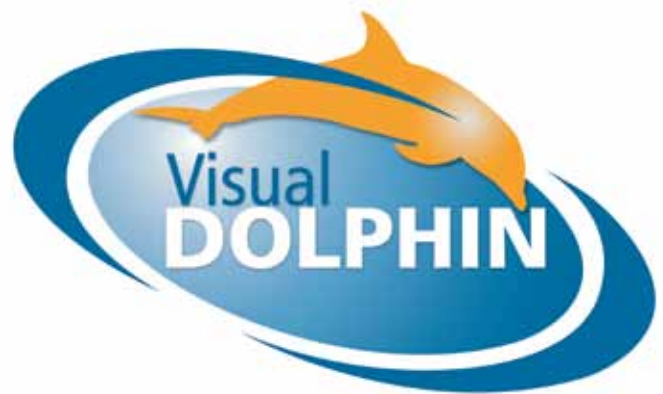




**Visual Dolphin Job Costing** is designed for any business that charges on the basis of time, material, labor and other costs. It is a powerful tool for business analysis, as it enables estimating the costs of jobs & projects, issuing client quotations, controlling the cost spent and generating the invoices.

It monitors at a glance how much was spent on each job (such as materials used, time logged by personnel and local purchases directly allocated), related supplier orders (LPOs), history of estimates/quotations and other critical job information. While that applies to any business in the servicing industry, Visual Dolphin Job Costing is particularly flexible to adapt to some specific business types: Companies that do cost estimations and operations based on Time Billing Services and Professionals:

## JOB COSTING



Job cost accounting is vital for any business that provides firm bids or other price quotes before doing work. By tracking costs for each job, it is possible to see how accurate the original estimate was. Visual Dolphin job costing features are well suited for the following types of estimate-based businesses: Production Houses, Printing, Advertising, Agencies, PR services, Events Organizers, Consulting Firms, Lawyers, Copy Centers and other business in the servicing industry that do bids or estimates.

Because job costing is so good at tracking billable costs, it works well for servicing businesses and professionals that bill their services on an hourly or "time and materials" basis.

On the other hand, it also offers a solid system for billing based on surveyed accomplishments.

### Job Definition

- Enter the brief
- Select billing method
- Attach documents: scanned, MS Office, graphics...
- Set project workflow
- Define Job breakdown structure
- Allocate cost elements, activities, Bill of Qtties



### Cost Estimate

- Bill Material:
  - Material
  - Labor
  - Local Purchases: outsourcing/subcontracting
  - Equipment



### Client Quotation

- May be printed in various templates and layouts
- Send RFQs for suppliers to prepare quotations cost & quantities
- Export of quotation to MS Excel
- Quotation includes various alternatives
- Save revisions and history of change
- Create tasks to be executed by the employees



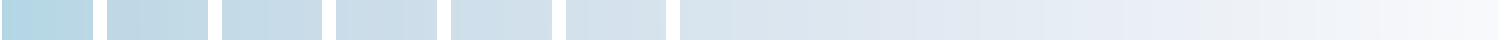
### Project Execution

#### Material Requisition

- Prepare Purchase order for missing material
- Pick a list of material needed for the execution

#### Local Purchase Order

- Send RFQ to suppliers
- Select most appropriate price
- Issue the LPO



### Billing

- Based on deliveries, in phases
- Percent of accomplishment
- Monthly retainer fee
- Cost Plus

### Expenses Tracking-WIP accounts

- Material Spent
- Purchase invoices from suppliers
- Time spent based on time sheet
- Equipment depreciation



### Job Closing

- Allocate WIP accounts to the cost
- Cost Est. V/S Actual Cost



# Powerful Features

- ❖ Design work breakdown structures that are unique to a project.
- ❖ Define project brief and attach unlimited number of documents (scanned, CSV, Word, Excel, PDF...)
- ❖ Various billing methods: Full or partial amounts, based on delivered or based on time and services spent...
- ❖ Define the cost estimate including supplier's preliminary quotations, BOM(Material used, Labor, Local purchases, Outsourced tasks, subcontracting, Equipment...)
- ❖ WIP: Allocate costs & charges related to the Job/Project: Time sheet, Material, Outsourcing/Sub contracting, Local purchases, Equipment, Cash expenses, Financial expenses...
- ❖ Measure at a glance how much was spent on each job such as costing information, materials used and time logged by personnel...
- ❖ Analyze job performance using powerful, flexible and multi-criteria reporting and graphical analysis.

## Creating the Job

A proper job definition is the key to accurate job cost accounting. The job definition identifies the job, the preferred billing mode and the workflow cycle it has to respect. Relevant documentation to the job can be attached to the job and retrieved for future reference.

The financial status of the job is always maintained up-to-date. At any time, the budget estimate, the total value of the job, the amount billed to date and the real cost of the job can be checked online.

The screenshot displays the 'Job Order' form in the Visual Dolphin Job Costing software. The form is divided into several sections:

- Job Details:** Job # 0236, Branch 0000002236, Client X, Job Type Renovation, Job Title Office renovation, Short Title Office renovation, Delivery Period 14/03/2014 to 14/03/2014.
- Billing Mode:** Administrative Job, Ready to be Invoiced, Time And Service Billing, BOG Invoicing.
- Financial Summary:** Selling 12,100.00, Invoiced 00.00, Client CR 00.00, Estimated Cost 9,350.00, Realized Cost 10,730.00.
- Buttons:** Change Status, Approved: Ready for assignment, Change User.
- Status:** job approved, ASSIGNED TO: Jimmy.
- Metadata:** Created By: Jimmy, On: 14/03/2014 11:22:25 AM, Modified By: Jimmy, On: 03/11/2014 10:45:32.

## Quoting the Job

To be able to quote a job, its billable components should be broken down up to the lowest element that constitutes the job. In Visual Dolphin Job Costing, a four level hierarchy allows the allocation of cost at the level of a job, a sub-job, a cost element or a sub-cost element. The sub-cost element being considered the lowest billable level, additional technical description can be entered at this level.

A cost element should be considered as a definition of the bill of material since its cost sums all various expenses related to the achievement of this particular job component. For example, for a printing job, a cost element may include expenses related to printing, color separation, labor...

In Visual Dolphin Job Costing, a user can add a mark up on the overall cost and even include the company fees per cost element, by value or percentage. Several discounts can be combined and set per job.

When done, the quotation is generated using several user-defined layouts. Visual Dolphin Job Costing keeps track of the different versions issued as reference. A specific quotation for a client can be even saved as a template for future use.

# Flexible Billing

Visual Dolphin Job Costing proposes four different billing modes:

- Normal mode where the invoices are issued totally or partially
- By percentage of accomplishment, invoicing is related to the job progress and consequently invoices are issued based on the percentage achieved
- Retainer fee, this is very common to servicing companies that issue maintenance fees monthly, yearly or another frequency.
- Time & service billing, invoices are issued on the actual time or expenses spent on the project, and not based on any initial quotation.

# Following on Job Progress

Visual Dolphin Job Costing includes a workflow functionality that helps you define the cycle which the job should go through to get its final approval. Notes can even be exchanged between actors to improve communication and turn the office to paperless environment!

# Tasks

Tasks can also be created at the level of each line in the Quotation and assigned to different users to carry out some duties with specific details. Managers can follow up on the status of these tasks from a monitoring screen.

Task Work Order

Sequence: 100056 Date: 04/08/2014 Scheduled For: 15/08/2014

Manual Ref: Assigned To: user1

Job #: 2236 Job Title: Office renovation

Client: Client X Internal Memo Single Time Sheet

Sub Job: Office renovation

Cost Element: Carpentry work

Sub Cost Element: Wooden doors

Tech Specs: 2 bedroom doors 1 sitting room door 1 kitchen door

Title: Site survey

Task Classification:

Qty: 1.00

Width: 1.00 Height: 1.00 Thickness: 1.00

Description: To get the correct measurements of each room

Items Activities

On: 04/11/2014 Modified By: Jimmy On: 04/11/2014

Estimation and Quotation (EQ)

Item ID	Sub Job	Cost Element	Task	Tech Specs	Unit	Price	Initial	Total	Total in USD	10%	UP	Disc %	Total	AP %	AP	Total	Var %
1	Office renovation	Carpentry work	Wooden doors	FCR 2 bedroom doors	M	USD	450.00	450.00	450.00	45.00	78.00	0.00	573.00	0.00	0.00	573.00	0.0000
2	Office renovation	Floor tiling	Faux Parquet	All the floor	M	USD	1.000	450.00	450.00	11.11	500.00	0.00	500.00	0.00	0.00	500.00	0.0000
3	Office renovation	Paint works	Latex	Bedrooms painting	M	USD	2.000	390.00	600.00	28.87	360.00	0.00	360.00	0.00	0.00	360.00	0.0000
4	Office renovation	Paint works	Acrylic		M	USD	10.000	7.00	100.00	7.00	7.00	0.00	112.00	0.00	0.00	112.00	0.0000
5	Office renovation	Paint works	Acrylic		M	USD	29.000	11.25	281.25	8.87	13.00	0.00	300.00	0.00	0.00	300.00	0.0000

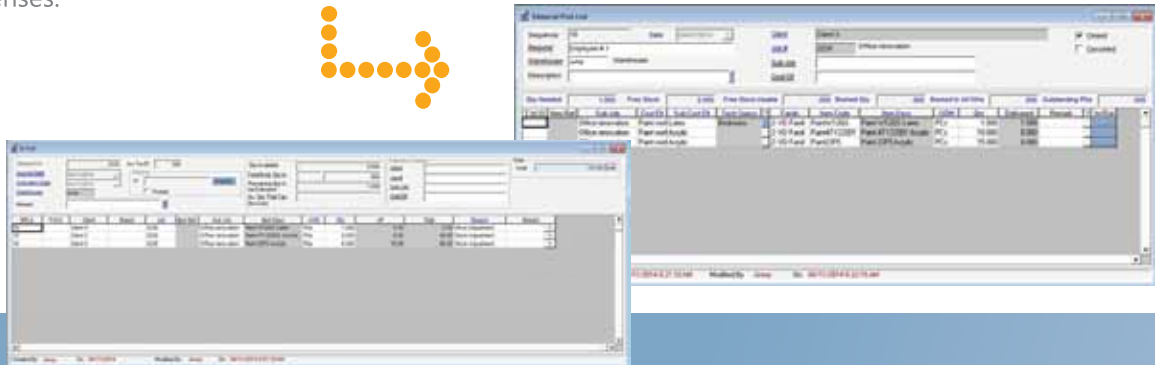
# Surveys of Accomplishment

Visual Dolphin Job Costing includes the entry of surveys for the quantities accomplished out of the planned/estimated ones and therefore, allows to invoice what was surveyed partially or totally.

## Processing Material Requisitions and Orders

Visual Dolphin Job Costing interacts with the stock modules for managing the material required for a job. A Request For Purchase Order is generated from the Job Costing for the material specified in the job for the quantities that are not available in stock. From there, these RPOs can be issued as POs and hence, purchased into a warehouse. As for the quantities available in stock, these can be booked for the job from Job Costing.

A Material Pick List is prepared for the items that are to be delivered to the project from the stock warehouse and then the Material In/Out will render them consumed to the job and add their cost to the job total expenses.



## Issuing Purchase Requisition

During the job's estimation or execution phase, third party vendors come into stage to offer cost values for the estimation or purchase orders to outsource services or subcontract tasks.

In Visual Dolphin Job Costing, this is done in the Purchase Requisition that can be set for pricing or purchasing purposes. This tendering function issues several requests for quotation (RFQ) to different suppliers. It tracks and compares the proposals submitted by the different suppliers before preparing the final services PO to the suppliers selected for the job.

Control can even be tightened at the system level to accept invoices from suppliers with amounts that match the original PR only.



## Tracking the Expenses

During job execution, all expenses related to the job are allocated to the WIP or Work in Progress accounts. Expenses include the local purchases from suppliers, labor cost from the employees' time sheet, the cost the equipment used for the project. At any time, the real cost of the job can be checked and compared to the initial estimate.

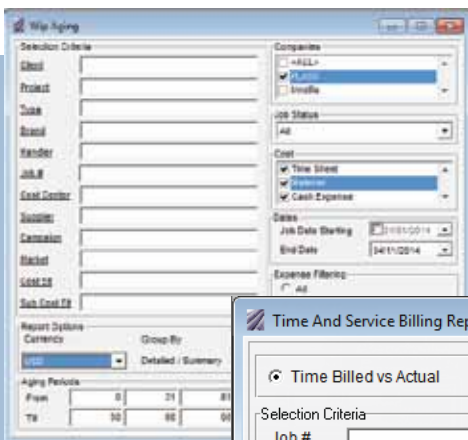
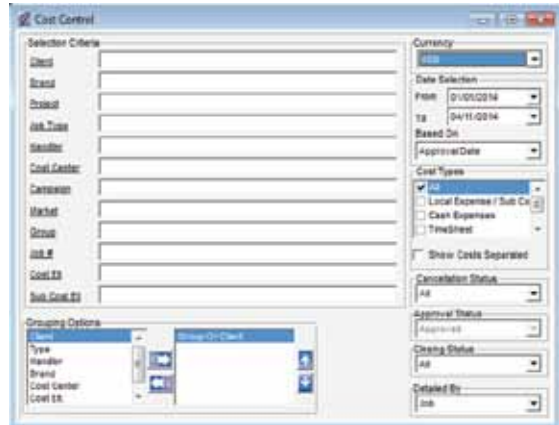
At a job's end or when a project is delivered, the expenses are removed from the WIP accounts and reallocated to the overall project cost.



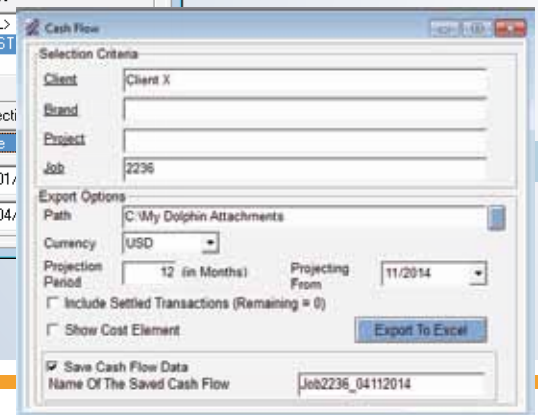
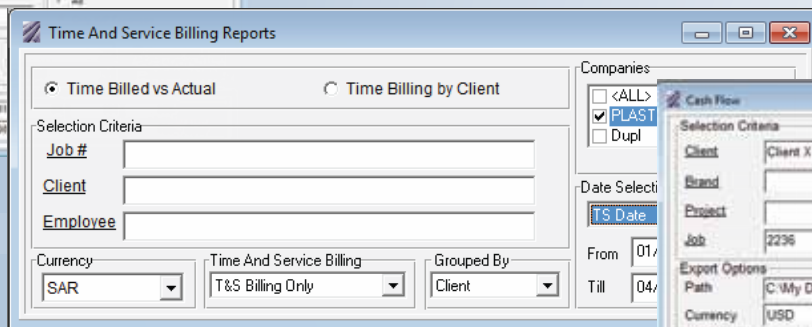
# Reporting

Visual Dolphin Job Costing presents a powerful set of reports that helps analyze the profitability of each job compared to the initial estimates.

The built in reports offer daily journal listings of all the transactions done for all or specific jobs and for all or specific third parties. Analysis & Statistical reports available provide a more in depth examination of the company's status in terms of profit and loss. Finally, the Cost Control reports shed a light at any stage of execution of the jobs on the standing of what was spent and how separately and with regard to the estimation done.



The usage of a standard reporting tool provides the required flexibility to produce effective reports and enables the users to export all report data to an external file, utilizing most of the standard supported data types, like ASCII, RTF or Excel...



## Selection of Job Costing Reports

- ❖ Comparison Between Active and Previous Job.
- ❖ Yearly Sales Comparison.
- ❖ Monthly Sales.
- ❖ Time And Service Billing Reports.
- ❖ Supplier Payables.
- ❖ Time Sheet Reports.
- ❖ Material Required For Jobs.
- ❖ Margin Analysis By Cost Element.
- ❖ Cash Flow Reports.
- ❖ WIP Aging.
- ❖ Cost Accrual.
- ❖ Cost Control Per Job.
- ❖ Cost Analysis Per Job.
- ❖ Cost Control.

# Monitoring Through Inquiries

Visual Dolphin Job Costing offers a set of inquiries that are used to monitor entries and control operations at any level. These are provided by a set of inquiry screens where the data is displayed in listing grids and drilling down to the actual transactions is possible. Various filtering criteria, grouping, viewing and monitoring options are given to the user to filter the data to be studied.



# Security

Like any other Visual Dolphin product, Visual Dolphin Job Costing ensures the right to use all crucial business processes is secure. Security groups are created to restrict users' access to specific functions or programs: a handler is given limited access to the institution's jobs where he can only view jobs allocated to him.

Access limitations can even be defined at the level of certain fields in Visual Dolphin Job Costing where, for example, a production manager can see the cost but not the sales conditions while a sales manager sees the sales but not the cost.



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