

## Job Costing

### Manage and control the full project cycle

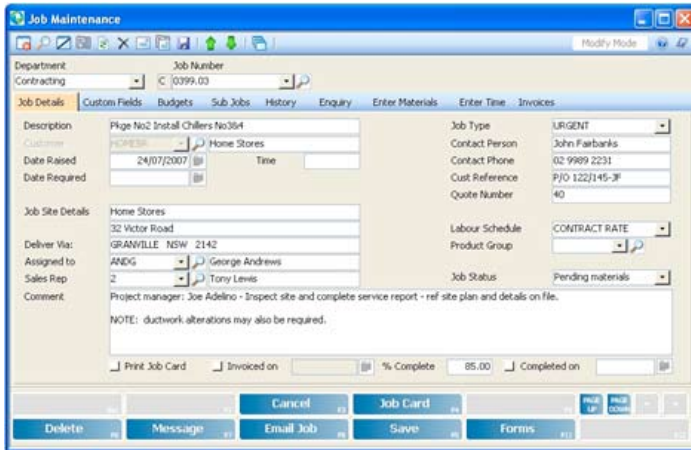
Attaché Job Costing helps manage and control the full project cycle, from estimating and budgeting through to capture of actual costs, management of work in progress and final billing. Flexible and customisable, with features to suit both simple and complex job costing requirements.

#### Estimates and budgets

- Budgets can be manually entered for simple requirements.
- For more complex projects, quotes can itemise each element and capture anticipated income and costs.
- Quote sections can automatically create sub jobs with associated budgets.
- Supplier purchase orders can be generated from the quote

#### Centralised information

- Enter or view Materials and Time via the job masterfile.
- Access notes, emails, quotes and invoices, and store documents such as contracts and specifications.
- View job cost information on screen via the Enquiry tab.
- Create over 80 custom fields to hold additional data including text, memo, date and look-up fields.



The screenshot shows the 'Job Maintenance' window with the following details:

- Department: Contracting, Job Number: 0399.03
- Job Details: Description: Fluge No2 Install Chillers No364, Job Type: URGENT, Contact Person: John Fairbanks, Contact Phone: 02 9989 2231, Cust Reference: PFD 122/145-3F, Quote Number: 40
- Job Site Details: Home Stores: 32 Victor Road, GRANVILLE NSW 2142, Labour Schedule: CONTRACT RATE, Product Group: [dropdown], Job Status: Pending materials
- Assigned to: ANEG (George Andrews), Tony Lewis
- Comment: Project manager: Joe Adellino - Inspect site and complete service report - ref site plan and details on file. NOTE: ductwork alterations may also be required.

#### Centralised information:

Access all job details from one area — budgets, actuals, documents, discussions and over 80 custom data fields.

#### Categorise jobs

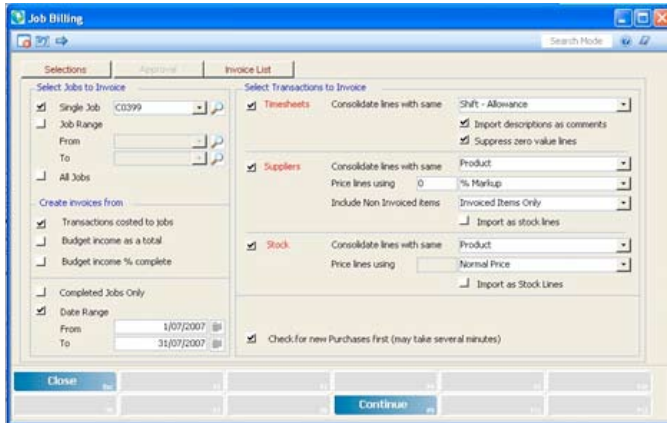
- Unlimited user-definable codes can be created for Job Type and Job Status.
- Password security can be defined so that only a supervisor can add or modify type/status codes.
- Labour schedules can be assigned to jobs; specify a cost and charge out rate for each activity and allowance, for each payroll group.
- Assign a percentage complete for reporting and billing purposes.

#### Flexibility in capturing costs

- Define labour cost rates based on activity type or employee group, or associate with each employee, customer or job.
- Allocate time directly against the job or via the configurable Timesheet Entry screen.
- Materials can be allocated directly to the job masterfile, or via the stock issues program.
- Materials purchased specifically for a job can be costed via the supplier purchase order or invoice in Attaché.
- Cost subcontracted services via the purchase order or invoice.

## Flexible billing features

- Create job invoices via actual transactions costed to jobs, or by using the budget income.
- If required, timesheets (labour) can be invoiced separately from stock or supplier transactions.
- Supplier and stock transactions can be priced using percent mark-up, percent margin or usual customer price.



Powerful billing and invoicing features:  
Flexible configuration lets you run things your way.

## Total control over invoicing

- All transactions can be approved and modified prior to invoicing, and invoices can be held or edited prior to updating software.
- Invoice lines can be consolidated based on activity, employee or product code.
- Larger jobs can be invoiced progressively based on budget income using the nominated percentage complete.

## Customisable reporting

- Costing information can be viewed onscreen via the job masterfile.
- See a high level view of all jobs via the Managers Enquiry screen; filter by employee, job department or completion status.
- Reports include job cost details, time analysis, work in progress, and budget versus actual.
- Reports can be automatically converted to PDF and attached to emails or published in Word or Excel.
- Reports and onscreen enquiries can be customised to suit your needs.

The screenshot shows the 'Job Maintenance' window with a table of job cost details. The table has columns for Job, Description, Qty, Unit, Net Cost, Income, Base Code, and Base No. The data is as follows:

| Job      | Description        | Qty    | Unit  | Net Cost | Income | Base Code | Base No       |
|----------|--------------------|--------|-------|----------|--------|-----------|---------------|
| 23070007 | LABOUR             | 8.00   | 20.00 | 160.00   | 0.00   | BLRP      | PURP ACT 44   |
| 23070007 | PROJECT            | 2.00   | 60.00 | 120.00   | 0.00   | ADLJ      | PURP ACT 52   |
| 23070007 | RAFT               | 1.00   | 30.00 | 30.00    | 0.00   | ADLJ      | PURP ACT 53   |
| 23070007 | PROJECT            | 2.00   | 60.00 | 120.00   | 0.00   | ADLJ      | PURP ACT 57   |
| 23070007 | PROJECT            | 1.00   | 60.00 | 60.00    | 0.00   | ADLJ      | PURP ACT 47   |
| 23070007 | 175 MM MELBORG ROD | 300.00 | 0.00  | 300.00   | 0.00   | WLOJSC    | STOCK 404 138 |

### Costing information at a glance:

Select from standard onscreen enquiries which can be customised further to suit your needs.

## Further customisation

- With the Solution Builder module you can create and deploy powerful applications. From simple forms that store extra information to powerful applications with email and Internet support.
- Standard job fields can be renamed or hidden.
- Fields can be programmed to process instructions when certain events occur, such as generating an email when job status is changed.

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