

Jobscope, the most comprehensive job costing and integrated manufacturing information system for your order-driven company, balances critical requirements, function, and technology while offering the comfort and confidence necessary to overcome your unique manufacturing challenges.



Financials

Accounts Receivable

Overview

Keeping track of accounts receivable in a complex manufacturing operation can be an intimidating task. Concerning receivables, many requirements are essential. The credit history of any particular customer must be available for analysis, items on a job must be billed at the appropriate time (usually upon shipment), receipt of payments must be recorded and monitored according to the terms of each invoice, and reporting capabilities must be in place for obtaining all relevant invoice information in a variety of formats to suit any need. The Accounts Receivable system of JOBSCOPE performs all these functions, and due to comprehensive linkages with the Order Entry and Purchasing systems, performs them without extensive data entry by the user.



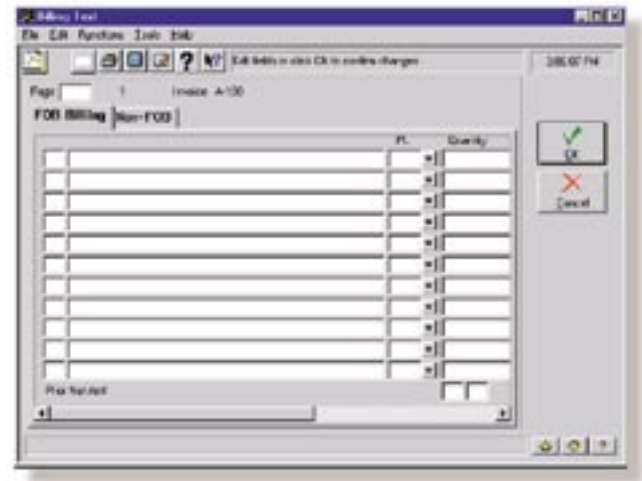
moved from the job's work-in-process account to its cost-of-sales account. This provides an up-to-date picture of how much job cost has been recouped through billings so that the job's profitability can be reviewed throughout its life.

An *Invoice Browse* screen, accessed through a function key on the Invoices screen, is available for displaying either all invoices or only those that meet user-specified criteria. Entering an invoice on the Browse screen restores the Invoices screen with information for the selected invoice displayed in the appropriate fields.

Line items for the invoice are entered through the *Billing Text* screen. Each line can have a product line code

Features

- Shared information from both the job and customer records
- Automatic calculation of A/R invoice due date based on terms, as well as date payment is expected based on customer's average number of days to pay
- Update of cost applied at invoicing for accurate reporting of work in process and cost of sales
- Retention processing
- Foreign currency facilities
- Browse functions for both invoices and customers



Specific items and amounts for the invoice are entered through the Billing Text screen.

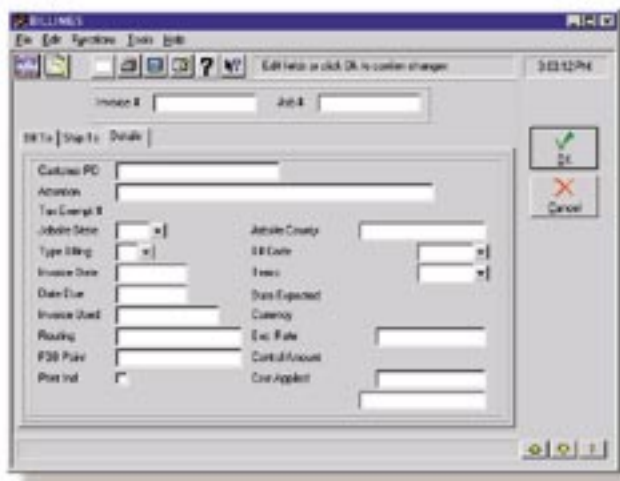
Invoice Creation

Invoices are entered through the *Billings* screen. The *Invoice Number* can be manually entered or sequentially assigned by the system. Specifying the *Job Number* associated with the billing automatically completes additional screen fields with information from the job record. Using the entered *Invoice Date* as a basis, the system calculates both the *Date Due* (using the invoice's *Terms Code*) and the *Date Expected* (using the average days to pay for the customer), thus providing a projection of cash inflow.

associated with it, which allows items to be grouped by product line code on many reports. The *Billing Text* screen also allows for entry of tax percentages and amounts, freight charges, and any retention value. Although the retention amount is considered part of the total amount due, it is printed or displayed under a separate column on aging reports and is treated separately when the system analyzes the customer's credit history.

Each accounts receivable billing does not have to be entered manually; invoices can be automatically created from shipments of job line items through the *Create Invoices from Shipments* function. This option creates invoices for shipments made from a user-specified location on selected dates. Header information for the invoice is obtained from the job master record. Any applicable taxes are also calculated.

The function for printing invoices tracks which invoices have been printed through the setting of the *Print Indicator* field. Simply changing the entry in this field allows an invoice to be reprinted when necessary.



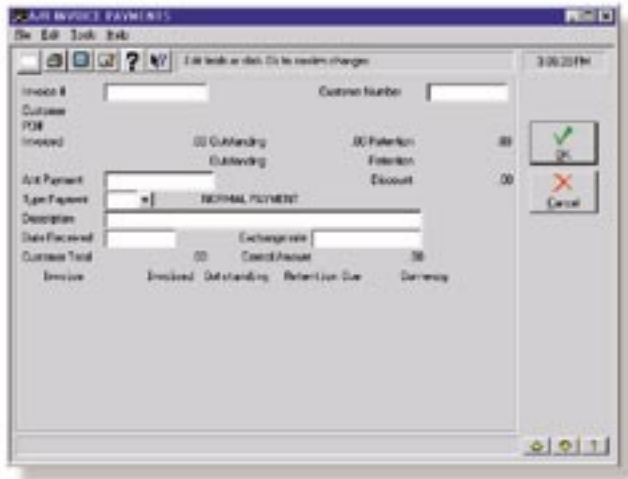
Header information for the A/R invoice is entered through the Billings screen. Much of the data is transferred from the job record.

The *Cost Applied* field designates how much of the job's cost is covered by the invoice; the amount entered here is

Invoice Payment

The *Payments* screen is used to record receipts from customers. If the particular invoice number is not known, all outstanding invoices for a customer can easily be displayed by entering the *Customer Number*. The proper invoice can then be selected. Entry of the payment amount, and any optional information such as type of payment, date received, and description, completes the transaction. When the amount received for an invoice meets or exceeds its amount outstanding, the system closes the invoice.

Monetary receipts not associated with a particular invoice (e.g., vending machine income, regularly received dues) can be recorded through the *Miscellaneous Cash Receipts* screen.



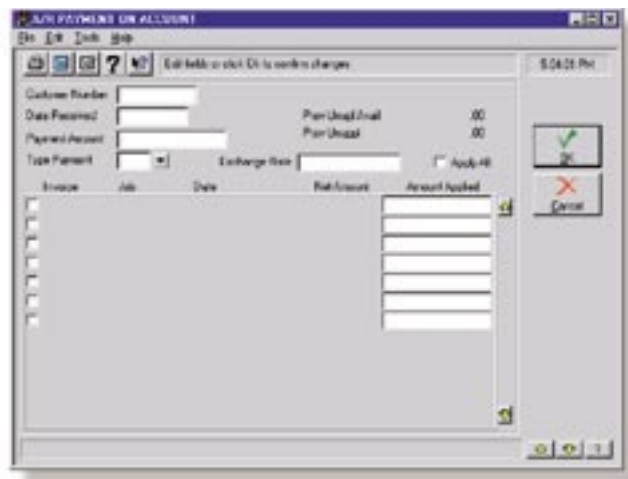
The Payments screen displays information for each outstanding A/R invoice for the customer and allows recording of payment receipts.

Advance Deposits

The Advance Deposits option (available in US version only) allows you to log a payment before an invoice has been created. This allows you to tie an advance deposit to a job. The Job Browse feature is accessible from this screen. You can make negative entries to an Advance Deposit.

Payment on Account

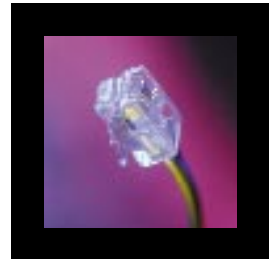
The Payment on Account function (available in US version only) allows you to post payments to customer accounts. This function is used to designate to which invoices a customer's payment is being applied. This screen gives you the ability to mark the invoices to which you are applying payment, or to select the Apply All option which applies the payment to the customer's account and reduces their balance. If a mistake is made, the Payment on Account Reversal screen can be used.



The Payment on Account screen allows you to post payments to customer accounts by marking the individual invoices or applying payment to all invoices.

Reports

- A/R Aging by Customer — Prints a listing of open invoices sorted by customer. Invoices are distinguished as being current or overdue by a certain time period.
- A/R Aging (Needing Attention) — Prints seriously overdue invoices based on a user-specified date due.
- A/R Invoices by Date Expected — Prints open invoices sorted by date expected.
- Cash Register — Prints information concerning received payments. The data is organized in three ways: chronologically by date received, by debit account, and by credit account.
- Sales Register — Prints sales and tax information sorted by product line.
- Statements — Prints a statement for selected customers detailing open invoices. The statement is formatted such that the right side duplicates most of the information contained on the left side and can be returned by the customer with payment.
- A/R Invoice Inquiry — Prints or displays information for selected invoices sorted by customer number.
- Customer Credit History — Prints or displays credit information (such as credit limit, credit available, and average days to pay) for selected customers.
- A/R Accruals — Prints or displays information for invoices dated in one period and entered in another.
- Billings by Product Line — Prints information for selected invoice line items sorted by product line.
- Progress Billings by Invoice Date — Prints a list of all "A" (Anticipatory type invoices by invoice date.)
- Advance Deposits — Prints a report on showing details of where the advance deposit was used. (US version only)
- Payment on Account — Prints a report of Payment on Account transactions. (US version only)



Accounts Payable

Overview

Keeping track of accounts payable in a complex manufacturing operation can be an intimidating task. Accounts payable operations necessitate the ability to identify the purchase order and items to which an invoice is related, determine where differences exist between the price of an item on a purchase order and its price on an invoice, establish the due date for an invoice based on its terms, take advantage of desired discounts when available, select which invoices are to be paid at any particular time, define which bank account is to be used in paying an invoice, print checks (or other payments forms), and report the status of both purchase orders and invoices. The Accounts Payable system of JOBSCOPE performs all these functions, and, due to comprehensive linkages with the Order Entry and Purchasing systems, performs them without extensive data entry by the user.

Features

- Full integration with the JOBSCOPE Purchasing subsystem
- Browse features for easy access to invoice, vendor, and purchase order data
- Automatic determination of date due based on terms
- Capability to handle foreign currency conversions and a variety of payment methods
- Automatic calculation and distribution of purchase price variances
- Close monitoring of invoice payment status from “open” to “paid”
- Selection of invoices to be paid by invoice number or due date
- Complete flexibility in choosing and sorting invoices on reports
- Invoice aging by vendor

Invoice Entry

Tracking of payments to be made to vendors begins with the *Invoices* screen. An invoice may be in response to a purchase order that was previously entered in the system, or it may be “free-standing” and independent of any purchase order. The invoice may be associated with a purchase order

through an entry in the *PO Number* field; this recalls information from the purchase order and shipments that have been received for it. If the invoice is not linked to a purchase order, an entry in the *Vendor Number* field transfers data, such as terms and discount percentage, from the vendor’s record. The system calculates the *Date Due* based on the terms defined for the invoice. The *Payment Status* field allows close monitoring of the invoice’s progression, from open, to vouchered (approved for

payment), to selected (selected to be paid at the next check printing), to paid. Through information previously defined to the system, the *Bank Code* specifies which bank account is to be used to pay the invoice, and, if payment types other than checks are used, the payment method.



General data for the A/P invoice, including the purchase order to which it is linked, is recorded through the Invoices screen. Information for both the invoice and the purchase order displays on the bottom of the screen.

JOBSCOPE fully accommodates foreign currency requirements; vendors can be paid in any currency. If a foreign currency is used, invoice amounts display in both the vendor’s currency and in the currency native to the JOBSCOPE user.

From the Invoices screen, several browse options are available via function keys: *Purchase Order Browse*, *Vendor Browse* and *Invoice Browse* allow easy access to all information applicable to the invoice. Selecting a record on any of the browse screens transfers data from the record to the Invoices screen.

The *Account Distribution* screen is used to designate which items on the purchase order relate to the invoice. Each item that has been received displays with significant detail, including charge account number, date of receipt, quantity received, and receiving value. Where differences exist between the price indicated on the purchase order and the price on the invoice, the system can optionally calculate the difference and charge it to a user-specified purchase price variance account. This feature allows differences between the price of an item as estimated in inventory and its actual cost to be easily monitored.

After an invoice is entered and vouchered, it can be selected for payment. Options are available for selecting invoices by invoice number or by due date, and for choosing whether to pay an entire invoice or only part of one. The *Print A/P Checks* function, which produces the printed check, automatically totals all selected invoices for a particular vendor and bank code into a single check, and details on the check stub which invoices are covered. Additional functions for reconciling checks, voiding checks, and processing manual checks are provided to allow completion of the Accounts Payable Cycle.

The specific purchase order items that are being paid are denoted on the Account Distribution screen.

Reports

- Accounts Payable Status — Prints invoices meeting user-specified criteria and details the payment progress of each invoice.
- Aged Disbursements Work Sheet — Prints a listing of invoices due before a specified date, thereby providing the amount of cash required to satisfy outstanding payables.
- Unmatched Receivings — Prints shipments received within user-specified date range that have not been associated with an invoice.

- Vouchered this Period by Vendor — Prints a list sorted by vendor of invoices vouchered within a specified date range.
- Outstanding Checks — Prints a listing of unreconciled checks.
- Check Register — Prints checks written for a certain bank within a specified date range.
- Outstanding Purchases by Date — Prints a listing of expected shipments by delivery date, providing a chronological schedule of demands on cash.
- A/P Invoices by Account — Prints or displays selected invoice records sorted by debit account. This report is useful for posting Accounts Payable transactions to the General Ledger.
- A/P Aging by Vendor — Prints a listing of the amount due on or before a specified cutoff date for selected vendors. For each vendor, amounts due are distinguished as being current or overdue (by 1-30 days, 31-60 days, 61-90 days, or over 90 days).

General Accounting

Overview

The General Accounting subsystem could easily be considered the nucleus of the entire JOBSCOPE system. In most instances General Accounting files automatically receive data from operational transactions performed throughout the system. Although this information is stored in detail in the JOBSCOPE databases, General Accounting consolidates it into debit and credit entries and posts the resulting entries to the appropriate accounts. This integration of the records and the update of account balances is virtually transparent to the user. For example, when materials are issued from inventory to a job, both the work-in-process account for the job and the inventory asset account are affected. Because the applicable accounts have been previously defined through screens and tables, the system knows which accounts are involved when the issue takes place; the data entry person is not required to manually specify any account numbers when issuing the material. The system writes records to make the appropriate entries to the accounts. Through options in General Accounting, the records created by the material issue update the appropriate accounts so that the actual balances of the work-in-process account and the inventory asset account are changed. This process of automatically updating account balances works similarly for transactions throughout the JOBSCOPE system.

Features

- User-defined account numbers of up to 20 characters in length
- Multi-company and multi-division processing
- Completely discretionary totaling structure for the chart of accounts
- Capabilities for statistical accounts and alternative totaling structures for informational reporting
- Flexible expense budgeting for fixed and variable accounts
- Ability to define and manipulate multiple budgets at once
- Automatic subsystem journaling
- Tightly controlled, fully automated process for posting

transactions to general ledger accounts

- User-defined formats for standard accounting reports
- Support for multiple fiscal years, with up to 13 processing periods per year
- Functions for automatically updating budgets and actual balances monthly and at year end

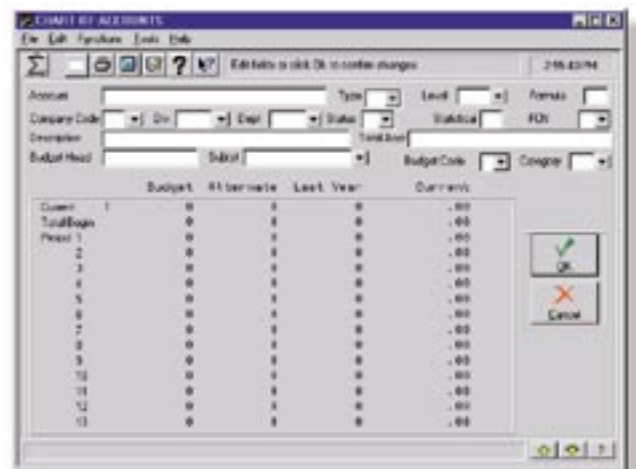
Chart of Accounts

The foundation of the accounting system is the chart of accounts. In fact, constructing the chart of accounts is usually one of the first activities during implementation of the software. All accounts used throughout JOBSCOPE are entered through the Chart of Accounts screen.

Fields on the Chart of Accounts screen define the following:

- The account number and description
- The company associated with the account
- The reporting structure for the account
- The account's position in the chart of accounts hierarchy
- The type of budget used for the account

The account number is entered in the *Account* field. JOBSCOPE allows a great deal of flexibility in defining account numbers. Account numbers may be up to 20 characters in length; the maximum account number length is defined by the user in the Startup program. Elsewhere in the system, users may enter up to 28 characters in fields allowing entry of an account number. Any characters entered in excess of the defined account number length can be used to supply additional information. For example, maximum account number length may be defined as nine characters in Startup; thus, CC00-1311 is a valid account number. An Accounts Payable invoice charged to CC00-1311 is associated with work center WELD. When defining the invoice, the work center number may be appended to the account number, resulting in an entry of CC00-1311-WELD. Because account numbers are specified as nine-characters in length, the system automatically knows that anything in positions 10 through 28 is information-only suffix data.



Information for each account used throughout JOBSCOPE is entered on the Chart of Accounts screen. Budget and actual amounts for the account are also displayed.

This extra data is helpful when creating specialized reports.

The *Company Code*, *Division* and *Department* fields provide means of sorting accounts. Separate income statements and balance sheets can be printed for each company code. Division is a further segregation of company code, and department is a further segregation of division. Some budgeting reports sort accounts by department. In this manner, JOBSCOPE allows both segregated reporting of entities and overall consolidation at the corporate level.

The *Type*, *Category* and *Subtotal* fields define the accounting report on which the account is included and its position on the report. *Type* designates the account as an asset, liability, equity, income, cost or expense account; this determines whether the account is included on the balance sheet or the income statement. *Subtotal* allows grouping of accounts within a type, and *Category* provides for subdivisions within a subtotal. The subtotal and category classification are used for reporting purposes only.

Function and *Level* indicate the account's position in the chart of accounts hierarchy. The account's function is either D for detail or T for total. Debits and credits are made to detail accounts. Total accounts are used to group detail accounts for reporting. All detail accounts total into a specified total account, which is entered in the *Total Account* field. For example, Maintenance Salaries and Maintenance Supplies may be detail accounts (which are assigned a function code of D), and both of them may total into Maintenance Expense (which is a total account assigned a function code of T). The Maintenance Expense account should be entered in the *Total Account* field for both Maintenance Supplies. *Level* specifies the account's position within its type code. For example, Maintenance Salaries and Maintenance Supplies may be level 10, while their total account, Maintenance Expense, is level 20.

Through the *Total Account* field, all linkages within the entire chart of accounts can be defined. Generally, expense accounts total into income statement accounts, and income statement accounts total into balance sheet accounts. For example, the Maintenance Expense account may total into the Overhead account, which is an income statement account that is used in the calculation of Net Income. The Net Income account may then total into the Earnings account, which is a balance sheet account.

Entry of any character in the *Statistical* field indicates that the account is not a general ledger account, but is a statistical account used for reporting purposes only. In addition to totaling into a higher-level general ledger account, a detail account may total into any number of statistical accounts. These additional totaling structures are defined through the *Alternate Totaling* screen. As the chart below indicates, the general ledger structure of accounts may have the Supplies account for the Sales department totaling into the Sales Expense account. At the same time, an alternate totaling structure may be used to total Supplies for all departments into a statistical Total Supplies account.

The *Budget Code* and *Formula* fields are used to specify data about the account's budget. Budgeting concepts are explained more thoroughly in the next section, "Budgets."

The bottom portion of the screen presents a variety of information about the account, including budget amounts and actual balances for both the current and the previous year. This information is maintained for up to 13 periods in each year.



Budgets

The budgeting system allows budgets to be maintained for any detail account. To allow maximum flexibility in managing budgets, three types of budgets can be defined in JOBSCOPE.

- The *operating budget* is the actual budget for accounts.
- The *alternate budget* is a sample budget, used most often for planning the upcoming year. Through the *Copy Revised Budgets* function, the alternate budget can be copied to the operating budget at the beginning of a new year. The *Apply a Multiplier to Budgets* function allows the alternate budget to be manipulated to see the effect of assorted changes (i.e. percentage increases or decreases) upon it.
- A *trial budget* is an alternate budget that has been saved. Although only one operating budget and one alternate budget can exist at a time, the system allows up to 99 trial budgets to exist. This permits comparison among various budgets. For example, the alternate budget may be increased by 10% and saved to a trial budget. The alternate budget may then be decreased by 5% and saved to another trial budget. These two trial budgets can be compared.

A budget for an account can be fixed, which means that the budget is independent of any other account's budget, or it can be variable, which means that it is dependent upon the budget of another account. The account is defined as having a fixed or variable budget through the *Budget Code* field on the *Chart of Accounts* screen. The sample budgeting process shown in the shaded portion of the chart is for a fixed budget account. As an example of a variable budget, the total budget of the Maintenance Department might be defined as the sum of the maintenance budgets for several individual operating departments. The Maintenance Department budget for each period is then calculated based on the period budgets of the individual departments.

Allocations

Through the Allocations option, expenses may be distributed from one account to other accounts based on user-specified formulas. For example, the expenses of the Maintenance department may be allocated to two other departments, Fabrication and Assembly, with Fabrication receiving 40 percent of Maintenance expenses and Assembly receiving 60 percent. Formulas like the following would accomplish this.

$$\text{Account B} = \text{Account A} \times .4$$

$$\text{Account C} = \text{Account A} \times .6$$

In the above formulas, Account A is the Maintenance Expense account, Account B is the Fabrication Maintenance Expense account, and Account C is the Assembly Maintenance Expense account.

This allocation could be posted at the end of each period to redistribute expenses accumulated in the Maintenance Expense account to the Fabrication and Assembly departments.

Allocations can be defined to redistribute expenses in an assortment of ways. Rather than allocating expenses based on fixed percentages, an allocation might redistribute them to each department based on each department's share of the current month's expenses or some other criteria.

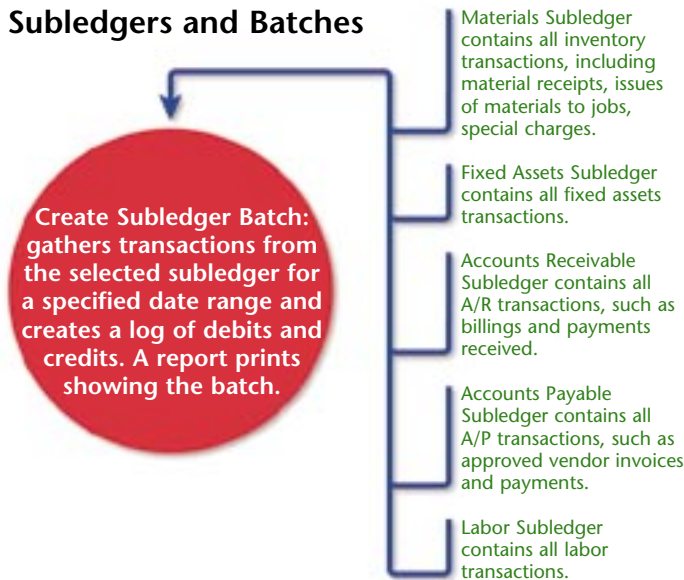
Batches

All updates to account balances are made through *batches*; a batch is a log of account numbers and corresponding debit or credit amounts. Through a process called posting, account balances are updated based on the data contained in the batch.

Batches can be created manually through the *Batches* option. This involves entering each account number and the positive or negative amount that is to be posted to it. More commonly, batches are automatically created by the system. When the JOBSCOPE software is fully functional, automatic creation of batches is the norm. The information that is used to create the batches is contained in the five JOBSCOPE subledgers, which are *Material*, *Labor*, *Accounts Payable*, *Accounts Receivable* and *Fixed Assets*. These subledgers contain all transactions of economic significance that are captured by the system.

The program *Create Subledger Batch* automatically creates batches based on three criteria: the subledger selected; the date range of transactions chosen; and whether or not the transactions have previously been included in a batch (this ensures that transactions are not included in a batch and posted to the accounts more than once). For example, selected the Labor subledger and entering a date range of 06/01/98 – 06/30/98 selects all labor transactions performed between June 1 and June 30 that have not already been gathered into a batch.

The chart below illustrates how the subledgers “feed” information to the *Create Subledger Batch* program.



Once a Batch is created, either manually or automatically, it can be verified and, if satisfactory, posted to the general ledger accounts. The *Post Batch* function is used to update account balances with the data contained in the batch.

As an example of how the process works, account number CC00-1311 might be an inventory asset account. On June 16, \$500.00 of material is issued from account CC00-1311 to a job with a work-in-process (WIP) account of CC00-1400. Thus, a record is written to the Material subledger for the issue; the record credits inventory account CC00-1311 and debits WIP account CC00-1400. When the *Create Subledger Batch* program is executed for the Material subledger and a date range that includes June 16 is specified, two of the batch records are as follows.

CC00-1311	-500
CC00-1400	+500

The balance of accounts CC00-1311 and CC00-1400 are not updated until the *Post Batch* program is run. After *Post Batch* is run, the balances of both accounts reflect the issue.

Year-End Procedures

JOBSCOPE provides the facilities required to make all necessary accounting adjustments for closing each month, as well as the fiscal year. *Period End Maintenance* increments the period (month) for all accounts, sets their new monthly budget and accumulates their previous balances into a year-to-date total. Similarly, *Year End Maintenance* readies the system for a new fiscal year. For added security measures, these functions are accessed through the System Utilities menu, an area that generally has access limited to only a few users.

Reports

- **Balance Sheets** — Prints assets, liabilities and equity in standard accounting format. The report can be printed for different levels of accounts and with varying amounts of detail.
- **Trial Balance** — Prints a listing of detail accounts and their balances sorted by account type. By totaling all asset accounts and comparing this to a total of all liability, equity, income, cost and expense accounts, the report illustrates where adjustments should be made to bring the general ledger into balance.
- **Chart of Accounts Structure** — Prints a listing of accounts in indented format according to the totaling structure defined. The report may be printed by total account, in which each total account is shown with the accounts that total into it, or by detail account, in which each detail account is shown with the total account defined for it.
- **Chart of Account List** — Prints information for selected accounts, with accounts sorted by company code and account number.
- **Income Statement** — Prints the sales, cost of sales, gross margin and net income for a specified period, year-to-date, and the previous year. The level of detail and subtotals can be user-defined.
- **Budget Details** — Prints annual, year-to-date and period budget amounts for selected accounts.
- **Current Budget Comparison** — Prints actual balances and budgeted amounts for selected accounts, thereby providing a quick reference for checking current balances against budgeted ones.
- **Fixed Formulas** — Prints information for selected budget formulas.
- **Batch Header List** — Prints information for selected batches, thus showing what has been or will be posted to general ledger accounts.
 - **Period Activity Journal** — Prints a listing of selected accounts along with each account's balance at the beginning of the specified period, transactions during the specified period and its balance at the end of the period.
 - **Allocation Listing** — Prints details of selected allocations.





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