CHAPTER 1: JOBS OVERVIEW AND SETUP

Objectives

The objectives are:

- Define jobs and their elements in Microsoft Dynamics® NAV 2009.
- Examine how data flows between the elements of a job.
- Set up an appropriate Role Center for working with the Job Costing functionality.
- Set up job posting groups.
- Create and set up a job card.
- Plan a job: job tasks and planning lines.
- Set up job related prices and discounts.

Introduction

This chapter defines jobs and gives a schematic overview of the job costing functionality in Microsoft Dynamics NAV 2009. Additionally, you are shown which of the default Role Centers is the most relevant for working with the Job Costing functionality and how to set it up.

The chapter also covers the setup procedure necessary to successfully use Microsoft Dynamics NAV 2009 Job Costing.

Jobs Overview

A job belongs to a series of business activities that, when completed, will fulfill a high-level objective. A job in Microsoft Dynamics NAV 2009 is a specific task that is performed at a work center and is part of a scheduled operation. Jobs provide the ability to keep track of various costs associated with a long term project (or, in other words, a job), track the profitability of a job, and compare planned costs and revenues to actual job costs and revenue. Each job is tracked using a job card, and each job card is unique by its job number, tasks, and ledger.

Job planning is an estimate of costs and selling prices for a job. The program manager schedules the usage of items, resources, and in some cases, to G/L expenses. Then, in the process of the job or after its completion, the program manager compares the scheduled with the actual usage.

Job planning in Microsoft Dynamics NAV 2009 consists of two layers. The first layer, job task lines, is mandatory; otherwise posting the usage of items, resources, or G/L expenses to the job is impossible. The second layer, planning lines, is a detailed elaboration of the job tasks. Planning lines specify the detailed use of resources, items, and various G/L expenses, in addition to the planned dates when they will be used and/or invoiced. The planning lines layer is divided
into two sub-layers: a schedule and a contract line. Only contract lines can be invoiced. Job planning is independent of the sales value of the work to be performed, and independent of the job.

The following diagram shows how the elements in jobs relate and how data flows between the elements.

FIGURE 1.1 SCHEMATIC OVERVIEW OF THE RELATION AND DATA FLOW BETWEEN THE ELEMENTS

**Role Center Setup**

The Jobs application area supports common project management tasks, such as configuring a job and scheduling a resource, in addition to providing the information needed to manage budgets and monitor progress. The default Project Manager Role Center is specifically designed to complete these tasks. Therefore, the Job Costing course is based on the Project Manager Role Center.

**NOTE:** You can also create a customizable Role Center that displays key information that is required by your specific role and simplifies the completion of daily tasks. Team members of other roles, such as an accountant, can access the same application areas through the Departments button in the navigation pane.
Demonstration: Set Up the Role Center

The procedure of setting up the Project Manager Role Center is as follows:

1. Go to Departments > Application Setup > RoleTailored Client Profiles.
2. In the Profiles window, double-click the line with the Profile ID field set to Project Manager.
3. Select the Default Role Center check box and click OK.
4. Restart the RoleTailored client.

The layouts of the navigation pane and the Role Center have changed so that they contain the links to most of the objects that the program manager will require while working with jobs.

Job Posting Group Setup

To be able to post jobs, you must set up posting accounts for each posting group. Job posting groups are set up in the Job Posting Groups window. To open the window, go to Departments > Jobs > Job Posting Groups, as shown in the Job Posting Groups figure.

![Figure 1.2 Job Posting Groups](image)

Job posting groups define the relationship between jobs and the General Ledger. Each job must belong to a posting group because the job’s posting group tells Microsoft Dynamics NAV where to post the transactions associated with that job. You can create as many posting groups as you like. A posting group lets you define the Work in Process (WIP) accounts, cost and sales applied, and adjustment accounts, in addition to G/L expense sales accounts. The window contains the fields shown in the following table.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Enter a code for the posting group.</td>
</tr>
<tr>
<td>WIP Costs Account</td>
<td>The WIP account for the calculated cost of the job WIP, which is a Balance sheet capital asset account.</td>
</tr>
</tbody>
</table>
### Chapter 1: Jobs Overview and Setup

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIP Accrued Costs Account</td>
<td>An account for the Cost Value or Cost of Sales method of WIP calculation, which is a Balance sheet accrued expense liability account. This will be posted to when the WIP adjustment requires that usage costs posted to the income statement are increased.</td>
</tr>
<tr>
<td>Job Costs Applied Account</td>
<td>The balancing account to WIP Cost Account, which is a contra for a negative expense account in an income statement.</td>
</tr>
<tr>
<td>Job Costs Adjustment Account</td>
<td>The balancing account to WIP Accrued Costs account, which is an expense account in an income statement.</td>
</tr>
<tr>
<td>G/L Expense Acc. (Contract)</td>
<td>The sales account to be used for G/L expenses in job tasks with this posting group. If left empty, the G/L account entered on the planning line will be used.</td>
</tr>
<tr>
<td>WIP Accrued Sales Account</td>
<td>The WIP account for the calculated sales value of the WIP, which is a Balance Sheet Accrued Revenue account. This will be posted to when the WIP adjustment requires the recognized revenue to be increased.</td>
</tr>
<tr>
<td>WIP Invoiced Sales Account</td>
<td>The account for the invoiced sales value of the WIP, which is not able to be recognized. It is a balance sheet unearned revenue account.</td>
</tr>
<tr>
<td>Job Sales Applied Account</td>
<td>The balancing account to WIP invoiced sales account, which is a contra income account. The value of WIP for job sales is credited to this account when the Job Post WIP to G/L batch job is run.</td>
</tr>
<tr>
<td>Job Sales Adjustment Account</td>
<td>The balancing account to WIP sales account, which is an income account.</td>
</tr>
<tr>
<td>Recognized Costs Account</td>
<td>The expense account containing the recognized costs for the job. Normally, it is a debit expense account.</td>
</tr>
<tr>
<td>Recognized Sales Account</td>
<td>The income account containing the recognized income for the job. Normally, it is a credit income account.</td>
</tr>
</tbody>
</table>

**NOTE:** There is already a SETTING UP job posting group set up in the Demo database, which will be used throughout this manual.
Setting Up a New Job

To set up a new job, the project manager creates a new job card. It is also necessary to set up at least one job task so that he or she can set up planning lines and post the job usage.

To open the Job Card window, go to Home > Jobs and double-click a job line in the Jobs window.

FIGURE 1.3 JOB CARD

The Job Card window has five FastTabs:

- General
- Posting
- Duration
- Foreign Trade
- WIP and Recognition

General FastTab

The General FastTab contains general information about the job. The following table describes the fields found on the General FastTab.
### Field Name | Description
--- | ---
No. | Enter a number for the Job. This number can be automatically assigned from the number series by pressing Enter, or manually assigned by typing in an alphanumeric code.

Description | Enter a description for the job.

Bill-to Customer No. | Select a customer to whom the job will be invoiced. Once a customer is selected, the other fields related to this customer are automatically populated.

Bill-to Contact No. | This field contains the number of the contact to whom the invoice will be sent. The field is filled in automatically after you fill in the Bill-to Customer No. field.

Bill-to Name | This field contains the name of the bill-to customer. The field is filled in automatically after you fill in the Bill-to Customer No. field.

Bill-to Address | This field contains the address of the bill-to customer. The field is filled in automatically after you fill in the Bill-to Customer No. field.

Bill-to Address 2 | This field contains the additional address of the bill-to customer, if any. The field is filled in automatically after you fill in the Bill-to Customer No. field.

Bill-to Post Code | This field contains the post code of the bill-to customer. The field is filled in automatically after you fill in the Bill-to Customer No. field.

Bill-to City | This field contains the city of the bill-to customer. The field is filled in automatically after you fill in the Bill-to Customer No. field.

Bill-to Country/Region Code | This field contains the country or region of the bill-to address. The field is filled in automatically after you fill in the Bill-to Customer No. field.

Bill-to Contact | This field contains the bill-to customer’s contact person name. The field is filled in automatically after you fill in the Bill-to Customer No. field.

Search Description | This field contains the additional or
short name for the job. The field is used for searching purposes. When you fill in the **Description** field, the program automatically offers your entry as the default in this field. You can change the search code to meet your needs.

If the program automatically inserted the search name, it will be changed each time you change the **Description** field value. If you inserted the search name manually, it will not be changed automatically when the **Description** field is changed.

<table>
<thead>
<tr>
<th><strong>Person Responsible</strong></th>
<th>This field contains the name of the person responsible for the job execution. You can click the AssistButton next to the field to view a list of resources.</th>
</tr>
</thead>
</table>
| **Blocked**            | In this field, you can set the blocking status for actions related to the job by selecting one of the three options:
1. <Blank> – Select this option to allow all action with the job.
2. Posting – With this option selected, you can work with planning lines, but the job is blocked for posting. This may be necessary to prevent posting usage or sale to the job.
3. All – Select this option to block all actions to the job. |
| **Last Date Modified** | This field contains the date of the most recent information change on this job card. The field is filled in automatically. |

**Posting FastTab**

This FastTab is used for entering information related to posting the job. The following table describes the fields found on the **Posting** FastTab.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Posting Group</td>
<td>Assign a job posting group code to a job by clicking the AssistButton next to the field. Job posting groups determine which G/L account you post to when you run the <strong>Job Post WIP to G/L</strong> batch job. The job posting group that</td>
</tr>
</tbody>
</table>
### Chapter 1: Jobs Overview and Setup

| **WIP Method** | Select the method of WIP calculation based on one of the following: cost value, sales value, cost of sales, percentage of completion, or completed contract. For more information on WIP methods, refer to the “WIP Concepts” chapter. |
| **Status** | In this field, specify the current job’s status. You can change the status for the job as it progresses. Final calculations can be made on completed jobs. Click the AssistButton next to the field to select a status: |
|  | 1. Planning – Select this status to initiate the job’s planning stage. The purpose of this step is to undertake preliminary calculations and to set up the job’s structure. Job schedules can be used to estimate resources, items, or general ledger accounts.  |
|  | 2. Quote – A special kind of sales quote. This step lets you make preliminary calculations. The job is offered to a customer. You can set up or change the job’s structure and schedule.  |
|  | 3. Order – A special kind of sales order. Every control feature can be maintained. You can use sales invoices and credit memos to customers for various posted job entries and to invoice the cost.  |
|  | 4. Completed – The purpose of this step is to close the job. You can use the statistics on a completed job for comparison purposes and for the planning of future jobs. The actual costs of the completed job can be compared to the scheduled figures. Keep this information not only for comparison, but also to use as a guideline or template for future jobs.  |
| **Allow Schedule/Contract Lines** | Select this check box if you want to |
create planning lines of the Both Schedule and Contract type for this job. Note that the only lines of the Contract or Both Schedule and Contract type can be invoiced.

**Duration FastTab**

This FastTab is used for entering information about the job time frame. The following table describes the fields found on the **Duration** FastTab.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation Date</td>
<td>This field contains the date on which you create the job. The field is filled in automatically.</td>
</tr>
<tr>
<td>Starting Date</td>
<td>Enter a date on which the job will actually start. Click the AssistButton next to the field to select a date from the calendar.</td>
</tr>
<tr>
<td>Ending Date</td>
<td>Enter a date on which you expect the job to be completed.</td>
</tr>
</tbody>
</table>

**Foreign Trade FastTab**

This FastTab is used to enter the currency related information about a job. The following table describes the fields found on the **Foreign Trade** FastTab.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency Code</td>
<td>If you plan and invoice the job in a foreign currency, you can enter the code for that currency in this field. Click the AssistButton next to the field to view the available currency codes. If you want to plan the job in local currency and invoice it in a foreign currency, do not set up a currency code in this field. Instead, you can set up an invoicing currency in the Invoice <strong>Currency Code</strong> field. Note that you cannot change the currency of a job when planning lines or job ledger entries exist for this job.</td>
</tr>
<tr>
<td>Invoice Currency Code</td>
<td>In this field, select the currency code that you want to apply to invoices you have the job set up for. Click the AssistButton next to the field to select a code. Using this field means that the entire job is calculated in local</td>
</tr>
</tbody>
</table>
currency (LCY). If you want to plan and execute the job in a foreign currency (FCY), you must enter that currency in the **Currency Code** field instead.

<table>
<thead>
<tr>
<th>Exch. Calculation (Cost)</th>
<th>If you have set up a job in a foreign currency by entering a code in the <strong>Currency Code</strong> field, use this field to specify how job cost values must be calculated when you manually change the <strong>Currency Date</strong> field on a planning line, or when you run the <strong>Change Job Dates</strong> batch job. Click the AssistButton next to the field to select one of the two options: 1. Fixed LCY – Select this option to have the job costs in local currency fixed. Any change in the currency exchange rate will change the value of job costs in foreign currency. 2. Fixed FCY - Select this option to have the job costs in foreign currency fixed. Any change in the currency exchange rate will change the value of job costs in local currency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exch. Calculation (Price)</td>
<td>If you have set up a job in a foreign currency by entering a code in the <strong>Currency Code</strong> field, use this field to specify how job sales values must be calculated when you manually change the <strong>Currency Date</strong> field on a planning line, or when you run the <strong>Change Job Dates</strong> batch job. Click the AssistButton next to the field to select one of the two options: 1. Fixed LCY – Select this option to have the job prices in local currency fixed. Any change in the currency exchange rate will change the value of job prices in foreign currency. 2. Fixed FCY - Select this option to have the job prices in foreign currency fixed. Any change in the currency exchange rate will change the value of job prices in local currency.</td>
</tr>
</tbody>
</table>
WIP and Recognition FastTab

This FastTab is used to track the statistics for WIP calculation and posting, in addition to recognized sales and cost amounts. The following table describes the fields found on the **WIP and Recognition** FastTab.

**NOTE:** You cannot manually change the field values on this FastTab.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIP Posting Date</td>
<td>This field displays the posting date that was entered when the <strong>Job Calculate WIP</strong> batch job was last run.</td>
</tr>
<tr>
<td>Total WIP Sales Amount</td>
<td>This field displays the total WIP sales amount that was last calculated for the job. The WIP sales amount for the job is the WIP sales job value from the WIP entries less the recognized sales job value from the WIP entries. For jobs with WIP methods of Cost Value or Cost of Sales, the WIP sales amount is normally 0.</td>
</tr>
<tr>
<td>Total WIP Cost Amount</td>
<td>This field displays the total WIP cost amount that was last calculated for the job. The WIP cost amount for the job is the WIP cost job value from the WIP entries less the recognized cost job value from the WIP entries. For jobs with WIP methods of Sales Value or Percentage of Completion, the WIP cost amount is normally 0.</td>
</tr>
<tr>
<td>Rocog. Sales Amount</td>
<td>This field displays the recognized sales amount that was last calculated for the job. The recognized sales amount for the job is the sum of the recognized sales job WIP entries.</td>
</tr>
<tr>
<td>Recog. Cost Amount</td>
<td>This field displays the recognized cost amount that was last calculated for the job. The recognized cost amount for the job is the sum of the recognized cost job WIP entries.</td>
</tr>
<tr>
<td>Calc. WIP Method Used</td>
<td>This field displays the WIP method that was selected for the job when the <strong>Job Calculate WIP</strong> batch job was last run.</td>
</tr>
<tr>
<td>WIP Posted To G/L</td>
<td>If this check box contains a check mark, WIP and recognition that was last calculated for the job is also the</td>
</tr>
<tr>
<td>Description</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>WIP and recognition that has been posted to the G/L.</td>
<td>WIP G/L Posting Date: This field displays the posting date that was entered when the <strong>Job Post WIP to G/L</strong> batch job was last run.</td>
</tr>
<tr>
<td></td>
<td>Total WIP Sales G/L Amount: This field displays the total WIP sales amount that was last posted to the G/L for the job. The WIP sales amount for the job is the WIP sales job value from the WIP G/L entries less the recognized sales job value from the WIP G/L entries. For jobs with WIP Methods of Cost Value or Cost of Sales, the WIP Sales Amount is normally 0.</td>
</tr>
<tr>
<td></td>
<td>Total WIP Cost G/L Amount: This field displays the total WIP cost amount that was last posted to the G/L for the job. The WIP cost amount for the job is the WIP cost job value from the WIP G/L entries less the recognized cost job value from the WIP G/L entries. For jobs with WIP methods of Sales Value or Percentage of Completion, the WIP Cost Amount is normally 0.</td>
</tr>
<tr>
<td></td>
<td>Recog. Sales G/L Amount: This field displays the total recognized cost amount that was last posted to the G/L for the job. The recognized cost G/L amount for the job is the sum of the recognized cost job values from the WIP G/L entries.</td>
</tr>
<tr>
<td></td>
<td>Recog. Cost G/L Amount: This field displays the total recognized cost amount that was last posted to the G/L for the job. The recognized cost G/L amount for the job is the sum of the recognized cost job values from the WIP G/L entries.</td>
</tr>
<tr>
<td></td>
<td>Posted WIP Method Used: This field displays the WIP method that was selected for the job when the <strong>Job Post WIP to G/L</strong> batch job was last run.</td>
</tr>
</tbody>
</table>

**Demonstration: Create a Job Card**

A computer is coming in for service and a project team member is handling the job. The team member agrees with the customer on some special prices on work time, spare parts, and additional costs. The job is then performed and finally invoiced to the customer.
To create a job card, follow the steps below:

1. Go to Home > Jobs.
2. In the Action Pane, click New to open the Job Card window.
3. Press Enter to receive the next job number.
4. Fill in the Description field with “Computer in for service”.
5. In the Bill-to Customer No. field, select customer 20000 (Selangorian Ltd.).
6. On the Posting FastTab, set the Job Posting Group field to SETTING UP.
7. In the WIP Method field, select the Cost Value method of the WIP calculation.

**NOTE:** For more information on the methods of WIP calculation, refer to the “WIP Concepts” chapter.

8. Set the status field to Order. The status of the job can be changed at any time. Even after the job is completed, it can be reopened for some additional posting.
9. Fill in the Starting Date field with “3/16/2009”.
10. Fill in the Ending Date field with “3/29/2009”.

**NOTE:** The Starting Date and Ending Date fields are not mandatory, but it is preferable to fill these fields in for the job analysis purposes.

### Job Planning

In Microsoft Dynamics NAV 2009, job planning consists of two layers: job tasks and planning lines. The first layer, job tasks, is mandatory; otherwise posting to the job is impossible. Job tasks have a similar layout to the chart of accounts in Financial Management. The second layer, planning lines, contains the schedule and/or contract lines where you can specify the detailed use of resources, items, and G/L expenses. There are three steps you need to follow to plan a job:

1. Set up job task lines.
2. Set up agreed prices and discount (optional).
3. Set up job planning lines.

**Demonstration: Set Up Job Task Lines**

The project manager from the “Create a Job Card” demonstration needs to create a job task to post to the job. It is necessary to create the job task to set up one posting line to this small job. The project manager follows these steps to set up job task lines:

1. Go to Home > Jobs and open the job card created in the “Create a Job Card” demonstration.
2. In the Action Pane, click **Job Task Lines** to open the **Job Task Lines** window.

![FIGURE 1.4 JOB TASK LINES](image)

**Job Task Lines** is the main planning window where you can specify the tasks involved in a job. The window also provides an overview of the financial status and the usage for a job that lets you compare the actual usage for the job with the scheduled usage.

**NOTE:** There is also a special **Job Actual To Budget** report used to compare scheduled and actual job usage. For more information on the report, refer to the “Job Analysis and Statistics” section in the “Usage Posting and Invoicing” chapter.

3. Fill in the fields as shown in the following table.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Task No.</td>
<td>1000</td>
<td>This field contains the number of the job task you are setting up. This number, together with the job number, identifies the job task in the program. The numbers must be entered in order, using a unique number for each job task.</td>
</tr>
<tr>
<td>Description</td>
<td>Computer service job</td>
<td>In this field, enter the description of the job task.</td>
</tr>
</tbody>
</table>
| Job Task Type    | Begin-Total | This field identifies the purpose of the account. You can set job tasks to the following types: 
1. Heading – This type indicates |
Chapter 1: Jobs Overview and Setup

<table>
<thead>
<tr>
<th>Line 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Task No.</td>
<td>1100</td>
</tr>
<tr>
<td>Description</td>
<td>Cost on service</td>
</tr>
<tr>
<td>Job Task Type</td>
<td>Posting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Task No.</td>
<td>2000</td>
</tr>
<tr>
<td>Description</td>
<td>Computer service job total</td>
</tr>
<tr>
<td>Job Task Type</td>
<td>End-Total</td>
</tr>
<tr>
<td>WIP-Total</td>
<td>Total</td>
</tr>
</tbody>
</table>

Specify the grouping of job tasks related to calculating WIP and recognition. Click the AssistButton next to the field to select one of the following options:

1. <Blank> - Select this option to indicates that the job task is a part of the WIP group. The end of the WIP group is specified by the job task line.
Chapter 1: Jobs Overview and Setup

with the WIP-Total field set to Total or Closed.

2. Total – Select this option to indicate that the WIP must be calculated for all the tasks within the current WIP group, in other words, tasks that:
   - Have the WIP-Total field cleared
   - Are above this line up to the previous line with the WIP-Total field set to Total or Closed.

3. Closed - Select this option to indicate that the WIP must not be calculated for any tasks within the current WIP group.

**NOTE:** The posting line has a job posting group linked to it. This posting group is filled in by default from the job card and can be changed on the job task line. The job task lines can have different posting groups if it is required.

4. Click **Actions > Functions > Indent Job Tasks** and click **Yes** on the message that appears to indent the job tasks similar to the chart of accounts.

![FIGURE 1.5 JOB TASK LINES INDENTATION](image)

The program indents all job tasks between Begin-Total and matching End-Total on one level. This function also automatically updates the totaling for each End-Total.
The fundamentals of a new job are now set up. Additional extension of the job tasks is performed similarly and there is no limitation on how many steps a job can be divided into.

**Demonstration: Set Up Job Prices and Discounts**

In Microsoft Dynamics NAV 2009, you can set up specific prices and discounts for items and resources for a job. These prices and discounts can be thought of as a contracted price list for the job and override any standard prices and discounts set up for the customer or resource. If you do not set up job prices, the standard customer price mechanism for items and resources are applied.

You can also set up job specific prices for G/L account expenses. This may be necessary, for example, to charge a fee for travel expenses.

Job prices for items, resources, and G/L accounts can be set up in two ways:

1. A fixed amount price – specify a new fixed price that overrides any standard price.
2. Cost plus pricing – specify a special cost factor that indicates the percentage to be added to or excluded from the initial cost. The initial cost plus the added/excluded percentage builds up the final price. For example, if you have agreed with your customer that usage of an item must be paid by cost plus 25 percent, the cost factor in this case will be 1.25.

**NOTE:** It is preferable to set up special job prices and discounts before you proceed to setting up job planning lines if you want the have new pricing automatically applied to the planning lines. Otherwise, you will have to manually adjust prices and discounts on the job planning lines.

In the previously mentioned job scenario, the project manager and the customer agree on the following special prices: the item price is equal to its cost plus 20 percent to cover the overhead expenses and the resource price is 30. The steps to be followed are:

1. Go to **Home > Jobs** and open the job card created in the “Create a Job Card” demonstration.
2. Click **Related Information > Prices > Item** to open the **Job Item Prices** window.
3. Set up a special price for item 80024 filling in the fields as shown in the following table.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Task No.</td>
<td>1100</td>
</tr>
<tr>
<td>Item No.</td>
<td>80024</td>
</tr>
<tr>
<td>Unit Cost Factor</td>
<td>1.2</td>
</tr>
</tbody>
</table>
**NOTE:** Setting the Unit Cost Factor field to “1.2” will result in the item sales price 20 percent higher than the cost. The cost+ factor can be used in the same way for G/L accounts and resources.

4. Press Esc to close the window.

5. Click Related Information > Prices > Resource to open the Job Resource Prices window.

6. Set up a special price for resource Mark filling in the fields as shown in the following table.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Task No.</td>
<td>1100</td>
</tr>
<tr>
<td>Code</td>
<td>Mark</td>
</tr>
<tr>
<td>Unit Price</td>
<td>40</td>
</tr>
</tbody>
</table>

7. Press Esc to close the window.

**NOTE:** You can also set up a special discount for a job by specifying the discount percent in the Line Discount % field for item, resource, or G/L account in the Job Item Prices, Job Resource Prices, or Job G/L Account Prices window accordingly. You can access each of these windows by clicking Related Information > Prices on the job card.

**Demonstration: Set Up Planning Lines**

In Microsoft Dynamics NAV 2009, the project manager schedules the expected consumption and sales in the planning lines. For each job task, planning lines describe the expected consumption of items, resources, and other costs. Planning lines also show whether the planned consumption will be invoiced or not.

For the scenario described in the “Setting Up a Job” demonstration, the project manager performs the following steps to schedule the expected consumption of resources, items, and additional costs for the computer service job:

1. Go to Home > Jobs and open the job card created in the “Creating a Job Card” demonstration.

2. Select the job task line of the Posting type (job task line number 1100) and click Edit Planning Lines in the Action Pane.

3. In the Job Planning Lines window, set up two planning lines as shown in the following table.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
</table>
   | Line Type      | Both Schedule and Contract | This field defines the type of the planning line. You can select one of the following three types: 1. Schedule – The planning line contains expected usage for the
<table>
<thead>
<tr>
<th>Planning Date</th>
<th>3/16/2009</th>
<th>Enter the planning date of the planning line. This date can be used for filtering the totals of the job.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Resource</td>
<td>Specify the type of account to which the planning line relates. Click the AssistButton next to the field to select Resource, Item, G/L Account, or Text.</td>
</tr>
<tr>
<td>No.</td>
<td>Mark</td>
<td>This field contains the number of the account to which the resource, item, or G/L account is posted, depending on your selection in the Type field. To view the available numbers, click the AssistButton next to the field.</td>
</tr>
<tr>
<td>Quantity</td>
<td>1.5</td>
<td>Specify the quantity of units that you schedule for the planning line.</td>
</tr>
</tbody>
</table>

**Line 2**

<table>
<thead>
<tr>
<th>Line Type</th>
<th>Both Schedule and Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Date</td>
<td>3/16/2009</td>
</tr>
<tr>
<td>Type</td>
<td>Item</td>
</tr>
<tr>
<td>No.</td>
<td>80024</td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
</tr>
</tbody>
</table>
In the **Unit Price** field, you can view the special price that was set up during the “Set Up Job Prices and Discounts” demonstration. These prices override the standard pricing policy.

**NOTE:** You can split the lines of the Both Schedule and Contract type into two separate planning lines: Schedule and Contract. This may be useful when, in the course of the job, the usage to be invoiced to the customer is not equal to the planned usage. To split the planning lines, run the **Job Split Planning Lines** batch job by clicking **Split Planning Lines** on the Action Pane of the **Job Task Lines** window.

4. Click **OK** to close the **Job Planning Lines** window.
Lab 1.1 – Planning a Job

In this lab, you will practice setting up and planning a new job.

Scenario

You are the project manager at Cronus and the customer Selangorian Ltd. has asked for a bookshelf with doors. You are going to set up a job for assembly of the bookshelf and set up the agreed prices.

Challenge Yourself

- Create a new job.
- Set up job tasks.
- Set up agreed prices.
- Plan the expected consumption and sales.

Need a Little Help?

1. Create a new job card.
2. Set up job task lines.
3. Set up agreed prices on items, resources, and costs.
4. Set up planning lines.

Step by Step

Create a job card

1. Go to Home > Jobs.
2. In the Action Pane, click New to open the Job Card window.
3. Press Enter to receive the next job number.
4. Fill in the description.
5. In the Bill-to Customer field, select customer 20000.
6. On the Posting FastTab, enter a posting group in the Job Posting Group field.
7. Select the WIP method in the WIP Method field.
8. Set up the expected starting and dates.

Set up job tasks lines

1. In the Job Card window for the job you just created, click Job Task Lines.
2. Set up the job task lines.
3. Click Actions > Functions > Indent Job Tasks and then click Yes on the message that appears to indent the job task lines.
4. Press Esc to close the Job Task Lines window.
Chapter 1: Jobs Overview and Setup

Set up agreed prices

1. In the Job Card window, click Related Information > Prices > Item.
2. Set up special prices for items filling in the Unit Price field or use a cost+ factor filling in the Unit Cost Factor field.
3. Press Esc to close the Job Item Prices window.
4. Click Related Information > Prices > Resource.
5. Set up special prices for resources filling in the Unit Price field or use a cost+ factor filling in the Unit Cost Factor field.
6. Press Esc to close the Job Resource Prices window.
7. Click Related Information > Prices > G/L Account.
8. Set up special prices for G/L accounts filling in the Unit Price field or use a cost+ factor filling in the Unit Cost Factor field.
9. Press Esc to close the Job G/L Account Prices window.

Set up planning lines

1. In the Action Pane of the job card, click Job Task Lines.
2. In the Job Task Lines window, select a line of the Posting type and click Edit Planning Lines.
3. Set up planning lines of the Contract or Both Schedule and Contract type.
4. Press Esc to exit and close Job Planning Lines window.
5. Repeat steps 2-3 for other job tasks lines of the Posting type, if any.
6. Press Esc to close the Job Task Lines window.

Summary

This chapter explained the concept of jobs and outlined the process of setting up jobs from the Program Manager Role Center. Setting up a new job includes the following tasks:

1. Creating a job card.
2. Setting up special prices and discounts for items, resources, and G/L accounts (optional)
3. Planning the job:
   a. Creating job task lines.
   b. Creating job planning lines from the job task lines.
Test Your Knowledge

1. What are the two layers that job planning in Microsoft Dynamics NAV 2009 consists of?

________________________________________________________________________

________________________________________________________________________

2. True or False:
   You do not have to create job tasks for each job; they are meant to provide flexibility whenever needed.

________________________________________________________________________

________________________________________________________________________

3. Complete the following sentence:
   You can use the ________________ job planning line type if the scheduled usage equals what you want to charge the customer.

________________________________________________________________________

________________________________________________________________________

4. For which of the following job task types can you edit the job planning lines?

   ( ) Heading
   ( ) Begin-Total
   ( ) Posting
   ( ) End-Total
Quick Interaction: Lessons Learned

Take a moment and write down three Key Points you have learned from this chapter

1. 

2. 

3. 
Solutions

Test Your Knowledge

1. What are the two layers that job planning in Microsoft Dynamics NAV 2009 consists of?

The job planning in Microsoft Dynamics NAV 2009 consists of job task lines and job planning lines.

2. True or False: You do not have to create job tasks for each job; they are meant to provide flexibility whenever needed.

3. False. Job tasks are mandatory. Otherwise you will not be able to post to the job.

4. Complete the following sentence: You can use the ________________ job planning line type if the scheduled usage equals what you want to charge the customer.

You can use the Both Planning and Schedule job planning line type if the scheduled usage equals what you want to charge your customer.

5. For which of the following job task types can you edit the job planning lines?

( ) Heading

( ) Begin-Total

(✓) Posting

( ) End-Total