

# Job Costing for Windows

## Training Outline



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### Overview

This two-day course gets right to the heart of the Sage Job Costing for Windows package, helping you take full advantage of the project costing features within the software.

#### After this course you will be able to...

Set up and create your own job costing routines, enabling you to keep control of all your costs, making billing easier and providing both you and your customer with a detailed breakdown of costs incurred for a particular project. You will know the cost of a project to you at any time, and how much profit you are making too.

#### Who should attend?

This course is essential for anyone with a business based on 'projects' or 'jobs' who feels that they are not currently able to accurately identify the costs involved with those jobs. The course also applies to those users who have upgraded from the DOS to the Windows version.

#### Preparation

You should be familiar with the operation of the system, but do not require a detailed knowledge before you attend this course. It would be useful to have a clear idea of your own requirements and how Job Costing can work for your business.

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### Topics Covered

#### Installation and Configuration

Learn how to load the software and become familiar with the screens.

#### Converting from the DOS Job Costing Package

Learn how to convert from the DOS version to the Windows version without having to set up all your jobs again.

#### Designing the Costing Analysis

Discover alternative methods for costing your jobs.

#### Setting up the Analysis

Create cost structures, analyse the job database and record budgets.

#### Creating the Job Database

Learn how to set up the Job Record, tailor the cost to it and explore the charging methods.

#### Dealing with Jobs Currently Underway

Learn how to record current cost figures for existing jobs not converted from DOS.

#### Posting Sage Line 50 v5 Transactions Through Job Costing

Look at purchase invoices, stock transactions and bank payments processed directly from Job Costing.

#### Costing Labour

Discover how to set up the charging structure for the labour - both your own and that contracted in.

#### Timesheet Analysis and Linking Through to Payroll v5

Learn how to record the time spent per job and how to post that time back to Sage Payroll.

#### How to Bill the Client

Look at different methods of billing, and the link to invoicing. Find out how to produce the bills to the client by selecting the costs that you wish to bill, and learn how to create the invoice for Sage Line 50 to print.

#### Month End Routines and Standard Reports

Learn how to produce period costing for the jobs and how to use the reporting to show current cost, profitability and budget comparison figures.