



SAGE ACCPAC

Sage Accpac Project and Job Costing

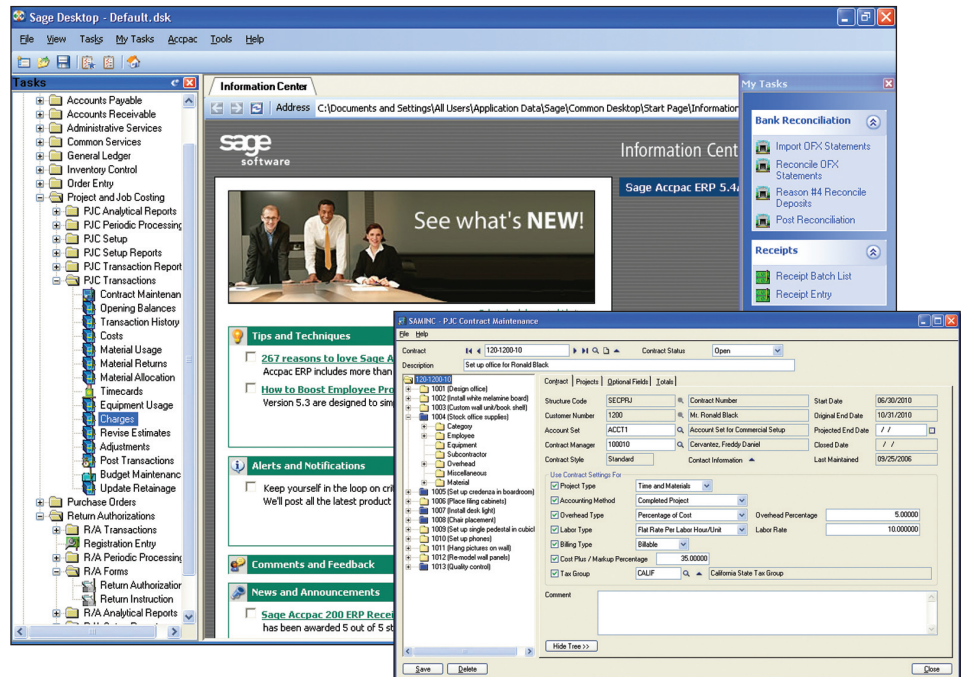
About Sage Software

Sage Software offers leading business management software and services that support the needs, challenges, and dreams of more than 2.6 million customers in North America. Its parent company, The Sage Group plc (London: SGE.L), supports over 5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable, and customizable software for accounting, customer relationship management, human resources, time tracking, and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit, and real estate industries.

About Sage Accpac ERP

Sage Accpac ERP is an award-winning accounting system built on world-class architecture. Designed for companies of all sizes, Sage Accpac runs on your choice of database—providing the foundation for an integrated suite of end-to-end business management applications. Sage Accpac delivers high performance, advanced functionality, and unmatched freedom of choice.

Visit us at www.sageaccpac.com or call 800-873-7282 today for more information about Sage Accpac ERP.



Quickly view projects and categories using the optional tree view.

Sage Accpac ERP Project and Job Costing works in concert with General Ledger, U.S. or Canadian Payroll, Purchase Orders, and Accounts Receivable, to provide the accounting backbone of every single project you manage. This module makes the estimating, tracking, costing, and billing of projects easy and manageable—simplifying cost control and planning.

Project and Job Costing is most suitable for project managers in construction, job service, and other professional industries that require a time-and-material system.

Features

Contract Maintenance

- Assign staff, material, subcontractors, equipment, miscellaneous items, and overhead to each project within the contract.
- Add a new project category or resource at any time.
- Capture contract information for each contract.
- Manage contracts or jobs to three levels—contract (job), project (phase), and category.
- Change contract, project, and category names to match industry-specific terminology.
- Use as many as five segments in your contract numbers to represent types of contracts and divisions.
- Specify a default style for projects in a contract.
- Capture unique contract information using optional fields.

Project Maintenance

- Maintain multiple projects or phases within each contract and track multiple categories within each project.
- Maintain multiple contracts or jobs per customer.
- Choose from three different project types—time and materials, cost plus, and fixed price.
- Specify whether to generate item or summary invoices for fixed price projects that use a billings and costs or accrual-basis accounting method.

Sage Accpac Project and Job Costing

Sage Accpac Project and Job Costing: All the tools and features you need to make sure every job is profitable and efficient.

- Mix and match the project types and accounting methods for very complex or simple projects.
- Define your own fields to store additional project-related data.

Estimates

- Set up complex estimates by specifying the quantity (e.g., hours), unit cost, and billing rate (for time-and-materials projects) for each staff member, material (inventory item), subcontractor, equipment, miscellaneous item, and overhead expense allocated to the project.
- Assign cost categories and automatically calculate cost and revenue estimates per cost category, or simply define the cost and revenue estimates for each project category.
- Update revenue and cost estimates at any time with a full audit of the changes.
- Clear revised estimates in Clear History.

Costs

- Specify the cost account to be used in cost transactions for each category.
- Assign each category to one of six cost types (labor, material, equipment, miscellaneous, overhead, and subcontractor) to track costs at a level necessary for your company.
- Allocate overhead and labor burden to each category.
- Enter miscellaneous costs for any category or resource category in a contract.
- Take control of labor costs using Payroll and Project and Job Costing integration.
- Use optional fields to create unique cost tracking for your projects.
- Select the default cost and billing rate (if applicable) to use for Timecard transactions.
- Track committed and actual quantities and costs through integration with the Purchase Order module.
- Automatically override General Ledger revenue account segments for each project and cost account segments for each category.
- Transfer inventory items to a contract, project, and category and bill the customer for the inventory used.
- Return inventory items not used in the project to inventory for availability on other projects.
- As equipment is used within a project, record the cost and billing rate (for time-and-material projects) of the equipment so you can bill the customer for usage.
- Record miscellaneous charges such as service fees.

Revenue

- Select the accounting method (revenue recognition method) for each project within the contract. Choose from total cost percentage complete, category cost percentage complete, labor hours percentage complete, billings and costs, project percentage complete, completed project, or accrual-basis.
- Track unprofitable cost plus projects either by entering a negative cost plus percentage or by setting up a project where estimated revenue is less than estimated cost.
- Choose when to recognize revenue, based on GAAP requirements and your business needs.
- Specify whether each transaction is billable, non-billable, or no charge.

- Track, calculate, and automatically retain a portion of an invoice to handle common billing practices in the construction industry.
- Automatically create customer invoices from project information.

Inquiries

- Review the current state of each of the projects through the centralized inquiry capabilities. Review the project status, profitability, and estimate-to-actual comparisons.
- Easily navigate through the projects and categories within the contract using the optional tree view.
- Drill down to the originating transactions.

Status

- Assign as many as seven progress status categories to each contract and project. Choose from estimate, approved, open, on hold, inactive, complete, and closed.
- Close a project to billings and /or costs at any time.

Taxes

- Specify a default tax group for a contract.
- Change the tax group and customer tax classes for individual projects.
- View taxes calculated on retainage payables from within the project.

Billing

- Specify the invoice type for each project.
- Create billing invoices by customer, contract, or project.
- Define details to be used when creating billing invoices in Accounts Receivable.
- Enable employees to manage their time and billing records from any location (on-site or at the office) by entering timecards, using an Internet browser.
- Approve employee timecards and expenses before updating U.S. or Canadian Payroll.
- Update customer receipt balances when a refund is issued to the customer.

Utilities/Other

- Automatically post General Ledger journal entry batches created from Project and Job Costing.
- Automatically post Accounts Receivable invoice batches created from Project and Job Costing for billings.
- Check all or part of your data with data integrity routines.

Key Reports

- AIA Report
- Committed Costs Audit Report
- Stored Material Audit Report
- Aged Work in Progress
- Over/Under Billings

For more information about Sage Accpac Project and Job Costing, please contact your Sage Software business partner.

Your Company Name
Your Address
Your Phone Number
Your E-mail Address
Your Web Address

YOUR LOGO HERE