1. **Purpose**
   1. The purpose of this procedure is to provide guidance to assure proper submission of jobs to the accounting department for accurate billing.
2. **References**
   1. **NA**
3. **Precautions**
   1. **NA**
4. **Frequency**
   1. Jobs should be turned in for billing throughout the month as they are completed, and all expenses are recorded.
5. **Responsibility**
   1. For most departments, the coordinators are responsible for monthly billing submissions.
6. **Billing submissions**
   1. After a job has been opened and completed, all time is recorded, and all expenses are added to a job it can be turned in for billing.
   2. Throughout the process of opening a job and tracking its progression, it is recommended to keep a labeled folder with job information inside in order to expedite the process of billing when the time comes.

**Job Cost Detail Report Process:**

* 1. Open ACS and log-in
     1. Double click “Job Entry/Maintenance”

Graphical user interface, application

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* 1. Double click “Job Inquiry”

Graphical user interface, text, application, email

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* 1. Select “Active”

Graphical user interface, application

Description automatically generated

* 1. Enter the job number that you wish to bill and click “OK”.

Graphical user interface, application, Word

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* 1. Ensure that all information for the job is correct and click “OK”.

Graphical user interface

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* 1. Double click “Job Cost Detail Report”

Graphical user interface, application, Word

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* 1. Click “OK”

Graphical user interface, application

Description automatically generated

* 1. Convert to a PDF
     1. Check the “PDF” box.
     2. Click “Execute”

Graphical user interface, application, table

Description automatically generated

* 1. Ensure that all cost charges are on the job. (All jobs with labor should have a “Low Value” charge for consumables/ all jobs where a company vehicle was driven should have a milage charge of $0.65 per mile.)
  2. Print a copy of the PDF and file the copy in the job folder.
  3. Use the below job billing check list to double check for items required for billing.

A picture containing diagram

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* 1. Items in the folder should include: Job Cost Detail Report, Quote that was sent to customer, Customer PO, Delivery/Service Ticket, any reports or documents received from the customer or sent to the customer from Hi-Speed during the process of this job.
  2. Scan the entire contents of the folder to your email address
  3. Save the scanned PDF in the job folder in the Z Drive.
     1. Follow route; Z:\firms\firm01\images\jobs
     2. Enter job number in the search bar.

Graphical user interface, table

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* 1. Drag and drop the PDF from the email to the job folder in the Z Drive.
  2. Send a list of jobs that have been scanned in to accounts receivable. (AR@gohispeed.com)

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1. **Revision Changes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVISION #** | **DCO #** | **EFF. DATE** | **Location of Changes** | **SUMMARY OF CHANGES** |
| **0** |  | 4/20/21 |  | New Instruction |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |