

# Researching Job Costs

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While researching costs on a specific job, users often navigate to the Cost Details tab. This can be helpful as a quick reference to gather basic information about which receipts/bills are assigned to the job, but this tab should not be used for a detailed review. The Cost Details tab shows all receipts and bills that affect job costing in their full amount, even if only a partial amount of that receipt/bill actually hit the job costs. The Cost Details tab also only shows AP items tied to the job. If someone accidentally sent costs to the job through other means (such as a manual journal entry) that cost will not appear.

For these reasons, detailed reviews of job costs should be done by reviewing the GL for the specific job. To do this pull up the job and navigate to Journals - GL Journal - right click in the white space - select Show Detail. On this screen costs that have hit the job displays as red, and revenue displays as blue.

Remember that if you are using WIP and Accrued Income on jobs then cost and revenue amounts will only show as red and blue after they have been relieved out of the wip and accrual accounts (during invoicing or after job close). Until these amounts are relieved you will need to scan the gl journal details for entries that have been made to your WIP/Accrual account(s), if you want to see what costs/revenue have been assigned to the job.

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