

# MYOB EXO JOB COSTING

## User Guide



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:

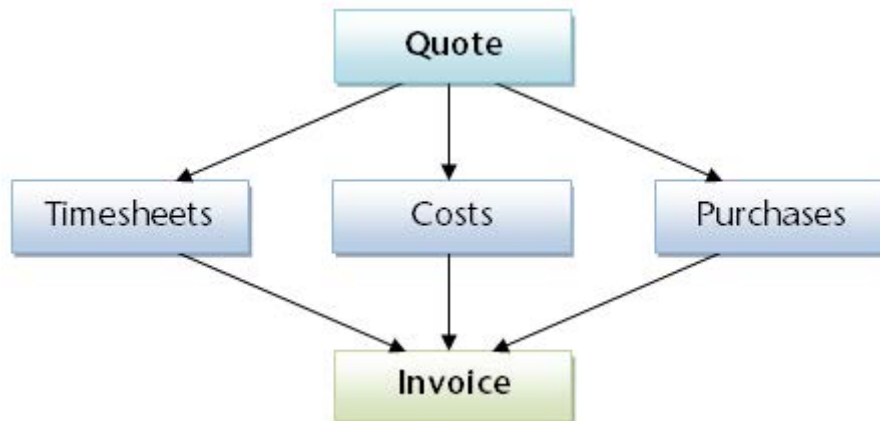
- Menu Designer
- Contacts
- Document Manager
- Clarity reporting tools
- Extra fields (on transaction lines also)
- Custom Buttons

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

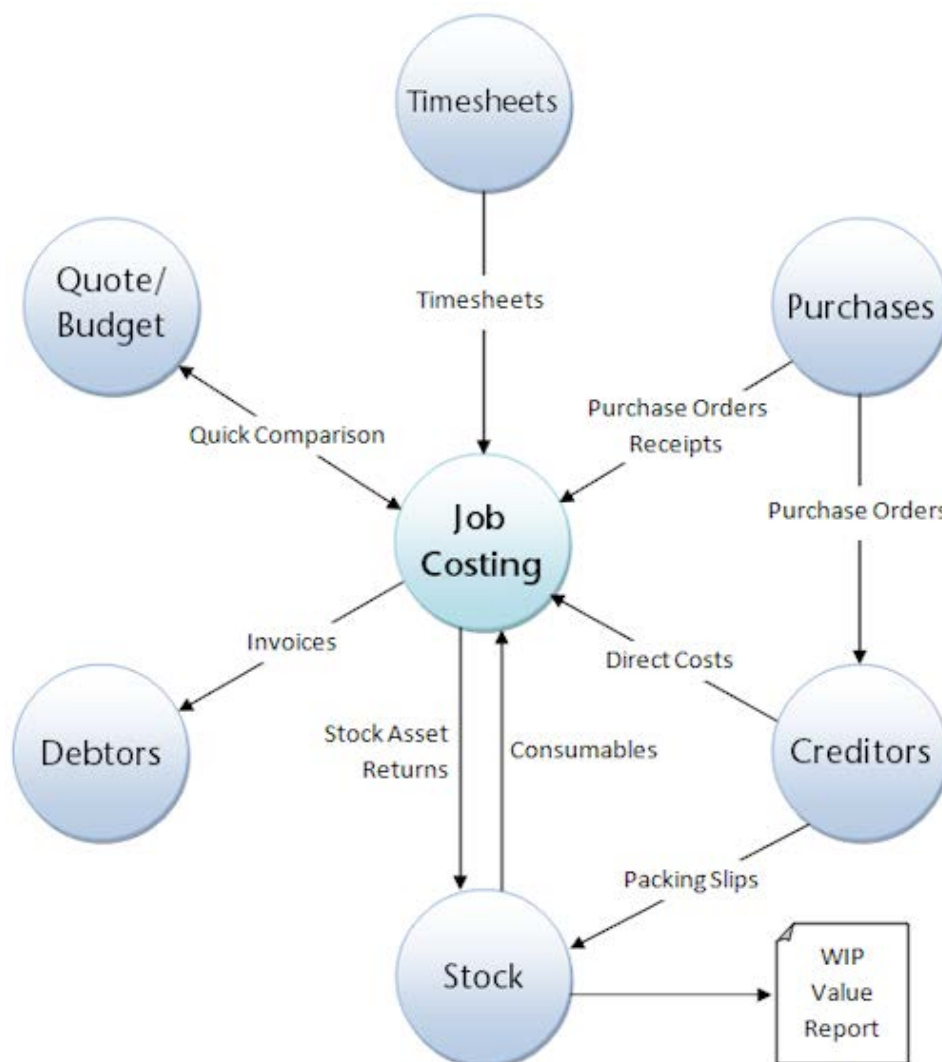
## Job Costing Workflow

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.

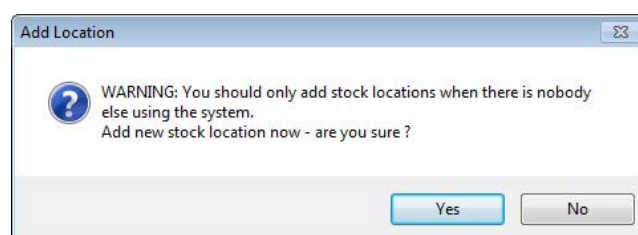
The General Ledger Integration option is set in the **Business Essentials > General Ledger** section of the EXO Business Configurator. An MYOB EXO Business partner should assist in this part of the configuration.

### 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:



## MYOB EXO Business Job Costing

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

The screenshot shows a 'Details' dialog box for a location. At the top, there are buttons for 'New', 'Edit', 'Save', 'Cancel', and navigation arrows. Below these, the 'Loc No: 5', 'Code: WIP', and 'Name: WIP' are displayed. The 'Details' tab is selected. The main area contains the following fields and options:

- Location No: 5 (with a checked 'Active' checkbox)
- Code: WIP (text input)
- Name: WIP (text input)
- Address: (empty text area)
- Exclude from Free Stock (unchecked checkbox)
- Exclude from Sales (unchecked checkbox)
- Exclude from Valuation (unchecked checkbox)
- Job Costing Work in Progress Location (checked checkbox)

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

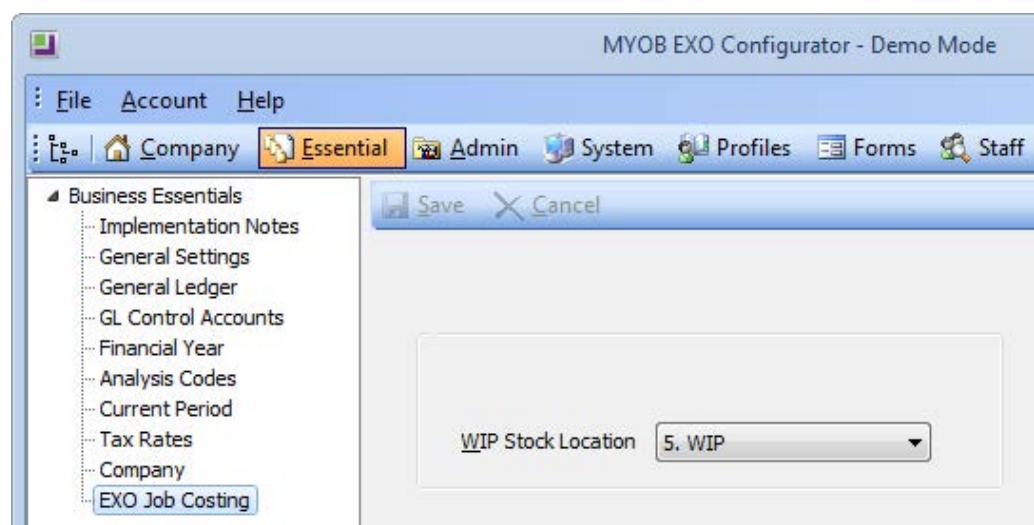
Field	Description
Location No	The location number. Automatically assigned.
Code	The code related to this location, e.g. 'WIP'.
Name	The name of the location, e.g. 'Work In Progress'.
Exclude from Free Stock	Select if this location is not to be referenced when computing free stock. In this case of WIP <b>this option should be enabled</b> .
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 <b>disabled</b> , 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 <b>this option is enabled</b> 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	<b>Enable this option</b> 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 <b>must be enabled</b> , so that the location is designated as a WIP location.

- 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.



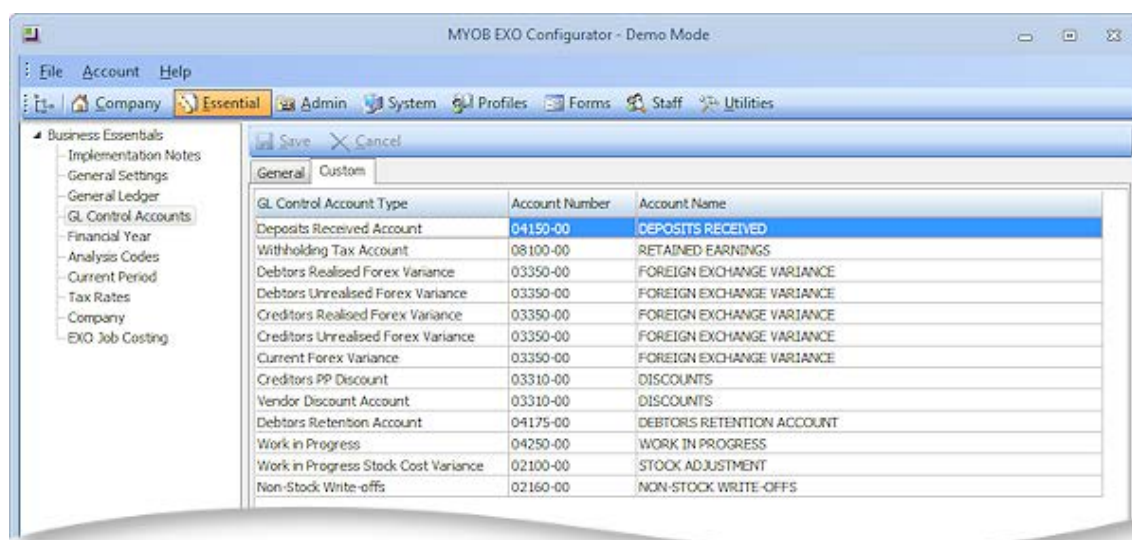
3. Select a location for the **WIP Stock location** property. Only locations that have the **Job Costing Work in Progress Location** option enabled are available for selection.

## 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).

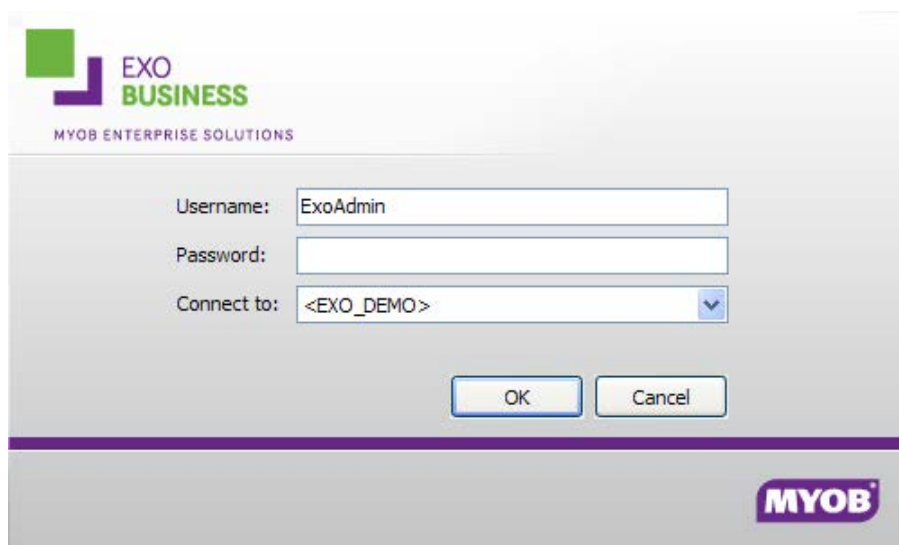
It is expected that all but the simplest Job Costing implementations will make extensive use of use EXO Business Clarity Reporting. Sample reports and business documents are provided, but may require customisation before they can be used.

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

- JobCost.exe
- Clarity files

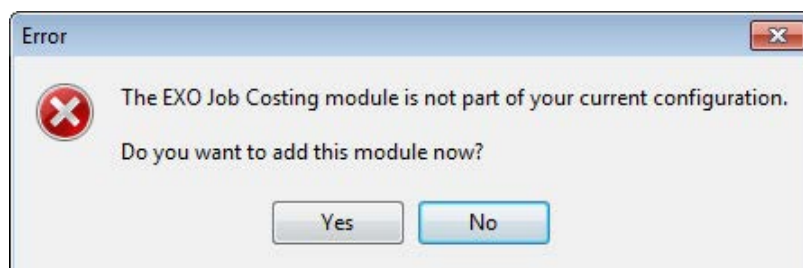
## Installing Job Costing

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

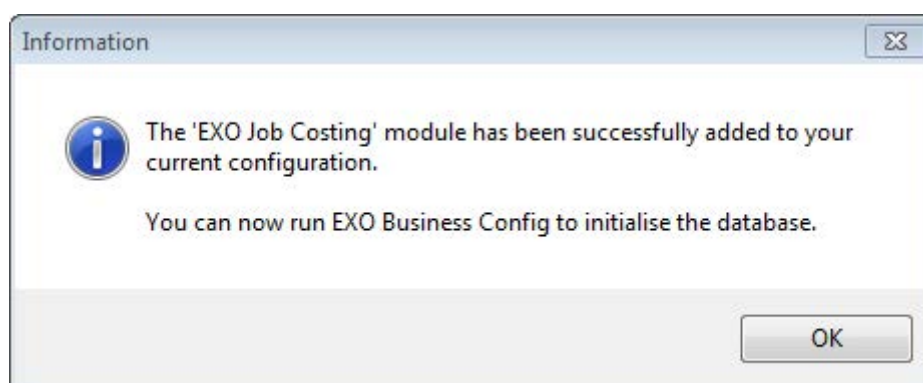


Log in as an Administrator, selecting the database currently used by EXO Business. Click **OK**.

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



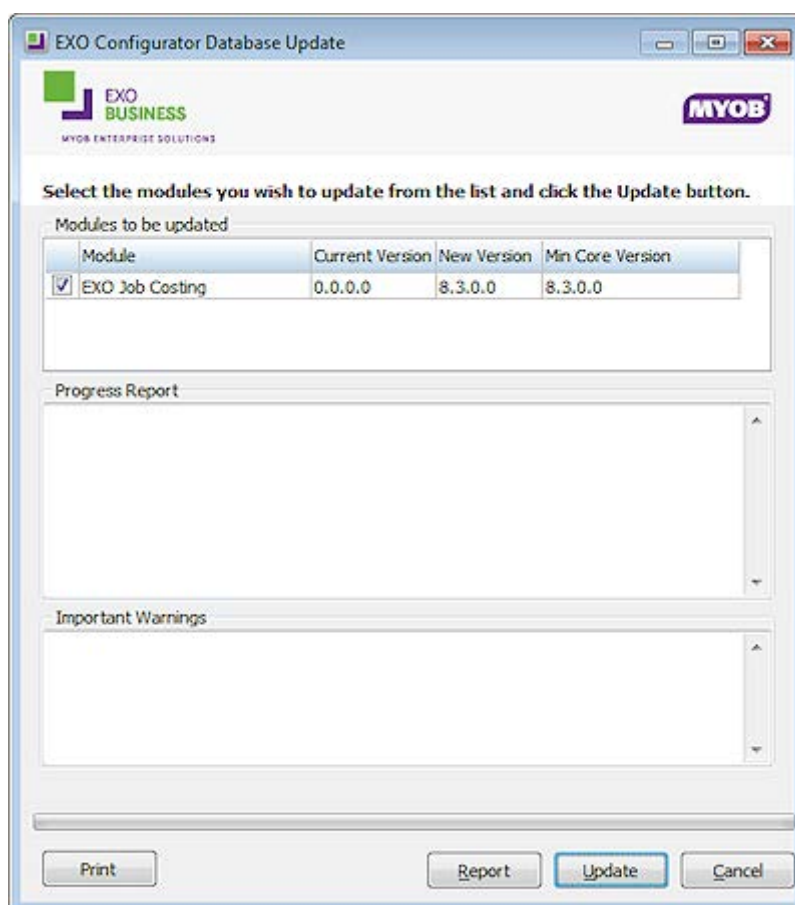
Click **Yes**. An information box then appears asking you run the EXO Business Configurator (**ExoCfg.exe**) to initialise the database for Job Costing.



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).

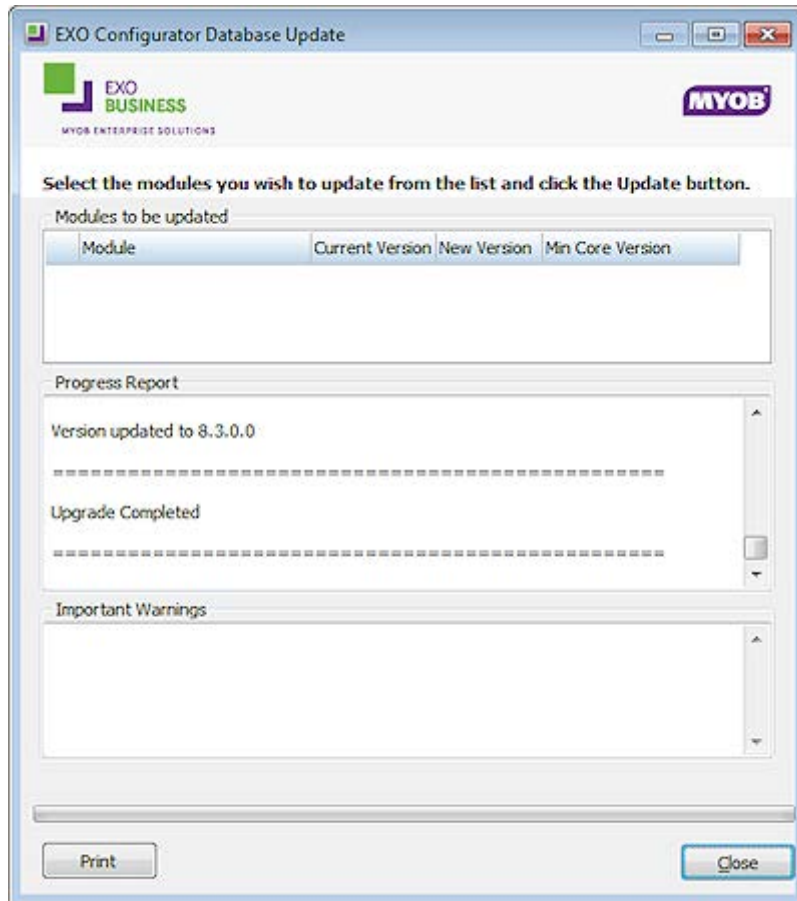
Click **OK**. This brings up the Database Update screen:



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.

## MYOB EXO Business Job Costing

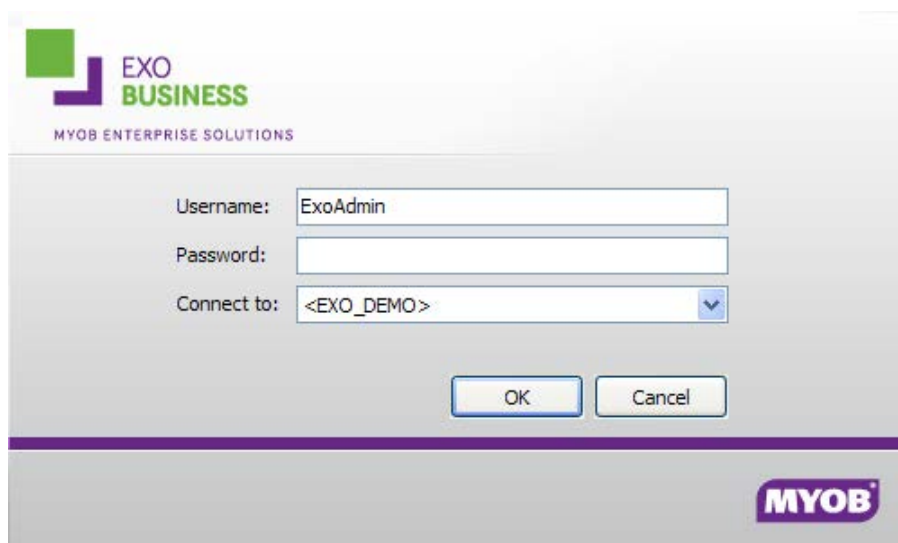
The words “Upgrade Completed” are displayed once the update is complete. Click the **Close** button.



## 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

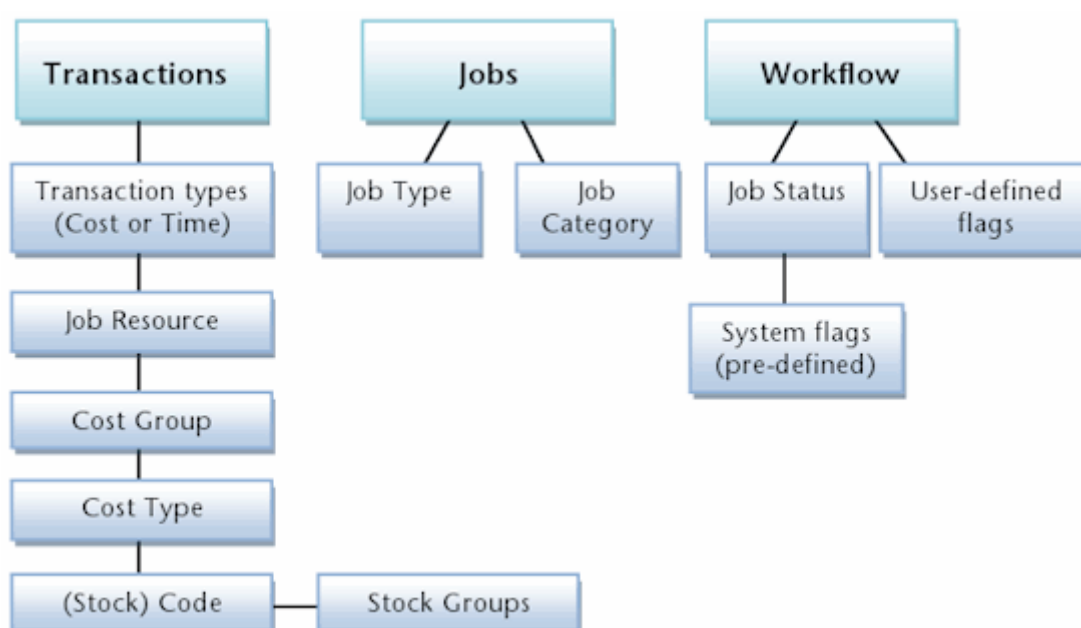
Before installing Job Costing, thought should be put into the Job Costing Analysis Structure Chart. This will define how jobs will be structured for analysis.

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).

## MYOB EXO Business Job Costing

### ***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

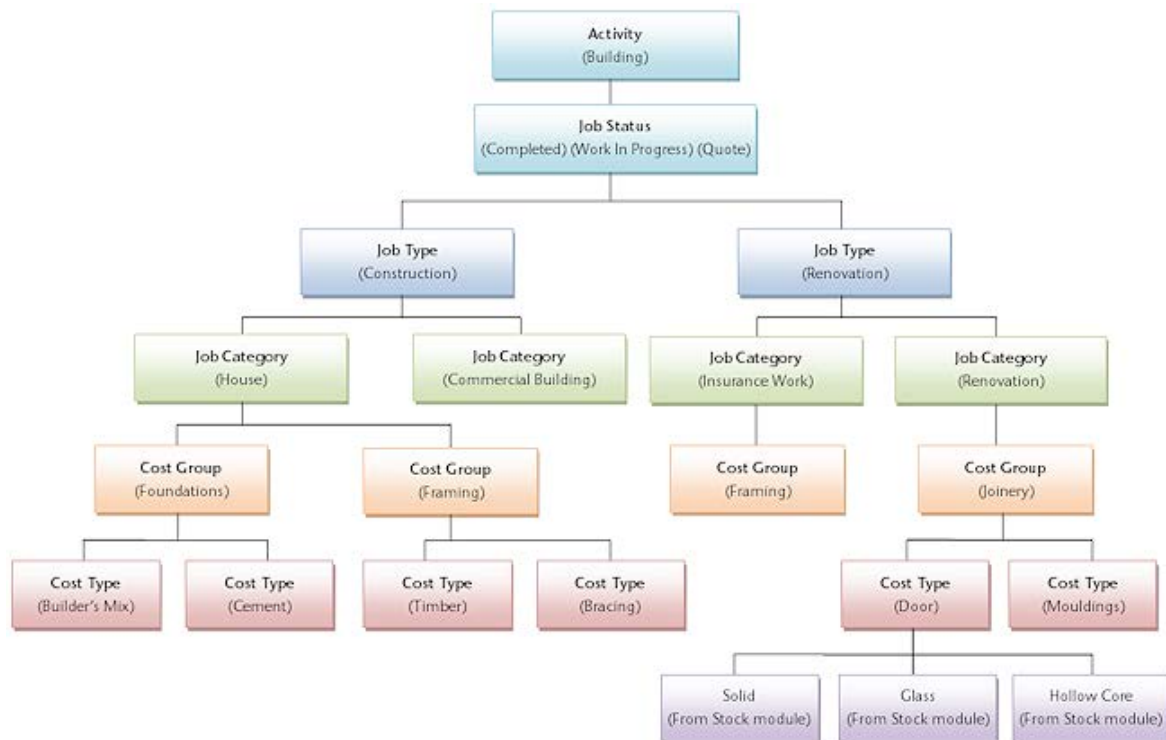
The following is an example of the resulting setup based on analysis of a typical EXO Business Partner's business involved in information technology consultancy and computer and network sales and services.

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:



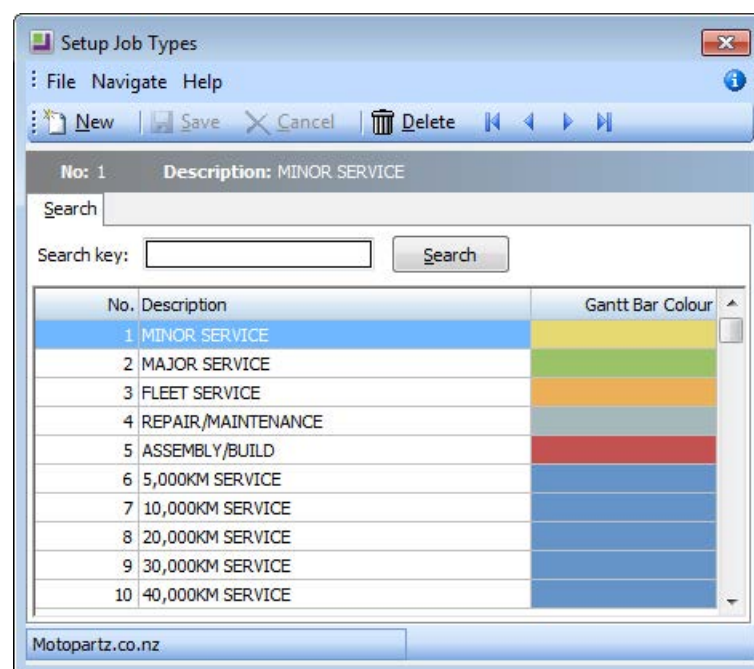
## Setting Job Types

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.





- 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).

- 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.

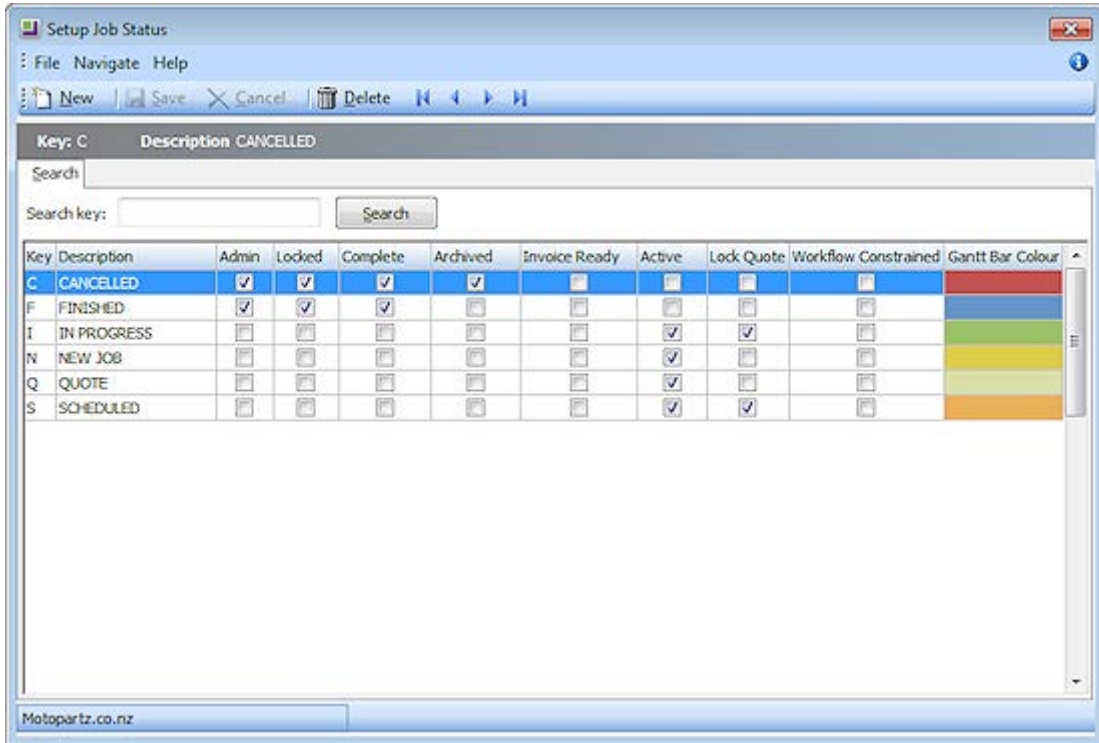
## Setting Job Statuses

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.



The screenshot shows the 'Setup Job Status' window with a menu bar (File, Navigate, Help) and a toolbar (New, Save, Cancel, Delete, and navigation buttons). Below the toolbar, there is a search section with a 'Key: C' and 'Description CANCELLED' header, a search input field, and a 'Search' button. The main area contains a table with the following columns: Key, Description, Admin, Locked, Complete, Archived, Invoice Ready, Active, Lock Quote, Workflow Constrained, and Gantt Bar Colour. The table lists five job statuses: CANCELLED, FINISHED, IN PROGRESS, NEW JOB, and QUOTE. The 'Gantt Bar Colour' column shows colored bars for each status: red for CANCELLED, blue for FINISHED, green for IN PROGRESS, yellow for NEW JOB, and orange for QUOTE.

Key	Description	Admin	Locked	Complete	Archived	Invoice Ready	Active	Lock Quote	Workflow Constrained	Gantt Bar Colour
C	CANCELLED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Red
F	FINISHED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blue
I	IN PROGRESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Green
N	NEW JOB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yellow
Q	QUOTE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orange
S	SCHEDULED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	


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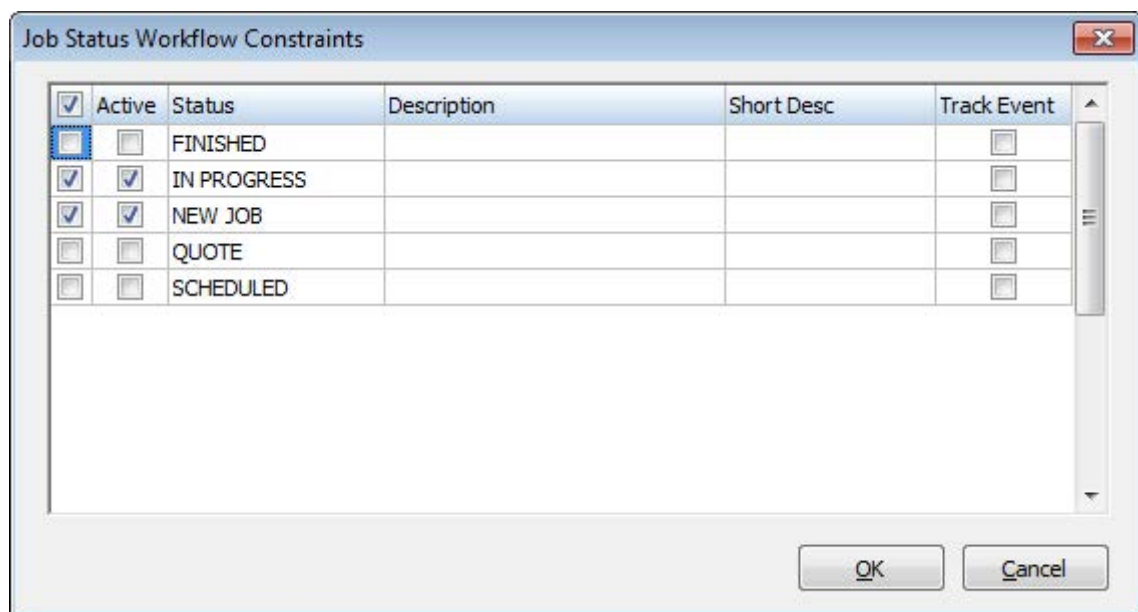
2. Click **New**. Type in the details of any further Job Statuses required.

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.

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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.

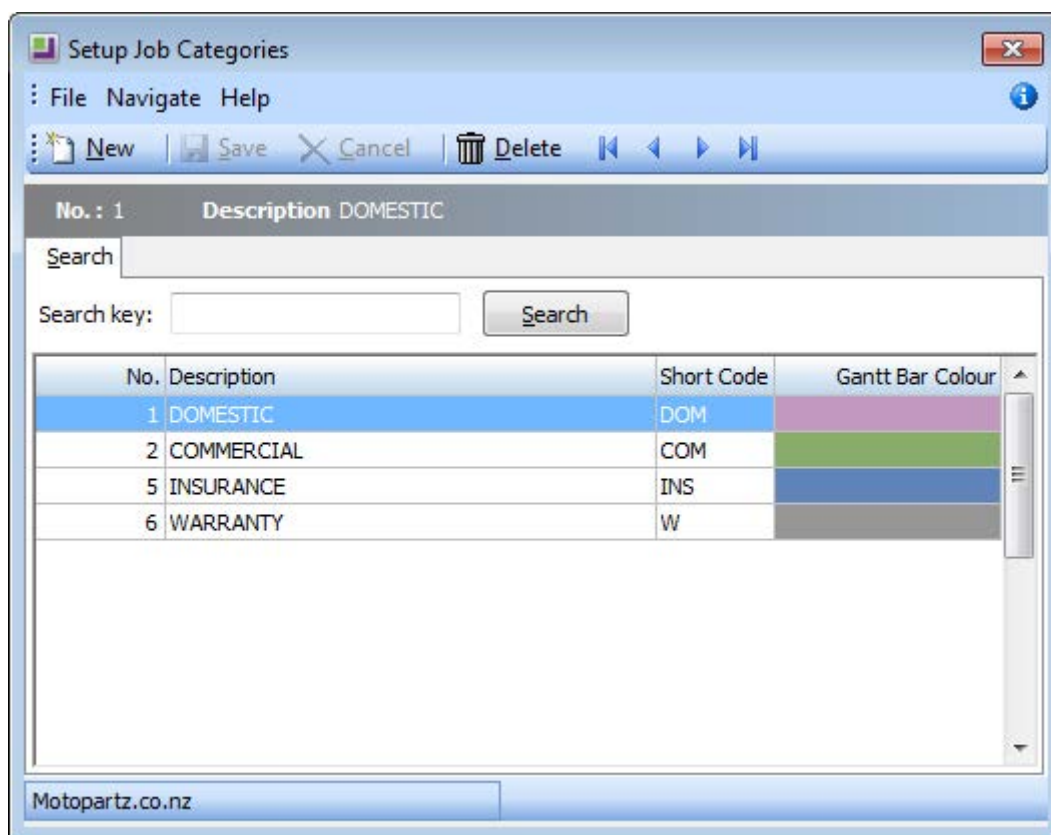
## Setting Job Categories

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.

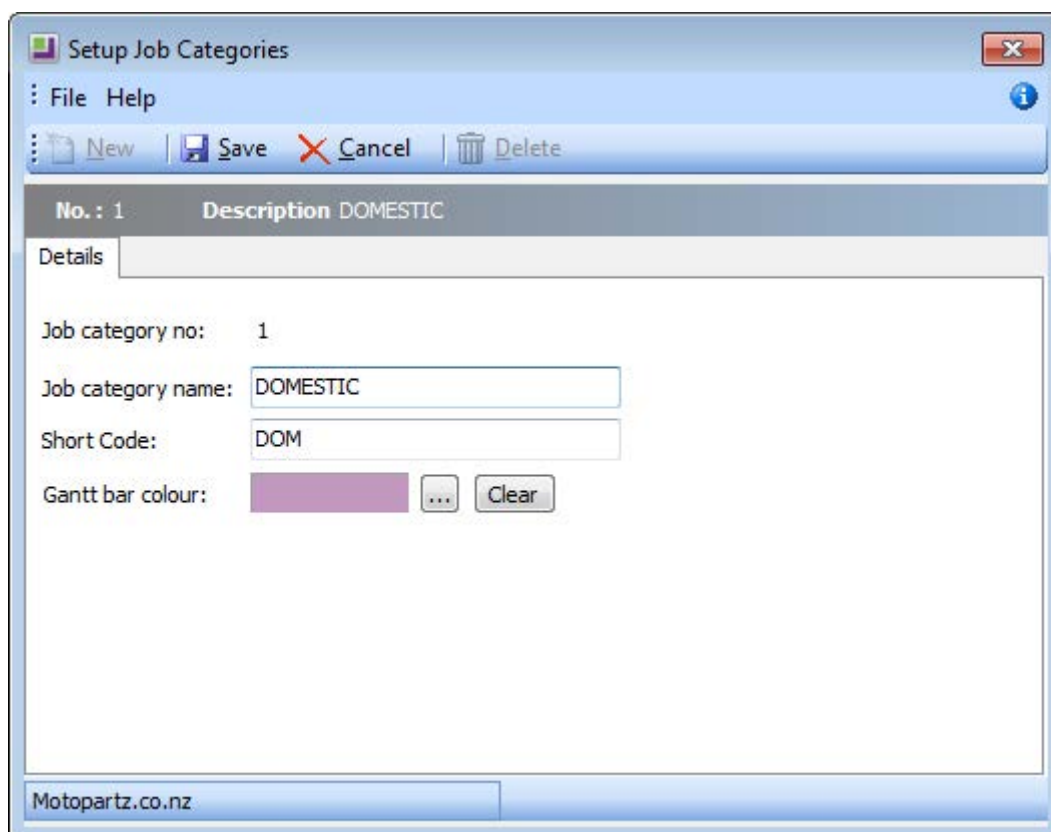


The screenshot shows the 'Setup Job Categories' window. The menu bar includes 'File', 'Navigate', and 'Help'. The toolbar contains 'New', 'Save', 'Cancel', 'Delete', and navigation arrows. The main area displays a table with the following data:

No.	Description	Short Code	Gantt Bar Colour
1	DOMESTIC	DOM	Purple
2	COMMERCIAL	COM	Green
5	INSURANCE	INS	Blue
6	WARRANTY	W	Grey

At the bottom of the window, the URL 'Motopartz.co.nz' is visible.

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



The screenshot shows the 'Setup Job Categories' window with the 'Details' tab selected. The form contains the following fields:

- Job category no: 1
- Job category name: DOMESTIC
- Short Code: DOM
- Gantt bar colour: A purple color swatch with a 'Clear' button next to it.

At the bottom of the window, the URL 'Motopartz.co.nz' is visible.

Field	Description
Job category no	The system assigns a Job Category number on clicking <b>Save</b> .
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

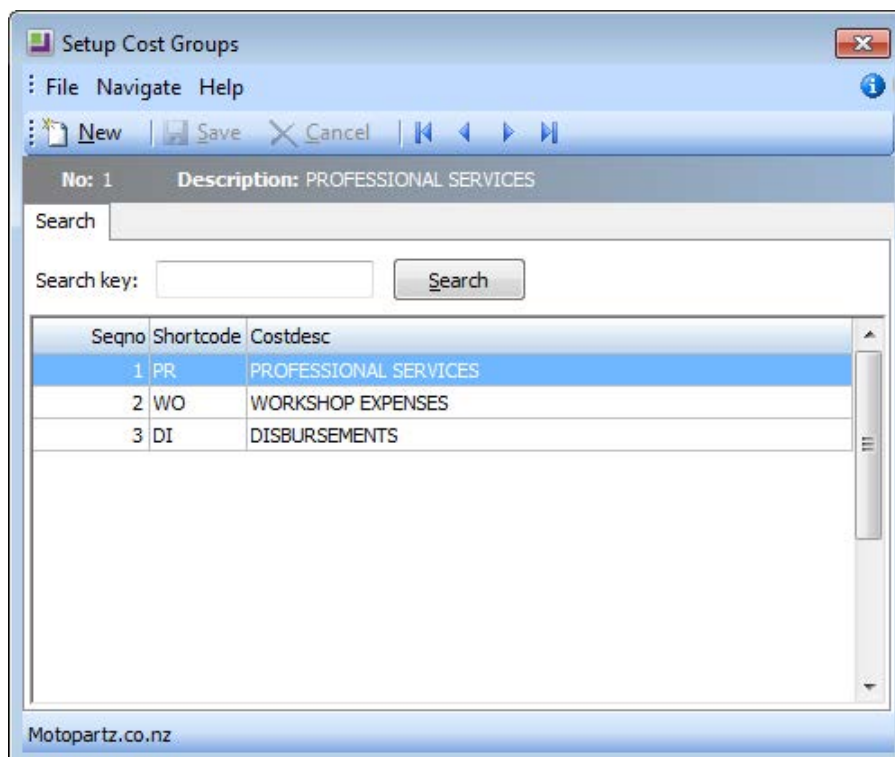
A Cost Group is used to describe a group of activities that make up a Job Category (see page 16). Cost Group is an optional third level of categorisation of a job, under Job Type (see page 12) and Job Category. It can then be further broken down into Cost Types (see page 20) (optional).

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	<p>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.</p> <p>The information in the selected tab can be changed after copying from the quote.</p>
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.

Seqno	Shortcode	Costdesc
1	LA	LABOUR
2	OU	OUTWORK
3	CO	MISC COSTS
4	DE	DELIVERY



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	<p>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.</p> <p>The information in the selected tab can be changed after copying from the quote.</p>
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%.

## MYOB EXO Business Job Costing

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.

The screenshot shows the 'Stock Item Details' window. At the top, there is a menu bar with 'File', 'Utilities', 'Navigate', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Save', 'Save & Exit', 'Cancel', and a trash icon. The main area has a header with 'Stock Code: AIRFIL01' and 'Description: OVALCHROME AIR FILTER'. Below the header is a tabbed interface with tabs for 'Details 1', 'Details 2', 'Extra Fields', 'Transactions', 'Orders', 'Works Orders', 'Web', 'Batch Qty', and 'Notes'. The 'Extra Fields' tab is selected. It contains four dropdown menus: 'Style size' (N/A), 'Style colour' (N/A), 'Cost group' (2. WORKSHOP EXPENSES), and 'Cost type' (1. LABOUR).

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:

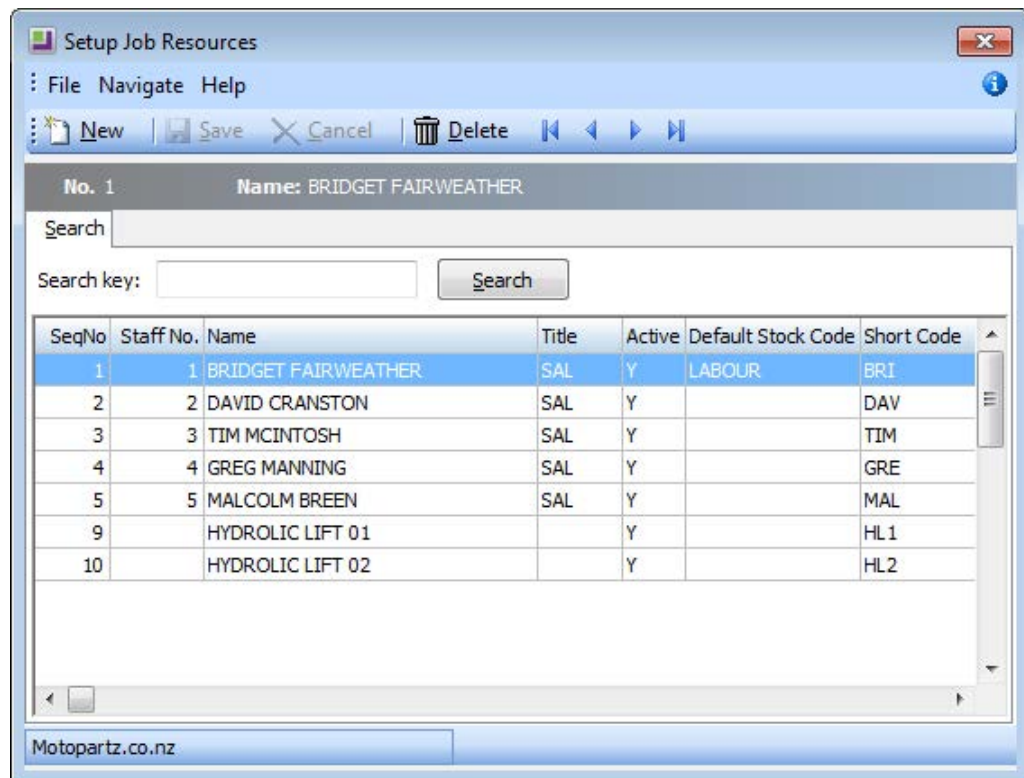
- Allows the recording of time against non-staff resources such as plant and equipment, as well as employees.
- Can help to keep staff cost rates private by using an anonymous stock code.
- Gives the ability to default an activity stock code to each employee to speed up keying and help prevent mistakes.
- 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.

## MYOB EXO Business Job Costing

To add and review Job Resources:

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

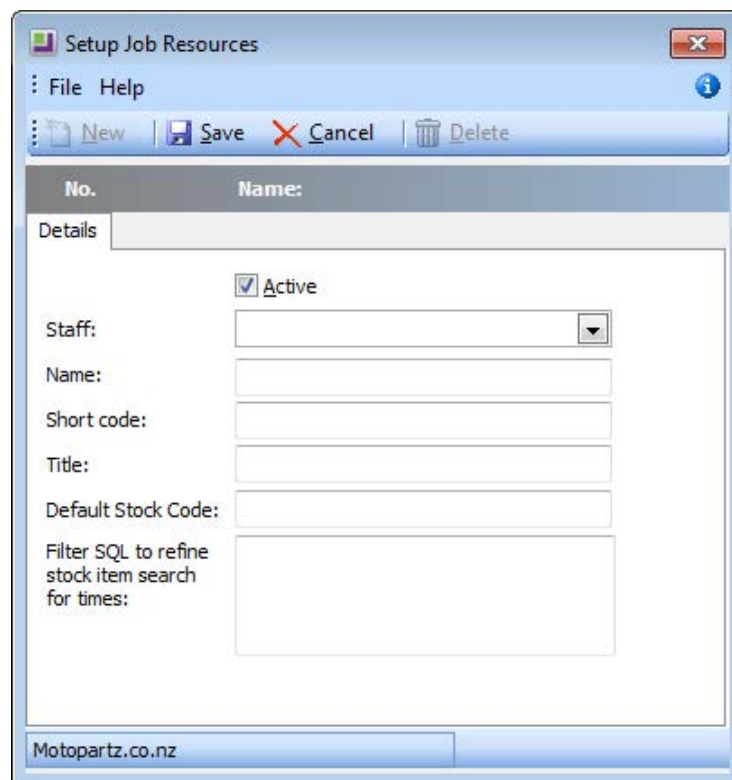


The screenshot shows the 'Setup Job Resources' window. At the top, it says 'No. 1' and 'Name: BRIDGET FAIRWEATHER'. Below this is a search bar and a 'Search key:' field. The main area contains a table with the following data:

SeqNo	Staff No.	Name	Title	Active	Default Stock Code	Short Code
1	1	BRIDGET FAIRWEATHER	SAL	Y	LABOUR	BRI
2	2	DAVID CRANSTON	SAL	Y		DAV
3	3	TIM MCINTOSH	SAL	Y		TIM
4	4	GREG MANNING	SAL	Y		GRE
5	5	MALCOLM BREEN	SAL	Y		MAL
9		HYDROLIC LIFT 01		Y		HL1
10		HYDROLIC LIFT 02		Y		HL2

The bottom of the window shows the URL 'Motopartz.co.nz'.

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



The screenshot shows the 'Setup Job Resources' window with the 'New' button highlighted. The 'Details' tab is selected, and the form contains the following fields:

- ☒ Active
- Staff: [Dropdown menu]
- Name: [Text field]
- Short code: [Text field]
- Title: [Text field]
- Default Stock Code: [Text field]
- Filter SQL to refine stock item search for times: [Text area]

The bottom of the window shows the URL 'Motopartz.co.nz'.

Field	Description
Staff	<p>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.</p> <p><b>Note:</b> If the resource is not associated with a staff member, <a href="#">Activities (see page 88)</a> 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.</p>
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.

- 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.

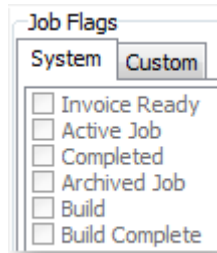
The cost and charge rate for that employee will be taken from the stock ‘activity’ code.

### **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

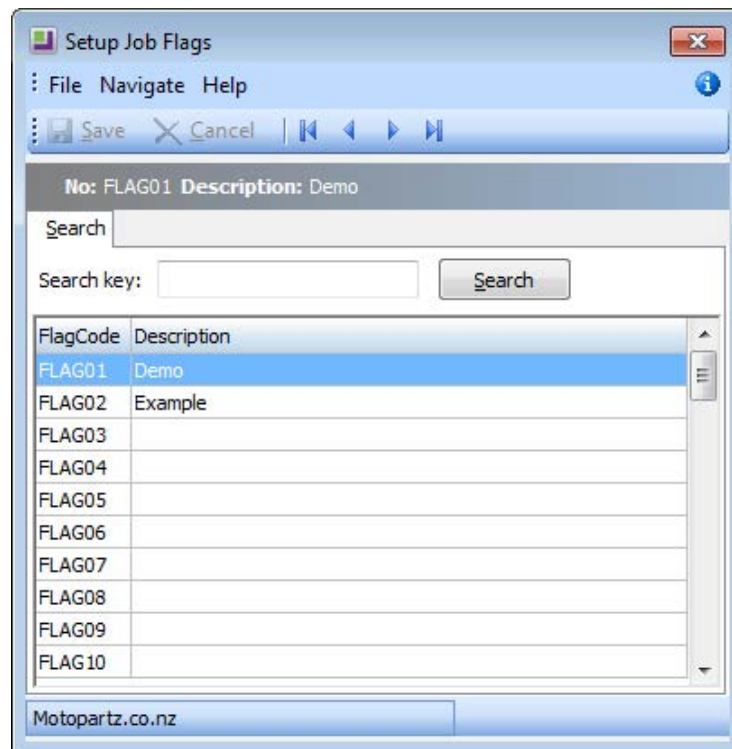
There are a number of system-defined Job Flags that control the workflow and offer the opportunity to build in some customisable business logic constraints.



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



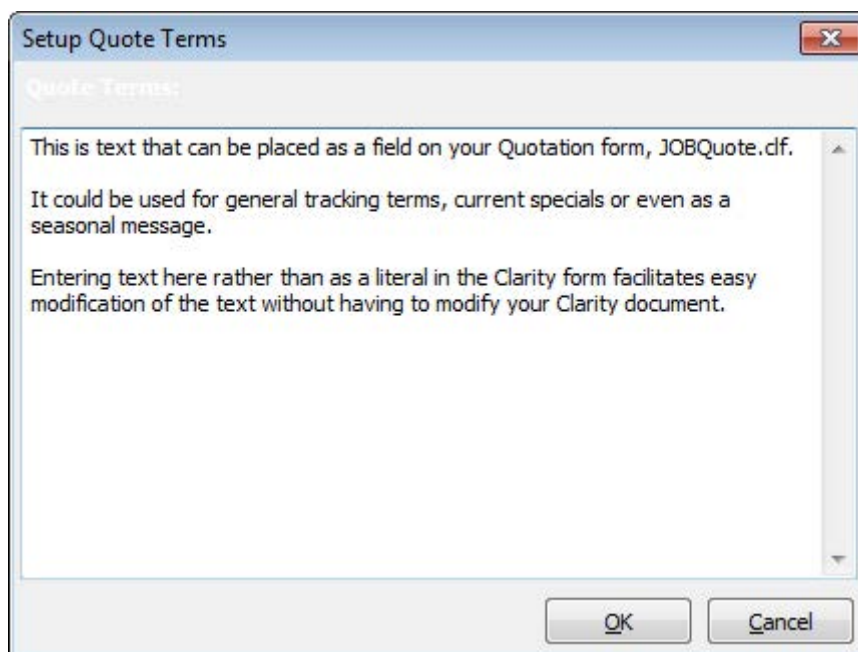
2. Double-click a Flag Code to edit the description.
3. Click **Save** to update the description.

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.

## **MYOB EXO Business Job Costing**

### **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 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 Timesheets 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.

## **MYOB EXO Business Job Costing**

### **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.

EXO Job Costing

File Navigate Utilities View Help

Job No: DEMO - DEMO Account: 0: CASH SALES

Search Job Overview Resource Planning

☒ Job flags: ☐ Invoice Ready ☐ Active Jobs ☐ Incomplete Jobs ☐ Archived Jobs

☒ Job statuses: ☐ Cancelled ☐ Finished ☐ In Progress ☐ New Job ☐ Quote ☐ Scheduled

☒ Job types: ☐ Repair/maintenance ☐ Assembly/build ☐ 5,000km Service ☐ 10,000km Service ☐ 20,000km Service ☐ 30,000km Service ☐ 40,000km Service

☒ Categories: ☐ Commercial ☐ Domestic ☐ Insurance ☐ Warranty

☒ Resources: ☐ Bridget Fairweather ☐ David Cranston ☐ Greg Manning ☐ Hydraulic Lift 01 ☐ Hydraulic Lift 02 ☐ Malcolm Breen ☐ Tim McIntosh

☒ Entered By: ☐ Bridget Fairweather ☐ David Cranston ☐ Demo ☐ Exo Business Admin ☐ Greg Manning ☐ Internet Sales ☐ Malcolm Breen

☒ Serviced By: ☐ Bridget Fairweather ☐ David Cranston ☐ Demo ☐ Exo Business Admin ☐ Greg Manning ☐ Internet Sales ☐ Malcolm Breen

Search key: Search Extensive Search Records returned: 18

Master Job Code	Job Code	Master Job No	Job No	Status	Acc No	Name	Our ref	Title
DEMO	DEMO	19	19	NEW JOB	0	CASH SALES		DEMO
18	18	18	18	QUOTE	0	CASH SALES		GREASE AND OIL CHANGE
17	17	17	17	QUOTE	0	CASH SALES		NEW TYRES
16	16	16	16	QUOTE	0	CASH SALES		CUT AND POLISH
15	15	15	15	QUOTE	0	CASH SALES		ROADWORTHY TEST
14	14	14	14	IN PROGRESS	23	DANIEL PAYNE		ASSEMBLE RACE CAR
4	13	4	13	QUOTE	12	PAUL HOLLAND MOTORS		10,000KM WARRANTY SERVICE
4	12	4	12	IN PROGRESS	12	PAUL HOLLAND MOTORS		10,000KM WARRANTY SERVICE
4	11	4	11	QUOTE	12	PAUL HOLLAND MOTORS		20,000KM WARRANTY SERVICE
4	10	4	10	QUOTE	12	PAUL HOLLAND MOTORS		30,000KM WARRANTY SERVICE
4	9	4	9	IN PROGRESS	12	PAUL HOLLAND MOTORS		30,000KM WARRANTY SERVICE
4	8	4	8	IN PROGRESS	12	PAUL HOLLAND MOTORS		20,000KM WARRANTY SERVICE
4	7	4	7	IN PROGRESS	12	PAUL HOLLAND MOTORS		20,000KM WARRANTY SERVICE
4	6	4	6	IN PROGRESS	12	PAUL HOLLAND MOTORS		10,000KM WARRANTY SERVICE
4	5	4	5	IN PROGRESS	12	PAUL HOLLAND MOTORS		10,000KM WARRANTY SERVICE
4	4	4	4	IN PROGRESS	12	PAUL HOLLAND MOTORS		PAUL HOLLAND MOTORS FLEET
3	3	3	3	SCHEDULED	11	OWEN DENTON		MINOR SERVICE SV3-625
1	1	1	1	IN PROGRESS	29	TRENT TALBOT		REPAIR TRE-754

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

CASH ONLY

Warning: This account is CASH ONLY

OK

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
<b>Job details</b>	
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	<p>A Job Status (see page 13) to identify the current stage of the job. Select the appropriate status from the drop down list.</p> <p>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 <b>Make job read only</b> option when setting Job Statuses (see page 13).</p>
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).

## MYOB EXO Business Job Costing

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	<p>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.</p> <p>: 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 <b>Campaign Costs</b> field.</p>
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).
<b>Customer</b>	
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 <b>Default the Job Manager from Debtor Account Staff</b> User-level profile setting (see page 31).
Cust order no	A customer order number, if required.
Contact	<p>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.</p> <p>Clicking the edit button will display a list of known contacts associated with the account. Double click to select or click <b>New</b> to add a new contact to the account.</p> <p>See the MYOB EXO Business online Help for instructions on adding a Contact.</p>
Site address	The address(es) of the job site. Manually enter an address, or use the Additional Addresses (see page 41) button.
<b>Dates</b>	
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 <b>Job Default due days</b> user-level profile setting (see page 31).
Completed date	Date and time of actual completion.
Follow-up date	Defaults to the <b>Job Default follow-up days</b> 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 <b>Job work in progress stock location</b> 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 <b>View Sales Order</b> from the Utilities menu, provided the <b>Link 'Our ref' to sales order number lookup</b> profile setting has been enabled.
Billing Mode	The billing mode determines how the Job will be charged. Choose from: <ul style="list-style-type: none"> <li>• <b>Charge-up</b> - charge items added to the job</li> <li>• <b>Invoice Ex-Quote</b> - the quoted value will be charged.</li> <li>• <b>Manufacture - output items</b> - the job will create stock assets (items) for on-sale.</li> </ul>
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.
<p><b>Note:</b> The Extra Fields tab is only available if Extra Fields have been defined for position 6 or later.</p>	

Sub-tabs	
Description	<p>Enter any extra explanatory details relating to the job, which can be included on the invoice.</p> <p>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.</p>
Notes	<p>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.</p>
Serviceable Units	<p>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.</p>
Output Item	<p>Allows pre-loading the output item (asset stock codes) that will be produced from this job.</p>
Job Flags	<p>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.</p>

## 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.

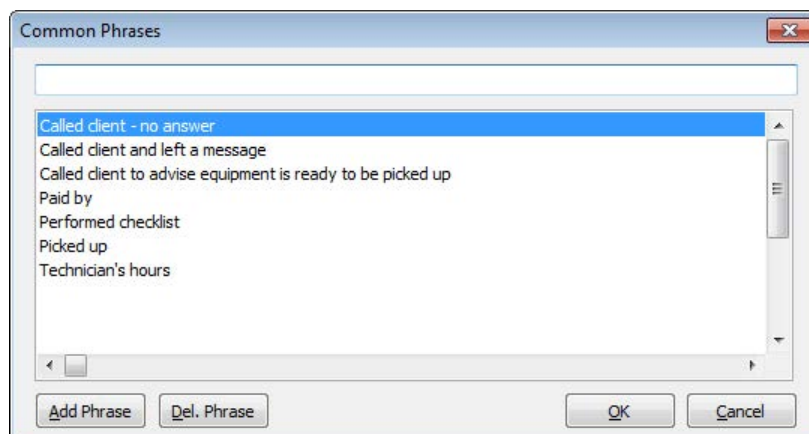
To create a time stamp, press CTRL+T in a supported field. A time stamp like the following is inserted at the current cursor point:

<< 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:

Line 1:	Line 2:	Line 3:	Line 4:
1/21 WILLIAMS STREET	BROWNS BAY	AUCKLAND	NEW ZEALAND
1/29 WILSON RD	THORNDON	WELLINGTON	NEW ZEALAND
106 HALSWELL RD	HALSWELL	CHRISTCHURCH	NEW ZEALAND
24 KELSTON DRIVE	KELSTON	AUCKLAND	
351 QUANTAR RD	PIMBALL	SYDNEY	AUSTRALIA
5 SUMMER STREET	PONSONBY	AUCKLAND	
51 ST KILDA RD	ST KILDA	MELBOURNE	AUSTRALIA
514 WADE AVE	ROSE BAY	SYDNEY	AUSTRALIA

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)

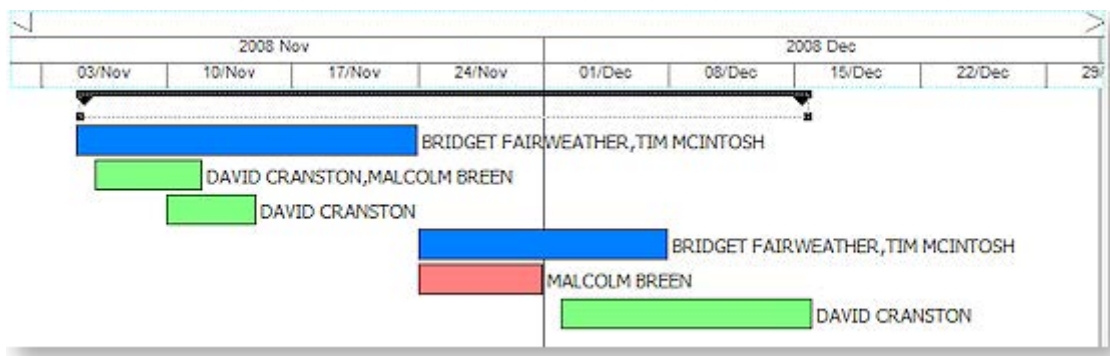
A Dashboard tab is also available. This tab contains a blank Dashboard interface, which can be customised with whatever widgets you require.

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.

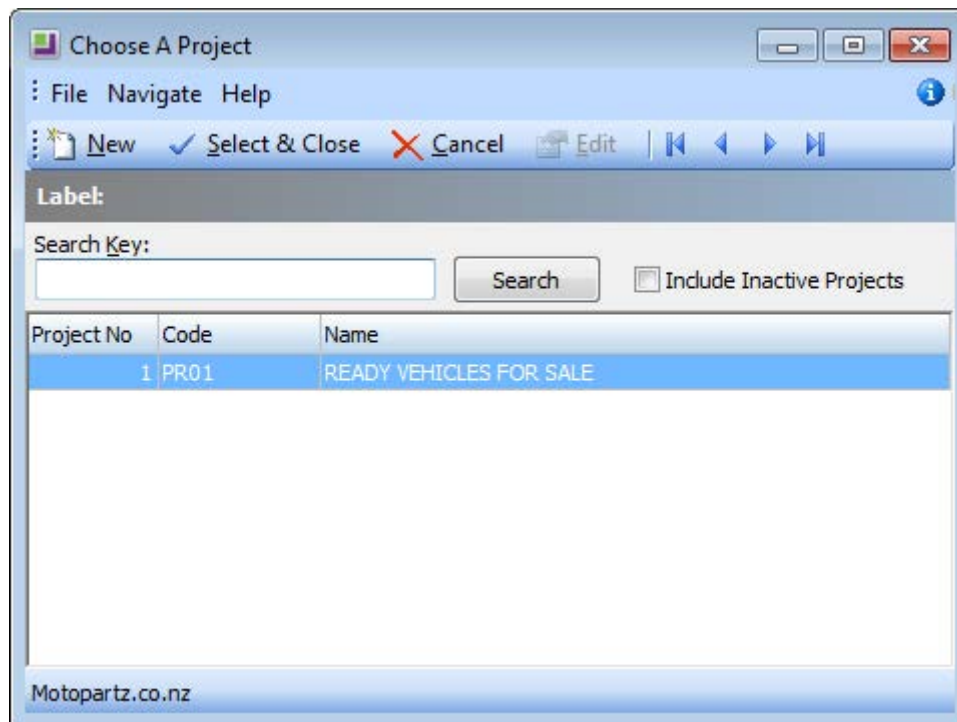


Projects can contain a hierarchy of master jobs with sub jobs, although projects themselves cannot be nested, i.e. one project cannot contain another.

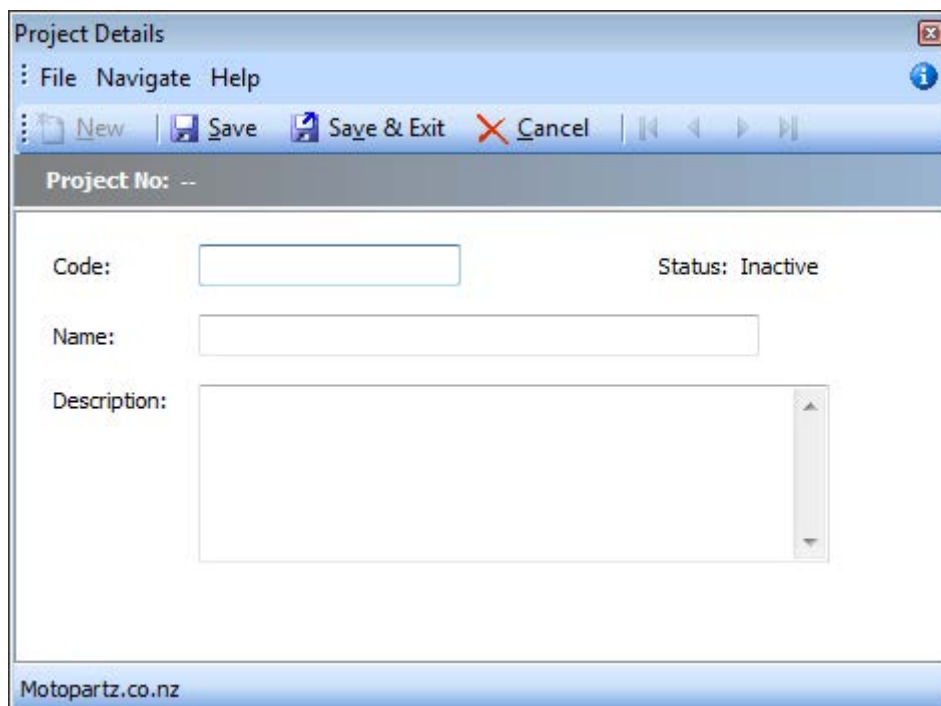
**Note:** A sub job cannot be assigned directly to a project; sub jobs are assigned to a project when their master job is assigned to the project.

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**.



## MYOB EXO Business Job Costing

The new project is created and the select 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
<b>Total:</b>	<b>969.46</b>	<b>1574.84</b>	<b>605.38</b>	<b>62.45</b>
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:

JobNo	Job Code	Acc No	Name	Title
1	1	29	TRENT TALBOT	REPAIR TRE-754
3	3	11	OWEN DENTON	MINOR SERVICE SVJ-625
4	4	12	PAUL HOLLAND MOTORS	PAUL HOLLAND MOTORS ...
5	5	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SE...
6	6	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SE...
7	7	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SE...
8	8	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SE...
9	9	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SE...
10	10	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SE...
11	11	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SE...
12	12	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SE...
13	13	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SE...
14	14	23	DANIEL PAYNE	ASSEMBLE RACE CAR

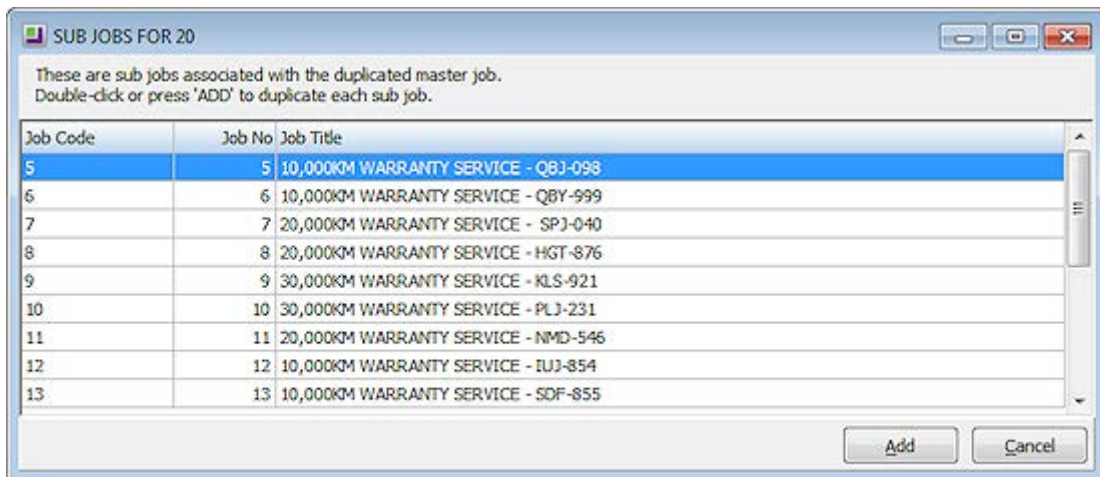
2. Double click the job to be copied. The following window appears to confirm to what extent the jobs details are to be duplicated:

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.

## MYOB EXO Business Job Costing

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.

Job No: New Job

Job details

Code:

Title:

Status: NEW JOB

Type: MINOR SERVICE

Category: DOMESTIC

Job Mgr:

Customer

Account:

Cust order no:

Contact:

Other

Entered:

Our ref:

Dates

Quoted: 12/09/2011 02:34

Start: 12/09/2011 02:34

Due: 26/09/2011 02:34

Complete: 26/09/2011 02:34

Job description

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**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
<b>Job details</b>	
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 <b>Make job read only</b> 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).
<b>Dates</b>	
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 <b>Job Default due days</b> user-level profile setting (see page 31).
Completed	Date and time of actual completion.
<b>Customer</b>	
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.

## MYOB EXO Business Job Costing

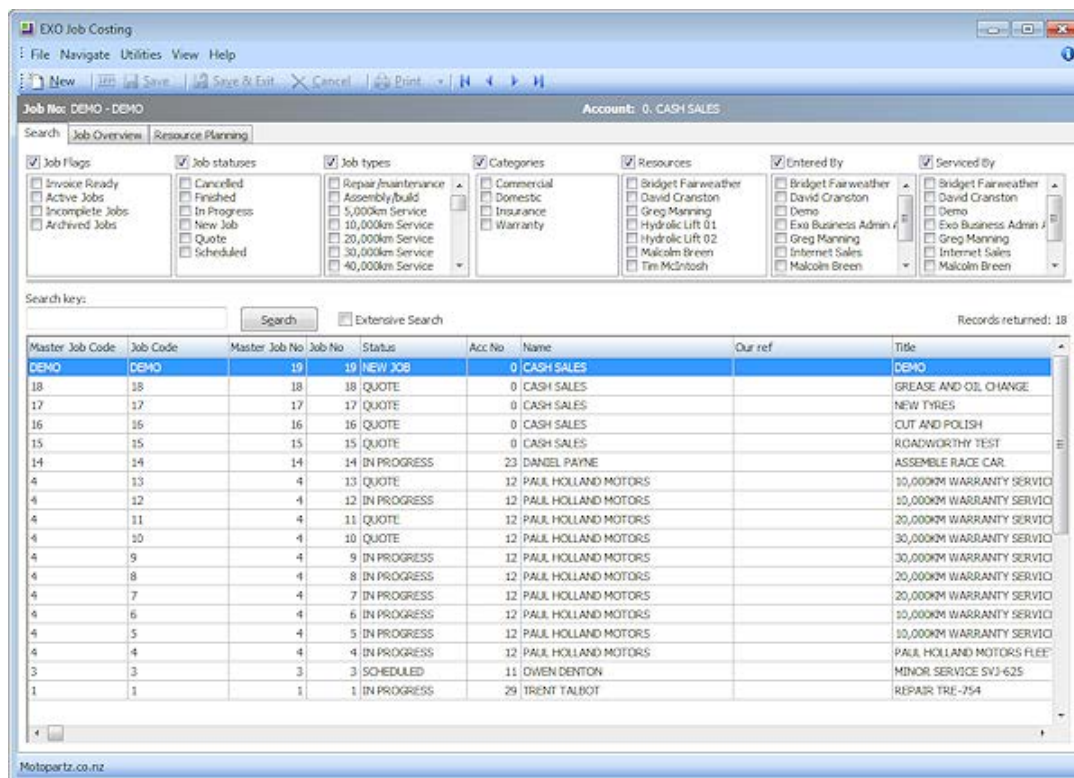
- Contact** The name of the contact person. This field may be left blank. Contacts allow job/debtor-related subcontractors and site-related information such as job site address and site foreman to be stored.
- Clicking the edit button displays a list of known contacts associated with the account. Double-click 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:



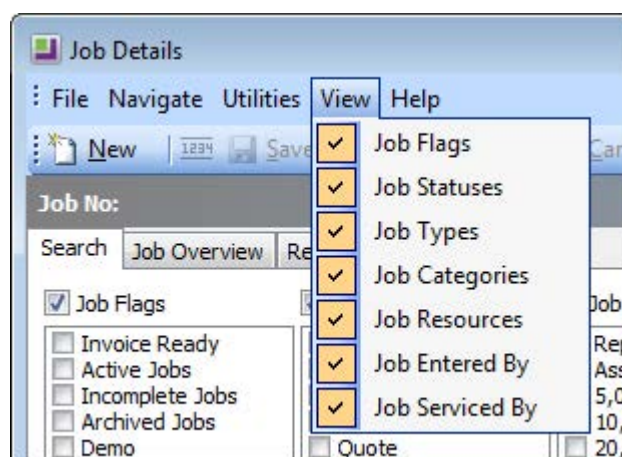
The Search tab is displayed by default. The following tabs are also available:

- 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

## MYOB EXO Business Job Costing

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.