

<b>Tutorial: Construction Job Costing Report</b>							
This tutorial will guide you through using this Excel workbook to track your project profitability in real-time.							
This tool is designed to help you identify cost slippage immediately so you can protect your bottom line.							
<b>1. Setting Up Your Project Information</b>							
At the top of the sheet, you have full control over the branding and project headers. You can click directly into these cells to update:							
<b>Company Branding:</b> Update the name, email (info@keyforecasts.com), and phone number (213-444-2224) to reflect your specific business.							
<b>Report Details:</b> Change the "CONSTRUCTION COMPANY ABC" and "JOB COSTING REPORT" titles to your specific client or project name.							
<b>Reporting Period:</b> Update the date range to match your project timeline.							
<b>2. Allocating Your Budget (The Yellow Area)</b>							
The yellow-highlighted cell ( <b>Total Contract Price</b> ) is the most critical starting point.							
<b>How to use it:</b> Enter the total amount you are billing the client for the entire project here.							
<b>Why it matters:</b> This figure is the "top line" revenue that all your profit margins and							
percentages are calculated against. If the contract price changes due to a change order, update this cell immediately to keep your metrics accurate.							
<b>3. Recording Project Expenses (The Data Table)</b>							
The main body of the sheet is where you track every dollar spent. Use the columns as follows:							
<b>Date:</b> Enter the date the expense occurred or the invoice was received.							
<b>Category:</b> Use this to group costs (e.g., Labor, Materials, Permits, Subcontract).							
<b>Description:</b> Provide a brief note about the specific expense (e.g., "Rough-in Copper Piping").							
<b>Vendor/Employee:</b> Track who was paid, whether it's a supplier like "Home Depot" or an employee like "John Doe."							
<b>Budgeted:</b> Enter the amount you estimated for this specific line item during the bidding phase.							
<b>Actual:</b> Enter the exact amount you ended up paying.							
<b>IMPORTANT:</b> Do not touch the Variance column. This column contains a built-in formula that automatically							
calculates the difference between your Budgeted and Actual amounts. It will highlight in red if you are over budget, providing an instant visual warning.							
<b>4. Understanding Your Metrics</b>							
The Metric table provides a high-level financial health check of your project:							
<b>Metric</b>	<b>Meaning</b>						

<b>Total Contract Price</b>	The total revenue expected from the client.						
<b>Total Estimated Costs</b>	The sum of all "Budgeted" amounts in your data table.						
<b>Total Actual Costs</b>	The sum of all "Actual" amounts paid out to date.						
<b>Gross Profit (Actual)</b>	Your take-home pay after all expenses (Contract Price minus Actual Costs).						
<b>Net Profit Margin %</b>	Your efficiency rating. It shows what percentage of every dollar earned is kept as profit.						
<b>5. The Visual Dashboard</b>							
<b>Progress Bar:</b> This bar fills up automatically based on your spending.							
<b>Estimate Used:</b> This percentage shows how much of your total project budget has been "burned."							
In the example shown, 92.13% of the estimate has been used. If this number approaches 100%							
before the project is finished, it's time to review your costs.							
If you have questions, please send an email to <a href="mailto:info@keyforecasts.com">info@keyforecasts.com</a>							