

MYOB Greentree

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# Job Cost Management



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# Introducing MYOB Greentree Job Cost Management

The profitability of your business rests on how quickly and accurately you allocate time, resources, materials, purchases and revenues to jobs and projects.

MYOB Greentree gives your business the agility it needs to respond to customer needs more effectively and profitably than ever before. Get the visibility and financial insight you need to take the lead.

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# Job Cost Management

Empower your managers with the tools to define and view real-time job status and profitability for ultimate efficiency and cost controls.

## Flexible job structure

Meet any business need with unlimited level job structures (sub jobs, phases, tasks). Use pre-defined templates to ensure new job creations are quick and easy. Get the full picture with analysis and reporting at any level of the job or at a summary level.

Eliminate the complexity of cost apportionment and billing with the option to split jobs across different customers.

## Enterprise-wide control

Total integration across all MYOB Greentree modules allows for costs to be captured and analysed in the most meaningful way. Have an up-to-date picture of your costs and revenue at any time.

## Financial management

Turn quotes into proforma invoices and estimates to track actual costs against original estimates. Maximise your revenue and cost more precisely than ever with the unlimited ability to set cost and sell rates right through to specific material costs and labour activities.

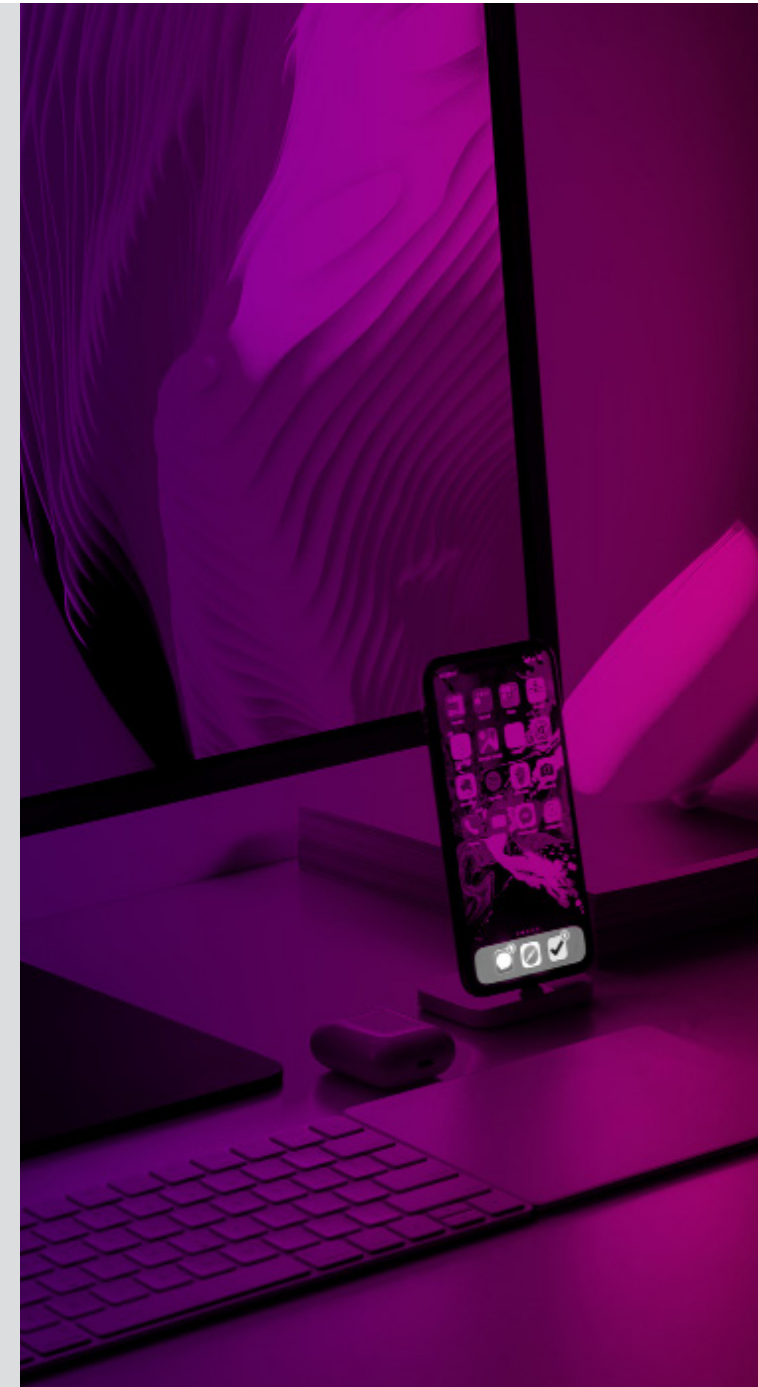
Take charge of every project, as all cost transactions update the General Ledger work-in-progress account, ensuring you always know exactly how closely a job is tracking to budget and timings. Eradicate billing errors with multiple price books and pro forma invoicing.

## Planning boards

Highly visual planning boards ensure that the status of all jobs can be tracked in real time.

## Analysis and reporting

Get started immediately with pre-built and easily tailored management and operational reports. Use the extensive filtering capabilities to make reports and enquiries possible, down to the most detailed level.



# Ten key Job Cost features

1

## Pre-defined templates

Create jobs using pre-defined templates, making it quick and easy when you have multiple jobs with the same basic parameters. Use special number ranges, including prefix and suffix additions, to easily track jobs common attributes.

2

## Multiple customers

You can bill more than one customer for a job by assigning multiple customers. This uses a sales-split function to distribute/pro-rata job costs across customers as applicable prior to invoicing.

3

## Project jobs

Project-based businesses and project managers can track actual and estimate activity by project and phases, at the summary or detailed level. A parent job can be set-up with multiple sub-jobs, each contributing to the profitability of the parent job.

4

## Price books

Create multiple price books to work out the selling price for labour and material costs. Sell rates and mark-up percentages can be set up for specific jobs, activities, items, or employees. Combined with inventory price books for stock issues, this gives great flexibility for pricing jobs.

5

## Margin percentage

Use a margin percentage to accurately track a job's ongoing profitability.

6

## Bulk invoicing

Remove repetition by creating proforma invoices in bulk. Once approved, they can then be converted to sales invoices in bulk again, saving time and increasing accuracy.

# 7

## Plant charges

Track how much it's costing you to keep your plant and equipment running. With MYOB Greentree's plant charges, you can record the costs of equipment used on jobs, including plant hire and maintenance costs. You can review these costs and update the sale price to ensure they are charged out sufficiently to recoup costs.

# 8

## Microsoft project® interface

If you use Microsoft Project for your task and resource planning, this interface provides a user-friendly interface between MYOB Greentree and MS Project:

- Easy to follow wizards
- Update information back and forth between MYOB Greentree and MS Project
- Quickly set up MS Project plan resources from selected MYOB Greentree job cost employees
- Create and update Job Estimates from a MS Project plan
- Create Service Requests directly from MS Project plan tasks and update the percentage of work completed progressively
- MYOB Greentree user security is applied ensuring user database validation rules and security functions are respected.

# 9

## Integration with other MYOB Greentree modules

MYOB Greentree's modular system builds on and integrates with all other modules. This means nothing goes to waste – every drop of business intelligence is extracted from every transaction right across the business. With our modular system, you get business-wide value, using only the modules that best suit your organisation.

# 10

## Job costing integrates in real-time with these MYOB Greentree modules:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Greentree IQ (Powered by Qlik)
- Purchase Orders
- Inventory
- Fixed Assets
- Requisitions/e-Requisitions
- Sales and Marketing
- Service and Asset Management
- eService
- eTimesheets
- Payroll
- Workflow
- Approvals and Alerts.

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# Advanced Job Cost

Boost your job management effectiveness and deliver expanded levels of control for project costs, revenue and accountability.

## Financial control

Manage the prepayment of invoices and the ongoing draw-down during the life of the job, ensuring invoicing is clear for the customer. Slash the risk of errors and fraud with full invoice audit trails.

Keep on top of variations, as invoices are automatically validated to estimates using your own defined alerts. Manage out of scope problems with estimate variations to control cost escalations. Have greater control over pricing with date based price books.

## Revenue recognition

Calculate revenue based on percentage completion, and recognise revenue as it is earned during the life of the job. Base calculations on the methods used in your business. Better predict future income and project outcome by being able to forecast remaining revenue.

## Retention management

Use retentions to calculate the value to claim up to a specified maximum of the contract sum. Allow for the retention amount to be included as revenue for the job and placed on hold to be reclaimed after applicable warranty and defect liability periods are satisfied.

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# Five key Advanced Job Cost features

# 1

## Pre-paid invoicing

Manages the pre-payment of invoices, so that outstanding balances are carried forward against a job until the pre-paid balance has been consumed.

# 2

## Recalculate prices on timesheets

Means you can change the rates on labour already entered on timesheets and recalculate the selling rate before invoicing.

# 3

## Audit job invoices

Highlights any changes that have been made to existing invoices and proformas.

# 4

## Validate job invoice total againsts estimates

Provides a warning when you create an invoice that exceeds the total estimated value of the job.

# 5

## Estimate variations

Allows you to manage job estimates as one 'master' estimate. This is a collection of all estimates per job, so that estimates are variations of the master.

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# MYOB Greentree Mobile Timesheet

Whether you're in the field or back at the office, MYOB Greentree Mobile Timesheets enables you to easily and accurately record time against the work you're doing – in summary or in detail.

Configure fields the way you want them, with in-built reminders to ensure your timesheet's never running late.

## Summary or detail

Record the total time recorded, or log all the detail of start, finish and break times. Save at any point, then return to add more detail before submission.

## Easily configurable

Capture time based on work done, who did it, job rates or any other variable – all ensuring that maximum revenue is garnered for the work completed.

## Format it your way

Using Screen Designer, tailor Mobile Timesheets to work the way you want it to. Reorder or hide fields and columns, change levels – work it your way.

## Built in reminder

Users are alerted if they're late with timesheets or too little (or too much) time appears to have been recorded.

## Approvals and alerts

Use the Approvals and Alerts module to enable real-time approval, plus manage queries on a line-by-line basis so the rest of the timesheet can be submitted on time.

## Summary view

Instantly scan the total hours recorded against the hours scheduled.

## Work anywhere

Designed for the field. Browser-based access to ensure the most timely capture, minute-by-minute, as you work.

## Cross company

If you work for a group of companies, each company is assigned a line in your timesheet with the related job automatically displayed when selected.



Want to learn how MYOB Greentree  
can work for your business?  
Schedule a demonstration today.

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