

Running Job Reports

Available in All Versions of Sage 50 Accounting

Quick Reference Guide

How do I access job reports?

Go to the **Reports & Forms** menu and select Jobs.

How can I compare my job estimates to my actual amounts?

There are 2 reports you can use, the Estimated Job Expenses report and the Estimated Job Revenues report.

Estimated Job Expenses report – This report shows the estimated expense units (quantity) and amounts for your jobs, phases, and cost codes. You can also view the actual amounts.

Bellwether Garden S
Estimated Job Expense
As of Mar 31, 2014

Filter Criteria includes: Report order is by ID.

The Difference column shows if your actual amounts are higher or lower than your estimates.

Job ID	Phase ID	Cost Code ID	Est. Exp. Units	Act. Exp. Units	Diff. Exp. Units	Est. Expense	Act. Expense	Diff. Expenses
CHAPPLE							670.50	670.50
	01-Design		6.00		-6.00	150.00		-150.00
	02-Permits		1.00	1.00		75.00	75.00	
	03-Nursery	010-Labor				350.00		-350.00
		020-Material				450.00	102.00	-348.00
	04-Ground Prep	010-Labor		6.00	6.00		215.70	215.70
		020-Material					55.00	55.00
		030-Subcontr	10.00		-10.00	650.00		-650.00
		040-Equipme	2.00		-2.00	720.00		-720.00
	05-Landscape	100-Other Co					15.25	15.25
	06-Planting	020-Material	5.00		-5.00	125.00	328.30	203.30
	08-Accessories	020-Material		8.00	8.00		255.65	255.65
	10-Service	100-Other Co						
CHAPPLE	Total		24.00	15.00	-9.00	2,520.00	1,717.40	-802.60

Estimated Job Revenues report – This report shows your estimated revenue, actual revenue, and the difference between the two.

Job ID	Phase ID	Cost Code ID	Est. Revenue	Act. Revenue	Diff. Revenue
	04-Ground Prep	010-Labor			
		020-Material		139.80	139.80
		030-Subcontr	910.00		-910.00
		040-Equipme	936.00		-936.00
	05-Landscape	100-Other Co		37.97	37.97
	06-Planting	020-Material	225.00	829.26	604.26
	08-Accessories	020-Material			
	10-Service	100-Other Co		35.00	35.00
CHAPPLE	Total		3,871.00	3,959.83	88.83

How can I see the profit for a job?

The **Job Profitability report** shows you the actual revenues, expenses, and profit for your jobs.

Bellwether Garden Supply							
Job Profitability Report							
For the Period From Mar 1, 2016 to Mar 31, 2016							
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 %
	08-Accessori	020-Material	12000-00		95.70		
			57200-00		159.95		
					255.65		
	10-Service	100-Other Co	40000-00	35.00			
				35.00			
CHAPPLE	Total			3,959.83	1,717.40	2,242.43	56.63

View your gross profit for a job in dollar amount and percentage.

Did you know?

- There is a Jobs Navigation Center and Jobs Management tab in Sage 50 Quantum. The Jobs tab includes a summary of job information and quick access to job tasks. On the Job Management tab, you can view an all-in-one snapshot of your job transactions.
- You can choose the dates, sorting, and filters for the information you want to see on your job reports by clicking Options.
- Your most frequently used job reports can be added as shortcuts on the Navigation bar.

Shortcuts [Customize](#)

- Estimated Job Expenses
- Estimated Job Revenue
- Job Profitability Report
- Sales Invoice
- Receive Money from Customer
- Bills - Pay Bill
- Customer List

For more info, visit: Sage.com
 or contact us at 866-996-7243