

# MYOB EXO Business Job Costing module

Your complete job and project cost management solution.

MYOB EXO Business Job and Project Costing is designed to accommodate the whole life cycle of a job or project from quote and budget through to profitability analysis and variance reporting. Fully integrated with MYOB EXO Finance, there are a number of key features and benefits that puts you in control of your business.

## Large or small job based businesses

Every business has different requirements for cost control and analysis. MYOB EXO Job Costing is ideal for a wide range of businesses. Its simple and intuitive design suits small operations, yet it is robust and flexible enough to suit a larger, more complex business.

## Managing profitability in real time

Combined with MYOB EXO Finance, MYOB EXO Job Costing reflects all your project information in the General Ledger. Determine current profitability and forecast the final profitability of a job at any time.

With more information readily available that reflects the current status of a job, you're better placed to make educated decisions as each job progresses.

MYOB EXO Job Costing customers report tighter cost control, fewer disputes regarding mid-job amendments, and increased profitability overall.

## Simple dashboards and management reports

MYOB EXO Job Costing has a suite of easy to read dashboards and reports that can be customised to suit your individual business needs. It allows you to plan resources, track equipment hours, labour hours, materials purchased, subcontractor costs, and inventory used on jobs and projects. Improve cost control by configuring rules that the system monitors and enforces using our business alerts engine.

### Key features and benefits

- > Job and project planning and scheduling
- > Master and sub-job structures for more accurate control over large jobs or projects
- > Customisable job alerts that monitor the status and progress of jobs
- > Flexible estimating
- > Customisable quote forms allowing varying levels of detail to be presented to customers
- > Manage multiple cost and charge out rates per employee or resource
- > Configure bill of materials / kit sets uniquely to each job
- > Generate purchase orders for required materials and services on a job by job basis
- > Allocate stock directly to jobs from inventory
- > Manage serialised stock from allocation to supply
- > Accurately tracks work in progress in the general ledger
- > Invoice actuals or per quote
- > Progress or claim based billing
- > Track retentions per claim or progress invoice
- > Batch invoicing
- > Resource scheduling and conflict checking
- > Graphical management dashboard
- > Flexible reporting via in-built report writer.

# MYOB EXO Business Job Costing module Fact Sheet

## Job and project planning

Plan resources, job duration and delivery time through this powerful module. It allows you to identify and proactively plan for any conflicts that might occur, and see at a glance your capacity to take on new jobs.

## Job templates

Quote more efficiently with templates created from previous jobs, easily updated with current pricing.

## Master and multiple sub jobs

Manage larger projects more efficiently by creating sub jobs. This allows more effective management of component deliverables, while maintaining the ability to consolidate and report on the larger project against defined budgets.

## Job to order and job to stock manufacturing

If you manufacture items to client order, or make items to sell as general stock, MYOB EXO Job Costing can manage the manufacturing process for you.

## Customisable grid layout screens

MYOB EXO Job Costing gives you flexibility to customise your own settings and assist data processing by showing or hiding columns, or changing the order of appearance. Each user is able to save and default their personal settings.

## Estimates vs. actual

Detailed quotes can be generated and stored then compared with actual job costs. This highlights variations and improves future estimates and project management.

## Fast timesheet entry

Timesheets can be entered directly against the job by staff on a weekly basis or in bulk via the direct timesheet entry screen. Designed to eliminate many of the problems surrounding time capture, MYOB EXO Job Costing makes it easy for your team to keep project information up to date.

## Payroll integration

Remove double entry and reduce payroll errors by sending the timesheet information directly to MYOB EXO Payroll to pay your employees.

## Job analysis

MYOB EXO Job Costing has been designed to capture all costs relating to a job including timesheets, materials, purchases, and third party sub-contractors. It can also incorporate these costs when invoicing a client, expensing to the business, or the manufacturing of finished goods. Conduct analysis via dashboards and reporting of the current status or the final outcome of a job.

## Task scheduler

Easily see which tasks have been assigned to each job and then drill down into stored details with the task scheduler. Integration with Microsoft Outlook allows you to keep your calendar up to date with your assigned jobs.

## Advanced kitting

MYOB EXO Job Costing's quoting and cost entry screens support extensive kit features enabling you to customise each kit on a job-by-job basis. Generate reports by kit header, component lines, or alternative components (swap in/out).

## Integration with MYOB EXO Finance

Users can launch debtors, purchasing and inventory screens directly from MYOB EXO Job Costing and store any related transactions.

## Contract and document management

Store contracts, images and plans against specific projects to create a single repository for important information.

## Reporting

Get full control over reporting with the Clarity Report Writer, a powerful feature of MYOB EXO Job Costing. It covers the design and layout of all job related forms such as quotes, job sheets and invoice forms.

## Extra fields

MYOB EXO Job costing can be customised with the addition of extra fields to allow you to tailor the module to your individual needs – without any programming modifications.

## Invoicing from a job

MYOB EXO Job Costing has the flexibility to invoice jobs individually or in batches for efficient job billing. Advanced filtering functionality allows the user to quickly identify items for billing and process invoices.

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## Progress and contract billing and retentions

Progress billing enables the grouping of quotes and work in progress lines within a job, to be invoiced on a partial, milestone or contract basis. Retentions, where a portion of the invoice value is withheld based on completion of the job, is also catered for.

## Extensive, established partner network

The EXO Suite of products are implemented and supported by our expert MYOB Partner Network across Australia and New Zealand. We provide educated advice regarding the entire range of MYOB EXO Business and Employer Services Solutions and work with you to design a solution that meets the unique needs of your business.

## An integrated business solution from MYOB

A range of additional modules are available and can be adopted and tailored to your business. With the assistance of an MYOB EXO Partner, we can build a comprehensive business management system tailored specifically for your business requirements.

For more information

If you want to discover how an integrated business management system can improve your business visit [myob.com.au/enterprise](https://myob.com.au/enterprise)  
[myob.co.nz/enterprise](https://myob.co.nz/enterprise)

### Australia

1300 555 110  
[exo@myob.com.au](mailto:exo@myob.com.au)  
[myob.com.au/enterprise](https://myob.com.au/enterprise)

### New Zealand

0800 696 239  
[exo@myob.co.nz](mailto:exo@myob.co.nz)  
[myob.co.nz/enterprise](https://myob.co.nz/enterprise)

