Costing Reorganise

Use the Reorganise command to remove completed jobs up to the cut-off date you specify, and records marked for deletion. Where 'balance forward' jobs exist, you normally carry out the reorganisation at the end of each period. If all of your jobs are open item, you can reorganise the files at any time.

If the Use Period Numbers option on the Costing - Utilities - Set Options form is not used, all 'balance forward' jobs (that is, those which have the Open Item option cleared on the Costing - Processing form) will have their transactions merged into one balance brought forward transaction per cost code. If the option is selected, one brought forward balance record will be created per period.

If the Budgets on Headers option on the Set Options form is cleared after manually entering budgets on job headers, then the budgets will be recalculated on the basis of the accumulated cost code budget figures.

Important: Because individual transactions for 'balance forward' are deleted by the process, it is essential that you produce all necessary reports for the current period using commands on the Reports menu and use the Payroll Transfer command (if Costing is integrated with Payroll) BEFORE you use the Reorganise command.

To Reorganise the Costing Records

1. Open the Costing folder and click Utilities or click the Financials tab on the Ribbon Bar and then click Costing - Utilities.

2. Click Reorganise.

3. In Date for Historical Cleardown, enter the date up to which completed records are to be removed from the files.

4. To confirm you want to carry out the reorganisation, click OK; otherwise click Cancel.