



**Module 01 – ProjectPro Basic**  
**Chapter 03**  
**JOB COST CATEGORIES**

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## INTRODUCTION

Classification of Cost is the process of organizing costs into categories for better understanding and analysis. It involves dividing costs into fixed, variable, direct, indirect, and semi-variable to help in better decision-making.

## JOB COST CATEGORIES

Cost category records are used to classify different types of costs associated with your items. Using cost categories helps you to track costs and variances in the manufacturing process. These categories are available when the Standard Costing or Landed Cost feature is enabled.

Job Cost Categories are generally used to block the cost categories for Item, Resource and G/L accounts. It is used in Job Card which will flow to Job Planning lines and from there Cost Categories flow to Purchase Documents or Job Journal. For the Items and Resources, one can set the default Cost Category on their master card as well, which will auto populate the value whenever selected.

Search for “Job Cost Categories” from the search tab and click on the one coming under Administration section. System will show the list below.

Job Cost Categories				
Code ↑	Description	Type	Activity Code	
→ BRDN	Burden	Labor		
DJE	Direct Job Expense	Material		
EQP	Equipment	Equipment		
FIX	Fixture	Material		
LAB	Labor	Labor		
MAT	Material	Material		
OVHD	Overhead	Overhead		
SUB	Subcontract	Subcontract		
SUBL	Subc Labor	Subcontract		

On this list page users can define the codes and description as per their requirement and then choose the Type against them, for example, Labor, Material, Equipment, etc.

### Fields in the Job Posting Groups Window

FIELDS	DESCRIPTION
<b>Code</b>	Specifies a code or short form of the cost category. The code must be unique with a maximum of 10 characters, including spaces.
<b>Description</b>	Specifies the description or the full name of the cost category.
<b>Type</b>	Specifies which type of Cost Category is and tie it with user defined Code defined above to identify and categorize accordingly. This is mainly to define the values

### ProjectPro Basic – Job Cost Categories

under “Cost Categories” fast tab on the Job card. For example, Labor, Material, Equipment, Overhead, Subcontract, etc.

Job Card ✎ ⚙ + 🗑

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Process Prices & Discounts WIP Job Navigate Report Analytics More options

Prepayment >

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Projections >

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WIP and Recognition > USD

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Cost Categories \$ ▶

PROJECTPRO COSTS	Budget Cost	Actual Cost	Cost Variance	Cost Variance %
Labor Cost	60,260.00	13,040.00	47,220.00	78.36
Material Cost	423,074.00	73,890.88	349,183.12	82.53
Equipment Cost	29,520.00	0.00	29,520.00	100.00
Subcontract Cost	67,200.00	15,000.00	52,200.00	77.68
Mfg. Cost	0.00	0.00	0.00	0.00
Overhead Cost	0.00	0.00	0.00	0.00
Miscellaneous Cost	0.00	0.00	0.00	0.00
Uncategorized Cost	0.00	0.00	0.00	0.00
Cost Totals	580,054.00	101,930.88	478,123.12	82.43

**Activity Code**

Specify the default Activity Code against a cost category, so whenever the user selects that Activity Code then the same Cost Category will be picked on the Job Card or Purchase Document.