



Course Name: Job Costing Labor Using Stated Labor Values

Learning Objectives:

- 1) Identify steps to cost a stated value per hour of labor against jobs
- 2) Describe the Committed Cost by Job Report

Use this instructional guide to quickly find locations of topics throughout this course. There are terms listed in this guide. Each term has the lesson video number, lesson name, and time(s) where you can find its usage in the course.

Terms:

- ❖ **Batch Enter transactions:** Another format that can be used to import data. It allows you to copy and paste in transaction columns – like invoices and bills- from excel.
 - **Video 3**
- ❖ **Committed Cost:** this term means costs that are on a purchase order allocated to a job
 - **Video 3**
- ❖ **Committed Cost by Job Report:** Find this report in QuickBooks Enterprise under Reports>Jobs, Time, and Mileage. This report shows you estimated costs, actual costs, committed costs, and unpaid wages in summary on a job.
 - **Video 3**
- ❖ **Concatenate:** An Excel function that allows us to merge several cells into one cell with proper formatting.
 - **Video 3**
- ❖ **If, Then Formula:** This Excel formula allows you to run an “if, then” scenario. If X is true then return something, if X is not true then return something different.
=if(c2=c1,“XXX”,”) This tells excel – if C2 is equal to the cell above it, then put in three X’s. If not, leave the cell blank.
 - **Video 3**
- ❖ **Paste Special Values:** An Excel function that removes any formulas from the cells and replaces the formula with the value.
 - **Video 3**
- ❖ **Unpaid Wages:** Unpaid Wages are hours on a time card that have not been paid through QuickBooks payroll. You must have the employee and payroll items set up, as well as timecards entered to see amounts in this field.
 - **Video 3**