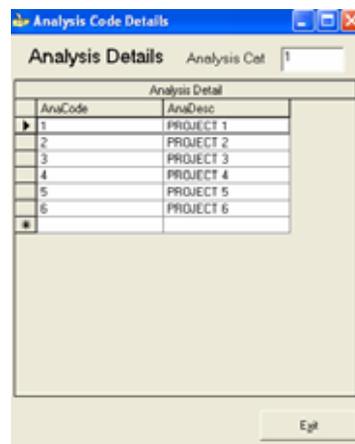
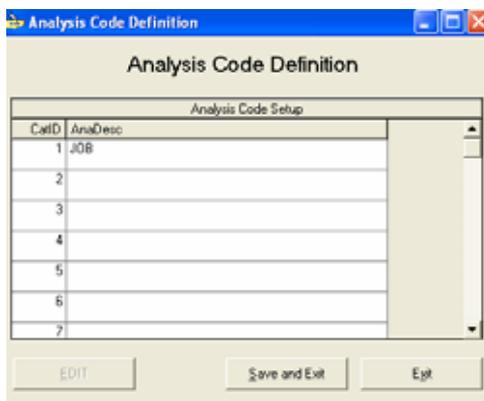


Job Costing

(A) Setting

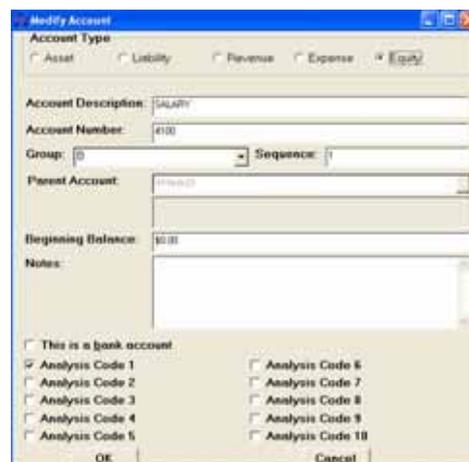
1. Setup Job No. in Account Setup

- ◆ Go to System Management → Analysis Code Setup
- ◆ Click to CatID 1 Details, change AnaDesc if necessary → Exit the Analysis Code Details → Exit Analysis Code Definition



2. Setting in Chart of Account

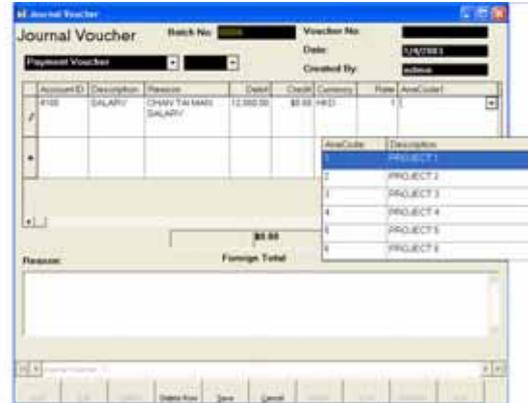
- ◆ Select revenue & expense account & click to use Analysis Code 1 one by one



(B) Operation

1. Allocate income & expense to particular Project

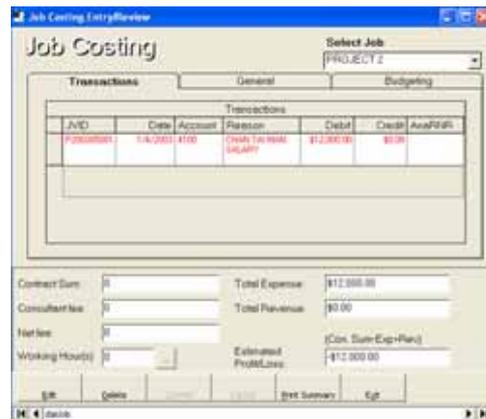
- ◆ Create Journal Voucher
 - i. Select account →
Description → Amount →
Select Project in Analysis
Code 1 Column (Account
only can be selected if it
have set Step 2)
 - ii. Save the voucher



2. Calculating Job Costing

Transactions

- ◆ Select Job (those Projects are setting in Step 1)
- ◆ The vouchers that are belonging to this project will be shown
- ◆ Total Expenses and Total Revenue fill in automatically
- ◆ Enter “Contact Sum”, “Consult Fee” and “Working Hour” if needed



General

- ◆ Select Job & fill in Job information in General page
- ◆ Users can print the report for reference

Budget

- ◆ Enter Project Period → Budget → Calculate → Auto calculating “Estimated Expense” & “No. of Month”