

# 00. Overview of Costs and Expenses on a Job

## Job Costing> Reports> Reports List

This report can be run by selecting a Job Number range, a Debtor range or a Date range as the selection criteria working in conjunction with the Job Status options available in the Job Status drop down.

Please Note : When a Job Number range is selected the Date range is disabled.

Job Overview Report

From Job:

From Debtor:

From Date:

2023-04-01

Job Status:

Started And Not Started

Division:

All

P:

Include Branch:

Order A >> Z:

Include Internal Jobs:

Show Wip:

Show Financial:

Show Excl QT:

Show Last Active:

None

Status / Position:

All

To Job:

To Debtor:

To Date:

2023-04-30

Sort By:

Start Date

Region:

All

P:

Assembly:

All

P:

Job Manager:

All

Show % Est Cost:

Show Invoiced Cost:

Show Invoiced Month:

Show Jobs Invoiced:

Generate

Export

Close

Power BI Export

Report Request

|                         |  |
|-------------------------|--|
| From Job / To Job       |  |
| From Debtor / To Debtor |  |
| From Date / To Date     |  |
| Job Status              |  |

|                              |                                                                                                                                                                                                                         |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Division</b>              | Division, region and assembly have options to filter by these cost centres.<br>a. There is a P next to each with a tick box which stands for Print – Show as a column on the report to display the relevant cost centre |
| <b>Include Branch</b>        | display branch as a column on the report                                                                                                                                                                                |
| <b>Include Internal Jobs</b> | This is a flag on the job, by default we exclude internal jobs on report. Put tick on to include them in report                                                                                                         |
| <b>Show Wip</b>              | Future Managed Costs on Job – This displays areas in the system that has a job linked to it that has not yet been added to job.<br>a. It looks at documents that are in process or in preparation                       |
| <b>Show Financial</b>        | Shows columns related to sales figures on the job                                                                                                                                                                       |
| <b>Show Excl QT</b>          | This is a flag on the quotes which flags that the quote values for sell and cost should not be part of the calculation for budget.<br>a.If ticked it means you want to include these quotes as part of your report      |
| <b>Show Last Active</b>      |                                                                                                                                                                                                                         |
| <b>Status / Position</b>     |                                                                                                                                                                                                                         |
| <b>Sort By</b>               |                                                                                                                                                                                                                         |
| <b>Region</b>                | Division, region and assembly have options to filter by these cost centres.<br>a. There is a P next to each with a tick box which stands for Print – Show as a column on the report to display the relevant cost centre |
| <b>Assembly</b>              | Division, Region and Assembly have options to filter by these cost centres.<br>a. There is a P next to each with a tick box which stands for Print – Show as a column on the report to display the relevant cost centre |
| <b>Job Manager</b>           |                                                                                                                                                                                                                         |
| <b>Show % Est Cost</b>       | Shows the percentage cost figures from percentage invoices as columns on the report                                                                                                                                     |
| <b>Show Invoiced Cost</b>    | displays new columns on the report to show invoiced costs                                                                                                                                                               |
| <b>Show Invoiced Month</b>   |                                                                                                                                                                                                                         |
| <b>Show Jobs Invoiced</b>    |                                                                                                                                                                                                                         |

1. Start date – the start date of the job
2. Est Start Date – Estimated start date which is used to work out the task activities
3. Comp Date – Completion date – the date you want the job to finish – lets say Friday because on Monday to delivery
4. Del Date – Delivery date – the date you want to the job to be delivered

5. Days – the outstanding days from today to completion date
  6. Project Manager – the project manager assigned to the job
  7. Debtor code – the customer code
  8. Debtor name – the customer name
  9. Job No – The job number – click on this number to open up the manage job screen
  10. Description – the short description of the job
  11. Job status – the status of the job – Non Started, Started, Completed, cancelled or closed
  13. % Complete – the percentage of completion of the job – Budget versus managed
  14. Order No – The customer order number
  15. Quote No – The original quote number
2. Order value - This is the quote sell value of all quotes (excluding quotes flagged as excluded)
    2. Planned cost - This is the quote cost value of all quotes (excluding quotes flagged as excluded)
    3. Planned Profit - This is the profit of the quote = Order value - Planned cost
    4. Managed – Total managed on job – actual managed items
    5. Total – The total managed WIP = Future WIP + Total managed
    6. Incurred Costs – Displays values of cashbooks and creditors journals linked to the job
    7. Job del note – the value of cost in Job delivery note before Job invoice
      - a. once the delivery note is processed to invoice, value is taken out of this column
    8. Job Invoice – the cost of job invoices via Usage job invoice or Percentage job invoice
      - a. If job is usage – total usage value on invoices processed
      - b. If job is percentage – the estimated percentage cost value entered by the user
    9. Debtor invoice – the cost of the customer invoice done linked to the job
    10. Credit note – the cost value of the credit note linked to the job.
1. Job Invoice – the sell value of job invoices via Usage job invoice or Percentage job invoice
    - a. If job is usage – total usage value on invoices processed
    - b. If job is percentage – the estimated percentage cost value entered by the user
  2. Debtor invoice – the sell value of the customer invoice done linked to the job
  3. Credit note – the sell value of the credit note linked to the job
  4. Total Sales = Job Invoice sell + Debtors Invoice sell - Credit Note sell
  5. Outstanding T/O = Order sell Value - Invoiced sell value (if negative will not show)
  6. Future Costs = Quote cost - WIP (if positive will not show)
    - a. If negative, shows as a positive figure to indicate that you are creating more costs than estimated - warning
    - b. If positive, this indicates that your estimated cost has not exceeded actual cost
  7. Future profit = Quote cost - WIP (if negative will not show)
    - a. If positive, shows as a positive figure to indicate that you are under your estimated cost to actual managed and therefore will see more profit
    - b. If negative, this indicates that your estimated cost has exceeded actual cost (will not show here but in Future costs)
  8. Invoiced Cost = Job Invoice cost + Debtor Invoice cost - Credit Note cost
  9. Invoiced Profit = Total invoiced sales sell – Total invoiced cost
  10. Closed job costs – shows the value of costs of the closed job items
  11. Job Profit = Invoiced cost - Planned quote cost – Total managed

12. Profit variance = Job Profit – Planned quote cost

13. Last memo note on job

|   |                             |                                                                                  |
|---|-----------------------------|----------------------------------------------------------------------------------|
| A | Order Value                 | Selling Value of the quote.                                                      |
| B | Planned Cost                | Costs as per the quote.                                                          |
| C | Profit                      | Difference between the Order Value and the Planned Cost.                         |
| D | Stock Requests              | All cost values of Stock Requests with the status Requested or Authorised.       |
| E | Outstanding Purchase Orders | All cost values of Purchase Orders with the status Created or Authorised.        |
| F | GRV To Job                  | All cost values of GRVs with the status Preparation or Posted.                   |
| G | Del. Note To Job            | All cost values of Delivery Notes with the status Created.                       |
| H | BOM                         | All cost values of a BOM item with the status Created, Pending or Active.        |
| I | Picking Slips               | All cost values of items on Picking Slips that have not been managed.            |
| J | Time Sheet WIP              | All cost values of items on Job Capture that have not been processed.            |
| K | Managed                     | All cost values of items on a Job that have been managed.                        |
| L | TOTAL                       | Sum of A, B, C, D, E, F, G, H, I, J and K                                        |
| M | Incurred Costs              | All GL Cash Books and Creditor Journals that have been posted linked to the job. |
| N | Job Delivery Note           | All cost values of items on a Job Delivery Note.                                 |
| O | Job Invoice                 | All cost values of items on a Job Invoice.                                       |
| P | Debtor Invoice              | All cost values of items on a Debtor Invoice with the status Posted.             |
| Q | Credit Note                 | All cost values of items on a Debtor Credit Note with the status Posted          |
| R | Outstanding Turn Over       | $A - (O + P - Q)$                                                                |
| S | Future Costs                | $B - L$                                                                          |
| T | Future Profit               | $B - K$                                                                          |

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