

## SYSTEM OVERVIEW

The **Infinity POWER Job Cost Main Module** is central to the “tracking” of project or “job” related costs and/or billings. Accounting transactions start in the appropriate accounting module (such as **Accounts Payable or Payroll**). As costs from these modules are entered, all projects and cost codes are updated simultaneously.

Complete Job Costing information becomes a by-product of performing standard accounting functions. Sophisticated cost accounting transactions are created by distributing costs to jobs through cost codes charged during each transaction.

## FITS MANY INDUSTRIES

The **Job Cost Main Module** is not designed exclusively for construction companies, architectural, or engineering firms. It is designed to fit a wide variety of businesses that use Cost Accounting. “**Cost Accounting**” is defined as accounting for activities that have costs and/or income originating from multiple sources (**AP, PR, IM, misc.**) and lasts for any duration of time (from a day to many years).

Using this definition, it is easy to see how the **Job Cost Main Module** can be utilized in a wide range of businesses that can include CPA Firms, Advertising Agencies, Printers, Law Offices, Fund Accounting, Builders, Custom Manufacturers, Developers, Not-For-Profit Accounting, Grant Management and many others.

## CUSTOMIZED TERMINOLOGY

The system is designed to allow for customizing screen prompts to label various activities such as: **Job, Project, Client, Work Order, House, Crop, Matter, Case**, etc. Cost and Revenue codes likewise may be labeled to fit your specific business needs! Fit the software to the way you do business.

## WORK-IN-PROCESS

As costs are incurred for each activity, the system tracks these costs as “**Work-in-Process**” on a job by job basis. **Work-in-Process (WIP)** can be defined as costs that have not been “billed” to the customer or costs on an internal activity that has not been completed. The system allows for the tracking of **Work-in-Process** as an asset on the Balance Sheet, just like Inventory.

Alternatively, cost codes may be set up to track the **WIP** account as a direct expense on the Income Statement. The best part is that whichever method is utilized, once the set up has been completed, the data entry operator is not required to make judgments on how information should be tracked. The system automatically posts in the fashion it has been configured for. Therefore, complete consistency and ease of use are insured!

## IMPORT BUDGETS

Budgets may be entered manually or brought in by “**Importing**” budget data from a wide range of sources. This includes spreadsheets, estimating packages, digitizing software and many others! The ways firms go about creating this kind of information is widely varied.

As such, the program is designed to allow either imports or the direct writing of budget data to the dBase IV, FoxPro or SQL compatible file system.

## REQUIRED BUDGETING

The system optionally provides the ability to “**Require Cost and Billing Budgets**” by project, which forces the establishment of a budget for every cost or billing code that is to be used for a specific project. This is done to prevent data entry staff from posting cost or billing information to codes incorrectly.

## STAND ALONE OR INTEGRATED

Cost and Billing amounts may be entered directly into the **Job Cost Main Module**. This creates full and complete Job Cost reporting without requiring any accounting programs. However, the real power comes from the complete integration with accounting. When fully integrated, much time and effort is saved by having the original transaction flow throughout the system and automatically update all affected modules.

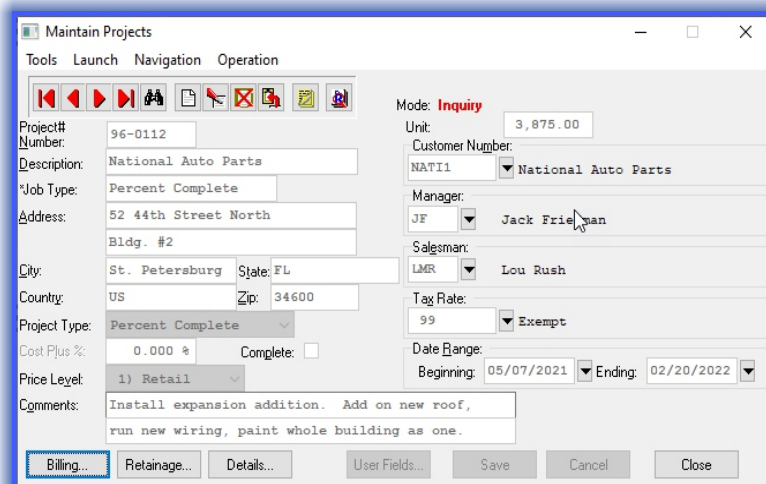
## MULTIPLE BILLING METHODS

The **Job Cost Main Module** automates the billing process to customers. Revenue is shown on the job or project and the associated cost transactions are tagged as billed. The billing cycle has no date oriented requirements, and as a result, billings occur on any cycle specified. Billing types are definable by project. A bill can always be adjusted to “**over-bill**,” “**underbill**” or “**bill**” at any level desired. The following outlines the five types of Billing Methods supported by the system. Each is designed to support a specific type of project or job.

## Reports

- ♦ Project Listing (*Non-Detailed*)
- ♦ Project Listing (*Detailed*)
- ♦ Suggested Billing Worksheet
- ♦ Project Income/Expense Report
- ♦ Actual Billing Summary Report
- ♦ Application for Payment/Draw Report
- ♦ Project-To-Date Billing Report
- ♦ Budget Comparison Report
- ♦ Estimate to Complete Report
- ♦ Cost Classification Summary
- ♦ Project-To-Date Cost Report
- ♦ Billing Status/Cash Flow Report
- ♦ Bank Draw/Cash Flow Report
- ♦ Estimated Profit Report
- ♦ Detailed Analysis
- ♦ Transaction Detail Report
- ♦ Collections Report
- ♦ Work-In-Process Summary
- ♦ Cost and Billing Codes Listing
- ♦ Billing Rate Schedule
- ♦ Detailed Project Report

Overview continued on next page



The screenshot shows the 'Maintain Projects' window with the following data:

- Project#:** 96-0112
- Unit:** 3,875.00
- Customer Number:** NATI1 National Auto Parts
- Description:** National Auto Parts
- Job Type:** Percent Complete
- Manager:** JF Jack Friedman
- Address:** 52 44th Street North
- Salesman:** LMR Lou Rush
- Bldg. #2**
- City:** St. Petersburg State: FL
- Country:** US Zip: 34600
- Project Type:** Percent Complete
- Tag Rate:** 99 Exempt
- Cost Plus %:** 0.000 % Complete:
- Date Range:** Beginning: 05/07/2021 Ending: 02/20/2022
- Price Level:** 1) Retail
- Comments:** Install expansion addition. Add on new roof, run new wiring, paint whole building as one.

- ♦ **Direct Billing** - Used for **Time and Material** job types, this method bills hours, quantities or parts at a predefined rate.
- ♦ **Cost Plus** - Bills costs incurred, plus a predefined percentage (i.e. **Cost plus 15%**).
- ♦ **Percent Complete** - Calculates billing based on a percentage of completion for the job, phase or sub-phase.
- ♦ **Bank Draw** - This method prints an **AIA (Form G703) Application for Draw** on a percentage of completion or cost basis.
- ♦ **Completed Contract** - Using a percentage of completion billing calculation, this method capitalizes all advanced billings until the completion of the job.

## JOB SHOP MANUFACTURING

The **Job Cost Main Module** is also the hub for cost tracking in a “**manufacturing environment**.” The **Inventory Management** module offers the ability to assemble and disassemble a multi-level Bill of Materials.

For custom and/or unique manufacturing, the **Job Cost Main Module** is used to accumulate all costs from inventory, purchasing, payroll and overhead allocations.

The finished products can be sold directly from the job or transferred back to inventory as actual “**Inventory Items**” for resale. Complete “**work-in-process**” reporting is available as the manufacturing job progresses along.

Most firms normally will not use all five methods listed here. However, it is not uncommon to use several project types on a wide variety of projects at the same time.

Module Overview

Continued

**PROJECT MANAGEMENT**

The **Job Cost Main Module** is designed to provide the managerial reporting necessary to see the complete picture of a job's performance. Complete analytical reporting evaluates jobs on both a cost and billing basis, from profit projections to cash flow analysis.

What this does is allow the tracking of many layers of detail without a complex set up or design in advance. In most systems, to track specific details such as "part #1045" or "Bill Jones" time on various projects would require the set up of unique cost codes for each layer of detail desired.

**Budget Comparison Reporting**

evaluates both dollar and quantity budgets with percentage of completion calculations. The percentage of completion can be changed based on managerial experience. When this is done, automatic adjustments are made throughout the system to provide estimated profit reporting based on performance against budget.

One keystroke and it's added wherever desired. Plus, this feature is optional so keep as much detail or as little as desired! The optional "required budgeting" feature provides the protection against undesired allocations and set up.

**UNIT OF MEASURE TRACKING**

Budget comparisons as well as cost per "unit of measure" comparisons are available in the **Job Cost Main Module**. The "unit of measure" feature allows the determination of what each unit of measure should be.

Detailed transactions and history of past jobs can be maintained for as many years as desired. Auditing current job information is easy with detailed transaction reporting. These reports may be run based upon specified date ranges and cost codes.

For instance, many firms would want to calculate cost per "square foot." Others may want to calculate costs per "acre," as in the agricultural business.

Therefore, proving a number on any report is a snap! By providing both options, the system allows the flexibility to check the status of a project based on "hard numbers" as well as by managerial estimates.

This allows both sides of the story to be told, leaving the true management decisions up to the managers reviewing all "facts" regarding the project.

**DETAILED DESCRIPTIONS**

One of the most powerful and unique features of the **Job Cost Main Module** is the ability to assign "detailed descriptions" to each cost code on a project-by-project basis.

The Configuration window has tabs for Tools, Launch, Master Configuration, Billing Rate, Cost Configuration, Default G/L Accounts, and System Integration. The Master Configuration tab is active, showing fields for Project Label (Project#), Special Field (\*Job Type), Detail Description (Desc / Emp), Sort Description (checked), Cash /AR Account (11310), Advanced Billing (21300), Advanced Billing - A/R (45000), Draws Payable (21350), Overhead Cost Code (9\*), and Project U/M (Unit). On the right, there are checkboxes for Print Registers and Track Quantities, a Project Defaults section with Project Type (Compl. Contract), Overhead Factor (0.1000), and Payroll Factor (0.2500), and a Validity Checking section with Cost Budget and Billing Budget checkboxes. At the bottom, there is a G/L Journal Number dropdown set to 10 JC/TB Journal and buttons for OK, Cancel, and Apply.

The Billing Information - 96-0112 window shows Contract Amount (\$275,000.00), Maximum Draw Amount (\$300,000.00), Overhead Allocation Factor (0.1000), Payroll Allocation Factor (0.2500), and Percent Complete (78.5600 %). Below this is a table with columns for Month-To-Date, Year-To-Date, and Project-To-Date. The table contains rows for Actual Billings, Actual Draws, and Actual Costs. Buttons for Details..., Save, and Cancel are at the bottom.

	Month-To-Date	Year-To-Date	Project-To-Date
Actual Billings:	\$4,417.90	\$39,761.10	\$216,040.46
Actual Draws:	\$0.00	\$0.00	\$0.00
Actual Costs:	\$841.10	\$7,569.90	\$129,533.06

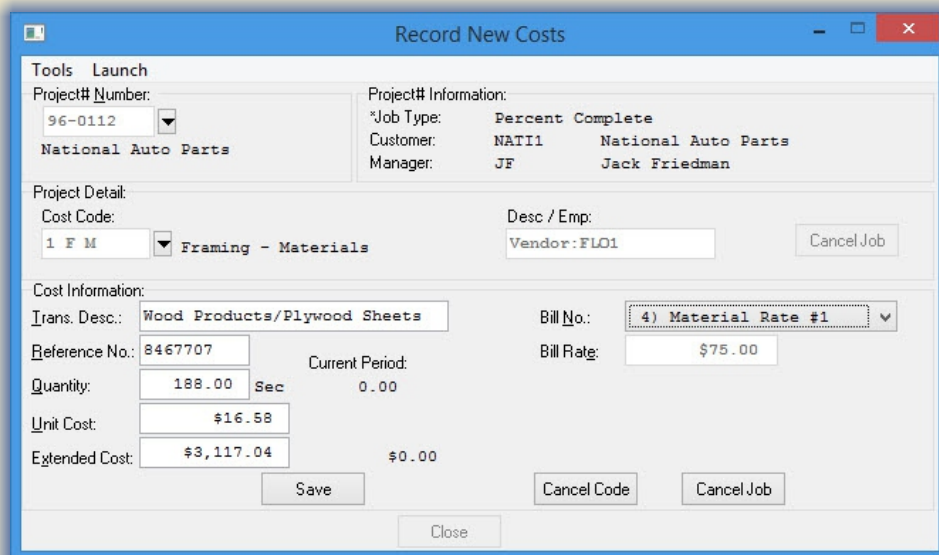
The Enter/Adjust Actual Billing window shows Project: Hart's Nursery, Project#: 96-0013, \*Job Type: Bank Draw, Customer: HARC1 Fred Hart, Manager: BM Bill Maguire, Type: Bank Draw, and Bill This Period: Yes. Buttons for Bill..., Clear, and Close are present.

## Module Features

MODULE OVERVIEW

- Unlimited number of Projects/Jobs per Company.
- Unlimited number of Cost and Billing Codes, per Project/Job.
- User-Definable Project Label (*Jobs, Projects, Engagements, Cases, etc.*).
- Ten (10) Character Cost/Billing Codes.
- Cost/Billing Codes have up to five (5) User-Definable Components.
- Twenty (20) User Definable Billing Rates.
- Multiple Accounting Months may be open simultaneously, even across fiscal years.
- Budgets may be established at any level of detail desired for both quantities and dollars.
- Budget variance reporting provides projections of project profitability based on cost percent complete compared to the estimated percent complete.
- Handles Five (5) Billing Methods:
  1. Direct Billing
  2. Cost Plus
  3. Percent Complete
  4. Bank Draw
  5. Completed Contract
- Suggested Billing Amounts calculated automatically.
- Calculates Cost Percent Complete and/or Estimated Percent Complete for each of the five Billing Methods.
- Change Orders may be Budgeted and Billed within the Original Project/Job.
- If detailed project information is maintained, reports can summarize Project information on up to five (5) different levels.
- Project Analysis may be provided by Employee, Supplier, Sub-Contractor and/or Materials Used.
- Project Estimated Profit Report by Project.
- Project Cost and Billing information may be tracked on a summary level such as "Direct Labor, Indirect Labor, Materials and Reimbursables" OR tracked on a very detailed level showing hours by employee or sub-contractor and/or quantities of materials and reimbursable items.
- Retainage may be calculated for Billings and/or Invoices received from your Vendors and/or Sub-Contractors.
- Allows User-Definable Units of Measure by each Cost/Billing code.
- Overhead (both Payroll and General) may be allocated to each Project at different Allocation Factors by Project.

- Cash Flow Analysis is provided by Project based on Positive and Negative Cash Flow for the Project.
- Prints Project Listing (*Summarized or Detailed*).
- Prints AIA Application for Payment/Draw Report.
- Prints Work-In-Process (WIP) Summary Report.
- On-Line Project Inquiry.
- Multiple Billing Rates for a Single Employee based on the Task Performed.
- View 10,000 Detail Lines on Inquiry.
- Includes integration with Sales Order Entry for posting of Sales and Cost of Sales amounts during order processing directly to a job without affecting current WIP amounts.



**Record New Costs**

Tools Launch

Project# Number: 96-0112  
National Auto Parts

Project# Information:  
\*Job Type: Percent Complete  
Customer: NATI1 National Auto Parts  
Manager: JF Jack Friedman

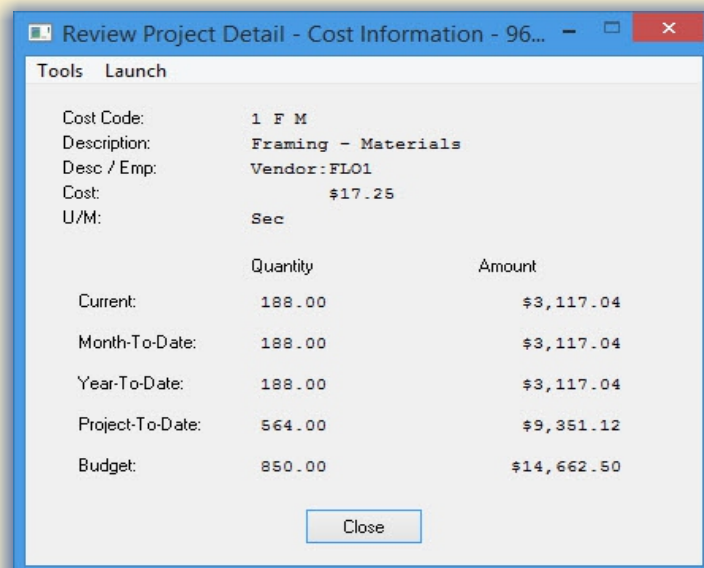
Project Detail:  
Cost Code: 1 F M Framing - Materials  
Desc / Emp: Vendor: FLO1

Cost Information:  
Trans. Desc.: Wood Products/Flywood Sheets  
Reference No.: 8467707  
Quantity: 188.00 Sec  
Unit Cost: \$16.58  
Extended Cost: \$3,117.04

Bill No.: 4) Material Rate #1  
Bill Rate: \$75.00

Current Period: 0.00

Buttons: Save, Cancel Code, Cancel Job, Close



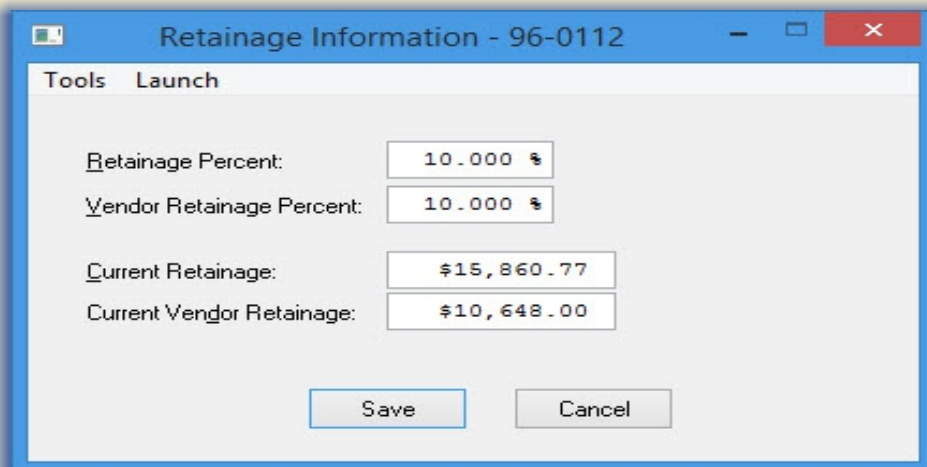
**Review Project Detail - Cost Information - 96-0112**

Tools Launch

Cost Code: 1 F M  
Description: Framing - Materials  
Desc / Emp: Vendor: FLO1  
Cost: \$17.25  
U/M: Sec

	Quantity	Amount
Current:	188.00	\$3,117.04
Month-To-Date:	188.00	\$3,117.04
Year-To-Date:	188.00	\$3,117.04
Project-To-Date:	564.00	\$9,351.12
Budget:	850.00	\$14,662.50

Close



**Retainage Information - 96-0112**

Tools Launch

Retainage Percent: 10.000 %  
Vendor Retainage Percent: 10.000 %  
Current Retainage: \$15,860.77  
Current Vendor Retainage: \$10,648.00

Buttons: Save, Cancel



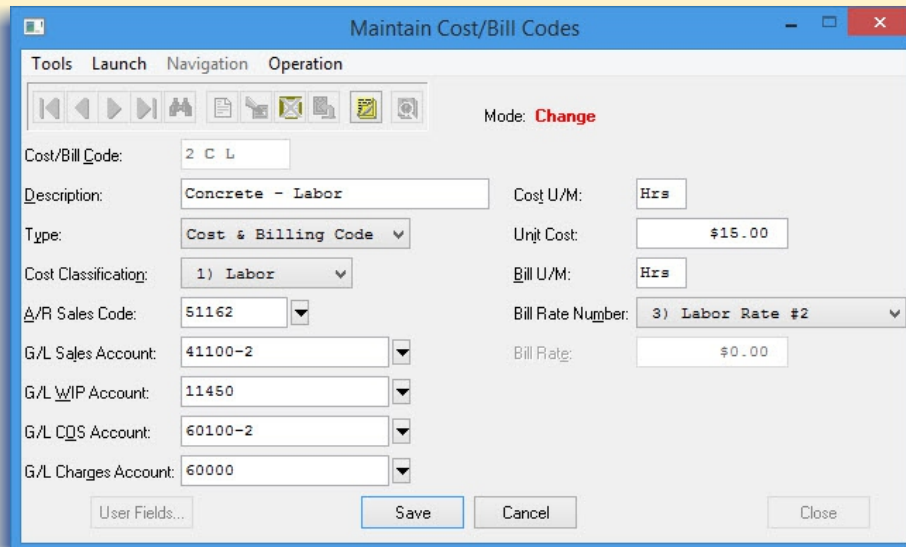
## Module Features

This is ideal for companies seeking to track revenues against projects, such as marketing efforts like trade shows, direct mail campaigns and other forms of advertising where the “costs” of a project need to be tracked (i.e. *Booth Expense, Travel, etc.*).

The specific project number can be assigned to any new customer that is added to the system resulting from this specific marketing effort. Only the Sales and Cost of Sales amounts in the future from the client's future purchases in **Sales Order Entry** will post to the Project allowing Sales Managers to determine the true value of their marketing efforts and expenditures on a project-by-project basis.

Since Projects can continue to accrue figures across fiscal years indefinitely, it is possible to truly track what the value of a customer is over long periods of time and the true worth of attending a trade show or investing in a direct mail, e-mail or magazine ad campaign.

- Allows Direct, Indirect and Reimbursable Items.
- Allows Un-billed Time to be carried forward into the Current Billing Period.
- Allows calculation of Cost per “Unit of Measure” (e.g., square foot).
- Future aging capabilities are available on “Collection Report.”
- Completely integrated to all accounting functions.
- Compares cost to budget with on-line warning if exceeded.
- Allows “Importing” of Project Costs.
- Allows “Importing” of Budget/Estimate Information.
- Allows “Importing” of Project (Jobs).
- Work-In-Process Reports designed for easy balancing against General Ledger.
- Three variations of Work-In-Process Reports.
- A “Begin Date” and “End Date” on new Projects can be used to track the beginning and ending dates of a particular project.
- Includes both a Salesman and Manager field, per job, for appropriate commission tracking and project management.
- Print Suggested Billing Report for Open Jobs only. Completed Jobs do not print.
- Prints General Ledger account description on the Job Cost Transaction Detail Account Summary making it easy to verify which General Ledger Accounts are posted to.
- Allows Detailed Job Cost Report to span years of detail for jobs spanning multiple years. Prints all detailed transactions for current and all previous years available in the data directory.
- Allows “Quick Add” and “Quick Change” of new customers during set-up of new Projects.



### SYSTEM INTEGRATION (System Administrator Required)

- General Ledger
- Accounts Payable
- Purchase Order Entry
- Accounts Receivable
- Inventory Management
- Sales Order Entry
- Payroll
- Time Sheet Entry
- DP/DashBoard/CRM

### GRAPHS

- Project Cost Percent Complete
- Project Billing Percent Complete
- Project Cost Breakdown
- Profit Analysis

