

Course Agenda

Job Cost

Sage 300 CRE | Instructor: Deborah Lastro

Course Overview

This 2-hour class is designed to give basic training for those employees who handle routine processing tasks. It is ideal for new employees, as well as those wishing to gain a general understanding of the module.

Agenda

- **Setup**
 - Setting up Jobs & Defining the Billing Type
 - Extras and discussion of their various uses
 - Standard Cost Codes and Categories
 - Setting up Cost Codes
 - Setting up Categories
- **Tasks**
 - Entering Estimates
 - Entering Budgets
 - Entering Commitments (Purchase Orders and Subcontracts)
 - Entering Direct Costs
- **Posting**
 - Ensuring Posting of Entries
 - Reviewing Journals
- **Reporting**
 - Review Reports and Inquiries