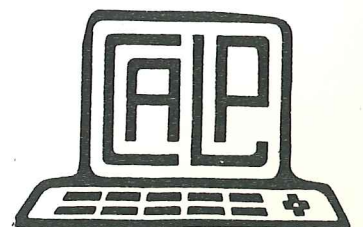


JOB COSTING



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JOB COSTING

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Developed during a two year pilot programme

Sponsored by

The Labour Department

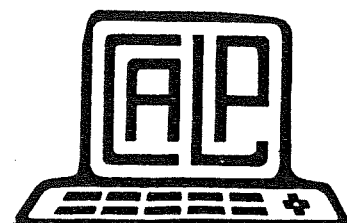
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The Department of Internal Affairs

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AIMS

1. To allow trainees to take an active role in the planning process involved in a new job rather than merely providing the labour.
2. To offer a structured program for teams to work out costings for specific jobs, and thus gain experience of preparing quotes.
3. To allow some meaningful practice of multiplication.
4. To give meaningful practice of the skills learnt during the "Phone Orders" module.
5. To allow some experience of the computer in an administrative capacity.

ACTIVITIES INVOLVED

The team works out what items will be needed to complete a specific job, rings around to find out the prices, and then types that information into the computer. e.g. Nails 50mm, 5 packets. \$5.20 per packet. For each item they need to supply a total cost (e.g. 5 packets @ \$5.20 = \$26) which is checked by the computer. After three incorrect attempts, the computer supplies the correct answer. The ability to modify, add or delete items is available with the edit facility. The total job estimate can be printed out in full and is stored for future modifications or reference.

REQUIREMENTS

Preparation/ Follow up

Stage 1 A planning session i) preparing a list of items and the quantity needed, and
ii) telephoning firms to find out current prices.

Supervision

The supervisor is closely involved in all phases as an integral member of the team.

Equipment

Stage 1: Pen and paper, telephone and directory

Stage 2: Computer program 'Job Costing', Printer (optional).

Time

Stage 1 : 1 - 2 hours

Stage 2 }
Stage 3 } 30 minutes approximately

INSTRUCTIONS

STAGE 1: Planning Session

This is probably the most important part of the module if trainees are to get the maximum benefit from this computer program.

The job itself needs to be delineated clearly. Discussion on what activities will be needed to carry out the job will lead to a list of the items to be purchased or hired.

Each item should be defined as follows

1. Name of the item e.g. Nails, 50mm
2. Number of units needed e.g. 5
3. Unit in which it will be bought e.g. packet
4. Cost per unit e.g. \$5.20

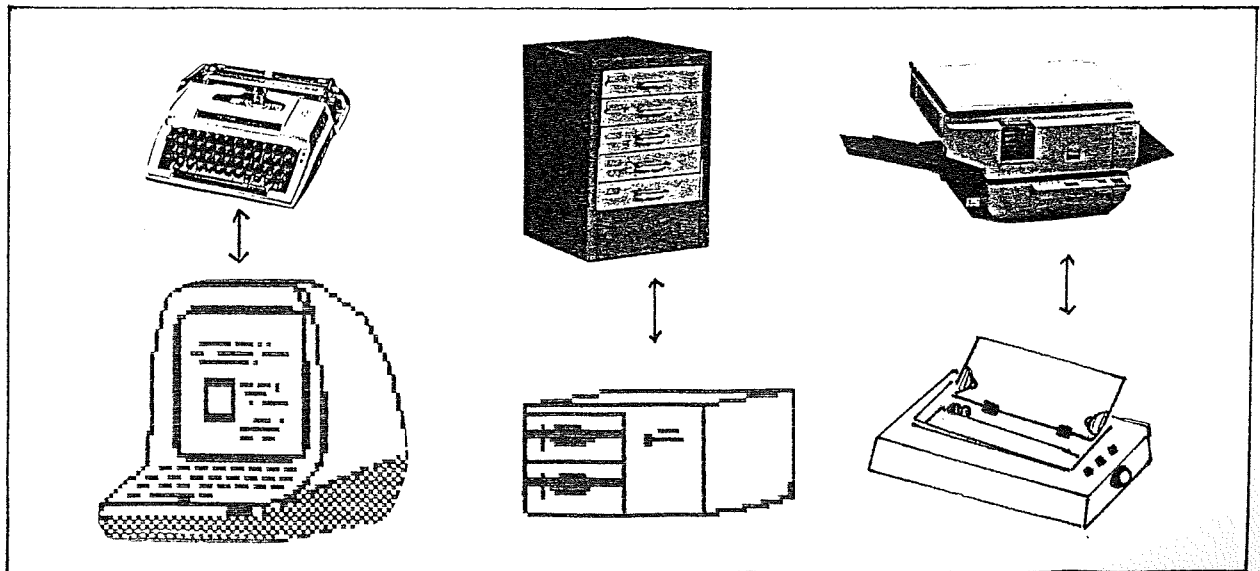
To find out the cost per unit use the yellow pages in the telephone directory. The trainees should ring the firms to find out the current price. (It is suggested that the training module entitled "Phone Orders" should have been completed first. "Job Costing" will thus give further meaningful practice of the skills learnt). They may wish to ring several firms and find out the cheapest price.. One team, by doing this, discovered \$10 difference between the cheapest and the most expensive, on the same 4 litre can of paint.

STAGE 2 : Computer Program (Job Costing)

This stage can, if necessary, take place on a later date when there is a computer available. At this point the information collected is entered into the computer into a file that you create for that particular job. At the beginning of the program, definitions of the commands available from the MAIN MENU are given, as follows:

<u>Command</u>	<u>What It Does</u>
EDIT	See/change current job file
NEWFILE	Start a new job file
DISK	A choice of: <ul style="list-style-type: none">* List of job files* Load file from disk* Delete file from disk* Save current job file
SORT	Sort current job file alphabetically
QUIT	A choice of: <ul style="list-style-type: none">* Start a new job file* Return to disk menu* Load another file
PRINT	Print out current file

To understand the steps in this program it may be helpful to compare the functions carried out in a traditional secretarial and filing system with their corresponding functions in the computer system.



The typewriter becomes the computer and its keyboard, the disk in the disk drive becomes the filing cabinet. The printer produces the written copies replacing the typewriter master copy, its carbons and the photocopier.

The equivalent steps are:

Traditional System

1. Get fresh paper and a manilla folder to begin a new file.
- 2.a Work out the alphabetical order of the items before typing.
2. Type in the details
3. Store the file in the filing cabinet under its name or number.
4. To get copies, take a carbon or photocopy.
5. To find that file later, look up the filing system catalogue.
6. Remove the file from the filing cabinet in order to work on it further, refer to it, or make copies. Load it into the typewriter.
7. Modify or add to the job file on the typewriter.

Computer System

1. Open a "NEWFILE"
2. Type in the details
- 2.a Chose "SORT" and the computer will sort the items into alphabetical order.
3. Store or "SAVE" the file on disk, giving it a name.
4. "PRINT" the file. (This can be done before saving on disk but will then be unnamed.)
5. Look up the list of JOB FILES on DISK
6. "LOAD" the file from the disk into the computer (either directly from the list of "JOB FILES", or by asking for "LOAD" and giving it its name).
7. EDIT the file currently loaded into the computer.

The manual will now take you through the steps in more detail if you need it.

NOTE To choose a command on the MAIN MENU move the cursor or high-lighted line up or down using the arrow keys $\uparrow \downarrow$. When the command you want is covered or high-lighted press <ENTER>.

1. To Open a New File

From the MAIN MENU choose NEWFILE and press <ENTER>. (Only at the very beginning of the programme you can also open a New File by pressing <ENTER> for EDIT on the MAIN MENU.)

The screen that appears will have no data entered yet except for some headings.

2. Type in the Details

Press <N> to enter a new item. You will be asked the following questions and you type in the information.

Item name?	e.g. compost
How many?	e.g. 2
Unit e.g. sack, Kg, sheet?	e.g. bags
Cost per (bag) \$?	e.g. \$2.00
Total cost of (2) sacks \$?	e.g. \$4.00

If the total cost is wrong you will be told to try again. After the third wrong attempt, the computer will supply the correct answer.

The item name moves up into the the highlighted line in the top half of the screen while the details of the quantity and cost of the last entered item appear in the central display area.

See fig.2.

Figure 2.

To change an item's description or cost:

The item highlighted by the yellow line can be changed or 'edited' by pressing <ENTER>. The questions will be repeated showing the previous answers which can then be altered, using the usual editing facilities available on the Poly.

Use the cursor keys $\uparrow\downarrow$ to move the items up or down into the highlighted line. (Note:- On a long list only a few items can be seen at one time but the others can be moved into view by using the cursor keys) To enter a new item either press <N>, or move the highlighted line below the last item and press <ENTER>. When all items have been entered correctly, return to the MAIN MENU.

3. SORT the items into alphabetical order if desired, by choosing the command SORT on the MAIN MENU.

4. SAVE the file to DISK

choose DISK from the MAIN MENU and then choose SAVE CURRENT JOB FILE from the sub-menu that appears.

Note:- If you have not saved the current file and you try to open a new file or load another file you will be reminded of this and asked if you wish to save it before going on. If it is not saved onto the disk it will be replaced by the new file loaded into the computer and lost.

Having asked to save the file you will be asked 'save as what file?' Type in the name you wish to call the job file (no more than 8 characters although you may wish to use a hyphen e.g. GDN-ROCK. Note:- a number cannot be used as the first character) and press <ENTER>.

If it is a file that you began earlier and have just been editing the name of the original file is given. You will be asked if you wish to save it under the same name. Normally the answer would be yes,

if you have just been updating the file. Occasionally however, you may have chosen a name for your new file that someone else has used for their file. If this happens, change your file name to avoid wiping out their file.

Note: Occasionally you may have loaded a file and looked at it, but made no changes. In this case you may safely answer NO to the question "Do you want to save your last file?" as long as you previously gave it a name and saved it, and made no changes since.

Remember: 1) Always SAVE a file after typing in any new information if you want to keep a record of that file.

- 2) Do not SAVE it with the same name used for another file, unless it was an update.

5. PRINT the file

You can print the file without saving it. If all you want is a single printout and you do not expect to make any changes in the future, this is all right but normally you would SAVE the file on the disk first, to ensure you can refer to it later. If no printer is available it is essential to SAVE the file so that it can be printed later. To print the file:

Choose PRINT on the MAIN MENU. You are asked to check that the printer is ready. When asked for a name, this is only for the printout, and can be a full project name e.g. Rockgarden (Opoho School). The filename remains the same.

Appendix 1 has a printout of a job file.

The file is printed in the one currently loaded into the computer - either one you are editing at the keyboard or one you have just loaded.

6. LOAD the file from DISK into the computer

To edit, print or sort an already existing job file it must be first loaded from the DISK to the computer in the same way as paper is loaded into the typewriter or photocopier.

The quickest way to load a job file for editing is to :

- 1) Choose DISK from the MAIN MENU
- 2) Choose LIST OF JOB FILES on the sub-menu
- 3) Use the arrow keys $\uparrow \downarrow$ to highlight the name of the file and press <ENTER>. This loads it into the computer.

The job file will then appear on the screen ready for editing.

If you know the name of the job file you can:

- 1) Choose LOAD from the MAIN MENU
- 2) Type in the name of the file when asked, and press <ENTER>. This file is then loaded.
- 3) Choose EDIT or PRINT or SORT from the MAIN MENU.

Remember:- You can do nothing to a file unless it is currently loaded into the computer from the disk.

7. EDIT the file

This allows you to change or add to the items entered in the file, as described in 2 in the section on changing an items description or cost.

8. QUIT

Remember to SAVE your file if you want to refer to it again, especially if you choose option 3. There is a choice of:

- 1) Start a new job file
- 2) Load another file
- 3) QUIT the program

S U M M A R Y

The usual steps are:

- 1) LOAD a file a) from the list of job files on DISK
 b) directly
 or c) by opening a NEWFILE
- 2) Type in information or EDIT the file.
- 3) SORT into alphabetical order
- 4) SAVE
- 5) PRINT

APPENDIX 1: Sample Printout

Date : 1-NOV-85 : Job name : Rockgarden Project

Filename : ROCKG

Item	Number	Unit	Cost	Cost
Description	of		per unit	
	Units	Size	\$.c	\$.c
MANURE	2	bags	2.00	4.00
PLANTS	25	plants	1.50	37.50
ROCKS	1	trailer	50.00	50.00
SEEDS	5	packets	1.50	7.50
TOPSOIL	1	truckload	95.00	95.00
TOTAL				\$194.00

