

Sage Line 500 - Job Costing

The Job Costing module provides a powerful tool for budgeting, forecasting, collecting and reporting on the expenditure and revenue associated with specific projects or jobs.

Records Kept

Jobs

- Set up jobs to reflect the structure of your business.
- Keep records of budgets and forecasts for each job.
- Allow long-term jobs to run for more than one year.
- Assign related jobs to the same contract.

Expense and revenue

- Define your own expense and revenue types.
- Itemise budget and forecast by expense and revenue type; for example labour, materials, subcontracted work and customer payments.
- Subdivide each type of expense or revenue for more detailed analysis.
- Build in a percentage overhead for each type of expense or revenue.
- Set up multiple pay rates to be used to cost time posted to a job.

Transactions

- Keep a full transaction history for selected jobs, including transactions from previous years.
- Keep summary information for each accounting period.
- In a finance environment record purchases, sales, timesheets and payroll items for each job.
- In a distribution environment record purchase order, sales order and stock issue transactions for each job.
- In a manufacturing environment record operation cost and stock usage cost for each job.

Tasks Supported

Track costs

- Automatically record expenses and revenue for each job.
- Hold separate figures for each type of expense and revenue associated with a particular job, allowing you to analyse the constituents of every job.
- Post additional manual items and adjustments.
- Monitor the relationship between budgeted or forecast figures and the actual expenditure and revenue, to maintain strict financial control over each job.

Track manufacturing costs

- Within the Bills of Material and Routing modules, create an assembly for a job using a bill of material and a route.
- Analyse the estimates for a complex route or a complex bill of material to determine areas of possible saving.

- Associate individual works orders with a job and record the costs of materials, labour, stock issues, overheads and outwork.
- Associate individual operations with a job and record the costs of each completed operation.
- Optionally, include the costs of rejects in the total production costs for complete assemblies.

Analyse jobs

- Make instant enquiries into transaction details or summary figures for individual jobs.
- Obtain a comprehensive analysis of each job, including:
 - Work in progress reports
 - Summary analysis of expenditure and revenue
 - Comparison of actual figures with budgets and forecast
 - Profitability analysis
 - Audit trails
- Identify jobs and individual expenses that are over-running budget or forecast, so that you can take corrective action.
- Make summary enquiries into individual jobs and drill down to view detailed information for individual transactions.

Reporting

Standard reports

- Transaction Audit Trails
- Period Transactions
- Job Summary Analysis
- Expense/Revenue Analysis
- Job Master Files
- Cumulative Transactions
- Expense/Revenue Variances
- Job Variances
- Jobs Exceeding Time-Scale

Housekeeping

Housekeeping

- Mark jobs as completed, to prevent further expense and revenue postings.
- Remove completed jobs.
- Define your own terminology for the user interface; for example display project instead of job.

Integration with other modules

Accounts Receivable and Sales Order Processing

- Record job and revenue codes against customer invoice lines.

Accounts Payable and Purchase order Processing

- Record job and expense codes against supplier invoice lines.

Inventory Control

- Record job and expense codes against stock issues.

Bills of Materials

- Record job and expense codes against elements of a bill of material.

Works Order Processing

- Record job and expense codes against all or part of a works order, amending those copied from the bill of material where necessary.

Payroll Management

- Record job and expense codes against timesheet entries and payroll items.

Features for international use

- Foreign currency transactions are converted to base currency within the Job Costing module to allow like-for-like analysis.

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