JOBS

Jobs is an integrated application area of Microsoft® Business Solutions Project Management—Navision® that is used for detailed planning and managing of the costing of any long-term job or project activity.

Key benefits:

- Gain an overview of allocations for employees, machinery and other resources

- Prevent costs from going unbilled

- Use budgets and estimates for detailed capacity planning

- Analyse long-term profitability of job activities

Successful job management requires an up-to-date overview, detailed planning and the ability to carry out follow-up analyses based on objective data. The Jobs application area enables detailed accounting and planning for all costs and billings for a project or job.

First of all, automated billing prevents costs from going unbilled. Secondly, integration with other application areas ensures that costs are posted to the relevant application areas. This also reduces the amount of detail you must maintain in the general ledger. Finally, budgets and estimates allow you to make detailed costing plans and better analyse your profitability.

Prevent costs from going unbilled

Microsoft Project Management enables you to organise your job management in detail. You can use Jobs for general registration and invoicing of work in process. As costs are incurred on a job, the program automatically records them in the Job Ledger and posts them to relevant accounts in other areas of the application (such as Accounts Payable for the Vendor). Billing is then automatic for all costs that are chargeable, thus preventing costs from going unbilled. You can use Jobs for traditional construction-job costing or for service-oriented time tracking and billing.

Maximise job efficiency

The Jobs application area enables you to plan precisely and to execute usage-value analyses and follow-ups on projects, quotes, invoicing, costing and registration of actual consumption.

Budgets or estimates can be created that include inventory items, resources and other expenses. You can include as much detail as you need, and you can copy details from other budgets or estimates. Actual usage and sales can be linked directly to individual budget lines for comparison with the estimated costs and sales prices.

You can also organise budgets and estimates into sub-activities called phases, tasks and steps in order to extract important information about the long-term profitability of different aspects of jobs the company is performing. By linking actual usage and sales to the phases, tasks, and steps of the budget you can compare the same activities across several different jobs. There are no limitations to the number of sub-divisions that you can make.

Ask your Partner

To learn more about Microsoft® Business Solutions— Navision®, contact your local Microsoft Certified Business Solutions Partner. They have the expertise to design a solution that fits your specific business needs. Alternatively, visit our website at: www.microsoft.com/uk/businesssolutions

About Microsoft Business Solutions

Microsoft Business Solutions, a division of Microsoft, offers a wide range of integrated, end-to-end business applications and services designed to help small, mid-market, and corporate businesses become more connected with customers, employees, partners and suppliers. Microsoft Business Solutions applications optimise strategic business processes across financial management, analytics, human resources management, project management, customer relationship management, field service management, supply chain management, ecommerce, manufacturing and retail management. The applications are designed to provide insight to help customers achieve business success. More information about Microsoft Business Solutions can be found at: www.microsoft.com/uk/businesssolutions

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Key features	Description
BASIC JOBS	• Keep track of inventory, resources and other usage • Post usage transactions to a job header and job ledger • Record sales transactions through the job journal or Customer Invoicing • Record purchase transactions through the job journal or Vendor Invoicing • Generate statistical reports
BUDGETS/ESTIMATES	• Create budgets and estimates for jobs • Include inventory, resources and expense items in budgets and estimates • Compare actual usage and sales with estimated costs and sales prices • Integrate with Basic Resources and Resource Capacity for detailed capacity planning
PHASES/TASKS/STEPS	• Organise job budgets and estimates into phases, tasks and steps • Create an unlimited number of sub-divisions for each job • Refer actual usage and sales to phases, tasks and steps • Analyse each level easily for profitability statistics

System requirements

TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:	• Basic Jobs • Budgets/Estimates • Phase/Tasks/Steps