



## Job Cost

Job Cost is a fast, flexible accounting tool for project and job cost management. Use Job Cost to evaluate your operations and become more efficient in everyday work activities. With Job Cost you can manage costs and utilize resources.

By tracking costs associated with a job or project, management can monitor labor and material directly associated with the job and indirect hidden costs involved in the project to ensure the project is profitable.

Job Cost is versatile. Flexible features meet the needs of diverse job-oriented businesses, including made-to-order manufacturing, engineering, architectural, construction, and service/repair companies. You can also turn features on or off to fit Job Cost to your company's operation. And job reports conveniently track jobs by price or cost.

### Features of Job Cost

- Job Cost includes nine levels of detail in a transaction: job, division, phase, category, cost type, item code, item description, unit price/ unit cost, individual transaction
- There are five billing methods: Time and Materials, Not to Exceed, Fixed Price by Job, Fixed Price by Phase Amount, Fixed Price by Phase %
- Create budget and estimates for job, phase, category and item
- Enter all project costs in JC and take advantage of detailed audit trails for each posted individual cost
- Invoices created in JC also update Accounts Receivable files
- Create draft and final invoices using automatic and non-automatic options
- Job Cost features AIA and Recurring Billings
- You have the option of billing freight as a separate line item on fixed amount invoices
- Bill multiple jobs on one invoice
- Flag transactions as billable, non-billable, or hold
- Update item quantities in Inventory Control
- Time Sheets entered in JC also update Payroll files
- AP invoices entered in JC update Accounts Payable files
- Use PO entry in JC to mark PO items for jobs; POs entered in JC update Purchase Orders files
- All transactions distribute to General Ledger; optional WIP/Revenue entries for cost transactions
- The interface is customizable, including a job number template
- Track committed costs
- Optional user-defined standard phases and categories for all jobs
- List both client and owner for any job and indicate which to bill
- Multiple billing schedules
- Detailed transaction histories
- Multiple invoice layouts
- Optionally use AR ship-to file or customer file for job site address
- List job lender information
- Inquiry screens list current job totals with option to print
- Optional CSI format for phases
- Certified and non-certified payroll and reporting
- Track change orders
- Track subcontracts and subcontractor information
- AR and AP retainage
- Payroll burden
- Bill of Materials (Kitting)
- Job Cost item maintenance for non-inventory items; use flat rates or markup percentages for billing
- Overhead allocation
- Ability to transfer transactions between jobs/phases/categories
- Import material transactions or timecards from an external file
- Line item notes



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### Standard Reports

Some of the reports included are:

- Aged WIP Report
- AR Aging by Job
- Certified Payroll Report
- Cost Variance
- Estimate/Budget Report
- Inventory on Hand + WIP
- Item Revenue
- Job Cost PO Report
- Job Profit Analysis
- Job Status Report
- Labor Utilization
- Payroll Register
- Period Job Report
- Sales Volume
- Transaction Journal
- Transaction Listing
- Unposted/Posted Overhead Report