

# Miscellaneous Costs

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Miscellaneous Job Expenses are any costs applied to a Job that are not Inventory Parts, Labor, or Commission type costs. These "Other" types of job expenses are items such as permits and fees, equipment rentals, subcontract labor, etc.

These types of costs are applied to Jobs through:

- Entry of Bills into Accounts Payable
- Receiving an expense type Purchase Order
- Using the Write Checks function and linking to a particular Job number.

When creating Purchase Orders and/or Bills and using the Write Checks function for miscellaneous expenses, you will be coding the expense to a Job Expense Type. Job Expense Types are defined by your company and are used for reporting purposes. For example, you may create a Job Expense Type of "P", which would be used for Permits and Fees. Your company may create as many unique Job Expense Types as desired.

□ If your company is using WIP, if a Bill is entered or a Check is written for an expense item and the Expense Type is not changed from the default of "O" to another expense type, the expense will immediately post to the actual costs and not be directed to WIP.

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