



Module 01 – ProjectPro Basic
Chapter 08
OPEN JOB BACKLOG

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ProjectPro Basic – Open Job Backlog

INTRODUCTION

Open Job Backlog indicates the billing value which has not been invoiced till date. This can be calculated by subtracting the Invoiced Price from the Contract Price. The Open Job Backlog can be created by running the batch for all jobs or for a certain set of Jobs. It can also be created by running the batch individually for each job.

OPEN JOB BACKLOG

1. Jobs Setup

The Job Setup has two setups available for Open Job Backlog feature:

- Enable Job Backlog Feature – If enabled, the closing of “Parent” or “Master” Jobs will be dependent upon whether all its sub-level Jobs are closed prior. The user will be alerted if there exists “Open” sub-level Jobs, preventing the closing until all sub-level Jobs are set to “Completed”. *Note: The “Manager Status” of the job must be set to “Running”, for it to be included in the open job backlog calculations.*
- Include Sub-levels in Job Backlog Calcs – If enabled, the Master Job will show combined value (Master + Sub-Levels) under the “Open Job Backlog” column on the Jobs list, while the sub-levels will be shown with their individual Backlog values as well.
Note: The “Manager Status” of the job must be set to “Running”, for it to be included in the open job backlog calculations.

Jobs Setup

Actions ▾

Automatic Update Job Item Cost	<input checked="" type="checkbox"/>	Filter Job List as per Job Setup ...	<input type="checkbox"/>
Apply Usage Link by Default	<input type="checkbox"/>	Enable Job Backlog Feature	<input checked="" type="checkbox"/>
Allow Budget/Billable Lines Def	<input checked="" type="checkbox"/>	Include Sub-levels in Job Backlog	<input type="checkbox"/>
Default WIP Method	POC	Advance Customer Lien Waiver	<input checked="" type="checkbox"/>
Skip WIP Calc. on Completed Jo...	<input checked="" type="checkbox"/>	Document No. Is Job No.	<input type="checkbox"/>
Default WIP Posting Method	Per Job	Sell-to Customer Info for Ship-t...	<input checked="" type="checkbox"/>
Default Job Posting Group	COM		

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2. Process

To demonstrate the functionality, a Job, a Change Order, and a Sub-Job is created with value \$70,000, \$15,000, and \$5,000 respectively.

No. ↑	Description	Job Class	Sub-Level to Job No.	Budgeted Cost (\$)	Budgeted Price (\$)	Usage (Cost) (\$)	Invoiced Price (\$)	Actual Invoiced Less Actual Cost (Margin)	Bill-to Customer No.
J01800	Building Excavation	Master Job		0.00	70,000.00	0.00	30,000.00	0.00	10003
J01800.001	Building Excavation	Change Order	J01800	0.00	15,000.00	0.00	11,500.00	0.00	10003
J01800.002	Building Excavation	SubJob	J01800	0.00	5,000.00	0.00	0.00	0.00	10003

a) Conditions:

For Updating the values under “Open Job Backlog” column, certain conditions must be followed:

- “Manager Job Status” field must be set to “Running” on the General fast tab of the Job card.
- “Status” field must be set to “Open” on the Constants/Manager fast tab of the Job card.
- The Open Job Backlog batch can be from,
 - Job card ribbon, Actions → Run Open Job Backlog → Run Open Job Backlog
 - Search “Calculate Open Job Backlog”.

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open job back

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> [Calculate Open Job Backlog](#) Administration

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A window will open as below. The user can run the batch wide open for all jobs or apply the filter for a specific job to update the values.

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Calculate Open Job Backlog ↗ ✕

Filter: Job

✕ No. J01800 ▼

✕ Manager ▼

✕ Bill-to Customer No. ▼

+ Filter...

Filter totals by:

+ Filter...

Schedule... OK Cancel

Apply the filters as required and click on OK to run the batch. If all the conditions mentioned above are fulfilled, then it will update the values in the “Open Job Backlog” and column on Jobs list.

According to the example taken, certain billings were done and as per the formula for calculating the open job backlog (Contract Price – Invoiced Price),

- Master Job will show the Open Job Backlog value as \$48,500, which includes the value of Master Job \$40,000, Change Order \$3,500, and Sub-Job \$5,000.
- The Open Job Backlog value for Master Job shows the combined value due to the Jobs Setup “Include Sub-Levels in Job Backlog”.
- Along with this, the batch also updates the value in “Billable/Invoiced Difference” column using the same formula. The only difference is that this column will always show the value for each individual job.

No. ↑	Description	Job Class	Sub-Level to Job No.	Budgeted Cost (\$)	Budgeted Price (\$)	Usage (Cost) (\$)	Invoiced Price (\$)	Actual Invoiced Less Actual Cost (Margin)	Bill-to Customer No.	Open Job Backlog	Billable/Invoiced Difference
J01800	Building Excavation	Master Job		1,100.00	70,000.00	654.00	30,000.00	29,346.00	10003	48,500.00	40,000.00
J01800.001	Building Excavation	Change Order	J01800	0.00	15,000.00	0.00	11,500.00	11,500.00	10003	3,500.00	3,500.00
J01800.002	Building Excavation	SubJob	J01800	0.00	5,000.00	0.00	0.00	0.00	10003	5,000.00	5,000.00

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The details get updated on the Job card as well, see below highlighted.

Job Card ✓ Saved

J01800 · Building Excavation

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Constants/Manager Show less

Completion Date		Progress Billing CO:	<input checked="" type="checkbox"/>
Job Calendar Code	<input type="text"/>	WIP Posting Method	Per Job
Status	Open	Job Posting Date	10/4/2023
Line Type	<input type="text"/>	Time And Material	<input checked="" type="checkbox"/>
Last Run Open Job Backlog Value	48,500.00	Indirect Burden Type	<input type="text"/>
Last Run Open Job Backlog	10/10/2023	Requires Certified Payroll	<input checked="" type="checkbox"/>
Open Job Backlog Updated	<input type="checkbox"/>	Unit of Measure	<input type="text"/>
Job Posting Group	COM	Apply Usage Link	<input checked="" type="checkbox"/>

- **Last Run Open Job Backlog Value** – This is the same value that gets updated on the Jobs list.
- **Last Run Open Job Backlog** – Specifies the date the Open Job Backlog batch was last run.
- **Open Job Backlog Updated** – Specifies if the open job backlog has been cleared for both the master and sub-level jobs. This auto-sets to True, if Last Run Open Job Backlog Value field shows zero value on calculating the open job backlog.

b) Closing a Job:

As per the Jobs Setup “Enable Job Backlog Feature”, you can close or update the Status to “Completed” on a Master Job only if has no open sub-level jobs available which have been run through by Open Job Backlog process.

If still the user sets the status to “Completed”, then for the Master Job system will give an error as below and will stop you from closing the job.

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Constants/Manager Show less

Completion Date	<input type="text"/>	Progress Billing CO:	<input type="checkbox"/>
Job Calendar Code	<input type="text"/>	WIP Posting Method	Per Job
Status	Open	Job Posting Date	10/4/2023
Line Type	<ul style="list-style-type: none"> Planning Quote Open Completed 	Time And Material	<input type="checkbox"/>
Last Run Open Job Backlog Value	<input type="text"/>	Indirect Burden Type	<input type="text"/>
Last Run Open Job Backlog	10/10/2023	Requires Certified Payroll	<input type="checkbox"/>
Open Job Backlog Updated	<input type="checkbox"/>	Unit of Measure	<input type="text"/>

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Constants/Manager Show less

❓ The Master Job J01800 has one or more open Sub-Level Jobs. Do you want to close the Sub-Level Jobs first by setting their Status to "Completed"?

Completion Date	<input type="text"/>	Progress Billing CO:	<input type="checkbox"/>
Job Calendar Code	<input type="text"/>	WIP Posting Method	Per Job
Status	Open	Job Posting Date	10/4/2023
Line Type	<input type="text"/>	Time And Material	<input type="checkbox"/>
Last Run Open Job Backlog Value	48,500.00	Indirect Burden Type	<input type="text"/>
Last Run Open Job Backlog	10/10/2023	Requires Certified Payroll	<input type="checkbox"/>

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Home Prices & Discounts WIP Job Navigate Report Analytics | Actions ▾

❌ The page has an error. [Refresh \(F5\)](#) to undo the change, or correct the error.

Constants/Manager

Completion Date	<input type="text"/>
Job Calendar Code	<input type="text"/>
Status	<div style="border: 1px solid gray; padding: 5px;"> <p>❌ Completed</p> <p>Validation Results</p> <p>The backlog cannot be cleared because the billable amount of 3,500 is still pending to be invoiced for sub-level job J01800.001.</p> </div>
Line Type	<input type="text"/>
Last Run Open Job Backlog Value	48,500.00
Last Run Open Job Backlog	10/10/2023