



## Job Cost

Job Cost is the Sage Timberline Office resource that collects all project-related information and stores it in a format you customize to fit your business.

From a simple costing structure with basic job codes and standard cost codes, to a sophisticated structure with multi-sectioned jobs, multi-sectioned cost codes, and multiple cost categories, Job Cost can handle virtually any level of tracking complexity.

Job Cost gives you complete control over commitment and change order management. Enter subcontracts and purchase orders directly into Job Cost, or import them from other programs, then track them against invoices for total control over committed costs. And manage every step of the change order process—from pending through approval—to ensure change order profitability.

Using integrated information access tools, your project information is always immediately available. Interactive inquiries let employees view information—such as potential cost overruns, percent complete, and production units in place—on the screen in seconds. And customizable reports let you calculate and print information in any format you choose for in-depth project analysis.

Get up and running quickly and efficiently when you streamline your software setup with the Setup Wizard. Workflow Center provides instant access to the tasks you perform most often in a simple, intuitive workflow layout. And Job Central allows you to compile the various components of a job from one convenient spot. You have the complete job picture—from start to finish—available from a single location.

Following is a detailed list of the features Job Cost offers to help you keep projects on track:

### Job tracking

- Track contract amounts, estimates, costs, subcontracts, purchase orders, quantity totals, production information, customer information, billings, and other project information in as much detail as you need.
- Format job IDs with up to 10 alphanumeric characters and up to three sections.
- Format cost code IDs with up to 12 alphanumeric characters and up to four sections.
- Track an unlimited number of user-definable cost categories.
- Use an optional “extra” costing level to isolate special cost areas without disassociating them from the main job.
- Set up standard cost codes and categories to streamline job setup and to improve consistency of cost analysis.
- Add up to 250 user-defined data fields to several Job Cost records to track additional job information.
- Track project totals by job, year, quarter, month or week.
- Track period-to-date accumulators daily, weekly, bi-weekly or semi-monthly.
- Track job status and scheduling dates.
- Define custom totals and miscellaneous accumulators.
- Define tax groups for each job by cost type.
- Set up GL cost account groups to debit GL cost accounts by type of job.

### Entry and processing

- Send all job-related information from other Sage Timberline Office applications to Job Cost.
- Enter direct costs into Job Cost, or import them from other programs (for example, overhead allocations, miscellaneous cost adjustments).
- Enter owner change orders, commitment change orders, estimates and commitments.
- Lock an original estimate to prevent modification.
- Easily edit entries even after they’ve been posted (security permitting).
- Capture daily labor hours for certified jobs.
- Optionally prevent edits to transactions originating outside of Job Cost.
- Specify exactly which GL accounts may be used for various jobs, tasks, etc.
- Specify who should approve AP invoices for each job.

### Commitment management

- Enter subcontracts and purchase orders for any combination of jobs, cost codes or categories.
- Break out subcontracts or purchase orders into unlimited line items.
- Track item descriptions, scopes of work, scheduling information, and insurance requirements.
- Track payment and performance bond information.
- Track detailed contract approval information.
- Track schedule dates for each subcontract.

- Retrieve and change vendor insurance information from Accounts Payable to reflect separate insurance for a project.
- Track miscellaneous commitment requirements with a user-defined item checklist.
- Track secondary vendors to generate joint checks and monitor secondary liens.
- Mark cost codes or categories as “bought out” to analyze contract variances.

### Change order management

- Enter and track owner requested change orders and commitment change orders.
- Document who initiated the request, who prepared the change order, who approved it and when.
- Track changes to the original contract, estimate, subcontracts, purchase orders, and production totals.
- Track the status of each change order item with customizable descriptions (for example, requested, verbal OK).
- Associate commitment change orders with owner change orders.
- Tie change orders to contracts and budgets.
- Record billable or internal change orders.
- Enter revisions to production units.

### Inquiry

- Choose from several pre-designed Job Cost inquiries (for example, Profit Summary, Remaining Estimate, Required Productivity).
- Drill down on summary information to view supporting detail (for example, click on a job to see cost code information).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

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### Reporting

- Choose from several pre-designed Job Cost reports to calculate and print information at any time (for example, Cost at Completion Trends, Committed Cost Detail, Change Order Log).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

### Setup Wizard

- Reduce overall implementation time with streamlined processes.
- Decrease manual data entry with copy and paste functionality.
- Set up software at your own pace. Setup Wizards will remember where you left off.
- Stay on the right track with built-in Tips and Tricks.
- Enter beginning Obalances and tie back to GL.
- Automatically back up your data.

### Workflow Center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance and help topics with a click of the mouse.

### Job Central

- Set up jobs, including billing information, schedule of values, and estimates all from one convenient location.
- Ensure accurate data entry with copy and paste capability.
- Complete the setup at your pace. Job Central will remember where you left off.
- Get fast access to Job Central processes right from Desktop.

### Additional features

- Enter additional project information (for example, percent completes, production units in place, anticipated change orders) with customizable field worksheets.
- Import estimates, commitments and direct costs from other programs.
- Enter notes and attach electronic files (for example, spreadsheets or word processing documents) throughout Job Cost for additional documentation.
- Track jobs for multiple companies in the same general ledger.
- Define security rights by user or group.
- Customize the toolbar for push-button access to reports, inquiries, and tasks.
- Change descriptions that are on the screen to match your company’s standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Access Sage Timberline Office project accounting information with other ODBC-compliant programs (for example, Microsoft Excel and Word).

**Job Cost** is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

