

Job Costs – Applying Manually

Estimate, Actual, Invoiced and Collected

To manually add costs to a job, navigate to the job using your preferred search method; within the Job Detail page click on the Financials tab.


Job Name: Water/Laundry Room

Job #: 19-106H20


Job Progress WA/Contract Signed

Loss Type: Water Damage

XA Job Type:



Ashley Smith, Owner 303-800-5182 - Cell dawn@servicesoftwareinc.com, dbryant@verisk.com
Kaden Smith, Owner 219-111-1111 - Cell
 12450 North Meridian Street, Carmel, IN 46032



Tasks: 10 Incomplete: 8 Due Today: 0 Overdue: 8 Future: 0 +

Documents: 2

Correspondence: 8 +

WOs: 1 Open: 1 Due Today: 0 Overdue: 0 Review: 0 Repair: 0

Equipment: Out: 0 Returned: Total: 0

Referred By Adjuster
Adjuster Chip Studebaker (McCraw Adjusters)
Agent Renae Bradley (Dawn's Rockin' Agency)
Source of Referral Joe Smith (Allstate)
Property Manager Jax Property Mgmt (*Jacksonville Property Mgmt)

Job Snapshot

Detail | Job Contacts (2) | Additional Contacts (4) | Losses (1) | Schedules (2) | Tasks (10) | Subs/Techs | Financials** | Correspondence (8)

Documents & Pics (2) | Document Merge | Inspections | Moisture Readings (1) | Equipment | Change Log | Create WO's

Single click on the **Financials** tab to expand. Costs can be added by selecting the cost type (Materials, Labor, Tech/Sub, Labor Burden %, Sub/Tech Burden %, Equipment and Other/Mileage). In the next drop down choose if this is an **Estimate** or **Actual** Cost, click on the **New Cost** to add the details.

Detail | Job Contacts (2) | Additional Contacts (4) | Losses (1) | Schedules (2) | Tasks (10) | Subs/Techs | Financials** | Correspondence (8)

Documents & Pics (2) | Document Merge | Inspections | Moisture Readings (1) | Equipment | Change Log | Create WO's

Loss Type	Loss Number	Estimate	Actual Exp	Gross Profit	GP%
Water Damage		\$1,915.58	\$582.06	\$1,333.52	69.61%

Water Damage ▾

Materials ▾

Estimate ▾

+

New Cost




The following fields will display; Cost Code, Description, Payee, Source, Amount and Date. Enter the information that applies to the Estimate or Actual costs once completed click **Add**.

Job Costs Detail:

Type: Water Damage

Cost Type: Tech/Sub ▾ Estimate ▾ *Select here to see other cost types.

Date	Cost Code	Description	Pay
No records to display.			
Cost Code:	Electrical	Description:	Rewire the Laundry Room
Payee:	ABC Electric	Source:	DRB
Amount:	829.30	Date:	02/24/2019

Add

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Once the costs have been applied; to add New Costs to the selected Cost Type click **New Cost Detail** or change the Cost Type in the next drop down if the new costs will be applied to an Estimate or Actual. Once that is determined click the **New Cost Detail** to proceed.

Job Costs Detail:

Type: Water Damage Total Costs: **\$829.30**
 Cost Type: Tech/Sub Estimate **Select here to see other cost types.*

Date	Cost Code	Description	Payee	Amount	Editable	Source
02/24/2019	Electrical	Rewire the Laundry Room	ABC Electric	\$829.30	Yes	DRB



Example of added Costs

Loss Type	Loss Number	Estimate	Actual Exp	Gross Profit	GP%
Water Damage		\$2,744.88	\$582.06	\$2,162.82	78.79%

Loss Type: Water Damage

	Estimate	Budget	Actual Exp	Budget to Actual Exp		Gross Profit	
				\$	%	Budget	Actual Exp
Materials	\$413.70	\$116.71	\$0.00	\$116.71	0.00%	71.78%	100.00%
Labor	\$1,268.14	\$215.35	\$0.00	\$215.35	0.00%	83.01%	100.00%
Tech/Sub	\$829.30	\$125.00	\$582.06	\$-457.06	465.64%	84.92%	29.81%
Labor Burden %	\$109.04	\$0.00	\$0.00	\$0.00		100.00%	100.00%
Tech/Sub Burden %	\$0.00	\$0.00	\$0.00	\$0.00			
Equipment	\$102.75	\$0.00	\$0.00	\$0.00		100.00%	100.00%
Other/Mileage	\$21.95	\$0.00	\$0.00	\$0.00		100.00%	100.00%
Total	\$2,744.88	\$457.06	\$582.06	\$-125.00	127.34%	83.34%	78.79%

**Click on the amount to see or edit the line items.*

Estimate Breakdown
 Last Line Item 02/24/2019 02/20/2019 02/21/2019

Single click on one of the Cost Types (Material, Labor, Tech/Sub, Labor Burden %, Tech/Sub Burden %, Equipment and Other/Mileage) total dollar amount to expand and view the details.

Date	Cost Code	Description	Payee	Amount	Editable	Source
02/20/2019				\$100.00	Yes	Manual Adjustment
02/21/2019	SIDING	Material		\$2.04	No	
02/21/2019	WINDOW TREATMENT	Material		\$17.77	No	
02/21/2019	WINDOWS - WOOD	Material		\$293.89	No	



Continue the above steps until all costs are associated with the job.

Important: For an overview on how to apply the Budget to the job please refer to the following reference document **Job Costs - Budget** available on the University under Training Documents → Estimator & Project Manager.



Job Costs – Applying Manually

Estimate, Actual, Invoiced and Collected

To manually add an Invoiced or Payments Rcvd (Collected) dollar amounts to a job select the **Financials** tab. Single click anywhere on the cost line to expand. Within the cost page towards the bottom left single click on **Invoiced** and/or **Payments Rcvd**.

- Detail
- Job Contacts (2)
- Additional Contacts (4)
- Losses (1)
- Schedules (2)
- Tasks (10)
- Subs/Techs
- Financials**
- Correspondence (8)
- Documents & Pics (2)
- Document Merge
- Inspections
- Moisture Readings (1)
- Equipment
- Change Log
- Create WOs

Loss Type	Loss Number	Estimate	Actual Exp	Gross Profit	GP%
Water Damage		\$2,744.88	\$582.06	\$2,162.82	78.79%

Loss Type: Water Damage

	Estimate	Budget	Actual Exp	Budget to Actual Exp		Gross Profit		
				\$	%	Budget	Actual Exp	
Materials	\$413.70	\$116.71	\$0.00	\$116.71	0.00%	71.78%	100.00%	
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Tech/Sub Burden %	\$0.00	\$0.00	\$0.00	\$0.00				
Equipment	\$102.75	\$0.00	\$0.00	\$0.00		100.00%	100.00%	
Other/Mileage	\$21.95	\$0.00	\$0.00	\$0.00		100.00%	100.00%	
Total	\$2,744.88	\$457.06	\$582.06	\$-125.00	127.34%	83.34%	78.79%	
Estimate Breakdown								
Last Line Item	02/24/2019	02/20/2019	02/21/2019					

*Click on the amount to see or edit the line items.

Accounting Breakdown:

Total Budget	\$457.06	Actual Exp to Budget \$	\$125.00	Actual Exp to Budget %	21.47%
Invoiced	\$1,815.58	Invoiced to Actual Exp \$	\$1,233.52	Invoiced to Actual Exp %	67.94%
Payments Rcvd	\$500.00			% Complete	0 %
Unpaid Balance	\$1,315.58				

Job Cost Summary %

Click on the Invoiced hyperlink to expand. To apply the invoiced amount, click on the **New Invoiced** button the following fields will display; Invoice #, Description, Source, Amount and Date. Apply the details then click **Add**.

Job Accounting Detail:

Accounting Type: **Invoiced** *Select here to see other accounting types.

Total Invoiced **\$1,815.58**

Type: Water Damage

Date	Description	Invoice #	Amount	Editable	Source
2/15/2019	Invoice: 1100	1100	\$1,815.58	No	QuickBooks

Invoice #: 19-106H20
 Description: Deductible
 Source: DRB
 Amount: 500.00 Date: 2/24/2019

Job Accounting Detail:

Accounting Type: **Invoiced** *Select here to see other accounting types.

Total Invoiced **\$2,315.58**

Type: Water Damage

Date	Description	Invoice #	Amount	Editable	Source
2/15/2019	Invoice: 1100	1100	\$1,815.58	No	QuickBooks
2/24/2019	Deductible	19-106H20	\$500.00	Yes	DRB





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Click on Payment Rcvd hyperlink to expand. To apply the collected amount, click on the **New Payments Rcvd** button the following fields will display; Invoice #, Description, Source, Amount and Date. Apply the details then click **Add**.

Job Accounting Detail:

Accounting Type: Payments Rcvd *Select here to see other accounting types.

Total Payments Rcvd **\$500.00**

Type: Water Damage

Date	Description	Invoice #	Amount	Editable	Source
2/15/2019	Applied to: 1100	1100	\$500.00	No	QuickBooks

Invoice #:

Description:

Source:

Amount: Date:



Job Accounting Detail:

Accounting Type: Payments Rcvd *Select here to see other accounting types.

Total Payments Rcvd **\$1,000.00**

Type: Water Damage

Date	Description	Invoice #	Amount	Editable	Source
2/15/2019	Applied to: 1100	1100	\$500.00	No	QuickBooks
2/24/2019	Deductible	19-106H20	\$500.00	Yes	Check 6574



Example of Accounting Breakdown after Invoiced and/or Payments Rcvd have been applied.

Detail	Job Contacts (2)	Additional Contacts (4)	Losses (1)	Schedules (2)	Tasks (10)	Subs/Techs	Financials**	Correspondence (8)
Documents & Pics (2)	Document Merge	Inspections	Moisture Readings (1)	Equipment	Change Log	Create WOs		

Loss Type	Loss Number	Estimate	Actual Exp	Gross Profit	GP%
Water Damage		\$2,744.88	\$582.06	\$2,162.82	78.79%

Loss Type: Water Damage

	Estimate	Budget	Actual Exp	Budget to Actual Exp		Gross Profit	
				\$	%	Budget	Actual Exp
Materials	\$413.70	\$116.71	\$0.00	\$116.71	0.00%	71.78%	100.00%
Labor	\$1,268.14	\$215.35	\$0.00	\$215.35	0.00%	83.01%	100.00%
Tech/Sub	\$829.30	\$125.00	\$582.06	\$-457.06	465.64%	84.92%	29.81%
Labor Burden %	\$109.04	\$0.00	\$0.00	\$0.00		100.00%	100.00%
Tech/Sub Burden %	\$0.00	\$0.00	\$0.00	\$0.00			
Equipment	\$102.75	\$0.00	\$0.00	\$0.00		100.00%	100.00%
Other/Mileage	\$21.95	\$0.00	\$0.00	\$0.00		100.00%	100.00%
Total	\$2,744.88	\$457.06	\$582.06	\$-125.00	127.34%	83.34%	78.79%
Estimate Breakdown							
Last Line Item	02/24/2019	02/24/2019	02/21/2019				

Accounting Breakdown:

Total Budget	\$457.06	Actual Exp to Budget \$	\$125.00	Actual Exp to Budget %	21.47%
Invoiced	\$2,315.58	Invoiced to Actual Exp \$	\$1,733.52	Invoiced to Actual Exp %	74.86%
Payments Rcvd	\$1,000.00	% Complete			<input type="text" value="0"/> %
Unpaid Balance	\$1,315.58				