sage software
Your business in mind.

SPECIFICATIONS (MAXIMUM LIMITS)

- Customers   Unlimited**
- Job codes   Unlimited**
- Jobs   Unlimited**
- Characters in a job ID   12
- Characters in a job description   40
- 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
- List of Managers
- Charges
- Billings
- Request for Payment
- Cash Posting
- Work Completed
- Work Outstanding
- Cost Variance
- Profit/Loss
- Labor Analysis
- Change Orders
- Job Code Activity
- Job Status
- Job List
- Job Transactions
- Pre-billing Worksheet
- Flash Report (summary of Job Cost activity)
- Custom
- Report Groups

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 are 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.

*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.

Sage BusinessWorks
Job Cost

"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.

FEATURES

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 that your projects won'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 that is already in progress, allowing you to more effectively manage individual jobs.
- Tracks estimated, actual, and change order quantities.

Reporting Capabilities

- Various reports 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.

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.

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