# Job Costing Manual

Version 6.2

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Job Costing

Job Costing is a separate module in JT that calculates **Time** spent on particular **Actions** relating to specific **Jobs**. This module can also be used to **Count** the number of times a particular task has been completed by employees.

Job Costing must be enabled through '**Registration**' (under '**Configuration**' on the menu bar). Once enabled the '**Job Costing**' option will appear on the menu bar.

In order for this module to work, each employee transaction needs to be accompanied by a **Workcode**. This code can be entered manually if the device permits, or devices can be set with a particular workcode (in other words, all clockings from a device would be for a particular job and action). The workcode is made up of the **Job Number** and the **Action Code** combined.

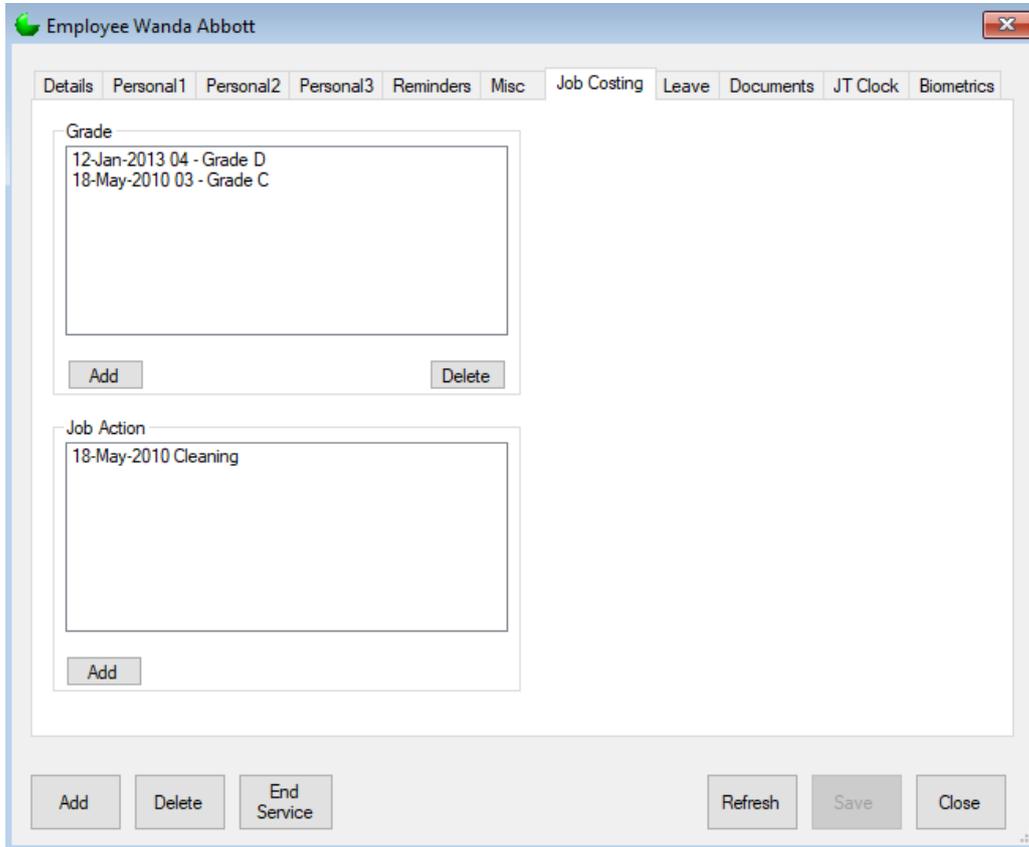The below image shows the workcode setting applied to a device through Jarrison Time.
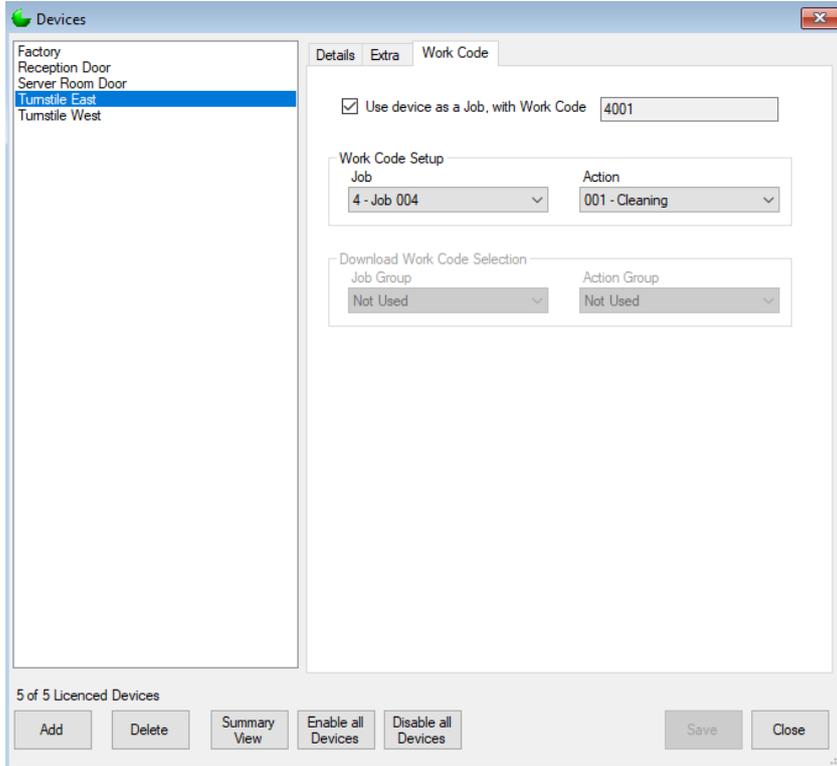
To manually transact on the device for Cleaning (001) on Job 004, an employee would need to enter or select workcode 4001 (or the device must be set with this workcode, as above). The length of the workcode can vary according to requirement. The length of the Action Code can be changed by going to '**Configuration**', '**System**' and the '**General-2**' tab, then setting the '**Length of Action portion of Workcode**' number. From this tab you can also set whether Jobs and Actions will be automatically added to JT during the import of transactions. If counters are required for job costing they can be enabled from here too.
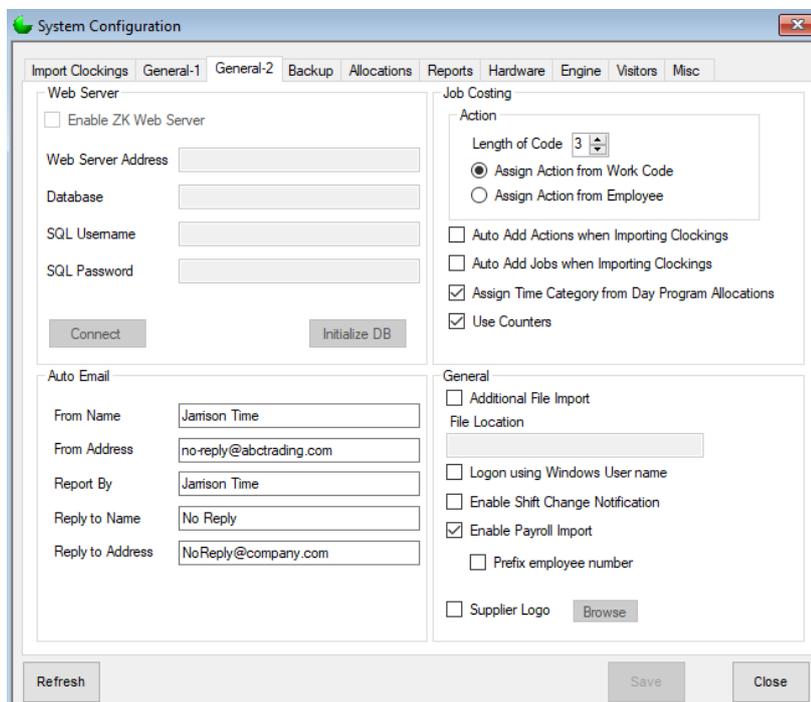
It is possible to use Job Costing clockings to generate the same time category allocations that would be generated by normal clockings. Select the option 'Assign Time Category from Day Program Allocations' from the General-2 tab if this is desired. If this option is enabled, a 'Job Authorization' option will be added to the Job Costing menu, allowing for processing of unauthorized time categories generated by job clockings. Note that results generated from job transactions will not display in Daily Details or other T&A views, they will only show under 'Job Costing', 'View Transactions' and 'Job Costing', 'Job Authorization'. This window will only display allocated unauthorized times generated by job costing clockings.
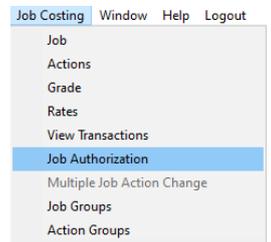
From the General-2 window a selection can be made as to whether the action is assigned from the work code (via clocking) or if an action is assigned to an employee. In the latter case the action will be assigned from the Employee Details window, as below.

Job

From '**Job Costing**' on the menu bar, go to '**Job**' and enter the details of each job you would like the system to track. Note that the '**Job**', '**Job Costing**' and '**Unit**' labels (crate, bag etc.) can be customized by going to '**Configuration**', '**Custom**', and then the '**Exceptions & Labels**' tab. (Only Units which have a label entered will be available in Job Costing.)

The '**Export**' button can be used to generate a file listing of all captured jobs. The '**Refresh**' button is of use when importing actions from devices and the list needs to be updated.

Job Groups

If JT Clock is enabled, once jobs have been setup they can be grouped together to form groups, which can later be assigned to users, devices, or used for JT Clock. '**Job Groups**' is available under the **Job Costing** menu option. See the **User Profiles** section of the Configuration manual for more on restricting user accounts.

Actions

From '**Job Costing**' on the menu bar, go to '**Actions**'. An action can either be a **Time** or a **Counter**. The '**Refresh**' button is of use when importing actions from devices and the list needs to be updated.

Time Action

A Time Action is used to calculate the amount of time worked on a particular job. (e.g. sweeping the floor) You will need to select a **Time Category** for the amount of time worked to be allocated to. Any number of Time Categories can be added beforehand by clicking '**Setup**' then '**Time Categories**' from the menu bar.

When setting up a Time Category to be used for job costing purposes, a ratio can be entered that will be used as a multiplier when calculating rates. The option applies to allocations when '**Assign Time Category from Day Program Allocations**' is selected from the **General-2** tab of **System**.


Counter Action

An action which is set as a Counter will need to have a **Counter** and **Unit** selected. Any number of Counters can be added beforehand by clicking '**Setup**' then '**Counters**' from the menu bar. For example to count how many times an employee assembles something, they will need to transact on that workcode before they start assembling the first one. Then each time they have an assembled product they need to transact again. So at the end of the day an employee with seven transactions would have assembled six products as the first one was used as a 'Start' of the assembling duty. Counters must be enabled from **Configuration**, **System**, **General-2** tab. Units can be customized from '**Configuration**', '**Custom**', '**Exceptions and labels**'.

Job costing time categories and counters can be manipulated through Day Program rules and formulas like any other time categories or counters, if needs be.

The '**Export**' button can be used to generate a file listing of all captured jobs.

Action Groups

If JT Clock is enabled, once actions are setup they can be grouped together to form groups, which can later be assigned to users or used for JT Clock. '**Action Groups**' is available under the **Job Costing** menu option. Please see the **User Profiles** section of the Configuration manual for more on restricting user accounts.
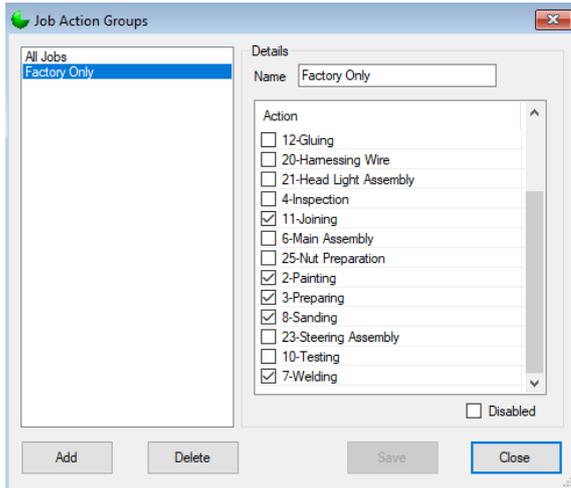

Job Groups and Action Groups must then be applied on job-costing-compatible devices, through the **Devices** window, in order to transfer them to the devices. In this way each device will have the job and action options required by it.

If JT Clock is in use and Job Costing is selected in the **JT Clock Settings** group that the employee is assigned to, there will also be options to apply a **Job Group** and **Action Group** on the **Job Costing** tab of **Employee Details**, thus limiting their available jobs and actions.
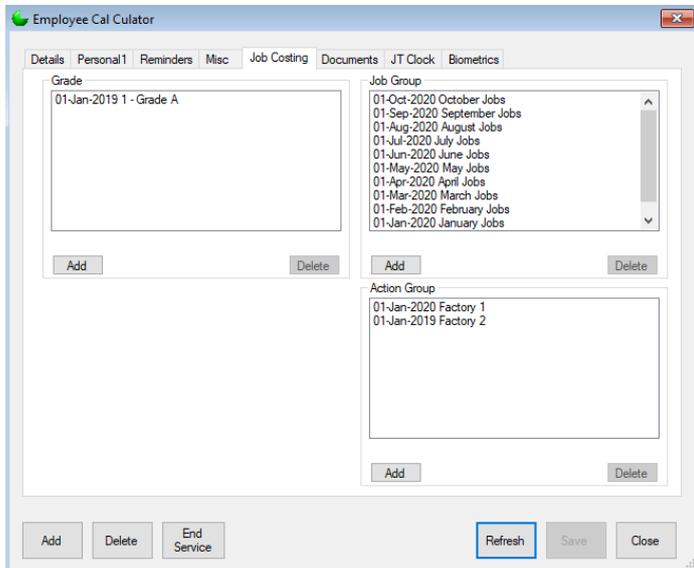
Importing Jobs and Actions

From '**Configuration**', '**Initial Setup**', there are options to import **Job** and **Action Descriptions**. This will allow importing of a text/csv file for populating the respective fields.
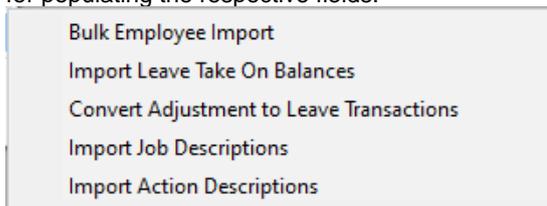
The templates for the files can be found at **C:\Program Files (x86)\Jarrison Systems\Jarrison Time**.

Grade

From '**Job Costing**' on the menu bar, click on '**Grades**'. Here you can setup grades for employees if needed. Grades can be linked with **Rates** (see below) to generate costing results.

Rates

From '**Job Costing**' on the menu bar, click on '**Rates**'. Here you can save the '**Rate per hour**' for time actions and '**Rate per unit**' for counter actions. Each rate is made up of a combination of a grade with the particular action.
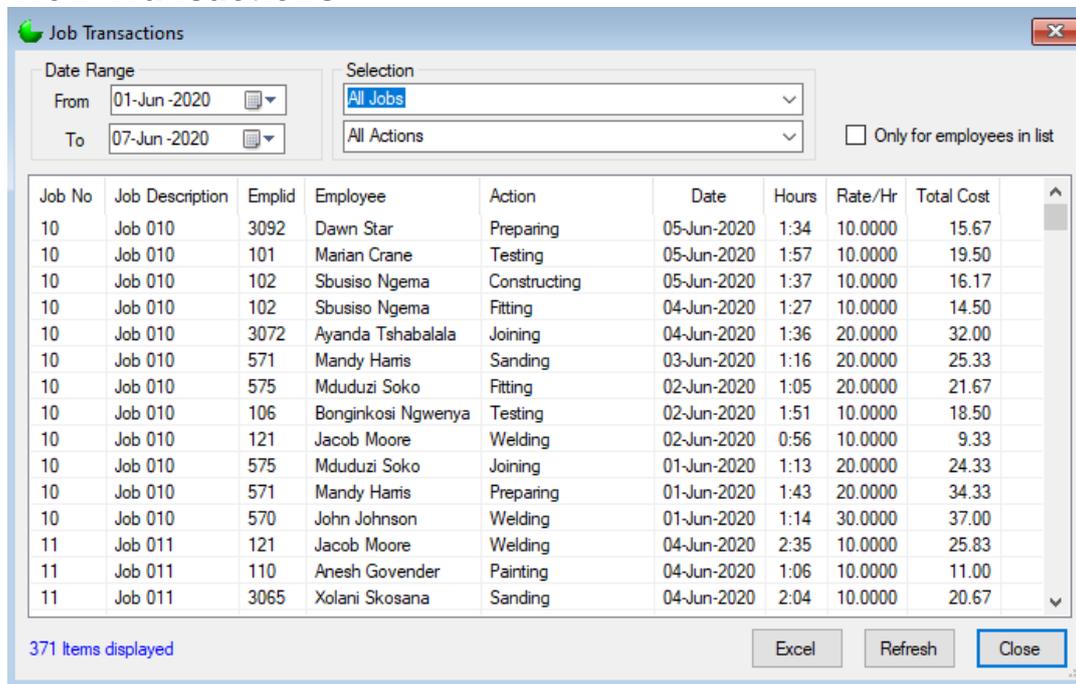
Multiple Action Options

Options for various Job Costing related actions can be found at the bottom of the '**Job Costing**' menu option. Note '**Multiple Job Action Change**' only becomes available when assigning actions from employees in System Configuration.

View Transactions

From '**View Transactions**' under '**Job Costing**' on the menu bar, users will be able to view job costing transaction history, filtered by job, action and/or date range. Clicking a column header will sort the list by that column. The '**Excel**' button at the bottom right of the window will export the presented data to Excel if so desired.

Using Job Clockings as T&A Clockings

Once the Job Costing module is enabled, Day Programs will have an additional option in the **Clockings** tab, as depicted below. Tick the '**Use First & last Job Transactions for T&A**' option to use job clockings as T&A clockings.
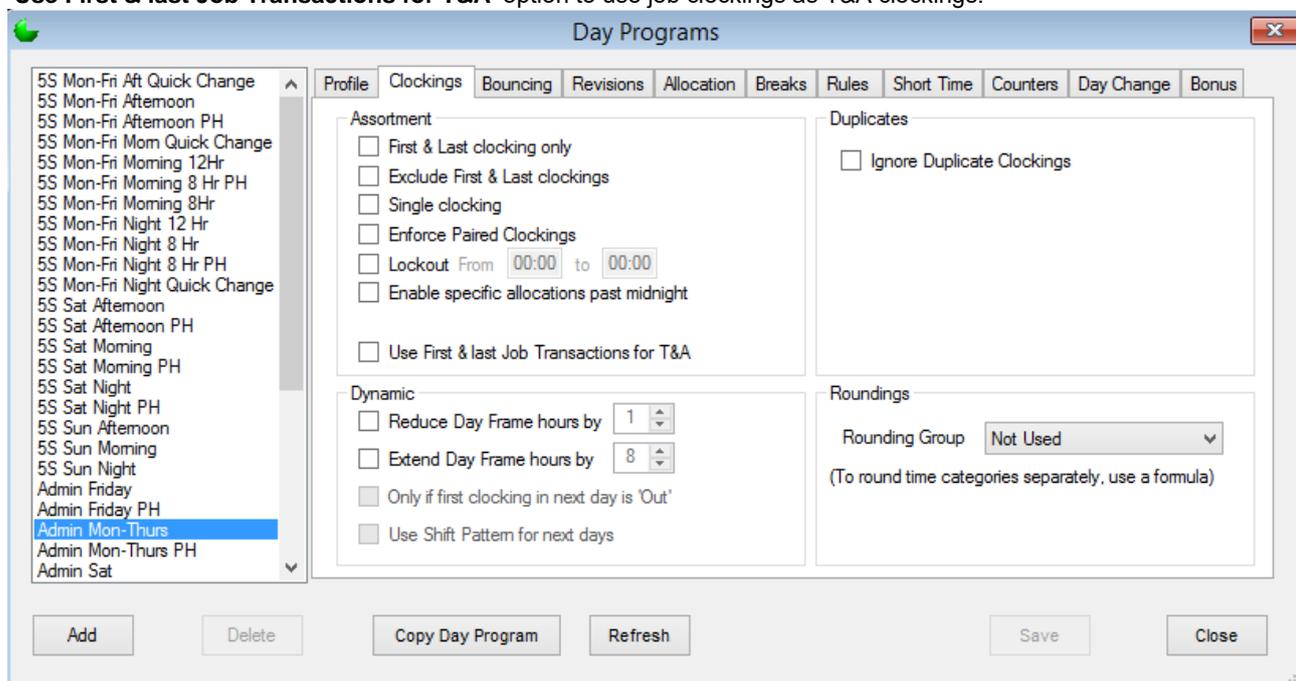
Manual Job Clockings

Click '**Add Clocking**' in **Daily Details** to add a job costing transaction. Select a time (and reason, if applicable) and then from the drop-down menu select the **Job Number** the transaction should link with. In the pictured example it's "001 – Job 001". To add a non-job costing clocking the **Job Number** and **Action** would be left blank.

From the **Action** drop-down menu select the activity being undertaken towards the selected job. In the example Cleaning has been chosen.
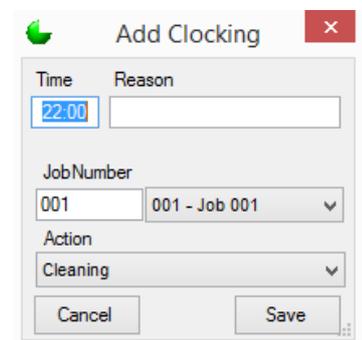
Job View

Job costing clockings are presented in **Daily Details** with a # symbol, to differentiate them from regular clockings. If job costing clockings are present, one can see further detail by toggling the view via the 'Job' button on the upper-right of the **Daily Details** window. T&A clockings are excluded from the **Job** view.

In the image to the right, presented with the **Standard** view, there are two T&A clocking and six job costing clockings. In the next image the **Job** view has been selected, allowing details of the job costing clockings to be viewed.

In the above image it can be seen that from 09:02 to 10:13 the 'Fitting' task was performed for job 12, then from 11:43 to 12:24 'Welding' was performed for job 10. From 13:55 to 16:08 the person was busy once again with 'Fitting'. By the end of the day a total of 3h24m Fitting time and 41m Welding time was generated.

In the below image, presented with the **Job** view, there are eight job costing clockings of 'Bolt Preparation' for job 10 (there are two T&A clockings for the day), resulting in a count of seven for Bolts.

Note that a counter for missing job clockings need to be set under **Configuration**, **System**, **Allocations** tab before an exception for missing job clockings can be generated.
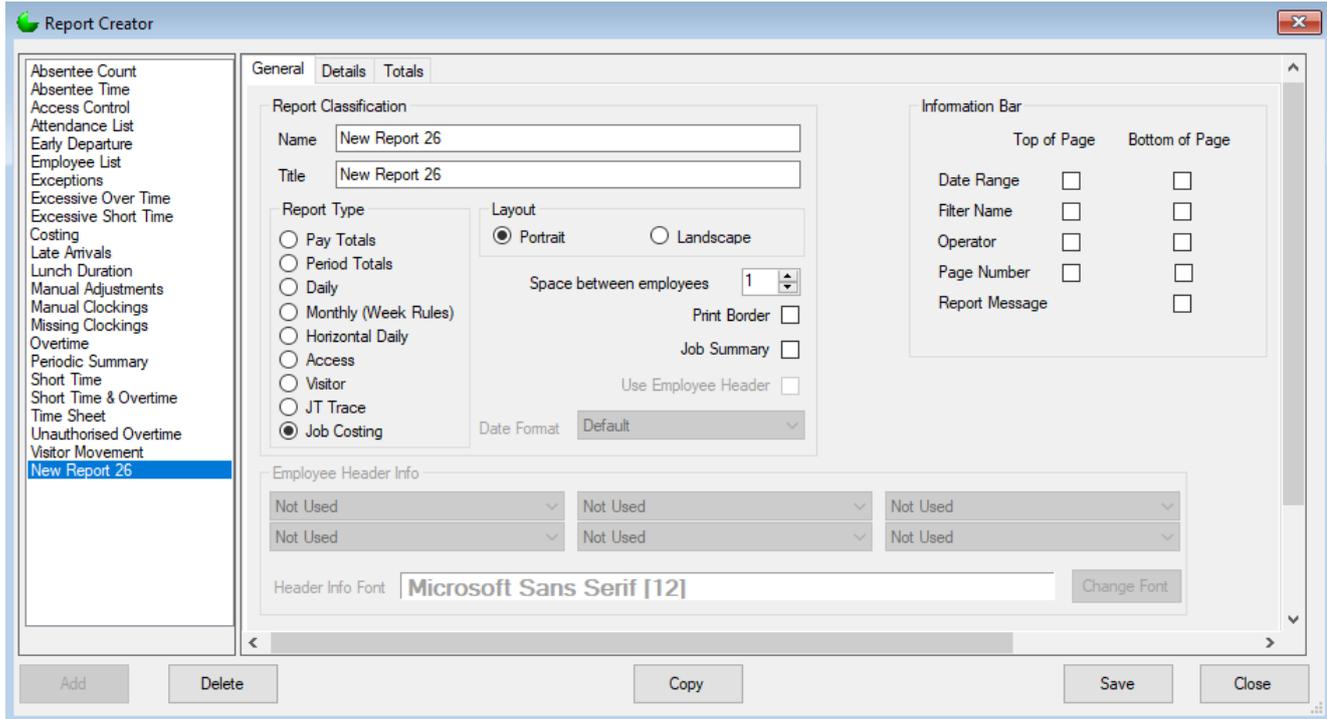
Reports

Job costing reports can be created once the module is active.
From the **Report Creator**, click '**Add**' and then select **Job Costing** as the **Type** of report. Various job costing options will now become available.

The '**Job Summary**' checkbox should be ticked if job costing details are not desired on the report (just totals per job/action).

Worked Hours and **Worked Counter** are the two field options used to display time or counters accumulated from Job Costing on a report.

Under the **Details** tab when adding Items to the job costing report there will be an additional option available for Time Categories, called '**Job Cost**'. Placing a check here will print cost of hours worked instead of hours worked. If selected the format should be **Decimal(2)** or **Decimal(4)**.

On the **Totals** tab there are some additional settings once the job costing module is enabled.
'**Exclude Job Costing Clockings**' - Apply to create a "pure" T&A report, without job costing transactions.
'**Flag Job Costing Clockings**' - This option will show all clockings on the report, with job costing clockings indicated by a # symbol.
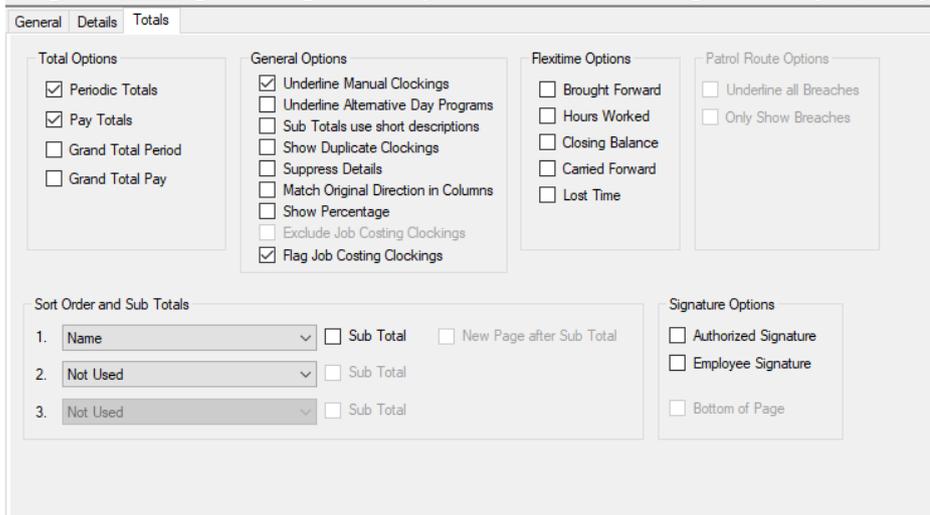
File Export

Export files for job costing can be created once the module is active.
From the **File Creator**, click '**Add**' and then select **Job Costing** as the **Type** of file.