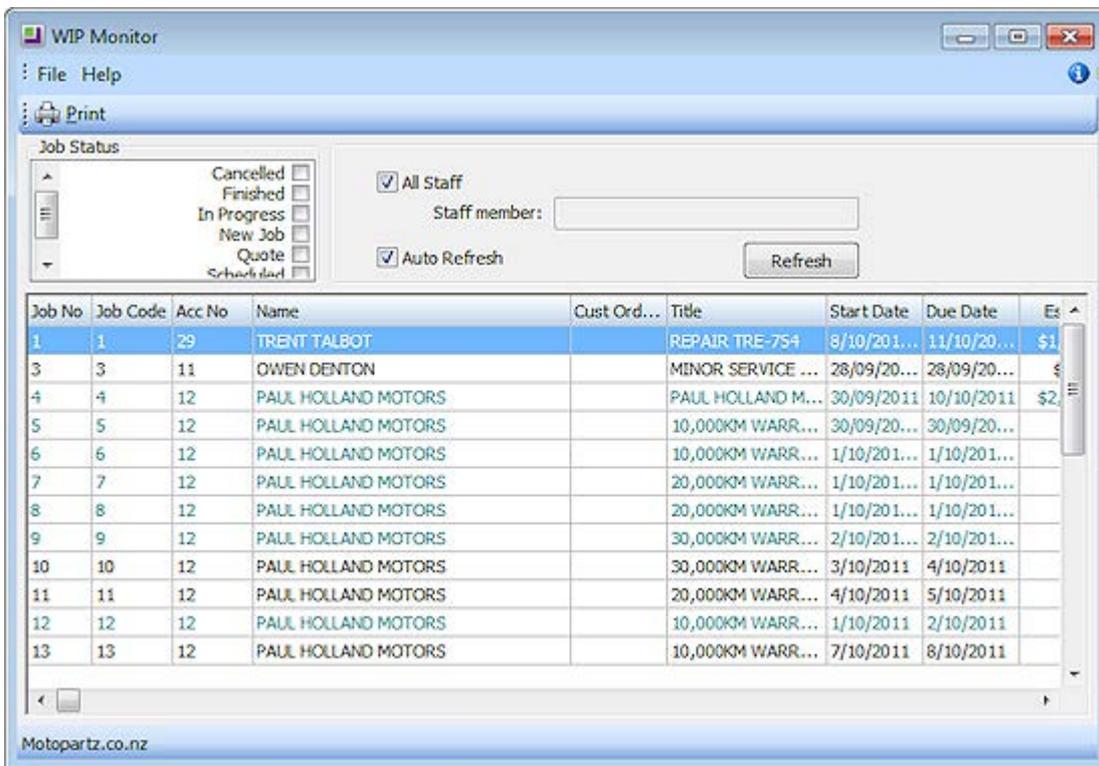


Work in Progress Report

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



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

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

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

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

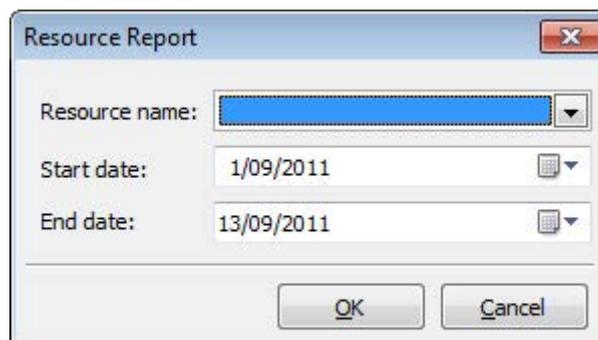
To print the report, select **Print** from the File menu.

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

Staff Time Report

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

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



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

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

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

Date	JobNo	AccNo	Name	Hours	Rate	Total
18/08/2011	14	23	DANIEL PAYNE	40.00	45.00	0.00

File
Resource Time Report for : GREG MANNING
JC_STAFF_TIME For: GREG MANNING Date Range: 01.08.11 - 13.09.11

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

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

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

Already Invoiced Report

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

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

Date	AccNo	InvNo	Amount	Reference1	Reference2	Reference3	Name
12/09/2011	23	1013	\$66.88	14		Invoice	23. DANIEL PAYNE
12/09/2011	23	1014	\$1,613.59	14		Invoice	23. DANIEL PAYNE

View Invoices
Job: (14) - 14 Double-click to view invoice

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

Master Detail Report

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

Double click the Master Job to be displayed.

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

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

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

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

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

Clarity Business Forms

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

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

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

The following standard CLF files are available in Job Costing:

Invoice.CLF

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

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

JobPreview.CLF

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

JobQuote.CLF

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

JobSheet.CLF

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

Other Job Forms

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

Advanced Features

Using Kits in Job Costing

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

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

The benefits of this approach to kits are:

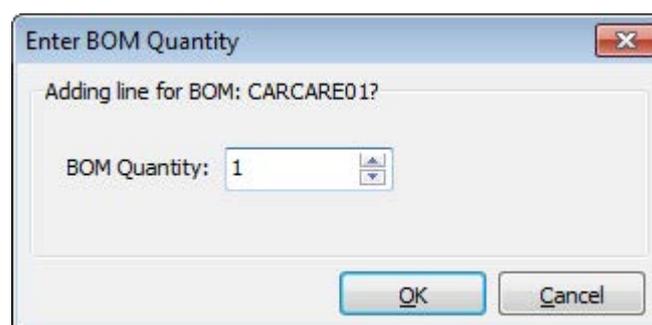
- Kits can be moved as a complete unit from Quote tab to the Cost tab and Invoice tab.
- A kit header line is displayed, which shows the cost and sell price of a kit within a job.
- Components can be added to or removed from the kit after it is placed on the job and the cost and sell price will automatically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

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

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

Adding a Kit to a Job

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

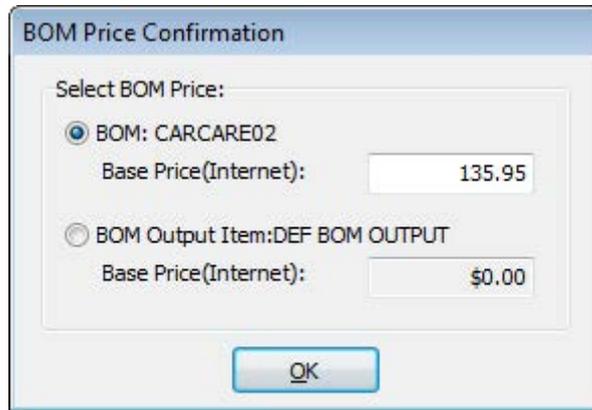


Note: Decimal quantities can be entered if the **Quantities** value at **EXO Business Config > Essential > General Settings > Decimal Places in Numeric Values** is set to a value greater than zero.

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

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

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



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

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

Kit Options

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

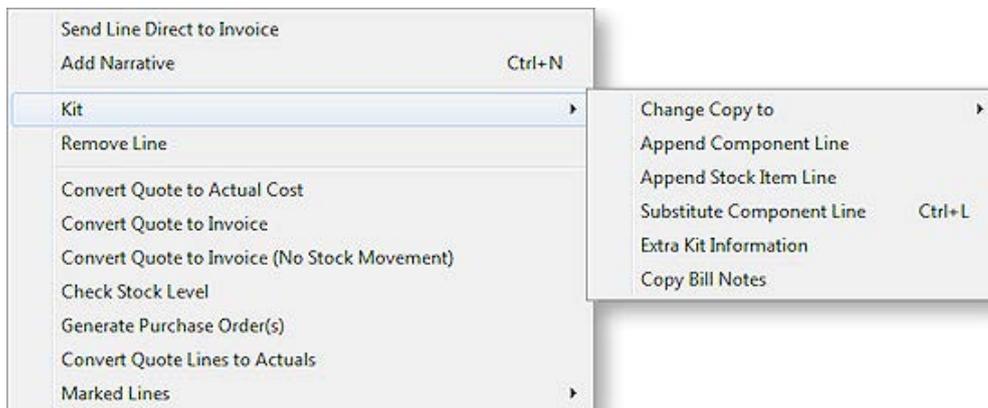
Attach Line to Kit

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

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

Kit Functions

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



MYOB EXO Business Job Costing

Change Copy To

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

Append Component Line

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

Append Stock Item Line

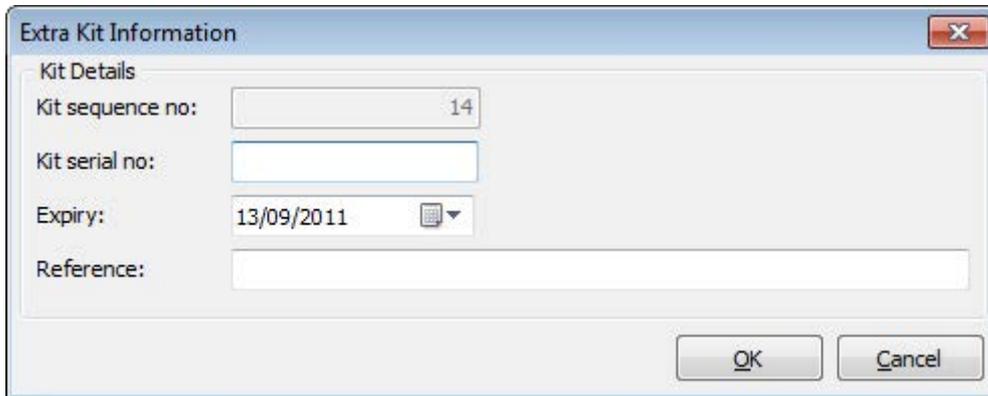
You can append a stock item line from the Stock file. Selecting this option displays the entire stock list in a search screen for selection. The item you choose does not have to be an item pre-configured as optional in the Bill of Materials.

Substitute Component Line

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

Extra Kit information

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



The screenshot shows a dialog box titled "Extra Kit Information". It has a standard Windows-style title bar with a close button (X) in the top right corner. The main area is labeled "Kit Details" and contains four input fields: "Kit sequence no:" with the value "14", "Kit serial no:" which is empty, "Expiry:" with the date "13/09/2011" and a small calendar icon to its right, and "Reference:" which is empty. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

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

Copy Bill Notes

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

Duplicate Kit

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

Tracking Serial Numbers

About Serial Number Tracking

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

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

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

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

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

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

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

Serial Numbers and the Quote Tab

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

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

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

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

Serial Numbers and the Cost Tab

If serial numbers are enabled and assignment is allowed, then whenever you save the job, the system detects if you have any have serial numbered items on the Cost tab (see page 68) that have not yet been assigned a serial number and it will give you the opportunity to assign them. This includes serialised items that have been copied from another job using the **Copy** button on the Cost tab. If you have already assigned the serial numbers but want to remove or re-assign them you can call the Serial number assignment screen by clicking the **Save and Prompt for Serial Numbers** button ([F12](#)).

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

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

Serial Numbers and Purchase Orders

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

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

Progress Billing

About Progress Billing

Progress Billing is sometimes also known as contract invoicing.

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

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

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

Billing Schedules

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

Generating Billing Schedules

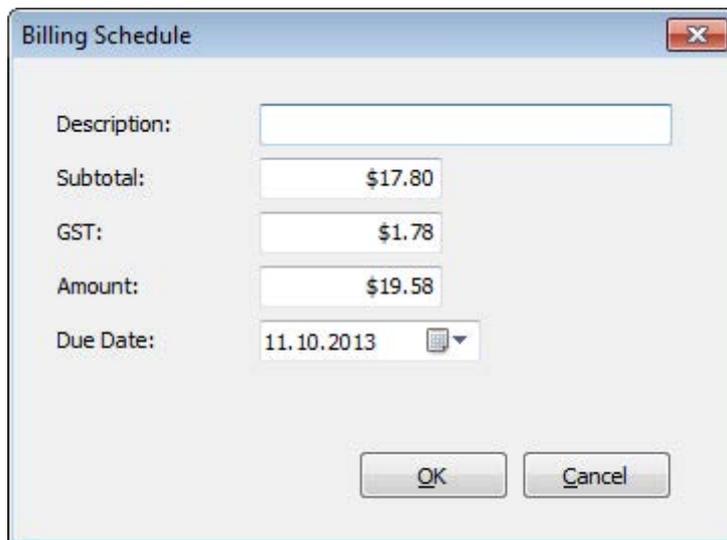
A progress billing entry may be created in several ways:

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

From the Quote tab

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

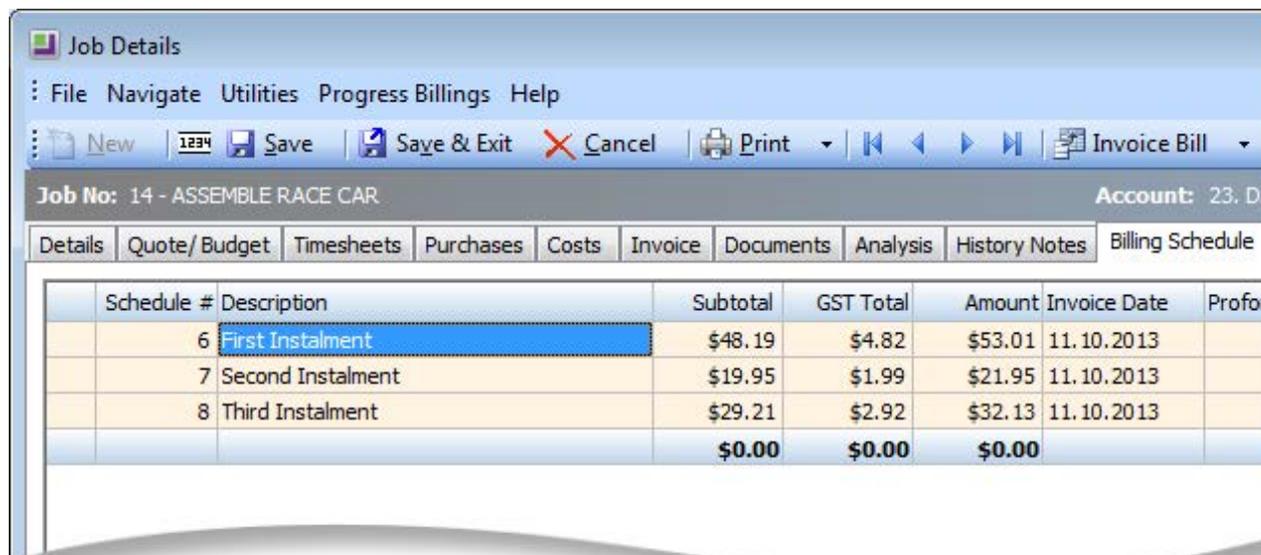
1. On the Quote tab, mark some lines that have not been sent to another tab.
2. On the right-click menu select **Marked Lines > Generate Billing Schedule**.
3. A schedule window will appear for you to enter a description and due date (which is the date when the invoice is due to be created). The values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



4. Click **OK**.

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

These schedules will now appear on the Billing Schedule tab.



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

MYOB EXO Business Job Costing

Adding Information

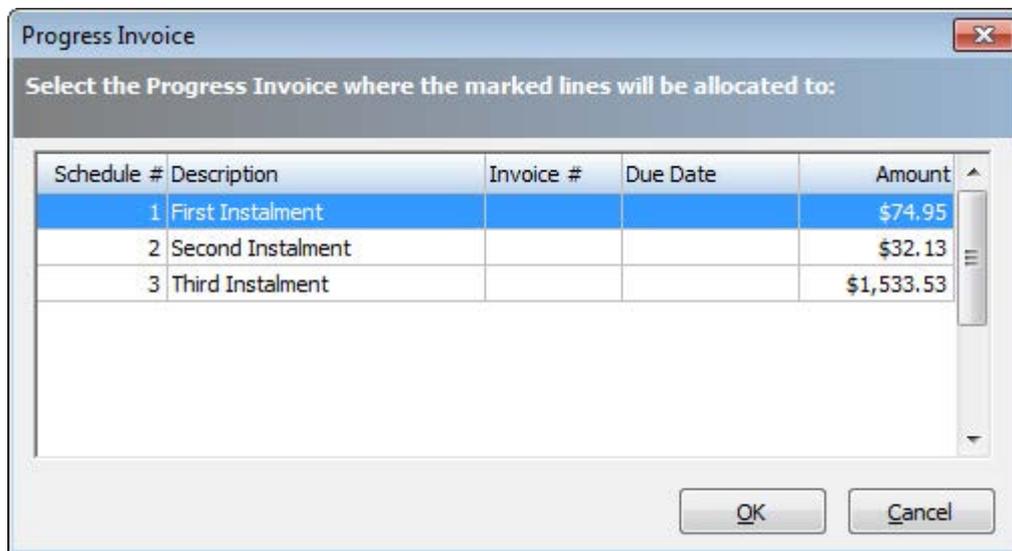
Additional information can be added to the schedule by completing the following columns on the Billing Schedule tab:

Field	Description
Due Date	The anticipated date for creating a tax invoice.
Allow Allocation	Select "Y" to allow work in progress lines to be allocated to the billing schedule. If "N" is selected, the schedule will not appear on the Progress Invoice window for allocating lines.
GL Code	The General Ledger code the schedule is to be billed to. <div style="background-color: #92d050; padding: 5px; margin-top: 10px;">Note: The Enable display and override of GL code from stock item profile setting must be enabled for the GL code to flow through to the invoice; otherwise by default the invoice picks up the GL code for the stock item.</div>
Percentage Complete	Enter a percentage to allow monitoring of progress of WIP relative to the schedule.

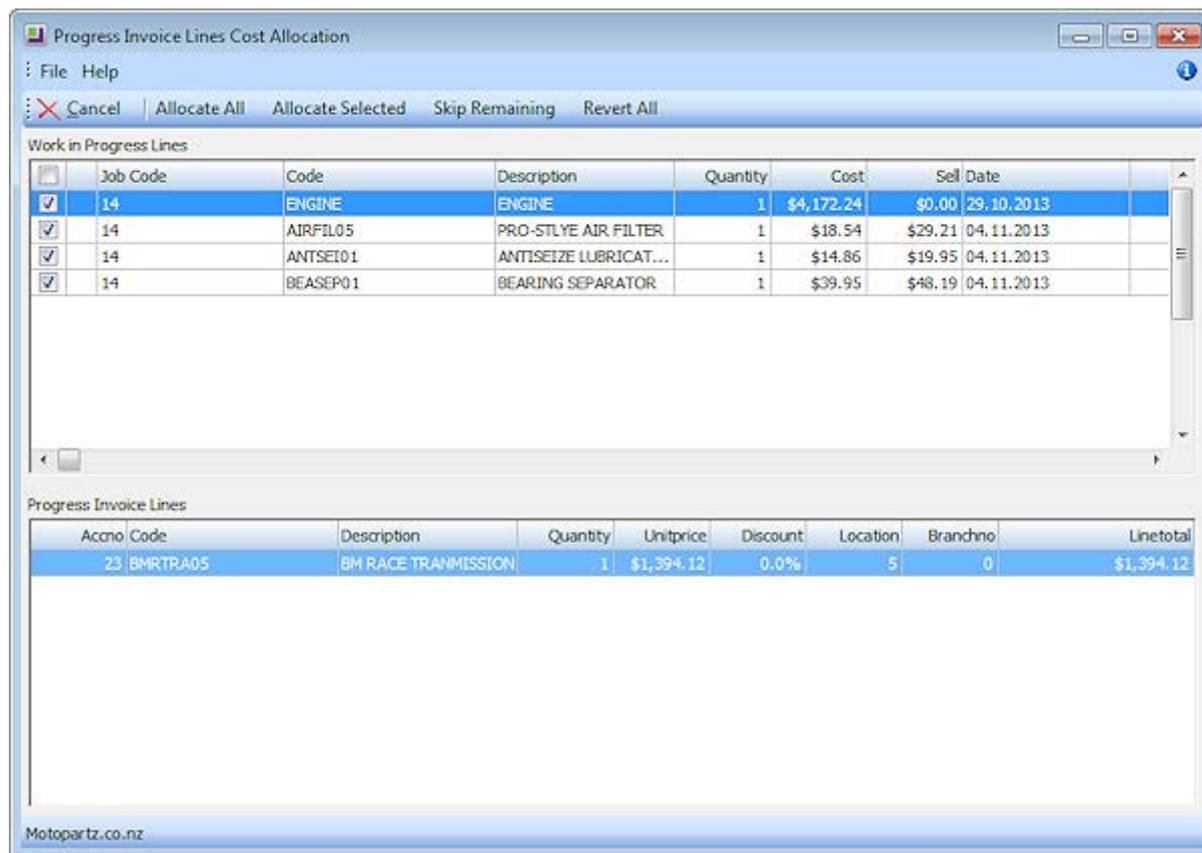
Allocating Work in Progress Lines

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

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



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



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

Invoicing Billing Schedules

Pro-forma Invoices

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

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

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

Tax Invoices

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

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

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

MYOB EXO Business Job Costing

Retentions

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

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

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

Default Retention Rates

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

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

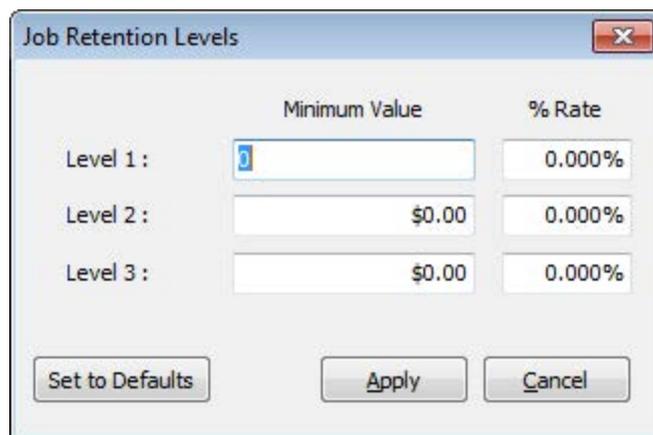
	Minimum Value	% Rate
Level 1 :	0	0
Level 2 :	0	0
Level 3 :	0	0

Creating Retentions in the Billing Schedule

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

Code	Description	Subtotal	Retention %	Retention	Retention 2 %	Retention 2	Retention 3 %	Retention 3
@	First Instalment	\$68.14	10.0%	\$4.90	15.0%	\$2.72	20.0%	\$0.00
@	Second Instalment	\$29.21	10.0%	\$0.00	15.0%	\$4.38	20.0%	\$0.00
@	Third Instalment	\$1,394.12	10.0%	\$0.00	15.0%	\$0.25	20.0%	\$278.29
		\$1,491.47		\$4.90		\$7.35		\$278.29

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



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

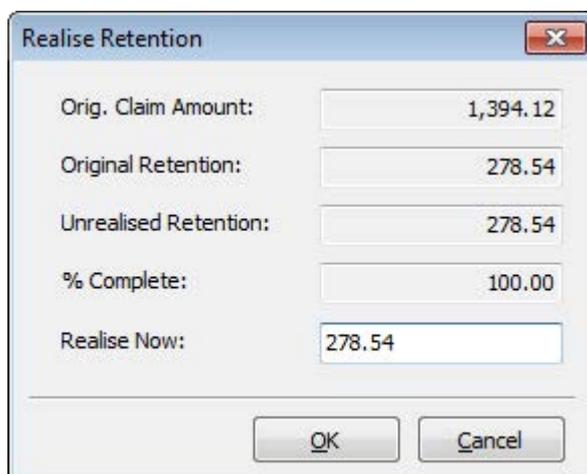
The retention rates and computed dollar amounts appear in the various Retention columns on the Billing Schedule tab. These columns are not editable, but may be reset using the **Retention Levels** button again.

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

Realising a Retention

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

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

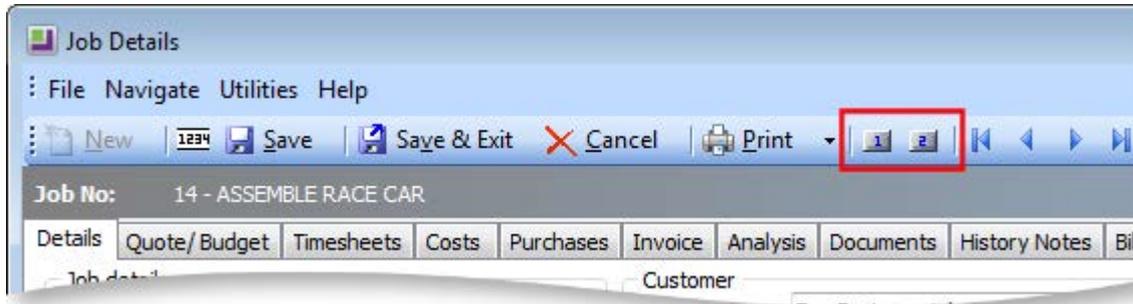


Click **OK**. An Invoice window appears.

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

Custom Buttons Overview

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



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

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

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

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

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

Frequently Asked Questions (FAQs)

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

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

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

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

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

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

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

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

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

No, this method is not fully supported.

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

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

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

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

How can I speed up the entry of transactions?

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

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

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

Can I post Inwards Goods receipt lines directly to jobs?

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

MYOB EXO Business Job Costing

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

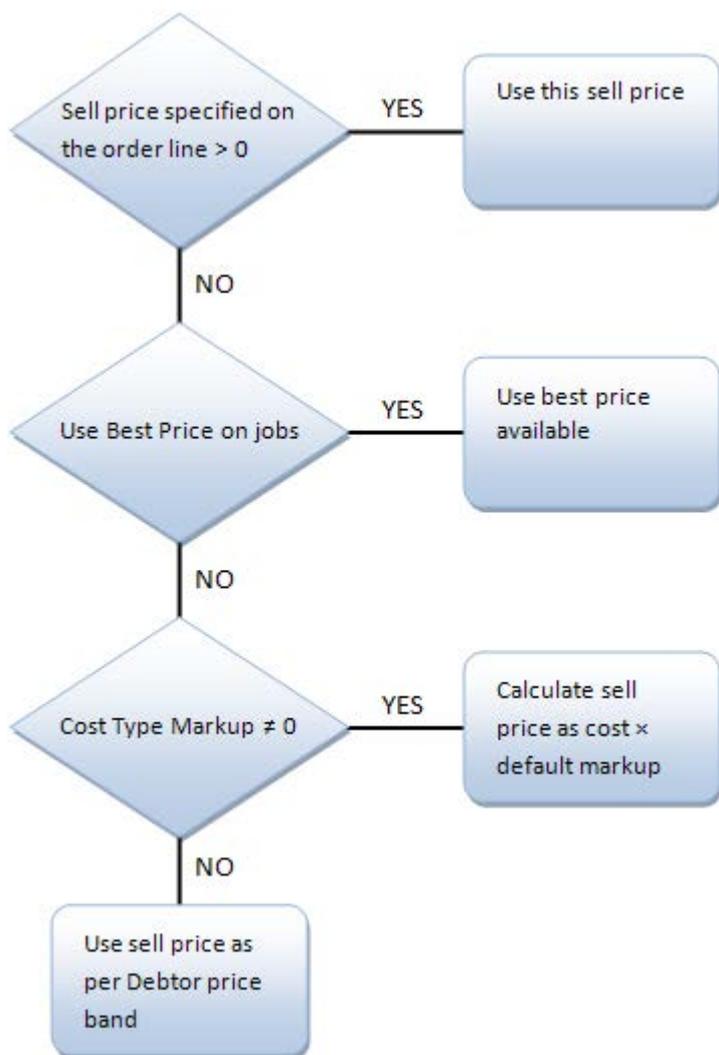
I am receiving the following error message saving a timesheet transaction: “Hours on a timesheet cannot be zero.” What does this mean?

When you enter a transaction into the timesheet and Job Costing has been configured such that you enter the number of time units manually (as opposed to start time and end times) then you must enter a value into this field before the transaction can be saved.

MYOB EXO Business Job Costing

How is the sell price determined if I purchase goods directly for a job?

Using the following process:



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