SimplyWise

Job Cost Expense Tracker

Job details

Job name		Job start date	
Client name		Budget period	
Job address		Job or work order number	

Job cost log

#	Date	Category	Vendor / Payee	Description	Paid by	Amount
1		Materials		Example: cabinet stock, counters, hardware from a supplier		
2		Labor		Example: crew hours logged against this job		
3		Subcontractors		Example: electrician or plumber paid from this job's budget		
4		Equipment		Example: tile saw rental, billed to this job		
5		Permits and fees		Example: city permit, passed through at cost		
6		Receipts and miscellaneous		Example: any receipt that does not fit the categories above		
7						
8						
9						
10						
11						
12						
13						
14						

Mileage log

#	Date	Purpose	Miles	Rate per mile	Amount
1		Example: supplier run for this job			
2					
3					
4					
5					
6					

Budget vs actual

Category	Budgeted	Actual	Variance
Materials			

Labor			
Subcontractors			
Equipment			
Permits and fees			
Mileage			
Receipts and miscellaneous			
TOTAL			

Paid by reference

Cash		Check	
Company card		Payment app	

Log every expense the day it happens. A budget that gets reconstructed at the end of the job is a budget that is already wrong.

Free template from SimplyWise. simplywise.com/blog
Estimate the next job from a photo in the SimplyWise Cost Estimator app: swcostestimator.app.link/ce-ai