

# JOB COSTING SYSTEM

## PRODUCT DOCUMENTATION

### Overview

Cycom Business Solutions Ltd provides powerful software solutions for today's demanding and competitive business environment.

The easy-to-use graphical user interface increases user productivity and enables business workgroups to manage financial information more effectively.

The Cycom Job Costing System is a comprehensive System that provides the Management with the Economic Analysis of the Company's Projects.

The System can handle multiple Projects. It also allows the grouping of the Projects and the work to be carried out in each Project.

The Projects can be further analyzed by more categories, such as Phase, Location, etc.

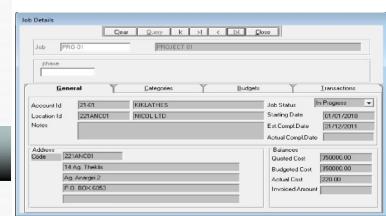
Each Document can be analyzed using up to five levels.



### Features

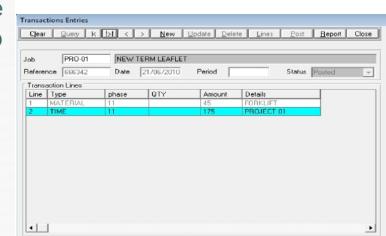
#### Flexible

The Job Costing System is very flexible and allows the user to setup the System according to their company's needs. The System can handle the categorization of the Projects and can analyze the documents entered up to 5 levels.



#### Simple to use

The Job Costing System contains internationally recognized graphics used by Microsoft Windows, providing the user with a familiar look and feel. Obviously this means that for users of Microsoft Windows Applications very little time is required for their training and implementation of the System. The basic Help Facility in Windows provides the user with an immediate User Manual, reducing the need for printed manuals.



#### Customized Reporting

Reports can be produced how and when they are required by the user. A batch of flexible parameters can be used to produce the information in the order required. All reports can be sent to Print Preview and viewed on screen before being printed. The Crystal Reports tool can be used by experienced users to custom produce any report using the data from the database without the need for programming.

#### List of Values

If searching for a code, on any field the user can press the Query button for the List of Values to appear and the user can choose the required code.

#### Email Enabled

During the on screen Print Preview of any report, the user has the option to send the report to one or many recipients by email.

#### Integrated System

The Job Costing System is fully integrated with Cycom's Inventory Management System. When an item is issued to a certain project, the Job Costing System is automatically updated. The System also interfaces with Cycom's Sales Order Processing System so that when an invoice is issued for a certain project, again it is automatically updated.

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Job costing system

## Address System

The Address System is inherent in all Cycom Systems. It allows the user to produce labels, telephone lists, as well as detailed address listings. Letters can be produced and sent to a group or all contacts in the address system by simply using the Mail Merge feature of the System.

## Secure User Access

The System Administrator can assign each user or user group various access privileges. For each User Group the Administrator can assign different rights. For example, a group of users may have the authority to enter transactions but may not be allowed to Post them. By implementing this facility the Administrator automatically reduces the possibility of errors as well as possible corruption.

*Reports can be previewed on the screen and can be printed on any printer installed on your Windows System. The reports viewer allows you to export reports to a variety of popular formats such as Excel, Lotus, Word, Acrobat, etc, or to send the report through electronic mail.*

## Setting System Parameters

The System allows the user to setup the Categories and the Sub-categories of the Projects. It also provides the user with the opportunity to analyze the transactions for the various projects.

## Project Entries

The System allows the user to create the code and description of the Project, the starting date as well as the expected completion date of the Project. The Project Status can also be monitored and changed as the project proceeds. The Project Category and Project Budget can also be defined. Notes for each Project can also be held.

## Basic Staff Wages

The System can handle hourly costs for employees working on a Project. So, as well as Materials, hourly costs can be maintained for any Project.



## Transaction Entries

As well as transactions from the Sales Order Processing System being updated in the Job Costing System, the user can enter transactions directly to a project. These can be material used in a Project, man-hours (labour) or Bills (invoices).

## Project Budgets

Budgets can be set for either Project or Project Analysis.



# Standard Reports

*The System provides a complete set of Reports to help the user keep track of the Project. All reports can be viewed on screen or sent to other Windows Systems, such as Excel, Word, Acrobat,etc. or sent by email. The reports are parameterized and are produced based on the criteria provided by the user.*



## Project Status Report

The user can print reports for any project, the status of the project, the category and analysis of the project. The project start date and estimated completion date.

## Project Costing

This report gives a complete picture of the Project. It shows the hours worked and their costs, the quantity and costs of items used, the invoices already charged against the project and therefore the running balance of the project.

## Analytical and Summarized Project Report

This report gives the analytical information of a Project. It shows the cycle of work for the Project. The user can see all the debits, credits and balance of a certain Project. The same report can be printed in Summary format.

## Budget Report

This report shows the Budget against the Actual amounts of the Project.



# Key Features

- ◆ **Fully Integrated**—the Job Costing System is fully integrated with the Inventory Management System as well as the Sales Order Processing System.
- ◆ **Multi-company processing**—a three-character code is used to identify each company, allowing you to hold many companies accounts on the same computer.
- ◆ **List of values**—the pop-up list of values allows you to easily find accounts and other codes.

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