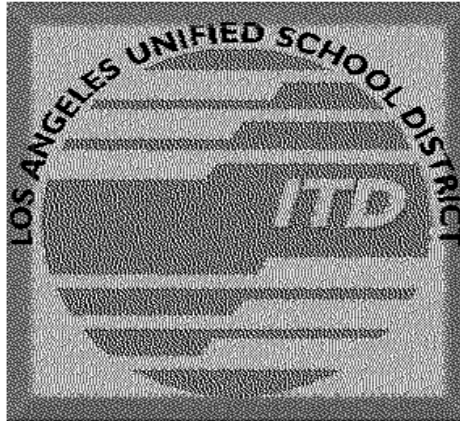


LOS ANGELES UNIFIED SCHOOL DISTRICT



INFORMATION TECHNOLOGY DIVISION

INTEGRATED FINANCIAL SYSTEM MTI/EZ DOC – JOB COST SUBSYSTEM

DETERMINE JOB USER GUIDE

OCTOBER 2003

LOS ANGELES UNIFIED SCHOOL DISTRICT

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Foreword

The Integrated Financial System Job Cost Subsystem Determine 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

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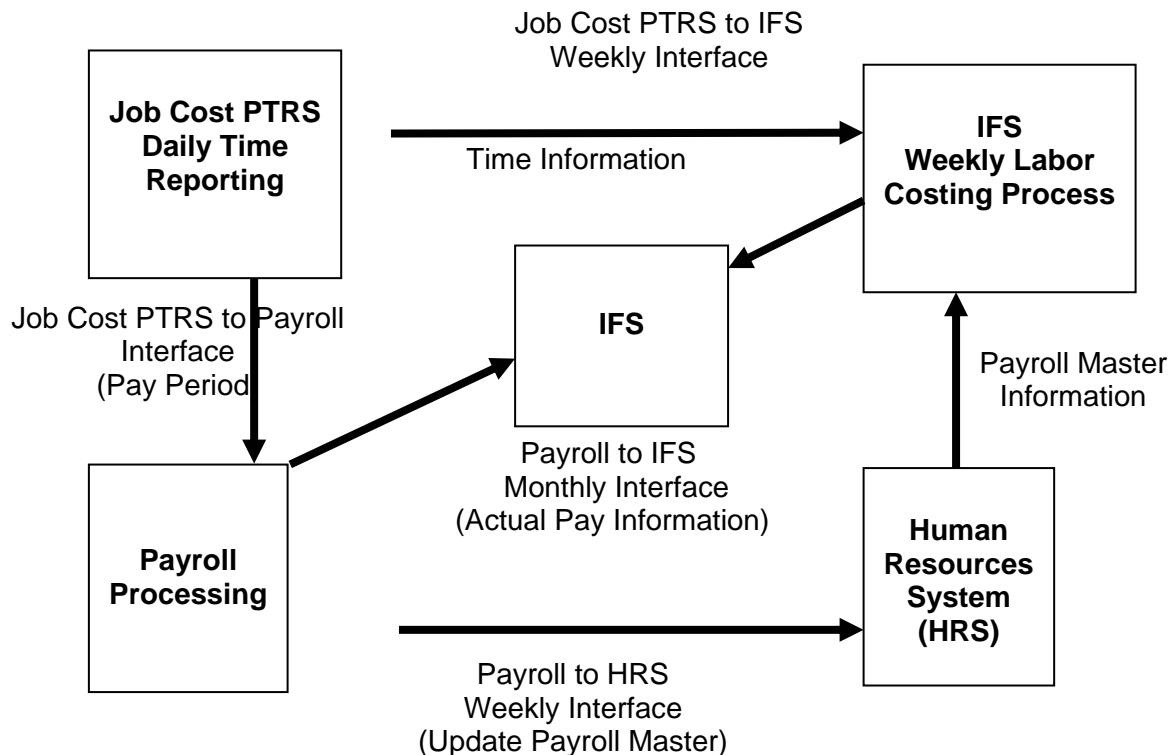
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Determine Job Overview

Welcome to the Determine Job component of the IFS Job Cost Subsystem. The main purpose of the Determine Job Cost process is to ensure that all processes that affect the expenditures are recorded to a job. Expenditures are posted to the IFS General and Job Cost Ledgers to the seller account(s) associated with a job. As a result of the postings, related IFS and Job Cost Subsystem system-maintained tables are updated. The expenditures that are posted to the tables will drive the billing process. The main cost components that are involved in this process of a job are labor, materials, and indirect cost recovery.

Determine Job Cost Process

Force account labor will use the Job Cost Payroll Time Reporting System to report labor hours, reimbursable mileage, and bus mileage. This system will accommodate payroll requirements as well as Job Cost requirements. Time information submitted through Job Cost PTRS for Job Cost purposes is at the job level detail, which will be tracked by job number. Job Cost PTRS edits job information to ensure the validity of data entered. PTRS data when received by the Job Cost Subsystem is revalidated to ensure job data has not changed. This process will occur on a weekly basis. Time information submitted by PTRS to Payroll is at a summary level, and this will be submitted every 4 weeks. The objective is to keep the time information to both the Job Cost and Payroll systems consistent. The Payroll System edits employee specific information (e.g., vacation balance and illness balance); it does not include Job Cost edits. The difference in edits in both systems can create data mismatches between Job Cost postings and Payroll postings. These differences will be recognized in the Job Cost Subsystem and reconciled on a regular basis. The figure below illustrates the flow of labor data from Job Cost PTRS to both the Payroll System and IFS Job Cost Subsystem.



Determine Job Overview, continued

All force account employees will report labor hours (regular and overtime). However, the reporting of mileage is branch specific. Bus drivers will report bus miles and non-bus drivers will report reimbursable miles.

In each branch, a force account employee will report *regular and overtime hours by job number*. The hours reported by job number are converted to regular and overtime costs using the appropriate pay rate stored in the Human Resources System (HRS). The calculated *labor costs* will post to the JFYI (Job Fiscal Year Inquiry) and JBAL (Job Balance Detail) tracking tables, referencing the specific job number and to the seller account using specific object codes designated for regular and overtime costs. Other labor cost components will require branch specific rates for non-productive time, indirect, and fringe benefits. These costs will be calculated using the rates entered on the Section Options Table (SECO) for each Job Cost section. These calculated costs will post to the job tracking tables as labor costs and post to the seller account under separate object codes.

Material costs are captured in the system through a different mechanism. Material costs are processed directly through the main IFS System. When a job number is referenced on a procurement document (e.g., Stock Requisition (SR), PD/PC (Purchase Order), and Payment Voucher (PV)), the costs will post to the job tracking tables as a materials cost. These costs will also post to the seller account under a materials object code. The procurement document will also contain the craft number, as part of the accounting line for reporting purposes. In the event that the purchasing documents represent an 'A' or 'B' contract, the costs will post as a *contract cost* to the job tracking tables and post to the *contract object code* in the seller account.

In Automotive Maintenance all *direct material costs* are captured in the MCMS System and interfaced to IFS on a daily basis as purchase orders. Effectively, all the material costs for Automotive Maintenance is captured in IFS documents. The interface documents will carry job numbers, allowing costs to be posted to the appropriate job tracking tables as material costs. In the event of material that is initially purchased for an *asset account* and then issued for a job in the MCMS System, the issuance is interfaced to IFS, thus systematically creating an Issue Parts Transaction (IP) on a monthly basis. This is also true of fuel that is initially purchased to an asset account and dispensed to the different vehicles using the TRAK System.

All fuel costs that can be associated with a District vehicle are captured in the TRAK and Gas Credit Card Systems. The costs represented in the TRAK System are captured in IFS through an interface from MCMS. The interface systematically creates Fuel Cost Transactions (FL) and Fuel Markup Transactions (FM) that reference the job number corresponding to the vehicle fuelled. The fuel cost represented in the FL and FM documents will post as material costs to the job tracking tables. It will also post to the seller account that corresponds to the job. Fuel costs that are from the Gas Credit Card System will post as Fuel Credit Card Transactions (FC) in IFS. These documents will also be created monthly. Additionally, the FL, FM, and FC will post as materials costs to the job tracking tables and to the corresponding seller account under a materials object code.

Material costs for Sections that utilize vehicles, such as *Pupil Transportation* and *Truck Operations* are mainly incurred in the Automotive Maintenance Section (fuel, parts, maintenance, etc.). The job numbers to which these charges are reported to are termed Intersection Jobs and have a Job Type of **IS**. The buyer section for these jobs will indicate the section to which the costs of the job will be billed. Costs are recorded to actual job numbers as follows:

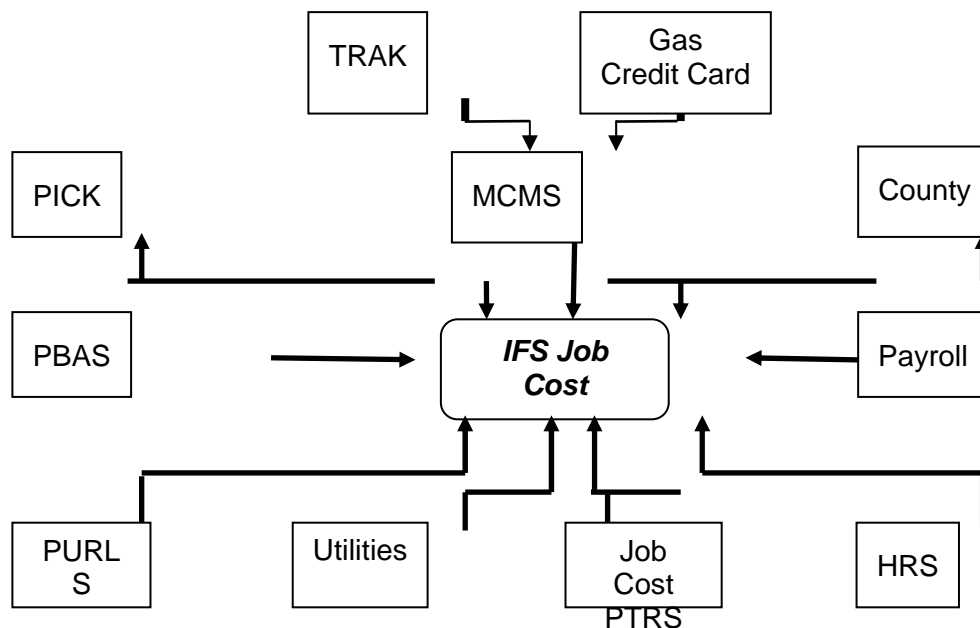
Determine Job Overview, continued

- Pupil Transportation jobs receives hours and mileage of drivers from Job Cost PTRS. The bus miles will be calculated using a pre-established set of rates by vehicle type found on the Job Vehicle Type Rate Table (JVTR) in IFS. These calculated amounts will be used to recover the costs posted to the buyer account of the Intersection jobs.
- Truck Operations will not receive mileage figures from PTRS. However, the indirect cost recovery rates will be formulated to recover the costs of the trucking related Intersection jobs.

Indirect cost recovery based on material costs will be calculated by applying a branch specific rate maintained in the Section Options Table (SECO) to material costs associated with the job. The cost recovery will be broken up into labor, material and fringe benefit components and stored on the job tracking tables as *overhead recovery costs*. These costs will post to the *seller account line with an overhead sub object code* in the **Seller Object Sub** field.

The costs for contract busses are captured in a different manner. Since the District does not pay contract bus drivers, there is no need for contract bus time to be reported through Job Cost PTRS. Instead, the contract bus driver hours are entered directly in the IFS Job Cost Subsystem into the Contract Daily Bus Report Table (CDBR). From the CDBR, the time entries are costed and translated into Contract Labor Transactions (CLs). The contract rates are maintained in the IFS Job Cost Subsystem on the Contract Table (CTRT). The rates on this table will be used to cost the contract bus driver hours. The resulting costs will post to the contract job and to the *seller account* under a contract object code.

DETERMINE JOB COST DATA FLOW



Determine Job Cost Tables And Documents

The following documents and tables were developed for the Determine Job Cost process. They are described in detail later in the User Guide.

DETERMINE JOB COST TABLES & DOCUMENTS

<i>Doc ID</i>	<i>Document Name</i>	<i>Processing</i>	<i>Description</i>
CL	Contract Labor	Batch & Manual	Created either by a batch program or manually to post expenditures to the ledgers and update job cost tables for contract bus driver labor activity.
FC	Fuel Credit Card	Intended Batch (can be modified/ entered manually)	Created by the MCMS Gas Credit Card interface or manually to record fuel purchases on a gas credit card for a given job.
FL	Fuel Cost	Intended Batch (can be modified/ entered manually)	Created as a result of the MCMS-TRAK to IFS interface to record fuel cost associated with a given job. The FL can also be created manually.
FM	Fuel Markup	Intended Batch (can be modified/ entered manually)	Created from the MCMS-TRAK to IFS interface or manually to record the markup on fuel purchases.
IP	Issue Parts	Intended Batch (can be modified/ entered manually)	Created from the MCMS interface or manually to capture parts issued for each vehicle job number.
JH	Holding Job Transfer/ Adult School	Strictly Batch	The JH has two functions as indicated by its two names: <ol style="list-style-type: none"> 1. Holding Job document is used to transfer accumulated job charges residing in a holding job to other jobs. 2. Adult School Distribution Document is used to transfer expenditures from a regular school job to an adult school job.
JJ	Job-to-Job Transfer	Strictly Manual	Transfers non-labor expenditures from one job to another when the From Job is not a Holding Job or a Materials Transfer Job.
JL	Job Labor	Strictly Batch	Created as a result of the PTRS interface to IFS batch program to record labor related costs to jobs within IFS.
JM	Job Material Transfer	Strictly Manual	Transfers material costs from one job to another representing paper JMTs (job material transfers).
JT	Job Transfer	Strictly Batch	Transfers expenditures from an existing seller accounting line to a new seller accounting line within the same job.

Determine Job Cost Tables And Documents, continued

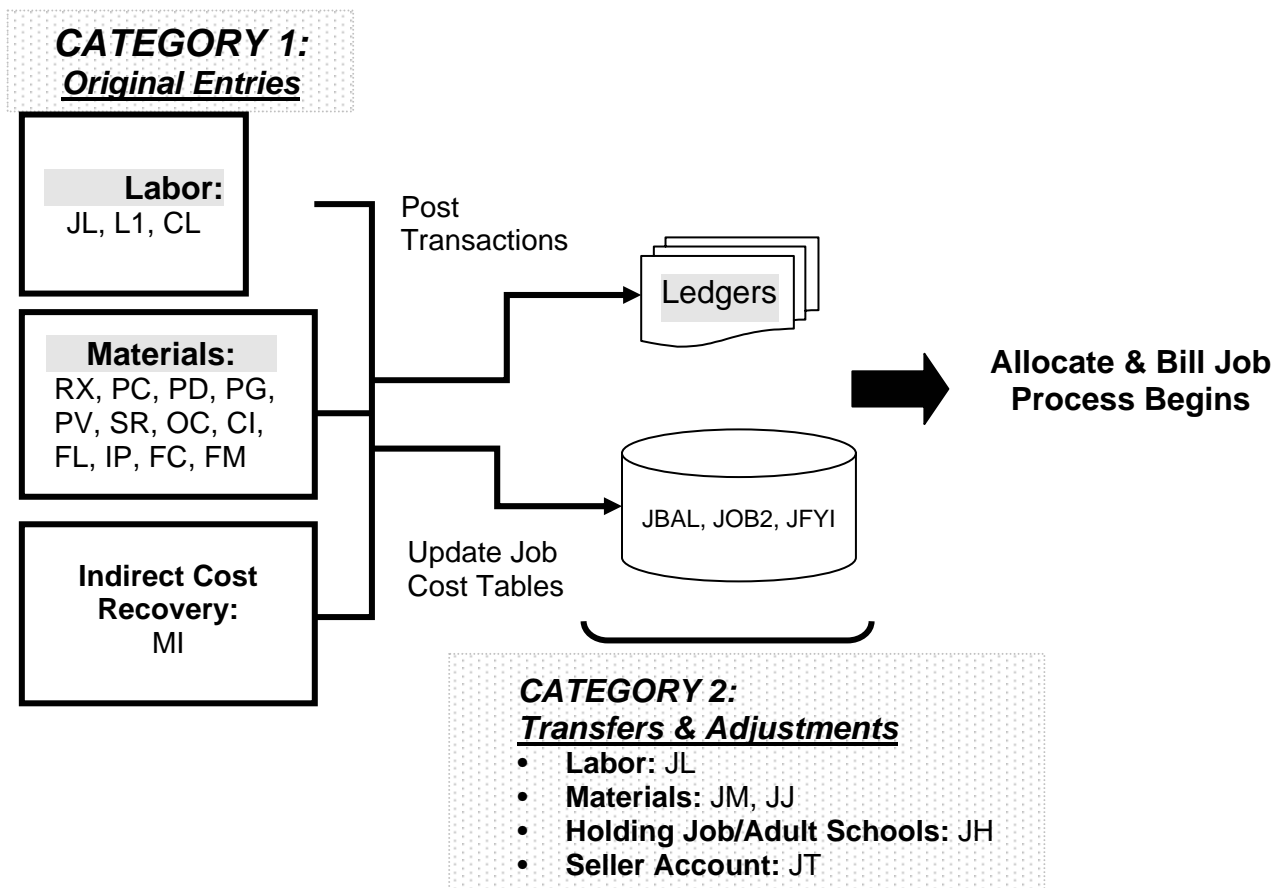
Doc ID	Document Name	Processing	Description
L1	Job Labor	Strictly Manual	Manually entered labor transaction identical to the JL.
MI	Indirect Materials Cost	Intended Batch (can be modified/ entered manually)	Calculates indirect cost recovery based on material costs for a particular cost category or section.
Table ID	Table Name	Description	
ADLE	Adult School Allocation Entry Table	Reference table utilized to establish a link between regular and adult school organizations. This link is necessary to store the relative cost percentage to be attributable to the adult school organization located on a regular campus. The ADLE will store the regular organization, adult school organization, and adult school percentage.	
ADLT	Adult School Allocation Table	Alternate view of the ADLE table. The ADLT is used during the allocation process to ensure appropriate application of costs to be shared by the adult schools housed on regular school sites.	
CDBR	Contract Rate Daily Bus Report Table	Used to enter Daily Bus Report information for contract bus drivers. This table will capture the daily hours associated with a given contract job number and will facilitate the recording, costing, and tracking of contract bus jobs.	
CTRT	Contract Table	Reference table utilized to store the parameters and rates associated with a bus contract. This information is required to calculate and post charges related to contract bus jobs for Pupil Transportation.	
JJTH	Job-to-Job Transfer Header Table	Used to transfer charges from a holding job. Stores information about a Holding Job and the amount transferred.	
JJTL	Job-to-Job Transfer Line Table	Used to store information about the jobs to which expenditures are transferred and the distribution percentages.	
JLTT	Job Labor Transaction Log Table	Stores Job Labor (JL) documents. As JL documents are accepted, they will be removed from the JLTT table thus, the table will display only those records remaining and their corresponding SUSF status.	
JOBT	Job Table	Inquiry only table that contains records for all jobs, providing information pertaining to a job.	
JSLC	Job Seller Accounting Line Change Table	Used to enter new seller accounting line information for jobs.	

Determine Job Cost Tables And Documents, continued

Table ID	Table Name	Description
JTRN	Job Transfer Transaction Log	Used to maintain all the transactions created by the batch job that processes the Holding Job distributions.
LAJC	Labor Adjustment Job Change Table	Table utilized to store all records from an Adjustment Payroll run where the adjustment is due solely to a job number change. Users will be able to release the records and allow the data to be processed.
LBTR	Labor Time Record Table	Utilized to validate the initial Job Cost PTRS time records of employees involved in job cost activities. This table will identify those records that reject due to errors. LBTR also maintains records when there is an Emergency or Unverified Employee. The later records will have to be released by the user for costing.

Determine Job Cost Categories

Determine Job Cost has two distinct categories: 1) Original entry of job charges into the Job Cost System and, 2) transfers and adjustments of these job costs within the Job Cost System. Together, these categories utilize the documents and tables previously noted to record job expenditures appropriately within the Job Cost Subsystem. The figure below illustrates how these categories of Determine Job Cost documents and tables facilitate the process of recording expenditures in IFS.



Category 1: Original Entry Of Determine Job Cost Data

Category 1 includes the labor, materials, and indirect costs that are originally entered in the Job Cost System.

ORIGINAL ENTRY OF LABOR DATA

Labor costs are sent via the Job Cost Payroll Time Reporting System (PTRS) interface, on a weekly basis. Subsequent batch programs will create IFS Job Labor Transactions (JL). Following the interface, manual entries such as the Job Labor Transaction (L1) can also be created. Tables for the labor costing process include the Labor Time Record Table (LBTR). Original entry of labor data also includes the input of contract bus driver labor in IFS, through the Contract Daily Bus Driver Time Report Table (CDBR), which creates Contract Labor Expenditures (CL) transactions. The CL document

Determine Job Cost Categories, continued

references the Contract Rate Table (CTRRT). The CL document along with details of the entry of contract bus driver labor will be discussed in the Contract Daily Bus Time Report Process User Guide.

ORIGINAL ENTRY OF MATERIAL DATA

Material costs for jobs are entered through IFS procurement documents such as the SR, PG, PD, RX, OC, and PV as well as several new Job Cost specific documents. These new documents include the Fuel Credit Card Transaction (FC), Fuel Markup Transaction (FM), Fuel Transaction (FL), and Issue Parts Transaction (IP). These documents will reference the job number that was established during the Initiate Job process.

ORIGINAL ENTRY OF INDIRECT COST RECOVERY DATA

Indirect cost recovery is accomplished through the purchase of materials. The Materials (Based) Indirect Recovery Costs Transaction (MI) is generated when materials are charged to job numbers.

Category 1: Original Entry of Labor Data

Labor Description

PTRS time record information is sent to IFS weekly through the Job Cost PTRS interface process. This process validates the information and includes all valid time records in a file that is sent to the Determine Job Cost Labor Process in IFS. All of the records that are invalid are retained in the Labor Time Record Table (LBTR) to be corrected and included in the validation process the following week.

Determine Job Cost Labor uses job related valid employee time records sent from the Job Cost PTRS interface and calculates the various components of labor cost: the Job Labor Transaction created by the batch process (JL) or the Job Labor Transaction created manually (L1). The JL transactions are created systematically, as a result of the weekly Job Cost PTRS interface process, and will post to the Document Suspense File (SUSF) by a batch program. Each line of the JL document holds a maximum of 98 time records that are summarized by Job Number. The L1 transactions are entered manually by the user and are nearly identical in structure and edits as the systematic JL document.

The main difference between the two documents is that on the JL document, several fields are protected to maintain the integrity of the batch process. By protecting these fields, the user will not be able to inadvertently change any of the critical fields. On the L1 document, the fields are not protected and the user will have the ability to enter the document *from scratch*. Both the documents will post to the Ledger with a transaction code of **JL**. The first digit of the transaction number of the L1 document will always be an alpha character, whereas the JL document always has a numeric character in the first position. The L1 document processor will enforce this document number procedure. This numbering scheme allows users to distinguish the L1 documents from the JL documents on the Ledger. This scheme will also prevent the user from inadvertently entering an L1 document with a number that the batch process would have assigned to the JL document. The JLs will post to the Ledgers as expenditure transactions (account type 22). Each transaction posts costs for a specific type of labor-related cost, defined by the Cost Indicator on the Labor document header of the JL or L1 transaction. The list of possible Cost Indicators is as follows:

Determine Job Cost – Cost Categories

<i>Indicator</i>	<i>Type of Cost</i>
LB	Regular Labor
OT	Overtime Labor
RM	Reimbursable Mileage
BL	Bus Vehicle Labor
BF	Bus Vehicle Fringe Benefits
BM	Bus Vehicle Materials
NP	Non-Productive Labor
FR	Fringe Benefits
FO	Fringe Benefits Overhead
IL	Indirect Labor
IF	Indirect Fringe Benefits
IM	Indirect Materials
TL	Tools
EB	External Billed

Category 1: Original Entry of Labor Data, continued

The JL document will also update the expenditures on the Job Cost tracking tables. All the expenditures are recorded in the seller accounts.

Labor Tables

The JL and L1 transactions update/reference the following tables:

System-Maintained Job Cost Tables Updated by Determine Labor Cost

Table ID	Table Name
APPR	Appropriation Table
EXPB	Expense Budget Table
JBAL	Job Balance Detail Table
JFYI	Job Fiscal Year Inquiry Table
JLTT	Job Labor Transaction Log Table
JOB2	Job Inquiry Table

User-Maintained Job Cost Tables Referenced by Determine Labor Cost

Table ID	Table Name
CRFT	Craft Table
DIFF	Differential Code Table
JCCT	Job Cost Category Table
JOBT	Job Table
JSEL	Job Seller Account Table
JSPC	Job Cost System Special Accounts Table
JVRT	Job Vehicle Type Rate Table
LAJC	Labor Adjustment Job Change Table
LBTR	Labor Time Record Table
MILG	Mileage Rate Table (HRS)
PMJC	Payroll Monthly Job Cost Table (HRS)
SECO	Section Options Table
TLRT	Tool Rate Table

As stated earlier, all JL and L1 documents will post as JLs in the Ledger. The line description field will contain the Payroll Run Number. A single JL ledger expenditure record represents multiple employees' costed time. The JLs can be distinguished from the L1s by the character in the first position of the transaction number. The L1 has an alpha character while the JL has a numeric character. The ledger postings will include the contra/offset account entries. These are either to the Work-In-Progress accounts, the Indirect, Non-Productive, or Vehicle Maintenance recovery accounts.

Labor Transaction Use and Troubleshooting

Time Records from the Job Cost PTRS interface will be used to create JL documents providing necessary edits are passed. Edits are performed at three separate times during the JL document creation process:

1. During the Job Cost PTRS Time Record Input Validation Process invalid records are sent to the LBTR table.

Category 1: Original Entry of Labor Data, continued

2. During the Labor Costing Batch Process, labor records can be rejected and sent to either an exception report or will be costed and converted into JL documents.
3. The JL documents created can have errors when being processed and have a rejected status on the Document Suspense (SUSF) screen.

FIRST EDIT PROCESS:

The first edit process sends invalid records to the LBTR table. The LBTR table displays the error messages and conditions that cause time records to fail to progress through the labor costing process. There are four common types of error conditions:

- Employee (EM)
- Accounting Period (AP)
- Job Number (JB)
- Job Seller Account Information (JS)

In the event that the record is invalid due to invalid fiscal year or the employee record was not found on the HRS System, the only way the record will pass the labor costing process is if the underlying tables are corrected. Users will determine if the job needs to be opened and the seller account reinstated or if the hours need to be transferred to another job if a job is:

- Not on the Job Table (JOBT)
- Not entered on the Job Seller Account Table (JSEL)
- The job status is invalid

The Labor Time Record Table (LBTR) is used for the initial data validation of the Job Cost PTRS time records. The LBTR table will contain only those labor records that reject during the Job Cost PTRS to IFS Interface. The LBTR table will be reviewed by the branches to ensure that the records are corrected and can be included in the next weeks costing run. After making corrections to the various system tables, a user can revalidate each record by entering a **C** = Change in the action field of the LBTR table and pressing **Enter/Right Ctrl**. The error codes will contain a **Y** for an invalid record or the error code will be spaced out if the record has been corrected. The only action permitted on the table will be a **C** (change) action. The absence of any error on the LBTR table will be an assurance that the record will be costed in the next weeks' costing run.

SECOND EDIT PROCESS:

If time records have not been converted to JL documents, but are on the exception report, the user will have to manually enter the information (corrected as necessary) in a L1 document. Information for the L1 document can be obtained from the exception report or the Detail Labor File by Work Date issued by ITD on request.

THIRD EDIT PROCESS:

The Job Labor Transaction Log Table (JLTT) logs all the JL documents that are created in the system to inquire into their status. The table contains the Transaction Code, Transaction Area, Transaction Number, Line Number, Cost Indicator, and Transaction Status. The JLTT Update and JLTT Delete Batch Programs will update the Transaction Status. The JLTT Update program reads the JL records on the JLTT Table and compares them to the records on the SUSF screen. Records that appear on the JLTT table but not on the SUSF screen are assigned a status of **D** = Delete. Records that appear on the SUSF screen with a status of REJCT or HELD is assigned the same status on the JLTT screen. The JLTT Delete program deletes all records from the JLTT table that are marked **D**, that fall within a

Category 1: Original Entry of Labor Data, continued

specified fiscal year and month. The JLTT is a system-maintained table. The JLTT table does not contain the section code for each job number, only the transaction ID.

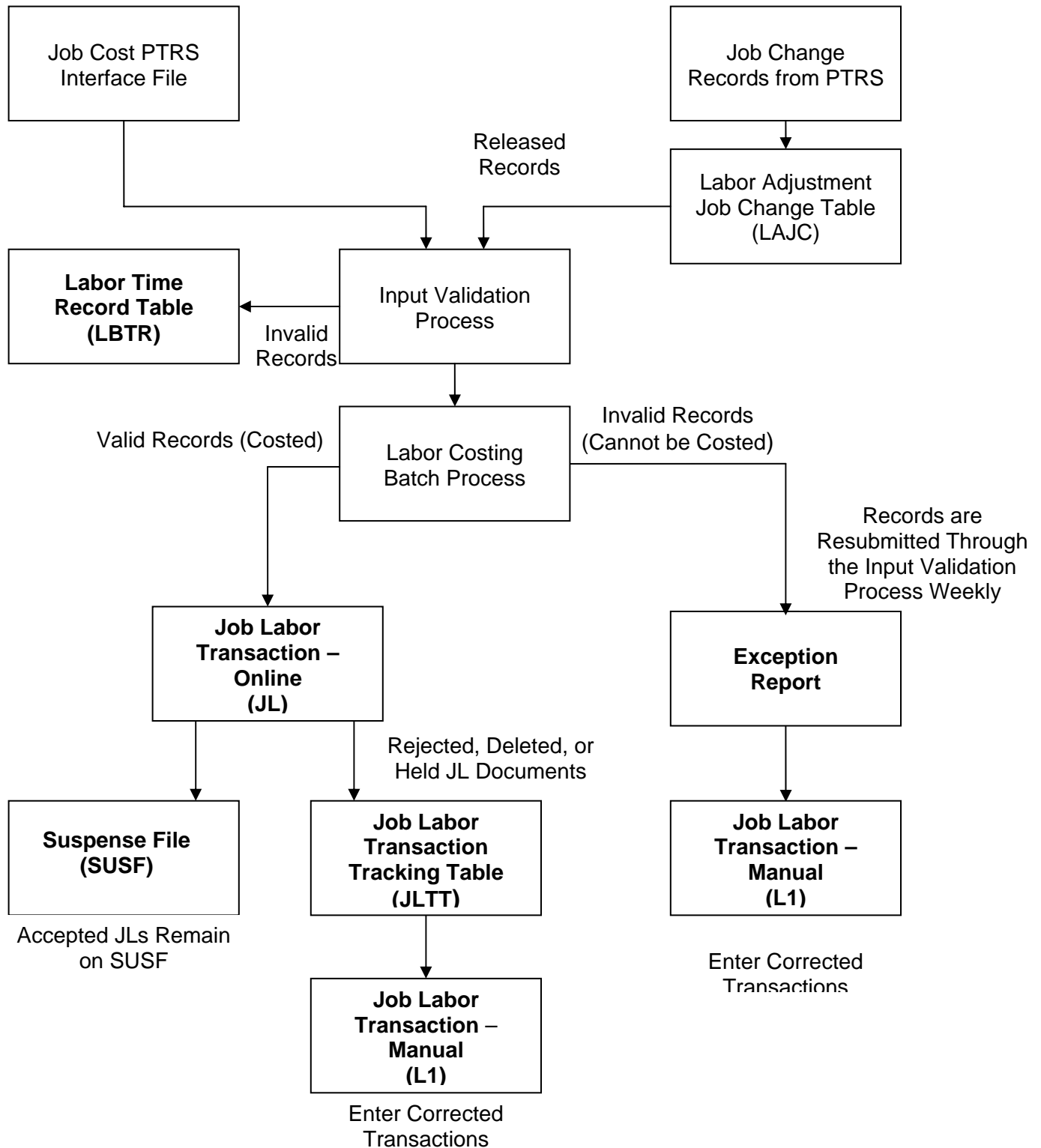
After the processing of the JL documents is complete, this table will contain only the rejected, deleted and held documents. Users can review this table to determine if any of the JL documents need to be corrected (in the case of rejected documents) or if L1 documents need to be entered (in the case of deleted JL documents).

In the event that a JL is rejected, Job Cost Accounting will be responsible for the monitoring of the rejected JL documents and ensuring that the appropriate District staff is notified to correct and successfully process the transaction. The JL document cannot actually be modified since most of the fields are protected. Only the conditions that cause the rejection can be changed. In general, a JL document should only reject if an expense budget line referenced on a transaction does not exist. In this case, the Budget office must be informed so that the required budget lines can be added and/or appropriate budget transfers performed. A detail line on the document can be deleted, however it will have to be entered again as an L1 document.

When JL documents are rejected, the cause of the rejection must be identified. In order to associate a ledger record with the corresponding costed detail labor records, the transaction number and line number can be used. The combining labor records will contain the same transaction number and line number. The payroll number on the ledger can also be used to identify corresponding records in the detail input file named the Detail Labor File by Work Date, IFS.LEF1O.LBTRANUM (obtained from ITD). For an L1 ledger record, the same correspondence does not hold since L1 documents are only entered manually and do not originate from the detailed labor file.

Category 1: Original Entry of Labor Data, continued

JOB COST PTRS LABOR DATA INTERFACE TO JOB COST IFS FLOWCHART



Accepted JL and L1 Documents Update Ledgers and Job Cost Tables

Category 1: Original Entry of Labor Data, continued

The errors that cause records to be rejected, deleted, or held and sent to the exception report or the JLTT table can only be resolved by manually calculating the amount to be costed to the job number and processing a L1 document. JL documents that have a rejected status on SUSF will have to be resolved, most likely by deleting the lines causing the error(s) and reentering those lines as a L1 document. If an L1 is entered, the amount must be calculated manually.

Determine Cost Labor Table/Report Use

<i>Table/Report</i>	<i>Description</i>	<i>Use</i>
LBTR	All records not sent to the weekly labor costing process but sent to the exception report instead.	<ul style="list-style-type: none"> Release employee time records via the EU Indicator (Emergency/Unverified Employee), in order to allow these records into the labor costing process. Review the error flag on LBTR and correct various system parameters to correct the conditions causing the errors.
JLTT	Contains JL documents rejected during the labor costing process.	<ul style="list-style-type: none"> Open the rejected JL on SUSF and perform an edit action to determine the cause of the error. This will reveal the specific lines causing the rejection. Frequently the EXPB line or job status will be the cause of the error. If the EXPB line is causing an error notify Budget, if the job status is causing the error, change the job status on the Job Status Table (JSTA). Delete the rejected line from the JL after noting the line so that a replacement L1 can be created for the deleted JL line. Edit the changed JL to verify no more errors are present. Run or schedule the JL for processing. Once all the deleted status entries on JLTT have been entered as L1 documents for a given Fiscal Month and Fiscal Year, the JLTDEL program can be run on demand to clear all the resolved JL rejections. This is necessary because the L1 does not update the JLTT table. All records with a status of 'D' are deleted.
Determine Labor Cost – Labor Cost Calculation Exception Report JCLAB100	Time records that pass the LBTR edits may fail in further processing and be sent to the exception report. Resolving these rejections requires the use of an L1.	<p>Conditions that cause rejections should be noted and resolved to avoid future rejections. These conditions could include:</p> <ul style="list-style-type: none"> Employee Number, Status, and Class do not exist on the Payroll Monthly Job Cost Table (PMJC). Differential code does not exist on the DIFF table. Vehicle Type Code does not exist on the JVTR table Section Code does not have a SECO table entry Tool Rate Code does not exist on the TLRT table Mileage Code does not exist on the MILG table in HRS

Labor Time Record Table (LBTR)

The Labor Time Record Table (LBTR) is used for the initial data validation of the Job Cost PTRS time records. After the validation process is complete, all records that do not pass the validation batch process will display on the LBTR table.

There are four types of errors that may prevent a record from passing validation.

1. Employee Number (EM)
2. Accounting Period (AP)
3. Job Number (JB)
4. Seller Account (JS)

An exception report is generated from records posted to the LBTR table and is distributed to the Job Cost branches for review and correction. Job Cost Payroll, Job Cost Accounting, and the Job Cost branches will work together to clear rejected time records posted to the LBTR table.

The Job Cost Payroll Policies and Procedures Manual, and the Job Cost Accounting Policies and Procedures Manual will address detail instructions for resolving rejected Labor records on the LBTR Table.

LABOR TIME RECORD TABLE (LBTR)

ACTION: SCREEN: LBTR USERID:										07/02/99 01:12:22 PM				
LABOR TIME RECORD TABLE														
KEY IS PAYROLL NUMBER, RUN DATE, EMPLOYEE NUMBER, EMPLOYEE STATUS, EMPLOYEE CLASS, WORK DATE, LOCATION CODE, JOB NUMBER AND REVERSAL IND														
PAYROLL NUMBER=							RUN DATE=							
-----EMPLOYEE----- WORK LOC JOB JB ACCTG ERROR CODES														
NUMBER	ST	CLS	DATE	CODE	NUMBER	R	ST	PRD	EM	AP	JB	JS	E/U	RLS
=====	==	====	=====	=====	=====	=	==	=====	==	==	==	==	==	==
01-														
02-														
03-														
04-														
05-														
06-														
07-														
08-														
09-														
10-														

Job Labor Transaction Log Table (JLTT)

All labor transactions (JLs) are initially posted to the Job Labor Transaction Log Table (JLTT). As labor transactions are accepted in EZ Doc, they are purged from the JLTT table, leaving only the labor transactions that have been rejected. These rejected labor transactions will display on the JLTT table with a blank (spaces) status until the JLTT Update program is run by ITD. Additionally, a blank status indicates a rejected JL document. Users must record the Document ID Number, to verify the reason for the rejected JL document via the Document Suspense Screen (SUSF).

There are two JLTT Update processes that are performed on demand, at the request of Job Cost Accounting.

1. JLTT Update –

The records on the JLTT tables are compared to the records on the SUSF screen. If a record exists on the JLTT table but not on the SUSF screen, it is assumed that the record should be deleted from the JLTT table. A status of **D** = Delete will be applied to the record on the JLTT table. If a record exists on the SUSF screen with a REJCT or HELD status, a status of **R** or **H** will be applied to the record on the JLTT table.

2. JLTT Delete –

Deletes all records from the JLTT table that are marked **D** = Delete that fall within a specified fiscal year and month.

JOB LABOR TRANSACTION LOG TABLE (JLTT)

ACTION:		SCREEN: JLTT	USERID:	04/30/99	01:12:22 PM	
JOB LABOR TRANSACTION LOG TABLE						
KEY IS TRANS-ID, TRANS-AREA, TRANS-NUM, LINE-NUM						
TRANSACTION		LN	COST	LOAD	ACCTG	TRANS
CODE	AREA NUMBER	NUM	CAT	DATE	PRD	STATUS
====	====	=====	===	----	-----	-----
01-						
02-						
03-						
04-						
05-						
06-						
07-						
08-						
09-						
10-						
11-						
12-						
13-						
14-						

Retrieve Rejected JL Transaction for Correction and/or Deletion

During the Job Cost PTRS Interface to IFS, jobs are posted to the Job Labor Expenditure Batch Input Form (JL) via the Document Suspense (SUSF) screen in IFS. All JL documents are originally scheduled. During the nightly cycle, the JL documents will either accept or reject. Accepted documents will remain on the SUSF screen for two days. Rejected documents must be corrected and passed, or deleted. The subsequent pages contain instructions on correcting, deleting, and processing JL documents. Records that cannot be corrected will have to be entered manually as a Job Labor Expenditure Manual (L1) document.

Users must access the JL document from the Document Suspense (SUSF) screen to determine the reason for the errors. After it is determined how the document should be corrected, users have several options.

- Correct errors that are allowed to be corrected on the JL document and process the document.
- Delete the specific line that is causing the rejection, and process the document. Deleted JL documents lines will purge of the SUSF screen, but will display on the JLTT table.
- Delete the JL document, and reenter the rejected document information as a Job Labor Expenditure Manual (L1) document.

User must print the JL screen of the deleted document(s) to have a reference for processing the L1 document, or request the Detail Labor File by Work Date, IFS.LEF10.LBTRANUM, from Information Technology Division, which will display a record of the deleted records.

To scan for a Job Labor Expenditure Batch (JL) document, start at the Document Suspense screen (SUSF). Enter **S** in the **Action** field, and the "Document ID" format on the selection line (includes Transaction code, Area and the document number you are retrieving).

KEY FIELDS:

1. **Action = S**
2. **Tran = JL**
3. **Area = "Seller's 3-character Area Code"**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: S		SCREEN: SUSF	USERID: JOB9	01/11/99 10:00:32 AM	
FUNCTION:		SECID:			
DOCUMENT			S U S P E N S E		
S	BATCH	DOCUMENT		PROCESS	
E				DAT	
L	TRAN AREA NUMBER	TRAN AREA	NUMBER	STAT APPRV	LAST DATE LAST USER
					(YYMMDD)
		JL	WDF	0712000011	

4. **Document Number = "Eleven-character code" generated by the batch process (MMDDY format plus system-generated number)**

Press **Enter/Right Ctrl**.

Retrieve Rejected JL Transaction for Correction and/or Deletion, continued

Your JL document displays on the first detail line, along with other JL documents listed in alphabetical order by Area Code.

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: R		SCREEN: SUSF	USERID: JOB9	07/13/99	10:00:32 AM			
FUNCTION:		SECID:						
DOCUMENT SUSPENSE								
S	BATCH	DOCUMENT			LAST	LAST	PROCESS	
E	-----	-----	-----	-----	DATE	USER	DAT	
L	TRAN AREA NUMBER	TRAN AREA	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)

	JL	WDF	07129000011	REJCT	0000	990712	OFF-LINE	
	JL	WDF	07129000012	SCHED	0000	990712	OFF-LINE	
	JL	WDF	07129000013	SCHED	0000	990712	OFF-LINE	
	JL	WDF	07129000014	SCHED	0000	990712	OFF-LINE	

To retrieve your JL document at the SUSF screen, type **S** in the **Action** field and place the cursor anywhere on the line of the document number to be scanned.

 KEY FIELDS:

1. **Action = S**
2. Place cursor on the line of the "document" to retrieve

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: S		SCREEN: SUSF	USERID: JOB9	07/13/99	10:00:32 AM			
FUNCTION:		SECID:						
DOCUMENT SUSPENSE								
S	BATCH	DOCUMENT			LAST	LAST	PROCESS	
E	-----	-----	-----	-----	DATE	USER	DAT	
L	TRAN AREA NUMBER	TRAN AREA	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)

	JL	WDF	07129000011	REJCT	0000	990712	OFF-LINE	
	JL	WDF	07129000012	SCHED	0000	990712	OFF-LINE	
	JL	WDF	07129000013	SCHED	0000	990712	OFF-LINE	
	JL	WDF	07129000014	SCHED	0000	990712	OFF-LINE	

Press **Enter/Right Ctrl.**

Retrieve Rejected JL Transaction for Correction and/or Deletion, continued

Your Job Labor Expenditure Batch (JL) document will display, along with the error(s) that caused the rejection.

JOB LABOR EXPENDITURE BATCH INPUT FORM (JL)

FUNCTION:		DOCID: JL WDF 07129000011		07/13/99 01:12:22 PM	
STATUS: REJECT		BATID:		ORG: 001-001 OF 001	
JOB LABOR EXPENDITURE BATCH INPUT FORM					
JL DATE: 07 12 99		ACCT PRD: 02 99		ACTION: E BFY: 00	
COST CAT: IM		PAYROLL NUMBER: 444		DOC TOTAL: 75.59	
JOB SECTION: 1234		PAYROLL SECTION: 1234		CALC DOC TOTAL: 75.59	
FUND: 009		AREA: ABC ORGN: 1234		PROG: 5678 OBJ: 4599	

LN	JOB	CRFT	FUND	AREA	ORGN	PROG	OBJ/SUB	AMOUNT	I/D
01-	01	22	009	ABC	1234	5787	4507 01	14.36	
02-	02	22	009	ABC	1234	5787	4507 01	14.34	
03-	03	12	009	ABC	1234	5785	4507 01	0.85	
04-	04	22	009	ABC	1234	5785	4507 01	5.01	
05-	05	12	009	ABC	1234	5785	4507 01	1.19	
06-	06	12	009	ABC	1234	5785	4507 01	1.18	
07-	07	22	009	ABC	1234	5785	4507 01	16.18	
08-	08	12	009	ABC	1234	5787	4507 01	6.92	
09-	09	22	009	ABC	1234	5787	4507 01	6.62	
10-	10	12	009	ABC	1234	5787	4507 01	2.34	
11-	11	22	009	ABC	1234	5787	4507 01	6.60	

H-C034E-ACCTING PRD>RUN PRD

To maintain the integrity of the batch process, a majority of the fields are protected. Therefore, only five (5) fields may be corrected.

1. JL DATE
2. ACCT PRD
3. BFY
4. DOC TOTAL
5. CRFT

JOB LABOR EXPENDITURE BATCH INPUT FORM (JL)

FUNCTION:		DOCID: JL WDF 07129000011		07/13/99 01:12:22 PM	
STATUS: REJECT		BATID:		ORG: 001-001 OF 001	
JOB LABOR EXPENDITURE BATCH INPUT FORM					
JL DATE: 07 12 99		ACCT PRD: 01 00		ACTION: E BFY: 00	
COST CAT: IM		PAYROLL NUMBER: 444		DOC TOTAL: 75.59	
JOB SECTION: 1234		PAYROLL SECTION: 1234		CALC DOC TOTAL: 75.59	
FUND: 009		AREA: ABC ORGN: 1234		PROG: 5678 OBJ: 4599	

LN	JOB	CRFT	FUND	AREA	ORGN	PROG	OBJ/SUB	AMOUNT	I/D
01-	01	22	009	ABC	1234	5787	4507 01	14.36	
02-	02	22	009	ABC	1234	5787	4507 01	14.34	
03-	03	12	009	ABC	1234	5785	4507 01	0.85	

Retrieve Rejected JL Transaction for Correction and/or Deletion, continued

The JL batch document error message indicates that the accounting period is greater than the run date (**H** indicates that the error is in the Header portion of the document).

JOB LABOR EXPENDITURE BATCH INPUT FORM (JL)

FUNCTION:		DOCID: JL WDF 07129000011		07/13/99 01:12:22 PM	
STATUS: REJCT		BATID:		ORG: 001-001 OF 001	
JOB LABOR EXPENDITURE BATCH INPUT FORM					
JL DATE: 07 12 99		ACCT PRD: 01 99		ACTION: E BFY:00	
COST CAT: IM		PAYROLL NUMBER: 444		DOC TOTAL: 75.59	
JOB SECTION: 1234		PAYROLL SECTION: 1234		CALC DOC TOTAL: 75.59	
FUND: 009		AREA: ABC ORGN: 1234		PROG: 5678 OBJ: 4599	

LN	JOB	CRFT	FUND	AREA	ORGN	PROG	OBJ/SUB	AMOUNT	I/D
01- 01	90500001	22	009	ABC	1234	5787	4507 01	14.36	
02- 02	90500002	22	009	ABC	1234	5787	4507 01	14.34	
03- 03	90500003	12	009	ABC	1234	5785	4507 01	0.85	
04- 04	90520001	22	009	ABC	1234	5785	4507 01	5.01	
05- 05	90520002	12	009	ABC	1234	5785	4507 01	1.19	
06- 06	90520003	12	009	ABC	1234	5785	4507 01	1.18	
07- 07	90520003	22	009	ABC	1234	5785	4507 01	16.18	
08- 08	90540001	12	009	ABC	1234	5787	4507 01	6.92	
09- 09	90540001	22	009	ABC	1234	5787	4507 01	6.62	
10- 10	90540002	12	009	ABC	1234	5787	4507 01	2.34	
11- 11	90540002	22	009	ABC	1234	5787	4507 01	6.60	

H—C034E-ACCTING PRD>RUN PRD

Enter the correct accounting period and edit the JL document. Enter **Q** in the **Function** field and press **Enter/right Ctrl** (or **F2**)

- If the document has no errors, the **Status** field will change to HELD. The document is now ready for processing.
- To process (run) the document, enter **W** in the **Function** field and press **Enter/right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field and press **Enter/right Ctrl** (or **F4**).
- This will take you back to the SUSF screen.

Retrieve Rejected JL Transaction for Correction and/or Deletion, continued

DELETE JL LINES TO PROCESS DOCUMENT

JOB LABOR EXPENDITURE BATCH INPUT FORM (JL)

```

FUNCTION:                DOCID:  JL WDF 07129000011          07/13/99 01:12:22 PM
STATUS:  REJECT         BATID:                ORG:          001-001 OF 001
                        JOB LABOR EXPENDITURE BATCH INPUT FORM

      JL DATE: 07 12 99          ACCT PRD: 01 99          ACTION:  E          BFY:00
COST CAT:  IM              PAYROLL NUMBER: 444          DOC TOTAL:        75.59
JOB SECTION: 1234        PAYROLL SECTION: 1234        CALC DOC TOTAL:    75.59
      FUND: 009              AREA: ABC  ORGN: 1234        PROG: 5678  OBJ: 4599

      LN  JOB              CRFT  FUND  AREA  ORGN  PROG  OBJ/SUB  AMOUNT  I/D
      --  -----
01- 01  90500001         22   009   ABC   1234  5787  4507 01      14.36
02- 02  90500002         22   009   ABC   1234  5787  4507 01      14.34
03- 03  90500003         12   009   ABC   1234  5785  4507 01       0.85
04- 04  90520001         22   009   ABC   1234  5785  4507 01       5.01
05- 05  90520002         12   009   ABC   1234  5785  4507 01       1.19
06- 06  90520003         12   009   ABC   1234  5785  4507 01       1.18
07- 07  90520003         22   009   ABC   1234  5785  4507 01      16.18
08- 08  90540001         12   009   ABC   1234  5787  4507 01       6.92
09- 09  90540001         22   009   ABC   1234  5787  4507 01       6.62
10- 10  90540002         12   009   ABC   1234  5787  4507 01       2.34
11- 11  90540002         22   009   ABC   1234  5787  4507 01       6.60
01-JC72E-JOB SUSPENDED ←-----→ 02-JC72E-JOB SUSPENDED
    
```

The error messages (JC72E-Job Suspended) indicate that lines 01 and 02 job numbers are suspended. If it is not possible to change the status on the Job Status Table (JSTA) to O = Open, it may be necessary to delete lines 01 and 02 for this document to be processed.

JOB LABOR EXPENDITURE BATCH INPUT FORM (JL)

```

FUNCTION:  DL                DOCID:  JL WDF 07129000011          07/13/99 01:12:22 PM
STATUS:  REJECT         BATID:                ORG:          001-001 OF 001
                        JOB LABOR EXPENDITURE BATCH INPUT FORM

      JL DATE: 07 12 99          ACCT PRD: 01 99          ACTION:  E          BFY:00
COST CAT:  IM              PAYROLL NUMBER: 444          DOC TOTAL:        75.59
JOB SECTION: 1234        PAYROLL SECTION: 1234        CALC DOC TOTAL:    75.59
      FUND: 009              AREA: ABC  ORGN: 1234        PROG: 5678  OBJ: 4599

      LN  JOB              CRFT  FUND  AREA  ORGN  PROG  OBJ/SUB  AMOUNT  I/D
      --  -----
01- 01  90500001         22   009   ABC   1234  5787  4507 01      14.36
02- 02  90500002         22   009   ABC   1234  5787  4507 01      14.34
01-JC72E-JOB SUSPENDED                02-JC72E-JOB SUSPENDED
    
```

- Enter **DL** in the **Function** field.
- Using the down arrow key (↓), place your cursor on the line number to be deleted.
- Press **Enter/Right Ctrl**. The line number has deleted.
- Repeat steps for each line to be deleted.

Retrieve Rejected JL Transaction for Correction and/or Deletion, continued

The document is ready to edit.

- Enter **Q** in the **Function** field and press **Enter/right Ctrl** (or **F2**)
- If the document has no errors, the **Status** field will change to HELD. The document is now ready for processing.
- To process (run) the document, enter **W** in the **Function** field and press **Enter/right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field and press **Enter/right Ctrl** (or **F4**).
- This will take you back to the SUSF screen.

DELETE JL TRANSACTION

If the existing error(s) on the JL document cannot be corrected, or the line(s) deleted, it may be necessary to delete the entire transaction and re-enter as an L1 (Job Labor Expenditure Manual) document.

To delete the JL transaction from the SUSF screen, enter **S** in the **Action** field and **Delete** in the **Function** field. Tab to the **SEL** field of your JL transaction and type **X** to indicate the document to be deleted. Press **Enter/right Ctrl**.

KEY FIELDS:

1. **Action = S**
2. **Function = Delete**
3. **SEL = X**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: S		SCREEN: SUSF	USERID: JOB9	07/13/99		10:00:32 AM		
FUNCTION: DELETE		SECID:						
DOCUMENT SUSPENSE								
S	BATCH	DOCUMENT				LAST	LAST	PROCESS
E	---	---	---			DATE	USER	DAT
L	TRAN AREA NUMBER	TRAN AREA	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)
	---	---	---	---	---	---	---	---
X	JL	WDF	07129000011	REJCT	0000	990712	OFF-LINE	
	JL	WDF	07129000012	SCHED	0000	990712	OFF-LINE	
	JL	WDF	07129000013	SCHED	0000	990712	OFF-LINE	
	JL	WDF	07129000014	SCHED	0000	990712	OFF-LINE	

Press **Enter/right Ctrl**.

Retrieve Rejected JL Transaction for Correction and/or Deletion, continued

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: R		SCREEN: SUSF	USERID: JOB9	07/13/99		10:00:32 AM	
FUNCTION:		SECID:					
DOCUMENT SUSPENSE							
S	BATCH	DOCUMENT			LAST	LAST	PROCESS
E	-----	-----	-----		DATE	USER	DAT
L	TRAN AREA NUMBER	TRAN AREA	NUMBER	STAT APPRV	DATE	USER	(YYMMDD)

		JL	WDF 07129000011	DELET 00000	990713	JOB9999	
		JL	WDF 07129000012	SCHED 00000	990712	OFF-LINE	
		JL	WDF 07129000013	SCHED 00000	990712	OFF-LINE	
		JL	WDF 07129000014	SCHED 00000	990712	OFF-LINE	
01-*HS39 DOCUMENT MARKED FOR DELETION							

The message "01-*HS39 Document Marked For Deletion" displays, and the status of your document has changed to DELET.

OR

If working in a document, from the Job Labor Expenditure Batch (JL) document screen, type **D** in the **Function** field and press **Enter/right Ctrl** or (**Shift + F11**) to delete the document.

- KEY FIELD:
- Action = **D**

JOB LABOR EXPENDITURE BATCH INPUT FORM (JL)

FUNCTION: D	DOCID: JL WDF 07129000011	07/13/99	01:12:22 PM						
STATUS: REJCT	BATID:	ORG:	001-001 OF 001						
JOB LABOR EXPENDITURE BATCH INPUT FORM									
JL DATE: 07 12 99	ACCT PRD: 01 99	ACTION: E	BFY:00						
COST CAT: IM	PAYROLL NUMBER: 444	DOC TOTAL:	75.59						
JOB SECTION: 1234	PAYROLL SECTION: 1234	CALC DOC TOTAL:	75.59						
FUND: 009	AREA: ABC ORGN: 1234	PROG: 5678	OBJ: 4599						
LN	JOB	CRFT	FUND	AREA	ORGN	PROG	OBJ/SUB	AMOUNT	I/D
---	-----	---	---	---	---	====	=====	-----	---
01- 01	90500001	22	009	ABC	1234	5787	4507 01	14.36	
02- 02	90500002	22	009	ABC	1234	5787	4507 01	14.34	

Press **Enter/right Ctrl**. The status will change to "HS39-Document Marked For Deletion."

To end out of the document, enter **E** in the **Function** field, and press **Enter/right Ctrl** (or press **F4**). This will take you back to the SUSF screen.

Creation of the L1 (Job Labor Expenditure Manual) Document

Create a Job Labor Expenditure Manual Input Form (L1) document to reenter deleted JL documents or lines that cannot be corrected on the JL document. The **Fund, Area, Program** and **Object** fields will populate from the Job Seller Account Table (JSEL), as a result of a valid edit to the L1 document.

To create a Job Labor Expenditure Manual (L1) document, begin at the Document Suspense screen (SUSF). Enter **S** in the **Action** field, **New** in the **Function** field and the "Document ID" format on the selection line (includes Transaction code, Area and the L1 document number).

KEY FIELDS:

1. **Action = S** 2. **Function = NEW** 3. **Tran = L1**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: **S** SCREEN: SUSF USERID: JOB9 01/11/99 10:00:32 AM
 FUNCTION: **NEW** SECID:

DOCUMENT S U S P E N S E

S	BATCH	DOCUMENT	LAST	LAST	PROCESS
E			DATE	USER	DAT
L	TRAN AREA NUMBER	TRAN AREA NUMBER	STAT	APPRV	(YYMMDD)
		L1 WDF A712000011			

4. **Area = "Seller's 3-character Area Code"** 5. **Document Number = "One-character alpha code prefix plus JL document number"**

Press **Enter/Right Ctrl**.

A blank Job Labor Expenditure Manual Input Form (L1) will display.

JOB LABOR EXPENDITURE MANUAL INPUT FORM (L1)

FUNCTION: DOCID: **L1 WDF A712000011** 04/30/99 01:12:22 PM
 STATUS: BATID: ORG: 001-001 OF 001

JOB LABOR EXPENDITURE MANUAL INPUT FORM

L1 DATE: ACCT PRD: ACTION: BFY:
 COST CAT: PAYROLL NUMBER: DOC TOTAL:
 JOB SECTION: PAYROLL SECTION: CALC DOC TOTAL:
 FUND: AREA: ORGN: PROG: OBJ:

LN	JOB	CRFT	FUND	AREA	ORGN	PROG	OBJ/SUB	AMOUNT	I/D
=====									
01-									
02-									
03-									
04-									
05-									
06-									
07-									
08-									
09-									
10-									
11-									

Creation of the L1 Document, continued

JOB LABOR EXPENDITURE MANUAL INPUT FORM (L1)

FUNCTION:	DOCID: L1 WDF A712000011	04/30/99 01:12:22 PM	
STATUS:	BATID:	ORG: 001-001 OF 001	
JOB LABOR EXPENDITURE MANUAL INPUT FORM			
L1 DATE:	ACCT PRD:	ACTION:	BFY:
COST CAT:	PAYROLL NUMBER:	DOC TOTAL:	
JOB SECTION:	PAYROLL SECTION:	CALC DOC TOTAL:	
FUND:	AREA: ORGN:	PROG:	OBJ:

LN	JOB	CRFT	FUND	AREA	ORGN	PROG	OBJ/SUB	AMOUNT	I/D
01-									
02-									
03-									
04-									
05-									
06-									
07-									
08-									
09-									
10-									
11-									

Enter the following system-required fields.

- L1 DATE** Enter the current "Transaction Date." If left blank, the system will infer the current date.

- COST CAT** Enter the two-character code that represents the Cost Category, associated with the job numbers reported. See page 10 for a complete listing of Cost Category indicators.

- PAYROLL NUMBER** Enter the three-character "Payroll Number" associated with the job numbers reported.

- DOC TOTAL** Enter the total document dollar amount that equals the sum of all job numbers reported (on this document).

- JOB SECTION** Enter the four-character "Job Cost Section Code" responsible for the job numbers reported on this document.

- PAYROLL SECTION** Enter the four-character code that relates to the job numbers listed on this document. Must be valid on the Section Options Table (SECO).

- LN** Enter the two-character code that is associated with the job numbers reported (e.g., 01, 02, 03, etc.). The L1 document allows a maximum of 98 lines.

- JOB** Enter the "Job Number" associated with the labor costs reported. The job number must be valid on the JOBT table and the Job Status must be **O** = Open.

Creation of the L1 Document, continued

AMOUNT Enter the "Amount" that is related to the job number reported. This amount cannot exceed the JBAL table amount.

The document is ready to edit.

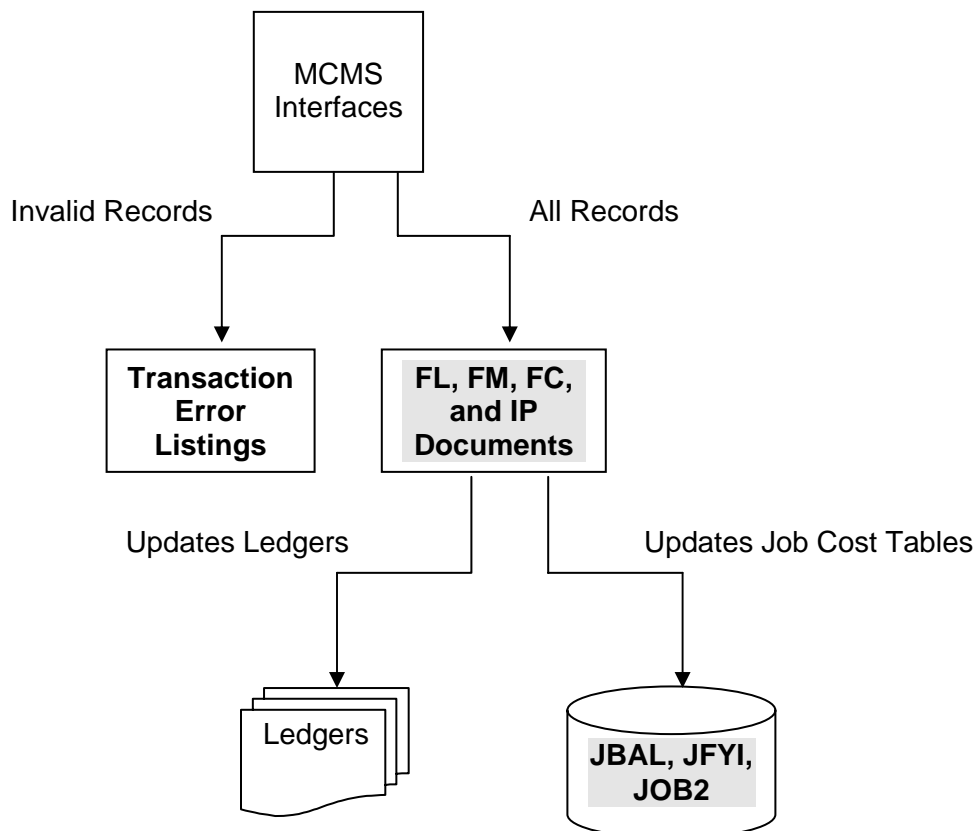
- After all required fields are completed, enter **Q** in the **Function** field and press **Enter/right Ctrl** (or **F2**) to edit the document.
- If the document has no errors, the **Status** field will change to Held. The document is now ready for processing.
- Type **Q** in the **Function** field and press **Enter/right Ctrl** (or **F2**).
- To process (run) the document, enter **W** in the **Function** field and press **Enter/right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field, and press **Enter/right Ctrl** (or press **F4**).
- This will take you back to the SUSF screen.

Original Entry of Materials Data

Materials Description

Materials are entered into the Job Cost Subsystem through the use of standard IFS procurement documents as well as recently developed Job Cost documents. The standard IFS procurement documents are: RX, PC, PD, PG, PV, SR, and OC. The recently developed MCMS interfaces create several materials documents. These documents include the Fuel Document (FL), Fuel Markup Document (FM), Fuel Credit Card Document (FC), and Issue Parts Document (IP). All of the new Job Cost materials documents are intended to be created via batch processes, however they can be entered manually when necessary.

The FL transaction is used to enter the fuel cost (inclusive of tax) associated with a job that has originated in the TRAK system. The FM transaction is used to enter the fuel markup associated with a job that has originated in the TRAK system. The MCMS to IFS Credit Card interface will pass to the IFS system summarized gas credit card information. The fuel costs will be used to create Fuel Credit Card (FC) transactions in the system, which are loaded to the Document Suspense File (SUSF). The Fuel Credit Card process posts all gas credit card costs from the accepted FC documents to the ledgers and updates all relevant tables. The FC will post each cost as an expenditure and update the expenditure amount on the existing IFS and Job Cost tables. The MCMS to IFS Issue Parts interface will pass summarized issue parts information to the IFS system. These parts have been purchased as non-stores inventory and the parts costs need to be applied to a job number. The parts costs will be used to create Issue Parts (IP) transactions in the system, which are loaded to the Document Suspense File (SUSF). The IP transaction is used to enter the value of the parts issued associated with a job that originated in MCMS non-stores inventory.



Original Entry of Materials Data, continued

Materials Tables

The document processor will post all costs from the accepted FL, FM, FC, and IP documents to the ledgers as expenditures and to the seller account line associated with the job and the object code associated with the cost category. It will also update the expenditure amounts in the Job Cost and IFS tables. The transactions will post to the correct contra entries as per the overall accounting model.

Tables Updated by the Determine Job Cost Material Transactions

Table	Name
APPR	Appropriation Table
BBAL	Balance Sheet Account Balance Table
EXPB	Expense Budget Table
JBAL	Job Balance Detail Table
JFYI	Job Fiscal Year Inquiry Table
JOB2	Job Inquiry Table

Tables Referenced by the Determine Job Cost Material Transactions

Table	Name
CRFT	Craft Table
JCCT	Job Cost Category Table
JOBT	Job Table
JSEL	Job Seller Account Table
JSPC	Job Cost System Special Accounts Table
SECO	Section Options Table
SOBJ	Sub Object Table

Materials Transactions Use and Troubleshooting

FL, FM, FC, and IP documents can be entered and modified online even though the intended creation of these documents is through their respective batch programs. Once sent through their respective interfaces, all FM, FL, FC, and IP documents will be on SUSF with either an accepted or rejected status. If a document rejects, users may make the required changes for the system to accept the document.

Manual entry may be necessary when the data sent by MCMS is invalid and cannot be processed by the batch program as accepted documents. The lines causing the rejection would be deleted to allow the materials document to be accepted. Manual entry may also be necessary for clearing costs such as during the year-end process. However, manual entry of the materials documents is the exception.

Original Entry of Materials Data, continued**Determine Job Cost Material Transactions Error Reports**

<i>Document</i>	<i>Report Name & ID</i>	<i>Description</i>
Fuel Cost Transaction (FL)	Error Listing JBTRK02	Used to determine the errors that caused FL documents to reject.
Fuel Markup Transaction (FM)	Error Listing JBTRK02	Used to determine the errors that caused FM documents to reject.
Fuel Credit Card Transaction (FC)	Error Listing FCISSU02	Used to determine the errors that caused FC documents to reject.
Issue Parts Transaction (IP)	Error Listing IPISSU02	Used to determine the errors that caused IP documents to reject.

Creation of the FL (Fuel) Document

Invalid MCMS Fuel Input data may require a manual FL (Fuel) document be processed by the user. Some invalid data may be changed, however, if changes must be made to the underlying tables to correct fuel errors, users must correct the tables and reenter the FL (Fuel) document manually.

To create a Fuel (FL) document, begin at the Document Suspense screen (SUSF). Enter **S** in the **Action** field, **New** in the **Function** field and the "Document ID" format on the selection line (includes Transaction code, Area and the FL document number).

KEY FIELDS:

1. **Action = S** 2. **Function = NEW** 3. **Tran = FL**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: **S** SCREEN: SUSF USERID: JOB9 01/11/99 10:00:32 AM
 FUNCTION: **NEW** SECID:

DOCUMENT S U S P E N S E

S	BATCH	DOCUMENT	STAT	APPRV	LAST DATE	LAST USER	PROCESS DAT
E	---	---	---	---	---	---	---
L	TRAN AREA NUMBER	TRAN AREA NUMBER					(YYMMDD)
		FL WDF B731000029					

4. **Area = "Seller's 3-character Area Code"** 5. **Document Number = "One-character alpha code prefix plus the batch-generated FL document number"**

Press **Enter/Right Ctrl**.

A blank Fuel Document Input Form (FL) will display.

FUEL DOCUMENT INPUT FORM (FL)

FUNCTION: DOCID: **FL WDF B731000029** 04/30/99 01:12:22 PM
 STATUS: BATID: ORG: 001-001 OF 001
 FUEL DOCUMENT INPUT FORM

FL DATE: ACCTG PRD: BUDGET FY:
 ACTION: COMMENTS:

SECTION: SELLER OBJ/SUB: DOCUMENT TOTAL:
 CRAFT: BUDGET OVERRIDE IND: CALC DOC TOTAL:

LN	JOB #	FUND AREA ORGN	PROG	FL TP TX	QUANTITY	I/D	ROAD TAX AMT	I/D
							LINE AMOUNT	I/D
01-								
02-								
03-								

Creation of the FL (Fuel) Document, continued

FUEL DOCUMENT INPUT FORM (FL)

FUNCTION:	DOCID: FL WDF B731000029	04/30/99 01:12:22 PM
STATUS:	BATID:	ORG: 001-001 OF 001
FUEL DOCUMENT INPUT FORM		
FL DATE:	ACCTG PRD:	BUDGET FY:
ACTION:	COMMENTS:	
SECTION:	SELLER OBJ/SUB:	DOCUMENT TOTAL:
CRAFT:	BUDGET OVERRIDE IND:	CALC DOC TOTAL:
LN	JOB #	FUND AREA ORGN PROG
		FL TP TX QUANTITY I/D ROAD TAX AMT I/D
		LINE AMOUNT I/D
01-		
02-		
03-		

Enter the following system-required fields.

FL DATE Enter the current transaction date. If left blank, the system will infer the current date.

SECTION Enter the four-character Section Code responsible for the job numbers reported on this document.

DOCUMENT TOTAL Enter the total document dollar amount that equals the sum of all job numbers reported (on this document).

LN Enter the two-character code that is associated with the job numbers reported (e.g., 01, 02, 03, etc.). The FL document allows for 50 lines.

JOB # Enter the "Job Number" associated with the fuel costs reported. The job number must be valid on the JOBT table and the Job Status must be **O** = Open. This job cannot have an **EM** = Emergency priority.

FL TP Enter the "Fuel Type" of **1** for Gas or **2** for Diesel.

TX Enter **Y** = Yes for taxable or **N** = No for non-taxable.

QUANTITY Enter the "Quantity" that represents the number of gallons (fuel).

ROAD TAX AMT Enter the "Road Tax Amount" if **Y** is displayed on the **TX** field.

LINE AMOUNT Enter the "Line Amount" that represents the fuel cost for the job number listed.

Creation of the FL (Fuel) Document, continued

The document is ready to edit.

- After all required fields are completed, enter **Q** in the **Function** field and press **Enter/right Ctrl** (or **F2**) to edit the document.
- If the document has no errors, the **Status** field will change to Held. The document is now ready for processing.
- Type **Q** in the **Function** field and press **Enter/right Ctrl** (or **F2**).
- To process (run) the document, enter **W** in the **Function** field and press **Enter/right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field, and press **Enter/right Ctrl** (or press **F4**).
- This will take you back to the SUSF screen.

Creation of the FM (Fuel Mark Up) Document

To create a Fuel Mark Up (FM) document, begin at the Document Suspense screen (SUSF). Enter **S** in the **Action** field, **New** in the **Function** field and the "Document ID" format on the selection line (includes Transaction code, Area and the FM document number).

KEY FIELDS:

1. **Action = S**

2. **Function = NEW**

3. **Tran = FM**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: S		SCREEN: SUSF	USERID: JOB9	01/11/99 10:00:32 AM	
FUNCTION: NEW		SECID:			
DOCUMENT			SUSPENSE		
S	BATCH	DOCUMENT		LAST	PROCESS
E	---	---		DATE	DAT
L	TRAN AREA NUMBER	TRAN AREA NUMBER	STAT	APPRV	(YYMMDD)
	---	---	---	---	---
	FM	WDF	C811000030		

4. **Area = "Seller's 3-character Area Code"**

5. **Document Number = "One-character alpha code prefix plus the batch-generated FM document number"**

Press **Enter/Right Ctrl**.

A blank Fuel Mark Up Document Input Form (FM) will display.

FUEL MARK UP DOCUMENT INPUT FORM (FM)

FUNCTION:	DOCID: FM WDF C811000030	04/30/99 01:12:22 PM					
STATUS:	BATID:	ORG: 001-001 OF 001					
FUEL MARK UP DOCUMENT INPUT FORM							
FM DATE:	ACCTG PRD:	BUDGET FY:					
ACTION:	COMMENTS:						
SECTION:	SELLER OBJ/SUB:	DOCUMENT TOTAL:					
CRAFT:	BUDGET OVERRIDE IND:	CALC DOC TOTAL:					
LN	JOB #	FUND AREA ORGN PROG	FL	TP TX QUANTITY	I/D	DOLLAR AMT	I/D
---	---	---	---	---	---	---	---
						MARKUP PCT	I/D
						---	---
01-							
02-							
03-							

Creation of the FM (Fuel Mark Up) Document, continued

FUEL MARK UP DOCUMENT INPUT FORM (FM)

FUNCTION:	DOCID: FM WDF C811000030	04/30/99 01:12:22 PM
STATUS:	BATID:	ORG: 001-001 OF 001
FUEL MARK UP DOCUMENT INPUT FORM		
FM DATE:	ACCTG PRD:	BUDGET FY:
ACTION:	COMMENTS:	
SECTION:	SELLER OBJ/SUB:	DOCUMENT TOTAL:
CRAFT:	BUDGET OVERRIDE IND:	CALC DOC TOTAL:

LN	JOB #	FUND AREA	ORGN	PROG	FL TP	TX	QUANTITY	I/D	DOLLAR AMT	I/D
									MARKUP PCT	I/D
01-										
02-										
03-										

Enter the following system-required fields.

- FM DATE** Enter the current transaction date. If left blank, the system will infer the current date.
- SECTION** Enter the four-character Section Code that represents the job numbers reported on this document.
- DOCUMENT TOTAL** Enter the total document dollar amount that equals the sum of all job numbers reported (on this document).
- LN** Enter the two-character code that is associated with the job numbers reported (e.g., 01, 02, 03, etc.). The FM document allows for 50 lines.
- JOB #** Enter the "Job Number" associated with the fuel costs reported. The job number must be valid on the JOBT table and the Job Status must be **O** = Open. This job cannot have an **EM** = Emergency priority.
- FL TP** Enter the "Fuel Type" of **1** for Gas or **2** for Diesel.
- TX** Enter **Y** = Yes for taxable or **N** = No for non-taxable.
- QUANTITY** Enter the "Quantity" that represents the number of gallons (fuel).
- DOLLAR AMOUNT** Enter the "Dollar Amount" that represents the fuel cost for the job number listed.
- MARKUP PCT** Enter the "Markup Percentage" of the fuel cost for the job listed.

Creation of the FM (Fuel Mark Up) Document, continued

The document is ready to edit.

- After all required fields are completed, enter **Q** in the **Function** field and press **Enter/right Ctrl** (or **F2**) to edit the document.
- If the document has no errors, the **Status** field will change to Held. The document is now ready for processing.
- Type **Q** in the **Function** field and press **Enter/right Ctrl** (or **F2**).
- To process (run) the document, enter **W** in the **Function** field and press **Enter/right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field, and press **Enter/right Ctrl** (or press **F4**).
- This will take you back to the SUSF screen.

Creation of the FC (Fuel Credit Card) Document

To create a Fuel Credit Card (FC) document, begin at the Document Suspense screen (SUSF). Enter **S** in the **Action** field, **New** in the **Function** field and the "Document ID" format on the selection line (includes Transaction code, Area and the FC document number).

KEY FIELDS:

1. **Action = S**

2. **Function = NEW**

3. **Tran = FC**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: S		SCREEN: SUSF	USERID: JOB9	01/11/99 10:00:32 AM	
FUNCTION: NEW		SECID:			
DOCUMENT			SUSPENSE		
S	BATCH	DOCUMENT		LAST	LAST
E	---	---		DATE	USER
L	TRAN AREA NUMBER	TRAN AREA NUMBER	STAT	APPRV	DATE
	---	---	---	---	---
		FC WDF D904000088			
					PROCESS
					DAT
					(YYMMDD)

4. **Area = "Seller's 3-character Area Code"**

5. **Document Number = "One-character alpha code prefix plus the batch-generated FC document number"**

Press **Enter/Right Ctrl**.

A blank Fuel Credit Card Document Input Form (FC) will display.

FUEL CREDIT CARD DOCUMENT INPUT FORM (FC)

FUNCTION:	DOCID: FC WDF D904000088	04/30/99 01:12:22 PM
STATUS:	BATID:	ORG: 001-001 OF 001
FUEL CREDIT CARD DOCUMENT INPUT FORM		
FC DATE:	ACCTG PRD:	BUDGET FY:
ACTION:	COMMENTS:	
SECTION:	SELLER OBJ/SUB:	DOCUMENT TOTAL:
CRAFT:	BUDGET OVERRIDE IND:	CALC DOC TOTAL:
LN	JOB #	FUND AREA ORGN PROG
---	---	---
01-		
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		

Creation of the FC (Fuel Credit Card) Document, continued

FUEL CREDIT CARD DOCUMENT INPUT FORM (FC)

FUNCTION:	DOCID: FC WDF D904000088	04/30/99 01:12:22 PM					
STATUS:	BATID:	ORG: 001-001 OF 001					
FUEL CREDIT CARD DOCUMENT INPUT FORM							
FC DATE:	ACCTG PRD:	BUDGET FY:					
ACTION:	COMMENTS:						
SECTION:	SELLER OBJ/SUB:	DOCUMENT TOTAL:					
CRAFT:	BUDGET OVERRIDE IND:	CALC DOC TOTAL:					
LN	JOB #	FUND	AREA	ORGN	PROG	AMOUNT	I/D
01-							
02-							
03-							
04-							
05-							
06-							
07-							
08-							
09-							
10-							

Enter the following system-required fields.

- FC DATE** Enter the current transaction date. If left blank, the system will infer the current date.
- SECTION** Enter the four-character Job Cost Section Code that represents the job numbers reported on this document.
- DOCUMENT TOTAL** Enter the total document dollar amount that equals the sum of all job numbers reported (on this document).
- LN** Enter the two-character code that is associated with the job numbers reported (e.g., 01, 02, 03, etc.). The FC document allows a maximum of 50 lines.
- JOB #** Enter the "Job Number" associated with the Fuel Credit Card costs reported. The job number must be valid on the JOBT table and the Job Status must be **O** = Open. This job cannot have an **EM** = Emergency priority.
- AMOUNT** Enter the "Dollar Amount" that represents the Fuel Credit Card costs for the job number listed.

The document is ready to edit.

- After all required fields are completed, enter **Q** in the **Function** field and press **Enter/right Ctrl (or F2)** to edit the document.
- If the document has no errors, the **Status** field will change to Held. The document is now ready for processing.
- Type **Q** in the **Function** field and press **Enter/right Ctrl (or F2)**.
- To process (run) the document, enter **W** in the **Function** field and press **Enter/right Ctrl (or F1)**.

Creation of the FC (Fuel Credit Card) Document, continued

- To end out of the document, enter **E** in the **Function** field, and press **Enter/right Ctrl** (or press **F4**).
- This will take you back to the SUSF screen.

Creation of the IP (Issue Parts) Document

To create a Issue Parts (IP) document, begin at the Document Suspense screen (SUSF). Enter **S** in the **Action** field, **New** in the **Function** field and the "Document ID" format on the selection line (includes Transaction code, Area and the FC document number).

KEY FIELDS:

1. **Action = S**

2. **Function = NEW**

3. **Tran = IP**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: S		SCREEN: SUSF	USERID: JOB9	01/11/99 10:00:32 AM	
FUNCTION: NEW		SECID:			
DOCUMENT			SUSPENSE		
S	BATCH	DOCUMENT		LAST	LAST
E	-----	-----		DATE	USER
L	TRAN AREA NUMBER	TRAN AREA NUMBER	STAT	APPRV	DATE
	-----	-----			-----
		IP WDF A5230000199			
					PROCESS
					DAT
					(YYMMDD)

4. **Area = "Seller's 3-character Area Code"**

5. **Document Number = "One-character alpha code prefix plus the batch-generated IP document number"**

Press **Enter/Right Ctrl**.

A blank Issue Parts Document Input Form (IP) will display.

ISSUE PARTS DOCUMENT INPUT FORM (IP)

FUNCTION:	DOCID: IP WDF A5230000199	04/30/99 01:12:22 PM
STATUS:	BATID:	ORG: 001-001 OF 001
ISSUE PARTS DOCUMENT INPUT FORM		
IP DATE:	ACCTG PRD:	BUDGET FY:
ACTION:	COMMENTS:	
SECTION:	SELLER OBJ/SUB:	DOCUMENT TOTAL:
CRAFT:	BUDGET OVERRIDE IND:	CALC DOC TOTAL:
LN	JOB #	FUND AREA ORGN PROG
---	-----	-----
AMOUNT	I/D	
01-		
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		

Creation of the IP (Issue Parts) Document, continued

ISSUE PARTS DOCUMENT INPUT FORM (IP)

FUNCTION:	DOCID: IP WDF A5230000199	04/30/99 01:12:22 PM					
STATUS:	BATID:	ORG: 001-001 OF 001					
ISSUE PARTS DOCUMENT INPUT FORM							
IP DATE:	ACCTG PRD:	BUDGET FY:					
ACTION:	COMMENTS:						
SECTION:	SELLER OBJ/SUB:	DOCUMENT TOTAL:					
CRAFT:	BUDGET OVERRIDE IND:	CALC DOC TOTAL:					
LN	JOB #	FUND	AREA	ORGN	PROG	AMOUNT	I/D
01-							
02-							
03-							
04-							
05-							
06-							
07-							
08-							
09-							
10-							

Enter the following system-required fields.

- IP DATE** Enter the current transaction date. If left blank, the system will infer the current date.
- SECTION** Enter the four-character Section Code that represents the job numbers reported on this document.
- DOCUMENT TOTAL** Enter the total document dollar amount that equals the sum of all job numbers reported (on this document).
- LN** Enter the two-character code that is associated with the job numbers reported (e.g., 01, 02, 03, etc.). The IP document allows for 50 lines.
- JOB #** Enter the "Job Number" associated with the issued parts costs reported. The job number must be valid on the JOBT table and the Job Status must be **O** = Open. This job cannot have an **EM** = Emergency priority.
- AMOUNT** Enter the "Dollar Amount" that represents the issued parts costs for the job number listed.

The document is ready to edit.

- After all required fields are completed, enter **Q** in the **Function** field and press **Enter/right Ctrl (or F2)** to edit the document.
- If the document has no errors, the **Status** field will change to Held. The document is now ready for processing.
- Type **Q** in the **Function** field and press **Enter/right Ctrl (or F2)**.

Creation of the IP (Issue Parts) Document, continued

- To process (run) the document, enter **W** in the **Function** field and press **Enter/right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field, and press **Enter/right Ctrl** (or press **F4**).
- This will take you back to the SUSF screen.

Original Entry of Indirect Cost Recovery Data

Indirect Cost Recovery Description

The Indirect Cost Recovery Process attaches any applicable indirect recovery costs to a job based on its material-related expenditures. These recovery costs consist of materials, fringe benefits, and labor components. The recovery cost amounts will be used to create Materials (Based) Indirect Recovery Cost (MI) transactions in IFS, which are posted to the Document Suspense File (SUSF). The MI document is intended to be created from the offline batch process although it can be entered manually. Accepted MI documents will post indirect recovery costs as expenditures (account type 22) to the ledgers.

Indirect Cost Recovery Tables

The MI will update the Job Cost ledgers as well as the following tables to reflect the addition of the indirect recovery costs:

Tables Updated by the Indirect Cost Recovery Transaction

<i>Table</i>	<i>Name</i>
APPR	Appropriation Table
EXPB	Expense Budget Table
JBAL	Job Balance Detail Table
JFYI	Job Fiscal Year Inquiry Table
JOB2	Job Inquiry Table

Tables Referenced by the Indirect Cost Recovery Transaction

<i>Table</i>	<i>Name</i>
CRFT	Craft Table
JCCT	Job Cost Category Table
JOBT	Job Table
JSEL	Job Cost Seller Line Table
SECO	Section Options Table

Indirect Cost Recovery Transaction Use and Troubleshooting

Job Cost Accounting users are able to review and correct any MI documents that are rejected after normal offline document processing has been executed. New MI documents may be entered whenever the batch processor has not processed job expenditure transactions that require the attachment of indirect recovery costs or whenever a MI document cannot be accepted because of an invalid entry(ies). In the second case, Job Cost Accounting must correct the entry within the original document or copy the invalid entry into a new document to allow the first document to be accepted.

Manual entry may also be required if a job was originally indicated as eligible for indirect costs but was modified to be ineligible. In this case, either an MI document or a Job Cost Journal Voucher Document (JZ) (described in the Allocate & Bill User Guide) can be used to enter the manually calculated amounts into IFS. The MI document can only be used to reverse indirect cost charges. It may be more efficient to use the JZ for the reversal of indirect costs, non-productive, and fringe benefit costs if the need arises.

Creation of the MI Document, continued

MATERIALS (BASED) INDIRECT RECOVERY COSTS INPUT FORM (MI)

FUNCTION:	DOCID: MI WDF A704000088	07/30/99 01:12:22 PM
STATUS:	BATID:	ORG: 001-001 OF 001
MATERIALS (BASED) INDIRECT RECOVERY COSTS INPUT FORM		
MI DATE:	ACCTG PRD:	BUDGET FY:
COMMENTS:	DOCUMENT TOTAL:	
SECTION:	COST CAT:	CALC DOC TOTAL:
	SELLER OBJ/SUB:	CONTRA OBJ:

LN	JOB NUM	FUND	AREA	ORGN	CRAFT	PROG	AMOUNT	I/D
----	-----	----	----	----	-----	----	-----	---
01-								
02-								
03-								
04-								
05-								
06-								
07-								
08-								
09-								
10-								
11-								

Enter the following system-required fields.

- MI DATE** Enter the current transaction date. If left blank, the system will infer the current date.
- DOCUMENT TOTAL** Enter the total document dollar amount that equals the sum of all job numbers reported (on this document).
- SECTION** Enter the four-character Section Code that represents the job numbers reported on this document.
- COST CAT** Enter the two-character code that represents the Cost Category, associated with the job numbers reported. See page 10 for a complete listing of Cost Category indicators.
- LN** Enter the two-character code that is associated with the job numbers reported (e.g., 01, 02, 03, etc.). The MI document allows for 50 lines.
- JOB NUM** Enter the "Job Number" associated with the material (based) indirect recovery costs reported. The job number must be valid on the JOBT table and the Job Status must be **O** = Open. This job cannot have an **EM** = Emergency priority.
- AMOUNT** Enter the "Dollar Amount" that represents the material (based) indirect recovery costs for the job number listed.

The document is ready to edit.

- After all required fields are completed, enter **Q** in the **Function** field and press **Enter/right Ctrl (or F2)** to edit the document.

Creation of the MI Document, continued

- If the document has no errors, the **Status** field will change to Held. The document is now ready for processing.
- Type **Q** in the **Function** field and press **Enter/right Ctrl** (or **F2**).
- To process (run) the document, enter **W** in the **Function** field and press **Enter/right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field, and press **Enter/right Ctrl** (or press **F4**).
- This will take you back to the SUSF screen.

Category 2: Transfers and Adjustments

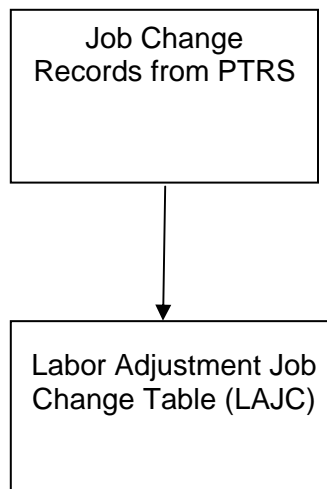
Category 1 allows the entry of original job charges to be entered in the Job Cost Subsystem. These charges include Labor, Materials, and Indirect Costs. Many of the job charges are entered via system interfaces and batch processes. However, user intervention is required to correct rejected transactions. Upon successful acceptance of the job charges in IFS, charges are processed in the form of transfers or adjustments.

Category 2 provides instructions for making transfers and adjustments to job charges posted to the seller account(s) before and after charges have been billed to the buyer account(s). Very similar to Category 1, Category 2 contains both batch created and manual created documents. Category 2 consists of various methods and transaction types to make transfers and adjustments. The type of changes determines the method and transaction type to use.

- **Labor Adjustment Job Change Table (LAJC)**
 - Table utilized to store all records from an Adjustment Payroll run where the adjustment is due solely to a job number change. Users will release the records and allow the data to be processed.
- **Holding Job Transfer (JH) – Strictly Batch**
 - The Holding Job Transfer transaction is used to transfer accumulated job charges residing in a holding job to other jobs. Additionally, Adult School Distributions are transferred from a regular school job to an adult school job.
- **Job To Job Transfer (JJ) – Strictly Manual**
 - The Job To Job Transfer transaction transfers non-labor expenditures from one job to another when the From Job is not a Holding Job or a Materials Transfer Job.
- **Job Material Transfer (JM) – Strictly Manual**
 - The Job Material Transfer transaction transfers material costs from a Materials Type (MT) job to another job.
- **Job Transfer (JT) – Strictly Batch**
 - The Job Transfer transaction transfers expenditures from an existing seller accounting line to a new seller accounting line within the same job number.
- **Job Cost Journal Voucher (JZ) – Strictly Manual**
 - The Job Cost Journal Voucher transaction transfers Job Cost related adjustment expenditures for Charged Amounts and Billed Amounts.

Labor Adjustment Job Change Table (LAJC)

Job Cost Adjustment Payroll records, where the adjustment is solely due to a job number change, are logged on the Labor Adjustment Job Change Table. As “Job Cost Payroll Adjustment Job Number Changes” occur, the LAJC table is updated in order to adjust Job Cost tables and ledgers. Users must release the records displayed on the LAJC table for processing in the PTRS to IFS Interface run. Only an action of ‘C’ is allowed on the LAJC table.



Job charge labor adjustments process through the Job Cost PTRS to IFS Interface (reference page 15 in this User Guide to view the complete flowchart). Job costs posted as a result of a job number change, credits the original job number postings and debits the new job number postings.

Labor Adjustment Job Change Table (LAJC), continued

LABOR ADJUSTMENT JOB CHANGE TABLE

ACTION:		SCREEN:	USERID:	08/02/99 01:12:22 PM						
H- LABOR ADJUSTMENT JOB CHANGE TABLE										
KEY IS PAYROLL NUMBER, RUN DATE, EMPLOYEE NUMBER, EMPLOYEE STATUS, EMPLOYEE CLASS, WORK DATE, LOCATION CODE, JOB NUMBER AND REVERSAL IND										
PAYROLL NUMBER=				RUN DATE=						
-----EMPLOYEE-----	WORK	LOC	JOB	REG	OT	MLS	MLS			
NUMBER	ST CLS	DATE	CODE	NUMBER	R	HRS	HRS	MLS	IND	TL RLS
=====	==	=====	=====	=====	=	-----	-----	-----	---	---
01-										
02-										
03-										
04-										
05-										
06-										
07-										
08-										
09-										
10-										
11-										

To release labor records displayed on the LAJC table, enter **C** in the **Action** field, **Y** in the Release **"RLS"** field of the record to be released and press **Enter/Right Ctrl**. The message "All Lines Changed" will appear. The Labor Adjustment Batch program will process information successfully added to the LAJC table. For detailed field descriptions, refer to the IFS Job Cost Subsystem User Reference Manual.

Holding Job Transfer (JH)

Holding Job Transfer Description

The Holding Job process allows the transfer of expenditures from a holding job to non-holding, receiving jobs. Additionally, it allows the transfer of job costs, associated with Adult School Organizations, from the Regular School Organization to the Adult School Organization. The Holding Job Transfer document (JH) is strictly a batch created document generated by a weekly batch process that reads the Holding Job To Job Transfer Header and Holding Job To Job Transfer Line Tables. The Holding Job Batch process will generate JH documents for Standing and Special Holding jobs. **A Special or Standing job must be created in IFS, with a Job Type of 'HD' Holding, and a Billing Type of 'N' Non Billable in order for the Holding Job batch process to effectively transfer charges.** Refer to the Initiate Job User Guide for instructions on creating Special and Standing jobs.

A holding job is eligible for Non-Productive, Fringe Benefit, and Indirect costs. The receiving jobs that are associated with the holding job should have the same cost eligibilities as the holding job. Receiving jobs are allocated costs from each object and sub object identified on the Job Balance Detail table (JBAL) for the holding job. When successfully processed in IFS all Holding Job Transfer (JH) documents will reduce the charged amount for the holding job and increase the charged amount for the receiving job. Holding Job Transfers can only be made to receiving jobs that are in the same section as the holding job.

The holding job is used mainly as an operational convenience when the recording of costs to the actual job(s) is difficult. For example, in Design and Inspection the same inspector could be inspecting several sites which encompasses various jobs during a workday.

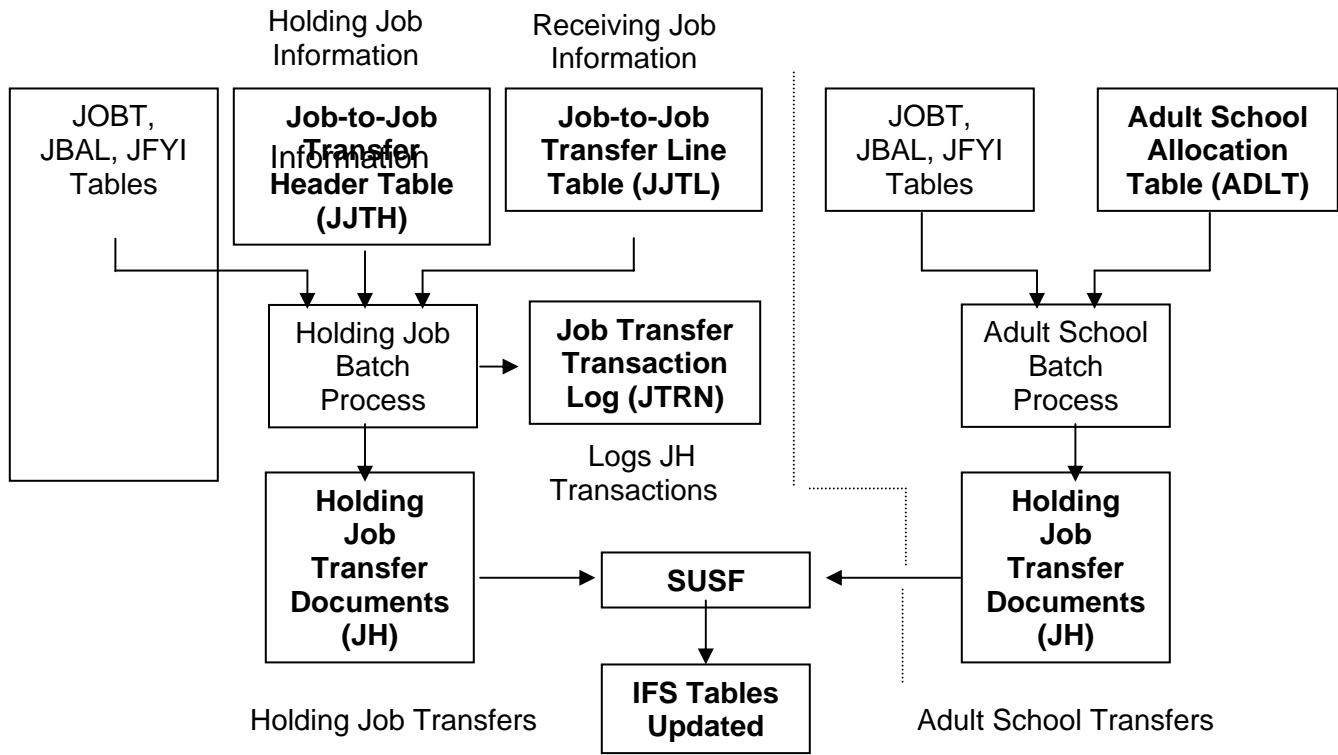
Users cannot specify the absolute amount to be transferred. The allocation of charges from a holding job to receiving jobs is expressed in percentage terms. The system will use the percentage specified for each receiving job to arrive at the amount that will be transferred to the receiving job. The Holding Job Transfer process distributes the costs as the charges accumulate in the holding job.

Adult School allocation occurs for standing jobs entered through both the Job Control Input form (JB) and the Job Multi-Organization Initiation Table (JMOT) process. The Adult School Distribution Indicator on the Job Table (JOBT) denotes those jobs eligible to distribute a certain percentage of costs to associated Adult School Organizations. Adult Schools are linked to Regular Schools through the Adult School Allocation Entry Table (ADLE) and the Adult School Allocation Table (ADLT). The batch process that distributes job charges for Adult Schools is on demand. The process can be run multiple times throughout the fiscal year because the transfers are based on incremental changes, which avoids the problem of duplicate charges to the Adult School Organizations.

The Holding Job Batch process updates the Job Transaction Log Table (JTRN) and the Document Suspense Screen (SUSF). The JTRN table contains the From Jobs (holding jobs) and the corresponding Transaction IDs of all Holding Job transfer documents that are created as a result of the batch process. Holding Job Transfers are posted to SUSF as scheduled, during the nightly cycle they will either receive a status of accept or reject. Users must access the rejected documents from SUSF to determine the errors for resolution. Once errors are resolved an on-demand batch run will update the JTRN table. The JTRN table is a system maintained table, therefore, Add, Change or Delete actions are not allowed.

Holding Job Transfer (JH), continued

The chart displayed below depicts an overview of the Holding Job Transfers' transactions and tables, and their relationship.



Holding Job Transfer (JH), continued

Holding Job Transfer Tables

Holding job information is entered on the Job to Job Header (JJTH) table. The JJTH table is used to transfer charges from a holding job. It stores information about the holding job and the transfer amount. Receiving job information is entered on the Job to Job Transfer Line (JJTL) Table. Users must indicate on JJTH when the transfer should process by entering a 'T' (Transfer) in the **Transfer Ind** field. Holding job information may be entered on the JJTH and JJTL tables regardless of whether the transfer is ready for processing. However, the **Transfer Ind** field cannot be populated until 100% is identified on the **Transfer % From JJTL** field on the JJTH table. An off-line transfer batch process will read the JJTH/JJTL tables, calculate the transfer amounts and create Holding Job Transfer (JH) documents.

The JH document posts expenditures to the receiving jobs indicated on JJTL and reverse expenditures for the From job (holding job). The JH document also updates the appropriate Job Cost and IFS budget tables with the change in expenditures.

Tables Updated by the Holding Job/Adult School Transfer Transaction

<i>Table</i>	<i>Name</i>
APPR	Appropriation Table
EXPB	Expense Budget Table
JBAL	Job Balance Detail Table
JFYI	Job Fiscal Year Inquiry Table
JOB2	Job Inquiry Table
JTRN	Job Transfer Transaction Log

Tables Referenced by the Holding Job/Adult School Transfer Transaction

<i>Table</i>	<i>Name</i>
JBAL	Job Balance Detail Table
JCCT	Job Cost Category Table
JFYI	Job Fiscal Year Inquiry Table
JOBT	Job Table
JSEL	Job Seller Account Table
SECO	Section Options Table

Once the JH document is created, it is posted to the Document Suspense Table (SUSF) as SCHED and the Job Transfer Transaction Log Table (JTRN). The Scheduled Holding Job Transfer Process updates the Job Transfer Transaction Log Table (JTRN) for initial postings only. To update the JTRN table to reflect corrections or to purge entries is an on-demand process. Users must request the Holding Job Transfer Process to be run. Holding From Jobs on the JJTH and JJTL tables that reference several To Jobs on the JJTL table will remain in the system until all To Lines have been transferred. The JH transaction will post the Accept Date on the JTRN table for the corresponding FY, From Job and Transaction ID, if the transaction exists on the JTRN table.

Holding Job Transfer Process

HOLDING JOB TRANSFER PROCESS

1. Set up a Holding Job:

A holding job number must be created in the system to allow charges to incur. Create either a Special or Standing job with a Job Type of 'HD.' The Holding job type edit requires a seller to be identified, however, it disallows the entering of buyer information. Reference the Initiate Job process to create Special or Standing jobs.

2. Set up the Holding Job To Job Transfer Header (JJTH) and Holding Job To Job Transfer Lines (JJTL):

3. Access the JJTH and JJTL tables from the General Messages Screen (GMSS), or from any table in IFS.

GENERAL MESSAGES SCREEN (GMSS)

ACTION: N SCREEN: JJTH 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
<hr/> 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 Holding Job To Job Transfer Header Table (JJTH), enter **N** in the **ACTION** field, **JJTH** in the **SCREEN** field, and press **Enter/Right Ctrl**.

Holding Job Transfer Process, continued

HOLDING JOB TO JOB TRANSFER HEADER TABLE (JJTH)

ACTION:	SCREEN:	JJTH	USERID:	08/02/99 01:12:22 PM
HOLDING JOB TO JOB TRANSFER HEADER				
KEY IS FISC YEAR, FROM JOB NUMBER				
FY=	FROM JOB NUMBER=			-
TRANSFER IND	:			
ONE-TIME TRANSFER	:			
TRANSFER % FROM JJTL	:			
CHARGES FROM JFYI	:			
ELIGIBLE FOR INDIRECT	:			
ELIGIBLE FOR NON PRODUCTIVE	:			
ELIGIBLE FOR FRINGE	:			

- The JJTH table has a One-Time Transfer Indicator to facilitate identical periodic transfers. If the indicator is set to 'Y', the system will delete table entries after the related transfer documents are created and accepted. If it is set to 'N', the entry is kept on the table for future use. Add, Change and Delete actions are allowed. The user may change or delete an entry on JJTH only if the Transfer Indicator does not = 'P' (Processed) or 'T' (Transfer). When a JJTH entry is deleted, all the corresponding JJTL entries are deleted as well.
- After the holding jobs have been established, users must manually calculate a distribution percentage either before the expenditures have posted, based on the estimates calculated by the users, or after, based on the user's records, to distribute amounts to their correct job numbers. This percentage distribution must be entered on the job transfer table JJTL.
- The Holding Job Transfer Line (JJTL) table is used to store information about the jobs to which expenditures are transferred. Records can be added to JJTL only after the corresponding header record has added on JJTH. More than one receiving job can be entered for a From Job. The transfer has to be expressed as a percentage of the JFYI Charged Amount. The percentages all should add up to 100 before a transfer can be processed.
- Each percentage is interpreted as the share of the JFYI Charged Amount that will be allocated to the respective receiving job. The allocation by object/sub object to each receiving job will be done using the From Job's JBAL breakdown of charges by object/sub object. Add, Change and Delete is permitted. The Transfer Indicator on the header table, JJTH, will control all these actions. If the Transfer Indicator is 'T' or 'P' these actions will not be allowed.

4. Manual Entry on the JJTH Table:

After the percentages have been established and the transfer is ready for processing, the user manually enters a 'T' in the **Transfer Ind** field, on the JJTH table. (The **Transfer % From JJTL** field must equal 100, otherwise the system will not accept 'T'.)

Enter the required fields.

Action: Enter **A**.

FY= Enter the "two-digit fiscal year" (e.g., **00**).

From Job Number= Enter the Job Number that represents the charges to be transferred from.

Holding Job Transfer Process, continued

One Time Transfer Enter either 'N' No, to indicate this transfer will only be used one time to transfer charges, or 'Y' Yes to indicate this transfer will be used to transfer charges various times. Generally, if there are numerous To Job Numbers that apply to a From Job Number, a 'Y' should be entered in this field.

Press **Enter/Right Ctrl**

The message "All Lines Added" will display

Enter 'N' in the Action field and JJTL in the Screen field and press **Enter/Right Ctrl** to complete the Job To Job Transfer Line (JJTL) screen.

5. Manual Entry on the JJTL Table:

After successfully adding the JJTH table to IFS, users must complete the JJTL table(s).

HOLDING JOB TO JOB TRANSFER LINE TABLE (JJTL)

ACTION: SCREEN: JJTL USERID:		08/02/99 01:12:22 PM
HOLDING JOB TO JOB TRANSFER LINE		
KEY IS FY, FROM JOB NUMBER, TO JOB NUMBER		
FISC YEAR=	FROM JOB NUMBER=	-
	TOTAL % :	
TO JOB	&	
=====	---	
01-		
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		
12-		

Enter the required fields.

Action: Enter **A**.

Fisc Year= Enter the "two-digit fiscal year" (e.g., **00**).

From Job Number= Enter the From Job Number, identified on the JJTH screen, that represents the job the charges will be transferred from.

To Job Enter the To Job Number that represents the job the charges will be transferred to.

Holding Job Transfer Process, continued

% Enter the percentage of the From Job that will be transferred to the To Job.

Press **Enter/Right Ctrl.**

The message "All Lines Added" will display.

After the total of all To Jobs equal 100% of the From Job, users must return to the JJTH screen to complete the Transfer Indicator field.

HOLDING JOB TO JOB TRANSFER HEADER TABLE (JJTH)

ACTION:	SCREEN: JJTH USERID:	08/02/99 01:12:22 PM
HOLDING JOB TO JOB TRANSFER HEADER		
KEY IS FISC YEAR, FROM JOB NUMBER		
FY=	FROM JOB NUMBER=	-
TRANSFER IND	:	
ONE-TIME TRANSFER	:	
TRANSFER % FROM JJTL	:	
CHARGES FROM JFYI	:	
ELIGIBLE FOR INDIRECT	:	
ELIGIBLE FOR NON PRODUCTIVE	:	
ELIGIBLE FOR FRINGE	:	

Transfer Ind: After completing the JJTL table, enter C in the Action field, T in the **Transfer Ind** field, and press **Enter/Right Ctrl.** T indicates that this Holding Job is ready for processing. **(The total of all Transfer % From JJTL field must = 100)**

The message "All Lines Changed" will display.

After the JJTH and JJTL screens have been successfully added to the system, the Holding Job Batch Program will create Holding Jobs (JH) documents to transfer charges.

ADULT ORGANIZATION ALLOCATION

The Holding Job batch process automatically distributes costs associated with adult schools to the appropriate Job Seller Accounting Line. A Standing job must exist with the job number in the format of a four-character job prefix and the regular school organization code. The Holding Job Batch process combines the four-character job prefix from the Standing job number and the organization code of the adult school displayed on the Adult School Allocation Table (ADLT) to establish the adult school distribution job number.

The Holding Job Batch process searches the Job Table (JOBT) for records that indicate charges should be allocated to an adult school. The batch process creates JH documents for the identified records. An accepted JH document transfers a percentage of the charges from the original organization seller accounting line to the appropriate adult school seller accounting line.

Holding Job Transfer Process, continued

HOLDING JOB TRANSFER (JH)

The Holding Job Transfer Input Form (JH) is used to transfer expenditures from a holding job to receiving jobs. The JH document is created and added to the Document Suspense Screen (SUSF) by the Holding Job offline batch process. The Holding Job offline batch process creates JH documents after reading the JJTH and JJTL tables.

The Holding Job offline batch process also creates JH documents from Standing jobs for Adult Organization distributions. It searches the Job Table (JOBT) for an **ADLT SCHL DIST** indicator of **Y**. The Standing job number must consist of a job prefix (four characters) and the organization code of the regular organization which represents the From Job. The job prefix of the Standing From Job and the organization code of the adult organization displayed on the Adult School Allocation Table (ADLT) are combined to create an eight-character To Job number for posting charges.

The following three fields can be changed on the JH document:

- **Acct Prd**
- **BFY**
- **Comments**

HOLDING JOB TRANSFER INPUT FORM (JH)

FUNCTION:	DOCID: JH WDF A0000000211	07/06/99 01:12:22 PM						
STATUS:	BATID:	ORG: 001-001 OF 001						
HOLDING JOB TRANSFER INPUT FORM								
JH DATE:	ACCT PRD:	BFY:	A/H:	PROG:				
FROM JOB:	FUND:	AREA:	ORGN:					
SECT:	JFYI FY:		DOC TOTAL:					
COMMENTS:			CALC DOC TOTAL:					
TO JOB	FUND	AREA	ORGN	PROG	SECT	OBJT	SUB	AMOUNT
-----	----	----	----	----	----	----	---	-----
01-								
02-								
03-								
04-								
05-								
06-								
07-								
08-								
09-								

Job to Job Transfer (JJ)

Job to Job Transfer (JJ) Transaction

The Job-to-Job Transfer (JJ) document is used to transfer non-labor expenditures from one job to another when the FROM Job is not a Holding job or a Job Material Transfer job (the JM document should be used for Job Material Transfers). The Job-to-Job Transfer (JJ) is used to correct expenditures that have been charged to the wrong job number. This process will not allow the transfer of labor-related expenditures or any expenditure that is an indirect recovery cost (labor related expenditures must process through the Job Cost PTRS Adjustment Program). Both the FROM and the TO Jobs must be in the same Branch.

The JJ document will credit expenditures for each FROM Job Accounting line and debit expenditures debit for each TO Job Accounting line. Additionally, the JJ document will update Job Cost tables by adding expenditures to the receiving TO Jobs and reducing expenditures in the FROM Job.

The primary use for the JJ document is to correct non-labor expenditures that have been charged to the wrong job numbers. The user will create one JJ document for each FROM and TO job combination.

Users should verify the following conditions:

- Identify the correct job to receive the invalid charges, i.e., the TO job.
- Verify that the FROM Job and TO Jobs are on JOBT and in the same branch.
- In the event that the amount of the transfer for the FROM job exceeds the charges on the current year JBAL table, ensure that there are JBAL amounts in the previous year to cover the transfer amount.

To create Job To Job Transfer (JJ) document, begin at the Document Suspense screen (SUSF). Enter **S** in the **Action** field, **New** in the **Function** field and the “Document ID” format on the selection line (includes Transaction code, Area, and the JJ document number format).

 KEY FIELDS:

1. **Action = S** 2. **Function = NEW** 3. **Tran = JJ**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: **S** SCREEN: SUSF USERID: JOB9 01/11/99 10:00:32 AM
 FUNCTION: **NEW** SECID:

D O C U M E N T S U S P E N S E

S	BATCH	DOCUMENT		STAT	APPRV	LAST DATE	LAST USER	PROCESS DAT
E	-----		-----					(YYMMDD)
L	TRAN AREA NUMBER	TRAN AREA	NUMBER					
		JJ	WDF	IT#				

4. **Area = “Seller’s 3-character Area Code”**

5. **Document Number = “Two-character alpha code prefix plus # symbol”**
 (The two-character alpha code is the Special Job Prefix from the section Options Table – SECO.)

Press **Enter/Right Ctrl.**

Job To Job Transfer (JJ), continued

A blank Job To Job Transfer Input Form (JJ) will display.

JOB TO JOB TRANSFER INPUT FORM (JJ)

FUNCTION:	DOCID: JJ WDF A0000000211	07/06/99 01:12:22 PM
STATUS:	BATID:	ORG: 001-001 OF 001
JOB TO JOB TRANSFER INPUT FORM		
JJ DATE:	ACCT PRD:	BFY:
FROM JOB:	- BRN:	FUND: AREA: ORGN: PROG:
TO JOB:	- BRN:	FUND: AREA: ORGN: PROG:
		DOC TOTAL:
		CALC DOC TOTAL:
OBJECT	AMOUNT	DESCRIPTION
-----	-----	-----
01-		
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		

Enter the following system-required fields. The **bolded** fields represent the system-required fields.

NOTE: The illustrated fields are required for the system to process your document. Other fields are either defaults, or may be required based on the branch’s Job Cost Policies and Procedures. The default fields will automatically infer data. Refer to your branch’s Job Cost Policies and Procedures Manual for required fields specific to your branch.

JJ Date: Enter the “current Transaction Date.” If left blank, the system will infer the current date.

From Job: Enter the “Job Number” that the charges will be transferred from. The job number must be valid on the JOBT table with a Job Type other than “HD” or “MT.” The Job Status must be “OP”. The “From Job Section” is the responsible section from JOBT.

To Job: Enter the “Job Number” to where the charges will be transferred. The job number must be valid on the JOBT table and have a Job Status of “OP.” The Responsible Section from the JOBT table equals the “To Job.”

Doc Total: Enter the “Dollar Amount” for all lines on this document. Extend the amount to cents. This amount must equal the calculated document total.

Object: Enter the “Object Code” for the transferring accounting line.

Job To Job Transfer (JJ), continued

Amount: Enter the “Amount” to be transferred. The amount entered should not be greater than the From Job’s JBAL entry (given that the same object and sub object can be repeated on the lines, there has to be a running balance maintained of the JBAL amount). If the amount exceeds the JBAL amount, there are 2 additional edits that need to be performed: there must be JBAL amounts in the previous fiscal years to cover the deficit. The accounting line for the From Job and the To Job must be the same.

The document is ready to edit.

- After all required fields are completed, enter **Q** in the **Function** field and press **Enter/Right Ctrl** (or **F2**) to edit the document.
- If the document has no errors, the **Status** field will change to Held. The document is now ready for processing.
- Type **Q** in the **Function** field and press **Enter/Right Ctrl** (or **F2**).
- To process (run) the document, enter **W** in the **Function** field and press **Enter/Right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field, and press **Enter/Right Ctrl** (or press **F4**).
- This will take you back to the SUSF screen.

Job Material Transfer (JM)

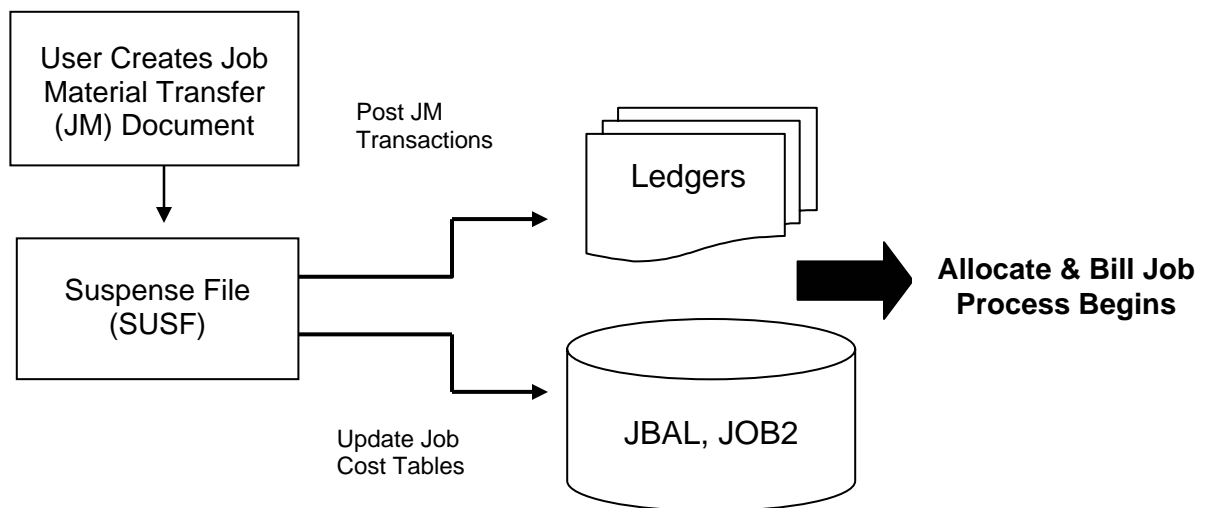
Job Material Transfer (JM) Transaction

The Job Material Transfer (JM) document allows the transfer of material expenditures from one job to another, and is strictly for material costs. The JM document allows the transfer of material costs from jobs with a job type of Materials Transfer (MT) to the job number used for the actual performance of the work. The material costs may be transferred once they have been charged to the job. The Journal Voucher (JV) may no longer be used for this purpose, since no job number may be entered on the JV.

The JM document is created manually, and entered from the hard copy Job Material Transfers (JMT's) since the JV document does not allow job numbers to be entered. Before entering the JM, the following items should be verified:

- The FROM Job and TO Job are valid on the Job Table (JOBT).
- The FROM Job has incurred charges for materials, and are displayed on the Job Balance Detail Table (JBAL).
- Ensure that the FROM and TO Jobs are both within the same branch.
- The FROM Job has a Job Type of 'MT'.

The JM allows the transfer of dollar amounts charged for materials to other jobs as well as back to the material transfer job.



Determine Job Cost – Job Material Transfer Tables

The tables listed below are referenced and updated by the creation of a JM transaction. The tables are described in detail in the Job Cost User's Reference Manual.

Tables Referenced by the Job Materials Transfer Transactions

Table ID	Table Name
CRFT	Craft Table
JBAL	Job Balance Detail Table
JCCT	Job Cost Category Table
JFYI	Job Fiscal Year Inquiry Table
JOBT	Job Table
JSEL	Job Seller Account Table
SECO	Section Options Table

Tables Updated by the Job Materials Transfer Transaction

Table ID	Table Name
APPR	Appropriation Table
EXPB	Expense Budget Table
JBAL	Job Balance Detail Table
JFYI	Job Fiscal Year Inquiry Table
JOB2	Job Inquiry Table

The JM document updates the ledgers by posting a credit expenditure to the job with the decrease in material charges and a debit expenditure to the job with the increase in material charges. The JM transaction will also update the Job Cost tables by increasing the amount in the charged field for each job receiving material charges and reducing the amount in the charged field for each job losing material charges. The expended amount fields in the regular IFS tables are also updated accordingly (e.g., "EXPB" – Expense Budget Table).

Materials Transfer Transaction Use and Troubleshooting

The following edits have been established for the JM document:

- The Object Code used in the JM transaction must be a materials object, to confine the transfers to materials.
- There can be no transfer of indirect recovery costs or vehicle maintenance recovery costs, even if the object for these costs is a materials object. This is achieved by excluding all material charges that have a sub object associated with them on the JBAL table. As a rule, the charges with a blank sub object represent the direct costs to a job.
- No edits will be performed to prevent the Charged Amount on JBAL from becoming negative.
- Both the FROM and the TO Jobs must be in the same branch and are controlled by the branch on the header.

Correction and Reversal of the JM Document

Job Materials Transfer (JM) Correction

If a JM transaction is rejected, the user can make corrections directly to the document based on the error messages displayed on the screen.

Job Material Transfers (JM) Reversal

The JM may not be modified, only reversed through the creation of another JM transaction. If a JM has been accepted and the postings are incorrect due to incorrect data entry on the JM, a reversal can be created by decreasing the amounts as entered in the TO Job detail line(s), totaling the amount originally transferred.

Creation of the Job Material Transfer (JM) Document

Create a Job Material Transfer (JM) document to transfer material costs from a job with a job type of 'MT' to other jobs in which the actual work was performed. All job numbers on the JM must share the same branch.

To create a Job Material Transfer (JM) document, begin at the Document Suspense screen (SUSF). Enter **S** in the **Action** field, **New** in the **Function** field and the "Document ID" format on the selection line (includes Transaction code, Area and the JM document number format).

 **KEY FIELDS:**

- 1. **Action = S**
- 2. **Function = NEW**
- 3. **Tran = JM**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: S		SCREEN: SUSF	USERID: JOB9	07/20/99		10:37:59 AM					
FUNCTION: NEW		SECID:									
DOCUMENT SUSPENSE											
S	BATCH	DOCUMENT				PROCESS					
E	-----		-----		LAST		LAST				
L	TRAN	AREA	NUMBER	TRAN	AREA	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)

		JM		A6R		IT#					

- 4. **Area = "Seller's 3-character Area Code"**
- 5. **Document Number = "Two-character alpha code prefix plus # symbol" (The two-character alpha code is the Special Job Prefix from the Section Options Table - SECO.)**

Press Enter/Right Ctrl.

Creation of the JM Document, continued

A blank Job Material Transfer Input Form (JM) will display.

JOB MATERIAL TRANSFER INPUT FORM (JM)

FUNCTION:	DOCID: JM A6R IT000000003	07/20/99 11:03:02 AM	
STATUS:	BATID:	ORG:	000-000 OF 000
H-	JOB MATERIAL TRANSFER INPUT FORM		
JM DATE:	ACCT PRD:	BFY:	
FROM JOB:	FUND:	AREA:	ORGN: PROG:
OBJT:	BRAN:	DOC TOTAL:	
COMMENTS:	CALC DOC TOTAL:		

LN	TO JOB	FUND	AREA	ORGN	CRAFT	PROG	BRAN	AMOUNT	I/D
01-									
02-									
03-									
04-									
05-									
06-									
07-									
08-									
09-									

Enter the following system-required fields.

- JM Date:** Enter the "current Transaction Date." If left blank, the system will infer the current date.

- From Job:** Enter the "Job Number" that charges will be transferred from. The job number must be valid on the Job Table (JOBT), and must have a job type of **MT** = Materials Transfer.

- Objt:** Enter the "Object Code" for the transferring accounting line (accounting line for the FROM JOB). The object must be a materials object with no sub-object.

- Doc Total:** Enter the "Total of Dollar Amounts" entered on the TO JOB detail lines. For numerous TO JOB lines, the document total may be entered after the document is edited, but must be re-edited.

- Ln** Enter the two-character "Line Number" that is associated with the TO JOB number being transferred to (e.g., 01, 02, 03, etc.). The JM document allows for 99 lines.

- To Job** Enter the "TO JOB Number" that charges will be transferred to. The job number must be valid on the Job Table (JOBT), and may have any job type.

- Craft** Enter the "Craft Code" requiring the job material transfer associated with the budget line (if the craft code is required for the section on the Section Options Table – SECO).

Creation of the JM Document, continued

Amount Enter the “Dollar Amount” being transferred to this job.

The document is ready to edit.

- After all required fields are completed, enter **Q** in the **Function** field and press **Enter/Right Ctrl** (or **F2**) to edit the document.
- If the document has no errors, the **Status** field will change to Held. The document is now ready for processing.
- To process (run) the document, enter **W** in the **Function** field and press **Enter/Right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field, and press **Enter/Right Ctrl** (or **F4**).
- This will take you back to the Document Suspense screen (SUSF).

Reversal of the Job Material Transfer (JM) Document

To reverse a Job Material Transfer (JM) document, begin at the Document Suspense screen (SUSF). Enter **S** in the **Action** field, **New** in the **Function** field and the "Document ID" format on the selection line (includes Transaction code, Area and the JM document number format). All job numbers on a JM must share the same branch.

KEY FIELDS:

1. **Action = S**

2. **Function = NEW**

3. **Tran = JM**

DOCUMENT SUSPENSE (SUSF) SCREEN

ACTION: S	SCREEN: SUSF	USERID: JOB9	07/21/99	10:37:59 AM
FUNCTION: NEW	SECID:			
DOCUMENT SUSPENSE				
S	BATCH	DOCUMENT	LAST	LAST
E	---	---	DATE	DATE
L	TRAN AREA NUMBER	TRAN AREA NUMBER	STAT	APPRV
---	---	---	DATE	USER
---	---	---	---	(YYMMDD)
		JM A6R IT#		

4. **Area = "Seller's 3-character Area Code"**

5. **Document Number = "Two-character alpha code prefix plus # symbol"**
(The two-character alpha code is the Special Job Prefix from the Section Options Table-SECO.)

Press **Enter/Right Ctrl.**

Reversal of the JM Document, continued

A blank Job Material Transfer Input Form (JM) will display.

JOB MATERIAL TRANSFER INPUT FORM (JM)

FUNCTION:	DOCID: JM A6R IT000000004	07/21/99 11:03:02 AM	
STATUS:	BATID:	ORG:	000-000 OF 000
H-	JOB MATERIAL TRANSFER INPUT FORM		
JM DATE:	ACCT PRD:	BFY:	
FROM JOB:	FUND:	AREA:	ORGN: PROG:
OBJT:	BRAN:	DOC TOTAL:	
COMMENTS:	CALC DOC TOTAL:		

LN	TO JOB	FUND	AREA	ORGN	CRAFT	PROG	BRAN	AMOUNT	I/D
01-									
02-									
03-									
04-									
05-									
06-									
07-									
08-									
09-									

Enter the following system-required fields.

- JM Date:** Enter the "current Transaction Date." If left blank, the system will infer the current date.

- From Job:** Enter the "FROM JOB Number" as entered in the JM being reversed. The job number must be valid on the Job Table (JOBT), and must have a job type of **MT** = Materials Transfer.

- Objt:** Enter the "Object Code" for the transferring accounting line (accounting line for the FROM JOB). The object must be a materials object with no sub-object.

- Doc Total:** Enter the "Total Dollar Amount" entered on the TO JOB detail lines. Must equal the amount entered on the JM that is being reversed.

- Ln** Enter the two-character "Line Number" that is associated with the TO JOB detail lines. Must equal the amount entered on the JM that is being reversed.

- To Job** Enter the "TO JOB Number" that charges will be transferred from. The job number must be valid on the Job Table (JOBT), and may have any job type.

- Craft** Enter the "Craft Code" requiring the job material transfer associated with the budget line (if the craft code is required for the section on the Section Options Table – SECO).

- Amount** Enter the "Dollar Amount" as entered on the JM that is being reversed.

Reversal of the JM Document, continued

I/D Enter **D** for decrease to reduce the original line amount. Enter **I** for increase if changing the original line to a greater amount.

The document is ready to edit.

- After all required fields are completed, enter **Q** in the **Function** field and press **Enter/Right Ctrl** (or **F2**) to edit the document.
- If the document has no errors, the **Status** field will change to Held. The document is now ready for processing.
- To process (run) the document, enter **W** in the **Function** field and press **Enter/Right Ctrl** (or **F1**).
- To end out of the document, enter **E** in the **Function** field, and press **Enter/Right Ctrl** (or **F4**).
- This will take you back to the Document Suspense screen (SUSF).

Job Transfer (JT)

Job Seller Accounting Line Change Table (JSLC)

Job Transfer/Seller Accounting Line Change Description

The Job Transfer document (JT) allows charges to be transferred from an existing seller accounting line to a new seller accounting line within the same job number. The Job Transfer (JT) works in conjunction with the Job Seller Accounting Line Change Table (JSLC). The JSLC table is used to enter new seller accounting line information. The Job Transfer (JT) batch process creates Job Transfer (JT) documents utilizing the information contained on the JSLC table. Partial transfers are not allowed. The JT document is a batch created document only.

The Job Transfer process is allowed in the following situations:

- Users wish to change the seller accounting line for an Internal/external job that display charges on JOB2, JFYI, or any table that displays a charged amount.
- Internal/external jobs that have not been billed.
- Internal jobs that have been billed.

The Job Transfer process is not allowed in the following situations:

- Charges do not display on JOB2, JFYI, or any table that displays a charged amount. To modify the seller accounting line when charges have not occurred, reference the modification section of the Initiate Job User Guide.
- An external job that has been billed/closed. In this instance, the Job Cost Journal Voucher is used. Refer to the Job Cost Journal Voucher section of this User Guide.
- Partial transfers

Prior to initiating the transfer, the job must be given a Suspended 'S' status on the Job Status table (JSTA) to prevent new charges from recording against the old seller accounting line. The JSLC table processor verifies that the Job Status is 'S' before executing the Job Transfer request.

Change of Job Type

When changing the seller accounting line, users may change the Job Type from Unfunded 'UF' to either Holding 'HD' or Direct 'DR'. The change is indicated on the JSLC table in the "New Job Type field". The Job Type is required if the current Job Type is unfunded. The valid values are 'UF' (maintaining the unfunded job status), 'DR' (changing the unfunded job to a funded direct job), and 'HD' (changing the unfunded job to a holding job). If the current Job Type on the Job Table (JOBT) is not 'UF' the Job Type cannot be changed; the New Job Type field on JSLC must be blank.

If the New Job Type is 'UF', the To Program must be the same program as the unfunded program on the Section Options Contra Inquiry (SECC) table. Conversely, if the New Job Type is any job type other than 'UF', the To Program can equal any program except the unfunded program on the SECC table.

Valid Actions

Depending on the circumstances, valid actions on the JSLC table are 'A' Add, 'C' Change, and 'D' Delete. A change or delete action cannot occur when the JSLC Transfer Ind field displays 'P' Posted. A change cannot occur when the Transfer Ind displays 'A' Accepted. A delete can occur when the Transfer Ind displays 'A', however, the Job Status on JOBT cannot equal 'S', in this instance, the table processor will ensure that the Job Status does not equal 'S'.

Job Transfer, continued

After the JSLC table is successfully added, an on demand Job Transfer batch process creates a Job Transfer (JT) document. The JT document posts to the Document Suspense File (SUSF) with a scheduled status. During the IFS nightly cycle the JT document will either accept or reject.

Updated Accounting Lines, Tables and Ledgers

Accepted JT documents post charges to the “new” and “old” seller accounting lines and update the JSLC table. The Job Cost tables and ledgers are also updated.

Tables Updated by the Seller Account Transfer Transaction

<i>Table</i>	<i>Name</i>
APPR	Appropriation Table
EXPB	Expense Budget Table
JBAL	Job Balance Detail Table
JFYI	Job Fiscal Year Inquiry Table
JSEL	Job Seller Account Table
JSLC	Job Seller Line Change Table

Tables Referenced by the Seller Account Transfer Transaction

<i>Table</i>	<i>Name</i>
CRFT	Craft Table
JCCT	Job Cost Category Table
JOBT	Job Table
JSEL	Job Seller Account Table
JSTA	Job Status Table

- If the Job Balance Detail (JBAL) table charged amount is positive, an increased charge amount will debit the ledger account type 22 for the new accounting line and, credit the ledger account type 22 for the old accounting line.
- If the JBAL charged amount is negative, a decreased charged amount will credit the ledger account type 22 for the new accounting line and, debit the ledger account type 22 for the old accounting line.
- The total amount of charges transferred must equal the job charged amount on the Job Fiscal Year Inquiry (JFYI) table.
- The Job Seller Account Table (JSEL) is updated with the new seller accounting line information.
- If the Job Type is changed, the Job Table (JOBT) is updated with the new Job Type.
- The Transfer Ind on the JSLC table is updated to 'A'.
- The JSLC Entry is automatically deleted from the JSLC table

Job Transfer, continued

Contra Accounts

Accepted JT documents will adjust the contra accounts created as a result of the billing process. The following rules apply:

- The JT document will reverse the contra entries that were created for the old accounting line and create new contra entries for the new accounting line.
- The total amount of the contra entries must equal the job billed amount on JFYI.
- If the billed amount on JBAL is positive, the reversal contra entry created for the old accounting line will debit account type 22 and, credit account type 22 for the new accounting line.
- If the billed amount on JBAL is negative, the reversal contra entry created for the old accounting line will credit account type 22 and, debit account type 22 for the new accounting line.

Outstanding Purchase Orders and Requisitions

Modify all outstanding encumbrances (PC, PD, PG) and pre-encumbrances (SR, RX) posted against the job old seller accounting line to reference the new seller accounting line.

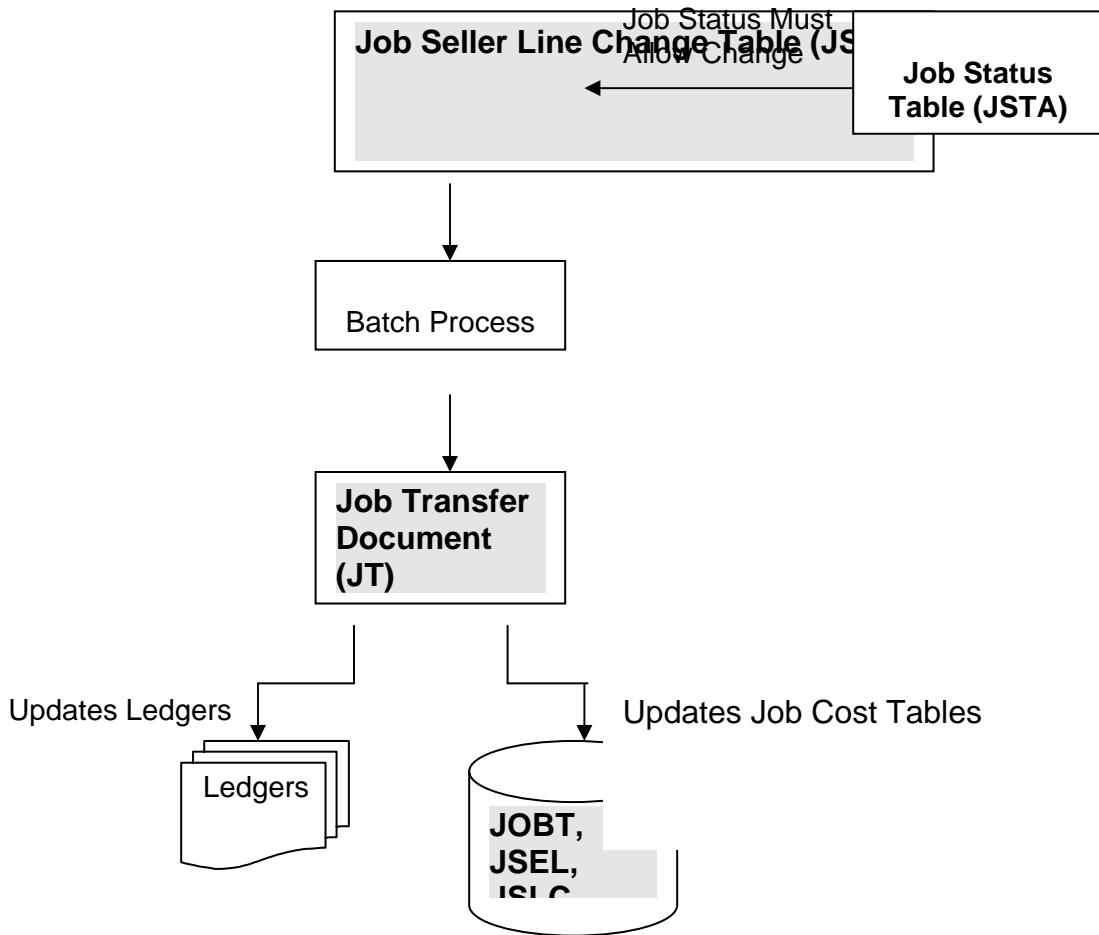
Rejected Documents

Because the Seller Accounting Information on the JT document is derived from the JSLC table, rejected JT documents must be deleted from the Document Suspense screen. The Transfer Ind field on JSLC is populated with a 'P' when the JT document is created. The JSLC table cannot be changed or deleted when the Transfer Ind is 'P'. Therefore, the JT document cannot be corrected. After deleting the JT document, the Database Administrator must be notified to delete the entry on the JSLC table.

Job Transfer, continued

JOB SELLER ACCOUNTING LINE CHANGE TABLE (JSLC)

New seller accounting line information is entered on the JSLC table. The Job Type may also be updated if the Job Type on JOBT is 'UF' Unfunded. Partial transfers are not allowed. The Job Seller table (JSEL) will continue to hold the old seller accounting line until the transfer document is accepted. Upon acceptance the JT document will update the Job Seller table with the new accounting line, and the Job Type on the Job Table if a new Job Type is indicated.



Job Transfer, continued

JOB SELLER ACCOUNTING LINE CHANGE TABLE (JSLC) continued

Access the JSLC table from the General Messages Screen (GMSS), or from any table in IFS.

GENERAL MESSAGES SCREEN (GMSS)

ACTION: N SCREEN: JSLC	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 Seller Accounting Line Change Table (JSLC), enter N in the ACTION field, JSLC in the SCREEN field and press ENTER/RIGHT CTRL.

Job Transfer, continued

The JSLC Screen displays

```

ACTION: S  SCREEN: JSLC  USERID: JOB9                08/30/99  02:18:56 PM

JOB SELLER ACCOUNTING LINE CHANGE TABLE
KEY IS FISCAL YEAR, JOB NUMBER

      FISCAL YEAR=      JOB NUMBER=      -      TRANSFER IND:

      NEW JOB TYPE:

      FUND AREA ORGN PROG                                COMMENTS
-----
FROM:
TO:
    
```

To complete the Job Seller Accounting Line Change Table, enter the following required data.

- Action:** Enter **A**
- Fiscal Year =** Enter the “two-digit Fiscal Year” (e.g.,**00**).
- Job Number =** Enter the Job Number that represents the Job the charges will be transferred from
- Transfer Ind:** Enter a ‘T’ to indicate the charges are ready for transfer
- TO: Fund, Orgn and Prog** Enter the Seller Fund, Orgn, and Prog the charges are to be transferred to

Press **Enter/Right Ctrl** to successfully add data entered on the JSLC screen.

REMINDER:

- Verify that the From Job displays a status of ‘S’ on Job Status screen
- After the JSLC screen is added, and the Transfer Ind field is populated with a ‘T’, the scheduled nightly Job Transfer Batch Program creates a Job Transfer (JT) document.

If the original JSLC entry is added without a ‘T’ in the Transfer Ind field, enter a ‘C’ in the Action field, ‘T’ in the Transfer Ind field, and press **Enter/Right Ctrl**.

“All Lines Changed” will appear to indicate the T is a successful change to the screen.

Job Transfer, continued

Job Transfer (JT)

Upon successfully adding the JSLC screen, the scheduled nightly Job Transfer Batch Program creates a Job Transfer (JT) document to transfer charges from one seller account to another seller account. **Accepted** JT documents update various tables and ledgers. Users must access **Rejected** JT documents to ascertain the cause of the rejected status.

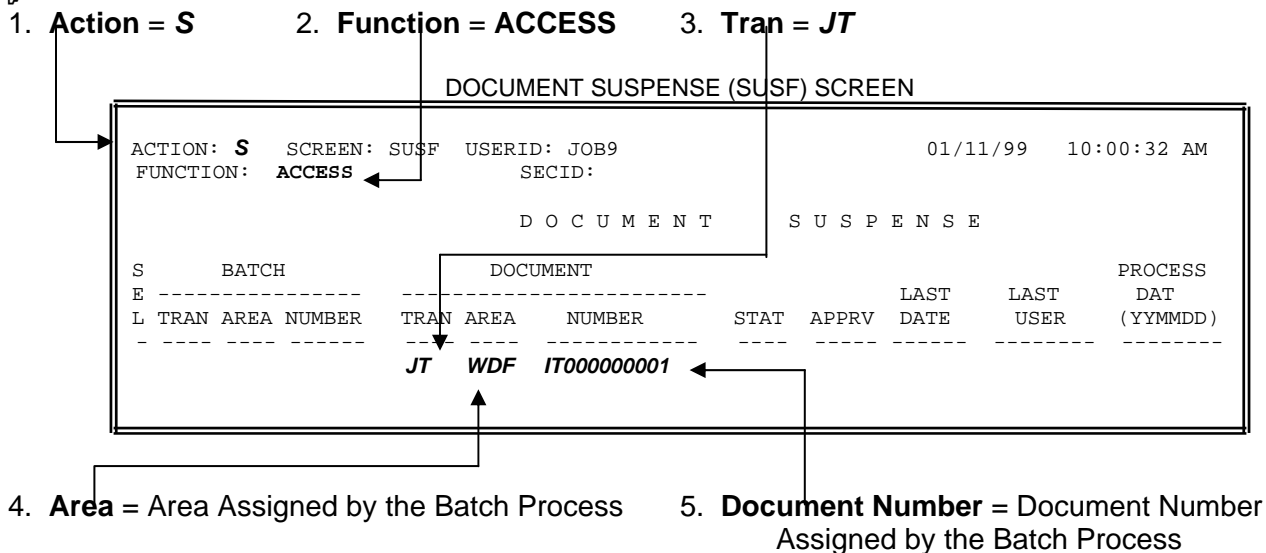
Because the Seller Accounting Information on the JT document is derived from the JSLC table, rejected JT documents must be deleted from the Document Suspense screen. The Transfer Ind field on JSLC is populated with a 'P' when the JT document is created. The JSLC table cannot be changed or deleted when the Transfer Ind is 'P'. Therefore, the JT document seller accounting line information cannot be corrected. After deleting the JT document, the Database Administrator must be notified to delete the entry on the JSLC table.

Users can make changes to the following fields only:

- Accounting Period
- Budget Fiscal Year
- Comments

To access a rejected JT document, begin at the Document Suspense Screen (SUSF). Enter the following key data.

 KEY FIELDS:



Press **Enter/Right Ctrl**

Job Transfer, continued

The Rejected JT document will display

Job Transfer Input Form

FUNCTION:	DOCID: JT	WDF	IT0000000001	08/31/99 03:47:37 PM
STATUS: REJCT	BATID:		ORG:	000-000 OF 000
H-	JOB TRANSFER INPUT FORM			
JT DATE: 05 31 00	ACCTG PRD: 11 00	BFY: 99	JOB:IT000013 - ITDT	
OLD SELLER ACCOUNT (FROM) ::	FUND: 009	AREA: A6R	ORGN: 0763	PROG: 9702
NEW SELLER ACCOUNT (TO) ::	FUND: 009	AREA: A3T	ORGN: 1597	PROG: 9759
JFYI FY:00	JFYI CHARGED: 225.00	JFYI BILLED: 0.00		
	CALC CHARGED: 225.00	CALC BILLED: 0.00		
COMMENTS:				
	SELLER	SELLER	CHARGED	BILLED
	OBJT/SUB	CNTRA/SUB	AMOUNT	AMOUNT
	-----	-----	-----	-----
01-	4507	4597	225.00	0.00
02-				
03-				
04-				
05-				
06-				
07-				
H—JJ29E – JFYI FY MUST = BFY				

Job Cost Journal Voucher (JZ)

Job Cost Journal Voucher Description

The Job Cost Journal Voucher (JZ) document replaces the Journal Voucher (JV) and Journal Reclassification (JR) in respect to Job Cost activities. Therefore, the JV and JR will not be used for Job Cost adjustments. The JZ document allows users to make adjustments to Job Cost charged amounts, and billed amounts as well as non-Job Cost related expenditure adjustments. While the JV document accommodated various Job Cost functions (e.g. job material transfers, encumbering adjustments, and pre-encumbering adjustments, etc), the JZ accommodates many of the same functions with the exception of encumbering, adjustment to encumber, and pre-encumbering.

JZ Special Features

- An Adjustment Type field that determines the type of transfer being processed
- The ability to reference the seller/contra/buyer object.

The JZ document is capable of posting expenditures to balance sheet accounts and budget lines, however, specific Job Cost documents have been created for processing many of these functions (e.g. JM, JJ, JT). Users are encouraged to use the specific documents intended for the type of adjustment/transfer they are performing. Procedurally, the JZ document should only be used to perform adjustments that cannot be done via other Job Cost documents.

Uses of the JZ document

The JZ document can be used for internal or external jobs depending on the circumstances.

Internal

- Transfer Partial Job charges

External

- Change the Seller Account after a Job Cost Invoice (IJ) document is accepted
- Change the Seller Account after a Job Cost Cash Receipt (CJ) is accepted

The JZ supports the following transfers

- Seller to Seller
- Buyer to Buyer
- Seller to Buyer
- Buyer to Seller
- Automatic Reversals

The JZ supports the following account types only:

- Asset (01)
- Liability (02)
- Fund-Balance (03)
- Expense-Expenditure (22)

Job Cost Journal Voucher (JZ), continued

Adjustment Type

The Adjustment Type is a single character that is required to identify the type of transfer that is being processed.

There are three Adjustment Types: S, B, and L

Adjustment Type	Conditions
S	<ul style="list-style-type: none"> ▪ Must be a Job Cost Fund ▪ Allows transfers between different job number(s) for the same Expense Budget line(s) (EXPB) ▪ Allows transfers for the same job number and different Expense Budget Line(s) (EXPB) ▪ Allows transfers without a job number(s) and different Expense Budget Line(s) EXPB
B	<ul style="list-style-type: none"> ▪ Cannot be a Job Cost Fund for Internal Jobs ▪
L	<ul style="list-style-type: none"> ▪ Transfer between seller and buyer