

# CSoft Business Software

## ***Job Costing Module***

### **Overview**

Available in CSoft Business Startup and Business Advanced.

The Costing system consists of 3 parts namely Service Costing, Charge up Costing, Full Job Costing.

### **Service Costing**

- ✓ Costs can be allocated manually to the job or through the Cost input entry screen as long as the service call has not yet been completed.
- ✓ Time is charged to the job via the Time sheet entry screen to enable record keeping of Time worked on the Job.
- ✓ The final Invoice can however still be changed if required from the Invoice entry screen.
- ✓ Until an Invoice is posted, it can be changed and reprinted as required.
- ✓ Service calls can be logged, with full record keeping on what the problems are.

The actual time booked to the job as per the job sheet is however the charge to the job.

When all costs have been allocated to a service job, an Invoice will be generated for the selected service call upon demand.

### **Charge Up Costing**

- ✓ The percentage Charge up is defined in the customer file and this percentage will be added on to the Cost as allocated to the job when an Invoice is generated.
- ✓ The Charge up system allows us to complete jobs on a Cost plus basis.
- ✓ At any point of time, Invoices can be generated for all Charge up Jobs at once or for selected Jobs only
- ✓ Costs are entered through the Time sheets entry for Time and other cost entry screen for Materials.

These Invoices can be revised by printing them or on the Screen. At the time of printing the Invoice a summary report for Materials and time worked are prepared for the client.

## **Full Job Costing**

- ✓ These Cost codes can be grouped if required to allow reporting by Job by Group by Cost code.
- ✓ Full details are kept of the job and can be viewed at a glance. This includes the current cost to date by cost code, budget and forecast details.
- ✓ Quotations can be prepared for a job using cost codes allocations and if the quote is accepted then the quote can be turned into the budget for the job.
- ✓ There is also a facility available to enter forecasts per cost code should the expected costs to complete, be higher than the original budget.
- ✓ Budgets can be entered at cost code level and at Job level.
- ✓ Full enquiry screens and reporting is available on the system.
- ✓ There is a full interface between jobs, creditors and cash book. Creditors can also be handled as subcontractors. Subcontractors can have retentions held on jobs and these can be included in job reports.
- ✓ Journals can be done to a specific job and single payments can be made via the cashbook and allocated to specific cost codes.

The costing system can be interfaced with the purchase order system. The full Costing system allows Time and Materials to be allocated to various cost codes for a given Job.