



# Job Cost Report with Commitment For Sage 100 ERP 2013

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# Job Cost Report with Commitment 5.00

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# Job Cost Report with Commitment      5.00

## Table of Contents

<i>Installation Instructions and Cautions</i> .....	3
<b>Wait! Before You Install – Do You Use CUSTOM OFFICE?</b> .....	3
<b>Registering IIG products</b> .....	4
<b>ODBC Security</b> .....	5
<b>Role Maintenance</b> .....	5
<i>Job Cost Reports Options</i> .....	6
<b>Custom Job Cost Report</b> .....	7

## Installation Instructions and Cautions

**PLEASE NOTE: SAGE 100 ERP** must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

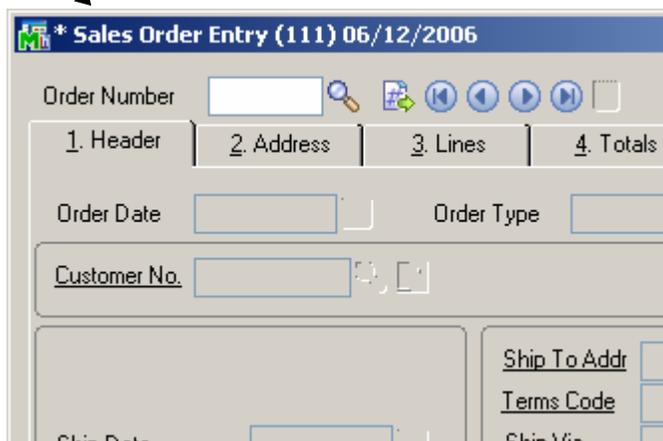
### Wait! Before You Install – Do You Use CUSTOM OFFICE?

**THIS IS AN IMPORTANT CAUTION:** If you have Custom Office installed, **and** if you have modified any SAGE 100 ERP screens, you must run **Customizer Update** after you do an enhancement installation.

**But wait! BEFORE** you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



## Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100 ERP.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

Enhancement	Level	Release Date	Serial Number	Unlocking Key	
IIG Enhancement	5.00		AAAAAAAAAAAAAAAAAA	BBBB	<input type="button" value="OK"/> <input type="button" value="Undo"/>

Enhancement	Level	Release Date	Serial Number	Unlocking Key	Status
IIG Enhancement	5.00		AAAAAAAAAAAAAAAAAA	BBBB	Invalid

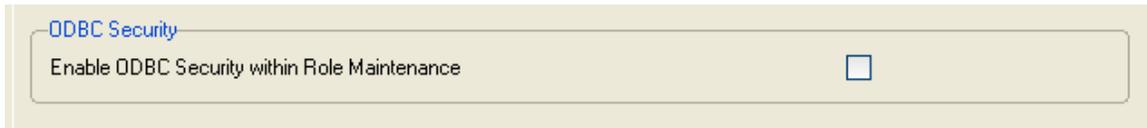
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

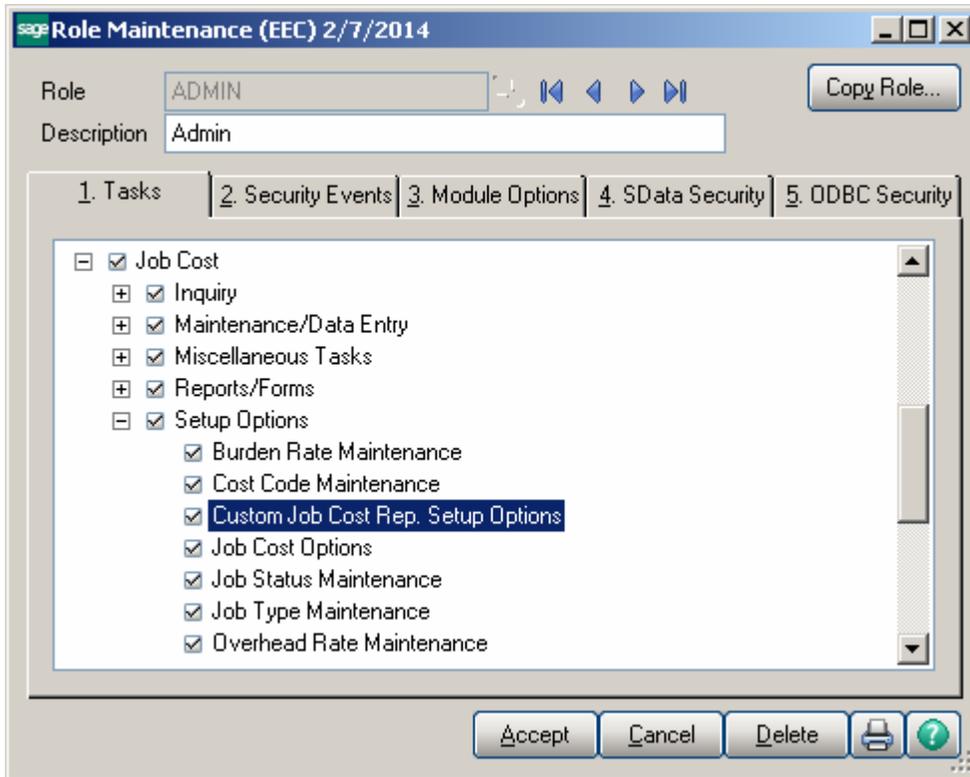
## ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



## Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



## Job Cost Reports Options

The Custom Job Cost Rep. Setup Options program has been added under the Job Cost Setup menu.

The screenshot shows a dialog box titled "sage Job Cost Reports Options". It contains the following fields and controls:

- Include fully Received Items:** A checkbox that is checked.
- Report Title:** An empty text input field.
- Materials Cost Types to Report:** A text input field containing the letter "M".
- Subcontract and Other Cost Types to Report:** A text input field containing the letter "S".
- Labor Cost Types to Report:** A text input field containing the letter "L".
- Page Break by Job Number:** An unchecked checkbox.

At the bottom right of the dialog are two buttons: "Accept" and "Cancel". At the very bottom of the dialog, there are three small boxes containing the text "IIG", "EEC", and "2/7/2014".

Check the **Include fully Received Items** box, to make the commitment line equal the order line extension. When the check box is cleared, the commitment line will be calculated as quantity ordered less quantity received times unit cost or as the Order Extension minus Amount Invoiced, depending on whether the order line has an associated quantity, or no quantity (miscellaneous charges and /M items) respectively.

Enter the **Report Title** for the **Custom Job Cost Report**.

In the **Materials Cost Types to Report** field, specify the Cost Type(s) to be included in the **Material Costs** section of the **Custom Job Cost Report**.

In the **Subcontract & Other Cost Types to Report** field, specify the Cost Type(s) to be included in the **Subcontract & Other Costs** section of the Custom Job Cost Report.

In the **Labor Cost Types to Report** field, specify the Cost Type(s) to be included in the **Labor Cost** section of the **Custom Job Cost Report**.

Check the **Page Break by Job Number** box to start each Job Number on a new page.

## Custom Job Cost Report

The **Custom Job Cost Report** program has been added under the **Job Cost Reports** menu.

The screenshot shows the 'Sage Custom Job Cost Report' window. At the top, there is a 'Job Status to Print' section with a checked 'All' button. Below this is a row of checkboxes for job statuses: Bid, Complete, Hold, Late Charge, Open, and Closed, all of which are checked. A 'Type of Report' dropdown menu is set to 'Detail', with a sub-menu showing 'Detail' and 'Summary' options. There are 'Starting' and 'Ending' fields for date selection. A 'Job Number' field is present with a search icon. At the bottom, there are buttons for 'Print', 'Preview', and 'Printer Setup...'. The status bar at the bottom right shows 'IIG', 'EEC', and the date '2/7/2014'.

Check the boxes corresponding to the **Job Statuses**, which you want to print. Use the **All** check box to select all the statuses at once.

**Type of Report** can be **Detail** or **Summary**.

The **header** section of the detail report contains the following data:

- Job Number
- Contract Number
- Original Contract Amount
- Manager
- Customer Number
- Contract Date
- Change Order Amount(s)
- Amount Billed to Date
- Job Type
- Start Date
- Revised Contract Amount
- Last Bill Date
- Job Status
- Completion Date
- Amt Over/Under Invoice
- Actual Pct Complete

A maximum of ten change order amounts will list. If there are more than ten change orders, the sum of the change orders past the ninth will print as the tenth change order

# Job Cost Report with Commitment 5.00

amount. Revised contract amount is the total of the original contract amount and all associated change orders.

The detail section of this report consists of one line for each Cost Code within the current Job Number, and columns for:

Material Costs, Labor Costs, and Subcontract and Other Costs.

These columns are followed by a series of Total Costs columns.

The Material Costs and Subcontract and Other Costs sections contain the following data:

P/O Committed: Total dollars of all Purchase Orders issued for the Cost Code/Cost Type. This is the original PO amount, calculated as Unit Cost times Quantity Ordered, regardless of whether the items have been received.

P/O Expended: Actual charge to the Cost Code/Cost Type for transactions with source of PO (these happen after a Receipt of Invoice update).

Actual Cost: Total posted Job to Date Costs for Cost Code/Cost Type (including expended PO and non PO costs).

Estimated Cost: Cost Code/Cost Type estimated from the Job Cost Detail File.

The Labor Costs section contains the following data:

Actual Hours: Job to Date Hours posted to the Cost Code/Labor Cost Type.

Estimated Hours: Estimated Units for the Cost Code/Labor Cost Type from the Job Cost Detail File.

Actual Cost: Job to Date Dollars posted to the Cost Code/Labor Cost Type.

Estimated Cost: Estimated Dollars for the Cost Code/Labor Cost Type from the Job Cost Detail File.

The **Total Costs** section contains the following data:

Actual Cost: Sum of Actual Cost from previous columns.

Estimated Cost: Sum of Estimated Cost from previous columns.

Job Number totals print for each column in the Detail Section.

After the Job Number totals print, the following data will print:

Projected O&P: Revised Contract Amount minus Total Estimated Cost.

Projected Mark-Up: Projected O&P divided by Total Estimated Cost.

# Job Cost Report with Commitment 5.00

Here is an example of the **Detail Report**:

Custom Job Cost Report

Edwardson Electric Company

JOB NUMBER: EEC01140      CONTRACT NO: 2210-217      ORIGINAL CONTRACT: 30,000.00      MANAGER: ELINDY  
 CUSTOMER NO: 01-SARLELL      CONTRACT DATE: 04/27/03      CHANGE ORDER: 470.00      BILLED TO DATE: 12/31/11  
 JOB TYPE: 001      START DATE: 01/01/03      1,000.00      LAST BILLED DATE: 02/07/14  
 JOB STATUS: 0      COMPLETION DATE: 08/31/03      5,000.00      COVER/UND DIF: 3,300.00-  
 REVISED CONTRACT: 34,470.00

COST CODE	DESCRIPTION	MATERIAL COSTS				LABOR COSTS				SUBCONTRACT AND OTHER COSTS				TOTALS	
		PO COMMITTED	PO EXTENDED	ACTUAL COST	ESTIMATED COST	ACTUAL HRS	EST HRS	ACTUAL COST	ESTIMATED COST	PO COMMITTED	PO EXTENDED	ACTUAL COST	ESTIMATED COST	ACTUAL COST	ESTIMATED COST
100-010-000	Underground Work - Digging	00	00	00	00	00	00	00	00	00	00	00	00	00	00
100-010-001	Underground Work - Backhoe Dig	00	00	00	00	00	00	00	00	00	00	2,100.55	2,000.00	2,100.55	2,000.00
100-030-000	Underground Work - Piping	312.00	142.00	142.00	00	00	00	00	00	00	00	00	00	142.00	00
100-040-000	Underground Work - Wire Pull	111.00	111.00	111.00	00	00	00	00	00	00	00	00	00	111.00	00
100-050-000	Underground Work - Bunch	00	00	00	00	00	00	00	00	00	00	00	00	00	00
100-050-000	Underground Work - Overhead	00	00	00	00	00	00	00	00	00	00	00	00	00	00
100-050-001	Backhoe Dig - Sub Overhead	00	00	00	00	00	00	00	00	00	00	370.00	00	370.00	00
100-000-000	Inhouse Piping	00	00	2,270.00	2,700.00	140.00	40.00	1,000.00	4,000.00	00	00	00	00	3,270.00	4,700.00

Page: 1

Here is an example of the **Summary Report**:

Custom Job Cost Report

Edwardson Electric Company

JOB NUMBER	DESCRIPTION	MATERIAL COSTS				LABOR COSTS				SUBCONTRACT AND OTHER COSTS				TOTALS			
		PO COMMITTED	PO EXTENDED	ACTUAL COST	ESTIMATED COST	ACTUAL HRS	EST HRS	ACTUAL COST	ESTIMATED COST	PO COMMITTED	PO EXTENDED	ACTUAL COST	ESTIMATED COST	ACTUAL COST	ESTIMATED COST		
EEC01140		00	272.00	5,823.00	12,827.00	420.00	220.00	5,700.00	12,200.00	00	00	4,894.55	8,870.00	12,477.55	31,877.00		
<b>REPORT TOTALS</b>		00	272.00	5,823.00	12,827.00	420.00	220.00	5,700.00	12,200.00	00	00	4,894.55	8,870.00	12,477.55	31,877.00		
PROJECTED O & P		2,925.00															
PROJECTED MARK-UP		85%															

Page: 1