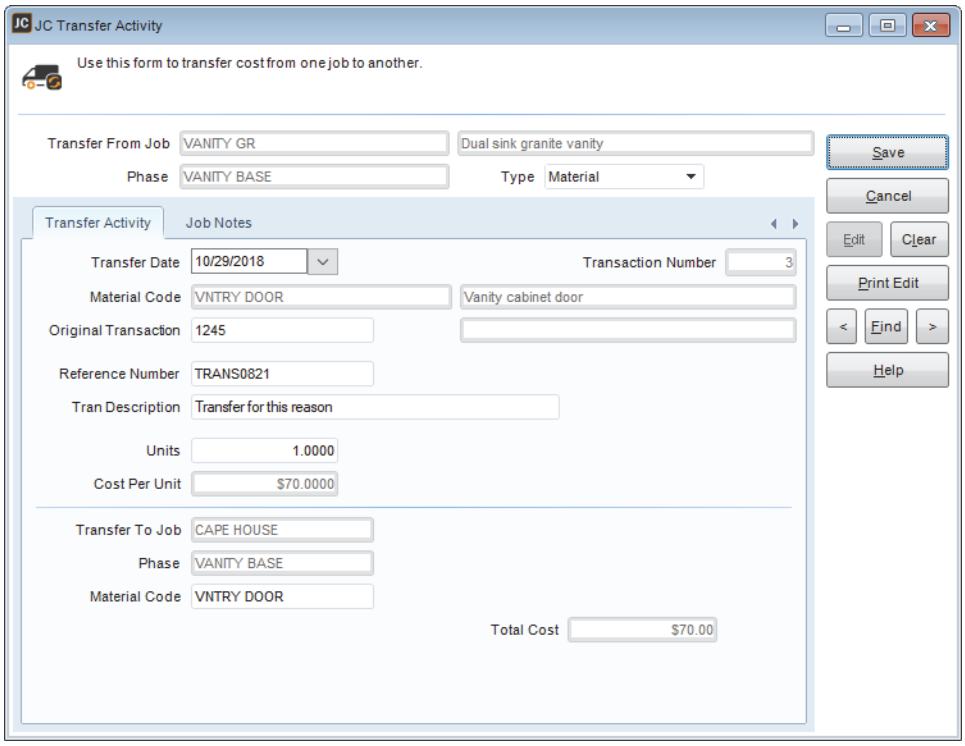


Figure 22: *JC Transfer Cost Activity window*

3. In the **Transfer from Job** field of the Transfer Activity window, type the job number or use the Lookup to select the job from which you want to transfer cost activity.
4. In the **Phase** field, use the Lookup to select the phase from which you want to transfer cost activity.
5. From the **Type** drop-down, select the Cost Code type for which you want to transfer activity. Your selection here changes some of the fields on the **Enter Activity** tab.
6. In the <Type> **Code** field on the **Enter Activity** tab, enter the Cost Code or use the Lookup to select the Code for which you want to transfer activity.
7. In the **Original Transaction** field, use the Lookup to select the cost activity transaction you want to transfer. This Lookup is filtered based on the Cost Code you selected.
8. In the **Units** field, select the number of units to transfer. If you are transferring Process Cost Code activity, this field label reads **Units Produced**.
9. In the <Code Type> Code field, use the Lookup to select the Cost Code you want to transfer activity to. The **Transfer To Job** and **Phase** fields will fill based on your selection.
10. Select **Save**.

You must post the transaction to see the change in Job Management.

Posting Cost Activity

After you check the Edit Report and correct any errors you find, you are ready to post cost activity. Select **Cost Activity** > **Post Activity** from the left navigation pane. Click **OK** to post cost activity.

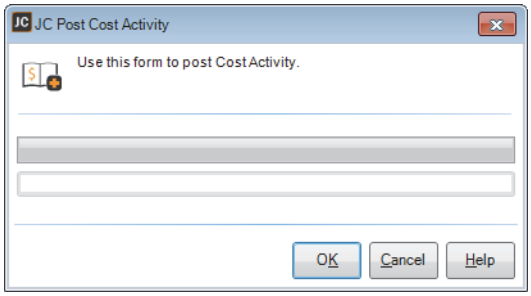


Figure 23: *JC Post Cost Activity window*

When posting is complete, the system clears the transaction files and generates posting/audit reports. Review the reports to ensure accuracy.

Printing the Activity Edit Report

Before you post, we highly recommend you view the Cost Activity Edit Report to check the accuracy of your transactions. To access the Edit Report, select **Cost Activity** > **Print Edit Report** from the left navigation pane or select the **Print Edit** button in the Enter Cost Activity, Reverse Cost Activity, or Transfer Activity windows. This report shows every cost activity transaction in the batch.

If you select the **Print account impact summary** check box, you can print a summary report of how your cost activity will affect general ledger accounts after you post.

JC Cost Activity Edit Report (Detailed)
All Books Surplus (ALLBOO)

8/14/2015 11:06:30 AM **Page 1**

Transaction Number	Transaction Date	Transaction Description		Reference Number	Transaction Type
1	08/14/2015			542	Cost Activity
Job Number	CAPE HOUSE	**Job Description**	Cape House project		
Phase	ELECTRICAL	**Cost Code Type**	Subcontractor	**Units**	2.0000
Cost Code	MIKESELEC	**Cost Code Description**	Mike's Electricians	**Cost Per Unit**	$400.0000
				Total	**$800.00**
Transaction Number	**Transaction Date**	**Transaction Description**		**Reference Number**	**Transaction Type**
2	08/14/2015			54288	Cost Activity
Job Number	CAPE HOUSE	**Job Description**	Cape House project	**Stock Item**	ELECTRICAL BOXES
Phase	ELECTRICAL	**Cost Code Type**	Material	**Units**	5.0000
Cost Code	ELECTRIC BOXES	**Cost Code Description**	Electrical Boxes - blue	**Cost Per Unit**	$2.0000
				Total	**$10.00**
Transaction Number	**Transaction Date**	**Transaction Description**		**Reference Number**	**Transaction Type**
3	08/14/2015			89754	Cost Activity
Job Number	CAPE HOUSE	**Job Description**	Cape House project	**Stock Item**	LUMBER 2X4
Phase	FRAMING	**Cost Code Type**	Material	**Units**	10.0000
Cost Code	2X4	**Cost Code Description**	2x4	**Cost Per Unit**	$2.2500
				Total	**$22.50**
Transaction Number	**Transaction Date**	**Transaction Description**		**Reference Number**	**Transaction Type**
4	08/14/2015			344	Cost Activity

Figure 24: *JC Cost Activity Edit Report*

If you need to make a correction or delete a transaction, see “Clearing or Correcting Cost Activity” on page 45.

Clearing or Correcting Cost Activity

If you find an error in a cost activity transaction before you post, you can correct it, delete it, or clear all activity in a batch.

To correct a cost activity transaction:

1. Open the cost activity window in which you originally entered the transaction. For example, if you need to correct a transfer transaction, select **Cost Activity** > **Transfer Activity** from the left navigation pane.
2. Click the **Find** button to open the Lookup and locate the transaction you need to correct.
3. Highlight the transaction in the Lookup window and click **Select**.
4. Click the **Edit** button.
5. Make the corrections to the transaction.
6. Click **Save**.

   If you want to delete the transaction instead of correcting it, click the **Del** button after you select the **Edit** button.

   If you want to delete all the transactions in the batch, select **Cost Activity** > **Clear Cost Activity** from the left navigation pane. In this window, you can choose to clear the batch along with the transactions.

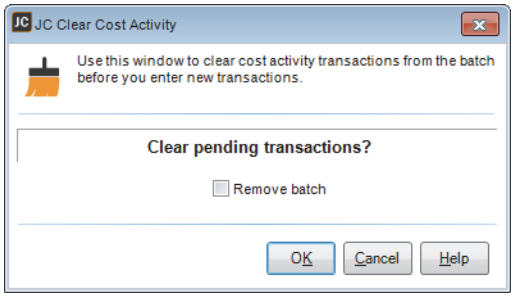


Figure 25: *JC Clear Cost Activity*

Generating Purchase Orders

If Job Cost is integrated to Purchase Order, use this window to generate purchase orders for items you need on your jobs.

The purchase orders are based on your Cost Codes. You can select the **Open Job Management** button to create Cost Codes on-the-fly from the **Job Management** window.

To generate purchase orders in Job Cost:

1. In Job Cost, select **Cost Activity** > **Generate Purchase Orders** from the left navigation pane.
2. In the **PO Buyer Login** window, select the buyer you want to use and enter the password.
   Only buyers with permission to generate purchase orders in Job Cost are available to select from the drop-down. You set this permission on the **Job Cost** tab in the **PO Buyers Codes** window.

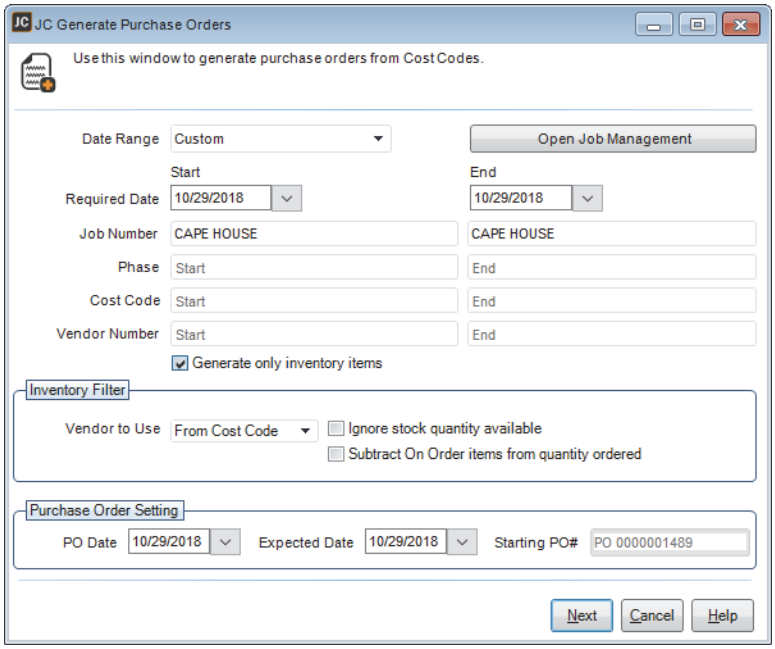


Figure 26: *JC Generate Purchase Orders window*

3. In the **JC Generate Purchase Orders** window, enter the date range for which you want to generate purchase orders.

4 Use the **Job Number**, **Phase**, **Cost Code**, and **Vendor Number** filters to include only the Cost Codes for which you want to generate orders.

5 In the **Inventory Filter** section of the window, select how you want the system to decide quantity and which vendor to order from.

6 In the **Purchase Order Setting** section of the window, define the dates and purchase order number (if PO Modules Preferences is not set for online numbering).

7 Click the **Next** button to open the **JC Generate Purchase Orders - Review and Select Items** window.

You can then receive and invoice the orders in Purchase Order and actual cost information will post to Job Cost.

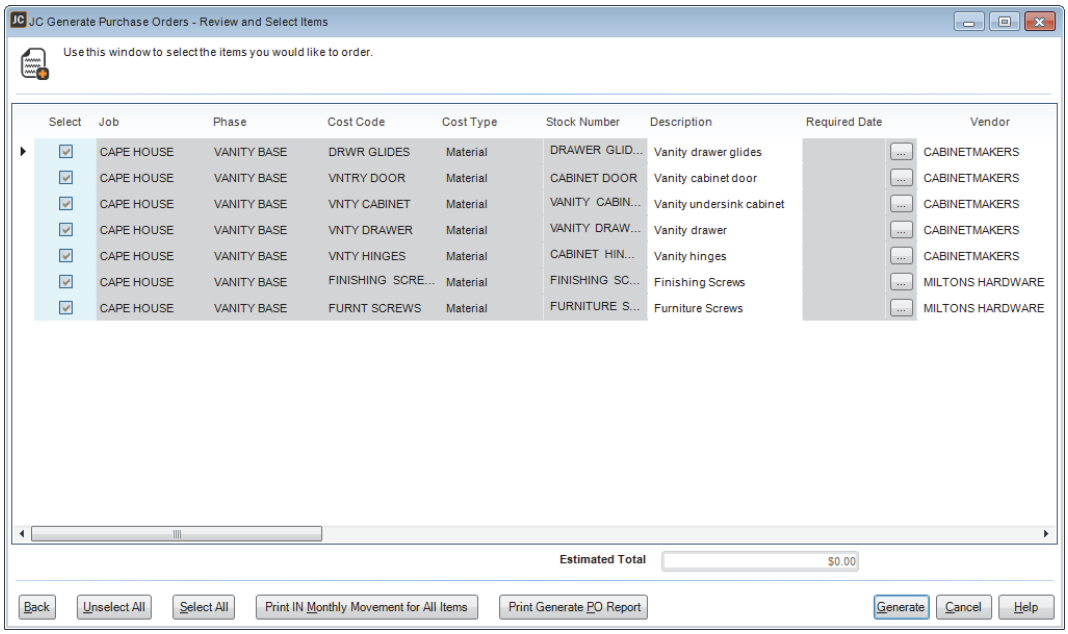


Figure 27: *JC Generate Purchase Orders - Review and Select Items window*

8 Review the items in the window and make any necessary adjustments.

9 Select **Generate** to generate your orders.

For information about the options available in this window, select the Help button.

Troubleshooting: Entering Job Cost Activity

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I posted cost activity and it looks like some activity is doubled in my accounts.	Make sure you only entered activity in one place. For example, if you enter bills or generate purchase orders, you shouldn’t also enter that activity through the Enter Activity window. This duplicates your costing.
I want to transfer costs to a different job, but when I open the Code Lookup in the Transfer To section of the Transfer window, the job doesn’t appear.	The Lookup only shows jobs that include the Cost Code you selected to transfer activity from. Check if the job you want to transfer to includes the Cost Code you selected.

Chapter

5

Entering Accounts Payable Bills

Entering Bills in Accounts Payable

Posting Bills

Troubleshooting: Entering Accounts Payable Bills

DENALI

To include vendor bills in your costing activity, you can enter bills through Job Cost.

This allows you to keep all of your job costs flowing to the applicable modules.

Entering Bills in Accounts Payable

You can either cost job activity directly in Accounts Payable or enter your bills here. If you enter and post your bills here, you still need to pay them in Accounts Payable.

In this window, you can enter cost activity for Material, General, and Subcontractor Cost Codes. If you need to cost activity for Process Cost Codes, add them to your Payroll (if you are integrated from Payroll to Job Cost) or use the Enter Cost Activity window (if you don't use Payroll).

To enter bills:

1. In Job Cost, select **AP Enter Bills** > **Enter Bills in AP** from the left navigation pane.
2. If you use multi-batch mode and are not already in a batch, the **AP Select Batch** window appears. Choose the batch you want to use or create a new one.
   The **AP Enter Bills** window will open.

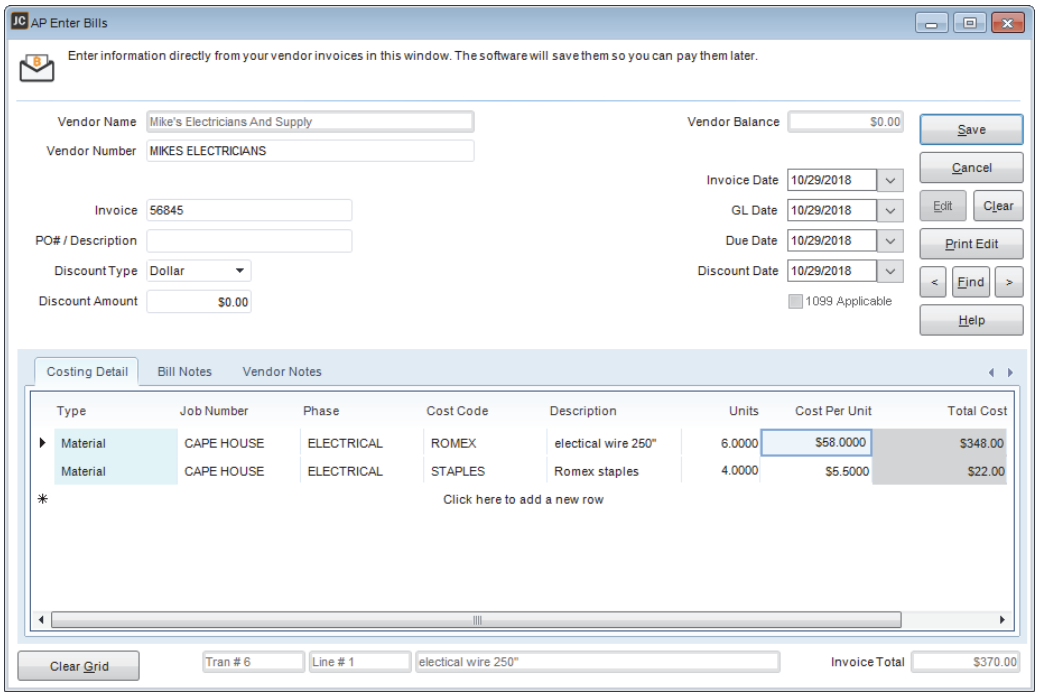


Figure 28: *AP Enter Bills window in Job Cost*

3. In the **Vendor Number** field, type the vendor you want to enter activity for or select the vendor from the Lookup.
4. Enter an invoice number for this transaction.
5. In the **Costing Detail** grid, enter the Cost Codes and amounts you want to cost to this vendor. This must be a positive number. To reverse costs, use the **Reverse Cost Activity** window.
6. Click **Save**.

   Select the **Help** button in any window for detailed information about the options in the window.

Posting Bills

After you check the Edit Report and correct any errors you find, you are ready to post invoices. Select **AP Enter Bills** > **Post Bills** from the left navigation pane. Click **OK** to post the invoices in the batch.

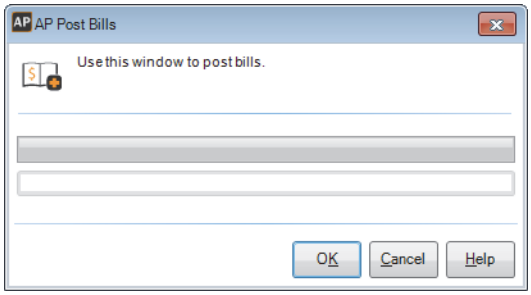


Figure 29: *JC Post Bills window*

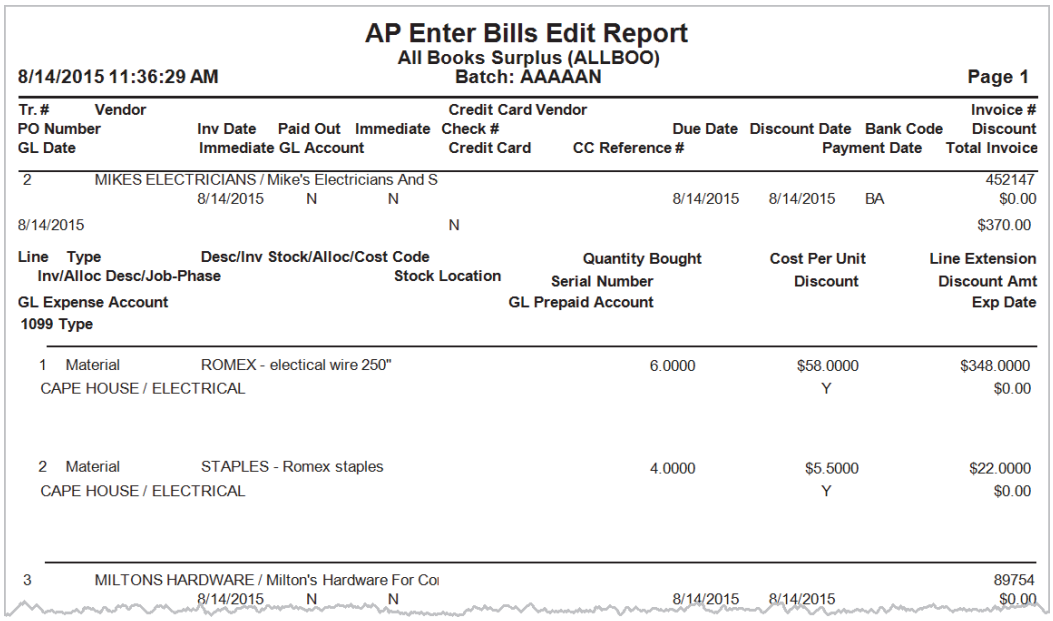
When posting is complete, the system clears the transaction files and generates posting/audit reports. Review the reports to ensure accuracy.

After you post bills in Job Cost, you need to pay them in Accounts Payable.

Printing the Enter Bills Edit Report

Before you post, we highly recommend you view the Enter Bills Edit Report to check the accuracy of your bills. To access the Edit Report, select **AP Enter Bills** > **Print Edit Report** from the left navigation pane. This report shows every bill in the batch.

If you select the **Print account impact summary** check box, you can print a summary report of how your cost activity will affect general ledger accounts after you post.



AP Enter Bills Edit Report
All Books Surplus (ALLBOO)
8/14/2015 11:36:29 AM **Batch: AAAAAN** **Page 1**

Tr. # / PO Number / GL Date	Vendor	Inv Date / Immediate	Paid Out / GL Account	Immediate	Credit Card Vendor / Check # / Credit Card	CC Reference #	Due Date	Discount Date / Payment Date	Bank Code	Invoice # / Discount / Total Invoice
2	MIKES ELECTRICIANS / Mike's Electricians And S	8/14/2015	N	N			8/14/2015	8/14/2015	BA	452147 / $0.00
8/14/2015					N					$370.00

Line / Inv/Alloc / GL Expense Account / 1099 Type	Type / Desc/Job-Phase	Desc/Inv / Stock Location	Stock/Alloc/Cost Code / GL Prepaid Account	Quantity Bought / Serial Number	Cost Per Unit / Discount	Line Extension / Discount Amt / Exp Date
1	Material	ROMEX - electical wire 250"		6.0000	$58.0000	$348.0000
CAPE HOUSE / ELECTRICAL					Y	$0.00
2	Material	STAPLES - Romex staples		4.0000	$5.5000	$22.0000
CAPE HOUSE / ELECTRICAL					Y	$0.00
3	MILTONS HARDWARE / Milton's Hardware For Co	8/14/2015	N	N	8/14/2015	8/14/2015	89754 / $0.00

Figure 30: *JC Enter Bills Edit Report*

If you need to make a correction or delete a transaction, see “Clearing or Correcting Bills” on page 52.

Clearing or Correcting Bills

If you find an error in a bill before you post, you can correct it, delete it, or clear all bills in a batch.

To correct a bill:

1. In Job Cost, select **AP Enter Bills** > **Enter Bills In AP** from the left navigation pane.
2. Click the **Find** button to open the Lookup and locate the bill you need to correct.
3. Highlight the bill in the Lookup window and click **Select**.
4. Click the **Edit** button.
5. Make the corrections to the bill.
6. Click **Save**.

If you want to delete the bill instead of correcting it, click the **Del** button after you select the **Edit** button.

If you want to delete all the bills in the batch, select **AP Enter Bills** > **Clear Bills** from the left navigation pane. In this window, you can choose to clear the batch along with the bills.

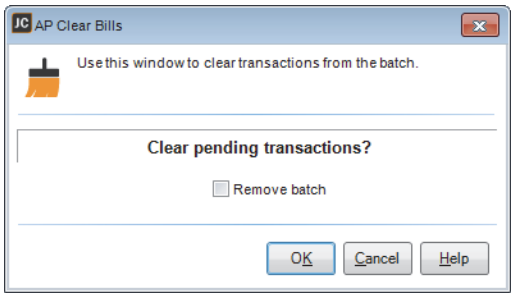


Figure 31: *JC AP Clear Bills*

Troubleshooting: Entering Accounts Payable Bills

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I entered a bill in Job Cost and paid it in Accounts Payable, but I need to void the payment.	You need to reverse the payment in both Accounts Payable and Job Cost to keep your accounts accurate. Use the Reverse Activity window in Job Cost and the Adjust/Pay Bills window in Accounts Payable to complete these tasks.

Chapter

6

Invoicing Your Jobs

Make to Order Jobs

Make to Stock Jobs

Troubleshooting: Invoicing Your Jobs

DENALI

As you finish phases of or complete your jobs, you can bill your make-to-order customers or send completed make-to-stock jobs to inventory.

Make to Order Jobs

Make to Order jobs are specific to each customer and aren't started until a customer puts in an order. Throughout the job process and/or when the job is complete, you invoice the customer to receive payment. When you invoice jobs, you relieve WIP.

Entering Invoices in Order Entry

When you create Job Cost invoices, the Sales Order Entry window open with fields specific to Job Cost. The entry window layout is defined in the Sales Set Up Layout window and permissions are defined by salesperson rights. Although the invoices are entered in Sales, you post them in Job Cost. See the Sales Administrator guide for information about the sales layout and salesperson rights.

To invoice a job:

1. In Job Cost, select **Invoicing/Make to Order** > **Enter Customer Invoices in OE** from the left navigation pane.
2. If you use multi-batch mode and are not already in a batch, the Sales Select Order Entry Batch window appears. Choose the batch you want to use or create a new one.
3. In the Sales Order Entry Login window, select a salesperson from the drop-down, enter the password, and log in. The **Sales Order Entry** window will open.
4. Click the **New Invoice** button at the top of the window.
   If you want to edit a saved invoice, click the magnifying glass button and choose the invoice from the Lookup.
5. In the JC Invoicing window, select the job you want to invoice and how you want to invoice it.

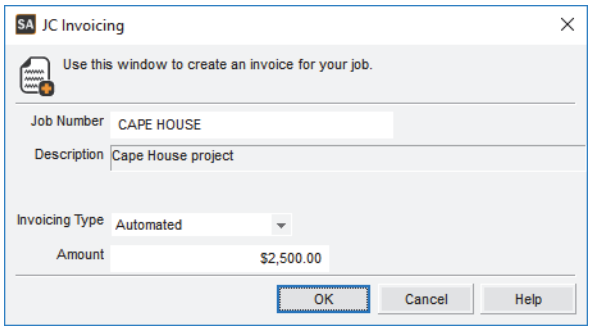


Figure 32: *JC Invoicing window*

6. In the **Detail Information** grid, make any necessary changes to the invoice.
   If you enter a quantity that is less than the total quantity available and you entered activity at different costs for the same Cost Codes, WIP will be relieved in the order of oldest first.

   If you want to change the order of the detail lines, use the **JC Change Job Detail Order** window.

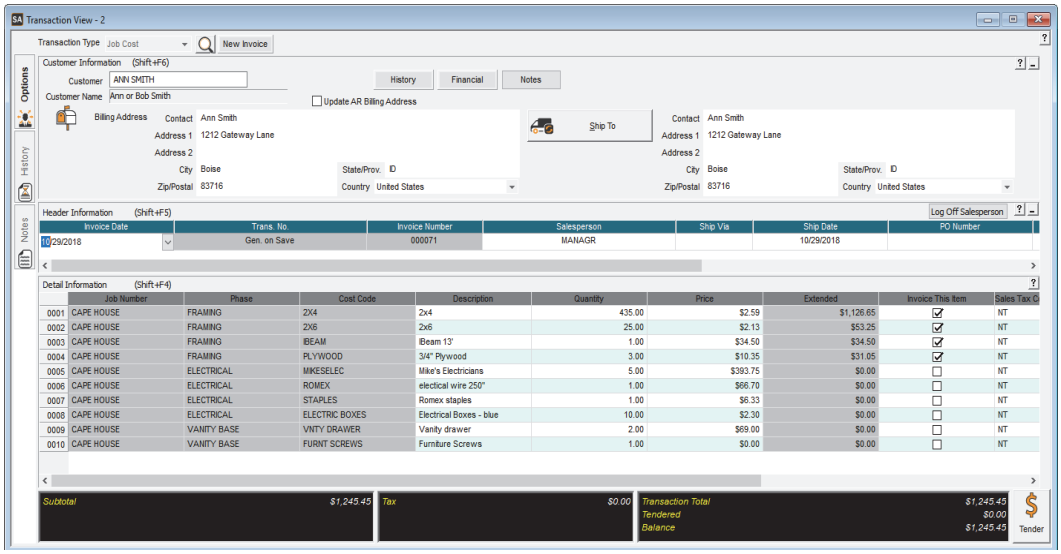


Figure 33: *Sales Order Entry window from Job Cost*

7 Click the **Tender** button to record a customer payment.

> ***NOTE:*** *All invoice payments other than AR Charges post to the GL Cash Account you set up on the* Defaults *tab of the Order Entry Module Preferences window. AR Charge payments post to the account set up on the AR Code attached to the customer.*

Select the **Help** button in any window for detailed information about the options in the window.

Printing the Invoice Edit Report

Before you post, we highly recommend you view the Sales Invoice Edit Report to check the accuracy of your transactions. To access the Edit Report, select **Invoicing/Make to Order** > **Print Edit Report** from the left navigation pane. This report shows every invoice in the batch.

If you select the **Print account impact summary** check box, you can print a summary report of how your transactions will affect general ledger accounts after you post.

Sales Invoice Edit Report (Detailed)
All Books Surplus (ALLBOO)

08/14/2015 12:06:43 PM **Page 1**

Batch Number
AAAABY

Transaction Number	8	**Invoice Number**	000023
Customer Number	ANN SMITH	**Invoice Date**	8/14/2015
Customer Name	Ann or Bob Smith	**Invoice Time**	11:51:50AM
Address 1	Ann Smith	**Sales Department**	DEPT01
Address 2	1212 Gateway Lane	**Salesperson**	MANAGR
Address 3	Boise ID 83716	**Sales Tax Code**	ID
Address 4	UNITED STATES	**Terms**	NET10
Discount Code		**Ship Via**	

Line	Job Number	Phase	Cost Code	Quantity	Price	Extended
1	CAPE HOUSE	FRAMING	2X4	445.0000	$2.59	1,152.55
2	CAPE HOUSE	FRAMING	2X6	25.0000	$2.13	53.25
3	CAPE HOUSE	FRAMING	IBEAM	2.0000	$34.50	69.00
4	CAPE HOUSE	FRAMING	PLYWOOD	3.0000	$10.35	31.05
5	CAPE HOUSE	ELECTRICAL	ROMEX	1.0000	$66.70	66.70
6	CAPE HOUSE	ELECTRICAL	STAPLES	1.0000	$6.33	6.33
7	CAPE HOUSE	ELECTRICAL	ELECTRIC BOXES	10.0000	$2.30	23.00
8	CAPE HOUSE	ELECTRICAL	MIKESELEC	5.0000	$393.75	1,968.75
9	CAPE HOUSE	VANITY BASE	VNTY DRAWER	2.0000	$69.00	138.00
10	CAPE HOUSE	VANITY BASE	FURNT SCREWS	1.0000	$1.39	1.39
					Sales Amount	$3,510.02

Figure 34: *JC Sales Invoice Edit Report*

If you need to make a correction or delete a transaction, see “Voiding or Correcting Invoices” on page 57.

Voiding or Correcting Invoices

If you find an error in an invoice before you post, you can correct it or void it.

To correct an invoice:

1. In Job Cost, select **Invoicing/Make to Order** > **Enter Customer Invoices in OE** from the left navigation pane.
2. Click the magnifying glass button to open the Retrieve Sale Lookup and locate the invoice you need to correct.
3. Highlight the transaction in the Lookup window and click **Select**.
4. Make the corrections to the transaction.
5. Click **Tender**.

To void an invoice:

1. In Job Cost, select **Invoicing/Make to Order** > **Enter Customer Invoices in OE** from the left navigation pane.
2. Click the magnifying glass button to open the Retrieve Sale Lookup and locate the invoice you need to void.
3. Highlight the transaction in the Lookup window and click **Select**.
4. Select **Transaction** > **Void** from the menu bar or select **Options** > **Void Transaction** from the slide-out menu.
5. Select **Yes** in the message that appears.

   You will not be able to retrieve the invoice after you void it.

If you want to delete all the transactions in the batch, in Job Cost select **Invoicing/Make to Order** > **Clear Invoices** from the left navigation pane. In this window, you can choose to clear the batch along with the transactions.

Posting Invoices

After you check the Edit Report and correct any errors you find, you are ready to post invoices. Select **Invoicing/Make to Order** > **Post Invoices** from the left navigation pane. Click **OK** to post the invoices in the batch.

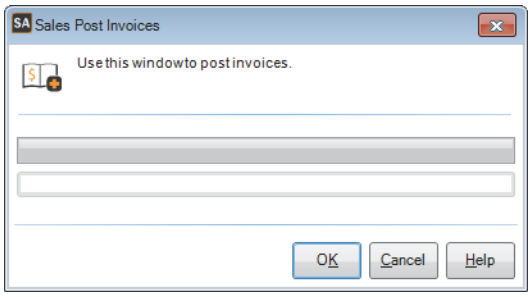


Figure 35: *JC Sales Post Invoices window*

When posting is complete, the system clears the transaction files and generates posting/audit reports. Review the reports to ensure accuracy.

Make to Stock Jobs

These jobs produce items that will become stock items when the job is complete. When you post transfers to Inventory, WIP is relieved from the WIP accounts.

Transferring to Inventory

After you post cost activity for a make-to-stock job, you can transfer the WIP to Inventory. You can choose to transfer all of the job WIP or only part of it.

You can also transfer units from Inventory back to Job Cost. This decreases the quantity in Inventory and adds WIP back to the WIP accounts.

To transfer a job to Inventory:

1 In Job Cost, select **Inventory/Make to Stock** > **Transfer Make to Stock Jobs** from the left navigation pane. The JC Transfer to Inventory window opens.

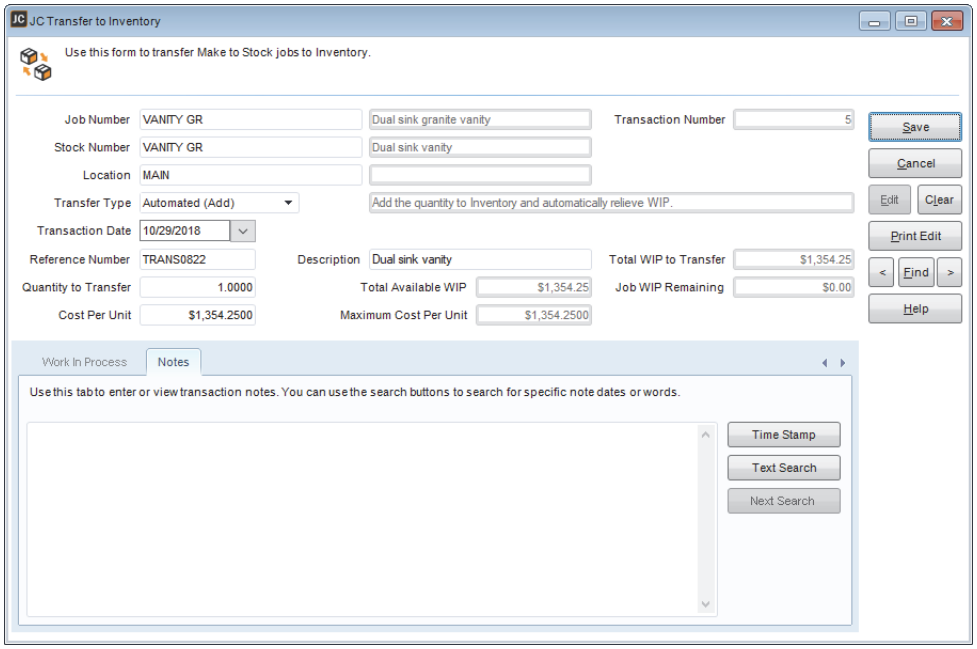


Figure 36: *JC Transfer to Inventory window*

2. Enter the job number or use the Lookup to select the job for which you want to transfer stock to Inventory.
3. Enter the stock number or use the Lookup to select the stock to which you are adding quantity. This number must already be set up in Inventory.
4. From the **Transfer Type** drop-down, select if you want to automatically or manually add quantity to Inventory and relieve WIP, or if you want to subtract quantity from Inventory.
   If you select to manually add WIP, the **Work In Process** tab is enabled so you can choose which activity you want to transfer.
5. In the **Quantity to Transfer** field, enter the number of units you want to transfer.
6. If you selected *Detailed (Add)* from the **Transfer Type** drop-down, select the cost activity reference number and the WIP amount you want to transfer in the **Work in Process** Detail grid.
7. Select Save.

   After you post an *Add* transfer, the WIP amount will be relieved from the job and the stock item quantity will increase in Inventory.

   After you post a *Subtract* transfer, the stock item quantity will decrease in Inventory and the WIP amount will be added back to the job.

Printing the Transfer Edit Report

Before you post, we highly recommend you view the Transfer Edit Report to check the accuracy of your transactions. To access the Edit Report, select **Invoicing/Make to Stock** > **Print Edit Report** from the left navigation pane. This report shows every invoice in the batch.

If you select the **Print account impact summary** check box, you can print a summary report of how your transactions will affect general ledger accounts after you post.

IN Transfer Edit Report (Detailed)
All Books Surplus (ALLBOO)

8/14/2015 1:15:44 PM **Batch: AAAAAF** **Page 1**

Date / Type	Reference # / Phase	Job Number	Stock Number	Location / Cost Code	Stock Description	Reference	Quantity	Cost Per Unit	Total WIP to Transfer Amount
08/10/2015	9578	VANITY GR	VANITY GR	MAIN			1.0000	$814.25	$814.25
08/14/2015	47411	VANITY SOLID	VANITY SDSF	EAST	Vanity Solid Surface		1.0000	$240.00	$240.00
Material	VANITY BASE			VNTY CABINET		6355			$240.00

TOTALS	QUANTITY	EXTENDED AMOUNT
TRANSFER TO INVENTORY	2.0000	$1,054.25

Report Summary

	Report Selection Criteria
Report Type	Detailed
Transaction Start	Start
Transaction End	End

Figure 37: *JC Transfer Edit Report*

If you need to make a correction or delete a transaction, see “Clearing or Correcting Transfers” on page 60.

Clearing or Correcting Transfers

If you find an error in a transfer transaction before you post, you can correct it, delete it, or clear all transfers in a batch.

To correct a transfer transaction:

1. In Job Cost, select **Invoicing/Make to Stock** > **Transfer Make to Stock Jobs** from the left navigation pane.
2. Click the **Find** button to open the Transaction Number Lookup and locate the transfer you need to correct.
3. Highlight the transaction in the Lookup window and click **Select**.
4. Click the **Edit** button.
5. Make the corrections to the transaction.
6. Click **Save**.

   If you want to delete the transaction instead of correcting it, click the **Del** button after you select the **Edit** button.

   If you want to delete all the transactions in the batch, select **Invoicing/Make to Stock** > **Clear Transfers** from the left navigation pane. In this window, you can choose to clear the batch along with the transactions.

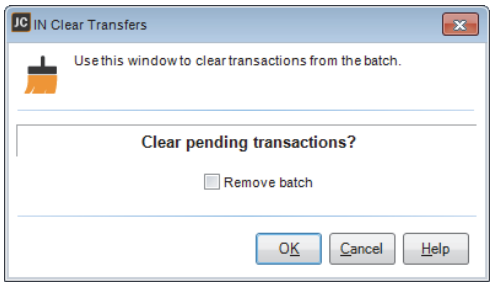


Figure 38: *JC Clear Transfers*

Posting Transfers

After you check the Edit Report and correct any errors you find, you are ready to post invoices. Select **Invoicing/Make to Stock** > **Post Transfers** from the left navigation pane. Click **OK** to post the invoices in the batch.

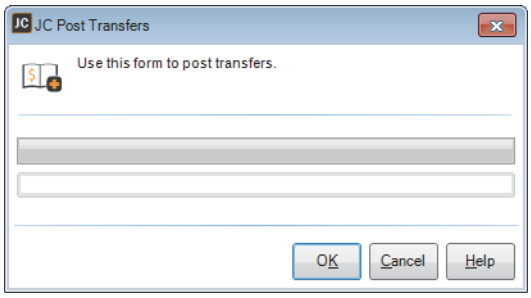


Figure 39: *JC Post Transfers window*

When posting is complete, the system clears the transaction files and generates posting/audit reports. Review the reports to ensure accuracy.

Troubleshooting: Invoicing Your Jobs

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
I’m entering an invoice, but I don’t see the **Price** column in the Sales Entry Detail grid.	You can define the columns that appear and if you can enter information in them on the **Job Cost Detail** tab of the **Sales Set Up Sales Entry Layout** window.
I selected the Automated method to invoice the job, but it’s not invoicing the Cost Codes in the order I want.	You can change the order of the Cost Codes in the job in the **JC Change Job Detail Order** window.

Chapter

7

Working with Reports in Job Cost

Reporting Overview

Job Cost Reports

Troubleshooting: Working with Reports in Job Cost

DENALI

Job Cost has a number of reports to help you manage your job information. Refer to this chapter to learn about the available reports.

Reporting Overview

Reports and financial statements are the lifeblood of any good accounting system because they provide a snapshot of your business. Reports throughout Denali provide specific business information to help you make the right decisions for your organization.

Denali provides a wealth of reports applicable to the needs of any business. Yet any report is only as good as the information it is reporting. For this reason, it is very important to consider what kind of information you will need on your reports when you set up your accounting system. Once you enter the information into the database, you can retrieve and use the data in a variety of ways in the available reports. You can also sort or filter these reports to show only the information you want to see. You can use Crystal Reports to customize the look of your reports, and in some cases, the data it displays. This chapter contains samples of the reports and financial statements available in Denali.

NOTE: *Depending on how your print options were set up in the Module Preferences window, when you click* ***OK****, a message box might appear to notify you that the report is being processed. Do not close the window until the process is complete; doing so can cause problems in your system.*

Denali Reports Available

When you need specific information on the status of your business, you will need reports and financial statements. All Denali reports fall under one of three categories: financial statements, history reports, and control reports. Each report type serves a specific purpose and understanding each purpose will help make it easier to sort through the report options and determine which reports you need. This section gives an overview of the types of reports and statements available throughout Denali as well as in each different module. Depending on the modules you purchased and installed, options might appear differently or not at all.

Financial Statements

This type of report reflects the status of the business. These reports are used to view profits, losses, revenue/income, and expenses for the business. Two examples are the Trial Balance and Balance Sheet in the General Ledger module.

History Reports

This type of report provides a quick view of all the information entered in a module for a certain period. In other words, it is a transaction log. For instance, in the Inventory module, the History Report reflects all additions and subtractions to each individual stock item for the specified range. The Audit Trail is an example of a General Ledger history report.

Control Reports

You would use this type of report to verify the integrity of your data tables. These reports compare the master total to detail or period totals and show any discrepancies. For example, in the Accounts Payable module, the Control Report compares the total due for open invoices to the line detail for each vendor. If there is a discrepancy, an error report is automatically generated for you to use to correct the errors.

Reporting Options in Denali

Denali uses the information gathered in each module to create reports that can show you the information you need to make good business decisions. To increase the flexibility of these reports, Denali has a number of report options that allow you to fine tune your reports to meet your needs. The following options are available in most reports; some reports have additional options unique to them.

Options for Report Type

These options describe the different levels of detail available within some reports. Some of these options will only appear depending on the type of report you choose and the modules you have installed.

- *Detailed:* Shows all activity for a specified range.
- *Condensed:* Shows the group totals for a specified range.
- *Summary:* Shows one total for a specified range.
- *Detailed with Notes*: Shows all activity for a specified range along with any notes entered.
- *Classified:* Sorts by account class subcategories (report groups).
- *Comparative Detailed:* Lists all activity for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)
- *Comparative Classified:* Sorts by account class subcategories (report groups) for both the selected year and the year prior to it. (Certain reports will show two years prior to the selected year.)

Standard Report Sort Options

Some of the reports include a Sort By option, which offers choices of how the report information should be sorted. For example, in the Accounts Receivable module, you can sort by customer name or Salesperson Code.

Report Query Options

To enhance reporting capabilities, Denali includes querying functionality in several of the reports. This query ability allows you to report information based on specified search criteria. Keep in mind that depending on the integration settings for the module, some query options might appear differently or be unavailable. Refer to “Job Cost Relationship with Other Modules” on page 19 for more information on how your integration settings might affect the query ability for reports.

In the report window, the fields on the **Search For** tab provide a means to further define your report query. For example, in the **GL Audit Trail Report** window the **Search For** fields have the options of *Amount*, *Batch Number*, *User ID, or Module*. One way to search for specific Batch Number information for this report is to select *contains* from the operand (query option) drop-down list and enter a portion of the batch information. Depending on the report, different search options are available.

The query fields (comparison operator) have the options of *equal to*, *not equal to*, *greater than*, *greater than or equal to*, *less than*, *less than or equal to*, and *contains*. The information in this table explains the differences of each query option (operand).

Operand	Field
equal to	The information returned is equal to the entered value or the selected field’s value.
not equal to	The information returned is not equal to the entered value or the selected field’s value.
greater than	The information returned is greater than the entered value or the selected field’s value.

Operand (Continued)	Field (Continued)
greater than or equal to	The information returned is greater than or equal to the entered value or the selected field's value.
less than	The information returned is less than the entered value or the selected field's value.
less than or equal to	The information returned is less than or equal to the entered value or the selected field's value.
contains	The information returned contains the information in the **Search For** field.

Once you select the search for option(s) and desired comparison operator(s), enter the amount to use for comparison. If you leave the criteria fields blank, the report will not appear with the enhanced query data. If the report does not provide the information you're looking for, you can select the **Reset** button to reset the query options to the default settings and try different query parameters.

Using the Search Feature in Lookups

You can reduce the amount of time it takes to locate a record by typing one or two characters of the record name or description in the Search box. The window automatically changes to display the section of the Lookup that contains the characters you type. For more information, refer to the Getting Started guide.

Selecting Dates from the Online Calendar

Denali makes it easy to enter dates when you set report criteria. When you see a date box, you can either type the date using the 10-digit format that includes separators, mm/dd/yyyy (e.g., *December 10, 2017 = 12/10/2017*), or you can click the drop-down to open a calendar from which to select the date. For more information, refer to the Getting Started guide.

Working with Date Ranges

This date range feature is available for several of the reports in Denali and can increase the speed of reporting. You can select a specific date range with one click. The image of the **AR History Report** window in this section illustrates the **Date Range** drop-down list, from which you can choose one of the predefined ranges for the report.

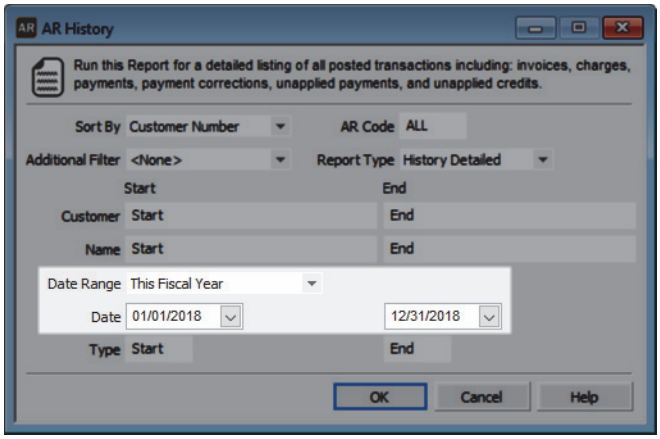


Figure 40: *AR History Report window, Date Range option*

There are several predefined date ranges available and the table in this section provides an overview of each one.

Date Range Option	Start Date for Report	End Date for Report
All	The start date of the Fiscal Calendar.	The current Denali date.
Today	The current Denali date.	The current Denali date.
This Week	The date of the Sunday immediately preceding or equal to the current Denali date.	The date of the Saturday immediately following or equal to the current Denali date.
This Week to date	The date of the Sunday immediately preceding or equal to the current Denali date.	The current Denali date.
This Month	The first day of the month containing the current Denali date.	The last day of the month containing the current Denali date.
This Month to date	The first day of the month containing the current Denali date.	The current Denali date.
This Fiscal Quarter	The first date of the fiscal quarter containing the current Denali date.	The last date of the fiscal quarter containing the current Denali date.
This Fiscal Quarter to date	The first date of the fiscal quarter containing the current Denali date.	The current Denali date.
This Fiscal Year	The first date of the fiscal year containing the current Denali date.	The last date of the fiscal year containing the current Denali date.
This Fiscal Year to date	The first date of the fiscal year containing the current Denali date.	The current Denali date.
Yesterday	The date immediately preceding the current Denali date.	The date immediately preceding the current Denali date.
Last Week	The date of the Sunday immediately preceding the week containing the current Denali date.	The date of the Saturday immediately preceding the week containing the current Denali date.
Last Week to date	The date of the Sunday immediately preceding the week containing the current Denali date.	The current Denali date.
Last Month	The first day of the month immediately preceding the month containing the current Denali date.	The last day of the month immediately preceding the month containing the current Denali date.

Date Range Option	Start Date for Report (Continued)	End Date for Report
Last Month to date	The first day of the month immediately preceding the month containing the current Denali date.	The current Denali date.
Last Fiscal Quarter	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.
Last Fiscal Quarter to date	The first day of the fiscal quarter immediately preceding the fiscal quarter containing the current Denali date.	The current Denali date.
Last Fiscal Year	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The last day of the fiscal year immediately preceding the fiscal year containing the current Denali date.
Last Fiscal Year to date	The first day of the fiscal year immediately preceding the fiscal year containing the current Denali date.	The current Denali date.
Next Week	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday immediately following the week containing the current Denali date.
Next 4 Weeks	The date of the Sunday immediately following the week containing the current Denali date.	The date of the Saturday of the 4th week following the week containing the current Denali date.
Next Month	The first day of the month immediately following the month containing the current Denali date.	The last day of the month immediately following the month containing the current Denali date.
Next Fiscal Quarter	The first day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.	The last day of the fiscal quarter immediately following the fiscal quarter containing the current Denali date.
Next Fiscal Year	The first day of the fiscal year immediately following the fiscal year containing the current Denali date.	The last day of the fiscal year immediately following the fiscal year containing the current Denali date.

Filter Ranges and Filter Methods

Fields are available to set beginning (Start) and ending (End) ranges to filter the information you will include in the reports or financial statements.

Methods for defining filter ranges are as follows:

- Start/End**:** *Start* and *End* are the defaults for most of the filter boxes. If you accept the default of *Start* in the **Start** box and *End* in the **End** box, all values for that item are included in the report. You can also type the criteria in the **Start** and **End** boxes. When you enter a specific criterion in the **Start** box, the **End** box will auto-fill with the same criterion.
- In any box where your mouse pointer appears as a magnifying glass, you can double-click to open a Lookup from which you can select the entry. Highlight the desired item, then choose **Select**.

Another filtering method is based on the types of transactions available. For instance, you can choose to run a report that only includes invoices, receipts, or credit adjustments.

Job Cost Reports

This section provides summaries of the different reports that you can run in Job Cost. You will also see a sample of each report to give you an idea of what to expect and help you decide which reports will best meet your needs. You might need to try different report settings to get the exact information you need. Depending on the report type and installed modules, some options might not be available.

As with the other modules, the **JC Module Preferences** window allows you to define default print settings for your reports. See “Setting Your Printing Preferences for Job Cost” on page 22 for information on defining your default print options. For information about printing Job Cost reports, see the Getting Started guide.

Job Report

The JC Job Report report prints a list of jobs, including scheduling and financial information, according to the criteria you set. It is the most detailed Job Cost report. You can include one job, a range of jobs, or all jobs. You can also choose to include completed jobs on this report.

To access this report, select **Reporting** > **Job Report** from the left navigation pane and in the window that appears, set the criteria you want to see.

JC Job Report (Detailed)
All Books Surplus (ALLBOO)

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Job Number	Description	Job Type	Customer	Contact
CAPE HOUSE	Cape House project	Make to order	ANN SMITH	Ann or Bob Smith

Units Produced	PO Number
0.0000	

Scheduling :

Planned Start	Planned Completion	Due Date	Date Completed	Job Complete	% Complete
05/26/2015	10/07/2015	10/09/2015		No	44.65%

Price Per Unit	$0.00	Cost Estimate	$5,124.50	Budget	$0.00
Price Estimate	$5,612.69	Actual Cost	$2,288.25	Budget Variance	($2,406.75)
Total Price	$0.00	Cost Variance	($2,836.25)	Budget Variance %	(51.26%)
Profit Estimate	$488.19	Remaining WIP	$2,288.25		
Est. Gross Margin %	8.70%				

Detail Tab

Type	Material	Cost Per Unit	$7.50	Budget	$150.00	Price Estimate	$172.50
Code	FRAME NAILS	Cost Estimate	$150.00	Budget Variance	($150.00)	Profit Estimate	$22.50
Description	Framing Nails	Actual Cost	$0.00	Budget Variance %	(100.00%)	Est. Gross Margin %	13.04%
Quantity	20.00	Cost Variance	($150.00)			Remaining WIP	$0.00
AP Vendor	MILTONS HARDWARE						
Required Date		Start Date		Completion Date		% Complete	0.00%
Type	Material	Cost Per Unit	$2.25	Budget	$4,694.50	Price Estimate	$1,293.75

Figure 41: *JC Job Report*

Job Schedule Report

The JC Job Schedule Report shows you the scheduled dates for the jobs, phases, and Cost Codes you select. You can use the sort and filter options to customize the report to meet your needs.

To access this report, select **Reporting** > **Job Schedule** from the left navigation pane and in the window that appears, set the criteria you want to see.

JC Job Schedule Report
All Books Surplus (ALLBOO)

8/14/2015 10:52:06 AM **Page 1**

Sort By: Job Due Date

Job Number: CAPE HOUSE	Cape House project			**Due Date:** 10/09/2015	
Planned Start Date: 05/26/2015		**Planned Completion Date:** 10/07/2015		**Date Completed:**	
Cost Code: FRAME NAILS	Framing Nails		**Cost Type:** Material	**Phase:** FRAMING	
Date Required: 05/26/2015		**Planned Start Date:** 05/29/2015		**Planned Completion Date:** 06/08/2015	
Cost Code: 2X4	2x4		**Cost Type:** Material	**Phase:** FRAMING	
Date Required: 05/26/2015		**Planned Start Date:** 05/29/2015		**Planned Completion Date:** 06/08/2015	
Cost Code: 2X6	2x6		**Cost Type:** Material	**Phase:** FRAMING	
Date Required: 05/27/2015		**Planned Start Date:** 05/27/2015		**Planned Completion Date:** 06/08/2015	
Cost Code: IBEAM	IBeam 13'		**Cost Type:** Material	**Phase:** FRAMING	
Date Required: 05/27/2015		**Planned Start Date:** 05/29/2015		**Planned Completion Date:** 05/30/2015	
Cost Code: PLYWOOD	3/4" Plywood		**Cost Type:** Material	**Phase:** FRAMING	
Date Required: 05/28/2015		**Planned Start Date:** 05/28/2015		**Planned Completion Date:** 05/29/2015	
Cost Code: BACKHOE	Backhoe rental		**Cost Type:** Process	**Phase:** FRAMING	
Date Required: 05/29/2015		**Planned Start Date:** 05/29/2015		**Planned Completion Date:** 05/29/2015	
Cost Code: MIKESELEC	Mike's Electricians		**Cost Type:** Subcontractor	**Phase:** ELECTRICAL	
Date Required: 05/30/2015		**Planned Start Date:** 05/30/2015		**Planned Completion Date:** 06/02/2015	

Figure 42: *JC Job Schedule Report*

Job Listing Report

The JC Job Listing Report shows you the descriptions, phases, and costs included in the jobs you select. You can choose to include completed jobs on this report and skip Cost Codes with an actual cost of zero.

To access this report, select **Reporting** > **Job Listing** from the left navigation pane and in the window that appears, set the criteria you want to see.

JC Job Listing Report (Detailed with Costs)
All Books Surplus (ALLBOO)

8/14/2015 10:54:03 AM **Page 1**

Job Number / Description / Status

Phase / Description

Type	Cost Code	Description	Cost Estimate	Actual	Variance
CAPE HOUSE		**Cape House project**			
ELECTRICAL		Electrical Framing			
Subcontractor	MIKESELEC	Mike's Electricians	$1,875.00	$1,125.00	$(750.00)
Material	ROMEX	electical wire 250"	$58.00	$58.00	$0.00
Material	STAPLES	Romex staples	$11.00	$5.50	$(5.50)
Material	ELECTRIC BOXES	Electrical Boxes - blue	$60.00	$10.00	$(50.00)
FRAMING		House frame			
Material	FRAME NAILS	Framing Nails	$150.00	$0.00	$(150.00)
Material	2X4	2x4	$1,125.00	$978.75	$(146.25)
Material	2X6	2x6	$46.25	$46.25	$0.00
Material	IBEAM	IBeam 13'	$60.00	$60.00	$0.00
Material	PLYWOOD	3/4" Plywood	$270.00	$27.00	$(243.00)
Process	BACKHOE	Backhoe rental	$645.00	$0.00	$(645.00)
VANITY BASE		Vanity base for dual sink			
Material	DRWR GLIDES	Vanity drawer glides	$40.00	$0.00	$(40.00)
Material	VNTRY DOOR	Vanity cabinet door	$140.00	$0.00	$(140.00)
Material	VNTY CABINET	Vanity undersink cabinet	$240.00	$0.00	$(240.00)
Material	VNTY DRAWER	Vanity drawer	$240.00	$0.00	$(240.00)
Material	VNTY HINGES	Vanity hinges	$11.00	$0.00	$(11.00)
Material	FINISHING SCREWS	Finishing Screws	$5.50	$0.00	$(5.50)
Material	FURNT SCREWS	Furniture Screws	$7.75	$7.75	$0.00

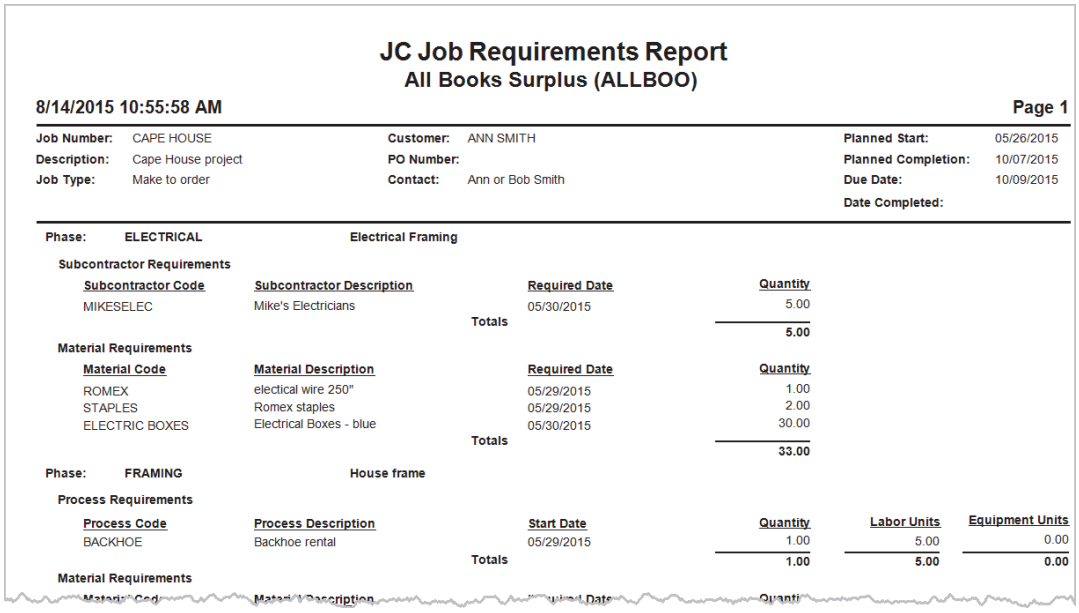
Figure 43: *JC Job Listing Report*

Job Requirements Report

You can use the JC Job Requirements Report to view the scheduled dates and the requirements for the Cost Codes in the job for the jobs you select.

You can include one job, a range of jobs, or all jobs for a specific Cost Code or range of Cost Codes.

To access this report, select **Reporting** > **Job Requirements** from the left navigation pane and in the window that appears, set the criteria you want to see.



JC Job Requirements Report
All Books Surplus (ALLBOO)

8/14/2015 10:55:58 AM **Page 1**

Job Number:	CAPE HOUSE	**Customer:**	ANN SMITH	**Planned Start:**	05/26/2015
Description:	Cape House project	**PO Number:**		**Planned Completion:**	10/07/2015
Job Type:	Make to order	**Contact:**	Ann or Bob Smith	**Due Date:**	10/09/2015
				Date Completed:	

Phase: **ELECTRICAL** **Electrical Framing**

Subcontractor Requirements

Subcontractor Code	Subcontractor Description		Required Date	Quantity
MIKESELEC	Mike's Electricians		05/30/2015	5.00
		Totals		**5.00**

Material Requirements

Material Code	Material Description		Required Date	Quantity
ROMEX	electical wire 250"		05/29/2015	1.00
STAPLES	Romex staples		05/29/2015	2.00
ELECTRIC BOXES	Electrical Boxes - blue		05/30/2015	30.00
		Totals		**33.00**

Phase: **FRAMING** **House frame**

Process Requirements

Process Code	Process Description		Start Date	Quantity	Labor Units	Equipment Units
BACKHOE	Backhoe rental		05/29/2015	1.00	5.00	0.00
		Totals		**1.00**	**5.00**	**0.00**

Material Requirements

Figure 44: *JC Job Requirements Report*

Job Price Estimate Report

The Price Estimate Report provides you with an easy-to-read estimate of a job that you can give to customers. It shows the estimated quantity for each cost code in the job, estimated price per cost code, an estimated total price for each cost code, and a total job estimate. It will also include any change orders or notes attached to the job, so you can be sure you and your customers have the same information.

To access this report, select **Reporting** > **Job Price Estimate** from the left navigation pane and in the window that appears, set the criteria you want to see.

All Books Surplus **JOB PRICE ESTIMATE**

John Smith
1010 N. Main
Phone:(208) 555-5039 Fax:(208) 555-3928
Phone:(208) 555-5039 Fax:(208) 555-3928

Job Number CAPE HOUSE

Cust. NO.: ANN SMITH
SOLD TO: SHIP TO:

JOB NUMBER	JOB DESCRIPTION			DATE
CAPE HOUSE	Cape House project			08/14/2015
COST CODE	**DESCRIPTION**	**ESTIMATED QTY**	**ESTIMATED PRICE PER UNIT**	**EXTENDED ESTIMATE**
2X4	2x4	500.0000	$2.59	$1,293.75
2X6	2x6	25.0000	$2.13	$53.19
BACKHOE	Backhoe rental	1.0000	$650.00	$650.00
DRWR GLIDES	Vanity drawer glides	8.0000	$5.75	$46.00
ELECTRIC BOXES	Electrical Boxes - blue	30.0000	$2.30	$69.00
FINISHING SCREWS	Finishing Screws	1.0000	$0.00	$0.00
FRAME NAILS	Framing Nails	20.0000	$8.63	$172.50
FURNT SCREWS	Furniture Screws	1.0000	$0.00	$0.00
IBEAM	IBeam 13'	2.0000	$34.50	$69.00
MIKESELEC	Mike's Electricians	5.0000	$393.75	$1,968.75
PLYWOOD	3/4" Plywood	30.0000	$10.35	$310.50
ROMEX	electical wire 250"	1.0000	$66.70	$66.70
STAPLES	Romex staples	2.0000	$6.33	$12.65
VANITY BASE	Base for dual sink vanity	1.0000	$175.00	$175.00
VNTRY DOOR	Vanity cabinet door	2.0000	$80.50	$161.00
VNTY CABINET	Vanity undersink cabinet	2.0000	$138.00	$276.00
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Figure 45: *JC Job Price Estimate Report*

Cost Activity Analysis Report

The JC Cost Activity Analysis Report shows you an overview of the estimated cost versus the actual cost for the jobs, phases, and Cost Codes you select. You can use the filter options to customize the report to meet your needs.

To access this report, select **Reporting** > **Cost Activity Analysis** from the left navigation pane and in the window that appears, set the criteria you want to see.

JC Cost Activity Analysis Report (Detailed)
All Books Surplus (ALLBOO)

10/12/2017 12:18:53 PM **Page 1**

Job Number:	ROOM ADDITION	**Planned Start Date:**	08/09/2017	**Units Produced:**	0.0000
Description:	Standard Addition	**Planned Completion Date:**	11/15/2017	**Price Per Unit:**	$0.00
Job Type:	Make to order	**Due Date:**	11/17/2017	**Total Price:**	$0.00
Customer:	JASON SHAW	**Date Completed:**	00/00/0000	**Cost Estimate:**	$3,655.25
Contact:	Jason or Anita Shaw	**Job Complete:**	No	**Price Estimate:**	$4,016.04

Phase: ELECTRICAL **Description:** Electrical Framing

Cost Code Type:	Material	**Cost Activity Date:**	08/11/2017	**Actual Cost:**	$56.00
Code:	ELECTRIC BOXES	**Units Produced:**	28.0000	**Cost Variance:**	$0.00
Description:	Electrical Boxes - blue	**Estimated Cost Per Unit:**	$2.00		
Source Module / Ref:	JC / RA0816	**Actual Cost Per Unit:**	$2.00		
Vendor Name:	MIKES ELECTRICIANS				
Cost Code Type:	Subcontractor	**Cost Activity Date:**	08/16/2017	**Actual Cost:**	$1,975.00
Code:	MIKESELEC	**Units Produced:**	5.0000	**Cost Variance:**	$100.00
Description:	Mike's Electricians	**Estimated Cost Per Unit:**	$375.00		
Source Module / Ref:	JC / TRANS0816	**Actual Cost Per Unit:**	$395.00		
Vendor Name:	MIKES ELECTRICIANS				
Cost Code Type:	Material	**Cost Activity Date:**	08/16/2017	**Actual Cost:**	$58.00
Code:	ROMEX	**Units Produced:**	1.0000	**Cost Variance:**	$0.00
Description:	electical wire 250"	**Estimated Cost Per Unit:**	$58.00		
Source Module / Ref:	JC / RA0817	**Actual Cost Per Unit:**	$58.00		
Vendor Name:	MIKES ELECTRICIANS				
Cost Code Type:	Material	**Cost Activity Date:**	08/16/2017	**Actual Cost:**	$16.50
Code:	STAPLES	**Units Produced:**	3.0000	**Cost Variance:**	$0.00
Description:	Romex staples	**Estimated Cost Per Unit:**	$5.50		
Source Module / Ref:	JC / RA0818	**Actual Cost Per Unit:**	$5.50		
Vendor Name:	MIKES ELECTRICIANS				

Figure 46: *JC Cost Activity Analysis Report*

Work in Process Report

The JC Work in Process Report lets you see Cost Code details including costing activity dates, actual cost, and WIP for a range of jobs, phases, and Cost Codes. You can use the filter options in the report window to customize this report to meet your needs.

To access this report, select **Reporting** > **Work in Process** from the left navigation pane and in the window that appears, set the criteria you want to see.

JC Work In Process Report (Detailed)
All Books Surplus (ALLBOO)

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Job Number: ROOM ADDITION **Description:** Standard Addition **Actual:** $2,105.50 **Remaining WIP:** $2,105.50

Phase ELECTRICAL **Description:** Electrical Framing

Cost Code Type	Cost Code	Cost Activity Date / Units Added to WIP	Source Module / Ref / Units Used	Description / Units Remaining	Amount Added to WIP	Amount Used	Amount Remaining
Material	ELECTRIC BOXES	08/11/2017	JC RA0816	Electrical Boxes - blue			
		28.0000	0.0000	28.0000	$56.00	$0.00	$56.00
	ROMEX	08/16/2017	JC RA0817	electical wire 250"			
		1.0000	0.0000	1.0000	$58.00	$0.00	$58.00
	STAPLES	08/16/2017	JC RA0818	Romex staples			
		3.0000	3.0000	0.0000	$16.50	$16.50	$0.00
Subcontractor	MIKESELEC	08/16/2017	JC TRANS0816	Mike's Electricians			
		5.0000	2.0000	3.0000	$1,975.00	$790.00	$1,185.00

WIP Totals for Phase: ELECTRICAL	Units Added to WIP	Units Used	Units Remaining	Amount Added to WIP	Amount Used	Amount Remaining
Material:	32.0000	3.0000	29.0000	$130.50	$16.50	$114.00
Subcontractor:	5.0000	2.0000	3.0000	$1,975.00	$790.00	$1,185.00
General:	0.0000	0.0000	0.0000	$0.00	$0.00	$0.00
Process:	0.0000	0.0000	0.0000	$0.00	$0.00	$0.00
Total:	37.0000	5.0000	32.0000	$2,105.50	$806.50	$1,299.00

Figure 47: *JC Work In Process Report*

Estimated vs Actual Cost Report

The JC Estimated vs Actual Cost Report lets you compare your estimated versus your actual costs for your jobs. You can use the filter options in the report window to customize this report to meet your needs.

To access this report, select **Reporting** > **Estimated vs Actual Cost** from the left navigation pane and in the window that appears, set the criteria you want to see.

JC Estimated vs Actual Cost Report (Detailed)
All Books Surplus (ALLBOO)

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Job Number TEST **Description**

	Est Units	Cost Per Unit	Est Cost	Actual Units	Cost Per Unit	Actual Cost	Variance
Material							
2X4	500.0000	$2.25	$1,125.00	0.0000	$0.00	$0.00	($1,125.00)
2X6	25.0000	$1.85	$46.25	0.0000	$0.00	$0.00	($46.25)
FRAME NAILS	20.0000	$7.50	$150.00	0.0000	$0.00	$0.00	($150.00)
IBEAM	2.0000	$30.00	$60.00	1.0000	$30.00	$30.00	($30.00)
PLYWOOD	30.0000	$9.00	$270.00	0.0000	$0.00	$0.00	($270.00)
Totals for Material	577.0000	$50.60	$1,651.25	1.0000	$30.00	$30.00	($1,621.25)

Totals for Job TEST

Estimated Sales Price	$1,898.94	**Amount Invoiced**	$0.00
Estimated Cost	$1,651.25	**Actual Cost**	$30.00
Estimated Gross Profit	$247.69	**Actual Gross Profit To Date**	($30.00)
Estimated Gross Margin %	13.04%	**Actual Gross Margin To Date %**	0.00%

Job Number VANITY GR **Description** Dual sink granite vanity

	Est Units	Cost Per Unit	Est Cost	Actual Units	Cost Per Unit	Actual Cost	Variance
Material							
DRWR GLIDES	8.0000	$5.00	$40.00	8.0000	$5.00	$40.00	$0.00
FINISHING SCREWS	1.0000	$5.50	$5.50	1.0000	$5.50	$5.50	$0.00
FURNT SCREWS	1.0000	$7.75	$7.75	1.0000	$7.75	$7.75	$0.00
GRANITE SLAB	1.0000	$400.00	$400.00	2.0000	$400.00	$800.00	$400.00
SINK A	2.0000	$140.00	$280.00	0.0000	$0.00	$0.00	($280.00)
VNTRY DOOR	2.0000	$70.00	$140.00	5.0000	$70.00	$350.00	$210.00
VNTY CABINET	2.0000	$120.00	$240.00	0.0000	$0.00	$0.00	($240.00)
VNTY DRAWER	4.0000	$60.00	$240.00	0.0000	$0.00	$0.00	($240.00)

Figure 48: *JC Estimated vs Actual Cost Report*

JC Control Report

Use the Control Report to compare job totals with WIP history totals to alert you to discrepancies in your data. You can to fix any data errors.

To run this report, select **Reporting** > **Control Report** from the left navigation pane. The **JC Control Report** window will open. Choose the jobs you want to include in the report and click **OK**.

JC Control Report
All Books Surplus (ALLBOO)

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JOBS WITH WIP ERRORS

Job Number	Job Total	WIP History Total	Net Difference
CAPE HOUSE	$3,270.75	$3,579.75	$309.00

Jobs Without WIP Errors

Job Number	Job Total	WIP History Total	Net Difference
VANITY GR	$1,354.25	$1,354.25	$0.00
VANITY QTZ	$264.25	$264.25	$0.00
VANITY SOLID SURFACE	$240.00	$240.00	$0.00
Total:	$5,159.25	$5,468.25	$309.00

Figure 49: *JC Control Report*

Troubleshooting: Working with Reports in Job Cost

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
My reports aren’t showing the information I want to see.	You can use the sort and filter options in the report window to set the information you want to see. If you want additional information on your reports, you can customize them with Crystal Reports. Contact Cougar Mountain Customer Support at (800) 290-7053 for more information.

Chapter

8

Job Cost Maintenance

Purging Completed Jobs

Recalculating WIP

Troubleshooting: Job Cost Maintenance

DENALI

Maintenance tasks can help keep your business running smoothly. These topics will guide you through the data maintenance options available in Job Cost. It is critical to back up your system so you can recover from potential data problems.

Purging Completed Jobs

You might want to purge completed jobs so they no longer appear in Lookups and on reports. We highly recommend you complete a backup before you purge data.

To purge completed jobs:

1 In Job Cost, select **Period End Tasks** > **Purge Completed Jobs** from the left navigation pane. The **JC Purge Completed Jobs** window will open.

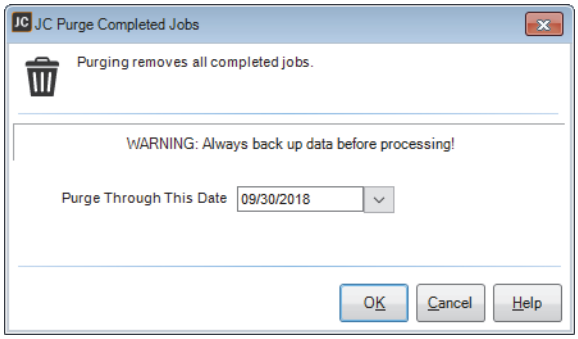

Figure 50: *JC Purge Completed Jobs window*

2 Enter the date through which you want to purge.

3 Select **OK**.

Recalculating WIP

Use this option when your WIP history doesn't match the Job tables. When you recalculate, errors in the Job tables will be corrected with the values in the WIP history table. You can run the Control Report to see which jobs need to be recalculated.

CAUTION: ***Always back up your data tables before you recalculate.***

To recalculate WIP:

1 In Job Cost, select **Resources and Tools** > **Recalculate WIP** from the left navigation pane. The **JC Recalculate WIP** window opens.

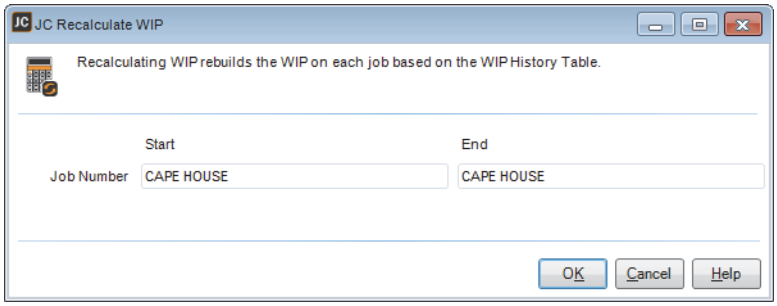

Figure 51: *JC Recalculate WIP window*

2 Use the Lookup to select the range of jobs you want to recalculate or leave *Start* and *End* in the fields to recalculate all jobs.

3 Select OK to recalculate.

Troubleshooting: Job Cost Maintenance

At times, problems or errors can occur that are simple to fix without contacting Customer Support. Here, we indicate some common problems and ways to correct them. If you do not find what you are looking for in this section, refer to the help options under the “Denali Help” section of this guide and/or check the FAQ topics of our Customer Service Center at http://cougarmtnservice.com before you contact Customer Support. If you would like to offer suggestions for additions to our Troubleshooting sections, please email us at documentation@cougarmtn.com.

To Fix This:	Try This:
There are so many jobs in the Lookups, it’s hard to find the one I’m looking for.	You can purge completed jobs so they no longer appear in Lookups and on reports. Select **Period End Tasks** > **Purge Completed Jobs** from the left navigation pane.

A

Accounting Period The period of time covered by an income statement. One year is often the accounting period for financial reporting, but financial statements are also prepared by most organizations for each quarter and each month.

Accrual Basis of Accounting The practice of recording revenue in the period in which it is earned and recording expenses in the period in which they are incurred. The effect on the business is recognized as goods or services are rendered or consumed, rather than when cash is received or paid.

Applied Credit In Accounts Receivable, a credit memo that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

Applied Debit In Accounts Payable, a debit memo that reduces the amount remaining to be paid on a specific credit item, instead of merely reducing the total amount owed on the account.

Applied Payment In Accounts Receivable or Sales modules, a payment that reduces the amount remaining to be paid on a specific debit item, instead of merely reducing the total amount owed on the account.

AP Code A six-character alphanumeric code attached to vendor master records that directs how transactions are posted to General Ledger accounts and also how they are aged.

AR Code A six-character alphanumeric code attached to customer master records and used to categorize customers. The AR Code is also used to specify a GL Accounts Receivable account.

Assets The economic resources owned by a business for the purpose of conducting business operations.

Audit Trail The documentation of transactions for use by consumers and auditors of financial statements to substantiate the authenticity and accuracy of the financial statements. Also, a report available in the General Ledger module that provides a chronological listing by account of the entries posted to each account.

B

Backups Periodically updated copies of computer data that ensure against total loss of data from a catastrophic event. Backups can be automatic or manual.

Balance Forward An AR customer type specified by the AR Code in which all open invoices are compacted into a single monthly balance at the end of each month. *See also* Open Item.

Bank Reconciliation A report, or the process of preparing it, that lists the outstanding items comprising the difference between the bank statement balance and the organization checkbook balance.

Batch Processing A transaction processing method that allows for multiple transactions to be entered and edited prior to posting. You can also choose to use one or multiple batches.

Batch Status The activity status associated with each batch of transactions. The status is viewable through the Batch Status Report for modules set up for multiple batch processing. You can access a batch until it is posted.

Batch Type Batch types are identified in the Batch Status Reports, with each type of batch containing different transaction types. The different modules have different batch types.

Benefit Benefit earned by employee such as vacation leave, sick leave, insurance, bonus, etc. Benefits do not increase the amount of the employee's paycheck.

c

CMS Date The CMS Date (or system date) is the date that all modules and software use by default. This date is set each time the software is opened.

Cash Basis of Accounting The practice of recording revenue when received in cash and recording expenses when they are paid in cash.

Cash Flow Statement A statement of sources of cash receipts and purpose of cash disbursements used to explain the change in the Cash account balance.

Cash Key An indicator that identifies a transaction as a cash transaction and determines which General Ledger Cash account is affected.

Chart of Accounts A list of the general ledger accounts and corresponding account numbers used to record the events of a business.

Committed In Inventory, the process of deducting the quantity of stock items that have been included in a transaction that has been saved but not posted from the available quantity of that stock item. Once the sales transaction has been posted, the committed quantity is subtracted from the on-hand quantity, the on-hand quantity is updated, and the committed quantity is reset to zero. For example, if there are 20 widgets in stock and the clerk sells 4 over the course of the day, then the on-hand quantity of the item will still reflect 20, but the Available quantity (which is what appears when you open the stock item lookup when selling an item) will reflect 16, since 4 have been committed. Once the transactions for the day have been posted, the committed quantity is reset to zero, and the on-hand quantity is adjusted to 16, which will match the Available Quantity until more transactions which include that stock item are saved.

Consolidated Financial Statements Financial statements presenting the combined financial position and operating results of affiliated organizations.

Context-Sensitive Help Help that is relevant to the current active window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1. (See also the *Task-based Help* definition).

Contra Account A ledger account which is deducted from a related account.

Contra-Asset Account An account with a credit balance that offsets an asset account to reflect the appropriate balance sheet value for the asset.

Contra-Liability Account An account with a debit balance that offsets a liability account to reflect the appropriate balance sheet value for the asset.

Cost Activity In Job Cost, you enter cost activity to keep track of the progression of your jobs. Activity posts to all affected modules.

Cost Code In Job Cost, Cost Codes allow you to track activity and cost for specific parts of your jobs. They help you maintain accurate budgets, effective planning, and stay up-to-date on your projects.

Credit An amount entered in the right-hand column of a ledger account. A credit decreases an asset or expense account balance, and increases a liability, equity, or income account balance.

Credit Memo A document issued that reduces the amount of a receivable or increases the amount of a payable. These are used to record returned goods, defective goods or services, miscellaneous charges or credits, and error corrections.

D

Database For Denali, the database refers to the SQL server that stores the software tables. The tables store all of your organization data.

Debit A debit increases an asset or expense account balance, and decreases a liability, equity, or income account balance.

Deduction Amount deducted from pre-tax or after-tax wages.

Default A value automatically placed in a data entry field that is saved unless it's overridden to a different value.

Department Code A Code that defines the departments within an organization. Department Codes determine which general ledger income accounts are affected by transactions.

Detail Line Type The type of transaction item entered on a particular line of a transaction document.

Discount Code A two-part code established in the Sales module which specifies a discount percentage by inventory item and customer. One half of the code is entered on the customer master record and the other half is entered as part of each Inventory master record.

Double-Entry Accounting System A system in which the total dollar amount of debits must equal the total dollar amount of credits.

Due From An asset account that indicates the amount of deposits held in another account.

Due To A liability account that indicates the amount payable to another account.

E

Earnings Wages, salary, or other compensation.

Edit Report A listing of entered but not posted transactions for checking the accuracy of the data entry work.

EFT Electronic Funds Transfer. The electronic transfer of funds from one bank account to another in an encrypted format. Charges are made automatically through the Federal Reserve's automated Clearing House (ACH).

EFTPS Electronic Federal Tax Payment System; must be used to make electronic tax payments to the IRS.

EIN Employer Identification Number; This number is distributed by the IRS and is your business identity; also called Tax Identification Number.

Electronic Constants Method of saving data in a report format to submit the report electronically, rather than on paper.

Encumber Setting aside an amount as a planned expense or obligation.

Equity See *Owner's Equity*.

Expense The cost of goods or services used for the purpose of generating revenue.

Expense Allocation The process of allocating indirect expenses of a business among departments.

Extended Price The result when the quantity invoiced is multiplied by the price per unit. The total for a detail line on an invoice.

F

FICA Federal Insurance Contributions Act. The tax paid equally by employee and employer, commonly known as Social Security Tax.

FIFO Also known as "first in, first out", this is an inventory valuation method based on the assumption that the first item acquired is the first item sold, and that the remaining items are the most recently acquired.

Finished Good A product that is created by combining other items. In Inventory, this is called a Kit. The Finished Good has completed the manufacturing and/or assembly process and is ready for sale.

Form 940 Employer's Annual Federal Unemployment (FUTA) Tax Return.

Form 941 Employer's Quarterly Federal Tax Return.

FUTA Federal Unemployment Tax *(See Form 940).*

G

GL Key Six-character alphanumeric entries found in various codes throughout the accounting modules that are used in the Interface Table to specify an associated general ledger account.

H

Hold Invoice A sales invoice that is retained in the batch for further action. A hold transaction remains in the hold batch and does not post until it is retrieved and changed to an invoice.

History Transactions that were posted in any module.

I

IN Code A six-character alphanumeric code attached to IN Stock master records that directs how transactions are posted to General Ledger accounts and the inventory valuation method.

Income Revenue resulting from the operations of a business.

Interface Code It specifies which general ledger accounts are affected by a transaction.

Interface Key Often used interchangeably with GL Key. See *GL Key*.

Interface Table A cumulative table of Interface Codes that directs posting of transactions from the Sales and Accounts Receivable modules to the appropriate general ledger accounts. It is similar to a Lookup table that contains every possible set of transaction circumstances and the accounts affected by transactions conducted under each set of circumstances.

Integration Indicators set within the Module Preferences window of each module that specifies communication of posted information between modules.

Invoice Only Transaction A Purchase Order transaction that invoices items that were previously received into Inventory but not invoiced.

Invoice An itemized statement of goods or services sold that shows quantities, prices, total charges, payment terms, and sales tax. An invoice might also include many other items of information such as item description. The invoice serves as the original evidence of ownership transfer for both the buyer and seller.

J

Journal Entry This is a transaction created in General Ledger that adjusts particular accounts in your chart of accounts.

K

Kits This refers to a method of selling a group of inventory items for one price. For example you could create a pizza kit that might include the dough, sauce, and grated cheese. A kit is a group of stock items sold together as a single item.

L

Landing Cost The costs of acquiring inventory besides the purchase cost. Sales tax and freight charges can be landing costs. Discounts can also be considered landing costs depending on your business.

Liabilities The claims against the assets of a business. The debts or financial obligations of a business.

LIFO Also known as “last in, first out” and is an inventory valuation method based on the assumption that the last item acquired is the first item sold, and that the remaining items are the first acquired.

Line Item Types The different types of transactions that can be documented on a detail line of an invoice.

M

Master Tables The tables that hold the records containing general information about the participants or objects of transactions within a module. In General Ledger the master table contains the account names, numbers, and balances. In Accounts Receivable the master table contains the customer names, numbers, balances, and other general information. In Inventory the master table contains the inventory item descriptions, stock numbers, and cost and quantity information.

Module One of the functional applications of Denali. The modules are Controller, General Ledger, Accounts Receivable, Accounts Payable, Sales (Order Entry/Point of Sale), Inventory, Job Cost, Payroll, Purchase Order, and Bank Reconciliation.

N

Nested Tax Codes A set of Sales Tax Codes that are set up to charge tax on a sale for more than one taxing agency. The total for all agencies is assessed on the sale, and the amounts for the individual agencies are recorded separately.

Non-Inventory Code A code that defines product categories that are not inventory items.

O

Open Item A line item from a receivable or payable transaction that has an amount remaining to be paid or applied.

Other Time In Payroll, units worked at other than the regular pay rate, such as overtime units.

Outstanding Checks Checks issued on a bank account that have not been presented to the bank for payment.

Owner's Equity The resources invested in a business by the owner plus profits retained in the business. The amount by which the assets of an organization exceed liabilities.

P

Paid Out In Accounts Payable, an invoice paid to a vendor that does not have a vendor record established in the AP module. In Purchase Order, an order made out to a vendor that does not have a vendor record established in the AP module. In the Sales module, a paid out transaction is one in which cash is removed from the drawer to fund a miscellaneous purchase.

Periodic Occurring at regular time intervals.

Phase In Job Cost, phases are groups of Cost Codes that make up different parts of your jobs. As you complete phases, you enter cost activity.

Posting The process of recording the effects of transactions to other integrated modules and General Ledger. Posting creates a history of your transactions.

Prepaid Expenses Expenses, such as rent and insurance, which are paid in advance. The unused portion of prepaid expenses are a balance sheet asset.

Profit The amount by which the revenue from business operations exceeds the cost of operations.

R

Recurring Batch A transaction batch that holds template invoices that can be generated repeatedly. It is used for periodically recurring transactions without having to retype the information each time.

Retained Earnings The portion of owner or stockholder equity that is a result of profit earned by the business.

Revenue (Operating Credit) Income that a business receives from its business operations.

S

SQL Structured Query Language. This is the type of database Denali uses.

Standard Cost An Inventory valuation method by which the cost assigned to an Inventory item at the time of sale is a predetermined estimate. When the actual cost is recognized, any variance between standard and actual costs is posted to an inventory variance account and an expense adjustment account.

T

Tax Number Also known as Tax Identification Number or EIN, this is the number assigned to your business by the IRS.

Terms Code A code in Accounts Receivable that outlines terms for early payment discounts and finance charges. When a Terms Code is attached to a transaction, the terms specified in the code apply to the transaction.

Transaction Batch A group of transactions that will be posted together.

Transactions Business events which can be measured in money.

U

Unapplied Credit A credit in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Unapplied Debit A debit in Accounts Payable that reduces the amount owed a vendor, but does not reduce the amount remaining to paid on a specific credit item. The unapplied item is an open item until the full amount is applied.

Unapplied Payment A payment in Accounts Receivable or the Sales module that reduces the total amount owed by the customer, but does not reduce the amount remaining to be paid on a specific debit item. The unapplied item is an open item until the full amount is applied.

Units The number by which the pay rate is multiplied to calculate gross pay. The most commonly used units in Payroll calculations are hours, but other measures of time or production can be used.

Universal Bridge The Denali feature that imports unposted transactions from an external file. Modules that support this feature are General Ledger, Accounts Receivable, Accounts Payable, Inventory, Sales, Payroll, and Bank Reconciliation.

User Interface The means by which a computer user exchanges information with the computer. The menu and data entry screens are good examples of user interface.

V

Valuation Method The practice used to assign costs to inventory items sold.

W

W-2 Employee wage and tax statement, provided by the employer to the employee.

W-3 Transmittal of Wage and Tax Statements. Information filed with the Social Security Administration by the employer.

Weighted Average Cost Method This method of inventory valuation divides the total cost of stock items available to sell by the number of units available.

Window-Specific Help Help that is relevant to the current window. It includes information about all the options in the window. A **Help** button is available in some windows and the default Help key is F1.

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