

## Setting up Cost Codes (for job costing)

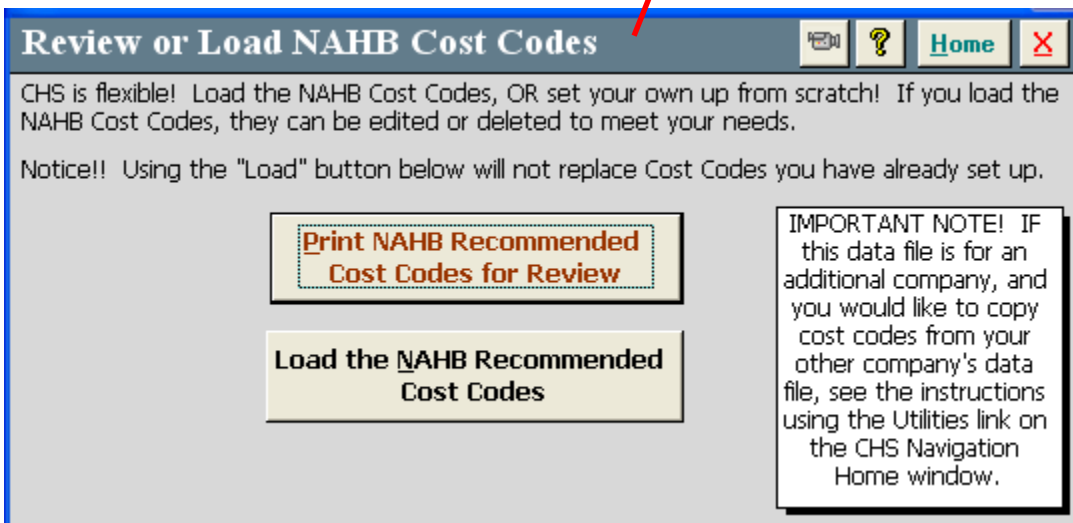
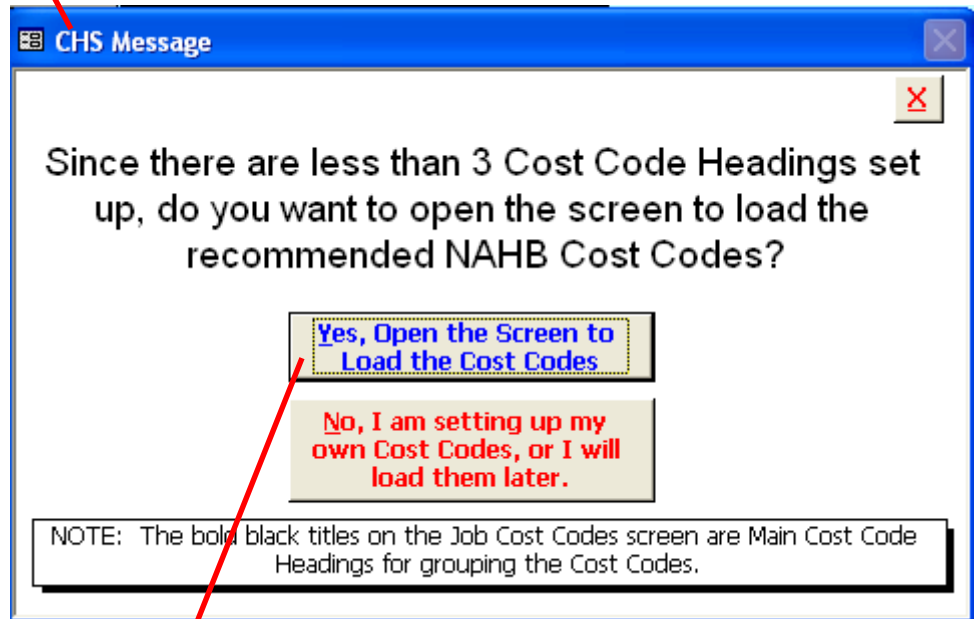
To track job costs, the program uses a system of “Cost Codes” to identify the type of job cost (like plumbing, roofing, etc.). The Cost Codes are in 2 levels. The first level cost codes are referred to as “Main Cost Codes”. Main Cost Codes are headings for a group of the second level of “Sub Cost Codes”. All budget, Purchase Order, Change Order, and Actual Cost data for a job will be identified with a “Cost Code” that is the sub cost code. Cost Codes are used to compare costs from the budget stage to the actual costs stage. .

To set up or edit the Cost Codes, click the Cost Codes Management Window link on the Navigation window. (OR type CC into the Index field and press your Enter key.)

### [COST CODES Management Window \(CC\)](#)

Cost Codes, Master Pricing, General Matls and Labor Check Lists

When first setting up your company, the next window to open will be one about “less than 3 Cost Codes...”. You can choose to load our “default” NAHB cost codes, or you can set your own up from scratch. To review our “default” cost codes, click the button labeled “Yes, Open the Screen to Load the Cost Codes”.



Review the “default” NAHB Recommended Cost Codes by clicking on the brown button to print them. Discuss these with your builder or the person who will prepare job budgets/ estimates.

IF you choose to “Load” one of the default cost codes, use the blue button labeled ‘Load the NAHB Recommended Cost Codes’. The Cost Codes will automatically load when a blue button is clicked. You WILL be able to Edit, Delete, and Add To the Cost Codes as needed.

Continue to the next page.

Setting Up Cost Codes - continued

Study the Cost Codes Setup screenshot below. Cost Codes and Headings CAN BE changed., deleted, or added (see next pages). Main Cost Codes and Headings are used to gather and subtotal costs on various job budget and job cost reports.

Main Cost Code and Heading Title

Sub Cost Codes and Job Cost Titles

Main and Sub Cost Codes	ADD/EDIT MAIN HEADINGS		Defa Meas
	Add New Sub Cost Code		
<b>1000</b>	<b>PERMITS AND FEES</b>		Total
1010	Building Permits		
1020	HBA Assessments		Each
1030	Warranty Fees		Total
1040	Water Tap Permit		Each
1090	Misc Permits and Fees		
<b>1100</b>	<b>ARCHITECTURAL/ENGINEERING</b>		Total
1105	Plan Costs/Architect Fees		Living SF
1115	Specs/Plats/Blueprints		Total
1120	Surveys		Each
1125	Engineering - Prepour Inspect		Total
1126	Engineering - Structural Steel		Hours
1127	Engineering - Foundation Dsgn		Slab SF
1129	Architectural/Engineering Extr		
<b>1200</b>	<b>SITE WORK</b>		Total
1210	Lot Clearing		Each
1215	Final Grade		Each

IF you are setting up your own Cost Codes, the Main Cost Codes and Headings should be set up by you BEFORE adding Sub Cost Codes to the list. To open the window to Add or Edit Main Cost Codes and Headings, click the “Add/Edit Main Headings” button on the Cost Codes Setup window. Continue to the next page for Main Cost Codes and Headings instructions.

# Setting Up MAIN Cost Codes and Headings

See Previous Page for instructions to open this window. See information below the screenshot.

Main Cost Codes and Titles are used as Headings for grouping the "Sub" Cost Codes. Job costs are a Sub Cost Codes which are assigned to a Main Code section for grouping. Sub Cost Codes are set up c

Find By Title->

MAIN COST CODE	MAIN HEADING TITLE	
100	LOT COSTS & LAND DEVELOPMENT	Delete
1000	PERMITS AND FEES	Delete
1100	ARCHITECTURAL/ENGINEERING	Delete
1200	SITE WORK	Delete
1300	DEMOLITION	Delete
1400	UTILITY CONNECTIONS	Delete
1500	INTERIM FINANCING	Delete
2000	EXCAVATION AND BACKFILL	Delete
2100	FOOTINGS AND FOUNDATION	Delete
2200	WATERPROOFING	Delete

IMPORTANT NOTE! IF this data file is for an additional company, and you would like to from your other company's data file, see the instructions under Utilities on the Nav

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*To Change a Main Code or Heading Title: Find the Main Cost Code or Heading Title. Then simply highlight over the information to change it.*

*To Add a New Main Code: Click on the button labeled "Add New Main Code" or hold down the {Alt} key and press the letter "N".*

*Deleting a Main Cost Code. Click the Delete button to the right of the Main Code Title that will be deleted. If there are Sub Cost Codes that have been set up under this Main Code, the Main Code cannot be deleted until the Sub Cost Codes associated with it are deleted.*

Main Cost Codes and Titles are used as Headings for the Cost Codes list. Every Sub Cost Code is attached to a Main Cost Code. Therefore, the Main Cost Codes must be set up first. In order to get a better idea of this system, print the Default NAHB Cost Codes as described on the previous pages. If you are not going to use the Default Codes, use the printout as a guideline for setting up your own Main and Sub Codes. It's a good idea to have your Main and Sub Codes planned and written down before you start setting them up.

Both the Main Codes and Sub Codes must be numbers (numerical). The number of characters allowed for the Codes is unlimited, but it is best to use four or five characters, possibly six if you plan to use a very detailed Coding system. The Main Codes should be set up to span a range of numbers because the Sub Codes should consist of numbers that fall within the Main Code's range. For example, a Main Cost Code entitled PLUMBING followed by one entitled ELECTRICAL might be assigned a code such as 3600 (4 characters) and ELECTRICAL a code such as 3700 (4 characters). All Sub Codes under PLUMBING would begin with a 36 followed by two numbers (characters). All Sub Codes under ELECTRICAL would begin with a 37 followed by two numbers.

There are two fields in the Main Cost Codes table: "Main Cost Code" and "Main Heading Title". Since the Main Cost Codes are really "Headings" for a batch of Sub Cost Codes, it's a good idea to use all caps for the Main Cost Code titles for better reports appearance. Then, when you set up Sub Code titles (later instructions), it's a good idea to use upper and lower case letters. This method will allow you to easily identify a Main Cost Code title versus a Sub Cost Code title.

Remember that the "Code" must be numerical. Job Cost Reports will be sorted by Cost Code, so set up the Codes in the order that you would like to view them.

# Add New Sub Cost Code To Cost Codes List (or Edit Cost Code)

**Cost Codes and Master Pricing Setup**

Find Main Heading->

Find Sub Code Num->

Find Sub Code Name->

Main and Sub Cost Codes **ADD/EDIT MAIN HEADINGS**

Select Task **Add New Sub Cost Code**

Select Task	1000	PERMITS AND FEES
Select Task	1010	Building Permits
Select Task	1020	HBA Assessments
Select Task	1030	Warranty Fees

To add a Sub Cost Code to the List of Cost Codes: From the Navigation window, click the Cost Codes link (OR type CC into the Index). Then click the button labeled 'Add New Sub Cost Code' (OR hold down your Alt key and press the letter N on keyboard).

To Find a Cost Code that is already set up, type the number into the Find box (OR use the drop down button to scroll through the list). After selecting a cost code, press the Enter key on your keyboard.

OR, double click on the Cost Code in the list box towards the bottom of the window.

See explanations for fields below.

**Add or Edit Cost Codes for Job Costing**

Find->  Add Another New Cost Code (Alt+N)

Cost Code:  [Change Code](#) Direct/ Indirect:

Cost Code Title:  <-Limit:30 char.

Main Heading Code:  +

Cost Type:  +

Select Phase Level	Taxable to Buyer?	Default Measure	Default Quantity	Default Quantity %	Default Unit Price	Default Markup %
0 - Pre Construction +	<input type="checkbox"/>	Living SF +	0	100%	\$2.250	0.00%

Cost Code Notes (can view when posting job budget or vendor bills)

Type notes about what the Cost Code is used for in this box.  
These notes available for review from the Budget/Bids Worksheet AND during data entry of Vendor Bills.

(Double Click a cost code below to edit a different cost code.)

101	Options-Lot Purchase	100 - LOT COSTS & LAND DEVELOPMENT
102	Fees-Lot Purchase	100 - LOT COSTS & LAND DEVELOPMENT
103	Professional Svc-Lot Purchase	100 - LOT COSTS & LAND DEVELOPMENT
111	Lot Price	100 - LOT COSTS & LAND DEVELOPMENT
112	Sales Commissions-Lot Purchase	100 - LOT COSTS & LAND DEVELOPMENT
113	Legal Fees-Lot Purchase	100 - LOT COSTS & LAND DEVELOPMENT
114	Appraisals-Lot Purchase	100 - LOT COSTS & LAND DEVELOPMENT
115	Lot Closing Costs	100 - LOT COSTS & LAND DEVELOPMENT
116	Interest on Lot	100 - LOT COSTS & LAND DEVELOPMENT
1010	Building Permits	1000 - PERMITS AND FEES
1020	HBA Assessments	1000 - PERMITS AND FEES

Cost Codes are set up or edited on the window shown above. Pricing defaults are also set up on this window. These pricing defaults will be supplied to a budget for a new job (if requested). The pricing defaults are explained at the end of this section.

**COST CODE** - Cost Codes must be numerical and should not be longer than 6-7 digits so they will fit in fields on reports. 4 digits are recommended. They should correspond to the Main Cost Code that you will attach them to. For example, if the Main Cost Code for ARCHITECTURAL/ENGINEERING is 1100, the Sub Cost Codes should all begin with 11, (ex: 1105 - Plan Costs/Architect Fees). The program will not allow duplicate Sub Codes.

NOTE: For detailed Sub Cost Codes (if you need them), a period can be used in the sub cost code. (Example 1105.1, 1105.2, 1105.3, and so on. There are reports that will sum job costs together by the whole number before a period.

## Add or Edit Cost Codes - continued

**Change Code:** To change a Sub Code, click the **Change Code** link to the right of the Cost Code. To change other information, highlight over the information that is to be edited and type in the new information. Remember, if a Cost Code is changed, that change will be made to any records which included the original code.

**Direct/Indirect** - Select Direct if the costs will be “hard” costs (like materials and labor). Select Indirect if the costs associated with the Sub Code will be “soft” costs (like commissions and overhead).

**Cost Code Title** - Enter text for the title of the Sub Code.

**Main Heading Code** - Attach the Sub Code to a Main Cost Code and Heading by selecting a Main Cost Code from the list of Main Cost Codes that you have set up. To add a new Main Cost Code, use the plus “+” button to the right of the field. See instructions on previous pages for setting up Main Cost Codes and Headings.

**Cost Type** - Select a Cost Type (like Labor, Materials, Turnkey) to associate with the Sub Cost Code. You can set up new Cost Types by using the plus “+” button to the right of the field. The Cost Type can be used to Print Purchase/Work Orders in batches based on a selected Cost Types. Cost Types are also used to gather cost data for insurance audit and other reports.

**Select Phase Level** - In this program, the completed phases of jobs can be tracked and summary reports produced to track the weekly phase status (or progress) of open jobs. There is also a report that will total the budgeted cost for each phase. In addition, Purchase/Work Orders can be printed based on completed phases. To use the Budgeted Phase Totals report and Purchase Order phase features, Phase Levels must be attached to each Cost Code. NOTE: It is NOT required to attach Phase Levels to cost codes to use the Job Phase Status scheduling feature.

Phases will probably not correspond to the order of your Cost Codes. For example, you might have cost codes under Plumbing, for Rough, Top Out, and Final. However, the Rough Plumbing will probably be done in an earlier “phase” of the job than Final Plumbing.

We have provided some Phase Categories for you, but you may edit those as needed. Simply click the plus “+” button to the right of the field. On the pop-up window for Phase Categories, edit the Phase Categories as needed. There is a limit of 48 phases so the program can fit those phase titles at the bottom of Job Phase Status reports. (Job Phase Status reports are discussed in the Phase Status and Scheduling help documents.)

**Taxable to Buyer?** - Use a check mark if Sales Tax should be added to the cost for the customer on the Job Budget and Customer Draws/Billings. This is not the for Sales Tax that will be charged by your suppliers. Check marks can be placed by clicking in the field, or by using the space bar. Sales Tax rates are entered for each job on the Job Setup window (discussed in the Job Setup help document).

**DEFAULT BUDGET PRICING DEFAULTS-> “Measure”, “Qty”, “Quantity %”, “Unit Price”, and “Markup %”:** These five fields allow you to set up some default information that will automatically load when opening a new Job’s Budget. (**Markup % will be explained in Help Documents about the Job Budget**). Let’s suppose that you generally use Living Sq Ft to estimate Plumbing. Let’s also suppose that the price per Living Sq Ft is generally \$3.25. In addition, let’s suppose that you usually split the Rough, Topout, and Final Plumbing into thirds. By selecting the Measure titled “Living SF” from the drop down list, you are instructing the program to supply the Living Sq Ft for the job as the Quantity for a new Job Budget. Therefore, the “Qty” field will be zero (because the program will supply the quantity based on Sq Ft measure from the Job Setup window). Since you are splitting the Plumbing costs into thirds, you would enter 33% into the “Quantity %” field for Rough Plumbing, 33% for Topout Plumbing, and probably 34% for Final Plumbing. In the “Unit Price” field, you would enter the \$3.25. Later, when you open a job’s budget, the Plumbing costs will already be filled in (based on that job’s Living Sq Ft). All of these defaults can be overwritten when working on a budget for a job. The defaults supplied on this setup screen will help you enter less data when working on a Job Budget. NOTE: When entering a percent, enter it as a decimal. For 33%, enter “.33” .

Add or Edit Cost Codes - continued

NOTE: When a JOB is set up , you can enter quantities for selected measurements (such as Living SF, Slab SF, etc.) for that job . When setting up a Budget for the job, those measurements can be used to fill in quantities for the budget. If default Measures are set up on the Cost Codes and Pricing Defaults window AND they match measure codes found for a job, a job’s budget will automatically be filled in with quantities that match the measure from the job. (Those can be overwritten when preparing a budget.)

Besides using measurements for quantities, you can simply enter a default quantity and default unit price that will load into new budgets. For example, if a dumpster cost is generally \$150 per month and jobs generally take 4 months, you could enter a Quantity of 4, a Measure Code of “Mos.”, and a Unit Price of \$150.00. Those will then load into a new job’s budget and can be changed on the budget as needed.

If the budget for a Cost Code will NOT be based on a measurement from the job, it can be a good idea to fill in the quantity of 1 in the Quantity field. That way you won’t have to fill in a one quantity on all the lines of a budget. On the Cost Codes List Setup window, there is a button provided to update all default quantities without measures and zero quantities to one.

**Cost Code Notes** - Use the Cost Code Notes box to type notes about the Cost Code that will be available to review when working on Job Budgets or when posting Vendor bills.

**General Check List for Cost Code** - On the right side of the ‘Add or Edit Cost Codes’ window, there is an area to create a general check list of things to remember when budgeting for the cost code. Our example is a check list related to our Cost Code for Building Permits. Use the button labeled ‘Add New Check List Line’ to add general check list items. The general check list for a cost code can be copied into a check list for a job’s budget. See Help Documents about the Budget/ Bids Check Lists for more information on Check Lists.

### General Check List for This Cost Code

Create a generic Check List of materials, labor, etc. to help you remember to include them when working on a job’s budget. This Check List list will be available on the Budget/Bids Worksheet and can be changed for each job, if needed, (and copied from 1 job to another). On a job’s Budget/Bids Worksheet, double click a Cost Code to open the Check List. More detail can be added there to include selected items on Purchase Orders, Proposals, Bid Requests, Buyer Selections, and Allowance Agreements.

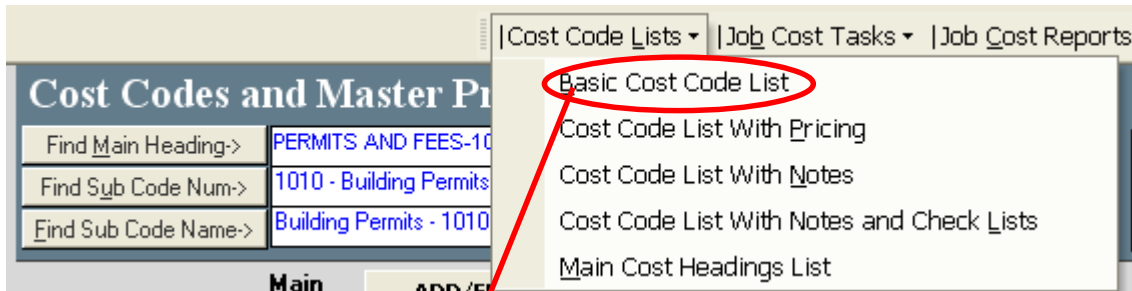
Add New Check List Line			
Group	Title	Unit Price	
PERMITS	City Permit	\$200.00	Automatic Delete!!
PERMITS	Septic Permit	\$150.00	Automatic Delete!!
PERMITS	Tap Fees	\$1,000.00	Automatic Delete!!

**Delete Cost Code:** To delete a Cost Code, return to the list of Cost Codes. Then find the Cost Code and use the Select Task field to select ‘Delete Cost Code’. Deleting a cost code is explained further in the help document about the Cost Codes Setup window.

Select Task	Cost Codes	Add New Sub Cos
Select Task	1000	PERMITS AND FEES
Select Task	1010	Building Permits
Select Task		Delete Cost Code
Select Task		Documents
Select Task		Edit Cost Code
Select Task		PO/WO Default Text For Cost Code
Select Task	1090	Misc Permits and Fees

## Print the Cost Codes Lists

To print Lists of Cost Codes, open the Cost Codes Setup window (Cost Codes button on Navigation/Home window). On the toolbar at the top of the window, click 'Cost Code Lists'. Then click on one of the selections.



See instructions for Reports Navigation and Reports Toolbar in the Instruction Manual.

The screenshot shows a report titled 'Cost Codes-Fantastic Builders'. The report is displayed in a window with a toolbar at the top containing 'Calculator', 'Page Setup...', 'Zoom 90%', 'Print...', 'Email Snapshot', 'Email With Options', 'Output To Excel', and 'Output to Word'. The report content is organized into columns and sections. The left column lists cost codes from 100 to 1240, and the right column lists cost codes from 1400 to 2110. The sections are: 100 LOT COSTS & LAND DEVELOPMENT, 1000 PERMITS AND FEES, 1100 ARCHITECTURAL/ENGINEERING, 1200 SITE WORK, 1400 UTILITY CONNECTIONS, 1500 INTERIM FINANCING, 2000 EXCAVATION AND BACKFILL, and 2100 FOOTINGS AND FOUNDATION.

Cost Codes-Fantastic Builders	
<b>100 LOT COSTS &amp; LAND DEVELOPMENT</b>	<b>1400 UTILITY CONNECTIONS</b>
101 Options-Lot Purchase	1405 Sanitary Toilet
102 Fees-Lot Purchase	1406 Dumpster
103 Professional Svc-Lot Purchase	1410 Electrical Line
111 Lot Price	1420 Individual Wells
112 Sales Commissions-Lot Purchase	1430 Temporary Water
113 Legal Fees-Lot Purchase	1440 Septic System
114 Appraisals-Lot Purchase	1450 Sewer Service
115 Lot Closing Costs	1455 Propane Tank
116 Interest on Lot	1460 Gas Service Line
<b>1000 PERMITS AND FEES</b>	1470 Electric Service Line
1010 Building Permits	1475 Water Service Line
1020 HBA Assessments	1480 Telephone Service Line
1030 Warranty Fees	1490 Other Utility Connects
1040 Water Tap Permit	1499 Utility Extras
1090 Misc Permits and Fees	<b>1500 INTERIM FINANCING</b>
<b>1100 ARCHITECTURAL/ENGINEERING</b>	1503 Loan Origination Fee
1105 Plan Costs/Architect Fees	1505 Loan Discount
1115 Specs/Plats/Blueprints	1510 Construction Pd Interest
1120 Surveys	1530 Appraisals for Financing
1125 Engineering - Prepour Inspect	1535 Financing Fees/Wire Fees
1126 Engineering - Structural Steel	<b>2000 EXCAVATION AND BACKFILL</b>
1127 Engineering - Foundation Dsgn	2010 Shoring
1129 Architectural/Engineering Extr	2020 Earth Hauling
<b>1200 SITE WORK</b>	2029 Excavation & Back fill - Extras
1210 Lot Clearing	<b>2100 FOOTINGS AND FOUNDATION</b>
1215 Final Grade	2104 Foundation Turnkey
1220 Fill Dirt and Material	2105 Slab Contract
1225 Site Survey	2106 Concrete Steps
1230 Rough Grading	2107 Flatwork
1240 Erosion/Sediment Control	2110 Cement