Classroom Exercises



Exercise: Understanding Governance Procedures

**Learning Objectives**

There are a few checkpoints that one must adhere to when requesting job to be setup in the JD Edwards System. In this exercise you will print required reports needed for reference.

**Steps to Complete the Exercise**

* Print Chart Type Report (R51091P) – This report is used as a reference when setting up a new job to identify which cost codes should be included. Review the report and specify chart type on governance forms.

*(Hint: Access Chart Types from the Form exit on the Job Master application).*

* Job Account Master List (R510901) – Use this report to verify your cost code setup after a job has been setup. Or, when requesting a new job to be setup, similar to an existing job, you can use this report to first verify the cost codes of the job you wish to copy.

*(Hint: This report is found on the Reports task list).*

Exercise: Budgeting

**Learning Objectives**

Prior to subcontracts being setup an accountant or controller must setup the job’s budget.

**Steps to Complete the Exercise**

* There are budget numbers already entered for all jobs under company 20035. Enter budget change order for one of the cost codes. Then, reallocate budget costs between two other cost codes.
* Print the Budget Revisions report (R51540).

*(Hint: Use the Submit Job task to run this report).*

Exercise: Enter a Subcontract

**Learning Objectives**

Practice setting up a simple subcontract.

**Steps to Complete the Exercise**

* In this exercise create a simple, one line commitment utilizing one of the cost codes you changed in the budgeting exercise. The company number is 20035, and the job numbers are 2003501 - 2003506. The supplier number is Gordon H. Smith Corp, 178514.
* Note your subcontract number, document type, and document company. You will need this when creating a log file.
* After you’ve enter the subcontract, print the subcontract details (R43500).
* Add a log file to the contract. You will need the subcontract number, document type and document company.
  + For **Log Type**, use the visual assist button to select any log type.
  + Enter an ‘**N**’ in that status code field indicating that the log requirement has not been satisfied.
  + Enter a ‘**Y**’ in the Pay Effect column so that when vouchers are created the status of the log file is checked.
* Check your Job Status Inquiry. Column Version = RELATEDCA. Search on just your cost code. Review the information. **Do not close the JSI application**.

Exercise: Voucher Match

**Learning Objectives**

After a contract

**Steps to Complete the Exercise**

* First, release the commitment to voucher.
* Then create a voucher to match against your subcontract. Supplier number is Gordon H. Smith Corp, 178514.
  + Invoice number should be your initials plus the date (i.e. FN062612).
  + Form exit to **Orders to Match**. If you receive a warning message simply repeat.
  + Row exit to **Select Order**. If you receive a warning, you will need to repeat the step of selecting the order.
  + Remember to manually key in the amount to voucher in the detail line, unless you want to pay off the entire commitment.
* Create a second voucher to release the retainage.
* Your Job Status Inquiry application should still be open. First review the details, and then click the Find button to refresh the data. Notice the differences.
* Run the Transaction Analysis report (R51425B) for the job number you matched on the voucher. Verify your vouchers are listed on the report.
* Print the Subcontract report (R4401P). Compare it to the subcontract report you printed earlier (R43500). What are the differences?