

## Jobs and Job Costing

If you are unsure of how Jobs work in Microsoft Dynamics 365 Business Central / NAV and/or what to use them for, you're far from alone. One of the more mysterious but powerful features of the system, Jobs can be used to support a surprising variety of projects and processes across industries and business types. Coupled with their ease of use, you'll discover a flexible tool for managing projects and resources while tracking budgets and costs.

### Class topics

- Jobs, Tasks and Planning Lines with Budgets
- Using Resources and Time Sheets
- Posting Time and Material to Jobs
- Invoicing Customers for Jobs
- Job Reports
- WIP

### Who Should Attend?

Any member of a Project Team interested in tracking budgets, resources, costs, progress, and reporting for a variety of uses.

### Learning Objectives:

At the end of this class, participants will be able to:

- Identify different uses for Jobs
- Set up and run projects
- Track costs and manage WIP
- Run invoices and associated reports

**Field of Study:** Accounting

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** Each student will receive via email connection instructions to their individual virtual classroom link and hands-on practice environment shortly before class. Connections to both resources should be tested before class. We recommend using a second monitor while attending class.

**Delivery Method:** Group Internet-based

**CPE Credits:** By participating in this class, you are eligible to earn up to 4 CPE credits which will be distributed following class completion. In order to be awarded the full credit hours, you must notify your instructor of your intention to request credit before the start of the first class. To receive CPE credit, you must be present and actively engaged, which will be verified using polling questions and other means. You will not receive CPE credit for any portion of the class that you do not appear fully engaged.

**Version:** This class is taught in Microsoft Dynamics 365 Business Central.

**Learning environment:** As experienced trainers of adult learners, we understand how to make training “stick”. We use proven practices to make sure you retain what you learn and are fully equipped to immediately apply what you discovered in class. Each day, you will spend more than 50% of your time doing hands-on exercises in our simulated learning environment.

**Refund and Cancellation Policy:** Please refer to our Refund and Cancellation policy [here](#).