

## 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

CatID	AnaDesc
1	JOB
2	
3	
4	
5	
6	
7	

Buttons: EDIT, Save and Exit, Exit

AnaCode	AnaDesc
1	PROJECT 1
2	PROJECT 2
3	PROJECT 3
4	PROJECT 4
5	PROJECT 5
6	PROJECT 6

Buttons: Exit

#### 2. Setting in Chart of Account

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

Account Type: ☐ Asset ☐ Liability ☐ Revenue ☐ Expense ☒ Equity

Account Description: SALARY

Account Number: 4100

Group: 0 Sequence: 1

Parent Account: 4100.01

Beginning Balance: \$0.00

Notes:

☐ This is a bank account

☒ Analysis Code 1 ☐ Analysis Code 6

☐ Analysis Code 2 ☐ Analysis Code 7

☐ Analysis Code 3 ☐ Analysis Code 8

☐ Analysis Code 4 ☐ Analysis Code 9

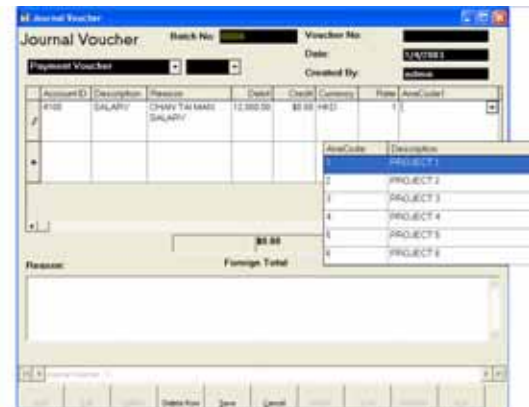
☐ Analysis Code 5 ☐ Analysis Code 10

Buttons: OK, Cancel

## (B) Operation

### 1. Allocate income & expense to particular Project

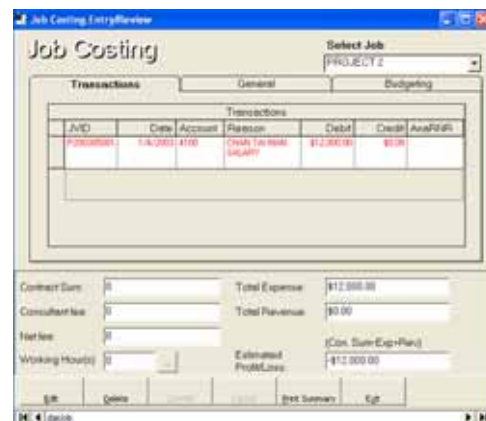
- ◆ Create Journal Voucher
  - i. Select account →  
Description → Amount →  
Select Project in Analysis  
Code 1 Column (Account  
only can be selected if it  
have set Step 2)
  - ii. Save the voucher



### 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”