| **Time** | | **Topic** | **Notes** |
| --- | --- | --- | --- |
| 10 | | Key Concepts | * *Job Cost - Key Concept - final.pptx* |
| 10  mins | | Login \ Navigation   * Review menus; E1 navigation page * Security roles overview * Help and Reference | * *Log into the JTR910 environment for class* * E1 page depicts overall job cost workflow * JDE security roles. * JDE Help link; Related Insider |
| 25  mins | | Setup Job Details   * Complete Governance forms (based on budget rcvd.) * Model MD holds all cost codes (level 3 – 7) * Other models: MDDEV, MDCONSTR, MDDEVCONSTR * Verify jobs and CIP after IT sets up * Print a cost code structure spreadsheet * Project Specific cat. codes (level 8) * Flag accounts for E-Builder (cat. code 12) * Change account cat. codes online | * *Job Cost – Submitting Governance Forms.pptx* * **Forms:** Company, business units, accounts / CIP, bank account, proj. specific, * Account Master Search | Bus. Unit = MD; obj >=122705 * Job Master | Row exit | Account (or Code Schedule); export grid or run the Job Account Master List – **R510901** * *EBSupport@Related.com* * Hubble report: *Job Cost Setup (All Descriptions)* |
| 30  mins | | Allocations Overview   * Overview: JR bus. units and subledgers * Governance Forms * Setting up the allocations (JE to statistical ledger) * Budget Upload * Contract commitments must include subledgers | Allocations Reporting:   * Hubble report: *Original Budget Acct. Seq.* * Hubble report: *Allocation % Pivot View* * EBuilder’s BI reporting tool has pivot tables reports. |
| 30  mins | | Budget Setup \ Edits   * Setup Original Budget   + Import | Upload vs. manual entry   + JA ledger; field BORG * Revise Budget: Approved Change Orders   + Journal entries – J4 (one sided); JA ledger   + Reallocations – doc type J5; ledger 1A * **Job Status Inquiry** to track all job activity | * *Send budget spreadsheets to student.* ***Have students update template with their job number****.* * Controller should request “locking” Original Budget * Use Job Status Inquiry to track budget, changes, commitments, etc. * Budget revisions hit GL. All budget changes need to be approved and posted. * *Approve and Post batches per approval matrix.* |
|  | | **Break** | |
| 35 mins | | Enter Contracts   * Review Workflow and activity rules * Enter Subcontract *(note the header BU)* * Cancel Contracted line *(only if status hasn’t changed)* * Release Commitment to Voucher * Review and print JSI report (**R512000P**) | * Enter one line that exceeds budget so that you get the warning upon exit. * Canceling line zeros commitments in JSI * Optionally include attaching Media Objects. * **Releasing commitment is necessary** for integration with Textura as well as for vouchering. |
| 10 mins | | Edit Contracts   * E-Builder description required! * Original lines can be edited BEFORE advancing status. * Change Orders entered based on e-Builder approvals.   + CAP and COAP data on commitment lines | * 000 – original line; 00x – change order lines. |
|  | | **Break** | |
| 15 mins | | GMP Contract Comparison   * Guaranteed Max. Price vs. Standard * Accounts and amounts edited at any contract status * GMP contracts validate commitments against AAI’s | * *See powerpoint comparison* * If you voucher against a cost code, it cannot be removed, nor can amount be edited to less than what’s vouchered. * Special security role for access |
| 25 mins | | Vouchering Directly in JD Edwards   * Manual invoice entry w/ contract match; doc ty = **PV** * JSI Updated w/ voucher total (“*Actual*” amount) * Reverse voucher; ***never use Delete on Sup. Ledger*** * Release Retainage (JSI Not Updated) | * Review **R09801** postings of voucher and retainage * In Sup. Led. Inq. See contract # voucher. * Voucher Journal Review and Post (‘V’ batch) * Voucher Journal Report (**R04305**) with data selection |
| 25 mins | | TAP Voucher Entry to Contract Match   * Non Contract Costs Waiting Approval (R55FS0001) * Print bar code; scan invoice images * Routing Rules * Invoice entry and approval * Integration into JD Edwards | * Refer back to the Committed Cost Detail report before and after the JDE integration **(R5504013)**. |
| 20 mins | | Re-classing Vouchers   * Non-Contract Voucher GL Re-class * Non-Contract to Contract Voucher Re-class * Contract to Contract Voucher Re-class | * Refer to the Special Scenarios spreadsheet, along with the disbursement policies and procedures |
| 30 mins | | Draw Process   * Draw Generation (R5551500) * Draw Revisions (P5515001) * Create Lead Sheet - Draw Report (R551510) * Reset Draw number * Change Payment status w/ Speed Status (P5504111P) * Receive cash from lenders; make payments | | * Change payment status on an invoice * Start a new draw. * Cancel \ Reset draw lines (all) * Review posting reports for payments |
| 30 mins | | JD Edwards Job Cost and Subcontract Reports   * Job Cost Extract report (R550911GE) – *CSV format* * GL Extract report (R550911DE) – *CSV format* * Transaction Analysis (R51425B) * Committed Cost Detail (R5504013) *(found under Subcontract report menus).* | | * Job Cost Extract - Shows GL, AP and contract info * Trans. Analysis (R51425B) - Matches contract to voucher. * Committed Cost – Good cost analysis report. Shows contract & non contract costs   *Note: Since the upgrade to 9.1, a number of job cost and subcontracting reports on the JDE menu need revisions \ retirement. New reports are being designed.* |
| 10 mins | | Anticipated Cost Report (ACR) Overview   * E-Builder Overview * Anatomy of ACR * Demo an example report | |  |
| 30 mins | | Textura Overview   * Flagging jobs or contracts for integration * Integration points \ times * Voucher and payment review * Financial Status Inquiry * Troubleshooting Integration issues * Support \ TPM Reference | | * *Commitments - 3:30 am, 10 am,12:30 pm, 3 pm, 5:30 pm 7:30 pm.* * *Invoices & Payments - 3:30 am, 12:30 pm, 5:30 pm.* * *Textura – JD Edwards Integration and Troubleshooting Guide* * Job aids and reference can be found on Related Insider |
| 10 mins | | Questions \ Comments \ Wrap Up | |  |
| Reference Guides  Found on the **JD Edwards Training Site**, accessible by clicking the task **HELP** within the JDE application. | | | | | * JD Edwards Job Cost Budgets User Guide * JD Edwards Subcontracting Management User Guide * JD Edwards Accounts Payable User Guide |
| Related Insider | Corporate Departments | Accounting and Finance | | | | | * Accounting icon 🡪 Ebuilder, Textura , JDE * Treasury icon 🡪 Disbursment Policiies and Procedures * AP icon 🡪 Disbursement status and FAQ’s |
| Teacher Pre-Requisites   * Setup jobs for each student, including B1 Hold Order constant. * Run through entire process payment process. Generate R09801 posting programs for voucher match, retainage release, and payment process to show example posting reports. * Send out budget upload spreadsheet. Have students change the job number to match their job number. * 21485, 21358, 21359 | | | | | |