

# Recording Job Expenses and Revenues

Available in All Versions of Sage 50 Accounting

## Quick Reference Guide

### How do I record my job expenses?

When you purchase a non-stock, service, or labor item for a job, you can enter the item and apply the expense to that job using the Purchases or Payments window. To **enter expenses using the Purchases window**, go to the Vendors & Purchases Navigation Center and select Enter Bills, and then New Bill. On the Apply to Purchases tab, select the item or service and the job.

Apply to Purchases: 125.00				
Description	GL Account	Unit Price	Amount	Job
Landscaping Design	77500-00	125.00	125.00	
	74000-00	0.00		BEATTY
	74000-00	0.00		CHAPPLE
				HENTON
				01-Design      Design and Planning
				02-Permits      Work Permits

Click the plus sign (+) to expand the list and view the phases and cost codes. Cost codes and phases are not available in Sage 50 Pro Accounting.

To **enter expenses using the Payments window**, go to the Vendors & Purchases Navigation Center and select Pay Bills, and then Pay Bill. On the Apply to Expenses tab, select the item or service and the job. If necessary, each line can use a different job, phase, or cost code.

Apply to Expenses: 125.00				
Description	GL Account	Unit Price	Amount	Job
Monthly Landscaping Service	75500-00	125.00	125.00	010-Labor
				05-Landscape      Landscaping Work
				06-Planting      Planting
				07-Maintenance      Lawn and Garden Mainteni:
				010-Labor      Labor Cost
				020-Material      Material Cost
				030-Subcontract      Subcontractor Payment
				040-Equipment      Equipment Rental

**Note:** When the purchase or payment is posted, the cost of each job-related item is assigned to the job.

### How do I record my job revenues?

You can record the revenue from a job in the Sales/Invoicing or Receipts windows. To **enter revenue for a job using the Sales/Invoicing window**, go to the Customers & Sales Navigation Center and select Sales Invoices, and then New Sales Invoice. On the Apply to Sales tab enter the item or service sold and the appropriate job.

Apply to Sales: 19.99				
Description	Unit Price	Tax	Amount	Job
Installation of Accessories	19.99	2	19	

- ⊕ 07-Maintenance Lawn and Garden Mainten:
- ⊖ 08-Accessories Accessory Installation
- 010-Labor Labor Cost
- 020-Material Material Cost**
- 030-Subcontract Subcontractor Payment

To **enter revenue for a job using the Receipts window**, go to the Customers & Sales Navigation Center, select Receive Money, then Receive Money from Customer. On the Apply to Revenues tab, select the item or service and the appropriate job.

Apply to Revenues: 111.90					<input type="checkbox"/> Prepayment
Description	Unit Price	Tax	Amount	Job	
Ficus Tree 22" - 26"	55.95	1	111		
	0.00	1			

- ⊕ 05-Landscape Landscaping Work
- ⊖ 06-Planting Planting
- 010-Labor Labor Cost
- 020-Material Material Cost**
- 030-Subcontract Subcontractor Payment
- 040-Equipment Equipment Rental

**What report will show me actual job expenses and revenues?**

The **Job Profitability report** shows actual expenses, revenues, and gross profit for jobs that have activity within a certain time period. If you would like to compare your revenue and expense estimates to your actual amounts, you can view the Estimated Job Expenses and Estimated Job Revenue reports.

Bellwether Garden Supply							
Job Profitability Report							
For the Period From Mar 1, 2015 to Mar 31, 2015							
Filter Criteria includes: Report order is by ID. Report is printed including Balance Forward and excluding Retainage.							
Job ID	Phase ID	Cost Code ID	GL Acct ID	Actual Rev.	Actual Exp.	Profit \$	Profit %
					100.00		
					200.00		
					51.00		
		74500-00			75.00		
				7,786.41	1,722.10		
BEATTY	Total			7,786.41	1,722.10	6,064.31	77.88
CHAPPEL					57		

**Did you know?**

- Job information entered on quotes, sales orders, and proposals will not be counted as revenue until these transactions are applied to an invoice.
- You can use Change Orders to track changes to job estimates. This is available in Sage 50 Premium and higher.

For more information: 877.979.5462 • [www.swktech.com](http://www.swktech.com) • [info@swktech.com](mailto:info@swktech.com)

