

Cost Accounting

The ABECAS® Cost Accounting module is a powerful "activity-based costing" system. It integrates with all available ABECAS® modules, including the General Ledger module so each entry automatically updates both modules. It provides management reporting and control at the responsibility level in your business. This may be a job, product, process, project, contract, enterprise, assignment, location, equipment item, building, terminal, work order ... and so on. It allows your accounting records to be maintained in more detail -- and separately from your General Ledger.

The Cost Accounting uses Cost Centers to identify the centers of management responsibility. These may belong to a General Ledger Department as "Jobs", or be independent, as "Work Orders". They can start and end at any time and last for as long as needed. Most typically, they are tracked on a calendar year basis. By classifying each job or work order by multiple criteria, reports may be displayed individually or summarized by class.

For each job or work order, the accounts are maintained in three dimensions. (1) Over time by Year/Season, (2) by Activity for the activity/ phase/ task/ operation/procedure associated with the transaction, and (3) by Account for the type of revenue or expense associated with the activity. This allows the reports to be displayed in activity sequence, with or without the account detail, or in account sequence, with or without the activity detail ... for one or more years (or seasons). Quantity amounts are maintained along with the dollar amounts.

The Cost Accounting reports give you the information needed for critical decisions at the job or work order level. They allow you to group your jobs and compare across jobs or groups of jobs. This module provides a comprehensive job/work order database for your business. It is a valuable company asset and should be treasured. ABECAS® is designed to be your data depository and retrieval system.

Benefits

- Complete management information for any level of decision making and control
- Multi-dimensional tracking of information (Costs and/or Revenue) by cost center, year/season, account and activity
- Activity-based costing allows costs to be tracked and reported by task, phase or function ... the levels at which decisions are made.
- Seamless integration with all ABECAS® modules, including General Ledger ... one entry updates both GL and CA accounts and history
- Powerful yet flexible management reporting ... with unique summarizing abilities
- Accounts may be in more detail than in the General Ledger ... allowing specific inputs or products to be tracked

- User definable "jobs" and "work orders" with multiple group assignments ... allows for "cellular" reporting by job, by group or by multiple group criteria.
- Complete audit trail of all transactions
- Encumbrances
- Automatic overhead allocation
- Tracking quantity provides statistics and an analytical tool
- Budgeting
- Ad hoc reporting with ASCII file export

Standard Features

- The management oriented job reports display total revenue, total expense, net amounts and may:
 - Summarize the detail by Activity
 - Summarize the detail by Account
 - Display by Activity with Account Detail
 - Display by Account with Activity Detail
- Quick look-up of account balances with transaction detail.
- Revenue, expense and work-in-process transactions automatically post from the ABECAS® General Ledger and other modules.
- Jobs are definable by you -- with up to an 8 character Cost Center Code and 2 character Year/Season Code.
- Jobs may start at any time and last indefinitely.
- Activity Codes may be defined as detail (postable) or summary activities
- Menu descriptions and help messages may be customized.
- The Chart of Accounts may be in more detail than in the General Ledger. This is particularly useful for specific inputs
- Maintains account balances on an accrual basis--both dollars and quantities. For audit trail purposes, it maintains the balances posted in the current period--to prior periods and the current period. For analysis purposes, it also maintains the balances as 14 periods for each year--amounts posted in prior periods, each month, and in subsequent periods.
- Notes may be attached to better explain specific transactions.
- Maintains historical transaction detail, both sequentially and by job/ account/activity for a complete audit trail ... listing source and batch number.
- For reporting and analysis, each job may be classified by up to 4 user definable Class Codes, a Status Code, and up to 3 user definable area/ size quantities.
- For each company, each entry and account is identified by 4 user definable codes -- Cost Center (8 characters), Year/Season (2), Account Number (8), and Activity (4).
- Records may be selectively purged when no longer needed.
- Access is controlled by module and then by menu selection.
- Jobs reports may be selected by Cost Center and/ or Class Code/Status Code ... and display each job individually or summarize by the

(such as chemicals and supplies), overhead allocations, equipment charge-out, inventory transfers, and so on.

- Provides the information essential for prudent analysis, decision making, and control of your jobs.
- All reports may be displayed to the terminal, printer or disk... even reviewed before printing.
- combinations derived from the Class and Status Codes (each cell is summarized) or summarize for all selected jobs.
- Job reports emphasize quantity and alternative per unit amounts, as relevant.
- Each new record and update is stamped with the User ID, date and time, allowing you to run reports to see who last updated each record.

CA Budgets/Estimates are annual with a distribution by period. Procedures are available to enter budgets or to create budgets based on prior budgets or actual data. This allows easy allocation by period. Reports compare actual results with budgeted.

Optional Features

- **CA Work Orders**--allows the CA reporting unit to be independent of the GL Department. Work orders do not have to be defined before being used. At the end of each period, an overhead charge can be added and the balance transferred to a job. Allows the work order to be tracked over time and still charged to a job/project.
- **CA Encumbrances**--entered or automatically updated from open purchase orders. Encumbrances add to actual to compare with budgeted.
- **CA Jobs**--may be split with the expenses and revenue split among the newly created jobs.
- **CA Automatic Overhead Allocation**--allows overhead expenses to be allocated on a pre-defined basis at the end of each period. The allocation may be based on actual or budgeted amounts or quantities for one or many accounts. The allocation may be reviewed before the transactions are created.
- **CA Statistical Reporting**--allows "flow" and "stock" statistics to be maintained independently of the accounts. Reports may include both regular and statistical accounts with ratios.
- **AR Job Billing**--allows the billing on a job to be defined in the CA module for use in entering invoices into the Accounts Receivable module. Billing may be based on time and materials or percent of completion.

Reports

- Query Account Balances with Detail
- Job Summary of Revenue/ Expenses/Net
- Comparison by Job -- Total or Per Unit
- Actual versus Budgets -- Total or Per Unit
- Current Period Sequential Transactions List
- Current Period Postings by Account
- Ad hoc Analysis of Historical Transactions
- Cost Accounting Account Summary Balances
- CA Transaction Notes Listing
- Ad hoc Analysis of CA Transaction Notes
- Code Listings -- Activity, Year/Season, Class
- Job Descriptions Listing/Detail
- Overhead Codes Listing
- Standard Job Report with Quantities & Per Unit
- Job Summary of Selected Accounts
- Job Revenue and Expenses by Period
- Actual versus Prior Year -- Total and Per Unit
- Historical Sequential Transactions List
- CA Postings by Account by Period
- Cost Accounting Monthly Account Balances
- Ad hoc Analysis of CA Account Balances
- Annual Cost Accounting Budgets
- Budgets by Period
- Ad hoc Analysis of Job/Work Order/Descriptions
- Work Order Descriptions Report
- Menu Structure and Descriptions