

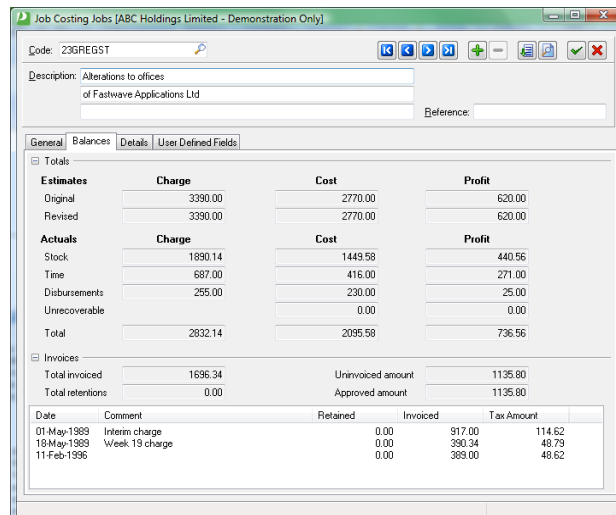
# Job Costing

## Manage and control the full project cycle

Tracking the costs of a job or project can be a tedious task. But with Attaché PRO Job Costing there is no need to re-key any data, everything is fully integrated and kept up to date in real time. It allows you to manage and control the full Job Costing cycle, from creating estimates through to billing the job to the customer. Invoicing can be done periodically and at any point you can clearly see the profitability of the project.

### Key benefits

- Jobs can be based on tendered or actual costs, which will affect the way the job is charged to the customer.
- When adding costs to a job these can automatically be updated to Accounts Payable.
- If purchasing goods for a job in Purchase Ordering the items can be assigned to the job at the time of entering the PO.
- Jobs can have sub-jobs; these can be standard jobs, or other existing jobs.
- Disbursement costs can be setup and are separately maintained for use in JC.
- A status and various categories can be assigned to jobs to allow easy reporting and tracking.
- Estimated, Revised and Actual figures are kept for the costs, charges and profit in real time.
- For similar activities that are regularly used on jobs you can create a Standard Job that has the material, labour and disbursements already defined.
- You can identify costs added to the job that are additional to the estimate, and unrecoverable costs which cannot be charged to the Customer.
- Approvals process allows for checking of the charges prior to invoicing the Customer.
- Automated re-costing will recalculate the costs of the Standard Job from the stock item costs or sub jobs.
- Invoice jobs in batches – automatic or query mode
- Work in Progress figures can be updated to the General Ledger.
- User defined fields allow you to add more information about the job that is specific to your business.
- Extensive Reporting is available and reports can be customised further to meet your business requirements.



Job Costing Jobs [ABC Holdings Limited - Demonstration Only]

Code: 23GREGST

Description: Alterations to offices of Fastwave Applications Ltd

Reference:

General | Balances | Details | User Defined Fields

Totals			
Estimates	Charge	Cost	Profit
Original	3390.00	2770.00	620.00
Revised	3390.00	2770.00	620.00
Actuals	Charge	Cost	Profit
Stock	1890.14	1449.58	440.56
Time	687.00	416.00	271.00
Disbursements	255.00	230.00	25.00
Unrecoverable		0.00	0.00
Total	2832.14	2095.58	736.56

Invoices			
Total invoiced	1696.34	Uninvoiced amount	1135.80
Total retentions	0.00	Approved amount	1135.80

Date	Comment	Retained	Invoiced	Tax Amount
01-May-1999	Interim charge	0.00	917.00	114.62
18-May-1999	Week 19 charge	0.00	390.34	48.79
11-Feb-1996		0.00	388.00	48.62

## Fully Integrated Solution

With Attaché PRO Job Costing there is no need to re-key any data, everything is integrated and kept up to date in real time.

The system integrates with Accounts Payable and Purchase Ordering for the entering of costs and purchasing of stock. If purchasing materials for job you can assign the items to the job during the entry of the Purchase Order. If stock or disbursement costs are related to an invoice these can be integrated directly to the Accounts Payable module from Job Costing.

Inventory Control is kept up to date with details of the stock allocated to jobs and a stock usage transaction is recorded when the job is invoiced.

Labour costs can be recorded against Employees and then updated to Payroll.

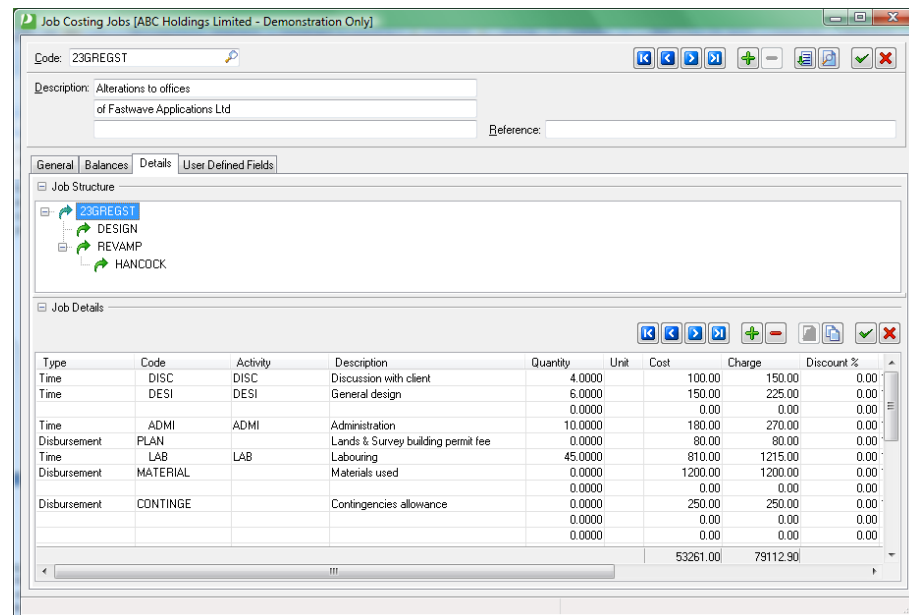
All stock costs, customer information and customer special pricing is used in Job Costing. You can also update your work in progress to the General Ledger.

## Tender vs Estimate

Every job in the system can be defined as Tendered (quoted) or Estimated (time and cost basis). A Tendered job is one which bases all of its charging to the customer on the original quote entered into the system. Additional items can be added over and above the quote. A tendered job will be invoiced by percentage of the total value of the job. An Estimated job is one in which the value of the items actually used on the job will be invoiced to the customer. Additional items may be added to an estimated job.

## Template Job Definition

Standard Jobs allow you to easily reuse information for tasks that are likely to recur throughout different jobs. You can pre-define the stock, labour and disbursement costs that relate to the standard job, and then use that standard job as a sub-job on any jobs you create. If the costs or charges are different for that job or that customer you can change them just for that job.



The screenshot displays the 'Job Costing Jobs' window for 'ABC Holdings Limited - Demonstration Only'. The job code is '23GREGST' and the description is 'Alterations to offices of Fastwave Applications Ltd'. The job structure shows a hierarchy: 23GREGST (parent), DESIGN (child), REVAMP (child), and HANCOCK (child). Below this is a table of job details with columns for Type, Code, Activity, Description, Quantity, Unit, Cost, Charge, and Discount %.

Type	Code	Activity	Description	Quantity	Unit	Cost	Charge	Discount %
Time	DISC	DISC	Discussion with client	4.0000		100.00	150.00	0.00
Time	DESI	DESI	General design	6.0000		150.00	225.00	0.00
				0.0000		0.00	0.00	0.00
Time	ADMI	ADMI	Administration	10.0000		180.00	270.00	0.00
Disbursement	PLAN		Lands & Survey building permit fee	4.0000		80.00	80.00	0.00
Time	LAB	LAB	Labouring	45.0000		810.00	1215.00	0.00
Disbursement	MATERIAL		Materials used	0.0000		1200.00	1200.00	0.00
				0.0000		0.00	0.00	0.00
Disbursement	CONTINGE		Contingencies allowance	0.0000		250.00	250.00	0.00
				0.0000		0.00	0.00	0.00
				0.0000		0.00	0.00	0.00
				0.0000		0.00	0.00	0.00
						53261.00	79112.90	

General Ledger  
Cashbook  
Accounts Receivable  
Accounts Payable  
Inventory Control  
Special Pricing  
Fixed Assets  
Bill of Materials  
Job Costing  
Sales Order Entry  
Sales Analysis  
Purchase Ordering  
Purchase Analysis  
Foreign Currency  
Payroll  
Alex  
Report Designer  
Data Transfer  
FlexiData  
ODBC  
OLE DB  
Archiver  
Scheduling

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## Module integration

Attaché PRO Job Costing integrates to Inventory Control, Accounts Payable, Purchase Ordering, Payroll, Sales Order Entry.

It also uses information from Receivables and Special Pricing.