

mpengo Job Cost 3.0: A Quick Start Guide

Thank you for downloading **mpengo Job Cost**. We're sure you'll find it easy to use regardless of your familiarity with project management and job costing. And, you'll enjoy using it to help take your business mobile.

The app is easy and straightforward, but please take a few minutes to walk through this guide. You'll learn the basics and you'll find extra features by walking through this quick exercise.

Support:

We're here to help any time you need us. We're consistently rated among the top support organizations in North America and if you ask us a question, you'll find out why. You can expect a quick reply.

To reach us, simply tap the button labeled **[Support]**. Enter your subject & question, tap [Send], and our support folks will answer you quickly.

App Buttons:

Generally, the app uses the following conventions:

[Back] - returns to the previous screen or menu, and does not save any data entered

[Done] – saves your work and returns you to the previous screen

[+] icon – tap to add a new record, line, or other piece of information

[Trashcan] icon – tap to delete a record

Tapping outside the window - works the same as the [Back] button. Remember that your work is not saved when you do this



The Menu:

The menu sidebar is available to you everywhere you are in mpengo Job Cost. You can easily switch from section to section by tapping on the menu.

Before changing screens, remember to save your work with the [Done] button.

Home Screen:

Jobs RENO Barney Smith (i)
Kitchen Renovation

Status Active

Kitchen Renovation

Description

	Job Cost		Customer Price
Cost Estimate	9,970.00	Original Contract	9,970.00
Cust Change Requests	355.00	Value of CCR's	405.00
Total Cost Estimate	10,325.00	Total Contract	10,375.00

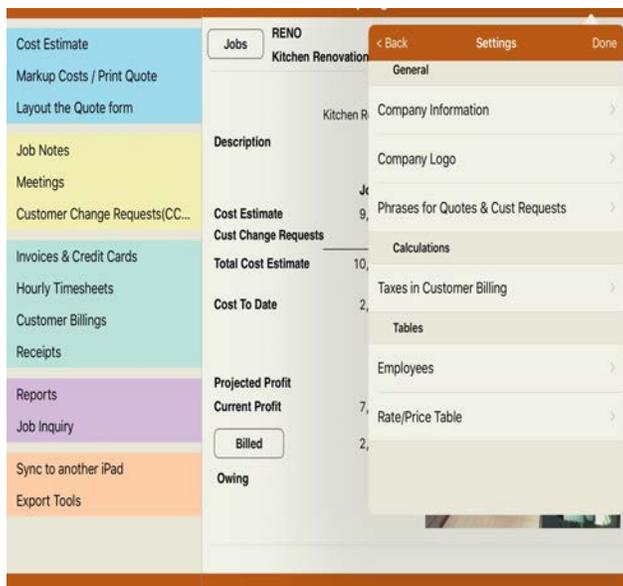
Cost To Date	2,535.98	
Projected Profit	50.00	
Current Profit	7,839.02	
Billed	2,929.30	
Owing	429.30	

When you open mpengo Job Cost or tap **[Home]**, a summary of the job you are currently working on is displayed:

- Cost Estimate* - the total value of the cost estimate of all activities
- Cust Change Requests* - the cost estimate of all approved customer changes
- Original Contract* - estimated or last quoted job value
- Value of CCR's* - the total quoted price of all approved customer changes
- Cost to Date* - costs incurred to date
- Projected Profit* - total contract less estimated costs (Total Contract less Total Cost Estimate)
- Current Profit* - total contract less costs incurred to date (Total Contract less Cost to Date)
- Billed* - total billings of this job
- Owing* - outstanding accounts receivable (A/R)
- Image (Photo)* - the image used is always the last one posted to the photo library. To change the image, post the desired image to the library.
- [Jobs]** button - lets you switch to another job to work on, or to create a new job
- [Billed]** button - lets you see what you have billed on the job, and lets you produce a customer A/R statement.

Settings Screen:

This screen is to set up the background information of your company and customize the app for you and your customers.



Tap [**Settings**] and make sure that you enter your company information, local tax rules, and a company logo (optional). These items appear on invoices, quotes, and statements. The contact information is also important for us to support you if you tap the [support] button.

Company Information – enter your contact info, your company name, address, email, & phone numbers. Tap [Done] when complete

Company Logo – add your company logo. Tap the window above the instructions, and select the logo from your iPad's photo album. Tap [Done] when complete.

Note: If you do not have your logo in your photo album, email a .png, .jpg, or .bmp file of your logo to your iPad from your PC or other device and on the email, tap and hold the image until the option to save the image appears. Once done, your logo will be selectable from your photo album.

Phrases – phrases are used in quotations and in customer change request quotes to minimize the typing of standard text. For example, you can create a phrase that includes your standard disclaimer or terms. In *Layout the Quote* and in *Customer Change Requests* you'll be able to tap the [lookup] icon (the magnifying glass) and select and add the phrase.

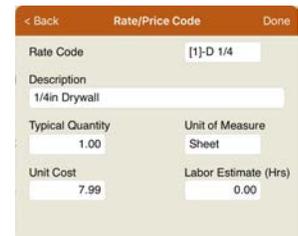
Taxes in Customer Billing – enter the tax rate for your area and the name of the tax (eg. State Tax, or Local/County/Municipal Tax). Two tax lines can appear on the invoice billing. If more than two are needed in your region, you may wish to combine them on one of the lines. The 'Tax2' switch is only for those regions that charge tax on top of tax.

Employees – employees are used in 2 areas: as possible attendees in Meetings, and when you are recording Timesheets. The important parts of this record are initials (or a code) to differentiate people, first & last name, & pay rate (to charge the job with labor costs). The rest of the data is just for internal use.

Rate/Price Table – this function allows you to create a list of the items or services you commonly use in your estimating. Adding details here such as measures and costs makes it easier to create your estimates.



There are two ways to add items to the list. In the rate / price table, tap the **[+]** to add an item and its rate or price. Enter a code for the item you are adding, the description, the typical quantity and unit of measure, and the unit cost and/or labor rate as applicable.



Tap **[Done]** when finished to add the item to your list.

Alternatively, you can import a list of rates and prices from an existing spreadsheet created in programs such as Excel. In the lower right of the Rate/Price Table, tap **[Import Rates/Prices]**. Be sure to follow the specifications noted in the window and remember to save your data to import as a tab delimited text (‘.txt’) file.

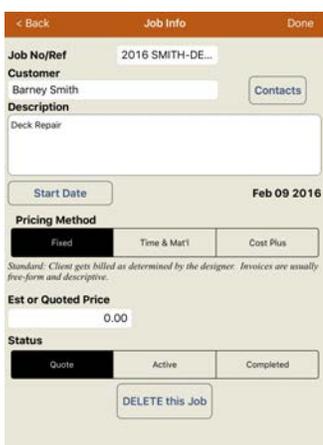


To import the file, send the .txt file to your email. When received on the iPad, tap and hold the file in the email. A selection of apps will open. Tap “Open in Job Cost”. Tap “Confirm Import” to complete the addition of these rates to the Rates/Prices table.

Creating a New Job:

A sample job is preloaded in mpengo Job Cost. You can use this to experiment with entering info and learn how a job is organized. Once you are familiar with this, you can create your real job or project.

To create a new Job, tap **[Jobs]** on the top of the Home screen, and tap **[+]** to start setting it up:



Job No/Ref – Each job or project requires a unique job or reference number to identify it. We suggest a job number or a short customer code (eg. 2013/05 or SMITH-GARDEN)

Customer – Enter your customer’s contact information. This will appear on quotes, invoices, statements, and your reports.

Note: You may enter the customer contact information directly into the app, or use a contact already entered in your iPad contact app by tapping the **[Contacts]** button. We suggest that you always setup the customer in your Contacts app, so that you can enter the customer’s address, and have it appear on your quotes, invoices, etc.

Description – enter a general description of the job to help identify the job on the Home screen and in reports. A short name is best.

Start Date – enter the date for your records

Pricing Method – mpengo Job Cost let you manage 3 types of jobs:

Fixed – select this option if you have quoted a fixed price, and are billing different amounts, such as progress draws, or extras billings.

Time & Material – select this if your job was quoted as a fixed rate per labor hour, plus the cost of materials used on the job. When you select this option, you'll see a new field asking you to indicate the rate per hour to bill.

Cost Plus – select this if your job was quoted as a % fee of the total job cost. When you select this option, you'll see a new field asking you to indicate the percentage fee to bill.

(Please note that T&M and Cost Plus *also* let you do miscellaneous or free form billings)

Estimated or Quoted Price – When you markup a cost estimate for quotation, this amount will be inserted automatically for you.

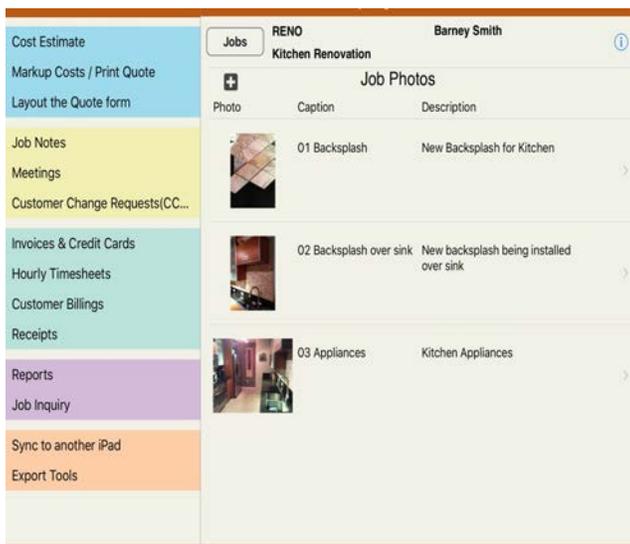
T&M or Cost Plus percentage – based on the pricing method, enter the rate per hour to bill, or the percentage fee

Status – there are 3 statuses: *Quote* is set when you create a new job, and automatically switches to *Active* once you start recording costs or billings. *Completed* is to indicate job completion. NOTE: A job must be declared complete before you can delete it.

IMPORTANT: Remember to tap [Done] to save your new job. It will automatically become the job you are currently working on.

Photo Library:

mpengo Job Cost lets you store up to 25 photos or images on the job to keep track of progress, problems, or capture before and after images. The library can be used in 2 ways:



i) **Quote** – you can add photos to your quotes to show samples of the expected project or before and after images. When preparing a customer quotation, the quote will include up to the first four photos on file based on the sort order of the photo 'captions'. To make sure that the correct photos are chosen, we suggest you start the captions with such as #01, #02, etc., so that there is no confusion about how they are ordered.

ii) **Job Pictorial History** – you can track a whole job with photos. At key points, take photos with your iPad and save the results in your photo album. You can then attach them to your job, together with a caption if desired, and a description of the photo.

To add photos:

Tap the current photo on the Home Screen of the Job or 'Tap to access the Job Photo Library' to proceed to the Photo Utility.

Tap **[+]** to add a new photo or image.

- tap the **[Camera]** icon to take a photo with your iPad, and then [Use] this photo (**Note:** photos taken with the camera inside Job Cost are not stored in the iPad Photos app.)
- or tap **[Photos]** to select a photo taken earlier from your Photo Album.

Once selected, add a caption and a description. Tap [Done] when completed.

Cost Estimate:

Cost estimates are the real basis behind Job Cost. With estimates, you can work up the customer quotation, track costs against the estimate, and report on how well you are doing.



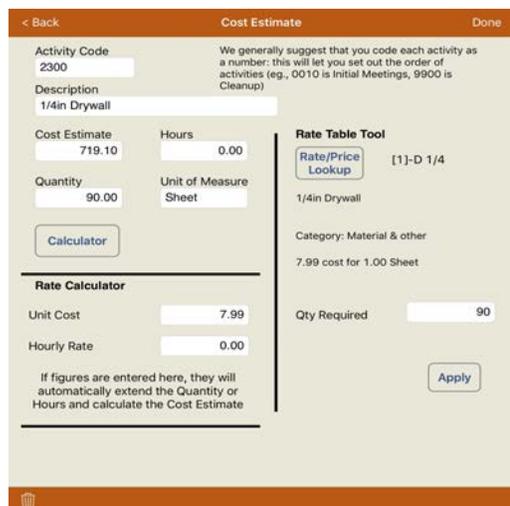
Activity Code	Description	Amount	UOM	Estimate Quantity	Hours
0010	Job Setup	85.00		0.00	1.00
6200	Carpentry Work	2,900.00		0.00	35.00
8110	Kitchen base cabinets	1,550.00	Ea	0.00	5.00
8300	Flooring	825.00		0.00	0.00
8600	Plumbing	700.00		0.00	0.00
8800	Painting	1,200.00		0.00	0.00
9720	Gas range, free standing	1,900.00	Ea	0.00	0.00
9770	Dishwasher	590.00	Ea	0.00	0.00
9900	End-of-Job Site Cleanup	220.00		0.00	6.00
C001	Add 12" TV undercabinet	0.00		0.00	0.00
Totals					

Estimates are organized by 'activity code', which sets out each activity or item in the estimate. These can be items such as Setup, Demolition, Drywall, Shrubs, Drapery, etc. Typically in accounting these are represented by number codes. Coding with numbers will let you set out the order of activities (for example, 0010 is Initial Meetings, 9900 is Final Cleanup).

Use a code big enough to permit you to insert new activities later. We suggest a 4 digit code, such as 0010, 0020, 0100 and so on (make sure that you 'zero-fill' your code so that activities remain in the correct order).

Note: Activity Codes may be numbers, letters, or both. Use the codes you prefer.

To add an activity code and its associated cost estimate:



Activity Code: 2300

Description: 1/4in Drywall

Cost Estimate: 719.10 | Hours: 0.00

Quantity: 90.00 | Unit of Measure: Sheet

Rate Table Tool: Rate/Price Lookup [1]-D 1/4

Category: Material & other

7.99 cost for 1.00 Sheet

Qty Required: 90

Unit Cost: 7.99 | Hourly Rate: 0.00

Tap **[+]** and enter the item details

Activity code – as mentioned earlier, we suggest a 4 digit numeric code, zero filled (unless you are well acquainted with the use of codes and have your own conventions): number them typically in the order that you work the job

Description – enter activity description

Cost Estimate – enter the estimated cost of the activity

Hours – if this is a labor component, you can optionally enter estimated hours (and also track actual hours against the estimate). The pop-up calculator can be used to enter the hours.

Quantity – you can optionally the estimated quantity for your reports. The pop-up calculator can be used in this field as in the amount field.

Unit of Measure – you can optionally enter unit of measure (eg. Sheets, Each, lbs.) for your reports.

[Calculator] Button – use the calculator to calculate your prices. You have the option of transferring totals to the Cost Estimate, Hours or Quantity fields.

Rate Calculator – These fields will be completed based on the cost and hours entered above. If the cost or rate is edited in the rate calculator, the change will be reflected in the Cost Estimate field.

Rate Table Tool – If you have created or imported typical rates/prices for your job (see Settings), you can select the item by tapping on the [Rate/Price Lookup] button. Tap [Apply] to use this item for the activity.

Tap [Done] when complete to save the entry. At any time, you can tap [Totals] to see the total estimate entered to date.

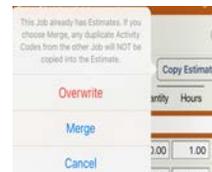
Remember, you can add or delete entries in this table if desired.

Copy an Estimate

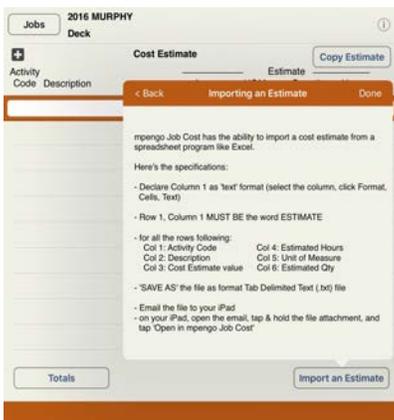


You may wish to copy an estimate from another job in mpengo Job Cost. Tap **[Copy an Estimate]** located in the top right of the estimate screen. In the pop-up window, select the job you wish to copy the estimate from and tap the [Copy] button.

If the job you are working in already has estimates, you will have the option to overwrite the existing estimate or merge the existing quote with the one you are copying from. **Note** that if you merge the estimates, duplicate activity codes from the other job will not be copied into the estimate.



Import an Estimate



You may also wish to import an estimate prepared in a PC program such as Excel.

Tap **[Import an Estimate]**. The instructions about how to prepare your cost estimate file will appear

Markup Costs / Print Quote to prepare the customer quote

Activity Code	Estimated Cost	Markup Percent	Quotation Price
0010 Job Setup	85.00	0.00	85.00
2300 1/4in Drywall	719.10	0.00	719.10
6200 Carpentry Work	2,900.00	0.00	2,900.00
8110 Kitchen base cabinets	1,550.00	0.00	1,550.00
8300 Flooring	825.00	0.00	825.00
8600 Plumbing	700.00	0.00	700.00
8800 Painting	1,200.00	0.00	1,200.00
9720 Gas range, free standing	1,900.00	0.00	1,900.00
9770 Dishwasher	590.00	0.00	590.00
Total Cost:	10,689.10	Total Quote:	10,689.10

Now that you've created the cost estimate and have an idea what the job will cost you, you can work up the customer price, layout a descriptive quotation, and email or print the quotation to your customer for approval.

Tap **[Markup Costs / Print Quote]** to look at the current cost estimate. You can markup the costs of each activity separately by a percentage, or enter an overall percentage at the bottom of the screen to arrive at a quotation price. You could also set an overall markup of, say, 20%, and then change just a couple of activities.

Tap **[Print/Email the Quote]** to preview the quote. By default the quote is a very simple layout - an introduction, the quotation (in detail), and a closing sentence.

Layout the Quote form:

Order	Type	Description	PgBrk
1.0	PHRASE	We are happy to provide you with our quotation for your...	
2.0	PHRASE	If you have any questions, please give us a call.	
3.0	PHRASE		
4.0	PHRASE		
5.0	QUOTE	Here is our quotation:	
6.0	PHRASE		
7.0	PHRASE		
8.0	PHRASE		
9.0	PHRASE		
10.0	PHRASE	If you have any questions, please feel free to give us a call.	

You can customize your quote with a few simple steps. To change the layout of the quote:

Tap **[Layout the Quote form]**

You will see 10 'lines' or sections: 4 available lines for opening phrases, Line 5 is the actual quotation, and 5 available lines for closing phrases.

Tap a **PHRASE** line to add text – enter the text directly or tap the [lookup] icon to insert an existing phrase in your phrases table.

To create a page break in the quote, turn the page break switch to ON.

Tap **[Done]** to save your entry or changes.

Tap the **QUOTE** line to change the 'lead-in' sentence to your quotation, or to change the level of detail wanted: you can have the quote presented in full detail by activity, or just a single line with the total. Tap **[Done]** to save your changes.

Using an existing Quote Form Layout:

You can also copy a Quote form layout from an earlier job by tapping **[Copy Layout]** and selecting the job. All the phrases and setup will be duplicated into your existing quote.

You can go back and forth adjusting your quotation until you are satisfied with the result, and then email or print it for your customer. The latest version of the quotation amount will be inserted into your job file under Estimate or Actual quote for you.

Working with mpengo Job Cost

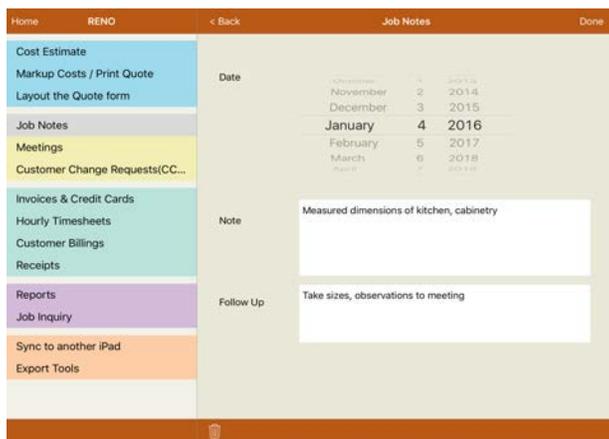
You've now created the job, estimated the costs, worked up the quotation to the customer, and won the job. Now it's time to start doing the work and manage the job.

mpengo Job Cost has 5 basic components for managing your project:

- keeping track of and documenting meetings and any job notes
- considering job changes and quoting the customer for changes
- collecting costs on the job, and recording any time spent
- billing the customer as the job progresses and collecting money
- running reports to see how you are doing

Notes & Meetings:

Job Notes lets you take special records of anything you need to remember or follow up on.



To add a note:

Tap **[+]**

Indicate date, note, and any follow up required
Tap **[Done]** to save the entry.

Use the Job Notes report (in Reports) to create a running reminder list if desired.

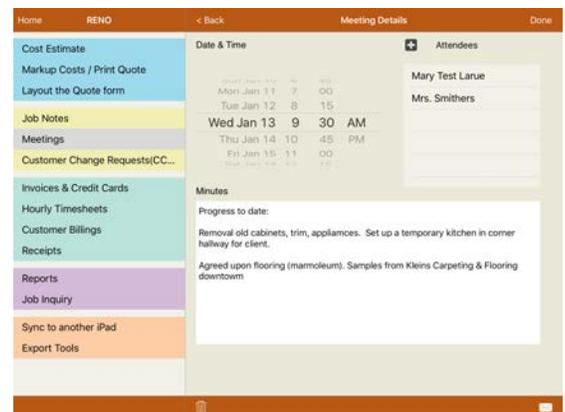
Meetings lets you formalize the results of a meeting, the topics discussed, and record the attendees. You can email each attendee a copy of the meeting minutes.

To add a meeting:

Tap **[+]**

Indicate the Date and Time, and the key points in the 'meeting minutes' field

To add Attendees – tap **[+]** to add people. Type the name of the person, tap the [lookup] icon to select from the employee table, or tap **[Contact]** to select from your contacts.



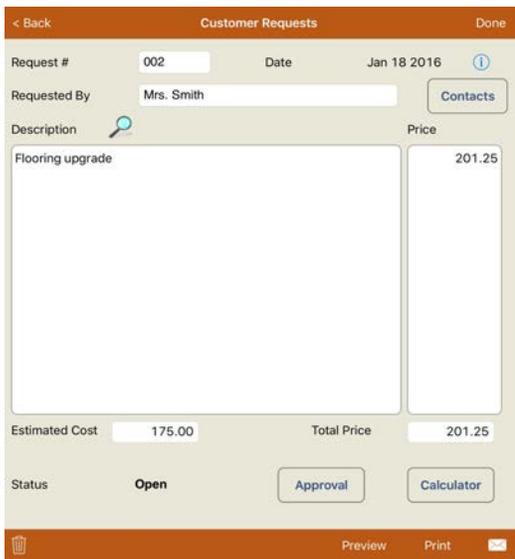
Tap **[Done]** to save the meeting. Tap the **[email]** icon and send out a copy of the minutes to everyone if desired.

Customer Changes:

The Customer Change Requests (CCR) function is a very powerful tool. In it you can:

- document the changes requested by a customer and price it
- record estimated cost
- use a calculator to work out figures
- prepare and email/print the customer a formal quotation of the change
- get customer approval, and even get the customer to sign-off on the quote electronically on your iPad

To create a change request:



The screenshot shows the 'Customer Requests' app interface. At the top, there are navigation buttons: '< Back', 'Customer Requests', and 'Done'. The form contains the following fields and controls:

- Request #**: 002
- Date**: Jan 18 2016
- Requested By**: Mrs. Smith (with a 'Contacts' button next to it)
- Description**: Flooring upgrade (with a lookup icon)
- Price**: 201.25
- Estimated Cost**: 175.00
- Total Price**: 201.25
- Status**: Open (with 'Approval' and 'Calculator' buttons)

At the bottom, there are buttons for 'Preview', 'Print', and 'Email'.

Tap **[+]** to start a new customer request: a 'request number' will be assigned

Date, Requested by – indicate the date of the request and who requested the change. You can also tap **[Contacts]** to select from your Contacts table

Description – enter details of the request. If you wish, you can itemize the quoted price of each item in the column to the right of the text. You can also tap the [lookup] icon, and insert a phrase from your phrase table.

Price (customer price) - if you have been itemizing each item in the price column, the total will be inserted for you into Total Price. Otherwise, manually enter the total customer quote price for this request

Estimated Cost – enter your estimated cost of the request (the customer won't see this on their quote or approval sheet). This is used to update your cost estimate if the request gets approved

Calculator – at any time you can tap **[Calculator]** to help with figures, and insert the result in any of the number fields

Be sure to tap [Done] to save the entry of the CCR.

[Preview] / [Print] / [Email] – these buttons will let you review the quote to the customer, print the quotation, or email the quotation respectively

Approval – tap **[Approval]** once you learn whether the quotation has been approved

Status – indicate if Approved, or Rejected

Approved by, Date – enter who approved the job and when

Price agreed upon – most times, you and the customer agreed on a compromise amount. Enter the amount.

Approval Signature – tap to display the details of what was approved and have the customer to confirm agreement by signing off. Have the customer sign in the window on the iPad. After signing, tap [Done] and then **[Update]** to save the approval signature and update the quote with the new contract price. Indicate if you want the approval sheet to be emailed to the customer.

Recording Costs:

Invoices & Credit Cards lets you record any material or service invoices you have received and charge them to the job. As you charge the job, you will be able to indicate which activity(s) the charge applies to. This will let you do a comparison of estimated costs vs. actual costs and catch any potential problems or cost overruns before they become critical.

Tap **[+]** to add or record a new invoice or credit card slip

Date for posting – enter the date you are adding the charge to mpengo Job Cost. (You may instead want to use the date printed on the invoice, depending on your method of record keeping.)

Supplier – enter the name of the supplier (or the name of the credit card & supplier together). You may also tap the [lookup] icon to use a name from your contacts

Invoice Number, Invoice Date – enter the date of invoice or slip, and the invoice number or reference

Description – enter a brief description of the goods or service being charged

Example:

For the charges on the invoice, say you have an invoice for \$75 in plumbing parts and \$8 in taxes, for a total of \$83.

It is typical to charge the job only with the direct costs associated with the job. Indirect costs such as shipping fees, taxes, rent, phone bills, etc. usually get attributed to the company. Using this method, charges are \$75, taxes are \$8, and you will charge out the \$75 to one or more of the job activities.

Another method is to charge everything associated with the job, including any taxes, to the job. In this method, enter charges as \$83, taxes as \$0, and then charge out the full \$83 to one or more of the job activities.

Charge to lets you allocate the ‘charges’ amount to one or more of the job activities. Enter one or more lines with the amounts to charge to the activities involved until the total charge of the invoice is accounted for.

Tap **[+]** to charge to the job

Enter the activity code associated with this charge, or tap the [lookup] icon to choose from the activity code list

Description, Reference – these are reference fields for your internal use. You can override them if desired (they appear on job inquiries and detailed cost reports to tell you about the source of the charges).

Amount – enter the amount to be charged.

If you are charging the invoice to more than one activity, enter the amount for each activity, tap [Done] to save the entry, and add additional lines as required to finish charging the invoice. To charge any remaining amount to the last line, you can tap **[Balance]** to charge out the remaining balance.

To charge the full amount of the invoice, simply tap **[Balance]** to fill in the outstanding balance to the activity.

Finally, tap **[Update]**. This saves the record, updates the costs against the job, and calculates a new job profit/loss position. If for some reason you need to hold off updating the invoice until you get some further information, make sure that you tap [Done] to save your work.

Hourly Timesheets:

Hourly Timesheets provide you with a way to record labor costs and time spent against a job. This is doubly important in Time & Material jobs, where your actual profit is based on the time charged to the job. Similar to Invoices, you will be charging labor time to the proper job activities.

The screenshot displays the 'Hourly Timesheets' app interface. At the top, there are navigation options: '< Back', 'Hourly Timesheets', and 'Done'. Below this is a date selection menu with months from October 2014 to March 2016. To the right is a 'Today's Progress' text area containing the text 'Installed lower cabinets, sink'. Below the date menu is a table of workers:

Worker Code	Name	Activity Code	Pay Rate	Hours
XX-JH	Hampton, John Test	8110	25.50	4.00
XX-ML	Larue, Mary Test	6200	27.55	5.00

At the bottom, there is an 'Approved By' field, an 'Update' button, and a 'Total Hours' field showing '9.00'.

Tap **[+]** to create a new timesheet

Date – enter the date of the timesheet

Progress – give a short description of the work done on this timesheet

Charge time:

You can now charge out the time spent to one or more of the job activities. You will enter one or more lines, entering time & employees involved to charge to the activities involved until you account for the total time on a timesheet.

Tap **[+]** to add a line

Enter the employee initials associated with this time, or tap the [lookup] icon to choose from the employee list. If the employee has been previously setup in your Settings / Employees

table, the initials (or short form), name, and pay rate will be inserted for you. Otherwise, enter this information. This info is automatically saved in the employee table to make it easier next time.

Activity code - enter the activity code associated with this charge, or tap the [lookup] icon to choose from the activity code list

Hours worked – enter the number of hours worked

Remember to tap [Done] to save the entry

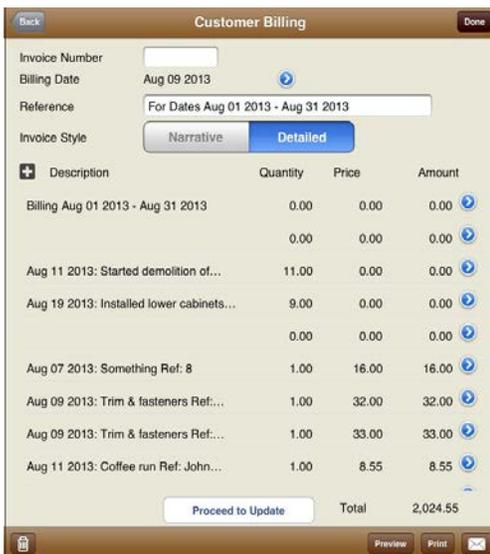
Continue to add more lines until the timesheet is complete.

Approval: If your job requires that your timesheets get approved, you can enter the name of the person approving it, and then optionally email a copy of the timesheet back to your customer or approval person

Tap [**Update**] to save the record, update the costs against the job and calculate a new job profit/loss position. If for some reason, you need to hold off updating the invoice until you get some further information, make sure that you tap [Done] to save your work.

Customer Billings:

All of your customer billings can be done in mpengo Job Cost.



The screenshot shows the 'Customer Billing' screen with the following fields and table:

Invoice Number: [text field]
Billing Date: Aug 09 2013 [calendar icon]
Reference: For Dates Aug 01 2013 - Aug 31 2013 [text field]
Invoice Style: Narrative [radio button] Detailed [radio button]

Description	Quantity	Price	Amount
Billing Aug 01 2013 - Aug 31 2013	0.00	0.00	0.00
	0.00	0.00	0.00
Aug 11 2013: Started demolition of...	11.00	0.00	0.00
Aug 19 2013: Installed lower cabinets...	9.00	0.00	0.00
	0.00	0.00	0.00
Aug 07 2013: Something Ref: 8	1.00	16.00	16.00
Aug 09 2013: Trim & fasteners Ref:...	1.00	32.00	32.00
Aug 09 2013: Trim & fasteners Ref:...	1.00	33.00	33.00
Aug 11 2013: Coffee run Ref: John...	1.00	8.55	8.55
Total			2,024.55

Buttons: Proceed to Update, Preview, Print, Email

Tap [**+**] to create a new invoice

Invoice number – enter the invoice number desired, making sure that it is a unique invoice number (the app will confirm this prior to update)

Billing Date – enter a billing or invoice date. The default is today.

Reference – enter a short description of the nature of the invoice for your own records (materials, progress billing #3, extras, etc.)

[Preview] / [Print] / [Email] – these buttons will let you review the invoice and print or send it. You can also use these buttons later to reprint or re-send an invoice that has already been created and updated

Billing Method:

mpengo Job Cost has 3 types of billing methods, depending on what type of job you have.

Fixed Price Job – with fixed price jobs, you can create invoices in free form style.

There are two styles of entry:

Narrative asks for a description followed by amount, and you can have several lines of narrative

Detailed asks for description, quantity, unit price, and calculates the resulting amount. Again, you can have several detailed lines.

Tap **[Proceed to Update]** once you have entered the basics of the invoice, and you will proceed to the taxes screen and update.

Time & Materials Job – mpengo Job Cost also provides the option to automatically generate the T&M invoice for you. When you select this option, indicate the date range for the invoice. All materials recorded in Invoices and labor charges in Timesheets during this range will be added to the invoice.

You may also include additional text once the invoice is created. Tap **[Proceed to Update]** once you have entered the basics of the invoice, and you will proceed to the taxes screen and update.

Cost Plus Job - mpengo Job Cost also provides the option to automatically generate the Cost Plus invoice for you. When you select this option, indicate the date range for the invoice. Materials and labor charged during this period will be extracted. A subtotal of all costs, and a line to charge the percentage fee will appear.

You may also include additional text once the invoice is created. Tap **[Proceed to Update]** once you have entered the basics of the invoice, and you will proceed to the taxes screen and update.

IMPORTANT NOTE: Be careful that you do not pick a date or date range that has been previously invoiced when **'Prepare the Invoice Automatically'** is selected on Cost Plus or Time & Materials.

Proceed to Update

Tap **[Proceed to Update]** to display the total invoice together with taxes based on your tax settings. If you have agreed with your customer to reduce your invoice to withhold a certain percentage or amount as retention, enter it here. You can also adjust tax percentages and amounts.

If the job owner wishes to pay you on the spot, record that by turning the **Payment Made** switch to **ON**, and enter the type of payment (eg., cash, check #441) and the amount paid.

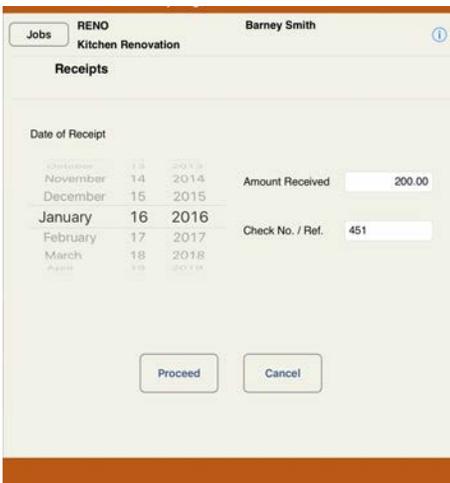
Any payments made will be recorded in your records and the invoice will show the amount received and the balance outstanding.

Update and Prepare Invoice

Tap to update all the job records and create an invoice that can be emailed to your customer. (Remember that later you can always reprint or view the invoice by going back to Customer Billings, selecting the invoice, and tapping Preview, Print, or email)

Receipts:

To record money received from the customer tap Receipts and enter:



Date – select the date received

Amount – enter the amount received

Check No./Ref – indicate type of payment, or a check number

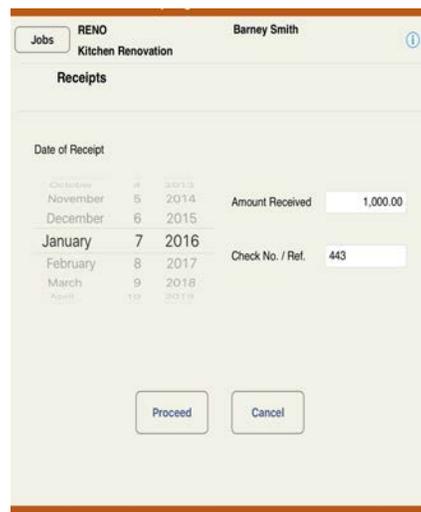
Tap **[Proceed]** to apply the money received against the outstanding invoices.

Tap the line (Invoice) that is being paid, and confirm (or edit) the amount being applied. Tap [Done] to save the entry. Continue to apply the amount received *until the amount Left to Apply displayed at the bottom of the screen is 0.00.*

Tap **[Update]** to update all the job and A/R records, and save the entry

Receipts - Taking a Deposit:

To record Deposit received from the customer tap Receipts and enter:



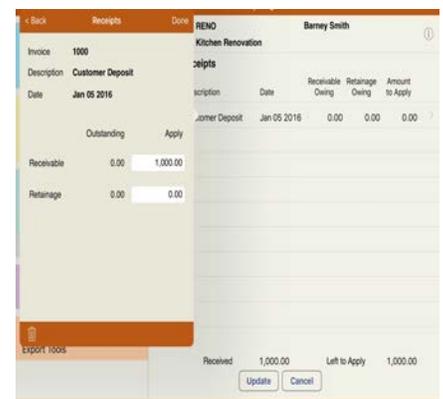
Date – select the date received

Amount – enter the amount received

Check No./Ref – indicate type of payment, or a check number

Tap **[Proceed]** and select the invoice labeled **'Customer Deposit'**

Receivable / Apply field – enter the deposit amount received. Tap **[Done]**



Then tap **[Update]** to record the deposit.

Applying an Earlier Deposit to an Invoice:

Tap Receipts:

Date – select the date

Amount – enter **0.00** as amount received.

Check No./Ref – enter a reference such as ‘Apply Deposit’.

Tap [**Proceed**] and select the invoice labeled ‘**Customer Deposit**’.

Receivable / Apply field – enter the amount of the deposit you are applying as a **NEGATIVE** number and tap [**Done**].

NOW, select the Invoice to which you are applying the Deposit (in this case ‘Progress Billing’).

Receivable / Apply field – enter the amount to apply (if different than the default amount) and tap [**Done**].

Finally, tap [**Update**] to record the transaction.

Reports:

mpengo Job Cost offers a variety of reports:

Cost Report – gives a recap by activity showing estimate, costs incurred in the period, costs to date, with an option to include hours and quantities

Cost Detail Report – shows all details of invoices and timesheet costs recorded for the date range selected

Company Summary – gives a one-line summary by job showing the status of each job. The report displays ‘cost this period’ based on the date range selected

Job Notes – shows the detail of all notes entered for the date range selected

A/R List – gives you an accounts receivable analysis of all invoices and payments made to the job, followed by an aged summary

Invoice Register – gives a report on all invoices billed for the date range selected.

Supplier Report – shows the detail of all invoices and credit card slips recorded for the date range selected.

Timesheet Labor Report – shows all the details of the timesheets entered followed by a summary by employee and a summary by activity

Note: Reports such as A/R List, Invoice Register and Supplier Report have the option to select ‘All Active Jobs’ or ‘This Job Only’.

HINT: REMEMBER that many of the reports are date sensitive and only pick up costs and data for the date range you have selected. If it appears that some information is missing, carefully check the dates selected.

Activity Code	Description	Estimate +C/O's	Cost to Date	Hours Estimated	Hours to Date
0010	Job Setup	85.00	308.23	1.00	10.00
2300	1/4in Drywall	719.10	0.00	1.00	0.00
6200	Carpentry Work	2,900.00	252.75	35.00	6.00
8110	Kitchen base cabl...	1,550.00	135.00	5.00	4.00
8300	Flooring	825.00	0.00	0.00	0.00
8600	Plumbing	700.00	650.00	0.00	0.00
8800	Painting	1,200.00	1,190.00	0.00	0.00
9720	Gas range, free st...	1,900.00	0.00	0.00	0.00
9770	Dishwasher	590.00	0.00	0.00	0.00
9900	End-of-Job Site...	220.00	0.00	6.00	0.00
0001	Anti 12" TV Unde	355.00	0.00	0.00	0.00

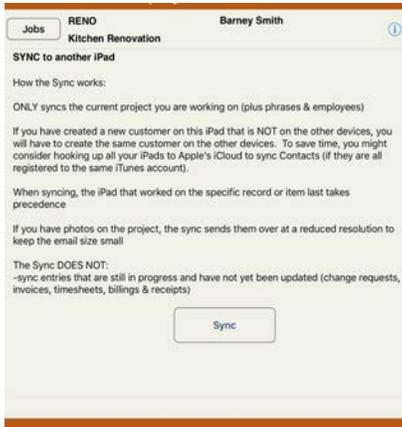
Job Inquiry:

This is a useful tool to quickly review activity details. Each Activity Code used in the job with the details against it appear as an on-screen report. Tapping any activity line displays a quick report of the components.

By default, the current job is displayed. To change the job, tap **[Jobs]** and select the job you wish to review.

Sync to another iPad:

Another important feature of mpengo Job Cost is the ability to have **multiple users**. If you have one or more colleagues, the sync function can let you share projects and data across all iPads in your company. Note that there is no additional fee to share data.



To sync, tap ***Sync to another iPad***, and the **[Sync]** button. A data file will be prepared of the current job, and an email will be created containing the data. Note that if you have photos attached to the job, they will be included but at a lower resolution to keep the email file size small. Address the email to the colleagues you wish to sync with.

When a sync file is received on an iPad with mpengo Job Cost installed, simply open the email and tap and hold the file attachment until you see the option to open the attachment in mpengo Job Cost. Tap the option and the data will be merged into the app.

Syncing multiple iPads:

There is NO LIMIT on the number of iPads you can sync with this app, but logistically, it starts to get difficult after about 3 or 4 devices (eg., Tom has to sync with Dick, Harry, and Manuel: Dick has to sync with Tom, Harry, Manuel.. and so on).

If you have more than 2 devices to sync, we suggest the following approach:

- agree on a standard schedule to sync your devices
- declare one iPad as a 'master'
- all users should email their sync data files to the 'master'
- the owner of the 'master' iPad integrates everyone's data into the 'master' copy of mpengo Job Cost
- the owner of the 'master' then creates a sync data file, and sends the same file back to all the other people
- recipients sync the received file to merge the data

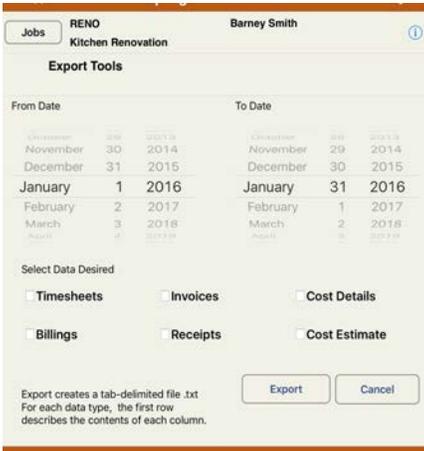
NOTE: Keep in mind that a sync only does one job at a time. If you have multiple jobs to sync, each must be synced separately. Only the current project you are working on, plus Phrases & Employees, is synced when the Sync file is created.

NOTE: Syncing does NOT attempt to sync entries that have not yet been updated. For example, it will not sync a billing that one person is currently in the processing of entering, as it makes little sense to have 2 people simultaneously trying to create the same billing: the same is true of Customer Change Requests, Invoices & Credit Cards, Hourly Timesheets, Customer Billings, and Receipts.

The person who last worked on a record takes precedence, even if both of you have edited the record.

Export Tools:

mpengo Job Cost lets you package up and send the data you've been processing to your PC or other device for further processing in another program or app. Data is sent in a spreadsheet style tab-delimited text format compatible with Excel and many other tools.



To create an export file, tap **Export Tools**

From / To Date – select the date range of data to export

Select Data Desired – tap the type of data you wish to include in the export file. If you wish you can tap more than one data type, but be aware that all of the data you have selected will be combined into one file.

Tap **[Export]** to proceed with the data capture and email the file

For each type of data you have selected, an informative (header) row is first sent to describe the contents of each column. This is followed by the actual data. If you export more than one data type at one time, you would see each set of data separated by another information row (eg. information, data, data, data, next information row, data, data, and so on).

Other Information

A note on Memory: you may encounter memory limitations on your iPhone or iPad (most devices come with 1GB of working memory which is divided up between the internal operating system and your active apps—we're not referring to the 16GB, 32GB, 64GB, or 128 GB storage that you purchased with your iPad - that is data storage).

In general, when an app is no longer visible it will not be using any memory on the device. This is sometimes referred to as moving an app to the background but in fact, most apps are actually suspended and removed from memory. An exception to this statement is an app that is performing an activity in the background such as a navigation app.

A new feature is available in iOS 9 that allows specially designed apps to execute in a split screen mode. In this case, both apps are sharing the available memory and resources of the device.

To close apps active in the background (iOS 7, 8 and 9)

- Double tap the Home button to bring up the multitasking view
- Swipe or flick up on the screenshot (not icon) of the app you want to exit
- The app will fly off the screen and release its resources
- When done, tap the screen with all your icons or double tap the home button

Backups: Remember it is VERY important to backup your iPhone or iPad to your COMPUTER, (not just the cloud), on a regular basis when connecting to iTunes. A very valuable safety consideration: say, if someone drops an iPad, and puts it out of commission!

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If you have questions:

If you have any problems or questions, just tap Support, enter a subject, tell us your question, and tap Send. Remember to first indicate your contact name and email in Settings / Company & Support Info. You can also reach our support people (who are based in the U.S. and Canada) by sending a direct email to support@mpengo.com.

Our mpengo **Questions & Answers FAQ's** are also available by going to www.mpengo.com and selecting Support.

Develop this App with your support and comments!

If you like what you see, help support us by taking a look at some of our other apps that are also geared to provide help for business professionals out in the field – and tell your friends! We'd like to develop more tools suited to your needs, but need your help to spread the word. And send us your suggestions!

A good review on the App Store would also be greatly appreciated!