



Job Cost

Job Cost collects all project-related information and stores it in a format you customize to fit your business. From a simple costing structure with basic job codes and standard cost codes, to a sophisticated structure with multi-sectioned jobs, multi-sectioned cost codes, and multiple cost categories—Job Cost can handle virtually any level of tracking complexity.

Through Gold's integration, Job Cost gives you complete control over commitment and change order management. Enter subcontracts and purchase orders directly into Job Cost, or import them from other programs, then track them against invoices for total control over committed costs. And manage every step of the change order process—from pending through approval—to ensure change order profitability.

Using Gold's information access tools, your project information is always immediately available. Interactive inquiries let employees view information—such as potential cost overruns, percent complete, and production units in place—onscreen in seconds. And customizable reports let you calculate and print information in any format you choose for in-depth project analysis.

Following is a detailed list of the features Job Cost offers to help you keep projects on track:

Job tracking

- Track contract amounts, estimates, costs, subcontracts, purchase orders, quantity totals, production information, customer information, billings and other project information in as much detail as you need
- Format job IDs with up to 10 alphanumeric characters and up to three sections
- Format cost code IDs with up to 12 alphanumeric characters and up to four sections
- Track an unlimited number of user-definable cost categories
- Use an optional “extra” costing level to isolate special cost areas without disassociating them from the main job
- Set up standard cost codes and categories to streamline job setup and to improve consistency of cost analysis
- Add up to 250 user-defined data fields to several Job Cost records to track additional job information
- Track project totals by job, year, quarter, month or week
- Track period-to-date accumulators daily, weekly, bi-weekly or semi-monthly
- Track job status and scheduling dates
- Define custom totals and miscellaneous accumulators
- Define tax groups for each job by cost type
- Set up GL cost account groups to debit GL cost accounts by type of job

Entry and processing

- Send all job-related information from other Gold applications to Job Cost
- Enter direct costs into Job Cost, or import them from other programs (for example, overhead allocations, miscellaneous cost adjustments)
- Enter owner change orders, commitment change orders, estimates and commitments
- Lock an original estimate to prevent modification
- Easily edit entries even after they've been posted
- Capture daily labor hours for certified jobs
- Optionally prevent edits to transactions originating outside of Job Cost

- Specify exactly which GL accounts may be used for various jobs, tasks, etc.
- Specify who should approve AP invoices for each job

Commitment management

- Enter subcontracts and purchase orders for any combination of jobs, cost codes or categories
- Break out subcontracts or purchase orders into unlimited line items
- Track item descriptions, scopes of work, scheduling information and insurance requirements
- Track payment and performance bond information
- Track detailed contract approval information
- Track schedule dates for each subcontract
- Retrieve and change vendor insurance information from Gold Accounts Payable to reflect separate insurance for a project
- Track miscellaneous commitment items with a ten-item checklist
- Track secondary vendors to generate joint checks and monitor secondary liens
- Mark cost codes or categories as "bought out" to analyze buy-out profitability

Change order management

- Enter and track owner requested change orders and commitment change orders
- Document who initiated the request, who prepared the change order, who approved it and when
- Track changes to the original contract, estimate, subcontracts, purchase orders and production totals
- Track the status of each change order item with customizable descriptions (for example, requested, verbal OK)
- Associate commitment change orders with owner change orders
- Tie change orders to contracts and budgets
- Record billable or internal change orders
- Enter revisions to production units

Inquiry

- Choose from 30 pre-designed Job Cost inquiries (for example, Profit Summary, Remaining Estimate, Required Productivity)
- Drill down on summary information to view supporting detail (for example, click on a job to see cost code information)
- Apply conditions to display only the information you want to see
- View and insert electronic notes and file attachments
- Insert columns of data on-the-fly to quickly access additional information
- Modify any of the more than 100 inquiries contained in a complete Gold Extended system, or create new inquiries using the Gold Inquiry Designer

Reporting

- Choose from nearly 50 pre-designed Job Cost reports to calculate and print information at any time (for example, Cost at Completion Trends, Committed Cost Detail, Change Order Log)
- Apply conditions and ranges to print exactly the information you need
- Modify nearly all of the more than 500 reports contained in a complete Gold Extended system, or create new reports using the Gold Report Designer

Additional features

- Enter additional project information (for example, percent completes, production units in place, anticipated change orders) with customizable field worksheets
- Import estimates, commitments and direct costs from other programs
- Enter notes and attach electronic files (for example, spreadsheets or word processing documents) throughout Job Cost for additional documentation
- Track jobs for multiple companies in the same general ledger
- Define security rights by user or group
- Customize the toolbar for push-button access to reports, inquiries and tasks
- Change onscreen descriptions to match your company's standard terminology
- Set up macros for unattended processing of predefined tasks
- Access Gold project accounting information with other ODBC-compliant programs (for example, Microsoft® Excel and Word)

Job Cost is one of many applications offered by the Gold Collection, Timberline's fully integrated accounting software system for construction and property management firms. Designed for the 32-bit multitasking environments of Microsoft Windows® 95, Windows 98 and NT®, Gold gives you the tools to make better decisions, increase productivity and, ultimately, build profits.

Software that fits your business™



Timberline Software Corporation

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