Unlock the Knowledge
Job Costing Secrets Revealed

Brought to you by:

Presented by:
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Managing Partner
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Objectives

➢ How to get true job costing

➢ Manage your jobs for maximum profit

➢ How Intuit QuickBooks Enterprise Solutions can help you better manage your business

Job Costing Basics

➢ For the Construction Industry

➢ Other Industries

    ➢ Wholesale

    ➢ Manufacturing

    ➢ Non Profit

Job Costing Basics

➢ Better Project Management

➢ Payroll

➢ Job Analysis

➢ Special Issues

➢ New QuickBooks Enterprise V-23

Understanding the Profit Cycle

Don't Wait Until the End of The Job to Analysis

The Profit Cycle

Estimate/Plan

- I **love the Profit Cycle**
  - I was 1st introduced to the Profit Cycle as an Intuit Master Builder ProAdvisor
  - It was originally drawn on a napkin in a restaurant by Omware's Dan Smith, the Original developer of Master Builder, Now Sage 100.
  - Although Dan was referring to a Construction Company when he wrote this on the napkin
- Change Estimating to Planning and it is relevant to all industries. When an estimator in a contractor's office estimates, they plan the job. Build the job in their estimating program.

The Profit Cycle

Production

➢ We all have to Produce or the money does not come in the door and we account in some form even if it just for the IRS.

➢ But if our accounting systems produces timely relevant and reliable information, then we can Analysis.

➢ Did our Estimator/Planner make a mistake. Did they leave out a cost in the estimate. What's our inventory turnover. Does our inventory sat to long on the self depleting our Cash Flow. Is this department or crews production down, Why? Are we marking our products up enough to reach the breakeven point and generate a profit. What is Break Even? We are not making money, how do correct, Increase Sales, Increase Price or Reduce our cost of sales or expense.

The Profit Cycle

➢ Accounting – Your bookkeeper/accountant should reconcile the financials however many small business bookkeepers/accountants wear many hats. They are constantly interrupted and we all make mistakes. The owner/manager/project manager should analysis for errors.

➢ Use POs as much as possible, the accounting department should not have to job cost or determine if inventory was received when they get an invoice from the vendor.

• **Don't wait until the end of the job to Analysis.**

Job Costing Steps

For Construction

➢ Create a Job

➢ Create an Estimate

➢ Code all direct Cost using a two-sided Item (Your cost code) pointing to a Cost of Goods Sold Account (Job Cost in QuickBooks)

Item or Expense

QuickBooks users items

➤ For Jobs – Use Items

➤ For Overhead - use Expense

➤ Items give you the Ability to Compare Estimated Cost to Actual Cost

    ➤ You Job Cost outside your income statement

    ➤ Provide Detail Job Cost through Items not the Chart of Accounts

Items = Cost Codes

- Items are Cost Codes in QuickBooks. Spend Time Developing Your Item or Cost Code List. Contractors have the CSI Cost Codes (Construction Specification Institute) NARI (National Association of Remodelers Institute) The NAHB (National Association of Home Builders) Develop your own. If you are an HVAC contractor you probably don't need the cost codes for finishes, but you will need General Conditions or General Requirements. Talk to the Estimator when setting up your cost codes

Estimates, Change Orders & Invoicing

➢ Estimates are the Key to Job Costing

➢ Improves Accuracy of QuickBooks Files

➢ Reduces duplication of entries and mis-posting

➢ Estimates allow for job tracking and helps create you create your over/under billing reports.

➢ Track contracts for both your customer and your vendors

➢ Use Estimate as a Budget

➢ Not for Profits can track grants, or agencies.

QuickBooks Estimating

Estimating in QuickBooks Enterprise

- There are Experts that will tell you that QuickBooks does not have an Estimating Program that the Estimate in QuickBooks is a Job Budget.

- You can create some complex Estimating Task in QuickBooks

Example

- Our contractor installs Singles . We determine what it takes to install 1 SQ Ft of Shingles,   These items are from our item list and we can add a new item on this screen – Note we have our carpenter is take .04 hours to install a SQ ft of Shingles. Determine how your estimator estimates. QuickBooks Enterprise needs to be set up to work for your company.

- Review the estimate - Set up items based on the estimate or summarize items based on the needs.

Group Item

Items = Cost Codes

- Note we have added in General Conditions
- We have added in our Subcontractor -
- We are going to install the Shingles our selves we have used our group Shingles per Square Ft Note: Our Carpenter we will code his payroll to this items -
- I am told that some contractors front load their Schedule of Values.
- The Customers is holding 10% Retainage, and they know that final payment is probably going to be delayed. It's standard industry practice.
- When you do this do it in the Mark up column. Our over/under billings report is going to reflect this. Overbilling. We want true numbers for accounting don't take cash out before you earn it.

Estimate Form in QuickBooks

Previous | Next | Save | Print | E-mail | Find | Spelling | History | Create Invoice | Customize | Letters | Attach

Customer:Job ☑ Estimate Active   Class   Template Print Preview
Vance and Vance, Inc.:C...   Scedules of Values

Schedule of Values

	Date	Proposal #
	01/04/2020	10-1001

Project 7th Ave N

Vance and Vance, Inc.
Joe Vance
23354 Kennedy Blvd
Tampa, FL 33602

34688 7th Ave N
St Petersburg,, FL 338789

Item	Description of Work	Subcontractor	Qty	U/M	Cost	Amount	Markup	Total
01 General Requirement...	Temporary Water		2	MTH	99.00	198.00		198.00
Overhead	Overhead		5		0.00	0.00	1,000.00	1,000.00
Profit	Profit		5		0.00	0.00	1,000.00	1,000.00
	01 - General Conditions							53,353.00
30- Site Work	30 - Site Work	Tally's Site Work	50,000		1.00	50,000.00	10,000.00	60,000.00
03 - Concrete	03 - Concrete	Murry's Concrete	5,000		1.00	5,000.00	20.0%	6,000.00
04 - Masonry	04 - Masonry	Sam's Masonry	10,000		1.00	10,000.00	20.0%	12,000.00
Shingles SQ L = 1 W = 1			1,000					
07:Asphault Strip Shingles	Asphalt Strip Shingles		30	Bundle	10.15	304.50		304.50
07:Felt # 15	15# FELT 400 S/F PER ROLL		2.5	Roll	8.50	21.25		21.25
07:3/4' Roofing Nails	3/4' Roofing Nails		1	[lb]	0.69	0.69		0.69
07:Carpenter	Time by the hour:hr		49.97	hr	25.00	1,249.25		1,249.25
07:Metal Roofing Edge	Metal Roofing Edge		100	ft	1.30	130.00		130.00
Overhead	Overhead				0.00	0.00	500.00	500.00
Profit	Profit				0.00	0.00	500.00	500.00
	07 - Thermal and Moister Protection							2,705.69
08 - Doors & Windows	08 - Doors & Windows	Tampa Door Company	3,000		1.00	3,000.00	20.0%	3,600.00
26 - Electricial	26 Electricial	Stacy's Electric Company	25,000		1.00	25,000.00	-7,000.00	18,000.00

Customer Message

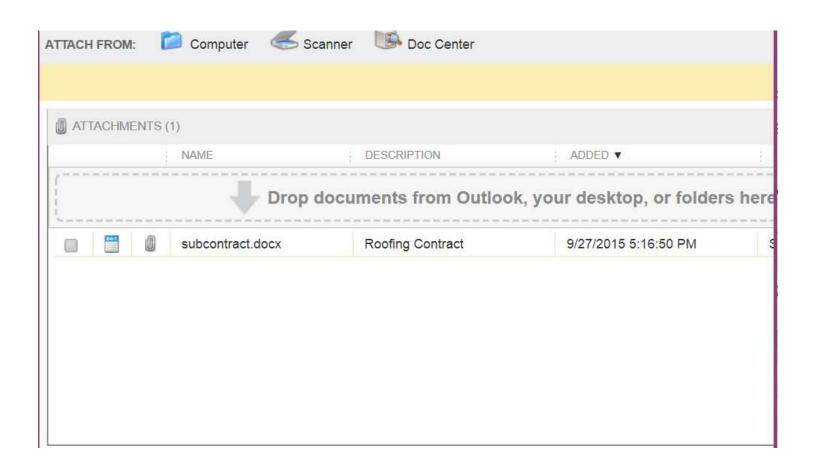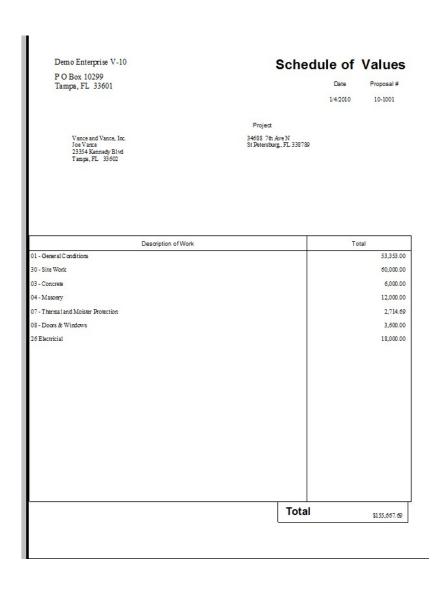| Total	146,058.69	9,600.00	155,658.69

Document Management

Scan Proposals-Estimates - Contracts

Create Proposal or Schedule of Values

We have modified the Estimate Form so we have a Schedule of Values

Demo Enterprise V-10

P O Box 10299
Tampa, FL 33601

Schedule of Values

Date	Proposal #
1/4/2010	10-1001

Project

Vance and Vance, Inc.
Joe Vance
23354 Kennedy Blvd
Tampa, FL 33602

34688 7th Ave N
St Petersburg, FL 338789

Description of Work	Total
01 - General Conditions	53,353.00
30 - Site Work	60,000.00
03 - Concrete	6,000.00
04 - Masonry	12,000.00
07 - Thermal and Moister Protection	2,714.69
08 - Doors & Windows	3,600.00
26 Electricial	18,000.00
Total	**$155,667.69**

AIA Form

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION
PROJECT:

APPLICATION NUMBER:
APPLICATION DATE:
PERIOD TO:
PROJECT NO:

A	B	C	D	E	F	G	%	H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	(G/C)	Balance To Finish (C - G)	Retainage
			From Previous Application (D + E)	This Period					
1						$ -		$ -	$ -
2						$ -		$ -	$ -
3						$ -		$ -	$ -
4						$ -		$ -	$ -
5						$ -		$ -	$ -
6						$ -		$ -	$ -
7						$ -		$ -	$ -
8						$ -		$ -	$ -
9						$ -		$ -	$ -
10						$ -		$ -	$ -
11						$ -		$ -	$ -
12						$ -		$ -	$ -
13						$ -		$ -	$ -
14						$ -		$ -	$ -
15						$ -		$ -	$ -
16						$ -		$ -	$ -
17						$ -		$ -	$ -
18						$ -		$ -	$ -
19						$ -		$ -	$ -
20						$ -		$ -	$ -
21						$ -		$ -	$ -
22						$ -		$ -	$ -
23						$ -		$ -	$ -
24						$ -		$ -	$ -
	SUBTOTALS PAGE 2	$ -	$ -	$ -	$ -	$ -		$ -	$ -

Create Purchase Orders for Material and Subcontracts

Specify Purchase Order Quantities for Items on the Sales Transaction

Purchase items for: Vance and Vance, Inc.:Creek Development

For each item below, choose the items you will order from your vendor specifying the quantity as needed.

☐ Sort by preferred vendor

✓	Item	Preferred Vendor	On Hand	Qty	U/M
	01 General Requireme...		0	2	MTH
	01 General Requireme...		0	5	CY
	01 General Requireme...		0	5	MTH
	01 General Requireme...		0	2	MTH
	Overhead			5	
	Profit			5	
	30- Site Work			50,000	
	03 - Concrete			5,000	
✓	04 - Masonry			10,000	
	07:Asphault Strip Shin...		0	30	Bundle
	07:Felt # 15		0	2.5	Roll

OK Cancel Help

Subcontract/Purchase Order

Subcontract

Demo Enterprise V-10

P O Box 10299
Tampa, FL 33601

Subcontract

Date	P.O. No.
12/31/2009	07-195

Subcontractor

Joe Masonry

Job Address

34688 7th Ave N
St Petersburg,, FL 338789

Item	Description	Unit Price	Rcvd	Amount
04 - Masonry	04 - Masonry	10,000	0	10,000.00

Total	$10,000.00

Purchase Order

Demo Enterprise V-10

P O Box 10299
Tampa, FL 33601

Purchase Order

Date	P.O. No.
12/31/2009	07-195

Vendor

Joe Masonry

Ship To

34688 7th Ave N
St Petersburg,, FL 338789

Item	Description	Qty	U/M	Rate	Amount
04 - Masonry	04 - Masonry	10,000		1.00	10,000.00

Total	$10,000.00

Open Purchase Orders by Job

Demo Company - V-18
Open Purchase Orders by Job
All Transactions

Date	Deliv Date	Num	Source Name	Item	Qty	Rcv'd	U/M	Cost Price	Amount	Open Balance
Douglas Enterprises Inc.										
The Ultimate Pet Resort										
10/31/2017	12/15/2017	6	AAA Trailer Rental	01 General Requirements:15...	12	0		200.00	2,400.00	2,400.00
01/05/2018	02/05/2018	5	Tally's Site Work	30- Site Work:02 - Paving Su...	1	0.1		25,000.00	25,000.00	22,500.00
01/10/2018	03/06/2018	3	Dumpster Supplier	01 General Requirements:15...	1	0		425.00	425.00	425.00
01/10/2018	01/20/2018	4	Tally's Site Work	30- Site Work:02 - Excavatio...	1	0		25,000.00	25,000.00	25,000.00
02/01/2018	03/10/2018	1	Tally's Site Work	30- Site Work:02 - Excavatio...	1	0		25,000.00	25,000.00	25,000.00
02/01/2018	04/15/2018	7	Murry's Concrete	03 - Concrete:03 - Concrete...	1	0.5		2,125.00	2,125.00	1,062.50
Total The Ultimate Pet Resort					17	0.6			79,950.00	76,387.50
Total Douglas Enterprises Inc.					17	0.6			79,950.00	76,387.50
TOTAL					17	0.6			79,950.00	76,387.50

Committed Cost Report

RefNumber	SourceName	Item	Quantity	ReceivedQuantity	Amount	Committed Cost
07-195	Joe's Masonry	04 - Masonry	10000	0	10,000.00	10,000.00
07-196	Tally's Site Work	30 - Site Work	50000	5000	50,000.00	45,000.00
07-197	Hurry's Concrete	03 - Concrete	5000	0	5,000.00	5,000.00
07-198	Tampa Door Company	08 - Doors & Windows	1000	0	1,000.00	1,000.00
07-199	Stacy's Electrical Company	26 - Electrical	25000	0	25,000.00	25,000.00
					91,000.00	86,000.00
					91,000.00	86,000.00
					91,000.00	86,000.00

Committed cost—With rising material prices and labor shortages, construction firms face financial exposure when suppliers and subcontractors are not yet committed contractually—particularly on longer-duration projects. It is imperative for your firm to track uncommitted costs to increase the proportion of committed costs where possible and, where necessary, to incorporate factors such as price escalation and contingent cost terms into their committed costs in order to limit financial exposure.

Standard Report in Enterprise Committed Cost

8:10 AM
11/04/17

Demo Company - V-18
Committed Costs by Job
All Transactions

	Est. Cost	Act. Cost	Committed Costs	Unpaid Wages	Total Cost	Remaining Cost
01- Roofing Job ▶	5,136.45 ◀	3,592.50	0.00	1,000.00	4,592.50	543.95
▼ Douglas Enterprises Inc.						
The Ultimate Pet Resort	501,891.25	31,295.63	76,387.50	4,400.00	112,083.13	389,808.12
Total Douglas Enterprises I...	501,891.25	31,295.63	76,387.50	4,400.00	112,083.13	389,808.12
Smith Residence	7,024.35	7,024.35	0.00	0.00	7,024.35	0.00
▼ Smith, Henry						
Job 1	2,332.96	0.00	0.00	0.00	0.00	2,332.96
Total Smith, Henry	2,332.96	0.00	0.00	0.00	0.00	2,332.96
▼ Tampa General Contrator						
Job # 10569	36,589.44	30,699.50	0.00	0.00	30,699.50	5,889.94
Total Tampa General Contr...	36,589.44	30,699.50	0.00	0.00	30,699.50	5,889.94
TOTAL	552,974.45	72,611.98	76,387.50	5,400.00	154,399.48	398,574.97

Billings in Excess of Cost & Cost in Excess of Billings Over/Under Billings - QODBC

Hide Header | Collapse | Refresh

Columns | Total only

Demo Enterprise V-10
Job Estimates vs. Actuals Summary
All Transactions

	Est. Cost	Act. Cost	Est. Revenue	Act. Revenue
Douglas Enterprises Inc.				
The Ultimate Pet Resort	242,609.40	8,987.10	270,071.43	9,501.02
Total Douglas Enterprises Inc.	242,609.40	8,987.10	270,071.43	9,501.02
Georgia Ave Apartments				
Bldg 2	21,767.48	0.00	32,727.64	0.00
Bldg 1	54,619.48	5,150.00	68,019.74	7,600.25
Total Georgia Ave Apartments	76,386.96	5,150.00	100,747.38	7,600.25
Vance and Vance, Inc.				
Creek Development	153,558.69	5,000.00	166,717.69	0.00
Total Vance and Vance, Inc.	153,558.69	5,000.00	166,717.69	0.00
TOTAL	472,555.05	19,137.10	537,536.50	17,101.27

Job Estimates vs Actuals Reports gives us the information for our Over/Under Billing Report - This is an example, of a report you are producing in Excel from QuickBooks Data

Billings in Excess of Cost & Cost in Excess of Billings
Over/Under Billings –WIP Report
Available QuickBooks Enterprise
Call us and we will provide you the qvr for this report. Does require file setup.

Demo Company - V-15
Job Work in Progress (WIP) Summary
All Transactions

	Est. Cost	Act. Cost	(%) Complete	Est. Revenue	Earned Revenue	Act. Revenue	($) Diff.
Douglas Enterprises Inc.							
The Ultimate Pet Resort ▶	501,891.25 ◀	3,795.63	0.76%	585,616.48	4,450.69	20,697.25	-16,246.56
Total Douglas Enterprises ...	501,891.25	3,795.63	0.76%	585,616.48	4,450.69	20,697.25	-16,246.56
TOTAL	**501,891.25**	**3,795.63**	**0.76%**	**585,616.48**	**4,450.69**	**20,697.25**	**-16,246.56**

Billings in Excess of Cost &
Cost in Excess of Billings
Over/Under Billings –WIP Report Advanced
Reporting We Recommend.

Customer	Contract	EstimatedCost	ActualCost	Percentage	EarnedRevenue	ActualRevenue	OverBillings	UnderBilli...
01- Roofing Job	6,839.04	5,136.45	3,592.50	69.94%	4,783.31	0.00 -		4,783.31
Douglas Enterprises Inc.:The Ultimate Pet Resort	576,101.93	514,156.03	29,467.00	5.73%	33,017.21	75,630.44	-42,613.23 -	
Total	**582,940.97**	**519,292.48**	**33,059.50**	**6.37%**	**37,111.53**	**75,630.44**	**-42,613.23**	**4,783.31**

Selection Status:

Customer.Job Status	InProgress
Year	2019

Closed Jobs Report - Advanced Reporting.

Closed Jobs 2018

			品 XL
Customer	Act Revenue	Act Cost	Proift/Loss
Tampa General Contrator:Job #10569	44,327.22	30,699.50	13,627.72
Total	**44,327.22**	**30,699.50**	**13,627.72**

Calculations via Excel Using QB Data

JOBS IN PROGRESS AS OF 10/30/2014 Job Name	CONTRACT AMOUNT INCL CO'S	EST COST TO COMPLETE	CONTRACT TO DATE EST GROSS PROFIT	EST G.P. %	COSTS INCURRED Prior Periods	COSTS INCURRED Current Period	COSTS INCURRED TO DATE	PERCENT COMPLETE	REVENUE EARNED TO DATE	PROGRESS BILLINGS Prior Periods	PROGRESS BILLINGS Current Period	PROGRESS BILLINGS	OVER BILLINGS	UNDER BILLINGS
The Ultimate Pet Resort	605,616.69	601,891.35	3,725.33	14.007%	0.00	3,795.63	3,795.63	0.75%	4,438.41	0.00	20,697.25	20,697.25	-16,288	0
$	605,616.48 $	601,891.35 $	3,725.28	14%		3,795.63	3,795.63	0.75%	4,438.41		20,697.25	20,697.25	-16,288	0

	Progress Billings	Job Cost
WIP	20,697	3,796
CJ		
GL	$20,697	$3,796

Billings in Excess of Cost &
Cost in Excess of Billings
Over/Under Billings - QODBC

The QODBC Reader is included with QuickBooks Enterprise Solutions

QODBC via Flex Quarters

HOW QODBC INTERFACES WITH QUICKBOOKS (US Version)

TABLE & REPORTS OVERVIEW

LIST TABLES. QuickBooks contains detailed information about customers, vendors, payroll items, classes, etc. These tables can be used for listing reports, or to tie to other activity tables.

TRANSACTION TABLES. These tables represent the nuts and bolts of QuickBooks Accounting, i.e. invoice and invoice detail; bills and bills details, payroll, etc.

INFORMATION TABLES. Generally used for inserting data, information tables help programmers insure the integrity of the data. Quickbooks operating preferences and company information are also part of this group.

VIEW TABLES. These are tables that are custom designed by QODBC to reduce the need for relating multiple tables to get the results you want. For instance, tying sales order and inventory tables together.

ALPHABETICAL LISTING OF ALL TABLES

REPORTS. QODBC gives you the ability to create reports that are replicas of the reports in QuickBooks which you are already familiar with - but with more options. Use these SQL statements to create your own options..

You Can Be A Report Writer

QODBC.COM

designed for **QuickBooks**
See system requirements for version information

SQL EXAMPLES FOR: Job Estimates Vs Actuals Summary

SQL STATEMENT EXAMPLES
sp_report JobEstimatesVsActualsSummary show AmountEstCost_Title, AmountActualCost_Title, AmountDifferenceCost_Title, AmountEstRevenue_Title, AmountActualRevenue_Title, AmountDifferenceRevenue_Title, Text, Label, AmountEstCost, AmountActualCost, AmountDifferenceCost, AmountEstRevenue, AmountActualRevenue, AmountDifferenceRevenue parameters DateMacro = 'All', SummarizeColumnsBy = 'TotalOnly'

Microsoft Query

You can get reports based on criteria you select even Custom Fields

Track Your Change Orders

Customer:Job
Vance and Vance, Inc.:C...

☑ Estimate Active

Class

Template Print Preview
Scedules of Values

Schedule of Values

Date	Proposal #
01/04/2010	10-1001

Project 7th Ave N

34688 7th Ave N
St Petersburg,, FL 338789

Vance and Vance, Inc.
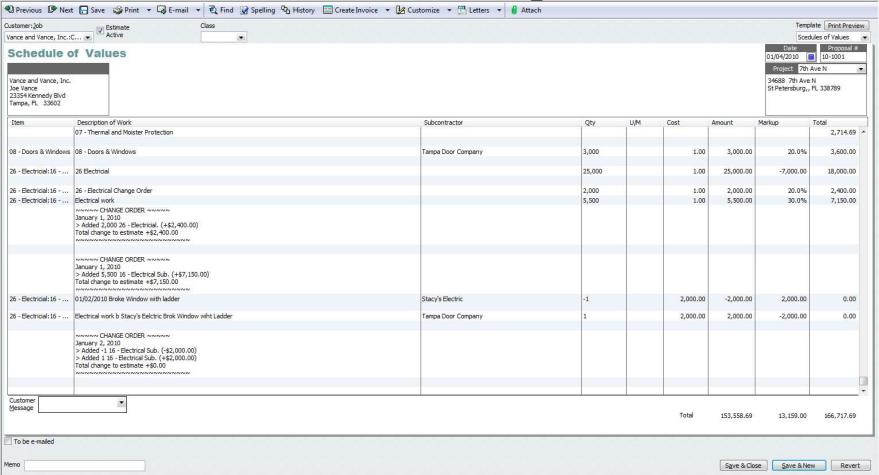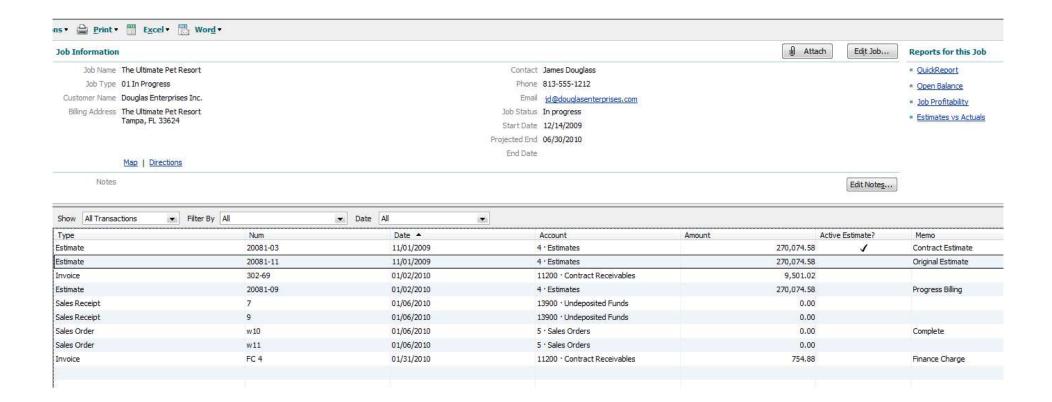Joe Vance
23354 Kennedy Blvd
Tampa, FL 33602

Item	Description of Work	Subcontractor	Qty	U/M	Cost	Amount	Markup	Total
	07 - Thermal and Moister Protection							2,714.69
08 - Doors & Windows	08 - Doors & Windows	Tampa Door Company	3,000		1.00	3,000.00	20.0%	3,600.00
26 - Electricial: 16 - ...	26 Electricial		25,000		1.00	25,000.00	-7,000.00	18,000.00
26 - Electricial: 16 - ...	26 - Electrical Change Order		2,000		1.00	2,000.00	20.0%	2,400.00
26 - Electricial: 16 - ...	Electrical work		5,500		1.00	5,500.00	30.0%	7,150.00
	~~ CHANGE ORDER ~~~~~ January 1, 2010 > Added 2,000 26 - Electricial. (+$2,400.00) Total change to estimate +$2,400.00 ~~~~~~~~~~~~~~~~~~~~~							
	~~ CHANGE ORDER ~~~~~ January 1, 2010 > Added 5,500 16 - Electrical Sub. (+$7,150.00) Total change to estimate +$7,150.00 ~~~~~~~~~~~~~~~~~~~~~							
26 - Electricial: 16 - ...	01/02/2010 Broke Window with ladder	Stacy's Electric	-1		2,000.00	-2,000.00	2,000.00	0.00
26 - Electricial: 16 - ...	Electrical work b Stacy's Eelctric Brok Window wiht Ladder	Tampa Door Company	1		2,000.00	2,000.00	-2,000.00	0.00
	~~ CHANGE ORDER ~~~~~ January 2, 2010 > Added -1 16 - Electrical Sub. (-$2,000.00) > Added 1 16 - Electrical Sub. (+$2,000.00) Total change to estimate +$0.00 ~~~~~~~~~~~~~~~~~~~~~							

Customer Message

	Total	153,558.69	13,159.00	166,717.69

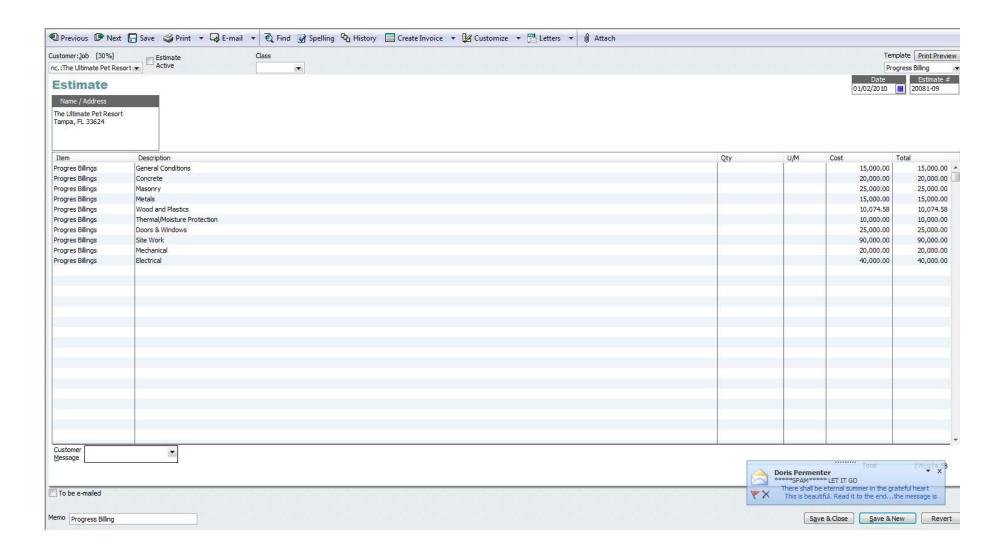☐ To be e-mailed

Memo

Save & Close   Save & New   Revert

If you are invoicing your change orders with your contract include them in the original estimate.   If they are invoiced separately do a separate estimate for them.   Be sure and include cost and mark up.   Create internal change orders, modify estimate to include current estimated cost to complete.   You can have more than on Estimates only Active Estimates appear on Job Cost reports.   You can create a Progress Billing Estimate. (make it inactive and invoice your Progress Billings.)
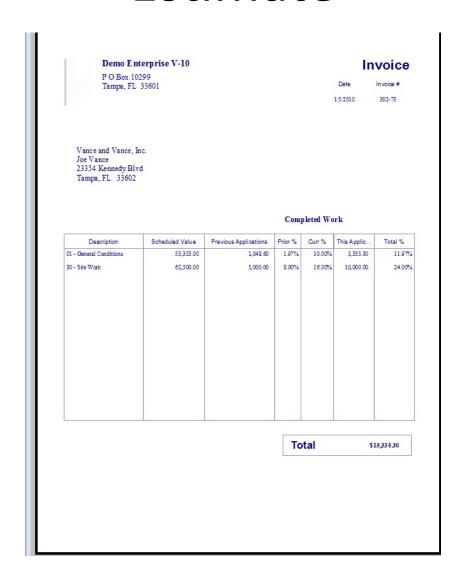
Customer Center - Job

ns ▾ 🖨 **Print** ▾ 📊 **Excel** ▾ 📧 **Word** ▾

Job Information   📎 Attach   Edit Job...   **Reports for this Job**

Job Name	The Ultimate Pet Resort	Contact	James Douglass	▪ QuickReport
Job Type	01 In Progress	Phone	813-555-1212	▪ Open Balance
Customer Name	Douglas Enterprises Inc.	Email	jd@douglasenterprises.com	▪ Job Profitability
Billing Address	The Ultimate Pet Resort	Job Status	In progress	▪ Estimates vs Actuals
	Tampa, FL 33624	Start Date	12/14/2009	
		Projected End	06/30/2010	
		End Date		

Map | Directions

Notes   Edit Notes...

Show [All Transactions ▾]   Filter By [All ▾]   Date [All ▾]

Type	Num	Date ▲	Account	Amount	Active Estimate?	Memo
Estimate	20081-03	11/01/2009	4 · Estimates	270,074.58	✓	Contract Estimate
Estimate	20081-11	11/01/2009	4 · Estimates	270,074.58		Original Estimate
Invoice	302-69	01/02/2010	11200 · Contract Receivables	9,501.02		
Estimate	20081-09	01/02/2010	4 · Estimates	270,074.58		Progress Billing
Sales Receipt	7	01/06/2010	13900 · Undeposited Funds	0.00		
Sales Receipt	9	01/06/2010	13900 · Undeposited Funds	0.00		
Sales Order	w10	01/06/2010	5 · Sales Orders	0.00		Complete
Sales Order	w11	01/06/2010	5 · Sales Orders	0.00		
Invoice	FC 4	01/31/2010	11200 · Contract Receivables	754.88		Finance Charge

Progress Billing Invoice
Inactive Estimate- An Option

Progress Invoice from Cost + Markup Estimate

Demo Enterprise V-10
P O Box 10299
Tampa, FL 33601

Invoice

Date	Invoice #
1/5/2010	302-73

Vance and Vance, Inc.
Joe Vance
23354 Kennedy Blvd
Tampa, FL 33602

Completed Work

Description	Scheduled Value	Previous Applications	Prior %	Curr %	This Applic...	Total %
01 - General Conditions	53,353.00	1,048.60	1.97%	10.00%	5,335.30	11.97%
30 - Site Work	62,500.00	5,000.00	8.00%	16.00%	10,000.00	24.00%

Total	**$15,335.30**

Classes – Many Theories

➢ Classes for Cost Type

   ➢ Labor

   ➢ Material

   ➢ Subcontract

   ➢ Equipment

   ➢ Other

Classes for Departments, Locations (Profit Centers)

➢ Residential

➢ Commercial

Class for Geographical Areas

➢ Florida

➢ Georgia

➢ Tennessee

Choose your classes carefully

Classes

➤ What works best for your company?

➤ What Profit Centers do you want to track?

➤ You can get an Income Statement by

    ➤ Job Type

    ➤ Customer Type

    ➤ Custom Fields

Create Invoice from Estimate

Specify Cost Codes(Items) to Invoice

Invoice from Estimate

Invoice

Demo Enterprise V-10

P O Box 10299
Tampa, FL 33601
Phone #   813-269-0153
Fax #   813-200-3951

Invoice

Date	Invoice #
1/5/2010	302-73

Vance and Vance, Inc.
Joe Vance
23354 Kennedy Blvd
Tampa, FL 33602

Completed Work

Description	Scheduled ...	Previous Ap...	Prior %	Curr %	This Applic...	Total %
01 - General Conditions	53,353.00	1,048.60	1.97%	10.00%	5,335.30	11.97%
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Total	$15,335.30

Retainage

■ **Handling Retainage**

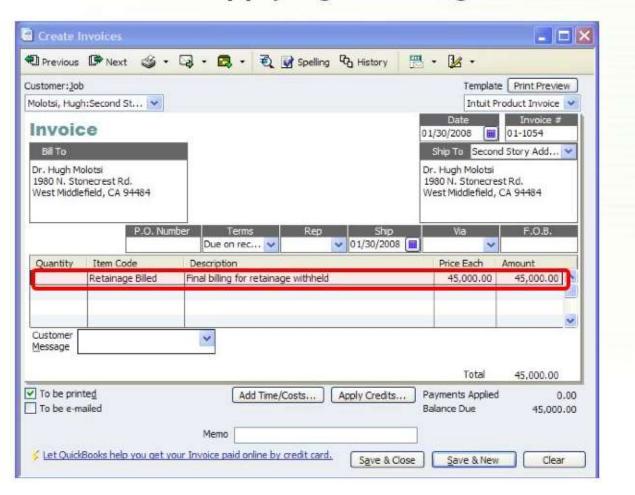• Add an item to holdback Retainage on invoice.
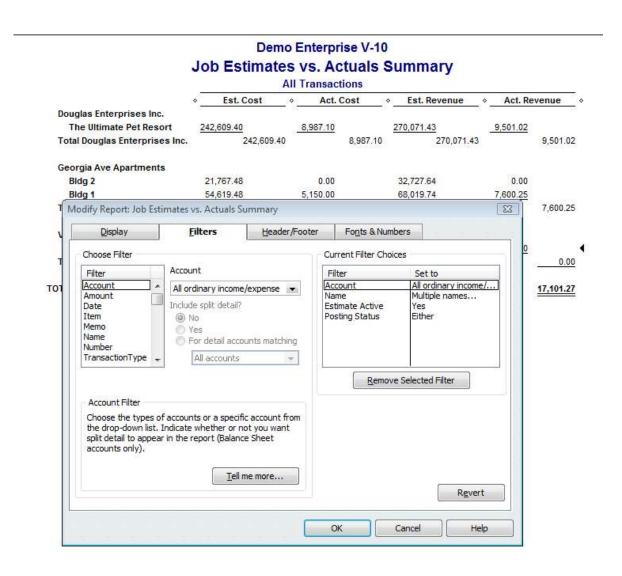
Invoice with Retainage Held

Final Invoice for Retainage

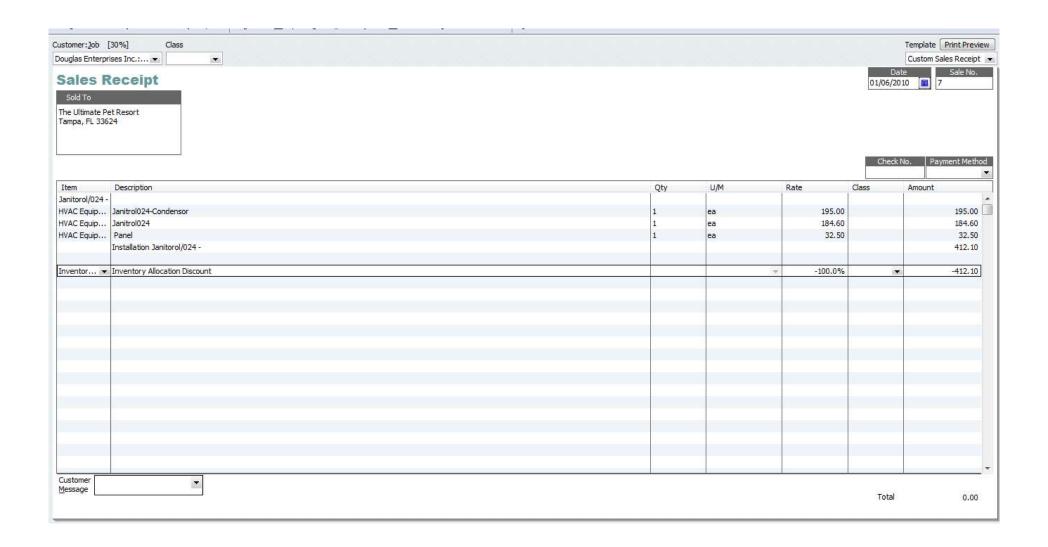- **Final Invoice Applying Retainage**

Modify Report for Retainage

Inventory to Job

➤ Use Sales Receipts to Transfer Inventory Costs to Jobs

➤ Create the Sales Receipt with the Inventory items used on the job.

➤ Create a Discount item that is mapped to the same revenue account that is used for the inventory items.

If you have multiple revenue accounts you will need multiple discounts items.

Or create your Sales Receipt at Zero Price.

Sales Receipt

Douglas Enterprises Inc.:... ▼ | [ ] ▼ | Custom Sales Receipt ▼

Sales Receipt

	Date	Sale No.
	01/06/2010	7

Sold To

The Ultimate Pet Resort
Tampa, FL 33624

Check No.	Payment Method
	▼

Item	Description	Qty	U/M	Rate	Class	Amount
Janitorol/024 -						
HVAC Equip...	Janitrol024-Condensor	1	ea	195.00		195.00
HVAC Equip...	Janitrol024	1	ea	184.60		184.60
HVAC Equip...	Panel	1	ea	32.50		32.50
	Installation Janitorol/024 -					412.10
Inventor... ▼	Inventory Allocation Discount		▼	-100.0%	▼	-412.10

Customer Message [ ] ▼

	Total	0.00

Income Statement

Also known as a Profit and Loss Statement

➢ Class

➢ Customer Type

➢ Job Type

➢ Custom Fields

Income Statement

➤ Income - $XXX

➤ Cost of Goods Sold (Job Cost) $XXX

➤ Gross Profit $XXX

➤ Expenses (Overhead) Non Job $XXX

➤ Net Income $XXX

   ➤ Differentiate between

  ➤ Job Cost (COGS) and Overhead

Estimate for Profit

➢ Understand your overhead

➢ Learn to measure and calculate RISK

➢ Distinguish between the Budget and the Bid

➢ Measure productivity

➢ Use Completed Jobs as a tool for better Estimating in the future

If the Estimator made a mistake we want to know as soon as possible.   If we have the lowest bid, we don't want to be the contractor who made the biggest mistake.

Analyze Field Employees performance

Shingles -   Two Shingle Crews.

Manage Job Production for Profit

➢ Change orders
➢ Schedules
  ➢ Employees
  ➢ Subcontractors
➢ Efficient material procurement
➢ Job Cost your labor
  ➢ Internal Labor cost is the most uncertain.   We can get a bid from our suppliers to supply the material and issue a Purchase Order, have our subcontractors sign a contract. As long as the material supplier and subcontractor performs, we are pretty save.   We are an HVAC contractor with 50 employees, multiple crews, We want to know our best crew for the job.

Accounting for Profit

➢ Utilize the proper accounting software – Look at QuickBooks Enterprise Solutions before you look at other mid level accounting software

➢ Understand and account for labor burden

➢ Require accurate JOB COSTING

➢ Have the right people perform the right functions for:

  ➢ a. job costing

  ➢ b. bookkeeping

  ➢ c. controller

  ➢ d. CPA/Tax Preparer

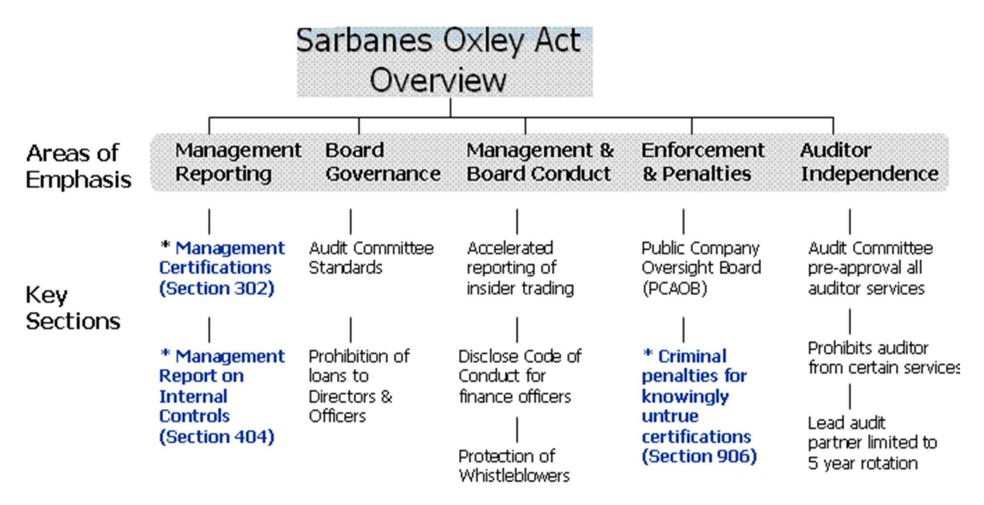➢ Accounts receivable is just as important as accounts payable

Accounting for Profit Implementation

➢ Requires a Commitment

➢ Team up with your Intuit Solution Provider or a ProAdvisor to create a plan, including timeline.

➢ Involve the whole company as a team

➢ Get input from your CPA and other business consultants.

➢ Learn QuickBooks Enterprise Solutions while you implement.

➢ Data conversions available – Microsoft Dynamics GP, Sage MAS 90/200, Sage Timberline, Sage Master Builder, Sage Peachtree, Custom Applications

   ➢ It doesn't matter if you are on QuickBooks Pro, Premier, Enterprise MAS 90, Microsoft Dynamics, or Timberline. If your accounting software is not set up correctly, you will not get the information you need to Run Your Business.

Can Your Accounting Software Teach You Accounting

➢ Understand what the software is supposed to do for you.

➢ Provide the information to the software program that is required for your books to be complete and accurate when finished

➢ The ultimate success rests with the skill level of the people who will be using the software. If they are not qualified bookkeepers training is a must.

Take a lesson from SOX Internal Controls

Sarbanes Oxley Act Overview

	Management Reporting	Board Governance	Management & Board Conduct	Enforcement & Penalties	Auditor Independence
Areas of Emphasis					
Key Sections	* Management Certifications (Section 302)	Audit Committee Standards	Accelerated reporting of insider trading	Public Company Oversight Board (PCAOB)	Audit Committee pre-approval all auditor services
	* Management Report on Internal Controls (Section 404)	Prohibition of loans to Directors & Officers	Disclose Code of Conduct for finance officers	* Criminal penalties for knowingly untrue certifications (Section 906)	Prohibits auditor from certain services
			Protection of Whistleblowers		Lead audit partner limited to 5 year rotation

* Sections 302 & 404 address improving Corporate Governance through effective internal controls. Section 906 addresses criminal penalties.

Examples of Internal Control Issues

➢ Inadequate design of internal control over the preparations of the F/Ss being audited

➢ Inadequate documentations of internal control components

➢ Insufficient control consciousness within the organization

➢ Absent or inadequate controls over the safeguarding of assets

➢ Employees/Management lack qualifications and training to fulfill assigned functions (ex Corporate Controller unable to apply GAAP in recording transactions or preparing (F/Ss)

➢ Failure to perform reconciliations of significant accounts on a timely or accurate manner

Who needs Internal Control?

➤ You the small business owner.

> ➤ You are probably the biggest Stake Holder in your company
>
> ➤ SOX is not looking out for you
>
> ➤ You may not need audited financials
>
> but
>
> ➤ You need to protect your shareholders.
>
> ## **<u>YOU</u>**

Intuit QuickBooks Enterprise

Will Help You Better Manage Your Business

info@solutionresourcesinc.com

Please Remember:

If you have questions, please contact us.
www.solutionresourcesinc.com
800-269-0153