Sage Job Costing

Course Aims

This one day course provides a complete understanding of how to set up the Sage Job Costing program, from setting up your own company preferences to creating jobs and entering costs through to completion of the job.

Who Should Attend?

All staff who need to learn how to use the Sage Job Costing.
Note : Participants should be competent in operating a PC.

COURSE CONTENT

Planning Job Costing
As part of the course we will discuss your requirements and advise on a structure for the cost setup. We would normally set this up as part of the training and you can then see how this suggested structure would work with real jobs.

Job Costing Setup
Company Preferences
Job Classifications
Job Analysis
Cost Categories & Codes
Revenue Codes

Job Setup
Creating Jobs
Entering Job Opening Balances
Job Enquiries

Job Billing
Billing Methods
Billing Jobs

Account & Miscellaneous Postings
Purchase Invoices/Credits
Stock Issues/Returns
Bank Payments
Miscellaneous Costs
Purchase Order Processing

Labour Setup and Postings
Labour Costs & Rates
Employee records
Batch timesheet entry
Timesheet Maintenance

Housekeeping & Maintenance
Backup & Restore
Period / Year End
Housekeeping Routines
User Setup