

Job Costing Series: Understanding Job Cost Reports

presented by

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Jobs & Profitability Reports

- **Reports > Jobs, Time & Mileage**
 - Job Profitability Summary
 - Job Profitability Detail
 - Item Profitability
 - Profit & Loss by Job
 - Unbilled Costs by Job (Jobs, Time & Mileage only)

Job Estimates Reports

- **Reports > Jobs, Time & Mileage**
 - Job Estimates vs. Actuals Summary
 - Job Estimates vs. Actuals Detail
 - Job Progress Invoices vs. Estimates
 - Item Estimates vs. Actuals
 - Estimates by Job (Jobs, Time & Mileage only)
 - Open Purchase Orders by Job (Jobs, Time & Mileage only)

Job Costs & Bills Reports

- **Reports > Contractor**
 - Costs to Complete by Job Summary & Detail
 - Job Costs by Vendor and Job Summary & Detail
 - Job Costs Job and Vendor Summary & Detail
 - Job Costs Detail
 - Unpaid Bills by Job
 - Unpaid Job Bills by Vendor
 - Expenses Not Assigned to Jobs
 - Job Status

Customizing Reports

- **Modify Reports**
 - Dates
 - Sorting & subtotals
 - Cash vs. Accrual
 - Columns
 - Filters
 - Fonts & titles
- **Memorize Reports**