



INDIRECT COST ALLOCATION PROGRAM – for Master Builder

...a MASI Solutions Program

The **Indirect Cost Allocation Program (ICAP)** automatically allocates indirect overhead and administrative costs to selected jobs. Allocation is a manual task in Master Builder and can be tedious and costly to perform on a regular basis, especially if there are numerous jobs to account for. In many cases the allocations are done by an outside CPA, adding more expense.

This add-on program for *Intuit Master Builder* is easy to use, and powerful. It allows you to distribute indirect costs to jobs in a matter of minutes when the task may have been taking days. You can see real job margins immediately instead of waiting for quarterly or annual allocation and reporting.

Features

- Distributes indirect costs among active jobs for a specific period
 - as **% of Total Costs** by Job
 - or as **% of total Hours** by Job
 - or as **% of total Revenues** by Job
- Allows selection of any or all indirect costs to allocate
- Creates a recurring journal transaction in the current period and a reversing journal entry for the next period
- Sets up a direct journal account to show transaction details
- Advanced version creates three separate transactions to identify indirect costs for equipment, overhead, and admin

Benefits

- Saves the cost of an outside accountant doing this *(Ask your accountant how long this is taking now and compute the monthly savings)*
- Frees up your outside accountant to do more high-level analysis instead of doing this low level “grunt work”
- Frees up the time your internal personnel spend calculating the allocations and making the entries
- Lets you easily figure job margins that include indirect costs for paying incentive bonuses
- Makes indirect cost allocation possible on a monthly basis versus one-time at year-end
- Makes reporting to your bonding company and banks quick & easy

Account	Account Name	Sub-Account	Sub-Account Name	Period \$ Amt
<input checked="" type="checkbox"/>	6000	Rent		1,900.00
<input checked="" type="checkbox"/>	6001	Office Supplies		611.15
<input checked="" type="checkbox"/>	6002	Utilities		94.66
<input checked="" type="checkbox"/>	6003	Telephone		285.98
<input checked="" type="checkbox"/>	6004	Cell Phone / Paging		624.82
<input type="checkbox"/>	6005	Bank Charges		0.00
<input type="checkbox"/>	6006	Postage & Freight		300.00
<input type="checkbox"/>	6007	Janitorial		270.00
<input checked="" type="checkbox"/>	6008	Advertising & Promotion	1 T-Shirts	0.00
<input checked="" type="checkbox"/>	6008	Advertising & Promotion	2 Yellow Pages	925.00
<input checked="" type="checkbox"/>	6008	Advertising & Promotion	3 Newspaper	0.00
<input checked="" type="checkbox"/>	6008	Advertising & Promotion	4 Daily Pacific Builde	65.00
<input type="checkbox"/>	6010	Accounting Fees		580.00
<input type="checkbox"/>	6011	Legal Fees		175.00
<input type="checkbox"/>	6015	Consulting Fees		1,200.00
<input type="checkbox"/>	6020	Travel, Meals		784.27
<input type="checkbox"/>	6022	Entertainment		197.37
<input type="checkbox"/>	6025	Business Expenses		665.00
Direct Expense Target Account				5410 - Indirect Cost Allocation
Direct Expense Target Cost Code				19000 - ALLOCATED COSTS
Indirect Expense Offset Account				6900 - Indirect Cost Allocated-Offset
				Total Costs in Period
				45,345.59



**SAVE TIME
GET THE INFORMATION YOU NEED
CUT YOUR COSTS**

Does your company

- ✓ allocate overhead to a lot of jobs?
- ✓ spend hours to calculate and distribute costs?
- ✓ report to a bonding company or bank regularly that requires accurate job costs?
- ✓ want to report indirect costs on tax returns or financial statements (GAAP or IRS requirements)?
- ✓ pay bonuses to key employers based on Job margins (that do not now include indirect costs)?

Costs	%	Method 1		Method 2		Method 3	
		Hours	%	Revenue	%	Alloc. Costs	Edited Costs
130,328.43	25.16%	327.00	12.91%	133,055.21	27.75%	1,133.89	1,133.89
87,379.30	16.87%	752.00	29.09%	89,432.85	18.65%	760.22	760.22
197,245.23	38.08%	1,139.50	44.99%	256,931.52	53.59%	1,716.08	1,716.08
103,034.94	19.89%	314.50	12.42%	0.00		896.42	896.42
Column Totals		Costs	Hours	Revenue			
		\$528,628.22	2,805.00	\$479,419.58			
						Total Indirect Costs Allocated \$	4,506.61

InterLink
Allocation process complete. Please go to MB screen 1-4 Recurring Journal Transactions to review and post the transactions to the General Ledger.

Print Recalc Back Run Exit

Indirect Costs Allocation Program

This tool allows the contractor to determine more accurate job costs and net profit. ICAP will pay for itself many times over in accountant fees and time saved. Having this task completed this easily allows accountants to spend time on higher level tasks (e.g. tax planning) versus doing work that now can be performed by any administrative type employee or owner.

Indirect Cost Allocation Program (ICAP) is sold and supported by MASI and participating Solution Providers and Pro-Advisors. On-going support includes phone support and updates as required to ensure compatibility with Master Builder program update releases. **ICAP** can be downloaded over the internet and includes on-line help and user information.

The **ICAP** program is the first in a series of add-on programs to be released as MASI Solutions. In implementing and supporting clients over the years, MASI has found the need for numerous enhancements of this type to fill the gaps with cost effective solutions tried and proven in Master Builder client installations.”



Cost: \$795

For more information or to order:

Call MASI at: 978-694-4898

or visit the MASI web site at www.MasiInc.com