

AXIS Diplomat

Job Costing

The AXIS Job Costing package is a comprehensive job/contract costing module, which can be used on its own or linked to an AXIS Diplomat 2006 Accounts module.

AXIS Diplomat 2006 Job Costing provides facilities for recording costs against jobs, within contracts if required, estimating, progress monitoring, budget control and work-in-progress valuation.

The flexible analysis provided makes the package suitable for a wide range of businesses, including manufacturers, building contractors, accountants, advertising agencies, and haulage contractors: in fact, any business which needs to record its costs per job or per client, in order to calculate profitability or for charging purposes.

Jobs

Each job or client to be recorded is given a unique job number, or reference. Jobs may be grouped together in contracts. Each job is given a description so that it may easily be identified, and the price quoted for that job may be recorded.

Each job may be assigned to a person responsible for the operation and/or completion of that job. The progress of the job may be tracked by use of status codes, and by reference to the planned start and finish dates. These enable jobs late starting or finishing to be reported, as well as schedules of jobs due to start or finish.


Analysis

The AXIS Diplomat Job Costing module provides a flexible system of analysis of costs incurred on each job which may be used in as much or as little detail as required. These include Cost Types, Expenditure Groups and Operation/Expenditure Codes.

Cost Booking

Bookings of costs to jobs are analysed using the various analysis codes that can be set up. In addition, operation and expenditure codes may have an overhead percentage set. Any overhead percentage set will be applied to all costs booked using that code, so that the cost recorded is not just the direct cost of that item or operation but also reflects the cost of the overheads.

Labour cost bookings are made direct from time sheets. Entries can be made with a batch total check, e.g. the total number of hours worked by the operator that week, or individually, with no check. Each operator may have up to four hourly rates of pay, and one of these is selected as the default rate. The default rate may be accepted or amended if required.



The quantity produced, if any, and hours worked on various jobs for various operations may be entered, either in time on/time off format, or number of hours worked. The cost will be calculated as the number of hours at the specified pay rate, uplifted by the overhead percentage set for the analysis code selected.

If the Job system is linked to an AXIS Diplomat Accounts system, non-labour bookings will probably be normally made direct through purchase invoice or stock movement bookings. The job number and analysis of the cost will be requested by the appropriate Accounts functions as for non-labour bookings.

Budgets

Budgeted costs as well as actual costs may be booked against jobs, allowing continual comparison of the two. This facility may also be used as an aid to estimating the total cost of a job.

As for actual costs, budgeted costs must be booked to an operation or expenditure code. The code selected determines the further analysis of the cost to expenditure group code and cost type code. Budgeted hours and quantity produced may also be booked for operation codes.

Budgeted and actual cost comparison may be obtained at cost type level from the Budget Breakdown, and is also shown in the Job Enquiry and Job Cost Breakdown reports.

Sales Invoice Booking

Sales invoices may be booked against jobs on completion or from time to time during the job's progress. The amount invoiced to date is recorded, and the costs incurred covered by the sales invoices booked are transferred to 'cost of sales' on the job record. Thus a report of work-in-progress, i.e. costs not yet invoiced, may be obtained at any time.

A retention amount and a release date may also be recorded against a job. A report of retentions due for release may then be extracted.

For more information, please contact Axis First or visit our web site:

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