



# **Sage Estimating Essential v22.1**

## **Sage 300 Job Cost Integration Guide**

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# Chapter 1: About the Sage 300 Job Cost Integration Guide

If you use Sage 300 Construction and Real Estate Job Cost, you can transfer estimate information directly into your job costing application. This enables you to access budget and transaction data without reentering the information. This guide covers the interface between Sage Estimating and Sage 300 Construction and Real Estate Job Cost, which enables the information transfer.

## Read the Supporting Documentation Before You Begin

This *Sage 300 Job Cost Integration Guide* provides installation, setup, and operating instructions for Sage 300 Construction and Real Estate Job Cost Integration. Be sure to read it, as well as the following supporting documentation, before you install and configure Sage Estimating:

- The *Installation and Administration Guide* includes an overview of this release, installation instructions, system requirements, and contact information.
- The *Release Notes* provide details about new features, database changes, known issues, and fixes.
- The *Getting Started Guide* provides an operational overview of the Sage Estimating software.

## Conventions Used in this Document

This document uses the following conventions:

- Information you type into the software is shown in bold. For example: Type **Miscellaneous** in the box.
- The names of screens, windows, fields, and other features displayed by the software are shown in **bold**.
- Names of keys are also shown in bold. For example: **Enter** or **Tab**. A plus sign (+) between two key names indicates you should press the keys simultaneously.
- The names of buttons you can click are shown in bold and enclosed in brackets. For example: **[OK]** or **[Post]**.
- Variable names or names that are specific to your installation may appear in italics and brackets. For example: [*Drive*]\[*Server*].

## Notes, Tips, and Cautions

**Note:** A Note indicates that the information supplements the adjacent text.

**Tip:** A Tip indicates helpful points about using the software.

**Caution!** A Caution indicates important information to help you avoid a loss of critical data.

**Important!** An Important note indicates critical information that you need to understand or important steps you need to take.

## Menu Paths

In this document, menu paths show you the steps required to start a task. Menu paths appear in bold with square brackets around buttons. For example:

"If the program does not automatically start, click [**Start**] > **Run**."

## Ways to Get Help

Use Sage Estimating Help or a variety of self-help resources to get answers to your questions. You can also call Customer Support.

### The Help System


Sage Estimating Help provides more efficient access to information than most manuals. With a click of the mouse or a keystroke, you can easily get Help for a command, a field, a window, or a procedure.

Sage Estimating displays Help in your default browser. If you have an Internet connection, it displays the most current Help for your version of Sage Estimating from the Sage Estimating Help website. If you have no connection (you are working offline), it displays Help that was current when the software was released and installed on your computer when you install Sage Estimating.

**Important!** Because the Microsoft Edge browser does not display locally installed help properly, we recommend that you select a different default when working offline.

### To get Help on a window option

To display Help for an option in a window, do one of the following:

- Click  **What's This?** on the toolbar or on the title bar, and then click the option.
- Select **What's This?** from the **Help** menu, and then click the option.
- Select the option, and then press F1.

### To get Help for the whole window

For information about the window, such as the window's purpose and what tasks you can perform in it, click **[Help]** at the bottom of the window.

### To use Help to learn how to do tasks

1. Click **[Help]** on the toolbar, or select the **Home** tab > **Help** group > **Help** (or select **Help** menu > **Help topics** in classic view).
2. Use one of these tabs on the navigation pane to begin looking for a topic.
  - **Contents** contains Help subjects organized within books.
  - Click the **Glossary** heading on the Contents tab to view an alphabetical list of definitions of terms used throughout the Sage Estimating software.
  - **Index** contains an alphabetical list of Help subjects.

When you see the topic you want, double-click it to display it.

3. Use the **Search** box to find articles that match the keywords you enter.
4. Click the **Feedback** button to tell us whether or not you found the information you need, or if you have any suggestions for improving help.

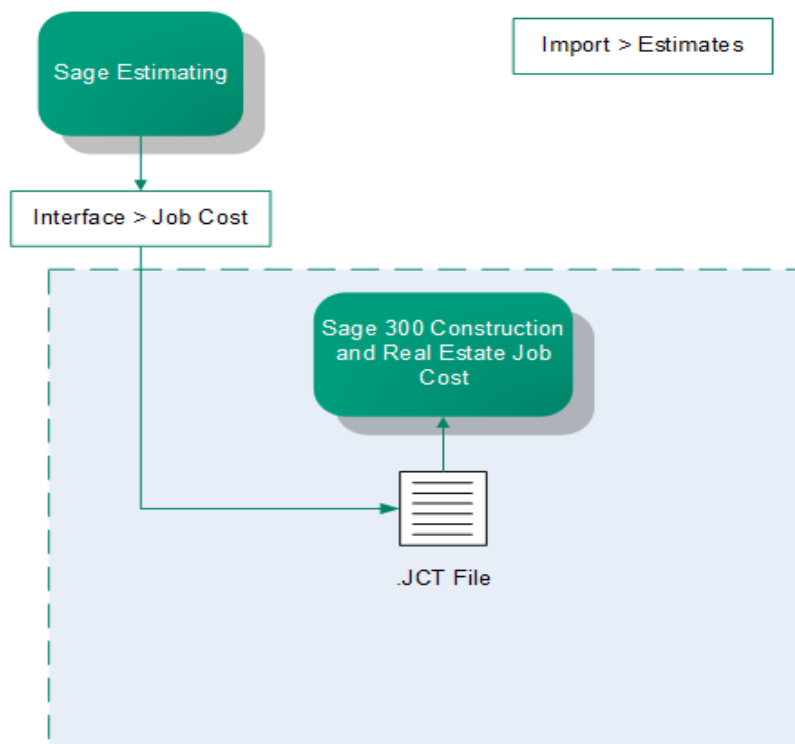
# Chapter 2: Sage 300 Construction and Real Estate Job Cost Integration

If you use Sage 300 Construction and Real Estate Job Cost, you can transfer estimate information directly into your job costing application. This allows you to access budget and transaction data without reentering the information. This guide covers the interface between Sage Estimating and Sage 300 Construction and Real Estate Job Cost, which enables the information transfer.

## Overview

When Sage Estimating sends estimate information to Sage 300 Construction and Real Estate Job Cost, it sends the information directly to the Job Cost New.jct file. Sage 300 Construction and Real Estate Job Cost can then access the estimate data without having to import it first.

### *The Sage Estimating-Job Cost Interface*



For detailed information about Job Cost concepts, see the in-product Help in Sage 300 Construction and Real Estate Job Cost.

# Chapter 3: Setup Guidelines

To help ensure a smooth data transfer between Sage Estimating and Job Cost, follow these guidelines:

## Sage 300 Construction and Real Estate Job Cost

Before you export data from Sage Estimating, ensure that in Job Cost:

- Standard cost codes exist for each cost code sent from Sage Estimating.
- If you use categories, standard categories exist for each category sent from Sage Estimating.
- Operators working with estimate data have the appropriate security permissions for the following:
  - Job Cost **Enter Estimates** or **Import** tasks
  - File access (to the .jct file)
  - Company security
  - Job record security

## Sage Estimating

Before you create an estimate to send to Job Cost, make sure the database settings for phases, items, and addons are set up correctly for your needs. Any changes you make to these settings after creating an estimate do not affect existing phases, items, or addons. You need to change existing phases, items, and addons individually if you want Job Cost to reflect the new settings.

Before you send estimate information to Job Cost, make sure that:

- Database Phase settings are mapped to the desired Job cost phase.
- Database Item settings are mapped to the desired Job Cost Phase and Job Cost Category.
- Database Addon settings are mapped to the correct Job Cost Phase and Category.

## Prepare Sage 300 Construction and Real Estate Job Cost to Receive Estimates

You need to verify two items in Sage 300 Construction and Real Estate Job Cost to successfully transfer estimate information from Sage Estimating:



- **All needed standard cost codes are set up.** To see a list of standard cost codes that are already set up in Job Cost, from the Job Cost **Reports** menu, select **Lists > Standard Cost Codes**. If you do not see a cost code that you know exists in the estimate or estimates, select **Setup > Standard Cost Codes** to set up the standard cost code.
- **Standard categories are set up (if your company uses categories).** Using categories is optional. If you do not use categories, you do not need to verify that they exist. To see a list of standard categories that are already set up, from the Job Cost **Reports** menu select **Lists > Standard Categories**. If you do not see a standard category listed that you know exists in the estimate or estimates, select **Setup > Standard Categories** to set up that category.


## Prepare Sage Estimating to Send Estimates

Perform the following tasks in the Sage Estimating software to send estimate information to Sage 300 Construction and Real Estate Job Cost.

- Enable the Job Cost interface.
- Verify standard database phase settings.
- Verify the standard database item settings.
- Verify the standard database addon settings.

### Enable the Job Cost interface

Set up standard databases individually to interface with Sage 300 Construction and Real Estate Job Cost by enabling the interface in the Sage Estimating Estimating Management Console:

1. Click the Estimating Management Console desktop icon .
2. In the Estimating Management Console, click the **Standard Databases** tab.
3. Select the desired standard database from the list of standard databases in the **Standard Database Catalog** pane.
4. If desired, you can also create a new standard database by clicking **[New Standard Database]**. Fill out the new standard database details on the provided tabs in the detail pane and click **[Create]**.
5. Select **Sage 300 Construction and Real Estate** as the job cost interface in the **Job Cost Info** area of the detail pane.

### The Job Cost Area

**TESSchool**  
Use the form below to setup standard database 'TESSchool' general information, address book, and job cost.  
Database version: v10.0.0.123

Refresh Save Open

General  
Crew Info  
Job Cost Info

Job cost system name: Sage 300 Construction & Real Estate About  
Company name: Timberline TESSchool Setup

Your Company Information

6. Click **[Setup]** (**Job Cost Info** area) to open the **Job Cost Integrator** window in Sage 300 Construction and Real Estate Job Cost.
7. In the **Job Cost Integrator** window, select the Sage 300 Construction and Real Estate company you want to associate with the standard database.

### The Job Cost Integrator Window

Job Cost Integrator

Select a company and then choose Job Cost category for each item type.

Company: Select a company Select...

Labor: [Dropdown]

Material: [Dropdown]

Subcontractor: [Dropdown]

Equipment: [Dropdown]

Other: [Dropdown]

Add Job Cost categories to items

OK Cancel

8. Select a default JC category cost code in the **Labor**, **Material**, **Subcontractor**, **Equipment**, and **Other** boxes.

Sage Estimating prefills the **JC category** box in each new item you create with the applicable selected default category.

For example, if you select a labor cost code of **03-0100** for the **Labor** box, each time you create a new labor item for the estimate or standard database, the item's **JC category** box automatically displays a cost code of **03-0100**.

9. If you want to overwrite the cost code information in existing items in your standard database, select the **Add Job Cost categories to items** checkbox.
10. Click [OK] to return to the Estimating Management Console.
11. Verify that the Sage 300 Construction and Real Estate company you selected in step 6 appears in the **Company name** box of the **Job Cost Info** area of the Estimating Management Console.

## Verify standard database phase settings

Both Sage Estimating and Sage 300 Construction and Real Estate Job Cost use the concept of phases.

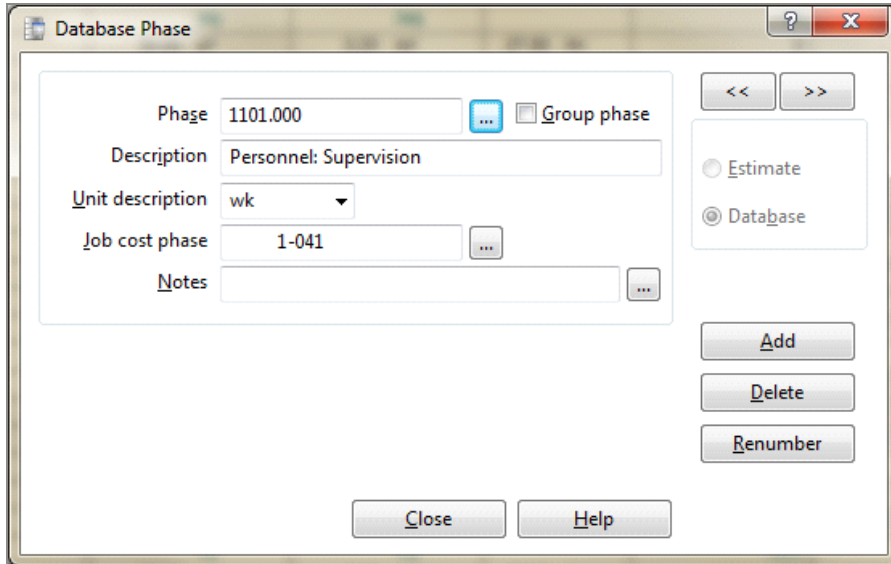
**Note:** In Job Cost, phases are often called *cost codes*.

It is possible that the phase structure used in Sage Estimating is not the same as the cost code structure used in Job Cost. Using the **Database Phase** window in Sage Estimating, you tell the software how you want the two structures to align. In essence, you create a map for the software to use when you transfer data from a phase in Sage Estimating to a cost code in Job Cost.

### To verify standard database phase settings:

1. Open the **Database Phase** window.
  - On the ribbon, from the **Elements** group on the **Data** tab, click **Phases**.
  - In classic view, click **Database > Phases**.
  - From the spreadsheet, right-click in a phase row, and then click **Edit Phase** on the shortcut menu.

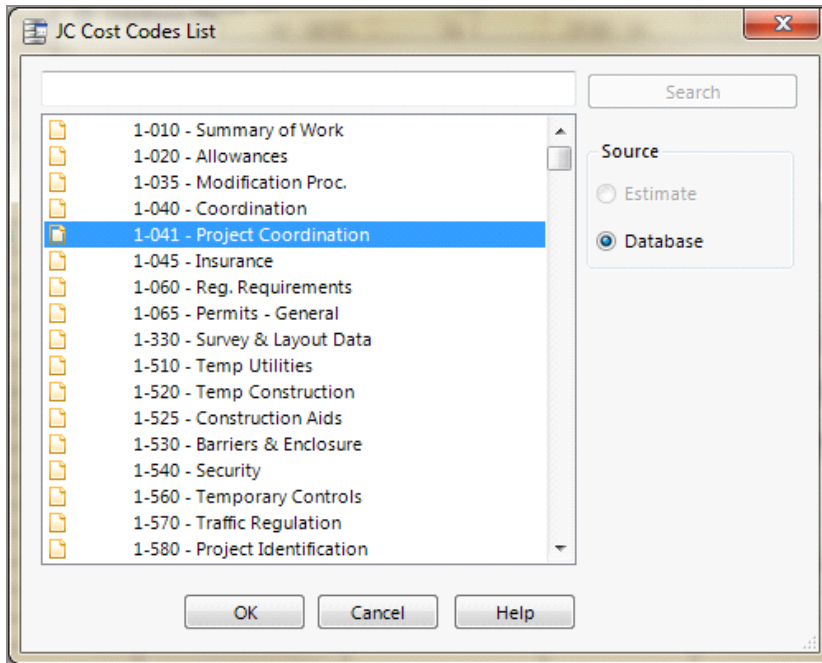
*The Database Phase Window*



2. Click the list button located to the right of Job cost phase to select the Sage Estimating phase to be mapped to a cost code in Job Cost.

The **Database Phase List** window opens.

*The Database Phase List Window*



3. Double-click the desired phase.

You are returned to the **Database Phase** window. The selected **Phase**, its **Description**, **Unit description**, and any previously selected Job Cost phase display in the **Database Phase** window initially.

**Note:** You can use the same Job Cost phase number for many different estimating phases.

4. Click [Close] when you are finished.

## Verify standard database item settings

The **Database Item** window is where you define the Job Cost phase and Job Cost Category to use with a standard database item, and specify which quantity to send to Job Cost.

### To verify standard database item settings:

1. Open the **Database Item** window:
  - On the ribbon, from the **Elements** group on the **Data** tab, click **Items**.
  - In classic view, click **Database > Items**.
2. In the **Database Item** window, click the **Job Cost** tab.

#### *The Job Cost Tab of the Database Item Window*

Database Item

Phase: 1101.000 Personnel: Supervision

Item: 10

Description: Superintendent

Takeoff unit: wk Formula: %

Waste factor: % Crew: %

Pricing Rounding Links Subcategory Job Cost

| Category  | Job Cost Phase | Job Cost Category | Qty to Job Cost |
|-----------|----------------|-------------------|-----------------|
| Labor     | 1-041          | L                 | Takeoff qty     |
| Equipment | 1-041          | E                 | None            |
|           |                |                   |                 |
|           |                |                   |                 |

Buttons: Add, Delete, Renumber, Edit, BOM, Price Code, Notes...

Close Help

The information you enter on this tab creates a map for the software to use when you transfer information from Sage Estimating to Job Cost. For each item in the standard database, you can select a Job Cost phase (remember, in the Job Cost application, phases are often referred to as *cost codes*) and a Job Cost category. When Sage Estimating sends this estimate item to Job Cost, the item and its associated information appears under the cost code and category you select on this tab.

**Note:** As with phases, you can use the same **Job Cost Phase** and **Job Cost Category** for any number of estimate items.

3. Click in the **Job Cost Phase** field, and then click the list button.

The **Database Job Cost Phase List** window opens.

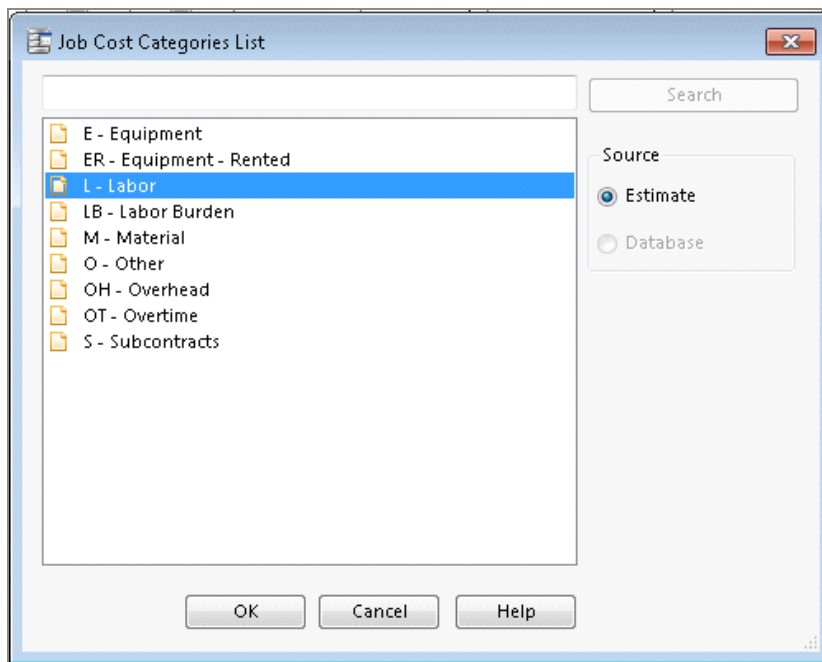
4. Locate and double-click the Job Cost phase you want to receive the item information when Sage Estimating interfaces with Job Cost.

When you double-click on an item, the **Database Job Cost Phase List** window closes and you are returned to the **Database Item** window. The Job Cost phase you selected appears in the **Job Cost Phase** box.

**Note:** You can also manually enter a phase. Be sure to follow the format set up in Job Cost. If the phase does not exist in Job Cost, you can create it during the import.

5. Click in the **Job Cost Category** box and then select the category from the list to receive the Sage Estimating item information.

*The Job Cost Category List*



**Note:** You can also manually enter a category.

Be sure to click in the **Job Cost Category** box, not the standard database item **Category** box. The database item **Category** box is used for pricing and does not have any impact on the Job Cost interface.

6. Select the item quantity to send to the selected Job Cost category by selecting the item quantity from the **Qty to Job Cost** list.

Your cost accounting needs should dictate which option you choose.


- **Takeoff qty** sends to Job Cost the takeoff item quantity for the category.
- **Order qty** sends to Job Cost the order item quantity for the category.
- **None** sends to Job Cost the total dollar amount for the job cost phase and job cost category. It does not send quantities, so the unit price field in Job Cost will be blank.

7. Click **[OK]** and **[Close]** when you are done.

**Note:** You can also make changes to the Job Cost phase and category from the estimating spreadsheet itself.

## Verify standard database addon settings

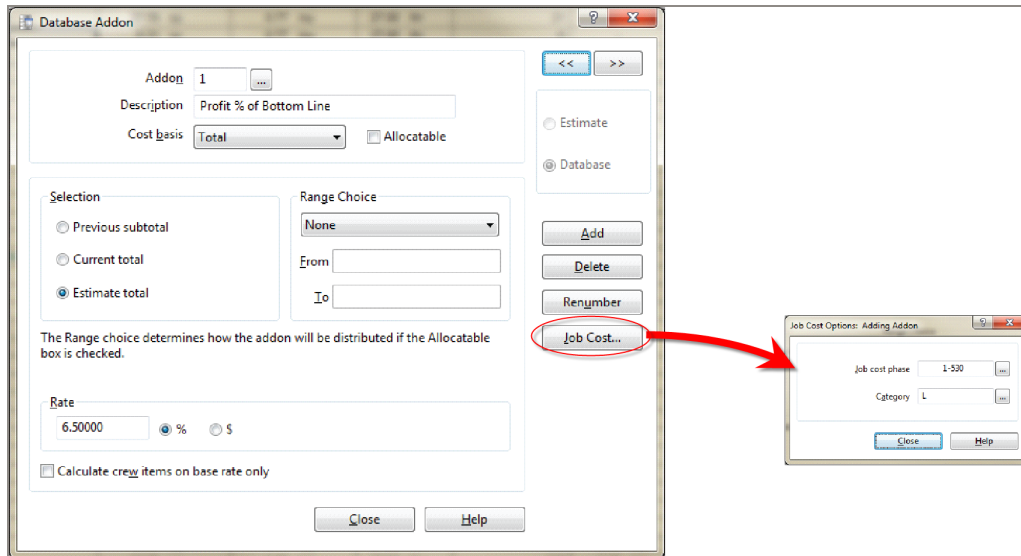
### To view the database addon settings:

1. Open the **Database Addons** window:
  - On the ribbon, from the **Adjustments** group on the **Data** tab, click **Addons**.
  - In classic view, click **Database** menu > **Addons**.
  - From the **Totals** window, click  or select **Edit Addon** from the shortcut menu.
2. In the **Database Addon** window, select the **Allocatable** checkbox to make an addon cost eligible for allocation when the estimate information is sent to Job Cost.

**Note:** To actually allocate the addon, select the **Allocate addons** checkbox in step 2 of the **Job Cost Export** wizard (in the Sage Estimating software).

3. To send the addon costs to a specific Job Cost cost code and category, click **[Job Cost]** and select the Job cost phase and category to receive the addon information.

### Selecting a Phase and Category for Job Cost





# Chapter 4: Exporting Data to Sage 300 Construction and Real Estate Job Cost

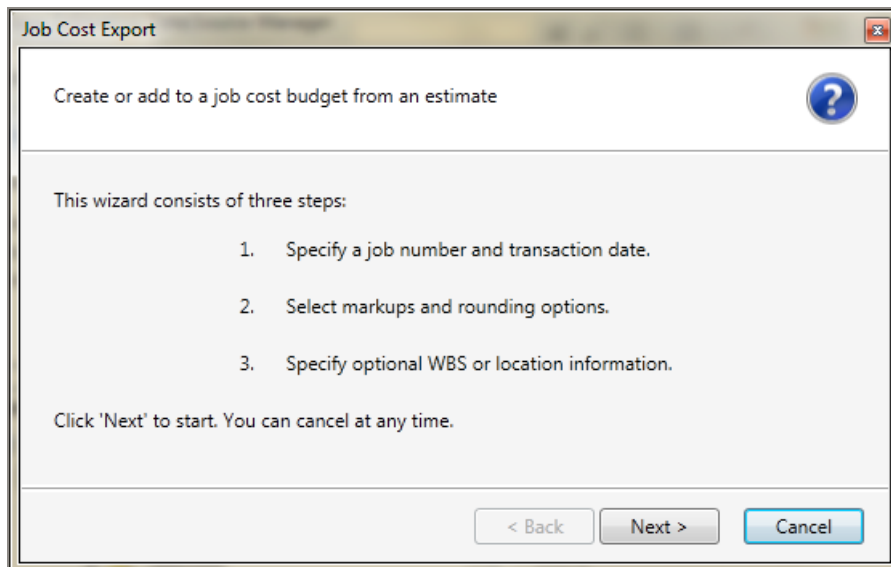
Use the **Export to Job Cost** wizard to send the following estimate data to Sage 300 Construction and Real Estate Job Cost:

- Each phase for which you have entered a phase quantity in the spreadsheet.
- Each item category with an amount. The item setup determines whether the transaction includes the takeoff quantity or order quantity.
- Each addon that is not allocated. The cost of allocated addons is found in the items used to calculate those addons.

## To export to Job Cost:

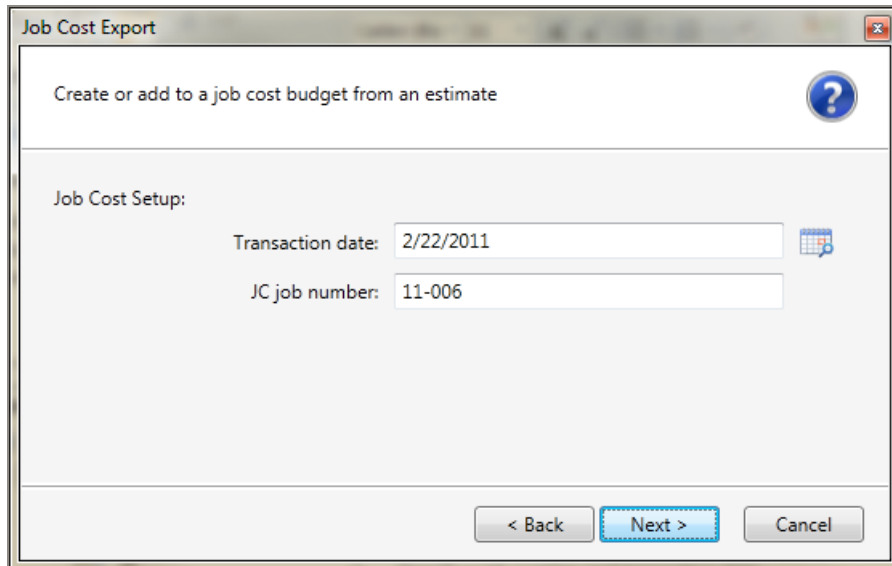
1. Open the **Job Cost Transfer** wizard in one of the following ways:
  - On the ribbon, from the **Export to Job Cost** on the **Advanced** tab, click **Export to Job Cost**.
  - In classic view, click **Interface > Job Cost**).

### *Job Cost Export Wizard Introduction*



2. Click **[Next]**.

### Job Cost Export Wizard Step 1



The screenshot shows a dialog box titled "Job Cost Export" with a close button in the top right corner. The main text reads "Create or add to a job cost budget from an estimate" and includes a help icon (a question mark in a blue circle). Below this, the "Job Cost Setup:" section contains two input fields: "Transaction date:" with the value "2/22/2011" and a calendar icon to its right, and "JC job number:" with the value "11-006". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a blue dashed border), and "Cancel".

3. Enter (type or click the calendar button next to the **Transaction date** box) the date to appear on the transactions contained within the transaction file.

The **Sage 300 Construction and Real Estate JC job number** box displays the job number entered in the **Estimate Information** window in Sage Estimating.

4. Click [**Next**].
5. Select how you want item quantities to be rounded and how to allocate addons.

### Job Cost Export Wizard Step 2

Job Cost Export

Create or add to a job cost budget from an estimate

Rounding and Markup Options:

- Round accumulated item quantities.
- Allocate addons - if an Estimating addon has a job cost phase and is set up as allocatable, choose Yes to prorate the calculated addon and distribute it to the appropriate items. Nonallocatable addons are included as separate transactions.

< Back   Next >   Cancel

6. Click **[Next]**.

### Job Cost Export Wizard Step 3

Job Cost Export

Create or add to a job cost budget from an estimate

WBS and Location Information:

- Map estimate information to extras in Job Cost.

Sort level:

WBS values:  Use all WBS values  
 Use only the WBS value selected below

< Back   Finish   Cancel

7. Select the **Map estimate information to extras in Job Cost** checkbox if you want to map estimate information to Job Cost extras.

If you do not use extras in Job Cost you do not need to do anything on this tab.

In Job Cost, *extras* are sub-jobs of the main job. Extras allow you to track cost, revenue, and commitments separately from the main job, while still being able to accumulate to the main job.

Some reasons you might need to use extras in Job Cost are:

- The owner or architect requested additional work after the original contract was signed.
- You need to track income from certain cost codes separately from the main job.
- Certain costs are billed and tracked separately from the main job.

In Job Cost, you can change the name "extra." For information about how to change the name of this item, refer to "custom descriptions" in the Job Cost in-product Help.

8. If desired, attach information from a work breakdown structure or location to an item as an extra:
9. Select the **Map estimate information to extras in Job Cost** checkbox.

Each item is mapped to a specific cost code and category in Job Cost using the **Database Item** window in Sage Estimating. The mapping you enter sends a location or work breakdown structure (WBS) code to Job Cost as an extra.

In Sage Estimating, WBS codes enable you to attach additional information to each item. Each WBS code has values underneath it. For example, if you had a WBS code of **CSI Phase**, the values underneath that WBS code might be field supervision, project administration, safety coordination, and so forth.

In Job Cost, the **Extra ID** entry is limited to 10 characters.

Additionally, you can use a location to relate an item to a specific job area. For example, if you build an office, you might want to assign one item to the first floor and another item to the second floor.

10. Select the WBS code or location from the **Sort Level** list to send to Job Cost as an extra.

When you select a **Sort Level**, you receive a warning. If you choose a sort level, non allocatable add-ons will not be exported. Select **[Cancel]** instead to export all. Also, if you want all addons included in the export, click **[Cancel]**.

If you select a WBS code for the **Sort Level**, the **WBS values** area becomes available.

If you selected **Location** as the **Sort Level**, the name of this area is **Location Selection**. Its function is the same no matter which **Sort Level** you select.

11. Under **WBS values**, choose whether to send all WBS values to Job Cost or only selected WBS Values.
12. Click **[Finish]** to export the specified estimate data to Job Cost.

Sage Estimating sends the exported estimate information directly to the Sage 300 Construction and Real Estate Job Cost New.jct file.