

# Recording Job Expenses & Revenues

Available in Sage 50 Pro Accounting and higher

## 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.

Apply to Purchases: 125.00				
Description	GL Account	Unit Price	Amount	Job
Landscaping Design	77500-00	125.00	125	
				BEATTY
				CHAPPLE
				HENTON
				01-Design
				02-Permits

Click the plus sign (+) to expand the list and view the phases and cost codes. Cost codes and phases are not available in Sage 50 Pro Accounting.

Chapple Law Offices	CHAPPLE
Henton Park Landscapes	HENTON
Design and Planning	
Work Permits	

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.

Apply to Expenses: 125.00					<input type="checkbox"/> Prepayment
Description	GL Account	Unit Price	Amount	Job	
Monthly Landscaping Service	77500-00	125.00	125		
					05-Landscape
					06-Planting
					07-Maintenance
					010-Labor
					020-Material
					030-Subcontract
					040-Equipment

Landscaping Work	
Planting	
Lawn and Garden Mainten:	
Labor Cost	
Material Cost	
Subcontractor Payment	
Equipment Rental	

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

### 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.

Apply to Sales: 19.99				
Description	Unit Price	Tax	Amount	Job
Installation of Accessories	19.99	2	19	

- 07-Maintenance    Lawn and Garden Mainten:
- 08-Accessories    Accessory Installation
- 010-Labor    Labor Cost
- 020-Material    Material Cost
- 030-Subcontract    Subcontractor Payment

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

Apply to Revenues: 118.61					<input type="checkbox"/> Prepayment
Description	Unit Price	Tax	Amount	Job	
Ficus Tree 22" - 26"	55.95	1	111		

- 05-Landscape    Landscaping Work
- 06-Planting    Planting
- 010-Labor    Labor Cost
- 020-Material    Material Cost
- 030-Subcontract    Subcontractor Payment
- 040-Equipment    Equipment Rental

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 time 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, 2011 to Apr 30, 2012							
Filter Criteria includes: Report order is by ID. Report is printed including Balance Forward.							
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		
				<b>7,786.41</b>	<b>1,722.10</b>		
BEATTY	Total			<b>7,786.41</b>	<b>1,722.10</b>	<b>6,064.31</b>	<b>77.88</b>
CHARLIE							

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.