



Job Costing Manual

6.7

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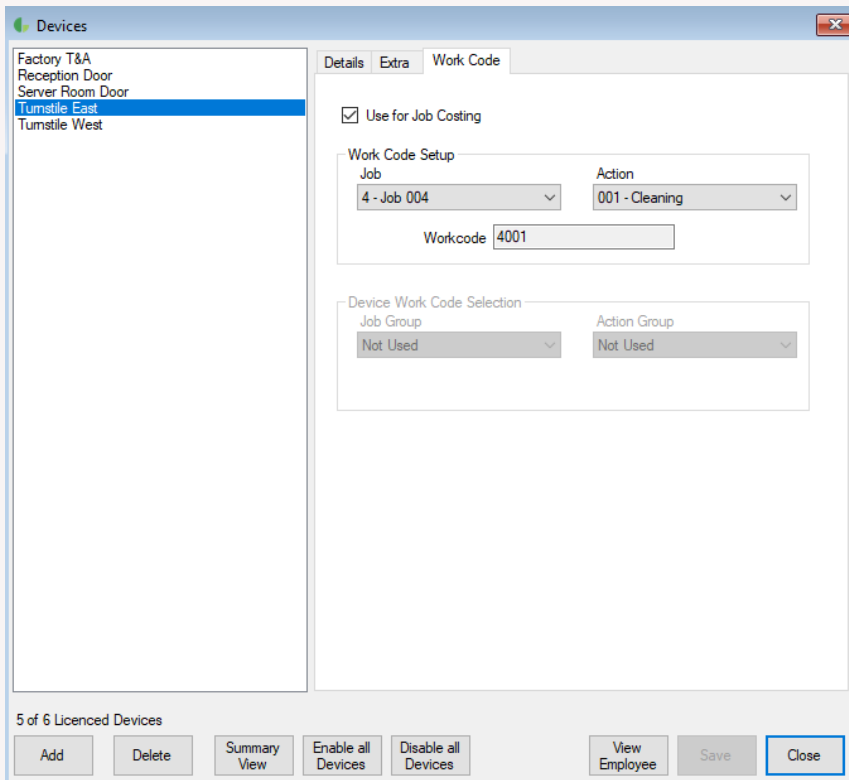
Job Costing

Job Costing is a module of 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 '**Setup**' 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.

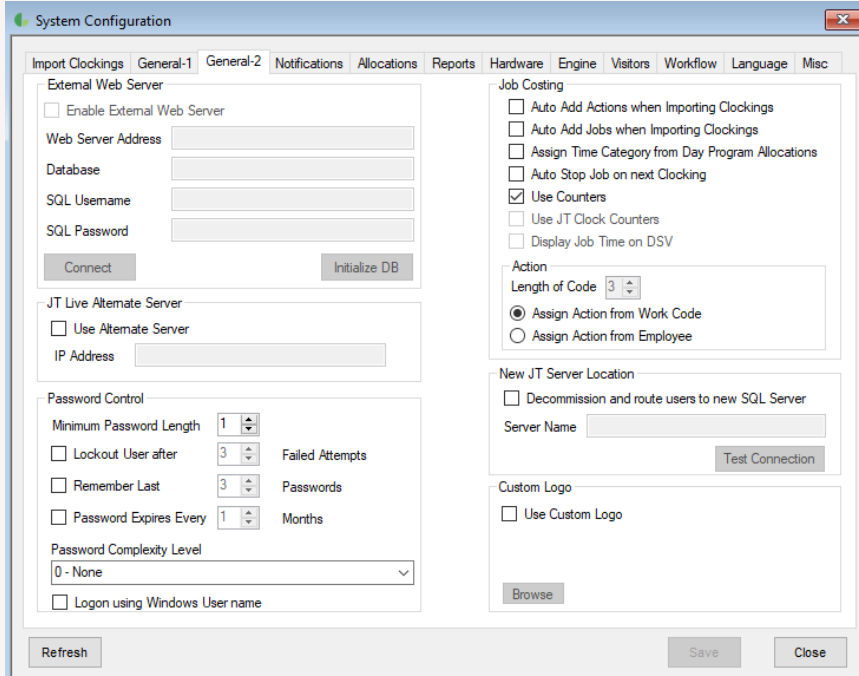


The screenshot shows a window titled 'Devices' with a list of devices on the left and a configuration panel on the right. The 'Work Code' tab is selected. The configuration panel includes a checkbox for 'Use for Job Costing' which is checked. Below this is a 'Work Code Setup' section with two dropdown menus: 'Job' (set to '4 - Job 004') and 'Action' (set to '001 - Cleaning'). A text field for 'Workcode' contains the value '4001'. There is also a 'Device Work Code Selection' section with two dropdown menus: 'Job Group' (set to 'Not Used') and 'Action Group' (set to 'Not Used'). At the bottom of the window, there are buttons for 'Add', 'Delete', 'Summary View', 'Enable all Devices', 'Disable all Devices', 'View Employee', 'Save', and 'Close'. A status bar at the bottom left indicates '5 of 6 Licenced Devices'.

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 '**Setup**', '**System Configuration**' 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.

If Job Time should be displayed on the Daily Summary it can be applied from this screen.



System Configuration

General-2

Job Costing

- Auto Add Actions when Importing Clockings
- Auto Add Jobs when Importing Clockings
- Assign Time Category from Day Program Allocations
- Auto Stop Job on next Clocking
- Use Counters
 - Use JT Clock Counters
 - Display Job Time on DSV

Action

Length of Code: 3

- Assign Action from Work Code
- Assign Action from Employee

New JT Server Location

- Decommission and route users to new SQL Server

Server Name: _____

Test Connection

Custom Logo

- Use Custom Logo

Browse

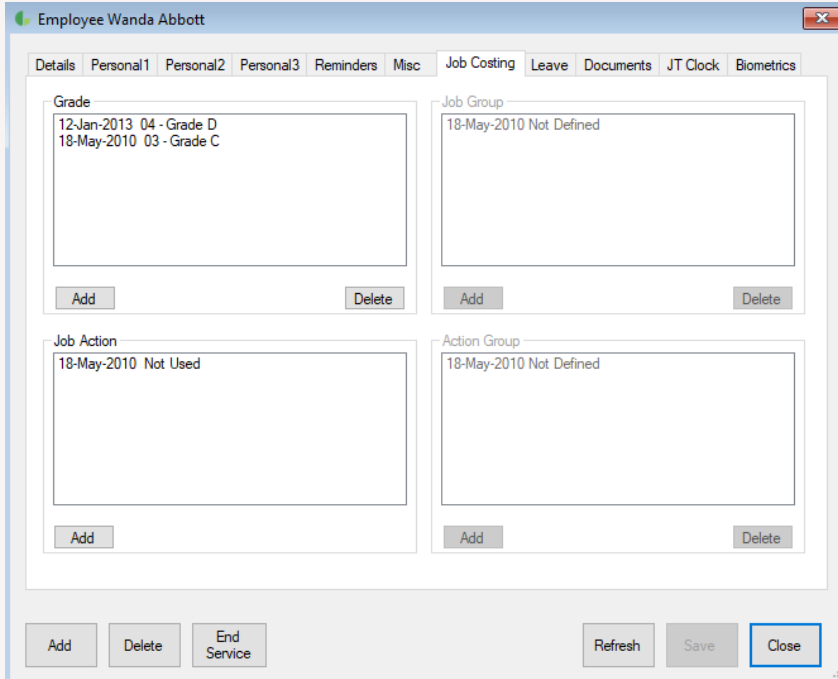
Refresh Save Close

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**'.

Job Costing	Window	Help	Logout
Job			
Actions			
Grade			
Rates			
View Transactions			
Job Authorization			
Multiple Job Action Change			
Job Groups			
Action Groups			

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.



Employee Wanda Abbott

Details Personal1 Personal2 Personal3 Reminders Misc Job Costing Leave Documents JT Clock Biometrics

Grade

- 12-Jan-2013 04 - Grade D
- 18-May-2010 03 - Grade C

Add Delete

Job Group

- 18-May-2010 Not Defined

Add Delete

Job Action

- 18-May-2010 Not Used

Add

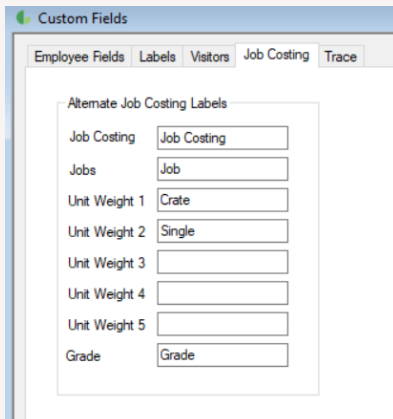
Action Group

- 18-May-2010 Not Defined

Add Delete

Add Delete End Service Refresh Save Close

Custom labels for the Job Costing module can be managed from 'Setup', 'Custom Fields'



Custom Fields

Employee Fields Labels Visitors Job Costing Trace

Alternate Job Costing Labels

Job Costing Job Costing

Jobs Job

Unit Weight 1 Crate

Unit Weight 2 Single

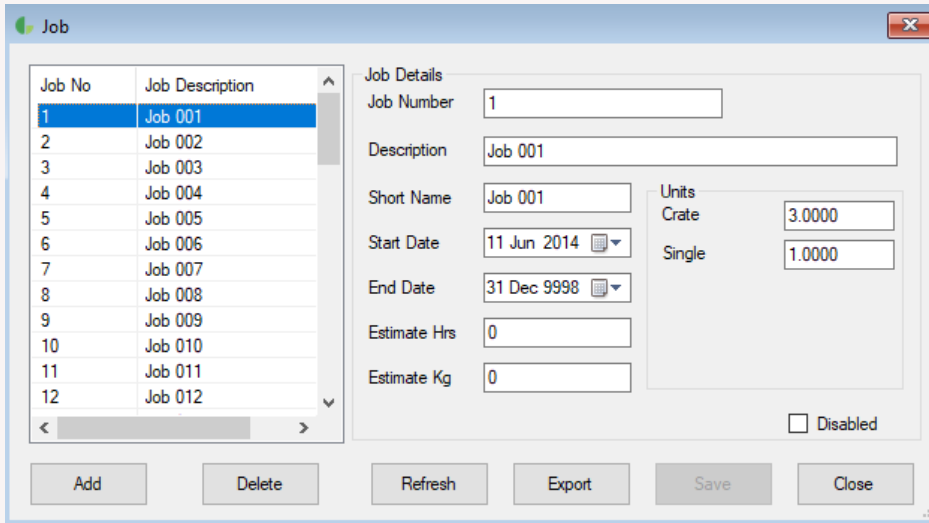
Unit Weight 3

Unit Weight 4

Unit Weight 5

Grade Grade

Job



The screenshot shows a software window titled 'Job'. On the left is a list of jobs with columns 'Job No' and 'Job Description'. The first job, 'Job 001', is selected. On the right is a 'Job Details' form with the following fields:

Field	Value
Job Number	1
Description	Job 001
Short Name	Job 001
Start Date	11 Jun 2014
End Date	31 Dec 9998
Estimate Hrs	0
Estimate Kg	0
Units Crate	3.0000
Single	1.0000

At the bottom of the window are buttons for 'Add', 'Delete', 'Refresh', 'Export', 'Save', and 'Close'. There is also a 'Disabled' checkbox.

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

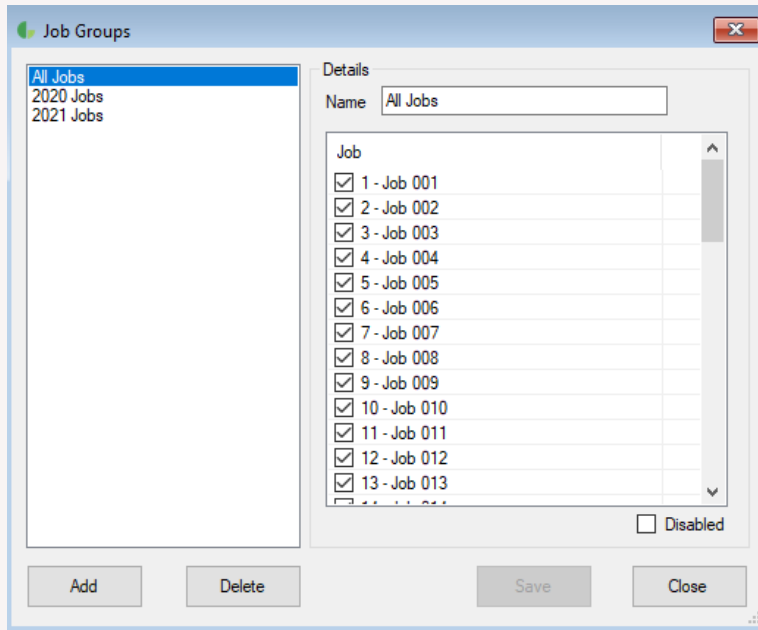
The **Start** and **End** dates are only for reporting purposes and do not affect ability to transact before or after those dates.

Note **Estimate Hrs** is not a Time Category and so would use **Number** format in a reports.

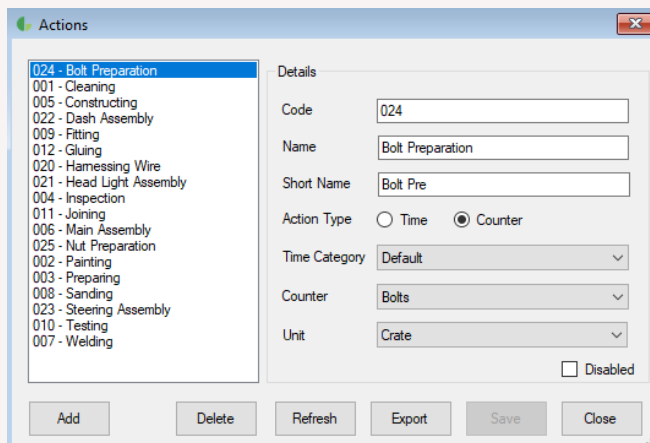
The '**Export**' button can be used to generate a file listing of all captured jobs. The '**Refresh**' button is of use when importing actions from devices and the list needs to be updated.

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

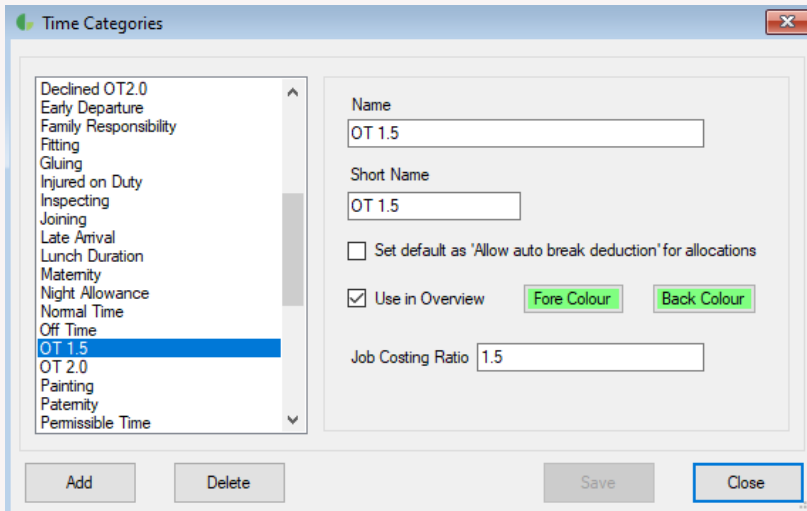


From 'Job Costing' on the menu bar, go to 'Actions'. An Action can either be a **Time** or a **Counter**. The 'Refresh' button is of use when importing actions from devices and the list needs to be updated.

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

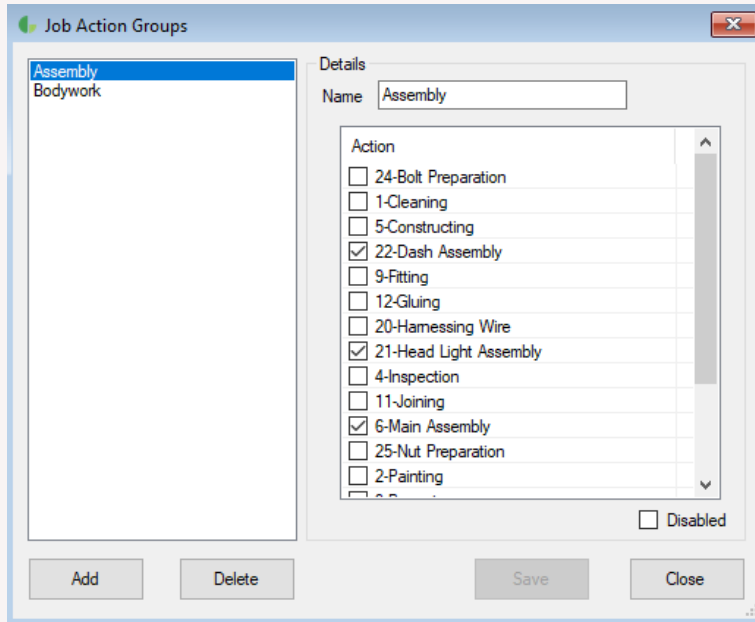
An action which is set as a Counter will need to have a **Counter** and **Unit** selected. Any number of Counters can be added beforehand by clicking **'Setup'** then **'Counters'** from the menu bar. For example to count how many times an employee assembles something, they will need to transact on that 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.

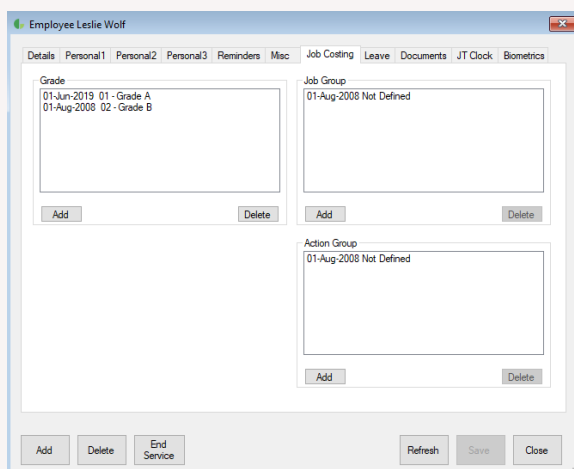
Action Groups

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.

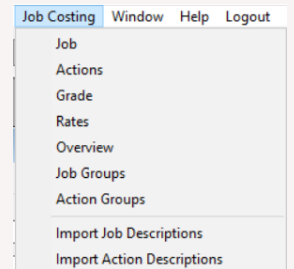
If JT Clock is in use and Job Costing is selected in the **JT Clock Settings** group that the employee is assigned to, there will also be options to apply a **Job Group** and **Action Group** on the **Job Costing** tab of **Employee Details**, thus limiting their available jobs and actions.



Importing Jobs and Actions

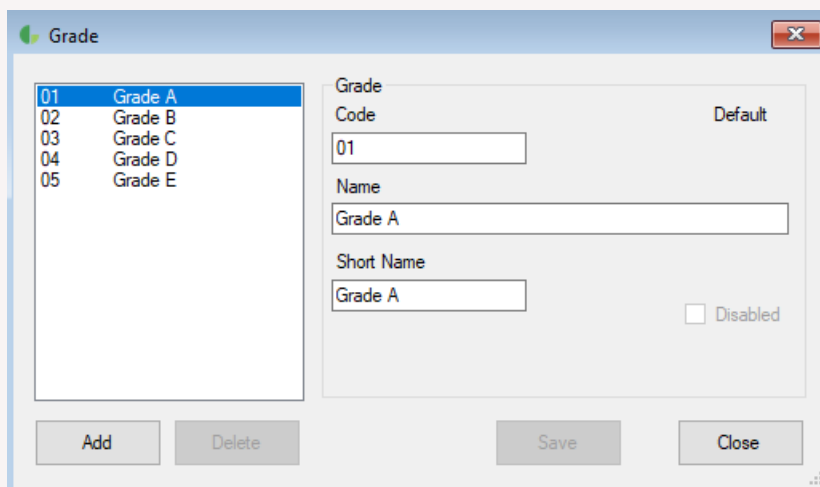
Under the 'Job Costing' menu there are options to import **Job** and **Action Descriptions**. This will allow importing of a text/csv file for populating the respective fields.

The templates for the files can be found at **C:\Program Files (x86)\Jarrison Systems\Jarrison Time\Template for Importing Job Codes.txt**

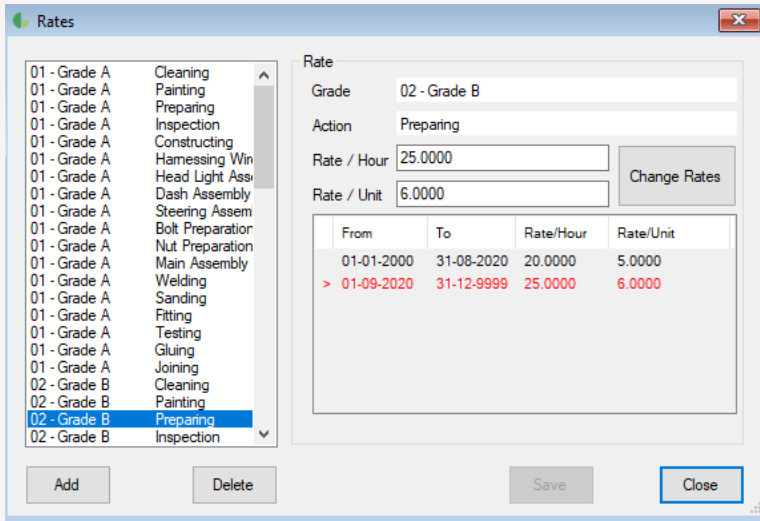


Grade

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.



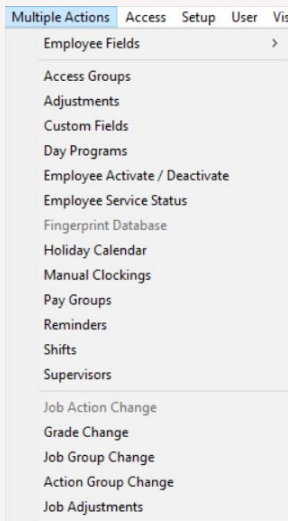
Rates



From	To	Rate/Hour	Rate/Unit
01-01-2000	31-08-2020	20.0000	5.0000
> 01-09-2020	31-12-9999	25.0000	6.0000

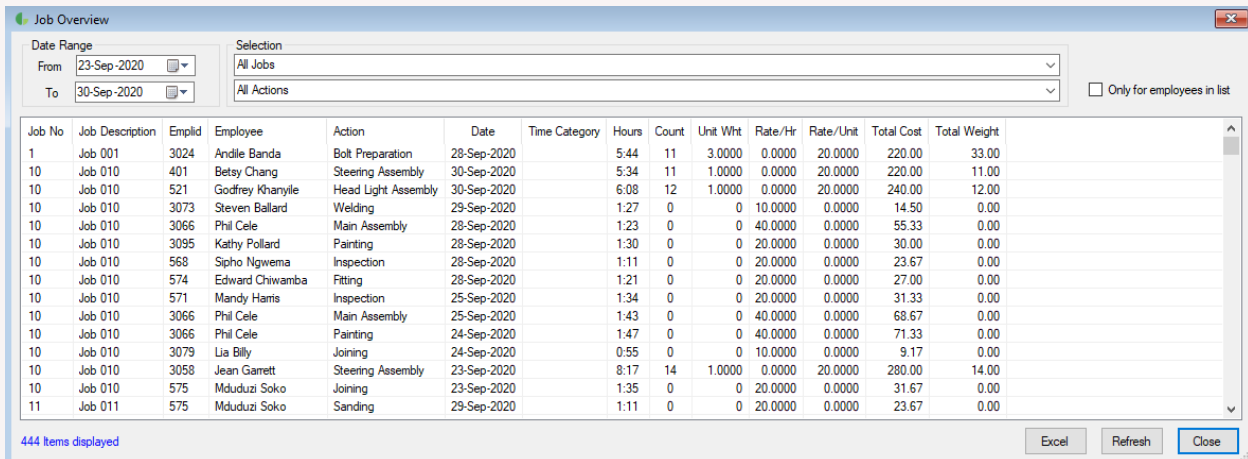
From 'Job Costing' on the menu bar, click on 'Rates'. Here you can save the 'Rate per hour' for time actions and 'Rate per unit' for counter actions. Each rate is made up of a combination of a grade with the particular action.

Multiple Action Options



Bulk options for various Job Costing related actions can be found in the 'Multiple Actions' menu option. The 'Multiple Job Action Change' only becomes available when the option for assigning actions from employees in System Configuration is applied.

View Transactions

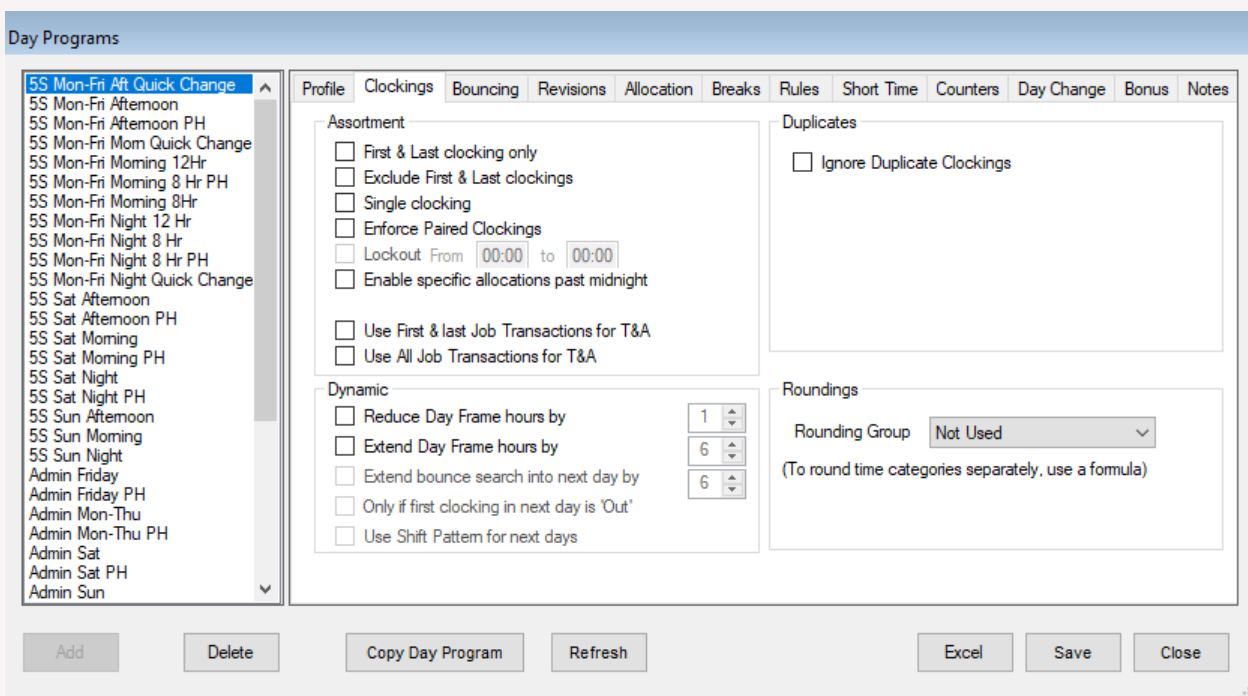


Job No	Job Description	Emplid	Employee	Action	Date	Time Category	Hours	Count	Unit Wht	Rate/Hr	Rate/Unit	Total Cost	Total Weight
1	Job 001	3024	Andile Banda	Bolt Preparation	28-Sep-2020		5:44	11	3.0000	0.0000	20.0000	220.00	33.00
10	Job 010	401	Betsy Chang	Steering Assembly	30-Sep-2020		5:34	11	1.0000	0.0000	20.0000	220.00	11.00
10	Job 010	521	Godfrey Kharyille	Head Light Assembly	30-Sep-2020		6:08	12	1.0000	0.0000	20.0000	240.00	12.00
10	Job 010	3073	Steven Ballard	Welding	29-Sep-2020		1:27	0	0	10.0000	0.0000	14.50	0.00
10	Job 010	3066	Phil Cele	Main Assembly	28-Sep-2020		1:23	0	0	40.0000	0.0000	55.33	0.00
10	Job 010	3095	Kathy Pollard	Painting	28-Sep-2020		1:30	0	0	20.0000	0.0000	30.00	0.00
10	Job 010	568	Sipho Ngwema	Inspection	28-Sep-2020		1:11	0	0	20.0000	0.0000	23.67	0.00
10	Job 010	574	Edward Chiwamba	Fitting	28-Sep-2020		1:21	0	0	20.0000	0.0000	27.00	0.00
10	Job 010	571	Mandy Harris	Inspection	25-Sep-2020		1:34	0	0	20.0000	0.0000	31.33	0.00
10	Job 010	3066	Phil Cele	Main Assembly	25-Sep-2020		1:43	0	0	40.0000	0.0000	68.67	0.00
10	Job 010	3066	Phil Cele	Painting	24-Sep-2020		1:47	0	0	40.0000	0.0000	71.33	0.00
10	Job 010	3079	Lia Billy	Joining	24-Sep-2020		0:55	0	0	10.0000	0.0000	9.17	0.00
10	Job 010	3058	Jean Garrett	Steering Assembly	23-Sep-2020		8:17	14	1.0000	0.0000	20.0000	280.00	14.00
10	Job 010	575	Mduduzi Soko	Joining	23-Sep-2020		1:35	0	0	20.0000	0.0000	31.67	0.00
11	Job 011	575	Mduduzi Soko	Sanding	29-Sep-2020		1:11	0	0	20.0000	0.0000	23.67	0.00

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 additional options in the **Clockings** tab, as depicted below.



Profile	Clockings	Bouncing	Revisions	Allocation	Breaks	Rules	Short Time	Counters	Day Change	Bonus	Notes
5S Mon-Fri Aft Quick Change	Assortment <input type="checkbox"/> First & Last clocking only <input type="checkbox"/> Exclude First & Last clockings <input type="checkbox"/> Single clocking <input type="checkbox"/> Enforce Paired Clockings <input type="checkbox"/> Lockout From 00:00 to 00:00 <input type="checkbox"/> Enable specific allocations past midnight <input type="checkbox"/> Use First & last Job Transactions for T&A <input type="checkbox"/> Use All Job Transactions for T&A Dynamic <input type="checkbox"/> Reduce Day Frame hours by 1 <input type="checkbox"/> Extend Day Frame hours by 6 <input type="checkbox"/> Extend bounce search into next day by 6 <input type="checkbox"/> Only if first clocking in next day is 'Out' <input type="checkbox"/> Use Shift Pattern for next days										
5S Mon-Fri Afternoon											
5S Mon-Fri Afternoon PH											
5S Mon-Fri Mom Quick Change											
5S Mon-Fri Morning 12Hr											
5S Mon-Fri Morning 8 Hr PH											
5S Mon-Fri Morning 8Hr											
5S Mon-Fri Night 12 Hr											
5S Mon-Fri Night 8 Hr											
5S Mon-Fri Night 8 Hr PH											
5S Mon-Fri Night Quick Change											
5S Sat Afternoon											
5S Sat Afternoon PH											
5S Sat Morning											
5S Sat Morning PH											
5S Sat Night											
5S Sat Night PH											
5S Sun Afternoon											
5S Sun Morning											
5S Sun Night											
Admin Friday											
Admin Friday PH											
Admin Mon-Thu											
Admin Mon-Thu PH											
Admin Sat											
Admin Sat PH											
Admin Sun											

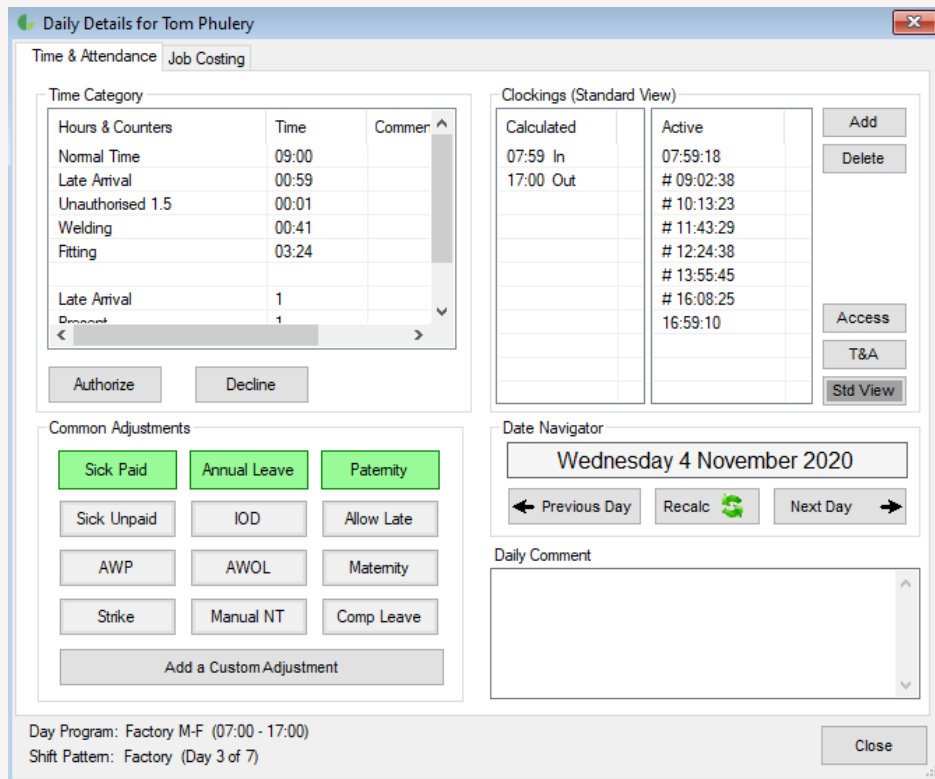
Tick the 'Use First & last Job Transactions for T&A' option to use the first in job clocking and last out job clocking as T&A in and out clockings, or tick 'Use All Job Transactions for T&A' to simply use all job clockings as T&A.

Working with Job Clockings

Job Costing transactions and results will appear under the **Job Costing** tab in **Daily Details**.

They can also be seen from the **Standard View** on the **Time & Attendance** tab. Job costing clockings are presented with a # symbol, to differentiate them from regular clockings.

In the image to the right, presented with the **Standard** view under Time & Attendance, there are two T&A clocking and six job costing clockings.



Daily Details for Tom Phulery

Time & Attendance | Job Costing

Time Category

Hours & Counters	Time	Commen
Normal Time	09:00	
Late Arrival	00:59	
Unauthorised 1.5	00:01	
Welding	00:41	
Fitting	03:24	
Late Arrival	1	
Present	1	

Authorize | Decline

Common Adjustments

Sick Paid | Annual Leave | Paternity

Sick Unpaid | IOD | Allow Late

AWP | AWOL | Maternity

Strike | Manual NT | Comp Leave

Add a Custom Adjustment

Clockings (Standard View)

Calculated	Active
07:59 In	07:59:18
17:00 Out	# 09:02:38
	# 10:13:23
	# 11:43:29
	# 12:24:38
	# 13:55:45
	# 16:08:25
	16:59:10

Add | Delete | Access | T&A | Std View

Date Navigator

Wednesday 4 November 2020

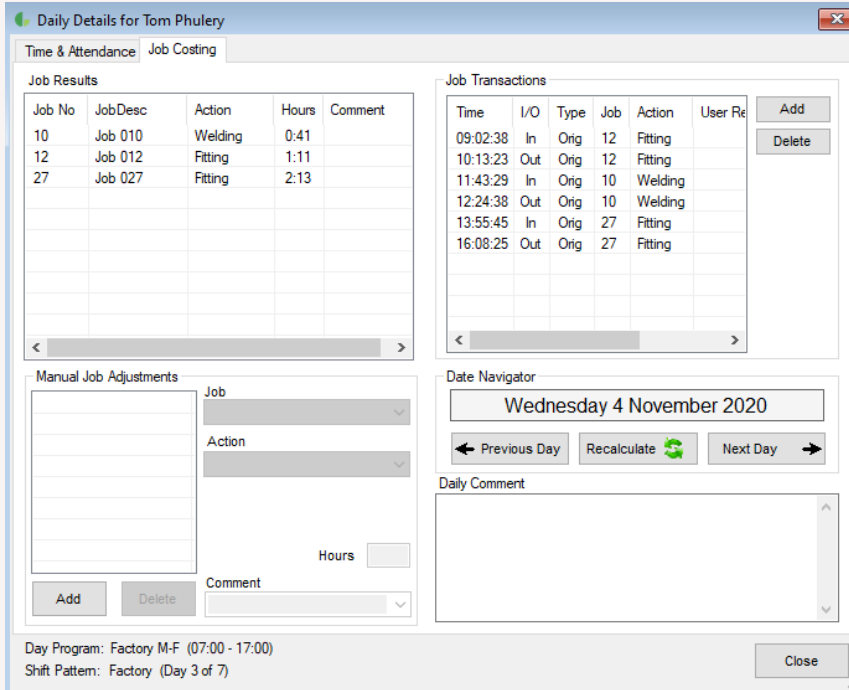
Previous Day | Recalc | Next Day

Daily Comment

Close

Day Program: Factory M-F (07:00 - 17:00)
Shift Pattern: Factory (Day 3 of 7)

In the next image the Job Costing tab has been selected, allowing details of the job costing clockings to be viewed. 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 (seen above) of 3h24m Fitting time and 41m Welding time was generated.



The screenshot shows the 'Daily Details for Tom Phulery' window with the 'Job Costing' tab selected. The 'Job Results' table is as follows:

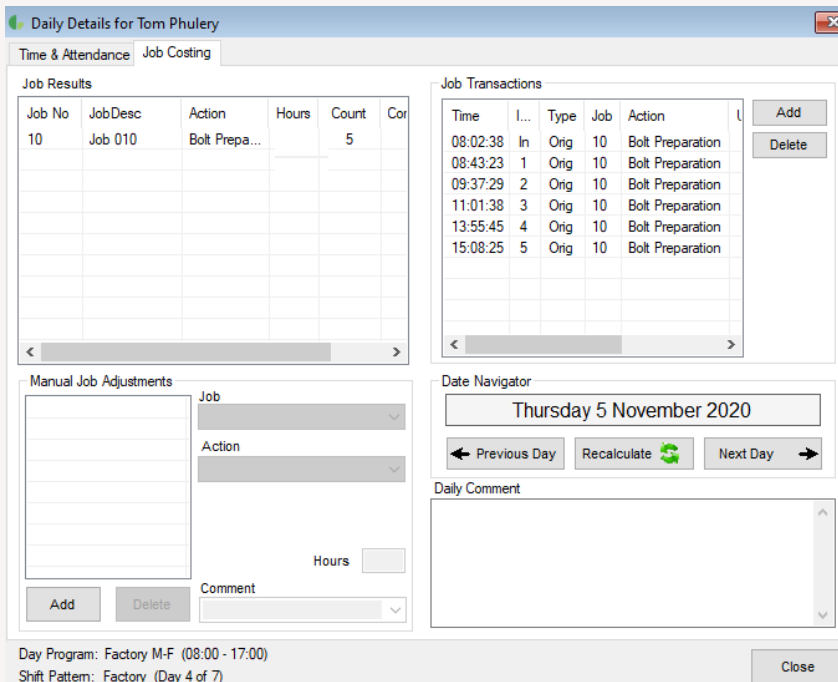
Job No	Job Desc	Action	Hours	Comment
10	Job 010	Welding	0:41	
12	Job 012	Fitting	1:11	
27	Job 027	Fitting	2:13	

The 'Job Transactions' table is as follows:

Time	I/O	Type	Job	Action	User Ref	Add	Delete
09:02:38	In	Orig	12	Fitting			
10:13:23	Out	Orig	12	Fitting			
11:43:29	In	Orig	10	Welding			
12:24:38	Out	Orig	10	Welding			
13:55:45	In	Orig	27	Fitting			
16:08:25	Out	Orig	27	Fitting			

The 'Date Navigator' shows 'Wednesday 4 November 2020'. The 'Manual Job Adjustments' section is empty. The 'Daily Comment' field is also empty. At the bottom, it shows 'Day Program: Factory M-F (07:00 - 17:00)' and 'Shift Pattern: Factory (Day 3 of 7)'. A 'Close' button is visible in the bottom right corner.

In the below image there are six job costing clockings of 'Bolt Preparation' for job 10, resulting in a count of five for Bolts (The first clock for a counter initializes, there is no out clock required).



The screenshot shows the 'Daily Details for Tom Phulery' window with the 'Job Costing' tab selected for Thursday 5 November 2020. The 'Job Results' table is as follows:

Job No	Job Desc	Action	Hours	Count	Cor
10	Job 010	Bolt Prepa...		5	

The 'Job Transactions' table is as follows:

Time	I...	Type	Job	Action	U	Add	Delete
08:02:38	In	Orig	10	Bolt Preparation			
08:43:23	1	Orig	10	Bolt Preparation			
09:37:29	2	Orig	10	Bolt Preparation			
11:01:38	3	Orig	10	Bolt Preparation			
13:55:45	4	Orig	10	Bolt Preparation			
15:08:25	5	Orig	10	Bolt Preparation			

The 'Date Navigator' shows 'Thursday 5 November 2020'. The 'Manual Job Adjustments' section is empty. The 'Daily Comment' field is also empty. At the bottom, it shows 'Day Program: Factory M-F (08:00 - 17:00)' and 'Shift Pattern: Factory (Day 4 of 7)'. A 'Close' button is visible in the bottom right corner.

Note that a counter for missing job clockings need to be set under **System Configuration, Allocations** tab in order for missing job clocking exceptions to be generated, and a separate counter for counting Job Costing clockings.

Missing Clockings	
T&A Clocking Counter	Missing Clocking ▾
Job Clocking Counter	Missing Job ▾
All Clockings Count	
T&A Clocking Counter	All Clockings ▾
Job Clocking Counter	All Job Costing ▾

Manual Clockings

Click '**Add**' on the upper right 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

From the **Action** drop-down menu select the activity being undertaken towards the selected job.

➤ Add Clocking
✕

Time	Reason
<input style="width: 90%;" type="text" value="08:00"/>	<input style="width: 90%;" type="text"/>
JobNumber	
<input style="width: 40%;" type="text" value="12"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="12 - Job 012"/> ▾
Action	
<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Dash Assembly"/> ▾	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

To remove a job costing clocking simply select it in the Job Transactions column and click '**Delete**'

Manual Adjustments

Time and/or counters can be applied for job costing as with T&A. Click '**Add**' in the lower left to add a job costing adjustment, then select the appropriate Job and Action, and a comment if required. Multiple adjustments may be added on the same day.

To remove an adjustment, select it and click '**Delete**'.

Daily Details for Tom Phulery
✕

Time & Attendance
Job Costing

Job Results

Job No	JobDesc	Action	Hours	Count	Cor
10	Job 010	Bolt Prepa...	0:00	2	
10	Job 010	Joining	2:00	0	

Job Transactions

Time	I/O	Type	Job	Action	User Reason	Add
						Delete

Manual Job Adjustments

10-24	
10-11	

Job: 10 - Job 010

Action: Bolt Preparation

Hours:

Comment:

Add
Delete

Date Navigator

Monday 2 November 2020

← Previous Day
Recalculate
Next Day →

Daily Comment

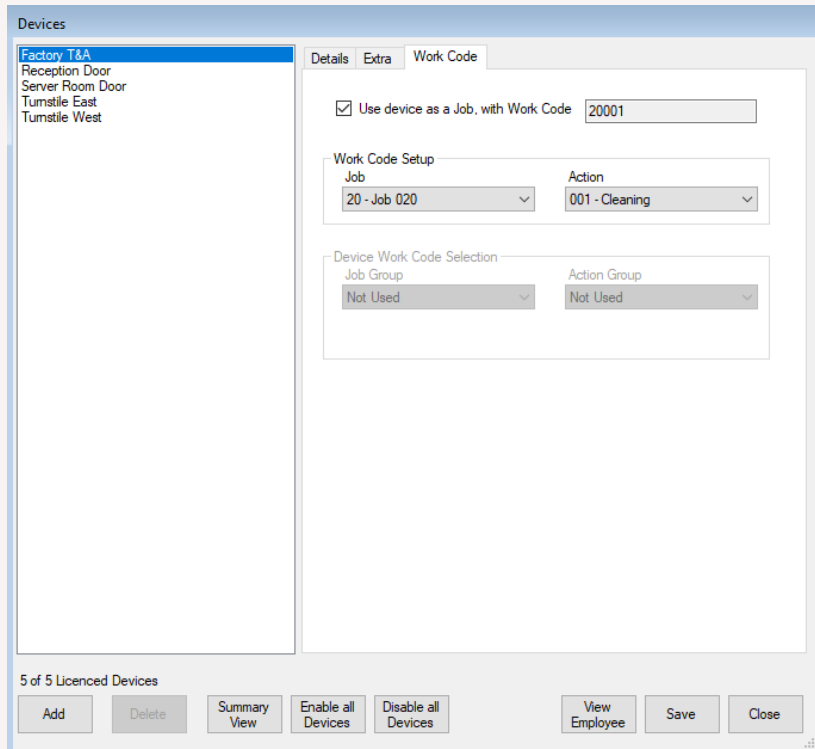
Day Program: Factory M-F (08:00 - 17:00)
Shift Pattern: Factory (Day 1 of 7)

Close

In the above image the employee has been awarded two job costing adjustments, one for 2 hours of 'Joining' time, and a count of 2 for 'Bolt Preparation'.

Devices

Once Job Costing is enabled JT allows for any device to be treated as a dedicated job costing device, meaning they are assigned a Job and Action and all clockings received from the device are for that job and action.



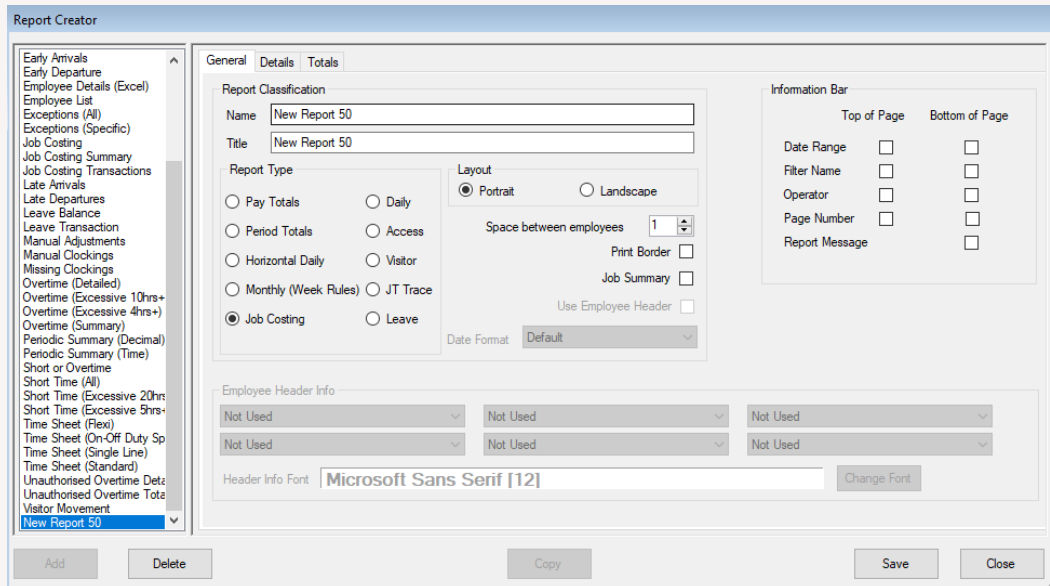
To designate a device, go to '**Devices**' from the '**Access**' menu, then select a device and go to the '**Work Code**' tab. Check the box to '**Use for Job Costing**', and then from the dropdown menus below select the appropriate Job and Action for the selected device.

Note that if importing from an external system, it is similarly possible to designate jobs and actions to readers from the '**T&A Setup**' window under '**Access**'

Reports

Dedicated job costing reports can be created once the module is active, and job costing data can also be added to existing **Daily** report types like the Time sheet.

To create a job costing report from the **Report Creator** (under '**Setup**'), 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)**.

9	Normal Time - Hrs	Decimal(4)	Left	4	NT	Yes	Yes	Yes	
10	OT 1.5 - Hrs	Decimal(4)	Left	4	OT 1.5	Yes	Yes	Yes	
11	OT 2.0 - Hrs	Decimal(4)	Left	4	OT 2.0	Yes	Yes	Yes	

Item Details									
Field	Format	Alignment	Length	Caption	Vertical Line	Print Trigger	Blank Zero	Hide Empty	Job Cost
OT 1.5 - Hrs	Decimal(4)	Left	4	OT 1.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

General		Details		Totals			
Total Options <input checked="" type="checkbox"/> Periodic Totals <input checked="" type="checkbox"/> Pay Totals <input type="checkbox"/> Grand Total Period <input type="checkbox"/> Grand Total Pay		General Options <input checked="" type="checkbox"/> Underline Manual Clockings <input type="checkbox"/> Underline Alternative Day Programs <input type="checkbox"/> Sub Totals use short descriptions <input type="checkbox"/> Show Duplicate Clockings <input type="checkbox"/> Suppress Details <input type="checkbox"/> Match Original Direction in Columns <input type="checkbox"/> Show Percentage <input type="checkbox"/> Exclude Job Costing Clockings <input checked="" type="checkbox"/> Flag Job Costing Clockings		Flexitime Options <input type="checkbox"/> Brought Forward <input type="checkbox"/> Hours Worked <input type="checkbox"/> Closing Balance <input type="checkbox"/> Carried Forward <input type="checkbox"/> Lost Time		Patrol Route Options <input type="checkbox"/> Underline all Breaches <input type="checkbox"/> Only Show Breaches	
Sort Order and Sub Totals 1. <input type="text" value="Name"/> <input type="checkbox"/> Sub Total <input type="checkbox"/> New Page after Sub Total 2. <input type="text" value="Not Used"/> <input type="checkbox"/> Sub Total 3. <input type="text" value="Not Used"/> <input type="checkbox"/> Sub Total				Signature Options <input type="checkbox"/> Authorized Signature <input type="checkbox"/> Employee Signature <input type="checkbox"/> Bottom of Page			

In	Out
7:33	# 8:56
# 10:15	# 11:20
# 13:06	# 14:06
# 16:00	17:06

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.

Export File Creator																					
Abacus Accsys CRS CSV Educos Intercode Mirror Pastel Pay Day PaySpace Sage 300 Sage VIP Classic Sage VIP Premier SAP Export File 24	<table border="1"> <thead> <tr> <th colspan="2">General</th> <th colspan="2">Details</th> </tr> </thead> <tbody> <tr> <td colspan="4">Name <input type="text" value="Export File 24"/></td> </tr> <tr> <td colspan="2"> File Export Options <input type="checkbox"/> Include Employees with Zero Totals <input type="checkbox"/> Multiple Records per Employee <input type="checkbox"/> Excel File <input type="checkbox"/> Column Headers <input type="checkbox"/> End of Month Date <input type="checkbox"/> CSV Format File <input type="checkbox"/> Tab Format File <input type="checkbox"/> Set Lockdown Date <input type="checkbox"/> Allow Export without Approval <input type="checkbox"/> Except Missing Clockings </td> <td colspan="2"> Export Type <input type="radio"/> Periodic <input type="radio"/> Daily <input type="radio"/> Monthly with Week Rules <input checked="" type="radio"/> Job Costing <input type="radio"/> Leave </td> </tr> <tr> <td colspan="2"></td> <td colspan="2"> Export Count <input type="checkbox"/> Prefix <input type="checkbox"/> Suffix </td> </tr> <tr> <td colspan="4"> File Details Path <input type="text" value="c:"/> <input type="button" value="Browse"/> Name <input type="text" value="Export.txt"/> <input type="checkbox"/> File Name uses Date Range <input type="checkbox"/> File Name uses Period End Date </td> </tr> </tbody> </table>	General		Details		Name <input type="text" value="Export File 24"/>				File Export Options <input type="checkbox"/> Include Employees with Zero Totals <input type="checkbox"/> Multiple Records per Employee <input type="checkbox"/> Excel File <input type="checkbox"/> Column Headers <input type="checkbox"/> End of Month Date <input type="checkbox"/> CSV Format File <input type="checkbox"/> Tab Format File <input type="checkbox"/> Set Lockdown Date <input type="checkbox"/> Allow Export without Approval <input type="checkbox"/> Except Missing Clockings		Export Type <input type="radio"/> Periodic <input type="radio"/> Daily <input type="radio"/> Monthly with Week Rules <input checked="" type="radio"/> Job Costing <input type="radio"/> Leave				Export Count <input type="checkbox"/> Prefix <input type="checkbox"/> Suffix		File Details Path <input type="text" value="c:"/> <input type="button" value="Browse"/> Name <input type="text" value="Export.txt"/> <input type="checkbox"/> File Name uses Date Range <input type="checkbox"/> File Name uses Period End Date			
General		Details																			
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		Export Count <input type="checkbox"/> Prefix <input type="checkbox"/> Suffix																			
File Details Path <input type="text" value="c:"/> <input type="button" value="Browse"/> Name <input type="text" value="Export.txt"/> <input type="checkbox"/> File Name uses Date Range <input type="checkbox"/> File Name uses Period End Date																					

From the **Details** tab, fields specific to job costing will then be available for export.