User's Guide

Job Costing and Job Costing Professional

active support for business

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Introduction to Job Costing

In this chapter

Welcome to Sage Job Costing.

From transport and maintenance to labour and materials, every job has a number of cost elements. Understanding the precise breakdown of these costs helps you manage jobs more efficiently and make them more cost effective.

Sage Job Costing provides the features you need to maintain accurate details about jobs, projects and contracts, and enables you to track and evaluate the actual costs incurred against budgets and projections.

Sage Job Costing is designed to integrate with Sage Line 50 and Sage Payroll, saving time and improving accuracy.

What is Job Costing?

The overall objectives of a job costing process are to manage your jobs and to give you total control and a thorough understanding of your job costs, through the analysis of individual processes and activities. With a good understanding and better control of your costs you can potentially reduce costs and thereby increase your revenue and profit. Job costing will also assist in improving the productivity of your business.

Cutting costs and increasing productivity have become more important over the past decade as many businesses have seen their profit margins narrow. Businesses can no longer rely on arriving at a selling price by adding the desired profit to the estimated cost (except in the circumstances of a “Sellers” market). Therefore, if the business costs are too high, companies will make a small profit, or no profit at all.

Using Sage Job Costing you can enter and monitor all of the costs associated with each job. This means you know exactly how much it costs your business to complete a job, and how much to charge your customer to ensure that your business makes a profit.

Who uses Job Costing?

During the 1930s large companies in the USA developed job costing as a business practice. It did not become widely used by British companies until the 1950s. Nowadays it is a fundamental part of any successful business.

Job costing is not only for use in large companies. Whether you are a sole trader or a large organisation, a good job costing process gives you the ability to focus on your profitability by enabling you to monitor and evaluate your business costs.

Sage Job Costing is used in all types of businesses, from tradesmen, such as plumbers and electricians operating their own businesses, to larger companies engaged in construction or manufacturing. You do not have to be a large business to use a job costing system - you just have to be a business that wants to increase profitability by developing a true understanding of your business costs.

Sage Job Costing can also be used for tracking non-profitable jobs or for in-house projects.

What are the Benefits of Sage Job Costing to your Business?

Sage Job Costing can benefit your business by:

- Optimising the cash flow for your business by the detailed monitoring of costs and revenue.
- Reducing administration and production costs.
- Increasing productivity by helping you decide the best use of personnel, materials and machines.
- Avoiding costly overruns by closely tracking job progress and expenditures.
- Helping you understand the precise cost breakdown of a job and ensuring that jobs are managed more efficiently.
- Helping you prepare estimates for future work more quickly, accurately and confidently.
- Measuring the actual costs of each job, process and activity against the budgeted costs.
- Helping you determine your most profitable types of jobs and assessing the need to undertake certain types of jobs.
- Helping you decide how to make your jobs more cost effective, by answering questions such as whether or not to purchase or manufacture goods yourself, contract out labour or employ full time staff.
- Monitoring the progress of your jobs and activities for planning, budgeting and reporting.
- Ensuring that all job costs are recovered in your selling prices and helping you calculate what you can bill the customer.
- Allowing you to bill your customers whenever you require, and providing you with a variety of billing methods.
- Allowing you to keep track of all the products that you buy for jobs and stock.

- Helping you with material tracking and the tracking of committed costs.

How Does Sage Job Costing Work?

Sage Job Costing has five main components: job records, costs, enquiries, billing and reports. The following sections describe each of these components, including how they are used, their function and how they work together.

Job Record

Central to the Sage Job Costing program is the job record. Sage Job Costing manages and processes all the information relating to a job.

For each job, the following key information is stored and co-ordinated:

- General information
- Charging information
- Analysis information
- Milestones
- Activities
- Cost transactions
- Job invoices

For further information about job records, see the *Working With Job Records* chapter.

Recording Costs

The following types of costs can be posted against each job:

- Purchase invoices/credits
- Bank, cash and credit card payments
- Stock issues and returns
- Timesheets
- Miscellaneous costs
- Purchase Orders

For further information about recording your costs, see the *Recording Costs* chapter.

Job Enquiries

You can make interactive enquiries to analyse progress and also view the costs and revenues posted to the job.

For each job you can run the following types of enquiries:

- Progress
- Cost
- Revenue
- Supplier
- Employee
- Stock

For further information about job enquiries, see the *Using Job Enquiries* chapter.

Billing Customers

The Job Billing option in Sage Job Costing can be used to produce sales invoices and credits for your customers.

For further information about billing, see the *Using Job Billing* chapter.

Job Reports

Sage Job Costing provides you with a choice of over 60 reports. The following types of report can be run for each job:

- Cost analysis
- Cost transactions
- Employee analysis
- Job analysis
- Management analysis
- Revenue summaries
- Setup lists
- Timesheet analysis
- Purchase order processing

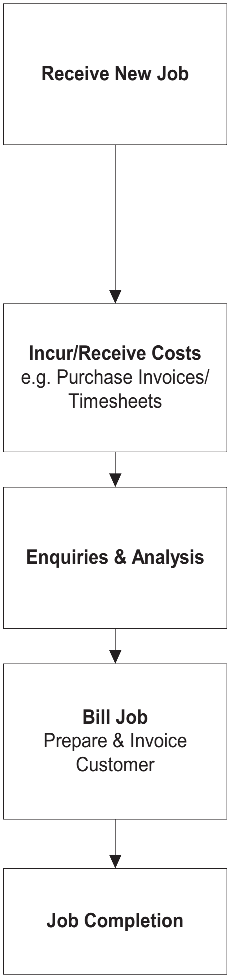
You can also use the Sage Job Costing Report Designer to create reports to suit your business.

For further information about using the Sage Job Costing reports, see the *Reporting and Printing* chapter.

A Job Life Cycle within Sage Job Costing

The diagram below shows the progress of a job through Sage Job Costing.

Job Life Cycle



Job Costing Task

1. Setup Stage

The first stage is the creation of the job.

Job Record - Create Job
Use the job record to store general job information as well as analysis information, milestones and the job activities.

2. Active Stage

The second stage represents the active life of the job, when resources and costs are still being incurred up until the job has been completed, handed over or signed off.

Record Costs - Place Orders, Purchase Invoices/Credit Notes, Stock Issues/Returns, Bank Payments, Timesheets and Miscellaneous costs
Record the details of any activity (such as hours of work or units of stock) that affect the cost of your jobs. The costs are entered against activities and are used as the basis for billing the job.

Job Enquiries/Job Reports
Interactive enquiries may be made and reports can be run to analyse progress, costs and revenue.

Job Billing
Create a sales invoice using Job Billing. The details of job invoices include details of exactly what was billed and when. Invoices can be printed and despatched.

3. Completion Stage

The third stage represents the completion, sign off or handover of a job or project.

Job Record
The job is marked as complete.

Delete Job
Remove the completed job from the program. When a job is deleted the program deletes all the records relating to the job.

How Does Sage Job Costing Integrate With Other Sage Products?

Sage Job Costing is designed to integrate with Sage Line 50 and Sage Payroll to provide a comprehensive cost management system.

Sage Job Costing shares common information with your Sage Line 50 ledgers. This means that you need only enter information in one place for it to be available to both programs.

The following Sage Line 50 ledgers are integrated with Sage Job Costing:

Ledger	How the linking works
Sales	Job Record option When you create a new job you can attach existing customers to a job. If the job is for a new customer you can create the new customer in Sage Job Costing. The customer details will appear in Sage Line 50. Job Billing option If you want to bill customers, Sage Job Costing can create sales invoices which can be transferred to the Sage Line 50 sales ledger, which will update the customer's sales history.
Purchase	Recording costs - Purchase Invoices/Credits and Purchase Order options When you create purchase invoices/credits and orders you can use the suppliers set up in Sage Line 50. If the invoice or order is for a new supplier you can create the new supplier in Sage Job Costing. The supplier details will appear in Sage Line 50. When you post purchase invoices and credits or when you update your purchase orders, Sage Job Costing automatically updates the relevant supplier's purchase history in Sage Line 50.
Nominal	Recording costs - Purchase Invoices/Credits and Bank Payment options When you post purchase or banking transactions you need to enter an existing Sage Line 50 nominal ledger code. When the transactions are posted they will automatically update the nominal ledger history.

Stock	Recording costs - Stock Issues/Returns and Purchase Order options Stock transactions automatically decrease or increase stock levels and update the stock history in Sage Line 50. In Sage Job Costing you can choose whether or not stock transactions affect stock profitability in Sage Line 50. Any direct stock items ordered using the Purchase Order Processing module will increase stock levels when they are delivered. **Note:** Job materials ordered do not effect stock levels.
Bank	Recording costs - Bank Payments You can post bank, credit card and cash payments to the relevant accounts in Sage Line 50.

The following areas of Sage Payroll are integrated with Sage Job Costing:

Areas	**How the linking works**
Employee Record	Employee Record option You can import Sage payroll employees into Sage Job Costing and synchronise any payroll changes so Sage Job Costing is kept up to date.
Processing	Recording costs - Timesheets option After you have entered timesheets in Sage Job Costing, you can choose to transfer the total hours worked for each employee to Sage Payroll, saving you time re-entering information.

You can also link to multiple Sage Payroll companies.

2

Installing Sage Job Costing

This chapter contains all the information you need to install your Sage Job Costing program.

Simply follow the instructions for the installation you require:

- Installing Sage Job Costing Standard (Single User).
- Installing Sage Job Costing Professional (Network User).

Remember to register your program when you have installed Sage Job Costing.

If you are upgrading from a previous version of Sage Job Costing for Windows, take a back up of your data. Then follow the instructions on your Sage Job Costing CD for upgrading Sage Job Costing as a single user or on a network as required.

In this chapter

Preparing to Install

Before installing Sage Job Costing, you should:

- Check you have the minimum computer requirements to run Sage Job Costing, including:
  An IBM compatible Pentium 133 processor or greater, running one of the operating systems detailed below.
  At least 16MB of memory.
  A hard disk with at least 60MB of free disk space after Windows has been installed.
  A SVGA or higher resolution video card and monitor supported by Windows.
  A printer supported by Windows.
  A Windows compatible mouse.

- For Network users only, check that you have one of the following supported networks installed on your computer:
  Microsoft Windows 95, 98, 2000 Professional or NT v4
  Novell Netware v4.0/v5.0

- Ensure that you have one of the following operating systems on your computer:
  Windows 95, 98, ME, 2000 Professional or NT Workstation v4.

- Check to see you have everything you need, such as the envelope containing the Sage Job Costing software and details of the Terms and Conditions of your Software Licence Agreement.

- Read the Terms and Conditions of your Software Licence Agreement.

- Ensure that you have installed Sage Line 50 on your computer.

  Sage Line 50 is required for Sage Job Costing to run. If you do not have Sage Line 50 installed, you must install it before you install the Sage Job Costing program.

- Optionally install the Sage Payroll program.

  Sage Job Costing can link to Sage Payroll, but Sage Payroll is optional for Sage Job Costing to function.

Installing Sage Job Costing Standard for Single Users

Note: Exit all Windows programs before installing Sage Job Costing.

The Sage Job Costing installation is straightforward and easy. All you need to do is follow the installation wizard which guides you through the installation process.

To install Sage Job Costing Standard for single users

1. Insert your CD into the CD-ROM drive.

   If you have autorun enabled on your CD-ROM drive, the Welcome window appears when you insert the CD. Follow the procedure from step 4.

2. If you do not have autorun enabled, from your Windows desktop, select Start and then choose the Run option.

   The Run window appears.

3. In the Open box type **d:\start** and then choose the OK button.

   Note: If your CD drive letter is different to that in the above instruction, use the appropriate letter.

   The Sage Job Costing V8 main menu window appears.

4. Choose the Install Sage Job Costing option.

   The Installing Sage Job Costing window appears.

5. If you are installing Sage Job Costing for the first time, choose the New Installation button.

   Note for users upgrading: If you are upgrading an existing installation, choose the Upgrading Installation button and then choose View Upgrade Instructions. A document appears giving essential information for users upgrading. Please print out and follow these instructions. To start the installation procedure, choose Install Upgrade.

   A setup window appears informing you that the InstallShield Wizard is being prepared to guide you through the installation of your new program.

   Note: Your computer may restart at this stage to copy additional files. You will then be returned to the installation process.

   The Licence Agreement page appears.

6. After reading the terms and conditions, choose the Yes button to continue with the installation. Setup searches for previously installed Sage software. If you want to quit the installation, choose the No button.

   The Welcome to Sage Job Costing V8 page appears.

7. To continue with the installation, choose the Next button. If you want to quit the installation, choose the Cancel button.

   The Select Installation Type page appears.

8. Choose the Standard (Single-user) button.

   The Choosing a folder page appears showing the folder where Sage Job Costing will be installed.

9. If you do not want to install your program into the folder shown, choose the Browse button to select a new one.

   Note: If you are upgrading from a previous version, install Sage Job Costing into the folder containing your original installation.

10. Choose the Next button to continue.

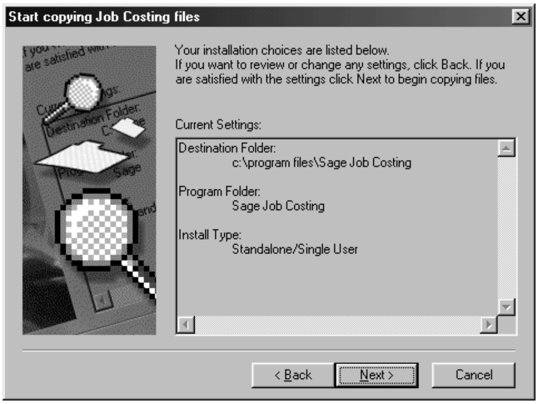
    The Choosing a program folder for Sage Job Costing page appears.

11. Select an existing Start menu folder or type the name of a new folder. The suggested folder is Sage Job Costing but you can change this if required.

    This folder will hold the Sage Job Costing options on the Windows Start menu.

12. Choose the Next button to continue.

    The Start copying Job Costing files confirmation page appears.



13. Choose the Next button to continue, or choose the Back button to change any of the details.

    Sage Job Costing now starts to install. You can choose the Cancel button to stop the installation procedure.

    An information page appears.

14. Choose the OK button to install the Data Access Components.

    The Microsoft Data Access files are installed.

    If required, restart your computer now.

    You have installed your Sage Job Costing program. You are now ready to run Sage Job Costing for the first time.

To run Sage Job Costing Standard (single user) for the first time

Note: You must have Sage Line 50 installed before you run Sage Job Costing.

Note: These instructions assume that you have installed Sage Job Costing in the default directories as suggested in the Installation wizard.

1. From the Start menu, choose Programs then choose Sage Job Costing.
2. Choose Sage Job Costing V8 from the sub-menu.

   The Setup wizard appears.
3. From the first page of the Setup wizard, choose the Next button.

   The Activating Job Costing page appears.
4. Enter the Serial number and Activation key in the appropriate boxes, then choose the Next button.
5. Choose the Next button to begin the scan for your Sage Line 50 data.

   Sage Job Costing must locate your Sage Line 50 data to correctly integrate the two programs.

   The Accounts Integration Settings page displays each Sage Line 50 company database located on your system.

Note: Your company in Sage Line 50 must have a name to integrate with Sage Job Costing.

6. If the Sage Line 50 company that you require is not listed, choose the Browse button to find the required company.
7. Select the Sage Line 50 company that you want Sage Job Costing to integrate with and choose the Next button.

   Note: Sage Job Costing will only integrate with a single Sage Line 50 company. If you have a multi-company installation of Sage Line 50, you must select a single company from the list.
8. If you want Sage Job Costing to integrate with Sage Payroll, select the Scan option. Otherwise, select the Skip option and proceed to step 11.
9. Choose the Next button.

   Your Sage Payroll companies are listed.

10. Select the Sage Payroll company, or companies, that you want Sage Job Costing to link to.

    If your Sage Payroll company is not listed, or if the company is not correct, choose the Browse button to find the required company.

11. Choose the Next button.

    The Company Information page appears.

12. Enter your company's name and address and choose the Next button.

    Your company details are taken from Sage Line 50, but you can change them if required. Changing the company details in Sage Job Costing will not affect the details in Sage Line 50.

13. Enter your company's telephone and fax numbers then choose the Next button.

14. Enter your company's VAT registration number and choose the Next button.

15. Verify that the information just entered is correct. If it is, choose the Finish button to complete the wizard.

    The Sage Job Costing - Login window appears.

16. You can log in using the user name **manager**, leaving the password blank.

Note: You must have a user name and password set up in Sage Line 50 before you attempt to set up access to Sage Job Costing.

17. If you have added a password for the user name manager in Sage Line 50, when you first log in to Sage Job Costing as manager you will be prompted to enter a user name and password for Sage Line 50. Enter the password you have set up for the manager user.

    In future, you will only need your Sage Job Costing user name and password. **Note:** If you change the password set up for your manager user in Sage Line 50, you must also change it in Sage Job Costing.

    If you want to change any of the information entered in the Setup wizard, use the Company Preferences option from the Settings menu. For further details see the section *Setting Your Company Preferences*.

    The Sage Job Costing program is now set up for use.

Installing Sage Job Costing Professional for Network Users

For a network installation of Sage Job Costing, you need to:

- Install Sage Job Costing on your network server.
- Share the network installation folder with full access.

  Note: If you want other users to access your Sage Payroll or Sage Line 50 data, you must ensure that the folders containing your Payroll and Sage Line 50 installations are shared with full access.
- Run the Sage Job Costing program on your network server.
- Install Sage Job Costing on your network client machines.

Note: Exit all Windows programs before installing Sage Job Costing.

To install Sage Job Costing Professional on the network server

1. Insert your CD into the CD-ROM drive.

   If you have autorun enabled on your CD-ROM drive, the Welcome window appears when you insert the CD. Follow the procedure from step 4.

2. If you do not have autorun enabled, from your Windows desktop, select Start and then choose the Run option.

   The Run window appears.

Note: If you are installing onto a Windows NT machine, ensure you have administrator access privileges before installing.

3. In the Open box type **d:\start** then choose the OK button.

   Note: If your CD drive letter is different to that in the above instruction, use the appropriate letter.

   The Sage Job Costing V8 main menu window appears.

4. Choose the Install Sage Job Costing option.

   The Installing Sage Job Costing window appears.

5. If you are installing Sage Job Costing for the first time, choose the New Installation button.

   Note for users upgrading: If you are upgrading an existing installation, choose the Upgrading Installation button and then choose

View Upgrade Instructions. A document appears giving essential information for users upgrading. Please print out and follow these instructions. To start the installation procedure, choose Install Upgrade.

A setup window appears informing you that the InstallShield Wizard is being prepared to guide you through the program installation.

Note: Your computer may restart at this stage to copy additional files. You will then be returned to the installation process.

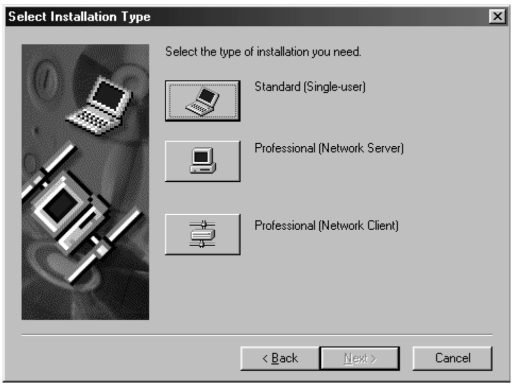
The Licence Agreement page appears.

6. After reading the terms and conditions, choose the Yes button to continue with the installation. Setup searches for previously installed Sage software. If you want to quit the installation, choose the No button.

   The Welcome to Sage Job Costing V8 page appears.

7. To continue with the installation, choose the Next button. If you want to quit the installation, choose the Cancel button.

   The Select Installation Type page appears.



8. Choose the Professional (Network Server) button.

   The Choosing a folder page appears showing the folder where Sage Job Costing will be installed.

9. If you do not want to install your program into the folder shown, choose the Browse button to select a new one.

   Note: If you are upgrading from a previous version, install Sage Job Costing into the folder containing your original installation.

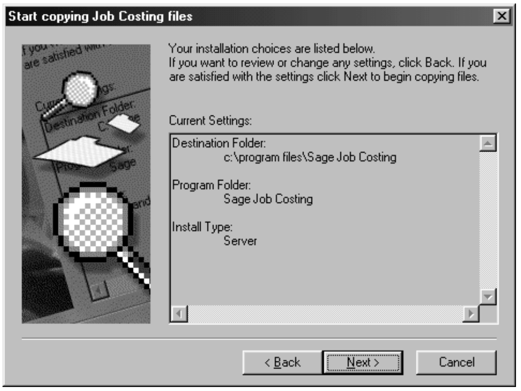
10. Choose the Next button to continue.

    The Choosing a program folder for Sage Job Costing page appears.

11. Select an existing Start menu folder or type the name of a new folder. The suggested folder is Sage Job Costing but you can change this if required. This folder holds the Sage Job Costing options on the Windows Start menu.

12. Choose the Next button to continue.

    The Start copying Job Costing files confirmation page appears.



13. Choose the Next button to continue, or choose the Back button to change any of the details.

    Sage Job Costing now starts to install. You can choose the Cancel button to stop the installation procedure. An information page appears.

14. Choose the OK button to install the Data Access Components.

    The Microsoft Data Access files are installed. If required, restart your computer now.

    You have installed your Sage Job Costing program. **Note: Before running Sage Job Costing for the first time, you must share your Sage Job Costing, Sage Payroll and Sage Line 50 program installation folders with full access.**

    You are now ready to run Sage Job Costing for the first time on the server.

> **Note:** You must have Sage Line 50 installed before you run Sage Job Costing.

To run Sage Job Costing for the first time on the network server

1. From the Sage Job Costing group window, choose the Sage Job Costing V8 icon.

   The Setup wizard appears.

2. From the first page of the Setup wizard, choose the Next button.

   The Activating Job Costing page appears.

3. Enter the Serial number and Activation key in the appropriate boxes, then choose the Next button.

4. Choose the Next button to begin the scan for your Sage Line 50 data.

   Sage Job Costing must locate your Sage Line 50 data to correctly integrate the two programs.

   The Accounts Integration Settings page displays each Sage Line 50 company database located on your system.

5. If the Sage Line 50 company that you require is not listed, choose the Browse button to find the required company.

6. Select the Sage Line 50 company that you want Sage Job Costing to integrate with and choose the Next button.

   Note: Sage Job Costing will only integrate with a single Sage Line 50 company. If you have a multi-company installation of Sage Line 50, you must select a single company from the list.

7. If you want Sage Job Costing to integrate with Sage Payroll, select the Scan option. Otherwise, select the Skip option and proceed to step 10.

8. Choose the Next button.

   Your Sage Payroll companies are listed.

9. Select the Sage Payroll company, or companies, that you want Sage Job Costing to link with.

   If your Sage Payroll company is not listed, or if the company is not correct, choose the Browse button to find the required company.

10. Choose the Next button.

    The Company Information page appears.

11. Enter your company's name and address and choose the Next button.

    Your company details are taken from Sage Line 50, but you can change them if required. Changing the company details in Sage Job Costing will not affect the details in Sage Line 50.

12. Enter your company's telephone and fax numbers then choose the Next button.

13. Enter your company's VAT registration number then choose the Next button.

14. Verify that the information just entered is correct. If it is, choose the Finish button to complete the wizard.

    The Sage Job Costing - Login window appears.

Note: You must have a user name and password set up in Sage Line 50 before you set up access to Sage Job Costing.

15. You can log in using the user name **manager** and a blank password.

16. If you have added a password for the user name manager in Sage Line 50, when you first log in to Sage Job Costing as manager you will be prompted to enter a user name and password for Sage Line 50. Enter the password you have set up for the manager user.

    In future, you will only need your Sage Job Costing user name and password. **Note:** If you change the password set up for your manager user in Sage Line 50, you must also change it in Sage Job Costing.

    If you want to change any of the information entered in the Setup wizard, use the Company Preferences option from the Settings menu. For further details see the section *Setting Your Company Preferences*.

    Now that you have run Sage Job Costing for the first time on your network server, you are ready to set up access rights for each person who uses the program. For further details see the *Setting Up Users* section later in this chapter.

    When you have set up your users, you are ready to install Sage Job Costing on each of your client computers. For details see the section *Installing a Network Client Version of Sage Job Costing*.

Note: If you want to open Sage Job Costing and Sage Line 50 at the same time, log in to each program using a different user name. For further details see the on-line help system.

Installing a Network Client Version of Sage Job Costing Professional

With this version of Sage Job Costing you must have access to a computer that has the Network Server installation of the Sage Job Costing program.

Use the installation wizard to guide you through the installation process.

Note: Exit all Windows programs before installing Sage Job Costing.

To install a network client version of Sage Job Costing

1. Insert your CD into the CD-ROM drive.

   If you have autorun enabled on your CD-ROM drive, the Welcome window appears when you insert the CD. Follow the procedure from step 4.

2. If you do not have autorun enabled, from your Windows desktop, select Start and then choose the Run option.

   The Run window appears.

3. In the Open box type **d:\start** then choose the OK button.

   Note: If your CD drive letter is different to that in the above instruction, use the appropriate letter.

   The Sage Job Costing V8 main menu window appears.

Note: If you are installing onto a Windows NT machine, ensure you have administrator access privileges before installing.

4. Choose the Install Sage Job Costing option.

   The Installing Sage Job Costing window appears.

5. If you are installing Sage Job Costing for the first time, choose the New Installation button.

   Note for users upgrading: If you are upgrading an existing installation, choose the Upgrading Installation button and then choose View Upgrade Instructions. A document appears giving essential information for users upgrading. Please print out and follow these instructions. To start the installation procedure, choose Install Upgrade.

   A setup window appears informing you that the InstallShield Wizard is being prepared to guide you through the program installation.

   Note: Your computer may restart at this stage to copy additional files. You will then be returned to the installation process.

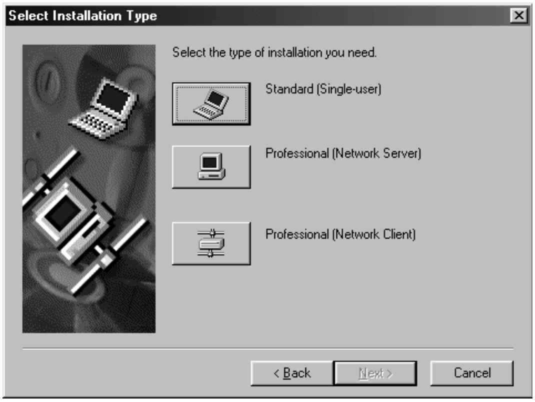
   The Licence Agreement page appears.

6. After reading the terms and conditions, choose the Yes button to continue with the installation. Setup searches for previously installed Sage software. If you want to quit the installation, choose the No button.

   The Welcome to Sage Job Costing V8 page appears.

7. To continue with the installation, choose the Next button. If you want to quit the installation, choose the Cancel button.

   The Select Installation Type page appears.



8. Choose the Professional (Network Client) button.

   The Choosing a folder page appears showing the folder where Sage Job Costing will be installed.

9. If you do not want to install your program into the folder shown, choose the Browse button to select a new one.

   Note: If you are upgrading from a previous version, install Sage Job Costing into the folder containing your original installation.

10. Choose the Next button to continue.

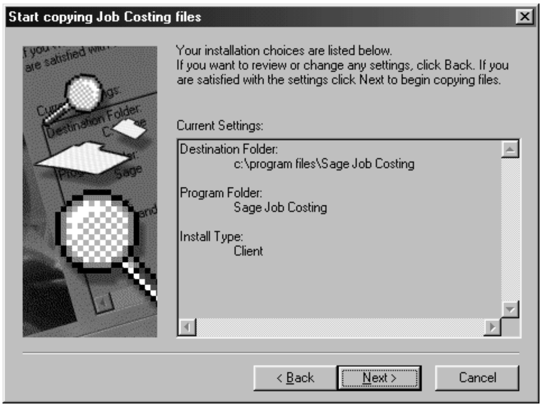
    The Choosing a program folder for Sage Job Costing page appears.

11. Select an existing Start menu folder or type the name of a new folder. The suggested folder is Sage Job Costing but you can change this if required.

    This folder will hold the Sage Job Costing options on the Windows Start menu.

12. Choose the Next button to continue.

    The Start copying Job Costing files confirmation page appears.



13. Choose the Next button to continue, or choose the Back button to change any of the details.

    Sage Job Costing now starts to install. You can choose the Cancel button to stop the installation procedure.

    An information page appears.

14. Choose the OK button to install the Data Access Components.

    The Microsoft Data Access files are installed.

    If required, restart your computer now.

    When you have installed your Sage Job Costing program on your client computer, you are ready to run your program from the network client computer.

To run Sage Job Costing for the first time on a network client

1. From the Sage Job Costing group window, choose the Sage Job Costing V8 icon.

   The Network Client Setup wizard appears.

2. From the first page of the Setup wizard, choose the Next button.

   The Locate Server Installation page appears.

3. Use the Browse button to enter the network path to the Sage Job Costing network server installation.

4. Choose the Finish button.

   The Sage Job Costing Login window appears.

5. You can log in using the user name **manager**, leaving the password blank. Alternatively, enter your user name and password if you have one.

6. Choose the OK button.

   You have now installed the network client version of Sage Job Costing. You will need to repeat the network client installation on any computers that require access to the network server installation of Sage Job Costing.

Setting Up Users

> **Note:** If you want to open Sage Job Costing and Sage Line 50 at the same time, you need to log in to each program using a different user name. For further details, see the Integrating Sage Job Costing with Sage Line 50 section in the on-line help system.

Set up user access to your Sage Job Costing program using the User Setup option on the Settings menu. The User Setup window lists the users who can log in to the Sage Job Costing program. It shows if the user requires a password or not, and if the user has access to employee details from the Sage Payroll program.

If you are not familiar with Sage software, see the *Entering Data* section in the *Getting Started* chapter, before attempting to enter any data.

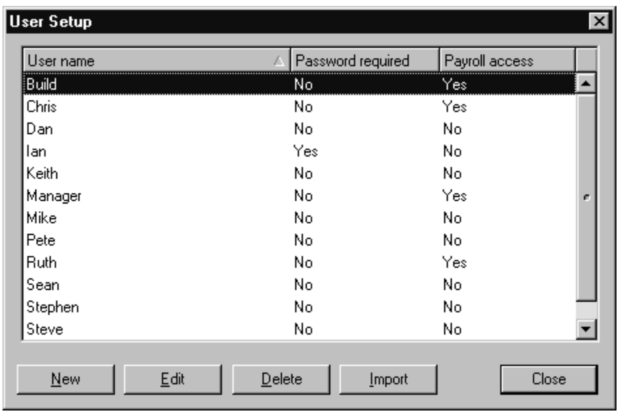
You can use the User Setup option to:

- Add new users and control which Sage Job Costing options the user can access.
- Edit the details for an existing user.
- Delete a user so they can no longer use the Sage Job Costing program.
- Import users from Sage Line 50.

To set up users

1. From the Settings menu, choose the User Setup option.

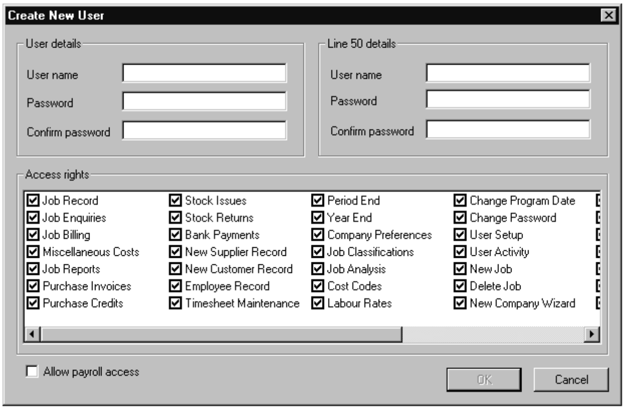
   The User Setup window appears.



From this window you can create, edit, delete and import users.

2. To add a new user, choose the New button.

   The Create New User window appears.



3. Enter the following user details:

User name	Enter the user name. This name is entered when the user logs in to Sage Job Costing.
Password	Enter the user’s password.
Confirm password	Re-enter the password for confirmation.

Note: This information must already exist in your Sage Line 50

4. Enter the following information so the user can access the Sage Line 50 data:

User name	Enter the Sage Line 50 user name for this user, exactly as it is in your Sage Line 50 program.
Password	Enter the password for this user, exactly as it is in your Sage Line 50 program.
Confirm password	Re-enter the Sage Line 50 password for confirmation.

5. Use the Access Rights check boxes to specify which Job Costing options the user can access. To allow a user access to an option select the relevant check box. To prevent a user accessing an option, clear its check box.

6. Select the Allow payroll access check box to connect to the Sage Payroll program. You must have the Sage Payroll program to use this option.

7. To accept the new user details, and return to the User Setup window, choose the OK button. To cancel the details and return to the User Setup window, choose the Cancel button.

   The User Setup window appears. Any new information is added to the user list.

8. To edit user details, select a user and choose the Edit button.

   The Edit User window appears.

   Amend any details as required and choose the OK button.

Note: You cannot delete a user who is currently using Sage Job Costing.

9. To delete a user, select the user and choose the Delete button.

   A confirmation message appears.

   Choose the Yes button to delete the user.

10. To close the User Setup window and return to the main Sage Job Costing desktop, choose the Close button.

Importing Users from Sage Line 50

You can import users from your Sage Line 50 program using the User Import Wizard.

There are a number of constraints on the user names you can import, including:

- You can only import Line 50 user names containing up to 20 characters.
- You can only import alphanumeric user names. Sage Job Costing will not import user names containing spaces or other special characters.
- You cannot import a user if the user name already exists in Sage Job Costing.
- If you import a Sage Line 50 user with a password which has characters that are not alphanumeric, the Sage Job Costing password will be blank.

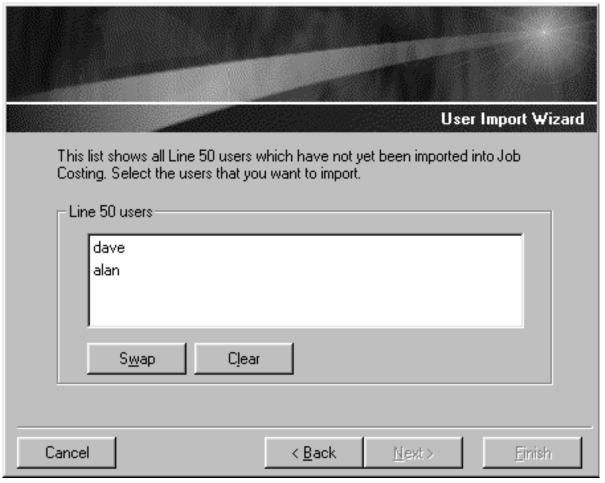
To import users from Sage Line 50

1. From the Settings menu, choose the User Setup option.

2. From the User Setup window, choose the Import button.

   The User Import Wizard appears.

3. To continue, choose the Next button.



4. Select the user(s) you want to import from the list.

   You can use the Swap button to reverse the selection in the user list. For example, you can select a user then choose the Swap button and all the deselected users are highlighted.

   Use the Clear button to clear a user selection.

5. To continue, choose the Next button.

6. Choose the Finish button to import the selected user(s).

   A summary page appears listing the user(s) you want to import and stating whether the import was successful or not.

7. Choose the Close button.

   The imported user(s) are added to the list of users in the User Setup window. Select an imported user and choose the Edit button to select which options the user can access.

Changing User Passwords

You can use the Change Password option to enter or amend the password you use to access the Sage Job Costing program.

When you first use Sage Job Costing, the User Name default is manager with no password. From the Change Password window you can create a password for manager to make Sage Job Costing more secure.

To change a password

1. From the Settings menu, choose the Change Password option.

   The Change Password window appears.

   The following information is displayed:

User name	The name of the user currently logged in to the system is displayed. You cannot change this information.

2. Enter information in the following boxes:

Current password	Enter the current password.
New password	Type in your new password here.
Confirm new password	Confirm your new password by typing your new password in this box.

3. To accept the new password choose the OK button. To exit from the Change Password window, without saving the new password, choose the Cancel button.

Viewing User Activity

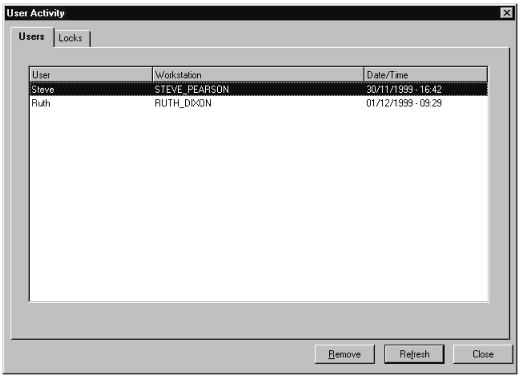
If you are running a network version of Sage Job Costing, you can see who is currently logged in to the program and which options they are using.

If you need exclusive access to the Sage Job Costing program (for example, when running the backup or restore routines), you can use the User Activity option to find out who is using the program, then ask them to end their session.

To view who is currently using Sage Job Costing

1. From the Settings menu, choose the User Activity option.

   The User Activity window appears.

   You can see which users are currently logged into Sage Job Costing, the name of their machine and the date and time they entered the program.

2. If you need to end a user's Sage Job Costing session, select the user from the list then choose the Remove button.

   For example, you may have to end a user's session if the user switches off their computer without exiting from Job Costing.

3. To update the list of users currently logged in, choose the Refresh button.

4. To view which option a user is currently in, choose the Locks tab.

5. To close the User Activity window, choose the Close button.

Setting Your Company Preferences

When you first run Sage Job Costing, you work through a Setup wizard to enter your company details, specify where to store your Sage Line 50 accounts data, and indicate if you are connecting to Sage Payroll. If you want to amend any details you entered in the Setup wizard, you can use the Company Preferences option.

You can also set other options to configure the program to suit your preferred way of working.

From the Company Preferences window, you can:

- Use the Address tab to edit the details of your own company, including your address and contact information.
- Use the Integration tab to view or edit the integration set up with your other Sage products. The Sage Line 50 and Sage Payroll programs are integrated with Sage Job Costing during the Setup wizard.
- Use the Settings tab to set defaults for the creation of new jobs and transactions.

To edit your company address and contact details

1. From the Company Settings stacked toolbar, choose the Company Preferences option.

   The Company Preferences window appears showing the Address tab.

2. You can view or edit any of the following details:

Name	Displays your company name, as entered in the Setup wizard. You can amend the name here. This is a mandatory box. You cannot save any details unless this box is completed.

Address	Displays the company's address, as entered in the Setup wizard. You can amend the address here. This address is displayed on your reports.
Telephone	Displays the company's telephone number, as entered in the Setup wizard. You can amend the number here.
Fax	Displays the company's fax number, as entered in the Setup wizard. You can amend the number here. This number is displayed on your reports.
VAT Registration Number	Displays the company's VAT registration number, as entered in the Setup wizard. You can amend the number here.

3. To save these details and return to the main Sage Job Costing desktop, choose the OK button. To exit from the Company Preferences window without saving your changes, choose the Cancel button.

To edit your company integration preferences

1. From the Company Settings stacked toolbar, choose the Company Preferences button.

   The Company Preferences window appears.

2. Choose the Integration tab.

   The Integration tab appears.

3. You can set or change the link to your Sage Line 50 data by using the Reset Path button.

   The link to the company data in your Sage Line 50 program can be seen in the Company box.

4. Set up the optional link to your Sage Payroll companies. You can link to as many Sage Payroll companies as you want. Use the Add, Delete, Reset Path and Set as Default buttons to add and change the linking Sage Payroll data.

   The Payroll data table displays the Company name and Database path.

5. Select the Update Payroll details automatically check box to update any changes to the Sage Payroll data without being prompted to save the data.

   Your Integration settings are now set and the information entered on to your Sage Job Costing program can be updated into your Sage Payroll and Sage Line 50 programs.

6. To save these changes, and return to the main Sage Job Costing desktop, choose the OK button. To exit from the Company Preferences window without saving your changes, choose the Cancel button.

To set your defaults for creating new jobs and transactions

1. From the Company Settings stacked toolbar, choose the Company Preferences button.

   The Company Preferences window appears.

2. Choose the Settings tab.

   The Settings tab appears.

3. You need to set how job numbers will be assigned when you create a new job. To help you decide how you are going to number jobs, see the section *Choosing a Job Numbering Method* in the *Setting Up Your Sage Job Costing Program* chapter.

4. Enter the following details:

Revenue nominal code	Select the default revenue nominal code, to use for all new jobs. This is the nominal code in Sage Line 50 that the new invoices are posted to. Enter a default nominal code, or use the Finder button to select a default nominal code from the drop-down list.

Affect profitability in Line 50	Select whether changes in stock affect product profit reports in your Sage Line 50 program. This check box determines what happens to Line 50 when you post stock issues or stock returns. Select the check box to post stock issues as goods out (GO) and stock returns as goods returned (GR). Deselect the check box to post stock issues as adjustments out (AO) and stock returns as adjustments in (AI).
Include Overhead mark up in cost and profitability calculations	Select this check box to include overhead mark up values when displaying actual costs on enquiries.
Enable invoice matching messaging	If you want Sage Job Costing to prompt you if you invoice/create a goods received note for more items than the original purchase order included, select this check box.
Print end of report banner	Select this check box to print an 'End of Report' message at the end of all reports to indicate that the report is complete. If a report is cancelled before it is completed, the message indicates that the report has terminated. If the check box is left clear, the message isn't printed.

5. To save these changes and return to the main Sage Job Costing desktop, choose the OK button. To exit from the Company Preferences window without saving your changes choose the Cancel button.

Working With Companies in Sage Job Costing Professional

You can work with a number of companies. A number of options are available for you to set up and work with additional companies. These options are found on the File menu:

New Company	Your initial Job Costing company is created when you first run the Sage Job Costing program and complete the Setup wizard. Use the New Company option to add subsequent companies.
Open company	Use this option to switch between companies without leaving Sage Job Costing.
Delete Company	Use this option to delete all details of a company which you no longer require.

Note: Multicompany is only available if you are using Job Costing Professional.

If you have created more than one company, you must specify which company you want to open each time you log in to Job Costing.

When you have multiple companies, any actions you perform in Sage Job Costing affect the currently opened company and no others. Therefore all job classifications, analysis types, cost codes, and so on, can only be used in the company in which they were created. When you back up your data, you only back up the company which is currently open.

Note: The data files relating to each new company are stored in their own folder on your computer.

To add a company

1. From the File menu, choose the New Company option.

   The New Company wizard appears.

2. Follow the on-screen instructions to complete the steps in the New Company wizard.

To switch between Sage Job Costing companies

1. From the File menu, choose the Open Company option.

   The Open Company window appears. This lists every company you have created in Sage Job Costing.

2. Select the company you want to switch to from the list of available companies.

   You can use the Browse button to find other companies.

3. Choose the OK button.

   Sage Job Costing switches to using the selected company.

Warning: Before using this option, we recommend that you take a backup of the company's data files.

To delete a company

1. From the File menu, choose the Delete Company option.

   The Delete Company window appears. The window lists every company you have created in Sage Job Costing.

2. Select the company you want to delete.

   Note: You cannot delete the company which you currently have open. The currently open company is marked by an asterisk (*) in the list.

3. Choose the OK button.

   You will be asked to confirm that you want to delete the company.

4. Choose the Yes button to delete the company. If you decide not to delete the company, choose the No button.

   All the data for a deleted company is removed and can only be recovered from a data backup.

Registering Your Sage Job Costing Program

You can use your new Sage Job Costing program for a maximum of 30 days or 30 uses (whichever occurs first) and then you must register your product. At the end of the unregistered period you will be unable to use the program. Once you have registered, all your data entered in the unregistered period will be unchanged and totally accessible. You can register directly from your program if you have access to on-line facilities or you can telephone or fax your registration.

If you are a new user of Sage Job Costing, as soon as you have registered your product, you will qualify for a free period of SageCover, which includes access to Sage Customer Support Advisors who will assist you with any enquiries.

To register by telephone

1. Start your Sage Job Costing program.

   Until you have registered, the Trial Version window appears every time you start the program.

2. Select the Register Now button from the Trial Version window.

   The Product Registration window appears.

3. Choose the View Details button.

   The Company Information window appears.

4. Use the drop-down buttons to enter the details for your company, and then choose the Continue button.

5. To register by telephone, contact Sage Customer Services on (0191) 255 0608 and inform the operator of the information held on your registration windows.

   Customer Services will inform you of the new Activation Key.

6. Enter this key in the New Key box on the Product Registration window and choose the Continue button.

7. If registration is successful, a message appears. Choose the OK button to continue.

   Registration is now complete.

8. If registration is unsuccessful, check your Serial Number and Activation Key and re-enter the information. If you have further problems contact Customer Services on (0191) 255 0608.

To register via the Internet

1. Start your Sage Job Costing program.

   Until you have registered, the Trial Version window appears every time you start the program.

2. Select the Register Now button from the Trial Version window.

   The Product Registration window appears.

3. Choose the View Details button.

   The Company Information window appears.

4. Use the drop-down buttons to enter the details for your company, and then choose the Continue button.

5. To register via the Internet, choose the Web Register button from the Product Registration window.

   You will be connected to the Sage web site where you will be asked to enter your company details in the form provided.

   On completion your new Activation key will be sent to you by e-mail.

6. Enter this key in the New Key box on the Product Registration window and then choose the Continue button.

7. If registration is successful, a message appears. Choose the OK button to continue.

   Registration is now complete.

8. If registration is unsuccessful, check your Serial Number and Activation Key and re-enter the information. If you have further problems contact Customer Services on (0191) 255 0608.

3

Getting Started

Once you have installed your Sage Job Costing program, you need to familiarise yourself with the program. You can learn about Job Costing using the demonstration data provided, then, when you are ready, you can start entering your own data.

In this chapter

Remember…

Sage Job Costing uses function keys to access a number of features, including the calendar, the on-line Help, the Finder and a calculator.

F1	Opens the on-line Help.
F2	Displays the system calculator.
F4	Displays the calendar, calculator or Finder search, if the selected box has any of these special buttons attached.
F5	Refreshes main job list (Professional version only).
F5	If the selected box holds a number, loads the Euro calculator. For information about working with the euro calculator see the section *Currency and the Euro*. If the selected box holds a date, inserts the program date.
F6	This is the Duplicate Cell command in the Edit menu.
F7	This is the Insert Row command in the Edit menu.
F8	This is the Delete Row command in the Edit menu.
F9	Calculates the net value of the selected line on a transaction screen.
F10	Activates the File menu.
F11	Activates another program. You specify which program you want to start. For further information see the section *Setting Desktop Options*.
F12	Activates another program. You specify which program you want to start. For further information see the section *Setting Desktop Options*.

Getting to Know Sage Job Costing

To work with Sage Job Costing you need to know how to use the desktop, view the demonstration data, enter your own data, use the on-line Help and use the wizards.

You can familiarise yourself with these features by reading through the following sections.

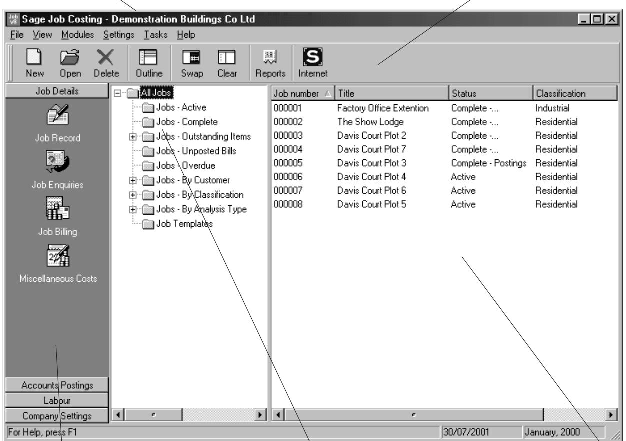
The Sage Job Costing Desktop

The main desktop is the starting point for every task you perform in Sage Job Costing. Use the menus and toolbars to open the windows that you use to work with your Sage Job Costing program.

The main Sage Job Costing desktop is split into five different areas: the Menu bar, Main toolbar, Stacked Toolbar, Tree View and Job List.

Use the Menu bar to open every Sage Job Costing option

Use the Main toolbar to work with the job list, run reports or open the sage.com web site



Use the Stacked Toolbar as an alternative way to access the main functions of the program

Use the Tree View panel to select different ways of filtering your jobs

Use the Job List to display a list of selected jobs as filtered by the selection in the tree view panel

The Menu Bar

Just below the Sage Job Costing title bar, near the top of the Sage Job Costing window, is the menu bar. Each option on the menu bar provides access to a drop-down menu. You can open menus and choose options using the keyboard or the mouse, as described below.

To select menu options with a mouse

- When the pointer is on the menu option name, click the left mouse button to display the drop-down menu. To select an option, move the mouse pointer to the option you require then click the left mouse button.

To select menu options with the keyboard

- All menu and option names have one underlined character. You can select a menu by pressing the ALT key simultaneously with the key corresponding to the underlined character. For example, to select the File menu you would press ALT+F.

  Once the File menu is displayed, you can select one of the options by pressing just the character underlined or using the cursor keys. For example, having opened the File menu, you could select the New option by typing N.

  (Windows 2000 only) It is now possible to hide all hot-key shortcuts until you press the ALT key. If your short-cut keys are hidden, it will appear as if the hot-key functionality in your Sage Job Costing program is inactive. The hot-key functionality is still active, however you will only be able to view the short-cuts on-screen while you press the ALT key. Alternatively you can switch off the hidden hot-keys functionality so that you can see the hot-keys at all times. For further information about how to do this, refer to your Windows documentation.

The Main Toolbar

The main toolbar is at the top of the Sage Job Costing desktop under the menu bar. Use the main toolbar buttons to work with the job list:

- Use the New button to create a new job record, then specify how you want to create the job.

- Use the Open button to view details of the job currently highlighted in the job list.

The Job Record window appears with the selected job displayed.

Note: You can only delete a job if it has a status of 'Complete - Delete' or 'Template'.

- Use the Delete button to delete the job currently highlighted in the job list.

  Choose the Yes button to confirm the deletion. The selected job is removed from the job list and from the Sage Job Costing program. You cannot recover a deleted job record.
- Use the Outline button to hide or show the tree view panel.
- Use the Swap button to reverse the selection in the job list.

  All jobs that are currently selected are deselected and every other job is selected. This is a quick way to select all but a few jobs. Select the jobs you do not want to select and then use the Swap button to select every other job.
- Use the Clear button to clear a job selection.

  All selected jobs in the job list are deselected.

You can also:

- Use the Reports button to open the Reports window. From this window you can run and edit existing reports and create new reports.
- Use the Internet button to open the Sage web site if you have Internet access.

The Stacked Toolbar

At the left side of the main Sage Job Costing desktop is the stacked toolbar. This provides an alternative way to access the main functions of the program.

To select an option from the stacked toolbar

1. Select the title bar of the toolbar containing the option you require. For example, choose Accounts Postings.
2. If you cannot see the option you require, use the arrow buttons to scroll the toolbar until the option is visible.
3. Select the toolbar button of the option you want. For example, choose Bank Payments.

The window for the selected option appears.

The Tree View

The tree view is in the centre of the main Sage Job Costing desktop. If you do not see the tree view, use either the Outline toolbar button or the Outline option on the View menu to show it.

You can use the tree view to filter the selection of jobs in the job list. This can make it easier for you to locate a job. It also allows you to work with a specific group of jobs. For example, you could run job enquiries on all the jobs belonging to one customer.

To see what items are available in each category, click the + symbol next to the category. The category expands to show the different items you have in those categories. For example, the 'All Jobs' category expands to show different sub-categories, and expanding 'Jobs - By Customer' shows every customer you have attached to jobs in the Sage Job Costing program.

When you make a selection from an expanded category, the job list changes to show the jobs relating to your selection. For example, if you select a customer then only that customer's jobs are listed.

The Job List Panel

Note:
Professional users can press F5 to refresh the job list.

The right-hand panel of the main Sage Job Costing desktop displays a list of jobs. The following details are listed:

Job number	Displays the job number. The job number uniquely defines each job in the Sage Job Costing program.
Title	Displays the title given to the job.
Status	Displays the job's status. This will be one of the following: **Active:** you can make any cost/revenue entries and the job cannot be deleted. **Complete - Postings:** the job is complete but you can still make cost/revenue postings. You cannot delete the job. **Complete - No Postings:** the job is complete and you cannot make cost/revenue postings. You cannot delete the job.

	Complete - Delete: the job is complete and you cannot make cost/revenue postings. You can delete the job using the Delete option.
	Template: the job will be used as a template, upon which other jobs can be based. You can delete the job using the Delete option.
Classification	Displays the classification type assigned to the current job.
Default Customer	Displays the name of the customer specified as the default on the Charging tab.

For further details, see the chapter *Working With Job Records*.

You can filter the list to specific types of job by selecting a category from the tree view panel.

You can select one or more jobs from the list and use those jobs in other parts of the Sage Job Costing program. For example, if you select a group of five jobs and then select the Job Enquiries option, you can enquire on those five specific jobs.

You can specify how you want to select from lists. For more information see the *Customising Your Desktop* section later in this chapter.

Using the Demonstration Data

Sage Job Costing provides you with demonstration data covering several industries. The demonstration data has companies with data already set up to illustrate how some types of company use the Sage Job Costing features.

Use this demonstration data to get to know your new program before you enter any data of your own. Practise with the demonstration data provided and then, when you are ready, start entering your own data.

To run your demonstration company

1. Open the File menu and choose the Open Company option.

   The Open Company window appears, listing all the companies you currently have set up.

2. Select one of the demonstration companies from the list, then choose the OK button.

   The Sage Job Costing Log In window appears.

3. Enter your user name and password in the boxes provided and choose the OK button to continue.

   The desktop reappears showing the jobs set up in the demonstration company.

   When you are ready to use Sage Job Costing with your own data, use the Open Company option from the File menu to open your company.

Entering Data

Entering data in Sage Job Costing is straight forward using the windows, tabs, data entry tools and command buttons provided. For further details about these features refer to your Windows documentation.

To type data into a window, use the mouse to move the arrow-shaped pointer to the box where you want to enter data. Click in the box and the pointer changes to a vertical bar called the insertion pointer.

If the box is blank, a cursor appears at the far left of the box. If there is data already in the box, the cursor appears at the place the insertion pointer's vertical bar was positioned when you pressed the mouse button.

After you have entered data in a box, you can use any of the following keys to locate the cursor elsewhere within the box or window:

TAB	Moves to the next box.
SHIFT+TAB	Moves back to the previous box.
END	Moves the cursor to the last character of the last word in the box.
HOME	Moves the cursor to the start of the box.
CTRL+RIGHT ARROW	Moves the cursor to the first character of the next word in the box.
CTRL+LEFT ARROW	Moves the cursor to the first character of the previous word in the box.

Currency and the Euro

When you installed your Sage Line 50 program, the program entered currency records for the EC countries automatically. Within your Line 50 program, you can edit these details, or set up other currencies, as required. The Currency option has euro capabilities. You can store the currency exchange rate, the euro exchange rate and whether the country is a euro member. If you need to enter a monetary value in a foreign currency or in euros, you can convert this figure back to your base currency using the euro calculator.

For details about setting up your currency information, refer to your Sage Line 50 User's Guide or on-line Help.

The Euro Calculator

You can access the euro calculator by pressing F5 in any monetary value box. Alternatively, press F4 and choose the EU button from the pop-up calculator. The euro calculator converts monetary values into the base currency that you have entered in the Sage Line 50 Currencies window.

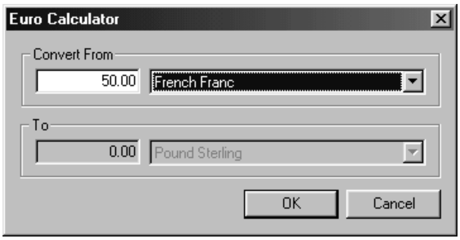
To use the euro calculator

1. Ensure that you have selected your base currency in Line 50.

2. Ensure that you have entered your currency details correctly in Line 50.

3. With your cursor in the monetary box, press the F5 key.

   The Euro Calculator appears.

4. If you have already entered a figure in the monetary box, this appears automatically in the Convert box. Alternatively, you can enter the value directly into the euro calculator.

5. Select the currency of the figure you want to convert, from the drop-down list.

   The base currency value appears automatically in the To box.

6. To copy the converted value back to the monetary value box, choose the OK button.

   The figure has now been converted from the foreign value to your base currency.

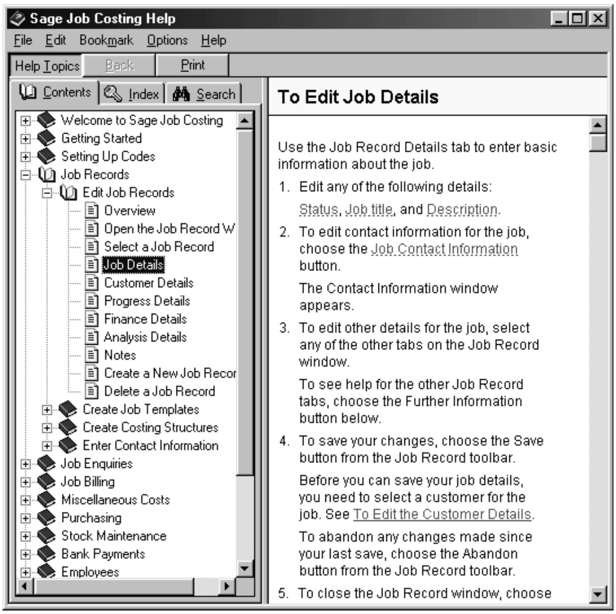
Getting Help

When you need help with using Sage Job Costing, refer to this user's guide to assist you through the initial set up procedures and to describe the options available in the program, in the order you will use them. For detailed information about how to enter and process your data, refer to the on-line Help.

The on-line Help provides all the information you need to run your program. There are two types of help available in Sage Job Costing: Context Sensitive Help (F1 Help) and help via the Navigation pane.

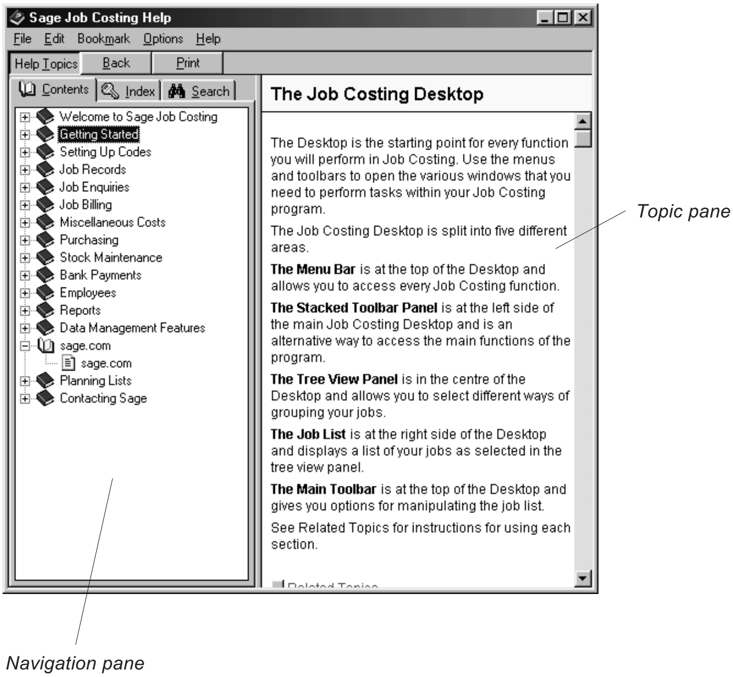
F1 Help

Help is available at any point in Sage Job Costing. Press the F1 key for help about the window that is on your screen. For example, choose the Job Record option, then press F1 and the help information for the Job Record window appears.



Navigation Pane

The Help window is separated into two areas. The Navigation pane and the Topic pane. You use the Contents ( ), Index ( ) and Search ( )tabs on the Navigation pane to find and move through the information included in the Help system. When you select a topic in the Navigation pane the information for the topic is displayed in the Topic pane.



The Contents

You can use the contents structure to search for a help topic. The contents uses books to show that there is further information contained within that part of the contents. Click the + next to a book to expand the contents and display a list of the topics available. Click the page required to display the topic.

The Help Index

If you cannot find the topic you require in the contents structure, select the Index tab and then type in the word (or words) you want to search for. If the word you have entered relates to a number of topics, a pop-up list of topic titles appears. Select the topic title you want and the topic appears in the right-hand pane of the Help window. If there is only one topic matching your word(s), the topic appears in the right hand pane.

The Search Facility

The search facility is an extended version of the Index. Instead of searching for ‘keywords’ that relate to a topic, this facility searches every word in the Help system.

To use the search facility

1. Select the Search tab.

2. In the first box, type the word(s) you want to find. Matching words appear in the list below this box.

3. In the list of matching words, select the word(s) you want to look for.

   The bottom list is updated to show only those topics containing the word(s) you are looking for.

4. In the bottom list, double-click a title to display the topic.

   The topic appears in the right-hand panel.

Related Topics Buttons

At the end of every topic there is a Related Topics button. Select this button to display a pop-up list of topics that provide further information about the current help topic.

Wizards

The wizards in your Sage Job Costing program are specifically designed to help you complete complicated procedures. A wizard takes you through a procedure step-by-step. All you have to do is follow the on-screen instructions.

Customer Support

SageCover members have an advantage over other Sage users because they have access to the Customer Support helpline service. This service is provided from Monday to Friday, 9.00 am to 5.00 pm, with over 200 Customer Support Advisers ready to take your call.

Sage.com

The Sage UK website at www.sage.com is a valuable resource available to you 24 hours a day and 7 days a week. You can find information on our products, services, print your latest invoices from us or sign up for a free newsletter. It's a convenient place to buy Sage products, build a website for your company, find out how to get help and advice locally from a Sage reseller and much more. We are constantly adding new features to the website so visit regularly to take advantage of out online service to you.

Sage Training

We recommend Sage training for all of our users to enable them to make the most of their software programs. Every Sage Training Course is written and presented by staff who know and understand Sage software. There are training centres in London, Belfast, Birmingham, Bristol, Glasgow, Manchester and Newcastle each offering a full range of training courses every month. For further details about the courses available contact the Sage Training department on 0191 255 0619 or visit our web site at http://www.sage.com.

Customising Your Desktop

You can use the Desktop options to customise the look of your Sage Job Costing program. From the Options window you can:

- Set the style of the Sage Job Costing toolbars.
- Add a background bitmap to the Sage Job Costing desktop.
- Change the colours and style of the various Sage Job Costing lists.

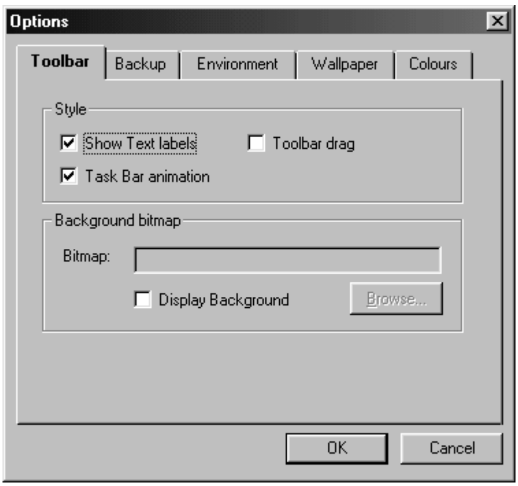
You can also set up Sage Job Costing to launch other programs on your system. You can:

- Specify an alternative backup tool to store your Sage Job Costing data other than the Sage Job Costing backup wizard.
- Set the F11 and F12 keys to start other programs from within Sage Job Costing.

To set the toolbar style

1. From the View menu, choose Options.

   The Options window appears, displaying the Toolbar tab.



2. Select any or all of the following options to determine the toolbar style:

Show Text labels	Select this check box if you want to display text labels on toolbar buttons.
Task Bar animation	Select this check box if you want to include task bar animation. This changes the way you move between stacked toolbars.
Toolbar drag	Select this box if you want to enable the toolbar drag function. To drag your toolbar to another place on the desktop, position the mouse cursor on the lines on the left of your toolbar, click and hold down the left mouse button, then drag the toolbar to the position required. For example, you can move the toolbar to the bottom, left or right edges of your desktop or you can have a floating toolbar.

3. If you require a background bitmap on the toolbar, select the Display Background check box and specify the bitmap you require. You can use the Browse button to help you find the bitmap you want to use.

4. To save your toolbar style, choose the OK button.

   You have now set your toolbar style.

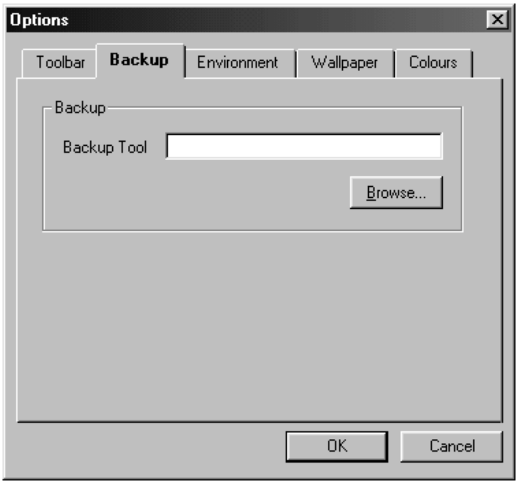
To select a backup tool

1. From the View menu, choose Options.

   The Options window appears.

2. Choose the Backup tab.

   The Backup tab appears.



3. In the Backup Tool box, enter the location of the backup tool you want to use. If necessary, use the Browse button to help you find the backup tool.

4. To save your settings, choose the OK button.

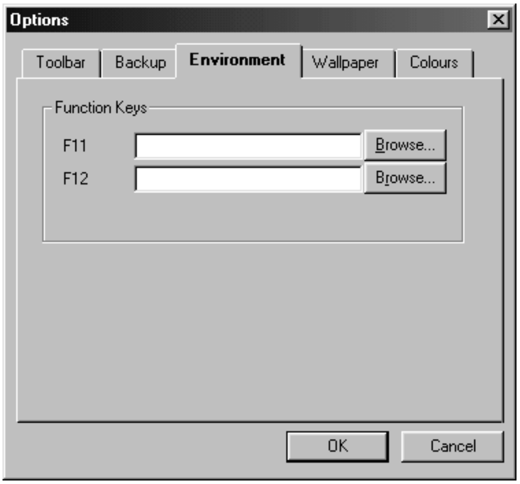
To set which programs start using F11 and F12

1. From the View menu, choose Options.

   The Options window appears.

2. Choose the Environment tab.

   The Environment tab appears.



3. In the F11 box, enter the name of the program you want to start when you press the F11 key.

   Use the Browse button to search for the link to the program.

4. In the F12 box, enter the name of the program you want to start when you press the F12 key.

   Use the Browse button to search for the link to the program.

5. Choose the OK button.

   You have now set which programs start using F11 and F12.

To set the background bitmap and list selection options

1. From the View menu, choose Options.

   The Options window appears.

2 Choose the Wallpaper tab.

   The Wallpaper tab appears.

3. To set the bitmap to be displayed as a background for the main Sage Job Costing desktop select the Display Wallpaper check box. Then use the Browse button to select the bitmap.

4. Select the list selection style. This must be one of the following:

Windows 95 Style Selection Lists	Select this option if you want to use Windows 95 style selection lists. To choose multiple records, hold the CTRL key and select each record you want to view.
Line 50 Accounts Style Selection Lists	Select this button if you want to use Line 50 style selection lists. To choose multiple records, click each record individually. The selected records will be highlighted.

5. Choose the OK button.

   You have now set the background bitmap and list selection options.

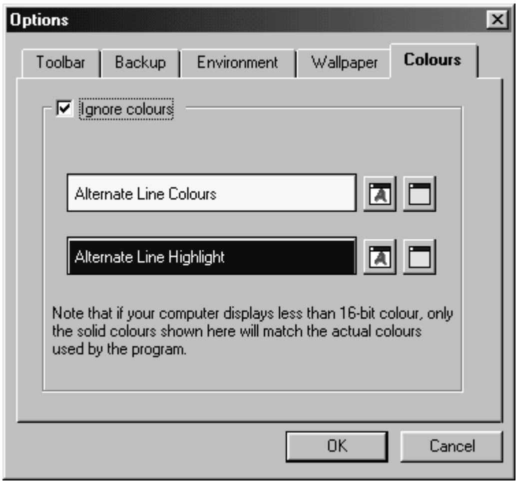
To set up the colours used in the Job Costing lists

1. From the View menu, choose Options.

   The Options window appears.

2. Select the Colours tab.

   The Colours tab appears



3. Deselect the Ignore colours check box to activate the chosen colours from the Colours tab.

4. Select the Finder buttons to choose your Alternate Line Colours and Alternate Line Highlight.

5. Choose the OK button.

   You have now set the colours used in lists in Sage Job Costing.

Working With Sage Job Costing

When using Sage Job Costing, there are five groups of tasks you need to complete:

- Initial Setup Activities
- Daily Activities
- Weekly/Monthly Activities
- Yearly Activities
- Special Activities

You will see check lists for each of these groups in the next few pages. Use these lists as a guide to help you make Sage Job Costing work for you. You can follow the activities and check them off as you finish each one, until you feel comfortable with the routine. These lists are meant only as a guide.

Initial Setup Activities

These are the tasks you would carry out after installation. For further information about these tasks see the *Setting Up Your Sage Job Costing Program* chapter.

Daily Tasks

These are the tasks you would do most frequently, perhaps every day.

✓	**Activity**
	Job Maintenance
	Add new jobs
	Amend existing jobs
	Enter Transactions
	Purchase Invoices/Credits
	Miscellaneous Costs
	Stock Issues/Returns
	Bank Payments
	Timesheets
	Purchase Orders (Professional only)
	Enter orders (Professional only)
	Deliver orders (Professional only)
	Job Billing
	Enter Invoices/Credit Notes
	Print Invoices/Credit Notes
	Post Invoices/Credit Notes
	Close Complete Jobs
	Make Enquiries
	Print Reports
	Back up Data

Weekly/Monthly Tasks

These are the tasks you would do at the end of a fiscal period.

✓	**Activity**
	Finish Daily Activities
	Process/Update Timesheets
	Print Reports
	Back up Data
	Run Period End

Yearly Tasks

At the end of a fiscal year, you would perform these tasks.

✓	**Activity**
	Finish Monthly Activities
	Print Yearly Reports for analysis and comparison
	Back up Data
	Run Year End

Special Tasks

Occasionally, you will need to perform these tasks.

✓	**Activity**
	Settings Maintenance
	Maintain Company Preferences
	Maintain Job Classifications
	Maintain Analysis Types
	Maintain Cost Categories (Professional only)
	Maintain Cost Codes
	Maintain Labour Rates
	Maintain Employees
	User Security Maintenance
	Company Maintenance
	Restoring Backups
	Deleting Jobs
	Purging Transactions

What Next?

Please work through the *Setting Up Your Job Costing Program* chapter next. This chapter describes how you can set up your Job Costing program to get the information you want about your business.

4

Setting Up Your Sage Job Costing Program

Careful planning and preparation is essential in Sage Job Costing to ensure that you set up the program correctly for your business.

This chapter guides you through the decisions you need to make, and the settings you need to choose, to ensure that Sage Job Costing is set up to reflect your business needs.

In this chapter

Planning and Preparation

You have to make a number of key decisions which will affect the way that you use Sage Job Costing. Use the list below, and the information contained in this chapter, to help you make the right decisions for your business.

What you have to do

Whatever your business needs, you will have to:

- ❑ Choose a job numbering method
- ❑ Define your cost and revenue codes
- ❑ Define your cost categories (Professional only)

Additional Elements

Depending on your business needs, you may need to do some, or all, of the following:

- ❑ Analyse your jobs using:
  - ❑ Classifications
  - ❑ Analysis categories and codes
- ❑ Decide whether to use job templates
- ❑ Establish employee records
- ❑ Understand the different billing methods available
- ❑ Decide how to allocate overhead costs
- ❑ Decide how to use budgeting
- ❑ Convert your existing job costing system

Choosing a Job Numbering Method

Note: You can change between automatic and manual job number generation at any time.

All the information in the Sage Job Costing program is organised by job number. The job number is the unique identifying code for each project or contract that you want to monitor.

A job number can contain letters as well as numbers, so you can choose a job numbering method that best suits your business.

Before setting up your job numbering system you need to decide how you want to number jobs. You can use:

- Automatically generated numbers.
- Manually generated numbers.
- Your existing job number system if you have one.

Automatically Generated Job Numbers

Automatically generated job numbers can only be numeric. They are sequential numbers and therefore do not contain any descriptive information. They reduce the need for manual tracking of assigned job numbers and numbering sequences.

Manually Generated Job Numbers

These job numbers can be numeric or alphanumeric. You enter a code of your choice for each new job. You have total control over the design and sequencing of the job numbers.

There are many different manual numbering systems that you can use to identify jobs. Some examples are given below:

- Simple numbering or naming

  If your business works mostly with one-off or continuous jobs, you could use job numbers that will be easy to search for, either numbers, or a combination of numbers and letters.

  For example, if you operated a garage, you could use the following job numbers.

Job Number	Description
DAVIS001	First job for customer Mr Davis
S955NJR001	First job for vehicle registration number

- Segmented job numbering

  You can use this kind of numbering to group jobs to make it easier to sort and search for jobs at a later date.

  You may need to divide a contract into separate jobs and job phases that are related to each other. You can achieve this by allocating segments of the job number to the contract, job and phase.

  The following example demonstrates how to use job numbers for tracking contracts, jobs and phases.

Job Number	Description
023-001-001	Contract 23, Job 001 and Phase 1
023-001-002	Contract 23, Job 001 and Phase 2
023-002-001	Contract 23, Job 002 and Phase 1
023-002-002	Contract 23, Job 002 and Phase 2

When running job reports, it is easy to select groups of numbers that are organised in this way. You can then produce contract, job, and phase totalling on your reports.

Other examples of segmented numbering are:

Job Number	Description
SERVICE-99-0231	231st service carried out in 1999
NE8-3PQ-0019	Post code and house number

Existing Job Numbering Systems

You may decide that you need to keep your existing job numbering system. If your existing numbering system uses alphanumeric codes you will have to enter new job numbers manually, as the automatic system uses numbers only.

If your existing system uses only numbers, you can use automatically generated numbers. However, you should ensure that Sage Job Costing begins numbering jobs where your existing system ended.

Once you have decided whether to use automatic or manual numbering you can set this up in your Sage Job Costing program.

Setting your Job Numbering Method

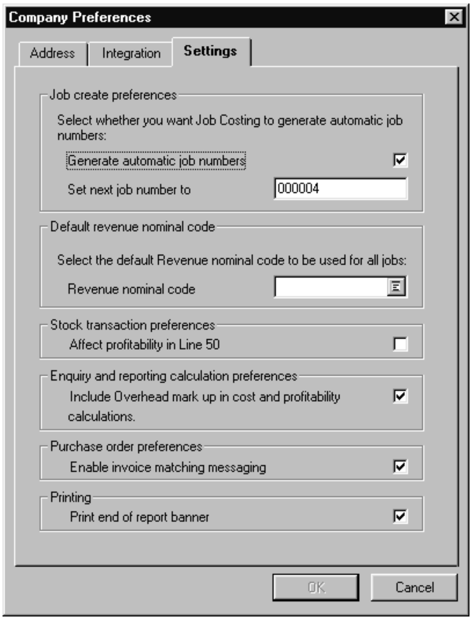
Use the Settings tab on the Company Preferences window to set which job numbering method you want to use.

To set your job numbering method

1. From the Company Settings stacked toolbar, choose the Company Preferences button.

2. Choose the Settings tab from the Company Preferences window.

   The Settings tab appears.



3. If you want to generate job numbers automatically for each new job, select the Generate Automatic Job Numbers check box.

   Sage Job Costing allocates consecutive numbers starting at 000001.

   If required, use the Set Next Job Number box to enter the next number to be assigned to the next new job. Sage Job Costing will use this number as the starting point.

   When you create a new job, the automatically generated number is assigned to it. The Set Next Job Number box is updated to show the next available number.

If you want to use a manual job numbering method, clear the Generate Automatic Job Numbers check box. You can then manually enter a job number when you create a new job record.

4. To save your job number generation settings and return to the main Sage Job Costing desktop, choose the OK button. To exit from the Company Preferences window without saving your changes, choose the Cancel button.

Defining Cost and Revenue Codes

Cost and revenue codes are used in Sage Job Costing to monitor the costs and revenues involved for each job activity.

To monitor your job activities and costs you need to:

- Learn about cost and revenue codes
- Decide on the cost categories you require
- Decide what level of detail is required for tracking activities
- Decide how you are going to organise or group activities
- Print the Master Cost/Revenue Code List from the on-line Help and use it to help plan your codes
- Amend cost categories (Professional only)
- Set up cost and revenue codes

What are Cost and Revenue Codes?

Cost codes are a means of identifying the various types of costs that can be posted against a job, such as the materials that make up a product. A cost code must be specified for all cost transactions posted against a job. Cost codes determine the degree of detail and analysis you will derive from the Sage Job Costing program. Cost codes can be for specific items or activities, or they can define phases or group activities on a job.

Cost codes are categorised into one of the following six cost categories: labour, materials, stock, overheads, mixed and miscellaneous. **(Sage Job Costing Professional users only)** You can also add an extra ten cost categories of your own choice. For example, you can add a hire or sub-contractor cost category. For further information about how to do this, refer to section *To add a new cost category*.

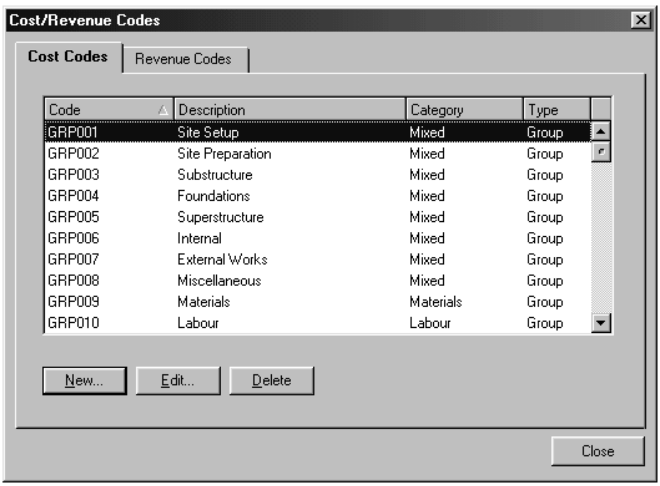
Revenue codes identify the types of income that can be posted against a job, such as the eventual sale of the product. A revenue code can be specified when posting sales invoices and credit notes. You can use revenue codes to monitor the invoices you send for the phases of a job or analyse revenue by different activities. For example you can see how much you earned from labour and sale of materials.

Sage Job Costing allows for a wide choice of coding methods so that you can adapt your current coding method with the minimum of change. You can adapt your current manual coding method on an “as is” basis, or you can choose to take advantage of the powerful organising features built into the Sage Job Costing program.

You can use up to 15 characters to define each cost or revenue code reference. You should consider how you will number your codes. See the numbering systems described in the section *Choosing a Job Numbering Method* for further information. The considerations which apply to your choice of job numbering system (such as simple numbering or segmented numbering) can also apply to your choice of code numbering system.

Using a combination of cost code groups and good cost code numbering, you will be able to perform in-depth cost analysis to the level your business requires.

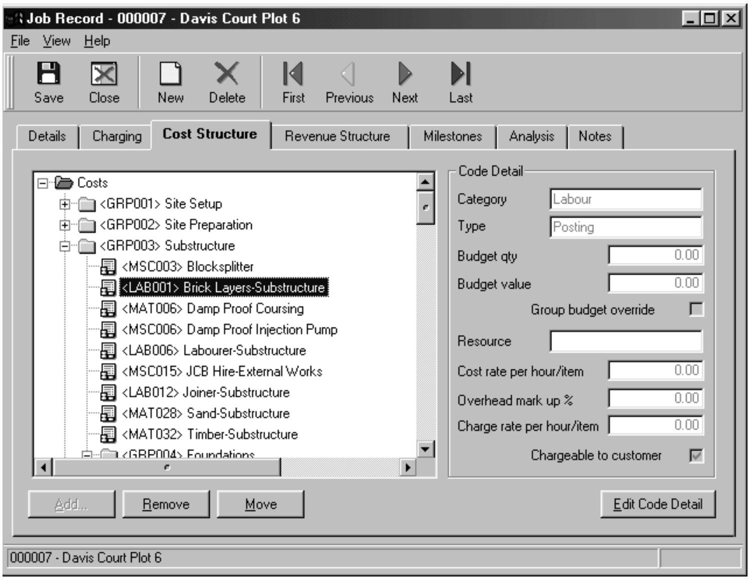
Sage Job Costing allows you to set up a master list of cost codes.



Each job has its own cost structure, using codes selected from the master list. A cost code from the master list can only appear once on each job’s costing structure. You can set up a master list of cost codes in advance or you can create new cost codes as and when required. However, new codes will not be automatically applied to the jobs that already exist in your program.

What are Group Cost Codes?

Every job must have a cost structure so that costs can be posted to it. The cost structure defines what activities make up the job. Cost codes can be grouped together in the cost structure using group codes. This allows you to have a multi-tiered level of cost analysis.



Before you run Sage Job Costing, you must think about and plan your structures. To help you plan your cost structures, use the Master Cost/Revenue Code List in the on-line Help. If you have jobs that are similar, you can create job templates containing your different structures.

For example, you could have a job that contains main group activities that are further broken down into actual activities, such as in the house building example below.

> Substructure *(group)*
>
>   Ground Preparation *(group)*
>
>   Labour - excavation *(posting)*
>
>   Foundations *(group)*
>
>   Concrete *(posting)*
>
>   Timber *(posting)*
>
>   Labour - foundations *(posting)*

The above example displays an extract of the activities involved in building a house. You can see that the activities in the substructure of a house are ground preparation and foundations. The activities and materials involved in putting in the foundations are concrete, timber, and foundation labour.

Substructure, Ground Preparation and Foundations are group codes. Labour - excavation, Concrete, Timber, and Labour - foundations are all posting cost codes. These are the items that you post costs against. You do not post costs against group codes, as they are used to group together other codes for analysis purposes. Sage Job Costing allows you to analyse costs at any level of the structure.

How Should I Organise My Cost Codes?

You can set up many cost codes; the more cost codes you have, the better the cost analysis will be. However, too many cost codes can be unmanageable so good cost code organisation is essential.

In general, there are two traditional methods of organising cost codes. These are:

- the category method, and
- the phase, sub-phase, and step number method.

These two methods are discussed below. As your requirements may fall somewhere between these two methods, Sage Job Costing allows you to design your own cost structure.

Use the demonstration data supplied with the program to see examples of cost structures. For information about how to use the demonstration data see the *Using the Demonstration Data* section of the *Getting Started* chapter.

Category method

One method of organising cost codes is to group cost codes by similar cost category areas, for example labour, materials and stock.

Using this method, you would group all cost codes by category areas and then into activities. Two examples of simple groupings are displayed below.

Labour (*group*) Foreman (*cost code*) Craftsmen (*sub-group*) Bricklayer (*cost code*) Joiner (*cost code*) Electrician (*cost code*) Apprentice (*cost code*)	Overheads (*group*) Electricity (*cost code*) Water (*cost code*) Gas (*cost code*) Rent (*cost code*)

How detailed and complex your structures are depends on the level of analysis you required. For example, the Electrician cost code displayed on the previous page, could be changed to a sub-group and the tasks added as cost codes to provide a more detailed analysis.

The category method of organising costs is best suited to subcontractors and businesses where expenses are primarily internal (labour and expenses). This method is not always well suited to general contractors who need to track a large number of subcontractors. It is also not suited to businesses that require costs to be analysed by activities, or by phases, which would normally include costs for more than one cost category area.

For example, a building contractor may want to know the total cost of putting in foundations. Using the category method it would be difficult to locate the labour and materials involved, as they would be under separate category groups, and would involve manual calculations from reports.

Phase, sub-phase, and step number method

Using cost code groups, you can set up cost codes to represent phases, sub-phases, and activities. Using this method, you can organise your jobs in a logical or chronological sequence of tasks that must be performed. Cost codes with different category areas can be grouped together.

The landscaping example below illustrates grouping by phase. It includes two phases of Ground Preparation and Planting.

Landscaping
- Ground Preparation *(sub-group - phase one)*
  - Labour-Excavate *(cost code)*
  - Hire-Mini Excavator *(cost code)*
- Planting *(sub-group - phase two)*
  - Labour-Plant *(cost code)*
  - Turf *(cost code)*
  - Flowers *(sub-group - sub-phase)*
    - Annuals *(cost code)*
    - Perennials *(cost code)*

This method of organising costs is best suited to businesses where jobs tend to be of a long duration and which require grouping of costs for activities that involve more than one cost category area. The method is also suited to businesses where costs are primarily external (performed by subcontractors). As each cost code belongs to a category area, you can still produce the cost and budget breakdown that the category method provides.

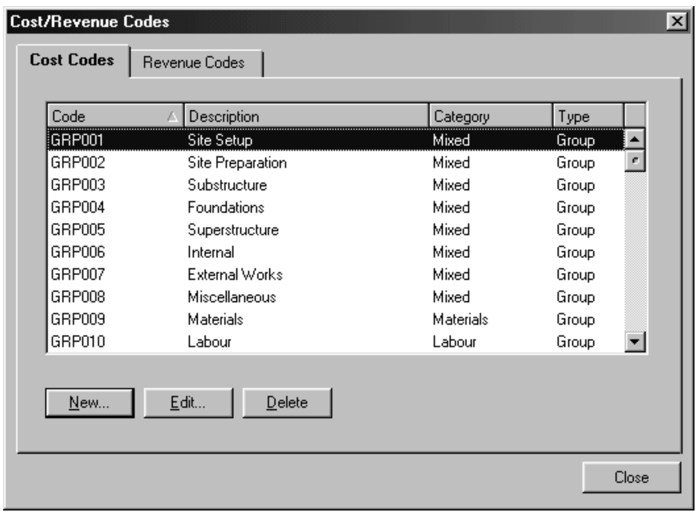
Setting Up Your Cost and Revenue Codes

Before setting up your cost and revenue codes you should plan your structure using the Master Cost/Revenue Code List in the on-line Help. For information about how codes are assigned to jobs see the *Creating the Costing Structur*e section in the *Working with Job Records* chapter.

To set up cost codes

1. From the Company Settings stacked toolbar, choose the Cost Codes option.

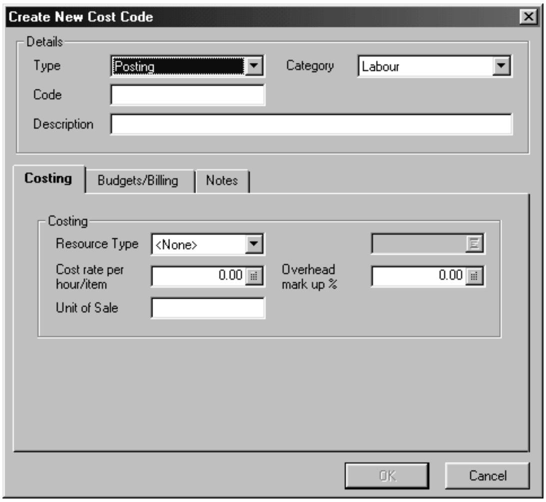
   The Cost/Revenue Codes window appears.



   From this window you can create, edit, and delete cost codes.

2. To add a new cost code, choose the New button.

   The Create New Cost Code window appears.



3. Enter the following details in the Code details area:

Type	Select a code type of Group or Posting. Group codes will group posting codes and other group codes for budget and cost analysis. Posting codes will allow you to bill transactions to the cost code. **Note:** If a Group cost code is selected, the resource type, cost rate per hour/item, unit of sale, overhead markup %, charge rate per hour/item and chargeable to customer boxes are unavailable.
Code	Enter a unique reference to identify the cost code.
Category	Use the drop-down list to select the cost codes category. Each cost code will belong to one of the following categories: Labour, Materials, Miscellaneous, Mixed, Overheads, or Stock. **Note for Sage Job Costing Professional users:** If you have entered any cost categories of your own, they can also be selected from this list. For further information about adding cost categories, refer to the section *To add a new cost category*. The category of the cost code determines the kind of costs that can be applied to the code.

Description	Enter a description of the cost code. This description is used as an identifier in job enquiries and reports.

4. Enter the following details in the Costing tab:

Resource Type	The resource type is used in conjunction with the A/C code to enable the user to associate a resource with a cost code. Select the resource type you require from the drop-down list. You can choose from the following resource types: **None** Select this if you do not want to allocate a resource type against the cost code. **Supplier** Select Supplier to specify the supplier who will be providing the materials or services for tasks allocated this code. **Employee** Select Employee to specify the employee who will be carrying out tasks associated with this code. **Product** Select product to associate a product with this code. The resource type can be changed at any time.
Emp no/ Product/ A/C Ref	This is dependent upon the Resource Type you have selected. If you have selected None as the resource type, you cannot enter anything in this box. If you have selected one of the other resources, select the supplier, employee or product you want to associate with this cost code. You can enter the A/C code directly into the box or use the Finder button and select from the list. If you need to create a new supplier or product, choose the Finder button and then choose New to enter the details.
Cost rate per hour/item	Enter the default unit cost rate for the cost code. For example, if the cost code is Bricks the unit charge rate may be 0.53. If you have entered a product code in the A/C Code box, the cost rate appears here automatically. This rate can be overridden for individual jobs.

Overhead mark up %	Enter the percentage mark up to be applied to the cost to recover overheads or for profit requirements. The value may be overridden for individual jobs. For information about overhead costs see the *Calculating and Allocating Overhead Costs* section later in this chapter.
Units	This is the unit of purchase/sale. For example, each, box, 10-pack etc. If a product code has been selected, this box shows the unit of sales specified in the Product Record within Sage Line 50. Units are used for reference and analysis purposes only. If you have selected a group code, you cannot enter any information in this box.

5. Choose the Budgets/Billing tab and enter the following information:

Quantity	Enter the quantity in the Budgets table. You can enter a revised quantity at a later date when the code has been allocated to a job. For further information see the *Budgeting* section later in this chapter.
Value	Enter the value for the code in the Budgets table. If you have entered a cost price in the Cost rate per hour/item box, the value is calculated automatically as Quantity x Cost rate per hour/item. You can enter a revised value at a later date when the code has been allocated to a job. For further information see the *Budgeting* section later in this chapter.
Charge rate per hour/item	You can enter the unit charge rate for the cost code here. If you have selected a product to associate with this code, the sales price from the Sage Line 50 Product Record appears here. You can change this value at any time.
Chargeable to customer	Select this check box to recharge the cost code to the customer.

6. If you want to enter any additional information regarding the cost code, choose the Notes tab and enter your comments in the box provided.

7. To save the new cost code and return to the Cost/Revenue Codes window, choose the OK button. To return to the Cost/Revenue Codes window without saving the new details, choose the Cancel button.

Note: You cannot amend some of the details of a cost code, or delete a cost code, if the code is already in use.

8. To edit a cost code, from the Cost/Revenue Codes window select a cost code and choose the Edit button.

   The Edit Existing Cost Code window appears.

   Amend any of the details as required and choose the OK button.

9. To delete a cost code, from the Cost/Revenue Codes window select a cost code and choose the Delete button.

   A confirmation message appears.

   Choose the Yes button to delete the code.

10. To close the Cost/Revenue Codes window, choose the Close button.

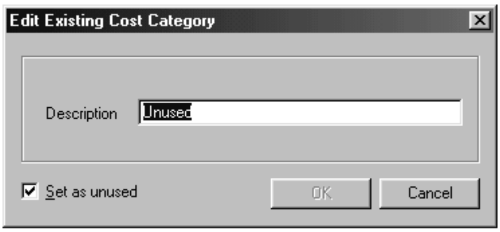
To add a new cost category (Sage Job Costing Professional only)

1. Open the Settings menu and choose Cost Categories.

   The Additional Cost Categories window appears.

2. Highlight the first unused cost category and then choose the Edit button.

   The Edit Existing Cost Category window appears.



3. Enter a description for your new cost category. For example, you could enter Hire.

4. To save your new cost category, click OK. If you do not want to save your cost category, click Cancel.

To edit a cost category (Sage Job Costing Professional only)

1. Open the Settings menu and choose Cost Categories.

   The Additional Cost Categories window appears.

2. Highlight cost category that you want to change and then choose the Edit button.

   Note: You cannot edit a cost category that is already being used by a cost code. If you try to do this, a message appears informing you that the category cannot be edited. To return to the Additional Cost Categories window, click OK.

   The Edit Existing Cost Category window appears.

3. Edit the cost category description as required.

   If you want to delete a cost category, select the Set as unused check box.

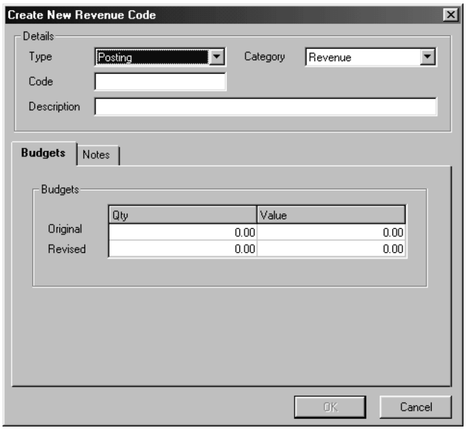
4. To save your new cost category, click OK. If you do not want to save your cost category, click Cancel.

To set up revenue codes

1. From the Company Settings stacked toolbar, choose the Cost Codes option.

2. Choose the Revenue Codes tab from the Cost/Revenue Codes window, then choose the New button.

   The Create New Revenue Code window appears.



3. Enter the following details in the Code details area:

   Type — Select a code type of Group or Posting. Group codes will group posting codes and other group codes for budget and revenue analysis. Posting codes will allow you to post sales invoices and credits against revenue codes.

Code	Enter the unique reference to identify the revenue code.
Category	Each revenue code can only belong to the Revenue category.
Description	Enter the description of the revenue code. This description is used as an identifier in job enquiries and reports.

4. Enter the following details in the Budgets table:

Quantity	Enter the quantity in the Budgets table. You can enter a revised quantity at a later date when the code has been allocated to a job. For further information see the *Budgeting* section later in this chapter.
Value	Enter the value for the code in the Budgets table. You can enter a revised value at a later date when the revenue code has been allocated to a job. For further information see the *Budgeting* section later in this chapter.

5. If you want to enter any additional information regarding the revenue code, choose the Notes tab and enter your comments in the box provided.

6. To save the new revenue code and return to the Cost/Revenue Codes window, choose the OK button. To return to the Cost/Revenue Codes window without saving the new details, choose the Cancel button.

Note: You cannot amend some of the details of a revenue code, or delete a revenue code, if the code is already in use.

7. To edit a revenue code, from the Revenue Codes tab select a revenue code and choose the Edit button.

   The Edit Existing Revenue Code window appears.

   Amend any of the details as required and choose the OK button.

8. To delete a revenue code, from the Revenue Codes tab select a revenue code and choose the Delete button.

   A confirmation message appears.

   Choose the Yes button to delete the code.

9. To close the Cost/Revenue Codes window, choose the Close button.

Analysing Jobs

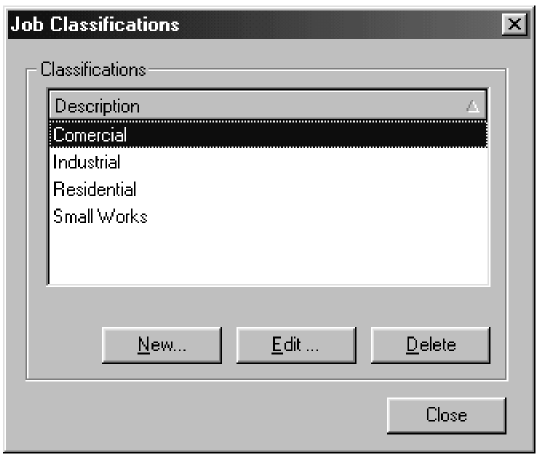
This section explains what classifications and analysis categories are, and how to use them.

What are Job Classifications?

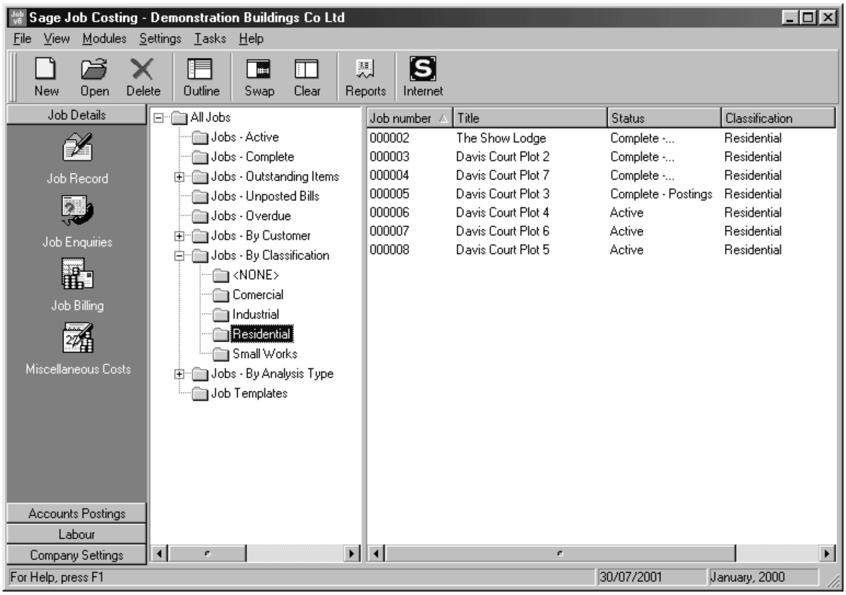
Job classifications are used to group jobs of the same type for analysis, enquiries, and reporting. Each job can be assigned to one classification type, therefore we recommend that you use classifications for broad areas of your business.

The exact classifications you require will depend on the nature of your business. You should define classifications that will provide you with meaningful information.

For example, a builder could classify jobs as Industrial, Residential, and Commercial. A garage could use General Public, Business Contracts (Fleet) or Commercial Contracts (HGVs). For further examples see the demonstration data.



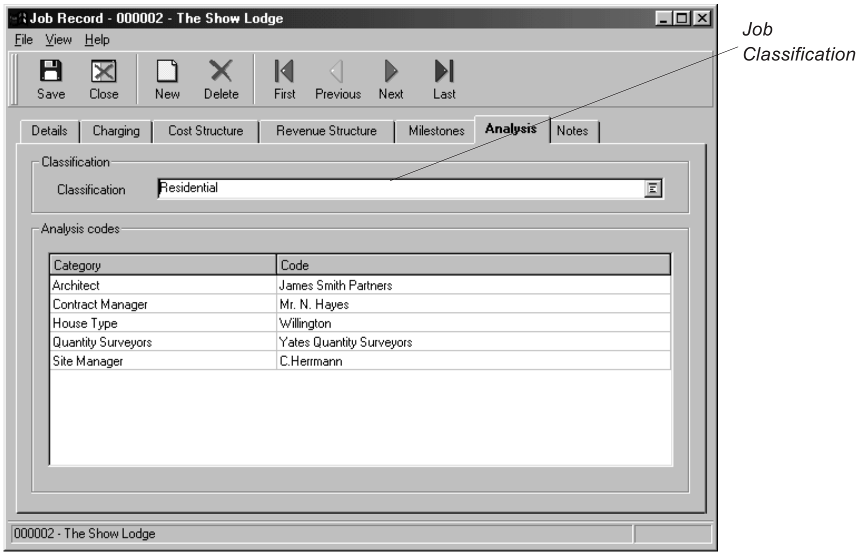
Before running an enquiry or report, you can filter the list of jobs on the Job Costing desktop to see all jobs with a specific classification. For example, all jobs that have been carried out on residential properties or all jobs that have been services.



You can then print reports to get information specific to that type of job classification, such as the total costs or the profit made on residential properties.

Setting Up Your Job Classifications

When you create a job record, you should specify the classification on the Analysis tab of the Job Record window. For information about how to assign job classifications, see the *Entering and Editing Analysis Details* section in the *Working With Job Records* chapter.



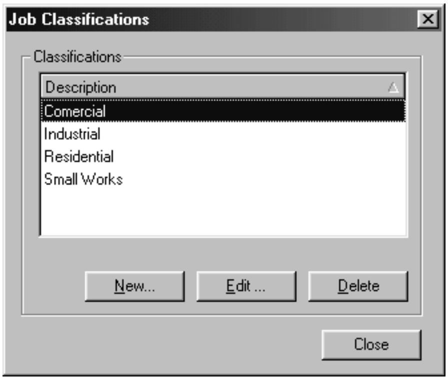
If you do not want to make use of this feature, all jobs will have a classification of <NONE>.

To help you plan your classifications, we suggest that you use the Job Classifications List in the on-line Help.

To set up job classifications

1. From the Company Settings stacked toolbar, choose the Job Classifications option.

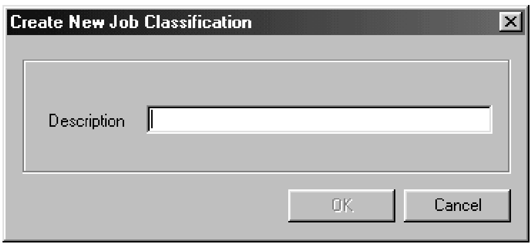
   The Job Classifications window appears.



   From this window you can add, edit and delete job classifications.

2. To add a new job classification, choose the New button.

   The Create New Job Classification window appears.



Note: You cannot enter a classification description that already exists.

3. Enter a description for the job classification and choose the OK button.

   The new job classification is added to the list in the Job Classifications window.

4. To edit an existing classification, select the classification from the list and then choose the Edit button.

   The Edit Existing Classification window appears.

   Change the classification description as required and choose the OK button.

Note: Job classifications can only be deleted when they are not assigned to jobs.

5. To delete a classification, select the job classification from the list and choose the Delete button.

   A confirmation message appears.

   Choose the Yes button to delete the classification.

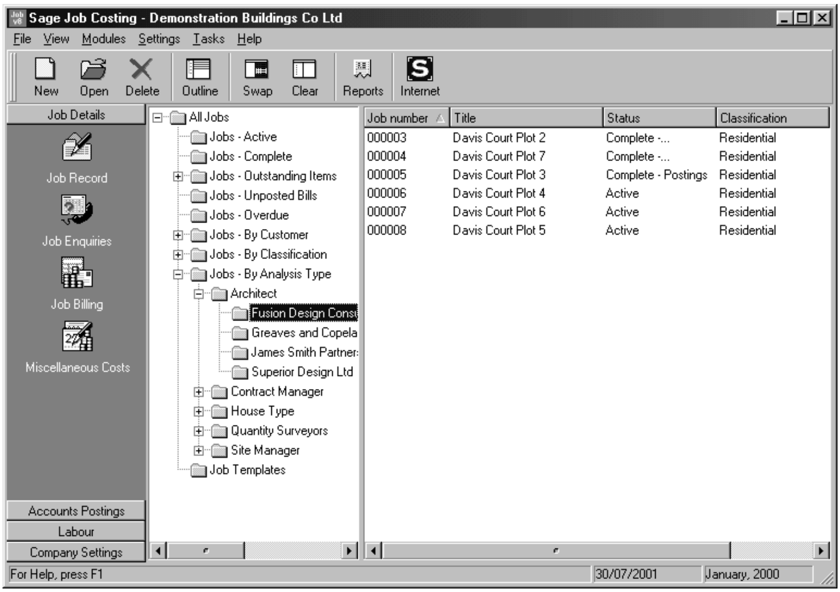
6. To close the Job Classification window, choose the Close button.

What are Job Analysis Categories and Codes?

Note: You might find it helpful to consider analysis code categories as the "questions to answer" and the analysis codes as the possible answers.

Job analysis categories and codes allow you to define different job characteristics and store this information against jobs. These job characteristics can then be used to group and analyse jobs in different ways.

You can create up to 10 analysis categories. Each analysis category has an unlimited number of analysis codes that can be assigned to it. When creating a job you can assign one analysis code for each category to the job. This gives you great flexibility when deciding exactly what extra information you want to store and analyse against your jobs. These categories can be used to filter jobs for reporting and enquiry.



Categories and codes can be created at any time to allow for changes in your business. For example, if you have a category called Salesperson, you may need to create a new code for a new staff member. It is advisable however, to set up as many categories and codes as possible before you start entering job details. New categories/codes are automatically available to existing jobs. However, you would have to manually update any existing jobs to ensure that, when running reports, all possible jobs are included.

How are Analysis Categories and Codes Used?

The types of analysis information you may want to hold will depend on your industry and your business requirements.

The following examples show how you can use analysis categories and codes:

- You can use categories which define people's roles on a job, for example, contract manager, sales person, chef or mechanic.

Category	Possible codes to select from
Chef	John Smith Malcolm Thomas Lisa Poppleton

- You can use categories which define the location of a job, for example, counties, cities, and areas.

Category	Possible codes to select from
Area	Milton Keynes Bletchley Buckingham Bedford

- You can use categories specific to your industry. For example, a catering company could use categories for tracking the type of meal or the type of event.

Category	Possible codes to select from
Event Type	Wedding Birthday Business
Buffet/Meal Type	Buffet Band A Buffet Band B Buffet Special Set Meal Band A Set Meal Band B Set Meal Special

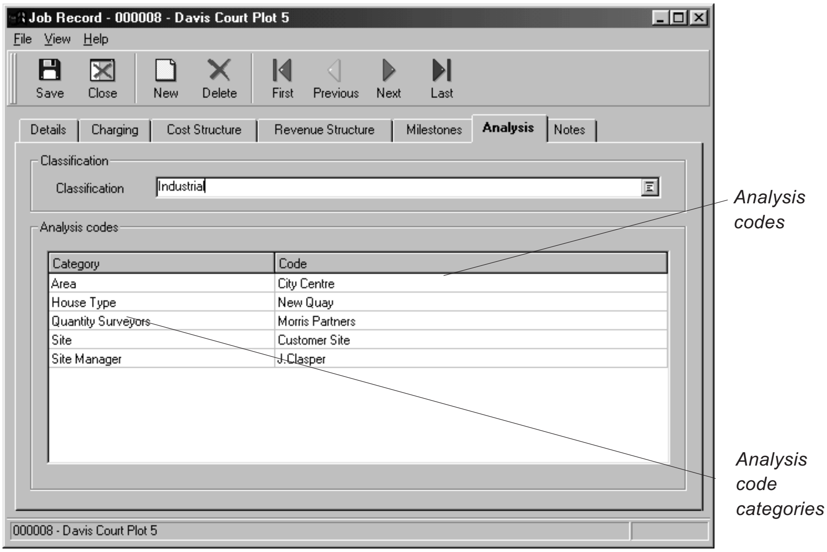
Job lists can be filtered to show, for example, only the jobs where Malcolm Thomas is the chef or all the jobs in Milton Keynes.

A builder could have the following analysis categories and codes

Category	Possible codes to select from
Payment Method	Account Cash
Reference	Insurance Personal Repeat Work Trade Reference Yellow Pages
House Type	Winchester 2 Bedroom Winchester 3 Bedroom Albany 4 Bedroom

Assume that you need access to two specific pieces of information about each job. The first is which jobs are carried out in a specific area, and the second is whether jobs are carried out on a customer's site or on your own premises.

To do this, you need to set up two analysis categories and create a list of allowed values (codes) for each category. For example, your first analysis category may be Area, with codes of City Centre, North, East. Your second analysis category might be Site with codes of Company Site and Customer Site.



When you add a new job, you will see your analysis categories, Area and Site, listed on the Analysis tab of the Job Record window. For each of these, you can select the correct value from the list of codes you defined. For example, a job might have an Area of City Centre and a Site of Company Site. For information about how to assign analysis categories and codes to jobs, see the *Entering or Editing the Analysis Details* section in the *Working With Job Records* chapter.

When you report or enquire on jobs, you will be able to see what codes have been assigned to the analysis categories for each job. You can also set criteria based on category types. For example, you can show all jobs carried out in the North area.

Setting Up Your Job Analysis Categories and Codes

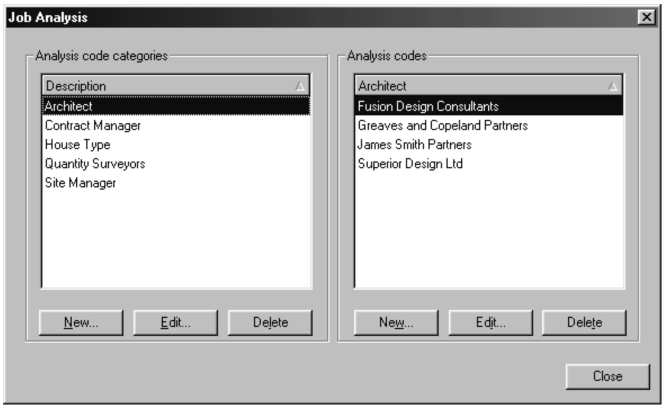
When setting up your job analysis categories and codes, we encourage you to use the Master Analysis Category/Code List in the on-line Help.

You should set up lists of analysis categories and analysis codes before you enter job records.

To set up analysis code categories

1. From the Company Settings stacked toolbar, choose the Job Analysis option.

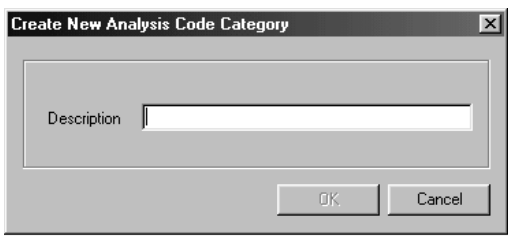
   The Job Analysis window appears.



   From this window you can view, add, edit, and delete analysis code categories and analysis codes.

2. To add a new analysis code category, choose the New button from the area labelled Analysis code categories.

   The Create New Analysis Code Category window appears.



Note: The analysis code category description must be unique.

3. Enter the description of the new analysis code category and then choose the OK button. To exit from the window without saving the changes, choose the Cancel button.

   The new analysis code category is added to the list of categories.

4. To edit an analysis code category, select the analysis code category from the list and choose the Edit button.

   The Edit Existing Analysis Code Category window appears.

   Amend the description as required and choose the OK button.

Note: You cannot delete a category that is used on a job record.

5. To delete an analysis code category, select the analysis code category from the list and choose the Delete button.

   A confirmation message appears.

   Choose the Yes button to delete the analysis category code.

6. To close the Job Analysis window, choose the Close button.

   You are now ready to set up the analysis codes for each category.

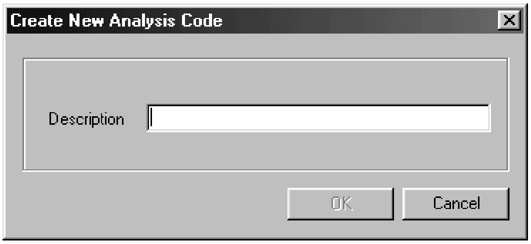
To set up analysis codes

1. From the Job Analysis window, select the analysis code category that you want the new analysis code to apply to.

   The Analysis codes panel updates to display the list of analysis codes that apply to the selected analysis code category.

2. Choose the New button in the Analysis codes panel.

   The Create New Analysis Code window appears.



Note: The analysis code description must be unique.

3. Enter the description of the new analysis code and then choose the OK button. To exit from the window without saving the changes, choose the Cancel button.

   The new analysis code is added to the list of codes.

4. To edit an analysis code, select the category containing the analysis code you want to edit. Select the analysis code you want to edit and choose the Edit button from the Analysis codes panel.

   The Edit Existing Analysis Code window appears.

   Change the description as required and choose the OK button.

Note: You cannot delete a code that is used on a job record.

5. To delete an analysis code, select the category containing the analysis code you want to delete. Select the analysis code from the list and choose the Delete button from the Analysis codes panel.

   A confirmation message appears.

   Choose the Yes button to delete the analysis code.

6. To close the Job Analysis window, choose the Close button.

Working With Job Templates

This section explains job templates and how to use them.

Most businesses work with contracts and jobs that are very similar to each other. For example, in construction the basic activities and progress milestones for erecting houses are virtually the same from house to house.

You can use Sage Job Costing to set up job templates containing default information for a job. You can choose an existing template when creating a new job, basing the job on the template. The template can contain default descriptions, progress milestones, and activities (cost structure).

For example, a catering company could have job templates set up for birthday functions and weddings.

You should give some thought as to where your business can use job templates. Ideally, you should set templates up before creating any jobs.

If your business has a lot of one-off jobs, you can create each new job from scratch. However, if you find that a new job is similar to an existing job, Sage Job Costing allows you to create a new job using the information from an existing job.

To set up a template

1. From the main Sage Job Costing desktop, choose the New toolbar button.

2. Choose the Create Blank Job option.

   The Job Record window appears.

3. Enter the details for your job. For further information see the *Creating Job Records* section in the *Working With Job Records* chapter.

   On the Details tab, set the Status for the job to Template.

4. To save your template, choose the Save button.

   The job you set as a Template will not be available when you make postings and appears only if you select the Job Templates folder from the tree view.

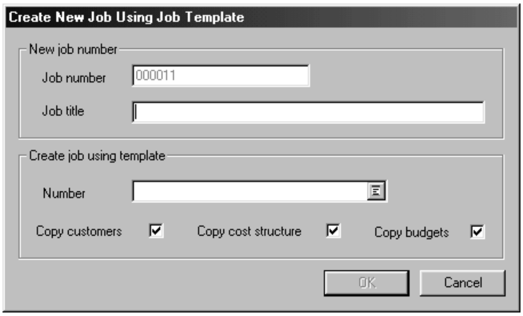
Note: If you make postings to a job, you cannot save that job as a template.

To use a template to create a new job

1. From the main Sage Job Costing desktop, choose the New toolbar button.

2. Choose the Use Job Template option.

   The Create New Job Using Job Template window appears.



3. Enter the following details as required:

Job Number	Displays the next consecutive number if automatic number generation is selected. Enter a number if you are using a manual number system.
Job Title	Enter a title for the job.
Number	Use the drop-down list to select the template you want to use.
Copy Customer	Select this check box to copy the customer accounts specified on the template to the new job.
Copy Cost Structure	Select this check box to copy the cost structure from the template to the new job.
Copy Budgets	Select this check box to copy the budget values from the template to the new job.

4. To save the details you have entered, choose the OK button.

   The Job Record window appears.

   The details from the template are displayed for the new job.

5. Enter or edit the details for your new job on each tab of the Job Record window.

6. To save the job and return to the main Sage Job Costing desktop, choose the Save button.

Working With Employees

This section explains how to track employee time. If you do not track employee time go to the section *Choosing a Billing Method.*

You can use Sage Job Costing to work with employees in three ways:

- By setting up your employees as Sage Job Costing Employees only.
- By importing employee details from your Sage Payroll program.
- By using both Sage Job Costing employees and imported employee details from your Sage Payroll program.

Note: If you have subcontractors and non-Payroll employees, you need to set these up as Sage Job Costing Employees.

The following sections explain the different ways to work with employees.

Working With Sage Job Costing Employees

If you do not have Sage Payroll, you need to set up your employees as Sage Job Costing employees.

Before creating new employees in Sage Job Costing you must set up pay rates to determine the rate of pay for each employee.

When you create a new Job Costing employee, your new employee details are not transferred to any integrated Sage Payroll companies. You can edit or delete your Job Costing employee details from within Sage Job Costing. If you delete a Sage Job Costing employee record, it is permanently lost.

To work with Sage Job Costing employees, you need to:

1. Decide how you want to bill for employee time.
2. Set up pay rates. For details see the section *Setting Up Labour Rates*.
3. Set up your Job Costing employees. For details see *Creating New Employee Records*.

Working With Sage Payroll Employees

If you use Sage Payroll, you can import your employee details into Sage Job Costing. If you decide not to transfer employee details from Sage Payroll, you can create Sage Job Costing employees by repeating the employee information from your Sage Payroll program.

Sage Payroll employees are copied into Sage Job Costing. In Sage Job Costing you can attach charging rates to an existing Sage Payroll employee record. Any other changes to Sage Payroll employee records can only be completed in Sage Payroll. If you delete a Sage Payroll employee from Sage Job Costing, the employee in the Sage Payroll program is not affected.

If you want to work with Sage Payroll employees, you need to:

1. Decide how you want to bill for employee time.

2. Import your Sage Payroll details into Sage Job Costing. For details see the section *Importing Sage Payroll Employees*.

3. Decide if you want to transfer employee timesheet hours back into your Sage Payroll program.

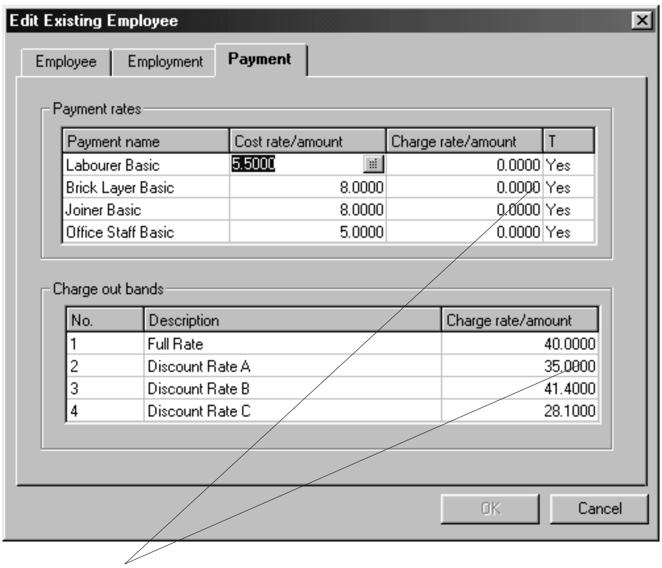
4. If you are billing employee time using the rate of pay or type of customer/job methods, you need to check the charge rates entered for each employee record. For information about the ways you can bill for employee time, see the section *Billing Employee Time*.

Billing Employee Time

Before you set up your Sage Job Costing and/or Sage Payroll employees, you should decide if you need to bill for employee time. If you do decide to bill for employee time, Sage Job Costing offers you four ways to bill time:

- Billing based on the rate of pay

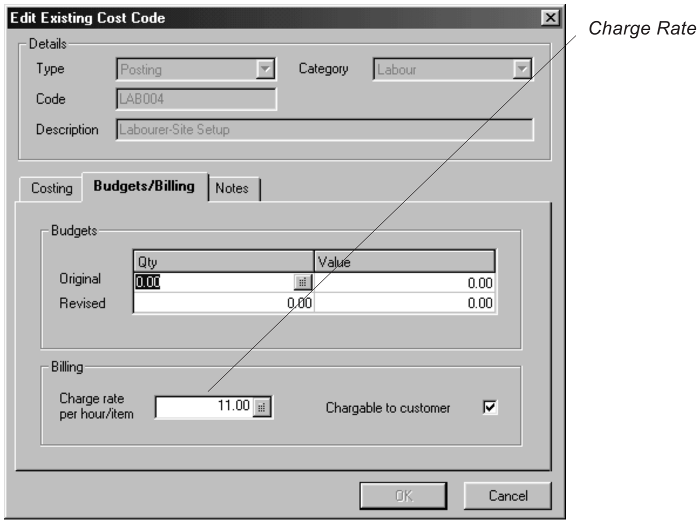
  This is the charge rate entered for the selected payment type. The information is taken from the Employee Record Payment tab.



Charge Rates

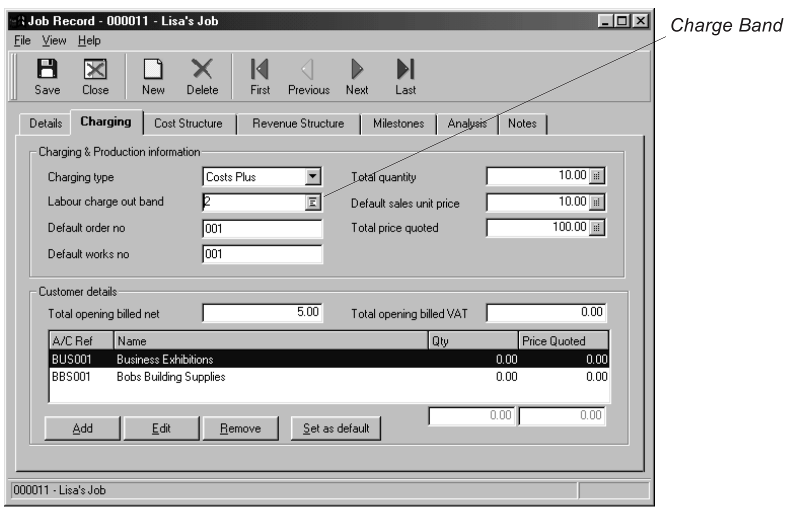
- Billing based on the activity

  This is the Rate per hour/item entered for the selected cost code.



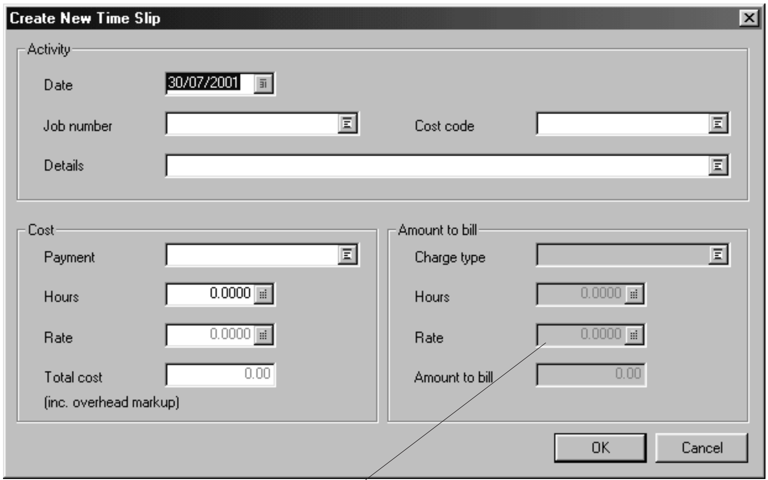
- Billing based on the type of customer or job

  This is the charge out band held on the job record. The rates for each charge out band are held against each employee. If you decide to use this type of billing you need to set up charge out bands, as described in the section *Setting Up Charge Out Bands*.

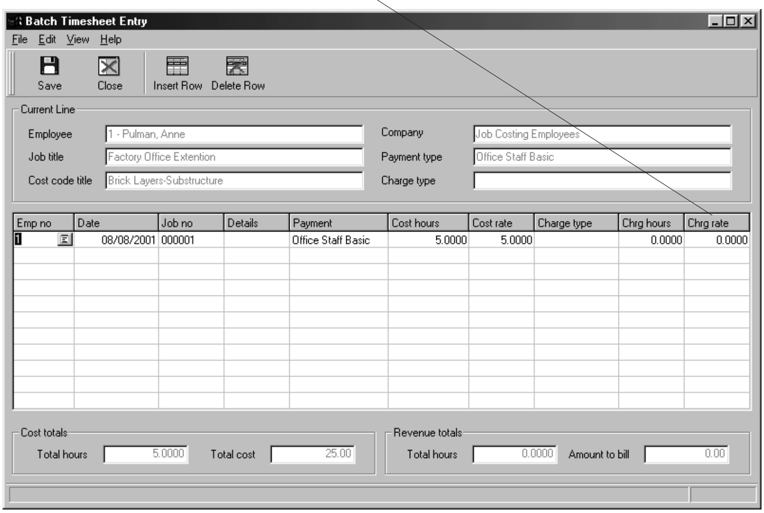


- Billing based on a user defined amount

  You can enter a charge rate of your choice when entering a time slip.



The charge rate is entered here



Setting Up Charge Out Bands

Use the Charge Out Bands tab on the Labour Rates window to set up different charging levels for different types of customer (trade/public) or job (discounted rates for large value jobs).

Charge Out Bands can be assigned to both Sage Job Costing employees and Sage Payroll employees.

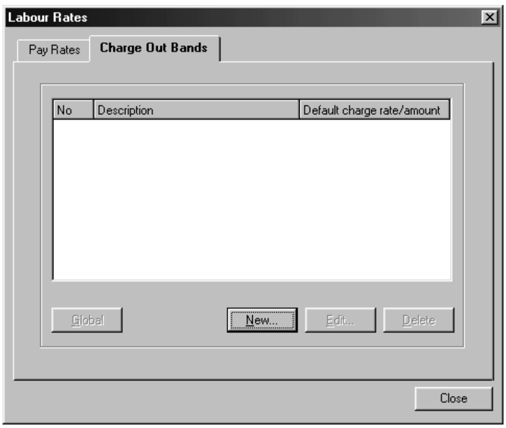
To set up charge out bands

1. From the Company Settings stacked toolbar, choose the Labour Rates option.

   The Labour Rates window appears.

2. Choose the Charge Out Bands tab.

   The Charge Out Bands tab appears.



3. To add a new band, choose the New button.

   The Create New Charge Out Band window appears.

   Enter a description and a default charge rate/amount then choose the OK button.

   When you add a charge out band, it is automatically assigned a number. Numbers are assigned in the order you set up the charge out bands.

   The list on the Charge Out Bands tab shows the charge out bands you have set up.

4. To edit a charge out band, select the band from the list and choose the Edit button.

   The Edit Existing Charge Out Band window appears.

   Edit the description and default charge rate/amount as required, then choose the OK button.

   Note: If you amend a charge out band which is already used on an employee record, you are prompted to update the existing employee's rates. To do this, choose Yes when prompted.

5. To delete a charge out band, select the band from the list and choose the Delete button.

   A confirmation message appears.

   Choose the Yes button to delete the charge out band.

6. If you want to change a charge out band globally, so that you increase or decrease the rate for all employees, choose the Global button. For further information about how to do this, refer to the section *To change the charge out bands globally*.

7. To close the Labour Rates window, choose the Close button.

   When you set up charge out bands, they automatically appear in the Charge Out Bands list on the Employee Record Payment tab.

To change the charge out bands globally

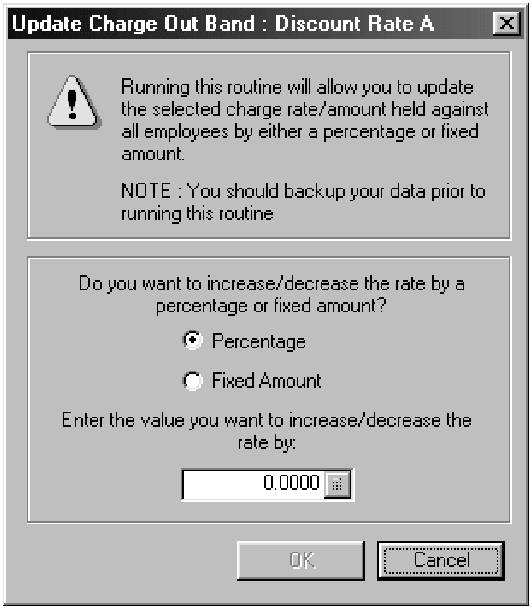
1. From the Company Settings stacked toolbar, choose the Labour Rates option.

   The Labour Rates window appears.

2. Choose the Charge Out Bands tab.

3. Select the Charge Out band that you want to change and then choose the Global button.

   The Update Charge Out Band window appears.



4. Select whether you want to increase/decrease the charge out band by a percentage or by a fixed amount.

5. Enter the percentage or amount you want to increase/decrease the charge out band by in the box provided,

6. To save your changes and to globally update all employees for the selected charge out band, choose the OK button. To exit without saving, choose the Cancel button.

Setting Up Labour Rates

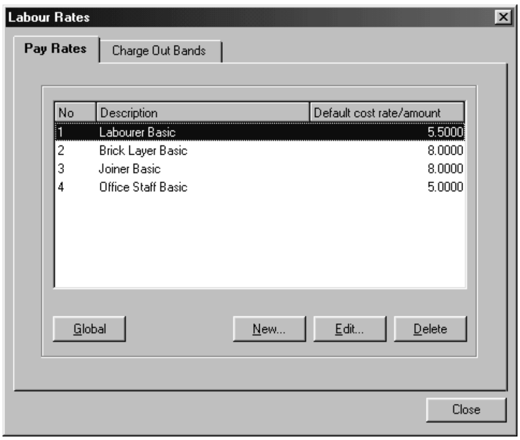
Default labour rates can be defined for employees. These rates are used on employee time sheets to determine the rate of pay for each employee. Use the Pay Rates tab on the Labour Rates window to set up different pay rates for your different employees.

Pay Rates are used specifically for Sage Job Costing employees. They are not transferred to Sage Payroll and so cannot be used for Sage Payroll employees.

To set up pay rates

1. From the Company Settings stacked toolbar, choose the Labour Rates option.

   The Labour Rates window appears.



2. To add a new pay rate, choose the New button.

   The Create New Pay Rate window appears.

   Enter a description and a default cost rate/amount then choose the OK button.

   When you add a pay rate, it is automatically assigned a number. Numbers are assigned in the order in which you set up the pay rates. The list on the Pay Rates tab shows the pay rates you have set up.

3. To edit an existing pay rate, select the rate from the list and choose the Edit button.

   The Edit Existing Pay Rate window appears.

   Change the description or default cost rate/amount as required, then choose the OK button.

   Note: If you amend a pay rate band which is already used on an employee record, you are prompted to update the existing employee's rates. To do this, choose Yes when prompted.

Note: You cannot delete a pay rate that is allocated to a job record.

4. To delete a pay rate, select the rate from the list and choose the Delete button.

   A confirmation message appears.

   Choose the Yes button to delete the pay rate.

5. If you want to change a pay rate globally, so that you increase or decrease the rate for all employees, choose the Global button. For further information about how to do this, refer to the section *To change the pay rates globally*.

6. To close the Labour Rates window, choose the Close button.

   When you set up pay rates, they automatically appear in the Payment Rates list on the Employee Record Payment tab.

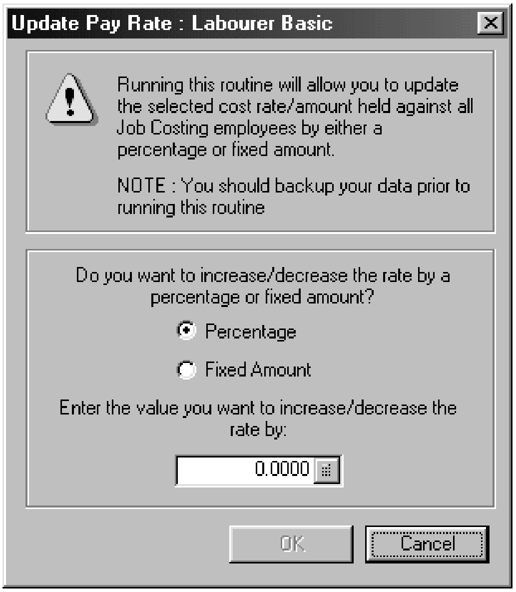
To change the pay rates globally

1. From the Company Settings stacked toolbar, choose the Labour Rates option.

   The Labour Rates window appears.

2. Select the pay rate that you want to change and then choose the Global button.

   The Update Pay Rate window appears.



3. Select whether you want to increase/decrease the pay rate by a percentage or by a fixed amount.

5. Enter the percentage or amount you want to increase/decrease the pay rate by in the box provided,

6. To save your changes and to globally update all employees for the selected pay rate, choose the OK button. To exit without saving, choose the Cancel button.

Note: If you have Sage Payroll employees see *Importing Sage Payroll Employees.*

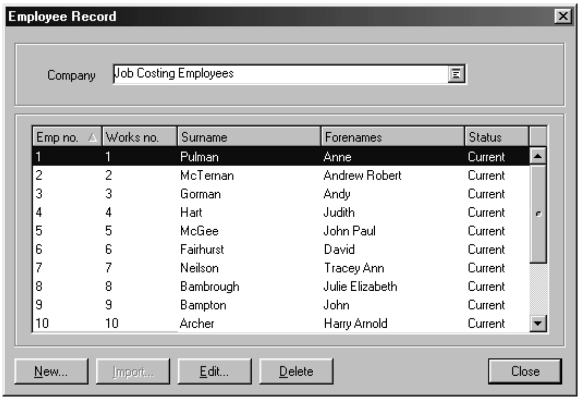
Creating New Employee Records

Before you create any Job Costing employees you should set up pay rates. For information see the *Setting Up Labour Rates* section of this chapter.

To set up a new Sage Job Costing employee

1. From the Labour stacked toolbar, choose the Employee Record option.

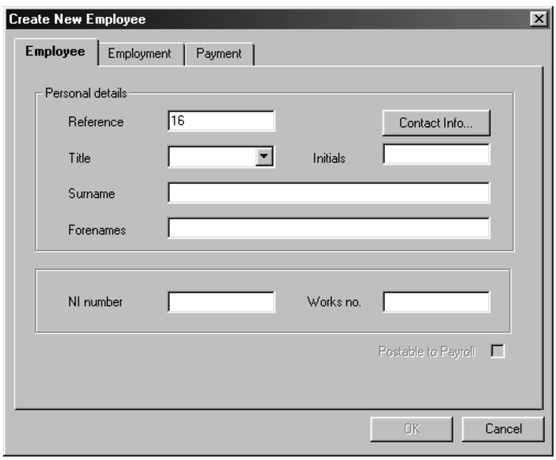
   The Employee Record window appears.



2. Select Job Costing Employees from the Company drop-down list.

3. To create a new employee in Sage Job Costing, choose the New button.

   The Create New Employee window appears.



4. You can enter or view the following details:

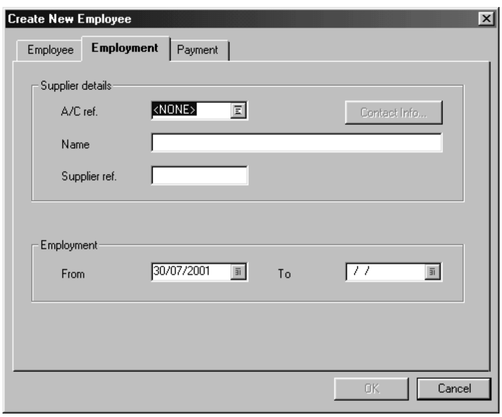
Reference	Displays the unique reference automatically generated for the new employee.
Title	Enter the title of the employee or select the required title from the drop-down list.
Surname	Enter the employee’s surname.
Forenames	Enter the employee’s name(s).
Initials	Enter the employee’s forename initials only. For example, enter J for John Smith.
NI number	Enter the employee’s National Insurance number.
Works no.	Enter the employee’s works number. The works number is an optional number that can represent a clocking in number or a building/works/plant number. This information is not unique to the employee, but will be unique to the building or plant.
Postable to Payroll	This check box is unavailable when you create Sage Job Costing employees.

5. You can use the Contact Info button to enter details of a contact for your employee, then choose the OK button.

   The Create New Employee window reappears.

6. Choose the Employment tab.

   The Employment tab appears.



7. If you have contract or other agency staff, you can enter the following details for the supplier (agency) providing the staff:

A/C ref.	Enter the supplier account reference or use the Finder button to select an account reference from the pop-up list. You can create a new supplier by choosing the New button from the pop-up list.
Name	Displays the name of the account selected in the A/C ref. box.
Supplier ref.	Enter a unique supplier reference. This reference identifies the supplier and will be assigned to this employee. This supplier reference number appears on timesheet entries and on reports.

8. If necessary, enter the following details:

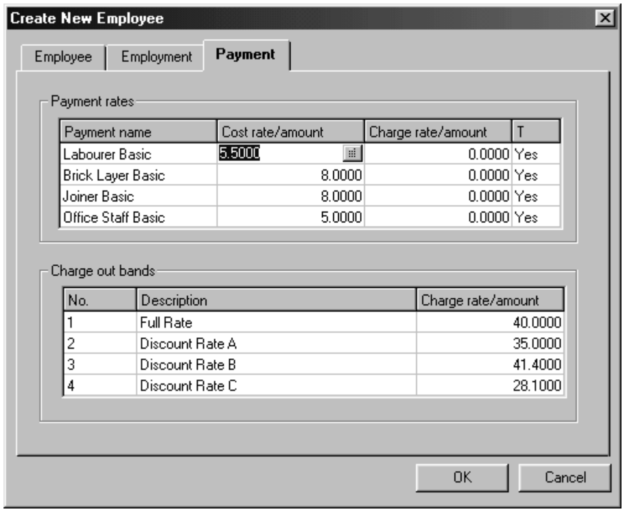
From	Enter the date when the employee first started working for the company. Use the date format dd/mm/yy or dd/mm/yyyy.
To	Enter the date when the employee ceased employment for the company. Once a date is entered here, the employee status is automatically changed to Leaver.

9. Use the Contact Info button to enter any contact information about who supplied the employee and choose the OK button.

   The Create New Employee window reappears.

10. Choose the Payment tab.

    The Payment tab appears.



11. In the Payment Rates section, you can view, enter or edit the following details:

Payment name	Displays the payment rate name. This name is retrieved automatically based on the pay rates you have set up. For more information about setting up pay rates see the *Setting Up Labour Rates* section of this chapter.
Cost rate/amount	Enter the rate/amount that the selected employee will be costed at. This box shows the pay rate specified when you created the employee.
Charge rate/amount	If you are billing time based on the rate of pay, enter the rate/charge that the selected employee will be charged out at for the entered pay rate.
T	Select Yes to specify that the payment will appear when entering timesheet entries. Select No to prevent the payment appearing when entering timesheets.

12. If you are billing time based on the type of customer or job, you can view, enter or edit the following details in the Charge Out Bands section:

No.	Displays the sequential number the charge out rate was allocated when the charge out rate was entered.
Description	Displays the charge out rate description defined when the rate was set up.
Charge rate/amount	Enter the rate/amount that the selected employee will be charged out at for this charge out band. This box shows the charge out rate specified when you created the employee.

13. To save the details for your new employee, choose the OK button. To return to the Employee Record window without saving the changes, choose the Cancel button.

    The new employee is added to the list of employees.

14. To edit employee details, select the employee from the list and choose the Edit button.

    The Edit Existing Employee window appears.

    Amend the employee details as required and choose the OK button.

15. To delete an employee record, select the employee from the list and choose the Delete button.

    A confirmation message appears.

    Choose the Yes button to delete the employee record.

16. To close the Employee Record window, choose the Close button.

Note: You cannot delete an employee that has current or existing time sheet entries in Sage Job Costing.

Importing Sage Payroll Employees

You can import Sage Payroll employees into the Sage Job Costing program. Once imported, employee records are synchronised so that any changes made in Sage Payroll automatically appear in Sage Job Costing.

From within Sage Job Costing, you can only edit the charging rates for Sage Payroll employees. If you delete a Sage Payroll employee from Sage Job Costing, the employee in the Sage Payroll program is not affected.

To import an employee from Sage Payroll

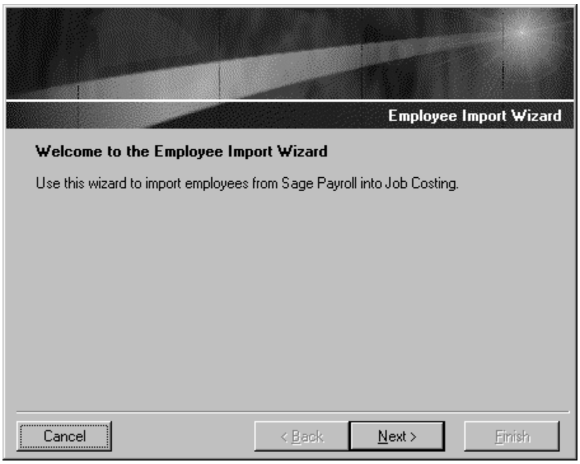
1. From the Labour stacked toolbar, choose the Employee Record option.

   The Employee Record window appears.

2. From the Company box, select a Sage Payroll company.

3. Choose the Import button.

   The Employee Import wizard appears.



4. Follow the on-screen instructions given in the Employee Import wizard.

   The imported employees are added to the list of employees.

To view and edit details for Sage Payroll employees

1. From the Labour stacked toolbar, choose the Employee Record option.

   The Employee Record window appears.

2. Select a Sage Payroll company from the Company drop-down list.

3. To view details about a Sage Payroll employee, choose the Edit button.

   The Edit Existing Employee window appears.

4. If you decide to transfer employee timesheet hours back into your Payroll program, select the Postable to Payroll check box on the Employee tab. This sets up a link between your employee payroll details in Sage Job Costing and your Sage Payroll program.

5. You can use the Contact Info button to view details of a contact for your employee, then choose the OK button.

   The Edit Existing Employee window reappears.

6. To edit your employee's payment details, choose the Payment tab.

   Note: Any changes you make here will not affect your Sage Payroll program.

7. In the Payment Rates section, you can view the following details:

Payment name	Displays the payment rate name. This name is retrieved automatically based on the pay rates you have set up. For more information about setting up pay rates see the *Setting Up Labour Rates* section of this chapter.
Cost rate/amount	Displays the rate/amount that the selected employee will be costed at.

   If required you can edit the following details:

Charge rate/amount	If you are billing time based on the rate of pay, enter the rate/charge that the selected employee will be charged out at for the entered pay rate.
T	Select Yes to specify that the payment will appear when entering timesheet entries. Select No to prevent the payment appearing when entering timesheets.

8. If you are billing time based on the type of customer or job, you can view the following details in the Charge Out Bands section:

No.	Displays the sequential number the charge out rate was allocated when the charge out rate was entered.
Description	Displays the charge out rate description defined when the payment rate was set up.

If required you can edit the following box:

Charge rate/amount	Enter the rate/amount that the selected employee will be charged out at for this charge out band. This box shows the charge out rate specified when you created the employee. If you change the charge out rate in the Labour Rates window, you must also update this amount.

9. To save your changes, choose the OK button. To return to the Employee Record window without saving the changes, choose the Cancel button.

10. To close the Employee Record window, choose the Close button.

Choosing a Billing Method

This section explains how to bill your customers using Sage Job Costing. If you are not going to use Sage Job Costing to calculate and produce invoices, we suggest that you set the billing method for these jobs to “Non-productive”.

The billing method determines the manner in which the amount to bill is calculated and how you bill a job using the Job Billing option. There are four billing methods available for a job. You need to choose the appropriate billing method for each job. Each job can have a different billing method.

The four methods available are:

- Non-productive
- Time and Materials
- Costs Plus
- Fixed Price

Regardless of the billing method, you can also choose to bill stock and service items from Sage Line 50.

The Non-productive Billing Method

This method should be applied to in-house jobs or any other jobs that do not involve billing a customer.

When this method is used, no billing can be performed on the job and the program will not make any billing value calculations.

The Time and Materials Billing Method

Use this method to specify the amount to bill against each cost when it is posted. When you bill the job, you can choose which items are to be billed and change the amount to bill for each item.

For time and materials jobs, you can print an invoice backing-sheet which lists all of the billed items and the amount to bill for each item.

The Costs Plus Billing Method

This method is similar to the time and materials billing method but also allows you to specify a revenue mark-up percentage. This percentage is used to uplift the costs when billing the job.

The Fixed Price Billing Method

Use this method to bill a job based on a fixed price. When costs are entered, no billing values are automatically calculated.

When you bill the job you can choose to bill some or all of the total quoted price. You do not need to individually select which costs you want to bill on each invoice.

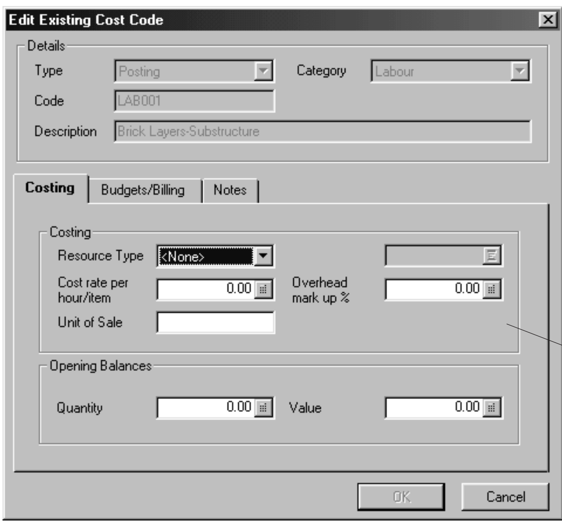
Calculating and Allocating Overheads

The true cost of a job consists of direct costs and overheads and a portion of indirect overheads. Direct costs and overheads can be directly associated with a job, such as material, labour and sub contractors, whereas indirect overheads are difficult to allocate to specific jobs. To get the true cost of a job it is essential you apportion your indirect overhead costs into your job costs.

There is no standard way of calculating and spreading the cost of your overheads into your job costs. It depends on how accurate a cost and revenue picture you want, as well as the type, size and activities of your business. At the moment, you will probably build the cost of your overheads into your job costs. The next few sections will explain some of the different ways it can be done. If you do not account for overheads or are not sure how to, speak to your Accountant for advice.

Setting Up Overhead Rates in Sage Job Costing

Sage Job Costing allows you to automatically calculate and allocate indirect overheads when posting cost transactions. You can specify the overhead mark up percentage for each cost code on each job. When a cost is posted using this cost code, the program will calculate the overhead value and post this additional cost to the job.



Enter your overhead mark up percentage here

To set up your overhead mark up in Sage Job Costing, see the *Setting Up Your Cost Codes* section earlier in this chapter.

Reporting and Analysis

Once you have decided on your overhead rates, it is important that they are reviewed regularly. Any increase or decrease in trading costs will have a substantial effect on the profitability of a job, and whether all your overhead costs are recovered or not.

Reports and enquiries include the calculated overhead mark-up value so that they show realistic cost and profit figures. Sage Job Costing allows you to choose whether you want to include the overhead mark-up value in cost and profitability calculations.

By default Sage Job Costing includes the overhead mark up figures in all cost and profitability calculations. If you do not want to include these figures, from the Settings menu choose the Company Preferences option, then choose the Settings tab and clear the Include Overhead mark up in cost and profitability calculations check box.

Budgeting

This section explains the budgeting features available in Sage Job Costing. This should help you to decide whether or not you will use budgeting.

Why should you use Budgets?

Budget analysis will help your business improve productivity and identify cost overspend. Budgeting will also help you with future estimating and budgeting.

All businesses use some level of budgeting. Typically the type, size and activities of your business dictate your budgeting requirements.

In business, there are several levels of budgets, which can be inter-linked:

- Main or Master Budgets

  You can set budgets for each item of the profit and loss/balance sheet, such as assets, profit, purchasing and overhead budgets. These would be typically set against each nominal code in Sage Line 50.

- Functional Budgets

  These are normally set by larger businesses for departmental budgets.

- Cost Area/Centre Budgets

  Again these are normally used by larger businesses. They may relate to a particular factory, sales activity or service.

- Contract/Job Budgets

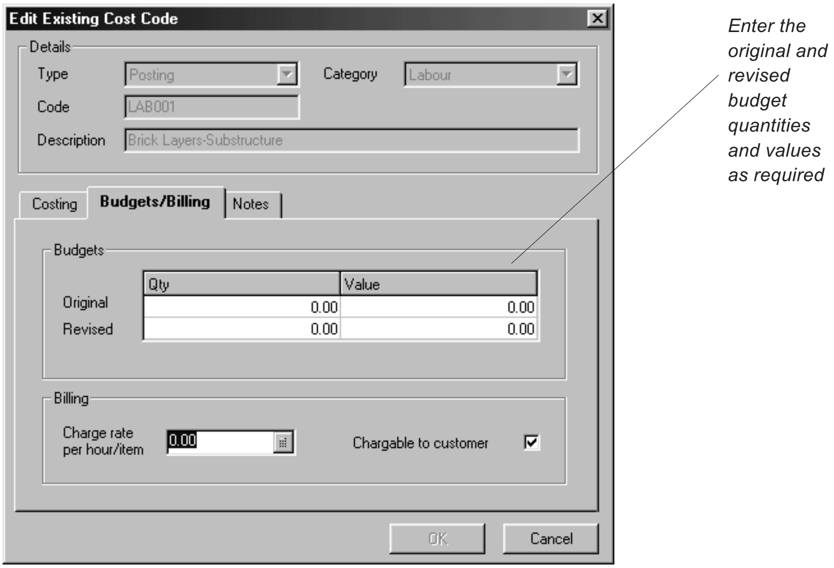
  Contract/Job budgets are normally made up from the original (cost) estimates for the job, with amended values to reflect the true quantities and costs rather than the quoted ones. Budgets are normally set for each cost activity.

  Sage Job Costing deals with contract/job budgets.

How does Sage Job Costing deal with Budgets?

Job Costing allows you to set up as simple or as detailed budgets as you want.

Budgets can be entered against each cost code for the job or you can choose to enter budgets for a group of codes. For information about entering budgets for cost codes see the section *Setting Up Your Cost and Revenue Codes* earlier in this chapter.



Job Costing allows you to enter budgets for quantities as well as total costs.

You may find it difficult to draw up an exact budget, especially if you have no experience of the particular task, or you are trying to budget for a job that is subject to changes. Using Sage Job Costing, you can enter revised budgets to keep track of changes to the original estimates. Any budget analysis produced will automatically use the revised budget rather than the original.

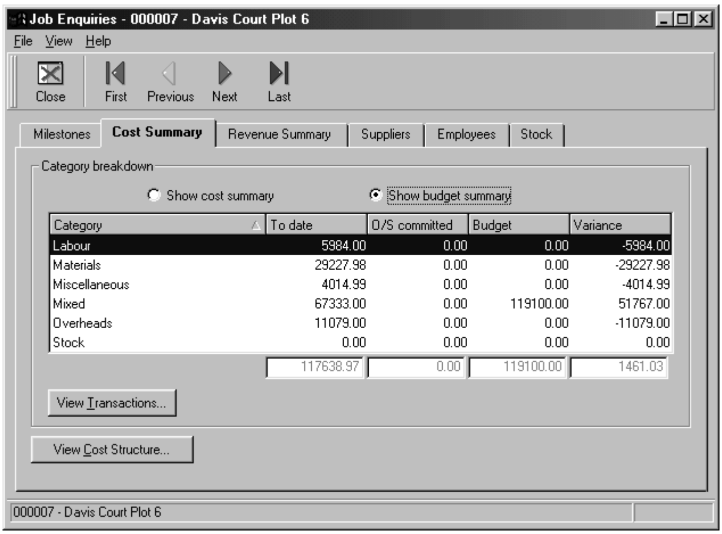
Note: Sometimes it is impractical to set budgets against every task or item on a job, particularly if you do not know exactly how long the job will run, the exact quantity or the cost for an item. In this case, set a group budget for a group of costs. It may only be practical to focus on certain budgets at a detailed level.

What Sort of Budget Analysis does Sage Job Costing Provide?

The level of budget control and the type of analysis you require will have a significant impact on the way you set up your Sage Job Costing program. Here are some examples of the types of budget analysis that can be obtained from Sage Job Costing:

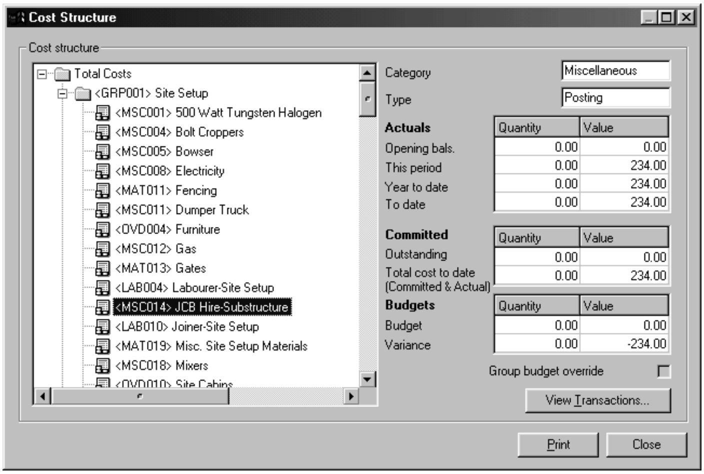
- Budget Analysis by Cost Category

  The Cost Summary tab within Job Enquiries displays budgets compared with actual costs and outstanding committed costs analysed by cost category, such as labour, materials, and overheads. You can also run the Cost Summary by Cost Area Breakdown report from the Reports window.



- Budget Analysis by Cost Code

  The View Cost Structure window within Job Enquiries shows you budgets compared with actual costs and outstanding committed costs, analysed by cost code (the activities on the job). You can also run the Cost Summary by Cost Code report from the Reports window.



To get further analysis you can run the reports with the following filters:

- Budget Analysis by Classification

  You can get analysis by classification so you can see budgets against actual costs for groups/similar type jobs by filtering the main job list to display only jobs for a particular classification.

- Budget Analysis by Analysis Code

  You can get useful budget analysis by running budget reports filtered by analysis code. You must take into account the budget analysis you require when setting up analysis types.

Here are some examples of the types of budget analysis you can get using analysis codes:

- Budget Analysis by Project Manager or Sales Rep
- Budget Analysis by Sales Outlet or Production Unit
- Budget Analysis by Product or Service
- Budget Analysis by Region/Sales Area

Converting Your Existing Job Costing System

If you already use a manual job costing system, or an existing job costing program, this section explains how to convert your data

To obtain correct information from your Sage Job Costing program, you must first bring it up to date with your existing job costing system. This is true whether you are currently using a manual system or a different computerised job costing system.

After you have completed the start up procedures outlined in this chapter and you have added all your active jobs as described in the *Working With Job Records* chapter, complete the following steps to enter the job-to-date cost and billing information. This will ensure a smooth transition to Sage Job Costing.

To convert your existing job costing system

- From your existing system, prepare a list of job-to-date cost information, quantities used, and values detailed by cost code. If you are changing the format of your cost codes from your previous system, indicate the new cost codes to be used for each entry.

  Note: You should use the information from your last closed accounting period.

- Enter the cost opening balances against each cost code on the Structure window of each job. See the section *Using Costing Structures* in the *Working With Job Records* chapter for details of this procedure.

- Enter the billed opening balances against each customer on the Edit Existing Job Customer Record window (from the Charging tab of the Job Record) for each job. See the section *Entering or Editing Finance Details* in the *Working With Job Records* chapter for details of this procedure. You need to enter the billed net and billed VAT values for the customer.

Once you complete these conversion steps, the details in your Sage Job Costing program will be in line with your existing system and you will be ready to begin routine job processing activities.

5

Working With Job Records

In this chapter

The Job Record holds the core information that is used by the rest of the Sage Job Costing program.The Job Record window displays all of the necessary information you need to define a job. The job information breaks down into six main areas, represented by the seven tabs.

- The Details tab holds the basic information about the job.
- The Charging tab shows customer details and billing information. The customers you select must exist in your Sage Line 50 program. If the customer does not yet exist in Sage Line 50, you can create a new customer in Sage Job Costing and it is automatically transferred to Sage Line 50.
- The Cost Structure and Revenue Structure tabs are used to set up the cost and revenue structures for the job and to set the level of analysis of costs per job required.
- The Milestones tab is used for monitoring the activity of the job.
- The Analysis tab holds analysis codes used to perform enquiries and reporting.
- The Notes tab holds any brief notes you want to store with the job record.

Remember…

You can use the following toolbar options and shortcut keys when working with job records:

Save	Saves the details you have entered.
Close	Exits from the Job Record window.
New	Creates a new job. Select the method you want to use to create the new job. You can create a new blank job, copy an existing job or use a job template.
Delete	Deletes a job with a status of “Complete-Delete” or “Template”.
First	Displays the first job record in your selection.
Previous	Displays the previous job record in your selection. If you are viewing the first job in the selection, this option will loop back to display the last job record.
Next	Displays the next job in your selection. If you are viewing the last job record in your selection, this option will loop back to display the first job record in your selection.
Last	Displays the last job record in your selection.
Finder button	Displays a pop-up list of job records or customer account references for you to select the one you require.

Creating Job Records

You can create job records in three ways:

1. Create a blank job record and then enter all the details from scratch.

2. Make a copy of an existing job and use that as the basis of the new job.

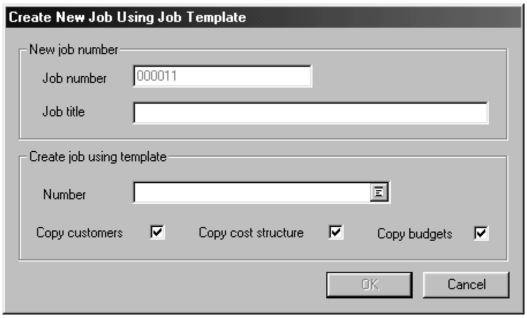
3. Set up template jobs for those jobs you do often and use the details from the template as the basis for a new job. For information about creating and using job templates see the *Working With Job Templates* section of the *Setting Up Your Sage Job Costing Program* chapter.

To create a new job record

1. Choose the New button on the main desktop toolbar.

   A pop-up menu appears giving you a choice of three ways you can create a new job record.

2. You can either:
   - Select Create Blank Job to create a new job record from scratch.
   - Select Copy Existing Job to use an existing job record as the basis of a new job record. The Create Job Record Using an Existing Job window appears.
   - Select Use Job Template to use an existing template. The Create Job Record Using Job Template window appears.



3. If you select the Copy Existing Job or Use Job Template options, enter the following details:

Job Number	If you selected the Generate Automatic Job Numbers check box on the Settings tab of the Company Preferences window, the next available number is automatically inserted for you. If you cleared the Generate Automatic Job Numbers check box, you need to enter a unique job number for your new job.
Job Title	Enter a title for the job.
Number	Enter the job number of the job template or the job you want to copy. You can use the Finder button to help you locate the job you want to copy.
Copy Customers	Select this check box to copy the customers associated with the template/existing job to your new job.
Copy cost structure	Select this check box to copy the cost and revenue structures from the other job.
Copy budgets	Select this check box to copy any budget values from the other job.

4. To save the details and create a new job, choose the OK button. To close this window without creating a new job, choose the Cancel button.

   The Job Record window appears.

5. Enter the required details on each of the tabs of the Job Record window. For further details about the information you can enter, see the relevant procedures in this chapter.

To delete a job record

Note: You can only delete a job if its status is set to Complete - Delete or Template.

1. From the job list on the main Sage Job Costing desktop, select the job record you want to delete.

2. Choose the Delete button from the main Sage Job Costing toolbar.

   A confirmation message appears.

3. Choose Yes to confirm that you want to delete the job record.

Once you confirm the deletion, the job will be permanently deleted. You will not be able to recover deleted job records.

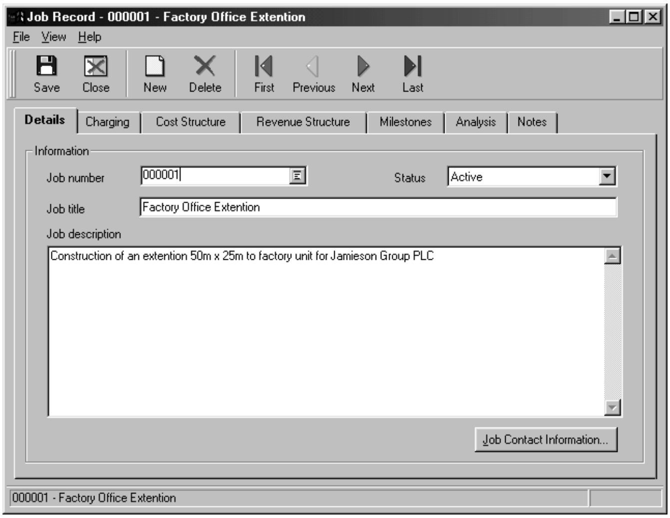
Entering or Editing Job Details

Use the Job Record Details tab to enter basic information about the job.

To enter or edit your job record details

1. From the Job Details stacked toolbar, choose the Job Record option.

   The Job Record window appears.



Note: You can also create new job records from within the Job Record window. To do this, select the New option from the Job Record toolbar, then select either Create Blank Job, Copy Existing Job or Use Job Template as described in the section *To create a new job record.*

2. If the job record displayed is not the one you want to edit, you can select another job record in one of the following ways:

   - Choose the Finder button located next to the Job number box. The job record list appears. Select a record from the list then choose the OK button to view the job record.
   - Type the job record number into the Job number box and then move the cursor into a different box. The job record will appear if it exists in

your Sage Job Costing program. If the job record does not exist, a message appears.

- If you selected a number of job records from the main job list, you can use the Next, Previous, Last and First toolbar buttons to work through your selection.

3. Enter or edit the following details as required:

Job Number	Enter a number for your job. **Note:** Numeric job numbers are entered automatically for you if you select the Generate Automatic Job Numbers check box on the Settings tab of the Company Preferences window.
Status	Select a job status from the drop-down list. The allowed statuses are: **Active:** you can make any cost/revenue entries and the job cannot be deleted. **Complete - Postings:** the job is complete but you can still make cost/revenue postings. You cannot delete the job. **Complete - No Postings:** the job is complete and you cannot make cost/revenue postings. You cannot delete the job. **Complete - Delete:** the job is complete and you cannot make cost/revenue postings. You can delete the job by using the Delete option. **Template:** the job will be used as a job template, upon which other jobs can be based.
Job Title	Enter a title for the job.
Description	Enter a description of the job.

Note: You cannot change the status of a job record to Template once you have posted cost transactions to it.

4. To enter or edit contact information for the job, choose the Job Contact Information button.

   The Contact Information window appears.

   Add or edit the job contact information as required and choose the OK button.

   The Job Record window reappears.

Entering or Editing Charging Details

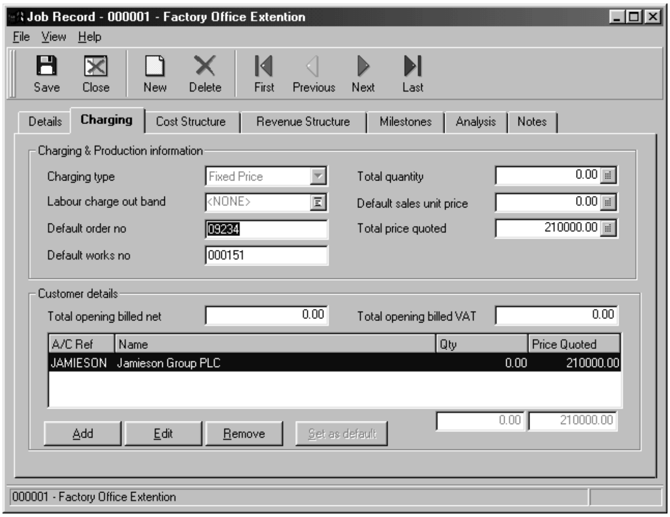
You must select a customer for the job before the job can be billed. Customer details are taken from your Sage Line 50 accounts program.

(Sage Job Costing Professional users only) You can attach as many customers as you need to each job.

To enter or edit your charging details

1. From the Job Record window, choose the Charging tab.

   The Charging tab appears.



Note: The charging type you select here determines how the job will be billed to the customer.

2. Select the jobs charging type from the Charging type drop-down list. The following types are available:

Time & Materials	Bills the customer for the labour (plus any overhead mark up percentage) defined in the jobs timesheets and for the materials (plus charge out values) used in the job.
Fixed Price	Bills the customer the price quoted in the Customer window, regardless of the time and materials spent on the job.
Costs Plus	Bills the customer using the cost plus any overhead percentage. When you create an invoice in the

	Billing option, you can enter the mark-up percentage increase to be added to the entire bill.
Non-productive	Use this type for work you are not charging for, such as warranty, maintenance or internal jobs. There is no billing allowed on a non-productive job.

Once a cost has been entered against the job, you can no longer edit the Charging Type.

3. If you decided to bill for time and have selected a Charging Type of Costs Plus or Time and Materials, you can select a Labour charge out band. Use charge out bands if you are billing labour time based on customer job type.

   If you enter a labour charge out band here, this is used as the default charge out band on all timesheets entered for this job.

   For information about charge out bands see the *Billing Employee Time* section in the *Setting Up Your Sage Job Costing Program* chapter.

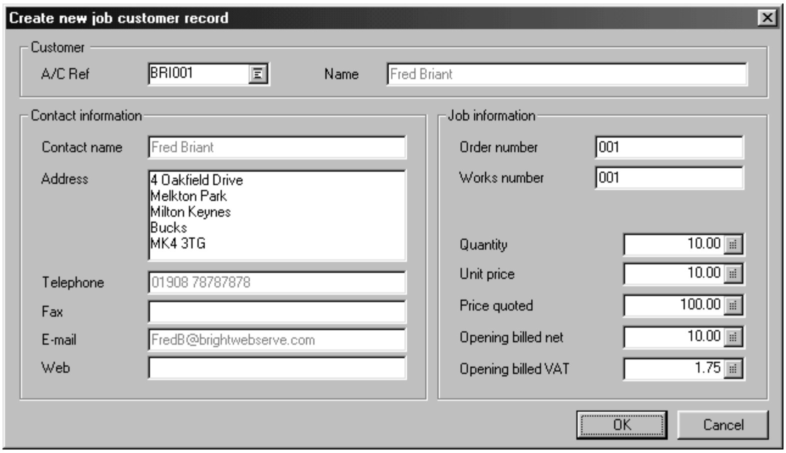
   Use the Finder button and select the required charge out band from the pop-up list. You can accept the default `<NONE>' if you do not want to use the charge out bands feature.

4. If required, you can enter or edit the following additional information:

Default Order Number	Enter or edit an order number for the job. There are no restrictions on what you can enter in this box. It is used when adding a new customer to the job.
Default Works Number	Enter or edit a works number for the job. There are no restrictions on what you can enter in this box. It is used for billing and reporting purposes. It is used when adding a new customer to the job.
Total Qty	Enter the total quantity to be produced for this job. This is used for billing and reporting purposes. It is used when adding a new customer to the job.
Default Sales Unit Price	Enter the unit price here. It is used when adding a new customer to the job.
Total Price Quoted	Enter the price you have quoted for the whole job.

5. To add a customer to the selected job, choose the Add button.

The Create New Job Customer Record window appears.



6. To select a customer from your Sage Line 50 accounts program, enter their reference in the Customer Ref box.

   If you do not know the customer's reference, choose the Finder button and select from the pop-up list of Sage Line 50 customers.

   If you want to create a new customer who does not already exist in your Sage Line 50 program, choose the Finder button from within the Customer Ref box and then choose New. You can now enter the customer details.

   The customer name and contact details appear in the Create new job customer record window.

7. If required, you can enter or edit the following job information:

   Order Number — Enter or edit an order number for the job. There are no restrictions on what you enter in this box. The order number will default to the 'Default Order Number' entered on the charging tab for this job. This is used for billing and reporting purposes.

   Works Number — Enter or edit a works number for the job. There are no restrictions on what you enter in this box. The works number will default to the 'Default Works Number' entered on the charging tab for this job. This is used for billing and reporting purposes.

Bill Method (Fixed Price Jobs Only)	Select which billing method you wish to use to bill the customer. You can bill using the Price Quoted or use the Quantity and Unit Price entered on this screen.
Quantity	Enter the total quantity to be produced for this customer on this job. If the charging type is Fixed Price and the Bill Method is set to Quantity/Unit Price then this is used by the Job Billing option as the quantity to bill the customer.
Unit Price	Enter the sales unit price here. The sales unit price will default to the 'Default Unit Price' entered on the charging tab for this job. If the charging type is Fixed Price and the Bill Method is set to Quantity/Unit Price then this is used by the Job Billing option as the sales unit price to bill the customer.
Price Quoted	Enter the total price quoted here. If the charging type is Fixed Price and the Bill Method is set to Price Quoted then this is used by the Job Billing option as the price to bill the customer.

8. If you have created a job where some costs have already been billed, for example if the job was already in existence before you started to use Sage Job Costing, enter the billed opening balance figures. You can enter the following values:

Opening Billed Net	Displays the amount already billed to the customer. Use this when a job is already started and some costs were billed before you created the job record in Sage Job Costing. This can be a positive or negative value. If you are entering a new job and all of its costs are being billed through Sage Job Costing, this figure should be zero. The figure entered here affects the Total Revenue and Profit figures.
Opening Billed VAT	Displays the VAT amount already billed to the customer. Use this when a job is already started and some costs were billed before you created the job record in Sage Job Costing. This can be a positive or negative value.

If you are entering a new job and all of its costs are being billed through Sage Job Costing, this figure should be zero.

9. To save your new job customer record, choose the OK button. To exit without saving, choose the Cancel button.

10. If you want to save your changes, choose the Save button from the Job Record toolbar.

    You can now continue to enter information on the other tabs of the Job Record window, or you can close the window and add additional information at a later date.

    For further information, see the following sections.

11. If you want to close the Job Record window, choose the Close button from the Job Record toolbar.

    To abandon any changes made since your last save, choose the Close button from the Job Record toolbar and choose the No button when you are prompted to save your changes.

Using Costing and Revenue Structures

It is important that you set up a costing structure for a job. Using a costing structure, you can:

- Define the level of cost analysis required for each job
- Charge costs and allocate budgets to specific parts of a job
- Split a job into its individual tasks and then apply costs to these tasks
- Analyse the cost transactions for individual tasks or for entire jobs.

To create a costing structure you use group and posting cost codes. To find out how to set up and organise your cost and revenue codes, see the section *Defining Cost and Revenue Codes* in the *Setting Up Your Sage Job Costing Program* chapter.

For further examples showing job records with costing structures see the demonstration data provided with your program.

Creating the Costing Structure

The following procedure describes how to set up a costing structure from scratch. Creating a blank job will create a costing structure with only one default level - Costs. Copying an existing job or template will copy an existing costing structure.

After you create a costing structure, you can modify it by adding additional cost codes. You can also remove codes from the structure and move codes from one part of the structure to another.

You cannot remove all cost codes. You can only delete a code from the Costing Structure if the following rules are followed.

- You cannot delete a code that has transactions posted to it.
- You cannot delete a Group type code if its associated Posting codes have transactions posted to them.

- Removing a Group code will remove all of its associated codes.
- The default code of Costs cannot be deleted.

You cannot move all cost codes. You can only move a code within the Costing structure if the following rules are obeyed.

- You cannot move a Posting or Group type code to a Posting type code, it must be another Group type code.

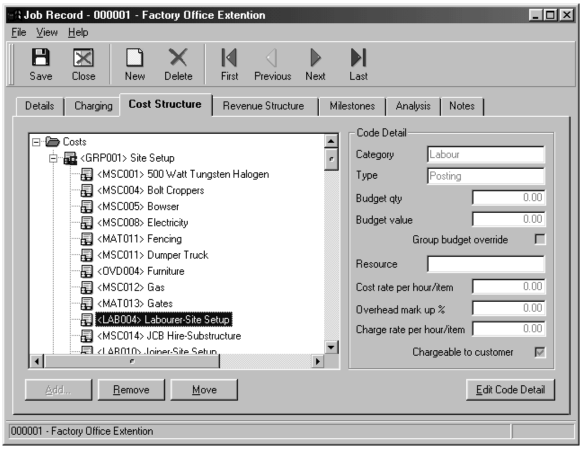
To add a cost code to a costing structure

1. From the Job Details stacked toolbar, choose the Job Record option.

   The Job Record window appears.

2. Choose the Cost Structure tab.

   The Cost Structure tab appears.



   Note: You can only add a new cost code to an existing Group type code. The Add button will only be enabled if the selected cost code is a Group type code. To find out if the new cost code can be added to the structure, select the branch that you want to add the new code to. The Type text box updates to show if it is a Group or Posting type.

Note: A cost code is unique and so can only appear once in this particular cost structure.

3. Select an existing branch of the costing structure that you want to add a new cost code to.

4. Choose the Add button.

   The Add a Cost Code window appears, listing all of the unused cost codes.

5. If the code you want to add does not exist, use the New button to enter your cost code details. For further information about creating cost codes see the section *Setting Up Your Cost and Revenue Codes* in the *Setting Up Your Sage Job Costing Program* chapter.

6. Select a code from the list and choose the OK button. You can select multiple codes if required. If you want to return to the Cost Structure window without adding a new cost code, choose the Cancel button.

   You are returned to the Cost Structure tab. The selected cost will be added to the structure linked to the cost code you selected in step one.

To remove a cost code from the costing structure

1. Select an existing branch of the costing structure that you want to remove a cost code from.

2. Choose the Remove button.

   A confirmation message appears.

3. To remove the code and return to the Cost Structure tab, choose the Yes button. If you want to return to the Cost Structure tab without removing the costing code, choose the No button.

To move a cost code in the costing structure

1. Select the code to be moved.

2. Choose the Move button.

3. Select the Group type code where you want to move the cost code to. To return to the Structure window without moving the costing code, choose the Cancel Move button.

To edit the cost code details

1. In the costing structure diagram, select the cost code you want to edit the details for.

   The details to the right of the Costing structure diagram update to display the details for the selected code. The details displayed vary depending whether you select a Group or Posting code.

2. Choose the Edit Code Detail button.

   The Edit Existing Cost Code window appears showing the existing cost code details.

3. From the Costing tab, edit the following costing details as required:

Resource Type	The resource type is used in conjunction with the Emp no/ Product/A/C Ref box to enable you to associate a resource with a cost code. Select the resource type you require from the drop-down list. You can choose from the following resource types: **None** Select this if you do not want to allocate a resource type against the cost code. **Employee** Select Employee to specify the employee who will be carrying out tasks associated with this code. **Product** Select product to associate a product with this code. **Supplier** Select Supplier to specify the supplier who will be providing the materials or services for tasks allocated this code. The resource type can be changed at any time.

Emp No/ Product/ A/C Ref	This is dependent upon the Resource Type you have selected. If you have selected None as the resource type, you cannot enter anything in this box. If you have selected one of the other resources, select the supplier, employee or product you want to associate with this cost code. You can enter the A/C code directly into the box or use the Finder button and select from the list. If you need to create a new supplier or product, choose the Finder button and then choose New to enter the details. You cannot create a new employee from here.
Cost rate per hour/item	Enter the default unit charge rate for the cost code. For example, if the cost code is Bricks the unit charge rate may be 0.53. If you have chosen to enter a product code in the A/C Code box, the cost price appears automatically for you. This rate can be overridden for individual jobs.
Overhead mark up %	Enter the percentage mark up to be applied to the cost to recover overheads or for profit requirements. For information about overhead costs see the *Calculating and Allocating Overhead Costs* section later in this chapter.
Units	This is the unit of purchase/sale. For example, each, box, 10-pack etc. If a product code has been selected, this box shows the unit of sales specified in the Product Record within Sage Line 50. Units are used for billing and reference purposes only. If you have selected a group code, you cannot enter any information in this box.
Quantity	This is the opening quantity for the cost. If you have selected a group code, you cannot enter any information in this box.
Value	This is the opening Cost value. If you have selected a group code, you cannot enter any information in this box.

4. Choose the Budgets/Billing tab and edit the following information:

Quantity	Enter the quantity in the Budgets table. You can enter a revised quantity at a later date if required.

	For further information see the *Budgeting* section later in this chapter.
Value	Enter the value for the code in the Budgets table. You can enter a revised value at a later date if required. If a cost rate and a quantity have been entered, the value appears automatically. For further information see the *Budgeting* section later in this chapter. If you have selected a group code, you cannot enter any information in this box unless you select the Group budget override check box.
Group budget override	This check box appears if you have chosen to edit a group code. If you want to override the budgets set up on the individual codes making up the group and apply one budget value for the whole group, select this check box.
Charge rate per hour/item	You can enter the unit charge rate for the cost code here. If you have selected a product to associate with this code, the sales price from the Sage Line 50 Product Record appears here. You can change this value at any time. If you have selected a group code, you cannot enter any information in this box.
Chargeable to customer	Select this check box to recharge the cost code to the customer. If you have selected a group code, you cannot enter any information in this box.

5. If you want to add any additional information regarding the cost code, choose the Notes tab and enter your comments in the box provided.

6. To save the changes to the cost code and return to the Cost Structure tab, choose the OK button. To return to the Cost Structure tab without saving the new details, choose the Cancel button.

Creating the Revenue Structure

The following procedure describes how to set up a revenue structure from scratch. Creating a blank job will create a revenue structure with only one default level - Revenue. Copying an existing job or template will copy an existing revenue structure.

After you create a revenue structure, you can modify it by adding additional revenue codes. You can also remove codes from the structure and move codes from one part of the structure to another.

You cannot remove all revenue codes. You can only delete a code from the Revenue Structure if the following rules are followed.

- You cannot delete a code that has transactions posted to it.
- You cannot delete a Group type code if its associated Posting codes have transactions posted to them.
- Removing a Group code will remove all of its associated codes.
- The default code of Revenue cannot be deleted.

You cannot move all revenue codes. You can only move a code within the Revenue structure if the following rules are obeyed.

- You cannot move a Posting or Group type code to a Posting type code, it must be another Group type code.

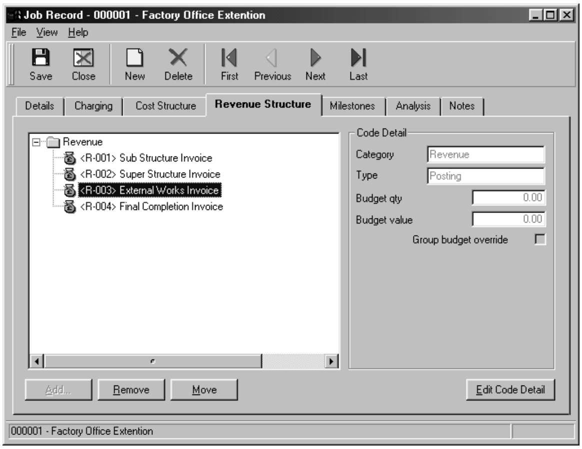
To add a revenue code to a revenue structure

1. From the Job Details stacked toolbar, choose the Job Record option.

   The Job Record window appears.

2. Choose the Revenue Structure tab.

The Revenue Structure tab appears.



Note: You can only add a new revenue code to an existing Group type code. The Add button will only be enabled if the selected revenue code is a Group type code. To find out if the new revenue code can be added to the structure, select the branch that you want to add the new code to. The Type text box updates to show if it is a Group or Posting type.

3. Select an existing branch of the structure that you want to add a new revenue code to.

Note: A revenue code is unique and so can only appear once in this particular revenue structure.

4. Choose the Add button.

   The Add a Revenue Code window appears.

5. If the code you want to add does not exist, use the New button to enter your revenue code details. For further information about creating revenue codes see the section *Setting Up Your Cost and Revenue Codes* in the *Setting Up Your Sage Job Costing Program* chapter.

6. Select a code from the list and choose the OK button. If you want to return to the Revenue Structure tab without adding a new cost or revenue code, choose the Cancel button.

   You are returned to the Revenue Structure tab. The selected revenue code will be added to the structure linked to the revenue code you selected in step one.

To remove a revenue code from the revenue structure

1. Select an existing branch of the revenue structure that you want to remove a revenue code from.

2. Choose the Remove button.

   A confirmation message appears.

3. To remove the code and return to the Revenue Structure tab, choose the Yes button. If you want to return to the Revenue Structure tab without removing the revenue code, choose the No button.

To move a revenue code in the revenue structure

1. Select the code to be moved.

2. Choose the Move button.

3. Select the Group Type code where you want to move the revenue code to. To return to the Revenue Structure tab without moving the revenue code, choose the Cancel Move button.

   The revenue code moves to the selected code in the structure.

To edit the revenue code details

1. In the revenue structure diagram, select the revenue code you want to edit the details for.

   The details to the right of the revenue structure diagram update to display the details for the selected code.

2. Choose the Edit Code Detail button.

   The Edit Existing Revenue Code window appears showing the Budgets tab.

3. You can edit the following Budget details:

Quantity	Enter the quantity in the Budgets table. You can enter a revised quantity at a later date if required. For further information see the *Budgeting* section later in this chapter.
Value	Enter the value in the Budgets table. You can enter a revised value at a later date if required. For further

	information see the *Budgeting* section later in this chapter.
Group budget override	This check box appears if you have chosen to edit a group code. If you want to override the budgets set up on the individual codes making up the group and apply one budget value for the whole group, select this check box.

5. If you want to add any additional information regarding the revenue code, choose the Notes tab and enter your comments in the box provided.

6. To save the changes to the revenue code and return to the Revenue Structure tab, choose the OK button. To return to the Revenue Structure tab without saving the new details, choose the Cancel button.

Entering or Editing Milestones

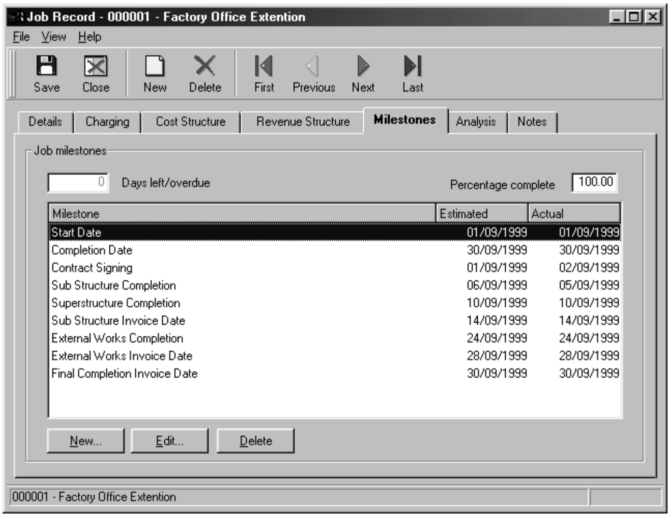
The Milestones tab displays the job milestones, used for monitoring the job completion.

Two milestones are predefined: Start Date and Completion Date. You can add, edit and delete additional milestones if required.

To enter or edit milestones

1. From the Job Record window, choose the Milestones tab.

   The Milestones tab appears.



Note: You can only save new milestone information if the job record has been saved previously.

2. You can add, edit, or delete the job milestones as required.

   You cannot delete the predefined Start Date and Completion Date milestones.

   - To add a new milestone for the job, choose the New button. The Create New Milestone window appears. Enter the description and the estimated date then choose the OK button. The new milestone appears in the list.

   - To edit the estimated date that a milestone will be achieved, or to enter the actual date that a milestone was achieved, select the milestone and choose the Edit button.

- To delete a milestone, select the milestone and choose the Delete button.

3. If required, you can manually update the Percentage Complete figure to reflect how much work is completed on a job.

   The Days left/overdue box shows the number of days you have left on a job or the number of days overdue. This is calculated from the estimated completion date minus the program date.

4. If you want to save your changes, choose the Save button from the Job Record toolbar.

   You can now continue to enter information on the other tabs of the Job Record window, or you can close the window and add additional information at a later date.

5. If you want to close the Job Record window, choose the Close button from the Job Record toolbar.

   To abandon any changes made since your last save, choose the Close button from the Job Record toolbar and choose the No button when you are prompted to save your changes.

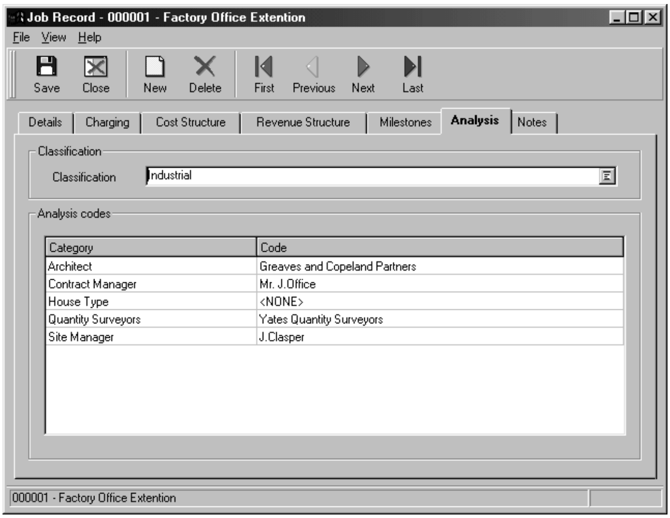
Entering or Editing the Analysis Details

Use the Analysis tab to add the basic analysis information used for Sage Job Costing enquiries and reporting.

To enter or edit the analysis information

1. From the Job Record window, choose the Analysis tab.

   The Analysis tab appears.



Note: Classifications are set up through the Job Classifications option on the Settings menu.

2. Select a Classification code if you intend to use job classifications.

   Use the Finder button and select the required classification from the pop-up list. If you do not want to use job classifications, select <NONE>.

3. If you intend to use analysis codes, for the first category displayed in the Analysis codes table, use the Finder button to select an analysis code. If you do not want to use analysis codes, select <NONE>.

   The Analysis Selection pop-up list appears.

4. Select a description from the list and then choose the OK button. If you do not want to select an analysis description choose the Cancel button.

The description is entered in the Code column of the Analysis codes table.

Note: Analysis categories and analysis codes are set up through the Job Analysis option on the Settings menu.

5. Repeat steps 3 and 4 for each Category in the Analysis codes table that you want to use.

6. If you want to save your changes, choose the Save button from the Job Record toolbar.

   You can now continue to enter information on the other tabs of the Job Record window, or you can close the window and add additional information at a later date.

7. To close the Job Record window, choose the Close button from the Job Record toolbar.

   To abandon any changes made since your last save, choose the Close button from the Job Record toolbar and choose the No button when you are prompted to save your changes.

Entering or Editing Notes

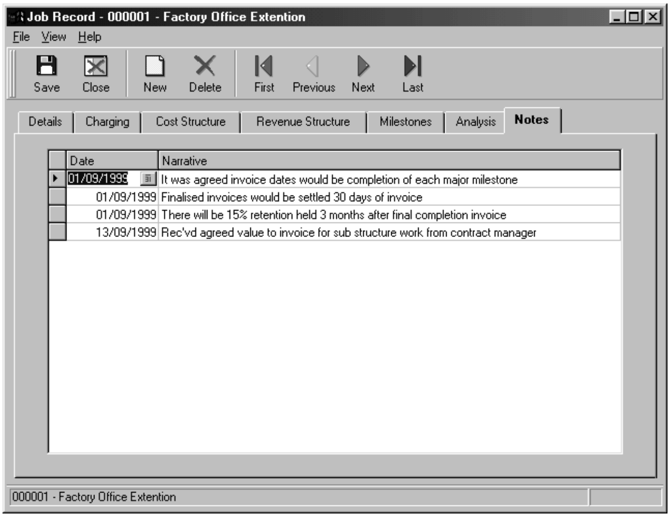
Use the Notes tab on the Job Record window to record any additional information about the selected job. Notes are stored as a series of individual lines. You can add as many notes as you require.

Note: You can edit a note at any time. Simply select the Date or Narrative box and then change the details as required.

To add a note

1. From the Job Record window, choose the Notes tab.

   The Notes tab appears.



2. Move the cursor to a blank row or press the TAB key.

   A blank row is created at the bottom of the list of notes.

3. Enter the Date of the note.

4. Enter the text of the note in the Narrative column.

   If you require a longer note, you can type beyond the width of the narrative column. The text will scroll so that you can view all of it.

5. If you want to save your changes, choose the Save button from the Job Record toolbar.

   You can now continue to enter information on the other tabs of the Job Record window, or you can close the window and add additional information at a later date.

6. To close the Job Record window, choose the Close button from the Job Record toolbar.

   To abandon any changes made since your last save, choose the Close button from the Job Record toolbar and choose the No button when you are prompted to save your changes.

To delete a note

1. Select the note you want to delete.

2. Press the F8 key.

   A confirmation message appears.

3. Choose Yes to confirm the deletion.

6

Recording Costs

Sage Job Costing can provide the cost figures for any project, job or task that your company undertakes.

In your Sage Job Costing program, you need to record information about the costs incurred for items, such as labour and materials.

You can associate these costs with a particular job, so you know exactly how much it cost you to complete a job. To record costs against a job you can:

- Use Purchase Invoices and Purchase Credits to enter the invoices and credit notes you receive from your suppliers for a particular job.
- Use Stock Issues and Stock Returns to make adjustments to your stock levels and record the stock used for a particular job.
- Use Bank Payments to record those purchases made by cheque, cash or credit card that do not involve the Suppliers ledger.
- Use Miscellaneous Costs to enter any other costs or adjustments. You can also correct or reverse costs you have duplicated in your Job Costing program.
- Use Timesheet Maintenance to post your labour costs to the appropriate job and your Payroll program.

In this chapter

Remember…

You can use the following shortcut keys:

CTRL+X	Cuts the selected data.
CTRL+C	Copies the selected data.
CTRL+V	Pastes the copied or cut data into the current box.
F4	Opens any pop-up associated with the current box. For example, if the box has a Calendar button, press F4 to display a pop-up calendar to help you enter the date you require.
F5	Inserts the program date into a date box and calls the euro calculator in monetary boxes.
F6	Copies information from the box above
F7	Inserts a blank line above the line containing the cursor.
F8	Deletes the line containing the cursor.
F9	If you enter the gross value in the Net column, click Calculate Net or press F9 to split the value into its VAT and Net parts.

Amount to Bill

All the options you use when recording costs have an Amount to Bill box. Job Costing calculates this value in different ways depending on the Charging Type you set for the job on the Charging tab of the Job Record window.

Entering Purchase Invoices

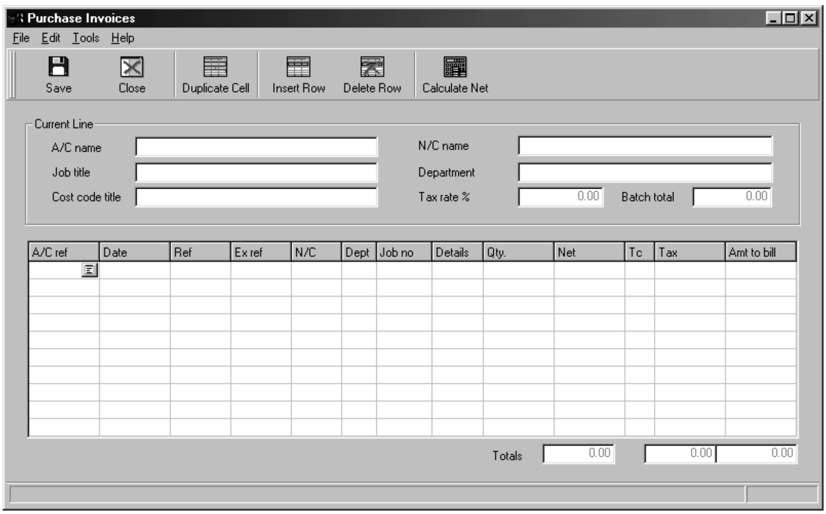
Use the Purchase Invoices window to enter information from the invoices you receive from your suppliers into the Sage Job Costing program. You can post these invoices to your Sage Line 50 accounts program. When you save your purchase invoices, the Sage Line 50 Audit Trail and Supplier accounts are automatically updated.

If you have entered a purchase order into Sage Job Costing, you can create a purchase invoice directly from the purchase order. This saves you time as you do not have to re-enter the information. For further information about how to do this, refer to the chapter *Purchase Order Processing*.

To enter purchase invoices

1. From the Accounts Postings stacked toolbar, choose the Purchase Invoices option.

   The Purchase Invoices window appears.



2. In the first row of the table in the Purchase Invoices window, enter the following invoice details:

   A/C ref — Enter the account reference for the supplier. Type in an account reference, or use the Finder button to select from the list of suppliers. If the supplier does not exist on the system, you can create a new

	supplier by choosing the New button from the supplier pop-up list. The account name is displayed in the A/C name box above the table.
Date	Enter the date of the purchase invoice. You can type in the date, use the Calendar button or press F5 to insert the program date. By default, the program date appears here.
Ref	If required, enter a reference for the purchase invoice. This reference will appear against the transaction when viewing the transaction history in either Sage Job Costing or your Sage Line 50 program.
Ex ref	If required, enter an additional reference for the purchase invoice.
N/C	Type in the nominal code or use the Finder button to select from the pop-up list of nominal codes set up in your Sage Line 50 program. If the supplier account has a default nominal code set up in your Sage Line 50 program, that default is automatically used here but you can select a different code if required. The nominal code description is displayed in the N/C name box above the table.
Dept	Enter the code of the department that you want to post this transaction to. The department dealing with the supplier is automatically displayed, however this can be overridden. This code is used to analyse transactions against departments in your Sage Line 50 program. The department name is displayed in the Department box above the table.

Note: You do not have to enter a job number if the invoice is not associated with a specific job. You can only enter a cost code if you have entered a job number.

Job no.	If you want to enter a job number and cost code for this invoice, choose the Finder button. The Job Details window appears. Enter the number of the job to which the invoice is to be applied, or use the Finder button or F4 key, to select from a pop-up list of jobs. You cannot enter a job number that relates to a job with a status of Complete - No Postings, Complete - Delete or Template. Enter the cost code that applies to the purchase invoice or use the Finder button or F4 key to select a cost code from the pop-up list. You can use the Structure button to view and add new cost codes to the cost structure set up for the job. For further information see the *Using Costing Structures* section in the *Working With Job Records* chapter. Choose OK to close the Job Details window. The job title is displayed in the Job title box above the table. The cost code title is displayed in the Cost code box above the table.
Details	Enter any text you want to use to identify the transaction. If you need to add more information about this transaction, you can also enter additional comments. To do this, choose the Finder button or press F4, enter the text you require in the Comments box and choose the OK button to return to the Purchase Invoices window.
Qty	If you want to track stock or time, you can enter a quantity here.
Net	Enter the net invoice amount. You can type in the value or use the Calculator button to help you calculate the value.
Tc	Enter the appropriate tax code for the invoice. This defaults to the tax code stored on the supplier record within Sage Line 50 but you can change it if required. The tax rate is displayed in the Tax Rate % box above the table.

Note: If a cost code has been selected that is not rechargeable, then no charge amount is calculated.

Tax	This box displays the VAT amount. This is automatically calculated when you enter the net invoice amount. You can change this figure if necessary.
Amt to bill	This box automatically calculates the amount to bill, dependent on the charge type that is set up for the job: ◆ For Time & Materials or Costs Plus jobs, the calculation is: [Net value] + [Overhead Mark Up] Where the overhead mark up is: [percentage from the selected cost code] x [Net value] ◆ For Fixed Price and Non-Productive jobs the amount to bill defaults to zero. The calculation is automatic but you can edit the amount to bill for some charge types and codes.

3. Use the Duplicate Cell, Insert Row and Delete Row buttons from the Purchase Invoices toolbar to edit and copy the information in the table.

   If you enter a gross value in the Net box, you can use the Calculate Net button, or press F9, to calculate the net and VAT values of the currently selected invoice line.

   Sage Job Costing automatically accumulates the Net, VAT and Amt to bill columns. These values appear in the Totals columns.

4. Continue to enter details of as many invoices as you require, putting each invoice on a new row.

   The Batch total box displays the calculation of all gross costs (Net + VAT) in the table.

   Tip: You should calculate the batch total manually before you start to enter invoices into Sage Job Costing, and then check your batch total against that shown in the Batch total box. This will help you see if you have made a mistake when entering the invoice details.

5. To close the Purchase Invoices window and save the invoices in both the Sage Job Costing and Sage Line 50 programs, choose the Save button. To close the Purchase Invoices window without saving your changes, choose the Close button.

When you save the details of your invoice, your Sage Line 50 Audit Trail and Supplier account are automatically updated.

Entering Purchase Credit Notes

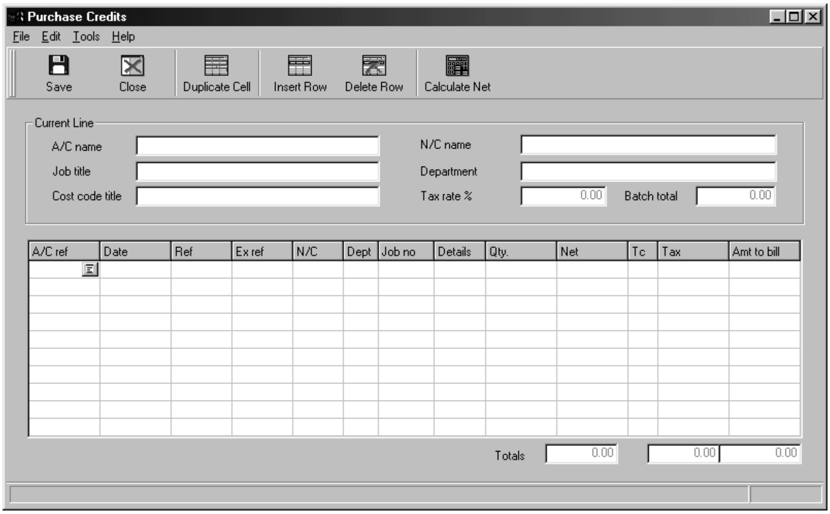
Use the Purchase Credits option to enter the details from any credit notes you receive from your suppliers into the Sage Job Costing program. You can post these credit notes to your Sage Line 50 accounts program.

If you have entered a purchase order into Sage Job Costing, you can create a purchase credit directly from the purchase order. This saves you time as you do not have to re-enter the information. For further information about how to do this, refer to the chapter *Purchase Order Processing*.

To enter purchase credit notes

1. From the Accounts Postings stacked toolbar, choose the Purchase Credits option.

   The Purchase Credits window appears.



2. In the first row of the table in the Purchase Credits window, enter the following credit note details:

A/C ref	Enter the account reference for the supplier. You can type in the account reference or use the Finder button or press F4 to select from the list of suppliers. If the supplier does not exist on the system, you can create a new supplier by choosing the New button from the supplier pop-up list.

	The account name is displayed in the A/C name box above the table.
Date	Enter the date of the purchase credit note. You can type in the date, use the Calendar button or press F5 to insert the program date. By default, the program date appears here.
Ref	If required, enter a reference for the purchase credit note. This reference will appear against the transaction when viewing the transaction history in either Sage Job Costing or your Sage Line 50 program.
Ex ref	If required, enter an additional reference for the purchase credit note.
N/C	Enter the nominal code or use the Finder button to select from the pop-up list of nominal codes set up in your Sage Line 50 program. If the supplier account has a default nominal code set up in your Sage Line 50 program, that default is automatically entered here but you can select a different code if required. The nominal code description is displayed in the N/C name box above the table.
Dept	Enter the code of the department that you want to post this transaction to. The department dealing with the supplier is automatically displayed, however this can be overridden. This is used to analyse transactions against departments in your Sage Line 50 program. The department name is displayed in the Department box above the table.

Note: You do not have to enter a job number if the credit is not associated with a job. You can only enter a cost code if you have entered a job number.

Job no.	If you want to enter a job number and cost code for the credit note, choose the Finder button. The Job Details window appears. Enter the number of the job to which the credit note is to be applied, or use the Finder button to select from a pop-up list of jobs. You cannot enter a job number that relates to a job with a status of Complete - No Postings, Complete - Delete or Template. Enter the cost code that applies to the purchase credit note or use the Finder button to select a cost code from the pop-up list. You can use the Structure button to view and add new cost codes to the cost structure set up for the job. For further information see the *Using Costing Structures* section in the *Working With Job Records* chapter. Choose OK to close the Job Details window. The job title is displayed in the Job title box above the table. The cost code title is displayed in the Cost code box above the table.
Details	Enter any text that you want to use to identify the transaction. If you want to add more information about this transaction, you can also enter additional comments. To do this, choose the Finder button or press F4 and enter the text you require in the Comments box and choose the OK button to return to the Purchase Credits window.
Qty	If you want to track stock or time, you can enter a quantity here.
Net	Enter the net credit note amount. Either type in the value or choose the Calculator button and use the pop-up calculator to help you calculate the value.
Tc	Enter the appropriate tax code for the credit note. This defaults to the tax code stored on the supplier record within Sage Line 50 but you can change it if required. The tax rate is displayed in the Tax rate % box above the table.

Tax	This box displays the VAT amount. This is automatically calculated when you enter the net credit note amount. You can change this figure if necessary.
Amt to bill	This box automatically calculates the amount to bill, dependent on the charge type that is set up for the job:

Note: If a cost code has been selected that is not rechargeable, then no charge amount is calculated.

- For Time & Materials or Costs Plus jobs, the calculation is:

  [Net value] + [Overhead Mark Up]

  Where the overhead mark up is:

  [percentage from the selected cost code] x [Net value]

- For Fixed Price and Non-Productive jobs the amount to bill defaults to zero.

The calculation is automatic but you can edit the amount to bill for some charge types and codes.

3. Use the Duplicate Cell, Insert Row and Delete Row buttons from the Purchase Credits toolbar to edit and copy the information in the table.

   If you enter a gross value in the Net box, you can use the Calculate Net button, or press F9, to calculate the net and VAT values of the currently selected credit note line.

   Sage Job Costing automatically accumulates the Net, VAT and Amt to bill columns. These values appear in the Totals columns.

4. Continue to enter the details of as many credit notes as you require, putting each credit note on a new row.

   The Batch total box displays the calculation of all gross costs (Net + VAT) in the table.

   Tip: You should calculate the batch total manually before you start to enter credit notes into Sage Job Costing, and then check your batch total against that shown in the Batch total box. This will help you see if you have made a mistake when entering the credit note details.

5. To close the Purchase Credits window and save the credit notes in both the Sage Job Costing and Sage Line 50 programs, choose the Save button. To close the Purchase Credits window without saving your changes, choose the Close button.

When you save the details of your credit notes, your Sage Line 50 Audit Trail and Supplier account are automatically updated.

Entering Stock Issues

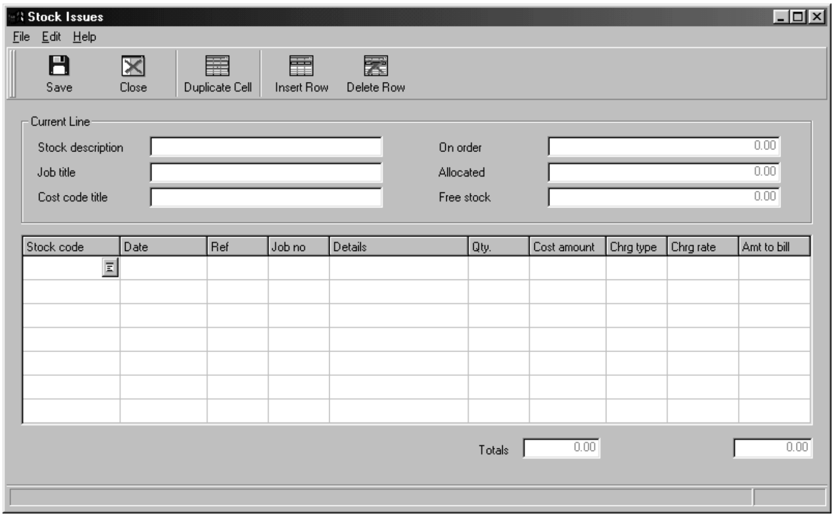
Use the Stock Issues window to record details of your issued stock. When you post stock to a transaction or job, you reduce your stock level and increase the job cost. The Stock Issues option links with the Product option in your Sage Line 50 program, so you have up-to-date information about stock quantities and availability.

Note: Non-stock and service items can also be posted to a transaction or job but they will have no effect on stock levels.

To enter your stock issues

1. From the Accounts Postings stacked toolbar, choose the Stock Issues button.

   The Stock Issues window appears.

2. In the Stock code box, enter the stock code reference number. Alternatively use the Finder button, or press F4, and select a code from the pop-up list.

   The following details relating to that stock code appear automatically in the Current line boxes above the table:

Stock description	Displays a brief description of the stock item.
On order	Displays the amount of stock that has already been placed on order.

Allocated	Displays the amount of stock which has been partly or fully assigned to an order, but has not yet been despatched.
Free stock	Displays the remaining stock that can be issued. If you try to allocate more stock than is held as free stock you will be warned that your stock request exceeds your free stock, unless you have selected the Allow Negative Stock option in Company Preferences in Sage Line 50.

3. Enter the following details into the table:

Date	Enter the date of the stock issue here. The program date is entered as the default. You can change this date or use the Calendar button to select a date.
Ref	If required, enter a reference code for the stock issue. This reference appears in the transaction histories for Sage Job Costing and your Sage Line 50 program.
Job no	If you want to enter a job number and cost code, choose the Finder button.

Note: You do not have to enter a job number if the stock is not associated with a specific job. You can only enter a cost code if you have entered a job number.

The Job Details window appears.

Enter the number of the job that applies to the stock issue, or use the Finder button to select a job number from a pop-up list.

Enter the cost code that applies to the stock issue, or use the Finder button to select a cost code from a pop-up list.

You can use the Structure button to view and add new cost codes to the cost structure set up for the job. For further details about structures see the *Using Costing Structures* section in the *Working With Job Records* chapter.

Choose the OK button to close the Job Details window.

The job title is displayed in the Job title box above the table. The cost code title is displayed in the Cost code box above the table.

Details	Enter any text that you want to use to identify the transaction. If you want to add more information about this transaction, you can also enter additional comments. To do this, choose the Finder button or press F4, enter the text you require in the Comments box and choose the OK button to return to the Stock Issues window.
Qty.	Enter the number of units of stock to be issued. This is a mandatory box. You cannot assign a quantity that exceeds the level of free stock, unless you have selected the Allow Negative Stock option in Company Preferences in Sage Line 50. To use this option you also need to have the Affect profitability in Line 50 check box selected on the Settings tab in the Company Preferences option in Sage Job Costing. If you have negative stock you will be prompted to enter the cost price to be allocated to the negative items.
Cost amount	Displays the Qty x Cost Price for the stock items.

If your issue has a job number specified, and if the job has a charging type of Time & Materials or Costs Plus, you can enter the following details.

Chrg type	Selected the method of charging from the drop-down list. You can select one of the following charge types: ◆ Cost Price ◆ Sales Price ◆ Code Price (charge rate per item set on cost code)
Chrg rate	Displays the charge amount for the selected charge type. This value is calculated automatically, but the value can be changed manually if Sales Price or Code Price is selected in the Chrg type box.

Note: If a cost code has been selected that is not rechargeable, then no charge amount is calculated.

Amt to bill	This box automatically calculates the amount to bill, dependent on the charge type that is set up for the job: ◆ For Time & Materials or Costs Plus jobs, the calculation is: Qty x Chrg rate The calculation is automatic but you can edit the amount to bill. ◆ For Fixed Price and Non-Productive jobs the amount to bill defaults to zero.

4. Use the Duplicate Cell, Insert Row, and Delete Row buttons from the Stock Issues toolbar to edit and copy the information in the table.

5. Continue to enter details of as many stock items as you require, putting each item on a new row.

6. To save the stock issue details and close the Stock Issues window, choose the Save button. To close the Stock Issues window without saving your changes, choose the Close button.

   The stock issue details are posted to Sage Line 50 as either Adjustments Out or Goods Out, depending on whether you want the transaction to affect profitability in Sage Line 50 or not. You can set this option on the Settings tab of the Company Preferences window.

   Note: Non-stock and service items do not affect stock levels within Sage Line 50.

Entering Stock Returns

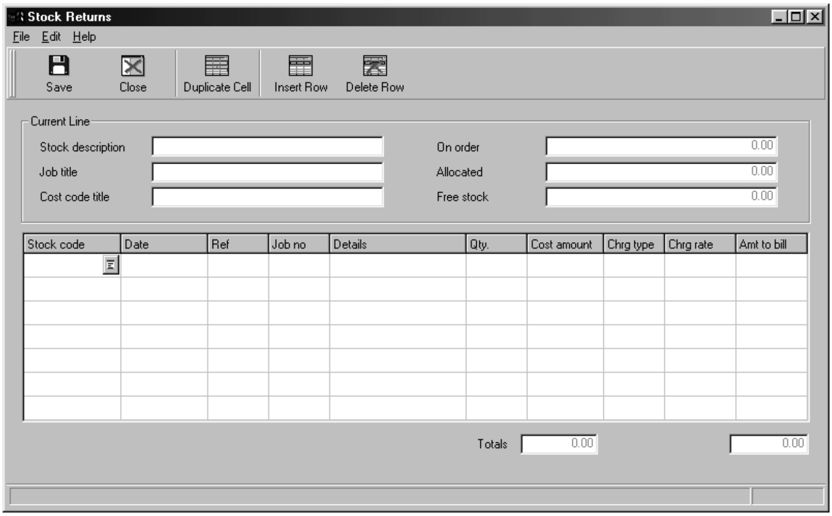
Use the Stock Returns option to record stock that is unused. When you post stock returns to a transaction or job, you raise your stock level and lower the job cost.

Note: Non-stock and service items can also be posted to a transaction or job but they will have no effect on stock levels.

To enter your stock returns

1. From the Accounts Postings stacked toolbar, choose the Stock Returns button.

   The Stock Returns window appears.



2. In the Stock code box, enter the stock code reference number. Alternatively, use the Finder button, or press F4, and select a code from the pop-up list.

   The following details relating to that stock code appear automatically in the Current line boxes above the table:

Stock description	Displays a brief description of the stock item.
On order	Displays the amount of stock already placed on order.
Allocated	Displays the amount of stock which has been partly or fully assigned to an order, but not yet despatched.

Free stock	Displays the remaining stock that can be issued.

3. Enter the remaining information into the table:

Date	Enter the date of the stock return here. The program date is entered as the default. You can change this date or use the Calendar button to select a date.
Ref	Enter a reference code for the return. This reference will appear in the transaction histories for Sage Job Costing and your Sage Line 50 program.
Job no	If you want to enter a job number and cost code, choose the Finder button. The Job Details window appears. Enter the number of the job that applies to the stock return, or use the Finder button to select a job number from a pop-up list. Enter the cost code that applies to the stock return, or use the Finder button to select a cost code from a pop-up list. You can use the Structure button to view and add new cost codes to the cost structure set up for the job. For further details about structures see the *Using Costing Structures* section in the *Working With Job Records* chapter. Choose the OK button to close the Job Details window. The job title is displayed in the Job title box above the table. The cost code title is displayed in the Cost code box above the table.
Details	Enter any text that you want to use to identify the transaction. If you want to add more information about this transaction, you can also enter additional comments. To do this, choose the Finder button or press F4, enter the text you require in the Comments box and choose the OK button to return to the Stock Returns window.
Qty.	You must enter the number of units of stock to be returned.

Note: You do not have to enter a job number if the stock is not associated with a specific job. You can only enter a cost code if you have entered a job number.

Cost amount	Displays the Qty x Cost Price for the stock item.

If your return has a job number specified, and if the job has a charging type of Time & Materials or Costs Plus, you can enter the following details.

Chrg type — Select the method of charging from the drop-down list. You can select one of the following charge types:

- Cost Prices
- Sales Price
- Code Price (charge rate per item set on cost code)

Chrg rate — Displays the charge amount for the selected charge type. This value is calculated automatically, but the value can be changed manually if Sales Price or Code Price is selected in the Chrg type box.

Amt to bill — This box automatically calculates the amount to be to bill, dependent on the charge type that is set up for the job:

- For Time & Materials or Costs Plus jobs, the calculation is:

  Qty. x Chrg rate

  The calculation is automatic but you can edit the amount to bill.
- For Fixed Price and Non-Productive jobs the amount to bill defaults to zero.

4. Use the Duplicate Cell, Insert Row, and Delete Row buttons from the Stock Returns toolbar to edit and copy the information in the table.

5. Continue to enter details of as many stock returns as you require, putting each item on a new row.

6. To save the stock return details and close the Stock Returns window, choose the Save button. To close the Stock Returns window without saving your changes choose the Close button.

   The stock return details are posted to Sage Line 50 as either Adjustments In or Goods Returned, depending whether you want the transaction to affect profitability in Sage Line 50 or not. You can set this option on the Settings tab of the Company Preferences window.

Note: Non-stock and service items do not affect stock levels within Sage Line 50.

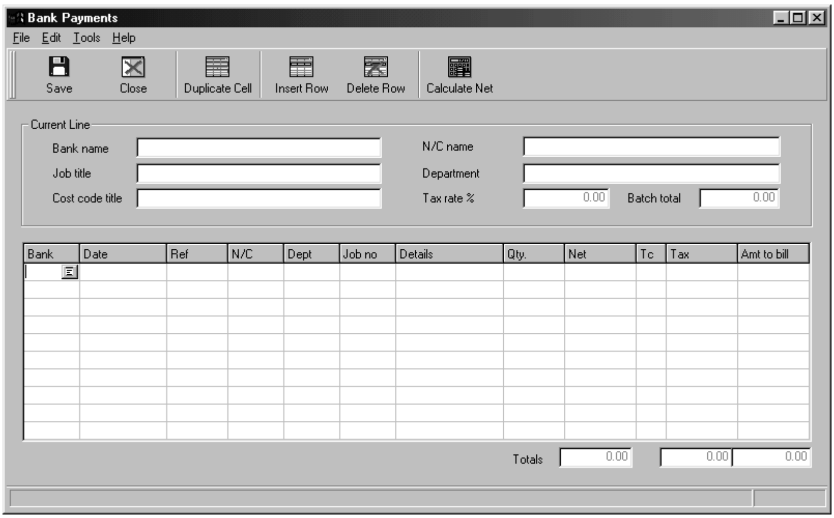
Entering Bank Payments

You can use the Bank Payments option to record multiple bank payments into the Sage Job Costing program. Use this option to post those purchases made by cheque, cash or credit card that do not involve the Suppliers ledger but do affect the Nominal and Bank ledgers in Sage Line 50. You can enter bank payments in batches in the Bank Payments window. Each payment is entered as an individual line on the Bank Payments table and batch totals are calculated automatically.

To enter bank payments

1. From the Accounts Postings stacked toolbar, choose the Bank Payments option.

   The Bank Payments window appears.



2. Enter the following details in the table:

Bank	Enter the bank account reference, or use the Finder button (or press F4) to select the bank account you require from the pop-up list. You cannot enter any further details until you have entered a valid bank account code.

The name of the selected bank account is displayed in the Bank name box above the table.

Date	Enter the date of the bank payment or use the Calendar button to select a date from the calendar. The program date is entered automatically when you move on to this cell, but you can overwrite this with another date if necessary.
Ref	If required, enter a reference code for the bank payment. This reference will be displayed in the history reports in Sage Job Costing and Sage Line 50.
N/C	Enter the relevant nominal code for this Bank Payment in the N/C column or use the Finder button and select the nominal code from the pop-up list. The nominal code name is displayed in the N/C name box above the table.
Dept	Enter the code of the department that you want to post this transaction to. Alternatively, press F4 to display the popup list of departments. This is used to analyse transactions against departments in your Sage Line 50 program. The department name is displayed in the Department box above the table.
Job no	If you want to enter a job number and cost code for the bank payment, choose the Finder button. The Job Details window appears. Enter the number of the job that applies to the payment, or use the Finder button to select a job number from a pop-up list. Enter the cost code that applies to the payment, or use the Finder button to select a cost code from a pop-up list. You can use the Structure button to view and add new cost codes to the cost structure set up for the job. For further information see the *Using Costing Structures* section in the *Working With Job Records* chapter. Choose OK to close the Job Details window.

Note: You do not have to enter a job number if the payment is not associated with a specific job. You can only enter a cost code if you have entered a job number.

	The job title is displayed in the Job title box above the table. The cost code title is displayed in the Cost code box above the table.
Details	Enter any text that you want to use to identify the transaction. If you want to add more information about this transaction, you can also enter additional comments. To do this, choose the Finder button or press F4, enter the text you require in the Comments box and choose the OK button to return to the Stock Issues window.
Qty	If you want to track stock or time, you can enter a quantity here.
Net	Enter the net payment amount.
Tc	Enter the tax code for this payment. The tax code can only be entered once you have selected a bank account. The tax rate for this code is displayed in the Tax rate box above the table.
Tax	Displays the tax amount. This is automatically calculated when you enter the net payment amount. You can change this figure if necessary.
Amt to bill	This box automatically calculates the amount to bill, dependent on the charge type that is set up for the job: ◆ For Time & Materials or Costs Plus jobs, the calculation is: [Net value] + [Overhead Mark Up] Where the overhead mark up is: [percentage from the selected cost code] x [Net value] The calculation is automatic but you can edit the amount to bill. ◆ For Fixed Price and Non-Productive jobs the amount to bill defaults to zero.

3. Continue to add bank payments to the table, one payment per line.

   Use the Duplicate Cell, Insert Row and Delete Row buttons from the Bank Payments toolbar to edit and copy the information in the table.

If you enter a gross value in the Net box, you can use the Calculate Net button to calculate the Net and VAT values of the selected bank payment.

4. To post the payments to Sage Job Costing and Sage Line 50 accounts, and close the Bank Payments window, choose the Save button. To close the Bank Payments window without saving your payments, choose the Close button.

   When you save your bank payment, your Sage Line 50 bank balance is reduced and the audit trail is updated.

Note: Your Miscellaneous Cost postings do not link to Sage Line 50. Therefore, you should use Miscellaneous costs when you want to make changes to your Job Costing data only.

Recording Miscellaneous Costs

Use the Miscellaneous Costs window to manually enter multiple cost adjustments and corrections against jobs in your Sage Job Costing program.

You can use Miscellaneous Costs to:

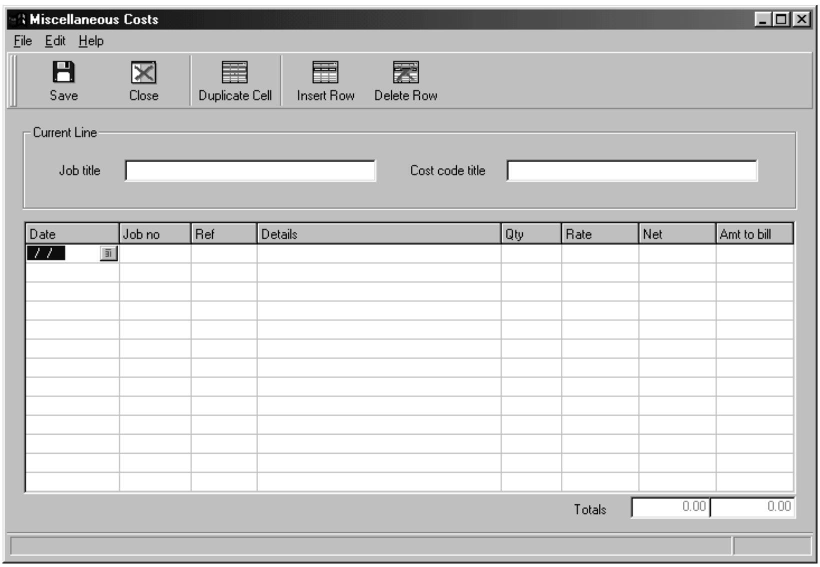
- Enter any other costs or adjustments.
- Correct or reverse costs you have duplicated in your Job Costing program. To reverse costs, use a negative symbol before the value.

When you enter miscellaneous cost transactions, each transaction appears as a separate row on the miscellaneous costs table.

To record miscellaneous costs

1. From the Job Details stacked toolbar, choose the Miscellaneous Costs option.

   The Miscellaneous Costs window appears.



2. Enter the following cost details in the table:

Date	Enter the date of the cost adjustment. You can type in the date, choose the Calendar button to select a date from the calendar or press F5 to insert the program date. This box cannot be left blank and you cannot enter any further details until you have entered a date.
Job no.	Enter a job number and cost code for the miscellaneous cost, choose the Finder button. The Job Details window appears. Enter the number of the job to which the cost applies, or use the Finder button to select a job number from a pop-up list. You cannot add costs to a job with the status of 'Complete – Delete', 'Complete - No Postings', or 'Template'. The title of the selected job is displayed in the Job title box above the table. Enter the cost code that applies to the cost, or use the Finder button to select a cost code from a pop-up list. You can only select postable codes that have been attached to the job within the Cost Structure. If the code you want to apply does not appear in the list, choose the Structure button and add the code you require. The title of the selected Cost code is displayed in the Cost code title box above the table.
Ref	If required, enter a reference number for the adjustment. This appears against the transaction in the transaction history of the Sage Job Costing program.
Details	Enter any text that you want to use to identify the transaction. If you want to add more information about this transaction, you can also enter additional comments. To do this, choose the Finder button or press F4, enter the text you require in the Comments box and choose the OK button to return to the Miscellaneous Costs window.

Qty	Enter the quantity adjustment. This can be a positive or negative value.
Rate	Displays the actual cost adjustment rate. The value of this figure must always be positive. If you have not entered a quantity figure, you cannot enter a rate. This defaults to the cost rate that was entered on the cost code.
Net	The net amount is calculated by multiplying the quantity by the rate. You can override this valued if required. You can also enter a negative value. The calculated Total for the Net column is displayed below the table.
Amt to bill	The value calculated for this figure depends on the Charge Type set up for the job: ◆ For Time & Materials or Costs Plus jobs, the calculation is: [Net value] + [Overhead Mark Up] Where the overhead mark up is: [percentage from the selected cost code] x [Net value] The calculation is automatic but you can edit the amount to bill for some charge types and codes. ◆ For Fixed Price and Non-Productive jobs, the Charge Amount defaults to zero The calculated Total for the Amt to bill column is displayed below the table.

Note: If a cost code has been selected that is not rechargeable, then no charge amount is calculated.

3. Use the Duplicate Cell, Insert Row or Delete Row buttons from the Miscellaneous Costs toolbar to edit the information in the table. Alternatively, use the shortcut keys F6, F7 and F8.

4. To record the cost adjustments in your Sage Job Costing program, choose the Save button. To close the Miscellaneous Costs window, without saving your changes, choose the Close button from the toolbar.

Recording Your Labour Costs

Generally, if your company records labour using time slips, you have to complete the following tasks:

- Collect the time slips.
- (Timesheet Maintenance option only) Sort time slips into employee number order.
- Update your Sage Payroll employee records. This is necessary if you have any new employees or have amended any employee details.
- In your Job Costing program, clear any values remaining from the previous period. If you have not already done so, you may need to clear the values from the previous week or month. For details about clearing your employee timesheets see the section *Updating Employee Timesheets*, later in this chapter.
- Enter your new time slip entries for an employee. Each employee will have completed a time slip or other labour record document detailing which job(s) they have worked on, what task they did, and how long it took them.
- If you want to check the time slips, print a list of the time slip entries for a particular employee.
- Enter the time slip details for all other employees.
- If required, print lists of the time slip entries for all employees.
- Back up your data.
- Clear the values for the current period.

Sage Job Costing makes recording your labour costs easy and allows you to allocate the labour costs directly to a particular job.

(Sage Job Costing Professional users only) There are two ways of recording your labour costs and the method you should use depends on whether you are entering a new time slip or amending an existing time slip. If you are entering new time slips we recommend that you use the Batch Timesheet Entry option. If you are amending existing time slips, you must use the Timesheet Maintenance option.

Entering Batched Timesheets (Sage Job Costing Professional users only)

If you have a lot of time slips to enter, you can save yourself time by using the Batch Timesheet Entry option. Using this option you can enter multiple time slips for multiple employees from within the same window.

Several columns and boxes are only shown on the Batch Timesheet Entry window if the user has permission to view them. This permission to view is set in User Setup. These columns are: Cost Rate, Total Cost, Charge Rate, Amt to Bill, Cost Totals Totals Total Cost and Revenue Totals Amount to Bill. For further information about Access Rights, refer to the chapter *Installing Sage Job Costing*.

To enter a batched timesheet

Note: Check that the values are correct before you post them to Sage Payroll. If you need to amend any of the values shown, refer to the section *Timesheet Maintenance*.

1. From the Labour stacked toolbar, choose the Batch Timesheet Entry option.
   - If you have imported employee information from Sage Payroll, you are prompted to start employee synchronisation or to go directly to batch timesheet entry.

     If you want to update the employee information from Sage Payroll, choose the Start Payroll Synchronisation button. When the synchronisation is complete, choose the Go to Timesheet Entry button. The Batch Timesheet Entry window appears.

     If you do not want to update your employee information choose the Do Not Synchronise/Proceed to Timesheet Entry button. The Batch Timesheet Entry window appears.
   - If you have not linked to Sage Payroll and are entering timesheets for Job Costing employees only, the Batch Timesheet Entry window appears.
2. Enter the following information:

Emp. No.	Enter the employee number that you want to create the time slip for here. You can type in the employee number or use the Finder to select the employee from a list.
Date	Enter the date you want to use for the time slip. You can type in the date or choose the Calendar button to select a date, By default, the program date appears here automatically.

Note: You do not have to enter a job number. This allows you to enter non-job costs if required. If you do not enter a job number, you cannot enter a cost code.

Job No	If you want to enter a job number and cost code to apply the cost of the labour to, choose the Finder button. The Job Details window appears. Enter the number of the job and the cost code that applies to this time slip. You can use the Structure button to view and add new cost codes to the cost structure set up for the job. For further details about structures see the *Using Costing Structures* section in the *Working With Job Records* chapter. Choose the OK button to close the Job Details window.
Details	Enter any text that you want to use to identify the time slip. If you want to add more information about this time slip, you can also enter additional comments. To do this, choose the Finder button or press F4, enter the text you require in the Comments box and choose the OK button to return to the Batch Timesheet Entry window.
Payment Type	Enter the payment type here. You can use the Finder button to enter the payment type or press F4. By default, the first payment type on the employee record appears here. The Payment type lists appears showing all payment types allocated to the selected employee and the payment type Job Costing Cost Adjustment. You can use the Job Costing Cost Adjustment type to enter positive or negative adjustments without having any effect on the hours transferred to Payroll.
Cost Hours	Enter the number of actual hours worked. This is the value that is posted as the cost hours. If you are entering time slips for Sage Payroll employees, this is the number of hours that will be transferred back to your Sage Payroll program. You can type the value directly into the field or use choose the Calculator button and enter the value from there. **Note:** If you are using the Job Costing Cost Adjustment payment type, a negative value can be entered here.

Cost Rate	This is the rate for the selected payment type. This appears automatically and can only be edited if you have selected the Job Costing Cost Adjustment Payment Type.
Total Cost	This is the cost hours multiplied by cost rate. This cannot be amended. If this column is not shown, open the View menu and select the Total Cost option.
Charge Type	This is the charge out rate for the time slip activity. To enter a charge type, choose the Finder button, select the charge type you want to use and choose the OK button. You can select from the following charge types: **User defined - charge rate** You can enter a charge rate of your own choice. **Payment type - charge rate** This is the charge rate for the selected payment type taken from the Employee Record. **Cost code - Charge rate per hour** This is the charge rate per hour/item for the selected cost code taken from the job record. **Charge Bands** This shows all of the employee charge bands taken from the Employee Record. **Job Costing Charge Adjustment** You can use this to enter a negative or positive adjustment. **Note:** You will not be able to use this box if the job charge type is Fixed Price or Non-productive or if you have selected a cost code that is not chargeable to the customer.
Charge Hours	This is the actual number of hours to be charged. You can either type the value directly into the box or use the Calculator button to enter a value. **Note:** You will not be able to use this box if the job charge type is Fixed price or non-productive or if you have selected a cost code that is not chargeable to the customer.

Charge Rate	The rate for the selected charge out type appears here automatically. This can only be modified if the Job Costing Charge Adjustment or User Defined - Charge Rate payment types have been selected. **Note:** You will not be able to use this box if the job charge type is Fixed Price or Non-productive or if you have selected a cost code that is not chargeable to the customer.
Amt to Bill	This is the total amount to bill (Charge Hours multiplied by Charge Rate). You can change the value shown here if required. **Note:** You will not be able to use this box if the job charge type is Fixed Price or Non-productive or if you have selected a cost code that is not chargeable to the customer. This column will only appear if the user has been given permission to view this information in Access Rights. For further information about Access Rights, refer to the chapter *Installing Sage Job Costing*. If the column does not appear on the window and you do have permission to view the column, open the View menu and select Amount to bill.

3. Continue entering your remaining time slips.

4. As you continue entering time slips, the following cost total information appears but cannot be edited:

Total Hours	This is the total of the Cost Hours column.
Total Cost	This is the total of the Total Cost column.

5. As you continue entering time slips, the following revenue total information appears but cannot be edited.

Total Hours	This is the total of the Charge Hours column.
Amount to Bill	This is the total of the Amount to Bill column.

6. As you enter time slips, the following information appears at the top of the window, but cannot be edited.

Employee	This shows the name of the employee for the selected line.

Job Title	This shows the job title of the job specified for the selected line.
Cost Code Title	This shows the cost code title for the selected line.
Company	This shows the company that the employee for the selected line works for.
Payment Type	This shows the payment type for the selected line.
Charge Type	This shows the charge type for the selected line.

7. When you have finished entering your batch of timesheets, click Save from the Batch Timesheets Entry toolbar.

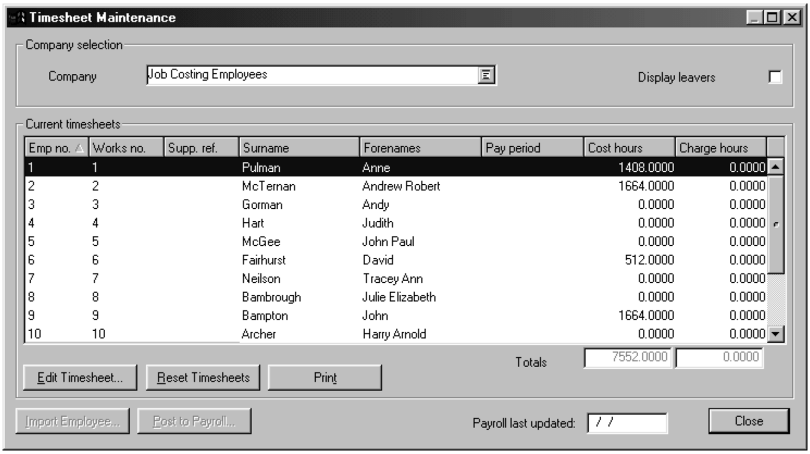
   A warning message appears if you try to save the timesheets without entering any information, with no dates or invalid dates or with no Cost or Charge Hours.

   If you need to edit any of the values after you have saved your time slip you must use the Timesheet Maintenance option. For further information about how to do this, refer to the section *Timesheet Maintenance*.

   If you need to post your time slips to Sage Payroll, refer to the section *To post timesheet entries to Sage Payroll*.

Timesheet Maintenance

To open the Timesheet Maintenance window, from the Labour stacked toolbar choose the Timesheet Maintenance option.



From the Timesheet Maintenance window you can:

- Use the Import Employee button to import new employees from your Sage Payroll program into Sage Job Costing.
- Use the Edit Timesheet button to enter, review or edit your employees' current timesheet.
- If you are working with employees in your Job Costing program only, use the Reset Timesheets button to clear all of the current timesheets entries from all your employees' active timesheets.
- If you are working with Payroll employees, use the Post to Payroll button to sum all of the hours entered for each current employee by payment type and transfer the totals to your Sage Payroll program. When the totals are transferred to Sage Payroll, the timesheets will be reset.
- If you want to print a summary of your current timesheets, choose the Print button.

Importing Sage Payroll Employee Details

If you are using Sage Job Costing linked with Sage Payroll, you can use the Import Employee button to transfer any new employees that have not already been imported. If you have added a new employee in your Sage Payroll program, you will need to import this information into Sage Job Costing.

For details about adding new employees see the *Creating New Employee Records* section of the *Setting Up Your Sage Job Costing Program* chapter.

To import Sage Payroll employee details

1. From the Labour stacked toolbar, choose the Timesheet Maintenance option.

   The Timesheet Maintenance window appears.

2. Use the Finder button to select a Sage Payroll company from the pop-up list of companies.

3. To import your employee details, choose the Import Employee button.

   The Employee Import wizard begins.

4. Follow the on-screen instructions.

   - Choose the Next button to move to the next page of the wizard.
   - Choose the Back button to return to the previous page of the wizard to re-enter any information.
   - Choose the Cancel button to exit from the wizard without importing any Sage Payroll employee information.
   - Choose the Finish button when you have completed the wizard.

   Once the procedure is complete, the employee list is refreshed, displaying the newly imported employees.

Entering Employee Timesheets

When entering timesheet details for an employee you need to create new time slips detailing what task/job the employee worked on, how much it cost your business and how much you intend to charge the customer.

Note: You can also edit existing time slips using this option.

(Sage Job Costing Professional users only) You must use this option for editing and maintaining time slips. If you need to enter new time slips for your employees, we recommend that you use the Batch Timesheet Entry option. For further information about how to do this, refer to the section *Entering Batched Timesheets*.

To create a new timesheet

1. From Labour stacked toolbar, choose the Timesheet Maintenance option.

   The Timesheet Maintenance window appears.

2. From the Company box, select the company that you want to enter timesheets for. You can use the Finder button to select from a list of companies.

   A list of the selected company's employees appears.

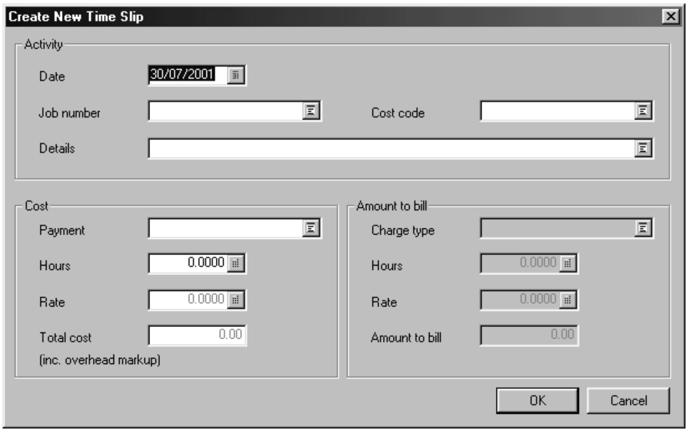
3. Select the employee whose timesheet you want to create.

4. Choose the Edit Timesheet button.

   The Timesheet window appears displaying the Current Timesheet tab.

5. Choose the New button.

The Create New Time Slip window appears.



6. Enter the following details in the Activity area of the window:

Date	Enter the date the time slip was created. By default, the program date appears here.
Job number	Enter the number of the job to which the time can be costed. Alternatively, use the Finder button to select a job number from the pop-up list.
Cost code	Enter the cost code to which the cost is to be applied. Alternatively, use the Finder button or F4 key to select a cost code from the pop-up list. The pop-up list will only display the cost codes that have been attached to the costing structure for the selected job. If a cost code has been selected that is not rechargeable, then no charge amount is calculated.
Details	Enter a description of the time slip for ease of identification. If you want to add more information about this time slip, you can also enter additional comments. To do this, choose the Finder button or press F4 and enter the text you require in the Comments box and choose the OK button to return to the Timesheet Maintenance window.

Note: You do not have to enter a job number if the cost is not associated with a specific job. You can only enter a cost code if you have entered a job number.

7. Enter the following details in the Cost area of the window:

Payment	Enter the payment type here. You can use the Finder button to enter the payment type or press F4. By default, the first payment type on the employee

record appears here. The Payment type list appears showing all of the payment types allocated to the selected employee and the payment type, Job Costing Cost Adjustment.

You can use the payment type of Job Costing Cost Adjustment to correct previously posted costs. You can enter both negative and positive adjustments. These adjustments will only affect Sage Job Costing and have no effect on the information transferred to your Sage Payroll program.

Hours	Enter the actual hours worked. This value is posted as the cost hours. If this is an imported Sage Payroll employee, this figure is transferred to your Payroll program. Negative hours can be entered if the Job Costing Cost Adjustment option has been selected in the Payment type box.
Rate	This is the rate for the selected payment type. If you select certain payment types, you can edit this value. For example, you can edit this value if you select Job Costing Cost Adjustment.
Total Cost	This box displays the sum of the hours multiplied by the rate including any overhead mark up. You cannot amend this figure.

8. For Time & Materials and Costs Plus jobs with chargeable cost codes, you can enter the following details in the Amount to bill area of the window:

ChargeType — This is the charge out rate for the time slip activity. To enter a charge type, choose the Finder button, select the charge type you want to use and choose the OK button. You can select from the following charge types:

User defined - charge rate
You can enter a charge rate of your own choice.

Payment type - charge rate
This is the charge rate for the selected payment type taken from the Employee Record.

Cost code - Charge rate per hour
This is the charge rate per hour/item for the selected cost code taken from the job record.

	Charge Bands This shows all of the employee charge bands taken from the Employee Record. **Job Costing Charge Adjustment** You can use this to enter a negative or positive adjustment. **Note:** You will not be able to use this box if the job charge type is Fixed Price or Non-productive or if you have selected a cost code that is not chargeable to the customer.
Hours	Enter the actual hours to charge. This value is posted to the timesheet as the charge hours. Negative hours can be entered if you select Job Costing Charge Adjustment in the Charge Type box.
Rate	Enter the rate for the selected charge out type. If you select certain payment types and charge out types, you can edit this value. For example, you can edit this value if you select a Job Costing Charge Adjustment or user defined charge rate.
Amount to bill	This box displays charge hours multiplied by the rate. This is the invoice value to send to the customer. You can edit this value if required.

Note: If a cost code has been selected that is not rechargeable, then no charge amount is calculated.

9. To save the time slip, choose the OK button. To return to the Timesheet window without saving the time slip, choose the Cancel button.

From your employee's timesheet, you have recorded the amount of time they spent on a job, how much it cost your company to pay the employee and the amount to charge the client for this employee's labour.

When you save your time slip it is added to the list of time slips on the Current Timesheet tab.

If you want to check the time slips for an employee, you can print the time slips using the Print button.

If you make a mistake when entering the time slip details, you can:

- Use the Edit button on the Current Timesheet tab to change any incorrect information.
- Use the Delete button to remove the selected time slip.

To edit an existing time slip

1. From the Labour stacked toolbar, choose the Timesheet Maintenance option.

   The Timesheet Maintenance window appears.

2. From the Company box, select the company that you want to see the timesheets for.

   A list of the selected company's employees appears.

3. Select the employee whose timesheet you want to edit.

4. Choose the Edit Timesheet button.

   The Timesheet window appears displaying the Current Timesheet tab.

5. Select the time slip you want to edit and then choose the Edit button.

   The Edit Existing Time Slip window appears.

6. Edit the details in the Edit Existing Time Slip window as required. For details about the information you can enter or edit, see the section *To create a new time slip* in this chapter.

7. To accept and save the edited time slip, choose the OK button. To return to the Timesheet window without saving the changes, choose the Cancel button.

8. Choose the Close button to close the Timesheet window and return to the Timesheet Maintenance window.

To delete an existing time slip

1. From Labour stacked toolbar, choose the Timesheet Maintenance option.

   The Timesheet Maintenance window appears.

2. From the Company box, select the company that you want to see the timesheets for.

   A list of the selected company's employees appears.

3. Select the employee whose time slip you want to delete.

4. Choose the Edit Timesheet button.

   The Timesheet window appears displaying the Current Timesheet tab.

Note: You cannot delete a time slip that has been allocated to a sales invoice (a billed time slip).

5. Select the time slip you want to delete and then choose the Delete button.

   A confirmation message appears.

6. To delete the selected time slip, choose the Yes button. To cancel the deletion and return to the Timesheet window, choose the No button.

7. Choose the Close button to close the Timesheet window and return to the Timesheet Maintenance window.

Updating Employee Timesheets

If you have entered details from the timesheets for all employees for the current period, and you are sure all the timesheet entries are correct, you need to update the values from the current timesheets.

If you have Sage Job Costing employees, use the Reset Timesheets button from the Timesheet Maintenance window to clear all timesheet entries.

If you have Sage Payroll employees, use the Post to Payroll button from the Timesheet Maintenance window to post employee payment details to Sage Payroll and clear all the timesheet entries.

When you use the Reset or Post to Payroll options, timesheets are moved to the Timesheet History tab and you can no longer edit the details.

To reset the timesheets for Job Costing employees

1. From the Labour stacked toolbar, choose the Timesheet Maintenance option.

   The Timesheet Maintenance window appears.

2. In the Company box, use the Finder button to select Sage Job Costing employees from the list of companies.

   The timesheet details for the selected company appear.

3. If you want to include any employees who have left the company, select the Display leavers check box.

4. To reset the current timesheet values for all employees to zero, choose the Reset Timesheets button.

   A confirmation message appears.

5. Choose the Yes button to continue, or the No button to return to the Timesheet Maintenance window without clearing any timesheet values.

   The current timesheet entries for all employees’ active timesheets are cleared. The entries appear on the job history but can no longer be edited.

6. To close the Timesheet Maintenance window, choose the Close button.

   Once you have cleared the timesheet entries, you can enter the timesheets for the next period.

   When you reset the employee timesheets, all information is moved to the Timesheet History tab on the Timesheet window. You can view this information if required. For details see the *To view timesheet details from a previous period* section in this chapter.

Note: Check that the values are correct before you post them to Sage Payroll. If you need to make any corrections, use the Timesheet Maintenance option

To post timesheet entries to Sage Payroll

1. From the Labour stacked toolbar, choose the Timesheet Maintenance option.

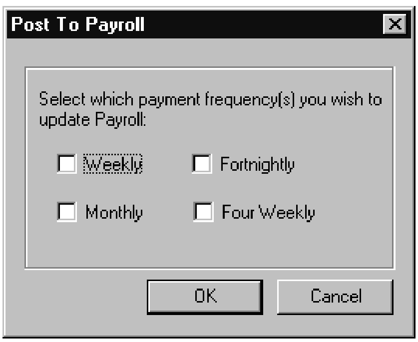
   The Timesheet Maintenance window appears.

2. In the Company box, use the Finder button to select a Sage Payroll company from the pop-up list of companies.

   The timesheet details for the selected company appear.

3. To post your timesheet entries to your Sage Payroll program, choose the Post to Payroll button.

   The Post To Payroll window appears.



4. Choose which payment frequency you want to update to your Sage Payroll program.

   You can select any or all of the following check boxes:

   - Weekly
   - Fortnightly
   - Monthly
   - Four Weekly

   Only those employee timesheets with the selected payment frequency will be posted to Sage Payroll.

5. Choose the OK button to continue, or the Cancel button to return to the Timesheet Maintenance window without posting your timesheets.

   A confirmation message appears.

6. Choose the Yes button to transfer the totals for each employee to your Sage Payroll program, and clear the timesheet entries. To return to the Timesheet Maintenance window without updating your Sage Payroll program or resetting any timesheets, choose the No button.

   Note: The Payroll last updated box displays the date on which your Sage Payroll program was last updated with timesheet details. This date is automatically updated when you use the Post to Payroll option.

   When you post to payroll, all information is moved to the Timesheet History tab on the Timesheet window. You can view this information if required. For details see the section *To view timesheet details from a previous period*.

To view timesheet details from a previous period

1. From the Labour stacked toolbar, choose the Timesheet Maintenance option.

   The Timesheet Maintenance window appears.

2. From the Company box, use the Finder button to select the company that contains the timesheet you want to view.

   A list of the selected company’s employees appears.

3. Select the employee whose timesheet you want to view, from the list displayed.

4. Choose the Edit Timesheet button.

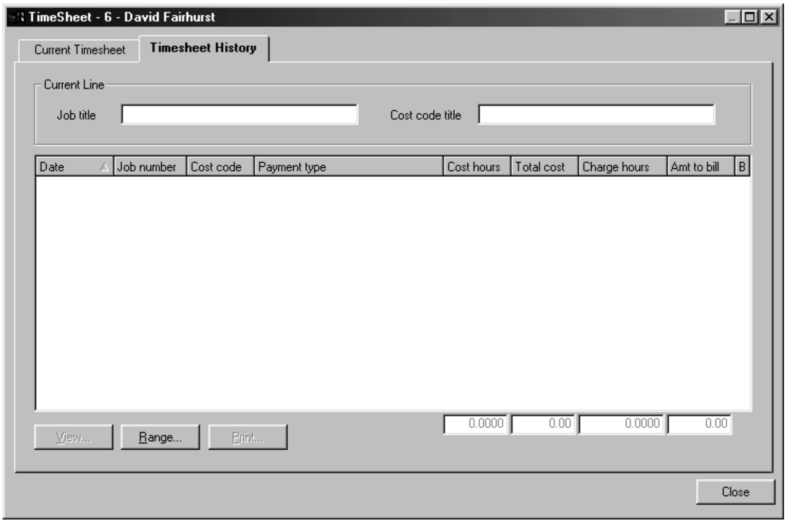
   The Timesheet window appears displaying the Current Timesheet tab.

5. Choose the Timesheet History tab.

   The Date Range window appears.

6. Enter the date range for the timeslips you want to display in the History tab and choose the OK button.

   The Timesheet History tab appears.



7. To view the time slip details, select the required time slip and choose the View button. To return to the Timesheet History tab choose the Cancel button.

8. To view a different range of time slips, choose the Range button.

   The Date Range window appears.

   Enter the date range you want to display and choose the OK button. You are returned to the Timesheet History tab. Only those time slips falling within the dates specified appear in the Timesheet History list.

9. To print a time slip, select the required time slip and choose the Print button.

10. To close the Timesheet window and return to the main desktop, choose the Close button.

Correcting Errors

Any errors made when posting costs in Sage Job Costing can be corrected. For information about how to correct these errors see the Correcting Errors section in the on-line Help.

7

Processing Your Purchase Orders

In this chapter

The Purchase Order Processing option lets you keep track of all the products and services that you purchase for jobs and stock. Sage Job Costing helps you with material tracking and tracking committed costs. It also lets you create and print orders to send to your suppliers.

Special Product Codes

When you enter purchase orders you can use special product codes to add miscellaneous items to your invoices, credit notes or orders without having to set up product records for them.

The special codes are:

S1 Special product item, tax chargeable

Non-product item that uses the standard VAT code (Tax code T1).
The tax code can be changed. Stock levels are not affected by using this code as it is a non stock item.

S2 Special product item, tax exempt

Non-product item that is zero rated for VAT (Tax code T0).
The tax code cannot be changed. Stock levels are not affected by using this code as it is a non-stock item.

S3 Special service item, tax chargeable

Reserved code for adding service items to product invoices and sales/purchase orders. It uses a standard VAT code (Tax code T1).
The tax code can be changed. Stock levels are not affected by using this code as it is a service item.

M Message line(s)

This can be used to add additional lines of description to the product or any comments you want to add. This message line will not contain any price or quantity.

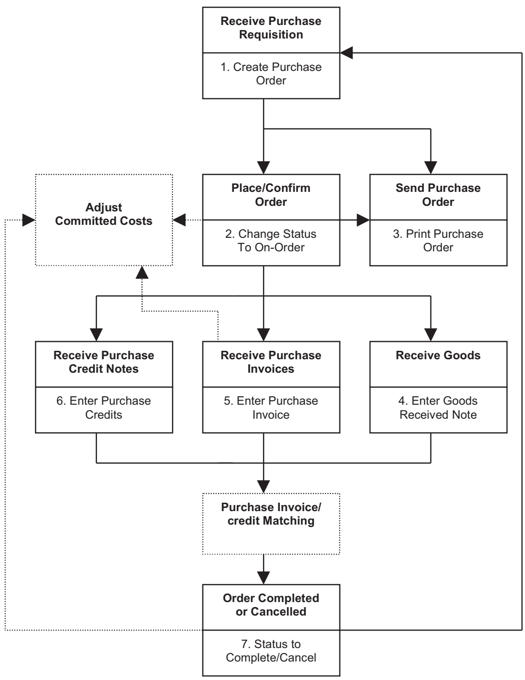
When you enter a sales invoice, sales credit note or orders, these codes are available from the Product Code list. The codes are displayed at the top of the list, and are shown in blue.

Working with Purchase Orders

The Purchase Order Processing option provides you with:

- The ability to track both stock and job specific purchases.
- The ability to track commitments.
- Improved accuracy and efficiency of invoice matching by including job specific information.
- Commitment Accounting leading to improved budgeting.

The Order Cycle



1. Receive Purchase Requisition (Create Purchase Order)

When a purchase requisition is received and approved, you should create a purchase order straight away. For further information about this, refer to the section 'Creating a Purchase Order'.

Any orders created will only appear in Job Costing and will not create a duplicate in the Line 50 order-processing module

Orders created in Job Costing can consist of purchases for job materials and direct stock purchases.

Note: If you use Job Costing to purchase stock items, the on-order figure held on the Line 50 stock record will not be updated. However, when the goods are received they will be adjusted into the Line 50 stock automatically.

2. Place/Confirm Order (Change status to On Order)

Once a supplier has accepted your order, the item(s) need to be placed "On Order" before you can record any deliveries or enter invoices against it. For further information about this, refer to the section Placinging Purchase Orders 'On-Order'.

When the order is placed on order, a committed cost is created for each of the job order items. For further information about this, refer to the section What are Committed Costs?

3. Send Purchase Order (Print Purchase Order)

Once the order has been created you can send a copy of the purchase order to your supplier.

For further information about this, refer to the section Printing Purchase Orders.

4. Receive Goods/Services (Enter Goods Received Notes)

If you want to track deliveries or need to match your suppliers invoices with their goods received notes then you will need to record the delivery of goods within Job Costing.

When a delivery of direct stock items is entered into Job Costing, the quantity delivered will be adjusted into the Line 50 stock automatically. Job materials delivered do not effect the Line 50 stock module.

For further information about this, refer to the section *Recording Delivery of Goods*.

5. Receive Purchase Invoices (Enter Purchase Invoice)

To use the invoice matching and the committed cost features you must enter your purchase invoices using the purchase invoice option from within the Purchase Order Processing module. For further information about this, refer to the section *Creating Purchase Invoices from you Purchase Orders*.

When you save your purchase invoices, the Sage Line 50 Audit Trail and Supplier accounts are automatically updated.

When a job order item has been invoiced, the committed costs for the selected job are reduced.

6. Receive Purchase Credits (Enter Purchase Credit)

To use the invoice matching functionality you must enter your purchase credit notes using the purchase credit option from within the Purchase Order Processing module. For further information about this, refer to the section Creating Purchase Credit Notes from you Purchase Orders.

When you save your purchase credit notes, the Sage Line 50 Audit Trail and Supplier accounts are automatically updated.

Purchase credit notes do not effect committed costs.

7. Order Completed or Cancelled (Change status to Complete or Cancelled)

Once all of the goods have been fully delivered and invoiced, the purchase order should be marked as 'Complete'. If you no longer require ordered items or services from a supplier then you should mark the order as 'Cancelled'. When the order is completed, any outstanding order items not delivered or invoiced will no longer be available for selection.

When the order is completed or cancelled, any outstanding committed costs are removed for each of the job order items. For further information about this, refer to the section Completing a Purchase Order or Cancelling a Purchase Order.

What are Committed Costs?

To get a true picture of the total cost of a job, you need to take into account the costs booked to the job (purchases, stock, bank payments, misc. costs and timesheets) and include any outstanding committed costs. Outstanding committed costs are purchase order items that are yet to be invoiced.

The outstanding committed costs are used in the budget analysis found within Job Enquiries and reporting. For further information about this, refer to the section Budgeting.

What does the Purchase Invoice/Credit Matching messaging do?

The invoice matching messaging functionality assists you with the complex procedure of matching invoices and credits to delivery notes and orders, as there are many discrepancies that can occur. This functionality identifies and informs you when there are discrepancies and helps you decide what actions to take.

The invoice matching messaging is active in the Create Purchase Invoice, Create Purchase Credit and Goods Received Note Entry screens within the purchase order-processing module.

You can disable the invoice matching messaging. It can be switched on or off using the "Enable invoice matching messaging" check box, which can be accessed via the "Settings" tab within "Company Preferences".

Creating a Purchase Order

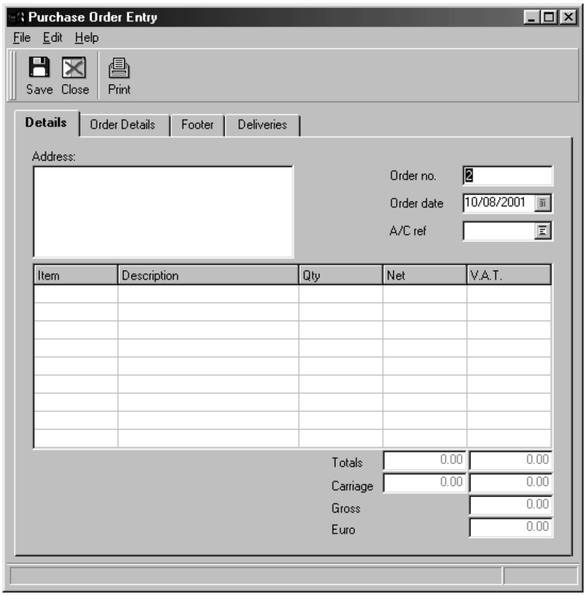
You can create a purchase order from the New option. The New option is made up of four tabs: Details, Order Details, Footer Details and Deliveries.

- Use the Details tab to enter your main purchase order details including supplier account details, items and quantities ordered.
- Use the Order Details tab to enter or amend the supplier details which are applicable to the purchase order.
- Use the Footer Details tab to enter carriage charges and settlement terms.
- Use the Deliveries tab to enter the delivery details, and view the order status and the invoice status.

To create and edit the purchase order details

1. From the main Sage Job Costing stacked toolbar, choose the Accounts Posting option.
2. From the Accounts Posting stacked toolbar, choose POP.
3. From the Purchase Order Processing window, choose New.

The Purchase Order Entry window appears, showing the Details information.



To edit an existing order, enter the order number in the Order No. box and press your TAB key. A warning message appears informing you that the order number already exists. To view the selected order, click Yes. An information box appears, showing the current status of the order and warning you that any changes you make to this order may affect its status. Click OK, to acknowledge this message and your existing order appears, ready for you to amend it.

You can increase the quantity but you cannot decrease it below the quantity already delivered/invoiced.

4. In the boxes provided, enter the following details for your purchase order.

Order No.	The first time you create a purchase order, the number displayed will be 1, but you can alter this if you want. Whatever number you enter will be incremented by one for the next order number after the first order is saved. If the highest number is reached Sage Job Costing will search for the next available number starting from one.

Order Date	The program date is entered for you automatically but you can change it if required. Choose the Calendar button to enter the date you require. Press F5 to insert the program date.
A/C Ref	This box is used to identify the supplier account for the purchase order. If you enter an existing account reference (or use the Finder to select one), the supplier's name and address appear on the screen. If you enter an account code that is not set up, the pop-up window appears. You can then either select another account or create a new one using the New button.
Address	This box displays the supplier's address from Sage Line 50. You can change the supplier address, if required, by typing in a new address.

5. Enter the product items you wish to purchase, using one line of the purchase order per product, entering the details as follows:

Product Code	Enter the product code you require here. When you have entered the product code you require, the Order Item Entry window appears. If you enter an unknown product code you are given the list of the existing products to select from, highlighting the product code that most closely matches it. If you want to enter a special non-product code from the Product Code list use the Finder button to select one from the drop-down list. For further information about the special product codes, refer to the section Special Product Codes. If you want to enter any additional descriptions to the product, select the M Message Item option from the drop-down list. The Item Line Message window appears. Enter the description and any additional comments you require in the boxes provided.
Description	The description of your product is entered here automatically from the Product Record within Sage Line 50, but you can change this if required. To allocate jobs/costs against each order item and also one-off job details such as comments, discounts given and changes to the unit price, click the Finder button

	that appears when you move to the Description box or press F4. For further information refer to the section *To allocate jobs/costs against order items*.
Qty	Enter the quantity of stock you want to order. It automatically displays the re-order quantity, as set up in the Product Record within Sage Line 50, but you can change this if necessary. You can also use the Calculator button to enter the quantity you want. Special/Non-Stock product codes do not have a re-order quantity so the default will be 1.00.
Net	Displays the net amount of the item on the order.
VAT	Displays the VAT amount.

6. Continue to enter all the lines of product items on the purchase order that you require.

   If you want to copy or insert any of the rows or cells from an existing line of the purchase order, use the options from the Edit menu.

   You have now completed the header details for your purchase order.

   The following information appears for you automatically:

   Totals, Carriage, Gross and Euro (refer to the Currency and Euro section in the Getting Started chapter).

7. To complete your purchase order, you may also need to enter delivery details, carriage costs and settlement terms.

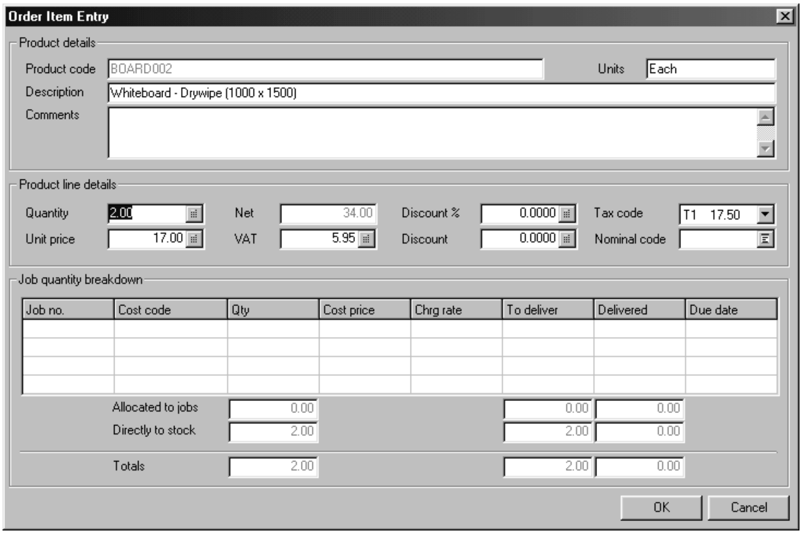
   If you do not want to add any order, footer or delivery details to this purchase order, you have the choice of sending it directly to a printer or saving it. You can now use the saved order for printing later, putting on-order, recording delivery and allocating to invoices.

8. To exit the Purchase Order Entry window, click Close.

To allocate jobs/cost codes against order items

1. From within the order, enter/select your product code.

The Order Item Entry window appears.



2. In the Product Details enter the following details in the boxes provided:

Product Code	The product code appears automatically and cannot be changed.
Units	The unit of sale for the item, for example, 'box' or '10-pack', taken from the product record appears here. You can amend this if required.
Description	The description from the product record appears here. You can change this if required.
Comments	Enter any comments you require against the item on order.

3. In the Product Line Details enter the following details in the boxes provided:

Note: If you are using message lines, the following boxes are not shown.

Quantity	Enter the quantity of the item. If you have selected a product code, the quantity defaults to the re-order quantity on the product record. You can change this if required.
Unit Price	Enter the price per unit for the ordered item.
Net	The net amount of the item on the order appears.

VAT	This shows the amount of VAT calculated, according to the rate specified in the Tax Code box. You can amend the amount. If you amend the VAT the letter 'A' appears to the right of this box.The letter 'A' is removed if the VAT is recalculated.
Discount%	Enter the trade discount percentage your supplier has agreed. It defaults to the trade discount percentage as set up in the Supplier Record within Sage Line 50. Type in or use the Calculator button to enter the discount percentage.
Discount	Displays the calculated value of the discount to be given to you. Type in or use the Calculator button to enter the discount value. The discount value will be calculated in two ways: Check the Discount by Unit Price box in Sage Line 50 to calculate the discount from the total by {(unit price - discount) quantity}. Clear the Discount by Unit Price box in Sage Line 50 to calculate the discount from the total by {(quantity x unit price) - discount}. If you amend the discount percentage, the discount value is automatically calculated.
Tax Code	Select the tax code from the drop-down list.
Nominal Code	Defaults to the nominal code saved in the Supplier Record within Sage Line 50. You can also enter the nominal code for the order on the item. If a Net or VAT amount has been calculated a nominal code must be entered. Type in, select it from the pop-up or press F4 to enter the nominal code.

4. In the Job Quantity Breakdown enter the following details in the boxes provided:

Job No.	Enter the job number for the item on the order. You can type in or select it from the pop-up window by using the Finder button. You cannot change a job number of an item that is On Order or has been delivered/invoiced.

Cost Code	Enter from the postable cost codes of the job for the item on the order. Type in or select the cost code from the drop-down list.
Qty	Enter the quantity to be allocated to the jobs on the order. Use the Calculator button or type in the quantity.
Cost Price	Shows the net cost amount of the item on the order. It will be calculated as the product of the quantity and unit price less any discount, rounded to two decimal places.
Chrg Rate	If you are using the Time & Materials or Costs Plus billing method, you can select the charge rate for the item line to be used when billing the job/customer by pressing F4.
To Deliver	Shows the quantity of the item line still awaiting delivery.
Delivered	Shows the quantity that has already been delivered for the item line.
Due Date	Enter the date on which the item on the order is to be delivered. The default date will be the date entered on the Deliveries information. You can either type in, click Calendar or press F4 to enter the due date. Press F5 to insert the program date.

5. The running totals of Allocated to jobs, Directly to stock and Totals will be automatically calculated for you.

6. To save the changes click OK. To return to the Purchase Order Entry window without saving the changes, click Cancel.

7. To return to the Purchase Order Processing window, click Close.

To add order details to your purchase orders

1. From the main Sage Job Costing stacked toolbar, choose Accounts Posting.

2. From the Accounts Posting stacked toolbar, choose POP.

3. From the Purchase Order Processing window, choose Open.

4. From the Purchase Order Entry window, select the Order Details tab.

   The Order Details information appears.

5. In the boxes provided, enter or amend the following supplier details:

Supplier Order No.	Enter your supplier's order number or order reference here, using up to 30 characters.
Supplier Tel No.	The supplier's telephone number as set up on the Supplier Record within Sage Line 50 appears here automatically. You can change this if you want. Any changes that you make are not saved back to the supplier record.
Supplier Contact	The name of the person you set up as a contact on the supplier record within Sage Line 50 appears here. If you want to record the name of another contact for this particular purchase order, you can enter it here. Any changes you make are not saved back to the supplier record.
Order Placed by	Enter the name of the person who has placed the order. If you are using Access Rights to restrict

	access to Sage Line 50's options, your log on Name appears here.
Notes	Enter notes here which will relate to the whole order. For example, to record any special delivery requirements.

You have now completed the order details for your purchase order.

6. To complete your purchase order, you may also need to enter carriage cost and settlement terms.

   If you do not want to add any footer or delivery details to this purchase order, you have the choice of sending it directly to a printer or saving it. You can also use the saved order for later printing, putting on order, recording delivery and allocating it to invoices.

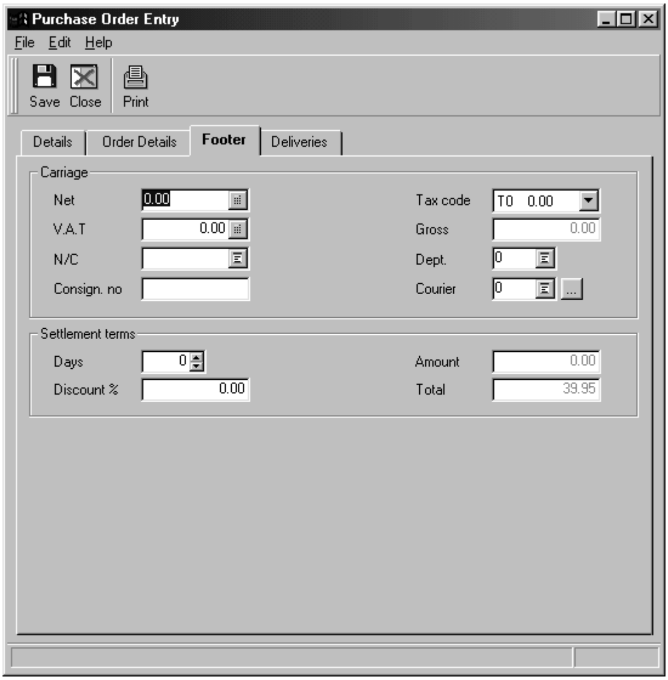
7. To exit the Purchase Order Entry window, choose Close.

   To abandon any changes made since you last saved, choose Close and choose No when you are prompted to save your changes.

To add footer details to your purchase orders

1. From the main Sage Job Costing stacked toolbar, choose Accounts Posting.
2. From the Accounts Posting stacked toolbar, choose POP.
3. From the Purchase Order Processing window, choose Open.
4. From the Purchase Order Entry window, select the Footer tab.

The Footer Details information appears.



5. In the boxes provided, enter the following carriage charges (or leave blank if you are not charged for carriage):

Net	Enter the amount of carriage item excluding VAT. Use the calculator button to help you calculate the amount to enter.
Tax Code	From the drop-down list, select the VAT code you require for carriage.
VAT	This shows the amount of VAT calculated according to the rate specified in the Tax Code box. The amend option will only be enabled if you select the 'Item VAT Amendable' check box in the Company Preferences information from Sage Line 50. You can amend the amount by using the calculator button. If you amend the VAT the letter 'A' will appear to the right of this box. The letter 'A' will be removed if VAT is recalculated.

Gross	This shows the gross amount of carriage to be paid (that is Net plus VAT).
N/C	Enter the account reference for the nominal code to which the carriage value will be analysed. If a Net or VAT amount has been calculated a nominal code must be entered. You can use the Finder button or press F4 to display a list of nominal accounts from which to select.
Dept.	If you want to analyse the carriage to a department, select the department you require from the drop-down list (or press F4). This defaults to the department as stored in the Supplier Record within Sage Line 50.
Consign No.	Enter the consignment number for the delivery here.
Courier	Enter the courier being used for the delivery here as stored in the WWW Resources option within Sage Line 50 or select from the drop-down list (or press F4). If you have Internet access you can use the Online Parcel Tracking button to access your courier's website to see the delivery status of your order.

6. In the boxes provided, enter the following settlement terms (or leave blank if not applicable):

Days	Enter the number of days during which early settlement discount applies to this order, if any. This box defaults to the settlement due days in the Suppliers' Record within Sage Line 50.
Discount %	Enter the percentage of settlement discount that your supplier wants to apply to this purchase order. This box defaults to the percentage specified on the Supplier Record window within Sage Line 50.
Amount	This is the actual value of the discount given.
Total	This value is the gross value of items (that is Net plus VAT), including any carriage costs less the settlement discount amount, shown on the order itself.

You have now completed the Footer Details of your purchase order.

7. To complete your purchase order, you may also need to enter delivery details.

   If you do not want to add any delivery details, you have the choice of sending it directly to a printer or saving it. You can also use the saved order for later printing, putting on order, recording delivery and allocating it to invoices.

8. To exit the Purchase Order Entry window, choose Close.

   To abandon any changes made since you last saved, choose Close and choose No when you are prompted to save your changes.

To add delivery address and due date for the order

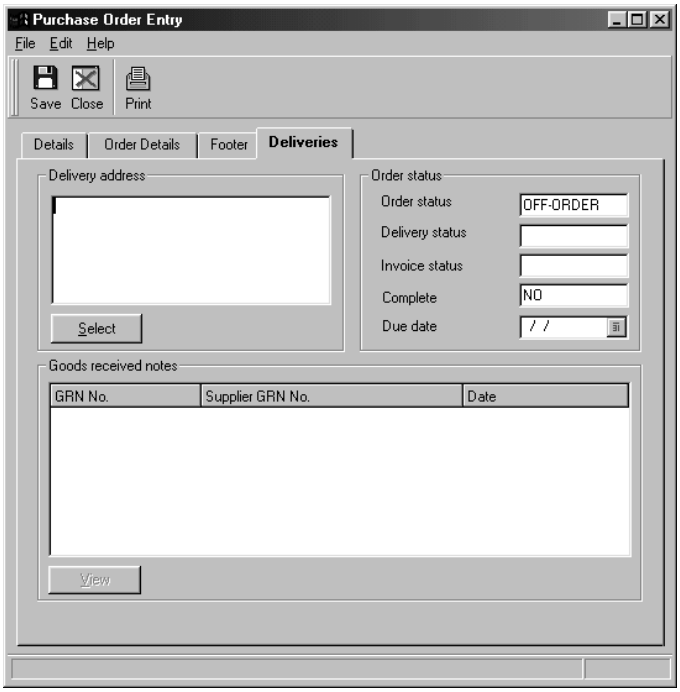
1. From the main Sage Job Costing stacked toolbar, choose Accounts Posting.

2. From the Accounts Posting stacked toolbar, choose POP.

3. From the Purchase Orders Processing window, choose Open.

4. From the Purchase Order Entry window, select the Deliveries tab.

   The Delivery information appears.



5. In the box provided enter the delivery address of the order.

Delivery Address	This box will default to the company/supplier delivery address as set up within the Invoice and Order Defaults option of the Settings menu of Sage Line 50.

6. You can also click the ‘Select’ button to select an alternate delivery address.

   You can select from either, ‘From Job Record(s) Addresses’ or ‘From Accounts Addresses’.

   The Job Address window appears.

7. This list shows all of the Active and Complete-Postings jobs.

Job No.	Displays the job number.
Title	Displays the title of the job.

   The Navigation button helps you to highlight each job selected on the item lines on the order.

You can navigate forward or backward in alphanumeric order using the buttons.

If a job appears on more than one item line it will only be highlighted once in the list.

Address	Shows the contact address of the job. It will default to the contact address as set up on the Job Record for the selected job in the Job List.

8. Click OK to copy the selected address into the Delivery Address box.

9. Click Cancel to close the Job Address window without copying the selected address into the Delivery Address box.

10. In the Order Status the following details are displayed in the boxes provided:

Order Status	Displays the order status of the order. The order can have the following order statuses. 'Off Order' means that the order has not been placed. 'On-Order' means that the order has been placed. 'Cancel' means that the remaining part of the order will not be fulfilled.
Delivery Status	Displays the current delivery status of the order. The order can have three Delivery statuses. If the order has not been delivered the box will display nothing. The Delivery Status would be 'Part' if part of the order has been delivered. If the entire order has been delivered the box will show 'Full'.
Invoice Status	Displays the invoice status of the order. The order can have three Invoiced states. If the order displays no status this means there are no invoices allocated to these orders. When some invoices have been allocated to the order the Invoice Status will show 'Part'. 'Full' means that the order has been completely invoiced.
Complete	Displays the complete status of the order. The order can have two Complete states. If the order is active, it will display 'No' status. When the order is complete it will display 'Yes'. For a complete

	order you cannot amend orders, receive outstanding deliveries or allocate further invoices or credit notes.
Due Date	Enter the date on which the order is due to be delivered. You can enter the date by using the Calendar button or press F5 to insert the program date.

11. The Good Received Notes List shows the list of all good received notes received against items on this order currently being edited. For information about the boxes displayed, see the Recording Delivery of Goods section.

12. To view the details of a particular good received note selected from the Good Received Notes List, click View.

13. You have now completed the delivery details of your purchase order.

14. To save the order for later printing, putting off order and recording delivery in a 'batch', click Save, or to print the purchase order straight away click Print.

15. To exit the Purchase Order Entry window, choose Close.

    To abandon any changes made since you last saved, choose Close and choose No when you are prompted to save your changes.

Putting Purchase Orders On-Order

After you have created a new purchase order, it will have an order status of 'Off Order'. You must put it 'On Order' before you can record any deliveries or enter invoices against it. When the order is placed on order, a committed cost is created for each of the job order items.

To place a purchase order 'On-Order'

1. Select the purchase order or orders you want to place on order from the Purchase Order Processing window, then choose Status.

2. Select the On Order option.

3. The selected orders now have a status of 'On Order'

Taking Purchase Orders Off-Order

If you have put an order 'On Order' by mistake or the order is on hold, you can put it on a status of 'Off Order'. When the order is put off order, any outstanding committed costs are removed for each of the job order items and no deliveries or invoices can be recorded against it.

To place a purchase order 'Off-Order'

1. Select the purchase order or orders you want to place off order from the Purchase Order Processing window, then choose Status.

2. Select the Off Order option.

3. The selected orders now have a status of 'Off Order'

Recording Delivery of Goods

When you click Deliver, a popup menu appears. From here you can choose how you want to create the goods received note.

There are two methods you can use to create goods received notes depending on the items that have been delivered.

If the delivery note contains most of the items from a single order, then you should select Create goods received note from selected order(s). This assumes that all of the outstanding items to be delivered on the orders will be delivered. However, you can change the quantity received for each item.

If the delivery note contains very few items and is not a complete delivery for the order, then you should use the Enter goods received notes option. This allows you to select the items that are delivered from all outstanding items for a supplier

Note: When job order items are delivered, they do not affect stock activity in Sage Line 50. However, when items that have been ordered for stock have been delivered they will increase the Sage Line 50 stock levels.

To create a goods received note from selected orders

1. Select the purchase order(s) from the Purchase Order Processing window, then choose Deliver.

2. Select the ‘Create Goods Received Notes from Selected Order(s)’ option from the pop-up.

   The Goods Received Note Entry window appears showing all of the outstanding items to be delivered for the selected orders.

   For information on the boxes provided see the section *To enter goods received notes*.

To enter goods received notes

1. From the Purchase Order Processing window, choose Deliver.

2. Select the Enter Goods Received Note option from the pop-up.

   The Goods Received Note Entry window appears.

3. In the Goods Received Note Details enter the following information:

GRN No.	This is a unique goods received note number generated automatically by Sage Job Costing. This number cannot be amended.
Date Received	Enter the date of the goods received note. This will default to the program date.
Supplier GRN No.	Enter the supplier’s goods received note reference number.
Supplier A/C Ref.	Enter the supplier’s account reference. You can type in the account reference or use the finder button or

press F4 to select from the list of suppliers. The account name and address will be displayed in the address area.

If the Goods Received Note Entry window has been created using the Create Goods Received Note From Selected Order(s) option, the supplier account reference, name and address will appear automatically.

4. Choose 'Select Order Items' to select the items that have been delivered on this goods received note.

   The Select Order Items window appears.

5. Select the orders you want to amend from the list and choose OK.

   The goods received note entry grid will display the following information for all of the items that have been selected:

Product Code	Displays the product code for the order item.
Order No.	Displays the internal order number for this order item.
Supplier Part No.	Displays the supplier part number for this order item
Job No.	Displays the job number, if one has been allocated to this order item.
Cost Code	Displays the cost code, if one has been allocated to this order item.
Details	Displays the description for this order item. You can also add transaction comments using the comments pop-up. Use the Finder button or press F4 to add transaction comments.
Ordered	Displays the number of items ordered on this order item
To Deliver	Displays the remaining number of items to be delivered.
Received	Enter the actual goods received quantity for this order item, if it differs from the default quantity

6. To save the goods received notes, choose Save.

7. To exit the Good Received Notes Entry window, choose Close.

Creating Purchase Invoices from your Purchase Orders

When you click Invoice, a popup menu appears. From here you can choose how you want to create the purchase invoice.

You have several choices and the method you use depends on the items that have been invoiced.

If the invoice contains mostly items that have been ordered, then you should select Create invoice from selected order(s). If you select this option, you have the choice of three invoice creation methods:

Create from all outstanding to invoice-order item details

This method will create a purchase invoice using all of the order items outstanding to be invoiced for the selected orders. This option is best used where you have not received any goods received notes for this invoice or you do not track/enter goods received notes.

Create from all outstanding to invoice-delivery note details:

This method will create a purchase invoice using all of the delivery note items outstanding to be invoiced for the selected items. This option is best used where all of the items on the order have been delivered and appear in the invoice.

Create from all outstanding to invoice-order and delivery note details:

This method will create a purchase invoice using all of the order and delivery note items outstanding to be invoiced for the selected orders. This option provides the best invoice matching as it creates the invoice using all of the unmatched goods received notes first and then displays all of the unmatched order items, if:

- You are not sure what goods received notes have been received
- You do not track/enter goods received notes.

Whichever of the above methods you choose, you can change the quantity invoiced for each item.

If the invoice contains no items or has a number of items from several orders, then you should use the Enter goods received notes option. This allows you to manually select the items that are delivered from all outstanding items.

All Purchase Invoices posted are subsequently updated to Sage Line 50.

If you post a purchase invoice, the invoicing column on the main purchase order-processing window will be updated for each order invoiced. The Invoice column can display three possible values:

Blank	This means that no order items have been invoiced.
Part	This means that some of the order items have been invoiced but there are still some order items still to invoice.
Full	This means that all of the order items have been completely invoiced.

When a job order item has been invoiced, the committed costs for this job are reduced by the value invoiced.

To create purchase invoices from your purchase orders

1. From the Purchase Order Processing window, select the purchase order(s) you want to be invoiced.

2. From the Purchase Order Processing window, choose Invoice.

   A pop-menu appears with the options 'Enter Invoice' and 'Create Invoices from Selected Order(s)'.

3. Select 'Create Invoice from Selected Order(s)', the Purchase Invoice Creation Method window appears.

   From the drop-down list you are able to select the method of creation of the purchase invoices. You can select from the following methods:

   Create from all outstanding to invoice-order item details: It will create a purchase invoice using all of the outstanding order items yet to be invoiced for the selected orders.

Create from all outstanding to invoice-delivery note details: It will create a purchase invoice using all of the outstanding delivery note items yet to be invoiced for the selected items.

Create from all outstanding to invoice-order and delivery note details: It will create a purchase invoice using all of the outstanding order and delivery note items yet to be invoiced for the selected orders.

4. Choose Continue.

   The Update Purchase Order (Create Purchase Invoice) window appears showing all of the outstanding items to be delivered for the selected orders.

   For further information on the boxes provided refer to the section *To Enter Purchase Invoices from your Purchase Orders*.

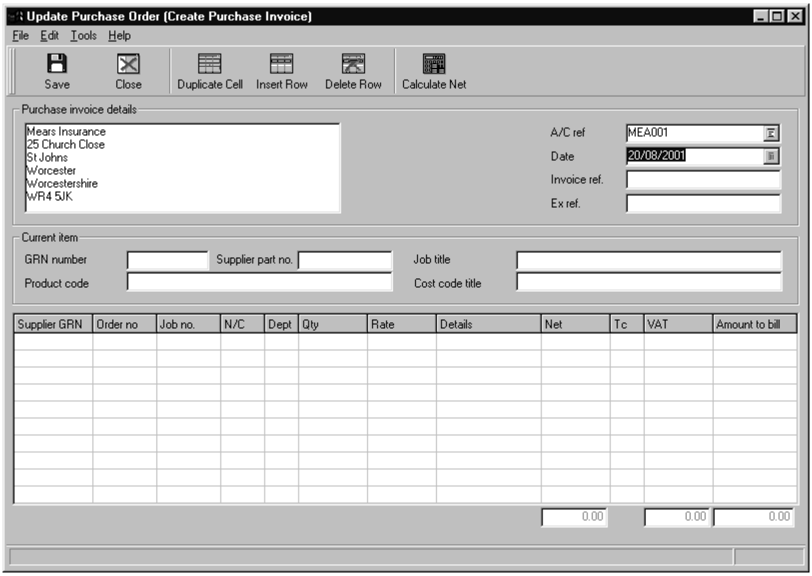
To enter purchase invoice from your purchase orders

1. From the Purchase Order Processing window, choose Invoice.

   A pop-up menu appears with the options ‘Enter Invoice’ and ‘Create Invoice from Selected Order(s)’.

2. Select ‘Enter Invoice’ from the pop-up menu.

The Update Purchase Order (Create Purchase Invoice) window appears.



3. You can either generate an invoice from a selected goods received note or from a selected order item.

4. You can enter the following details under Purchase Invoice Details in the boxes provided:

A/C Ref.	This box is used to identify the supplier account on the invoice. If you enter an existing account reference (or use the Finder to select one), the supplier's name and address appears on the window. If you enter an account code that is not set up, the pop-up window appears. You can then either select another account or create a new one using the New button.
Date	Enter the date of the purchase invoice. You can type in the date, use the Calendar button or press F5 to insert the program date.

Invoice Ref. — If required, enter a reference for the purchase invoice. This reference will appear against the transaction when viewing the transaction history in either Sage Job Costing or your Sage Line 50 program.

Ex Ref. — Enter an additional reference for the purchase invoice. This reference will appear against the transaction when viewing the transaction history in either Sage Job Costing or your Sage Line 50 program.

5. In the table you can enter the following information:

Supplier GRN — Enter the supplier's goods received note number on which this item was delivered. If you enter an existing supplier GRN and TAB (or use the Finder to select one), the Goods Received Note window appears.

You can then select a goods received note from the list, that is to be invoiced. You can also view your Goods Received Note and Purchase Order from this window.

You should only use this column, if a supplier goods received note has been delivered with your goods.

Order No. — Enter the internal order number for the item on order. If you enter an existing order and TAB (or use the Finder to select one), the Order Items window appears.

You can then select an order item for which you want to generate an invoice from the order items list. You can also view the Purchase Order from this window.

If the item that has been delivered was not originally on the order, you do not have to enter anything in this column.

Job No. — Use the Finder button to enter the job number and cost code for this invoice. The Job Details window appears.

Enter the number of the job to which the invoice is to be applied, or use the Finder button or F4 key, to select from a pop-up list of jobs.

	Enter the cost code that applies to the purchase invoice or use the Finder button or F4 key to select a cost code from the pop-up list. You can use the Structure button to view and add new cost codes to the cost structure set up for the job. For further information see Using Costing Structures section in the Working with Job Records chapter.
N/C	Type in the nominal code or use the Finder button to select from the pop-up list of nominal codes set up in your Sage Line 50 program. If the supplier account has a default nominal code set up in your Sage Line 50 program that default is automatically used here, but you can select a different code if required.
Dept	Enter the code of the department that you want to post this transaction to. The department dealing with the supplier is automatically displayed, however this can be overridden. This code is used to analyse transactions against departments in your Sage Line 50 program.
Qty	Type in or use the Calculator button to enter the product quantity that is to be invoiced. The quantity to be invoiced will default to the quantity remaining to be invoiced for the selected orders of the goods received note/order item.
Rate	Type in or use the Calculator button to enter the rate for the order item to be invoiced. For an order item the default rate will be the Unit Price specified on the order. If no order item has been selected, the rate will default to zero.
Details	Enter any text comment you want to store for the transaction by using the Finder button or F4 key. If a goods received note has been selected the details and comments will display what was entered when the goods received note was created. If no goods received note has been selected but an order item has been selected the details will display what was entered when the order was created.

Net	Enter the net invoice amount. You can type in the value or use the Calculator button to help you calculate the value. The default value shown here is the remaining quantity multiplied by the unit price less any discount from the order item line.
TC	Enter the appropriate tax code for the invoice.
VAT	This box shows the VAT amount. This is automatically calculated when you enter the net invoice amount. You can change the value of VAT, if necessary.
Amount to Bill	This box automatically calculates the amount to bill, dependent on the charge type that is set up for the job: For Non-ordered Items: Time & Materials/Costs plus Job, the calculation is: [Net] + [Overhead Mark Up] Where the overhead mark up is: [Percentage from the selected cost code] x [Net Value] For Fixed Price & Non-productive Jobs/Non Job purchases the amount to bill defaults to zero. For Ordered Items: Time & Material/Costs plus Job, the calculation is: [Qty] x [Chrg Rate] For Fixed Price & Non-productive Jobs/Non Job purchases the amount to bill defaults to zero. The calculation is automatic but you can edit the amount to bill for some charge types and codes.

6. Use the Duplicate Cell, Insert Row and Delete Row buttons from the Create Purchase Invoice toolbar to edit and copy the information in the table.

   If you enter a gross value in the Net box, you can use the Calculate Net button, or press F9, to calculate the net and VAT values for the currently selected invoice.

   Sage Job Costing automatically accumulates the Net, VAT and Amount to Bill columns. These values appear in the Total boxes.

7. To close the Update Purchase Order (Create Purchase Invoice) window and save the invoices in both the Sage Job Costing and Sage Line 50 program, click Save. To close the Update Purchase Order (Create Purchase Invoice) window without saving your changes, click Close.

   When you save the details of your invoice, your Sage Line 50 Audit Trail and Supplier account are automatically updated.

Creating Purchase Credit Notes

When you click Credit, a popup menu appears. From here you can choose how you want to create the purchase credit.

You have several choices and the method you use depends on the items that have been credited.

If the credit contains mostly items that have been ordered, then you should select Create credit from selected order(s). If you select this option, you have the choice of three credit creation methods:

Create from all invoiced - item details

This method will create a purchase credit using all of the order items that have been invoiced for the selected orders. This option is best used where you have not received any goods received notes for this order or you do not track/enter goods received notes.

Create from all invoiced - delivery note details:

This method will create a purchase invoice using all of the delivery note items that have been invoiced for the selected items. This option is best used where all of the items on the order have been delivered and appear in the credit.

Create from all invoiced - order and delivery note details:

This method will create a purchase invoice using all of the order and delivery note items that have been invoiced for the selected orders. This option provides the best invoice matching as it creates the credit using all of the unmatched goods received notes first and then displays all of the unmatched order items, if:

- You are not sure what goods received notes have been received
- You do not track/enter goods received notes.

Whichever of the above methods you choose, you can change the quantity invoiced for each item.

If the credit contains no items or has a number of items from several orders, then you should use the Enter goods received notes option. This allows you to manually select the items that are delivered from all outstanding items.

All purchase credits posted are subsequently updated to Sage Line 50.

When a job order item has been credited, the committed costs for this job are not affected.

To create purchase credits from your purchase orders

1. From the Purchase Order Processing window, select the purchase order(s) you want credited.

2. From the Purchase Order Processing window, choose Credit.

   A pop-up option appears. Either select 'Enter Credit' or 'Create credit from selected order(s)'.

3. Select 'Create Credit from Selected Order(s)', the Purchase Credit Creation Method window appears.

4. From the drop-down list you are able to select the method of creation of purchase credits. You can select from the following methods:

   Create from all invoiced-order item details: It will create a purchase credit using all of the previously invoiced order items for the selected orders.

   Create from all invoiced-delivery note details: It will create a purchase credit using all of the previously invoiced delivery note items for the selected items.

   Create from all invoiced-order and delivery note details. It will create a purchase credit using all of the previously invoiced order and delivery note items for the selected orders.

5. Choose Continue on the Purchase Credit Creation Method window, the Update Purchase Order (Create Purchase Credit) window appears showing all of the invoice items for the selected orders.

   For further information on the boxes provided refer to the section *To Enter Purchase Credits from your Purchase Orders*.

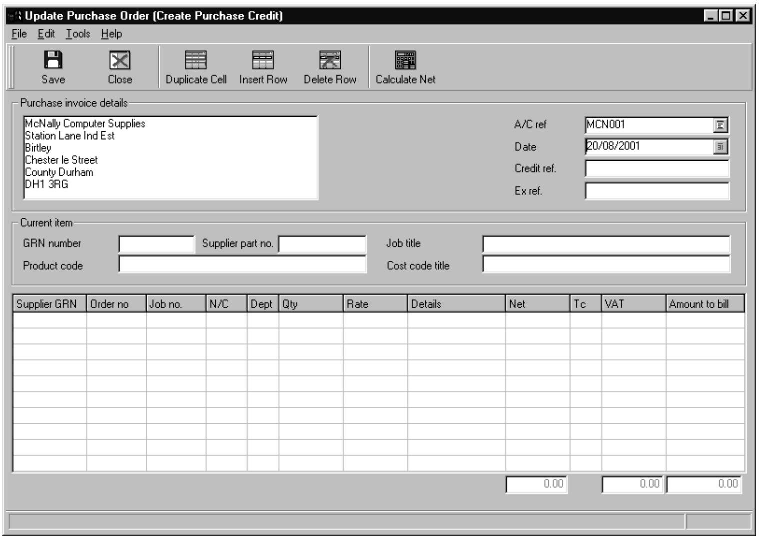
To enter purchase credits from your purchase orders

1. From the Purchase Order Processing window, choose Credit.

   A pop-up menu appears with the options 'Enter Credit' and 'Create credit from selected order(s)'.

2. Select 'Enter Credit' from the pop-up menu

   The Update Purchase Order (Create Purchase Credit) window appears.



3. You can allocate a credit note to an item from the selected goods received note or from the selected order item.

4. You can enter the following details under Purchase Credit Details in the boxes provided:

   A/C Ref. This box is used to identify the supplier account for the purchase order. If you enter an existing account reference (or use the Finder to select one), the supplier's name and address appears on the window.

If you enter an account code that is not set up, the pop-up window appears. You can then either select another account or create a new one using the New button.

Date	Enter the date of the purchase credit note. You can type in the date or use the Calendar button to enter a date. Press F5 to insert the program date.
Credit Ref.	If required, enter a reference for the purchase credit note. This reference will appear against the transaction when viewing the transaction history in either Sage Job Costing or your Sage Line 50 program.
Ex Ref.	If required, enter an additional reference for the purchase credit note. This reference will appear against the transaction when viewing the transaction history in either Sage Job Costing or your Sage Line 50 program.

5. In the table you can enter the following information:

Supplier GRN	Enter the supplier goods received note number on which this item was delivered. If you enter an existing supplier GRN and TAB (or use the Finder to select one), the Goods Received Note window appears. You can then select the goods received note from the list that is to be credited. You can also view your Goods Received Note and Purchase Order from this window. You should only use this column, if a supplier goods received note has been delivered with your goods.
Order No.	Enter the internal order number for the item on order. If you enter an existing order and TAB (or use the Finder to select one), the Order Items window appears. You can then select the order item from the order items list, for which you want to generate a credit note. You can also view the Purchase Order from this window.

	If the item that has been delivered was not originally on the order, you do not have to enter anything in this column.
Job No.	Use the Finder button to enter the job number and cost code for this invoice.The Job Details window appears. Enter the number of the job to which the credit note is to be applied, or use the Finder button or F4 key, to select from a pop-up list of jobs. Enter the cost code that applies to the purchase credit note or use the Finder button or F4 key to select a cost code from the pop-up list. You can use the Structure button to view and edit the cost structure set up for the job. For further information see Using Costing Structures section in the *Working with Job Records* chapter.
N/C	Type in the nominal code or use the Finder button to select from the pop-up list of nominal codes set up in your Sage Line 50 program. If the supplier account has a default nominal code set up in your Sage Line 50 program, that default is automatically used here but you can select a different code if required.
Dept	Enter the code of the department that you want to post this transaction to. The department dealing with the supplier is automatically displayed, however this can be overridden. This code is used to analyse transactions against departments in your Sage Line 50 program.
Qty	Type in or use the Calculator button to enter the product quantity that is to be credited. The quantity to be credited will default to the quantity remaining to be credited for the selected order of the goods received note/order item.
Rate	Type in or use the Calculator button to enter the rate for the order item to be credited. For an order item the default rate will be the Unit Price specified on the order. If no order item has been selected, the rate will default to zero.

Details	Enter any text comment you want to store for the transaction by using the Finder button or F4 key.
Net	Enter the net credit note amount. You can type in the value or use the Calculator button to help you calculate the value. The default value is the quantity multiplied by the unit price less any discount from the order item line.
TC	Enter the appropriate tax code for the credit note.
VAT	This box shows the VAT amount. This is automatically calculated when you enter the net credit note amount. You can change the value of VAT, if necessary.
Amount to Bill	This box automatically calculates the amount to bill, dependent on the charge type that is set up for the job: For Non-ordered Items: Time & Materials/Costs plus Job, the calculation is: [Net] + [Overhead Mark Up] Where the overhead mark up is: [Percentage from the selected cost code] x [Net Value] For Fixed Price & Non-productive Jobs/Non Job purchases the amount to bill defaults to zero. For Ordered Items: Time & Material/Costs plus Job, the calculation is: [Qty] x [Chrg Rate] For Fixed Price & Non-productive Jobs/Non Job purchases the amount to bill defaults to zero. The calculation is automatic but you can edit the amount to bill for some charge types and codes.

6. Use the Duplicate Cell, Insert Row and Delete Row buttons from the Create Purchase Credit toolbar to edit and copy the information in the table.

   If you enter a gross value in the Net box, you can use the Calculate Net button, or press F9, to calculate the net and VAT values for the currently selected line.

Sage Job Costing automatically accumulates the Net, VAT and Amount to Bill columns. These values appear in the Total boxes.

7. To close the Update Purchase Order (Create Purchase Credit) window and save the credit notes in both the Sage Job Costing and Sage Line 50 program, click Save. To close the Update Purchase Order (Create Purchase Credit) window without saving your changes, click Close.

   When you save the details of your credit note, your Sage Line 50 Audit Trail and Supplier account are automatically updated.

Cancelling a Purchase Order

You can cancel an incomplete purchase order at any time. When the order is cancelled, any outstanding committed costs are removed for each of the job order items.

To cancel a purchase order

1. From the Purchase Orders Processing window select the order you want to cancel.

2. Choose Status and select Cancel from the pop-up menu.

   The ‘On-Order’ status for the order will be set to ‘Cancel’.

To reactivate a cancelled order

1. From the Purchase Orders Processing window select the order you want to reactivate.

2. Choose Status and select ‘On-Order’ from the pop-up menu.

   The ‘On-Order’ status for the order is now set to ‘On-Order’.

Completing a Purchase Order

Once all of the goods have been fully delivered and invoiced, the purchase order should be marked as ‘Complete’.

When the order is completed, any outstanding order items not delivered or invoiced will no longer be available for selection and any outstanding committed costs are removed for each of the job order items.

To complete a purchase order

1. From the Purchase Orders Processing window select the order you want to complete.

2. Choose Status and select ‘Complete’ from the pop-up menu.

   - The ‘Complete’ status for the order will be set to ‘Yes’.

To reactivate a completed order

1. From the Purchase Orders Processing window select the order you want to reactivate.

2. Choose Status and select 'Reactivate' from the pop-up menu.

   The 'Complete' status for the order will be set to 'No'.

Printing Purchase Orders

You can choose to print your purchase orders either when the order is created or as a batch. You can print to your printer, a file or preview the order on screen.

To print purchase orders straight away

1. When you have entered all of the purchase order details, choose Print from the Purchase Order Entry window.

   The Purchase Order Printing window appears.

2. Select the layout you require for your purchase orders from the Layout list box.

   You can edit an existing layout or create a new one if necessary.

3. Select whether you want print, preview or file the report from the toolbar.

   If you have selected to print the order, the Windows Print window appears. Use this to select which pages to print and change your printer settings if required.

   If you have selected to preview the order, the Preview window appears showing the selected purchase orders. If you are satisfied with the order, you can send it directly to the printer by clicking Print from the bottom of the window.

   If you have selected to print the order to a file, the File Save As window appears. Select a directory in which to store the file and enter the filename in the File Name box. You can also select the type of file you wish to create. Using the 'Save File as Type' drop-down list box, select either Sage Job Costing Report Data Format (.SRD), Comma Separated Value (.CSV), HTML file format (.HTM) or Text file format (.TXT).

To print your batched purchase orders

1. Select the purchase order or orders you wish to print from the Purchase Order Processing window list box, then choose Print.

   The Purchase Order Printing window appears.

2. Select the layout you require for your purchase orders from the Layout list box.

   You can edit an existing layout or create a new one if necessary.

3. Select the layout you require for your purchase orders from the Layout list box.

   You can edit an existing layout or create a new one if necessary.

   If you have selected to print the order, the Windows Print window appears. Use this to select which pages to print and change your printer settings if required.

   If you have selected to preview the order, the Preview window appears showing the purchase order. If you are satisfied with the order, you can send it directly to the printer by clicking Print from the bottom of the window.

   If you have selected to print the order to a file, the File Save As window appears. Select a directory in which to store the file and enter the filename in the File Name box. You can also select the type of file you wish to create. Using the ‘Save File As Type’ drop-down list box, select either Sage Job Costing Report Data Format (.SRD), Comma Separated Value (.CSV), HTML file format (.HTM) or Text file format (.TXT).

Producing Purchase Order Reports

You can print any standard Purchase Order reports in Sage Job Costing as soon as you have started entering Purchase Orders. These reports show your outstanding order or orders that have already been delivered or part delivered. They can be previewed on the screen, printed to your printer or saved to a file so that it can be previewed or printed later.

8

Using Job Enquiries

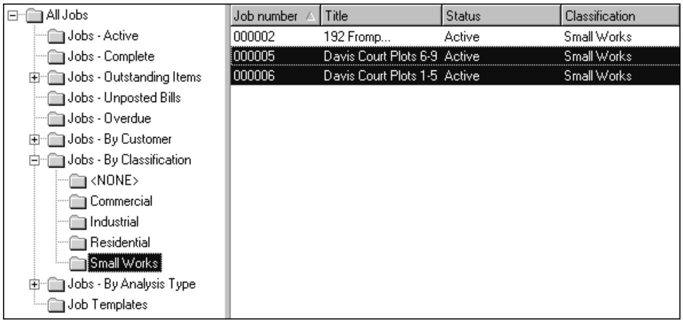
You can use the Job Enquiries option to view the progress and cost activity of a selected job. You can view:

- The Milestones tab to see job milestones and other information necessary to monitor the progress of a job.
- The Cost Summary tab to see the costs and budgets for a job, broken down by cost category and code.
- The Revenue Summary tab to see a summary showing the revenue and profitability of a job.
- The Suppliers tab to see a list of the suppliers who have been used to supply the job.
- The Employees tab to see a list of the employees who have worked on a job.
- View the Stock tab to see a list of the stock items used on a job.

In this chapter

Remember…

Use the filters available in the tree view to restrict which jobs appear in the job list. For example, to list all the jobs with a particular classification, select the Jobs - By Classification filter, then select the classification you require.



You can select the job or jobs you want to display information about from the job list on the main desktop.

If you select jobs from the job list, you can use the First, Previous, Next and Last buttons provided on your Job Enquiries toolbar to step through the jobs you selected.

If you do not select the job or jobs you want from the job list, you can either:

- Choose the Finder button attached to the Job number box. A job record list appears. Use the cursor keys to highlight the job you require and choose the OK button. The Job Enquiries window shows details about the selected job.

- Type the required job number directly into the Job number box then move the cursor to another box. If the job number exists in your Job Costing program, the details will appear. If the job record does not exist, a message appears.

Viewing Job Milestones

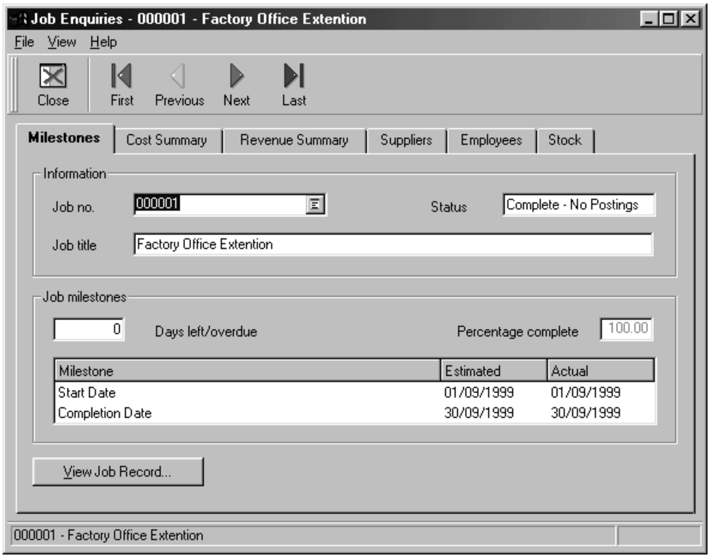
You can use the Milestones tab to view the default milestone dates set up on the Job Record and monitor the completion status of the selected job.

To view job milestone details

1. You can select the job or jobs you want to enquire about from the main Sage Job Costing desktop.

2. From the Job Details stacked toolbar, choose the Job Enquiries option.

   The Job Enquiries window appears, showing the Milestones tab.



3. Select the job record you want to view. To do this, either:

   - Choose the Finder button located next to the Job number box on the Milestones tab. The job record list appears. Select a record from the list then choose the OK button to view the job record.

   - Type the job record number into the Job number box on the Milestones tab and then move the cursor into a different box. The job record appears if it exists on your Sage Job Costing program.

- Use the Next toolbar button or the Next Record option from the View menu to display the next job in your selection. If you are viewing the last job record in your selection, this option will loop back to display the first job record in your selection.
- Use the Previous toolbar button or the Previous Record option from the View menu to display the previous job record in your selection. If you are viewing the first job in the selection, this option will loop back to display the last job record.
- Use the Last toolbar button or the Last Record option from the View menu to display the last job record in your selection.
- Use the First toolbar button or the First Record option from the View menu to display the first job in your selection.

The on-screen information automatically updates to display information about the selected job.

You can view the following details:

Status	Displays the status of the job. For further information about job status see the *Entering or Editing Job Details* section of the *Working With Job Records* chapter.
Job title	Displays the job title.

The following details appear for each job milestone:

Days left / overdue	The number of days left before the job is complete, or the number of days by which the job is overdue. This is calculated by: [Estimated Completion Date] - [Program Date] If the result is negative, the job is overdue. **Note:** The program date is normally your computers system date (today's date). You can change the program date via the main desktop by opening the Settings menu and then choosing the Change Program Date option.
Percentage complete	Displays the percentage of the job which is complete. This is a figure which you can enter or edit from the job record or from the Job Billing option. It is never calculated or updated by the system.

Milestone	This table displays the two job milestones: Start Date and Completion Date.
Estimated	Displays the estimated start date and estimated completion date for the job.
Actual	Displays the actual start date and actual completion date for the job.

5. To display the job record window for the selected job, choose the View Job Record button.

   For further information about entering and editing job record data, see the *Working With Job Records* chapter.

6. To view further details about a job, select the required tab. Alternatively, to exit from the Job Enquiries window and return to the main Sage Job Costing desktop, choose the Close button.

Viewing Job Cost Summaries

The Cost Summary tab summarises the costs and budgets for the selected job. Details are broken down by cost category including the pre-defined categories (such as labour, materials etc). For Sage Job Costing Professional users, this also includes any additional categories you have entered.

To view job cost summary details

1. From the main Sage Job Costing desktop, select the job or jobs you want to enquire upon.

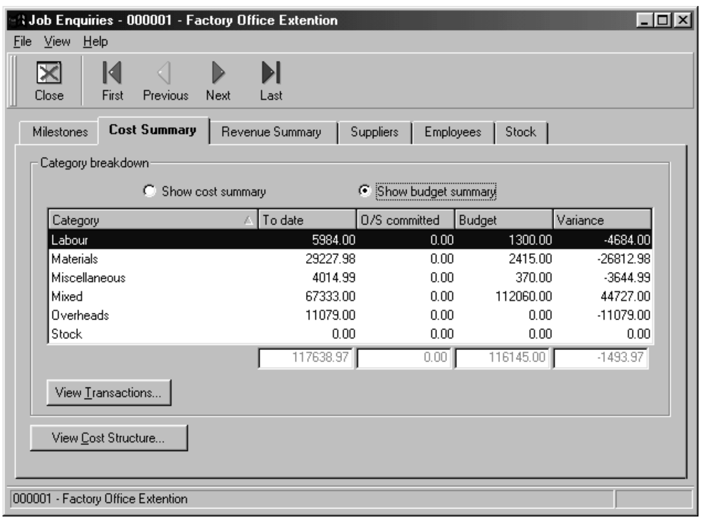
2. From the Job Details stacked toolbar, choose the Job Enquiries option.

   The Job Enquiries window appears.

3. Use the Job Number box on the Progress tab, or the toolbar options, to select the job record you want to view.

4. Choose the Cost Summary tab.

   The Cost Summary tab appears.



5. Select the Show cost summary option to view the following details, broken down by cost code category:

This period	Displays the sum of all net values from each transaction that has been posted since the last period end was run. This value may include an overhead mark up. For further information see the *Calculating and Allocating Overheads* section of the *Setting Up Your Sage Job Costing Program* chapter. The total for all cost categories appears at the bottom of the table.
Year to date	Displays the sum of all net values from each transaction that has been posted since the last year end was run. This value may include an overhead mark up. For further information see the *Calculating and Allocating Overheads* section of the *Setting Up Your Sage Job Costing Program* chapter. The total for all cost categories appears at the bottom of the table.
To date	Displays the sum of all net values from each transaction that has been posted to the job. These totals include the opening balances held against each cost code. This value may include an overhead mark up. For further information see the *Calculating and Allocating Overheads* section of the *Setting Up Your Sage Job Costing Program* chapter. The total for all cost categories appears at the bottom of the table.

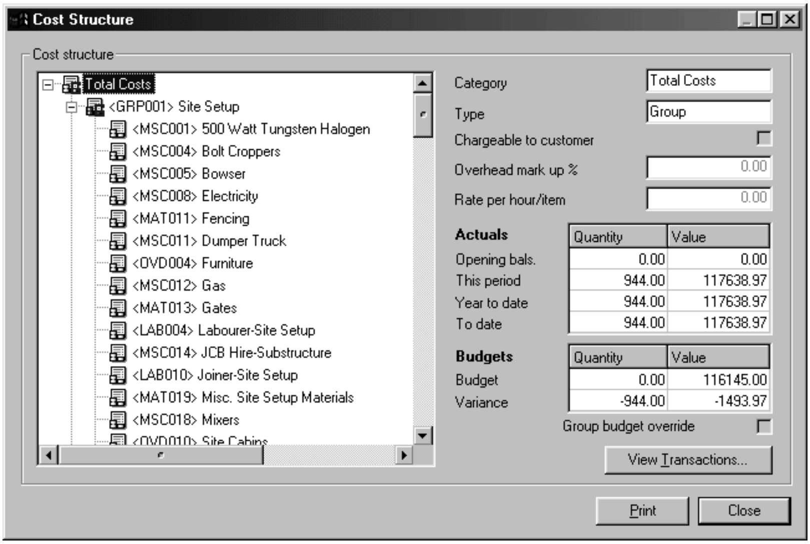
6. Select the Show budget summary option to view the following details, broken down by cost code category:

To date	Displays the net values from each transaction that has been posted, totalled by cost category. These totals include the opening balances entered against each cost code. This value may include an overhead mark up. For further information see the *Calculating and Allocating Overheads* section of the *Setting Up Your Sage Job Costing Program* chapter. The total for all categories appears at the bottom of the table.
Committed Costs	Displays the value of uninvoiced purchase orders, itemised by cost category. For further information, refer to the *Working with Purchase Orders* chapter.
Budget	Displays the total budget allocated to each cost code, itemised by cost category. The total for all categories appears at the bottom of the table.
Variance	Displays the difference from the total cost (the To Date figure plus the O/S Committed Costs less the Budget figure for each cost category). This value illustrates how far under or over budget the job is at this time. The total variance for all categories appears at the bottom of the table.

7. Select a category from the table and choose the View Transactions button to display the transactions for cost codes using the selected category.

   For information about the boxes on this window see the *Using Job Billing* chapter.

8. Choose the View Cost Structure button to display the cost breakdown using the cost structure for the job. This allows you to see cost and budget figures calculated for different levels of the cost structure. For further information about the boxes displayed on this window see the section *Using Costing Structures* in the *Working With Job Records* chapter.



9. To view further details about a job, select the required tab. Alternatively, to exit from the Job Enquiries window and return to the main Sage Job Costing desktop, choose the Close button.

Viewing Job Revenue Summaries

The Revenue Summary tab summarises the revenue and profitability for the selected job. You can also view details of an individual invoice or credit note.

To view the job revenue summary details

1. From the main Sage Job Costing desktop, select the job or jobs you want to enquire upon.

   The selected jobs are highlighted in the job list on the desktop.

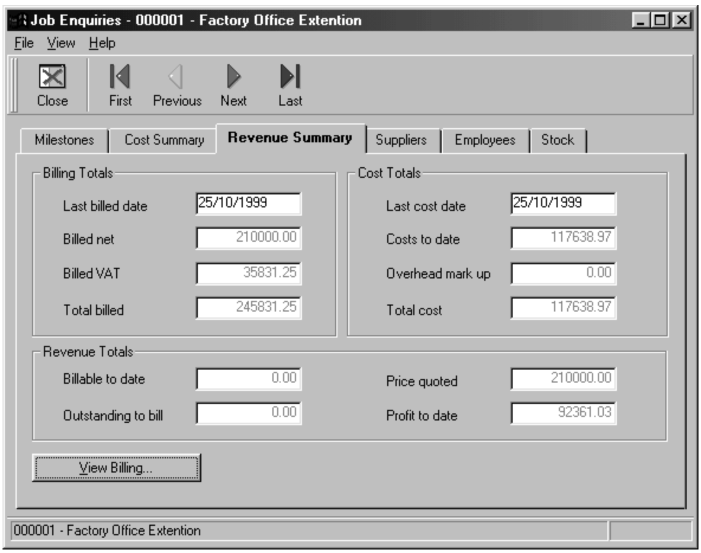
2. From the Job Details stacked toolbar, choose the Job Enquiries option.

   The Job Enquiries window appears.

3. Use the Job number box on the Progress tab, or the toolbar options, to select the job record you want to view.

4. Choose the Revenue Summary tab.

   The Revenue Summary tab appears.



5. The following details for the selected job appear in the Billing Totals area:

Last billed date	Displays the last billed date for the selected job. The date is updated every time a new invoice is posted to the Sage Job Costing program for the selected job.
Billed net	Displays the net value of sales invoices and credits posted to the selected job. Any billed net opening balance figures entered for the job on the Charging tab from the Job Record window will also be included.
Billed VAT	Displays the total billed VAT for the job. This is calculated by adding the total VAT from the sales invoices and credits posted against each job. Any billed VAT opening balance figures entered for the job on the Charging tab from the Job Record window will also be included.
Total billed	Displays the total of the billed net and the total of the VAT for the selected job.

6. The following details for the selected job appear in the Cost Totals area:

Last cost date	Displays the last cost entry for the selected job. The box is updated every time a new cost entry is saved.
Costs to date	Displays the accumulated total costs against the selected job. The Costs To Date is calculated as each transactions net value plus the opening balance values for each cost code.
Overhead mark up	Displays the total overhead mark up value applied to each cost when the transactions are posted.
Total cost	Displays the total of the Costs to date. This value also includes the Overhead mark up value if you select the check box on the Settings tab on the Company Preferences window. For further information see the *Calculating and Allocating Overheads* section in the *Setting Up Your Sage Job Costing Program* chapter.

7. The following details for the selected job appear in the Revenue Totals area:

Billable to date	Displays the total of all of the Amounts to bill entered against each transaction up to the current date. This figure represents the total amount chargeable to the customer for this job. For fixed price jobs, the figure represents the price quoted.
Outstanding to bill	Displays the total outstanding amount to be billed for the selected job. This figure is calculated differently, depending on the charge type: For jobs with the Time and Materials/Costs Plus charge type, this value is calculated by totalling the Amounts To Bill for each transaction that has not been billed yet. For jobs with the Fixed Price charge type, this value is calculated as Price Quoted less the Billed Net figure. For jobs with the Non-productive charge type, this value will be zero.
Price quoted	Displays the total price quoted for the job. This figure is entered on the Charging tab of the Job Record window.
Profit to date	Displays the total profit to date for the job. This figure is calculated by subtracting the total cost amount from the billed net value.

8. Choose the View Billing button to display the Billing window.

   The Billing window displays all of the billing information for the selected job.

   For more information about billing, see the *Using Job Billing* chapter.

9. To view further details about a job, select the required tab. Alternatively, to exit from the Job Enquiries window and return to the main Sage Job Costing desktop, choose the Close button.

Viewing Suppliers

The Suppliers enquiry tab lists all the suppliers used on the job. You can display the transactions for a selected supplier.

To view the job suppliers details

1. From the main Sage Job Costing desktop, select the job or jobs you want to enquire upon.

   The selected jobs are highlighted in the job list on the desktop.

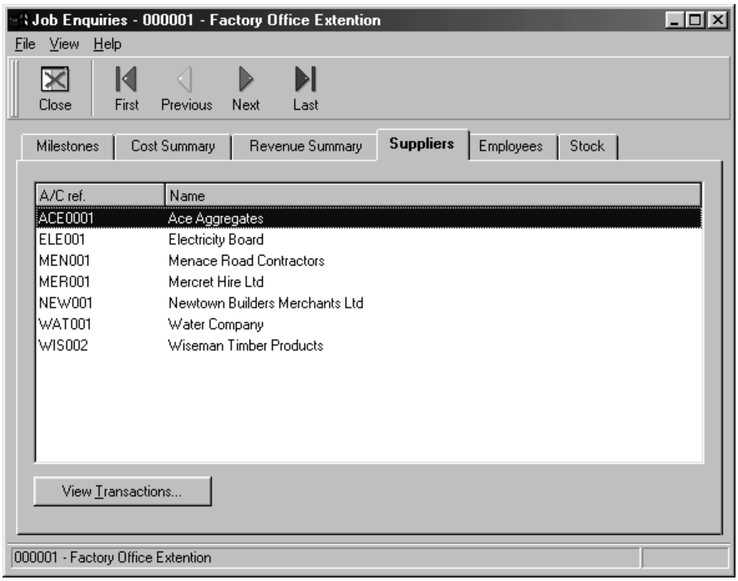
2. From the Job Details stacked toolbar, choose the Job Enquiries option.

   The Job Enquiries window appears.

3. Use the Job number box on the Milestones tab, or the toolbar options, to select the job record you want to view.

4. Choose the Suppliers tab.

   The Suppliers tab appears.



5. The following details appear for each supplier:

A/C ref.	Displays the suppliers account reference.
Name	Displays the suppliers name.

6. Choose the View Transactions button to display the Transaction Detail window.

   The Transaction Detail window shows all of the purchase invoices and purchase credits for the selected supplier. For information about the boxes displayed on this window, see the *Entering Purchase Invoices* and *Entering Purchase Credit Notes* sections in the *Recording Costs* chapter.

7. To limit the list to transactions that fall within a specific date range, choose the Set Date Range button.

   The Date Range window appears.

   Enter the range of dates that you want to include and choose the OK button.

8. To view further details about a transaction, select the transaction from the list and choose the View Details button.

   The further Transaction Detail window appears.

9. To exit from the Transaction Detail window, choose the Close button. To exit from the Transaction Detail Activity tab, choose the Close button.

10. To view further details about a job, select the required tab. Alternatively, to exit from the Job Enquiries window and return to the main Sage Job Costing desktop, choose the Close button.

Viewing Employees

The Employees enquiry tab lists all the employees who have worked on the job. You can display the employee record and the transactions for a selected employee.

To view employee details

1. From the main Sage Job Costing desktop, select the job or jobs you want to enquire upon.

   The selected jobs are highlighted in the job list on the desktop.

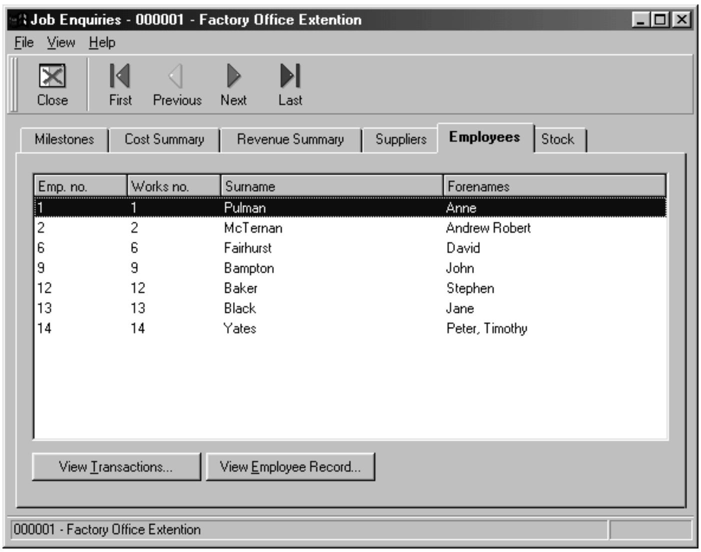
2. From the Job Details stacked toolbar, choose the Job Enquiries option.

   The Job Enquiries window appears.

3. Use the Job number box on the Milestones tab, or the toolbar options, to select the job record you want to view.

4. Choose the Employees tab.

   The Employees tab appears.



5. The following details appears for each employee:

Emp. no.	Displays the employees payroll number.
Works no.	Displays the employees works number.
Surname	Displays the employees surname.
Forenames	Displays the employees forename(s).

6. To display the View Transactions window for the selected employee, choose the View Transactions button.

   For information about the boxes displayed on this window, see the *Entering Employee Time* section in the *Recording Costs* chapter.

7. To display further details for the selected employee, choose the View Employee Record button.

   For information about the boxes displayed on this window, see the *Working With Employees* section in the *Setting Up Your Sage Job Costing Program* chapter.

8. To limit the list to transactions that fall within a specific date range, choose the Set Date Range button. Enter the range of dates that you want to include and choose the OK button.

9. To view further details about a job, select the required tab. Alternatively, to exit from the Job Enquiries window and return to the main Sage Job Costing desktop, choose the Close button.

Viewing Stock Items

The Stock tab lists all the stock items which have been issued or returned for the job. You can display the transactions for the selected stock item.

To view stock details

1. From the main Sage Job Costing desktop, select the job or jobs you want to enquire upon.

   The selected jobs are highlighted in the job list on the desktop.

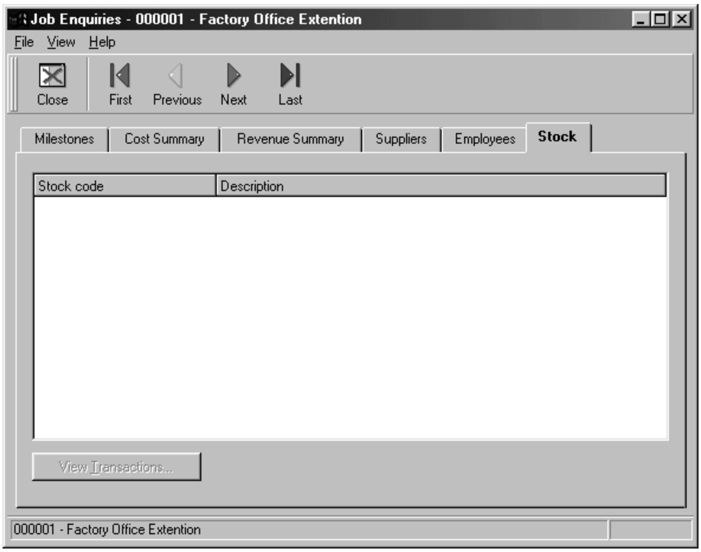
2. From the Job Details stacked toolbar, choose the Job Enquiries option.

   The Job Enquiries window appears.

3. Use the Job number box on the Milestones tab, or the toolbar options, to select the job record you want to view.

4. Choose the Stock tab.

   The Stock tab appears.



5. The following details appear for each stock item:

Stock code	Displays the stock code.
Description	Displays the stock description.

6. Choose the View Transactions button to display the Transaction Detail window.

   The Transaction Detail window shows all of the stock issues and stock returns for the selected stock item. For information about the boxes displayed on this window, see the *Entering Stock Issues* and *Entering Stock Returns* sections in the *Recording Costs* chapter.

7. To limit the list to transactions that fall within a specific date range, choose the Set Date Range button. Enter the range of dates that you want to include and choose the OK button.

8. To view further details of a transaction, select the transaction from the list and choose the View Details button.

9. To exit from the Transaction Detail window and return to the Job Enquiries window, choose the Close button.

10. To view further details about a job, select the required tab. Alternatively, to exit from the Job Enquiries window and return to the main Sage Job Costing desktop, choose the Close button.

9

Using Job Billing

You can use Sage Job Costing to produce sales invoices and credit notes for your customers. You can then post these invoices/credits to your customer's ledger within Sage Line 50.

Using the Job Billing option you can identify the transactions that need to be billed and transfer the details for these transactions to an invoice.

Credit notes can be generated within Sage Job Costing to cater for instances when invoices need to be refunded (for example, when you have goods returned).

In this chapter

Remember…

The billing method (i.e. The selected charge type for the job) and cost codes used in jobs affect billing.

Billing Methods

The billing method used in a job is specified by selecting a Charging Type in the Charging tab of the Job Record window. The billing method controls how the Amount to Bill value is calculated. The billing methods available are:

- Time & Materials
  This charging type bills the customer for the labour (plus any mark up percentage) defined in the job's timesheets and for the materials (plus charge out values) defined in the job plus any other charges. If you chose this charging type, the cost transactions are listed and you can choose which transactions you want to include on the invoice.

- Costs Plus
  This charging type applies a percentage mark up to the original cost. When you create an invoice in the Job Billing option, you can add a final mark-up percentage to the entire bill. If you chose this charging type, the cost transactions you have assigned to a particular job are listed and you can choose which transactions you want to include on the invoice.

- Fixed Price
  If you chose this charging type, then you can bill the customer the price quoted (regardless of the time and materials spent on the job) or the quantity/unit price. For Fixed Price jobs, the cost transactions are not listed. The billing method for fixed price jobs is defined on the Charging tab of the Job Record window. For further information about how to do this, refer to the section *Entering or Editing Charging Details* from the *Working with Job Records* chapter.

- Non-productive
  There is no billing allowed on a non-productive job, so if you chose the Non-productive billing method, the job is excluded from the Job Billing option.

Cost Codes

When you set up a costing structure for a job, you use the Chargeable to Customer check box to specify whether a cost posted against this code for this job will be passed to the customer or not. Choose the Cost Structure tab within the job record to view the cost codes for a particular job.

Billing Check Lists

Use the following check lists to help you bill your customers using Sage Job Costing.

Creating Invoices Check List

❑ Find out which jobs have items that have not been invoiced/billed.

To view which jobs have outstanding items, from the tree view click the Jobs - Outstanding Items filter, then select the charging type you require. All jobs of the selected charging type with outstanding items to be invoiced are listed in the Job List.

❑ View details about the outstanding values to be billed. (Optional.)

To view details about the items that need to be billed, you can view the Job Enquiries Revenue Summary tab (for details see the chapter *Using Job Enquiries*). Alternatively, view the Job/Customer Status section on the Job Billing window (for details see the section *Viewing Billing Summary Details* later in this chapter).

❑ Create your invoice.

For details see the section *Creating Sales Invoices*.

❑ Print your invoice and backing sheet (Optional).

Check that the values entered on the invoice are correct. For details see the section *Printing Sales Invoices and Credit Notes in Sage Job Costing*.

❑ Post invoice details to Sage Line 50.

Only post the invoice to Sage Line 50 if you are sure that the invoice details are correct and you are ready to print the invoice for your customer. For details see the section *Posting Sales Invoices and Credit Notes to Sage Line 50*.

Creating Credit Notes Check List

- ❑ Produce your credit note.

  For details see the section *Creating Sales Credit Notes*.

- ❑ Print your credit note or backing sheet (Optional).

  Check that the values entered on the credit note are correct. For details see the section *Printing Sales Invoices and Credit Notes in Sage Job Costing*.

- ❑ Post credit note details to Sage Line 50.

  Only post the credit note to Sage Line 50 if you are sure that the credit note details are correct and you are ready to print the credit note for your customer. For details see the section *Posting Sales Invoices and Credit Notes to Sage Line 50*.

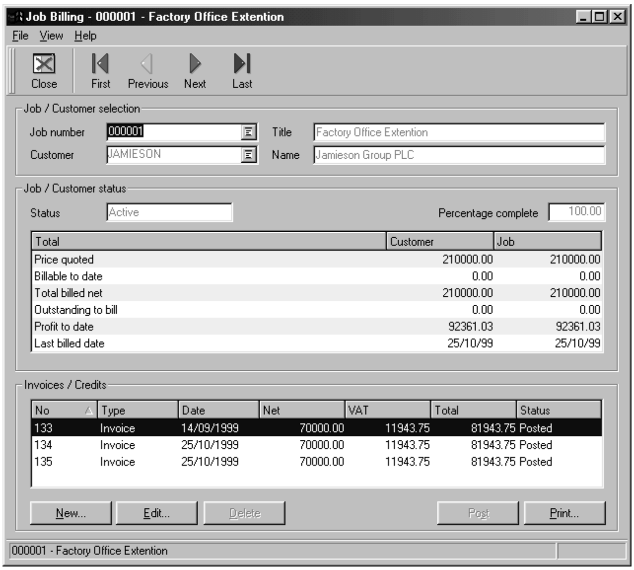
Viewing Billing Summary Details

You can use the Job Billing option on the Job Details stacked toolbar to see at a glance the total values to be billed for jobs. When you know which jobs have outstanding items to bill, you can create your invoices

To view the billing summary details for a job

1. From the Job Details stacked toolbar, choose the Job Billing option.

   The Job Billing window appears.



2. Select the job you want to view. To do this, either:

   - Choose the Finder button located next to the Job number box. The job record list appears. Select a record from the list then choose the OK button to view the job record.
   - Type the job record number into the Job number box and then move the cursor into a different box. The job record appears.
   - If you selected a number of job records from the main job list, you can use the Next, Previous, Last and First toolbar buttons to move through your selection.

   The job title appears automatically when you have entered the job number.

3. If only one customer has been associated with the selected job, the customer reference and name appears automatically. You cannot change this.

   (Sage Job Costing Professional users only) If you have more than one customer associated with the job, select the customer you want to bill. To do this:

   - Choose the Finder button located next to the Customer box. The customer list appears. Select a record from the list then choose the OK button to view the job record.
   - Type the customer reference number into the Customer box.

   When you have selected the customer reference you require, the customer name appears automatically.

   The on-screen information automatically updates to display the following billing summary details for the selected customer and job:

Status	Displays the status of the job. This can be Active, Complete - Postings, Complete - No Postings or Complete - Delete. This box cannot be edited.
Percentage complete	Displays the percentage of the job which is completed. This box cannot be edited.
Price quoted	**Customer column** This shows the price quoted to the selected customer for the job as entered on the Charging tab of the Job Record. **Job column** This shows the total price quoted for the job.
Billable to date	This shows the total billable amount to date. The value is calculated differently depending upon the charge type you have selected. **Customer column** For Fixed Price jobs, this column shows the price quoted to the selected customer for the job, as entered on the Charging tab of the Job Record. For Time & Materials and Costs Plus jobs, if the job has only one customer associated with it this is the total of all the 'Amounts to Bill' entered against each transaction. This value represents the total

amount chargeable to the customer for this job. If there are multiple customers attached to the job, it is not possible to calculate a value to appear here. The note "*customer totals are not available for this charge type" appears in the Total column and the Customer column shows the text "See note*".

Job Column
For Fixed Price jobs, this shows the total price quoted for the job.

For Time & Materials and Costs Plus jobs this column shows the total of all of the Amounts to Bill entered against each transaction. This represents the total amount chargeable to the customer(s) for this job.

Note: You cannot amend an invoice or credit note that has been posted to Sage Line 50.

Total billed net

Customer column
This shows the Total Billed Net value calculated from the total net value of the sales invoices and credit notes posted for the selected customer for this job. Any billed goods opening balance figures entered for this job for the selected customer are also included.

Job column
This shows the Total Billed Net value calculated from the total net value of **all** sales invoices and credit notes posted for this job. All billed goods opening balance figures entered for the job will also be included.

Outstanding to bill

Displays the total outstanding amount to be billed for the selected job. This figure is calculated differently depending on the charge type set for the job.

Customer column
For Fixed Price jobs the figure is calculated as Price Quoted minus Total Billed Net.

For Time & Materials and Costs Plus jobs, if the job has only one customer associated with it this is the total of all the Amounts to Bill entered against each transaction that has not been billed yet. If there are multiple customers attached to the job, it is not possible to calculate a value to appear here. The note "*customer totals are not available for this charge type." appears in

Note: If you have selected to include overhead mark up in your cost and profitability calculations in the Company Preferences option, the profit to date values include the overhead mark up total.

	the Total column and the Customer column shows the text "See note*". **Job column** For Fixed Price jobs this column shows the Job Total Price Quoted minus Job Total Billed Net. For Time & Materials and Costs Plus jobs this column shows the total of all of the Amounts to Bill entered against each transaction that have not been billed.
Profit to date	Displays the profitability of the job. **Customer Column** If the job has only one customer associated with it this is the Total Billed Net minus Billable to Date. If there are multiple customers attached to the job, it is not possible to calculate a value to appear here. The note "*customer totals are not available for this charge type." appears in the Total column and the Customer column shows the text "See note*". **Job Column** This column shows the Total Billed Net minus Billable to Date.
Last billed date	**Customer column** This shows the last billed date for the selected customer for this job. This is updated each time an invoice is posted. **Job column** This shows the last billed date for the selected job. This is updated each time an invoice is posted.

This window also displays a list of the invoices and credit notes that have been created for the selected job. The following information appears:

No	This is the number of the invoice or credit note.
Type	This shows whether the bill is an invoice or credit note.
Date	This shows the date the invoice or credit note was created.
Net	This is the net value of the invoice/credit note.
VAT	This is the VAT element of the invoice/credit note.

Total	This is the total (net plus VAT) value of the invoice/credit note.
Status	This is the status of the invoice/credit note. It can be Saved or Posted. If the invoice has not been posted to Sage Line 50 the status is Saved. If it has been posted to Sage Line 50 the status is Posted.

You can create invoices and credit notes from this window. For further information about how to do this, refer to the section *Working With Invoices and Credit Notes*.

Working With Invoices and Credit Notes

Use the Job Billing window to view a list of the saved and posted sales invoices and credit notes for a job.

From the Job Billing window you can:

- Create new sales invoices and credit notes.
- Edit existing invoices and credit notes with the status 'Saved'.
- Delete invoices and credit notes with the status 'Saved'.
- Post invoices and credit notes to your Sage Line 50 program.
- Print your invoices and credit notes.

When you create and save a sales invoices or credit note, it is not committed to the Sage Line 50 program and can still be edited or deleted. To view or amend an invoice at a later date, select the invoice or credit note from the Job Billing window then edit the details as required.

Once you post your sales invoice or credit note to Sage Line 50, you can view the invoice details but cannot edit or delete it.

Creating Sales Invoices

You can create sales invoices by adding item lines to the Sales Invoice window. When you create an invoice, you must create one or more item lines for that invoice. Item lines include costs that can be invoiced to the selected customer.

You must decide how you will use item lines. For example, you may create only one item line per invoice and assign all the costs to that single item. Alternatively, you may create multiple lines for each invoice. If you use multiple item lines then you can distinguish between different types of cost (labour, materials, etc.) on different lines. You can also use the sales invoice to specify VAT and carriage amounts.

If you want to post different charges to different nominal codes, you must put each charge on a different item line. Each item line can be posted to a different nominal code.

A cost to be recharged can only be allocated to an invoice once. Once an item line is added and saved to a sales invoice, the item will no longer be available for inclusion on other invoices.

When creating an invoice you need to:

- ❑ Enter the invoice details.
- ❑ Add item lines to the invoice.
- ❑ Enter the invoice order details.
- ❑ Enter the invoice footer details.

To create a new invoice

1. From the Job Details stacked toolbar, choose the Job Billing option.

   The Billing window appears.

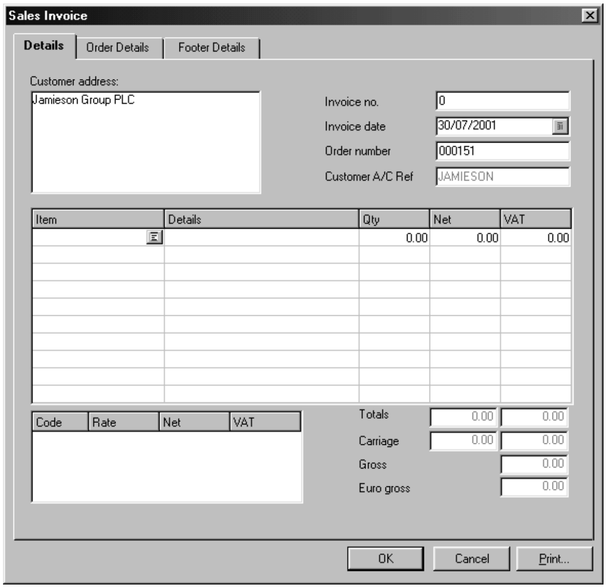
2. From the Job number box, select the job record you want to create a new invoice for.

3. If only one customer has been associated with the selected job, the customer reference and name appear automatically. If you have more than one customer associated with the job, select the customer you want to bill from the popup.

Note: If the job you have selected uses Charge Type Costs Plus, you are prompted for a mark up percentage to be added to the invoice/credit note. Enter the percentage and choose the OK button to continue.

4. Choose the New button and select Invoice from the popup menu that appears.

   The Sales Invoice window appears showing the Details tab.



5. Enter or view the following invoice details:

Customer address	Displays the address where the invoice will be mailed. The address is taken from the Sage Line 50 Customer Record but you can change the address here if required. If the invoice has been posted you cannot change the customer address.
Invoice no.	Displays the sales invoice number. The invoice number is automatically generated by Sage Job Costing when the invoice is raised. If the invoice has been posted, you cannot change the invoice number.
Invoice date	Displays the invoice date. You can type in the date, choose the Calendar button and select the date from the pop-up calendar, or press F5 to insert the program date. By default the program date appears. If the invoice has been posted, you cannot change the invoice date.
Order Number	Displays the internal order number for the job, which is entered on the Charging tab of the Job

	Record window. You can amend this number here if required but the change will not be carried through to the Job Record window. If the invoice has been posted you cannot change the order number.
Customer A/C ref.	Displays the customer's account reference number. This cannot be edited.
Item	Enter the reference of the item you are invoicing for here. To do this: ◆ Choose the Finder button located next to the Item box. The item list appears showing all product codes, special codes taken from the Sage Line 50 product list and the additional #C and #F codes. If you have selected to invoice a Time & Materials or Costs Plus job, you can also select existing costs to bill using the #C code. If you have selected to invoice a Fixed Price job, you can bill a fixed amount using the #F code. Select an item from the list then choose the OK button to view Billing Item Line. ◆ Type the product code into the Item box. When you enter an item code, the Billing Item Line window appears automatically. If you have entered the code #C and require further information about the Billing Item Line, refer to the section *To enter billing item line details to your invoice using the #C code (Time and Materials and Costs Plus only)*.
Details	This shows a description of the item you have entered as stored on the Sage Line 50 Product Record. You can change this if required, up until the invoice has been posted. If you want to edit any Billing Item Line Details, choose the popup button from the Details box or press F4.
Qty	Enter the quantity of the item that you want to bill for. If you have already entered a quantity on the Billing Item Line window, it appears here

	automatically. You can change the quantity if required up until the invoice has been posted.
Net	This shows the net amount to be billed for this item. This is calculated as Unit Price multiplied by Qty less any discount you have entered on the Billing Item Line window. You cannot edit this box.
VAT	This is the VAT amount calculated from the Net amount and the Tax Code as entered on the Billing Item Line window. You cannot edit the box.
VAT Breakdown List	This list box breaks down all of the VAT on the invoice into the separate tax codes. As a new line is entered on the invoice, the values are automatically recalculated. The list shows, for each tax code used, the code, rate, net and VAT.
Totals	These boxes show the net and VAT totals of the invoice.
Carriage	These boxes show the net and VAT totals for any carriage that you have entered on the Footer tab. For further information about entering carriage details, refer to the section *To enter your sales invoice footer details*.
Gross	This shows the total Sterling gross value of the invoice, including carriage, net and VAT totals.
Euro Gross	If you have entered currency details in the Sage Line 50 Currency option, the total value in euros of your invoice appears here.

6. Continue entering your remaining sales invoice lines.

   You can now enter your order details, such as delivery address. For further information about how to do this, refer to the section *To enter the invoice order details*.

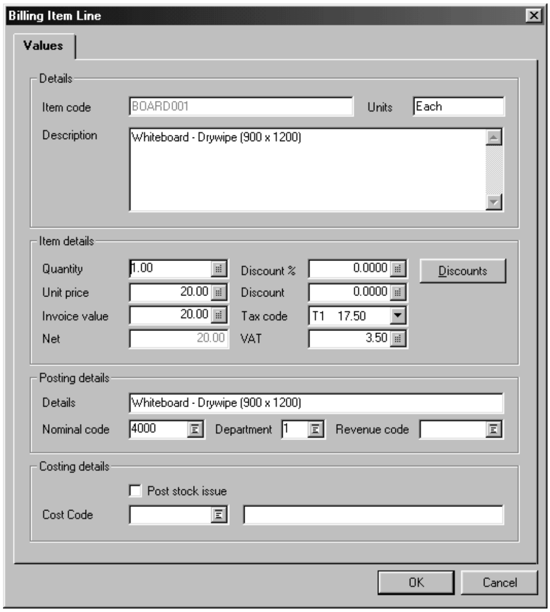
   If you want to enter any carriage details, refer to the section *To enter the invoice footer details*.

6. When you are ready to save your invoice, choose the OK button. To exit without saving, choose the Cancel button. If you want to print a copy of your sales invoice, choose the Print button.

To enter billing item line details to your invoice using Sage Line 50 product codes, #F, S1, S2, S3 and M

1. From the Sales Invoice window, enter the item code you require.

   The Billing Item Line window appears showing the Values tab.



Note: If you have entered the special code M, the Billing Item Line window appears showing the Item Code and Description boxes only.

2. Enter or view the following item information:

Item Code	If you have entered a product code from Sage Line 50 on the Sales Invoice Details tab, the product code appears automatically. If you have entered a special product code (#F, S1, S2, S3 or M) the special product code appears here. The item code that appears cannot be changed.
Units	This describes the unit of sale for the selected item. For example, each, box, etc. This is for reference purposes only. If you have entered a product code from Sage Line 50 on the Sales Invoice Details tab, the unit of sale from the Sage Line 50 Product Record appears here. If you have entered special product codes #F, S1, S2 or S3 on the Sales Invoice Details tab, no information appears here and you can enter the unit of sale yourself.

Note: If you are using a #F item and a Method to Bill (set on the Job Record) of Price Quoted, the Quantity and Unit Price boxes are greyed out and you cannot enter any information.

Description	If you have selected a product code from Sage Line 50, the Product Record Description appears here. If you have entered any of the special codes, the Description box is blank and you can enter one of your own choice. You can change the descriptions shown here up until the invoice is posted.
Quantity	Enter the quantity that you want to invoice for here. If you have selected the code #F, this box shows the quantity specified for this customer less the total item line quantity from any invoices you have previously created for the customer. You can change the quantity shown here up until the invoice is posted.
Unit Price	Enter the unit price of the item here. **Product codes** Shows the sales price from the Sage Line 50 Product Record. **#F code** Shows the unit price from the job record for this customer. **S1, S2 and S3 codes** This box is left blank for you to enter the unit price you require. You can change the unit price shown here up until the invoice is posted.
Invoice Value	**Product codes, S1, S2 and S3 codes** Shows the Unit Price multiplied by Quantity. **#F code** Shows the Price Quoted value from the Job Record for this customer less the total item line net (excluding carriage) on any previous bills.
Net	Displays the net value of the transaction. This is calculated as: [Invoice Value] - [Discount Amount]. Where no discounts are shown, the Net value will equal the Invoice Value.

Discount %	Enter the discount percentage to be applied to the transaction costs. **Product codes** Shows the Disc % as specified on the Customer Record plus any Additional Disc as specified on the Customer Record. **#F, S1, S2 and S3 codes** Shows the Disc % as specified on the Customer Record plus any Invoice Value discount as specified on the Customer Record. To see how the discounts are made up, choose the Discounts button. For further information about how to do this, refer to the section *To view the discount breakdown*. You can amend the Discount % shown here up until the invoice is posted.
Discount	The discount amount to be applied to the transactions appears here. This is calculated from the invoice value and the discount percentage.
Tax Code	Select the tax code to be applied to the item line in order to calculate the VAT. Use the Finder button to select a tax code from the list of codes taken from your Sage Line 50 program. **Product codes** Shows the default tax code from the Product Record or the Customer's default tax code if you have selected to Override product tax code in invoicing. **#F codes** Shows the default tax code from the Customer Record in Sage Line 50. **S1 and S3 codes** Shows T1 **S2 code** Shows T0. You cannot edit the tax code. You can change the tax code shown here up until the invoice is posted.
VAT	Displays the amount of VAT paid on this transaction, determined by the net value multiplied

	by the tax code value specified. The tax code determines what this amount will be.
Details	By default, the Details box shows the information that appears in the Description box. You can change this if required.
Nominal Code	If you have selected a product code, the default nominal code on the product record appears here. If you are using #F, S1, S2 or S3 codes, the default nominal record from the customer record appears here. You can change the codes that appear, up until the invoice is posted, if required. To do this, enter the nominal code for the transaction, or use the Finder button to select from the pop-up list of nominal codes.
Department	If you have selected a product code, the default department from the product record appears here. If you are using #F, S1, S2 or S3 codes, the default department from the customer record appears here. You can change the department that appears, up until the invoice is posted, if required.
Revenue Code	Select the revenue code that you want to post the transaction to. The revenue code must be a postable code.
Post stock issue	Select this check box if you want to post a stock issue to this job. This check box is only available if you have entered a product code.
Cost Code	Select the cost code that you want to post the transaction to. The cost code must be a postable code. The cost code title appears automatically.

Note: The nominal code must exist in the accounts system.

3. Save the billing item line by choosing the OK button. If you do not want to save the item line details, choose the Cancel button.

4. Continue entering your remaining sales invoice lines.

   You can now enter your order details, such as delivery address. For further information about how to do this, refer to the section *To enter the invoice order details*.

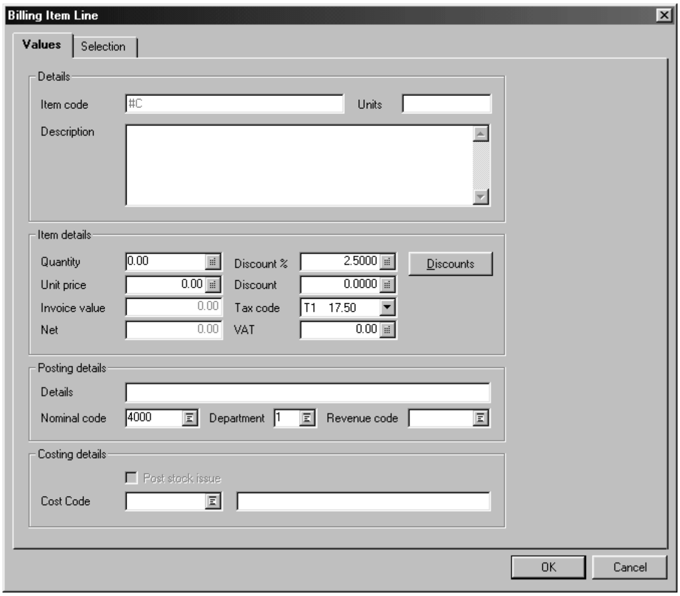
If you want to enter any carriage details, refer to the section *To enter the invoice footer details*.

5. When you are ready to save the invoice details, choose the OK button. To print the sales invoice choose the Print button. To exit without saving any changes, choose the Cancel button.

To enter billing item line details to your invoice using the #C code (Time and Materials and Costs Plus only)

1. From the Sales Invoice window, enter the item code you require.

   The Billing Item Line window appears.



2. To select the transactions that need to be included in the invoice, choose the Selections tab.

3 The Outstanding to bill table on the Selection tab displays the following transaction information:

Tp	Denotes the transaction type. For example, PI stands for purchase invoice, TS stands for timesheets and MC stands for miscellaneous costs.
Date	Displays the date of the transaction.
Cost code	Displays the cost code assigned to the transaction when it was created.
Reference	Displays the internal reference assigned to the transaction when it was created.
Acc/Emp/Item	Displays the account name, employee name or item line of the transaction.

Quantity	Displays the quantity for the selected transaction. The accumulated total of the Quantity column appears in both the Outstanding to bill and Selected to bill tables.
Cost+O'head	Displays the net amount of the selected transaction plus any overhead value.
Amt to bill	Displays the amount that will be billed for the selected transaction. The accumulated total of the Amt to bill column appears in both the Outstanding to bill and Selected to bill tables.

Note: To view further information about a transaction, select a transaction and choose the View Detail button.

4. Select the transaction(s) that you want to bill, and choose the Select to bill button. Alternatively, select the Bill all button to bill all of the transactions in the Outstanding to bill list.

   The details of the selected transaction(s) appear in the Selected to bill list.

   To clear the selections either select the transaction(s) from the Selected to bill table and choose the Clear Selection button. Alternatively select the Clear All button to clear all of the selected transactions from the Selected to bill table.

5. If required, select a transaction from the Selected to bill table and choose the Override Amt to Bill button to alter the amount to bill value of the transaction.

   You are now ready to enter your billing item line values.

6. Select the Values tab and enter or view the following item information:

Item Code	#C appears here and cannot be changed.
Units	If the transactions you have selected on the Selections tab have the same units of sale, the units appear here automatically.
Description	If you have only selected one transaction from the Selection tab, the transaction details appear here. You can change the description shown here up until the invoice is posted.

Quantity	Enter the quantity that you want to invoice for here. If the transactions that you have selected on the Selections tab have the same transaction type and item type (for example the same product code), the total quantity of the items selected on the Selection tab appear here automatically. You can change the quantity shown here up until the invoice is posted.
Unit Price	If the transactions you have selected on the Selections tab have the same unit price, this unit price appears here. If they have different unit prices, this box is blank for you to enter the unit price you require. You can change the unit price shown here up until the invoice is posted.
Invoice Value	Shows the total value of items selected on the Selections tab.
Net	Displays the net value of the transaction. This is calculated as: [Invoice Value] - [Discount Amount]. Where no discounts are shown, the Net value will equal the Invoice Value.
Discount %	Enter the discount percentage to be applied to the transaction costs. By default the Disc % as specified on the Customer Record plus any Invoice Value discount as specified on the Customer Record appears. To see how the discounts are made up, choose the Discounts button. For further information about how to do this, refer to the section *To view the discount breakdown*. You can amend the Discount % shown here up until the invoice is posted.
Discount	The discount amount to be applied to the transactions appears here. This is calculated from the invoice value and the discount percentage.
Tax Code	Select the tax code to be applied to the net value in order to calculate the VAT. Use the Finder button to

	select a tax code from the list of codes taken from your Sage Line 50 program.
	By default this shows the default tax code from the Customer Record in Sage Line 50.
	You can change the tax code shown here up until the invoice is posted.
VAT	Displays the amount of VAT paid on this transaction. The tax code determines what this amount will be.
Details	Enter any text relating to posting the invoice/credit note. This text is posted to accounts with the nominal code.
Nominal Code	Enter the nominal code for the transaction, or use the Finder button to select from the pop-up list of nominal codes.
Department	Select the department that you want to post the transaction to.
Revenue Code	Select the revenue code that you want to post the transaction to. The revenue code must be a postable code.
Post stock issue	Select this check box if you want to post a stock issue to this job. This check box is only available if you have entered a product code.
Cost Code	Select the cost code that you want to post the transaction to. The cost code must be a postable code. The cost code title appears automatically.

Note: The nominal code must exist in the accounts system.

7. Save the billing item line by choosing the OK button. If you do not want to save the item line details, choose the Cancel button.

8. Continue entering your remaining sales invoice lines.

   You can now enter your order details, such as delivery address. For further information about how to do this, refer to the section *To enter the invoice order details*.

   If you want to enter any carriage details, refer to the section *To enter the invoice footer details*.

9. When you are ready to save the invoice details, choose the OK button. To print the sales invoice choose the Print button. To exit without saving any changes, choose the Cancel button.

To view the discount breakdown box

1. From the Billing Item Line window, click Discounts.

   The Discount Breakdown window appears.

2. The following discount information appears.

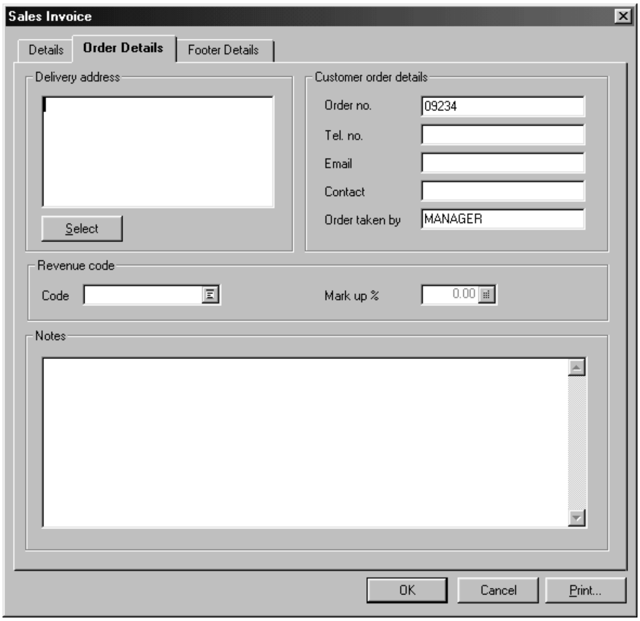
Customer discount %	This shows the Disc % from the Sage Line 50 Customer Record.
Additional discount	If the customer receives an additional discount as specified on Sage Line 50 Customer Record, the description of the discount type appears here.
Stock quantity %	If the additional discount entered on the customer record relates to a quantity table discount, the percentage of the discount appears here.
Invoice value %	If the additional discount set up on the Customer Record relates to an invoice value, the percentage appears here.
Item line discount %	If you have amended the discount percentage on the Billing Item Line window, the increased or decreased percentage appears here.
Total discount %	This shows the total discount percentage that the customer will receive on this bill

2. To return to the Billing Item Line window, choose the Close button.

To enter the invoice order details

1. From the Sales Invoice window, choose the Order Details tab.

   The Order Details tab appears.



The following details appear and can be amended as required:

Note: If are using Sage Line 50 V6.xx you can only choose a different address from your Job Records.

Delivery address — **(Sage Line 50 V7xx users and above)** Displays the selected customer's default delivery address, taken from the customer record in Sage Line 50. You can change this address if required. To do this, choose the Select button. Choose whether you want to select a different address from your Job Record addresses or from your Sage Line 50 accounts addresses.

If you want to use an address that exists within your Job Records, select the From Job Record(s) Addresses option, scroll through the job list that appears, until you find the one containing the address you require and then choose the OK button. If you cannot find the address you require, choose the Cancel button.

If you want to use an address from your Sage Line 50 accounts program, select the From Accounts

Addresses option. Select the account you require and then select the correct address. For further information about how to do this, refer to your Sage Line 50 documentation.

Order no. Displays the order number for this customer from the Charging tab on the Job Record window. You can change this number if required. If you change this number here, the order number on the job record is not affected.

Tel. no. Enter the telephone number of your contact here. If you have entered a telephone number on the Sage Line 50 Customer Record, the number appears here automatically. You can change this telephone number if required. Any changes you make are not saved to Sage Line 50.

Email Enter the e-mail address of your contact here. If you have entered an e-mail address on the Sage Line 50 Customer Record, the address appears here automatically. You can change this address if required. Any changes you make are not saved to Sage Line 50.

Contact Enter the name of your contact here. If you have entered a contact name on the Sage Line 50 Customer Record, the name appears here automatically. You can change this if required. Any changes you make are not saved to Sage Line 50.

Order taken by Displays the name of the person currently logged on to the Sage Job Costing program. You can enter a different name if required.

2. In the Code box, enter the revenue code that the invoice will be posted to.

3. For jobs with the Costs Plus charging type, the Mark up % box displays the mark up percentage entered when the invoice was first created. You can amend the mark up percentage if required.

   Note: If you amend this value, only #C (standard cost items) attached to the invoice are recalculated.

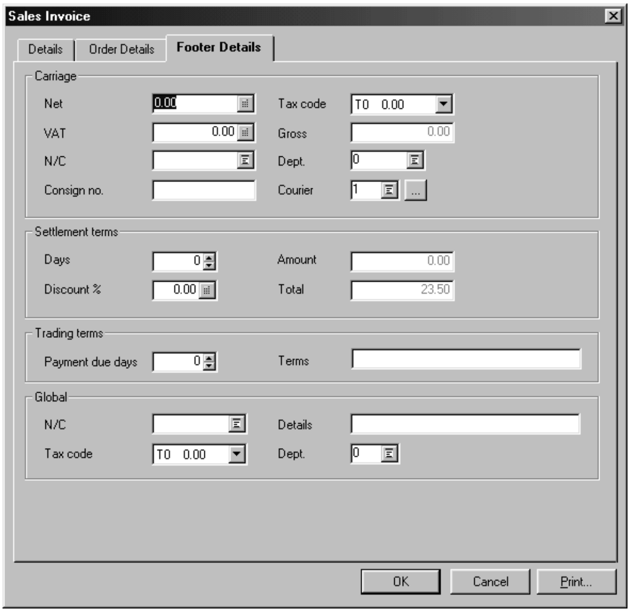
4. If you want to keep any additional information about this invoice, enter the details in the Notes box. These notes are for your information only and do not appear on the printed invoice.

5. If required, you can enter information on the bottom of invoices by entering details on the Footer Details tab. For further information about how to do this, refer to the section *To enter your invoice footer details*. If the sales invoice is complete and you want to save the details, choose the OK button. To print the sales invoice, choose the Print button. To exit without saving any changes, choose the Cancel button.

To enter the invoice footer details

1. From the Sales Invoice or Sales Credit window, choose the Footer Details tab.

   The Footer Details tab appears.



The following carriage details appear:

Net	Displays the net value (minus VAT) of the carriage. Leave this blank if you are not charging for carriage.
VAT	Displays the VAT amount charged on the carriage, in accordance with the tax code entered in the Tax code box.

N/C	Enter the nominal code to which the carriage details will be posted, or use the Finder button to select from a list of nominal codes. Leave this box blank if you are not charging for carriage.
Consign no	You can enter a consignment number here for the delivery of the goods on the invoice, if required. If you have set up the www resources option in Sage Line 50 and have access to the Internet, you can check the delivery status of your order. To do this choose the Browser button alongside the Courier box.
Tax code	Select the tax code which will be applied to the carriage. You can enter a valid tax code or select a tax code from the drop-down list. Leave this blank if you are not charging for carriage.
Gross	Displays the gross amount for the carriage charge.
Dept.	Select the department which is going to be charged for the carriage. If no department is selected it will default to the department selected on the customer account. Leave this box blank if you are not charging for carriage.
Courier	Select the courier you are using from the list of couriers recorded in your accounts program. If you have set up the www resources option in Sage Line 50, have entered a consignment number and have access to the internet you can check the delivery status of your order on your courier's web site.

2. Enter the following settlement and trading terms as required:

Days	Enter the number of days, during which early settlement discounts apply to the sales invoice. This value defaults to the number of days specified on the Customer Record.
Discount %	Enter the discount percentage for early settlement. This value defaults to the discount % specified on the Customer Record.
Amount	Displays the amount of the discount.
Total	Displays the (net invoice - settlement discount) + carriage.

Payment due days	Enter the number of days in which payment is due for outstanding invoices. This defaults to the value specified on the Customer Record.
Terms	Type in up to 30 characters of text to represent the credit terms applying to this invoice. For example, you could enter '30 days'. The text you enter here can be printed on your invoices.

3. Enter the following global account details as required:

N/C	Enter a nominal code if you want to post the entire net value of the invoice or credit note to one nominal account. Manually enter a valid nominal code or use the Finder button to select a nominal code from the pop-up list.
Tax code	Enter a tax code which will be applied to the global account details. The whole invoice or credit note is posted using this tax code. You can enter this tax code manually or use the Finder button to select a tax code from the pop-up list.
Details	Enter the global account details, if the invoice or credit note details are being posted to one nominal account code.
Dept.	Select the department that the entire invoice or credit note will be posted to. Enter the department code manually or select the Finder button to select the relevant department from the pop-up list. If no department is selected, the audit trail in Sage Line 50 will be updated with the default department code of 0 (zero).

Note: If you enter a nominal code here, the whole of the Global area on the Footer tab is activated and the invoice is posted using whatever is entered in the N/C, Details, Tax code and Dept. boxes.

4. To save the sales invoice/credit details, choose the OK button. To print the sales invoice/credit choose the Print button. To exit without saving any changes, choose the Cancel button.

   You have completed your invoice. You can now post the invoice to Sage Line 50. For further information see the section *Posting Sales Invoices and Credit Notes to Sage Line 50*.

Creating Sales Credit Notes

You can create sales credit notes when part or all of an invoice is refunded (for example, when the customer returns goods). In Sage Job Costing you can credit the following:

- All stock and non stock items.
- All costs that have previously been invoiced (#C items).
- All fixed price (#F) items.

The customer account is then credited by the value of the credit note once it has been posted.

You can create, print and edit credit notes in the same way as you create invoices as the windows used are similar.

Remember, you cannot credit saved invoices. The invoice must be posted before you can produce a credit note for items it charges for.

To create credit notes

1. From the Job Details stacked toolbar, choose the Job Billing option.

   The Job Billing window appears.

2. From the Job number box, select the job record you want to create a new credit note for.

3. From the Customer box, select the customer associated with the credit note. If only one customer is associated with the job, this appears automatically.

4. Choose the New button and then choose the Credit option.

   The Sales Credit window appears showing the Details tab.

5. Enter or view the following credit note details:

Customer address	Displays the address where the credit note will be mailed. The address is taken from the customer contact details of the job record and cannot be amended here.

Credit	Displays the credit note number. The credit note number is automatically generated by Sage Job Costing.
Credit date	Displays the credit note date. You can type in the date, choose the Calendar button and select the date from the pop-up calendar, or press F5 to insert the program date. By default, the program date appears.
Order no.	Displays the internal order number for the job, which is entered on the Charging tab of the Job Record window. You can amend this number here but the change will not be carried through to the Job Record window. If the credit has been posted you cannot change the order number.
A/C ref.	Displays the customers account reference number. The account reference is taken from the accounts system and is also held in the Charging tab of the Job Record window. It cannot be amended here.

You are now ready to add item lines to your credit note.

Entering credit note information follows the same principles as for entering invoice information. Therefore, for information about how to enter item lines, see the section *To add billing item lines. For information about adding order and footer details, see the sections To enter the invoice order details* and *To enter the invoice footer details*.

For information about how to post credit notes to Sage Line 50, see the section *Posting Sales Invoices and Credit Notes to Sage Line 50*.

For information about printing credit notes in Sage Job Costing, see the section *Printing Sales Invoices and Credit Notes in Sage Job Costing*.

Posting Sales Invoices and Credit Notes to Sage Line 50

You need to post invoices and credit notes to Sage Line 50 to update your accounts information.

When you are sure that the information is correct, you can post the invoice or credit note to Sage Line 50.

To post invoices and credit notes to Sage Line 50

1. From the Job Details stacked toolbar, choose the Job Billing option.

   The Job Billing window appears.

2. From the Job number box, select the job record containing the invoice or credit note you want to post to Sage Line 50.

3. From the Customer box, select the customer associated with the invoice or credit note you want to post to Sage Line 50. If only one customer is associated with the job, this appears automatically.

4. Select the invoice or credit note that you want to post to Sage Line 50 then choose the Post button.

   In Sage Job Costing, when you choose the Post button the status of the invoice or credit note is update to 'Posted'.

   In Sage Line 50, your invoice is posted to the customer account and can be viewed on the Customer Activity. Your credit note is posted to customer account and can be viewed on the Customer Activity. The invoice/credit note also updates the Sage Line 50 Audit Trail.

Printing Sales Invoices and Credit Notes in Sage Job Costing

Sales invoices can be printed in Sage Job Costing to send to your customers. You can also use the print option to check the information on the invoices before you post them to Sage Line 50.

To print an invoice or credit note from Sage Job Costing

1. From the Job Details stacked toolbar, choose the Job Billing option.

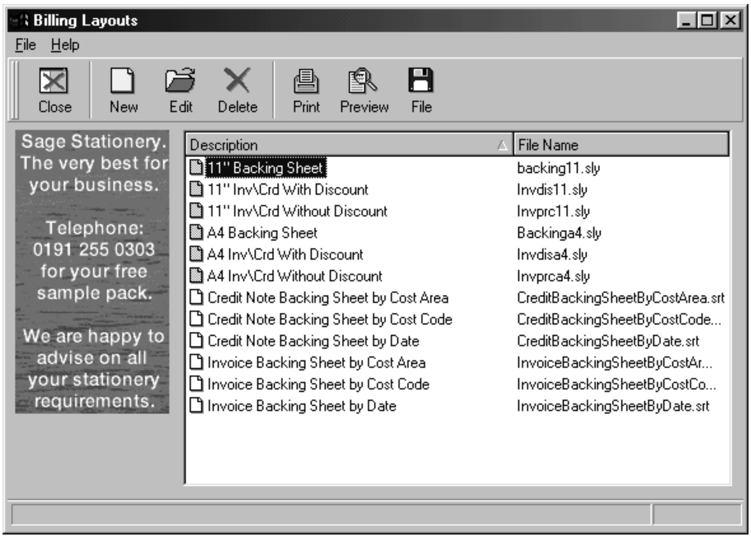
   The Job Billing window appears.

2. From the Job number box, select the job record containing the invoice you want to print.

3. From the Customer box, select the customer associated with the invoice or credit note you want to post to Sage Line 50. If only one customer is associated with the job, this appears automatically.

4. Select the invoice or credit note that you want to print then choose the Print button.

   The Sales Invoice Printing window appears.



Note: For Fixed Price jobs you cannot print a backing sheet.

5. To print the backing sheet for an invoice or credit note, select the backing sheet layout you require and choose the Print button on the toolbar.

   If required, you can use the Preview button to display your backing sheet on screen or use the File button to print a copy of the backing sheet to a file.

6. To print an invoice or credit note, select the layout you require and choose the Print button.

   You have now printed your backing sheet, invoice or credit note.

10

Reporting and Printing

In this chapter

The Sage Job Costing Report Designer lets you modify and create reports and layouts to meet your own specific requirements.

This chapter shows you how to run reports from within job costing. For further information about how to create reports, refer to you Sage Report Designer documentation.

Remember...

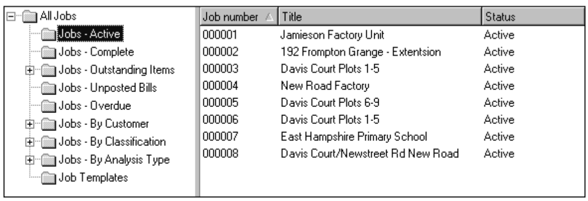
...if you have any further queries about any of the procedures or options, use our on-line Help.

If you are unsure about what to do on a particular window, press the F1 key. The procedure associated with the window you are currently using appears.

If you want more information on a general subject, for example, creating reports, use the on-line help Search facility. To do this, select the Search tab from the on-line help and type Reports into the 'Type the word(s) you wish' box. For further information about getting help, refer to the *Getting Started* chapter.

Using the Tree View

You can use the filters in the tree view to restrict which jobs are included in reports. For example, from the tree view select the Jobs - Active filter to include only jobs with active status in your report.



Report Designer Tips

Did you know you can:

- Cut and paste between reports of the same type.
- Cancel the running of a report by pressing the ESC key on your keyboard.

Reports

You can run an existing report by choosing the Reports button on the main toolbar, and select the report type you want to run from the tree view (for example, Cost Analysis). Then select the report layout and choose the output option you require (either Print, Preview or File). Alternatively, you can run the reports from the Sage Job Costing Tasks menu . Job Reports option.

If the report (or layout) you are running has criteria enabled, the Criteria window appears. The window lets you run the report for specific ranges of data. Choose the OK button after entering the ranges you require. If you leave all of the range boxes as they appeared, all of the appropriate data will be included.

To run a cost analysis report

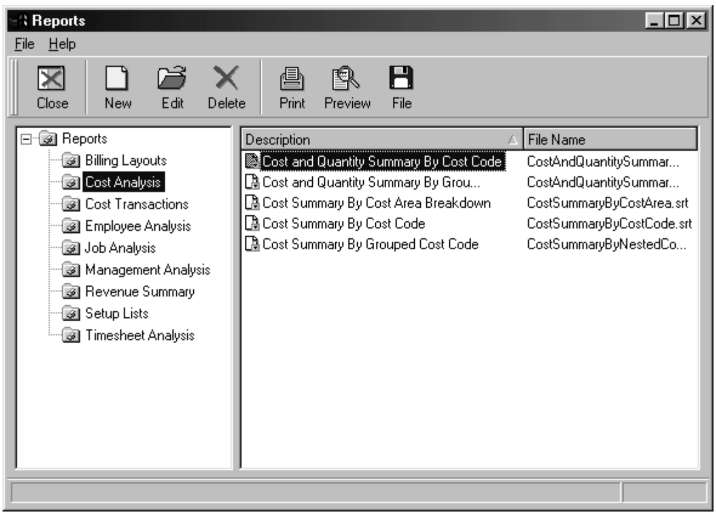
1. From the main Sage Job Costing toolbar, choose the Reports option.

   The Reports window appears.

2. Select the a report type. If the report types are not displayed choose the + button next to the Reports option.

   A list of available report layouts appear.

3. Select the report layout you require from the list.



4. Select the output type you require from the Reports toolbar (Print, Preview or File).

   Depending on which report you selected, the Criteria window may appear. This includes only those criteria that are appropriate to the report selected.

   If you selected to print the report, the Print window appears. Use this to select which pages to print and change your printer settings if required.

   If you selected to preview the report, the Preview window appears showing the report. If you are satisfied with the report, you can send it directly to the printer by choosing the Print option from the bottom of the window.

   If you selected to print the report to a file, the Save As window appears. Select a folder in which to store the file and enter the filename in the File Name box. You can also select the type of file you want to create. Using the 'Save File as Type' drop-down list box, select either Sage Job Costing Report Data Files (.SRD), Comma Separated Value (CSV) or Text File format (.TXT).

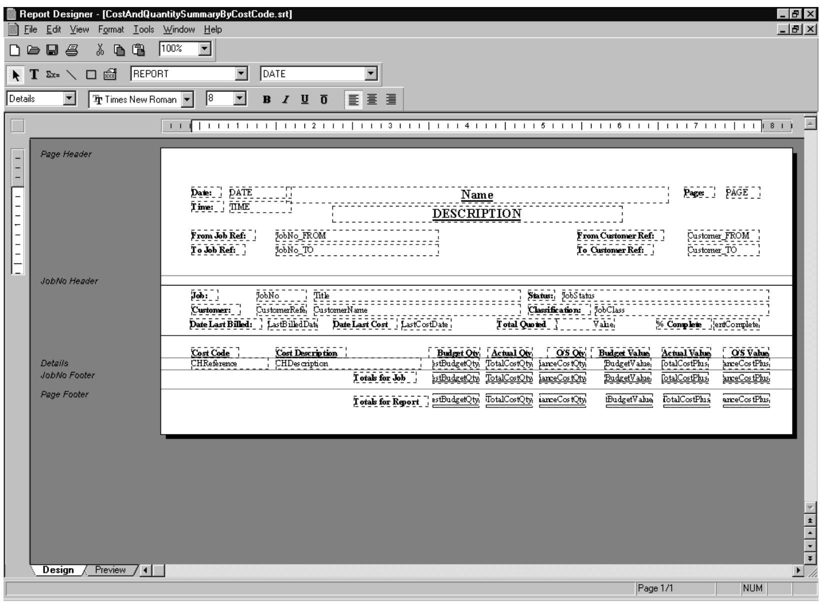
Report Designer

The Sage Job Costing Report Designer is a powerful and flexible tool that lets you create your own reports and stationery layouts. There are three types of reports:

- Reports that can be edited and saved to the original filename.
- Reports that can be edited that must be saved to a new filename.
- Reports that cannot be edited.

As soon as you have installed Sage Job Costing, you can generate and print all of the reports and stationery that most businesses need. If you use stationery supplied by Sage, the data should fit in the pre-printed stationery forms without adjustment.

To run the Report Designer to edit reports, choose the Reports button from the main Sage Job Costing toolbar, select the report type and layout you require then choose the Edit button. The Report Designer window appears showing the selected layout.



You can use the Report Designer to:

- Create your own report and layouts.

- Edit your own reports and layouts.
- Preview a document from within the Report Designer.
- Print text on your report or layout.
- Remove information from a report or layout.
- Choose variables from a wide selection to produce a report or layout.
- Group items on a report or layout.
- Sort variables on a report or layout.
- Add calculations (expressions) to a report.
- Set up criteria for a report.
- Set up filters for a report.

What types of reports and layouts can I create or edit?

There are two different types of layouts supplied for reports and stationery in Sage Job Costing. Although these different types of files have their own separate features they work in very much the same way. So, once you become familiar with one type of layout file, the others will be easy to use.

The different layout files are:

Report Layouts

The Report Designer includes a special Report Variable List option that controls the information shown on your report. You can access the variable list via the Tools menu.

You can also insert rectangles and lines.

You can create reports for:

Cost Transactions
Nested Cost Transactions
Bill Transactions
Notes
Job Analysis Types
Timesheets
Employee Rates
Miscellaneous Analysis
Job Classifications
Cost Codes
Pay Rates
Charge Rates
Job Milestones
Standard Job Analysis
Cost Analysis
Management Analysis
Revenue Summary
Purchase Order Processing
Good Received Notes
Job Customer

Stationery Layouts

You can create stationery layouts for invoices and purchase orders. Stationery layout files are designed to handle your every day stationery that is printed onto pre-printed forms, such as 3-part invoice paper. They include special layout template files to give you a background image of the Sage stationery that they will be printed on.

Note: If you do not want to use the template, open the Tools menu and choose Options. From the Document tab, deselect the Use Template check box.

11

Using the Data Management Features

Sage Job Costing provides you with special functions to help you look after your data. You should run the routines described in this chapter on a regular basis to keep your program running effectively.

You can use Sage Job Costing to:

- Back up your data.
- Restore your data.
- Purge transactions.
- Run period end functions.
- Run year end functions.
- Set a specific program date.

In this chapter

Remember

... we recommend that you take regular backups of your Sage Job Costing data. For further information see the following section.

Backing Up Strategies

The more backup disks you have the safer your data is against loss. A comprehensive backup routine is shown below:

Backup at the end of each day labelling the disks Mon, Tues, Wed, Thurs, and Fri. Re-use disks weekly. This allows you to go back to any day in your current week.

Backup at the end of each week, labelling disks Week1, Week2, Week3 and Week4. Re-use disks every four weeks. This allows you to go back to any week in your current month.

Backup at the end of each month labelling disks Month 1, Month 2 etc. Keep these disks until the end of the year. This allows you to go back to any month in your current year.

Backing Up Your Data

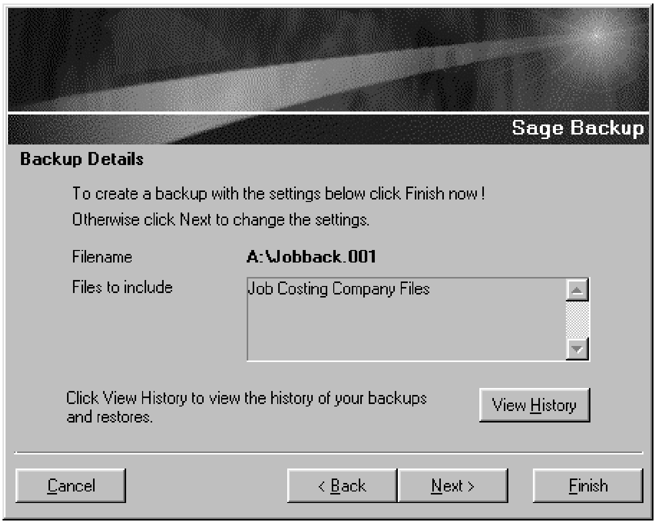
Note: We recommend that you backup and restore your Sage Job Costing and Sage Line 50 data at the same time. This will ensure that your data is consistent between the two programs.

It is essential that you back up your data on a regular basis. Sage Job Costing provides its own backup routine, but if you want you can use another backup utility. To do this, open the View menu, choose Options then choose the Backup tab to enter the path to the backup utility.

Sage Job Costing automatically backs up your data files using the disk drive A. You can, however, change the backup destination and enter a backup description.

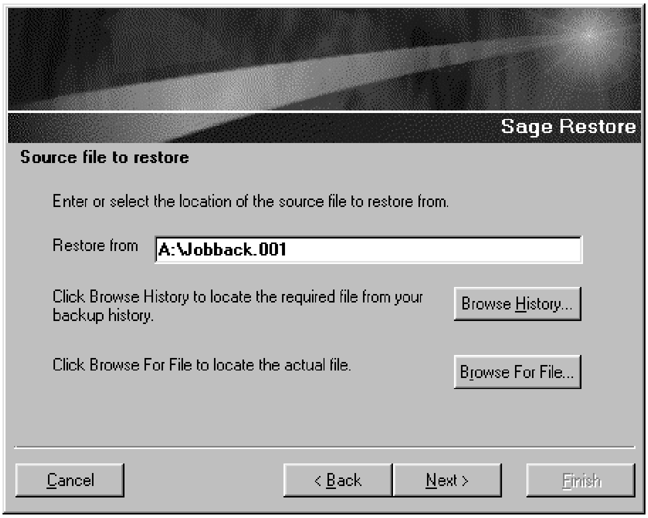
Use the Backup option from the File menu to take a backup of your Sage Job Costing data files. Follow the instructions given in the backup wizard.

The backup wizard remembers the settings you used for your previous backup. To back up with these same settings, you can choose the Finish button and bypass the rest of the wizard. Otherwise, follow the on-screen instructions to complete the wizard.



Restoring Your Data

Restoring your data involves erasing the current Sage Job Costing data and replacing it with the data on your back up disks. Hopefully you should not need to restore your data, but if it is necessary Sage Job Costing makes this process easy. Just open the File menu, choose the Restore option and then follow the on-screen instructions.



Note: If you restore data from version 5 of Sage Job Costing, the program automatically converts the data for use in version 8. You need to restart your Sage Job Costing program before running it with your restored version 5 data.

Purging Transactions

When you use Sage Job Costing to enter costs that are not attached to particular jobs, these transactions are transferred to your Sage Line 50 or Sage Payroll programs. However, they are also stored in the Sage Job Costing database. You should periodically use the Purge Transactions option from the Tasks menu to remove all transactions not allocated to jobs.

Note: Always back up your data before purging transactions.

To purge transactions

1. From the Tasks menu, choose the Purge Transactions option.

   The Purge Transactions window appears.

2. To remove transactions up to a specified date, enter the date you require. You can use the Finder button to help you enter a date.

3. To begin the Purge Transactions routine, choose the OK button. To close the Purge Transactions window without running the routine, choose the Cancel button.

   All transactions not attached to a job, entered up to the specified date, are removed from the program database.

Note: Always back up your data before running the Period End routine.

Using the Period End Routine

Use the Period End option from the Tasks menu to carry out the routine "housekeeping" functions in Sage Job Costing.

The Period End routine clears the period-to-date figures for all jobs, employees and bills.

Once you have run the Period End Routine, the current period is closed. The Period End window is updated and displays the date and time when the Period End routine was last run. All transactions entered after this will appear in the new period.

To run the Period End routine

1. From the Tasks menu, choose the Period End option.

   The Period End window appears.

2. Choose the OK button to begin the Period End routine, or choose the Cancel button to exit from the Period End window without starting the Period End routine. If you select the OK button, a confirmation message appears.

3. To continue and run the Period End procedure, choose the Yes button. To return to the Period End window without running the Period End procedure, choose the No button.

Note: Always back up your data before running the Year End routine.

Using the Year End Routine

Use the Year End option from the Tasks menu to carry out the routine “housekeeping” functions in Sage Job Costing.

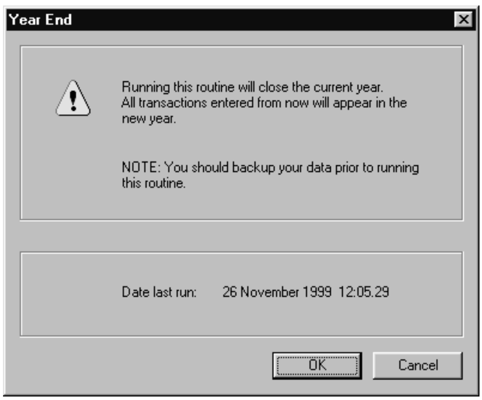
The Year End routine clears the year-to-date figures for all jobs, employees, and bills.

Once you have run the Year End Routine, the current year is closed. The Year End window is updated and displays the date and time when the Year End routine was last run. All transactions entered after this will appear in the new year.

To run the Year End routine

1. From the Tasks menu, choose the Year End option.

   The Year End window appears.



2. Choose the OK button to begin the Year End routine, or choose Cancel to exit from the Year End window without starting the Year End routine. If you select the OK button, a confirmation message appears.

3. To continue and run the Year End procedure, choose the Yes button. To return to the Year End window without running the Year End procedure, choose the No button.

Setting the Program Date

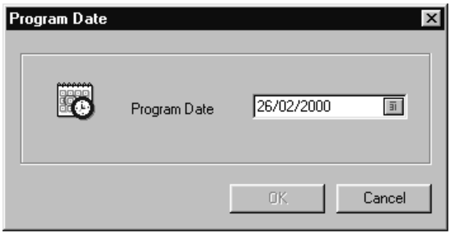
When you start your Sage Job Costing program, the date is set to the current system date (the date held by your computer).

The Change Program Date option allows you to set the default date that is used throughout the program. When you press F5 to insert a date, this date is inserted into the box. This option is particularly useful when you are entering a lot of transactions or details with the same date, for example your employees' timesheets.

To change the program date

1. From the Settings menu, choose the Change Program Date option.

   The Program Date window appears.



Note: If you enter a date that is prior to the financial year start date in your Sage Job Costing program, you will be required to confirm that the date is correct.

2. Enter the date you require in the Program date box, or use the Calendar button to select a date.

   Enter the program date in the format DD/MM/YYYY.

3. Choose the OK button to accept the new program date and close the window, or choose the Cancel button to exit from the Program Date window without accepting the new program date.

   The date change is only active for the current work session. If you restart Sage Job Costing, the date is reset to the system date.

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