

- Retrieve and change vendor insurance information from Accounts Payable to reflect separate insurance for a project.
- Track miscellaneous commitment requirements with a user-defined item checklist.
- Track secondary vendors to generate joint checks and monitor secondary liens.
- Mark cost codes or categories as “bought out” to analyze contract variances.

Change order management

- Enter and track owner requested change orders and commitment change orders.
- Document who initiated the request, who prepared the change order, who approved it and when.
- Track changes to the original contract, estimate, subcontracts, purchase orders, and production totals.
- Track the status of each change order item with customizable descriptions (for example, requested, verbal OK).
- Associate commitment change orders with owner change orders.
- Tie change orders to contracts and budgets.
- Record billable or internal change orders.
- Enter revisions to production units.

Inquiry

- Choose from several pre-designed Job Cost inquiries (for example, Profit Summary, Remaining Estimate, Required Productivity).
- Drill down on summary information to view supporting detail (for example, click on a job to see cost code information).
- Apply conditions to display only the information you want to see.
- View and insert electronic notes and file attachments.
- Insert columns of data on-the-fly to quickly access additional information.
- Modify any of the more than 100 inquiries, or create new inquiries using Inquiry Designer.

Reporting

- Choose from several pre-designed Job Cost reports to calculate and print information at any time (for example, Cost at Completion Trends, Committed Cost Detail, Change Order Log).
- Apply conditions and ranges to print exactly the information you need.
- Modify nearly all of the more than 500 reports, or create new reports using Report Designer.

Setup Wizard

- Reduce overall implementation time with streamlined processes.
- Decrease manual data entry with copy and paste functionality.
- Set up software at your own pace. Setup Wizards will remember where you left off.
- Stay on the right track with built-in Tips and Tricks.
- Enter beginning Obalances and tie back to GL.
- Automatically back up your data.

Workflow Center

- Quickly access frequently performed tasks in an intuitive workflow layout.
- Easily view commonly used reports and inquiries.
- Instantly access assistance and help topics with a click of the mouse.

Job Central

- Set up jobs, including billing information, schedule of values, and estimates all from one convenient location.
- Ensure accurate data entry with copy and paste capability.
- Complete the setup at your pace. Job Central will remember where you left off.
- Get fast access to Job Central processes right from Desktop.

Additional features

- Enter additional project information (for example, percent completes, production units in place, anticipated change orders) with customizable field worksheets.
- Import estimates, commitments and direct costs from other programs.
- Enter notes and attach electronic files (for example, spreadsheets or word processing documents) throughout Job Cost for additional documentation.
- Track jobs for multiple companies in the same general ledger.
- Define security rights by user or group.
- Customize the toolbar for push-button access to reports, inquiries, and tasks.
- Change descriptions that are on the screen to match your company’s standard terminology.
- Set up macros for unattended processing of predefined tasks.
- Access Sage Timberline Office project accounting information with other ODBC-compliant programs (for example, Microsoft Excel and Word).

Job Cost is a part of Sage Timberline Office, fully integrated software created to streamline work and connect the people you depend on to build your business.

