



Sage BusinessWorks Accounting

Job Cost

The Sage BusinessWorks Job Cost module provides methods for saving you time and money by accurately estimating and tracking project costs, including labor, materials, equipment, overhead, and more. A wide variety of reports is available to help you budget, control, and manage jobs to achieve greater profit potential.

The tracking feature of the Job Cost module gives you pinpoint details regarding every job and project so that you can make informed decisions and more effectively manage internal and external projects. You'll also be able to compare actual costs with estimated costs throughout all the stages of your projects. This ensures that expenses fall within your budget and you generate profit from every job.

	Estimated	Actual	Variance Amount	%
Job: GOLDEN-63 / GOLDEN's 63 Bike Order				
Customer: GOLDEN / Golden Gate Rentals				
Manager: 3 / Mikkel Anthony				
Phase: BUILDING / Building Custom Bikes				
Job Code ID	Description			
ASSEMBLY	Bicycle Assembly	300.00	310.61	10.61 3.5
FRAME,SP	Custom racing frame	1395.00	1375.00	-20.00 -1.1
HB-26	Racing handlebars	164.40	161.65	-2.75 -1.7
SR-26	Racing saddle	76.55	76.50	-0.05 -0.1
RIM_26"	Wheel rim, 26"	62.40	54.40	-8.00 -12.8
SPOKE_26"	26" wheel spoke	40.80	46.55	5.75 14.1
396-1010	Tire, 26 inch	39.50	39.70	0.20 0.5
PHASE OVERHEAD		4.30	4.66	0.16 3.6
Phase totals		2383.15	2569.07	-1408 -0.5
Phase: SHIPPING / Shipping Custom Bikes				
		126.00	178.55	52.55 41.7
Job total				
Price		6000.00	6000.00	0.00 0.0
Cost		2709.15	2747.62	-38.47 1.4
Profit		3290.85	3252.38	38.47 -1.2
Report total				
Price		6000.00	6000.00	0.00 0.0
Cost		2709.15	2747.62	-38.47 1.4
Profit		3290.85	3252.38	38.47 -1.2

SPECIFICATIONS (MAXIMUM LIMITS)

Customers	Unlimited**
Job codes	Unlimited**
Jobs	Unlimited**
Characters in a job ID	12
Characters in a job description	0
Phases per job	999
Characters in a phase ID	12
Characters in a phase description	24
Job codes per phase	999
Characters in job code ID	20
Characters in job code description	28
Job managers	99
Change orders per job	999*
Billings per job	999*
Payments per job	999*
Decimal places for job code costs and prices	4
Costs for job	\$99,999,999.99
Price of job	\$99,999,999.99
Costs for phase	\$9,999,999.99
Suggested price of phase	\$9,999,999.99
Costs for job codes	\$999,999.99
Suggested price of job code	\$999,999.99
Quantity per job code	\$9,999,999

REPORTS

List of Job Codes	Change Orders
List of Managers	Job Code Activity
Charges	Job Status
Billings	Job List
Request for Payment	Job Transactions
Cash Posting	Pre-billing Worksheet
Work Completed	Flash Report
Work Outstanding	(summary of Job Cost activity)
Cost Variance	Custom
Profit/Loss	Report Groups
Labor Analysis	

Specifications denoted with an asterisk () are practical limits. They are to be used as guidelines only and do not necessarily reflect the actual limitation. Individual requirements may vary based on the system you are using.

**Limited only by disk space.



General Features

- Provides instant inquiry of job information, including billings, credit memos, debit memos, and payments, allowing you to retrieve information quickly.
- Performs instant inquiries for customers, including billings, credit memos, debit memos, and payments.
- Imports job codes from a text file or from current Payroll task codes, Inventory Control and Purchasing parts, and Accounts Receivable standard items.

Maintenance Features

- Allows you to assign a fixed price or calculated price to jobs based on either a cost-plus-profit percentage or a cost-plus-fixed amount.
- Easily converts a bid to a job in progress, saving you valuable time.
- Calculates the estimated cost of a job based on estimates assigned to a phase for accurate budget and bid creation.
- Automatically calculates estimated cost of phases based on job code detail.
- Categorizes job codes as labor, material, equipment, subcontracting, overhead, miscellaneous, or as a consolidating type.
- Tracks estimated costs, actual costs, and changes in estimated costs from change orders for jobs, phases, and job code detail.
- Calculates overhead costs based on fixed amounts, percentage of costs, actual costs incurred, or your actual payroll overhead.
- Lets you track phases of job with as little or as much detail as you would like.
- Permits you to enter a “retainage” percentage for each job.
- Tracks customer “retainage” withheld through its release during a job’s cycle.
- Adds a customer on the fly when entering jobs, saving your employees valuable time and eliminating tedious reentry.
- Permits you to add job codes on the fly when entering information on phases of jobs.
- Batch delete closed or obsolete jobs.

Processing Features

- Creates accurate bids from actual costs, keeping customers happy and ensuring your projects don’t run over budget.
- Allows discounts and write-offs of billings during payment posting.
- Can automatically calculate “retainage” to be withheld from billings.
- Tracks changes to a job already in progress, allowing you to manage individual jobs more effectively.
- Tracks estimated, actual, and change order quantities.
- Imports charges, bills, cash postings, credit memos, and debit memos to jobs for increased flexibility and productivity.



Reporting Capabilities

- Cost Variance Report, Profit/Loss Report, Labor Analysis Report, and Flash Report are available to help achieve the desired profitability for each project.
- Reports can consolidate information for job codes, giving you the information you need in one clean report.
- Prints job code reports by type of job code.
- Generates reports that can include totals for labor, material, equipment, overhead, subcontracting, and miscellaneous categories.
- Sorts reports by job ID, manager number, or customer ID.
- Provides detail or summary reports for quicker decisions.

Job ID	Customer ID / Manager / Status	Est Cost / Act Cost	Est Profit / Act Profit	Est P&L / Act P&L
ETC-616	ETC 2 / Jeffrey P. Bernstein In progress / Est complete Total billed:	91% 1337.65 1416.64	3037.63 1910.64	500.00 500.00
OOLDEN-69	OOLDEN 3 / Mided Anthony In progress / Est complete Total billed:	100% 2709.13 2747.62 6000.00	6000.00 6000.00	3290.83 3252.38
IBST1310	IBS 2 / Jeffrey P. Bernstein In progress / Est complete Total billed:	54% 2617.46 1407.76 0.00	3271.83 1759.70	654.37 351.94
SHARPE-323	SHARPE 4 / Jay Lawrence In progress / Est complete Total billed:	100% 2153.20 2159.60 3500.00	3500.00 3500.00	1346.80 1540.40
YATES-610	SHARPE 4 / Jay Lawrence In progress / Est complete Total billed:	99% 5230.49 5169.33 0.00	11500.00 11500.00	6269.51 6330.67
Report totals:		14267.93 12284.95	26329.48 24670.34	12061.53 11775.39

- **Profit/Loss Report** The Profit/Loss Report allows you to see any profits or losses recognized for each job. This report can be organized in a variety of ways, allowing you to analyze profit generated by individual jobs, managers, or customers. Review the profitability of your jobs, so you can make any changes in scheduling, materials, and subcontracting to improve profitability. The report also lists the total billings for the customer.

“A typical \$400,000 municipal project, such as a college dorm, might include all electrical wiring, security system, fire alarms, and six individuals on the project. Sage BusinessWorks instantly ties it all together by calculating all of the costs for us.”

John Wojchik, President
Wojchik Electric, Inc.

