



# Costing

## Controlling and managing costs = profitability

Cost control is a vital element in any business. Opera 3 Costing allows you to track job costs and revenues against budgets. Costs can be broken down against a variety of categories including Labour, Contractor, Direct Expense, Stock and Interim Billing. Transactions can be processed either from within Costing or from any of the applications Costing integrates with such as Sales Ledger, Purchase Ledger, Stock Control, Purchase Order Processing, Bill of Materials, Invoicing/SOP, and Service & Helpdesk Management. For example, sales documents can be generated within Costing or Invoicing/SOP, allowing you to invoice unbilled costs; stock can be issued directly to a job; purchase orders can be raised against a job to generate a committed cost; and timesheets can be transferred into Payroll to update employee records.

## Functional and flexible

Opera 3 Costing allows you to work at Contract, Job and Phase level and produce reports for each level. You can create estimates that can be turned into Jobs, and record cost commitments which can then be either confirmed or cancelled. You can also record agreed and revised budgets, and use the Wizard to create all stock items as cost codes.

## Analyse information, identify trends

For each job, the traditional methods of accessing information are readily at hand. Dynamic customisable Views display Revenue, Costs and Labour and offer up to 6 levels of analysis which can include Year, Month, Contract, Account, Job, Cost Code, Cost Rate and Project Leader. You can drill down to the original transaction details or produce a range of detailed or summary reports.

- Create an unlimited amount of Cost Codes for analysis
- Caters for contracts, estimates, jobs and phases
- Copy existing job/estimate structures and budgets for new jobs
- Drilldown views to transaction level
- Sub-contractor costs can be recorded and reports raised on amount of tax to be withheld
- Up to 999 Cost Rates
- Timesheet transfer to Payroll
- Costs and timesheets are processed as single items or in batches
- Revenues can be broken down into interim invoice, final invoice and retention
- Definable Views
- Integration with Sales Ledger, Purchase Ledger, Sales Order Processing, Purchase Order Processing, Stock Control, Bill of Materials, Payroll and CRM

