MYOB EXO JOB COSTING

User Guide

EXO BUSINESS

MYOB ENTERPRISE SOLUTIONS

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MYOB EXO Job Costing

The Job Costing module is an additional function set that can be added to the MYOB EXO Business system. It is an external program that interfaces with the EXO Business core program.

Job Costing provides a fully integrated solution for businesses using time costing and billing, businesses who have a high proportion of direct purchases relating to a specific clients project, and any other business that accumulates charges over a period of time.

Invoicing is made easy. As each job progresses, activities associated with the job are recorded, for example labour or parts. These accumulated transactions can be manipulated and formatted to a high degree in order to present an invoice in a view suitable for the customer, while retaining a true picture of cost and profitability at a detailed level.

Standard job information options (categories etc) are set up initially and can then be selected to apply to each job.

Job Costing Features

The major characteristics of Job Costing:

- Time can be charged out and accounted for on an employee or resource basis for jobs taking place over a period of time.
- Purchases can be made and applied directly to a job.
- Work in progress may be a significant proportion of the businesses financial position at any time. The costs of this work can be included in financial reports covering the period they are incurred.
- Different staff from different departments may be involved in a job and all costs can be collated.
- Costs incurred on a job or the description of a job can be amended prior to job being finalised and invoiced.
- Comprehensive reports can be created to monitor jobs in progress or analyse completed jobs.
- Generation of necessary formal documentation such as invoices and quotes as well as user defined documents.
- Serial numbers of stock items can be tracked from Purchasing through Work In Progress and onto Invoicing.

General features of the Job Costing interface, common to other MYOB EXO Business modules:

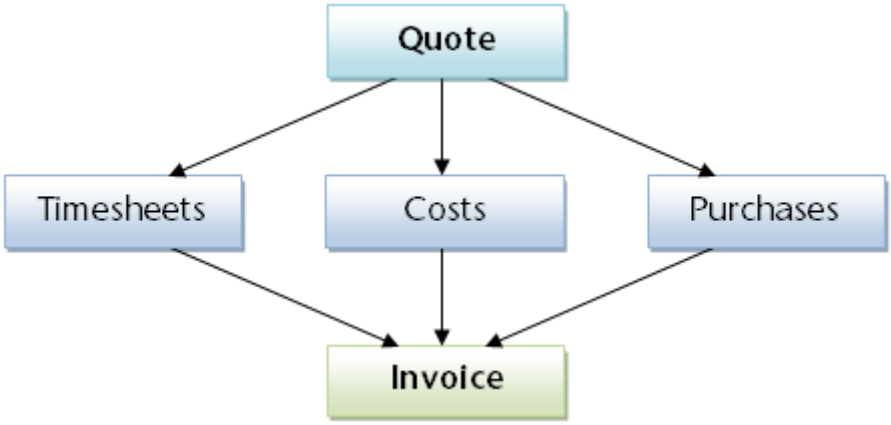
- Menu Designer
- Contacts
- Document Manager
- Clarity reporting tools
- Extra fields (on transaction lines also)
- Custom Buttons

Job Costing does not fully support the following advanced core MYOB EXO Business features:

- Automatic ‘processing’ of build type BOMs during invoicing
- One-off stock items
- Batch numbers

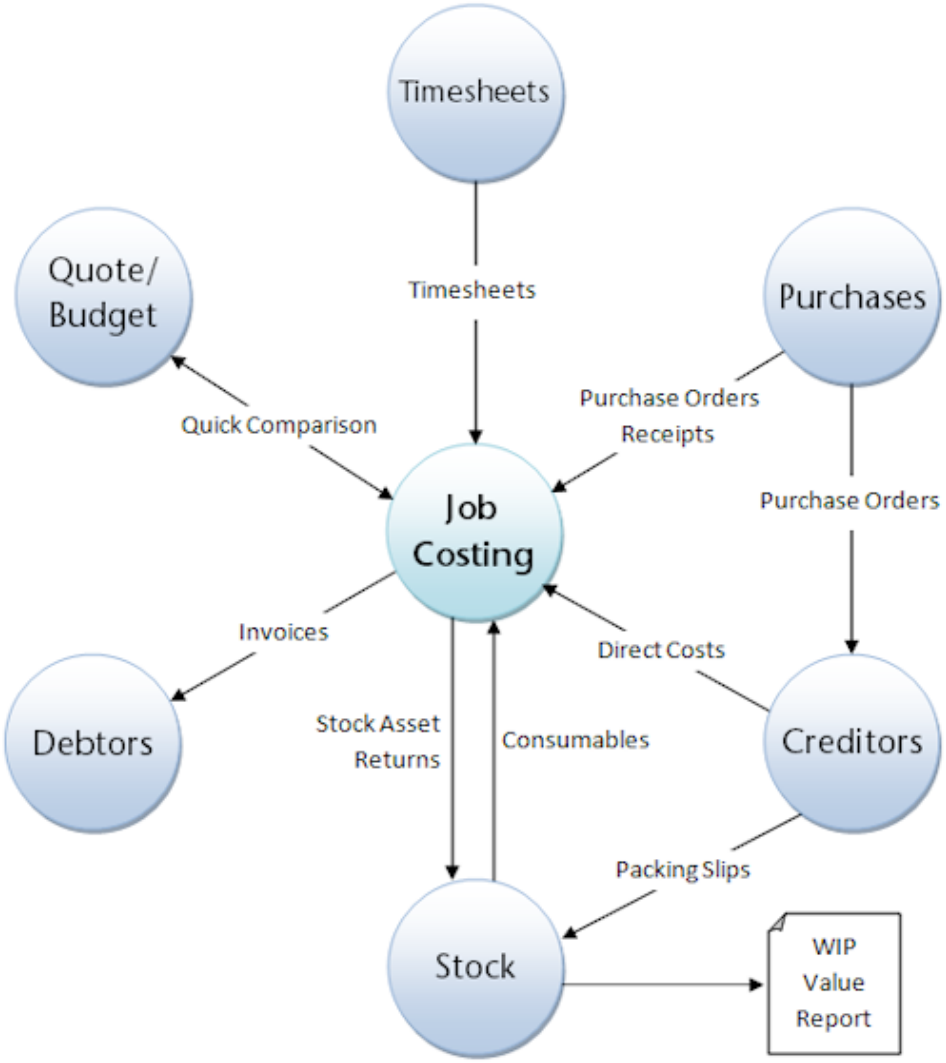
Job Costing Workflow

The Job Costing workflow is represented by the following diagram:



Job Costing Integration

The Job Costing module integrates with EXO Business as follows:



Note: As well as the integration illustrated here, it is also possible to **post WIP to the General Ledger on a periodic basis (see page 119)**.

Setting Up

Setup Overview

In order to accommodate the many different ways in which MYOB EXO Job Costing can be employed within service and project based businesses, it is necessary to have a comprehensive list of preference settings that define and modify the behaviour of Job Costing to suit these businesses.

The process of setting up Job Costing, includes the following steps:

- Detailing configuration changes to the MYOB EXO Business system (see page 3) to prepare for the use of Job Costing.
- Installation and licensing (see page 6) of your Job Costing module
- Providing an overview of the Job Costing structure (see page 9), including job status and related flags, job types and categories, and cost groups and cost types.
- Setting up the Job Costing environment options (see page 27) before its initial use, including how to record standard (default) Job Costing information such as job types and categories to simplify the task of data entry.

Note: A certified MYOB EXO Job Costing implementation partner normally performs the setup. This information is provided for completeness, and to help the advanced user's understanding of the Job Costing system.

Setting up MYOB EXO Business for Job Costing

The Job Costing module relies on some settings inside MYOB EXO Business for its initial installation and setup. Some changes to the EXO Business Configurator are therefore required before installing Job Costing.

Set up Stock Integration

MYOB recommends using the Periodic stock to GL method, rather than Perpetual stock, as this simplifies the system significantly.

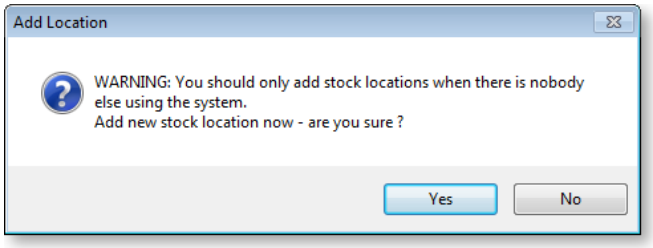
The General Ledger Integration option is set in the **Business Essentials > General Ledger** section of the EXO Business Configurator. An MYOB EXO Business partner should assist in this part of the configuration.

Set up WIP Stock Location(s)

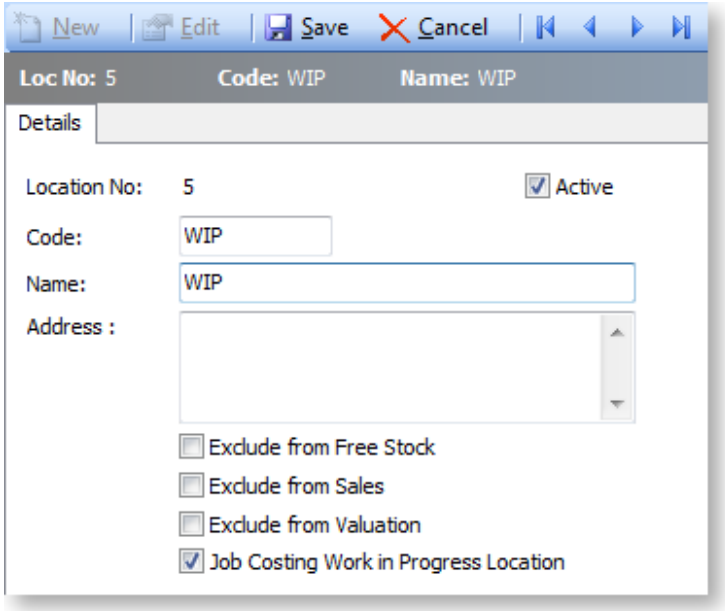
One or more stock locations should be designated as Work In Progress locations.

To set up a Work In Progress stock location:

1. Open the EXO Business Configurator application (**Exocfg.exe**) and select the **Admin** tab. The Business Admin menu appears on the left hand side.
2. Select **Stock > Stock Locations** from the Business Admin menu. The Stock Locations screen is displayed.
3. If no unused locations are available, click the **New** button to add a new location. The following warning message is displayed:



4. Click **Yes**. A new location is added to the list.
5. Select the unused location and double-click. The Details tab is displayed.



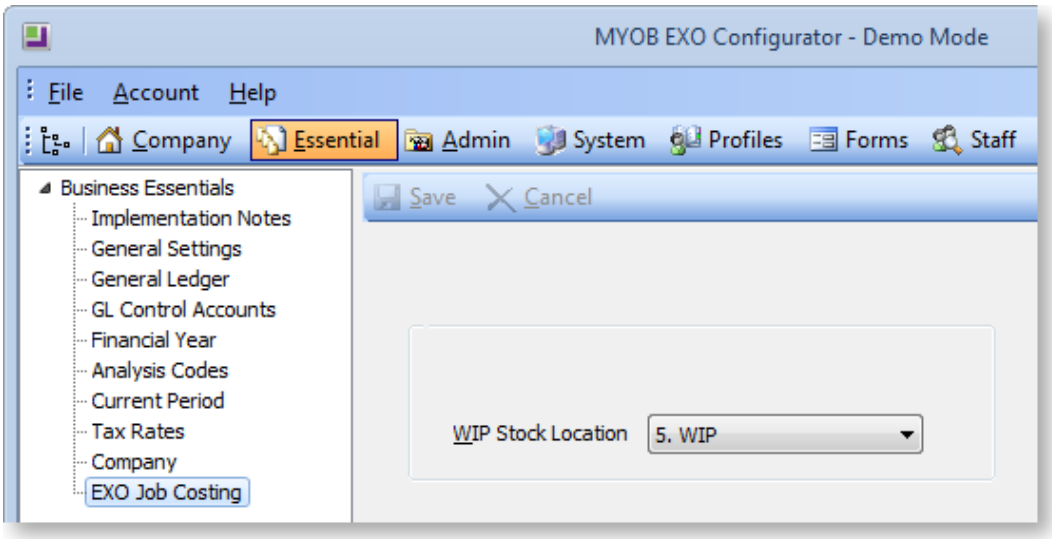
6. Use the following table to complete the fields on the page.

Field	Description
Location No	The location number. Automatically assigned.
Code	The code related to this location, e.g. 'WIP'.
Name	The name of the location, e.g. 'Work In Progress'.
Exclude from Free Stock	Select if this location is not to be referenced when computing free stock. In this case of WIP **this option should be enabled.**
Exclude from Sales	Select if this location is to be excluded from sales screens. Do not allow sales via Sales Orders or normal debtors invoicing from this location. This option should be **disabled**, so that Debtor invoicing is possible from Job Costing.
Exclude from Valuation	This setting allows stock valuation reports to be written to specifically exclude the WIP location. Normally **this option is enabled** for work in progress because its value should be taken from Job Costing itself, including the value of labour expended and unbilled subcontractors charges.
Active	**Enable this option** to ensure that the location is active; otherwise it will not appear in any drop down selection lists on transaction screens.
Job Costing Work in Progress Location	This option **must be enabled**, so that the location is designated as a WIP location.

7. Click the **Save** button. The new WIP stock location will now be created and added to the location list.

You now need to instruct Job Costing to use a WIP location.

1. Still in the EXO Business Configurator application, select the **Essential** tab. The Business Essentials menu list appears on the left.
2. Choose EXO Job Costing.



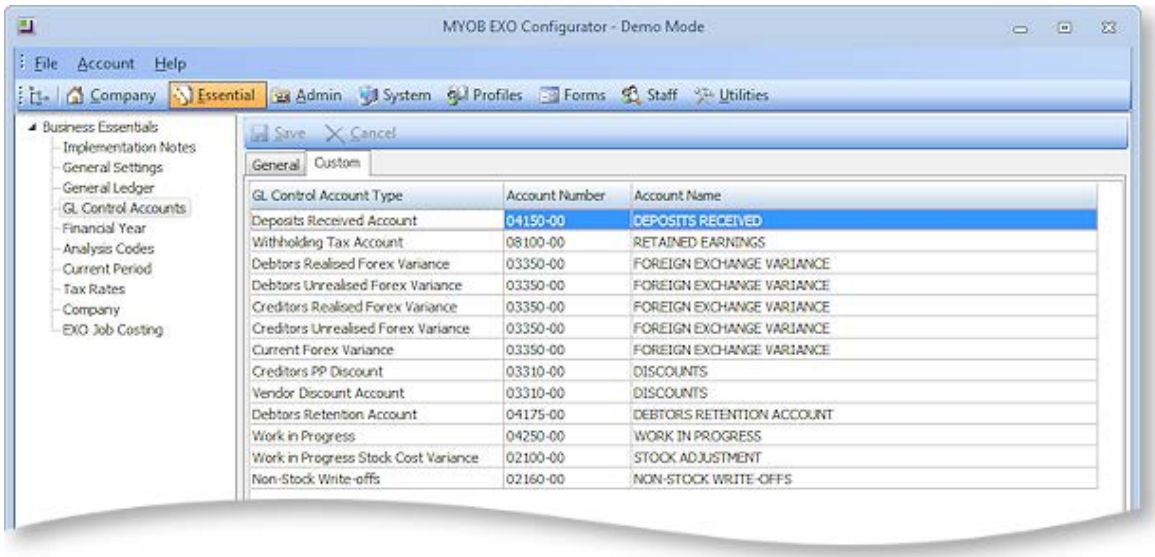
3. Select a location for the **WIP Stock location** property. Only locations that have the **Job Costing Work in Progress Location** option enabled are available for selection.

Set up Work in Progress Control Accounts

General Ledger accounts should be specified for the Work in Progress GL Control Accounts.

To set up GL Control Accounts:

1. Open the EXO Business Configurator application and select the **Essential** tab.
2. Select **GL Control Accounts** from the Business Essentials menu. The GL Control Accounts screen is displayed.



3. Go to the Custom tab and double-click on the Work in Progress Control Account. The General Ledger Account Search window is displayed.
4. Select a GL account, then click **Save & Close**.
5. Repeat steps 3 and 4 for the Work in Progress Stock Cost Variance Control Account.

Installing/Upgrading Job Costing Overview

This section explains how to install or upgrade the Job Costing module. If you need related information please contact your EXO Business partner.

Note: Running Job Costing for the first time results in the creation of extra fields and tables within your EXO Business database. As with any upgrade ensure you have a good back-up of your database beforehand.

Ensure EXO Business settings have been set up for use with Job Costing (see page 3).

Note: Job Costing limits the users to 500 transactions in any demonstration system.

Copy the Job Costing application (**Jobcost.exe** file) into the directory that contains your MYOB EXO Business application (**Exonet.exe** file).

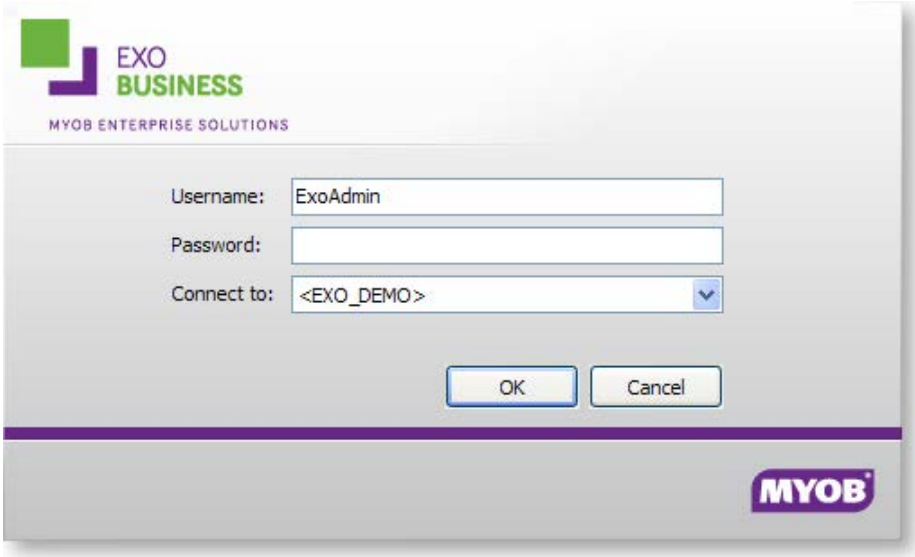
It is expected that all but the simplest Job Costing implementations will make extensive use of use EXO Business Clarity Reporting. Sample reports and business documents are provided, but may require customisation before they can be used.

Ensure you have copied the minimum files required for Job Costing:

- JobCost.exe
- Clarity files

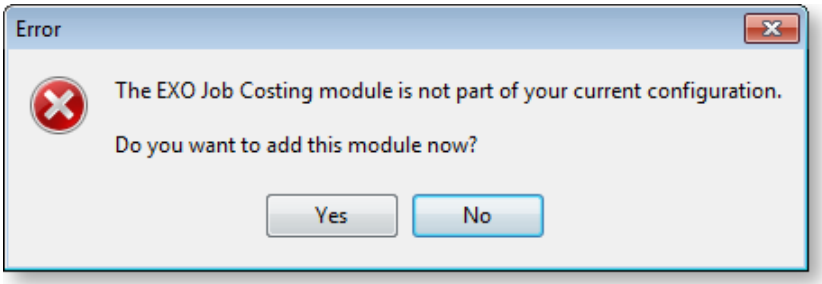
Installing Job Costing

Run the MYOB EXO Job Costing application (**Jobcost.exe**) to launch the Job Costing application setup. The login screen appears:

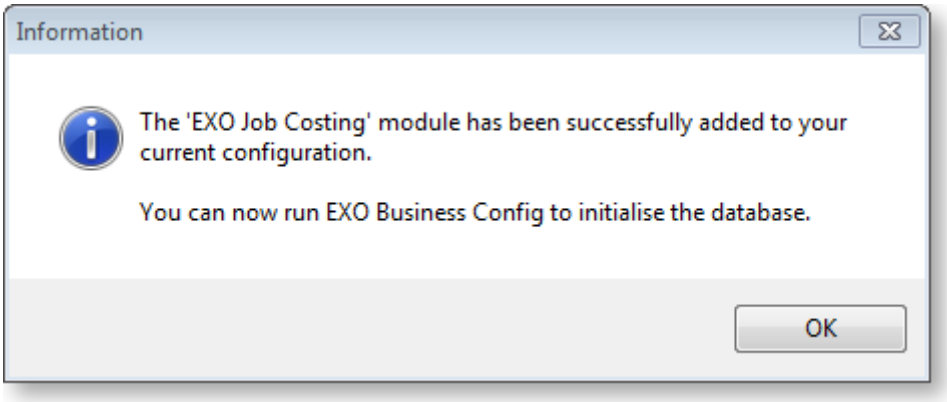


Log in as an Administrator, selecting the database currently used by EXO Business. Click **OK.**

Job Costing displays a warning box asking you if you want to add this module to this database:



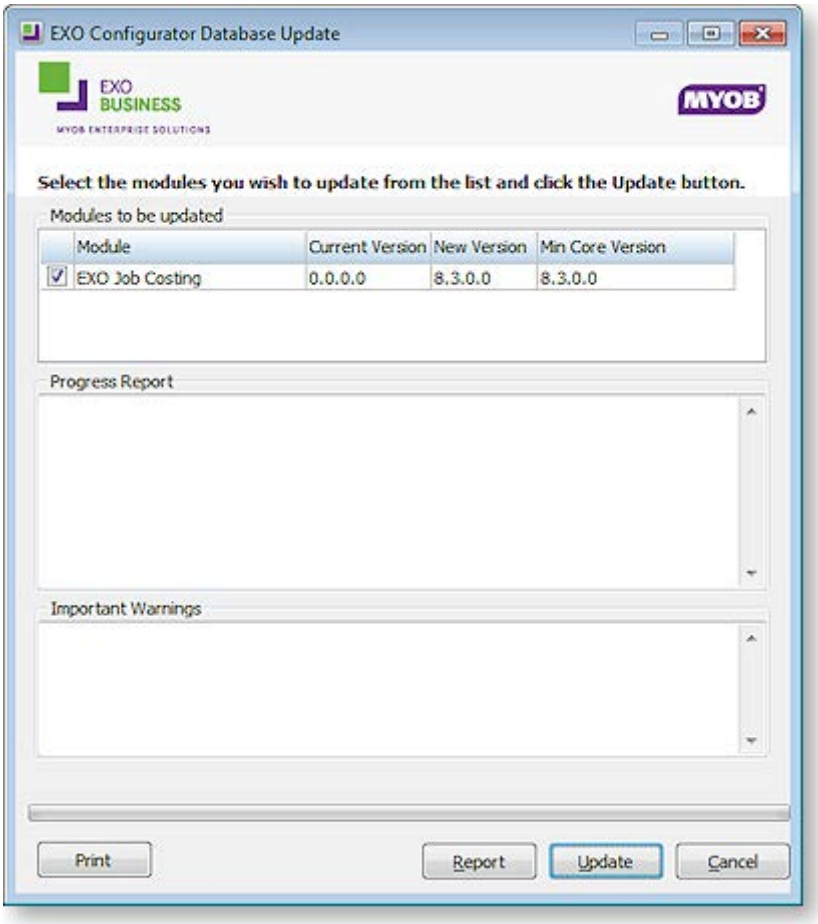
Click **Yes**. An information box then appears asking you run the EXO Business Configurator (**ExoCfg.exe**) to initialise the database for Job Costing.



Click **OK**. Job Costing will shut down, awaiting you to run **ExoCfg.exe**.

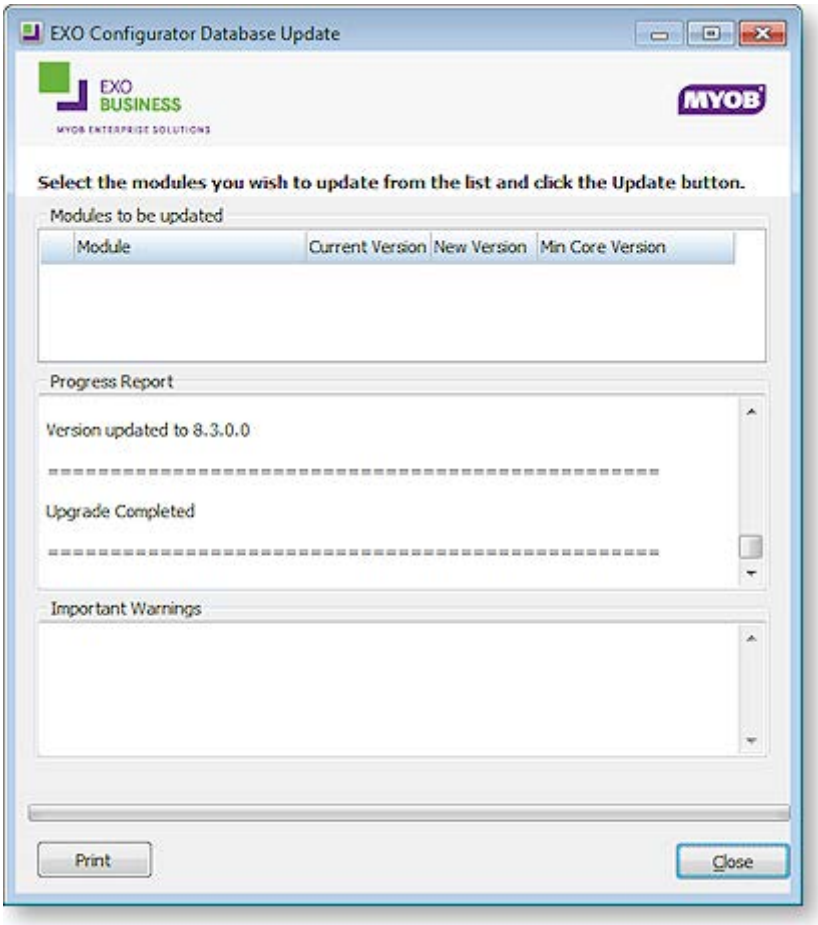
Open the EXO Business Configurator application (**Exocfg.exe**). Login to the Configurator by typing the Administrator's user name and Password. Select the same database chosen above (the database currently used by EXO Business).

Click **OK**. This brings up the Database Update screen:



Ensure the Job Costing module is included in the selection as above. Click the **Update** button. As mentioned earlier, this results in the creation of extra fields and tables within your (selected) EXO Business database. The Report screen rolls through these changes.

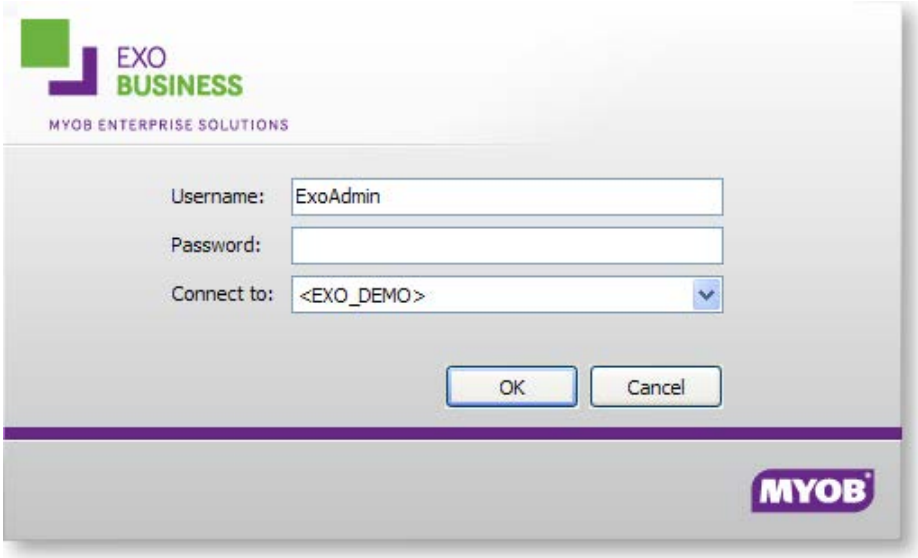
The words "Upgrade Completed" are displayed once the update is complete. Click the **Close** button.



Starting MYOB EXO Business Job Costing

To open MYOB EXO Business Job Costing:

1. Select **MYOB EXO Job Costing** from the MYOB EXO Business section of the Windows Start menu to launch the Job Costing application. The EXO Business login window is displayed:



2. Enter logon details and click **OK**. The Job Costing main menu appears.

Note: Once logged in, the Job Costing module may display a warning if you haven't previously **set the WIP settings (see page 3)**.

Job Costing Analysis

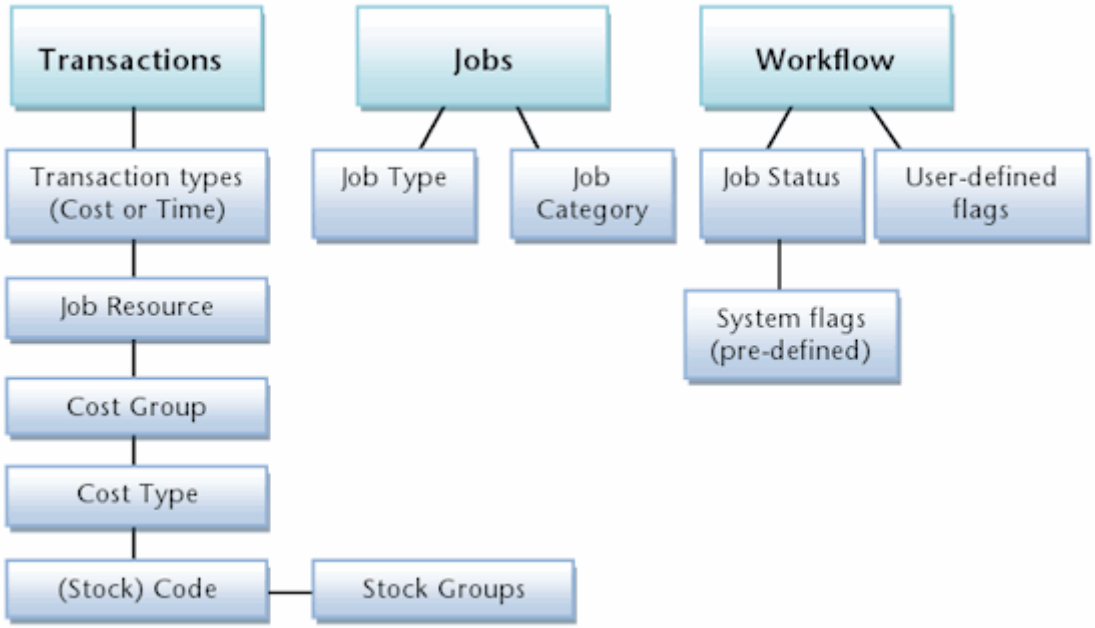
Before installing Job Costing, thought should be put into the Job Costing Analysis Structure Chart. This will define how jobs will be structured for analysis.

The highest natural grouping of transactions that exists is time and materials. Costs could logically be further broken down into direct purchases and stock. A key to the flexibility of the Job Costing lies in the appropriate use of Cost Types (see page 20) and Cost Groups (see page 18).

Clues as to how your business might be broken down into Job Types (see page 12), Statuses (see page 13), Categories (see page 16), Cost Groups and Cost Types can be gleaned from the business forms that you use in the course of your businesses activity. These include Creditors Invoices that you receive, Debtors Invoices you produce, information written on time sheets and job cards, etc.

Analysis Available in MYOB EXO Job Costing

The following diagram outlines the analysis available in Job Costing:



Breaking Down Business Activities and Processes

Use the following hints to help you analyse and breakdown the business activities and processes into MYOB EXO Job Costing terms. A large sheet of A3 Paper or a whiteboard, a photocopier and a number of sheets of A3 or A4 paper may be useful.

Job Types and Job Categories

Identify and write down at the top of the sheet the key departments or divisions within your company e.g. Servicing Division, Consulting division, Project management Division. These may be the *Job Types (see page 12)*.

Under each department heading, list any further divisions e.g. the servicing division may undertake warranty service work or time and materials service work. These may be the *Job Categories (see page 16)*.

Job Statuses and Job Flags

Under each of the job categories write down every phase of work-flow that a job might go through from initial entry through to completion and archival. Organise these into a sequence if it isn't already. Consolidate these into a single shared list for all divisions. Carefully consider these and give each one a unique short-code letter, e.g. L = Lost Quote or S = To Schedule. These represent potential *Job Statuses (see page 13)*.

Collect examples of any relevant documentation associated with each of the above. Examples might include; Job Sheets, Quality Control Sheets, Invoices, Stock requirements sheets, Quotation forms and so on.

Duplicate the following on a multiple sheets of paper and for each Job Status (stage in a job's life cycle), and identify key characteristics in terms of the following:

SHORTCODE _____ JOB STATUS NAME _____	
√	At this stage we wish to prevent entry of new transactions to this job.
√	At this stage we wish to prevent any changes to this job
X	At this stage the job is considered completed
√	This stage the Job is considered archived and no longer current work.
√	At this stage we consider the Job to be ready for invoicing.
X	Jobs at this stage are considered active.
X	Jobs at this stage should not allow alterations to the quote or budget

These will be useful when keying in the chosen job statuses (covered shortly).

Next to each stage list any significant 'actions', 'tasks' or 'check-points' that you consider need to take place, e.g. Check Prices, Quality Check, Order Parts, Pick Parts, Invoice Now etc. These are potential *Job Flags (see page 25)*.

Note: Too many job flags make the system cumbersome to operate and they soon fall into disuse. Ensure each flag will really be utilised - the fewer flags used the better.

Job Resources

Job Resources (see page 23) can encompass staff plus plant and equipment. Staff resources link to the staff table. When Job Costing is installed a resource is automatically generated for each existing staff member. Plant items may be manually added to the list by creating a resource that does not point at a staff member.

Cost Types and Cost Groups

The *Cost Type (see page 20)* is the lowest level of analysis and has the potential to connect directly to the General Ledger accounts and sub-codes that are set up in your chart of accounts. They can be grouped under *Cost Groups (see page 18)* (mainly for reporting and analysis purposes), although they need not necessarily be related in any way to Cost Groups.

When performing the setup, it makes sense to set up Cost Groups first, as Cost Types can be linked to them in a hierarchy. Cost Groups (previously called Secondary Cost Centres in older versions of EXO Business) are much simpler in function and are really there for report grouping only.

Existing Stock Product Group 1 or General Ledger revenue breakdown (accounts) might provide clues to appropriate transaction breakdown summary codes for Cost Groups.

Existing Stock Product Group 2 or General Ledger revenue breakdown (Sub Accounts) might provide clues to appropriate transaction breakdown detailed codes for Cost Types.

Cost Types provide a method of defining different types of cost activities that occur during the normal process of business, in addition to reporting and analysis. Each Cost Type has several user settings associated with it.

Much emphasis is placed on user defined shortcut keys. They allow rapid keyboard based transaction entry and avoidance of search screens once the shortcuts become familiar.

Each Stock Item may also have its own default Cost Type and Cost Group. These defaults are used unless overridden at time of entry. To do this you will need to select values in the Cost Group and Cost Type fields shown on the Extra fields tab of the Stock Item.

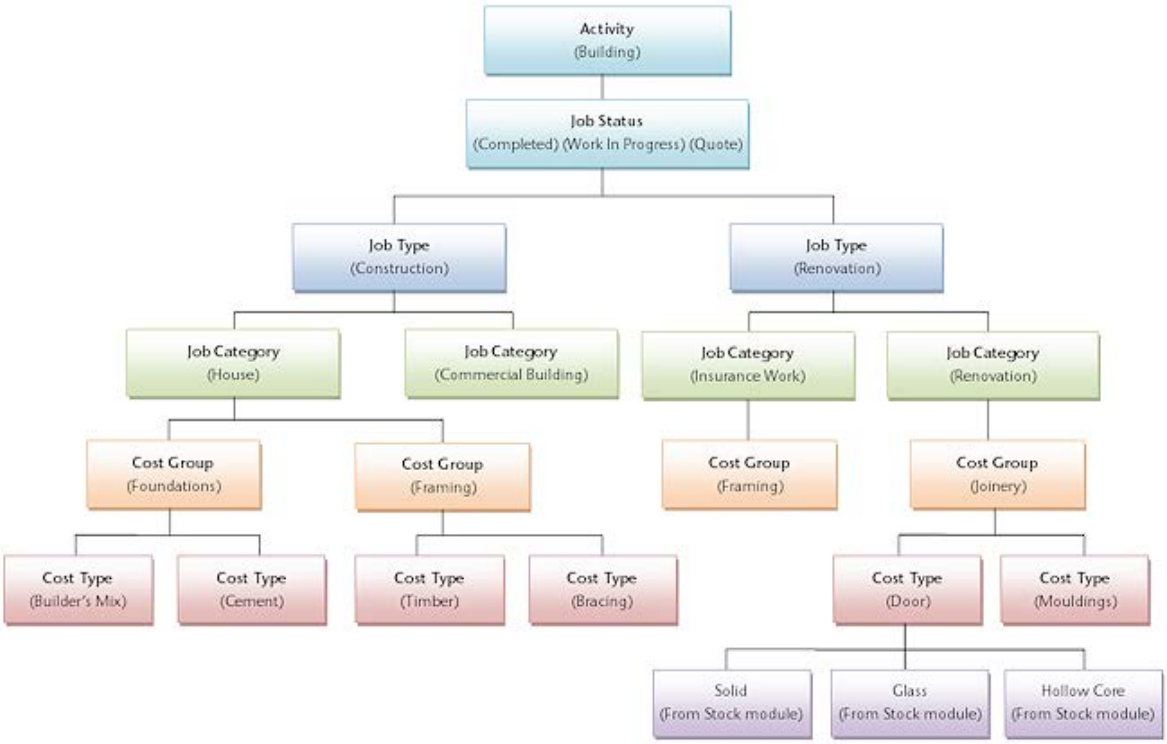
Examples

The following is an example of the resulting setup based on analysis of a typical EXO Business Partner's business involved in information technology consultancy and computer and network sales and services.

JOB STATUS	JOB TYPE	JOB CATEGORY	JOB FLAGS (USER)
N NEW JOB	1 BENCH	1 NORMAL	1 BUILD
P PRESALES TECHNICAL	2 BOOKED IN JOB	2 C.O.B TOMORROW	2 BUILD COMPLETE
Q QUOTE	3 DATABASE	3 SERVICE AGREEMENT	3 FINANCE
H SCHEDULED	4 HELP DESK	4 TODAY 5:00PM	4 FURTHER ACTION RQD
O TO BE INVOICED	5 WEB DESIGN	5 TOMORROW 9:00AM	5 PASSED TO SALES
B TO BE SCHEDULED	6 ONSITE	6 URGENT	6 PURCHASING
U UNASSIGNED	7 OUTWORK	7 WITHIN 1 WEEK	7 RA
W WORK IN PROGRESS	8 PHONE SUPPORT	8 WITHIN 24 HOURS	8 READY FOR DISPATCH
T TEMPLATE	9 PRODUCT SUPPLY	9 WITHIN 36 HOURS	9 STAFF PURCHASE
X CANCELLED	10 PROJECT	10 WITHIN 48 HOURS	10 UNASSIGNED
C COMPLETED	11 RECURRING JOB		11 WAITING ON AGENT
I INVOICED	12 REMOTE SUPPORT		12 WAITING ON CLIENT
L LOST QUOTE	13 SERVICE AGREEMENT		13 WAITING ON PAPERWORK
	14 SUBCONTRACTOR		14 WAITING ON PARTS
	15 TECHNICIANS HOURS		
	16 UNASSIGNED		

MYOB EXO Business Job Costing

Below is another theoretical example from the construction industry:



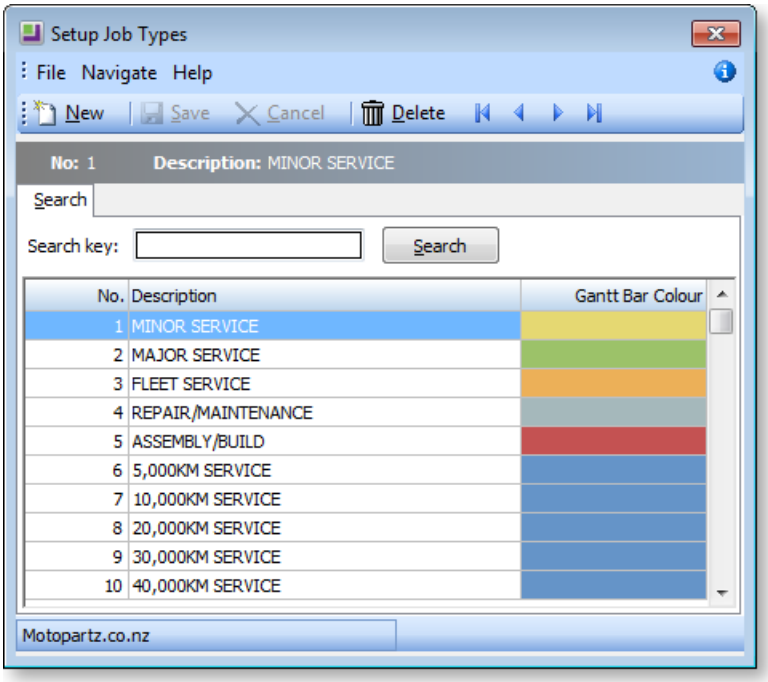
Setting Job Types

A Job Type is the highest level of categorisation of a job. Jobs can be further broken down into Job Categories (see page 16), then Cost Groups (see page 18) (optional), then Cost Types (see page 20) (optional).

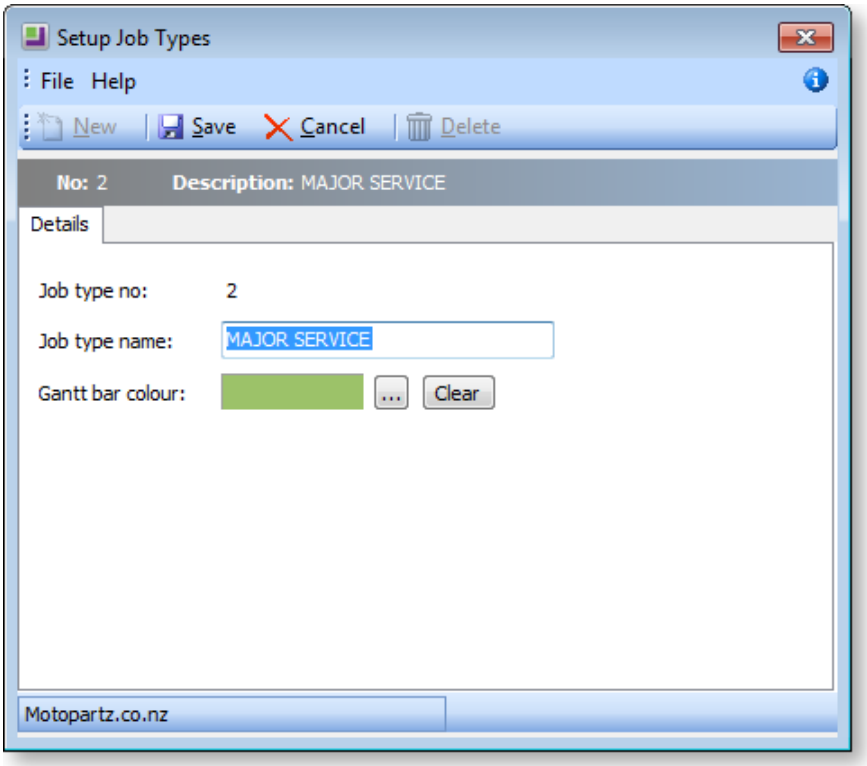
For example, appropriate Job Types for Motorpartz might be Full Service, Tune, Tyres, Brakes and Customisation.

To set up Job Types:

1. Click **Setup > Setup Job Types** from the Job Costing menu. The Setup Job Types screen is displayed.



2. Click **New**. Type in the first required Job Type name.



Field	Description
Job type no	The system assigns a Job Type number on clicking save.
Job type name	A descriptive name for the job type. These could be taken from the Job Costing Analysis (see page 9).
Gantt bar colour	Select the colour to be used for jobs of this type on the Job Overview tab (see page 50).

3. Click **Save** to save data or **Cancel** to lose all entries made.

To add another Job Type, click **New** and repeat the process.

Note: Job Types, **Job Categories (see page 16)**, **Cost Groups (see page 18)** and **Cost Types (see page 20)** are given a key identity number by the system. This number cannot be directly controlled (except by using SQL directly and enabling IDENTITY_INSERT). As an alternative, create say ten in advance, manipulate the list into the order desired, and then delete any remainders. Do not delete items once there has been any likelihood that jobs have been created using these codes.

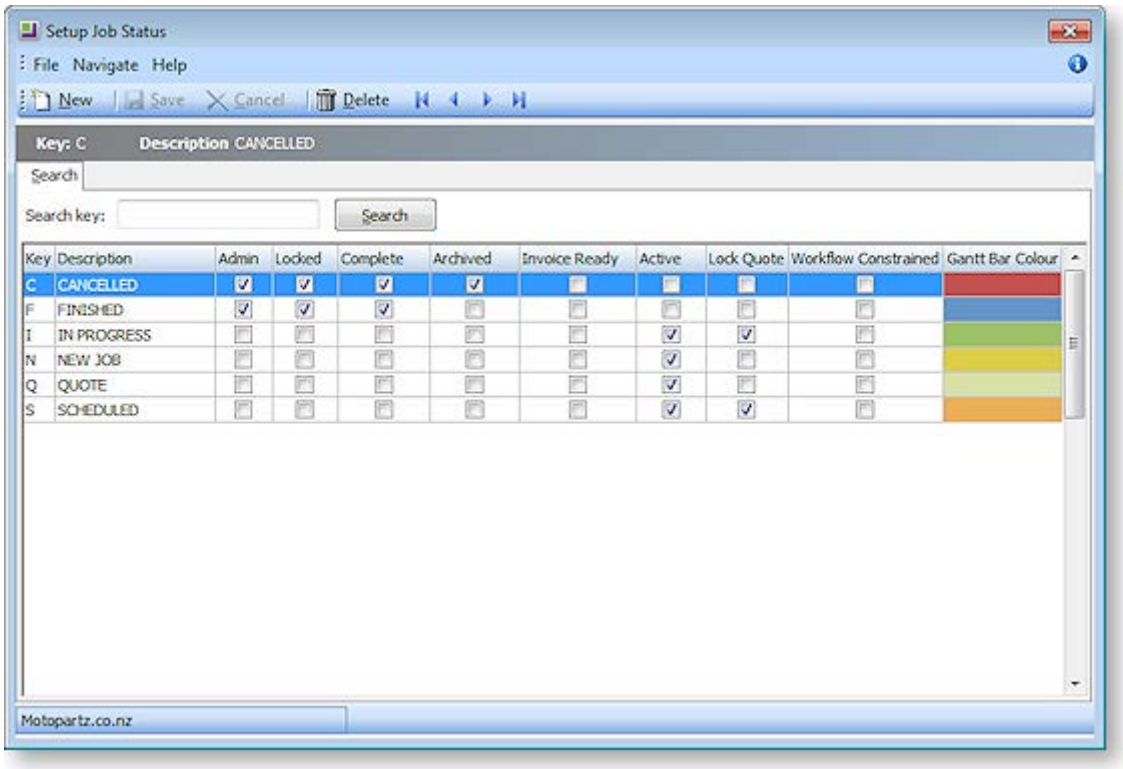
Setting Job Statuses

A Job Status is used to indicate the status of a given job. Each one has a number of associated characteristics (flag settings) that dictate whether certain system-defined Job Flags (see page 25) are raised on changing to this status. Job Statuses are a vital part of the configuration of the Job Costing Module.

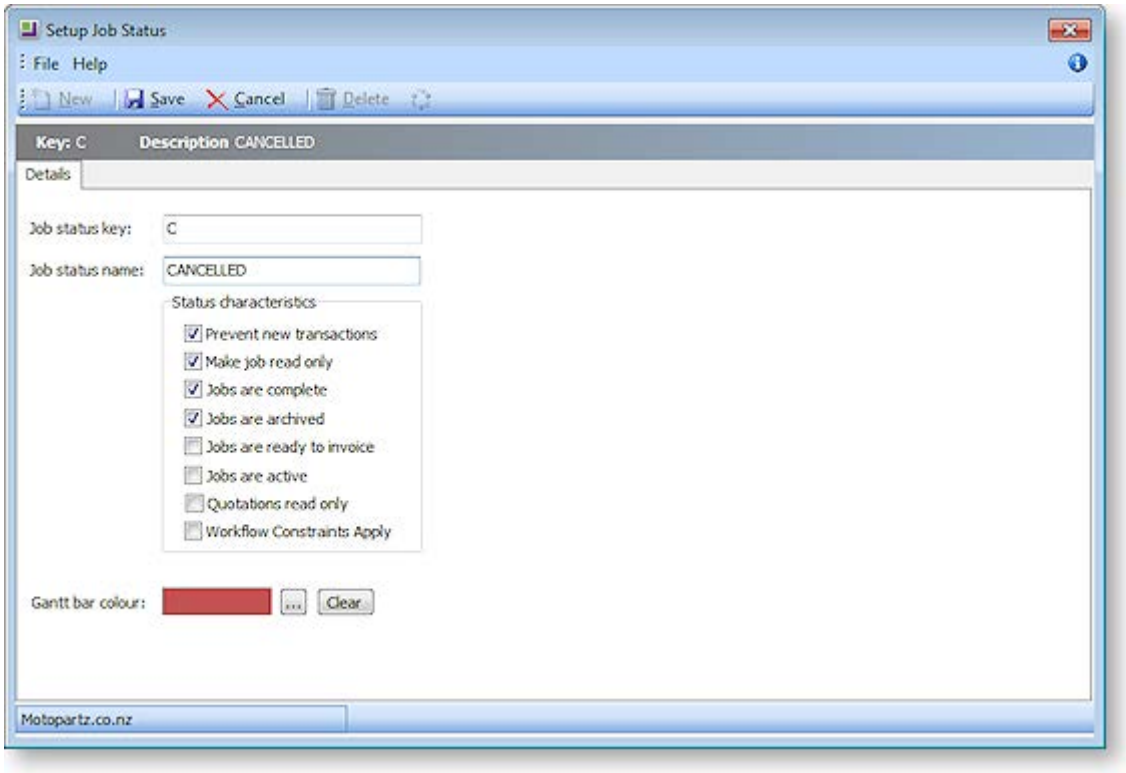
For example, a job may be at the stage of Quote, New Job, Work In Progress, Finished or Cancelled. A job may in fact have two job statuses representing cancelled jobs; those which are a desirable job you cancelled as a result of losing a quote to a competitor (Lost Quote), and a similar cancelled status that represents when a quotation was withdrawn on the basis of the job being undesirable or not suitable work for your company. Both of these statuses would have the same characteristics of being non-active jobs, being considered Archived, and probably Locked. However it is possible to differentiate between these two cancelled statuses on analysis reports. A Job Status applies across all Job Types (see page 12).

To set up Job Statuses:

1. Select **Setup > Setup Job Statuses** from the Job Costing menu. The Setup Job Status screen is displayed. There may be a number of job statuses already created. Others can be added.



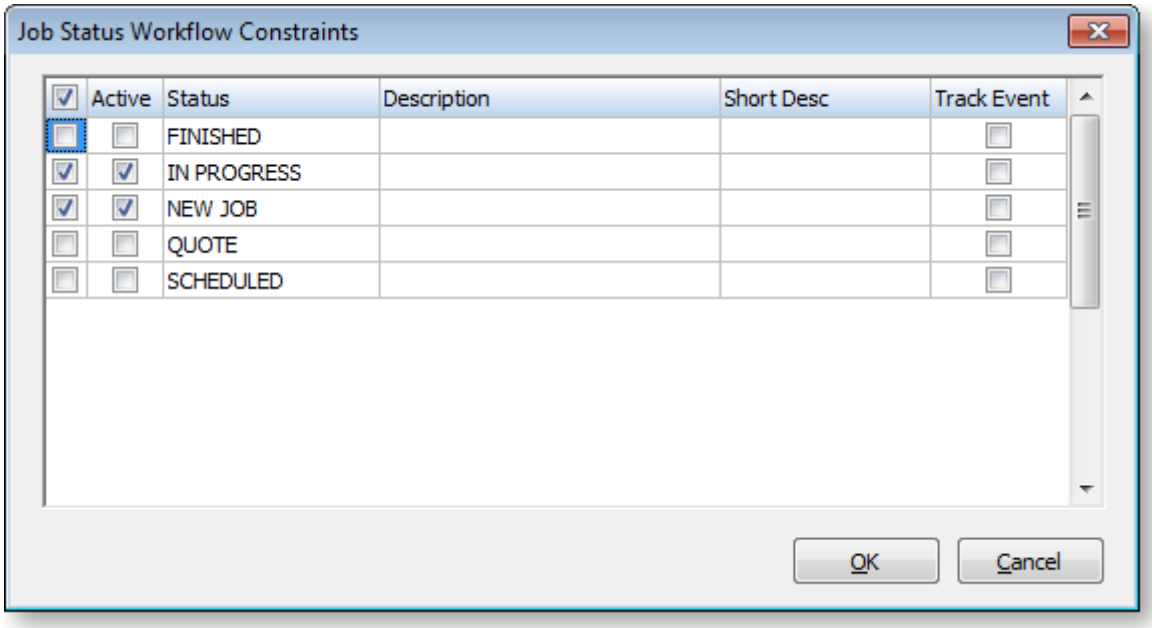
2. Click **New**. Type in the details of any further Job Statuses required.



Field	Description
Job status key	A meaningful one character unique short code to represent this Job Status.
Job status name	A suitable description of the job status, e.g. Work In Progress.
Prevent new transactions	System flag preventing entry of additional transactions to jobs of this status.
Make job read only	System flag to ensure that no part of the job can be edited while in this state. This includes the Status field itself. Only a user who has Job administrator rights can modify this job thereafter. By default all users have administrator rights.
Jobs are complete	System flag to mark jobs in this state as complete
Jobs are archived	System flag to identify that jobs in this state are considered archived and can be excluded from active lists of jobs.
Jobs are ready to invoice	System flag to identify jobs as ready to be invoiced. Invoice Clerks should look for these jobs.
Jobs are active	System flag to include jobs in this state in any lists of active jobs. Default is Yes.

Quotation is read only	System flag used to lock the quote tab to prevent further changes while the job is in this status. Default is No. The quote tab will be locked unless logged in as a user with Job administrator rights.
Workflow Constraints Apply	When this flag is set the user may specify which statuses the job may move to. The status change can also be flagged to be tracked.
Gantt bar colour	Select the colour to be used for jobs of this status on the Job Overview tab (see page 50).

3. When the **Workflow Constraints Apply** option is checked for a given status, you can click on the icon to open a further screen to specify workflow status paths:



4. Check the boxes in the **Active** column to specify which statuses you can move a job to from this status. If you want to record history of the status movement, then check the boxes in the **Track Event** column as well.

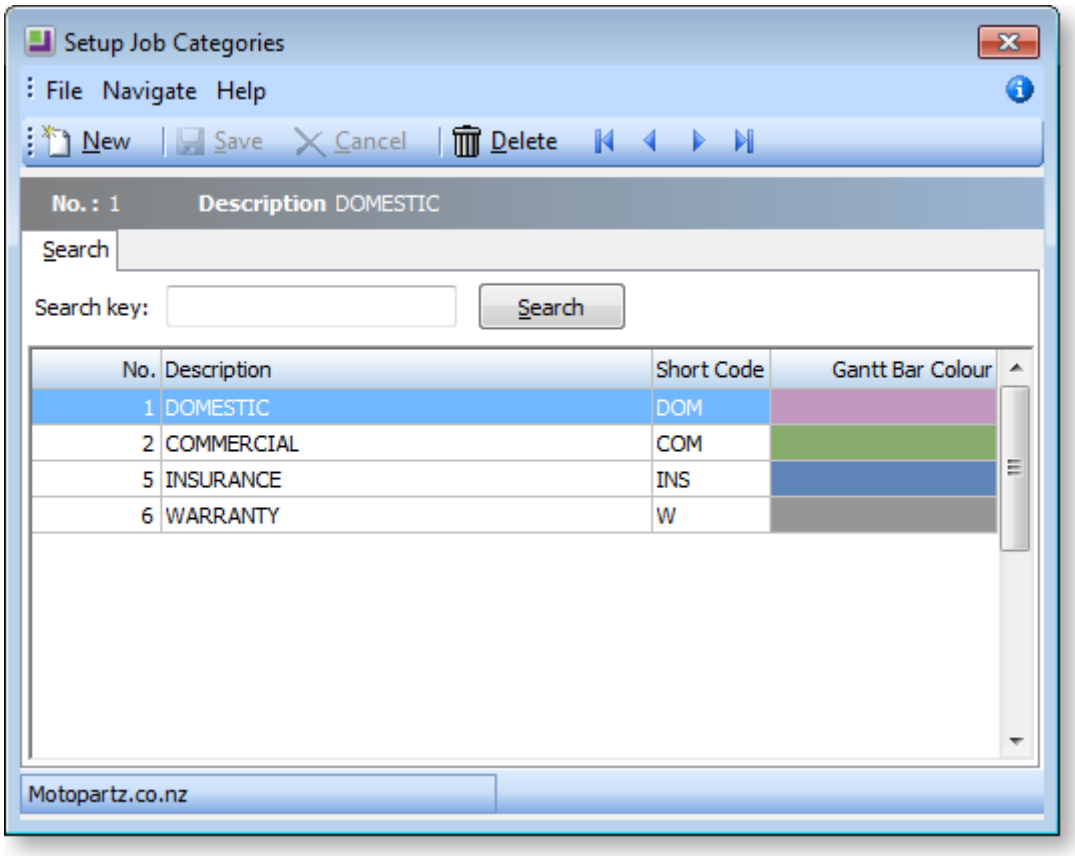
Setting Job Categories

A Job Category is the second level of categorisation of a job, under the Job Type (see page 12). It can then be further broken down at line level into Cost Groups (see page 18) (optional), then Cost Types (see page 20) (optional).

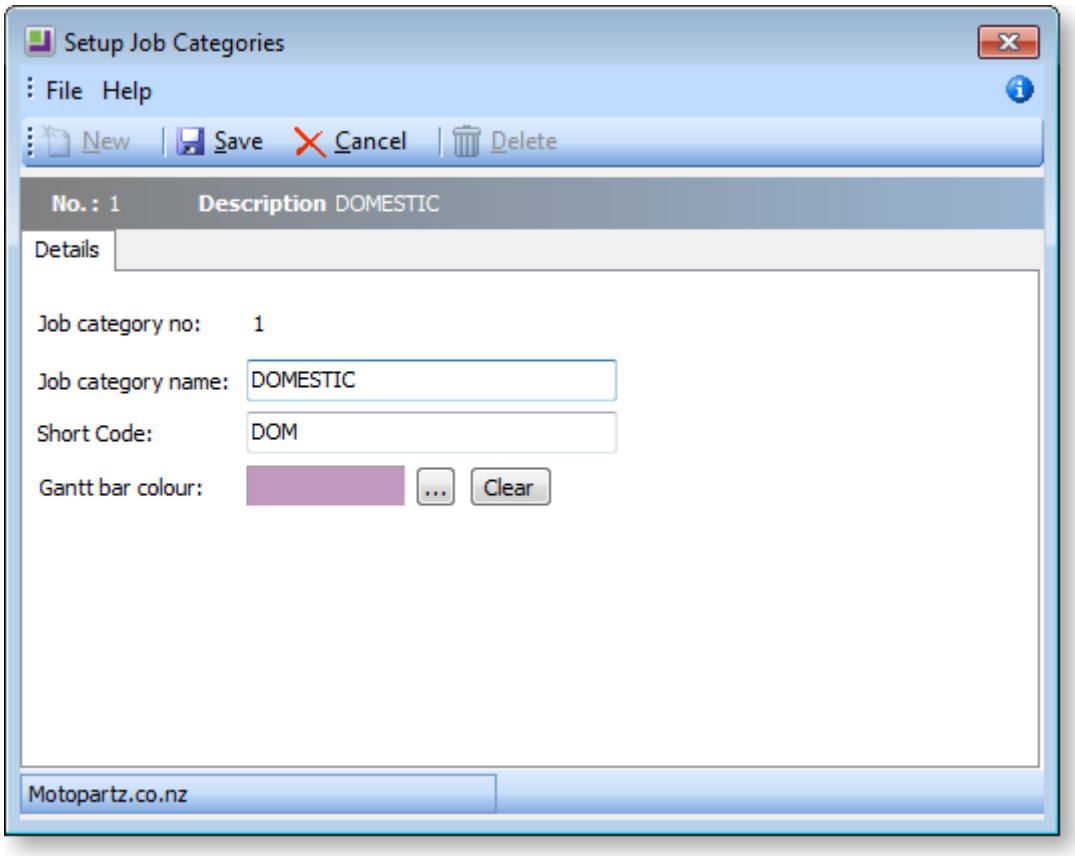
For example, appropriate Job Categories for the Motorpartz demo database, under a Job Type of “Full Service”, might be “Oil Change”, “Fault Inspection”, “Replace Parts”, and “Miscellaneous”. Another common use for Job Category might be to signify “Urgent” and “Non-urgent” jobs.

To set up Job Categories:

1. Select **Setup > Setup Job Categories** from the Job Costing menu. The job category search screen is displayed.



2. Click **New** and type in the first required Job Category name.



Field	Description
Job category no	The system assigns a Job Category number on clicking **Save**.
Job category name	A descriptive name for the Job Category. Descriptions could be taken from the Job Costing Analysis (see page 9).
Short Code	A short code to speed entry. Can be up to 3 characters.
Gantt bar colour	Select the colour to be used for jobs in this category on the Job Overview tab (see page 50).

3. Click **Save** to save data or **Cancel** to lose all entries made.

To add another Job Category, click **New** and repeat this process.

Setting Cost Groups

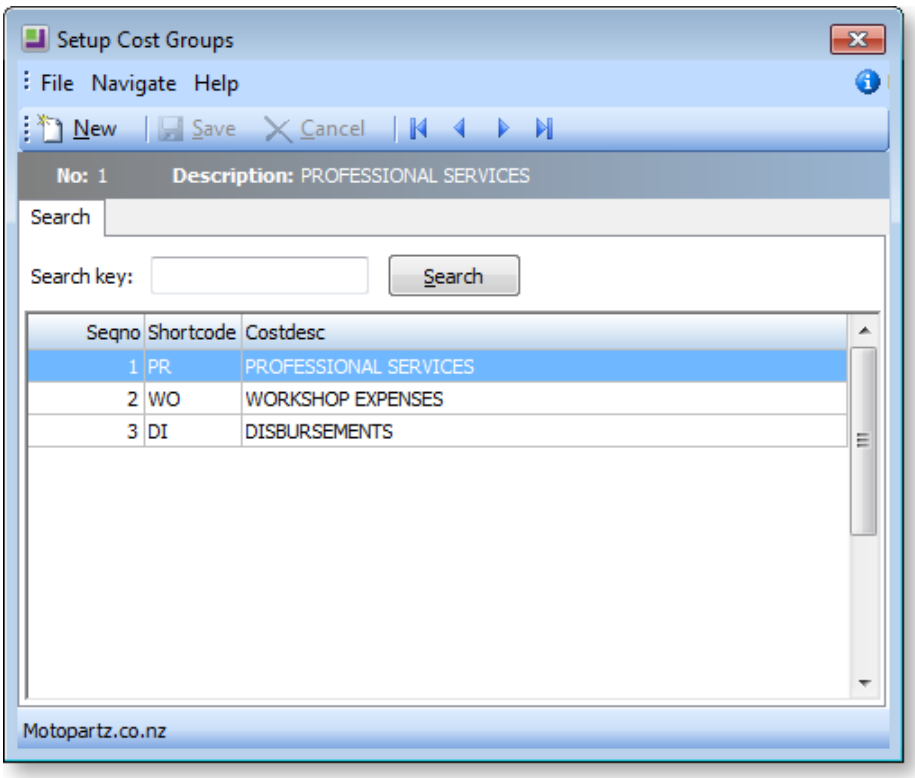
A Cost Group is used to describe a group of activities that make up a Job Category (see page 16). Cost Group is an optional third level of categorisation of a job, under Job Type (see page 12) and Job Category. It can then be further broken down into Cost Types (see page 20) (optional).

Cost Groups may be set up for some Job Categories but not others, as required. They may also be shared across different Job Categories.

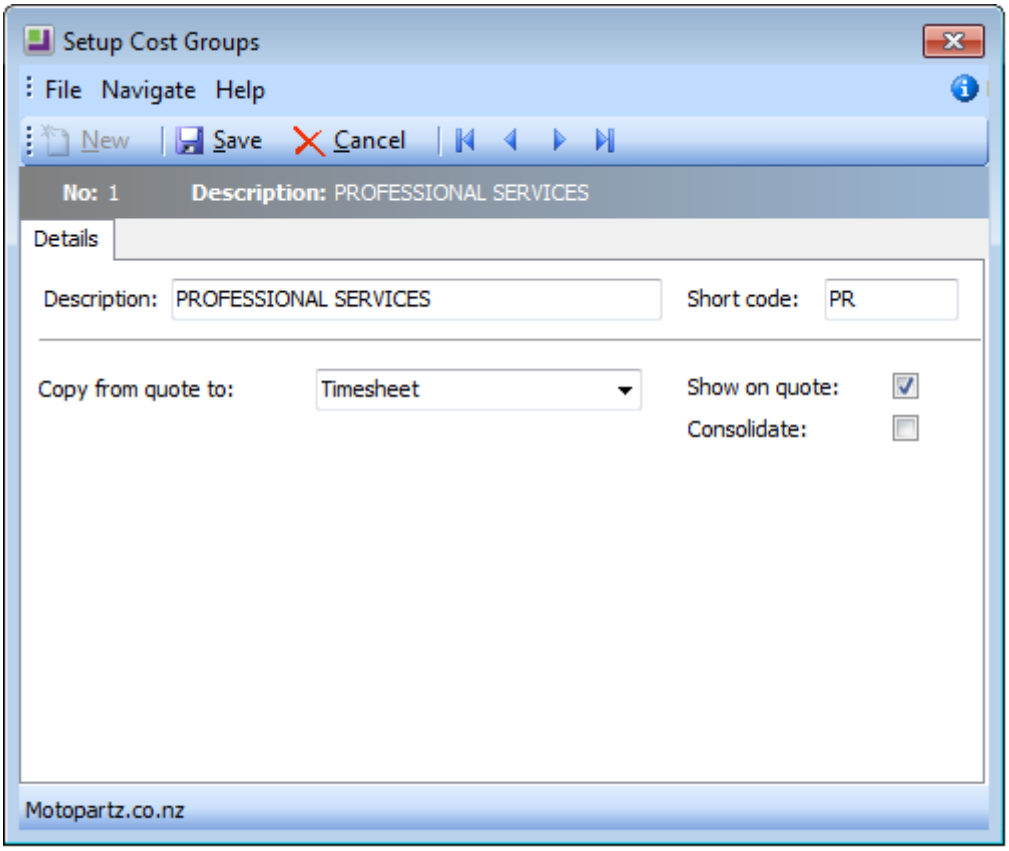
For example, appropriate Cost Groups for the Motorpartz demo database, under Job Type “Full Service” and Job Category “Replace Parts”, may be “Parts”, “Labour”, “Fitting Costs”, “Consumables”, and “Cleaning”.

To set up cost groups:

1. Select **Setup > Setup Cost Groups** from the Job Costing menu. The Setup Cost Group search screen appears:



2. Click **New**. Enter the first of the required Cost Groups.



Field	Description
Description	A descriptive name for this Cost Group. Descriptions could be taken from the Job Costing Analysis (see page 9).
Short code	A short code to match the Cost Group description. This can be up to 3 characters long.
Copy from quote to	If information for this Cost Group needs to be copied from the quote to the Timesheet, Purchases or Costs tabs, select the required tab here. The information entered on the quote will not need to be re-entered in the selected tab but can be copied across. Leave as "None" if this functionality is not required. The information in the selected tab can be changed after copying from the quote.
Show on quote	Allows specific Cost Groups to be displayed or not displayed on user defined forms (commonly the quote form).
Consolidate	Used with user-defined Clarity forms to present certain Cost Groups as consolidated into one total cost, e.g. Total Labour – but parts detailed. Leave unselected if each group's costs are required to be shown separately, in detail.

3. Click **Save** to save data or **Cancel** to lose all entries made.

To add another Cost Group, click **New** and repeat the process.

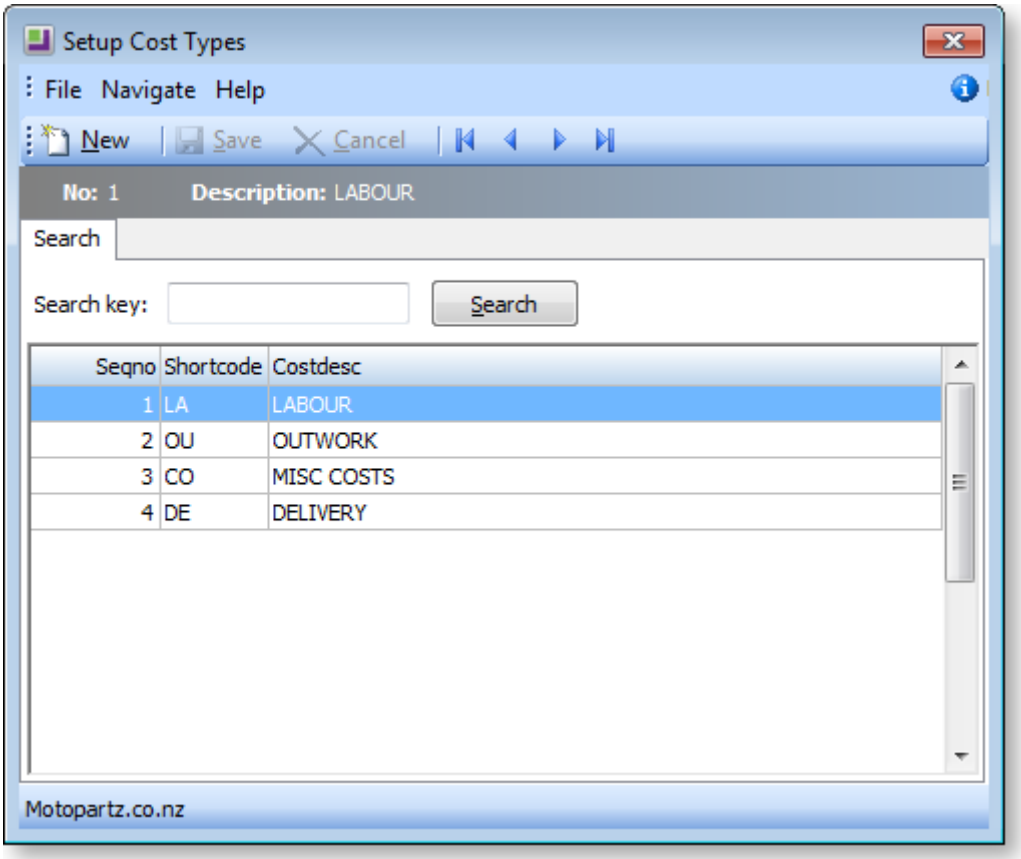
Setting Cost Types

A Cost Type is the (optional) lowest level of categorisation of a job. Cost Types are used to describe a product or activity, which can be added to other Cost Type products or activities, to make up a Cost Group (see page 18). A Cost Type activity or product can be made up of one or more items in the stock module.

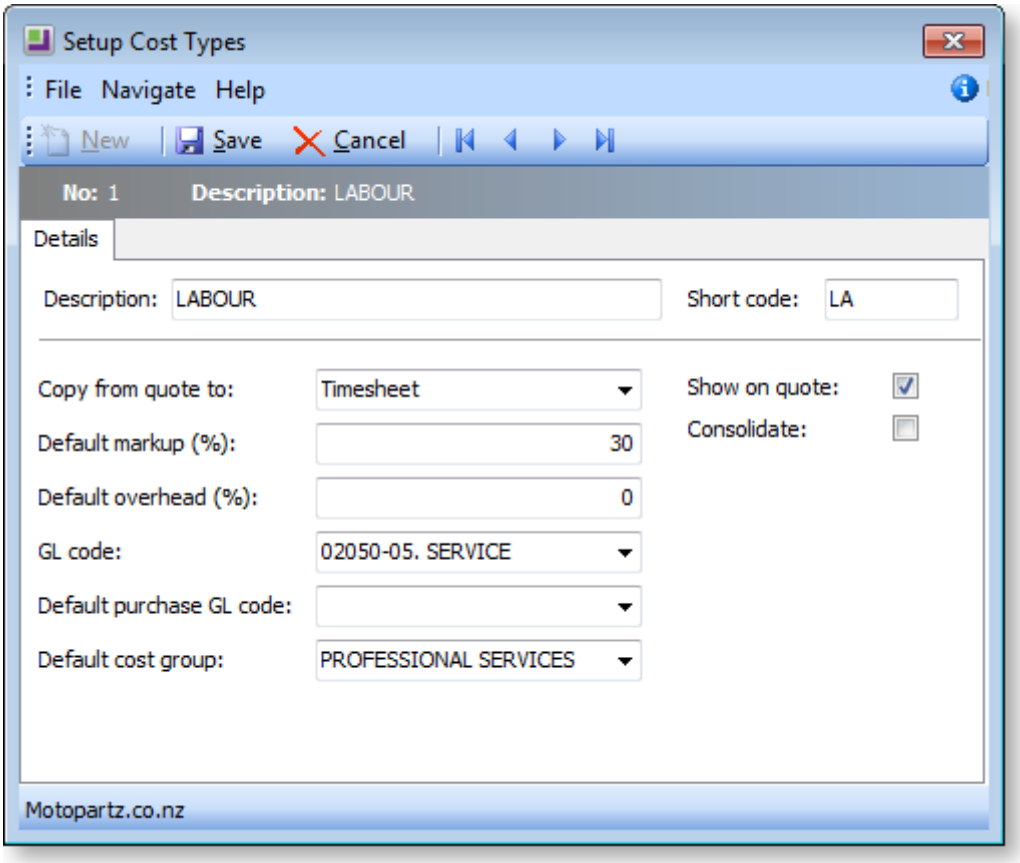
For example, appropriate Cost Types for the Motorpartz demo database, under the Cost Group “Labour”, may be “Labour Standard”, “Labour 1.5 Time”, and “Labour Double Time”. Appropriate Cost Types for Motorpartz under the Cost Group “Cleaning” may be “Tyre Cleaning”, “Engine Cleaning” and “Interior Cleaning”.

To set up Cost Types:

1. Select **Setup > Setup Cost Types** from the Job Costing menu. The Setup Cost Type screen is displayed.



2. Click **New**. Type in the first of the required Cost Types.



Field	Description
Description	A descriptive name for this Cost Type. Descriptions could be taken from the Job Costing Analysis (see page 9).
Short code	A short code to match the Cost Type description. This can be up to 3 characters long.
Copy from quote to	If information for this Cost Type needs to be copied from the quote to the timesheet or costs tab, select the required tab here. Leave as “None” if this functionality is not required. If selected, the information entered on the quote will not need to be re-entered in the chosen tab. The information in the selected tab can be changed after copying from the quote.
Show on quote	Select this option to display the Cost Type on the quote.
Consolidate	Select if all Cost Types are to be consolidated into one invoice line e.g. multiple entries of normal labour are totalled as one entry line. Leave unchecked if each type’s costs are to be shown separately.
Default markup (%)	The percentage of the standard markup. Enter as a number e.g. 12.45 will be calculated as 12.45%.

Default overhead (%)	The value of the standard overhead percentage. Enter this as a number e.g. 12.45 will be calculated as 12.45%
GL code	A General Ledger code for the Sales Account related to this item.
Default purchases GL code	A General ledger code for the Purchases Account related to this item.
Default cost group	The Cost Group this item belongs to.

3. Click **Save** to save data or **Cancel** to lose all entries made.

To add another Cost Type, click **New** and repeat this process.

Cost Group and Cost Type Defaults

Each Stock Item may also have its own default Cost Group (see page 18) and Cost Type (see page 20). These defaults are used unless overridden at time of entry. Default settings may only be practical if stock items naturally fall into groups that reflect the way the jobs will be analysed.

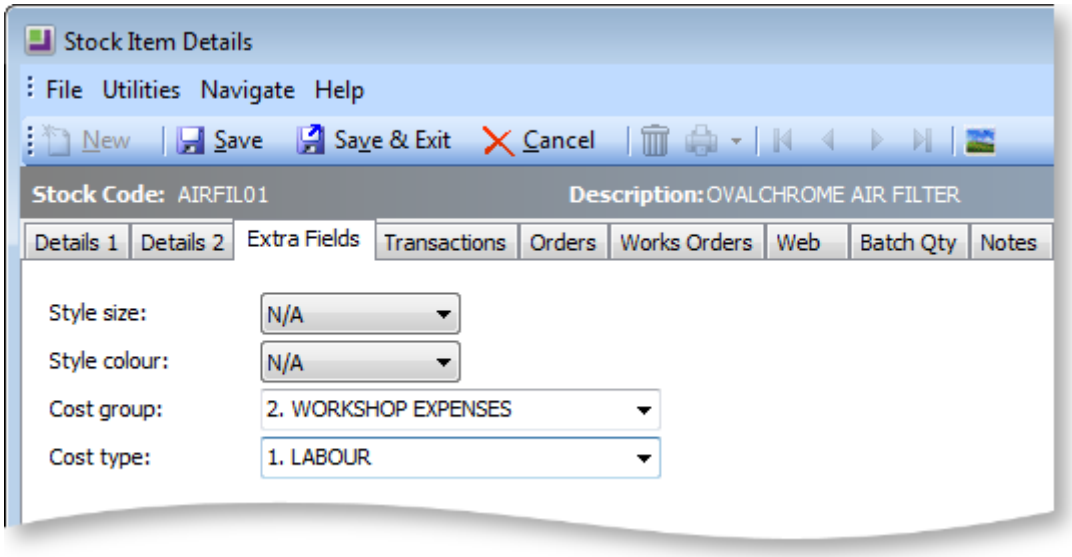
A common technique is to create shortcut codes using “lookup only” stock items to allow single key entry of costs on the Cost tab.

The default Cost Type and Group for a stock item is determined by the values in the Cost Group and Cost Type fields on the **Stock Item > Extra Fields tab**.

COSTGROUP and COSTTYPE are added to the STOCK_ITEMS table automatically when Job Costing is installed, however by default they do not appear on the Stock Items screen. Add these fields as Extra Fields in **EXO Business Configurator > System > Extra Fields**. Set up the fields as follows:

Field	Value for Cost Groups	Value for Cost Types
Table name	STOCK_ITEMS	STOCK_ITEMS
Field name	COSTGROUP	COSTTYPE
Display name	Cost Group	Cost Type
Dialog type	Drop-Down Edit	Drop-Down Edit
Lookup table	JOB_COSTGROUPS	JOB_COSTTYPES
Key field	SEQNO	SEQNO
Display field	COSTDESC	COSTDESC

In **Account > Stock Item** select the item you wish to specify the cost group and cost type for and then navigate to the Extra Fields tab. Select the codes you require.



If there are no values in these fields, then the user is expected to choose the Cost Type (and Group if required) on each line in Job Costing.

Note: The Stock Items Details Screen can also be accessed from any Job Costing screen that has a stock code. Double-click on the stock item to access the Stock Items Details Screen.

Setting Job Resources

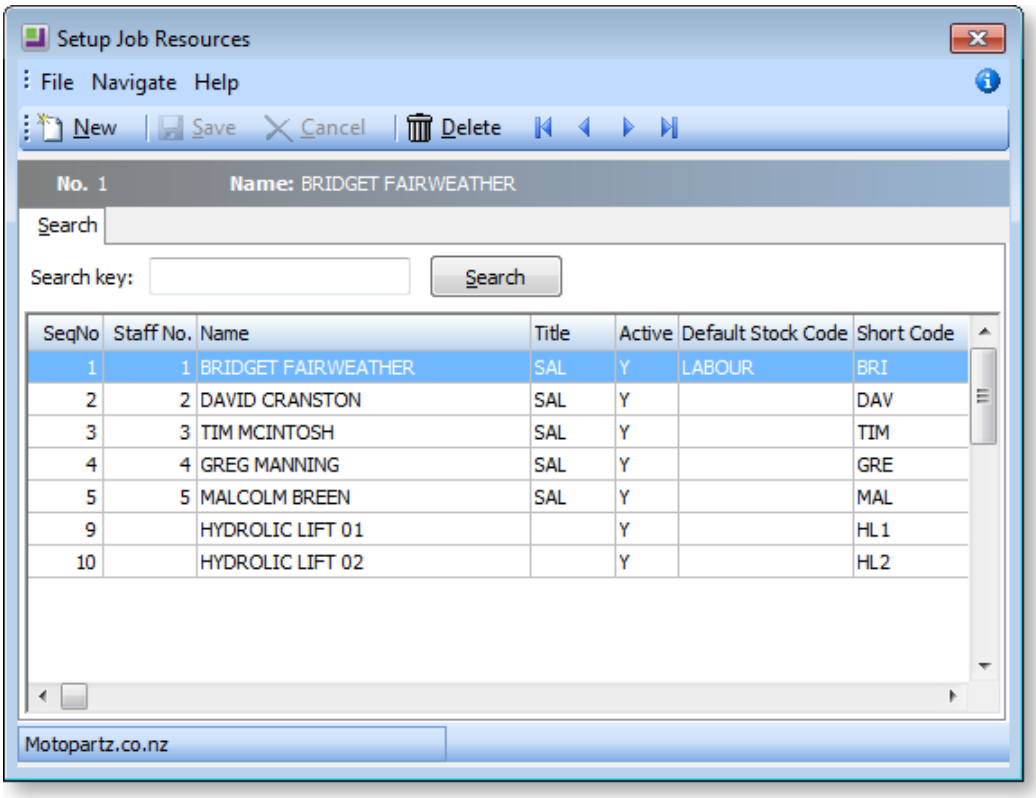
MYOB EXO Job Costing has a Job Resource table that is similar, but distinct from the Staff table. This provides the following benefits:

- Allows the recording of time against non-staff resources such as plant and equipment, as well as employees.
- Can help to keep staff cost rates private by using an anonymous stock code.
- Gives the ability to default an activity stock code to each employee to speed up keying and help prevent mistakes.
- Gives the ability to separate timesheet employees from the users of the EXO Business system, to ensure they are not unnecessarily shown in the login screens.

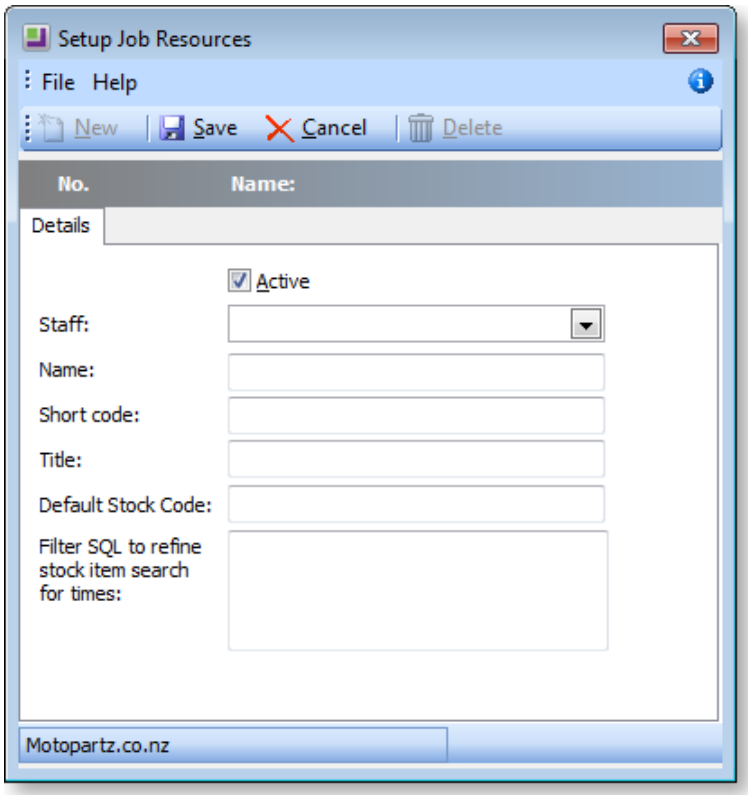
Note: All existing employees are automatically added into the Resources table when Job Costing is installed.

To add and review Job Resources:

1. Select **Setup > Setup Job Resources** from the Job Costing menu. The Setup Job Resources screen is displayed.



2. To add a new resource, click **New**. Enter the required Resource Name, and other required information.



Field	Description
Staff	If this resource is a staff member, select them from the drop-down menu. If it is a non-staff resource, leave this field blank. **Note:** If the resource is not associated with a staff member, **Activities (see page 88)** created for it will not appear on the Activity Search widget. It may be useful to set up a dummy staff account to associate non-staff Resources with.
Name	A descriptive name for this Resource.
Short code	A short code to match the name (initials) Resource description.
Title	Job title or use.
Default Stock Code	The default stock code associated with the resource. Used to save time keying timesheets.
Active	Select to mark the resource as active, to ensure it appears in Job Costing resource selection lists.
Filter SQL to refine stock item search for times	A partial SQL "where" clause can be entered here to filter the stock search window.

3. Click **Save** to save data, or **Cancel** to lose all entries made.

To review an existing entry, double-click an entry to display the resource details.

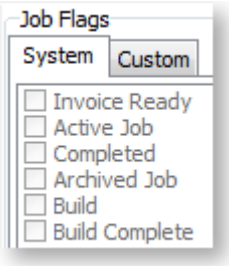
The cost and charge rate for that employee will be taken from the stock 'activity' code.

Tips

- Take some time to review the list and any staff members who are not involved in time-sheeted work should be marked as inactive. Also take the opportunity to enter the initials into the Short code field as this will speed up entry.
- Similarly, if the "Labour" stock code being used is commonly the same one for a resource, enter this into the Default Stock Code edit box. The default stock code will be used only if the exact short code is typed into the timesheet. If searching for the resource, the stock code will need to be nominated manually.
- To disguise the cost rate, make the stock code one that cannot be obviously related to the employee other than through the Job resource form.
- If privacy is required, remove the option to set up Job Resources from all but the supervisor's menu once the rates have been set against each employee (resource).

Setting Job Flags

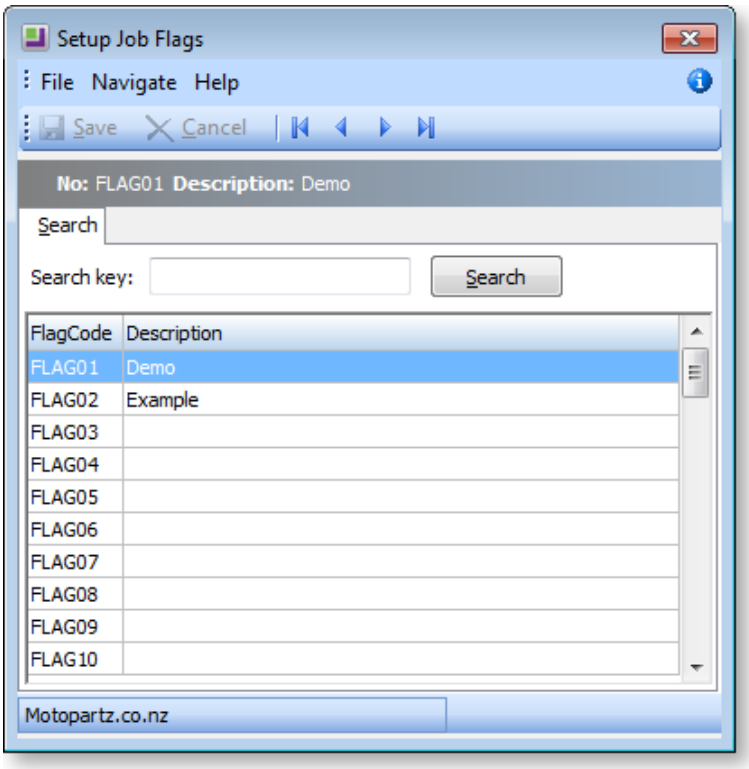
There are a number of system-defined Job Flags that control the workflow and offer the opportunity to build in some customisable business logic constraints.



There are also a number of user-definable job flags that can be manually set. Examples of these might be "Awaiting parts" or "Awaiting credit approval". These flags cannot be raised automatically by a change in job status like the systems flags. They can be very useful for reporting or controlling the flow of jobs around the business. All user flags are assumed to be False when the job is created, so the flag name should be phrased to reflect this, e.g. "Quality Checked" is false until checked. "Awaiting parts" is false until checked. The list of jobs that are "Ready for installation" might represent the "installers" in-tray of work. The job Search is highly configurable and will remember the combination of flags and statuses picked as default search list.

To set up Job Flags:

1. Select **Setup > Setup Job Flags Descriptions** from the Job Costing Main Menu. The Setup Job Flags screen is displayed



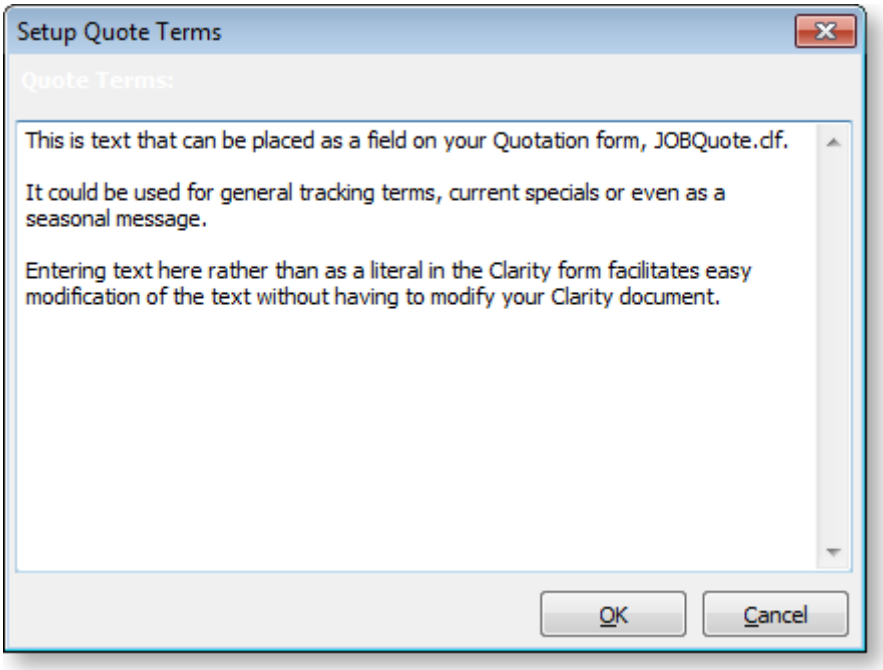
2. Double-click a Flag Code to edit the description.
3. Click **Save** to update the description.

Up to 15 flags are accommodated. Unlike Job Status (see page 13), multiple flags may be set on any particular job.

Setting Quote Terms

To set the standard quote terms:

1. Select **Setup > Setup Quote Terms** from the Job Costing menu. The Setup Quote Terms screen appears:



2. Enter the standard set of terms and conditions of a quote.
3. Click **OK** to save the information, or **Cancel** to lose the entry made.

Job Costing Profile Settings

Like most MYOB EXO Business products, the optional configuration settings in Job Costing are established by the use of profile settings, edited in the EXO Business Configurator application. There are three levels of settings:

- Company profile settings (see page 28) - These are global to the database and control all users and computers.
- User profile settings (see page 31) - These settings can vary according to the user logged on to EXO Business.
- Computer profile settings (see page 35) - These settings can vary according to the computer that EXO Business is being run on.

To configure profile settings, open the EXO Business Configurator application and select the **Profiles** tab. Select the Job Costing module filter to restrict the available settings to those that apply to the Job Costing module.

Individual profile settings can be found by searching for keyword on their descriptions or by their internal name. In the profiles listed below the internal name is also shown for your convenience. To change the search field to operate on internal name use the combo to the left of the “Find” toolbar area.

Viewing Profile Settings

Setup > Setup General Info

The General Settings window displays read-only information about the Job Costing system, allowing you to view the values specified by the Job Costing profile settings from within the Job Costing module.

Open the General Settings window by selecting **Setup General Info** from the Setup menu of the main Job Costing window.

Job Costing Company Profiles

The following Company-level profile settings can be configured in the EXO Business Configurator for the Job Costing module.

Allow editing of Locations of transaction lines

Enable this setting to allow editing of Locations (From & To Loc) of each individual transaction line on a job in Job Costing. Note that the To Loc file is only editable if JOBMOVESTOCKONHAND & JOBMOVESTOCKONINVOICE profiles are not enabled.

Allow invoicing of sub jobs from master jobs

Enable this setting to allow invoicing of sub jobs from a master job, i.e. a single consolidated invoice is created for the master job and all of its sub jobs.

Best pricing and discounting in Job Costing

This option is enabled by default. Disable this option to disable discounting and best price checking in Job Costing.

Caption for 'Our ref'

A caption for the **Our ref** field on the Details tab of the Job Details window (see page 36). It gives you another field of information you may wish to save.

Cost field to use on Quote tab

Select the Cost field to use on the Quote tab: Standard, Average or Latest.

Cost method for Stock Items to use on Job Time and Cost tabs
Cost method for Lookup Items to use on Job Time and Cost tabs

Select the Cost methods for Stock items and Lookup items to use on the Timesheets and Costs tabs. (Job Quote entry has its own distinct and independent setting.) Available methods are Average, Last and Standard (static cost).

Enable job code or reference number on sales order and debtor invoice entry screens

Enable this option to record an optional job code or reference number on the Sales Order and Debtors Invoice entry screen.

Get general ledger P/L revenue accounts from

Select where the general ledger P/L revenue accounts are sourced from. Choose from:

- Stock Item
- Job Header
- Cost Type

Integrate timesheets with PayrollEnterprise

Enable this setting to activate integration with EXO Payroll (see page 66). This allows you to export timesheet data recorded against jobs to EXO Payroll.

Job Cost Billing Mode

Enter a list of billing modes to be available when entering new Jobs.

The list may include:

- C = Charge-up
- P = Progress Invoice
- A = Create Asset
- Q = Ex-Quote

The first in the list is the default billing mode.

E.g. CP would restrict the available modes to Charge-up or Progress Invoice modes, with Charge-up being the default presented option if none are specifically selected.

The default value is CPAQ.

Job Cost Management Screen Auto Refresh Interval

Job Cost Management Screen auto refresh interval in minutes. Default value = 0, i.e. no auto refresh.

Job Overview Screen - Warning Threshold when Loading Jobs

This value determines when to warn users if they are about to load too many records into the Job Overview screen (see page 50) (if the user attempts to load too many records, the system may appear to freeze). This value is the number of records that will be loaded before displaying a warning. The default value is 1,000; the optimal value will vary depending on the performance of your network and PCs.

Job Purchase orders use Quote line Cost

If this setting is enabled, Purchase Order lines generated from the Job Quote tab use the cost price as specified on the quote line. If the supplier uses foreign currency, the Quote line cost will be converted to the equivalent in that currency. If this setting is disabled, the cost price on the Purchase Order line will behave as though the Purchase Order was being generated normally, using normal supplier price logic, rather than from the quote line.

Job Purchase orders use Quote line price

If this setting is enabled, Purchase Order lines generated from the Job Quote tab use the selling price as specified on the quote line.

Job Quote Labour Allowance calculation

If this setting is enabled, the total quote line Labour allowance is to be considered a multiple of line unit labour allowance times the total quantity on that line.

If the setting is not enabled, it is considered to be an absolute value per line. This affects the Total labour allowance displayed at the bottom of the quote screen.

Tip: You can predefine a labour allowance for all Stock codes by adding an extra field X_LABOUR_ALLOWANCE of Type DOUBLE with a default value of 0 to the STOCK_ITEMS Table. This value will be passed to the quote whenever you insert a new line.

Link 'Our ref' to sales order number lookup

If this setting is enabled, you can enter the number of the Sales Order associated with a job into the **Our ref** field on the Details tab of the Job Details window (see page 36). The Sales Order can then be viewed by selecting **View Sales Order** from the Utilities menu.

Resources - Check for Resource Over-Allocations

If this setting is enabled, the system checks for overlaps and over-allocations when allocating resources or altering resource allocation. This includes cases where a resource allocation overlaps another allocation of the same resource, and when the resource is allocated for more than the target hours per day. If any resources are over-allocated, you are presented with a warning message, and given the option to view and correct the over-allocations.

Resources - Synchronise Job and Resource Dates

If this setting is enabled, the system checks that start and end dates/times for resource allocations are within the Start Date - Due Date range. If allocations fall outside this range, you are presented with a warning message, and given the option to view and correct the allocation dates.

PayrollEnterprise export location

This setting must be configured when integrating with EXO Payroll (see page 66). Specify the root directory of the EXO Payroll installation, e.g. C:\Payrollv.

PayrollEnterprise Database Location

This setting must be configured when integrating with EXO Payroll (see page 66). Specify the database directory of the EXO Payroll installation, e.g. C:\Payrollv\DATABASE.

SQL statement to refine stock item search for costs

An SQL statement to refine search criteria for stock on the Cost Tab of the Job Management Form. e.g. AND STOCKGROUP <>4 (if Labour is stock group 4 it will not be included in the results of the search).For further assistance contact your EXO Business trained professional.

SQL statement to refine stock item search for times

An SQL statement to refine the search criteria for stock on the Timesheet Tab of the Job Management Form e.g. AND STOCKCODE = 4 (if the stockcode for labour is 4, labour will be included in the search result). For further assistance contact your EXO Business trained professional.

SQL statement to select cost of sales GL accounts

Search criteria, e.g. WHERE ACCNO<200. This example applies if cost of sales GL accounts is numbered less than 200. For further assistance, contact your EXO Business trained professional.

SQL statement to select sales GL accounts

Search criteria, e.g. ACCNO>1000. This example applies if Sales GL accounts are numbered greater than 1000. If Sub-Accounts are enabled, aliases must be used for ambiguous field names. Aliases are A=GLACCS and S=GLSUBACCS, e.g. A.ACCNO>2000 AND S.SUBACCNO<3.

For further assistance contact your EXO Business trained professional.

Sub job transactions add to master job totals

Select this option to automatically add Sub-job invoice totals to the Master Job.

Time sheet default end date

Select the default end date for new timesheets. Choose from the Due date, the Start date or today's date.

Use current date on Time sheets entry

If this setting is enabled, the start dates on Time Sheets entry will be the current date; otherwise, the Job Start date will be used, but only if it is defined. If no Job Start date is set, Time Sheet start date will use the current date instead.

Job Costing User Profiles

The following User-level profile settings can be configured in the EXO Business Configurator for the Job Costing module.

Allow creation of new Make, Model and Class

If this setting is enabled, Makes, Models and Classes can be created from the Serviceable Units window (see page 98).

Allow editing of job cost invoicing

Allows immediate editing of Invoices as they are generated from Jobs. Changes made will not adjust the values of the cost lines that were used to create the Invoice (this must be done on the Invoice tab of the Job), but the value of the invoice will show on the Job Analysis tab. By enabling this option, you are also be able to generate Invoices on a job that has no currently invoice-able lines in the “Ready to Invoice” state, e.g. Initial non-refundable down payment or progress based Invoice.

Calculate ‘Hours’ from ‘Start’ and ‘End’ times in timesheet entry

Enable this option if you do not require the user to enter ‘Total Time’. If you select this option, ‘Total time’ will be automatically calculated from the start dates and start times entered. Many users find that entering times and dates is inefficient and prefer to enter total hours.

Default Category

Default Category (see page 16) when entering a new Job in Job Costing.

Default Job Status

Default Job Status (see page 13) when entering a new Job in Job Costing.

Default Job Type

Default Job Type (see page 12) when entering a new Job in Job Costing.

Default Status of Job Transactions on Entry

Select the default status of new job transactions. Choose from:

- C - Committed
- W - Write-off
- R - Ready to Invoice

You might set this value to ‘R’ if the transactions you are entering do not usually require any further checking after initial entry and you therefore want all transactions entered onto a job to be automatically ready to appear on the next Job Invoice.

MYOB EXO Business Job Costing

Default the Job Manager as Sales person on invoices from Job Costing

Enable this option to set the default Sales Person on invoices from Job Costing to the Job Manager. If the option is disabled, the default Sales Person is set to the currently logged in user.

Default the Job Manager from Debtor Account Staff

Enable this option to obtain the default Job Manager from the Debtor Account staff. If the option is disabled, the default Job Manager is set to the currently logged in user.

Display internal job number after saving

Enable this option to display the job number every time a job is saved.

Extra Job Costing Search Fields

The format to extend Extra Search Fields is:

- ADatabaseFieldName=FriendlyCaption=SearchBehaviour
- Multiple fields are separated by commas
- The =FriendlyCaption=SearchBehaviour is optional

For Example: X_AFIELD=A Caption,X_ANOTHERFIELD=Another Caption,X_THIRDFIELD

Additional control over the extra search field behaviour is set as follows:

If no behaviour parameters are passed in, it assumes a default search behaviour of GSWU where:

- =G - show this field as an optional visible column in the search grid.
- =S - add this field as part of the select statement.
- =W - make this field value a condition in the WHERE clause.
- =U - force a character to uppercase for comparison. (String Fields)
- =E - use Exact match (=) in the where clause rather than LIKE. (String Fields)

For Example: X_MyField1=Mycaption=GSWUE,X_Myfield2=MyField2=E

Ambiguous field names (field names that exist in both tables) should be prefixed by a table alias.

For Example Alias.FieldName,Alias2.FieldName

The list of aliases is:

- J=JOBCOST_HDR
- A=DR_ACCS
- S=JOB_STATUS
- C=JOB_CATEGORIES
- R=JOB_RESOURCE_ALLOCATION
- F=JOBCOST_FLAGS
- G=JOB_TYPES
- H=STAFF

Go direct to job management screen on startup

Enable this option to display the Job Management screen on startup.

Hide tabs in Job management screen

Allows you to hide Tabs on the Job Management Screen. Enter the codes for all tabs you want to hide, separated by commas. Available codes are:

- Q = hide the Quote/Budget tab
- T = hide the Timeshets tab
- C = hide the Costs tab
- A = hide the Analysis tab
- P = hide the Purchases tab
- I = hide the Invoice tab
- D = hide the Documents tab
- E = hide the Extra Fields tab
- H = hide the History Notes tab
- S = hide the Sub-jobs tab
- X = hide the Dashboard tab
- B = hide the Billing Schedule tab

For example, enter "Q,T,I" to hide the Quote, Time and Invoice tabs.

Hide Quote Margin

Enable this option to hide the **Margin** field displayed at the bottom of the Quote/Budget tab (see page 53).

Hide Quote Markup

Enable this option to hide the **Markup** field displayed at the bottom of the Quote/Budget tab (see page 53).

Hide Quote Total Cost

Enable this option to hide the **Total Cost** field displayed at the bottom of the Quote/Budget tab (see page 53).

Hide Resource Planning Gantt Form

When this setting is enabled, the Resource Planning tabs on the Job Management window (see page 94) and the Setup Job Resource Allocation window (see page 93) are hidden.

Job costing custom button X caption

Custom button (see page 118) caption settings are available for each of the nine custom buttons. Enter a caption for the appropriate button.

Job costing custom button X command line

Up to nine custom buttons (see page 118) are provided for you to add your own shortcuts to many of the main screens.

For the desired button, specify the details of the sub-program to be run whenever you press that button.

- To run an external program, enter:

  "MyProg.EXE <LOGIN> <CURRENT>"

  Where <LOGIN> passes the database connection details and <CURRENT> passes out the key field identifier (most commonly the SEQNO) of the current record that you have loaded on the screen at the time that you press the button.

- Any parameter entered with the extension MYREPORT.CLR will assume that you wish to run a clarity report and will call Clarity directly. It is not necessary that Clarity.EXE exist to do this.

- Any parameter entered with an extension of MYREPORT.RPT will assume that CRYSTAL.EXE should be run first.

Job Costing Read-Only Access

Enable this profile to restrict users to read-only access in the Job Costing module.

Job Default due days

Default number of days after Job start date.

Job Default end time

Default number of hours after Job start time.

Job Default follow-up days

Default number of days for follow-up after Job completion.

Job default quote expire days

Default number of days for job quotes to expire. The defaults is 14 calendar days.

Override Job Codes

Enabling this option allows the user to override the system-assigned Job Code any time.

Prompt if different delivery address on Job

Enable this profile to be prompted whenever a debtor's current delivery address is not the same as the delivery address in a job. Probable use would be where a job is being rejuvenated or repeated after a long period of time, and the debtor has moved premises.

Prompt if Job Code is blank

If this option is enabled, the user is prompted if the Job Code on a transaction line is blank in Purchase Orders and Creditor's Invoices. You might disable this if only a proportion of purchases relate to jobs.

Remember Stock Search Form size

Enable this option to remember the size of Stock Search Form between sessions.

Restrict access to jobs on default branch only

Enable this profile to restrict access and creating of new jobs to the default branch only.

Restrict Timesheet entry to Resource associated to logged-in Staff

Enabling this option restricts the Resource to the Resources associated with the currently logged-in Staff member.

Serviceable Unit Custom Button1 Caption

The Serviceable Units window contains single a custom button (see page 118). Enter a caption for the button.

Serviceable Unit Custom Button1 EXE

A single custom button is provided on the Job Costing window for you to add your own shortcuts to many of the main screens.

Specify the details of the sub-program to be run whenever you press that button (see the information on the Job Costing custom buttons above for details).

Show Job Overview screen needs refresh warning

The Job Overview tab (see page 50) does not refresh automatically as job details are changed. If this setting is enabled, a warning appears on the Job Overview whenever job details change, informing the user that they need to refresh the display.

Show Resource Overview screen needs refresh warning

The Resource Overview tab (see page 94) does not refresh automatically as job details are changed. If this setting is enabled, a warning appears on the Resource Overview whenever job details change, informing the user that they need to refresh the display.

Show the "Resource Allocations moved with Job" warning

If this setting is enabled, a warning appears on the Job Overview tab whenever a job with resources attached to it is moved, informing the user that the associated resource allocations have changed.

User can modify visible columns in grids

If this option is enabled, the **Select visible columns** option is available in the right-click menu for all ExoGrids in the Job Details window.

User has Job Administrator Rights

Enabling this option means that the user can edit the status of jobs that contain the characteristic of "Job Read Only".

Warn if cash sales account is used on jobs

Enable this option to alert the user if they are about to create a job to a cash sale, or if they do not choose the account. It is advisable to do this, as it will prevent invoices inadvertently being created as a cash sales.

Weekly timesheet resource auto defaults from staff login

If there is a matching resource for the staff login, then the weekly timesheet opens with that resource.

Job Costing Computer Profiles

The following Computer-level profile settings can be configured in the EXO Business Configurator for the Job Costing module.

Asset default location

The default output location when creating an asset in Job Costing.

Job work in progress stock location

The Work in Progress stock location for Job Costing. Only locations that have their **Job Costing Work in Progress Location** flag ticked are available for selection.

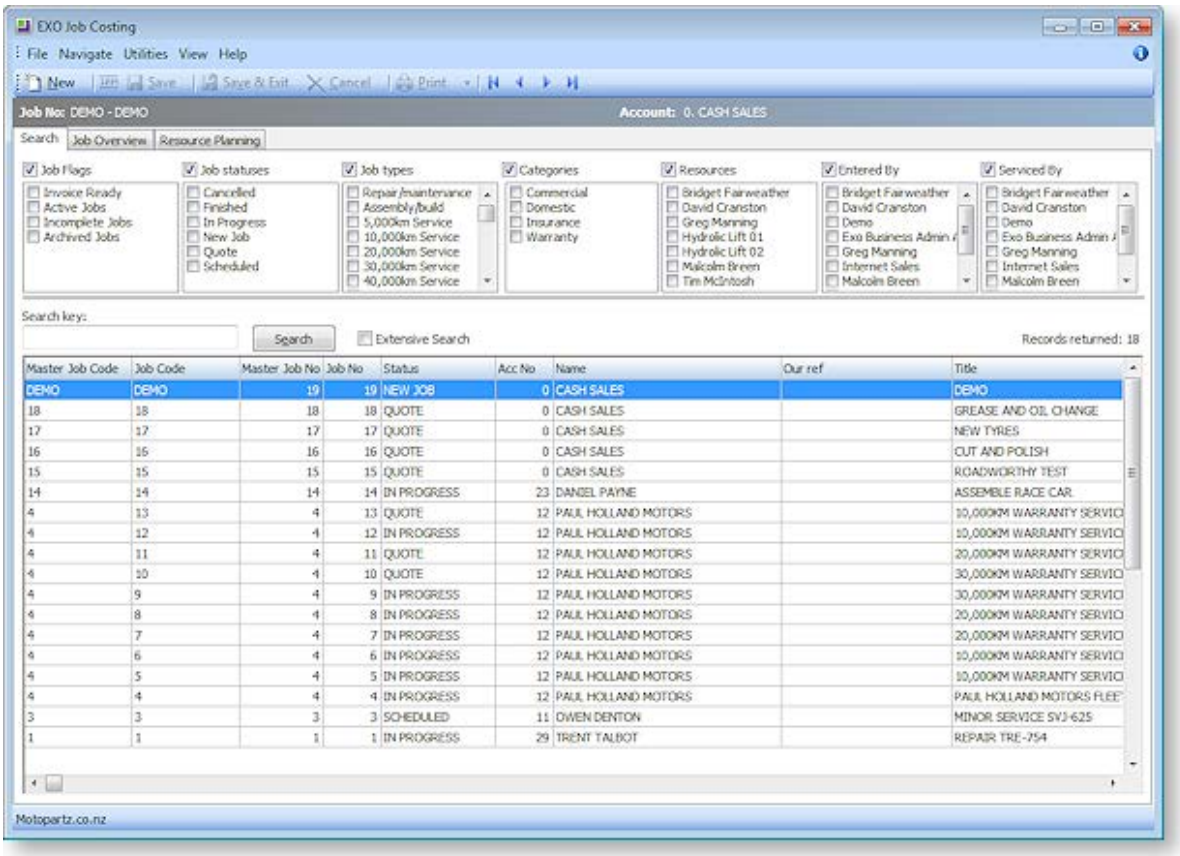
Creating and Searching for Jobs

Creating Jobs

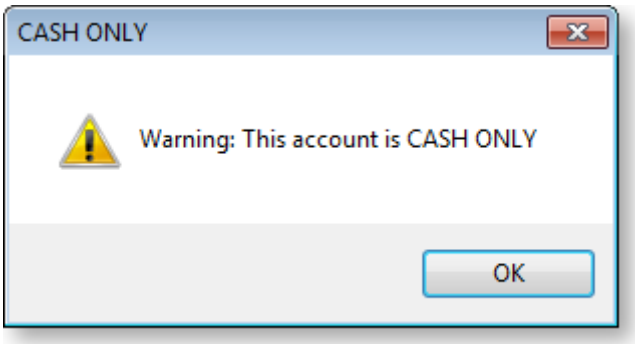
New jobs are created from the Job Management screen. From here new jobs, sub jobs and duplicate jobs may be created.

To create a new job:

1. Select **Account > Job Management Screen** from the main Job Costing menu. The following window appears.



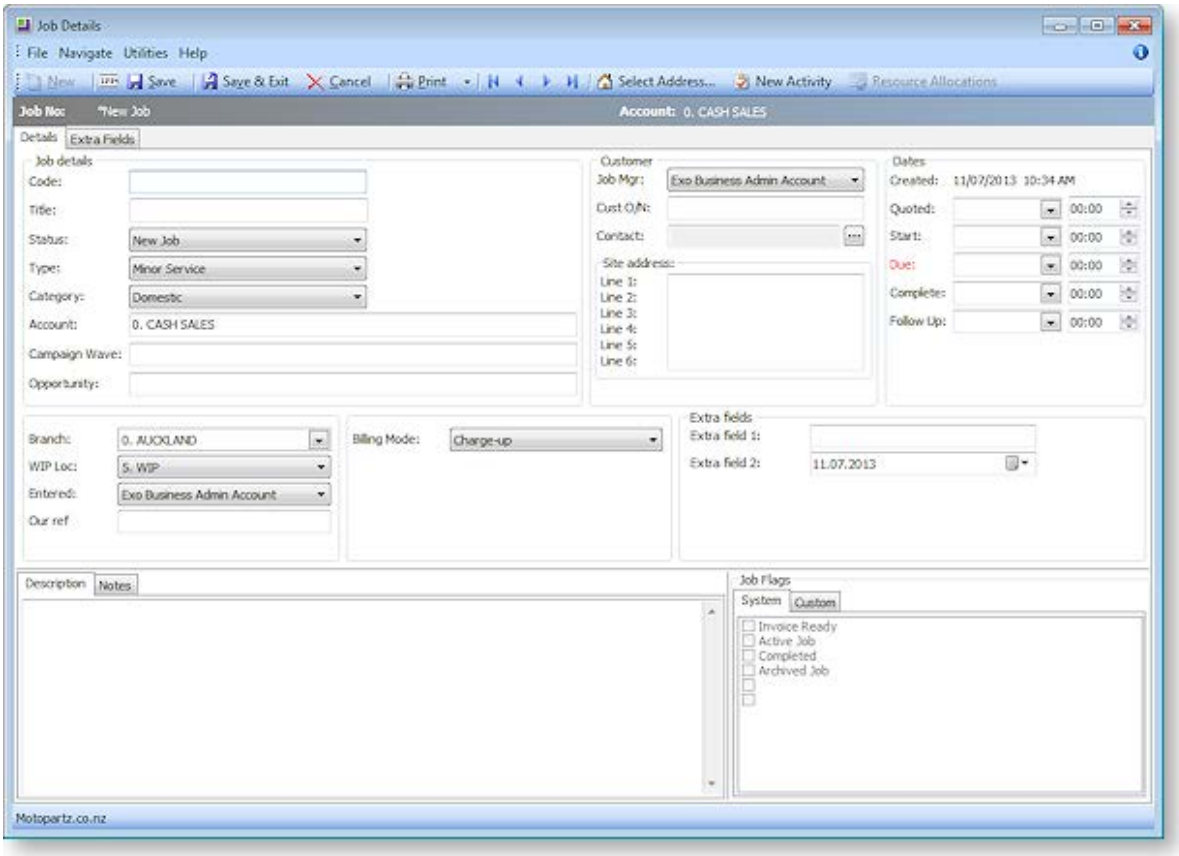
2. Select **New** to begin a new job. A new window may appear with a warning as follows:



This warning is an alert that unless a customer account is chosen the job will be saved as CASH ONLY. Click **OK**. This will allow entry of details into the new Job Screen.

Note: Whether or not this warning appears is controlled by the **Warn if cash sales account is used on jobs** **User-level profile setting (see page 31)**.

3. The main job entry window is displayed:



Field	Description
Job details	
Code	A unique code for the job. It may be up to 15 alphanumeric characters. If a code is not entered, it will default to the system-assigned job number.
Allow Invoice via Master Job	This option appears if the job is a sub job. If it is ticked, the job can be invoiced from its master job.
Title	The title of the job. This should be a short recognisable job description.
Status	A Job Status (see page 13) to identify the current stage of the job. Select the appropriate status from the drop down list. If the status is unable to be changed, then the current status of the job may dictate that the job is entirely read-only and only an administrator can alter it. This is controlled by the **Make job read only** option when setting Job Statuses (see page 13).
Type	A Job Type (see page 12) selected from the drop down box. The default is set by a user-level profile setting (see page 31).
Category	A Job Category (see page 16) selected from the drop down box. The default is set by a user-level profile setting (see page 31).

Account	Accept the default Cash Sale account or enter a customer code. If the code is unknown, enter **?** and press TAB, select from displayed list. To drill to the account details, double-click on this field after an account has been selected.
Campaign Wave	This field is available if the EXO Business CRM module is installed. A job can be associated with a campaign wave, for example, to capture the fact that the job was created as a result of a campaign. This allows you to report on the effectiveness of the campaign. : Job Costing can also be used to provide advanced costing for a campaign. This is done by opening the campaign in EXO Business CRM and selecting the job to use for costing the campaign in the **Campaign Costs** field.
Opportunity	This field is available if the EXO Business CRM module is installed. If the job was generated from an Opportunity, the Opportunity will be entered here automatically; otherwise, one can be manually entered (enter **?** and press TAB to search for an Opportunity).
Customer	
Job Mgr	Select a staff member from the drop down box. The default staff member is either the staff member associated with the Debtor account, or the currently logged in user, depending on the **Default the Job Manager from Debtor Account Staff** User-level profile setting (see page 31).
Cust order no	A customer order number, if required.
Contact	The name of the contact person. This field may be left blank. Contacts will allow job/debtor-related subcontractors and site-related information such as job Site address and Site foreman to be stored. Clicking the edit button will display a list of known contacts associated with the account. Double click to select or click **New** to add a new contact to the account. See the MYOB EXO Business online Help for instructions on adding a Contact.
Site address	The address(es) of the job site. Manually enter an address, or use the Additional Addresses (see page 41) button.
Dates	
Create Date	Date and time that the job was created. Cannot be edited.
Quoted date	Record a date and time when the quote was created.
Start date	Record the start date/time of the job. Either in advance or when the job actually starts.

Due date	Date and time that the job is expected to be completed. Defaults to Start time + the value of the **Job Default due days** user-level profile setting (see page 31).
Completed date	Date and time of actual completion.
Follow-up date	Defaults to the **Job Default follow-up days** user-level profile setting (see page 31). Designed to provide a way to report on jobs that are due for service, or customer satisfaction survey at an appropriate time after an installation.
Branch	Enter the Branch code for this job. Defaults to the user's branch profile setting.
WIP Loc	The Work in Progress stock location. Defaults to the **Job work in progress stock location** computer profile setting (see page 35). Once lines have been entered for the job, this field becomes read-only.
Entered by	Select an active staff member from the drop-down menu. Defaults to the currently logged-in user.
Our Ref	A reference that can be searched on the main job search screen. If a Sales Order has been created for the job, enter the Sales Order number here. You can view the Sales Order by selecting **View Sales Order** from the Utilities menu, provided the **Link 'Our ref' to sales order number lookup** profile setting has been enabled.
Billing Mode	The billing mode determines how the Job will be charged. Choose from: • **Charge-up** - charge items added to the job • **Invoice Ex-Quote** - the quoted value will be charged. • **Manufacture - output items** - the job will create stock assets (items) for on-sale.
Extra fields	The Extra Fields section displays optional addition fields that can be used to record business specific information, which are set up by an MYOB EXO Business partner. The first five Extra Fields are displayed here, while any additional fields are displayed on a separate Extra Fields tab. **Note:** The Extra Fields tab is only available if Extra Fields have been defined for position 6 or later.

Sub-tabs	
Description	Enter any extra explanatory details relating to the job, which can be included on the invoice. The content of this field is scanned when you select the Extensive job search option. If there is a value in this field then the tab will appear highlighted.
Notes	Enter general narration Notes about the job. This field is usually used for private notes, and is not included in the customer invoice. The content of this field is scanned when you select the Extensive job search option. If there is a value in this field then the tab will appear highlighted.
Serviceable Units	This tab only appears if the Serviceable Units (see page 96) module is installed. It allows a list of serviceable units to be assigned or created for the job. At line level the particular serviceable unit can be selected from this list.
Output Item	Allows pre-loading the output item (asset stock codes) that will be produced from this job.
Job Flags	These are flags (see page 25) that can be set against the job. Multiple flags can be checked. There are two groups of flags: System Flags are predefined, while Custom Flags are created by the implementer.

Timestamps

Key fields such as the Description and Notes support the ability to quickly “stamp” the field with the current logged in user name, and the system time and date.

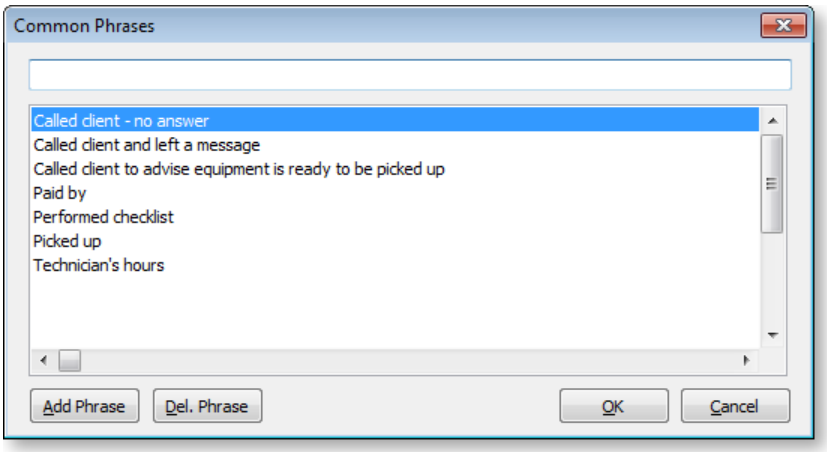
To create a time stamp, press CTRL+T in a supported field. A time stamp like the following is inserted at the current cursor point:

```
<< FRED  Tuesday, April 1, 2013 at 09:16 >>
```

Common Phrases

A library of common phrases can be built to save typing and assist with retaining a generic format to notes.

To select or create a common phrase press CTRL+’ (single quote), or CTRL+” (double quote) in a supported field. The Common Phrases window appears:



To add a phrase, type the phrase and click the **Add Phrase** button.

To select a common phrase to the text box, begin typing the phrase and the cursor will focus on the nearest match in the search grid. Either click **OK** to select the highlighted phrase, or double-click the phrase required.

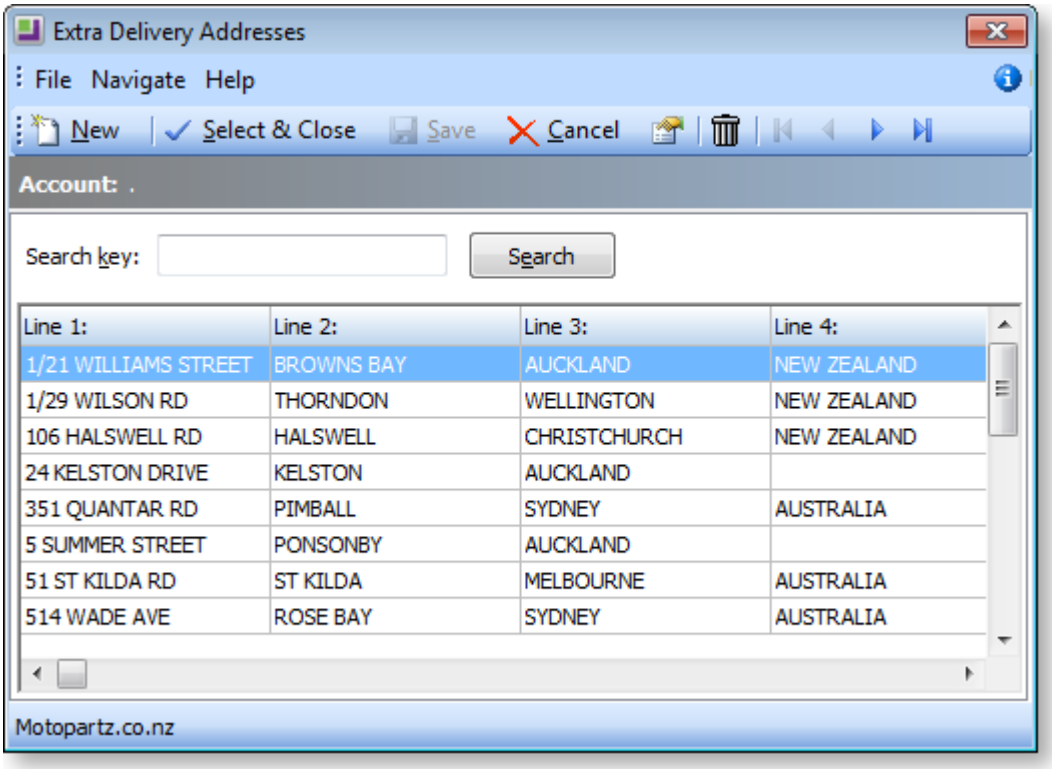
To delete a phrase from the list, highlight the phrase to be deleted and click the **Del. Phrase** button.

Selecting Site Addresses

To assist in site address entry, an additional **Select Address** button is available on the toolbar.

Click this button, and a prompt will appear to give the option to choose from all stored delivery addresses, ignoring the specified account (**Yes**), or restrict addresses to the account specified (**No**).

A list of addresses to select from is displayed:



Additional addresses may be added by clicking the **New** button, or the desired address added to the job by selecting the appropriate address and clicking the **Select & Close** button.

Serviceable Units

Serviceable Units (see page 96) functionality is an optional module which is not installed by default. This tab may therefore be absent from your screen. Serviceable units refer to items on which work may be required. These could be assets of the company running the Job Costing module or assets owned by their customers (perhaps previously sold to the customer).

Output Items

Jobs may create products of value that are not invoiced directly to the customer, but instead create stock of value that can be sold via Debtors Invoicing or Sales Order entry (manufacturing). This is referred to as creating an asset. The output items are created as part of the invoicing phase of the job (see page 76) and may be specified at that time but may also be pre-loaded here and later referenced in the **Create Asset > Create Asset from Output Items** routine (see page 80) on the Invoice tab.

Saving the Job

Once the header information for the job has been entered, three options for saving are available:

- **Save & Exit** - saves the details and returns to the main search menu, ready to create the next job.
- **Cancel** - abandons all entries made.
- **Save** - saves data and continues with entering data on this job.

Once the job header has been saved, a series of tabs become available next to the Details tab. These are used to change from one type of entry to another associated with the same job:

- Quote/Budget (see page 53)
- Timesheets (see page 61)
- Costs (see page 68)
- Purchases (see page 74)
- Invoice (see page 76)
- Analysis (see page 85)
- Documents (see page 85)
- History Notes (see page 87)
- Sub Jobs (see page 44)
- Activities (see page 88)

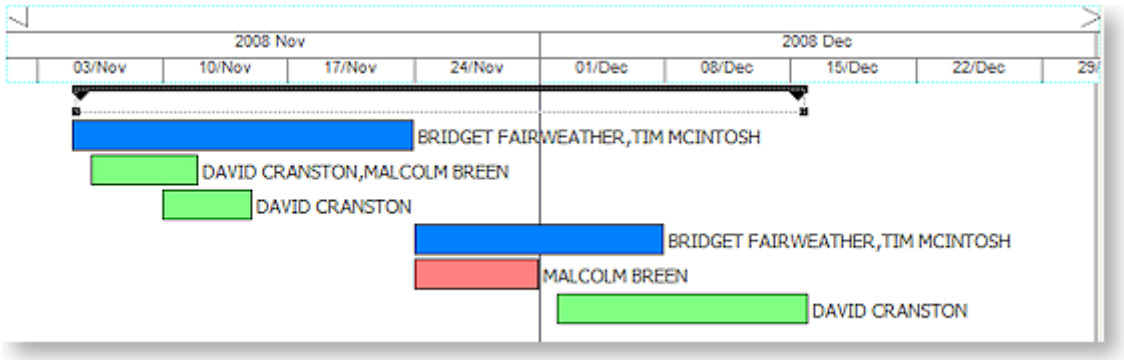
A Dashboard tab is also available. This tab contains a blank Dashboard interface, which can be customised with whatever widgets you require.

The tabs may be reordered to a different sequence by dragging them to a new position. They may then be locked into this position via the menu by selecting **Utilities > Lock Tabs**. Most tabs contain a grid with resizable columns. By selecting **Utilities > Lock Column Widths** you can prevent accidental resizing. Both of these settings are toggles. Clicking them a second time unlocks the setting.

Tabs can be hidden by editing the **Hide tabs in Job management screen** User-level profile setting in EXO Business Config.

Creating Projects

Jobs can be organised under projects for display on the Job Overview tab (see page 50) of the Job Management Screen. Projects act as containers for related jobs, and hold no job-related information themselves.

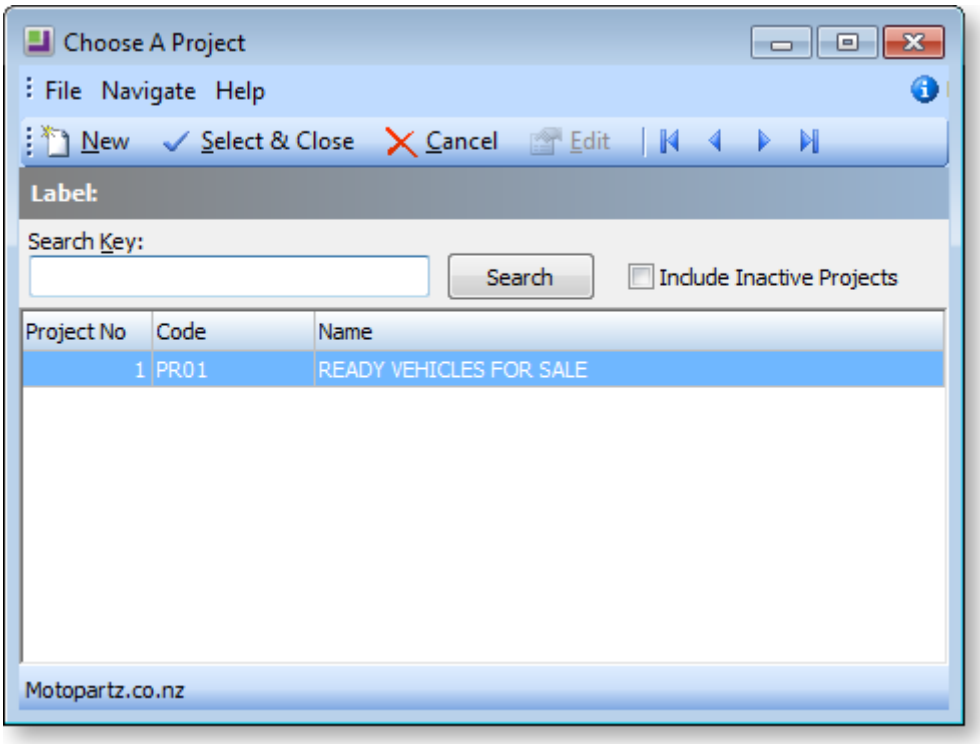


Projects can contain a hierarchy of master jobs with sub jobs, although projects themselves cannot be nested, i.e. one project cannot contain another.

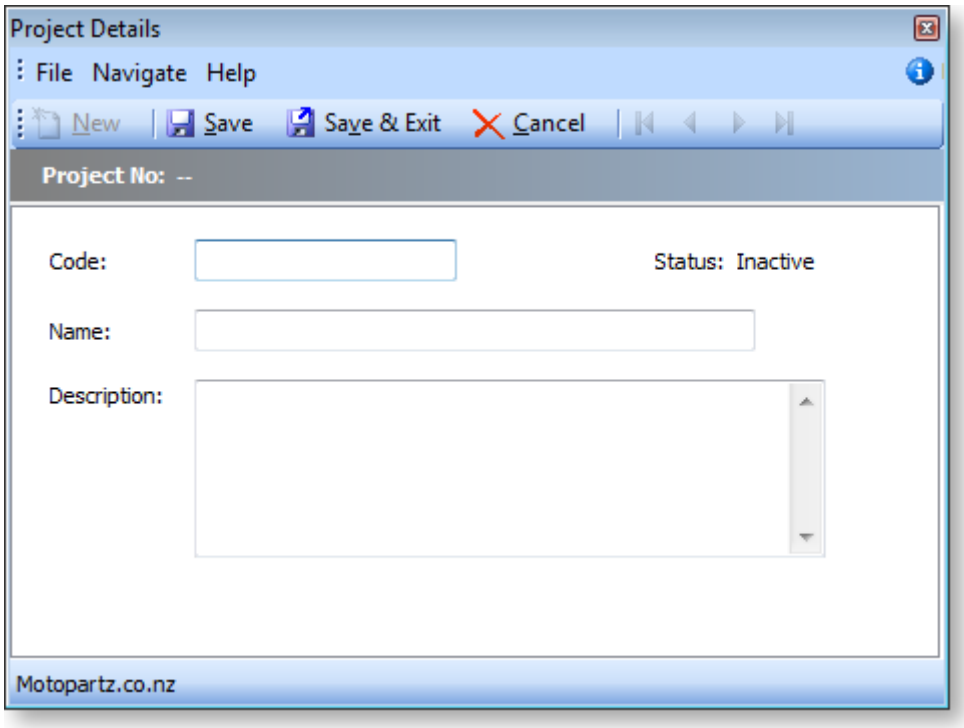
Note: A sub job cannot be assigned directly to a project; sub jobs are assigned to a project when their master job is assigned to the project.

To create a new project:

1. On the Job Overview tab, right-click on the first job that you want to add to the project and select **Add to Project**. The Choose a Project window appears:



2. Click **New** to add a new project. The Project Details window appears:



3. Enter a name, code and description for the project, then click **Save & Exit**.

Note: The **Status** property displays "Active" if the project has and jobs assigned to it and "Inactive" if it currently has none.

4. The new project now appears on the Choose a Project window. Select it and click **Select and Close**.

The new project is created and the selected job is assigned to it. More jobs can be assigned to the project by selecting **Add to Project** from the right-click menu, then choosing the project from the Choose a Project window.

> **Tip:** Jobs can be automatically assigned to projects when they are created. Select a project on the Job Overview tab, then click the **New** toolbar button or select **New** from the File menu. When the new job is saved it will be automatically assigned to the selected project.

To remove a job from a project, right-click on the job and select **Remove from Project**.

To edit a project's name, code and/or description, right-click on it and select **Edit Project**.

Creating Sub Jobs

Sub Jobs are jobs that are linked to a master job. They usually represent distinct parts of the job for the purpose of simplifying overall reporting. In every other way sub jobs are normal jobs.

> **Note:** A master job must be created before a sub job can be entered.

To create a new sub job:

1. Choose **File > New Sub Job** from the Job Management window.
2. Select the master job that the new sub job is to be associated with from the Search window that appears.
3. Fill in all details in the same way as when creating a new Job (see page 36).

The created sub job is numbered and is shown as a sub job on the Sub Jobs tab of the selected master job.

> **Tip:** The job code for the sub job could include part of the master job number or code, for easy cross-referencing.

Working with Sub Jobs

A sub job can be identified by looking at the status bar at the top of the job.

Sub-job No: 12 - 10,000KM WARRANTY SERVICE - IUJ-854
of Master Job: 4 - PAUL HOLLAND MOTORS FLEET SERVICE

To go to the master job from a sub job, click the **View Master Job** button ( ) on the toolbar of the sub-job.

The master job contains an extra Sub Jobs tab that contains a list of sub jobs attached to that master job.

An **Include Sub Job Lines** option is available on the Quote/Budget, Timesheets, Costs and Invoices tabs - enabling this option shows lines for all sub jobs in the main grid. The **Job Code** column on these tabs contains a dropdown that lets you select a specific sub job to show on the grid.

The Analysis tab of a master job (see page 85) displays totals for all related sub-jobs:

Including Sub-Jobs

	Cost Price	Sell Price	Profit	Markup %
Cost Tab	969.46	1574.84	605.38	62.45
Timesheet Tab	0.00	0.00	0.00	0.00
Total:	**969.46**	**1574.84**	**605.38**	**62.45**
Quote	1350.81	2426.94	1076.13	79.67
Invoice	0.00	0.00	0.00	0.00

A job cannot be connected to, or disconnected from a master once the job has been created.

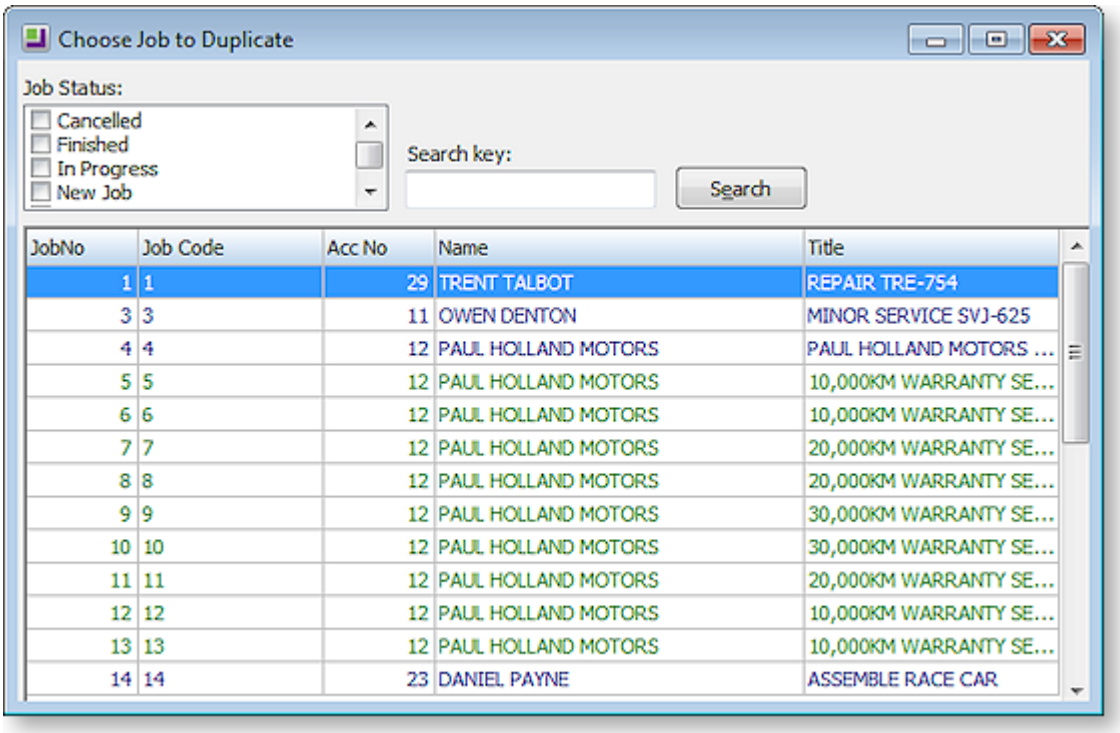
If the **Allow invoicing of sub jobs from master jobs** Company-level profile setting (see page 28) is enabled, sub jobs are invoiced from their master jobs - a single invoice is created (see page 79) for the master job and all of its sub jobs.

Creating a New Duplicate Job

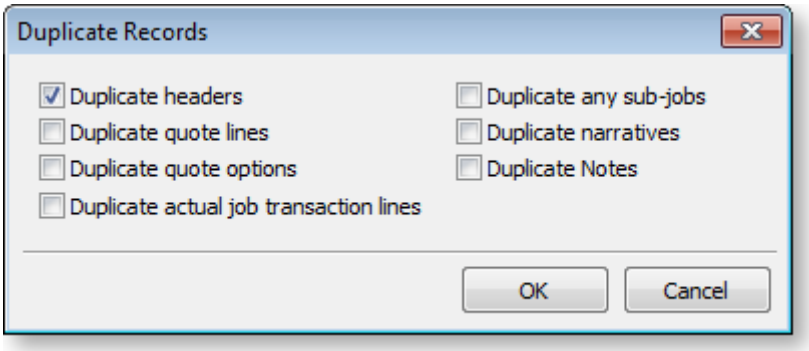
A duplicate job can be easily created using an existing job as a starting point. If there are sub-jobs attached to the job being duplicated a prompt will appear to confirm whether the sub-job(s) are to be included. It is not necessary to duplicate all sub-jobs – select the sub jobs required to be duplicated.

To create a duplicate job:

1. Select **File > New Duplicate Job** from the Job Management menu. The following window appears:



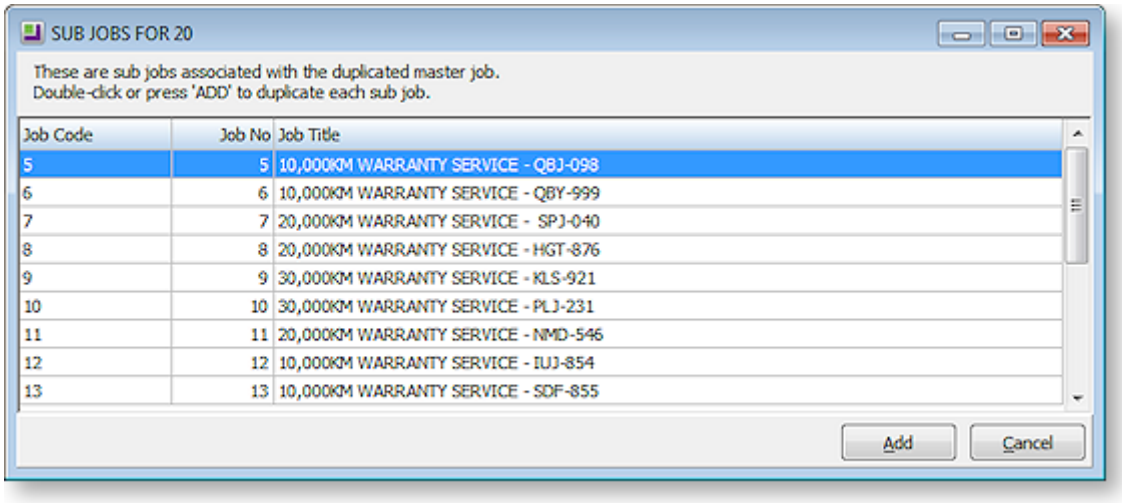
2. Double click the job to be copied. The following window appears to confirm to what extent the jobs details are to be duplicated:



3. Select the features of the job that are to be duplicated and click **OK**.

The newly created job is given the next appropriate number.

If the **Duplicate any sub-jobs** option was selected, the following window will appear after the copy of the master job is saved:



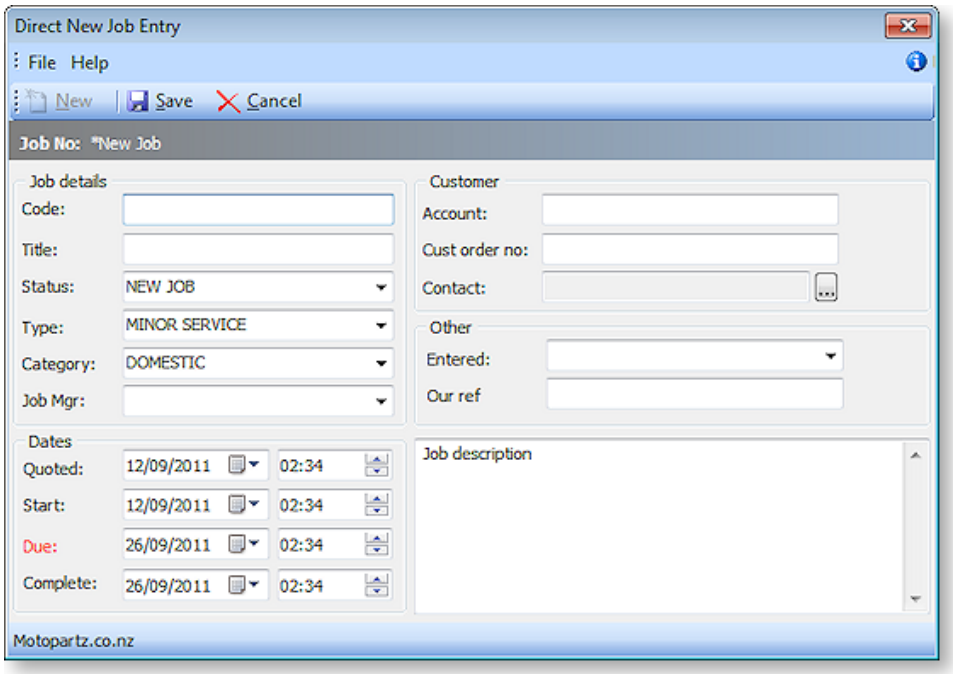
1. Select a sub job to be added to the new job.
2. Click **Add** or double-click the job to be added.
3. Save the newly created sub job after making necessary alterations.
4. Continue adding until all required sub jobs are added.
5. Close the window.

Note: Subs jobs are not displayed on the master job screen until the master job is saved.

Direct New Job Entry

The Direct New Job Entry window is a fast entry window that allows you to create new jobs quickly. Once created, new jobs can be edited as normal on the Job Details window (see page 36).

Open the Direct New Job Entry window by selecting the **Direct New Job Entry** menu option.



Note: If the **Direct New Job Entry** menu option is not available, you will need to add it using the Menu Designer.

To create a new job using the Direct New Job Entry window, enter the details below and click **Save**.

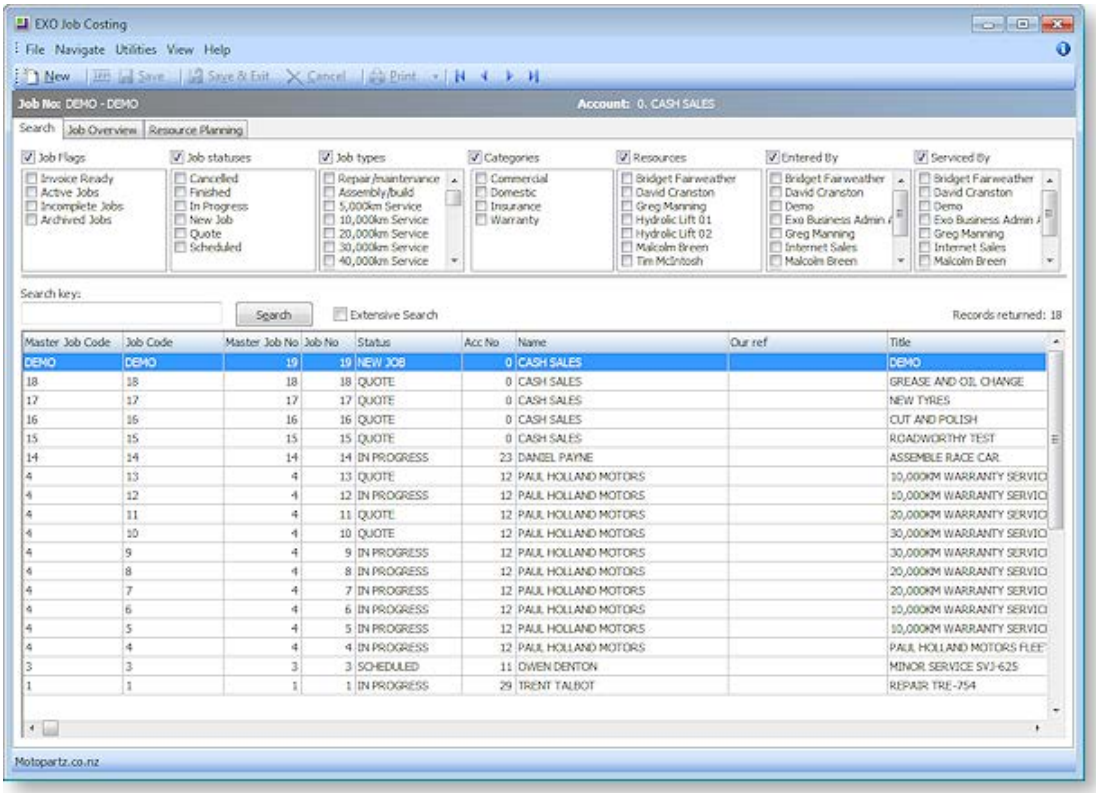
After one job has been entered and saved using the Direct New Job Entry window, you can click **New** to enter a new job. The details of the saved job remain on the window (with the exception of the Code, Title, Account and Cust order no.) - this allows you to quickly enter multiple jobs with similar details.

Field	Description
Job details	
Code	A unique code for the job. It may be up to 15 alphanumeric characters. If a code is not entered, it will default to the system-assigned job number.
Title	The title of the job. This should be a short recognisable job description.
Status	A Job Status (see page 13) to identify the current stage of the job. Select the appropriate status from the drop down list. If the status is unable to be changed, then the current status of the job may dictate that the job is entirely read-only and only an administrator can alter it. This is controlled by the **Make job read only** option when setting Job Statuses (see page 13).
Type	A Job Type (see page 12) selected from the drop down box. The default is set by a user-level profile setting (see page 31).
Category	A Job Category (see page 16) selected from the drop down box. The default is set by a user-level profile setting (see page 31).
Job Mgr	Select a staff name from the drop down box. This staff member can override the salesperson on all invoices created from a job, (subject to a user profile setting).
Dates	
Quoted	Record a date and time when the quote was created.
Start	Record the start date/time of the job. Either in advance or when the job actually starts.
Due	Date and time that the job is expected to be completed. Defaults to Start time + the value of the **Job Default due days** user-level profile setting (see page 31).
Completed	Date and time of actual completion.
Customer	
Account	Enter a customer code. If the code is unknown, enter **?** and press TAB, select from displayed list.
Cust order no	A customer order number, if required.

Contact	The name of the contact person. This field may be left blank. Contacts allow job/debtor-related subcontractors and site-related information such as job site address and site foreman to be stored. Clicking the edit button displays a list of known contacts associated with the account. Double-click to select or click **New** to add a new contact to the account. See the MYOB EXO Business online Help for instructions on adding a Contact.
Other	
Entered	Select an active staff member from the drop-down menu. Defaults to the currently logged-in user.
Our Ref	A reference that can be searched on the main job search screen. If a Sales Order has been created for the job, enter the Sales Order number here. You can view the Sales Order by selecting **View Sales Order** from the Utilities menu, provided the **Link 'Our ref' to sales order number lookup** profile setting has been enabled.
Description	Enter any extra explanatory details relating to the job, which can be included on the invoice. The content of this field is scanned when you select the Extensive job search option. If there is a value in this field then the tab will appear highlighted.

Searching for an Existing Job

To search for an existing job, select **Account > Job Management Screen**, from the Job Costing main menu. The following screen appears:



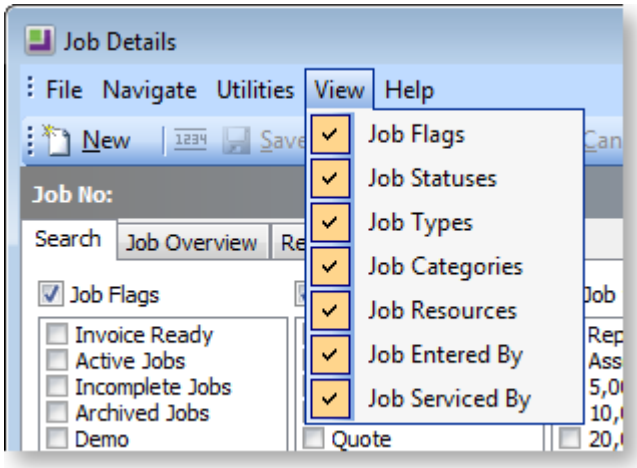
The Search tab is displayed by default. The following tabs are also available:

- Job Overview (see page 50)
- Resource Overview (see page 94)

Applying Job Filters

The job filters at the top of the Search tab allow the search results to be 'filtered' to facilitate processing of jobs within certain 'ranges'.

By default all of the filter options are displayed, but if your implementation does not employ all of the categorisations of jobs you can hide selected options using the toolbar View settings.



Tip: The thin line between the filters and the search key can be dragged to use more or less screen space for the filter options.

Select the check box next to the filter title to enable that filter. This check box allows an entire filter to be enabled or disabled, without altering the individual settings of the filter items, e.g. in the example above, filtering by Job flags and Job statuses is enabled, but Job types do not form part of the filter.

Once a specific filter has been enabled, individual filter settings can be selected.

Filter	Description
Job Flags	Tick these boxes to show jobs that have the selected job flags (see page 25) associated with them. Flags are updated whenever the job is saved. Their settings are based on the characteristics of the current job status.
Job Statuses Job Types Job Categories	Tick these boxes to show jobs that have the selected job statuses (see page 13), types (see page 12) and/or categories (see page 16).
Resources	Shows jobs that involve any of the resources (see page 93) selected.
Entered by Serviced by	Select from a list of active staff members to show jobs that have been entered/serviced by them.

Tip: Right-clicking in an activated flag set provides the option to tick or un-tick all options in one step

The computer remembers the combination of selected filter options. This allows the search screen to be set up for specific workflow purposes at specific workstations, or enables the options to be remembered if the user works in a consistent way.

Performing the Search

Once the optional filter options have been selected, enter text into the **Search key** field that will sufficiently narrow down the list of jobs returned in a search. This would part of the job code, customer name, job title, or 'our ref' reference field.

If the **Extensive search** option is selected, the Search key will also be checked against the contents of the description and notes fields. While more comprehensive, it will cause the search to take longer to list the results.

Clicking **Search** will list all jobs matching the statuses ticked in the box at top of the screen and the criteria entered into the *Search key* field.

Some job lines are colour-coded to indicate their status or job flags:

- GREEN = Invoice Ready
- RED = Completed
- OLIVE = Archived
- PURPLE = Overdue

From the list that appears, select the required job. The screen that is displayed shows the job details, as entered when the job was created. Changes can then be made to the job.

Note: The search result grid is an ExoGrid and can therefore be used to sort, shuffle or only display selected columns. Any extra fields that are added to the job header will become available as extra columns of the job list, although these columns are **not** matched against the search key.

Applying Custom Filters

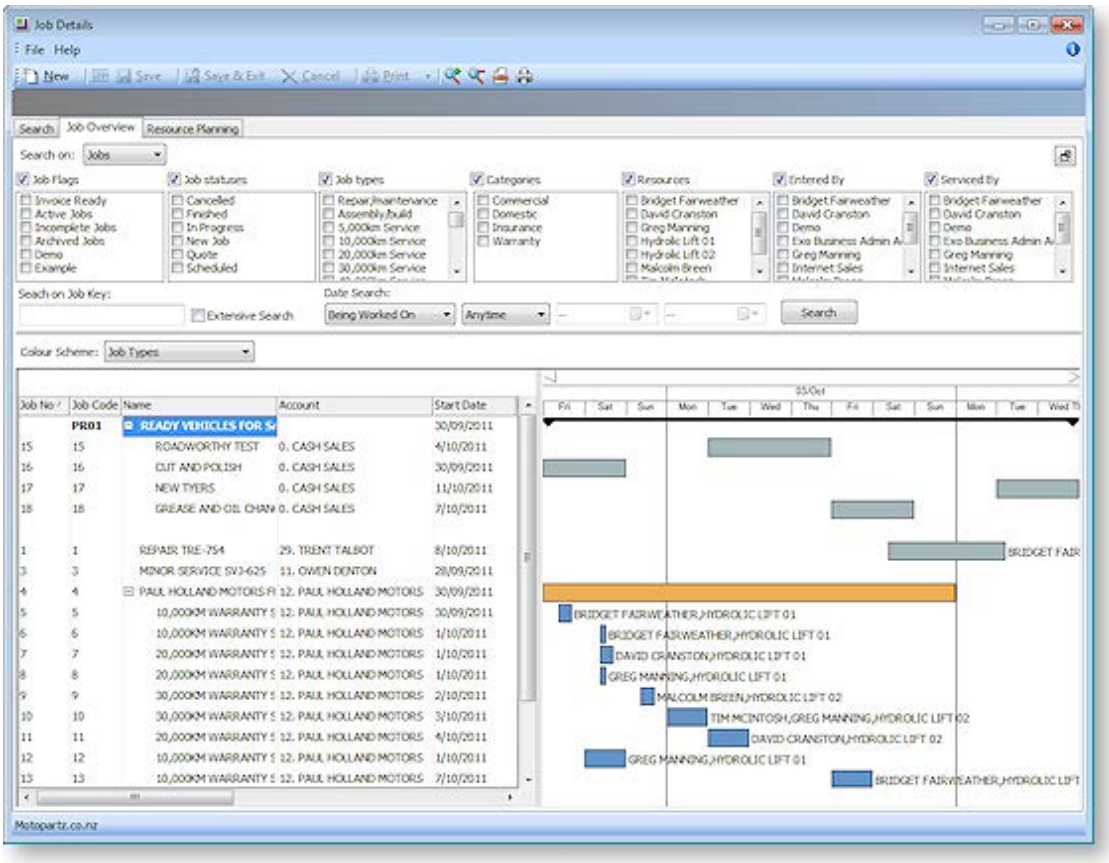
An additional customisable filtering mechanism can be used to filter the records displayed in the grid. This custom filter is accessible by right-clicking on the grid column headings and select **Custom Filter**. This method is common to many search grids within MYOB EXO Business. See the EXO Business online Help on ExoGrids for more information.

When a custom filter is active, the funnel icon will appear in the column headings. Select **Clear Filter** to remove the action of the filter.

Job Overview

The Job Overview tab of the Job Management screen (see page 48) displays a Gantt chart, providing a graphical representation of projects and jobs with their scheduling and resource allocations.

Note: You must set up colours for **Job Types (see page 12)**, **Job Statuses (see page 13)**, and **Job Categories (see page 16)** before using the Job Overview tab.



Job Filters

The job filters (see page 49) available on the Search tab are also available on the Job Overview tab. In addition to these filters, you can also search jobs by date by selecting options under **Date Search**.

You can hide the job filters to provide more room for the Job Overview chart by clicking the button.

Job Overview Chart

The lower section of the Job Overview tab contains two areas:

- An expanding list of all jobs and projects matching the filtering criteria is displayed on the left. Click the plus or minus boxes next to a job or project to expand or collapse the jobs underneath it. All projects are displayed first, with jobs that are not assigned to a project displayed underneath them.
- A Gantt chart showing all jobs and projects that match the filtering criteria is displayed on the right.

  Projects are represented on the Gantt chart with arrowed bars ( ).

Jobs are represented as coloured bars. Select a value from the **Colour Scheme** control to determine what the colours will be used to represent - in addition to displaying jobs according to the colours set up for their Job Type (see page 12), Job Status (see page 13), and Job Category (see page 16), you can also highlight jobs that have alerts or any custom flags enabled.

Where appropriate, resource allocations (see page 93) are displayed next to job bars.

Note: The chart does not update automatically as job details are changed. To update the chart, you must click **Search** again. If the **Show Job Overview screen needs refresh warning** User profile setting is enabled, a warning message alerts you when a job has changed. To set the chart to update itself at a set interval, configure the **Job Cost Management Screen Auto Refresh Interval** Company profile setting.

Navigating the Chart

Use the arrow buttons on the bar at the top of the chart to scroll it left and right

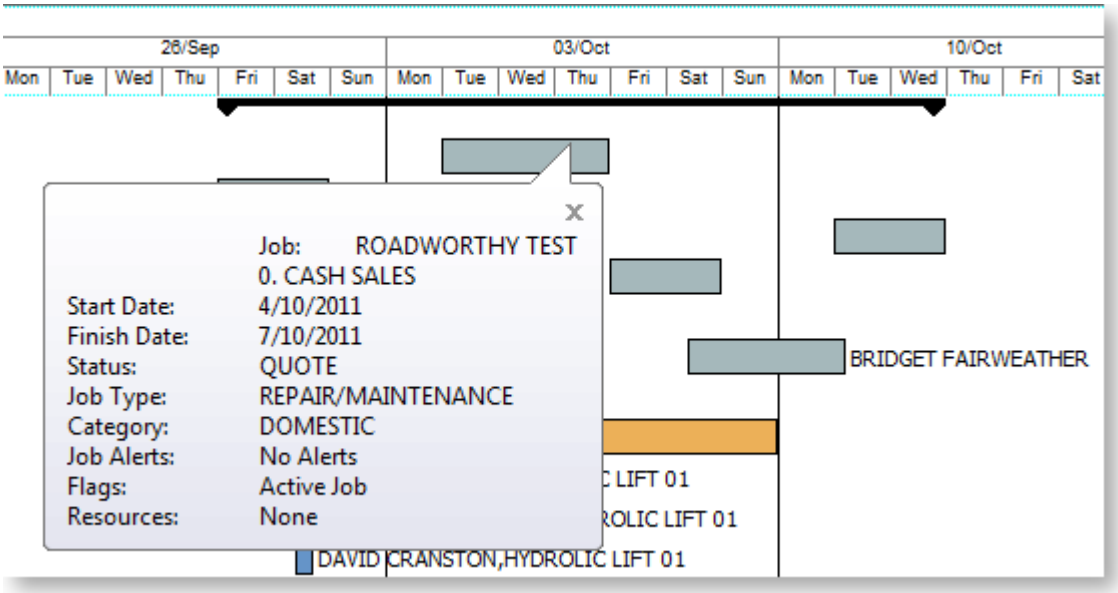
To change the zoom level of the chart, click the and buttons on the toolbar, or drag the bar at the top of the chart left (zoom in) or right (zoom out).

Click the button to center the chart on the currently selected job/project, and expand it to fill the width of the display.

Click the button to print a copy of the Gantt chart as it currently appears onscreen.

Editing Jobs

Hovering the mouse pointer over a project or job on the Gantt chart displays its details in a popup bubble:



Jobs can be dragged to change their dates:

- Click on the left edge of a job bar and drag to change the job's Start Date
- Click on the right edge of a job bar and drag to change the job's Due Date
- Click on the center of a job bar and drag to move the Start and Due Dates at once (keeping the job's duration the same)

Note: If resources have been allocated to a job, changing the Start and/or Due Date changes the resource allocation dates.

Double-clicking on a job opens the Job Details window (see page 36), where the job can be edited.

Double-clicking on a project opens the Project Details window (see page 42), where the project can be edited.

Right-Click Options

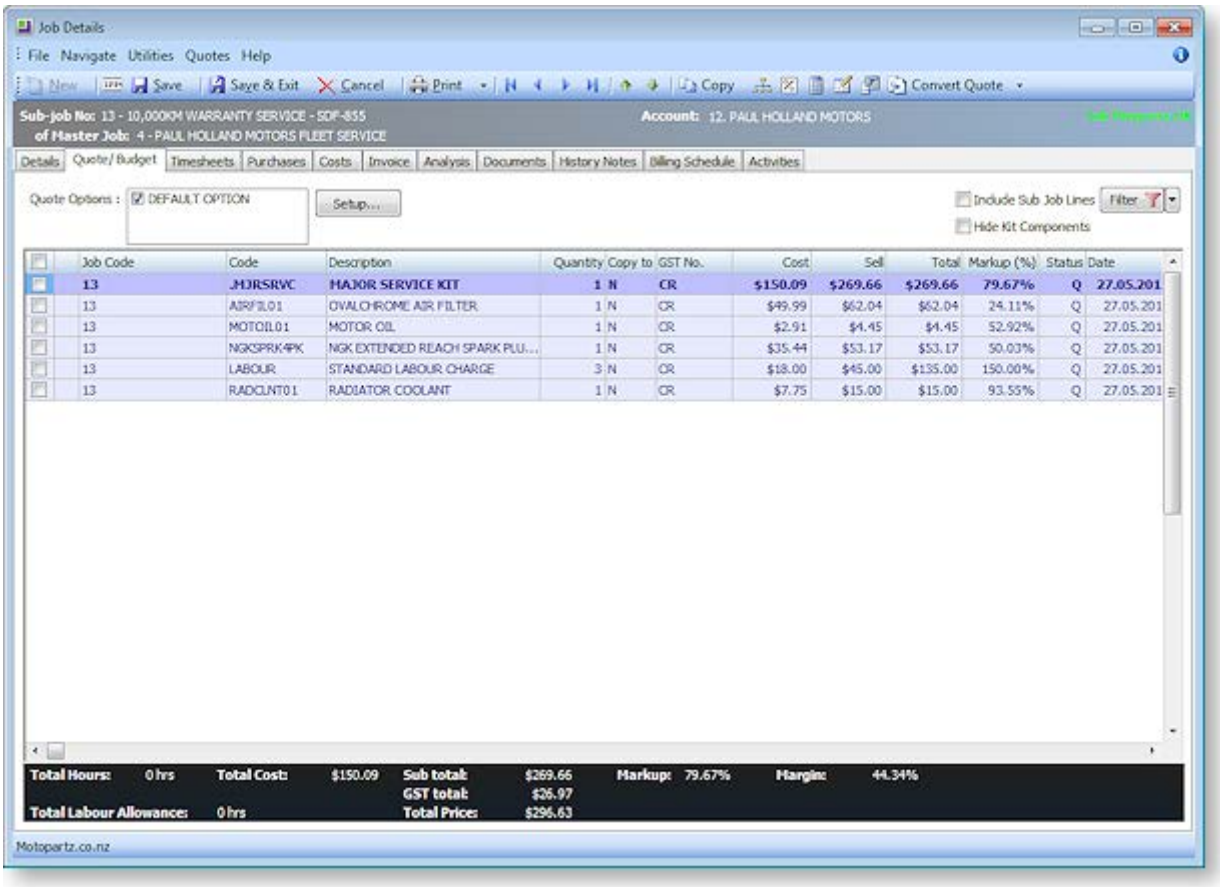
Right-clicking on a job or project on the Job Overview tab gives access to the following options:

- **New Job** - create a new job (see page 36)
- **New Sub Job** - create a new sub job (see page 44)
- **New Duplicate Job** - create a new job by copying an existing job (see page 45)
- **Attach to Master Job** - assign an existing job as a sub-job of an existing master job
- **Add to Project** - add the selected job to a project (see page 42) (and optionally create a new project)
- **Remove from Project** - removed the selected job from the project it is currently assigned to
- **Edit Project Details** - edit the details of the selected project
- **Assign Resources** - edit the resource allocations (see page 93) for the selected job

Entering Quote/Budget Information

To enter quote/ budget information for a job:

Select the required job and go to the Quote/Budget tab.



Field	Description
Group select	The first column contains a checkbox that allows you to select the line as part of a group of lines to perform actions on using the right-click menu.
Narrative	The second column displays the icon if the line has a narrative attached. Right-click on this field and select Add a Narrative to add a new narrative to a line. A narrative can only be added/edited after the line has been saved, using **Save** or **Save & Exit**.
Code	A product code. Type **?** and press TAB to return a list of products. Double click product required. Type **.** (full stop) and press TAB to load Bill of Materials.
Description	A product description. This uses the description of the product as entered in the main MYOB EXO Business stock record. It can be overwritten.
Qty	The quantity to be supplied. It is 1 by default.
Copy to	Which tab this transaction will be copied to if the quote becomes an actual job. Select from: • C - Cost • T - Time • P - Purchase • N - None The total quantity of "T" type transactions is shown on the bottom of the quote tab for easy reference. This is updated when the save button is pressed.
GST No	Select the GST number from the predefined list of GST entries. This automatically sets the GST rate.
Cost	The cost of the product. This uses the cost as entered in the stock records, but can be overwritten.
Sell	The selling price of the product. This uses the selling price, as attached to the customer. It can be overwritten.
Total	Automatically calculated – cannot be directly overridden.
Markup %	This value is automatically calculated, and can be overwritten. Enter the percentage amount of the new markup, ignoring the % sign e.g. 112.5.
Status	The status of this line.
Date	The date of transaction being entered.

Cost Type	Enter a Cost Type (see page 20), if types are used. Type **?** and press TAB to select from cost types available.
Cost Group	Enter a Cost Group (see page 18), if groups are used. Type **?** and press TAB to select from cost groups available. Cost group will auto populate if the cost type is entered first, but can be overridden.
Disc (%)	Discount applied to the selling price of this line.
Gross Margin %	Automatically calculated – cannot be directly overridden.
Supplier Name	The preferred supplier for any lines that you will need to "order in" for this job. Used when creating purchase orders based on the lines that have a "copy to" flag set to "P" on the quote.
From Location	The preferred location to draw stock from if this quote becomes a job.
Kit No	When a kit (see page 108) is added to the job, the lines of the kit are given a kit incidence number that is used to hold the likes of the kit together. Lines that are not part of a kit have the value -1.
Quote Options	This works in conjunction with the Quote Options defined in the area above the grid. These are covered in more detail later but allow the quote to be split onto sections (say for optional upgrades). One quote option is created by default ('Default Option')
Analysis Codes	Analysis Codes are arbitrary codes that can be assigned to transactions, allowing you to group them together in various ways for sorting and reporting. They do not perform any function themselves; they are simply a customisable way of grouping related transactions together.
Labour Allowance	This allows a unit labour allowance to be specified associated with a product. Labour allowances are distinct from an actual 'time' lookup item within the grid and act as a guide. Labour allowance is optionally keyed in the labour allowance column and can also be defaulted from an extra field on the Stock Item. This is a "per unit" labour value so is multiplied by quantity. The sum of labour allowances is also shown at the bottom of the screen.
Total Labour Allowance	This is the extended labour allowance and cannot be edited.

As this tab is an ExoGrid there are more columns available by right clicking on the column header and using Select Visible Columns. The columns shown above are shown by default.

Additional columns that may be selected include:

Field	Description
Sell Inc GST	Sell price including GST
GST	GST value per unit
GST Total	Total line value of GST
Total Inc GST	Line total including GST
GST Rate	The rate of GST
Length, Width and Depth	Allow additional factors to apply to quantity. These default to 1.
Total Qty	Used with Length, Width and Breadth gives the effective quantity when these factors are multiplied by quantity.
Line Type	This is normally zero but this can indicate: 1= Kit header 2=Component
Kit Code	Normally blank but this can contain the BOM code of a kit
Line #	Line number. This can be edited and used with the ExoGrid sorting capabilities (or Clarity reporting) to re-sequence the lines from their original entry sequence.
Analysis codes 1 and 2	Can be used as another coding for posting to the General Ledger.
Showline	Contains a Y or N to indicate if the line should appear on an invoice. This applies to kit component lines where the component lines may be hidden (set on BOM header)
Spread	Defaults to Y but can be changed to N. Indicates if the line will be taken into account when using the spread function to alter the quote total.
Pref Serial #	A single serial number may be selected here if the stock item is serialised (see page 111). This pre-assigns the serial to this line of the job. The line quantity must be 1.
Schedule #	Billing schedule number when using progress invoicing.

Clicking **Save**, **Save & Exit**, or pressing CTRL + S commits the changes. Clicking **Cancel** cancels changes and returns to the search screen.

When adding lines, the checkboxes for those lines will not appear until the quote is saved.

Note: The Quote Tab does not move any stock to Work In Progress. Sending Items direct to the Invoice Tab from the Quote Tab will not result in any stock movement.

Quote Functions

The functions that are available to be performed on quote lines are detailed below.

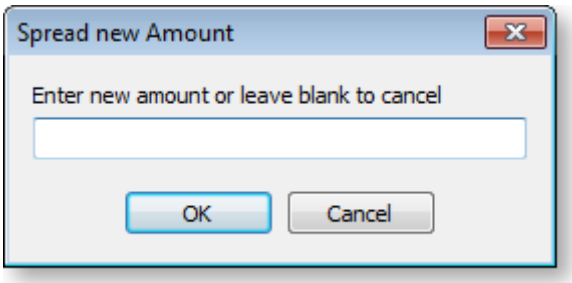
Toolbar Options

Re-sorting lines Quote lines can be moved up and down in the order by selecting the line then using the Up or Down arrows on the toolbar. This will be saved and re-presented in this order once the order is saved.

Copy This button allows lines defined in a separate job to be appended to the current job. This is useful where perhaps you have other template jobs defined.

Note: If you are copying **serialised lines (see page 111)** from another job, you will be given the option of pre-assigning serial numbers to them.

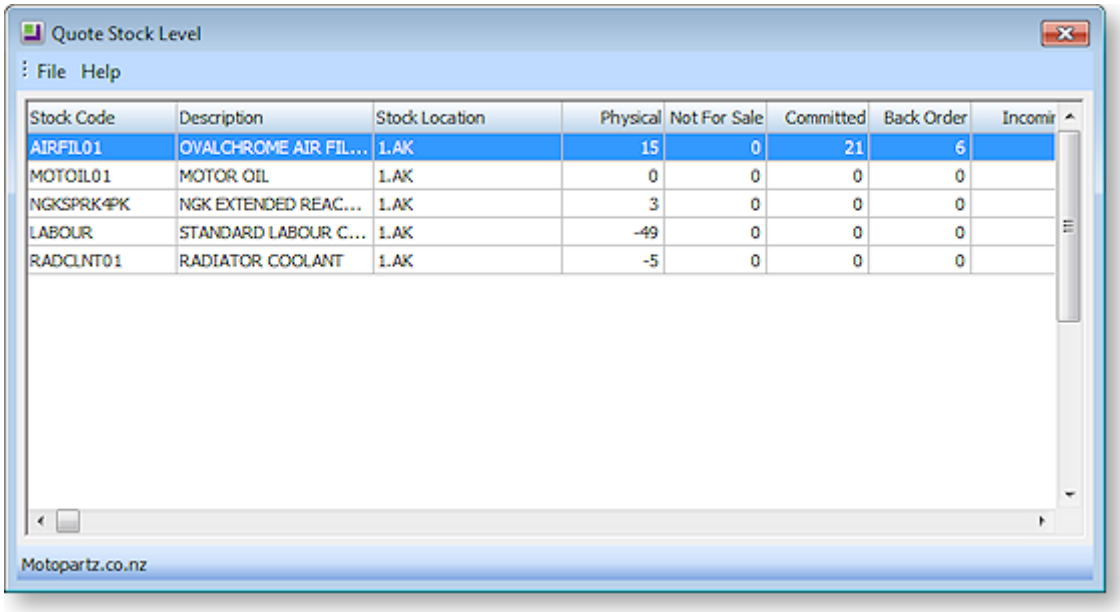
Change quote total The button can be used to alter the quoted values of lines to sum to a specified total. The system prompts for the new total.



Lines are proportionally altered by factoring them on the basis of old total versus new total (the difference is spread according to the lines original value). If you have some lines which you do not wish to be altered by this process then set the value in their Spread column to N.

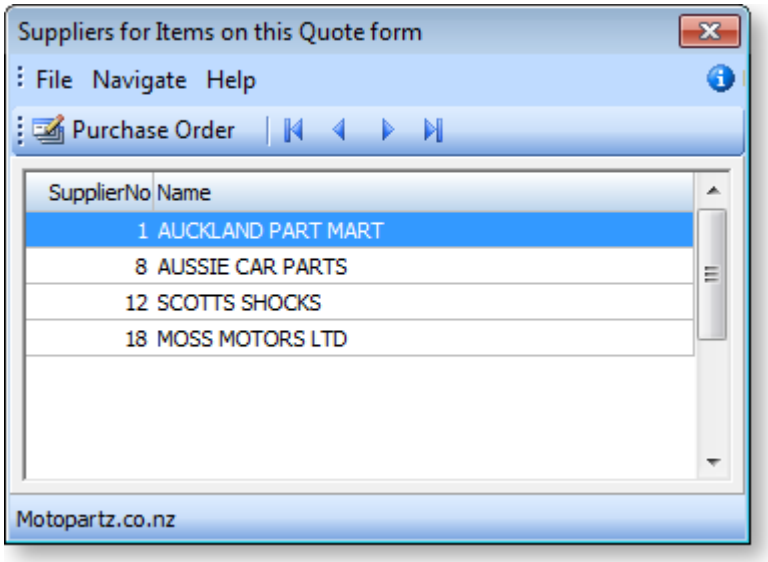
Check for Price Changes Click the button to check quoted prices against the latest cost and selling prices from the stock ledger. A prompt will appear when copying a quote or a job, when converting a quote to a job, or manually by pressing the calculator button.

Check Stock Level The current levels of stock relating to the requirements of a quotation can be checked before it is activated as a job by clicking the button. This may be useful to help decide whether the lines need to be set to be purchased or whether it is expected that stock be taken from a particular stock on hand location.



Stock Code	Description	Stock Location	Physical	Not For Sale	Committed	Back Order	Incomi
AIRFIL01	OVALCHROME AIR FIL...	1.AK	15	0	21	6	
MOTOIL01	MOTOR OIL	1.AK	0	0	0	0	
NGKSPRK4PK	NGK EXTENDED REAC...	1.AK	3	0	0	0	
LABOUR	STANDARD LABOUR C...	1.AK	-49	0	0	0	
RADCLNT01	RADIATOR COOLANT	1.AK	-5	0	0	0	

Generate Purchase Order(s) The button provides a method of creating purchase orders for the job. A list of suppliers from which to purchase services or materials is created, to allow the items to be ordered ready for this job to be done once it is accepted.



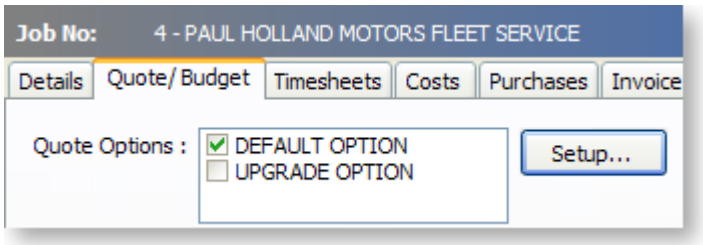
Highlighting the supplier and clicking the Purchase Order button will populate a purchase order on the screen ready to be processed. Lines can be added or removed from this purchase order, or even a different supplier may be selected if preferred. Each line ordered will be stamped with the current Jobcode so that when the goods arrive they will be transferred directly to the job as soon as they are costed via the Inwards Goods functions.

Convert Quote The **Convert Quote to Actual Cost** and **Convert Quote to Invoice** options allow a job to be activated when a quote is accepted, and to create the necessary stock movements into work in progress.

This function assumes that there is adequate stock available and will push the quantities into negative if there isn't. It also has the option of invoicing these Cost transactions immediately. If the option to exclude stock from work in progress is enabled, then it will also be possible to transfer transactions directly from the quote tab to the invoice tab without making the stock movements that would normally be associated with them.

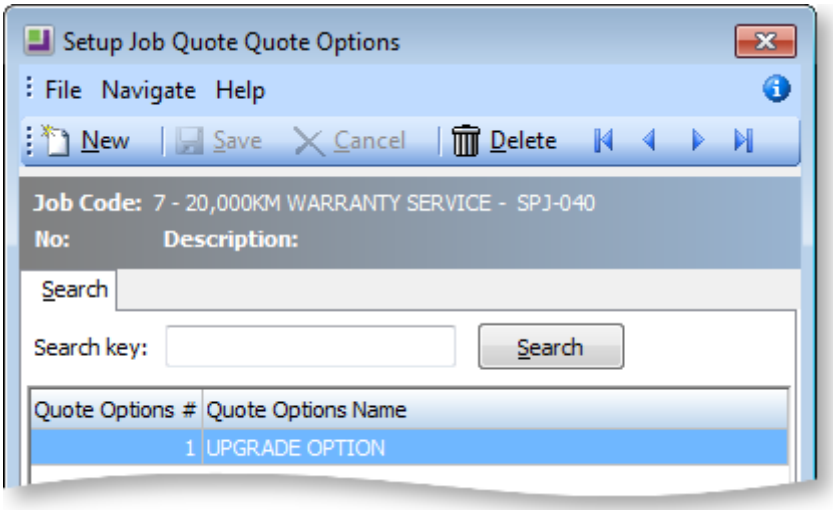
Note: If any of the lines to be converted contain serialised or batch-tracked stock items, they must be converted to actuals before they can be converted to an invoice.

Quote Options



By default, all lines of a job belong to the DEFAULT OPTION, which is automatically created for each job. When quoting, it may also be preferable to include additional lines for optional extras or upgrades to the default being quoted.

To create or maintain one or more additional Quote Options click the **Setup** button. A search screen of additional Quote Options will be displayed. For a new job where additional options have not yet been created, there will be no entries.



To create a new option click **New**. To edit an existing, option double-click its entry.

The name of the option can be set or maintained.

For each line on the Quote/Budget tab, the **Quote Option** column can be changed from the DEFAULT OPTION.

> **Note:** For kits/bills of materials, the Quote Option set for the kit header is copied to all kit lines. Options cannot be set for kit lines individually.

Ticking or unticking a Quote Option in the header panel will include/exclude that option from the job totals at the bottom of the screen.

The Quote Options can also be used in Clarity reporting to provide alternate quoted options within the single job.

Right-click Menu Options

Right-clicking on a quote/budget line will show options relevant to line, such as copying specific lines to the Timesheet, Cost, or direct to the Invoice tab. These options change depending on the characteristics of the current line.

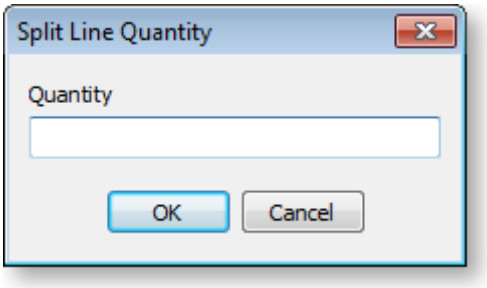
Some of these are common with the toolbar actions detailed above.

Send line to For a line which has not been moved to another tab (i.e. the **Copy to** field is set to “N”) the system offers:

- Send Line to Cost Page
- Send Line to Timesheet
- Send Line Direct to Invoice

These can be used to send the line to the Costs (see page 68), Timesheets (see page 61) or Invoice (see page 76) tabs respectively. The first two of these actions are equivalent to selecting “C” or “T” for the **Copy to** field.

Split line This allows a line that has a quantity > 1 to be split into two lines so that they can be acted upon independently. The system will prompt for the quantity to be split-off into the new line:



The remainder of the quantity will be left on the original line.

Mark for purchase (CTRL+P) This is the same action as changing the **Copy to** field to "P".

Add Narrative (CTRL+N) This allows a line level narrative to be added to or edited for a line. A narrative editing window is opened with blank or previously entered text. Right clicking in the text area provides additional options for inserting text:

- **Insert Common Phrases** works in the same way as for the job header (see page 40).
- **Insert Stock Notes** copies the content of the Notes tab from the Stock Item setup screen.

Attach line to kit At least one kit must exist on the job before this function can be used. When selected a search screen of kit headers on the job appears so that you can select which kit the line is to be appended to. The line will be re-sequenced if necessary and added as the last line of the kit.

Remove Line (CTRL+DEL) This deletes the current line from the job. A confirmation request is displayed.

Kit Functions

There are a number of kit functions (see page 109) which may be used when creating a quote.

Marked Lines

The functions under **Marked Lines** on the right-click menu operate on the lines which have checkboxes ticked. All lines can be ticked/unticked by clicking the checkbox in the column header row. The **Marked Lines** submenu contains the following options:

Set Markup % This function prompts for a markup percentage and adjusts the sell prices of the selected lines accordingly.

Set Gross margin % This function prompts for a gross margin percentage and adjusts the sell prices of the selected lines accordingly.

Set Cost Types This function pops a combo box dialogue where the user can select a cost type to apply to the selected lines.

Set Cost Groups This function pops a combo box dialogue where the user can select a cost group to apply to the selected lines.

Send to Cost Page This function marks the selected lines to Copy to = C to send them to the Costs tab.

Send to Timesheet This function marks the selected lines to Copy to = T to move them to the Timesheet tab.

Send Direct to Invoice This function sends the selected lines directly to the invoice tab.

Generate Billing Schedule This function is only selectable if the progress/contract billing option is active. This is an advanced feature that is not in the base Job Costing package. When used, this function creates a new progress billing schedule containing the selected lines. A window appears for the user to enter a billing code and description for the billing schedule.

Entering Time Costs

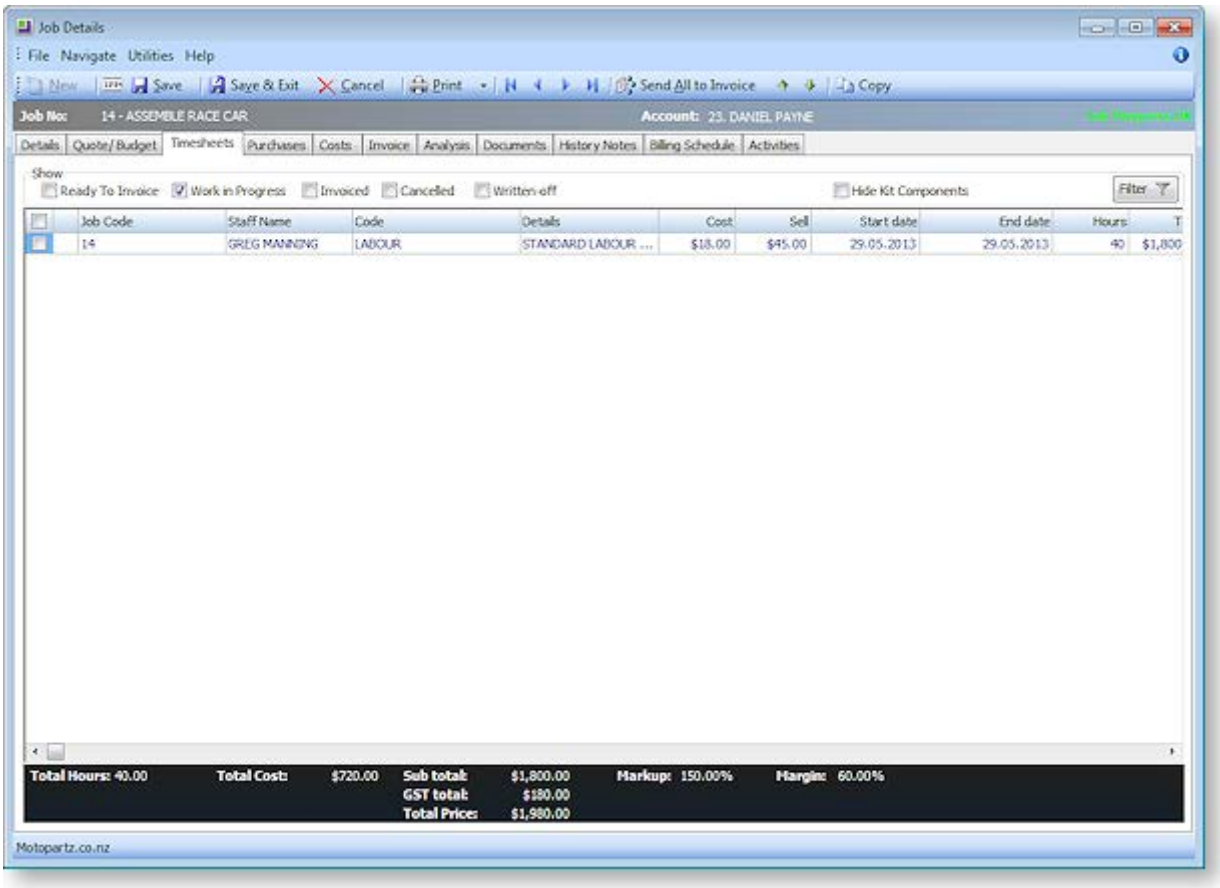
There are two modes of entering the actual time amount on both the Job Management and Direct Time Entry (see page 64) windows.

- Hours Only
- Hours Calculated from Start and End Times

This setting is controlled by the **Calculate 'Hours' from 'Start' and 'End' times in timesheet entry** user-level profile setting (see page 31). If this setting is not enabled, the amount of time can be entered directly. In this case, the start and end dates and times must be entered, and the amount of time is calculated from these. The hours can still be edited and do not have to agree. If you want to enter date and end dates and times, then you will need to make these fields visible on time entry grids in the appropriate column order.

Note: The Start date is the equivalent of Transaction date on the **Cost tab (see page 68)**.

Select the Timesheets tab:



There are various filter checkboxes at the top of the screen:

- Ready to Invoice
- Work in Progress
- Invoiced
- Cancelled
- Written-off
- Hide Kit Components

Only the Work in Progress filter is enabled by default.

Field	Description
Group select	The first column contains a checkbox that allows you to select the line as part of a group of lines to perform actions on using the right-click menu.
Narrative	The second column displays the icon if the line has a narrative attached. Right-click on this field and select Add a Narrative to add a new narrative to a line. A narrative can only be added/edited after the line has been saved, using **Save** or **Save & Exit**.
Staff Name	An employee name. If unknown type ? and press **TAB** to search for the employee. Double-click on the correct name.
Code	A code for the type of labour.
Details	The description recorded in the stock records will be the default entry here. It can be over written with a more detailed description of the job.
Cost	The cost of the labour. This uses the cost as entered in the stock records. It can be overwritten.
Sell	The selling price of the labour. This uses the selling price of the product as entered in the stock records. It can be overwritten.
Sell in GST	The selling price of the labour including GST
Start date	The date the work was started. Enter as ddmmyy e.g. 210800. The entry is automatically changed to 21.08.2000.
Start time	The time the work was started.
End date	The date the work was completed. Enter as ddmmyy e.g. 210800. The entry is automatically changed to 21.08.2000.
End time	The time the work was completed.
Hours	The number of hours worked. Part hours are entered in decimals not minutes e.g. 2½ hours = 2.5 not 2.30. (Automatically calculated if start and end times are enabled.)
Total	This value is automatically calculated.
GST	GST value per unit.
GST Total	Total line value of GST.
Total Inc GST	Line total including GST
Mark up %	This value is automatically calculated, but can be modified by line – this adjusts the selling price accordingly. A default markup can be applied for direct purchases via the Cost Types (see page 20). This can be overwritten but deals well with one-off purchases or subcontracted services where the cost price and charge-out vary each time.

Status	The status of this line. Will be one of: • C – Committed. The stock has been committed to Work in progress. • R – Ready to be invoiced. • I – Invoiced. The line can no longer be edited. • X – Cancelled line. If the stock item is material it will be taken from work-in-progress and returned to the stock count. It will add no cost to job and no sell price. Serial numbers will be unassigned. • W – Writes item off. This will remain in WIP and be considered a cost to the job. It will not add to selling price of the job. Serial numbers will be remain assigned.
Cost Type	Enter a Cost Type (see page 20), if types are used. Type **?** and press TAB to select from cost types available.
Cost Group	Enter a Cost Group (see page 18), if groups are used. Type **?** and press TAB to select from cost groups available. Cost group will auto populate if the cost type is entered first, but can be overridden.
GST No	Select the GST number from the predefined list of GST entries. This automatically sets the GST rate.
Disc (%)	Discount applied to the line.
Gross Margin %	Display field only – cannot be used to work-back the selling price on this line.
Analysis codes 1 and 2	Can be used as another coding for posting to the General Ledger.
Source Ref	An optional reference number.
Invoice Date	
Line #	Line number. This can be edited and used with the ExoGrid sorting capabilities (or Clarity reporting) to re-sequence the lines from their original entry sequence.
Showline	Contains a Y or N to indicate if the line should appear on an invoice. This applies to kit component lines where the component lines may be hidden (set on BOM header).
Spread	Defaults to Y but can be changed to N. Indicates if the line will be taken into account when using the spread function to alter the quote total.
Schedule #	Billing schedule number when using progress invoicing.
Allowance	This allows a unit labour allowance to be specified associated with a product.

Click **Save** to save data or **Cancel** to lose all entries made.

Timesheet Workflow

The natural flow of statuses for transactions is:

1. C - Committed
2. R - Ready to invoice
3. I - Invoiced

Committed transactions represent work in progress.

Ready to Invoice transactions are those that have been “pushed” onto the invoice tab but have not yet been invoiced. These are also work in progress.

Invoiced transactions are no longer editable. They have either appeared as a line on a Debtors Invoice, or have been part the cost of a product re-introduced into stock on hand.

To move a line to another status, right click on the line and select the appropriate action. You can click the **Send All to Invoice** button to send all lines to the Invoice tab (see page 76).

You may action multiple lines by ticking then and using the Marked Lines entry from the right-click menu.

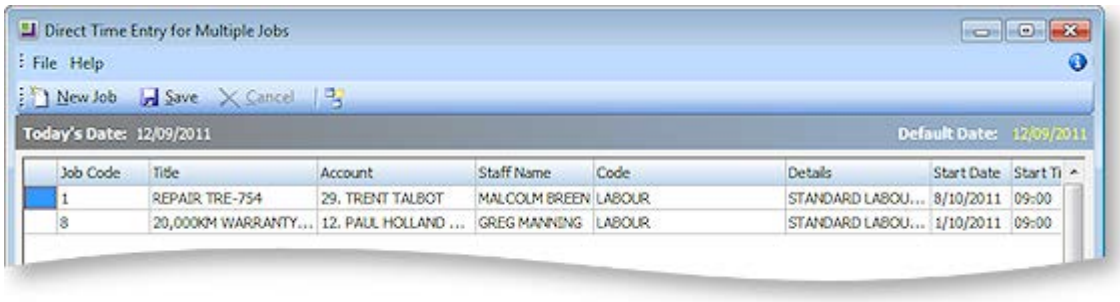
Narratives

Any transaction line can have notes attached. These will be taken through and can be printed on the invoice as required. Right-click on the line and select **Add Narrative** to attach a narrative to a line. To remove a narrative, delete the existing text.

Direct Time Entry

This screen is used to efficiently enter chargeable time spent on jobs, when data entry is done for timesheets are provided covering multiple jobs, rather than individual job sheets. The Direct Time Entry method is “employee-centric” and is often used when employee or resource timesheets are used listing the times for multiple jobs.

Select **Transactions > Direct Time Entry** from the main Job Costing menu. The following screen appears:



Note: Because Job Code and Account number are linked, entering data in any one of these fields causes the others to be filled in automatically.

Field	Description
Job Code	The job code. Enter **?** and press TAB to select the number if unknown.
Title	The job title. This fills automatically on entry of job code.
Account	This fills automatically on entry of job code. You can make this field invisible or move it out to the right as you choose.

Staff Name	The resource name. Enter **?** and press TAB to select the number if unknown.
Code	The code. Enter **?** and press TAB to select the number if unknown.
Details	Brief details of work carried out to be typed in.
Start Date	The date the work was started. Enter as ddmmyy e.g. 210800. The entry is automatically changed to 21.08.2000.
Start Time	The start time. Enter two digits for hours and two digits for minutes.
End Date	The date the work ended. Enter as ddmmyy e.g. 210800. The entry is automatically changed to 21.08.2000.
End Time	The end time. Enter two digits for hours and two digits for minutes.
Hours	The number of hours worked. Part hours are entered in decimals not minutes e.g. 2½ hours = 2.5 not 2.30. (Automatically calculated if start and end times are enabled).
Cost	Enter the hourly rate cost to the business.
Rate	Enter the charge rate to the customer.
Total	This value is calculated automatically.
Cost Type	Enter a Cost Type (see page 20), if types are used. Type **?** and press TAB to select from cost types available.
Cost Group	Enter a Cost Group (see page 18), if groups are used. Type **?** and press TAB to select from cost groups available. Cost group will auto populate if the cost type is entered first, but can be overridden.
Disc (%)	Discount applied to the line.
Source Ref	An optional reference number.
Batch Code	An optional code to group batches of transactions.
Total Cost	This value is calculated automatically.
Analysis Codes	Analysis Codes are arbitrary codes that can be assigned to transactions, allowing you to group them together in various ways for sorting and reporting. They do not perform any function themselves; they are simply a customisable way of grouping related transactions together.
Serviceable Unit	To assign a serviceable unit (see page 96) to a job, enter the code for the serviceable unit in this column. Type **?** and press TAB to select from a list of available serviceable units.

Check that all the information entered is correct, then click **Save** to save the data, or **Cancel** loses all entries made.

Toolbar Buttons

Buttons on the toolbar can assist in the data entry:

New Line copies from line above Toggle the button on for line duplication. In this mode, pressing TAB for a new line will copy the entry in the line immediately above. It can then be over written with changes.

Default Date Defaults to today's date. Click and use the drop down calendar to choose another default date.

MYOB EXO Payroll Integration

MYOB EXO Job Costing has the ability to record timesheet data against a specific job. This data can then be exported into MYOB EXO Payroll.

Setting up EXO Payroll Integration

In order for the EXO Payroll integration features to be available, the following company-level profile settings must be configured:

- **Integrate timesheets with PayrollEnterprise** - this setting must be enabled.
- **PayrollEnterprise export location** - this must be set to the root directory of the EXO Payroll installation, e.g. C:\Payrollv.
- **PayrollEnterprise Database Location** - this must be set to the database directory of the EXO Payroll installation, e.g. C:\Payrollv\DATABASE.

In addition, the FoxPro ODBC driver must be installed on the MYOB EXO Business server. This driver is installed automatically by the Installation Wizard; if the wizard was not used to install EXO Business, this driver must be installed manually. The driver is available on the EXO Business CD.

Finally, ensure that all staff members who will have timesheet data recorded against them are set up in both the EXO Business and EXO Payroll systems. Ensure all that EXO Business staff members have their EXO Payroll Employee Code entered into their **Employee ID (Payroll)** field. This property, located on the Authority tab in the **Staff > Users** section of the EXO Business Configuration Assistant, links the staff member to their corresponding employee entry in the EXO Payroll system.

Entering Payroll Information

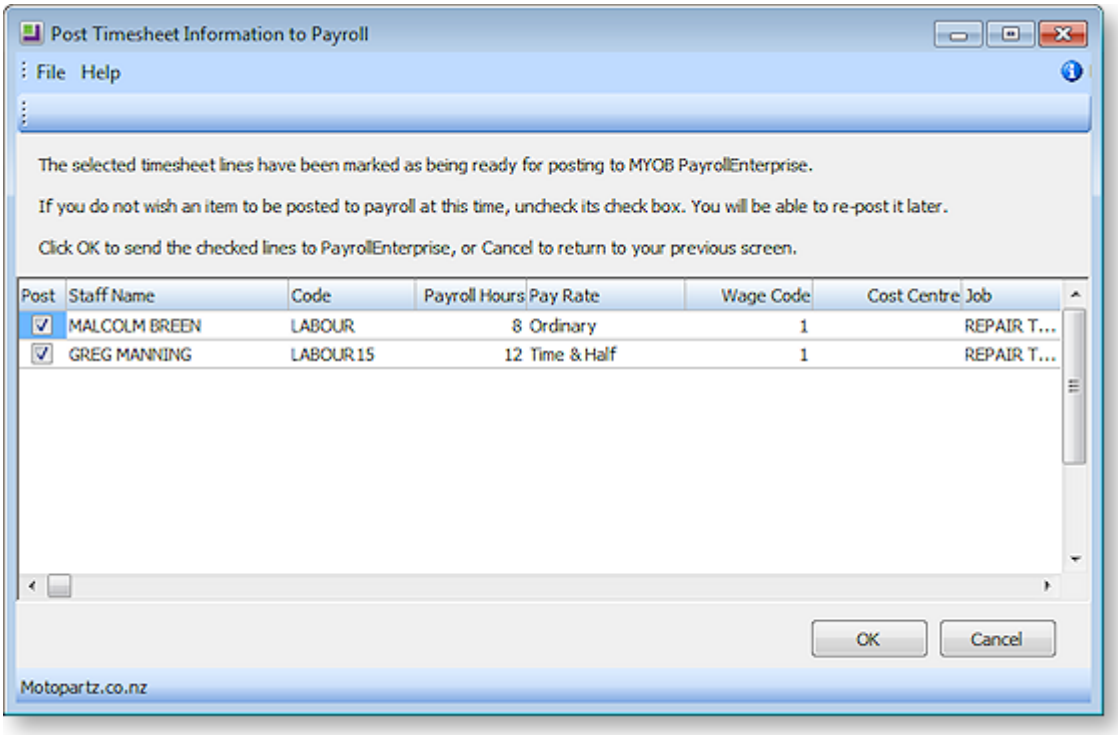
The following additional fields are available on the Timesheets tab (see page 61) when payroll integration is enabled:

Field	Description
Ready for Payroll	A tick box indicating that the line item is ready to be posted to EXO Payroll. Once the line item has been posted, this property displays "P".
Payroll Hours	The number of hours to be sent to EXO Payroll. This value defaults to the value of the existing Hours column, but it can be changed to any value.
Pay Rate	The pay rate multiplier that applies to the overall amount, e.g. "Ordinary", "Time & Half". The available options are imported from EXO Payroll.
Wage Code	The wage code that represent's the employee's hourly rate. This value defaults to the employee's default Wage Code from EXO Payroll, but it can be edited.
Cost Centre	The cost centre related to the payroll expense. This value defaults to the employee's default cost centre from EXO Payroll, but it can be edited.

Note: If a timesheet line is set to "Ready to Invoice", its **Ready for Payroll** property is ticked automatically. This property can be unticked manually if necessary.

Exporting Timesheets

The **Post TimeSheets to Payroll** menu item is available to export the timesheet data in a format that can then be imported into EXO Payroll. Selecting this menu item opens the following window:



This screen displays all timesheet lines whose Ready for Payroll property is ticked. Lines can be unticked to remove them from the posting if necessary.

Clicking **OK** posts all selected timesheet lines to a CSV file in the location specified by the **PayrollEnterprise export location** profile setting. This file can then be imported into EXO Payroll using that program's **Import Time Transactions** function.

Importing Timesheets into EXO Payroll

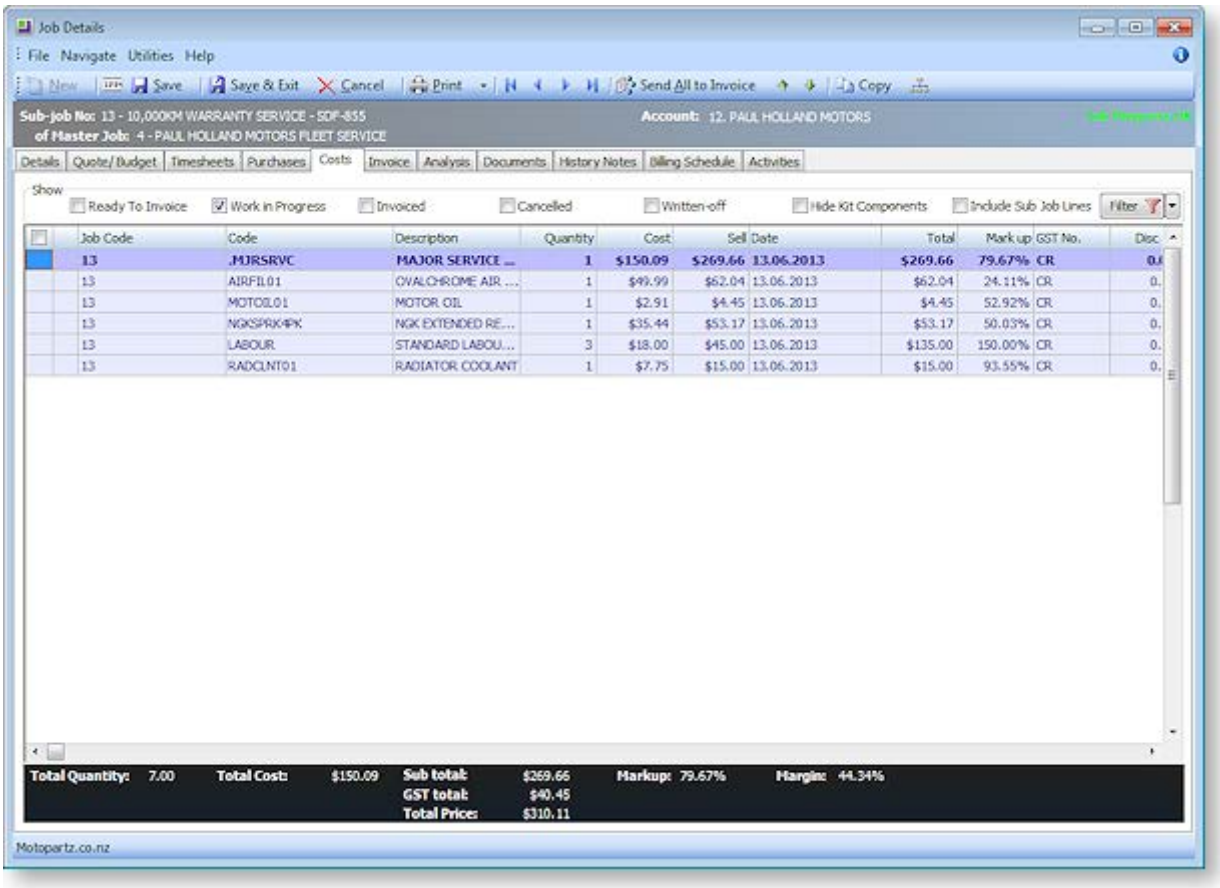
Timesheet data is imported into EXO Payroll using the existing import functionality.

Select **Import Time Transactions** from the Pay menu of PayrollEnterprise and the timesheet data is automatically imported.

Note: In order for this menu option to be available, the **Import time transactions** option on the Payroll Setup window must be ticked, and the "CSV file" option must be selected for **Format**.

Entering Costs

Select the Costs tab.



Field	Description
Group select	The first column contains a checkbox that allows you to select the line as part of a group of lines to perform actions on using the right-click menu.
Narrative	The second column displays the icon if the line has a narrative attached. Right-click on this field and select Add a Narrative to add a new narrative to a line. A narrative can only be added/edited after the line has been saved, using **Save** or **Save & Exit**.
Code	A product code. Enter **?** and press TAB to select the number if unknown.
Description	A product description. This uses the description of the product as entered in the stock records. It can be overwritten.
Quantity	The quantity to be supplied. The default is 1.
Cost	The cost of the product. This uses the cost as entered in the stock records. It can be overwritten.

Sell	The selling price of the product. This uses the selling price of the product as against the customer. It can be overwritten.
Status	The status of this line. Will be one of: • C – Committed. The stock has been committed to Work in progress. • R – Ready to be invoiced. • I – Invoiced. The line can no longer be edited. • X – Cancelled line. If the stock item is material it will be taken from work-in-progress and returned to the stock count. It will add no cost to job and no sell price. Serial numbers will be unassigned. • W – Writes item off. This will remain in WIP and be considered a cost to the job. It will not add to selling price of the job. Serial numbers will be remain assigned.
Total	This value is automatically calculated.
Date	The date cost was incurred.
GST No	Select the GST number from the predefined list of GST entries. This automatically sets the GST rate.
Disc (%)	Discount applied to the selling price of this line.
Mark up %	This value is automatically calculated, but can be edited. On starting to type new entry a small screen pops up. Enter the number for the new markup, ignoring the % sign e.g. 112.5, click OK to confirm or Cancel to return to screen without making a change.
Invoice date	Date of last invoice.
Kit No	When a kit (see page 108) is added to the job, the lines of the kit are given a kit incidence number that is used to hold the likes of the kit together. Lines that are not part of a kit have the value -1.
Line #	Line number. This can be edited and used with the ExoGrid sorting capabilities 9or Clarity reporting) to re-sequence the lines from their original entry sequence.
Source Ref	An optional reference number.
Serviceable Unit	If the line relates to a serviceable unit (see page 96), enter the unit's code here.
WIP Out Date	The date and time when the cost was moved out of Work in Progress, e.g. when it was sold or written off.
Labour Allowance	This allows a unit labour allowance to be specified associated with a product.

Total Labour Allowance	This is the extended labour allowance and cannot be edited.
Cost Type	Enter a Cost Type (see page 20), if types are used. Type **?** and press TAB to select from cost types available.
Cost Group	Enter a Cost Group (see page 18), if groups are used. Type **?** and press TAB to select from cost groups available. Cost group will auto populate if the cost type is entered first, but can be overridden.
To WIP	This value cannot be changed here.

As this tab is an ExoGrid there are more columns available by right clicking on the column header and using Select Visible Columns. The columns shown above are shown by default.

Additional columns that may be selected include:

Field	Description
Sell Inc GST	Sell price including GST.
From loc	Enter a number indicating the From location or type **?** and press TAB to search for location and double-click to select.
To Location	WIP is locked. No entry can be made in this screen.
Total Cost	This value is automatically calculated.
GST	GST value per unit.
GST Total	Total line value of GST.
Total Inc GST	Line total including GST
Staff Name	An employee name. If unknown type ? and press **TAB** to search for the employee. Double-click on the correct name.
Length, Width and Depth	Allow additional factors to apply to quantity. These default to 1
Total Quantity	Used with Length, Width and Breadth gives the effective quantity when these factors are multiplied by quantity.
Analysis codes 1 and 2	Can be used as another coding for posting to the General Ledger.
Total Quantity	Used with Length, Width and Breadth gives the effective quantity when these factors are multiplied by quantity.
Showline	Contains a Y or N to indicate if the line should appear on an invoice. This applies to kit component lines where the component lines may be hidden (set on BOM header).
Spread	Defaults to Y but can be changed to N. Indicates if the line will be taken into account when using the spread function to alter the quote total.
Schedule #	Billing schedule number when using progress invoicing.

Click **Save** to save the data, or **Cancel** loses all entries made.

Toolbar Options

Send All to Invoice Send all lines to the Invoice tab (see page 76).

Re-sorting Lines Quote lines can be moved up and down in the order by selecting the line then using the Up or Down arrows on the toolbar. This will be saved and re-presented in this order once the order is saved.

Copy This button allows lines defined in a separate job to be appended to the current job. This is useful where perhaps you have other template jobs defined.

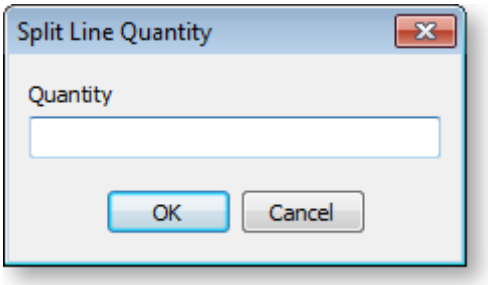
> **Note:** If you are copying **serialised lines (see page 111)** from another job, you will be given the option of pre-assigning serial numbers to them.

Right-click Menu Options

Right-clicking on a quote/budget line will show options relevant to line, such as copying specific lines to the Timesheet, Cost, or direct to the Invoice tab. These options change depending on the characteristics of the current line.

Send Line to Invoice/Send All to Invoice These options allow you to send the selected line, or all lines, to the Invoice tab (see page 76).

Split Line This allows a line that has a quantity > 1 to be split into two lines so that they can be acted upon independently. The system will prompt for the quantity to be split-off into the new line:



The remainder of the quantity will be left on the original line.

Add Narrative (CTRL+N) This allows a line level narrative to be added to or edited for a line. A narrative editing window is opened with blank or previously entered text.

Cancel Line If the stock item is material it will be taken from work-in-progress and returned to the stock count. It will add no cost to the job and no sell price. Serial numbers will be unassigned.

Write-off Line Writes the line item off. This will remain in WIP and be considered a cost to the job. It will not add to selling price of the job. Serial numbers will be remain assigned.

Move Line to Another Job Moves the line item from one job to another. There are some constraints on moving lines:

- The stock item for the line must not be serialised item.
- The jobs must have the same currency.
- The source or destination job must not be read-only.
- The line must not be a kit component.

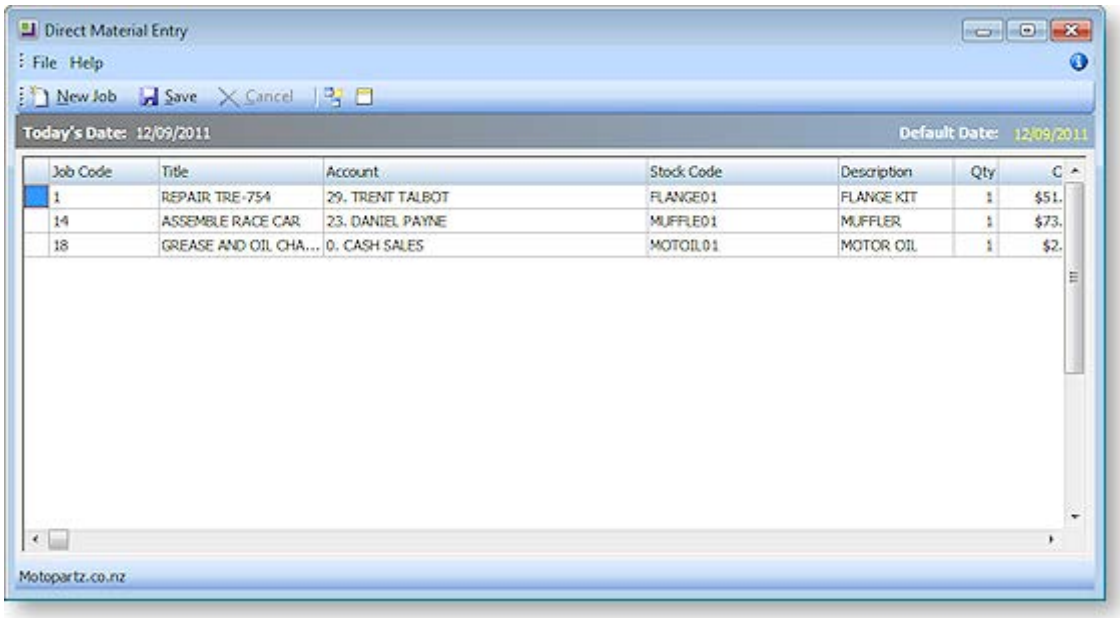
When this option is selected, a search window appears, from which the user selects the destination job. The changes to both jobs are automatically saved. The source job window remains open.

Attach Line to Kit Adds the line item to a selected kit (Bill of Materials). At least one kit must exist on the job before this function can be used.

Direct Material Entry

This screen allows you to input any stock items used in jobs, across multiple jobs at once. The Job Management screen (see page 68) method is used if the time entry is “job-centric”. The Direct Material Entry method is “materials- or costs-centric”, because costs can be allocated against a number of jobs without having to change screens.

Select **Transactions > Direct Material Entry** from the main Job Costing menu.



Field	Description
Job Code	The job code. Enter **?** and press TAB to select the number if unknown.
Title	The job title. This fills automatically on entry of job code.
Account	This fills automatically on entry of job code. You can make this field invisible or move it out to the right as you choose.
Stock Code	The Stock Code. Enter **?** and press TAB to select the number if unknown.
Description	A description of the stock. As the description relates to the stock code, no entry is required here. You may accept the default entry or edit it.
Qty	The quantity used.
Cost	The cost of a single item. Entering the stock code may have generated an entry. However the entry may be over written.
Sell	The sale price of a single item. Entering the stock code may have generated an entry. However the entry may be over written.
Markup (%)	No entry as it is automatically calculated. This can be overwritten. On starting to type new entry a small screen pops up. Enter the number for the new markup, ignoring the % sign e.g. 112.5, click **OK** to confirm or **Cancel** to return to screen without making a change.

Total	This value is calculated automatically.
Cost Type	Enter a Cost Type (see page 20), if types are used. Type **?** and press TAB to select from cost types available.
Cost Group	Enter a Cost Group (see page 18), if groups are used. Type **?** and press TAB to select from cost groups available. Cost group will auto populate if the cost type is entered first, but can be overridden.
GST No	Select the GST number from the predefined list of GST entries. This automatically sets the GST rate.
Disc (%)	Discount applied to the selling price of this line.
Total Quantity	Used with Length, Width and Breadth gives the effective quantity when these factors are multiplied by quantity.
Source Ref	An optional reference number.
Batch Code	An optional code to group batches of transactions.
Gross Margin %	This value is calculated automatically.
Analysis Codes	Analysis Codes are arbitrary codes that can be assigned to transactions, allowing you to group them together in various ways for sorting and reporting. They do not perform any function themselves; they are simply a customisable way of grouping related transactions together.
Serviceable Unit	To assign a serviceable unit (see page 96) to a job, enter the code for the serviceable unit in this column. Type **?** and press TAB to select from a list of available serviceable units.

Check that all the information entered is correct, then click **Save** to save the data, or **Cancel** loses all entries made.

Toolbar Buttons

Buttons on the toolbar can assist in the data entry:

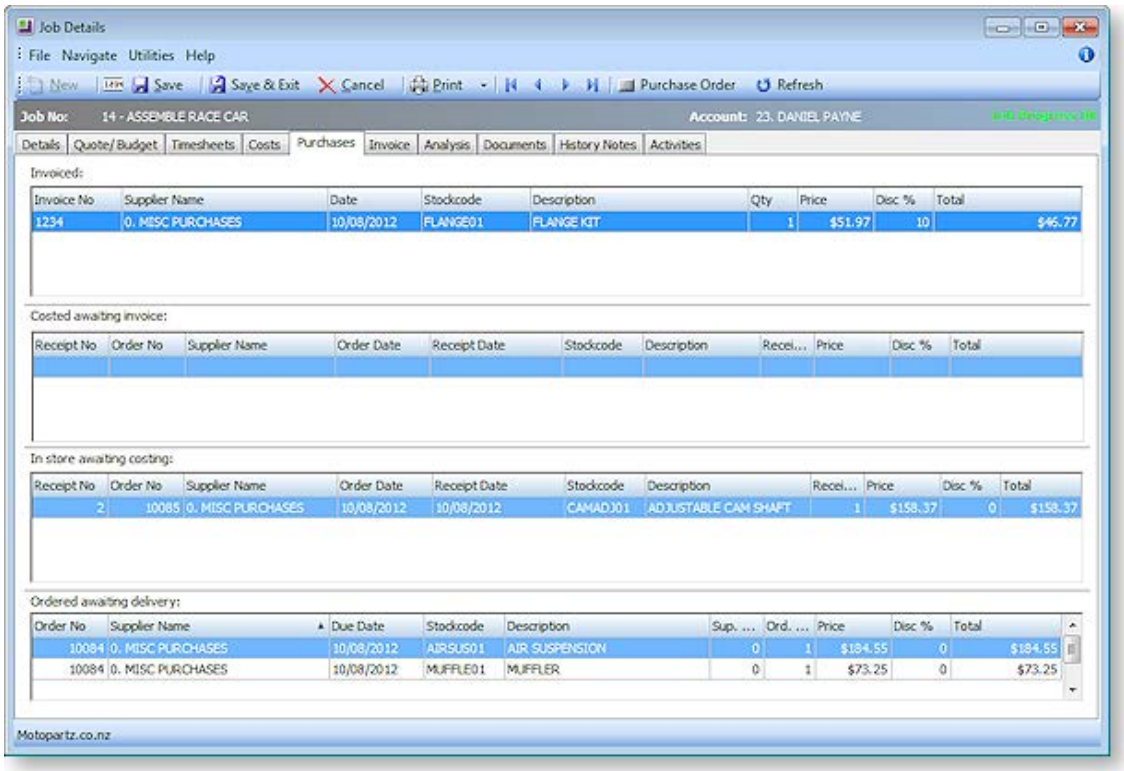
New Line copies from line above Toggle the button on for line duplication. In this mode, pressing TAB for a new line will copy the entry in the line immediately above. It can then be over written with changes.

Clear Grid Click the button to clear all information entered on this screen.

Default Date Defaults to today's date. Click and use the drop down calendar to choose another default date.

Entering Purchase Orders

Select the Purchases tab. The following screen is displayed:



This tab is used for job-specific purchases. To make a general purchase for the business, select **Transactions > Purchase Orders Screen** from the main Job Costing menu.

The purchase order tab is split into four sections. The life cycle of a purchase order runs bottom to top.

Section	Description
Invoiced	Goods that have been invoiced by the supplier (final costs).
Costed awaiting invoice	Costed awaiting invoice. The goods are in stock but the suppliers invoice is outstanding. Purchase costs may have been estimated.
In store waiting costing	Shows inwards goods receipts that have not yet been costed. At this stage no stock transactions have been written for the receipt therefore the goods do not show as being in stock.
Ordered awaiting delivery	These are outstanding purchase orders.

Right-click menus for each section can be used to:

- View the Purchase Order history
- Receipt a purchase order by creating an Inwards Goods Receipt.
- Cost a previous receipt and move goods into store.

Double-clicking a line in all but the top grid will drill to the purchase order screen for that line.

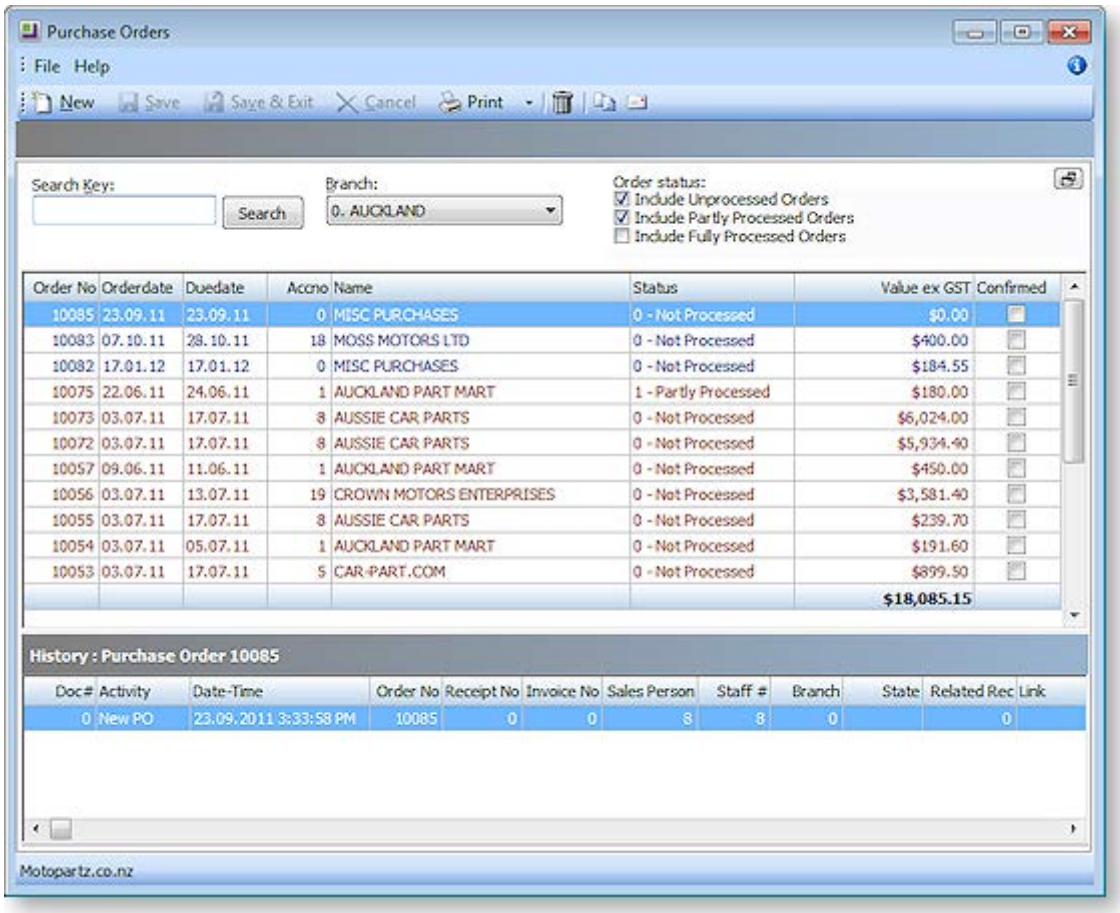
Double-clicking a line in the top grid will display the invoice.

Click **Save** to save the data, or **Cancel** to lose all entries made.

New Purchase Orders

To enter a new Purchase Order from the Purchases tab, click the **Purchase Order** button or press F8. Alternatively, purchase orders can be generated based on information entered into the quote tab for this job.

To enter or edit Purchase Orders from the main Job Costing screen, select **Transactions > Purchase Orders Screen**.



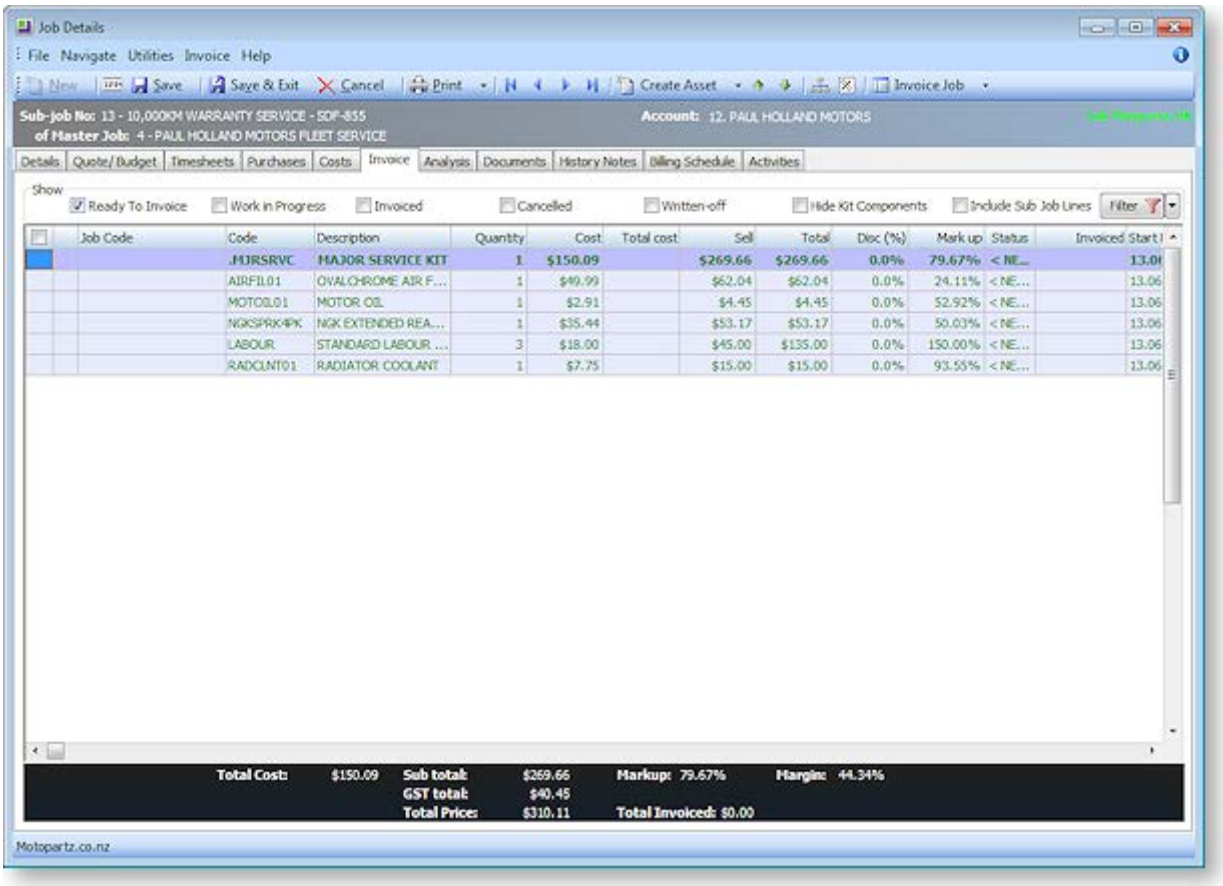
See the MYOB EXO Business online Help for information on creating Purchase Orders.

Generating Invoices

There several workflows that may be used for invoicing:

- Lines can be flagged as ready for invoice and then pending lines of a job invoiced.
- Cost lines can be sent directly to the invoice tab for invoicing.
- Optionally, progress billing may be activated and lines sent to a billing schedule within the job. Multiple schedules may exist within a job.

Select the Invoice tab. The following screen is displayed:



By default the filters on the Invoice tab are set to show only "Ready for Invoice" lines. The lines must be flagged with this status for them to appear. If the job is a master job, an **Include Sub Job Lines** filter is available to display lines from the job's sub jobs.

Note: If changes or additions are made in the EXO Business Invoices screen they will not be reflected on the job invoice. Ensure everything to be associated with the job is added via the Job Costing module.

Field	Description
Group select	The first column contains a checkbox that allows you to select the line as part of a group of lines to perform actions on using the right-click menu.
Narrative	The second column displays the icon if the line has a narrative attached. Right-click on this field and select Add a Narrative to add a new narrative to a line. A narrative can only be added/edited after the line has been saved, using **Save** or **Save & Exit**.

Code Description Quantity Cost Sell	These values are carried forward to this tab from the tab they were created on. However, values can be over-written and any changes will be reflected on the original tab.
Total cost	This value is automatically calculated, and updates to reflect any changes made in other fields.
Total	This value is automatically calculated, and updates to reflect any changes made in other fields.
Disc (%)	Discount applied to the selling price of this line.
Mark up	This value is automatically calculated, but can be edited. On starting to type new entry a small screen pops up. Enter the number for the new markup, ignoring the % sign e.g. 112.5, click OK to confirm or Cancel to return to screen without making a change.
Status	The status of this line. Will be one of: • C – Committed. The stock has been committed to Work in progress. • R – Ready to be invoiced. • I – Invoiced. The line can no longer be edited. • X – Cancelled line. If the stock item is material it will be taken from work-in-progress and returned to the stock count. It will add no cost to job and no sell price. Serial numbers will be unassigned. • W – Writes item off. This will remain in WIP and be considered a cost to the job. It will not add to selling price of the job. Serial numbers will be remain assigned.
Invoiced	Shows previously invoiced amounts.
Start Date Invoice Date	These values are read-only.
GST No Gross Margin % Source Ref Line No	These values are copied from the Quote tab (see page 53).
Batch Code	An optional code to group batches of transactions.
Schedule #	Billing schedule number when using progress invoicing.
Supplied	Displays either “Y” or “N” to indicate whether the line item has been supplied. Can be altered by right-clicking on the line and selecting **Toggle Supplied Flag**.
Analysis Codes	Analysis Codes are arbitrary codes that can be assigned to transactions, allowing you to group them together in various ways for sorting and reporting. They do not perform any function themselves; they are simply a customisable way of grouping related transactions together.

Changing the Invoice Total Amount

The **Change Invoice Total** button (%) can be used to make the invoice total equal what the customer is expecting. This will effectively spread the additional markup (or markdown) across all of the lines on the invoice, proportionally by value. The advantage of this approach is that you get a truer representation of actual profitability by line, than by using an additional markup/markdown line on the invoice.

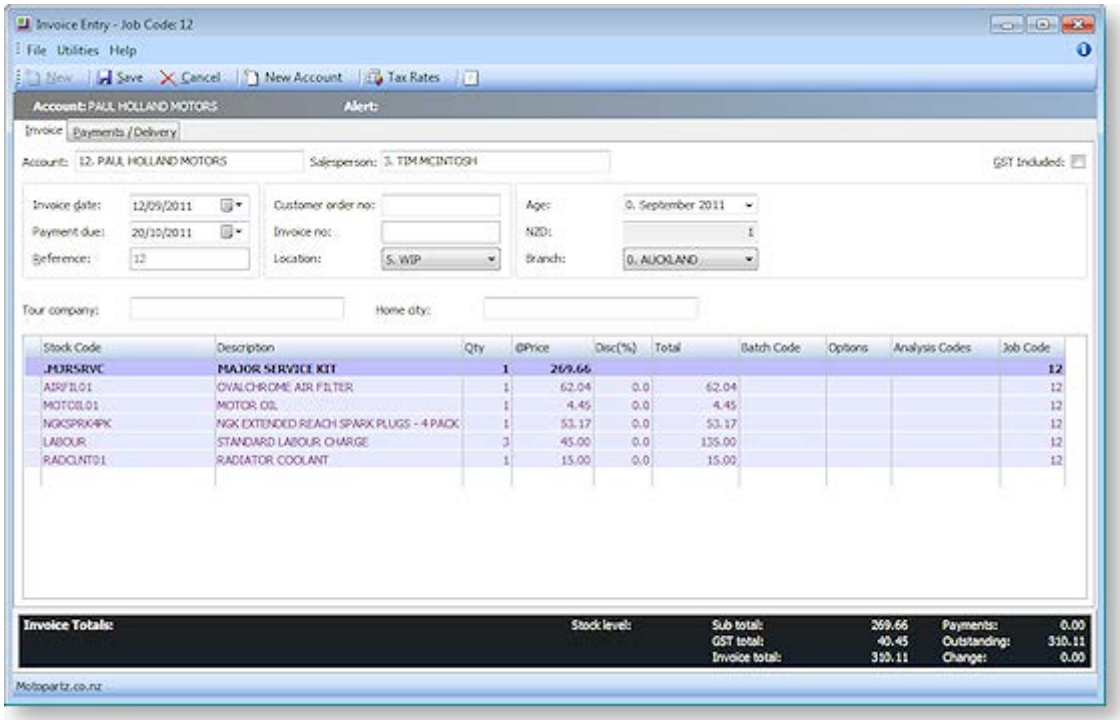
This feature can also be useful where the Job is to be billed at a contract rate that may be in no-way related to the actual sum of transactions being invoiced.

Invoicing the Job

Invoicing the job is the final step. After checking that all entries are correct, click the **Invoice Job** button in the main toolbar.

Note: The Invoice Job button dropdown includes an option to **Check Alerts**, which displays a window detailing any problems that will prevent the job from being invoiced.

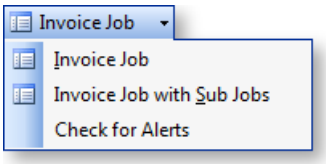
The system passes the invoice data to the Invoice Entry window, using the pricing information from the job.



Click **Save** to save the data, or **Cancel** to lose all entries made.

Invoicing Sub Jobs from a Master Job

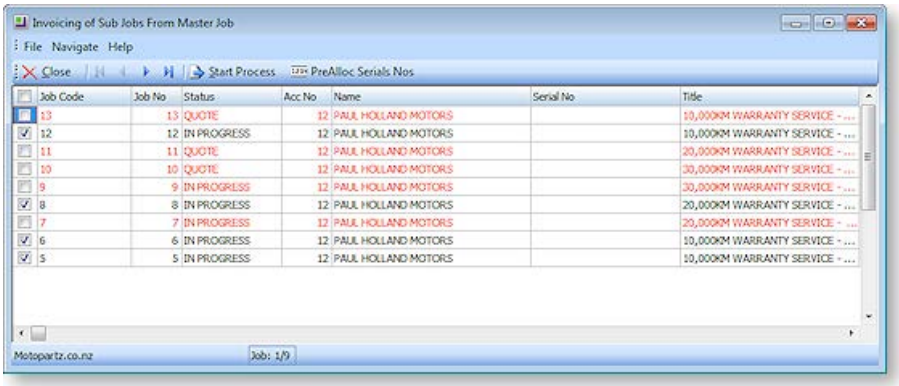
If the selected job is a master job, the **Invoice Job** button includes an **Invoice Job with Sub Jobs** option:



- Clicking **Invoice Job** generates an invoice for the master job only.
- Clicking **Invoice Job with Sub Jobs** generates a single consolidated invoice for the master job and all of its sub jobs.

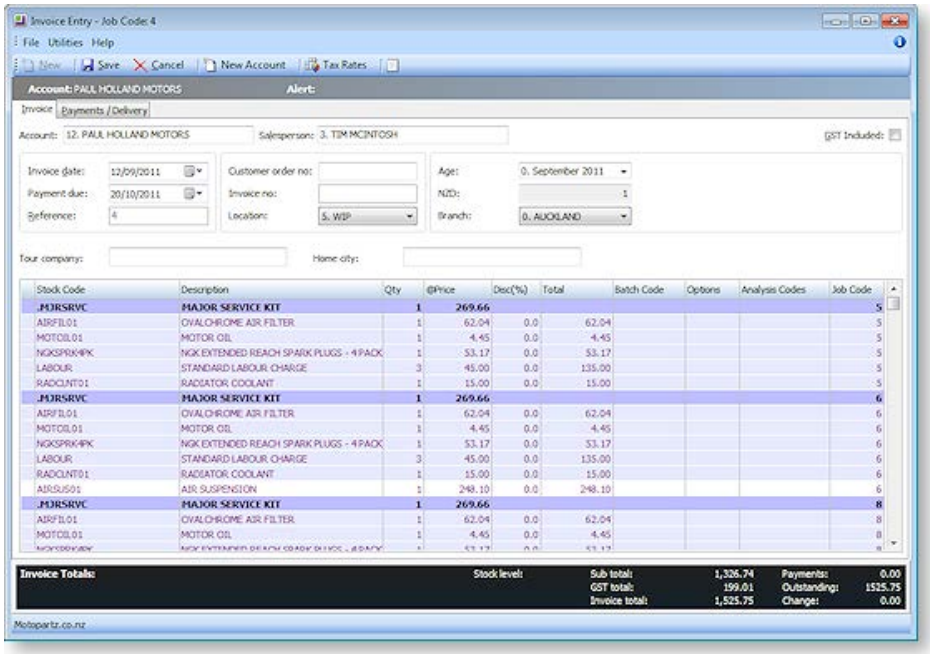
Note: In order for this menu option to be available, the **Allow invoicing of sub jobs from master jobs Company-level profile setting (see page 28)** must be enabled.

When **Invoice Job with Sub Jobs** is clicked, a list of all sub jobs is displayed:



Any jobs that cannot be invoiced are highlighted in red. Jobs that have their **Invoice via Master Job** option unticked are greyed out. When a highlighted job is selected, the reasons why it cannot be invoiced are displayed at the bottom of the window.

Click **Start Process** to generate the consolidated invoice. The details of the master job are displayed in the header:



The **Job Code** column indicates which sub job each line applies to.

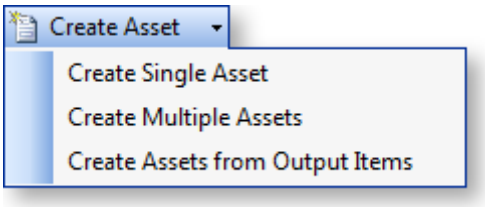
Completing and Closing a Job

A job can continue indefinitely and generate any number of invoices. However many people choose to "close" a job after an invoice has been generated and all outstanding lines have been resolved by having been invoiced, converted into an asset, written-off or cancelled as appropriate. There is no COMPLETE status by default. You define one or a number of complete statuses of your own naming. A complete status is one that has the **Jobs are complete** option ticked.

Creating Assets

Some businesses may have jobs or projects that create products of value that are not invoiced directly to the customer, but instead create stock of value that can be sold via Debtors Invoicing or Sales Order entry. Other businesses may use Job Costing to track the cost of maintaining an asset or may be creating an asset as part of the job. An example of this might be a boat builder using labour and materials to create a mould.

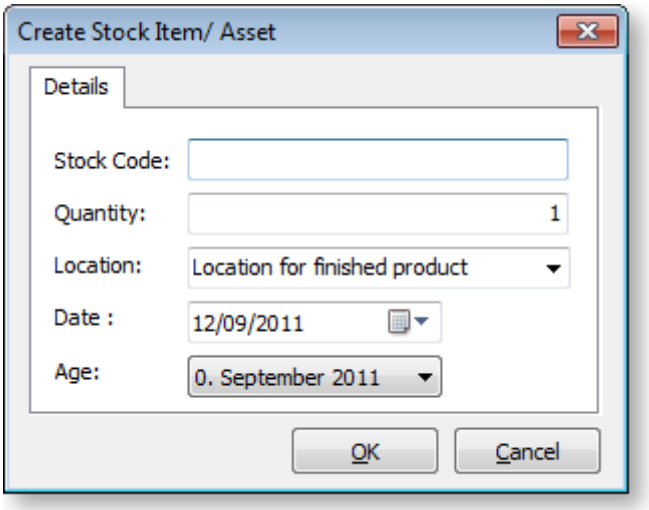
The **Create Asset** button on the toolbar of the Invoice tab (see page 76) is used to group the individual lines on an invoice into a stock item. The stock item must exist first before the lines can be grouped. There are additional choices by clicking the small down arrow to the right of the button. The default action is **Create Single Asset**.



Note: This feature is useful when the end result is a product to be returned to stock, or when an invoice for services is to be sent to a client, but the client does not need the details of the amount, only the total amount.

Creating a Single Asset

Click the **Create Asset** button or select the **Create Single Asset** option. The Create Stock Item/ Asset window appears:

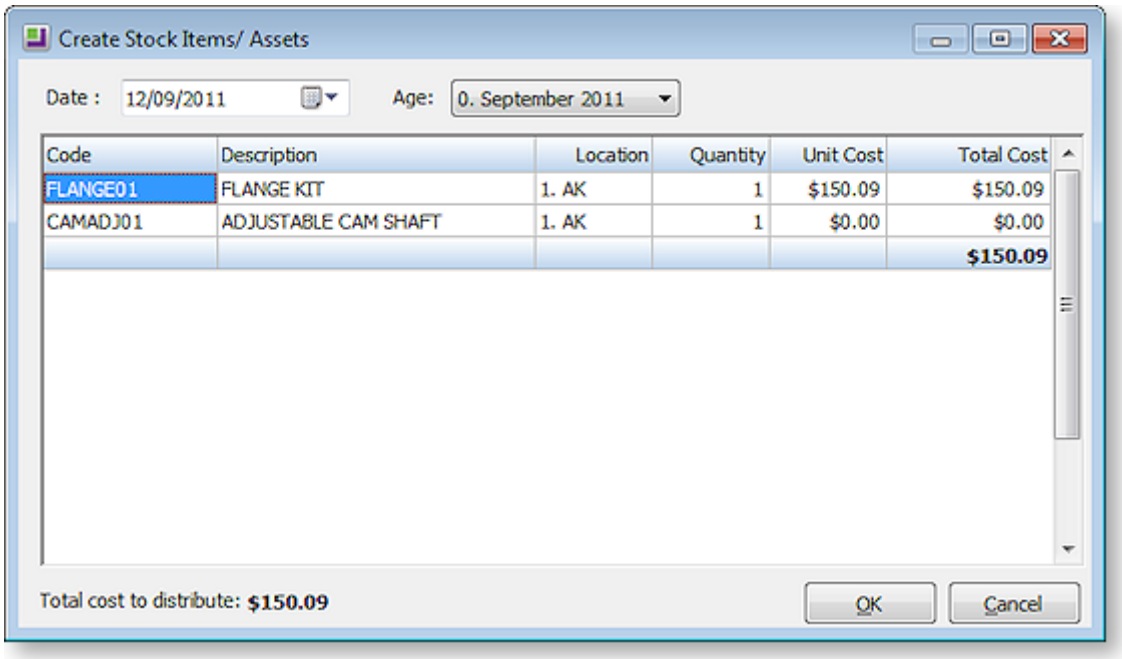


If the stockcode is known enter it. If it is not known, type **?**, then press TAB to search for it. If it has not been created, click **New**.

Note: See the MYOB EXO Business online Help For more information on stock items and their creation.

Creating Multiple Assets

The **Create Multiple Assets** option allows you to create multiple stock items as assets.



Enter stock codes in the Code column. For each stock item added, the quantity and unit cost columns are editable. The **OK** button is disabled until the sum of the extended costs matches the **Total cost to distribute** at the bottom of the window. This cost is the sum of the costs on the main job screen.

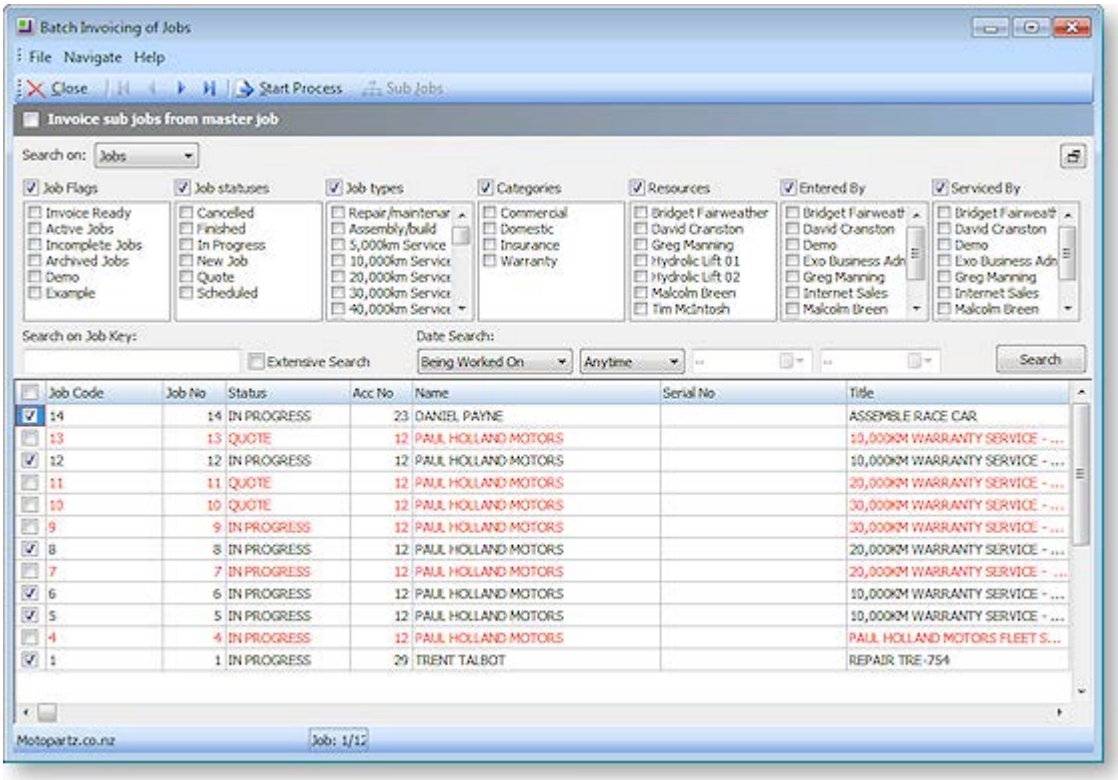
Creating Assets from Output Items

The **Create Assets from Output Items** option pre-populates the Create Stock Item/Asset window with the Output Items sub-tab (see page 41) of the main job details screen. This will be either the single item window if only one item is pre-populated or the multiple items window if there is more than one.

Batch Invoicing

You can generate invoices for all lines marked “Ready to Invoice” in a single operation, using the Batch Job Invoicing function. Run the batch invoicing function by selecting the **Batch Job Invoicing** menu option.

Note: If this menu option is not available, you may need to add it at **Setup > Menu Designer**.



Note: If the If the **Allow invoicing of sub jobs from master jobs** **Company-level profile setting (see page 28)** is enabled, the option **Invoice sub jobs from master job** is available at the top of the window. Ticking this option means that for each master job, a single invoice will be generated for the master job and all of its sub jobs. If the option is not ticked, a separate invoice is generated for each sub job.

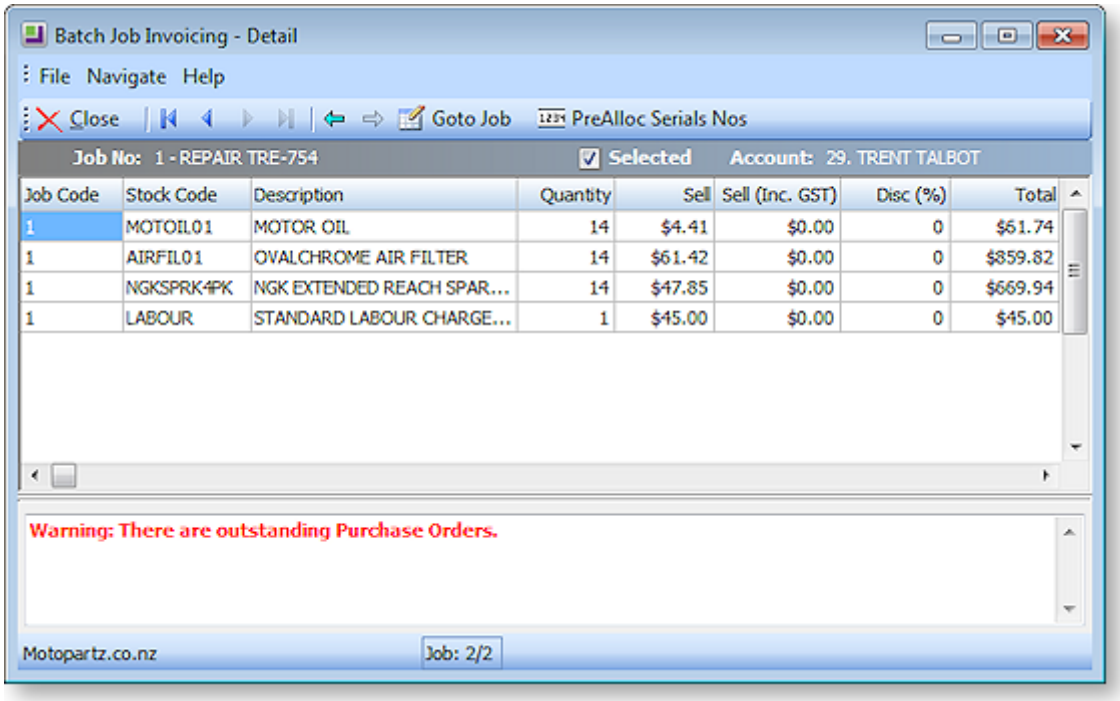
Searching Jobs

The top section of the Batch Job Invoicing window contains the job filters (see page 49) available on the Search tab of the Job Management Screen.

Set filters as necessary, then click **Search** to display all jobs that match the filter options, and that have lines that are set to the “Ready to Invoice” status.

The tick boxes next to each box can be checked or cleared to include or exclude the job from the invoicing process.

Double-clicking on a job displays the individual lines of the job:



Only lines with the status “Ready to Invoice” are displayed. If there are any problems with the job that mean it cannot be invoiced, these are displayed at the bottom of the window.

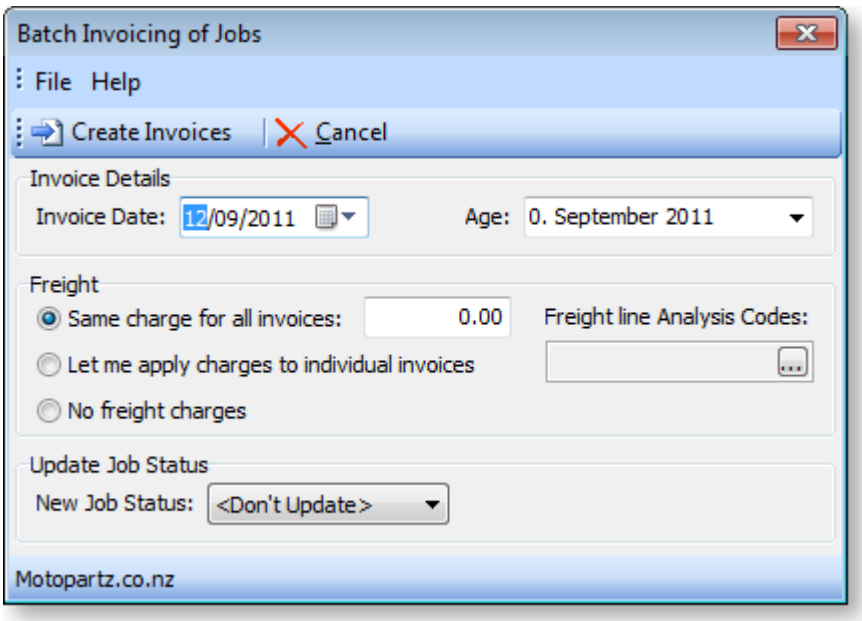
Click the **Goto Job** button to open the Job Details window to view all information about the job.

Click the **PreAlloc Serial Nos** button to assign serial numbers to the job.

Check or clear the **Selected** option to include or exclude the job from the invoicing process.

Processing Invoices

To begin processing the selected invoices, click the **Start Process** button.

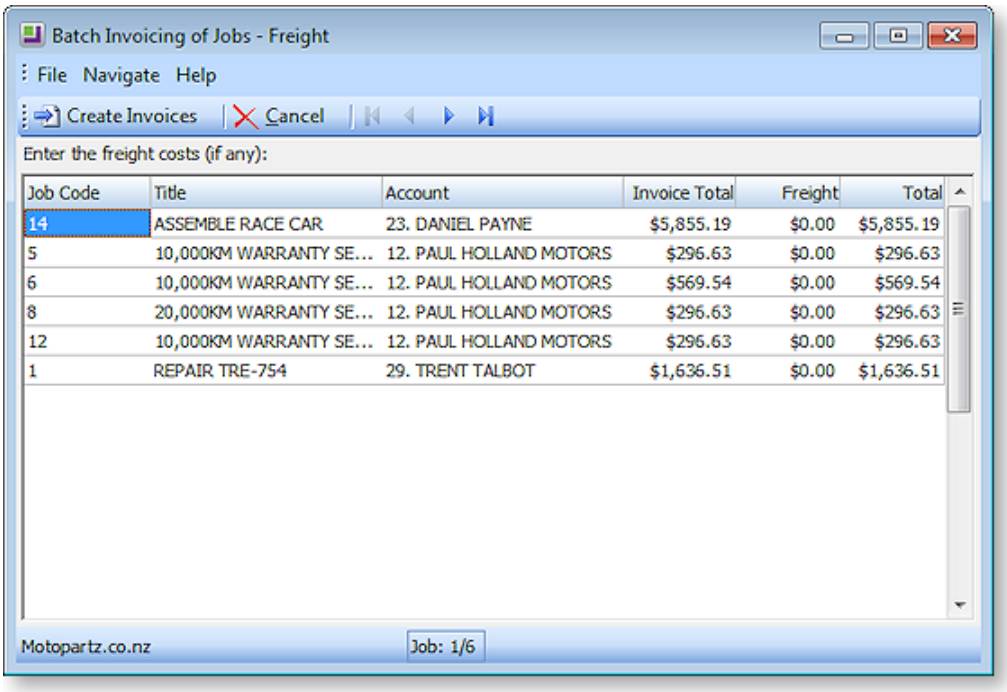


Specify the following details:

Field	Description
Invoice Date	Enter the date for all invoices in the batch
Age	Select the period that the invoices will be assigned to.
Freight	Select how freight charges will be applied. Choose from: • Same charge for all invoices - Enter the amount that will be charged to all invoices. • Let me apply charges to individual invoices - The next window will let you enter individual amounts for each invoice. • No freight charges.
Update Job Status	If you want to change the Job Status (see page 13) of all jobs invoiced in this batch, select a new status here; otherwise, select "<Don't Update>". **Note:** Only statuses that have the **Jobs are complete** characteristic ticked are available for selection here.

Click the **Create Invoices** button to proceed.

If you selected "Let me apply charges to individual invoices", the **Create Invoices** button is replaced by a **Continue Process** button. Click this button to assign freight charges for each invoice using the following window:



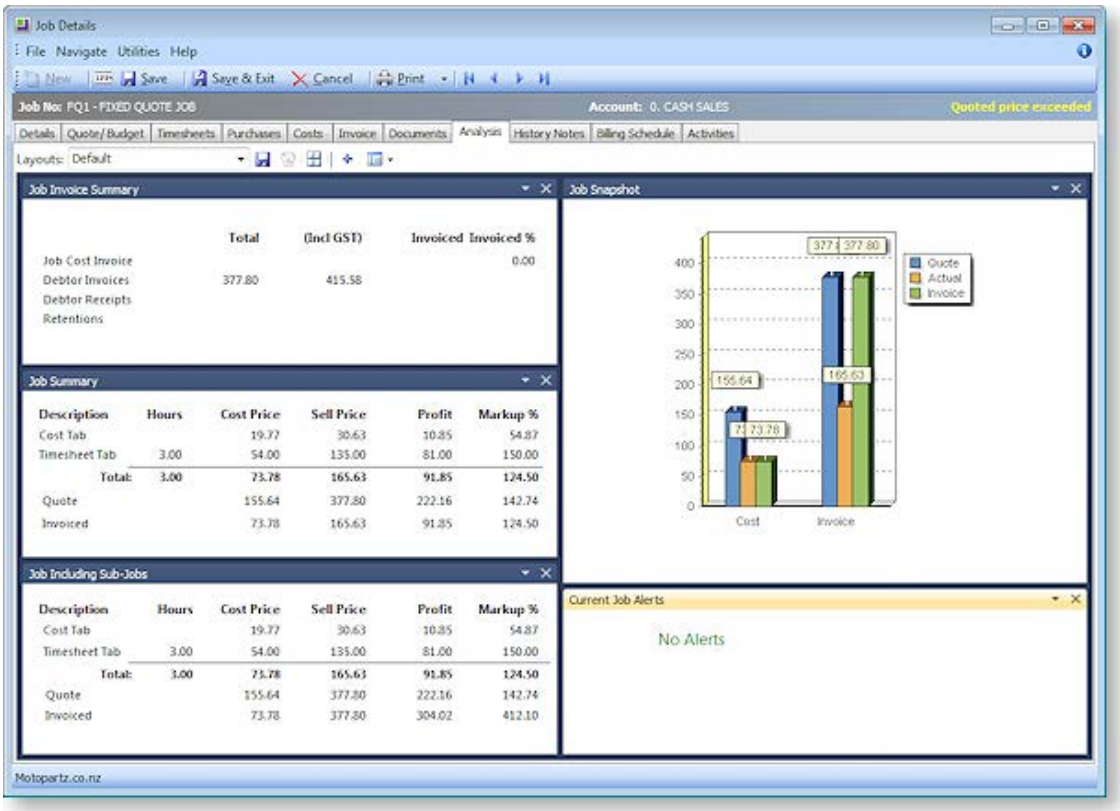
Enter an amount into the **Freight** column for each listed invoice (or leave the amount at $0.00). Once all charges are applied, click the **Create Invoices** button to proceed.

When the **Create Invoices** button is clicked, the system generates all invoices, as well as assigning serial numbers and updating job statuses where relevant. You are given the option of printing some or all of the invoices.

Job Analysis

The Analysis tab shows a pictorial view of the performance analysis of a job. It provides information about the profitability and status of a job and any sub jobs, drawn together on one special tab so that it can be restricted to management users only. All of this information can be derived from customised reports.

The Analysis tab is a dashboard interface containing widgets that display job summary information. Select the Analysis tab:

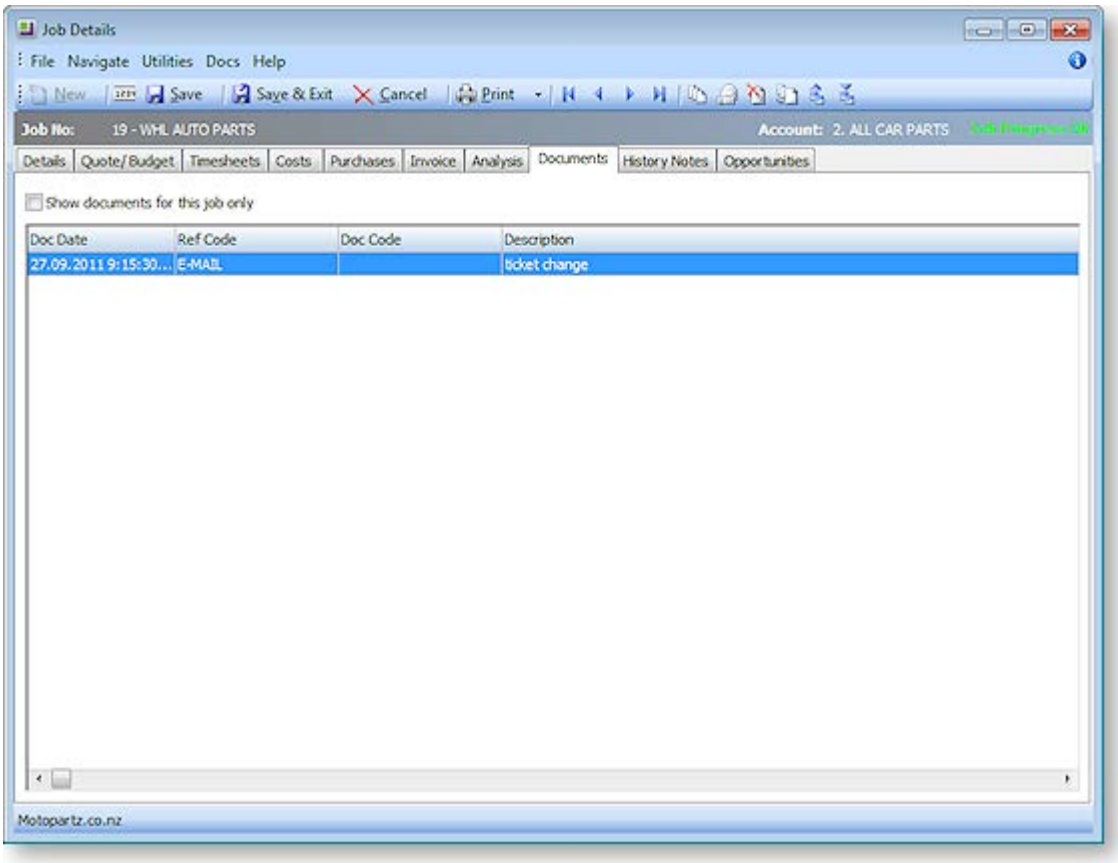


The right and left arrow buttons in the main toolbar allow you to switch from job to job.

Note: As a dashboard interface, the Analysis tab can be fully customised - dashboard widgets can be added and removed to suit your needs. A blank Dashboard interface can also be added on a separate tab. By default, this Dashboard tab is disabled - you can turn it on by configuring the **Hide tabs in Job management screen** **User-level profile setting (see page 31)**.

Documents

The Documents tab of Job Management window is a continuation of the MYOB EXO Business Documentation features. The document manager allows job specifications, contracts, drawings, spreadsheets, project files and so on to be stored against a job/debtor. See the MYOB EXO Business online Help for instructions on using the Document Manager.



The Documents tab toolbar offers a selection of buttons for creating, importing and exporting documents:

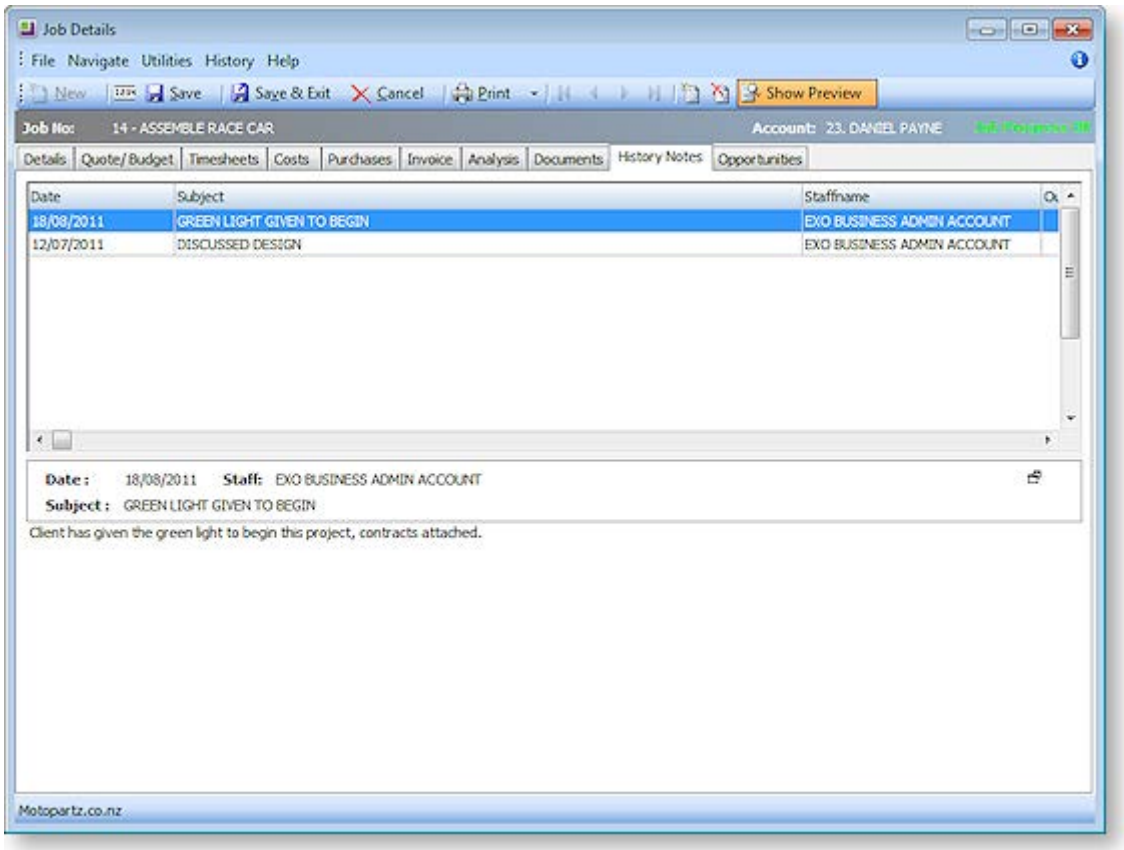
Button	Function
Document Manager	Opens a search screen that allows searching of all documents in the database.
Create Letter	Creates a letter (in RTF format) and pre-populates this with the customer address etc. On saving, you are prompted to store it in database.
Delete Document	Deletes the document row currently highlighted in the grid.
Merge Document	Requests a template file for a mail merge and allows creation of a mail merged output file.
Export File	Exports the currently highlighted document file (that is stored in the database) to be exported to a standalone file on disk.
Import File	Imports a standalone file into the database and creates a document manager entry.

When importing or creating a file for inclusion in the Document Manager, a window opens for the user to enter filing reference information. It also allows the entry to be a filing link to a document held separately on disk or to copy the document content into the database itself.

Saving as a link will use minimal additional disk space but saving into the database may make retrieval on a WAN easier.

History Notes

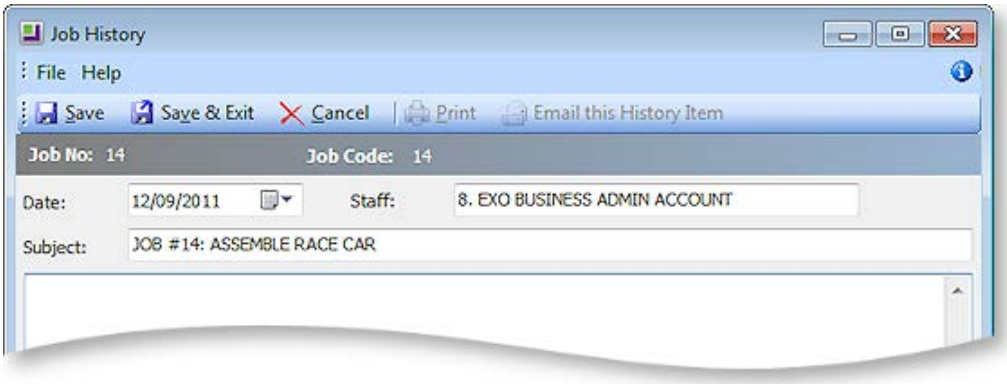
History Notes are another form of documentation against a job. Unlike documents (see page 85) added to the Document Manager, a History Note only accommodates plain text and does not support rich text or images.



The preview pane may be completely shown or hidden by clicking the **Show Preview** toolbar button.

The test may be hidden but the message header retained by clicking the icon in the message header band.

Click the **New History Note** button ( ) to create an entry or double click an existing entry to edit.



Profile Settings

The following User-level profiles affect the behaviour of the History Notes tab:

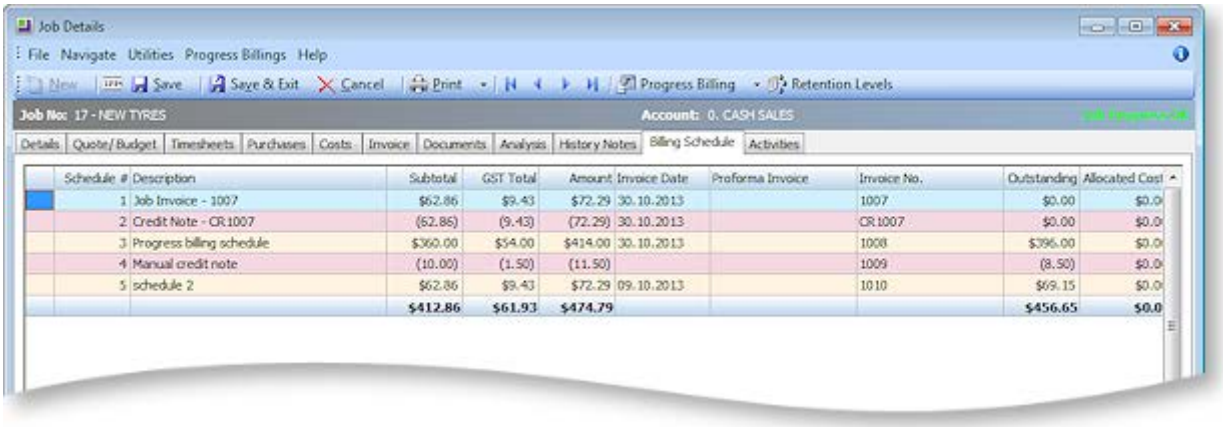
- **Allow delete of history notes** (Default=True) - Uncheck to prevent deleting of history notes.
- **Date stamp on History notes can be selected** (Default=True) - Uncheck to prevent the selection of date-time stamp on history notes, will always default to 'now'.
- **History notes can be edited after saving** (Default=True) - Uncheck to prevent retrospective editing of history notes once they are saved.

Billing Schedule Tab

The Billing Schedule tab shows all invoices related to the job. This includes:

- invoices created from the Invoices tab (see page 76)
- credit notes on invoices
- billing schedules created for the progress billing feature (see page 112)

Invoices can also be entered into the grid manually.



Schedule #	Description	Subtotal	GST Total	Amount	Invoice Date	Proforma Invoice	Invoice No.	Outstanding	Allocated Cost
1	Job Invoice - 1007	$62.86	$9.43	$72.29	30.10.2013		1007	$0.00	$0.0
2	Credit Note - CR1007	(62.86)	(9.43)	(72.29)	30.10.2013		CR1007	$0.00	$0.0
3	Progress billing schedule	$360.00	$54.00	$414.00	30.10.2013		1008	$396.00	$0.0
4	Manual credit note	(10.00)	(1.50)	(11.50)			1009	(8.50)	$0.0
5	schedule 2	$62.86	$9.43	$72.29	09.10.2013		1010	$69.15	$0.0
		$412.86	$61.93	$474.79				$456.65	$0.0

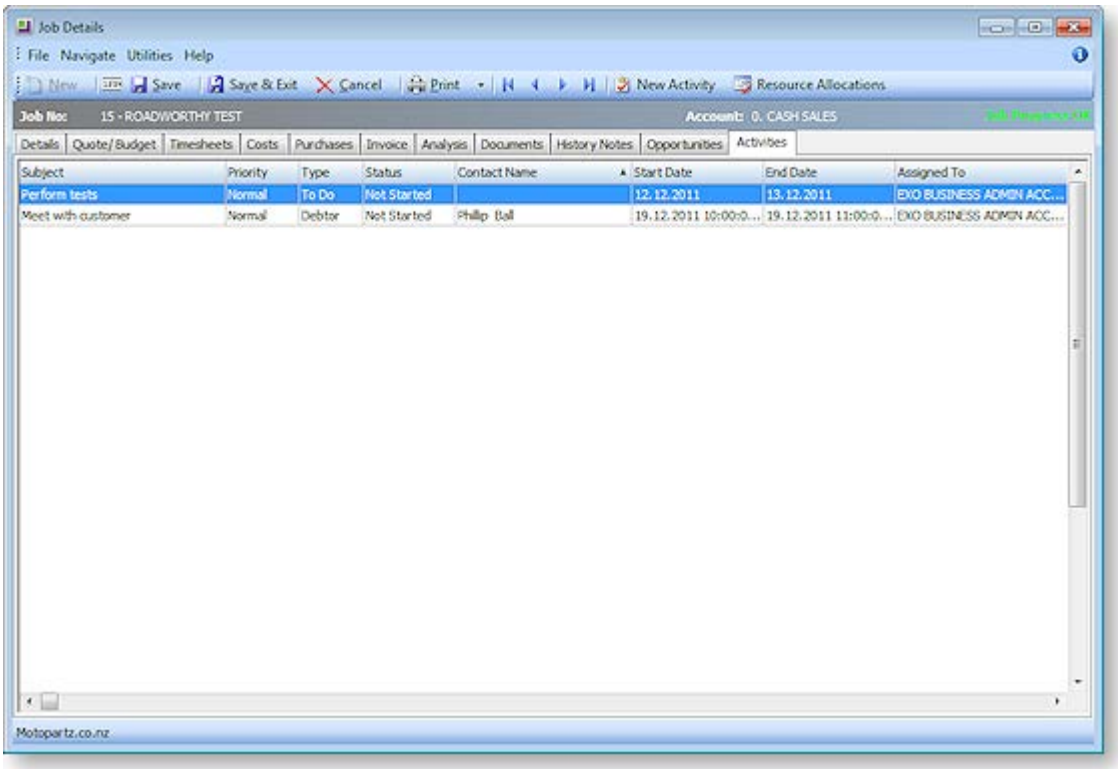
Crediting Job Invoices

To generate a credit note for an invoice on the job, right-click and select **Generate Credit Note**. Credit notes for job-related invoices can also be generated from the Transactions tab on the relevant Debtor account - right-click on a job invoice and select **Generate Credit for Job Invoice**. Once generated, credit notes also appear on the Billing Schedule tab.

Crediting a job invoice completely reverses the transaction, including all stock movements and allocations. Credited invoice lines appear on the Invoice tab (see page 76), where they can be cancelled or written off as required.

Activities

The Activities tab displays all activities associated with the job.



An activity can be a Task or an Appointment:

- A Task is a to-do item that must be completed in a specified time frame.
- An Appointment is an event scheduled for a specific time.

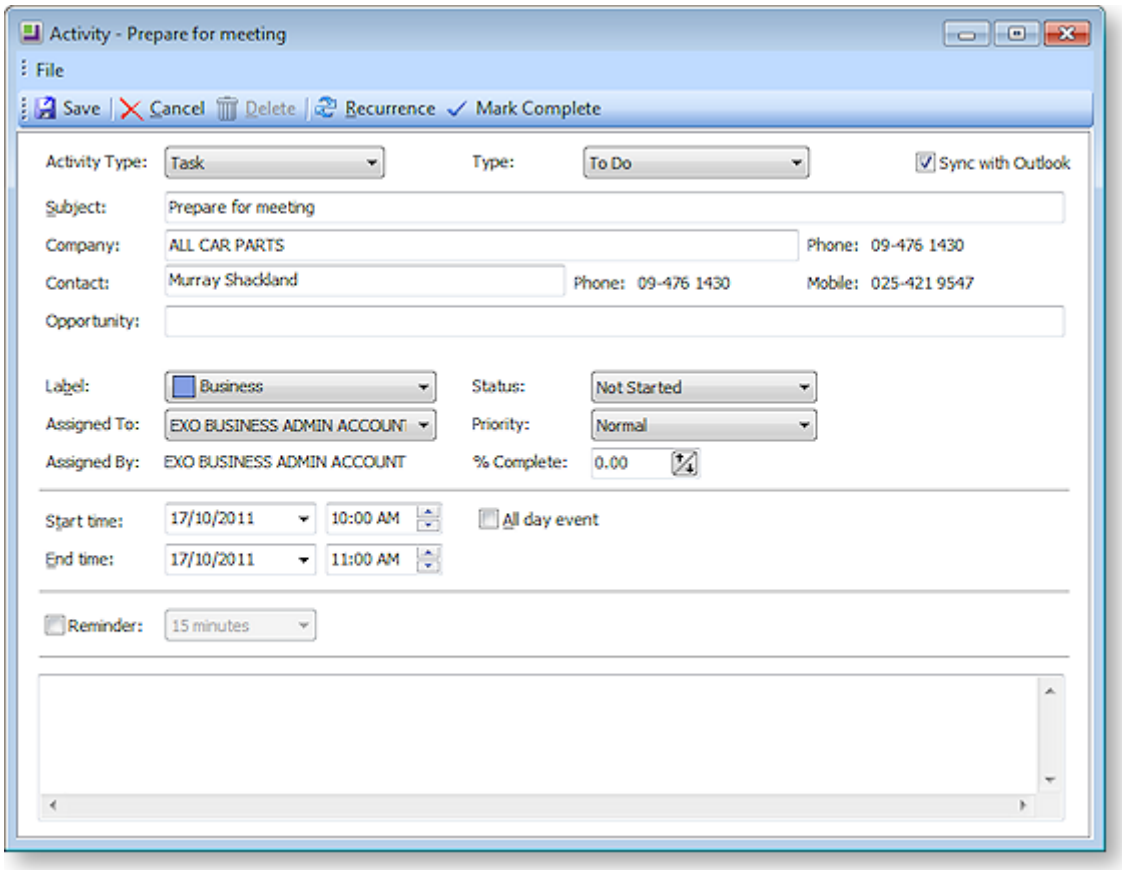
Activities can also be accessed via the Activity Search widget, which can be added to the Job Costing business flow menu.

Note: When using the EXO Business CRM module, activities can be synchronised with Microsoft Outlook. Tasks are converted to Outlook Tasks and Appointments are converted to Outlook Appointments.

Creating an Activity

Click the **New Activity** toolbar button to create a new activity (this button is available on the Activities tab and the Details tab). Alternatively, right-click on the Task Scheduler calendar in the time slot that you want to create the activity in.

The Activity Window



This is the window for entering new activities; use the table below as a reference for completing the fields in this window.

Field	Description
Activity Type	Select whether the activity is a Task or an Appointment.
Type	This is a user-definable classification for the activity. Select a type from the list, or select “Edit List...” to create a new type.
Sync with Outlook	If this box is ticked, the activity will be synchronised with Outlook whenever a sync is performed. If this box is not ticked, the activity will not be included in synchronisation operations.
Subject	Type a brief description of the activity and its purpose.
Company Contact	Assignment of an activity to a Company and/or Contact is optional. Where assigned, the activity will appear on the Activities tab of that company (Debtor, Creditor, Non Account) and/or the Contact screen.

Note: When entering the Company name, use the search option by typing **?** and pressing **TAB**.

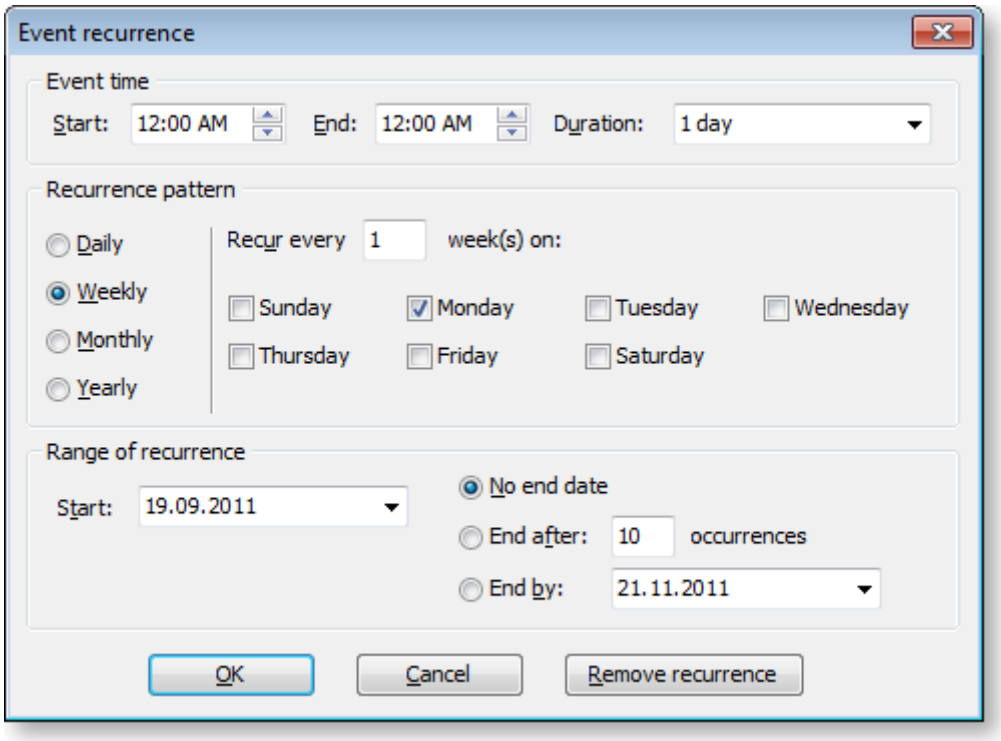
Opportunity	This field is only available when the EXO Business CRM module is licensed. Specify an Opportunity to associate the activity with. This field is optional.
Label	A label can be specified for the activity - this affects how it will appear on calender displays.
Priority	A priority (Low, Normal or High) can be specified for the activity. Low and High priority tasks are indicated with an icon on calendar displays.
Status	The Status setting has predefined list entries, but these may be edited or added to using the "Edit List..." option. For Tasks, clicking the **Mark Complete** toolbar button automatically updates this property to "Completed".
Assigned To **Assigned By**	The EXO Business Staff members that the activity was assigned to and by.
% Complete	This property applies to Tasks only. Specify the percentage completion by entering a number or using the arrow controls. Clicking the **Mark Complete** toolbar button automatically updates this property to 100%.
Start Time **End Time**	The start and end time for the activity.
All day event	If this is selected, the selections for the time of day will disappear as they are no longer valid.
Reminder	If you tick this checkbox, the system will pop up a reminder from the system tray after adding a reminder icon. Reminders can be enabled or disabled using the **Enable Reminders** option on the Tools menu of the Activity Search window/Dashboard widget.
Show time as	This property applies to Appointments only. Select how to display the time for this activity on the Task Scheduler. Choose from: • Free • Tentative • Busy • Out of Office

Note: The relationship between the **Status** and **% Complete** properties is automatically maintained. For example, setting **Status** to "Completed" automatically updates the **% Complete** value to "100" and vice versa.

Once all properties are configured, click **Save and Close** on the toolbar to save your changes.

Activity Recurrence

Click the **Recurrence** button to set an activity as recurring and establish the frequency.



Configure the recurrence options and click **OK** to assign this to the new or edited task. If you are editing an existing task and no longer need this recurrence to continue, click **Remove recurrence** to remove this from the calendar.

Resource Allocation

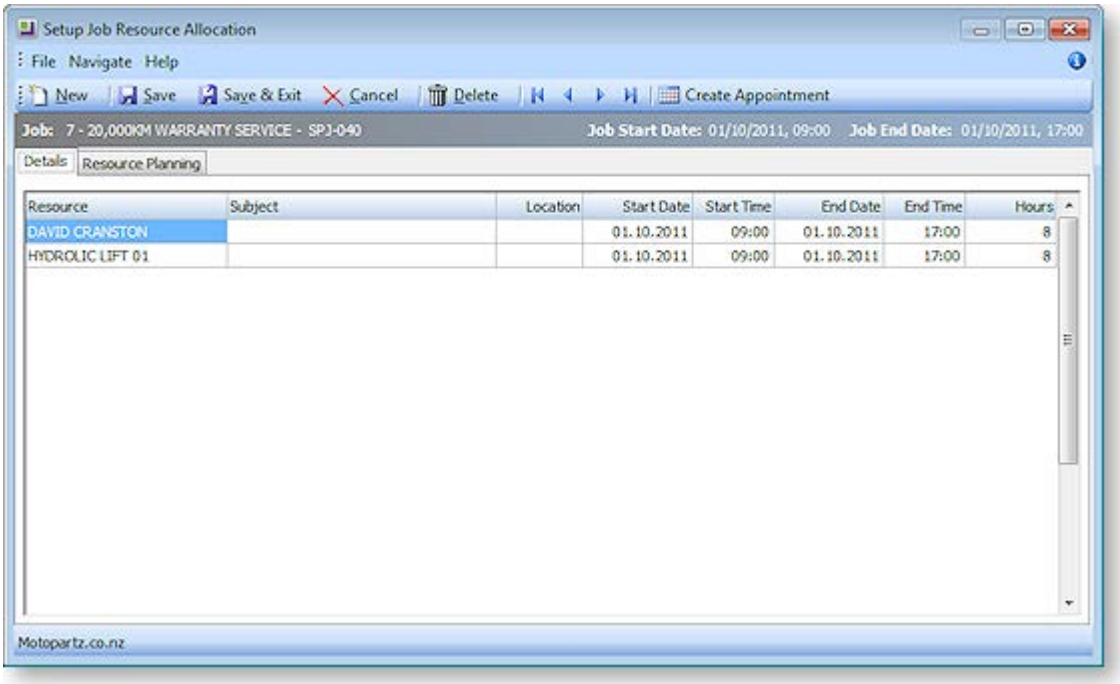
Resource allocation allows resources such as staff and plant to be booked against a job. This can also generate appointments in the Microsoft Outlook calendar.

Creating a Resource Allocation

Resource allocations can be created in several ways:

- Right-click on a job on the Job Overview tab (see page 50) of the Job Management screen and select **Assign Resources**.
- Click the **Resource Allocation** button on the toolbar of the Details tab (see page 36) or Activities tab (see page 88).

The Setup Job Resource Allocation window appears.



Enter commitments for staff or plant, then click **Save & Exit**.

You can see a graphical overview of all resource allocations on the Resource Overview (see page 94) tab.

Note: When allocating resources, the system checks for over-allocations and checks that the Start and End Dates fit within the dates for the job. If either check fails, you are presented with a warning message. Two profile settings, **Resources - Check for Resource Over-Allocations** and **Resources - Synchronise Job and Resource Dates** are available to enable/disable these checks.

Note: If the job's Start and/or Due Date are changed, the resource allocation dates are automatically updated.

Creating Activities

When a resource allocation is created, an Activity (see page 88) for the relevant staff member is automatically created in the EXO Business system. Activities can be viewed in the Activity Search widget, which is available on the main interface of both the Job Costing module and the EXO Business core.

Note: If the resource is not associated with a staff member, the Activity will not appear on the Activity Search widget. It may be useful to set up a dummy staff account to associate non-staff Resources with.

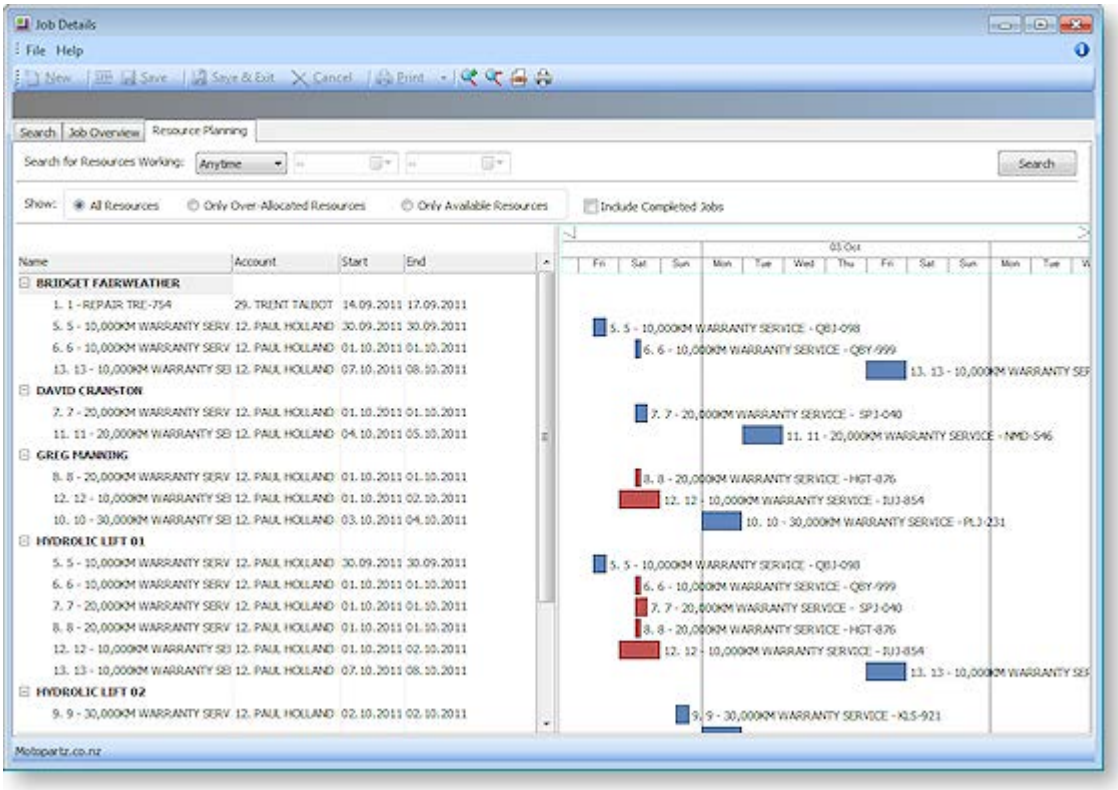
Integration with Microsoft Outlook

Individual allocations can be sent to Microsoft Outlook as calendar appointments by clicking the **Create Appointment** button. The job description is used as the body of the message.

Note: After an Outlook appointment has been created, changing an entry in Job Costing or in Microsoft Outlook will not update the other entry.

Resource Overview

The Resource Overview tab available on the Setup Job Resource Allocation window (see page 93) and the Job Management screen (see page 48) provides a graphical representation of all resource allocations (see page 93) in the system.



The tab is initially blank. To display resource allocations, select a time range from the **Search on Resources Working** control at the top of the tab and click **Search**.

Note: The chart does not update automatically as job details are changed. To update the chart, you must click **Search** again. If the **Show Resource Overview screen needs refresh warning** User profile setting is enabled, a warning message alerts you when a job has changed.

The main section of the Resource Overview tab contains two areas:

- An expanding list of all resource allocations matching the filtering criteria is displayed on the left. You can select a **Show** option to list only over-allocated resources, available (i.e. not over-allocated) resources or all resources. Click the plus or minus boxes next to a resource to expand or collapse the allocations underneath it. Double-click on a job's name to view the Setup Job Resource Allocation window for that job (see page 93).
- A chart showing the resource allocations on a calendar display. Resource allocations are represented as coloured bars. Over-allocated resources are highlighted in red. Double-click on a bar to view the Setup Job Resource Allocation window (see page 93) for the job that relates to the bar.

You can drag the divider between these two areas to give more or less room for each.

Navigating the Chart

Use the arrow buttons on the bar at the top of the chart to scroll it left and right

To change the zoom level of the chart, click the and buttons on the toolbar, or drag the bar at the top of the chart left (zoom in) or right (zoom out).

Click the button to center the chart on the currently selected resource allocation, and expand it to fill the width of the display.

Click the button to print a copy of the chart as it currently appears onscreen.

Serviceable Units

About Serviceable Units

Serviceable Units are an advanced feature of the Job Costing module. It is recommended that you consult with your EXO Business channel partner before implementing.

Serviceable Units refer to items on which work may be required. These could be assets of the company running the Job Costing module or assets owned by their customers (perhaps previously sold to the customer).

Serviceable Units can maintain a significant amount of information and history for the unit. To that extent they could be thought of as technically similar to Contacts but applying to asset items rather than people.

A Serviceable Unit may optionally be associated with a stock item code and may even be associated with a serial number of that stock item.

Serviceable Units may also have parent child relationships.

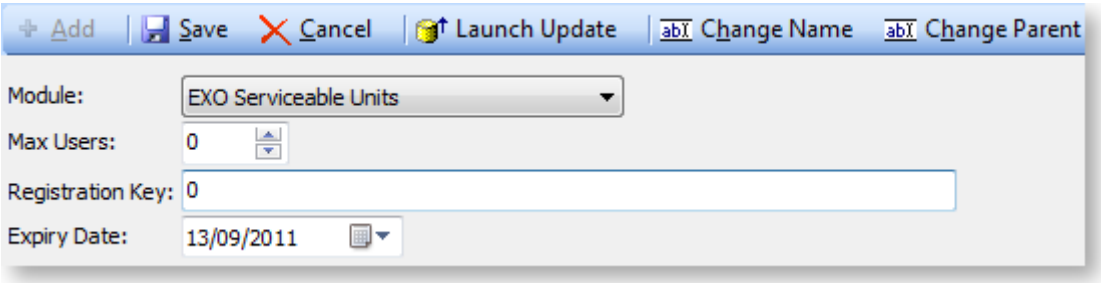
Tip: When this Units feature is enabled, an extra Serviceable Units tab is available on the Debtors screen in the core EXO Business application. This tab lists any Serviceable Units relating to the Debtor account.

Installing Serviceable Units

Serviceable Units functionality is not installed by default. To add this functionality, a licence code for Serviceable Units must be acquired and installed. (The Serviceable Units feature does not have a separate executable; the functionality is included in the Job Costing module and the MYOB EXO Business core product when installed.)

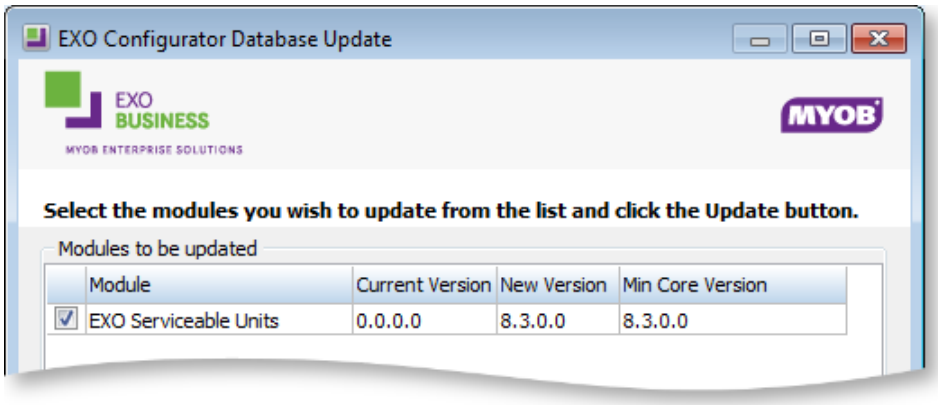
To install this licence:

1. Open the MYOB EXO Business Configurator application and click the **Add** button on the **Company > Registration** section.
2. Select Serviceable Units in the combobox and fill out the licence details supplied with your licence.



3. Click **Save**.

4. You now have to add the required additional tables and fields (metadata) to your database. To do this, click the **Launch Update** button. The Database Update window shows EXO Serviceable Units in the top grid.

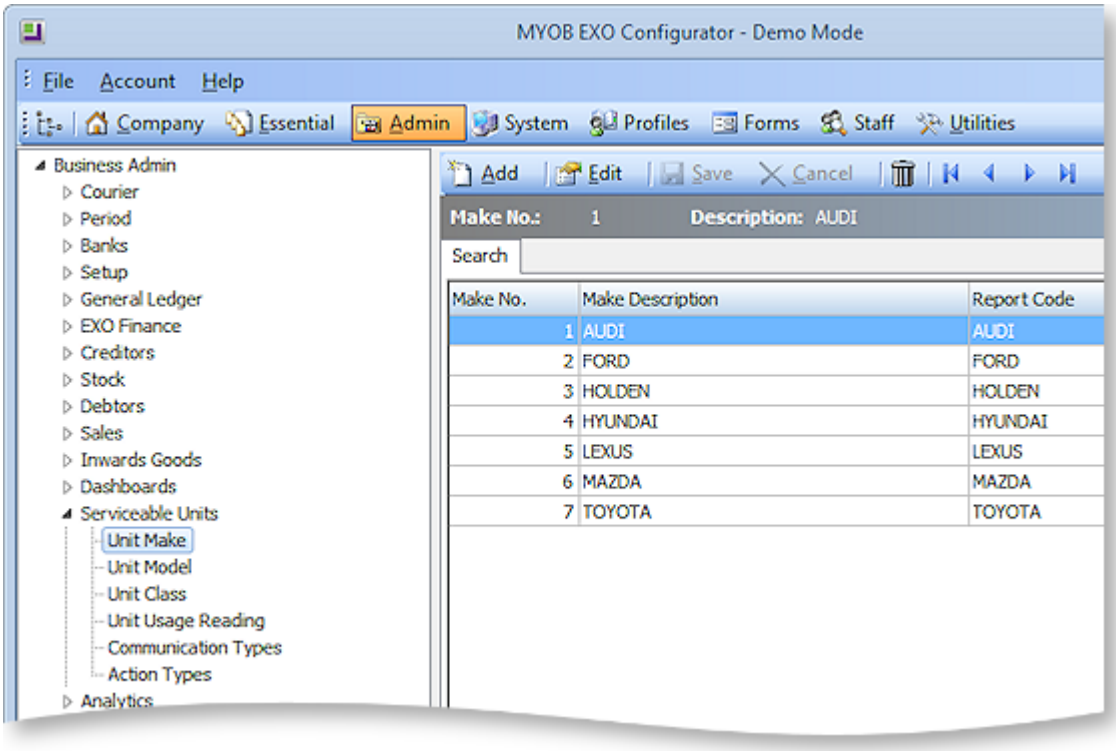


5. Click the **Update** button at the bottom of the screen to complete the task.

Serviceable Units functionality is now available in the Job Costing module.

Configuring Serviceable Units

Once the Serviceable Units feature has been installed, a Serviceable Units node becomes available in the Business Admin section of the MYOB EXO Business Configurator application.



The sub-nodes under this node allow setup of a number of codes and descriptions for various properties that may be set for a serviceable unit. These include:

- Unit Make
- Unit Model (subsets of Unit Make)
- Unit Class
- Unit Usage Reading
- Communication Types
- Action Types

Tip: Makes, Models and Classes can be created from the Serviceable Units window if the **Allow creation of new Make, Model and Class** User-level profile setting is enabled.

Serviceable Units can also be assigned one or more warranties. Set up warranties in the Configurator at **Business Admin > Stock > Warranty**.

You can also set up the Job Costing menus to provide direct access to the Serviceable Units screen under the Accounts menu. This is done via the menu editor in the Configurator at **Staff > Menus > Dropdown Menu**.

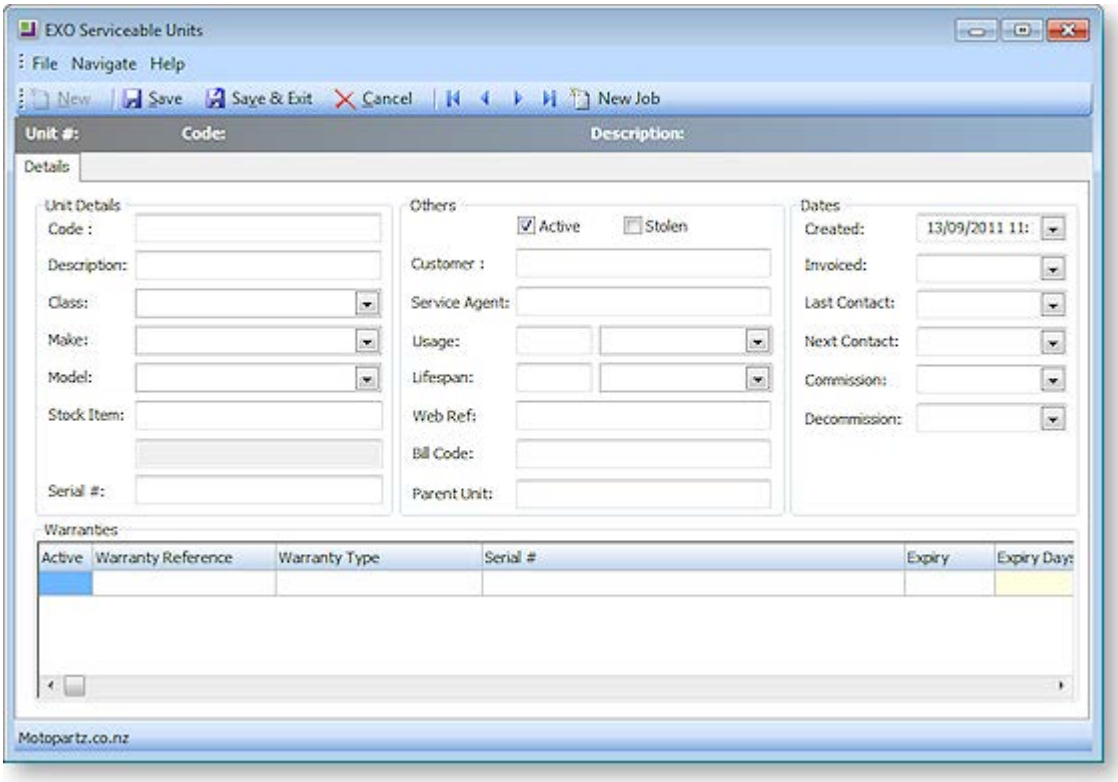
Creating Serviceable Units

It is also possible to create a Serviceable Unit directly on the Job Management screen. This accommodates creating an entry for a unit when the first job for that unit is encountered, e.g. a new client brings their car in for servicing. If you have added the Serviceable Units option to your menu, you can create Serviceable Units independently of a job and then use them in a job at a later time e.g. selling a car and anticipating it being brought in for servicing. In either case the Serviceable Units screen is identical for both workflows.

When the Serviceable Units feature is installed (see page 96), the Details tab (see page 36) on the Job Management screen shows an additional Serviceable Units sub-tab at the bottom of the screen. This allows pre-loading a list of units to be referenced on the job. New units may be created here or selected from the global list of units previously created (e.g. another service of a unit previously serviced).

To create a serviceable unit, right click on the Serviceable Units sub-tab and select **Create New Serviceable Unit**. Alternatively, you can click the **New** button on the Serviceable Units search window.

The Serviceable Units window appears:



Most of these fields are self-explanatory however some comments follow:

- **Serial #** only applies if the stock item is serialised (see page 111).
- Both the **Customer** and **Service Agent** can be chosen from a search window of companies (list contains both Debtors and Creditors).
- **Bill code** refers to a Bill of Materials code (optional).

A **New Job** button is available on this tab to create a new job (see page 36) from the Serviceable Units window.

If the **Allow creation of new Make, Model and Class** User-level profile setting is enabled, a button is available on this tab to create Makes, Models and Classes from the Serviceable Units window.

Warranties

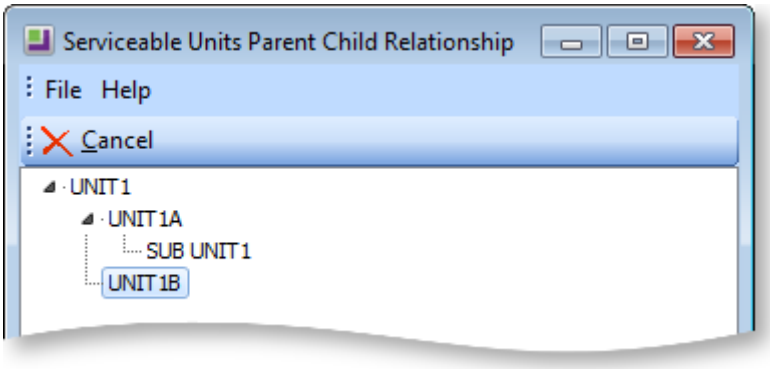
Warranties are optionally added by right clicking in the warranties grid and selecting **Insert Warranty**.

Parent Child Units

Serviceable units can optionally be organised into parent-child relationships. More than one level of relationship is permitted.

To establish a unit as being a child of another unit, specify the parent unit for the **Parent Unit** field.

From any unit the parent child relationship tree can be viewed by clicking the toolbar icon.



The current unit will be highlighted in the tree. Any other unit may be drilled to (opens another instance of the Serviceable Units screen).

Additional Tabs

Once the required information on the Details tab is entered, additional tabs become available. Most of the additional tabs on the Serviceable Units window work in a similar way to their equivalents in the Debtors or Creditors account screens and are documented in the main MYOB EXO Business online Help. They are listed here with brief descriptions.

Contacts

The unit may have changed hands during its lifetime. The Contacts screen can be used to create a list of contacts associated with the unit, therefore the item is another entity that may form a role with each of these contacts.

Contact History

This tab displays history notes for the serviceable unit. This operates in similar fashion to Debtors accounts but the history is tagged to the unit.

Serviceable History

This tab displays any transactions that are associated with the unit. A **New Job** button is available on this tab to create a new job (see page 36) from the Serviceable Units window.

Notepad

Free-form text can be entered against the unit.

Schedules

A maintenance schedule can be established on this tab. This can comprise multiple entries.

Click **New Schedule** to add an entry or double-click an existing entry to edit it.

Docs

This tab allows the Document Manager function to link external documents to the unit.

Using Serviceable Units in Jobs

The list of serviceable units entered on the Details tab (see page 36) of the Job Management window forms a short list of units that may participate in the job.

One of these units will be the default. The default may be changed by right-clicking another unit and selecting **Set as Default**.

Pre-existing serviceable units may also be added to the job by right clicking in the grid and selecting **Assign Serviceable Unit** and then selecting from a search screen. A unit may be removed from the job by right clicking it and selecting **Unassign Serviceable Unit**.

Assigning Job Lines to Serviceable Units

When the Serviceable Units module is installed, you can use the **Select visible columns** function of the ExoGrids on the Timesheet, Costs, and invoice tabs to show a Serviceable Units column.

To change the serviceable unit on a line, enter “?” in this column to select a Serviceable Unit from the short list entered in the job details tab. A search screen of these units appears.

Note: Lines added to a job will automatically be tagged to the default serviceable unit listed for the job. It is therefore recommended that you construct the serviceable units list on the Details tab of the job before adding lines to the job.

Reports

A number of inbuilt reports exist in the Job Costing module. The Clarity library also contains additional reports and users may create additional ones using the Clarity designer. Your MYOB EXO Business trained professional will assist you in creating customised reports.

The inbuilt reports and standard clarity reports are available under the Reports menu.

Note: It may be necessary to edit the Reports menu at **Staff > Menus** in the EXO Business Configuration Assistant to make all of these reports available.

Inbuilt Reports

All inbuilt reports initially display to screen but may then be printed using the toolbar button in the preview.

Job Costing Report (see page 102)
This report details all information recorded against a specific job, including any quotes.

Job Status Report (see page 102)
This report displays totals of estimates, time, materials and invoiced amounts recorded against each job meeting the criteria of the job statuses selected and a grand total for each.

Work In Progress (see page 103)
This report displays totals of estimates, time, materials and invoiced amounts recorded against all jobs. From here specific jobs can be selected. Also from this report direct access is available to Job Details and the Job Costing Report.

Staff Time Report (see page 104)
This report displays details of hours spent on all jobs, the hourly rate and the total sell price of labour for each job for a staff member during a specified period of time. From this display the direct access is available to the Job Costing Report.

Already Invoiced Report (see page 105)
This report displays principal information of invoices created relating to a job. The actual invoices generated for this job can be displayed from this screen.

Master Details Report (see page 105)
This report displays totals of estimates, time, materials and invoiced amounts recorded against all sub jobs for the selected master job. From this display direct access is available to the Job Costing Report. There is also a Clarity version of this report.

Clarity Library Reports

Job Analysis (JCTAnalysis.CLR)
This report runs for one job at a time and gives the invoice & job summary as displayed on the Analysis tab in the Job management screen. The report also lists the line level markup and margin details for the Quote, cost and time tabs.

Job Status Report (JCHStatus.CLR)
This report has lots of run time parameters available like job status, due date range, completion date range etc and is similar to the inbuilt report. The jobs are grouped by status and each job can be drilled down to view the transaction line details along with a summarised markup% and margin% by the line status.

Work in Progress (JCHWIP.CLR)
This report lists work in progress for all jobs. No parameters are required. The user can drill down on each job to view the transaction line details.

Labour/Resource Analysis Report (JCTLAbour.CLR)
This is similar to the inbuilt staff time report but can optionally list all staff (resources) in one report.

Job with Invoices/Charges (JCTAlreadyInvoiced.CLR)
This is similar to the inbuilt Already Invoiced Report. The report lists all the jobs that have been invoiced and the user also has the provision to view the invoice details for the job.

Job with No Invoices/Charges (JCHUninvoicedjobs.CLR)
The report lists all the jobs which have no invoices/charges and gives basic details of the jobs like the job code, title, account, job manager, due date, customer order number, status, the current WIP amount and the Current WIP time amount.

Job Transaction Report (JCTTrans.CLR)
This report shows the job at a line detail level and a summary by cost group and cost type.

Master Detail Report (JCHMaster.CLR)
This report displays totals of estimates, time, materials and invoiced amounts recorded against all sub jobs for the selected master job.

Job Costing Report (JCHCost.CLR)
This report can be printed for an individual job or a combination list of job statuses can be specified.

Purchases Listing by Jobs (JCHPurchases.CLR)
The report lists the various purchases that exist per job. The purchases are categorized as invoiced, costed awaiting invoice, instore awaiting costing and ordered awaiting delivery.

Job Cost Summary (JCHSummary.CLR)
The report gives summarised information like the time, materials, invoiced value, job value, realised profit etc for the selected jobs.

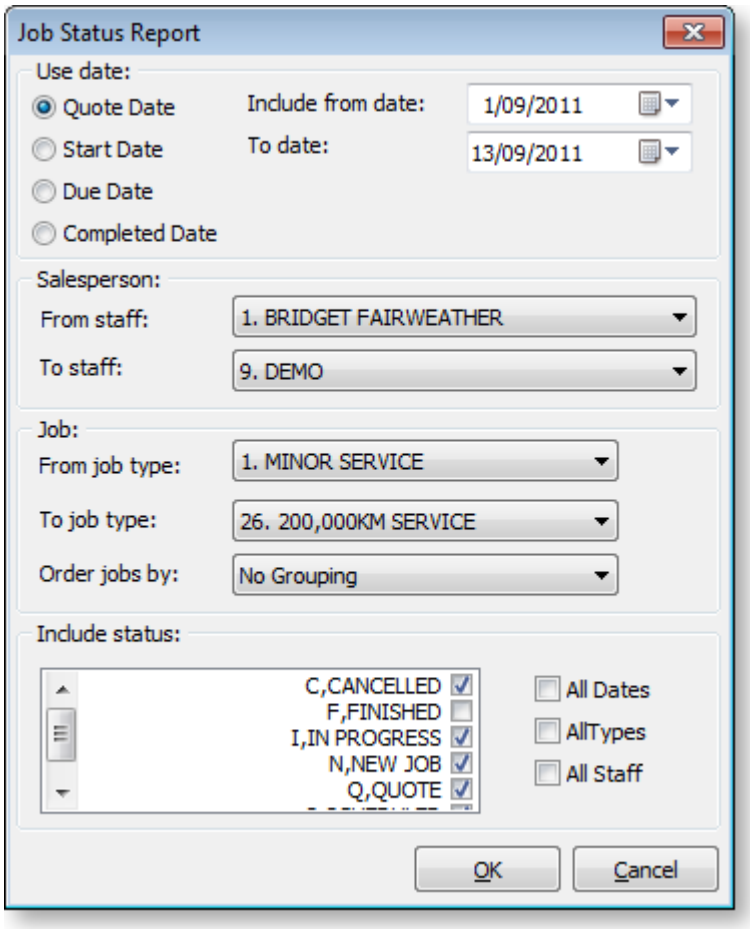
Job/Quote Comparison report (JCTComparison.CLR)
The report has been developed to give a comparison between the quotes and the actuals. It displays the details of quotes and actuals for each job in terms of quantity, cost price and selling price. It gives the comparison between quotes and actuals, in terms of percentage variance (+/-) , for various cost groups and cost types in each job. It also has a summary at the end of the report, which combines data from all the jobs and gives the comparison between the quotes and actuals for the various cost groups and cost types.

Job Costing Report

To generate the report, select **Reports > Job Costing Report** from the main Job Costing menu. The system displays a search screen of Job headers. Select the job you want to print or preview.

Job Status Report

To generate the report, select **Reports > Job Status Report** from the main Job Costing menu. The following window is displayed:

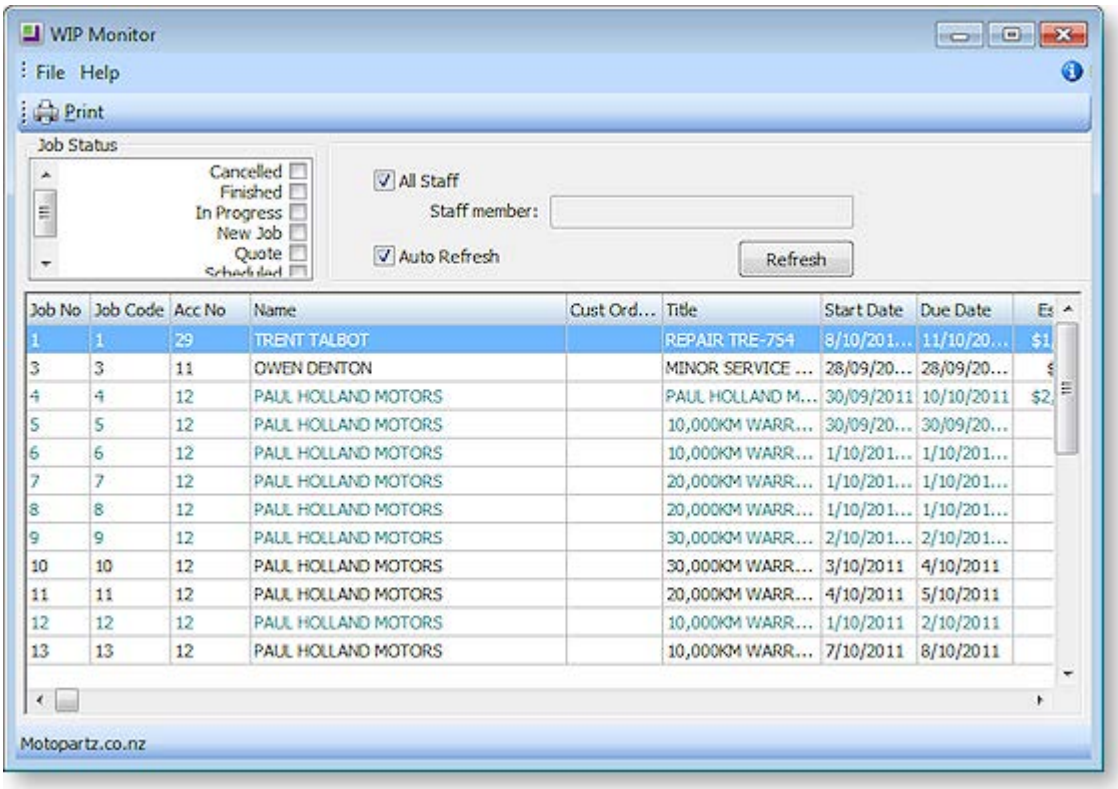


Select the criteria for the report by using the controls on this window.

Click **OK** to generate the report or **Cancel** to cancel the report.

Work in Progress Report

To generate the report, select **Reports > Work In Progress** from the main Job Costing menu. The following window is displayed:



The list of jobs can be filtered by Job Status or staff member.

When the **Auto Refresh** option is ticked, changes to the filters are applied instantly. If this option is not ticked, you must click **Refresh** to display the new selection after changing filters.

Double-click on a job to see the job details (see page 36).

Right-click on a job to view job details or print the Job Costing Report (see page 102).

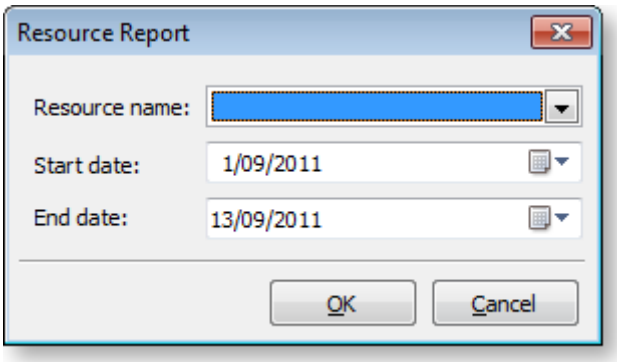
To print the report, select **Print** from the File menu.

To save the report, select **Save As** from the File menu. Type an appropriate name for the file and click **Save**.

Staff Time Report

To generate the report, from the Job Costing Main Menu:

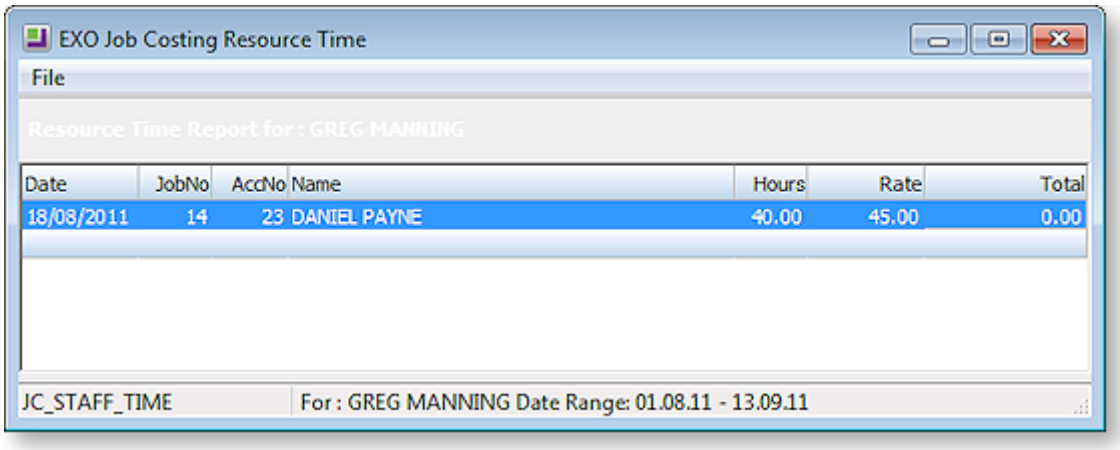
Select **Reports > Inbuilt reports > Staff Time Report**. The following screen is displayed:



Select the Staff Name from the drop down box (Resource name). This can be a staff member or other resource (e.g. plant item) that you have set up.

Select the start and end dates using the drop down calendars which display.

Click **OK**. The system will show a list of jobs and the time for the selected resource.



Tip: To display the Job Costing Report for a job double click on the line of the job. The report maybe displayed behind the Staff time report. To bring to the front click anywhere on any part of the report that is visible

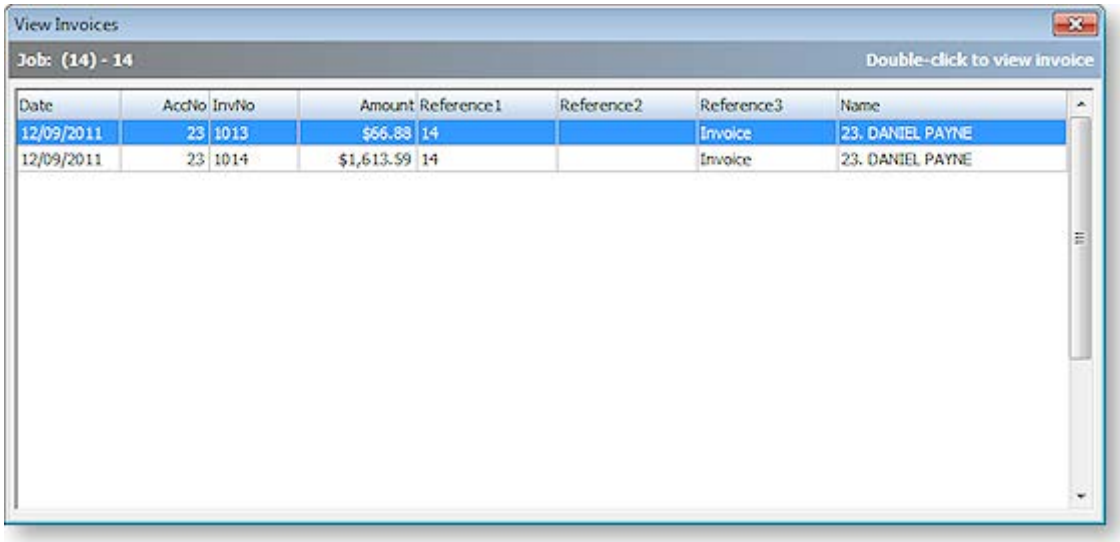
To print the report, select **Print** from the File menu.

To save the report, select **Save As** from the File menu. Type an appropriate name for the file and click **Save**.

Already Invoiced Report

To generate the report, from the Job Costing Main Menu:

Select **Reports > Already Invoiced Report**. The system will display a search screen of jobs. Highlight the job you want to print and click the **Select and Close** button to display the report.

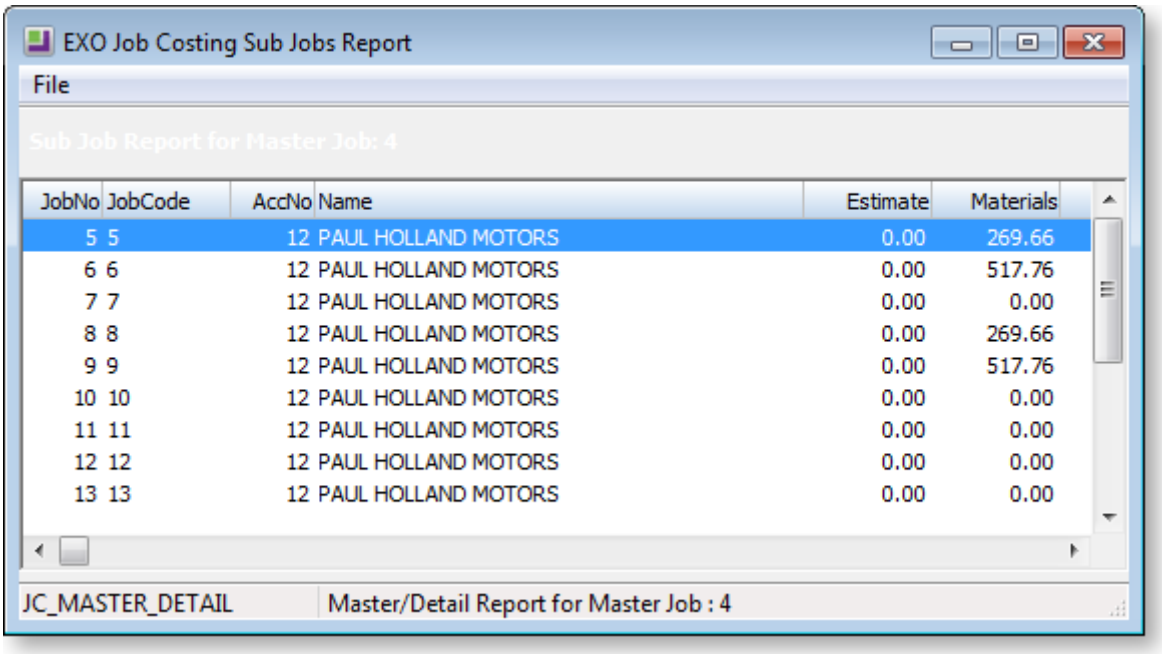


Double-click an invoice line to display the full invoice.

Master Detail Report

To generate the report, select **Reports > Master Details Report** from the main Job Costing menu. The system displays a search screen of Job headers. Highlight the job you wish to print and click the Select and Close button to display the report.

Double click the Master Job to be displayed.



JobNo	JobCode	AccNo	Name	Estimate	Materials
5	5	12	PAUL HOLLAND MOTORS	0.00	269.66
6	6	12	PAUL HOLLAND MOTORS	0.00	517.76
7	7	12	PAUL HOLLAND MOTORS	0.00	0.00
8	8	12	PAUL HOLLAND MOTORS	0.00	269.66
9	9	12	PAUL HOLLAND MOTORS	0.00	517.76
10	10	12	PAUL HOLLAND MOTORS	0.00	0.00
11	11	12	PAUL HOLLAND MOTORS	0.00	0.00
12	12	12	PAUL HOLLAND MOTORS	0.00	0.00
13	13	12	PAUL HOLLAND MOTORS	0.00	0.00

Note: If the job selected is not a Master Job the error message “No Data Found” will be displayed.

Double click on a job line to display the Job Costing Report for that line.

To print the report, select **Print** from the File menu.

To save the report, select **Save As** from the File menu. Type an appropriate name for the file and click **Save**.

Clarity Business Forms

Clarity Forms (CLFs) are identified with specific functions within the Job Costing module. These are essential business forms that are part of the usual business workflow. In contrast, Clarity Reports (CLRs) can be placed on the MYOB EXO Job Costing menu or run via the command line.

Each of the main job forms can have a drop down list presenting a variety of formats.

These are known as a “form file lists” and are set up as comma-separated lists in the company profiles area of the EXO Business Configurator application. A good example is having several different options of quote layout available at printing time, e.g. detailed, brief etc.

The following standard CLF files are available in Job Costing:

Invoice.CLF

The default Debtors Invoice form based on the DR_INVLINES and DR_TRANS tables.

Will display “Copy” if it detects that it has been printed previously. Often a job costing user will link additional job information to the debtors invoice

JobPreview.CLF

This form appears identical to **Invoice.CLF**, but the report itself is derived from Job Transactions and JOBCOST_HDR, as the DR_INVLINES and DR_TRANS entries have not yet been entered. Its purpose is to predict the appearance of the invoice before posting it to Debtors, allowing you to make alterations to the job.

JobQuote.CLF

Used to provide a printout of the job in a customer-oriented format.

JobSheet.CLF

Usually used as a sheet including work instructions and contact details for the job.

Other Job Forms

Form file lists allow you to create any number of job related business forms. Business examples might include Quality control sheets or a stock picking sheet.

Advanced Features

Using Kits in Job Costing

The Job Costing module can handle the inclusion of kitted items (Bills of Materials) in a job. Only Bills of Materials with the **Type** set to "Kit" can be used in Job Costing - "Build" and "Order Template" Bills of Materials are not available for selection.

Tip: See the MYOB EXO Business Help under "Manufacturing" for full information on Bills of Materials.

The benefits of this approach to kits are:

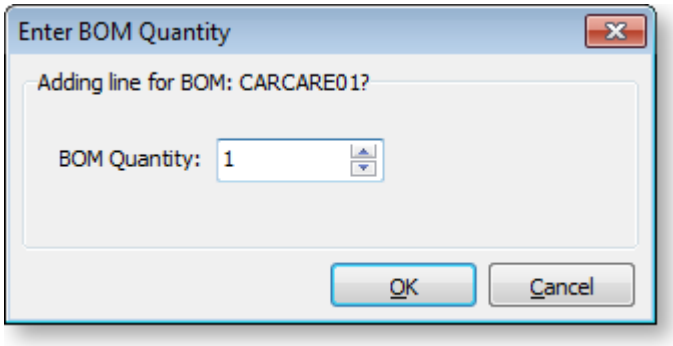
- Kits can be moved as a complete unit from Quote tab to the Cost tab and Invoice tab.
- A kit header line is displayed, which shows the cost and sell price of a kit within a job.
- Components can be added to or removed from the kit after it is placed on the job and the cost and sell price will automatically be rolled up.
- Kits can include non-default component options. These are lines that might represent optional variations to the kit. They are not added to the kit cost totals and are not added to the job unless selected afterwards.
- Kit components can be serialised (see page 111).

Note: Kits must be priced by component, with all component lines shown. The output item is a lookup code, and not a physical stock item. Hidden line price by total kits are not currently supported in Job Costing.

Kit functionality is available in the Quote tab (see page 53), the Cost tab (see page 61) and the Invoice tab (see page 76) on the main Job Management screen.

Adding a Kit to a Job

You can select kits by entering a "." (full stop) in the Code column and pressing ENTER. This opens a list of active kits for you to select from. Bills of Materials of types "Build" and "Order Template" do not appear in the list. After selecting a kit, you are prompted for the quantity of kits that you require.

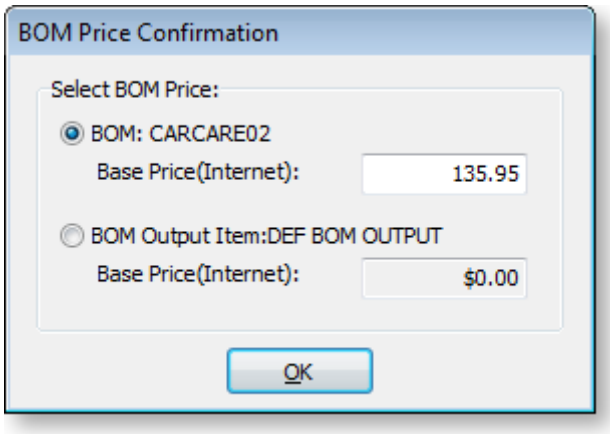


Note: Decimal quantities can be entered if the **Quantities** value at **EXO Business Config > Essential > General Settings > Decimal Places in Numeric Values** is set to a value greater than zero.

When inserting a kit, the system will draw its default components into the tab you are on. A kit header displays in **bold**. Its cost and sell price is calculated from the sum of its component lines, which have a shaded background. Any change to these component lines will result in a change rolling up to the kit header. The job totals are calculated on the sum of the component lines of kits together with normal non-component lines.

Note: Each kit has a unique number assigned to it when it is inserted onto a job. This is so that lines remain attached to their respective kit headers. Lines that are not part of a kit have the value -1.

If the kit is priced by total, then after inserting the kit lines you will be asked to confirm the total price for the kit:



The top option obtains its price from the Bill of Materials setup screen. This price is editable at run time and is apportioned across the kit lines (price rollup / rolldown). If the kit has an output code pointing at a stock item code, the system will test for the best price on that stock code and the result will be offered with the bottom option. This price is not editable but may be selected if desired.

Note: The component lines of a kit may be hidden in the grid by ticking the **Hide Kit Components** checkbox. In this case, only the kit headers will show.

Kit Options

The following options can be accessed from the right-click menu on any kit line.

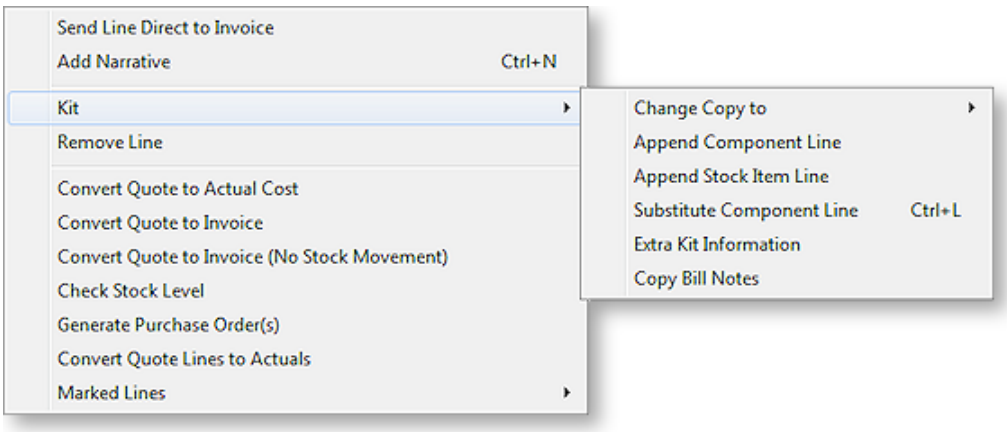
Attach Line to Kit

Right-clicking on a normal (i.e. non-kit) quote or cost line gives the option to attach that line to a kit. At least one kit must exist on the job before this function can be used.

If you select this option, it will offer you a list of kits that exist on this job and if you choose to attach this line, then it will take on the kit ID of the kit chosen and the cost and sell prices for this line will add in to the kit totals. The line will be re-sequenced if necessary and added as the last line of the kit.

Kit Functions

When right-clicking on a kit header or one of its components, a different set of options relating to kits becomes available under the **Kit** sub-menu.



Change Copy To

You can change the **Copy to** value on the entire kit or on single component line. If it appears that you can build a kit from the available stock on hand, you may choose to copy the entire kit straight to the cost tab when the quote becomes accepted and the job lines become activated. Alternatively, it may be necessary for one or more of the component lines to be purchased directly for the job. In this case, the Purchase Order line will remember the kit ID of the component being ordered, and when it is receipted and costed via inwards goods it will re-join the kit on the cost tab.

Append Component Line

This function allows the user to select additional lines from the Bill of Materials setup for addition to the kit. These are lines that have been marked as non-default and therefore were excluded when the kit was originally added to the job. These non-default BOM lines could be substitute items (used in conjunction with delete line of the original component) or common optional extras.

Append Stock Item Line

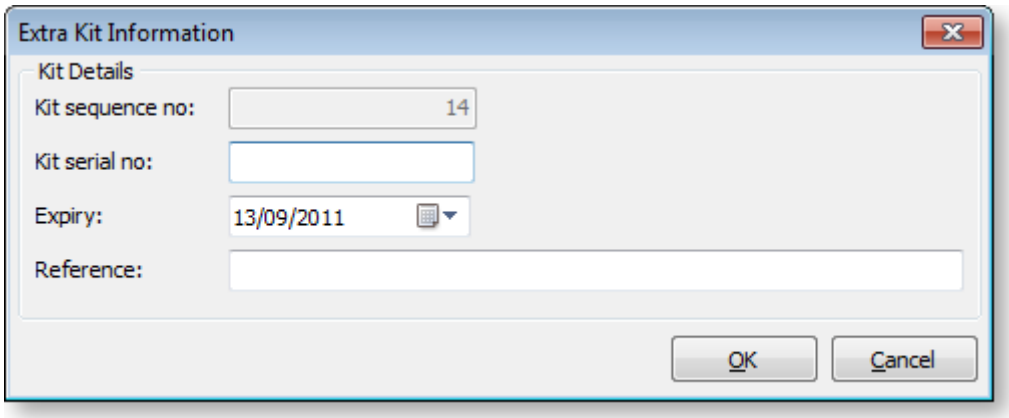
You can append a stock item line from the Stock file. Selecting this option displays the entire stock list in a search screen for selection. The item you choose does not have to be an item pre-configured as optional in the Bill of Materials.

Substitute Component Line

This function is only available when right-clicking on a component line in a kit on the Costs tab. Selecting this option allows you to choose a new component item to replace the selected item.

Extra Kit information

This function allows you to enter additional information for the kit. A periscope-style window is displayed to allow serial number information to be entered if this kit will make an output item:



This information is for record keeping and may be printed on customer reports - the serial does not exist in the main stock serials list. If an asset is produced for the job and this is a serialised (see page 111) item, the serial number must be added there manually. It also does not flow through to serviceable units (see page 96).

Copy Bill Notes

This function allows you to copy the notes established on the Bill of Materials setup screen into a narrative on the kit header line within the job. The narrative may then be customised as required and therefore the notes of the Bill of Materials may constitute a template.

Duplicate Kit

This function creates another instance of a kit already existing on a job, and is only available when right-clicking on the header line of a kit. Copying a kit is different from inserting a kit from the Bill of Materials setup, in that it will copy any customisations of the kit (such as added lines etc).

Tracking Serial Numbers

About Serial Number Tracking

The Job Costing module offers advanced serial number tracking features. This includes the ability to pre-assign serial numbers to work in progress prior to the invoicing stage, if your work in progress location is not zero and you are moving stock on entry to the job. Serialised lines can be copied from one job to another along with non-serialised lines by using the **Copy** button on the Quote and Cost tabs.

To use these features, your work in progress stock location must be a valid stock location (i.e. not zero).

The mode of serial tracking can be set on individual stock items. Job Costing supports tracking for Debtor Only (Out only), Creditor Only (In only) or Debtor and Creditor (In & Out Only).

Note: Limited support is provided for Fully Tracked serials. For a serialised item tracked internally (including Fully Tracked), the system will prevent a line moving from the Quote tab unless a serial number is pre-assigned. Any mode that incorporates the Internal attribute can cause problems with the stock transfers to and from WIP unless the serial is known at all steps. The pre-assignment requirement means that the serial number must exist in stock before the Quote line can be sent to another tab. This particularly precludes creating a Purchase Order inside a job for such an item.

To use these features you must enable two company-level profile settings in the MYOB EXO Business Configurator application:

- **Enable serial number tracking** - This setting gives overall control over the enabling of serial number tracking features in all modules.
- **Allow serial number assignment** - If this setting is not enabled, only the invoice production will prompt for serial numbers.

Using expiry dates is optional. These can be used for Warranty or shelf life limits.

Serial Numbers and the Quote Tab

MYOB EXO Business has a profile setting that allows actual costs to be recorded on individual serial numbers of an item. This is not a form of FIFO stock but does record the cost that the serial was receipted to stock with. This can be useful for high value items where shipments vary significantly in cost. In such cases, when quoting, it may be desirable to know the individual serials cost in terms of negotiating a selling price.

The Quote tab has the ability to display a **Pref. Serial#** (preferred serial number) column using the **Select visible columns** right-click menu option for the grid. This allows the operator to choose an existing serial that is in stock and not associated with another job. Enter the usual “?” to search in this column will display a list of serials that:

- Are in stock
- Are not pre-assigned to another transaction (e.g. Job, invoice or Sales order)
- Have not been selected as a preferred serial in another job line

Note: This third point makes this list different from just the unassigned serials that occur elsewhere in EXO Business products. Using a serial number in this indication of preference does not lock the serial number from being used elsewhere in the processing like pre-assignment does.

Serial Numbers and the Cost Tab

If serial numbers are enabled and assignment is allowed, then whenever you save the job, the system detects if you have any have serial numbered items on the Cost tab (see page 68) that have not yet been assigned a serial number and it will give you the opportunity to assign them. This includes serialised items that have been copied from another job using the **Copy** button on the Cost tab. If you have already assigned the serial numbers but want to remove or re-assign them you can call the Serial number assignment screen by clicking the **Save and Prompt for Serial Numbers** button (1234).

> **Note:** Serial number pre-assignment does not apply to lines that have not left the **Quote tab (see page 111)**.

Ultimately you will be forced to reconcile any outstanding serial numbers before you invoice these items.

Serial Numbers and Purchase Orders

If an item is tracked into store (Creditor) and goods are receipted into work in progress via inwards goods, the serial number will automatically be assigned to the job without need for further user intervention.

If a job line containing a serialised item is cancelled (i.e. its **Status** is set to "X"), then the serial number associated with it is automatically de-assigned and released back into the free serial number list. Cancelling the transaction moves the stock out of work in progress and puts it back into the default stock location.

Progress Billing

About Progress Billing

Progress Billing is sometimes also known as contract invoicing.

> **Note:** This is an advanced feature. It is recommended that you consult with your MYOB EXO Business channel partner before implementing.

Progress Billing allows a group of job cost lines to form a Billing Schedule entry.

When Progress Billing is enabled, the Billing Schedule tab (see page 88) appears on the Job Management screen.

Billing Schedules

Progress Bills are charged through a lookup stock item whose code starts with the "@" character. One of these will have been automatically created in your database.

Generating Billing Schedules

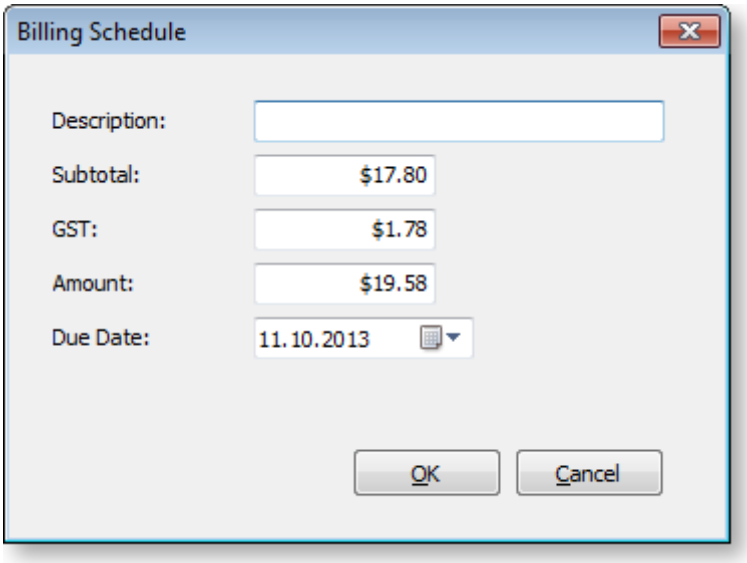
A progress billing entry may be created in several ways:

- On the Billing Schedule tab (see page 88), enter details directly into the grid.
- On the Quote/Budget tab (see page 53), the Marked Lines submenu will have an option to **Generate Billing Schedule**.
- On the Timesheets (see page 61), Costs (see page 68) and Invoice (see page 76) tabs, the Marked Lines submenu will have an option to **Allocate to Progress Invoice**.

From the Quote tab

The Generate Billing Schedule function allows a schedule for billing to be created at the time of quote.

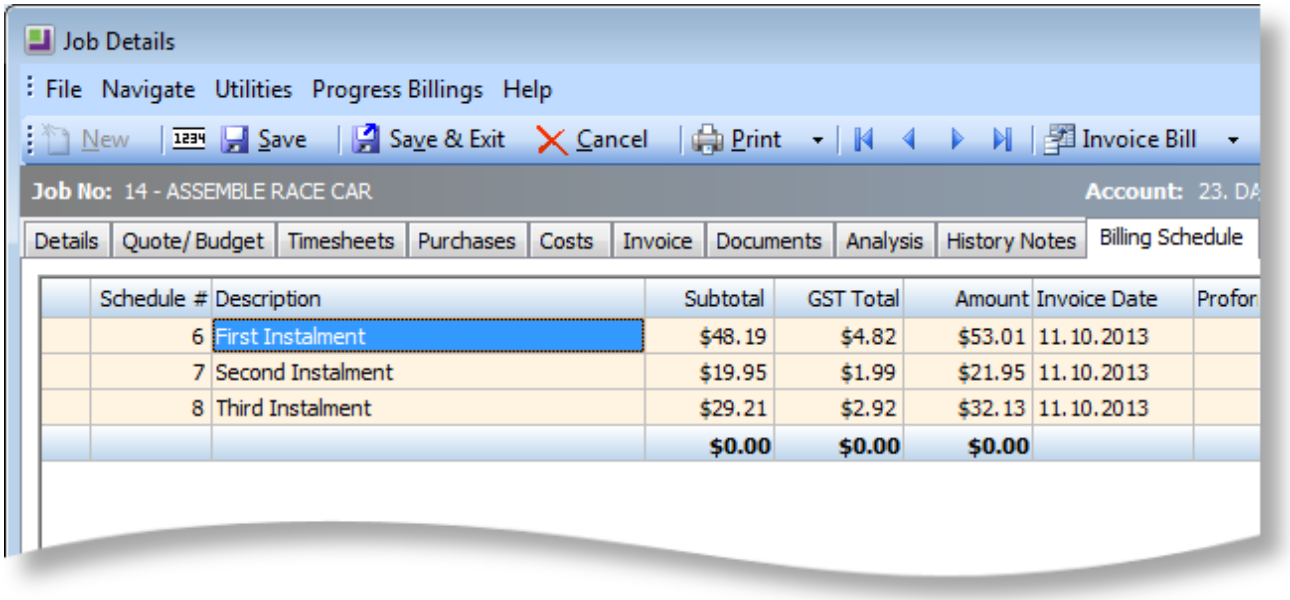
1. On the Quote tab, mark some lines that have not been sent to another tab.
2. On the right-click menu select **Marked Lines > Generate Billing Schedule**.
3. A schedule window will appear for you to enter a description and due date (which is the date when the invoice is due to be created). The values are summed from the contributing lines and cannot be altered.



4. Click **OK**.

If you want additional schedules then you can repeat this for additional groups of marked lines.

These schedules will now appear on the Billing Schedule tab.



You can also create schedules manually on the Billing Schedule tab by pressing the down arrow on the grid and manually entering in a new schedule. You can specify the value manually or leave it at zero pending allocation of work in progress at a later time.

Adding Information

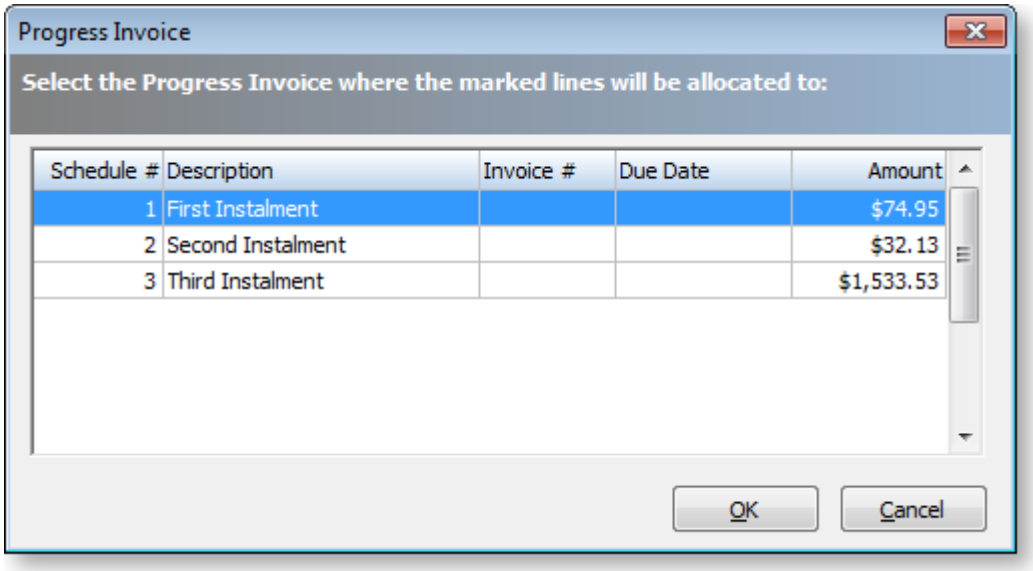
Additional information can be added to the schedule by completing the following columns on the Billing Schedule tab:

Field	Description
Due Date	The anticipated date for creating a tax invoice.
Allow Allocation	Select "Y" to allow work in progress lines to be allocated to the billing schedule. If "N" is selected, the schedule will not appear on the Progress Invoice window for allocating lines.
GL Code	The General Ledger code the schedule is to be billed to. **Note:** The **Enable display and override of GL code from stock item** profile setting must be enabled for the GL code to flow through to the invoice; otherwise by default the invoice picks up the GL code for the stock item.
Percentage Complete	Enter a percentage to allow monitoring of progress of WIP relative to the schedule.

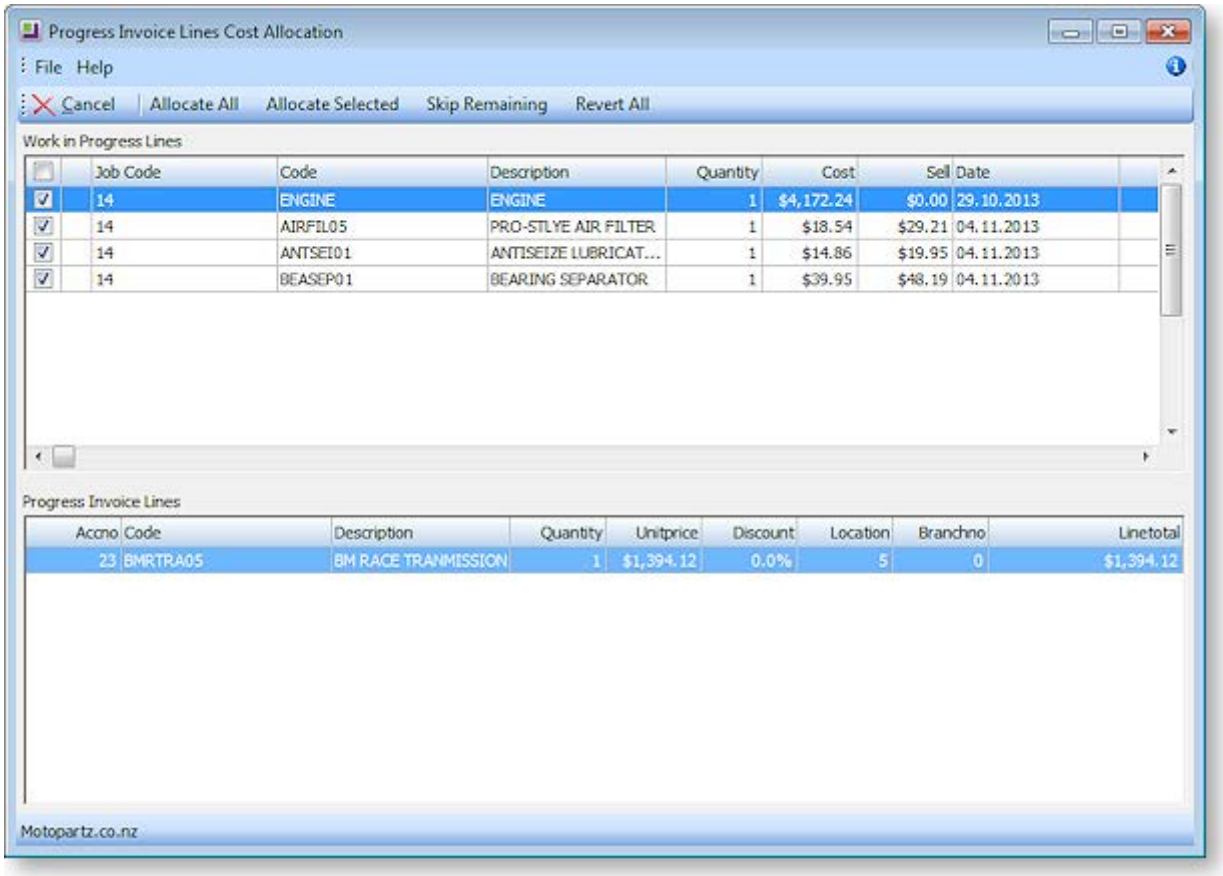
Allocating Work in Progress Lines

Work in progress lines on the Timesheets (see page 61), Costs (see page 68) and Invoice (see page 76) tabs can also be allocated (added) to a billing schedule. Mark the required lines and from the right click menu select **Marked Lines > Allocate to Progress Invoice**.

The system will prompt for the progress invoice to which the lines are to be added.



Click **OK**. The following window appears:



This window lets you confirm which lines you want to add to the invoice. The top section of this window displays the lines that you selected on the Timesheets, Costs or Invoice tab; the bottom section displays the lines that are currently included on the selected invoice. Select the lines to add (by default, all lines are selected), then use the toolbar buttons to allocate them to the invoice.

Invoicing Billing Schedules

Pro-forma Invoices

Pro-forma invoices may be generated from each of the scheduled bills. Highlight the schedule that you wish to action. The option to generate pro-form invoices is available in two places:

- Select **Progress Billing > Proforma Invoice** from the toolbar on the Billing Schedule tab (see page 88).
- Right click on a line on the Billing Schedule tab and select **Proforma Invoice**.

The invoice will print, and a number will be allocated and shown in the Proforma Invoice column.

Tax Invoices

The **Progress Billing** dropdown and right-click menus also have options for creating a true tax invoice (**Create Invoice**).

Note: Be sure to set the appropriate General Ledger code in the GL Code column before invoicing.

Selecting this option opens the standard EXO Business Invoice Entry window. After invoicing, the invoice number will show in the Invoice No column and the background colour of the row will be green. The right-click menu now includes an option to **View Invoice**.

Retentions

Retentions are an additional option that may be used to extend the functionality of progress invoices. Like Progress Billing, retentions are not activated in a standard Job Costing install and therefore associated properties do not appear by default. After consultation with your EXO Business channel partner, they will be able to activate this feature for you.

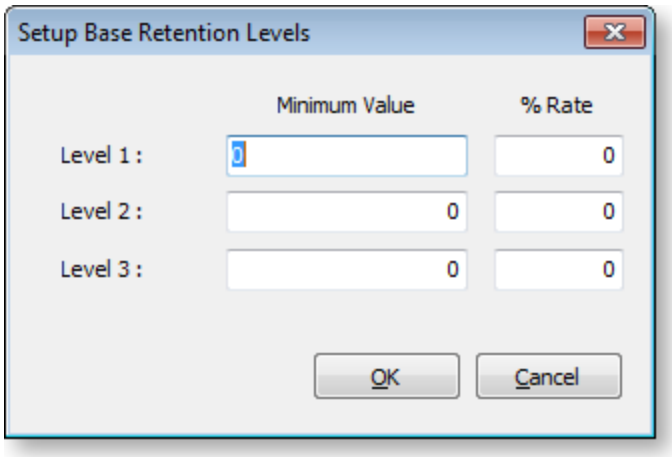
Note: Retentions are not a standard supported feature. This feature has been designed in a very specific manner - care must be taken to ensure its suitability before implementation by the EXO Business channel partner.

Retentions apply in some industries, such as the building industry, where the customer retains a certain portion of the bill to ensure that any follow up work required for merchantable quality is provided. From an accountant's perspective this can be a complex topic and advice is recommended before implementing this option.

Default Retention Rates

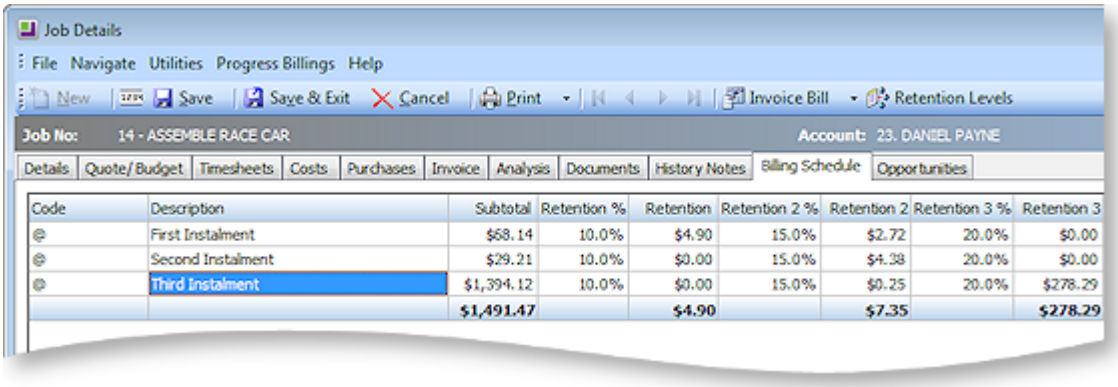
You will need to add the menu item **Setup Retention Rates** to the menu of your Job Costing main form via the menu editor in the MYOB EXO Business Configurator at **Staff > Menus > Dropdown Menu**. This will allow you to set the default retention levels for use in your database.

Select this menu item to establish the base rates appropriate to your industry.

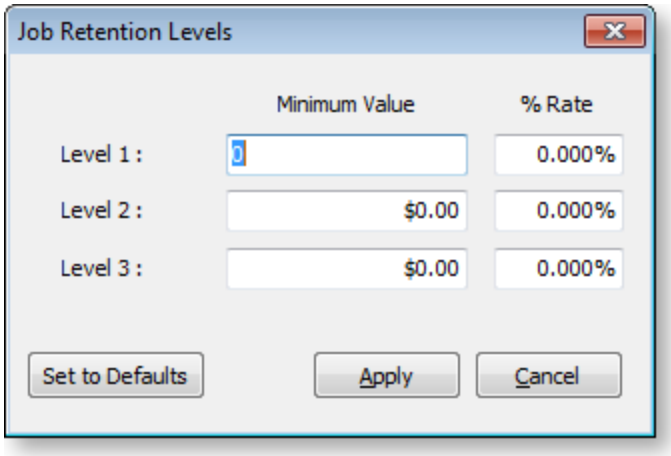


Creating Retentions in the Billing Schedule

When retentions are active, additional columns are available on the Billing Schedule tab and a **Retention Levels** button appears on the toolbar:



To set the retention values for a row, highlight the row and click the **Retention Levels** button. The Job Retention Levels window appears:



Either click **Set to Defaults** to pick up the base rates established earlier or enter the default levels and rates manually. Click **Apply**.

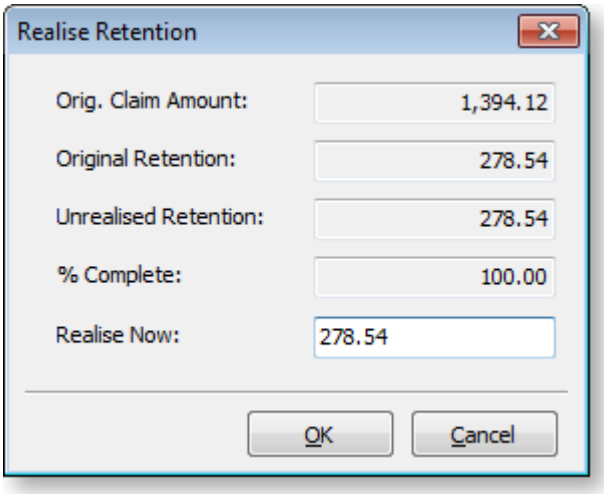
The retention rates and computed dollar amounts appear in the various Retention columns on the Billing Schedule tab. These columns are not editable, but may be reset using the **Retention Levels** button again.

When the tax invoice is created for a row containing retentions, the retention value shows as a deduction on the invoice. This utilises a stock item with code RETENTION (this item is automatically created in your database).

Realising a Retention

Realising a retention means invoicing that retention. To realise a retention, right-click on the cell value of the retention you want to realise, then select **Realise Retention**.

The Realise Retention window opens, allowing you to adjust the value you wish to invoice.

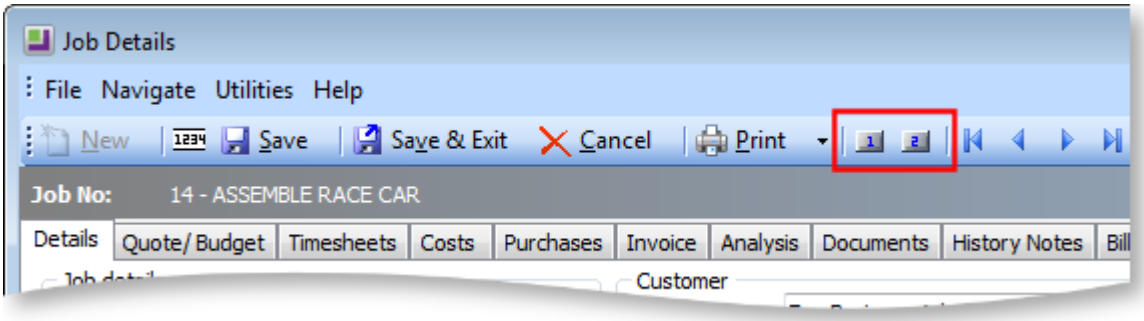


Click **OK**. An Invoice window appears.

Complete this in the normal manner. The cumulative retentions value will now appear in the **Retention Realised** column. Repeat the process when further retentions need to be realised. The value in the popup will default to the balance due.

Custom Buttons Overview

Job Costing incorporates custom buttons that can call an executable file (a file which will run another portion of MYOB EXO Business) and pass it the connection name, user name, password and job number. This could be a Job Costing related program, or a special report such as a Clarity report.



It is possible to define up to nine extra buttons each of which can execute external applications or run reports. Each button is defined by two properties:

- The name or caption to appear on the button, or when the mouse pointer hovers over the button (limited to 15 characters).
- The action to be performed. To run a Clarity report, only the report file name is required; otherwise normal parameters are passed automatically, i.e. <filename.exe> Aliasname – Login – Password – Jobno parameter

Custom buttons are set up using the MYOB EXO Business Configurator application, where they are configured as User-level profile settings (see page 31).

Button	Appears On	Common Use
1	Search Screen	Job List (status) report
2	Details Screen	Single Job Summary Reports
3	Details Screen	Single Job Summary Reports
4	Quote/Budget Screen	Print Quotation
5	Time Screen	Single Job Time Sheet Summary
6	Costs Screen	Single Job Materials Summary
7	Purchases Screen	Purchase Lines report by Job
8	Invoice Screen	Invoice Preview
9	Performance Screen	Custom Performance summary

Consult an EXO Business Partner for more information on settings these buttons.

Frequently Asked Questions (FAQs)

How should I account for Stock on hand value and Work in Progress in my General Ledger?

At this time, the only practical method of accounting for the value of stock contained in Work in Progress (WIP) is the periodic posting method. You then have a choice as to how physical stock is tracked within the system.

You may nominate a selected stock location as WIP. As stock is used on the job, MYOB EXO Business will create a stock transfer from the selected stock location, to the nominated WIP location. Direct purchases will be inserted directly into the WIP Location.

You can choose when the transfer of value actually takes place: at time of entry (recommended), or at time of invoice.

One problem with tracking WIP as just another stock location is that sometimes you may never invoice the stock directly. It will never therefore be removed from the WIP location in the stock record.

Another problem with this method is that you must remember to exclude the WIP location from your physical stock valuation.

The true WIP value includes items that are non-physical such as labour and overheads. So looking at the value of physical stock in the WIP location can be misleading also.

Sometimes it can be hard to ascertain the amount of free stock available because the WIP location is counted as free by default. By enabling the **Exclude from Free Stock** setting for the WIP location, you can exclude it from the free stock calculations. This setting is not suitable if you are using serialized items on jobs.

Does Job Costing support a FIFO-style stock costing method?

No, this method is not fully supported.

Can I manually type into the Contacts field on the job, rather than setting up a Contact on the Debtors account?

It is not possible to edit the Contacts field on a job header directly, as this is a lookup field to the table of Debtor Contacts. You can only add to or pick from the list of Contacts. We suggest that you enter text Contact references in the **Our ref** field, or the Notes sub-tab.

Why can't I modify a transaction on the Costs or Timesheets tabs once it is "Ready to Invoice"?

Once a transaction has been transferred to the Invoice tab (see page 76), all alterations must be made to that transaction via the Invoice tab, or the transaction must be returned to the source tab by using right-click menu. The transaction is locked for editing if its status is "R" - it must be returned the tab of origin before it can be modified.

How can I speed up the entry of transactions?

Use the default Cost Types (see page 20) by stock item as much as possible, as this speeds up entry. Select visible columns and the order of these columns on the transactions entry grids with care.

Can I post Creditors Invoice lines directly to jobs without using Purchase Orders?

It is possible to enter lines directly from Creditors Invoices to jobs; however you cannot assign Cost Types (see page 20) and Cost Groups (see page 18) at this time. The default Cost Type/Group will be assigned based on the stock item defaults.

Can I post Inwards Goods receipt lines directly to jobs?

It is highly recommended that you receipt goods via the Inwards Goods process in MYOB EXO Business, as FX and landed costs are taken into account this way. This is a far more accurate method than simply receipting stock without any reference to the costs of getting the goods into store.

Can I use line discounts and special price rules in Job Costing?

Yes. Best price rules will apply in Job Costing unless they are disabled via the **Best price and discounting in Job Costing** company-level profile setting (see page 28). You can enable or disable the Discount column using the grid column controls by right-clicking on the transaction entry grid.

The pricing policy for specific Debtors is applied to PRICE 1-N for the price number that that customer is associated with.

Can I track stock batches and serial numbers via Job Costing?

Batch number features are not enabled in Job Costing at present.

Full pre-assignment of Debtor serial numbers (see page 111) is possible and multiple serial numbers can be applied to a single line. Not all serial number types are supported. There are issues with Fully Tracked serial numbers, as this places heavy restrictions on the ability to save stock transactions on a job before you know what the serial numbers are going to be.

Can I have sell prices in Foreign Currency within a Job?

Yes, this feature was added in the EXO Business 6.190 release.

Can I use the New Purchase Order button on the Purchases tab to create multiple Purchase Orders without returning to the Purchases tab after each one?

If you click the **Purchase Order** button on the Purchases tab (see page 74), this will automatically lock the job code in to the reference field as the default job code for each line. If you save this order and click New from the Purchase Order search screen, the job reference will be locked, but the job code will not be passed into it as default. Our recommendation is to use Purchase Orders off the main menu and enter the job code – or always go back to the job and click the **Purchase Order** button if you want to create multiple Purchase Orders for a job.

Why do I keep getting the wrong job resource when I enter the initials on the timesheet?

If you have two initials defined in the resource table that are the same, the system will always pick the first.

Can I post to different Cost of Goods accounts in my GL depending on the type of transaction rather than the stock code used?

It is not currently possible to post to Cost of Goods GL accounts from Cost Types in Job Costing. It is only possible to post via the Stock Item. This means that you cannot have profit statement by Job Type in the General Ledger, because all raw materials can be posted to only one Cost of Goods account. We recommend Job Profit reporting using Job Cost reports.

How do I avoid variances in the Creditors Invoice cost after I have receipted stock onto a job?

This problem should not occur if the Inwards Goods process is followed correctly, because the stock is not posted to the job until after it has been formally costed.

I have a written a report, and have found a lot of meaningless transactions on a Job 0 that I don't have. How did these get there and how do I clean them out?

Previous versions of Job Costing posted all non-job-related Purchase Order lines to a non-existent Job 0. These lines were lines that were not posted to jobs. While they do not affect the system normally, they may appear as phantom lines in custom reports. These can be removed by executing the SQL scripts:

```
DELETE from JOB_COST_LINES WHERE JOBNO = 0
DELETE from JOB_TRANSACTIONS WHERE JOBNO = 0
```

Can I use the One-off Stock Items features in Job Costing?

One-off Stock Items cannot be created by pressing CTRL+O on job lines. To create a One-off Stock Item you must enter "?" and then choose the **Copy Item** button on the search screen.

What are the Length, Width, Depth and Quantity fields for?

These were written in for a specific industry group. The idea is that Length, Width Depth and Quantity are all 1 by default and therefore should have no effect unless they are enabled by making them visible and typing a quantity other than 1.00 into them. Another field, TOTAL_QUANTITY, exists on the job line to hold the sum of these "volumetrics". This is a calculated field and cannot be edited by the user. It should be used for all calculations and reports. Normally users will only enter values into the Quantity field as this will always appear on reports and business documents.

Job Costing volumetric measurements can also cater for fixed dimensions on stock items.

If an extra field X_LENGTH is added to the stock item, the **Length** field in the Job Costing transaction will automatically be populated with this value. The default value of the extra field should be 1.00.

If an X_WIDTH field is added to the stock item table, the **Width** field is populated with this value on entry.

If an X_DEPTH field is added to the stock item table, the **Depth** field is populated with this value on entry.

Examples might include standard stock lengths and widths for sheets of plasterboard or roofing irons where the resulting price on the transaction is by total square metre.

How can I use the paste to grid functionality in the Quote tab?

The Quote tab (see page 53) has the ability to accept lines pasted from a spreadsheet if the spreadsheet is in a compatible format, i.e. the columns are in the same order and values are compatible.

Pasting of advanced kits is supported in a very comprehensive but very specific fashion, not as a generic feature.

Can I add extra fields of my own design to Job Transaction lines?

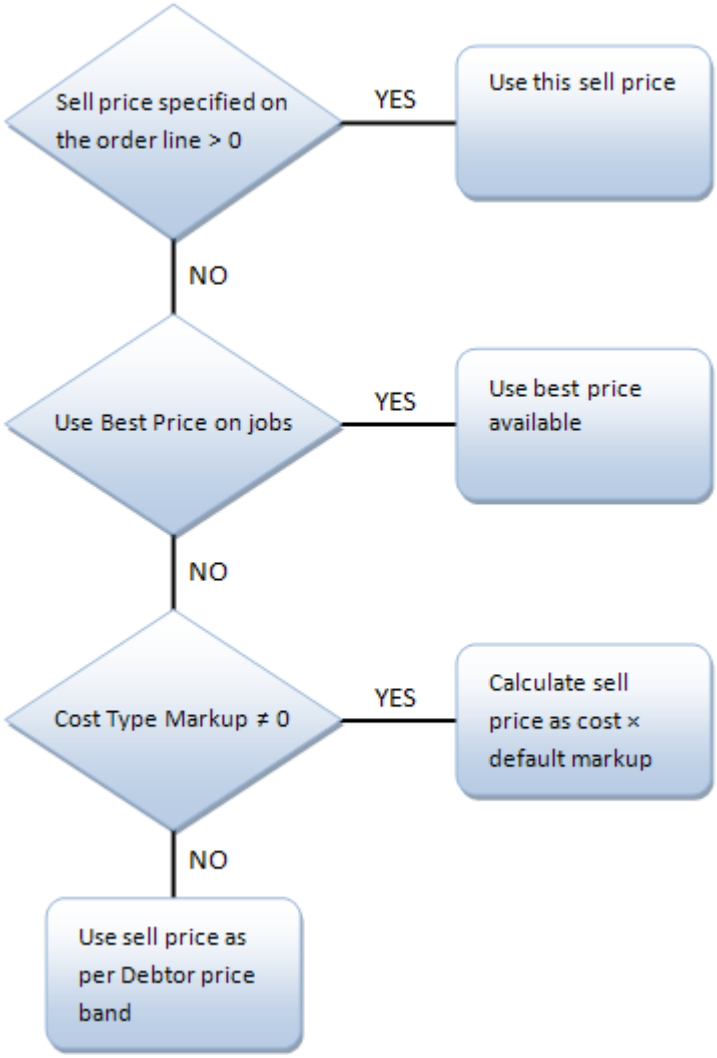
As in the rest of the MYOB EXO Business system, you can use the Extra Fields function to create and add database fields of your own design to a job header, and add all the necessary controls on the job details screen to allow you to input and maintain the information. However, Job Costing also allows you to do this with transaction lines.

I am receiving the following error message saving a timesheet transaction: "Hours on a timesheet cannot be zero." What does this mean?

When you enter a transaction into the timesheet and Job Costing has been configured such that you enter the number of time units manually (as opposed to start time and end times) then you must enter a value into this field before the transaction can be saved.

How is the sell price determined if I purchase goods directly for a job?

Using the following process:



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