

DISCLAIMER STATEMENT

The information in the following examples is fictitious and is only used for training purposes. To view your agency's data in AFNS, please use your agency's account coding (fund, agency, organization code, etc) and transaction numbers.

** This manual lists basic job tables. For a complete listing of AFNS job tables, please contact the AFNS Hotline.

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I. WHAT ARE JOBS?

- ◆ JOBS are mechanisms for accumulating expenses and other costs for the purposes of:
 - Billing
 - Preparing Grant Claims
 - Recording Certain Accounting Transactions
 - Providing Cost Accounting Information
- Costs, billings, and receipts are captured in AFNS by entering a job number on accounting transactions. This is permitted on the following transactions:
 - Purchase Orders
 - Payment Vouchers
 - Manual Warrants
 - Journal Vouchers
 - Invoices
 - Cash Receipts
- ◆ Charges, billings, and receipts (but not encumbrances) are posted to a Job Ledger and the Job Inquiry table (JOB2) subsequent for reporting and billing.

II. USES OF JOBS

A. COLLECTION OF COSTS AND APPLICATION OF OVERHEAD

The full cost of a capital project can be captured through the use of this sub-system. A job can be established for the project as a whole or as a specific aspect of the project.

Costs accumulated by jobs are "billed" to the project at the end of each accounting period. The total costs accumulated in this way represent the value of the capital asset at the end of the project; or for interim financial reporting, the value of the work in progress.

- ◆ A job is established for specific work to be performed by a department. As the department incurs expenses directly related to the work, they are charged directly to the job.
- ◆ At the end of an accounting period, overhead rates are applied to certain expense items and full costs are calculated.
- ◆ Non-expense-based charges, such as an allocated charge for computer time, can also be recorded against a job by entering a Job Charges (JC) document.
- ◆ A dollar amount can be entered or automatically computed by multiplying a standard rate times the units of goods or services.

B. GRANTS MANAGEMENT

Expenses incurred in performing work associated with a grant can be charged against a job and overhead rates applied to the applicable expense.

C. INTER-DEPARTMENTAL BILLING

- ◆ A job is established for specific work to be performed for a "purchasing" department by a "selling" department. The purchaser may request services through a seller-specific work order or an internal encumbrance charged against the purchaser's appropriation.
- ◆ The seller may then measure the cost of the work by establishing a job and accumulating the expenses charged against the job. At the end of an accounting period, overhead rates are applied to certain expense items so that full costs can be billed.
- ◆ An internal organization may choose to provide services to an external customer and use Jobs to accumulate costs incurred in performing the service. This information can then be used to prepare invoices for AFNS. Once invoices are accepted, customer bills can be printed.

III. TRANSACTIONS

A. JB (JOB CONTROL)

- ◆ The Job Control (JB) document is used to do the following:
 - Add a new job to the system
 - Change the basic information about a job
 - Close an existing job
- ◆ Once a job (JB) has been established on the JOB2 table, expenditures and receipt transactions can be recorded against it.
- ◆ The Current Amount and Job-To-Date Amount of charges, billings, and receipts for each open job or job closed within the current accounting period are maintained on the JOB2 table. This information is backed up by an audit trail (the Job Full Cost Ledger), which contains both the direct and full costs for every job transaction.
- ◆ JB transactions do **not** update any ledger.

A. JC (JOB CHARGE)

- ◆ The Job Charge (JC) document is used to enter non-accounting charges or billing adjustments against a job.
- ◆ JC transactions update the Job Full Cost Ledger, but are not posted to the General Ledger.
- ◆ There are two types of transactions to charge a job:
 - A transaction that will represent an accounting event (PV, CR, etc).
 - A transaction which will represent a charge, but does not represent an accounting event (JC).

IV. JOBS TABLES

The following tables are used by the Job Costing Sub-system:

- A. JOBT
- B. JOB2 & JOB3

A. JOBT - JOB INDEX

```
ACTION: S SCREEN: JOBT USERID: AFNS
```

J O B I N D E X			
JOB NUMBER	DESCRIPTION	EXPIRE DATE	STATUS
=====	-----	-----	-----
01- 12345678	NEW JOB	XX XX XX	0
02-			
03-			

JOBT - Job Index screen

The JOBT table provides an index listing of all jobs in order of Job Number along with Description details, Expiration Date, and Status.

B. JOB2 & JOB3 - Job Inquiry (1 & 2)

```
ACTION: R SCREEN: JOB2 USERID: AFNS

                J O B   I N Q U I R Y   ( 1   O F   2 )

JOB NUMBER= 12345678      DESCRIPTION: NEW JOB

START DATE: XX XX XX   EXPIRATION DATE: XX XX XX   STATUS: O
WO/JOB IND: N          RESTRICT IND: N             ACTIVITY IND: N
JOB TYPE: O            BILLING TYPE: M             PROVIDER:
GRANT:                PROJECT:                   EXTENDED PROJECT:

----- BILLING AND CHARGES -----
DETAIL LINE BILL OPT:          BILL LEVEL:
BILL ACCOUNT DIST IND:       BILL CYCLE:

-- CURR AMTS --   -- JTD AMTS --
DIRECT CHARGES:      0.00      0.00
BILLINGS:           0.00      0.00
RECEIPTS:           0.00      0.00
TOTAL CHARGES:      0.00      0.00

MAXIMUM BILLING:      0.00
```

```
ACTION: R SCREEN: JOB3 USERID: AFNS

                J O B   I N Q U I R Y   ( 2   O F   2 )

JOB NUMBER= 12345678      DESCRIPTION: NEW JOB

----- COSTING -----
OBJECT CLASS 1:          2:          3:          4:
OBJECT RATE 1:          2:          3:          4:

EXCLUDE OBJECTS:          DEFAULT:          COSTING METHOD: D

----- SELLER -----
FUND:          AGENCY:          ORG/SUB-ORG:          APPR UNIT:
ACTIVITY:          FUNCTION:          OBJ/SUB-OBJ:          REV SRCE:
SUB-REV:          BS ACCOUNT:          REPT CAT:

----- BUYER -----
FUND:          AGENCY:          ORG/SUB-ORG:          APPR UNIT:
ACTIVITY:          FUNCTION:          OBJ/SUB-OBJ:          REPT CAT:
JOB NO:          PO NUMBER/LINE:
```

The Job Inquiry (JOB2 and JOB3) tables contain all descriptive and summary level information about a job. The information in these tables is maintained by the system as a result of the Job Control (JB) documents processed by the system. Lines are added to these tables (JOB2 and JOB3) when new jobs recorded on Job Control (JB) documents are accepted. Lines are updated by modifications submitted on a Job Control (JB) document.

Job Inquiry (JOB2 and JOB3) also store current period and year-to-date balances of charges, billings, and receipts for each job. This information is a result of Job Charges (JC) documents and the

JOB2 & JOB3 - Job Inquiry (1 & 2) [CONTINUED]

various accounting documents that apply charges or receipts to jobs. These tables display one line entry for each open job. Closed jobs remain available for viewing until closings are run (JBPG). At that time, they are purged from the database by the Job Summarization and Purging program.

The JOB3 table is only populated with the Job Number, Description, and Costing Method unless Seller and Buyer accounting information is entered on the Job Control (JB) transaction.

V. JOBS LEDGERS

The Job Costing Sub-System consists of the following ledgers:

A. Job Ledger (JOBLED)

- A detailed audit trail of all accounting transactions that store valid job numbers. It is a file that is purged every period and is in the same format as the General Ledger from the base AFNS system. The Job Ledger contains revenues, receipts, and direct costs related to jobs.
- All accounting transactions with a Job Number field are stored in this ledger and the General Ledger. They consist of:
 1. Payment Vouchers (PV, PVQ, PVV, P1)
 2. Manual Warrants (MW)
 3. Journal Vouchers (JV, J1)
 4. Cash Receipts (CR, CRQ, C1)
 5. Purchase Orders (PO)
 6. Invoices (IN)
- JB transactions are **not** stored in this ledger.

B. Current Period Full Cost Ledger (JBFCLD)

- Stores both accounting and non-accounting Job Charge (JC) documents after overhead rates have been applied and full costs have been calculated. It is at the same level of detail as the Job Ledger and contains both direct and full costs.

C. Job-to-Date Full Cost Ledger (JTDLGD)

- Contains summary full cost data for each active job in the system.

D. Purged Job Ledger (PURLED)

- Contains summary information (from the Job-to-Date Full Cost Ledger) for jobs that have been closed.

-

E. Selected External Billing Ledger (SELJB)

- Contains detail data for use by the External Job Billing Process.

F. External Billing Invoice Ledger (JBV2IN)

- Contains automatically generated invoice transactions created by the External Job Billing Process

VI. JOBS REPORT

A. JOBT REPORT

- ◆ This report pulls information from the JOBT, JOB2, and JOB3 tables.
- ◆ The report pulls every record that has a "J" in the WO/JOB IND field. (A "J" in the WO/JOB IND field means that the job was created by a JB transaction.)
- ◆ The following fields are printed on this report:
 - Job Number
 - Description
 - Start Date
 - Expiration Date
 - Status
 - WO/Job Ind
 - Job Type
 - Billing Type
 - Costing Method
 - Provider

VII. SIGNING ON TO AFNS

THE CICS SCREEN

STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION

YOUR LTERM: TCP00344. YOUR IP ADDRESS: 10.133.58.18

***** WARNING *****

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, or modification of this computer system or of the data contained herein or in transit to/from this system may subject the individual to Criminal and Civil penalties. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Enter Logon:

D2XCICS

To LOGON to AFNS enter '**D2XCICS**' .

Press '**ENTER**'

THE LOGON SCREEN.

```
                                SIGN-ON FOR CICS RELEASE 6.6.0                                APPLID: D2XCICS
PRODUCTION CICS 4.1
-----
A valid Mainframe Userid and Password is required to access this CICS system.
If you do not have this information, contact your Security Coordinator or RACF
Administrator.  For additional help, please call (334) 242-2222.  To exit this
screen, press F3 or CLEAR.
-----
Type your Userid and Password, then press ENTER:

    Userid . . . .
    Password . . .

    New Password . . .                (Only for Password change)
```

Type in your RACF USER ID and password.

Press **'ENTER'**

Getting into AFNS

```
F?TC SUSF
```

Type in '**F?TC**', (space), '**SUSF**'

(where '**?**' is your agency's AFNS application)

Press '**ENTER**'

Note that in each example, data on the screen being entered or referenced in the text is **bold**.

Enter USERID and Password

```
ACTION: S  SCREEN: SUSF  USERID:
FUNCTION:          ORG:

                D O C U M E N T   S U S P E N S E

S      BATCH          DOCUMENT
E -----
L TYPE AGCY NUMBER TYPE AGCY  NUMBER  STAT  APPRV  LAST   LAST   PROCESS
  -----  -----  -----  -----  -----  -----  -----  -----  -----
  DATE    USER   (YYMMDD)
```

Key in the following information.

ACTION: **"S"**
USERID: **Your AFNS UserId & Password**

VIII. ENTERING A NEW JB (JOB CONTROL) DOCUMENT

```
ACTION: S  SCREEN: SUSF  USERID: AFNS
FUNCTION: NEW          ORG:

                D O C U M E N T   S U S P E N S E

S      BATCH          DOCUMENT          PROCESS
E -----
L TYPE AGCY NUMBER TYPE AGCY   NUMBER   STAT  APPRV  LAST   LAST   DATE
-----
                JB   AGC   XAGC0000001
```

Key the following fields:

ACTION Do NOT Change

System allows the action to be 's' or 'r'

FUNCTION Type 'NEW'

DOCUMENT TYPE Enter transaction code 'JB'

DOCUMENT AGCY Enter the your three digit Agency code

DOCUMENT NUMBER X = last digit of BFY
AGC = 3-digit Agency code
Manually enter the JB transaction number or key '#'
if automatic numbering has been set up for JB
documents.

Press 'ENTER'

JB INPUT FORM

The following example will explain the fields on a JB document.

FUNCTION:	DOCID: JB	AGC	XAGC0000001		
STATUS:	BATID:		ORG:	001-001	OF 001
	JOB CONTROL INPUT FORM				
JOB NO:	STARTING DATE:		EXP DATE:		ACTION: E
JOB DESCRIPTION:			MAX BILL AMT:		
JOB TYPE:	BILLING TYPE:	JOB RESTRICT IND:	SELLER ACTIVITY IND:		
BILL CYCLE:	BILL LEVEL:	DET LINE BILL OPT:	BILL ACCT DIST IND:		
***** SELLER *****					
FUND:	AGENCY:	ORG/SUB:	APPR UNIT:		ACTV:
FUNC:	OBJ/SUB:	BS ACCT:	REV/SUB:		REP CAT:
***** BUYER *****					
FUND:	AGENCY:	ORG/SUB:	APPR UNIT:		ACTV:
FUNC:	OBJ/SUB:	REP CAT:	JOB NO:		
		PO NO:			PO LINE:
PROVIDER:					
	GRANT:	PROJ:	XPROJ:		COSTING METHOD:
COST. OBJ CLS 1:	RATE 1:	CLS 2:	RATE 2:		
	CLS 3:	RATE 3:	CLS 4:	RATE 4:	DFLT RATE:
EXCLUDE OBJECT 1:	OBJ 2:	OBJ 3:	OBJ 4:		OBJ 5:

Complete the JB document as follows:

JOB NO (REQUIRED) Enter the job number

STARTING DATE Enter the start date for the job

EXP DATE (REQUIRED) Enter the date the job will expire/end

ACTION **Leave blank** or key "E", "M", "C", or "B".
"E" - sets up a new job (default when left blank).
"M" - modifies information on JOB2.
"C" - sets the expiration date to the transaction (current date) and closes the job.
"B" - indicates that a job with a billing cycle has ended and is ready to receive a bill.

JOB DESCRIPTION Enter a description for the job

MAX BILL AMT Enter a maximum billing amount.
This is **required** for automatic billing. Fully loaded costs are billed up to this limit and then stopped. For manual billing, billings in excess of this amount are accepted but are flagged with a warning message. This amount is used as a reference job cost estimate.

JOB TYPE **Leave blank** or key "I", "E", or "O".
"I" for an Internal Job
"E" for an External Job
"O" for Other jobs that do not fall within internal or external. Example: jobs to accumulate costs for grant reimbursement.

BILLING TYPE **Leave blank** or key "M"
"M" - Manual Billing

JB INPUT FORM [CONTINUED]

JOB RESTRICT IND **Leave blank**

SELLER ACTIVITY IND **Leave blank** or key "Y"

"Y" - Yes - activity on accounting transactions with a job number is inferred from the seller accounting distribution on the Job Inquiry (JOB2) screen rather than from Organization (ORG2). When the seller accounting distribution has a blank activity, the activity is then inferred from ORG2.

BILL CYCLE **Leave blank** or key "D", "P", or "E".

"D" - Date Range - acceptance date of the transaction falls on or within the user specified date range.

"P" - Accounting Period - the accounting period of the transaction equals the user specified accounting period.

"E" - End of Job - the bill is sent when a transaction with a Bill action is required.

BILL LEVEL **Leave blank** or key "C", "G", "P", or "J".

"C" - Provider - all jobs with the same provider are accumulated on one transaction.

"G" - Grant - all jobs with the same provider/grant combination are accumulated on one transaction.

"P" - Project - all jobs with the same provider/project combination are accumulated on one transaction.

"J" - Job - all jobs are on separate transactions. **Default equals "J"**.

DET LINE BILL OPT **Leave blank** or key "Y".

"Y" - Yes - Billing account lines are summarized to the charge class/object level.

BILL ACCT DIST IND **Leave blank** or key "S" or "M".

"S" - Single - the billing account distribution is derived from the Job Inquiry (JOB2) seller distribution. **Default equals "S"**.

"M" - Multiple - the billing account distribution is derived from the charge transactions.

KEYING A JB TRANSACTION TO KEEP RECORD OF A JOB:

FUNCTION:	DOCID: JB	AGC	XAGC00000101		
STATUS:	BATID:		ORG:	001-001	OF 001
JOB CONTROL INPUT FORM					
JOB NO: 79461325	STARTING DATE:		EXP DATE: 09 27 XX	ACTION:	E
JOB DESCRIPTION: TEST JOB			MAX BILL AMT:		
JOB TYPE:	BILLING TYPE:	JOB RESTRICT IND:	SELLER ACTIVITY IND:		
BILL CYCLE:	BILL LEVEL:	DET LINE BILL OPT:	BILL ACCT DIST IND:		
***** SELLER *****					
FUND:	AGENCY:	ORG/SUB:	APPR UNIT:	ACTV:	
FUNC:	OBJ/SUB:	BS ACCT:	REV/SUB:	REP CAT:	
***** BUYER *****					
FUND:	AGENCY:	ORG/SUB:	APPR UNIT:	ACTV:	
FUNC:	OBJ/SUB:	REP CAT:	JOB NO:		
		PO NO:	PO LINE:		
PROVIDER:					
GRANT:	PROJ:	XPROJ:	COSTING METHOD:		
COST. OBJ CLS 1:	RATE 1:	CLS 2:	RATE 2:		
CLS 3:	RATE 3:	CLS 4:	RATE 4:	DFLT RATE:	
EXCLUDE OBJECT 1:	OBJ 2:	OBJ 3:	OBJ 4:	OBJ 5:	

To post a Job to the JOBT, JOB2, & JOB3 tables for keeping a record of a Job with a Start Date, Expiration Date, etc. This is how most agencies utilize the Job Costing Sub-system.

- JOB NO** Enter the job number.
- STARTING DATE** Enter the start date for the job. If no date is keyed, the date will default to current.
- EXP DATE** Enter the date the job will expire/end.
- ACTION** Leave blank or key "E", "M", "C", or "B".
 - "E" - sets up a new job (default when left blank).
 - "M" - modifies information on JOB2.
 - "C" - sets the expiration date to the transaction (current date) and closes the job.
 - "B" - indicates that a job with a billing cycle has ended and is ready to receive a bill.
- JOB DESCRIPTION** Enter a description for the job.
- MAX BILL AMT** Enter a maximum billing amount.
 This is **required** for automatic billing. Fully loaded costs are billed up to this limit and then stopped. For manual billing, billings in excess of this amount are accepted but are flagged with a warning message. This amount is used as a reference job cost estimate.

All of the above fields are optional except for the Job Number (Job No). The Starting Date and Action will be populated with their default values. The Starting Date will bring in the current date if left blank and the Action will default to "E" (original) if left blank.

How the Accepted JB Transaction posts to JOBT, JOB2, & JOB3 Tables:

ACTION: G SCREEN: JOBT USERID: AFNS

J O B I N D E X

JOB NUMBER	DESCRIPTION	EXPIRE DATE	STATUS
01- 79461325	TEST JOB	09 27 XX	
02-			

ACTION: R SCREEN: JOB2 USERID: AFNS

J O B I N Q U I R Y (1 O F 2)

JOB NUMBER= 79461325 DESCRIPTION: TEST JOB

START DATE: 09 27 XX EXPIRATION DATE: 09 27 XX STATUS:

WO/JOB IND: J RESTRICT IND: N ACTIVITY IND: N

JOB TYPE: O BILLING TYPE: M PROVIDER:

GRANT: PROJECT: EXTENDED PROJECT:

----- BILLING AND CHARGES -----

DETAIL LINE BILL OPT:	BILL ACCOUNT DIST IND:	BILL LEVEL:	BILL CYCLE:

	-- CURR AMTS --	-- JTD AMTS --
DIRECT CHARGES:	0.00	0.00
BILLINGS:	0.00	0.00
RECEIPTS:	0.00	0.00
TOTAL CHARGES:	0.00	0.00
MAXIMUM BILLING:	0.00	

***NOTE: START DATE: Defaulted to current date.

ACTION: R SCREEN: JOB3 USERID: AFNS

J O B I N Q U I R Y (2 O F 2)

JOB NUMBER= 79461325 DESCRIPTION: TEST JOB

----- COSTING -----

OBJECT CLASS 1:	2:	3:	4:
OBJECT RATE 1:	2:	3:	4:

EXCLUDE OBJECTS: DEFAULT: COSTING METHOD: D

----- SELLER -----

FUND:	AGENCY:	ORG/SUB-ORG:	APPR UNIT:
ACTIVITY:	FUNCTION:	OBJ/SUB-OBJ:	REV SRCE:
SUB-REV:	BS ACCOUNT:	REPT CAT:	

----- BUYER -----

FUND:	AGENCY:	ORG/SUB-ORG:	APPR UNIT:
ACTIVITY:	FUNCTION:	OBJ/SUB-OBJ:	REPT CAT:
JOB NO:	PO NUMBER/LINE:		

KEYING A PAYMENT VOUCHER THAT REFERENCES THE JOB NUMBER

Keying a payment voucher to record charges to the job.

```

FUNCTION:          DOCID: PVQ  AGC  XAGC0000001
STATUS: SCHED      BATID:          ORG:          001-001 OF 001
H-              QUICK PAYMENT VOUCHER INPUT FORM
DATE:            ACCT PRD:          BFY:          ACT: E
VENDOR CODE: 123456789 01          SCH PAY DATE:
NAME: DEPARTMENT          OFF LIAB ACCT:
ADDRESS: 100 North Union Street    DOCUMENT TOTAL:          100.00
                                      CALC DOC TOTAL:          100.00
MONTGOMERY          AL 36130          FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: Y CHECK CATEGORY:
LN              COM
NO REF CD/NUMBER/LN      LN VI NUMBER/LN      DESCRIPTION
-----
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
-----
DISC TYPE  LINE AMOUNT  I/D P/F  QUANTITY  I/D
-----
01- 01          TESTING JOB COSTING
1234 AGC  ABCD    EFG          0800 01    79461325
100.00
    
```

How the charges on the Payment Voucher post to the Job Tables:

```

ACTION: R SCREEN: JOB2  USERID: AFNS

                J O B  I N Q U I R Y   ( 1   O F   2 )

JOB NUMBER= 79461325      DESCRIPTION: TEST JOB

START DATE: 09 27 XX  EXPIRATION DATE: 09 27 XX  STATUS:
WO/JOB IND: J          RESTRICT IND: N          ACTIVITY IND: N
JOB TYPE: O           BILLING TYPE: M          PROVIDER:
GRANT:                PROJECT:          EXTENDED PROJECT:

----- BILLING AND CHARGES -----
DETAIL LINE BILL OPT:          BILL LEVEL:
BILL ACCOUNT DIST IND:        BILL CYCLE:

                -- CURR AMTS --  -- JTD AMTS --
DIRECT CHARGES: 100.00          100.00
BILLINGS:       0.00           0.00
RECEIPTS:       0.00           0.00
TOTAL CHARGES: 100.00          100.00

MAXIMUM BILLING:          0.00
    
```

***NOTE: These charges will not post to the JOB3 table.

X: ENTERING A NEW JC (JOB CHARGES) TRANSACTION:

```
ACTION: S  SCREEN: SUSF  USERID: AFNS
FUNCTION: NEW          ORG:

                D O C U M E N T   S U S P E N S E

S      BATCH          DOCUMENT          PROCESS
E -----
L TYPE AGCY NUMBER TYPE AGCY   NUMBER   STAT  APPRV  LAST   LAST   DATE
-----
                JC   AGC   2AGC0000003
```

Key the following fields:

ACTION Do NOT Change

System allows the action to be 's' or 'r'

FUNCTION Type '**NEW**'

DOCUMENT TYPE Enter transaction code '**JC**'

DOCUMENT AGCY Enter your three digit Agency code

DOCUMENT NUMBER 2 = last digit of BFY
AGC = 3-digit Agency code
Manually enter the JC transaction number or key '#'
if automatic numbering has been set up for JC
documents.

Press '**ENTER**'

A. JC INPUT FORM

The following example will explain the fields on a JC document.

FUNCTION:	DOCID: JC	AGC	2AGC0000003		
STATUS: SCHED	BATID:		ORG:	000-000	OF 000
H-	JOB CHARGES INPUT FORM				
APPR DATE:	ACCTG PRD:	BUDGET FY:			
JOB NO:	ACTION:	COMMENTS:			
UNITS TOTAL: 0.00			DOCUMENT TOTAL:	0.00	
CALCULATED UNITS TOTAL: 0.00			CALCULATED DOC TOTAL:	0.00	
	SUB		FUNC	SUB REPT	
FUND AGENCY	ORG	ORG	APPR	UNIT	ACTIVITY
				TION	OBJ
				OBJ	CATG

		DESCRIPTION	CHG	CLS	UNITS
					AMOUNT
					I/D

01-					
02-					
03-					
04-					

The Job Charges (JC) document records non-accounting charges or billing adjustments to a job.

Complete the JC document as follows:

- APPROPRIATION DATE (REQ)** Enter the set-up date for this job. You cannot enter a date (mm dd yy) that is less or greater than the expiration date of the job.
- ACCOUNTING PERIOD** Leave blank. Defaults to the accounting period of approval date. Enter only if you wish to change these transactions to a different period. Future periods can be entered.
- BUDGET FY (REQ)** Defaults to the current fiscal year. If this transaction is recorded in some other accounting period, enter the desired open accounting period (mm yy). Future periods cannot be entered.
- ACTION** NEW/MODIFICATION
Leave blank or key "E" or "M".
 "E" - indicates a new document (default when left blank).
 "M" - indicates an adjustment (modification) to a previous charge document.
- JOB NUMBER (REQ)** Enter the number for this job. See Job Inquiry (JOB2) for valid values.
- COMMENTS** Optional. Enter any additional information about the document.
- UNITS TOTAL** Enter a unit total. Default equals 0. Required if any units are entered on the document. Enter the net sum of all units entered (that is, taking into account increases and decreases).

JB INPUT FORM [CONTINUED]

DOCUMENT TOTAL	Enter a document total. Default equals 0. Required if any amounts entered on the document. Enter the net sum of all dollar amounts entered on the document. This field is not affected by the amounts computed from a charge class times units entry.
CALCULATED UNITS TOTAL	Display only. The system computed total of all line units is displayed.
CALCULATED DOC TOTAL	Display only. The system computed total of all line amounts is displayed.

*Account Coding required when the Account Distribution billing
option on Job Inquiry (JOB2) is **Multiple [M]**.

B. KEYING A JC TRANSACTION TO CHARGE A JOB:

```

FUNCTION:          DOCID: JC   AGC  2AGC0000003
STATUS: ACCPT     BATID:          ORG:          001-001 OF 001
H-                JOB CHARGES INPUT FORM

  APPR DATE:          ACCTG PRD:      BUDGET FY: 12
JOB NO: 79461325     ACTION:          COMMENTS:
UNITS TOTAL: 1.00    DOCUMENT TOTAL:          250.00
CALCULATED UNITS TOTAL: 1.00    CALCULATED DOC TOTAL:          250.00
      SUB                                FUNC      SUB REPT
FUND AGENCY ORG ORG APPR UNIT ACTIVITY TION OBJ OBJ CATG
-----
      DESCRIPTION  CHG CLS  UNITS      AMOUNT    I/D
-----
01- 1234  AGC   ABCD                0900 01
                                1.00      250.00
02-
03-
04-
  
```

How the Accepted JC Transaction posts to JOB2 Table:

```

ACTION: R SCREEN: JOB2 USERID: AFNS

      J O B   I N Q U I R Y   ( 1   O F   2 )

JOB NUMBER= 79461325      DESCRIPTION: TEST JOB

START DATE: 03 21 12     EXPIRATION DATE: 09 30 12      STATUS:
WO/JOB IND: J           RESTRICT IND: N      ACTIVITY IND: N
JOB TYPE: O             BILLING TYPE: M      PROVIDER:
GRANT:                  PROJECT:           EXTENDED PROJECT:

----- BILLING AND CHARGES -----
DETAIL LINE BILL OPT:          BILL LEVEL:
BILL ACCOUNT DIST IND:        BILL CYCLE:

      -- CURR AMTS --      -- JTD AMTS --
DIRECT CHARGES:          250.00          250.00
BILLINGS:                0.00           0.00
RECEIPTS:                0.00           0.00
TOTAL CHARGES:          350.00          350.00

MAXIMUM BILLING:          0.00
  
```

Only the **TOTAL CHARGES amounts are affected by the JC transaction.
 ***NOTE: These charges will not post to the JOB3 table.

XI: LOGGING OFF OF AFNS

ACTION: **E** SCREEN: JOB2 USERID: AFNS

J O B I N Q U I R Y (1 O F 2)

JOB NUMBER= 79461325 DESCRIPTION: TEST JOB

START DATE: 09 27 11 EXPIRATION DATE: 09 27 12 STATUS:
WO/JOB IND: J RESTRICT IND: N ACTIVITY IND: N
JOB TYPE: O BILLING TYPE: M PROVIDER:
GRANT: PROJECT: EXTENDED PROJECT:

----- BILLING AND CHARGES -----
DETAIL LINE BILL OPT: BILL LEVEL:
BILL ACCOUNT DIST IND: BILL CYCLE:

	-- CURR AMTS --	-- JTD AMTS --
DIRECT CHARGES:	100.00	100.00
BILLINGS:	0.00	0.00
RECEIPTS:	0.00	0.00
TOTAL CHARGES:	100.00	100.00

MAXIMUM BILLING: 0.00

Type an 'E' in the 'ACTION' field to exit out of AFNS.

Press '**ENTER**'

off

Type '**off**' .

Press '**ENTER**'

INITIAL SIGN ON SCREEN

STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR TERMINAL ID IS TRB1F0D2.

WARNING: THIS IS A GOVERNMENT SYSTEM FOR AUTHORIZED OFFICIAL
USE ONLY AND IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS
OR USE OF THIS SYSTEM MAY RESULT IN FEDERAL AND/OR STATE OF
ALABAMA CRIMINAL AND CIVIL PENALTIES.

ENTER LOGON:

Logging off has successfully been completed when the Initial Sign On Screen appears.