

## ACTUAL JOB COSTS AND REVENUES REPORTS

“Actual” job costs refers to real costs that have been posted for the job. Records are identified by CHS as actual job costs when they are posted to your accounting books using a Job Code AND a Cost Code. This most often occurs in your books when posting bills from Trades and Suppliers. To open the window to select from different types of Actual Job Cost and Revenue reports, FIRST start typing **Actual** in the index field on the Navigation/Home window. OR click on ‘Job Budgets...’ in the Task Menus. On the window that opens, select a job. Then click on ‘**13-Actual Job Costs-To-Date Reports**’. An ‘Actual Job Cost Reports Selections’ window will open. This help document will describe the actual job cost reports.

The screenshot shows the software's navigation menu. At the top, the 'Index->' field is set to 'Actual Job Cost Reports'. Below this, the 'Task Menu' includes 'View CHS Setup Steps' and 'Job Budget Bids, Costs (JB)'. The 'ACCOUNTING Management' section is visible. The main window is titled 'Job Costs, POs, COs, Status, and Scheduling Menu'. It features a 'Select Job (Try F4 key)' dropdown menu with 'H11RIVER-11 RIVER RUN-Brown' selected. Below the job selection, there is a field for 'CLICK on selections below, or enter a selection #->' with the number '13' entered. On the right side, there are buttons for 'Go To Jobs M' and 'Go To Cost C'. The 'Job Cost and Variance Reports' section is highlighted, with '13-Actual Job Costs-To-Date Reports' circled in red. Other options in this section include '14-Job Cost Variance Reports', '15-Summary Reports for All (or several) Jobs (Including Profit Status of Open Jobs)', 'Subdivision' (set to UNKNOWN), '16-Subdivision Variance', and '16.1-Subdivision Summary'.

The screenshot shows the 'ACTUAL JOB COST REPORTS SELECTIONS' window for job 'H11RIVER: 11 RIVER RUN - Brown'. The window is divided into several sections. On the left, there is a table for date and cost code selection:

	FROM	TO
DATES	01/01/99	05/04/08
MAIN COST CODES	0	9999

Below the table are six report selection options:

- 1 - Actual Costs DETAIL Within Date Range
- 2 - UNPAID Actual Costs Detail As of Today
- 3 - All Actual Costs AND Revenues within Date Range
- 4 - Actual Costs SUMMARY Within Date Range
- 5 - Summary-Costs Only with Unit Costs (Selected)
- 6 - Actual Costs SUMMARY Within Date Range Including ALL Cost Codes Within Range (Even if there are zero actual costs for the cost code)

On the right side, there is a 'Select Report Number->' dropdown set to '0'. Below it are buttons for 'Email Selected Report to Customer' and 'Email Selected Report to Lender'. The 'Customer Email' field is 'kingcarol@msn.com' and the 'Lender Email' field is 'CHSSoftware@prodigy.net'. There is also a section for 'Data Sent to Historical Table' with options for 'Historical Costs Detail' and 'Historical Revenues/ Costs'. At the bottom right, there is a button labeled 'Report to Help Reconcile Job Costs to Accounting Books'. An 'EMAIL NOTE' is displayed: 'EMAIL NOTE: It's possible th recipient of your email will b firewalls enabled and that the attached will not arrive with email. You should always c with the recipients to see if attachment arrived.'

# ACTUAL COSTS DETAIL WITHIN DATE RANGE

	FROM	TO
DATES	01/01/99	11/14/06
MAIN COST CODES	0	9999

[1 - Actual Costs DETAIL Within Date Range](#)

[2 - UNPAID Actual Costs Detail As of Today](#)

[3 - All Actual Costs AND Revenues within Date Range](#)

[4 - Actual Costs SUMMARY Within Date Range](#)

The 'Actual Job Costs' report is a detailed report of all actual paid or unpaid costs that have been posted as job costs for the job. You can limit the detail to a range of Dates OR a range of Main Cost Codes.

NOTE: The program recognizes job cost entries in your books by searching for all records that have been assigned a cost code other than zero. It doesn't matter what accounting general ledger account was assigned to the entry.

FROM:	TO:
01-Jan-99	14-Nov-06

## ACTUAL JOB COSTS

COSTS FROM:	COSTS TO:
0	9999

H11RIVER: 11 RIVER RUN - Brown

ENT DATE	DOC	VENDOR CODE	DESCRIPTION	PAID STATUS	PAID DATE	CHECK NUM	GL NUM	QTY	UNIT MEAS	AMOUNT	TOTAL
<b>1000 PERMITS AND FEES</b>											
<b>1010-Building Permits</b>											
06-Feb-02	11298	HILLSOLW	Deposit	PAID	06-Feb-02	11298	1430	1.00	Total	\$3,500.00	\$3,500.00
06-Feb-02	11296	HILLSOLW	Building permit	PAID	06-Feb-02	11296	1430	1.00	Total	\$800.00	\$800.00
<b>Building Permits</b>				Total Qty:	2.00	Per Unit:	\$2,150.00			2.02%	<b>\$4,300.00</b>
<b>1090-Misc Permits and Fees</b>											
06-Feb-02	11297	HILLSOLW	Street use fee	PAID	06-Feb-02	11297	1430	1.00	Total	\$700.00	\$700.00
<b>Misc Permits and Fees</b>				Total Qty:	1.00	Per Unit:	\$700.00			0.33%	<b>\$700.00</b>
<b>PERMITS AND FEES</b>										2.35%	<b>\$5,000.00</b>
<b>1100 ARCHITECTURAL/ENGINEERING</b>											
<b>1105-Plan Costs/Architect Fees</b>											
29-Aug-01	plans retainer	IMPACTDS	Retainer for plans	PAID	29-Aug-01	999999	1430	1.00		\$1,000.00	\$1,000.00
08-Nov-01	printing plans	IMPACTDS	Printing Plans	PAID	08-Nov-01	999999	1430	1.00		\$116.91	\$116.91
01-Jan-02	1427	IMPACTDS	Custom home design fee	PAID	11-Jan-02	11231	1430	1.00		\$2,522.40	\$2,522.40
01-Feb-02	1480	IMPACTDS	Rendering	PAID	08-Feb-02	11306	1430	1.00	Total	\$725.44	\$725.44
02-Feb-02	83586	DANZE	Check set	PAID	15-Feb-02	11337	1430	1.00	Total	\$12.18	\$12.18
05-Feb-02	00061	MCCOMIS	Re-plan review	PAID	02-Mar-02	11374	1430	1.00	Total	\$50.00	\$50.00
13-Feb-02	1487	IMPACTDS	Printing sets of plans	PAID	15-Feb-02	11339	1430	1.00	Total	\$73.07	\$73.07
<b>Plan Costs/Architect Fees</b>				Total Qty:	7.00	Per Unit:	\$642.86			2.11%	<b>\$4,500.00</b>
<b>1115-Specs/Plats/Blueprints</b>											
06-Nov-01	136353	BURKS	5 sets reprints of plans	PAID	06-Nov-01	999999	1430	1.00		\$83.30	\$83.30
02-Jan-02	140444	BURKS	Plan printing cost	PAID	02-Feb-02	11313	1430	1.00	Total	\$70.15	\$70.15
<b>Builders Risk Insurance</b>											
17-Apr-02	11495	BUILDRI	Builder's risk insurance payment	PAID	19-Apr-02	11495	1430	1.00	Total	\$202.50	\$202.50
15-May-02	11546	BUILDRI	Builder's risk insurance payment	PAID	19-May-02	11546	1430	1.00	Total	\$202.50	\$202.50
31-May-02	92484519-05	BUILDRI	Builder's Risk payment for May	PAID	14-Jun-02	11591	1430	1.00	Total	\$202.50	\$202.50
<b>Builders Risk Insurance</b>				Total Qty:	3.00	Per Unit:	\$202.50			0.29%	<b>\$607.50</b>
<b>INSURANCE &amp; OTHER INDIRECT COSTS</b>										0.29%	<b>\$607.50</b>

**Last Page**

**Grand Total** **\$213,063.02**

## UNPAID ACTUAL JOB COSTS DETAIL

	FROM	TO
DATES	01/01/99	11/14/06
MAIN COST CODES	0	9999

- 1 - Actual Costs **DETAIL** Within Date Range
- 2 - **UNPAID** Actual Costs Detail As of Today
- 3 - All Actual Costs **AND** Revenues within Date Range
- 4 - Actual Costs **SUMMARY** Within Date Range

To view how much of the posted Actual Job Cost records are UNPAID for the selected job, use the button labeled 'UNPAID Actual Costs Detail As of Today'. This report will not be limited to the date ranges, but WILL be limited to the range of Main Cost Codes.

NOTE: This report is simply a list of posted actual costs that are not paid. It should not be confused with the report that shows 'Outstanding Costs To Pay' based on percent complete that is available on the Estimated Costs at Completion window.

### UNPAID JOB COSTS 15-Nov-06

<b>COSTS FROM:</b>	<b>COSTS TO:</b>
0	9999

H11RIVER: 11 RIVER RUN - Brown

ENT DATE	DOC	VENDOR CODE	DESCRIPTION	PAID STATUS	PAID DATE	CHECK NUM	GL NUM	QTY	UNIT MEAS	AMOUNT	TOTAL
<b>1400 UTILITY CONNECTIONS</b>											
<b>1406-Dumpster</b>											
31-May-02	0699221	EXDISP	Pay w/ AMEX, May dumpster rent	TO PAY			1430	1.00	Total	\$33.09	\$33.09
<b>Dumpster</b>										<b>0.09%</b>	<b>\$33.09</b>
<b>UTILITY CONNECTIONS</b>										<b>0.09%</b>	<b>\$33.09</b>
<b>3100 FRAMING MATERIALS</b>											
<b>3110-Materials-Floors/Walls</b>											
25-Aug-06	3110 8252006	STOCK	3110-Materials-Floors/Walls	UNPAID			1430	1.00	Total	\$100.00	\$100.00
<b>Materials-Floors/Walls</b>										<b>0.26%</b>	<b>\$100.00</b>
<b>FRAMING MATERIALS</b>										<b>0.26%</b>	<b>\$100.00</b>
<b>3700 ELECTRICAL</b>											
<b>3705-Electrical-Turnkey</b>											
15-Jun-02	054001	PURCELL	Trim Out	TO PAY			1430	1.00	Total	\$2,000.00	\$2,000.00
30-Jun-02	6548	PURCELL	Purcell - Final electrical	TO PAY			1430	1.00	Total	\$2,100.00	\$2,100.00
<b>Electrical-Turnkey</b>										<b>10.83%</b>	<b>\$4,100.00</b>
<b>ELECTRICAL</b>										<b>10.83%</b>	<b>\$4,100.00</b>
<b>3800 HVAC</b>											
<b>3805-HVAC-Turnkey</b>											
30-Jun-02	65478	SANMARCO	Final HVAC	TO PAY			1430	1.00	Total	\$2,850.00	\$2,850.00
<b>HVAC-Turnkey</b>										<b>7.52%</b>	<b>\$2,850.00</b>
<b>HVAC</b>										<b>7.52%</b>	<b>\$2,850.00</b>
<b>4000 ROOFING</b>											
<b>4030-Roofing - Turnkey</b>											
31-Dec-01	45678	AUSSTAR	Roofing Draw	UNPAID			1430	1.00	Total	\$5,000.00	\$5,000.00
20-Feb-02	8907	AUSSTAR	Austin Star - Upgrade	TO PAY			1430	1.00	Total	\$3,000.00	\$3,000.00

# ACTUAL COSTS AND REVENUES WITHIN DATE RANGE

	FROM	TO
DATES	01/01/99	11/14/06
MAIN COST CODES	0	9999

The 'Actual Job Costs and Revenues' report lists the detail of actual job costs posted to date, AND the last page of the report lists revenues received on the job.

- 1 - Actual Costs **DETAIL** Within Date Range
- 2 - UNPAID Actual Costs Detail As of Today
- 3 - All Actual Costs **AND Revenues** within Date Range

## Actual Job Costs and Revenues (Based on Range of Dates)

Revenues Rec'd (last page)	\$154,979.19
Actual Costs	(\$213,063.02)
Rev. Over (Under) Costs	(\$58,083.83)

ACTUAL JOB COSTS and Revenues                      FROM: 01-Jan-99    TO: 14-Nov-06  
H11RIVER: 11 RIVER RUN - Brown

ENT DATE	DOC	VENDOR CODE	DESCRIPTION	PAID STATUS	PAID DATE	CHECK NUM	GL NUM	QTY	UNIT MEAS	AMOUNT	TOTAL
<b>1000 PERMITS AND FEES</b>											
<b>1010-Building Permits</b>											
06-Feb-02	11298	HILLSOLW	Deposit	PAID	06-Feb-02	11298	1430	1.00	Total	\$3,500.00	\$3,500.00
06-Feb-02	11296	HILLSOLW	Building permit	PAID	06-Feb-02	11296	1430	1.00	Total	\$800.00	\$800.00
<b>Building Permits</b>										2.02%	<b>\$4,300.00</b>
<b>1090-Misc Permits and Fees</b>											
06-Feb-02	11297	HILLSOLW	Street use fee	PAID	06-Feb-02	11297	1430	1.00	Total	\$700.00	\$700.00
<b>Misc Permits and Fees</b>										0.33%	<b>\$700.00</b>
<b>PERMITS AND FEES</b>										2.35%	<b>\$5,000.00</b>

**1100 ARCHITECTURAL/ENGINEERING**  
**1105-Plan Costs/ Architect Fees**

Last Page Lists  
The Revenues  
Received

REVENUES RECEIVED				H11RIVER
11 RIVER RUN - Brown				
FROM:		TO:		
01-Jan-99		14-Nov-06		
<b>CHANGE ORDER</b>				
Deposit ID:	DP-012502			
25-Jan-02	BROWNJAC	JACK AND JILL BROWN	Jack Brown - Chg Order pmts	\$1,625.00
Deposit ID:	7113			
31-Mar-02	BROWNJAC	JACK AND JILL BROWN	Change Order 04	\$1,000.74
Deposit ID:	7113			
31-Mar-02	BROWNJAC	JACK AND JILL BROWN	Change Order 03	\$1,375.00
Deposit ID:	2034			
01-Jan-06	BROWNJAC	JACK AND JILL BROWN	Change Order partial pmt	\$3,450.00
<b>CHANGE ORDER TOTAL</b>				<b>\$7,450.74</b>
<b>DOWN PAYMENTS</b>				
DATE	PAYOR	DESCRIPTION		AMOUNT
Deposit ID:	DP-120101			
01-Dec-01	BROWNJAC	JACK AND JILL BROWN	J Brown - down pmt	\$5,000.00
<b>DOWN PAYMENTS TOTAL</b>				<b>\$5,000.00</b>
<b>INTERIM DRAW</b>				
DATE	PAYOR	DESCRIPTION		AMOUNT
Deposit ID:	DP-020502			

## ACTUAL COSTS SUMMARY WITHIN DATE RANGE

	FROM	TO
DATES	01/01/99	11/14/06
MAIN COST CODES	0	9999

Print an Actual Job Costs Summary report that does not include all the detail. There will be one line for each cost code and the total of costs posted to the cost code.

- 1 - Actual Costs **DETAIL** Within Date Range
- 2 - UNPAID Actual Costs Detail As of Today
- 3 - All Actual Costs AND Revenues within Date Range
- 4 - Actual Costs **SUMMARY** Within Date Range

You can limit the data to a range of Dates OR a range of Main Cost Codes.

FROM:	TO:
01-Jan-99	14-Nov-06

### ACTUAL JOB COSTS SUMMED BY COST CODE

COSTS FROM:	COSTS TO:
0	9999

H11RIVER: 11 RIVER RUN - Brown

<b>1000</b>	<b>PERMITS AND FEES</b>		
	1010-Building Permits		\$4,300.00
	1090-Misc Permits and Fees		\$700.00
	<b>PERMITS AND FEES</b>	<b>2.35%</b>	<b>\$5,000.00</b>
<hr/>			
<b>1100</b>	<b>ARCHITECTURAL/ENGINEERING</b>		
	1105-Plan Costs/Architect Fees		\$4,500.00
	1115-Specs/Plats/Blueprints		\$400.71
	1120-Surveys		\$850.00
	1127-Engineering - Foundation Dsgn		\$687.00
	<b>ARCHITECTURAL/ENGINEERING</b>	<b>3.02%</b>	<b>\$6,437.71</b>
<hr/>			
<b>1200</b>	<b>SITE WORK</b>		
	1210-Lot Clearing		\$200.00
	1230-Rough Grading		\$450.00
	<b>SITE WORK</b>	<b>0.31%</b>	<b>\$650.00</b>
<hr/>			
<b>1400</b>	<b>UTILITY CONNECTIONS</b>		
	1405-Sanitary Toilet		\$526.72
	1406-Dumpster		\$1,752.35
	1410-Electrical Line		\$85.02
	1420-Individual Wells		\$1,419.40
	1440-Septic System		\$1,600.00
	<b>UTILITY CONNECTIONS</b>	<b>2.53%</b>	<b>\$5,383.49</b>
<hr/>			
<b>2100</b>	<b>FOOTINGS AND FOUNDATION</b>		
	2104-Foundation Turnkey		\$20,100.00
	2199-Footings/Foundation-Extras		\$159.07
	<b>FOOTINGS AND FOUNDATION</b>	<b>9.51%</b>	<b>\$20,259.07</b>
<hr/>			
<b>3100</b>	<b>FRAMING MATERIALS</b>		
	3110-Materials-Floors/Walls		\$25,588.91
	<b>FRAMING MATERIALS</b>	<b>12.01%</b>	<b>\$25,588.91</b>

# ACTUAL JOB COSTS UNIT PRICES

4 - Actual Costs SUMMARY Within Date Range	
Select Sq Ft	3,493 --> 5 - Summary-Costs Only with Unit Costs
QUANTITY	MEASURE
0	Covered SF
16	Doors-Interior
4441	Frame SF
651	Garage SF
3493	Living SF
197	Porch SF
333	Roof Decking

To print a summary of posted Actual Job Costs to Date that also display a 'per square foot' or 'unit price,' FIRST select a Sq. Ft. amount (or type one in) for the job. Then use the button labeled '5 - Summary-Costs Only With Unit Costs'.

FROM:	TO:	<b>ACTUAL JOB COSTS SUMMED BY COST CODE With Unit Prices</b>	COSTS FROM:	COSTS TO:
01-Jan-99	14-Nov-06		0	9999

H11RIVER: 11 RIVER RUN - Brown

Unit Measure Quantity: 3493

				Per Unit Meas.
<b>1000</b>	<b>PERMITS AND FEES</b>			
1010	Building Permits		\$4,300.00	\$1.23
1090	Misc Permits and Fees		\$700.00	\$0.20
	<b>PERMITS AND FEES</b>	<b>2.35%</b>	<b>\$5,000.00</b>	<b>\$1.43</b>
<b>1100</b>	<b>ARCHITECTURAL/ENGINEERING</b>			
1105	Plan Costs/Architect Fees		\$4,500.00	\$1.29
1115	Specs/Plats/Blueprints		\$400.71	\$0.11
1120	Surveys		\$850.00	\$0.24
1127	Engineering - Foundation Dsgn		\$687.00	\$0.20
	<b>ARCHITECTURAL/ENGINEERING</b>	<b>3.02%</b>	<b>\$6,437.71</b>	<b>\$1.84</b>
<b>1200</b>	<b>SITE WORK</b>			
1210	Lot Clearing		\$200.00	\$0.06
1230	Rough Grading		\$450.00	\$0.13
	<b>SITE WORK</b>	<b>0.31%</b>	<b>\$650.00</b>	<b>\$0.19</b>
<b>1400</b>	<b>UTILITY CONNECTIONS</b>			
1405	Sanitary Toilet		\$526.72	\$0.15
1406	Dumpster		\$1,752.35	\$0.50
1410	Electrical Line		\$85.02	\$0.02
1420	Individual Wells		\$1,419.40	\$0.41
1440	Septic System		\$1,600.00	\$0.46
	<b>UTILITY CONNECTIONS</b>	<b>2.53%</b>	<b>\$5,383.49</b>	<b>\$1.54</b>
<b>2100</b>	<b>FOOTINGS AND FOUNDATION</b>			

**Last Page**

Grand Total	<b>\$213,063.02</b>	<b>\$61.00</b>
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## EMAIL THE ACTUAL JOB COST REPORTS

	FROM	TO
DATES	01/01/99	11/14/06
MAIN COST CODES	0	9999

**1 - Actual Costs DETAIL Within Date Range**

**2 - UNPAID Actual Costs Detail As of Today**

Select Report Number-> 4

Email Selected Report to Customer

Email Selected Report to Lender

Data Sent to Historical Table

Historical Costs Detail

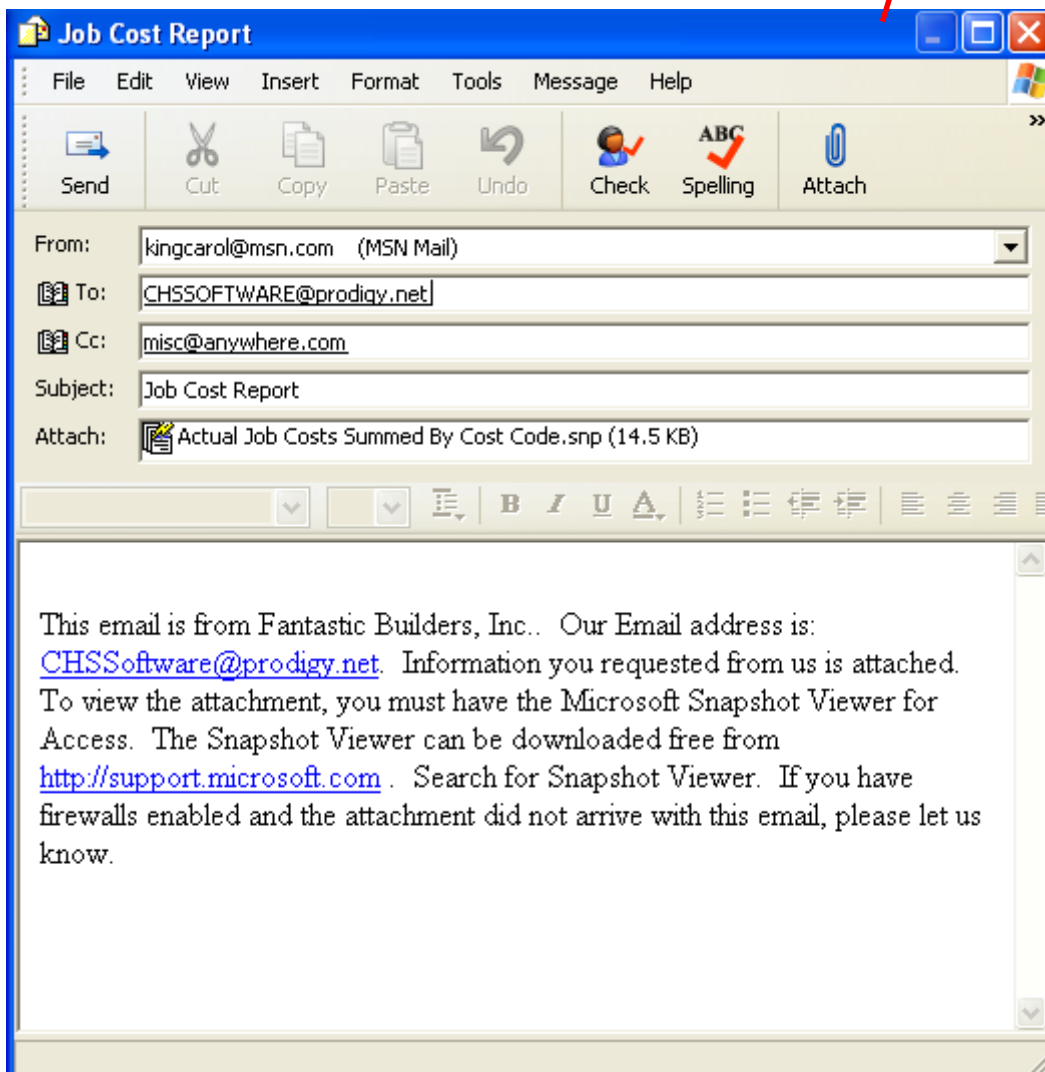
**Customer Email**  
kingcarol@msn.com

**Lender Email**  
CHSSoftware@prodigy.net

EMAIL NOTE: It's possible recipient of your email w  
firewalls enabled and that t  
attached will not arrive w

To email one of the Actual Job Cost reports to the job customer or lender, FIRST select the report number. Then click the appropriate button.

If the Customer or Lender's email addresses are not already in the email fields, you can type them in. (The program supplies them if the information has been posted on the job's setup window.)

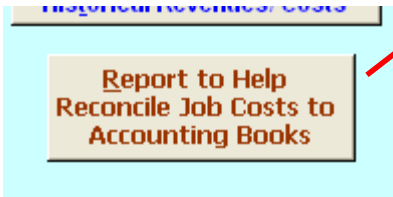


## JOB COSTS IN HISTORICAL TABLE



IF you have used the Utility to move records to an historical table so that the detail is no longer included in your accounting records, use these buttons to print actual job cost and revenue detail that is stored in the historical table. (See Utilities Help documents about moving records to the historical table.)

## Report to Help Reconcile Job Cost Reports to Financial Statements



If there is a difference between a balance for job costs on your financial statements and the total of job costs on a Job Cost report, this button can help you figure out why! Remember, Job Cost reports are simply based on finding all records that include a cost code other than zero. If an entry is posted for a job cost with a zero cost code (signifying it is not a job cost), it will not appear on a job cost report, but WILL be part of an accounting balance. The report that opens using this button will provide information about spotting those entries in order to change them, if needed.