

Visual Dolphin

Visual Dolphin Job Costing

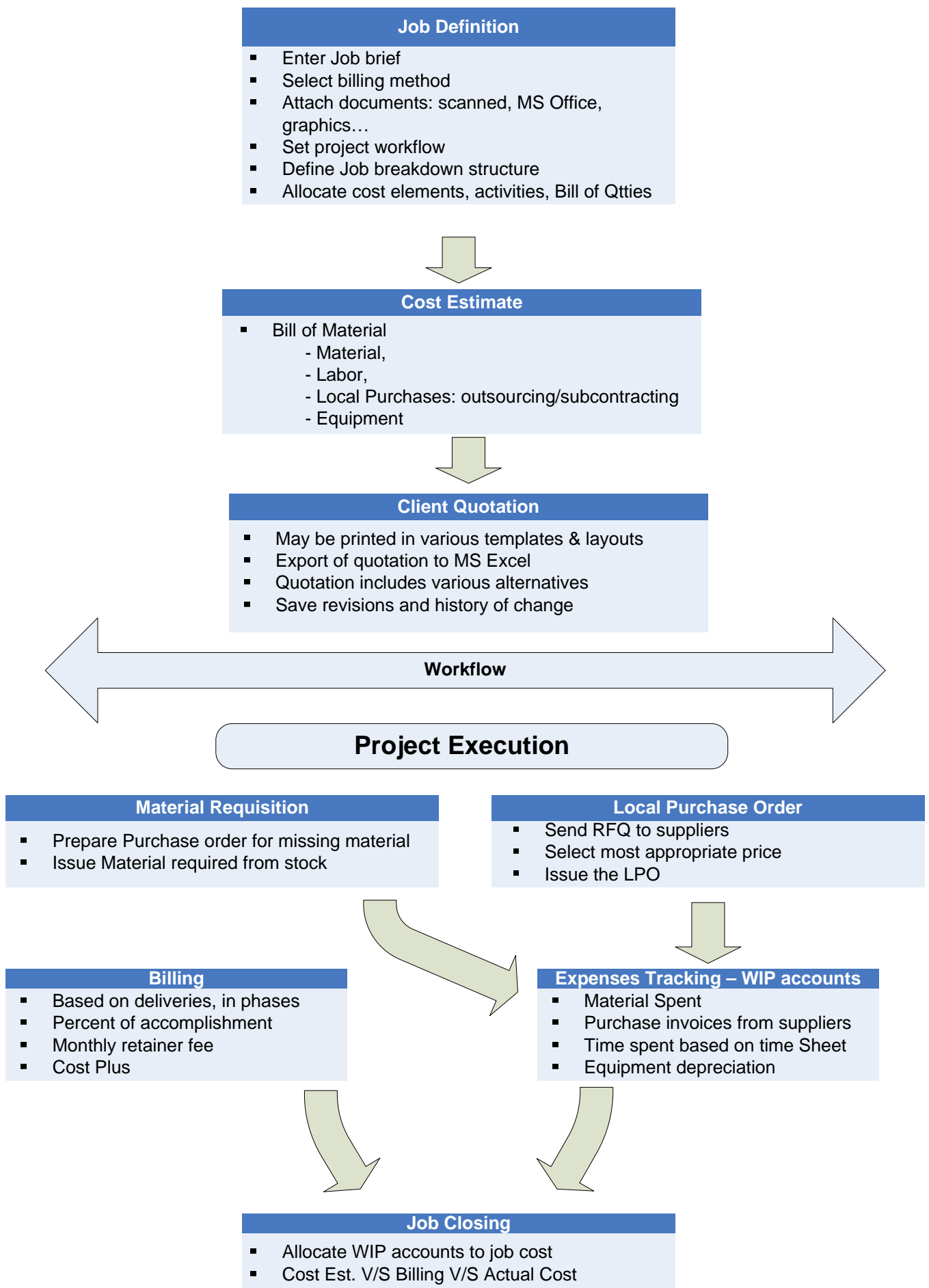
Overview

Visual Dolphin Job Costing is designed for any business which charges on the basis of time, material, labor and other costs. It is a powerful tool for business analysis as it enables seeing at a glance how much was spent on each job such as costing information, materials used, time logged by personnel on a particular job, operations involved, orders logged and other critical job information. It allows allocating every expense to a specific project or overhead account, accurately tracking these costs and knowing exactly what you need to change to be more profitable.

While that applies to just about any business, Visual Dolphin Job Costing is particularly useful for some specific business types:

- **Companies that do Estimates:** 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: Construction, Printing, Advertising Agencies, Auto repairs... and copying shops and other service or manufacturing businesses that do bids or estimates
- **Time Billing Services and Professionals:** Because job cost accounting is so good at tracking billable costs, it works well for service businesses and professionals that bill for services on an hourly or "time and materials" basis. The following types of business professionals will appreciate the time billing features of Visual Dolphin Job Costing: Lawyers, Architects, Accountants, Professional engineers...

Visual Dolphin Job Costing is based on working procedures found in hundreds of institutions from different industries. It is the result of more than 20 years of experience in implementing business solutions across the world.



General Features

Visual Dolphin Job Costing offers the following advantages:

- Design work breakdown structures that are unique to a project
- Allocate cost charging elements to the project structure
- Select from pre-defined billing methods the most appropriate for the project
- Define a workflow for job execution and share information between the different actors involved in the project
- Save job defined for a client as a template to avoid work breakdown reentry
- Generate the material requisition list for a job
- Issue and manage request for quotation (RFQ) before buying services from third-party vendors
- Outsource at any time specific tasks by issuing local purchases to third-party vendors
- Easily collect and allocate employee time to the project
- Keep an eye on job expenses making sure they respect the initial estimates
- 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

Create 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.

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
- Cost Plus; invoices are issued on the actual time or expenses spent on the project, and not based on any initial quotation.

Quote 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 usage.

Measure job progress

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

When approved, the job generates automatically tasks that can be assigned to different departments or resources, according to an appropriate order of execution

Generate the Material Requisition

Visual Dolphin Job Costing executes a job completely or partially, as per user decision. The quantity required for the execution of a cost element is also reviewed and confirmed by the user.

Visual Dolphin Job costing checks if the material required for a specific job is available in stock. The material requisition list generates automatically Purchase Orders for missing material and stock issue requests for material available in stock.

Issue LPO or Local Purchase Orders

It happens that the execution of a job requires the intervention of a third-party vendor at some stage of the job lifecycle. Local Purchase Orders or LPO are typically orders issued to outsource services or subcontract specific tasks.

Visual Dolphin Job costing offers a tendering function that issues several requests for quotation (RFQ) for the execution of a specific task. It tracks and compares the proposals submitted by the different suppliers before preparing an LPO to the supplier selected for the job.

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

Track 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 (LPO) from suppliers, labor cost from the employees' time sheet and the cost of material spent on the project itself. At any time, the real cost of the job can be checked and compared to the initial estimate.

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

Security

Like any other Visual Dolphin product, Visual Dolphin Job Costing ensures that 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 a limited access to the institution jobs; he can only view his allocated jobs. Staff in a branch part of a multi-branch organization has access to the branch jobs but not the whole organization.

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.

Inquiry & Reports

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

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.

Sample Job Costing Reports:

- Job Status
- List of Invoices
- Actual cost listing
- Monthly production sales
- Monthly billing
- Statistics by Supplier
- Statement per Job
- Comparison between estimate and realized
- Cost Accrual
- Time Sheet



Lebanon	Phone	961-1-399855
	Fax	961-1-380420
	Email	sdcg@softwaredesign.com.lb
	PO.Box	166607 – 1100 2140 Ashrafieh Beirut – Lebanon
United Arab Emirates	Phone	971-4-3383318
	Fax	971-4-3383319
	Email	sdcgdx@softwaredesign.com.lb
	PO.Box	35046 Al Romoul Dubai – U.A.E.
Saudi Arabia		
	Riyadh	
	Phone	966-1-4730784
	Fax	966-1-4730784
Jeddah	Phone	966-2-6608824
	Fax	966-2-6603835
	PO.Box	5586 Riyadh 11432 - Kingdom Of Saudi Arabia
	Email	sdcg@softwaredesign.com.lb

Website: <http://www.sd-lb.com>