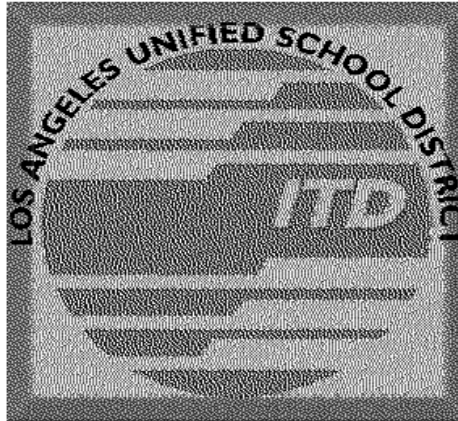


LOS ANGELES UNIFIED SCHOOL DISTRICT



INFORMATION TECHNOLOGY DIVISION

INTEGRATED FINANCIAL SYSTEM MTI/EZ DOC – JOB COST SUBSYSTEM

CLOSE JOB USER GUIDE

OCTOBER 2003

LOS ANGELES UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

Jose Huizar, President
Marguerite Poindexter LaMotte
Marlene Canter
Jon Lauritzen
Julie Korenstein
Mike Lansing
David Tokofsky

Roy Romer
Superintendent of Schools

**Los Angeles Unified School District
Information Technology Division**

Foreword

The Integrated Financial System Job Cost Subsystem Close Job Process User Guide provides information and procedures on the use of IFS Job Cost by Central Offices that provide internal services for all district schools and offices. The User Guide creates a building block of information that Central Office staff can reference while using the system at their site.

The User Guide is intended for use by staff utilizing the IFS Job Cost Subsystem.

Information Technology Division

TABLE OF CONTENTS

<i>CLOSE JOB OVERVIEW</i>	1
<i>🔑 KEY TERMS</i>	2
<i>🔑 KEY DECISIONS</i>	3
<i>CLOSE JOB PROCESS FLOWCHART</i>	4
<i>JOB STATUS TABLE (JSTA)</i>	5
<i>PRELIMINARY CLOSE JOB</i>	8
<i>FINAL CLOSE JOB</i>	11
<i>TRACKING SCREENS FLOWCHART</i>	12

CLOSE JOB OVERVIEW

Welcome to the Close Job component of the IFS Job Cost Subsystem. This process allows users to close jobs to prevent new charges from being accepted and billed. The Close Job process consists of two steps: Preliminary Close = **P**, and Final Close = **C**.

Preliminary Close prevents new direct charges from posting to a job, with the exception of trailing and referencing charges. Trailing charges refer to transactions that are accepted in IFS prior to the preliminary close date (e.g., payment vouchers, manual warrants, labor adjustments, job expenditure transfers, etc.). Preliminary Close impact charges posted to seller accounts. A Preliminary Close can be indicated in two ways:

1. When an expiration date is entered on the JB document and the date has arrived, the **Status** field on the Job Status Table (JSTA) will automatically set to **P**.
2. Users manually set the **Status** field on the Job Status Table (JSTA) to **P**.

Once the Job Status is set for preliminary close, the system will check all new charges to verify that the transaction system date is less than the preliminary close date. If the system date is less than the preliminary close date, the system will accept the transaction. For the buyer account, if the system date is greater than the preliminary close date, the system will determine if the transaction is an original entry. If the transaction is an original entry and references a document with a date less than the preliminary close date, the system will accept the transaction; otherwise, the system will reject the transaction. For the seller account a preliminary close prevents new procurement documents (e.g., SR, PC, PD) from posting if the system date is greater than the preliminary close date, with the exception of trailing and reference documents. Jobs that have an expiration date may be closed prior to the indicated expiration date. Additionally, a preliminary closed job can be re-opened, held, or suspended with no restrictions. A job may display a **P** before the Preliminary Close date has arrived. In this case the system references the date to determine if the job is Preliminary Closed.

The Final Close occurs when it is determined that all job related activities have been completed. The system will check for outstanding pre-encumbrances and encumbrances or unbilled expenditures before allowing a final close to occur. Outstanding pre-encumbrances, encumbrances, or unbilled expenditures in the seller account will prevent a final close to the job. Contrarily, the buyer account will allow a final close if outstanding estimate encumbrances exist. A job can only be final closed via a manual update to the Job Status Table (JSTA) by changing the Job Status to **C** for Final Close. Once an internally billed job is finally closed, all transactions, including billings, will reject. Externally billed jobs require a final close prior to billing. Upon a final close, the **Roll Action** field on the Job Table (JOBT) will be set to **L** to Lapse any open estimate encumbrances. Buyer encumbrance balances for closed jobs will automatically reverse by a monthly offline process.

Internally billable jobs (Billing Type = **I**) cannot be Final Closed with existing unbilled charges. Externally billable jobs (Billing Type = **E**) will only be billed when the job is final closed. Also, users cannot preliminary close externally billable jobs.

The Job Cost branch/section is responsible for performing the Preliminary Close and the Job Cost Accounting office is responsible for performing the Final Close. The Job Cost branch must notify the Job Cost Accounting office when a job is to be final closed.



Reference the [Job Cost Policies and Procedures Manual](#) for your branch to determine your branch guidelines for processing documents in the Close Job process.

 KEY TERMS

Listed below are key terms for the Close Job process to assist Job Cost users in successfully utilizing the Close Job User Guide.

PRELIMINARY CLOSE	Prevents new direct charges from posting against a job. Allows trailing charges to post. All Job Cost users will preliminary close jobs.
EXPIRED DATE	An alternative procedure to preliminary close a job. The expired date is indicated on the JB document during the Initiate Job process. Jobs will automatically preliminary close on the expired date.
FINAL CLOSE	Blocks all charges from posting against a job. The Job Cost Accounting branch will final close all jobs.
TRAILING CHARGES	Transactions that are accepted in IFS prior to the preliminary close date.
NEW CHARGES	Transactions processed against seller accounts that do not refer to accepted documents in IFS prior to the preliminary close date.
REFERENCING TRANSACTIONS	Transactions that refer to documents that have been accepted in IFS prior to the preliminary close date.
NON-REFERENCING TRANSACTIONS	Transactions that do not refer to documents that have been accepted in IFS prior to the preliminary close date.
JOB STATUS (JSTA) TABLE	An IFS Job Cost table that displays the status of a job. Valid status' are: Open, Held, Suspend, Preliminary Close, and Final Close.
JOB ROLL ACTION	Upon a final close the Job Roll Action field on the JOBT table will display an L to Lapse open estimate encumbrances.
DETAILED JOB CLOSED REPORT	A report listing the job numbers that have been closed with outstanding estimate encumbrances.

 KEY DECISIONS

The following are key decisions that must be considered before closing jobs in the IFS Job Cost Subsystem.

1. Preliminary Close '**P**' Outstanding encumbrances or unbilled expenditures in the seller account.
2. Final Close '**C**' All job related activities are completed.

 KEY DECISION #1

Preliminary Close = **P**

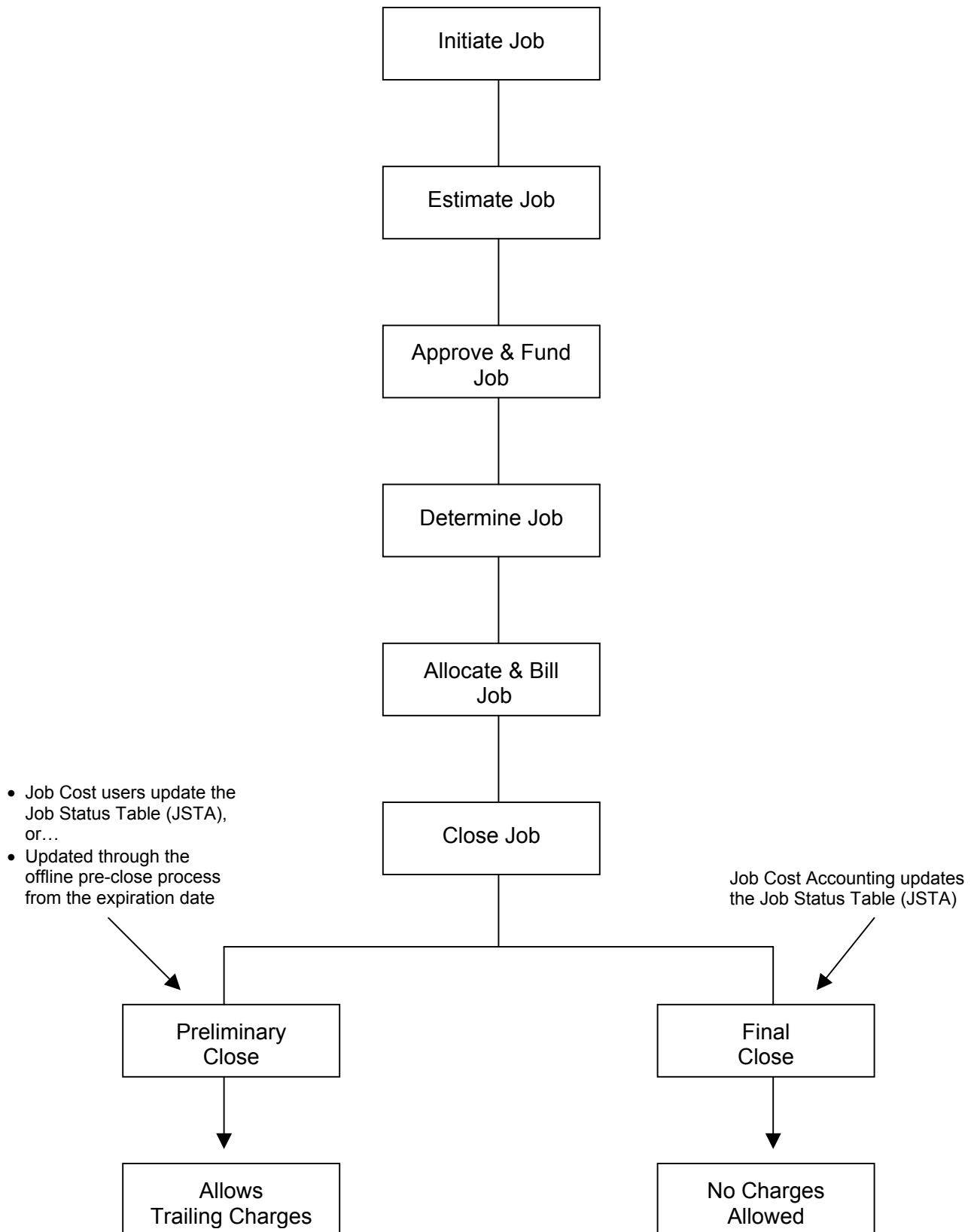
- Job Cost users perform a Preliminary Close when it is determined that no new direct charges are to be posted against a specific job.
- All job charges have not been posted against a job (i.e., encumbrances and expenditures are outstanding).
- Trailing charges are allowed, however, no new charges are permitted.
- Impacts charges posting against seller accounts only.
- Jobs can be re-opened, held, or suspended with no restrictions.

 KEY DECISION #2

Final Close = **C**

- Job Cost branches notify Job Cost Accounting to Final Close a job. The Final Close process is restricted to Job Cost Accounting *only*.
- The system will disallow Final Close if outstanding encumbrances and unbilled expenditures exist in the Seller Account.
- After a final close, existing buyer estimate encumbrances will lapse.

CLOSE JOB PROCESS FLOWCHART



JOB STATUS TABLE (JSTA)

The Job Status Table (JSTA) displays the status of Special and Standing jobs, and enables users to change the status of the job. The Job Status is initially set to **O** (Open) by the JB transaction or JMOI Table update during the Initiate Job process. The offline Close Job process will change the Job Status to **P** (Preliminary Close) when the expiration date of the job comes into effect. Any other changes to the Job Status will be done manually through the JSTA Table.

JOB STATUS TABLE (JSTA)

```
ACTION: S   SCREEN: JSTA  USERID: JOB9           04/20/99   09:26:19 AM
JOB STATUS TABLE
KEY IS JOB NUMBER
01-

                JOB NUMBER=
                STATUS=
                DATE PRE-CLOSED=
                DATE CLOSED=
```

JOB STATUS TABLE (JSTA), continued

JOB STATUS VALUES & DEFINITIONS	
STATUS	DEFINITIONS
O = Open	<p>Job is open</p> <ul style="list-style-type: none"> * Encumbrances & expenditures can be posted to seller and buyer accounts. * Job Expiration Date must be greater than or equal to System date.
H = Held	<p>Job is open</p> <ul style="list-style-type: none"> * All activity is held (with the exception of trailing and reference charges) pending changes to the job such as buyer accounting line or funding distribution (through a JB or JD document) * New estimates, encumbrances, or expenditures will not be accepted until this status is changed back to open. * Whenever a situation requires a job to be "frozen" the Held status should be used since the Suspend status has special implications for the JT transaction.
S = Suspend	<p>Job is open</p> <ul style="list-style-type: none"> * No activity is permitted for the job with the exception of a change to the seller accounting line. If a record exists on the Seller Accounting Line Change Table (JSLC), the job status must be S; which allows a Job Transfer (JT) document to be processed. * A transfer of charges from one job to another within the same seller account or from one seller to another through a JZ document.
P = Preliminary Close	<p>Job is closed</p> <ul style="list-style-type: none"> * Prevents new charges to the job. * Note that the Preliminary Close Date (Pre-Close Date) on the Job Table (JOBT) or Job Status Table (JSTA) can be a future date even though the current job status is P. The system will treat the job status as O – Open until the Preliminary Close Date is reached. * Seller accounts will accept reference and trailing charges only. * Billing to internal buyer accounts is permitted. * Pre-Close Date must be greater than or equal to the System Date. * Jobs with expiration dates will be preliminary closed automatically. Job Status is automatically changed to P when the System Date = Expiration Date. * Externally Billable Jobs cannot be Preliminary Closed.
C = Closed	<p>Job is closed</p> <ul style="list-style-type: none"> * Prevents any charges to the job, neither encumbrances nor expenditures will be accepted. * For internally billed jobs, all encumbrances must be closed and all expenditures billed before a job's status can be changed to C. Jobs that have outstanding billings, e.g. In-Process amounts or Un-billed amounts cannot be Final Closed. Jobs that have outstanding seller Pre-Encumbrances/Encumbrances cannot be final closed. * Closed Date must be greater than Pre-Closed Date if Pre-Closed Date field is populated.

JOB STATUS TABLE (JSTA), continued

VALID STATUS CHANGES & RESTRICTIONS		
VALID STATUS CHANGES		RESTRICTION
From	➔ To	
O	H, S, P	None
H	O, S, P	None
S	O, H, P	None
P	O, H, S	None
C	O, H, S, P	None
O, H, S, P	C	Disallowed if encumbrances or unbilled expenditures exist in the seller account

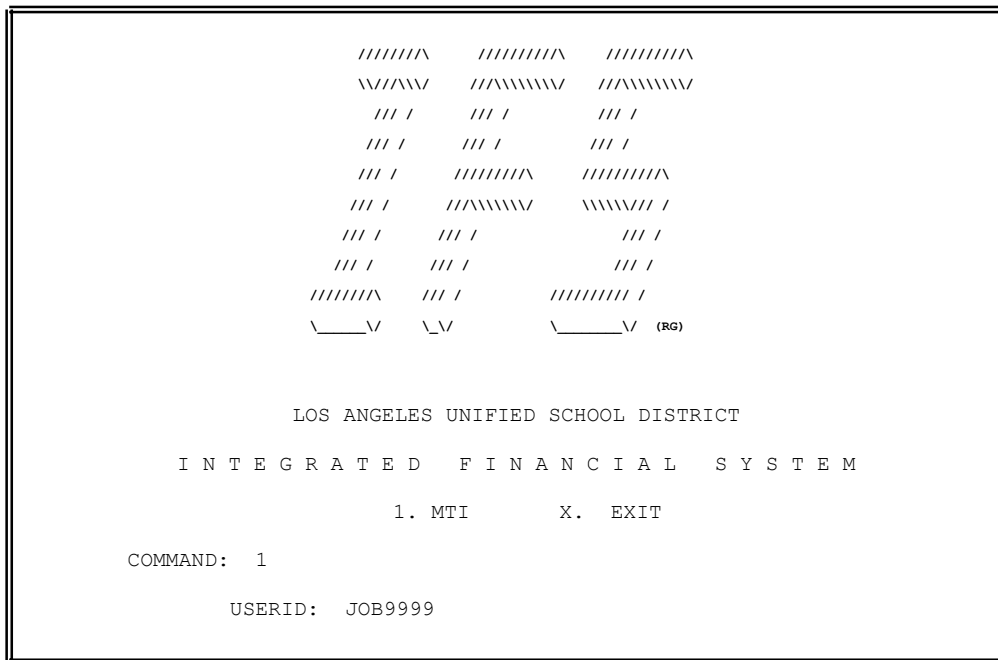
PRELIMINARY CLOSE JOB

The Preliminary Close Job process begins when a Job Cost user determines that a job should be closed or when an expiration date indicated in Initiate Job comes into effect. If an expiration date has not been indicated during Initiate Job, users can manually set the **Status** field on the Job Status Table (JSTA) to **P**. If an expiration date is indicated during Initiate Job, and the date has arrived, the **Status** field will automatically set to **P** during offline processing. If the **Status** field displays **P** and the Pre-Closed Date is a future date, the job is considered open until the Pre-Closed Date has arrived. Job Cost users perform the Preliminary Close process. To Preliminary Close a job, follow the instructions listed below.

NOTE: Externally billable jobs are not eligible for a Preliminary Close status = **P**.

Access the Job Status Table (JSTA). Job Cost users must access the Job Status Table (JSTA) via the IFS start-up screen. The IFS start-up screen appears after logging onto the Integrated Financial System.

IFS START-UP SCREEN



To enter MTI/EZ Doc, type **1** in the **Command** field and press **Enter/Right Ctrl**.

PRELIMINARY CLOSE JOB, continued

The General Messages Screen (GMSS) is next to appear.

GENERAL MESSAGES SCREEN (GMSS)

ACTION: N	SCREEN: JSTA	USERID: JOB9	04/20/99	09:26:19 AM
GENERAL MESSAGES (TO ACCESS SCHOOL MENUS: ACTION = N SCREEN = BF00)				
DATE: 01 /	/ 99	SCREEN NO: 01		
FOR ASSISTANCE PLEASE CALL THE TECHNOLOGY HELPDESK AT (213) 633-8110.				
FOR DIRECT ACCESS TO AN IFS TRAINER CALL (213) 625-4037.				
PRODUCTION ON-LINE HOURS: MON-FRI 6:00 A.M. - 6:00 P.M. SATURDAY AND HOLIDAYS, WRITTEN ON-REQUESTS ONLY				

To move directly to the Job Status Table (JSTA), enter **N** in the **ACTION** field, **JSTA** in the **SCREEN** field, and press **Enter/Right Ctrl**.

PRELIMINARY CLOSE JOB, continued

JOB STATUS TABLE (JSTA)

ACTION: S	SCREEN: JSTA	USERID: JOB9	04/20/99	09:26:19 AM
JOB STATUS TABLE				
KEY IS JOB NUMBER				
01-				
JOB NUMBER=				
STATUS=				
DATE PRE-CLOSED=				
DATE CLOSED=				

To change the status of your job to Preliminary Closed, complete the following steps:

- Enter **S** in the **Action** field.
- Tab to the **Job Number** field and enter the "Job Number" to be preliminary closed.
- Press **Enter/Right Ctrl**.
- The "Job Number" will display.
- Enter **C** in the **Action** field.
- Tab to the **Status** field and enter **P**.
(The cursor will automatically move to the **Date Pre-Closed** field.)
- In the **Date Pre-Closed** field, enter the "Current Date" or a "Future Date" in the *MMDDYY* format.
The system will not accept a date prior to the current date. If left blank, the system will default to the current date.
- Press **Enter/Right Ctrl**.
- The message "All Lines Changed" will display.

FINAL CLOSE JOB

The Final Close Job process occurs when all Job Cost-related activities are complete. Upon a final close, all transactions including billing will be disallowed. The Job Cost Accounting Branch is responsible for finally closing jobs. The Job Cost branches must notify Job Cost Accounting when a job is ready for final closing. Externally billable jobs are eligible for billing once a job is finally closed. To Final Close a job, follow instructions listed below.

Access the Job Status Table (JSTA) (see pages 8-9 for instructions to access JSTA).

JOB STATUS TABLE (JSTA)

ACTION: S	SCREEN: JSTA	USERID: JOB9	04/20/99	09:26:19 AM
JOB STATUS TABLE				
KEY IS JOB NUMBER				
01-				
JOB NUMBER=				
STATUS=				
DATE PRE-CLOSED=				
DATE CLOSED=				

To change the status of your job to Final Closed, complete the following steps:

- Enter **S** in the **Action** field.
- Tab to the **Job Number** field and enter the "Job Number" to be final closed.
- Press **Enter/Right Ctrl**.
- The "Job Number" will display.
- Enter **C** in the **Action** field.
- Tab to the **Status** field and enter **C**.
- Tab to the **Date Closed** field.
- In the **Date Closed** field, enter the "Current Date" or a "Future Date" in the *MMDDYY* format. The system will not accept a date prior to the current date. If left blank, the system will default to the current date.
- Press **Enter/Right Ctrl**.
- The message "All Lines Changed" will display.

TRACKING SCREENS FLOWCHART

CLOSE JOB PROCESS

Each job that is closed may be viewed on the below tables, for inquiries on the history of the transaction.

