

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

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

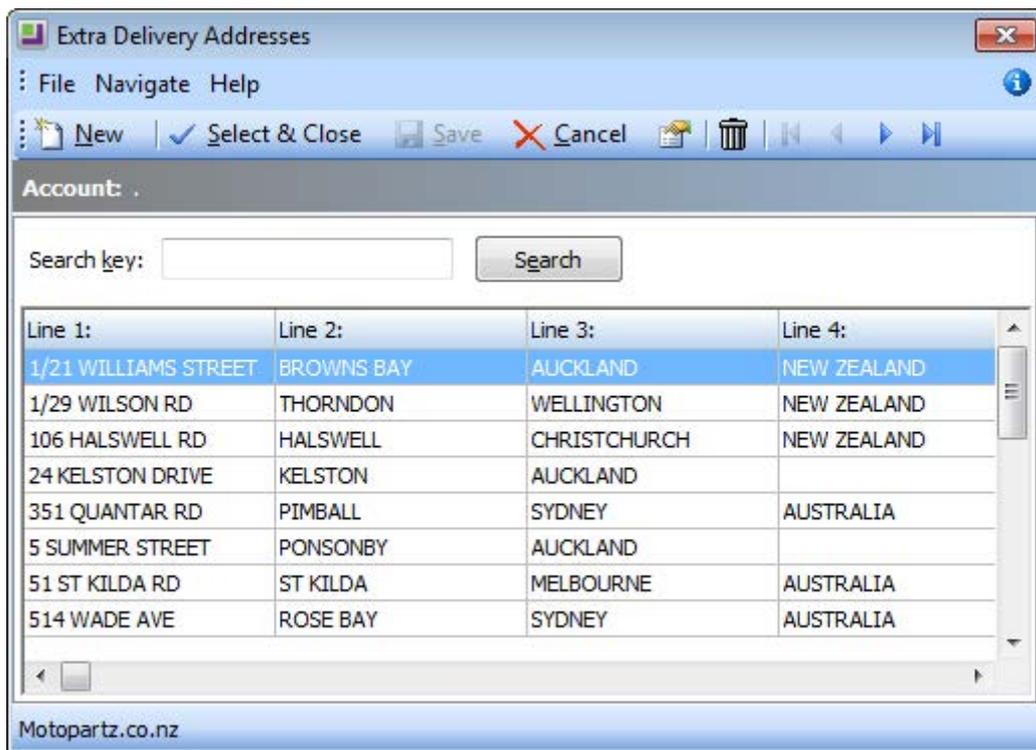
To delete a phrase from the list, highlight the phrase to be deleted and click the **Del. Phrase** button.

## Selecting Site Addresses

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

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

A list of addresses to select from is displayed:



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

## Serviceable Units

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

## Output Items

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

## MYOB EXO Business Job Costing

### 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)

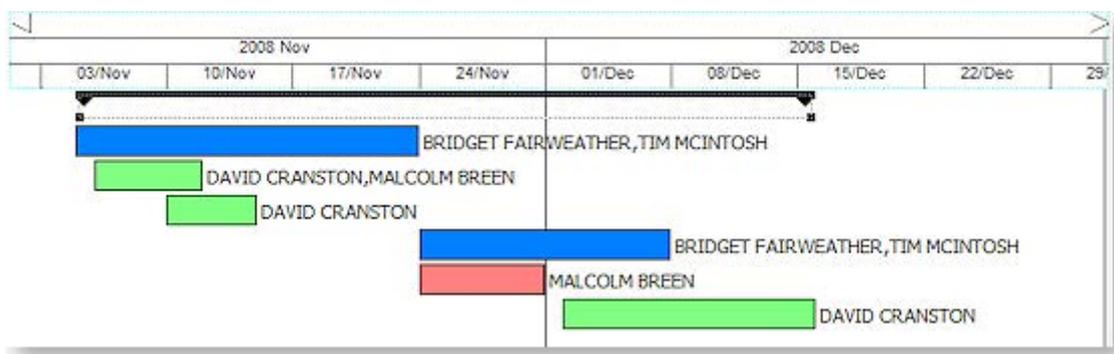
A Dashboard tab is also available. This tab contains a blank Dashboard interface, which can be customised with whatever widgets you require.

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.

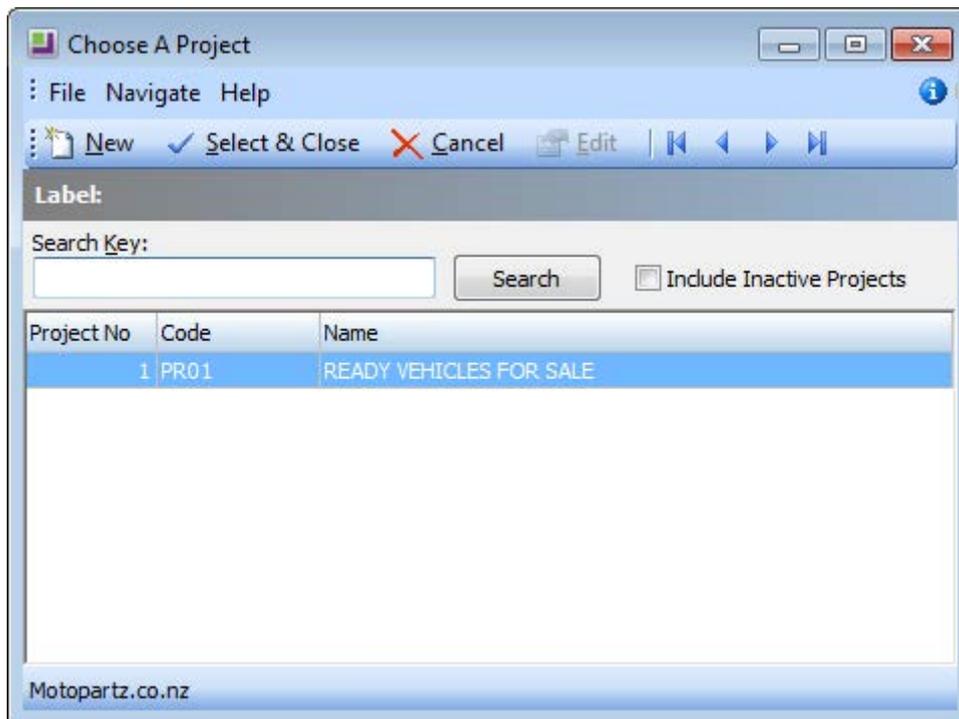


Projects can contain a hierarchy of master jobs with sub jobs, although projects themselves cannot be nested, i.e. one project cannot contain another.

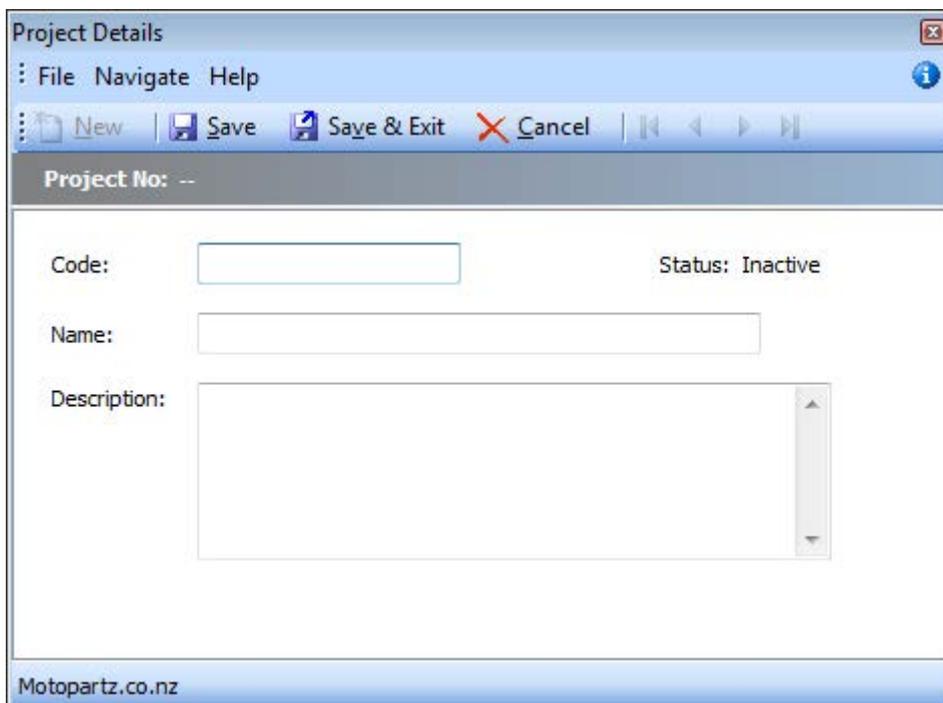
**Note:** A sub job cannot be assigned directly to a project; sub jobs are assigned to a project when their master job is assigned to the project.

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**.

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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.

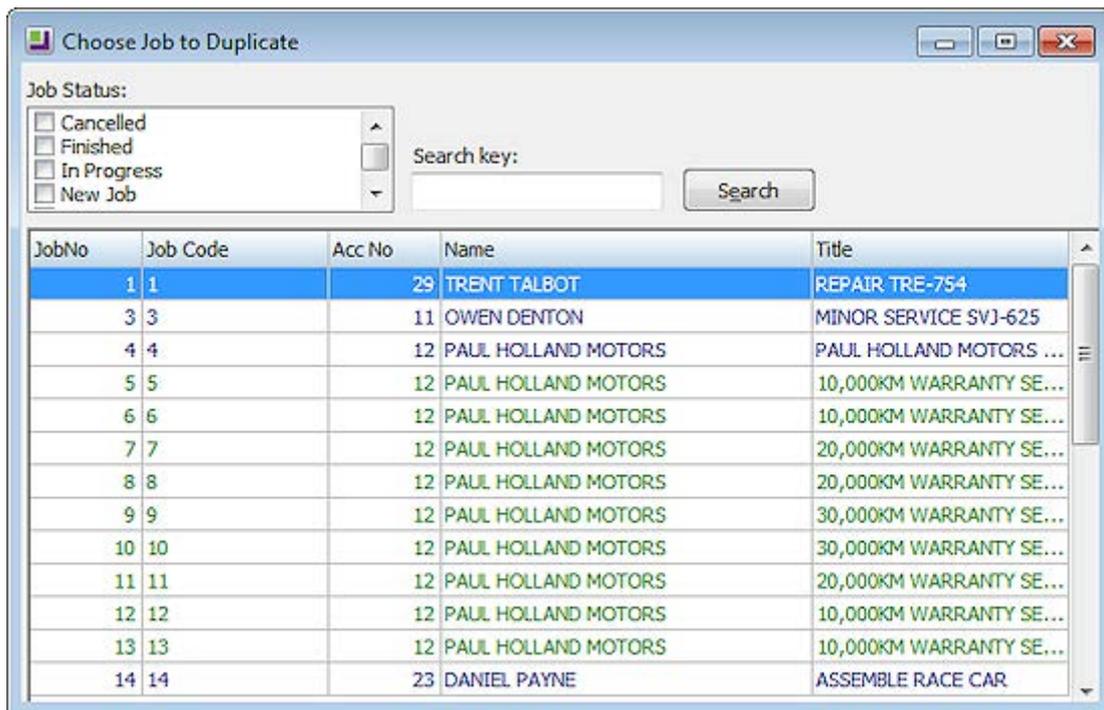
If the **Allow invoicing of sub jobs from master jobs** Company-level profile setting (see page 28) is enabled, sub jobs are invoiced from their master jobs - a single invoice is created (see page 79) for the master job and all of its sub jobs.

## Creating a New Duplicate Job

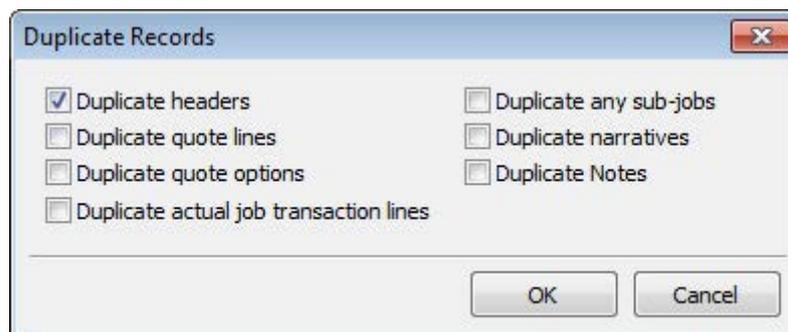
A duplicate job can be easily created using an existing job as a starting point. If there are sub-jobs attached to the job being duplicated a prompt will appear to confirm whether the sub-job(s) are to be included. It is not necessary to duplicate all sub-jobs – select the sub jobs required to be duplicated.

To create a duplicate job:

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



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

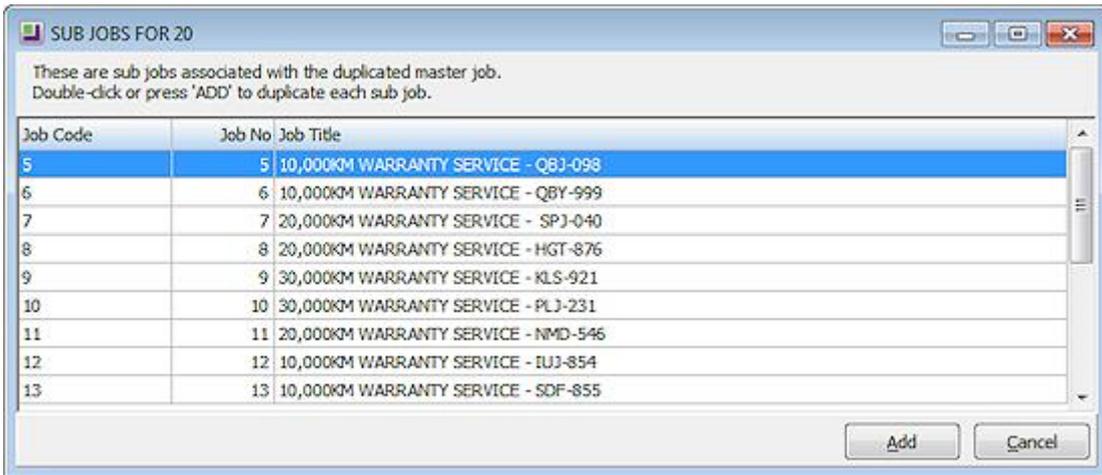


3. Select the features of the job that are to be duplicated and click **OK**.

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:



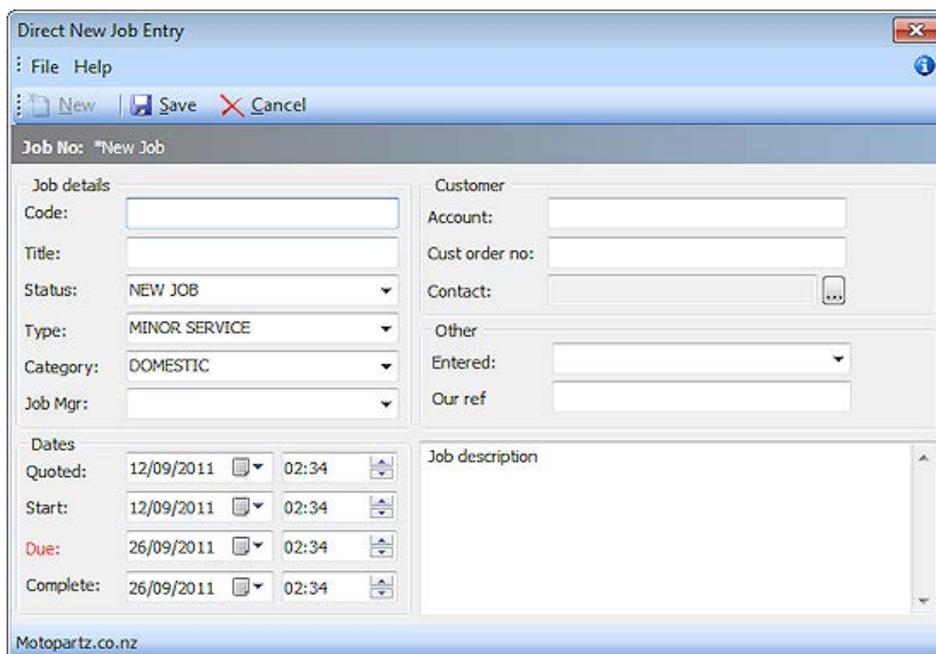
1. Select a sub job to be added to the new job.
2. Click **Add** or double-click the job to be added.
3. Save the newly created sub job after making necessary alterations.
4. Continue adding until all required sub jobs are added.
5. Close the window.

**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.



**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.

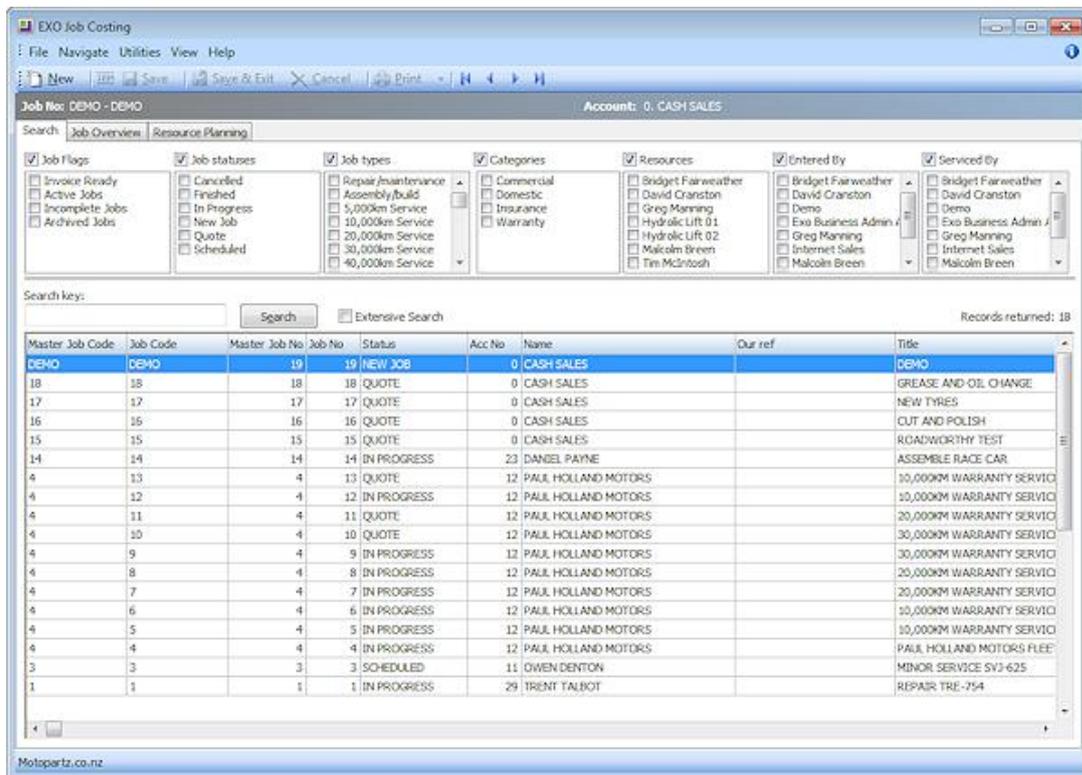
**Our Ref** A reference that can be searched on the main job search screen.  
If a Sales Order has been created for the job, enter the Sales Order number here. You can view the Sales Order by selecting **View Sales Order** from the Utilities menu, provided the **Link 'Our ref' to sales order number lookup** 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:



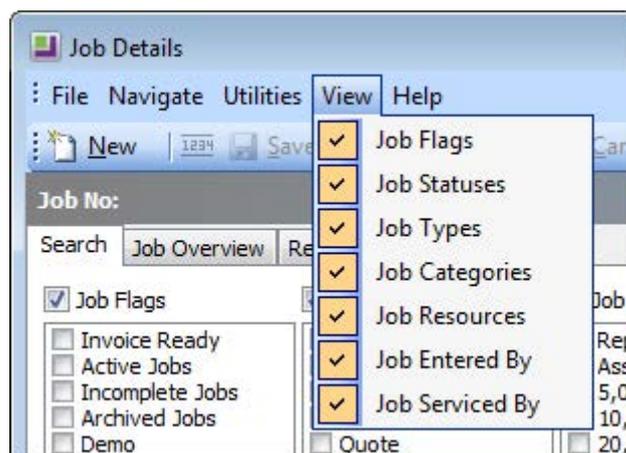
The Search tab is displayed by default. The following tabs are also available:

- 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

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

## Performing the Search

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

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

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

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

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

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

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

## Applying Custom Filters

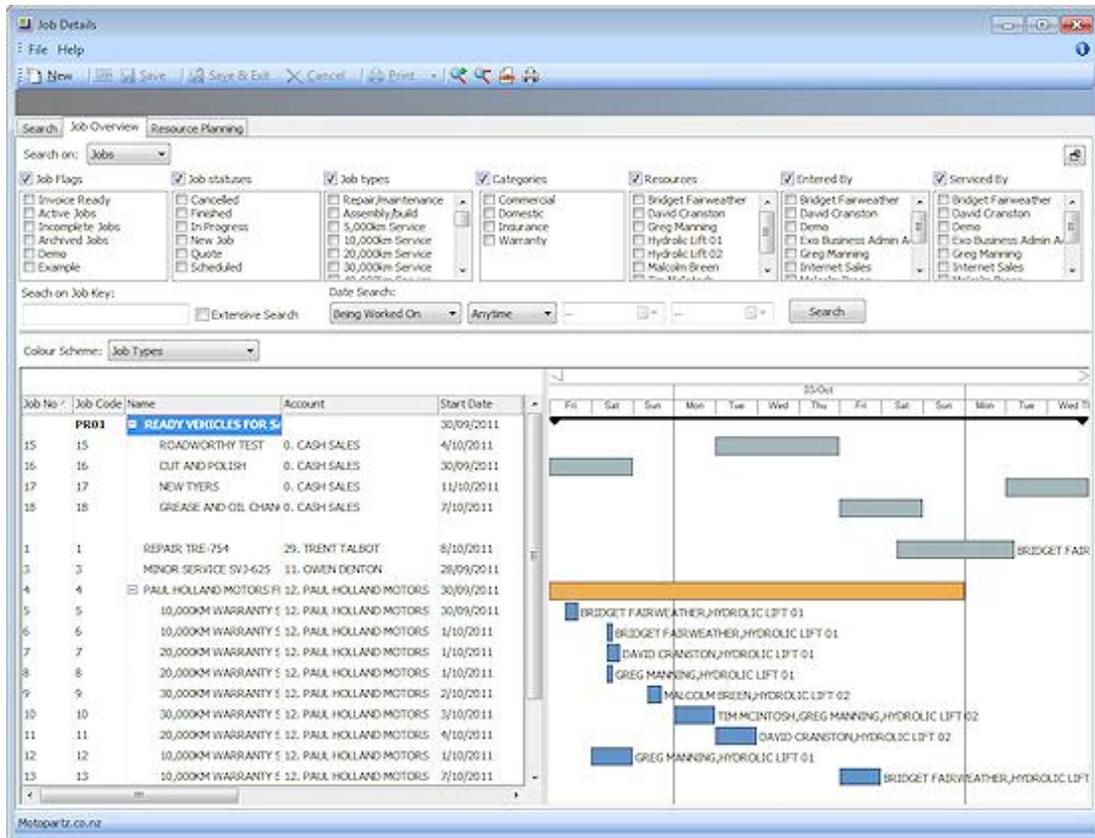
An additional customisable filtering mechanism can be used to filter the records displayed in the grid. This custom filter is accessible by right-clicking on the grid column headings and select **Custom Filter**. This method is common to many search grids within MYOB EXO Business. See the EXO Business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

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

## Job Overview

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

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



## Job Filters

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

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

## Job Overview Chart

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

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

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

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

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

## MYOB EXO Business Job Costing

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

### Navigating the Chart

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

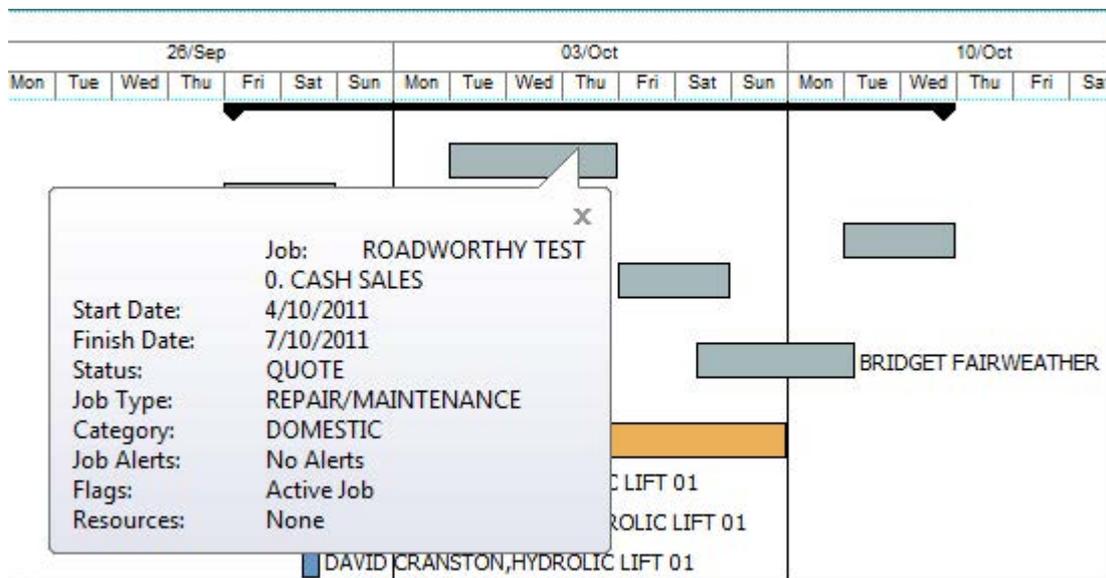
To change the zoom level of the chart, click the  and  buttons on the toolbar, or drag the bar at the top of the chart left (zoom in) or right (zoom out).

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

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

### Editing Jobs

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



Jobs can be dragged to change their dates:

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

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

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

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

## Right-Click Options

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

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

## Entering Quote/Budget Information

To enter quote/ budget information for a job:

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

Job Details

File Navigate Utilities Quotes Help

Sub-job No: 13 - 10,000KM WARRANTY SERVICE - SDF-855  
of Master Job: 4 - PAUL HOLLAND MOTORS FLEET SERVICE

Account: 12. PAUL HOLLAND MOTORS

Details Quote/Budget Timesheets Purchases Costs Invoice Analysis Documents History Notes Billing Schedule Activities

Quote Options:  DEFAULT OPTION Setup...

Include Sub Job Lines Filter

Hide Kit Components

Job Code	Code	Description	Quantity	Copy to	GST No.	Cost	Sell	Total	Markup (%)	Status	Date
13	MJRSRWC	MAJOR SERVICE KIT	1	N	CR	\$150.09	\$269.66	\$269.66	79.67%	Q	27.05.201
13	AJRFIL01	OVALCHROME AIR FILTER	1	N	CR	\$49.99	\$62.04	\$62.04	24.11%	Q	27.05.201
13	MOTOIL01	MOTOR OIL	1	N	CR	\$2.91	\$4.45	\$4.45	52.92%	Q	27.05.201
13	NGKSPRK4PK	NGK EXTENDED REACH SPARK PLU...	1	N	CR	\$35.44	\$53.17	\$53.17	50.03%	Q	27.05.201
13	LABOUR	STANDARD LABOUR CHARGE	3	N	CR	\$18.00	\$45.00	\$135.00	150.00%	Q	27.05.201
13	RADCLNT01	RADIATOR COOLANT	1	N	CR	\$7.75	\$15.00	\$15.00	93.55%	Q	27.05.201

Total Hours: 0 hrs    Total Cost: \$150.09    Sub total: \$269.66    Markup: 79.67%    Margin: 44.34%

Total Labour Allowances: 0 hrs    GST total: \$26.97    Total Price: \$296.63

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## MYOB EXO Business Job Costing

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

Cost Type	Enter a Cost Type (see page 20), if types are used. Type ? and press TAB to select from cost types available.
Cost Group	Enter a Cost Group (see page 18), if groups are used. Type ? and press TAB to select from cost groups available. Cost group will auto populate if the cost type is entered first, but can be overridden.
Disc (%)	Discount applied to the selling price of this line.
Gross Margin %	Automatically calculated – cannot be directly overridden.
Supplier Name	The preferred supplier for any lines that you will need to “order in” for this job. Used when creating purchase orders based on the lines that have a “copy to” flag set to “P” on the quote.
From Location	The preferred location to draw stock from if this quote becomes a job.
Kit No	When a kit (see page 108) is added to the job, the lines of the kit are given a kit incidence number that is used to hold the likes of the kit together. Lines that are not part of a kit have the value -1.
Quote Options	This works in conjunction with the Quote Options defined in the area above the grid. These are covered in more detail later but allow the quote to be split onto sections (say for optional upgrades). One quote option is created by default (‘Default Option’)
Analysis Codes	Analysis Codes are arbitrary codes that can be assigned to transactions, allowing you to group them together in various ways for sorting and reporting. They do not perform any function themselves; they are simply a customisable way of grouping related transactions together.
Labour Allowance	This allows a unit labour allowance to be specified associated with a product. Labour allowances are distinct from an actual ‘time’ lookup item within the grid and act as a guide. Labour allowance is optionally keyed in the labour allowance column and can also be defaulted from an extra field on the Stock Item. This is a “per unit” labour value so is multiplied by quantity. The sum of labour allowances is also shown at the bottom of the screen.
<div style="background-color: black; color: white; padding: 2px; display: inline-block;"> <b>Total Labour Allowance:</b>      1 hrs         </div>	
Total Labour Allowance	This is the extended labour allowance and cannot be edited.

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

## MYOB EXO Business Job Costing

Additional columns that may be selected include:

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

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

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

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

## Quote Functions

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

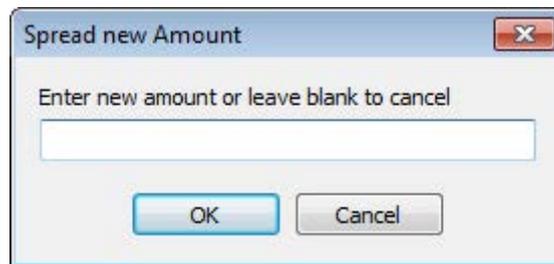
### Toolbar Options

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

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

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

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



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

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

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

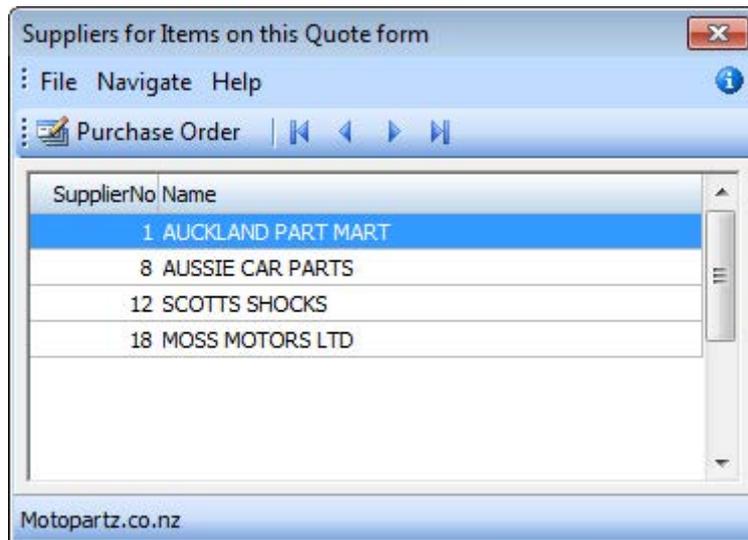
The "Quote Stock Level" window displays a table with the following data:

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

The window also shows a menu bar with "File" and "Help", and a status bar at the bottom with "Motopartz.co.nz".

## MYOB EXO Business Job Costing

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



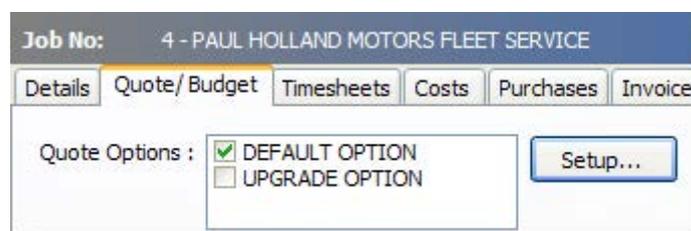
Highlighting the supplier and clicking the Purchase Order button will populate a purchase order on the screen ready to be processed. Lines can be added or removed from this purchase order, or even a different supplier may be selected if preferred. Each line ordered will be stamped with the current Jobcode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

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

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

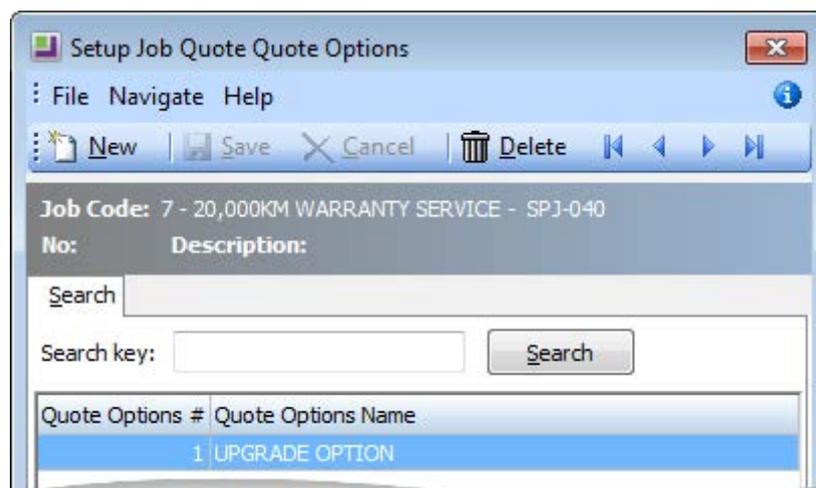
**Note:** If any of the lines to be converted contain serialised or batch-tracked stock items, they must be converted to actuals before they can be converted to an invoice.

### Quote Options



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

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



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

The name of the option can be set or maintained.

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

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

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

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

### ***Right-click Menu Options***

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

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

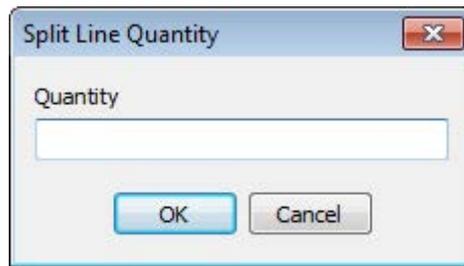
**Send line to** For a line which has not been moved to another tab (i.e. the **Copy to** field is set to "N") the system offers:

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

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

## MYOB EXO Business Job Costing

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



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

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

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

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

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

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

### Kit Functions

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

### Marked Lines

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

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

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

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

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

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

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

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

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

## Entering Time Costs

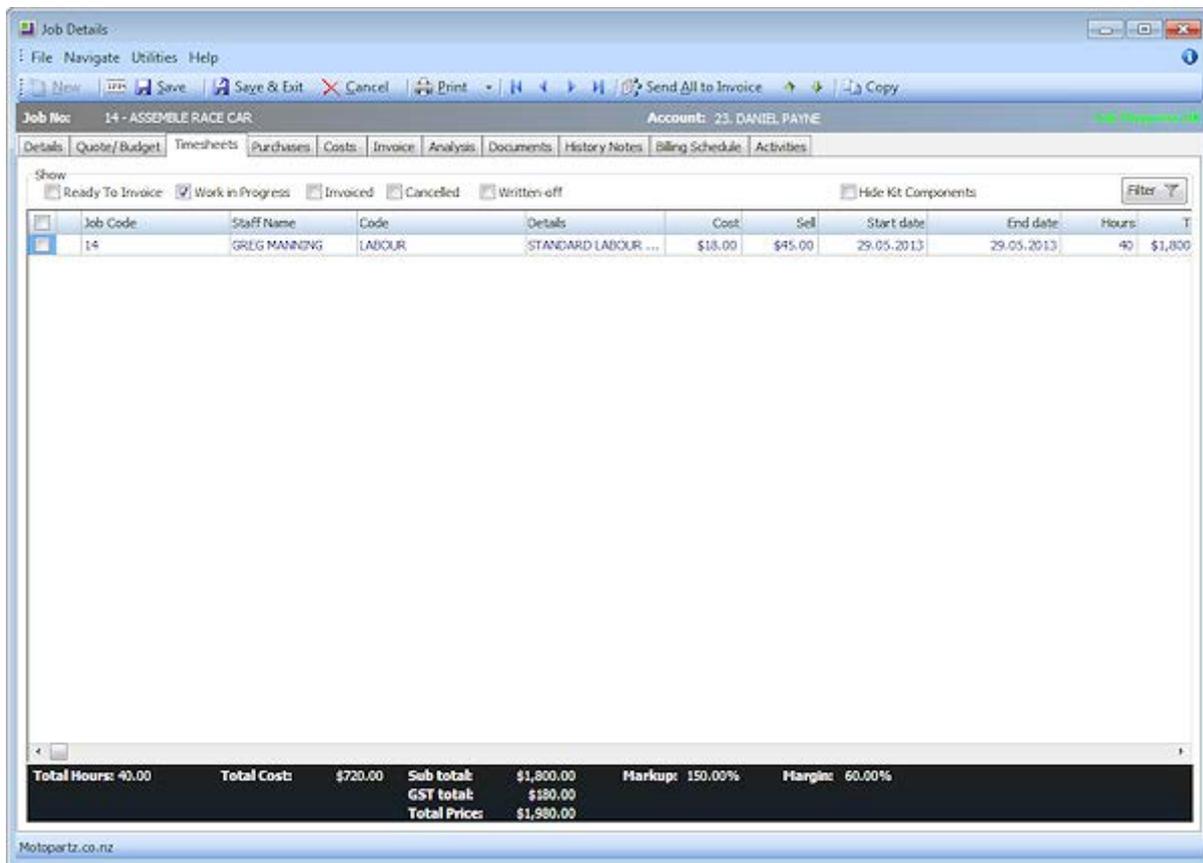
There are two modes of entering the actual time amount on both the Job Management and Direct Time Entry (see page 64) windows.

- Hours Only
- Hours Calculated from Start and End Times

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

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

Select the Timesheets tab:



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

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

Only the Work in Progress filter is enabled by default.

## MYOB EXO Business Job Costing

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

Status	The status of this line. Will be one of: <ul style="list-style-type: none"> <li>• C – Committed. The stock has been committed to Work in progress.</li> <li>• R – Ready to be invoiced.</li> <li>• I – Invoiced. The line can no longer be edited.</li> <li>• X – Cancelled line. If the stock item is material it will be taken from work-in-progress and returned to the stock count. It will add no cost to job and no sell price. Serial numbers will be unassigned.</li> <li>• W – Writes item off. This will remain in WIP and be considered a cost to the job. It will not add to selling price of the job. Serial numbers will be remain assigned.</li> </ul>
Cost Type	Enter a Cost Type (see page 20), if types are used. Type ? and press TAB to select from cost types available.
Cost Group	Enter a Cost Group (see page 18), if groups are used. Type ? and press TAB to select from cost groups available. Cost group will auto populate if the cost type is entered first, but can be overridden.
GST No	Select the GST number from the predefined list of GST entries. This automatically sets the GST rate.
Disc (%)	Discount applied to the line.
Gross Margin %	Display field only – cannot be used to work-back the selling price on this line.
Analysis codes 1 and 2	Can be used as another coding for posting to the General Ledger.
Source Ref	An optional reference number.
Invoice Date	
Line #	Line number. This can be edited and used with the ExoGrid sorting capabilities (or Clarity reporting) to re-sequence the lines from their original entry sequence.
Showline	Contains a Y or N to indicate if the line should appear on an invoice. This applies to kit component lines where the component lines may be hidden (set on BOM header).
Spread	Defaults to Y but can be changed to N. Indicates if the line will be taken into account when using the spread function  to alter the quote total.
Schedule #	Billing schedule number when using progress invoicing.
Allowance	This allows a unit labour allowance to be specified associated with a product.

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

## MYOB EXO Business Job Costing

### Timesheet Workflow

The natural flow of statuses for transactions is:

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

Committed transactions represent work in progress.

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

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

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

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

### Narratives

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

### Direct Time Entry

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

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



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

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

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

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

## MYOB EXO Business Job Costing

### Toolbar Buttons

Buttons on the toolbar can assist in the data entry:

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

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

## MYOB EXO Payroll Integration

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

### Setting up EXO Payroll Integration

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

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

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

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

### Entering Payroll Information

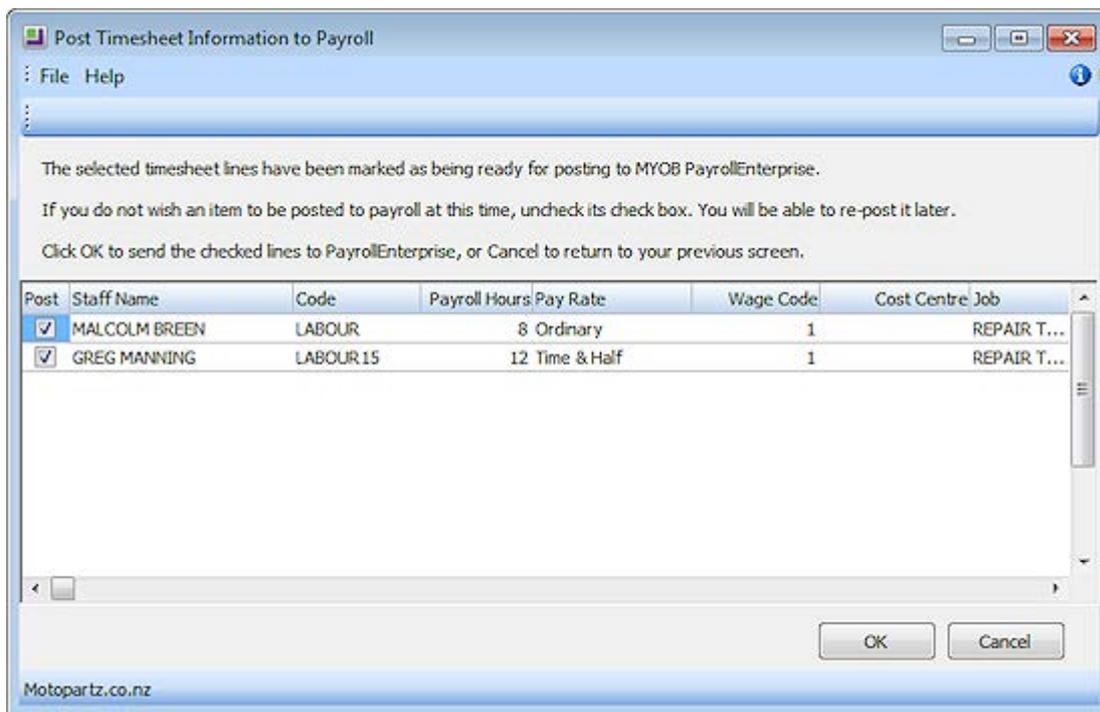
The following additional fields are available on the Timesheets tab (see page 61) when payroll integration is enabled:

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

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

## Exporting Timesheets

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



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

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

## Importing Timesheets into EXO Payroll

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

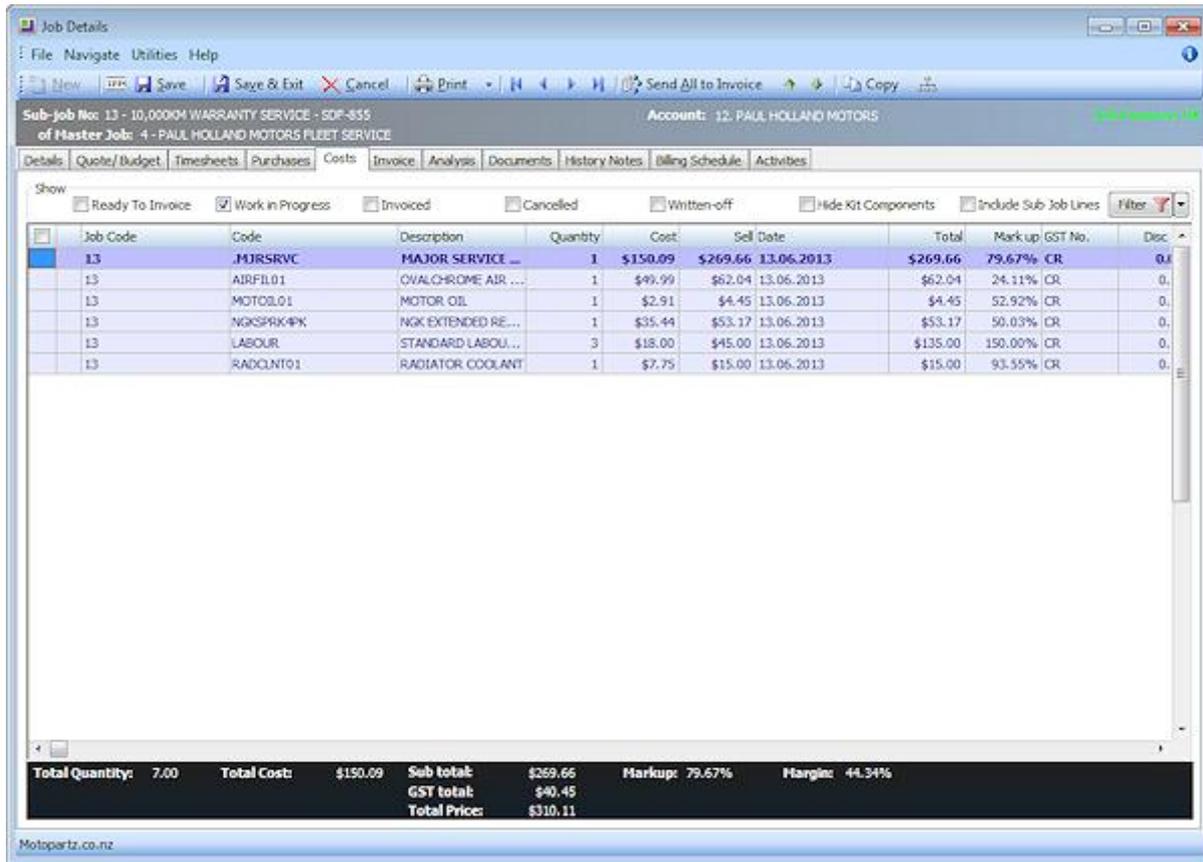
Select **Import Time Transactions** from the Pay menu of PayrollEnterprise and the timesheet data is automatically imported.

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

## MYOB EXO Business Job Costing

### Entering Costs

Select the Costs tab.



#### Field

#### Description

Group select

The first column contains a checkbox that allows you to select the line as part of a group of lines to perform actions on using the right-click menu.

Narrative

The second column displays the  icon if the line has a narrative attached. Right-click on this field and select Add a Narrative to add a new narrative to a line.

A narrative can only be added/edited after the line has been saved, using **Save** or **Save & Exit**.

Code

A product code. Enter ? and press TAB to select the number if unknown.

Description

A product description. This uses the description of the product as entered in the stock records. It can be overwritten.

Quantity

The quantity to be supplied. The default is 1.

Cost

The cost of the product. This uses the cost as entered in the stock records. It can be overwritten.

Sell	The selling price of the product. This uses the selling price of the product as against the customer. It can be overwritten.
Status	The status of this line. Will be one of: <ul style="list-style-type: none"> <li>• C – Committed. The stock has been committed to Work in progress.</li> <li>• R – Ready to be invoiced.</li> <li>• I – Invoiced. The line can no longer be edited.</li> <li>• X – Cancelled line. If the stock item is material it will be taken from work-in-progress and returned to the stock count. It will add no cost to job and no sell price. Serial numbers will be unassigned.</li> <li>• W – Writes item off. This will remain in WIP and be considered a cost to the job. It will not add to selling price of the job. Serial numbers will be remain assigned.</li> </ul>
Total	This value is automatically calculated.
Date	The date cost was incurred.
GST No	Select the GST number from the predefined list of GST entries. This automatically sets the GST rate.
Disc (%)	Discount applied to the selling price of this line.
Mark up %	This value is automatically calculated, but can be edited. On starting to type new entry a small screen pops up. Enter the number for the new markup, ignoring the % sign e.g. 112.5, click OK to confirm or Cancel to return to screen without making a change.
Invoice date	Date of last invoice.
Kit No	When a kit (see page 108) is added to the job, the lines of the kit are given a kit incidence number that is used to hold the likes of the kit together. Lines that are not part of a kit have the value -1.
Line #	Line number. This can be edited and used with the ExoGrid sorting capabilities 9or Clarity reporting) to re-sequence the lines from their original entry sequence.
Source Ref	An optional reference number.
Serviceable Unit	If the line relates to a serviceable unit (see page 96), enter the unit's code here.
WIP Out Date	
Labour Allowance	This allows a unit labour allowance to be specified associated with a product.
Total Labour Allowance	This is the extended labour allowance and cannot be edited.

## MYOB EXO Business Job Costing

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

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

Additional columns that may be selected include:

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

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

## Toolbar Options

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

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

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

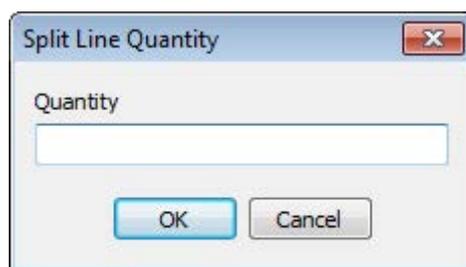
**Note:** If you are copying serialised lines (see page 111) from another job, you will be given the option of pre-assigning serial numbers to them.

## Right-click Menu Options

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

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

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



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

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

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

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

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

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

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

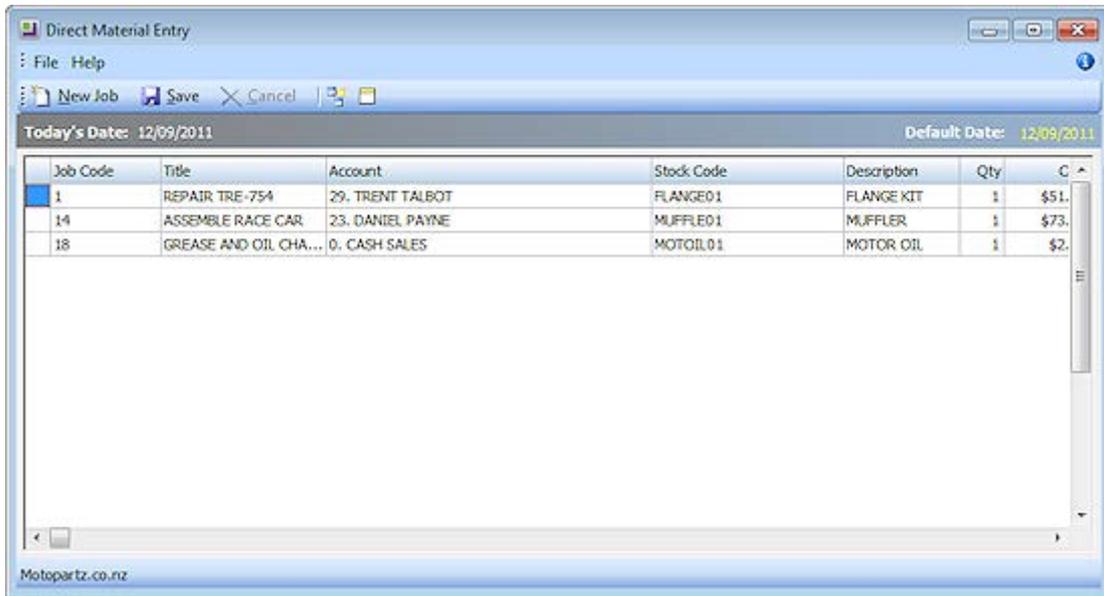
**Attach Line to Kit** Adds the line item to a selected kit (Bill of Materials). At least one kit must exist on the job before this function can be used.

## MYOB EXO Business Job Costing

### Direct Material Entry

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

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



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

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

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

### **Toolbar Buttons**

Buttons on the toolbar can assist in the data entry:

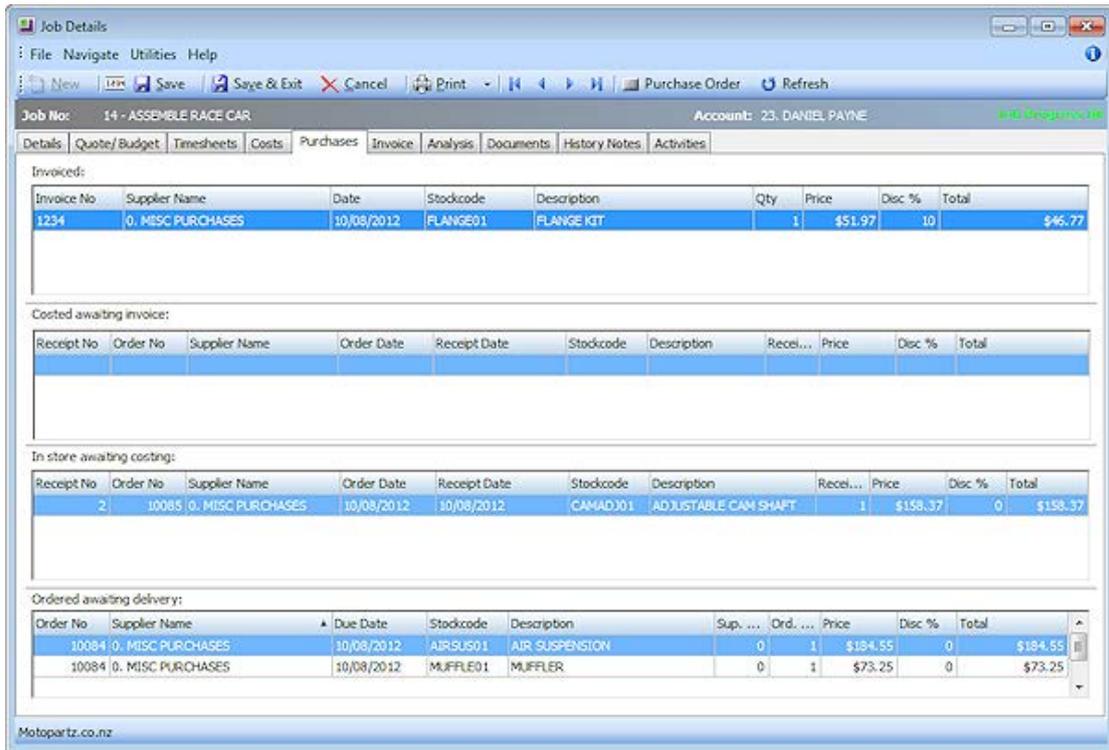
**New Line copies from line above** Toggle the  button on for line duplication. In this mode, pressing TAB for a new line will copy the entry in the line immediately above. It can then be over written with changes.

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

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

## Entering Purchase Orders

Select the Purchases tab. The following screen is displayed:



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

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

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

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

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

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

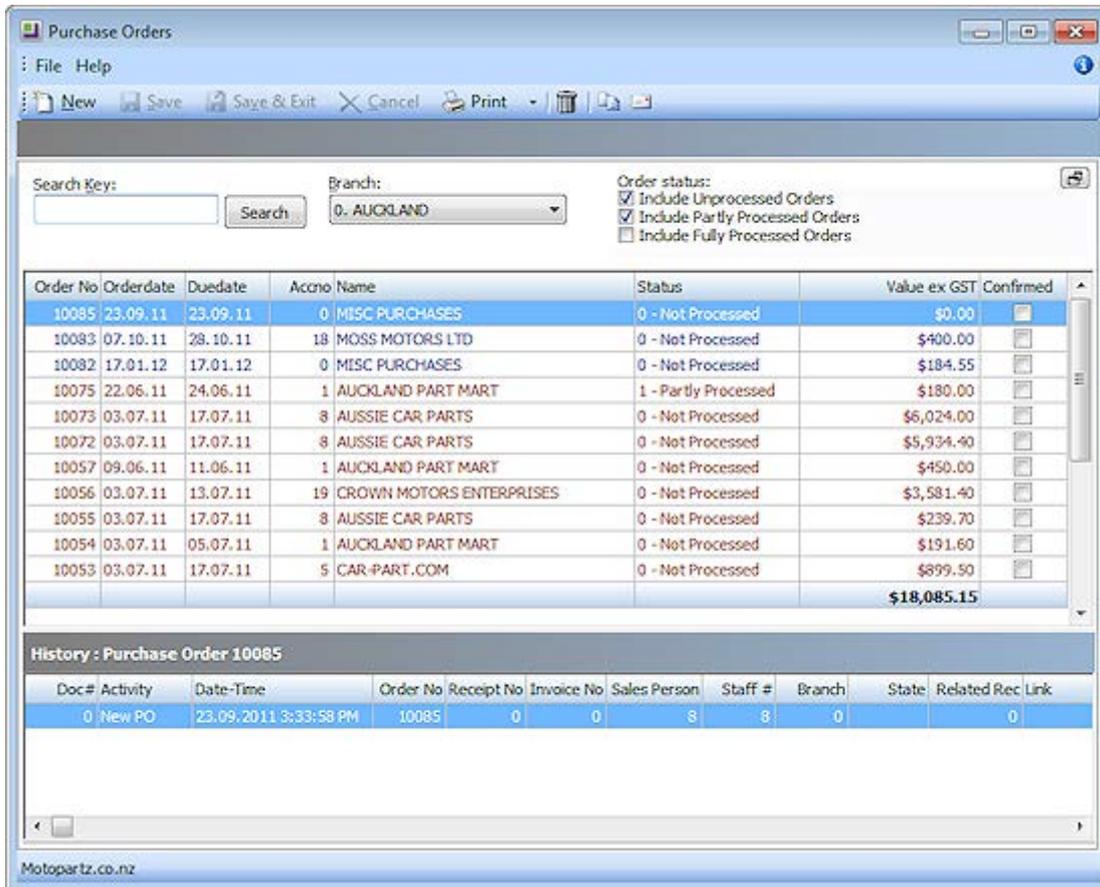
Double-clicking a line in the top grid will display the invoice.

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

## New Purchase Orders

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

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



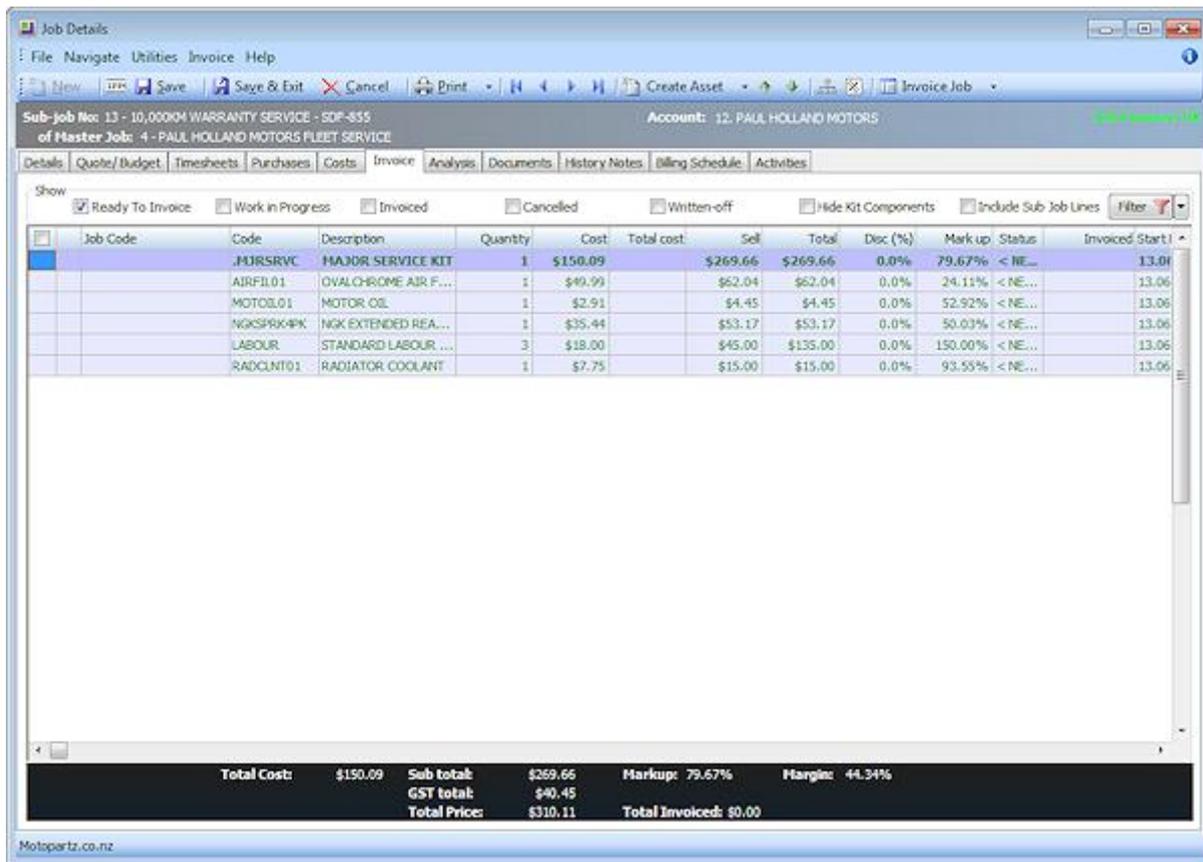
See the MYOB EXO Business online Help for information on creating Purchase Orders.

## Generating Invoices

There several workflows that may be used for invoicing:

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

Select the Invoice tab. The following screen is displayed:



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

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

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

Code Description Quantity Cost Sell	These values are carried forward to this tab from the tab they were created on. However, values can be over-written and any changes will be reflected on the original tab.
Total cost	This value is automatically calculated, and updates to reflect any changes made in other fields.
Total	This value is automatically calculated, and updates to reflect any changes made in other fields.
Disc (%)	Discount applied to the selling price of this line.
Mark up	This value is automatically calculated, but can be edited. On starting to type new entry a small screen pops up. Enter the number for the new markup, ignoring the % sign e.g. 112.5, click OK to confirm or Cancel to return to screen without making a change.
Status	The status of this line. Will be one of: <ul style="list-style-type: none"> <li>• C – Committed. The stock has been committed to Work in progress.</li> <li>• R – Ready to be invoiced.</li> <li>• I – Invoiced. The line can no longer be edited.</li> <li>• X – Cancelled line. If the stock item is material it will be taken from work-in-progress and returned to the stock count. It will add no cost to job and no sell price. Serial numbers will be unassigned.</li> <li>• W – Writes item off. This will remain in WIP and be considered a cost to the job. It will not add to selling price of the job. Serial numbers will be remain assigned.</li> </ul>
Invoiced	Shows previously invoiced amounts.
Start Date Invoice Date	These values are read-only.
GST No Gross Margin % Source Ref Line No	These values are copied from the Quote tab (see page 53).
Batch Code	An optional code to group batches of transactions.
Schedule #	Billing schedule number when using progress invoicing.
Supplied	Displays either “Y” or “N” to indicate whether the line item has been supplied. Can be altered by right-clicking on the line and selecting <b>Toggle Supplied Flag</b> .
Analysis Codes	Analysis Codes are arbitrary codes that can be assigned to transactions, allowing you to group them together in various ways for sorting and reporting. They do not perform any function themselves; they are simply a customisable way of grouping related transactions together.

## MYOB EXO Business Job Costing

### Changing the Invoice Total Amount

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

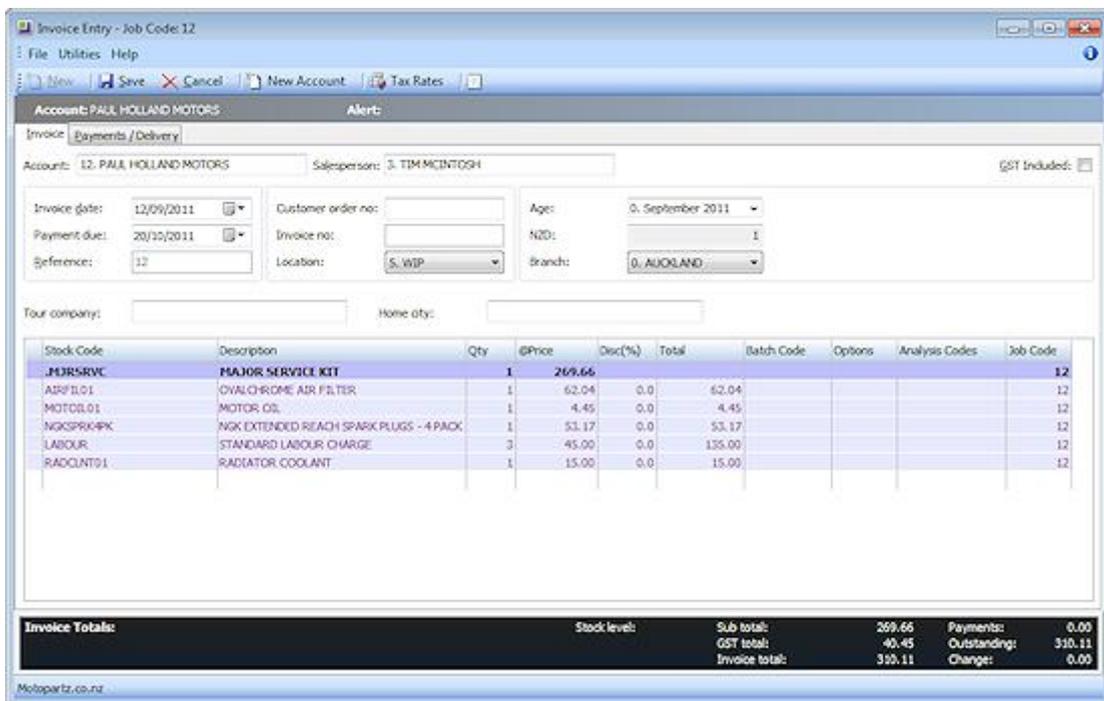
This feature can also be useful where the Job is to be billed at a contract rate that may be in no-way related to the actual sum of transactions being invoiced.

### Invoicing the Job

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

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

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



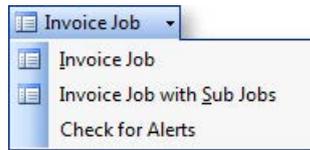
Stock Code	Description	Qty	@Price	Disc(%)	Total	Batch Code	Options	Analysis Codes	Job Code
JHRSRVC	MAJOR SERVICE KIT	1	269.66						12
ARF1001	OVALCHROME AIR FILTER	1	62.04	0.0	62.04				12
MOT001	MOTOR OIL	1	4.45	0.0	4.45				12
NGKSPKPK	NGK EXTENDED REACH SPARK PLUGS - 4 PACK	1	53.17	0.0	53.17				12
LABOUR	STANDARD LABOUR CHARGE	3	45.00	0.0	135.00				12
RADCLNT01	RADIATOR COOLANT	1	15.00	0.0	15.00				12

<b>Invoice Totals:</b>	Stock levels:	Sub total:	269.66	Payments:	0.00
		GST total:	40.45	Outstanding:	310.11
		Invoice total:	310.11	Change:	0.00

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

## Invoicing Sub Jobs from a Master Job

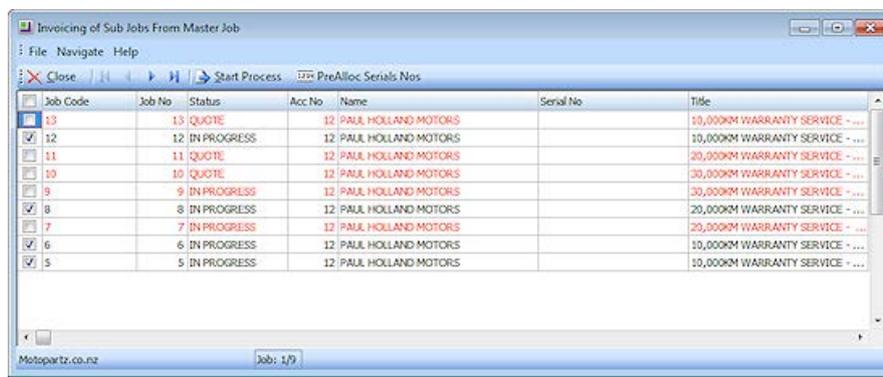
If the selected job is a master job, the **Invoice Job** button includes an **Invoice Job with Sub Jobs** option:



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

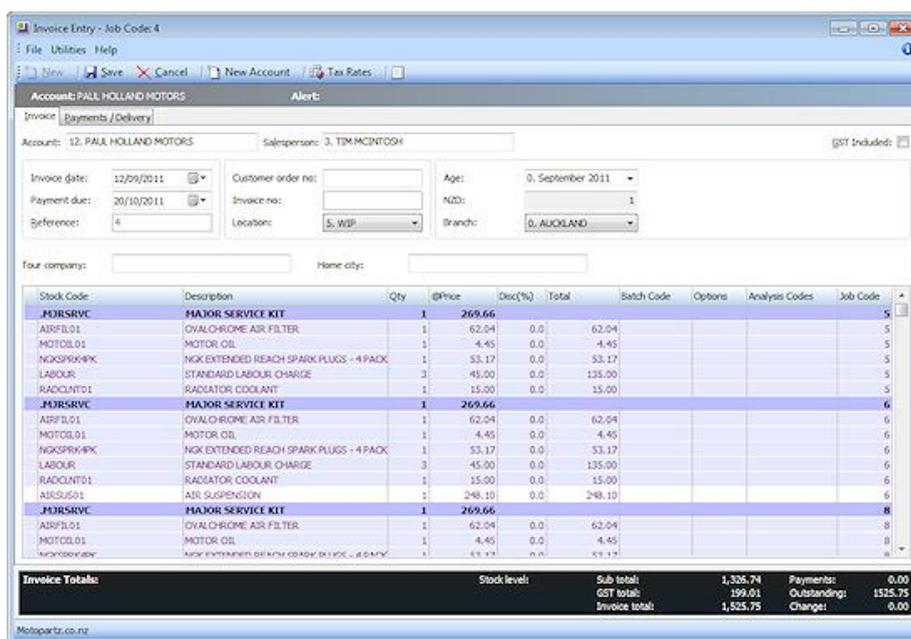
**Note:** In order for this menu option to be available, the **Allow invoicing of sub jobs from master jobs Company-level profile setting (see page 28)** must be enabled.

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



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

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



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

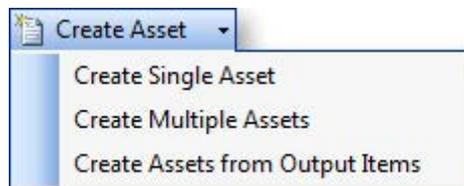
## Completing and Closing a Job

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

### Creating Assets

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

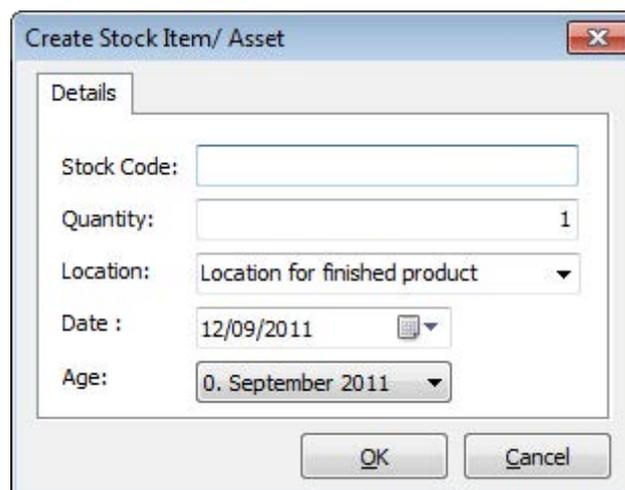
The **Create Asset** button on the toolbar of the Invoice tab (see page 76) is used to group the individual lines on an invoice into a stock item. The stock item must exist first before the lines can be grouped. There are additional choices by clicking the small down arrow to the right of the button.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



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

### Creating a Single Asset

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

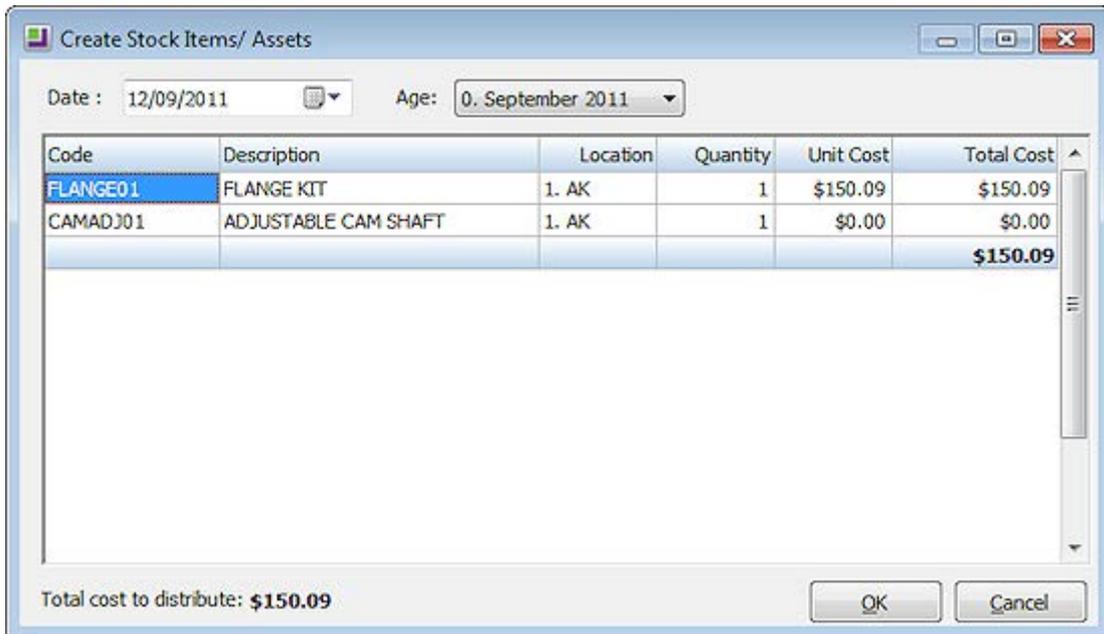
A screenshot of the 'Create Stock Item/ Asset' dialog box. The dialog has a title bar with a close button (X). It contains a 'Details' tab and several input fields: 'Stock Code:' (empty text box), 'Quantity:' (text box with '1' entered), 'Location:' (dropdown menu showing 'Location for finished product'), 'Date:' (text box with '12/09/2011' and a calendar icon), and 'Age:' (dropdown menu showing '0. September 2011'). At the bottom are 'OK' and 'Cancel' buttons.

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

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

### Creating Multiple Assets

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



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

### Creating Assets from Output Items

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