

## Considerations for Closing Jobs

In order to close a job the following must be in place otherwise you will receive a Maconomy error that will prevent you from closing the job:

- A. Open job entries must be 'closed'
- B. Invoices on account fully 'matched'
- C. Open purchase orders must be 'closed'
- D. All sub jobs must be closed before the main job is closed.
- E. Fixed price jobs budget must match what was invoiced.
- F. Job cannot be closed due to tax on account rounding errors.

### **A. Open job entries must be 'closed'**

To ensure there are no open job entries on the job go to

**Menu >> Job Cost >> Lookup >> Job Card**

#### *1. Show Entries Island*

- Blank out the periods so entries for all periods can be selected
- Ensure that 'Show Open Only' is ticked

#### *2. Selection Criteria Island*

- Ensure that all fields are blank

The screenshot shows the 'Job Card' window with the following details:

- Job Information:** Job No. 10110001-002, Job Name Equity Program, Job Group Billable, Closed checkbox unchecked.
- Ship to Client:** Client No. 100164, Name Smuckers.
- Bill to Client:** Client No. 100164, Name Smuckers.
- Show Entries:** Period field, Show Open Only checkbox checked.
- Description:** Internal field, Ref. field.
- Current Phase:** Phase field, Planned Ending Date field, Due checkbox unchecked.

The table below contains the job entries:

	Date	Act. No.	Entry Type	Description	Quantity	Billing Price	Quantity Inv	Billing Price, Inv	Reve
1	8/6/2007	4B17600	Registration	RESEARCH	1.0	6.10	0.0	0.00	
2	9/1/2007	4B10902	Job Surcharge	Administrative Sun	-1.0	-15.00	0.0	0.00	
3	9/1/2007	4B10902	Job Surcharge	Administrative Sun	-1.0	-7.50	0.0	0.00	
4	9/1/2007	4B10902	Job Surcharge	Administrative Sun	-1.0	-7.50	0.0	0.00	
5	9/1/2007	4B10902	Job Surcharge	Administrative Sun	-1.0	-7.50	0.0	0.00	
6	9/1/2007	4B10902	Job Surcharge	Administrative Sun	1.0	15.00	0.0	0.00	
7	9/1/2007	4B10902	Job Surcharge	Administrative Sun	1.0	7.50	0.0	0.00	
8	9/1/2007	4B10902	Job Surcharge	Administrative Sun	-1.0	-7.50	0.0	0.00	
9	9/4/2007	4B10902	Job Surcharge	Administrative Sun	1.0	7.50	0.0	0.00	
10	9/4/2007	1B10900	Registration	Client Billable	1.0	300.00	0.0	0.00	
11	9/4/2007	4B10902	Job Surcharge	Administrative Sun	1.0	9.00	0.0	0.00	
12	9/4/2007	1B10900	Registration	Client Billable	5.5	1,072.50	0.0	0.00	

3. If there are job entries in the table part of the screen then these must be dealt with by either

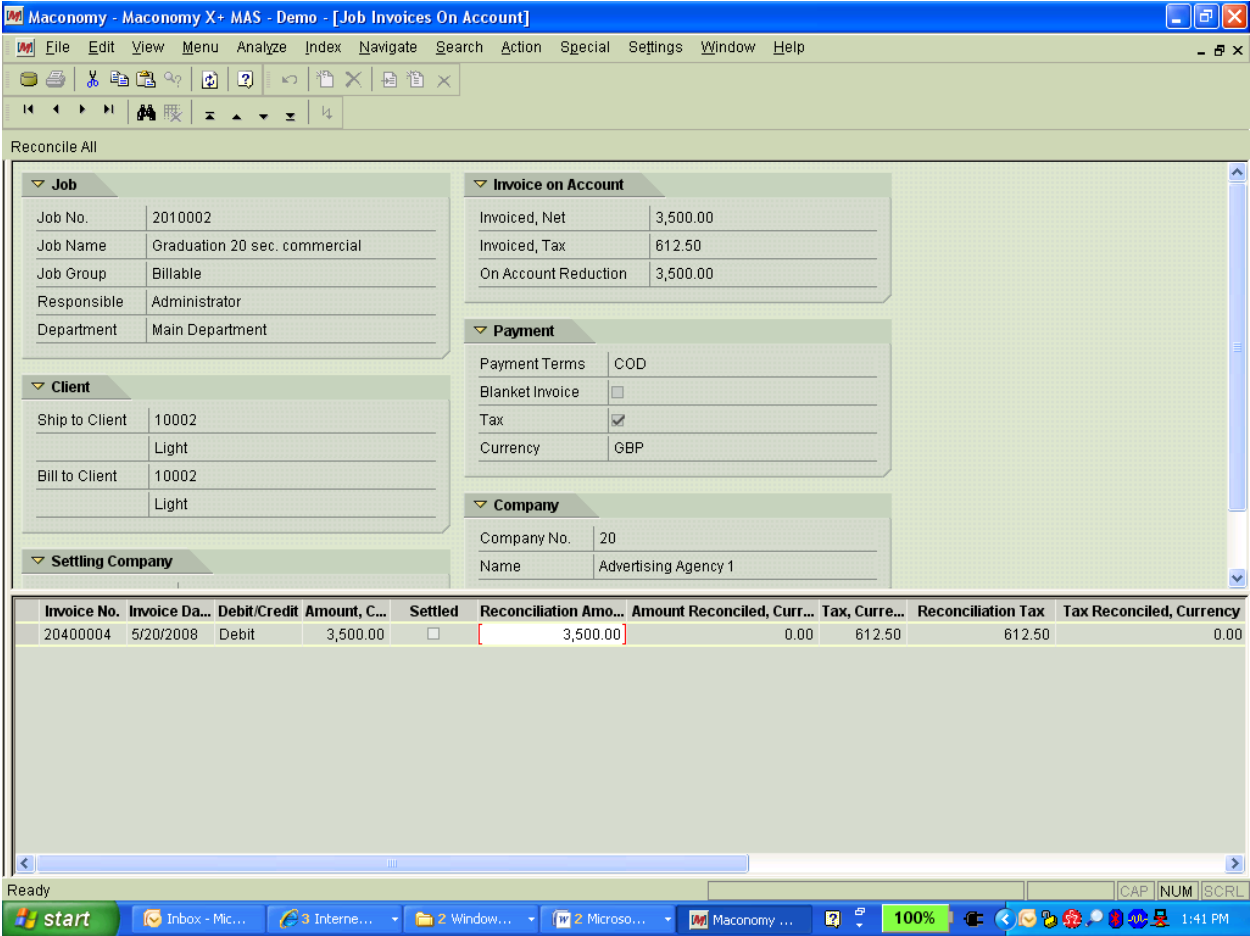
- Reallocating to another job
- Invoicing
- Matching entries to an existing invoice on account (prebill) in invoicing process to create zero invoice
- Processing Job journal to effectively write-off open amounts and then invoice all 'open' entries in Invoicing process to create zero invoice.
- Or writing off the entries in the invoice selection window or invoicing component in the portal.

## B. Invoices on account fully matched

If the job is invoiced at the job level and not at the product level there could be an unmatched invoice on account (prebill) on the job. The system will give you an error that there are open invoices on account if you close the job before the on account invoices are reconciled..

- 1. To check the unmatched invoice on account amount on the job go to

### Menu >> Job Cost >> Invoicing>Job Invoices on Account

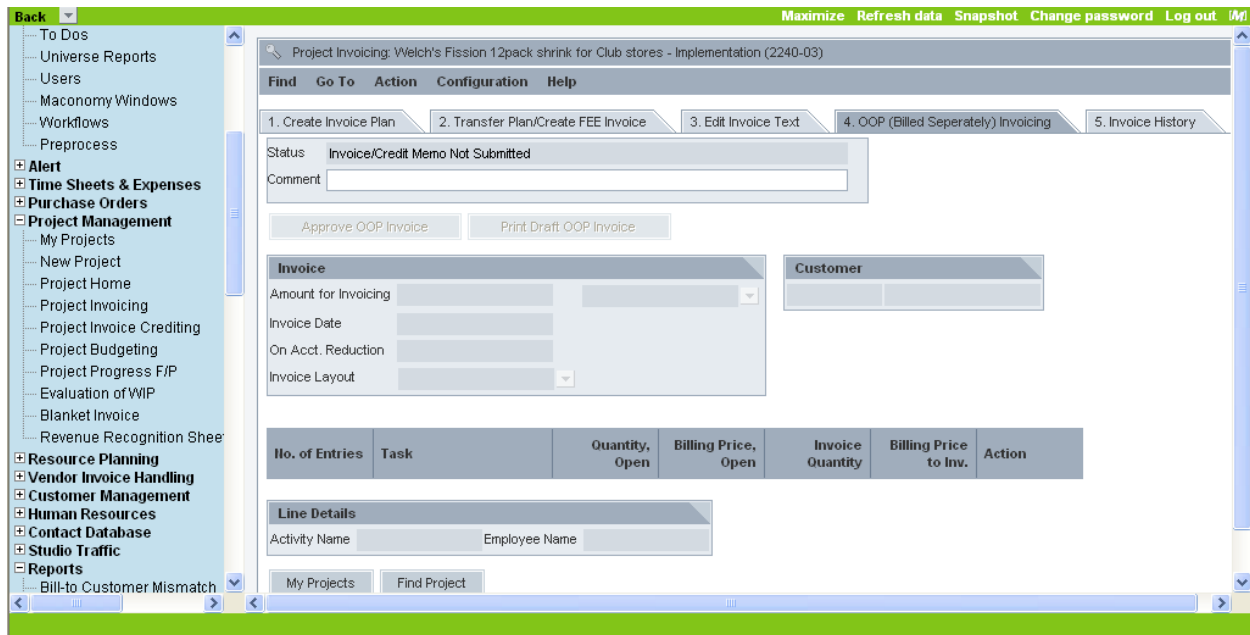


This window shows all un-reconciled on account entries for the job.

Note that the reconciliation amount field in the table part of the window shows what is open and to be reconciled, you can change this amount here or in the invoice selection window or in the invoicing component window in the portal.

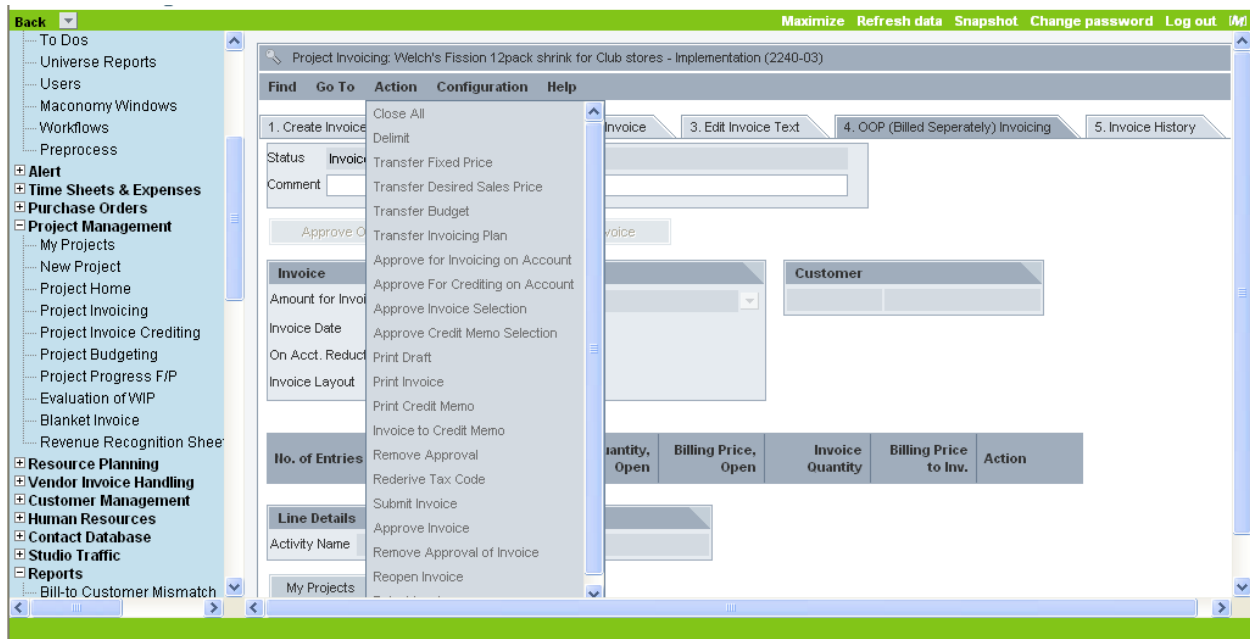
2. If there is an amount here then the options are:
3. Matching Invoice on account to existing job entries in Invoicing process to create zero invoice

4. Review the job card for each job to make sure that when you do a zero dollar invoice, you are not writing off entries. Note that there are no open entries; the invoice selection window confirms this also.

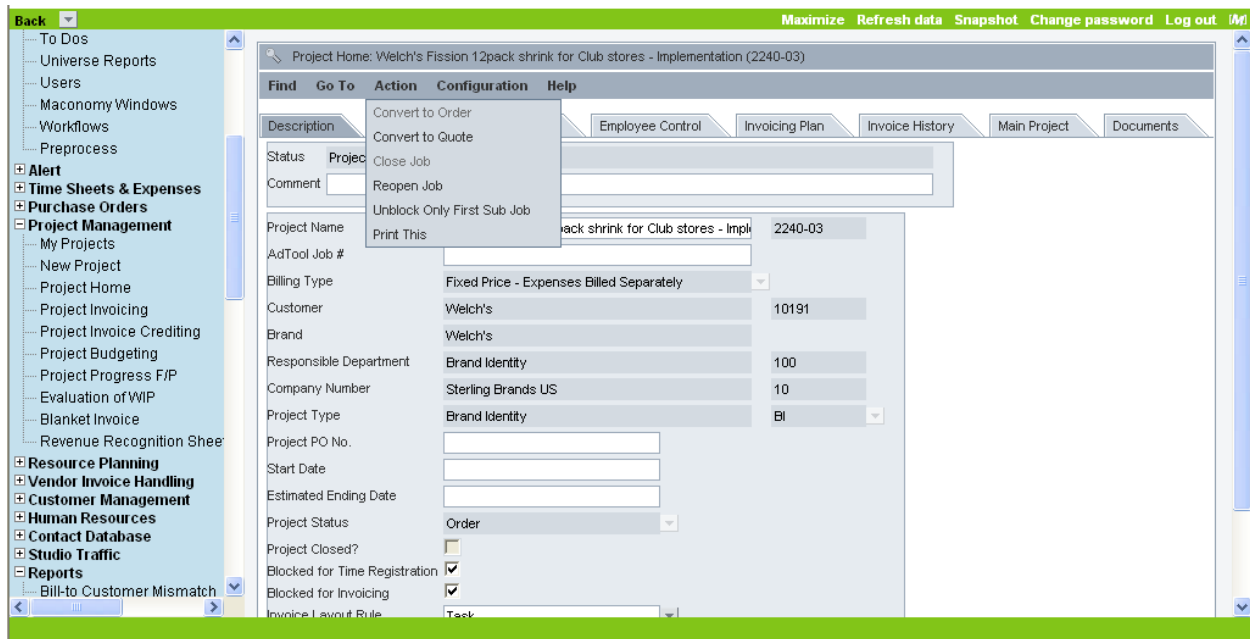


This can be done in the portal or client.

5. Review the financial job card or the project invoicing window for the job in question; make sure there are no open entries to bill.
  - a. Usually there are not but you do not want to write them off by accident as part of the zero dollar invoicing if they are.



6. Do the following steps in the Project (job) invoicing window:
  - a. Action close all, this closes any open entries (there are none open as detailed before) .
  - b. Action: Approve Invoice selection.
  - c. Action: Print draft (again note zero entries), this is done to cross check that there is nothing to bill.
  - d. Action: Submit invoice...
  - e. Action: Approve Invoice.....
  - f. Action: Print the invoice
  
7. Post the invoice journal if you do not have auto posting enabled.



8. Close the job in the job home (or jobs window in the client).

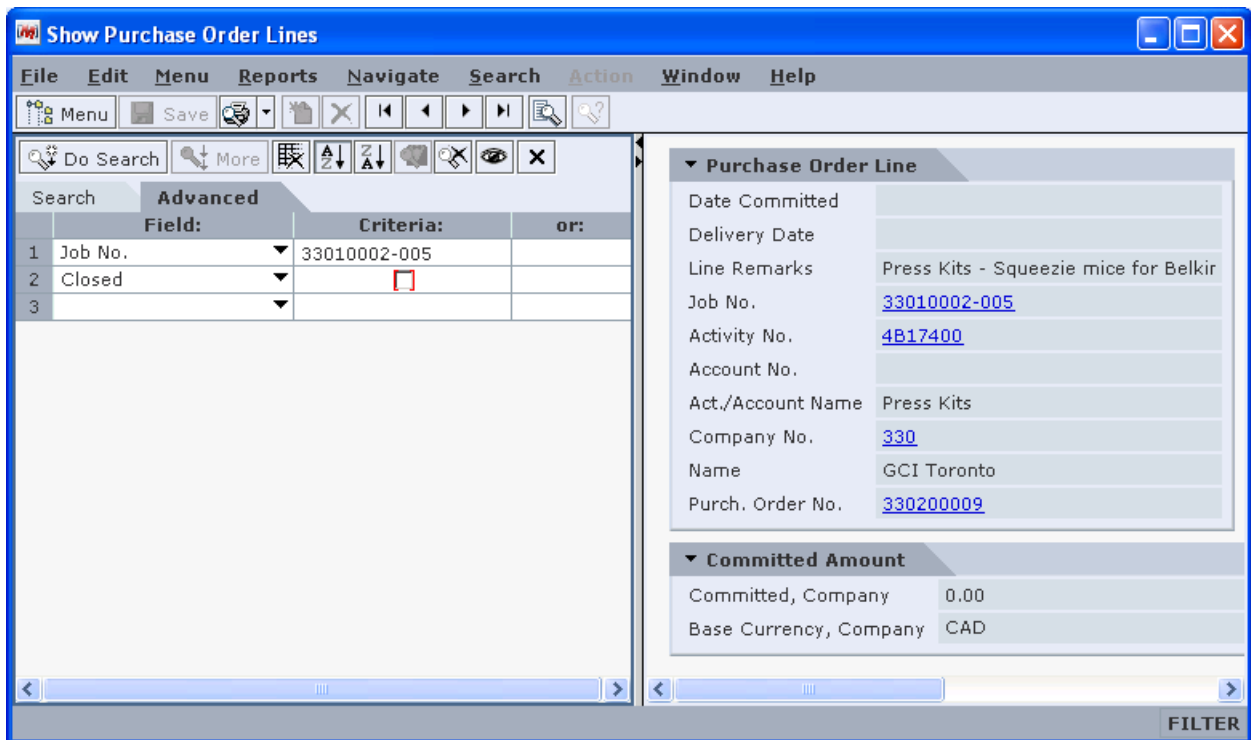
## C. Open purchase orders must be 'closed'

1. To check any open purchase order lines against the job go to

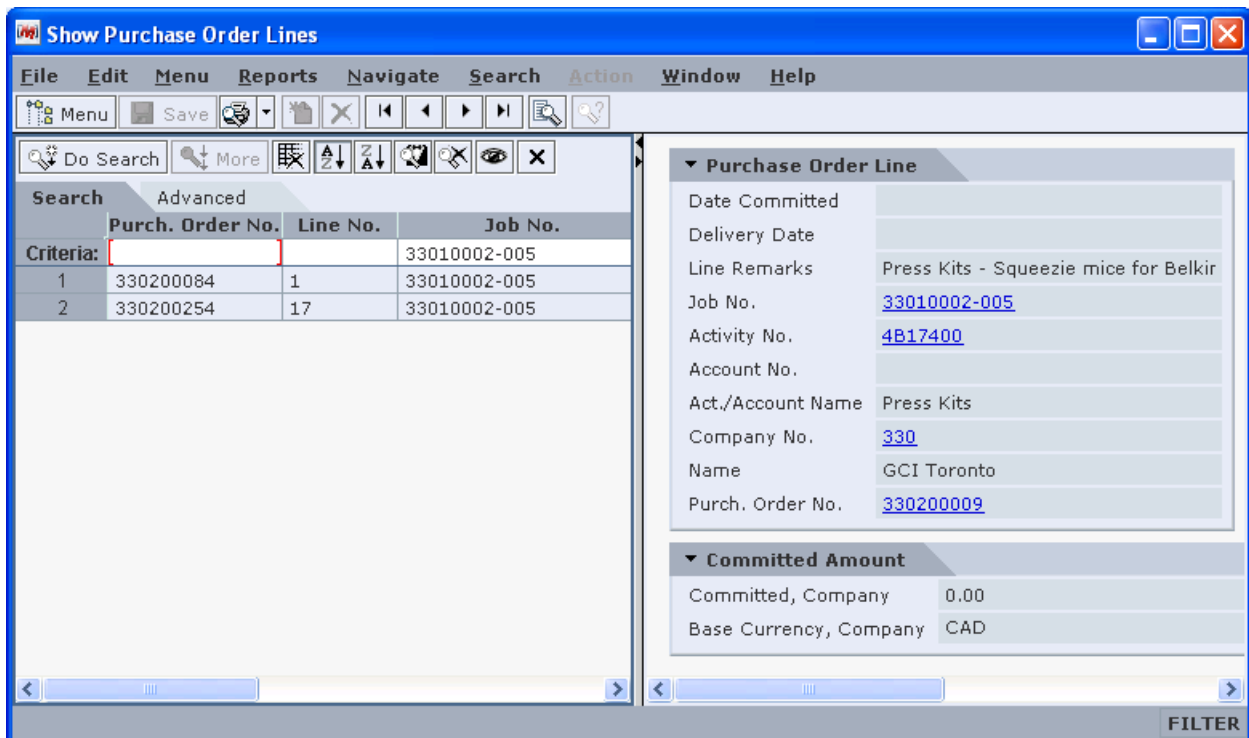
**Menu >> Accounts Payable >> Registration >> Show Purchase Order Lines**

2. Click on Search icon (CTRL-F) to obtain the search window.

3. In the advanced tab select the Job No. and Closed fields and enter the job in the 'Job No.' criteria and leave the tick box blank in the 'Closed' criteria.



4. Press 'Do Search' Button to display open purchase orders that reference the job to close.



- a. The search pane will list the purchase orders that need to be closed
- b. To close the purchase order lines go to
- c. Menu >> Accounts Payable >> Registration >> Purchase Orders**
- d. Click 'Action' then choose 'Close Purchase Order'

#### **D. Sub Jobs Must be closed before the main job is closed**

1. The sub job will receive the same error as any job that tries to be closed that has any of the open entries (A-E) discussed in this document,
2. Thus, all open PO's, un-reconciled, invoices on account, open entries, etc. Must be resolved using the steps outlined here before it can be closed.
3. Go to each sub job in the Jobs window or in the job home in the portal, Action close job. Repeat this step for each sub job until the main job is closed.

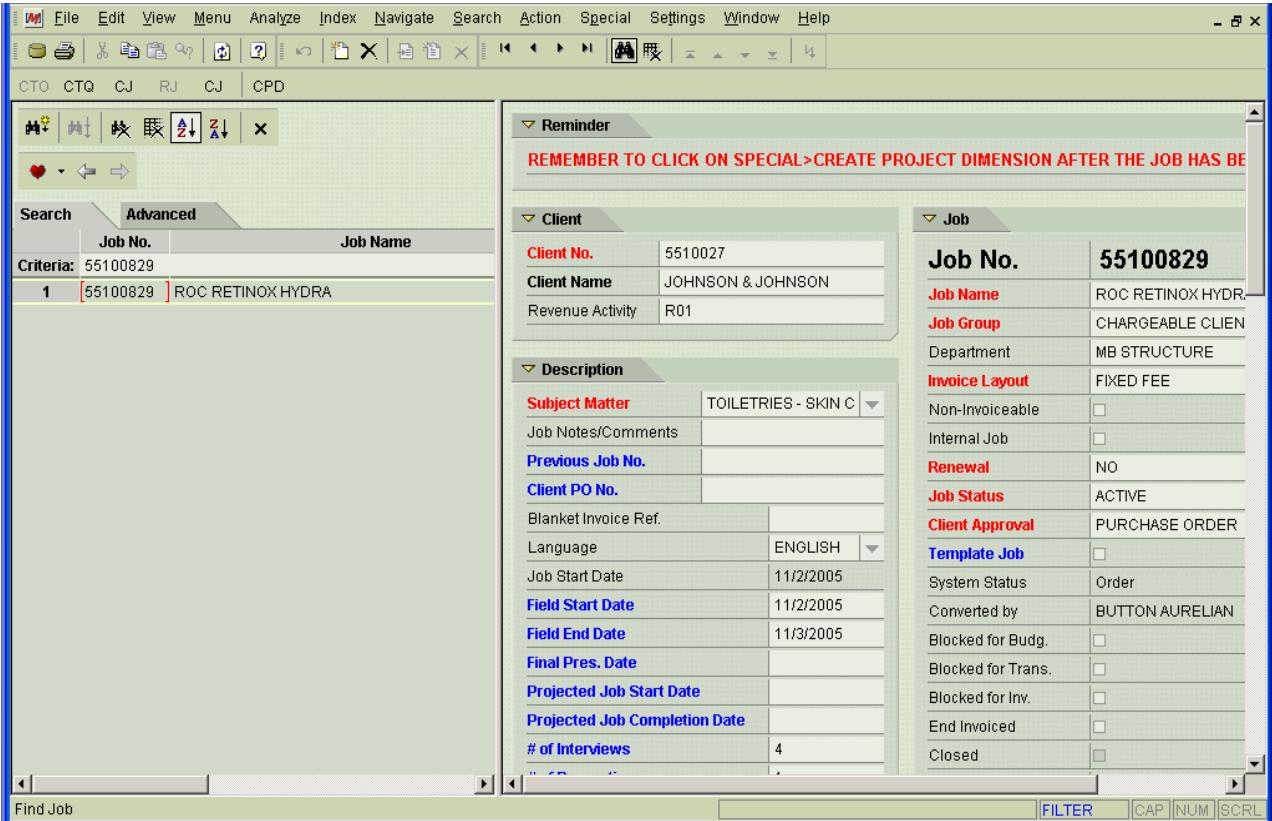
4. The job cannot be closed because the amount invoiced does not match the fixed price on the job
  - a. This error is caused by a difference between what was billed (which is all entries that are included in the fixed price of the job plus invoices on account less what was budgeted in the fixed price budget of the job or the quote (this is based on the fixed price job parameter on the job. So the formula is as follows:

**E. All entries billed that are included in the fixed price (as defined in the job budgets**

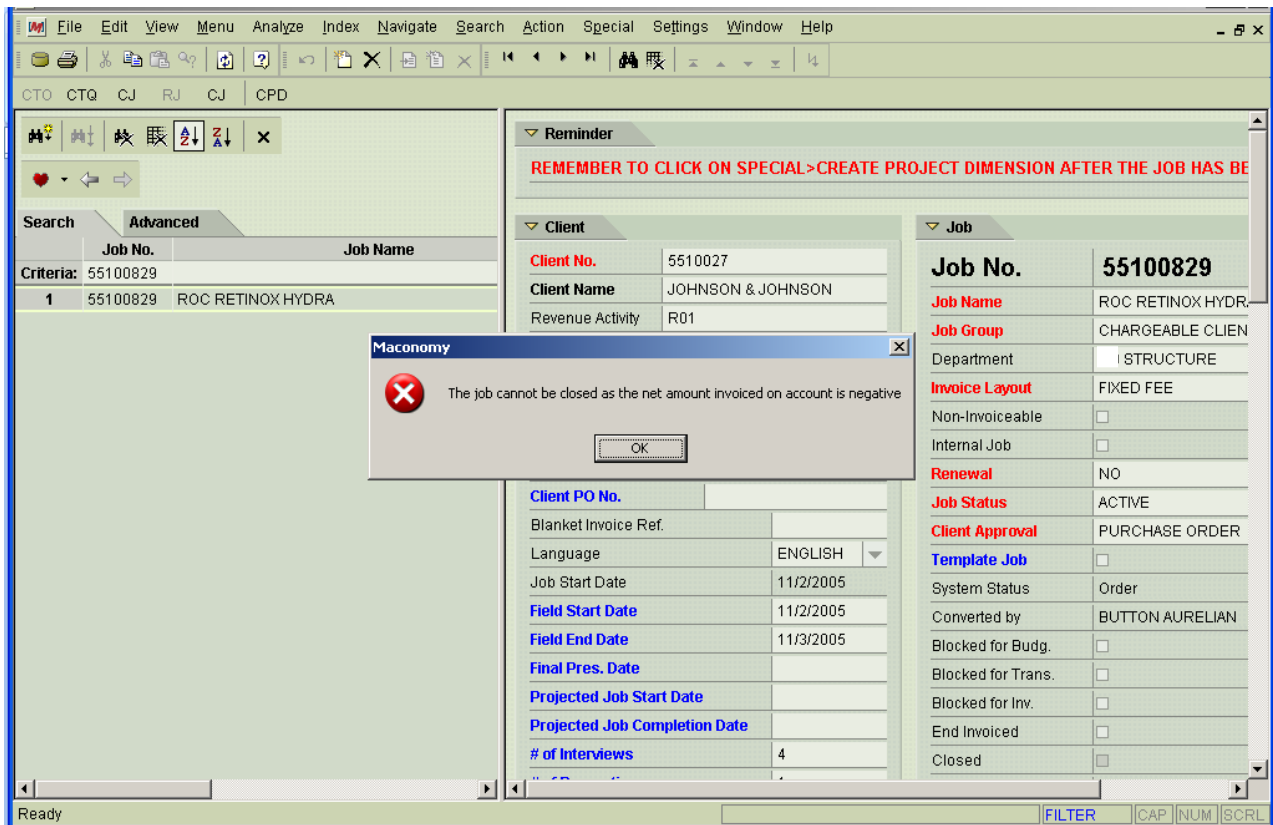
- a. Plus: Invoices on account
  - b. Minus: The fixed price job (budget or quote).
1. Usually the cause of this error is that there are open and un-reconciled entries on account.
    - a. See Step B for resolution.

**F. Job cannot be closed due to tax on account rounding errors.**

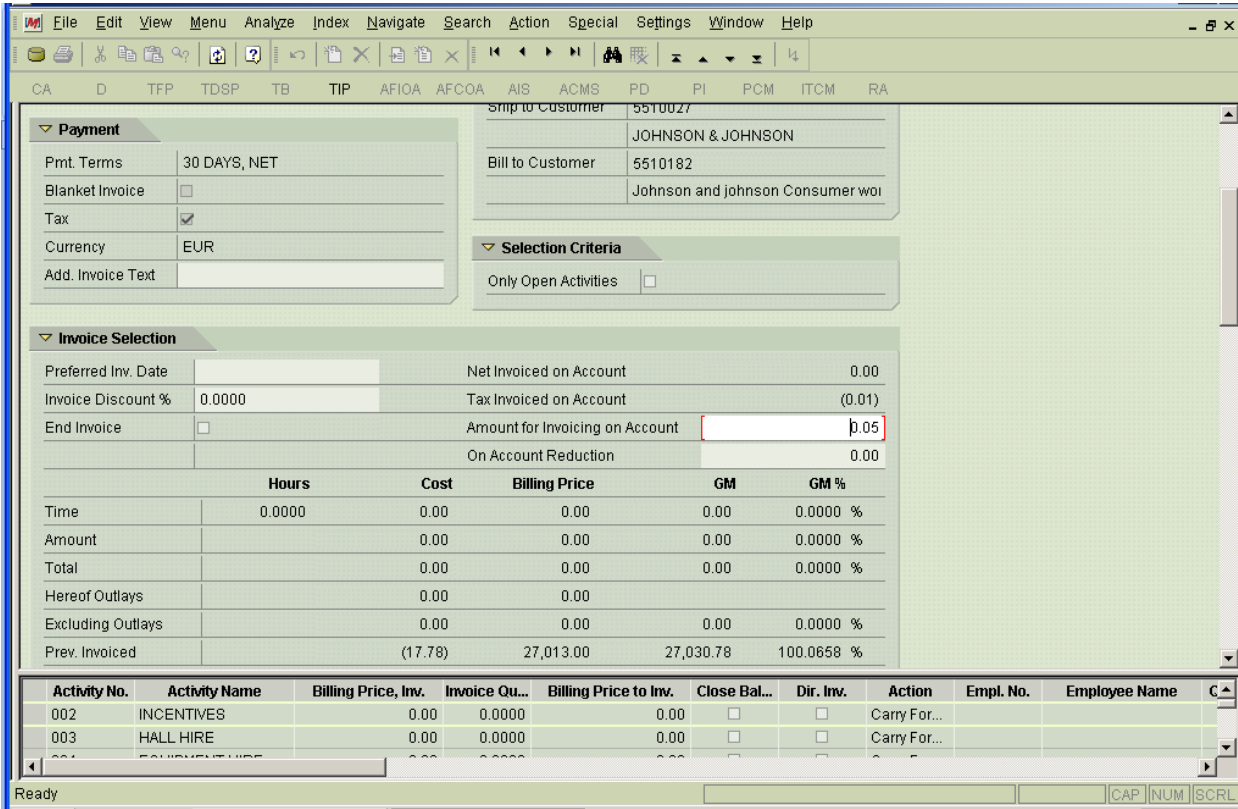
- a. Here is the Jobs screen where I have looked up the Job



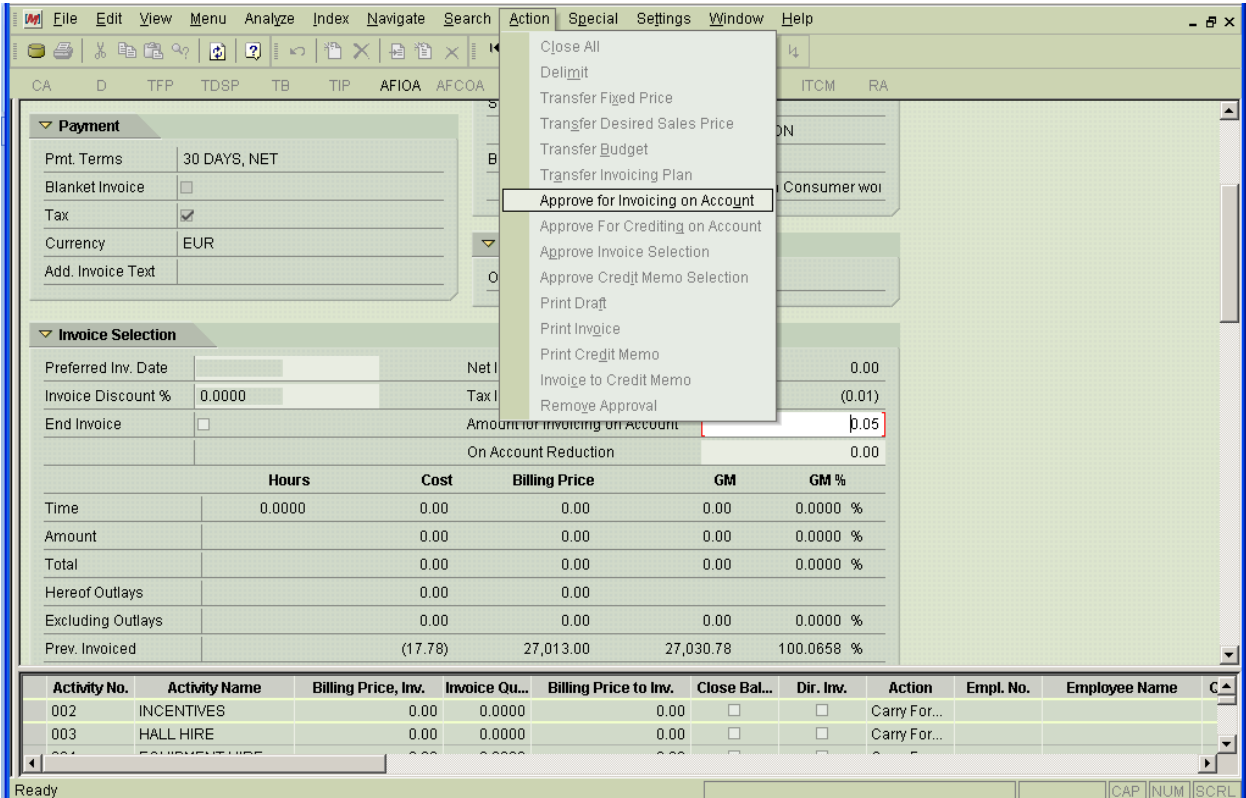
- b. When I try and close the Job I receive an error message: The job cannot be closed as the net amount invoiced on account is negative



- c. I go to the Invoice Selection screen where I can see that there is a (0.01)Tax invoiced on Account. To resolve this I need to create an invoice on account that will produce a tax on account which will zero out the negative tax on account. In this particular instance this is 0.05



d. I enter this amount into the Amount for Invoice for Invoicing on Account



e. And I approve this amount for invoicing on account

The screenshot shows the Maconomy software interface. A warning dialog box is displayed over a data table. The dialog box contains a yellow warning icon and the text: "When invoicing the specified amount on account, more than the fixed price of the job will be invoiced." Below the text are "OK" and "Cancel" buttons.

The background interface shows a menu bar (File, Edit, View, Menu, Analyze, Index, Navigate, Search, Action, Special, Settings, Window, Help) and a toolbar. The main window is divided into several sections:

- Payment:** Pmt. Terms: 30 DAYS, NET; Blanket Invoice: ; Tax: ; Currency: EUR; Add. Invoice Text:
- Selection Criteria:** Only Open Activities:
- Invoice Selection:** Preferred Inv. Date: ; Invoice Discount %: 0.0000; End Invoice:

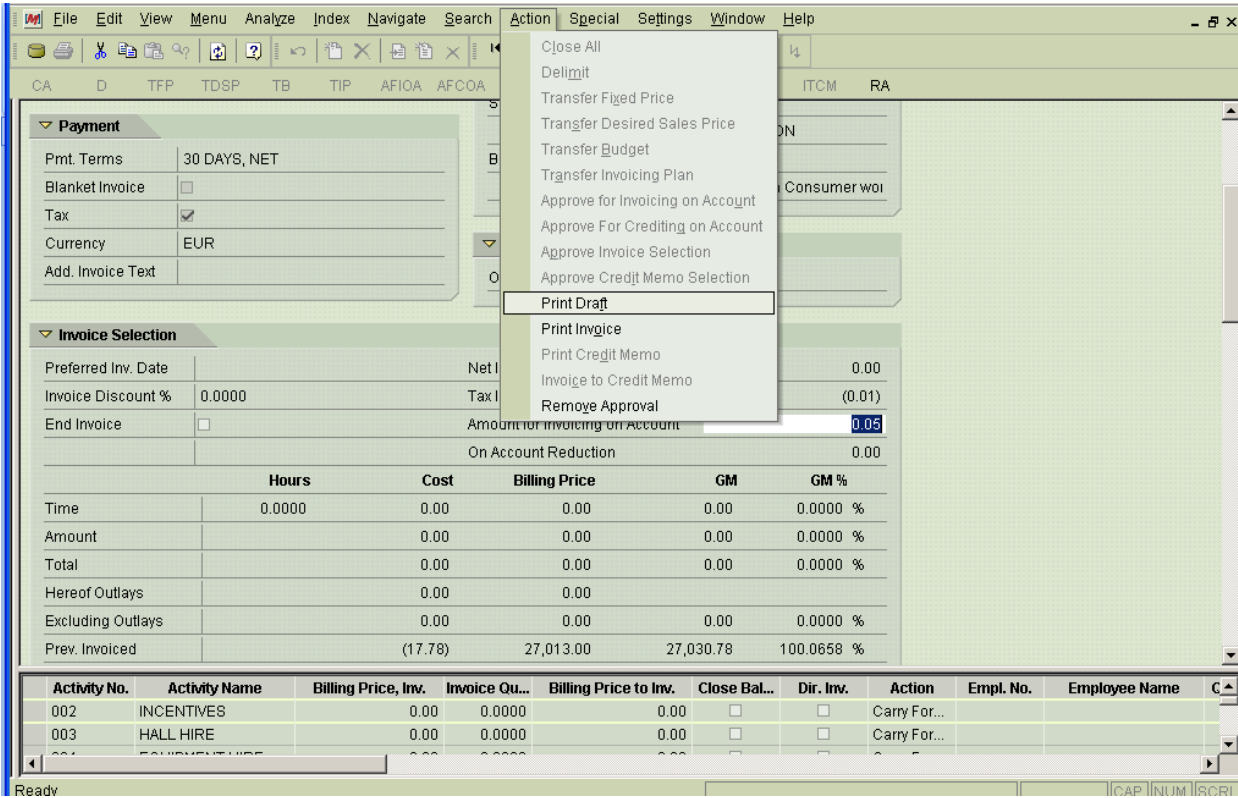
The data table below the dialog box has the following columns: Hours, Cost, Billing Price, GM, GM %.

	Hours	Cost	Billing Price	GM	GM %
Time	0.0000	0.00	0.00	0.00	0.0000 %
Amount		0.00	0.00	0.00	0.0000 %
Total		0.00	0.00	0.00	0.0000 %
Hereof Outlays		0.00	0.00		
Excluding Outlays		0.00	0.00	0.00	0.0000 %
Prev. Invoiced		(17.78)	27,013.00	27,030.78	100.0658 %

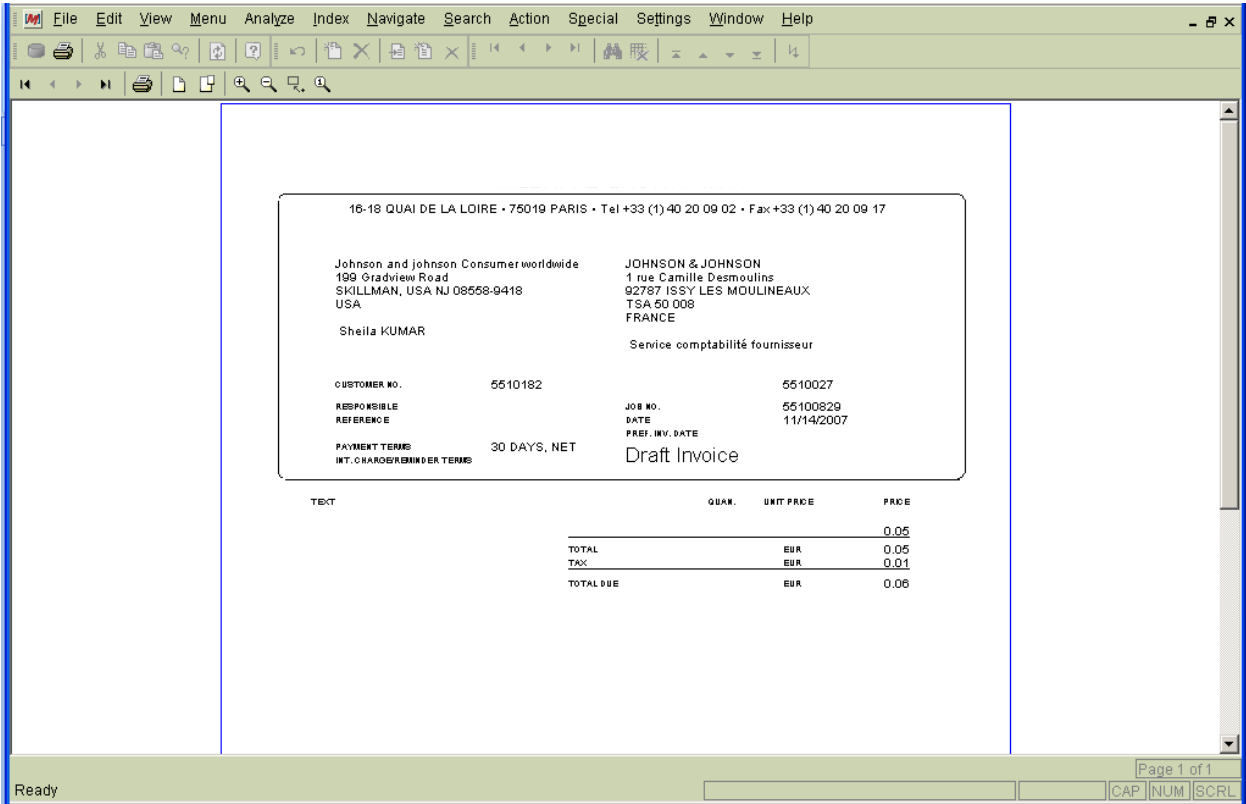
At the bottom of the interface, there is a table with columns: Activity No., Activity Name, Billing Price, Inv., Invoice Qu..., Billing Price to Inv., Close Bal..., Dir. Inv., Action, Empl. No., Employee Name.

Activity No.	Activity Name	Billing Price, Inv.	Invoice Qu...	Billing Price to Inv.	Close Bal...	Dir. Inv.	Action	Empl. No.	Employee Name
002	INCENTIVES	0.00	0.0000	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Carry For...		
003	HALL HIRE	0.00	0.0000	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Carry For...		

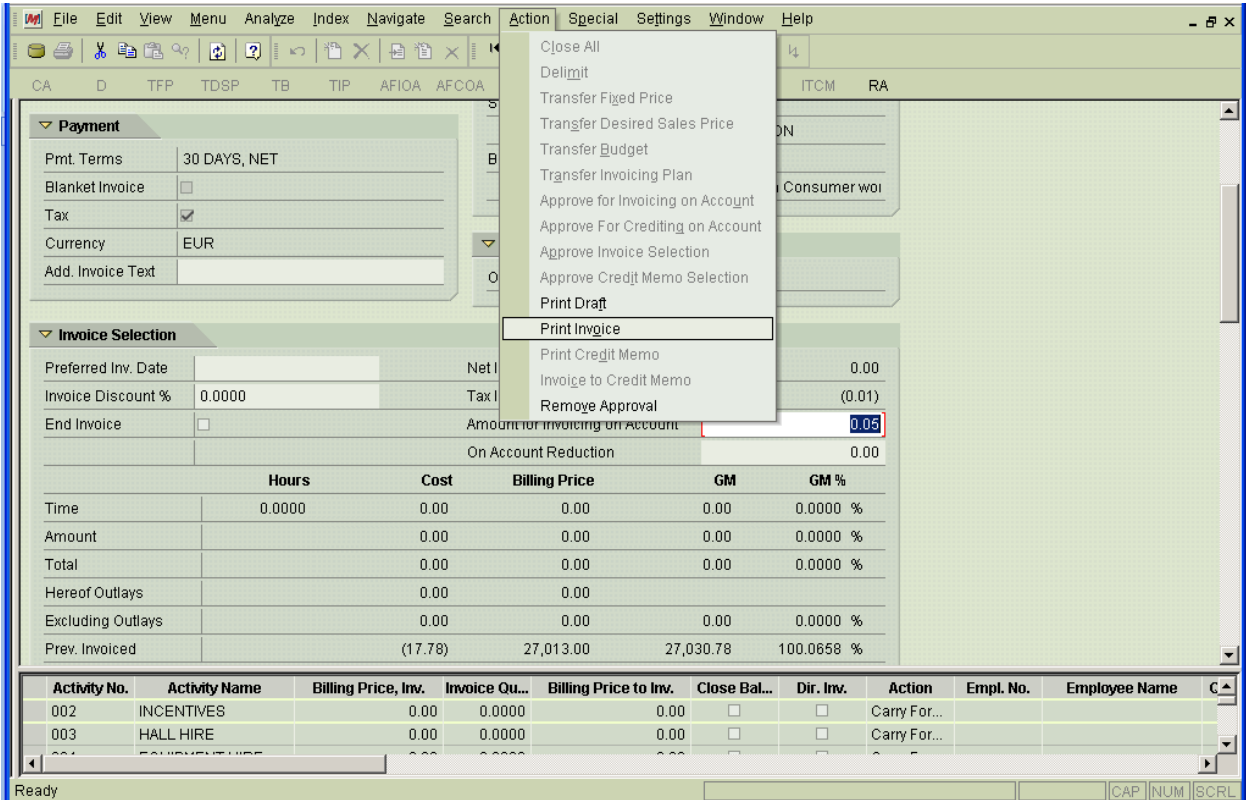
f. I receive a warning. I click OK



g. I go in and print the draft.



h. I confirm that the draft balances out the tax on account



i. And then I can print the invoice

**FACTURE**

Johnson and johnson Consumer worldwide  
199 Gradview Road  
SKILLMAN, USA NJ 08558-9418  
USA  
Sheila KUMAR

**Date**  
11/14/2007

**Votre référence**

**Notre référence**  
55100829

**Numéro de facture**  
551002019

**Numéro de TVA client**

		<b>Montant</b>	
<u>Nom de l'étude</u>	ROC RETINOX HYDRA		
<u>Description</u>			0.05
Montant HT		EUR	0.05
TVA à 19,6%		EUR	0.01
Montant TTC		EUR	0.06

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Ready CAP NUM SCRL

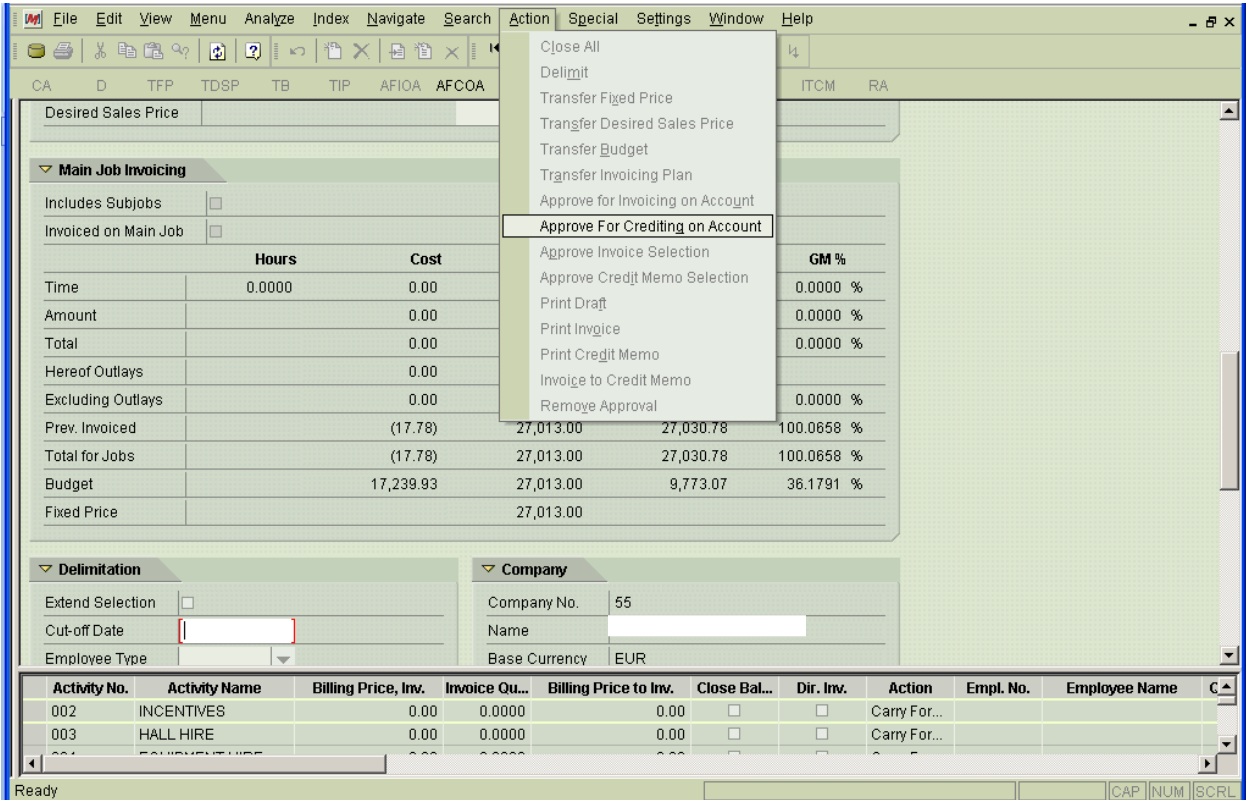
- j. OK....so now we have the tax on account cleared up but we now have an amount on account which needs to be resolved. To do this I want to go to the Job Information card and unclick Tax.

The screenshot displays the MACONOMY software interface with a form containing the following sections:

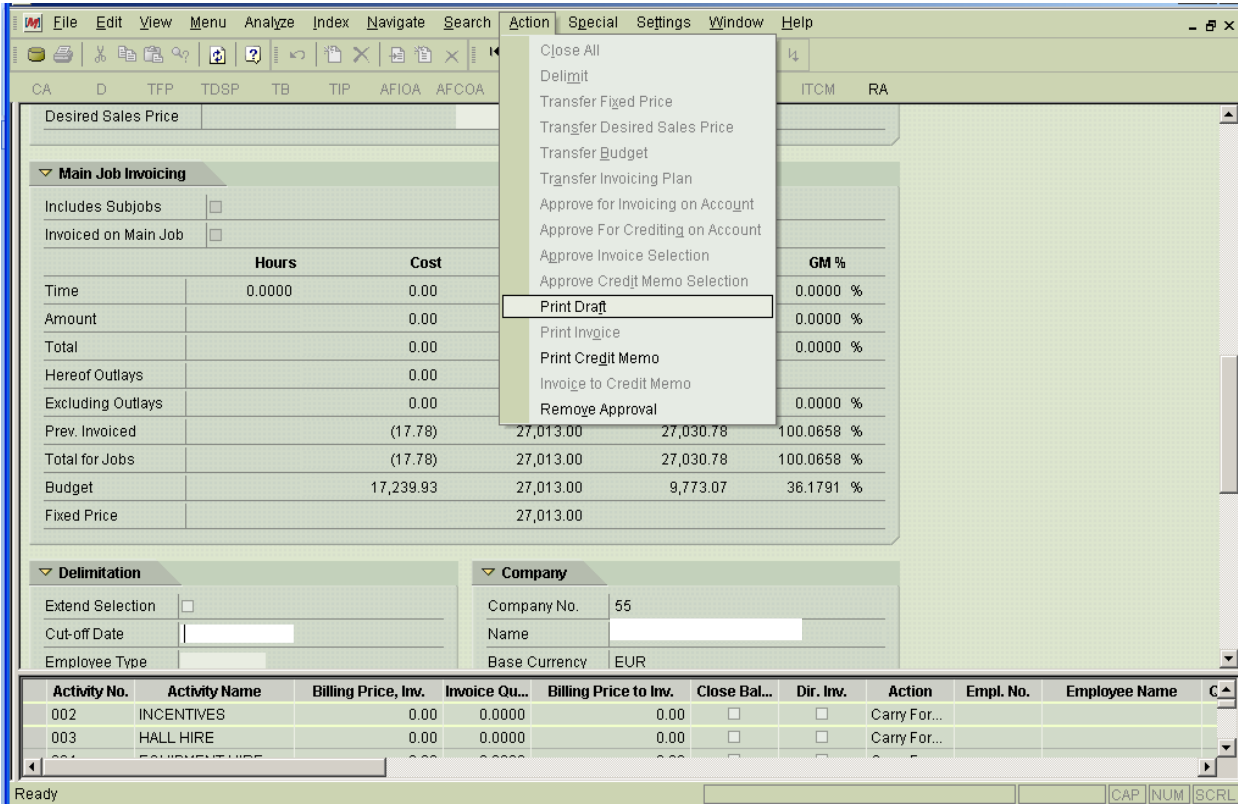
- Address 1:** 1 rue Camille Desmoulins
- Address 2:**
- Address 3:** TSA 50 008
- City/Town:** ISSY LES MOULINEAUX
- Address 4/County:** FRANCE
- Zip/Post Code:** 92787
- State/Country:** FRANCE
- Attn.:** Service comptabilité fournisseur
- Phone:**
- Fax:**
- Revenue Activity:** R01
- Company:** Company No. 55, Name
- Quote:** Date Printed, No. of Copies 0
- Order Confirmation:** Date Printed, No. of Copies 0
- Company No.:** 55
- Company Name:**
- Derived Dimensions:** Dim. Comb. No. J551000, Company No. 55, Client 5510027, Labor Grade, Job No. 55100829, Product 700, Local Account No., Cost Center
- Payment:** Pmt. Terms 30 DAYS, NET, Blanket Invoice
- Customer Information:** Department STRUCTURE, Customer Group TRADE DOMESTIC, Language ENGLISH, Tax , Tax No.

A red arrow points to the 'Tax' checkbox in the 'Customer Information' section.

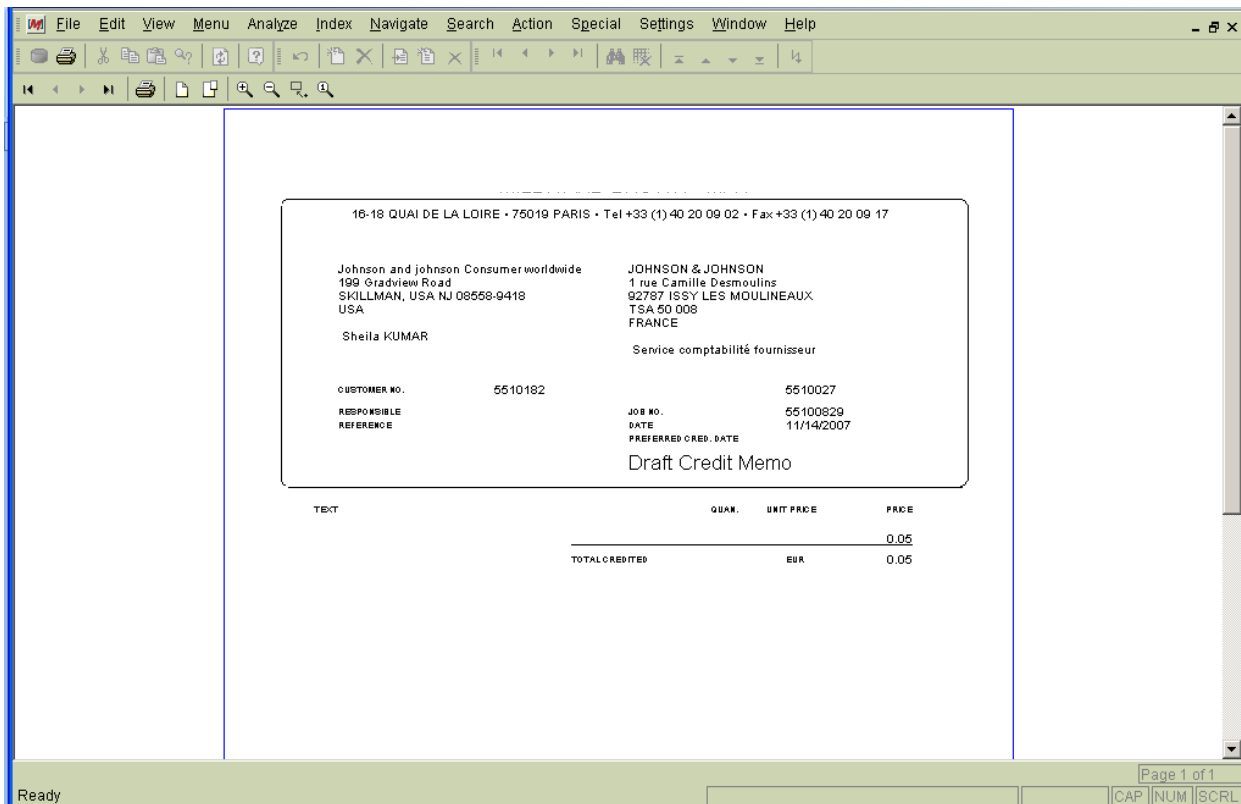
- k. Next I want to go back to the Invoice Selection window and Approve for crediting on account



- I. This will credit out the amount invoiced on account previously. We can go ahead and Print Draft



- m. You can see when you print the credit memo that this will reverse the invoiced on account amount but since the tax box has been unchecked it does not credit back any of the tax



n. This looks OK so we can go ahead and print the credit memo

**AVOIR**

Johnson and Johnson Consumer worldwide  
199 Gradview Road  
SKILLMAN, USA NJ 08558-9418  
USA  
Sheila KUMAR

**Date** 11/14/2007

**Votre référence**

**Notre référence** 55100829

**Numéro de l'avoir** 554000237

**Numéro de TVA client**

	Montant
<u>Nom de l'étude</u> ROC RETINOX HYDRA	
<u>Description</u>	
Montant TTC	EUR ( 0.05 )

Page 1 of 1  
Ready CAP NUM SCRL

- o. We have now cleared out the on-account billing. We want to now go back to Job information and re-check the tax box

The screenshot displays the MACONO[M]Y software interface with a job card form. The form is organized into several sections:

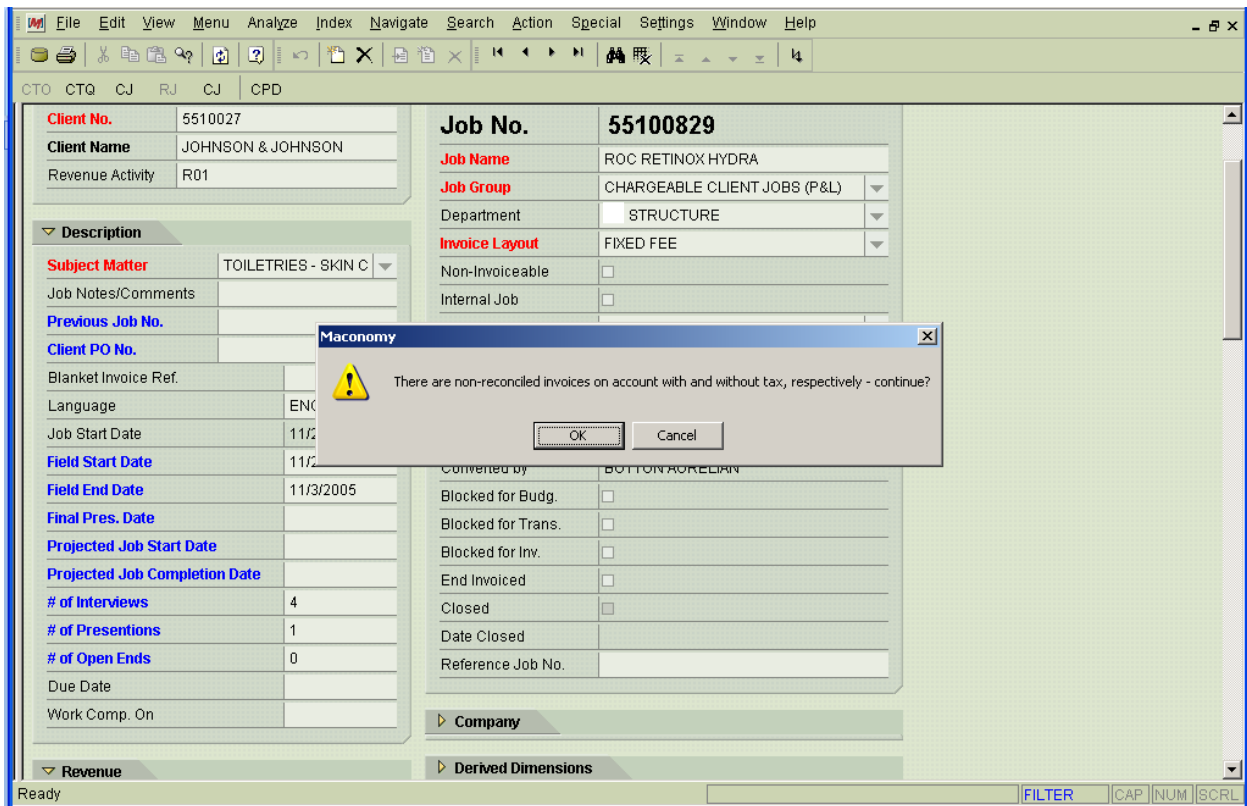
- Address 1:** 1 rue Camille Desmoulins
- Address 2:** (empty)
- Address 3:** TSA 50 008
- City/Town:** ISSY LES MOULINEAUX
- Address 4/County:** FRANCE
- Zip/Post Code:** 92787
- State/Country:** FRANCE
- Attn.:** Service comptabilité fournisseur
- Phone:** (empty)
- Fax:** (empty)
- Revenue Activity:** R01

Other sections include:

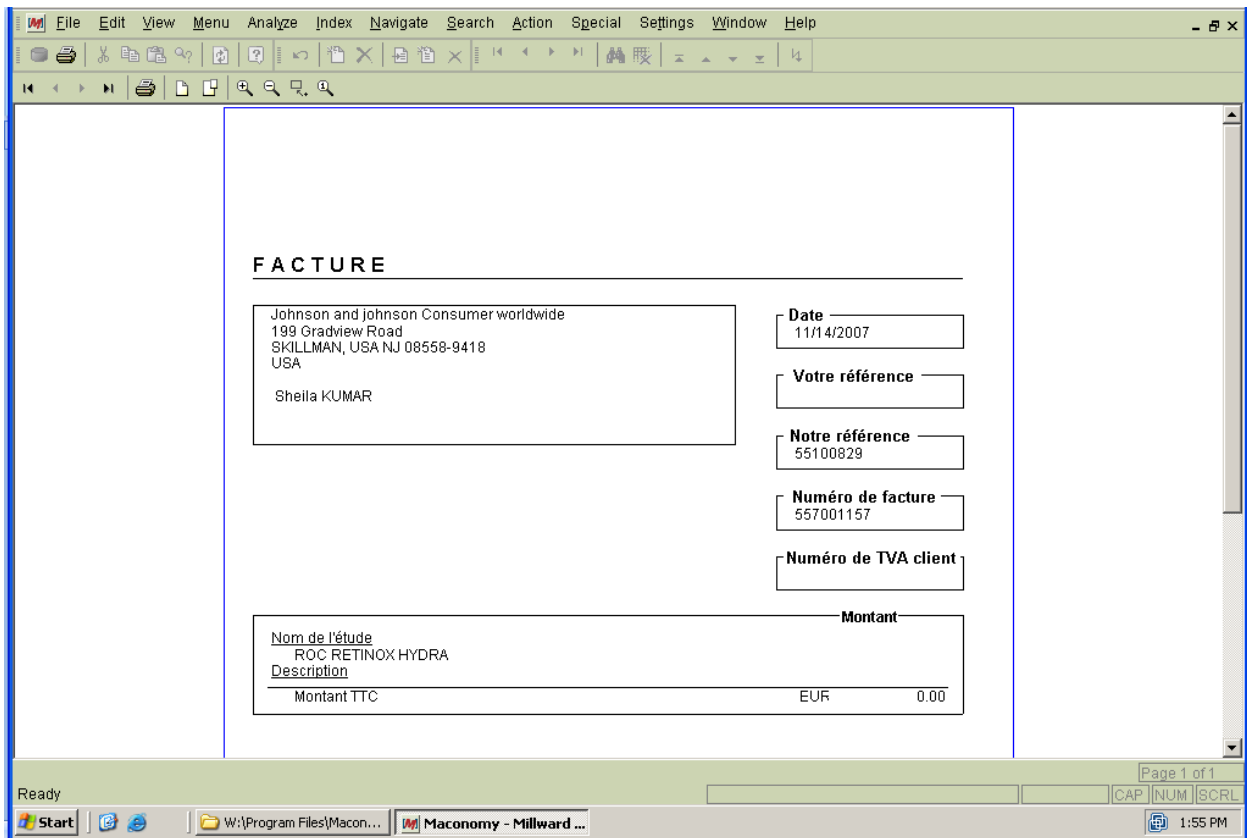
- Company:** Company No. 55, Name (empty)
- Quote:** Date Printed (empty), No. of Copies 0
- Order Confirmation:** Date Printed (empty), No. of Copies 0
- Derived Dimensions:** Dim. Comb. No. J551000, Company No. 55, Client 5510027, Labor Grade (empty), Job No. 55100829, Product 700, Local Account No. (empty), Cost Center (empty). An **Overwrite** column contains checkboxes for Company No., Client, Job No., and Product.
- Payment:** Pmt. Terms 30 DAYS, NET, Blanket Invoice (unchecked)
- Customer Information:** Department STRUCTURE, Customer Group TRADE DOMESTIC, Language ENGLISH, Tax (checked), Tax No. (empty)

A red arrow points to the 'Tax' checkbox in the 'Customer Information' section. The status bar at the bottom shows 'Ready' and a table with columns: Order No., Art. No., Art. Name, Task, Task Desc, Client, Labor Cn, Job No., Product, Local Acc., Cost Center, CAP, NUM, SCRL.

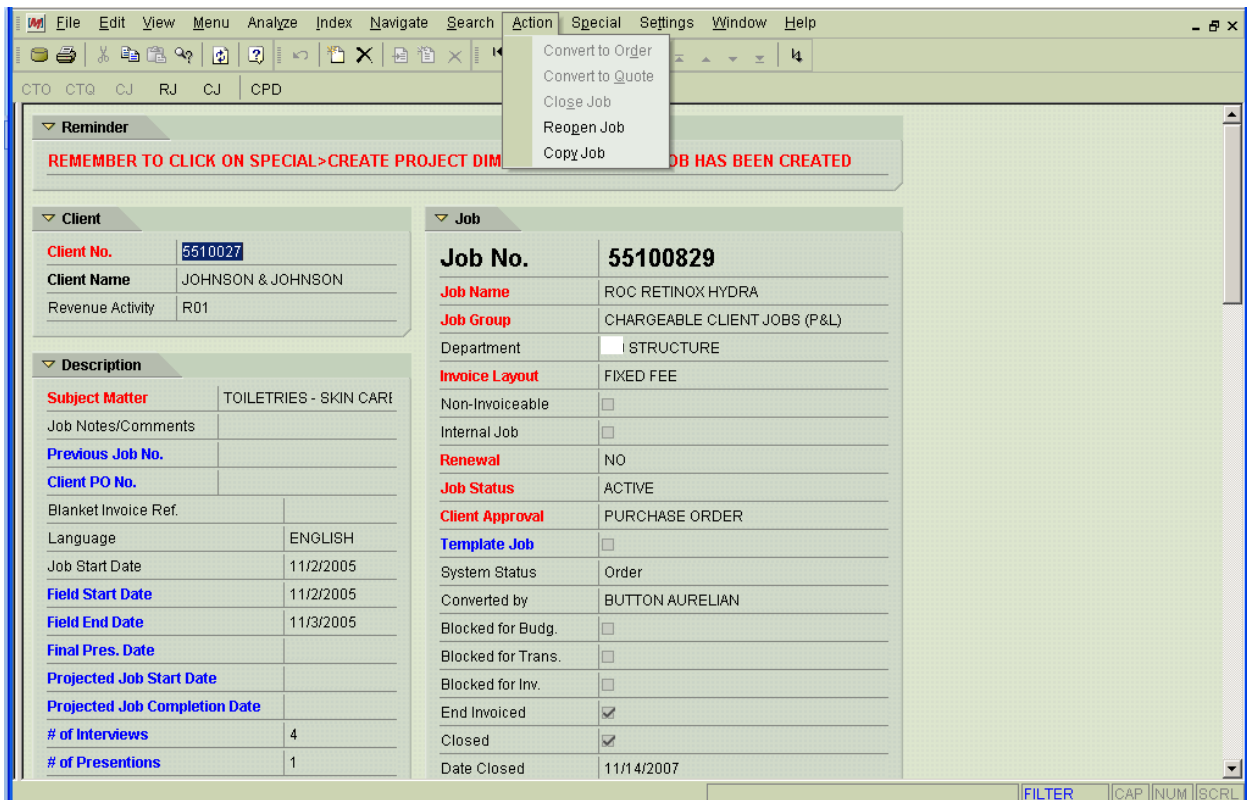
p. Now we can go back to the job card and close the job.



q. Click OK



r. A Zero Dollar invoice is created and the Job is now closed



## Job Closing

Once the above has been resolved, To close the job go to:

**Menu >> Job Cost >> Creation >> Jobs**

Click 'Action' then choose 'Close Job'