USE OF THE COMPUTER IN A LAWNCARE/LANDSCAPE BUSINESS

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USES OF THE COMPUTER IN TURF CARE/LANDSCAPE BUSINESS          00000200
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  I.  INTRODUCTION:                                           00000500
        A COMPUTER HAS UNLIMITED POSSIBILITIES OF TRACKING    00000600
        TIME, DOLLARS, MACHINES AND PEOPLE - SOME OF THE      00000700
        APPLICATIONS ARE:                                     00000800
            A. PAYROLL                                        00000900
            B. ACCOUNTS PAYABLE                               00001000
            C. PURCHASE ORDER WRITING                         00001100
            D. ACCOUNTS RECEIVABLE                            00001200
            E. GENERAL LEDGER                                 00001300
            F. JOB COSTING REPORTING                          00001400
                                                              00001600
 II.  FOCUS OF PRESENTATION-JOB COSTING                       00001700
        -ANY COMPUTER SALES PERSONNEL CAN EXPLAIN A THROUGH E 00001800
        -ALL VERY VALID APPLICATIONS                          00001900
        -THIS INDUSTRY VERY LABOR INTENSIVE THEREFORE JOB     00002000
        COSTING IS PARTICULARY IMPORTANT.                     00002100
            A. DEFINITION OF JOB COSTING                      00002200
                1. AUTOMATICALLY COMPUTES COSTS AT ACTUAL     00002300
                   (LABOR AND MATERIALS) OR AT STANDARD       00002400
                   COST BY JOB OR DEPARTMENT WITHIN THE JOB   00002500
                2. AUTOMATICALLY COMPUTES OVERHEAD BURDEN     00002600
                3. PROVIDES DETAIL OF ALL LABOR, MATERIALS    00002700
                   AND SUB-CONTRACTS CHARGED TO A JOB.        00002800
                4. COMPARES ALL ACTUALS COSTS WITH ORIGINAL   00002900
                   BUDGETS                                    00003000
                                                              00003100
            B. MILLER LANDSCAPE'S APPLICATION OF JOB COSTING  00003200
                -MAY APPEAR COMPLICATED BUT IS RELATIVELY     00003300
                SIMPLE TO INSTITUTE                           00003400
            1.) STEPS IN SETTING UP OUR JOB COSTING PROGRAM   00003500
                    a. BEGAN WITH STANDARD SOFTWARE PACKAGE   00003600
                       (LESS DOLLARS THAN A CUSTOM)           00003700
                    b. EVERY INDIVIDUAL JOB IS NAMED AND GIVEN 00003800
                       A NUMBER                               00003900
                    c. EACH SIMPLE TASK INVOLVED IN A JOB IS  00004000
                       CALLED AN OPERATION AND IS GIVEN A     00004100
                       NUMBER (IN OUR CASE A 4 DIGIT NUMBER)  00004200
                        1.) THE FIRST 2 DIGITS OF THIS NUMBER 00004300
                            (PRUNING,CUTTING,EDGING)          00004400
                        2.) THE SECOND 2 DIGITS INDICATE WHICH 00004500
                            MACHINE OR PERSON COMPLETED THE   00004600
                            TASK (MOWER, WEEDY OR EMPLOYEE)   00004700
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2. ACTUAL EXAMPLES OF MILLER LANDSCAPE JOB              00004900
   COSTING PROGRAM                                      00005000
     a. OPERATION NUMBERS                               00005100
     b. MACHINE NUMBERS                                 00005200
     c. LOG SHEETS (COLORED CODED)                      00005300
3. IMPLEMENTATION OF MILLER LANDSCAPE JOB               00005400
   COSTING PROGRAM                                      00005500
     a. EACH EMPLOYEE ACCOUNTS FOR EVERY                00005600
        MINUTE OF PAID TIME ON A LOG SHEET.             00005700
        THESE SHEETS ARE FILLED OUT DAILY               00005800
        AND APPROVED BY THE CREW FOREMAN                00005900
        BEFORE BEING SUBMITTED DAILY.                   00006000
     b. INFORMATION FROM LOG SHEETS IS                  00006100
        INPUTED INTO THE COMPUTER ONCE A WEEK.          00006200
     c. RESULTING INFORMATION                           00006300
        1.) COMPLETE PAYROLL                            00006400
        2.) JOB COST DETAIL REPORT                      00006500
            a.) HOURS OF MACHINE USAGE                  00006600
            b.) ALL MATERIALS USED ON JOB               00006700
            c.) LABOR BURDEN INCURRED                   00006800
                (OVERHEAD)                              00006900
        3.) OPERATIONS REPORT BY JOB - GROUPING         00007000
            OF ALL MAN HOURS SPENT ON A JOB BY          00007100
            OPERATION                                   00007200
        4.) SUPPLEMENTARY INFORMATION AVAIL-            00007300
            ABLE (ONLY SOME OF AVAILABLE                00007400
            REPORTS)                                    00007500
            a.) HOURS OF MACHINE USAGE BY               00007600
                MACHINE                                 00007700
            b.) EXACT TASKS COMPLETED BY                00007800
                EACH EMPLOYEE DURING A                  00007900
                GIVEN PERIOD OF TIME                    00008000
            c.) UNLIMITED POTENTIAL                     00008100
                (GARBAGE IN/GARBAGE OUT)                00008200
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