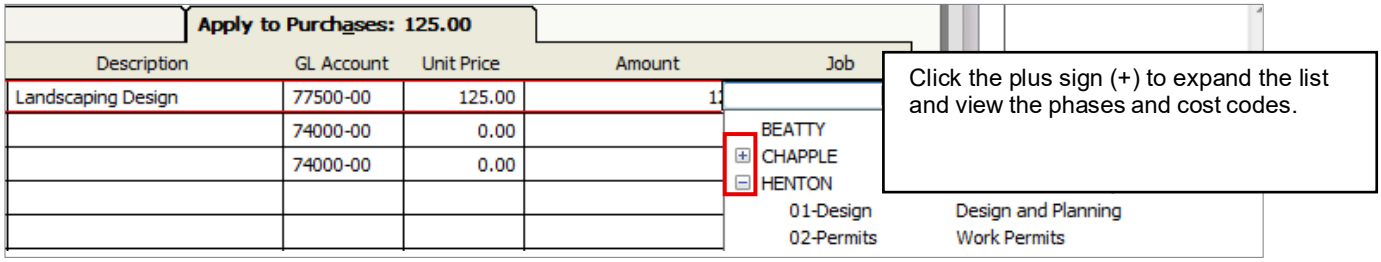
Recording Job Expenses and Revenues

Available in All Versions of Sage 50 Accounting

Quick Reference Guide

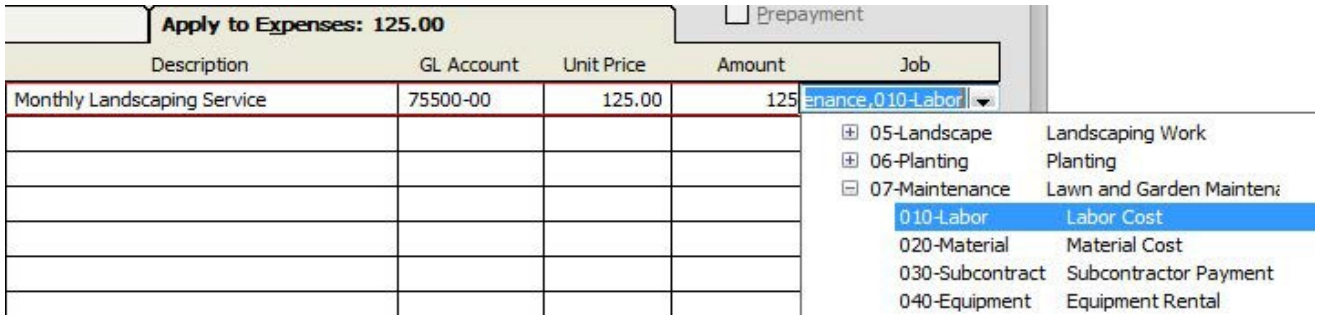
How do I record my job expenses?

When you purchase a non-stock, service, or labor item for a job, you can enter the item and apply the expense to that job using the Purchases or Payments window. To enter expenses using the Purchases window, go to the Vendors & Purchases Navigation Center and select Enter Bills, and then New Bill. On the Apply to Purchases tab, select the item or service and the job.



Note: Cost codes and phases are not available in Sage 50 Pro Accounting.

To enter expenses using the Payments window, go to the Vendors & Purchases Navigation Center and select Pay Bills, and then Pay Bill. On the Apply to Expenses tab, select the item or service and the job. If necessary, each line can use a different job, phase, or cost code.

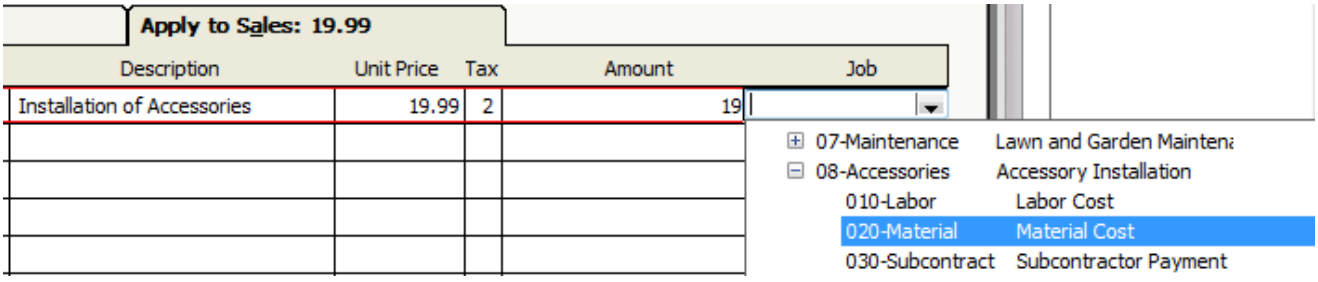


Note: When the purchase or payment is posted, the cost of each job-related item is assigned to the job.

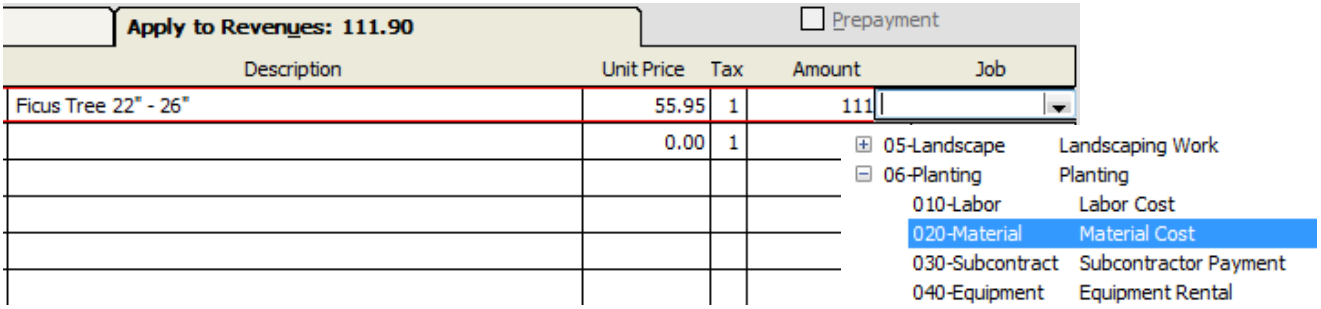
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How do I record my job revenues?

You can record the revenue from a job in the Sales/Invoicing or Receipts windows. To enter revenue for a job using the Sales/Invoicing window, go to the Customers & Sales Navigation Center and select Sales Invoices, and then New Sales Invoice. On the Apply to Sales tab enter the item or service sold and the appropriate job.

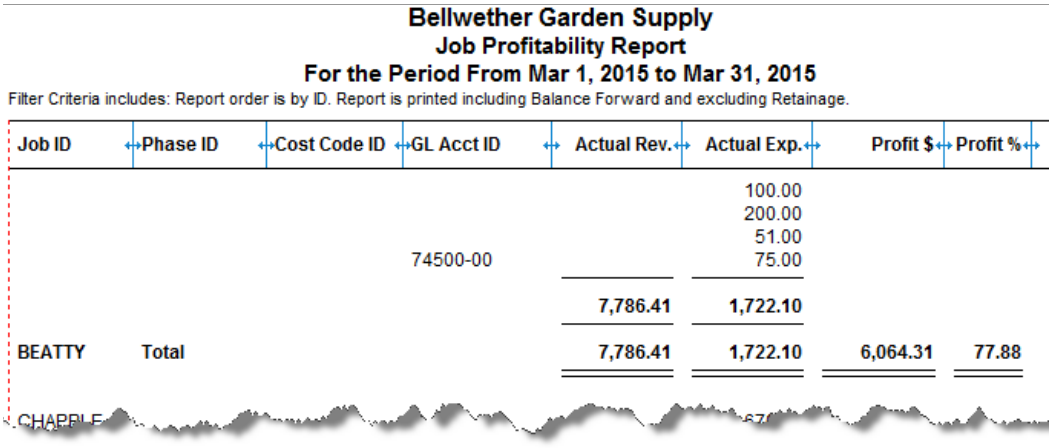


To enter revenue for a job using the Receipts window, go to the Customers & Sales Navigation Center, select Receive Money, then Receive Money from Customer. On the Apply to Revenues tab, select the item or service and the appropriate job.



What report will show me actual job expenses and revenues?

The Job Profitability report shows actual expenses, revenues, and gross profit for jobs that have activity within a certain period. If you would like to compare your revenue and expense estimates to your actual amounts, you can view the Estimated Job Expenses and Estimated Job Revenue reports.



Bellwether Garden Supply
Job Profitability Report
For the Period From Mar 1, 2015 to Mar 31, 2015

Filter Criteria includes: Report order is by ID. Report is printed including Balance Forward and excluding Retainage.

Job ID	Phase ID	Cost Code ID	GL Acct ID	Actual Rev.	Actual Exp.	Profit $	Profit %
					100.00		
					200.00		
					51.00		
			74500-00		75.00		
				7,786.41	1,722.10		
BEATTY	Total			7,786.41	1,722.10	6,064.31	77.88
CHAPPLE							

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Did you know?

- Job information entered on quotes, sales orders, and proposals will not be counted as revenue until these transactions are applied to an invoice.

- You can use Change Orders to track changes to job estimates. This is available in Sage 50 Premium and higher.

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