# Job Overview

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

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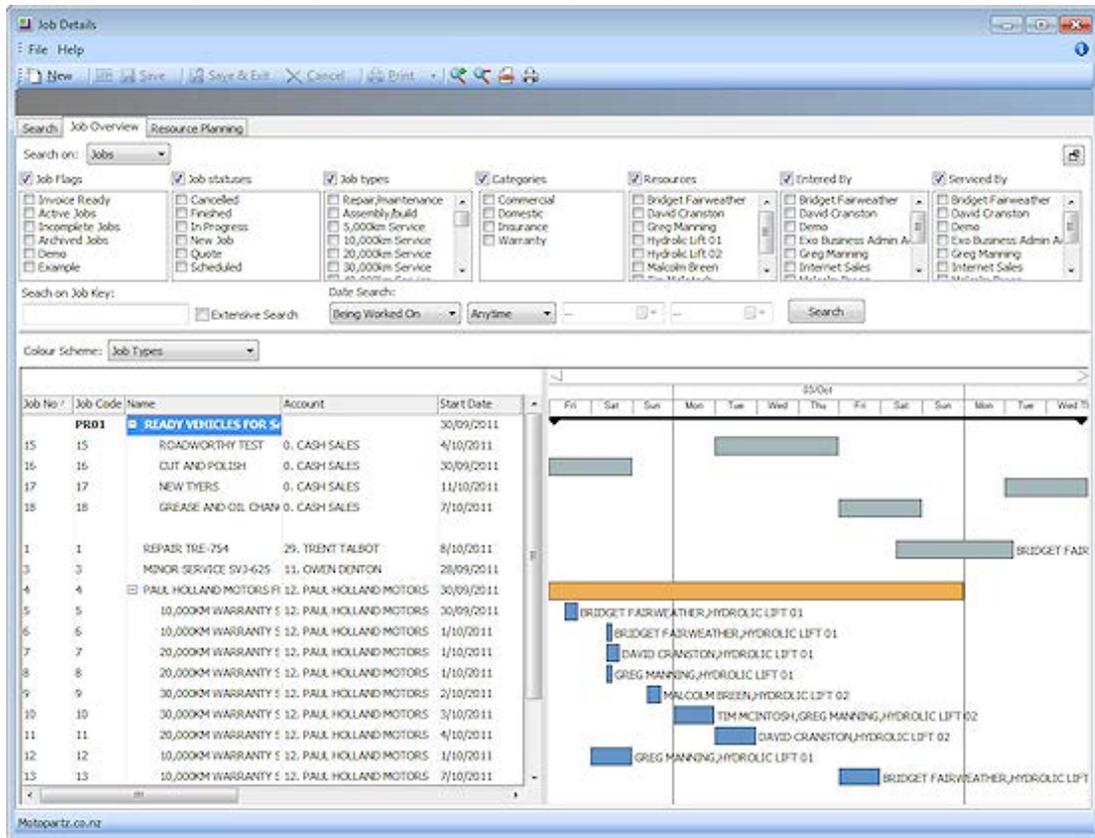
Job Filters

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

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

Job Overview Chart

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

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

- A Gantt chart showing all jobs and projects that match the filtering criteria is displayed on the right.

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

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

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

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

Navigating the Chart

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

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

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

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

Editing Jobs

Hovering the mouse pointer over a project or job on the Gantt chart displays its details in a popup bubble:
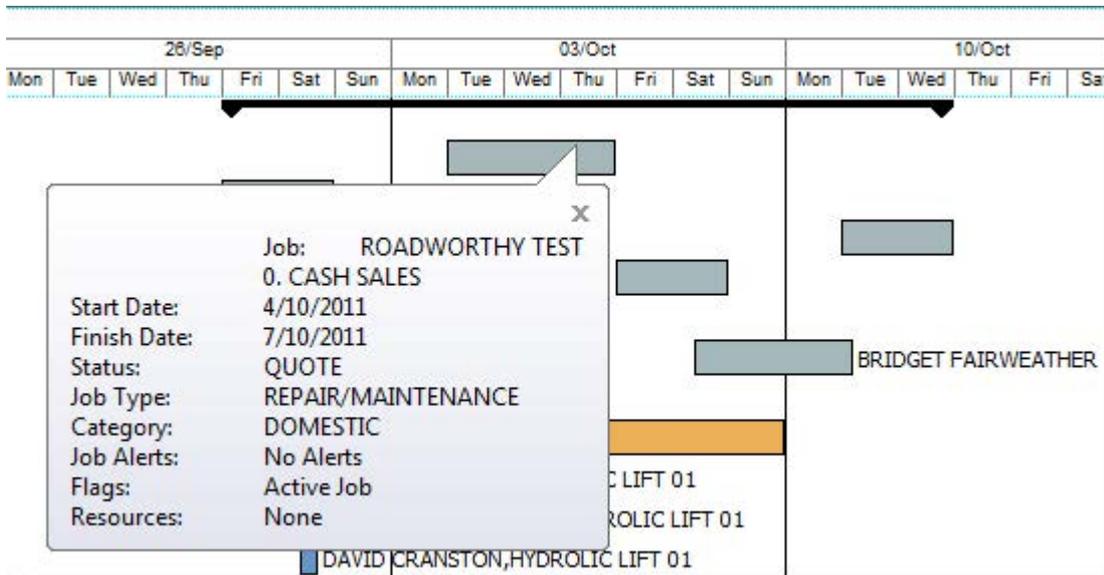
Jobs can be dragged to change their dates:

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

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

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

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

Right-Click Options

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

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

Entering Quote/Budget Information

To enter quote/ budget information for a job:

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

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

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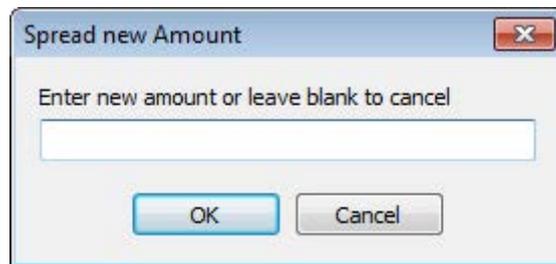
Lines are proportionally altered by factoring them on the basis of old total versus new total (the difference is spread according to the lines original value). If you have some lines which you do not wish to be altered by this process then set the value in their Spread column to N.

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.


Stock Code	Description	Stock Location	Physical	Not For Sale	Committed	Back Order	Incoming
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	

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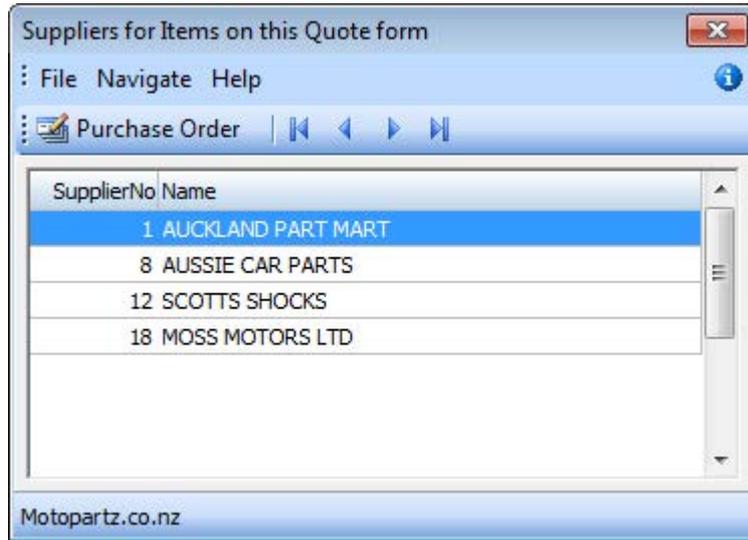

Highlighting the supplier and clicking the Purchase Order button will populate a purchase order on the screen ready to be processed. Lines can be added or removed from this purchase order, or even a different supplier may be selected if preferred. Each line ordered will be stamped with the current Jobcode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

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

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

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

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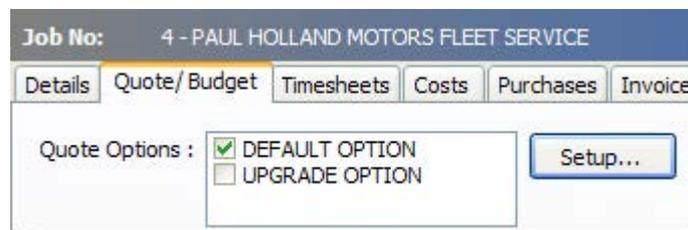
By default, all lines of a job belong to the DEFAULT OPTION, which is automatically created for each job. When quoting, it may also be preferable to include additional lines for optional extras or upgrades to the default being quoted.

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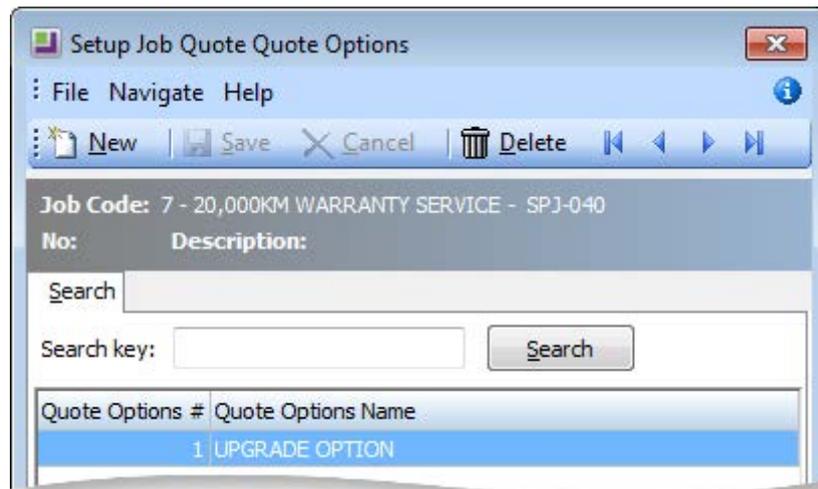
To create a new option click **New**. To edit an existing, option double-click its entry.

The name of the option can be set or maintained.

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

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

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

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

Right-click Menu Options

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

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

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

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

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

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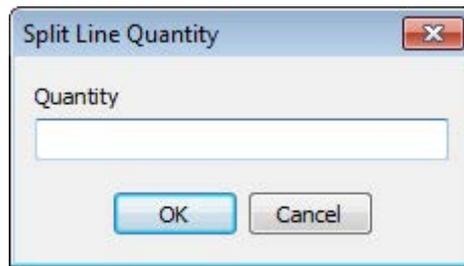
The remainder of the quantity will be left on the original line.

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

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

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

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

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

Kit Functions

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

Marked Lines

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

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

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

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

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

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

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

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

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

Entering Time Costs

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

- Hours Only
- Hours Calculated from Start and End Times

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

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

Select the Timesheets tab:
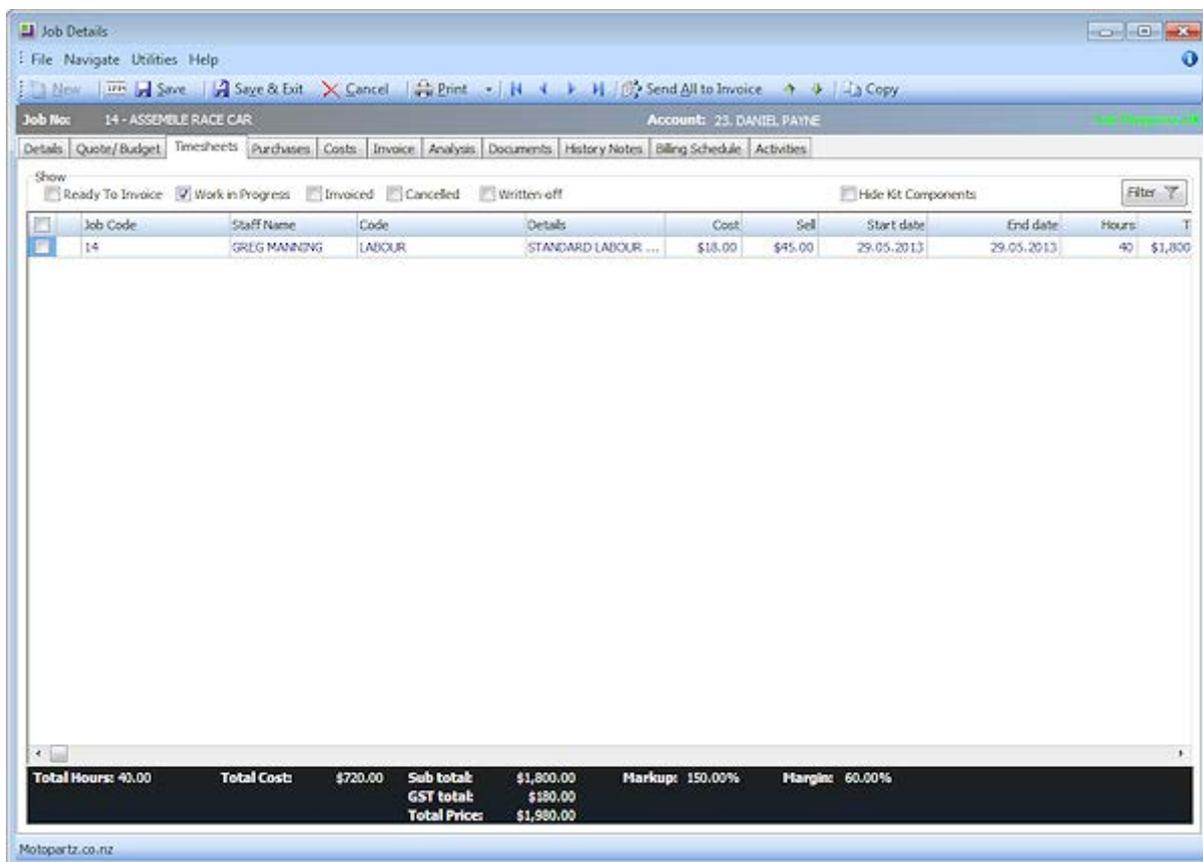
There are various filter checkboxes at the top of the screen:

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

Only the Work in Progress filter is enabled by default.

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

Status	The status of this line. Will be one of:

- C – Committed. The stock has been committed to Work in progress.
- R – Ready to be invoiced.
- I – Invoiced. The line can no longer be edited.
- X – Cancelled line. If the stock item is material it will be taken from work-in-progress and returned to the stock count. It will add no cost to job and no sell price. Serial numbers will be unassigned.
- W – Writes item off. This will remain in WIP and be considered a cost to the job. It will not add to selling price of the job. Serial numbers will be remain assigned.

Cost Type	Enter a Cost Type (see page 20), if types are used. Type **?** and press TAB to select from cost types available.
Cost Group	Enter a Cost Group (see page 18), if groups are used. Type **?** and press TAB to select from cost groups available. Cost group will auto populate if the cost type is entered first, but can be overridden.
GST No	Select the GST number from the predefined list of GST entries. This automatically sets the GST rate.
Disc (%)	Discount applied to the line.
Gross Margin %	Display field only – cannot be used to work-back the selling price on this line.
Analysis codes 1 and 2	Can be used as another coding for posting to the General Ledger.
Source Ref	An optional reference number.
Invoice Date	
Line #	Line number. This can be edited and used with the ExoGrid sorting capabilities (or Clarity reporting) to re-sequence the lines from their original entry sequence.
Showline	Contains a Y or N to indicate if the line should appear on an invoice. This applies to kit component lines where the component lines may be hidden (set on BOM header).
Spread	Defaults to Y but can be changed to N. Indicates if the line will be taken into account when using the spread function to alter the quote total.
Schedule #	Billing schedule number when using progress invoicing.
Allowance	This allows a unit labour allowance to be specified associated with a product.

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

Timesheet Workflow

The natural flow of statuses for transactions is:

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

Committed transactions represent work in progress.

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

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

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

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

Narratives

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

Direct Time Entry

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

Select **Transactions > Direct Time Entry** from the main Job Costing menu. The following screen appears:
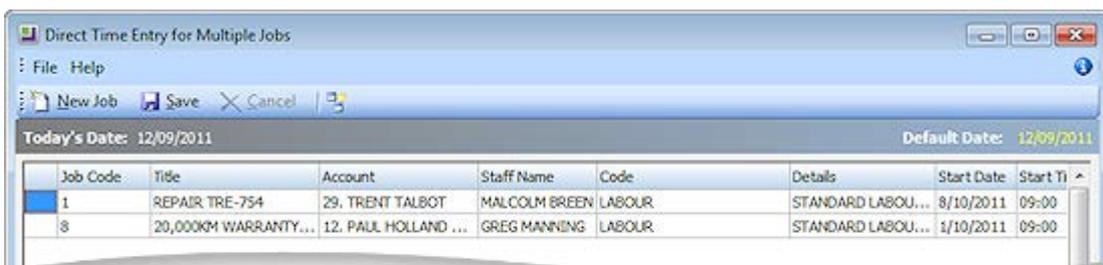
> **Note:** Because Job Code and Account number are linked, entering data in any one of these fields causes the others to be filled in automatically.

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

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

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

Toolbar Buttons

Buttons on the toolbar can assist in the data entry:

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

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

MYOB EXO Payroll Integration

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

Setting up EXO Payroll Integration

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

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

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

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

Entering Payroll Information

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

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

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

Exporting Timesheets

The **Post TimeSheets to Payroll** menu item is available to export the timesheet data in a format that can then be imported into EXO Payroll. Selecting this menu item opens the following window:
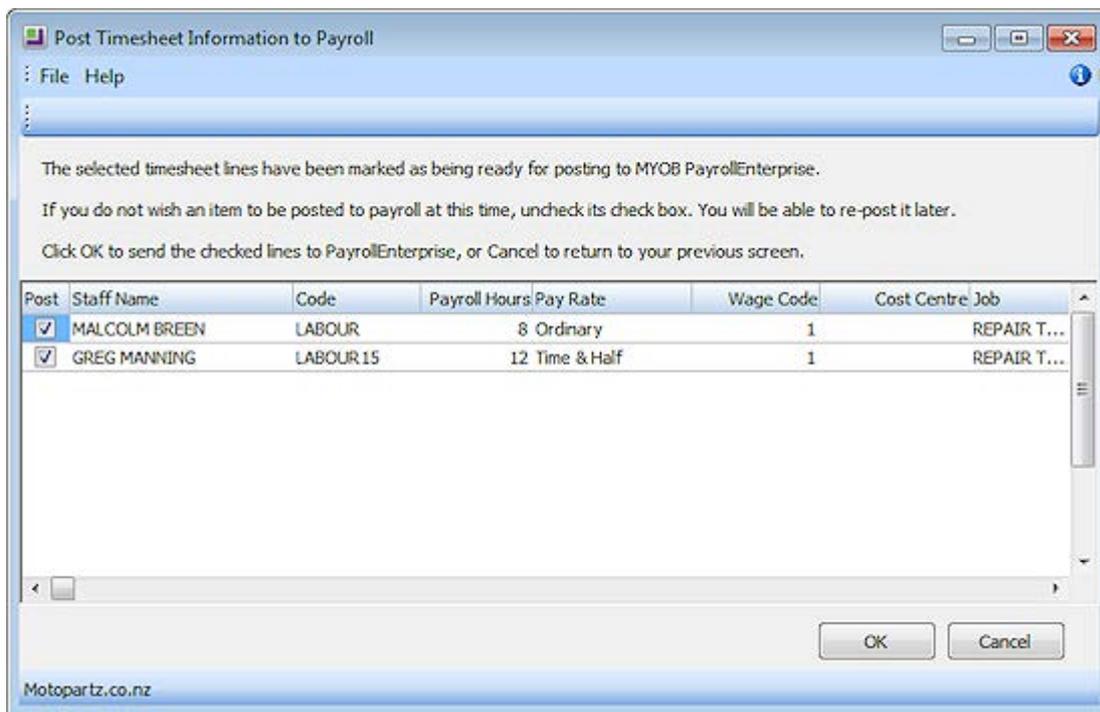
This screen displays all timesheet lines whose Ready for Payroll property is ticked. Lines can be unticked to remove them from the posting if necessary.

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

Importing Timesheets into EXO Payroll

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

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

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

Entering Costs

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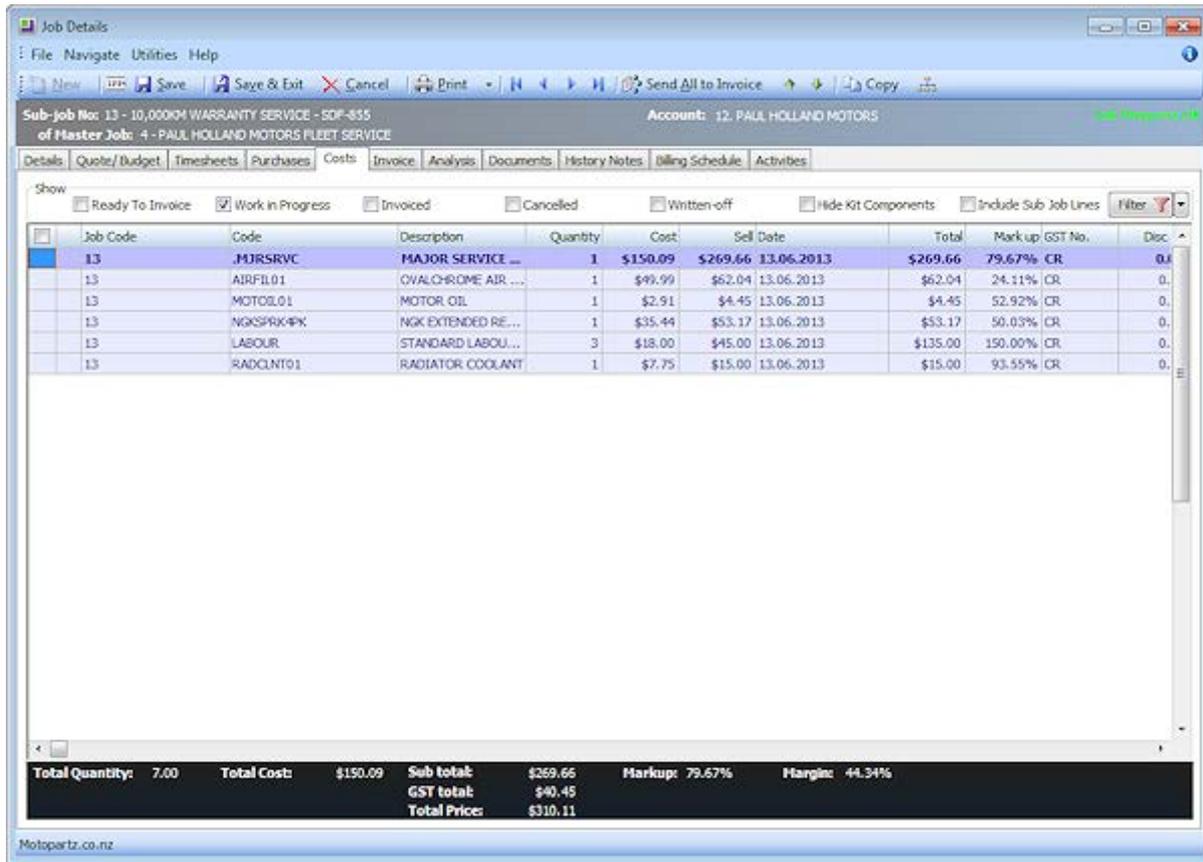
Field	Description
Group select	The first column contains a checkbox that allows you to select the line as part of a group of lines to perform actions on using the right-click menu.
Narrative	The second column displays the ⊟ icon if the line has a narrative attached. Right-click on this field and select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

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

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

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

Additional columns that may be selected include:

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

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

Toolbar Options

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

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

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

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

Right-click Menu Options

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

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

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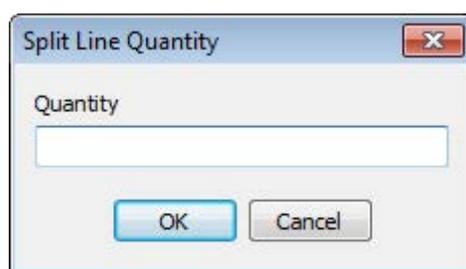
The remainder of the quantity will be left on the original line.

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

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

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

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

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

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

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

Direct Material Entry

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

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

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

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

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

Toolbar Buttons

Buttons on the toolbar can assist in the data entry:

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

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

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

Entering Purchase Orders

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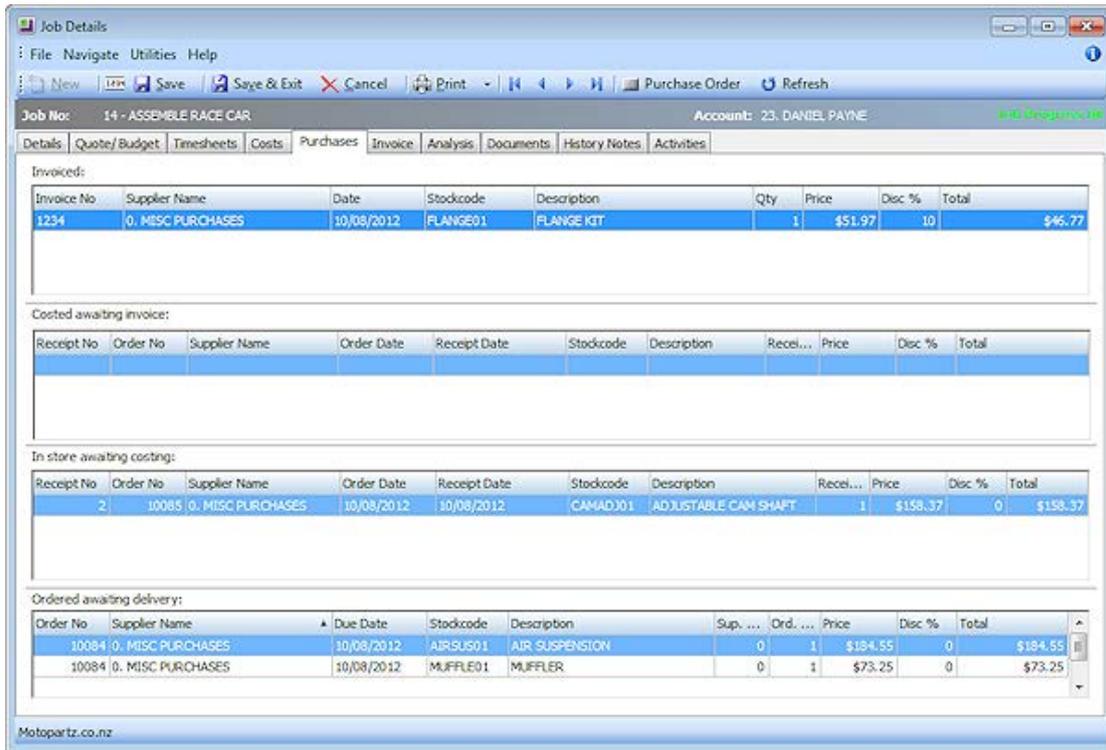
This tab is used for job-specific purchases. To make a general purchase for the business, select **Transactions > Purchase Orders Screen** from the main Job Costing menu.

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

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

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

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

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

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

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

New Purchase Orders

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

To enter or edit Purchase Orders from the main Job Costing screen, select **Transactions > Purchase Orders Screen**.
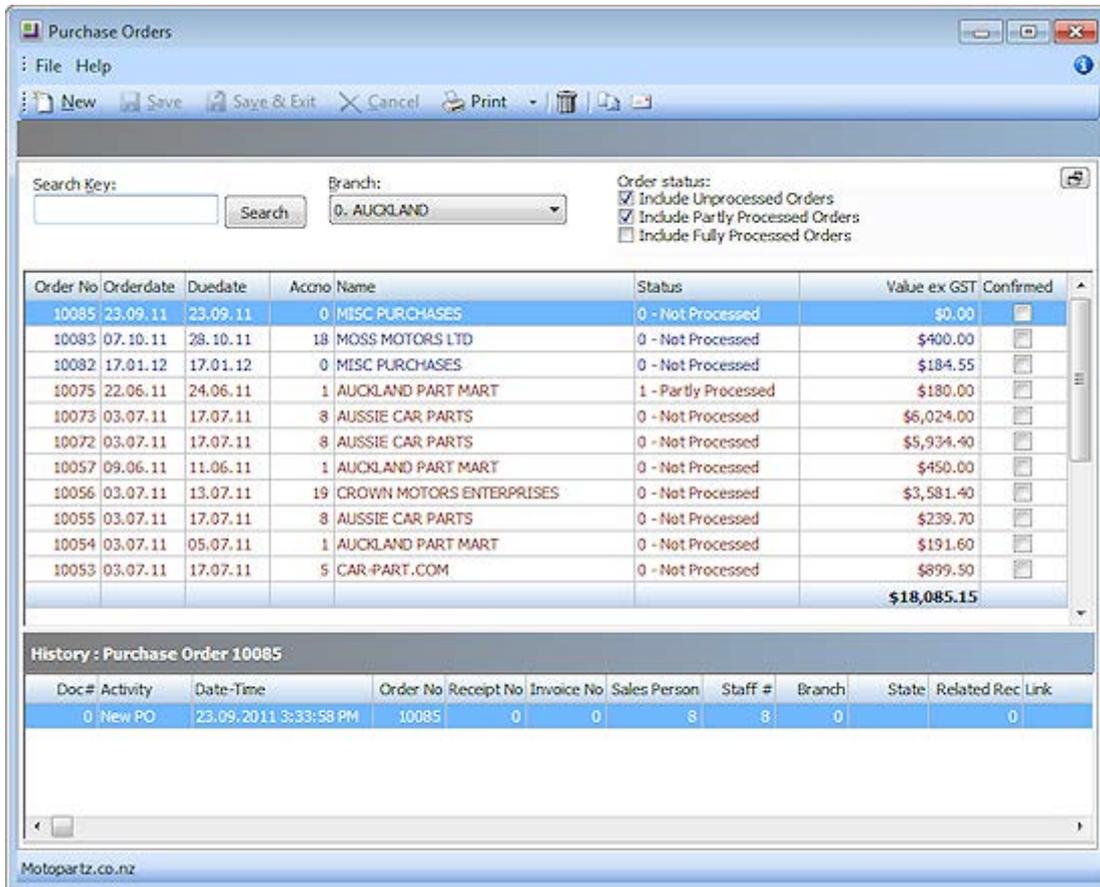
See the MYOB EXO Business online Help for information on creating Purchase Orders.

Generating Invoices

There several workflows that may be used for invoicing:

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

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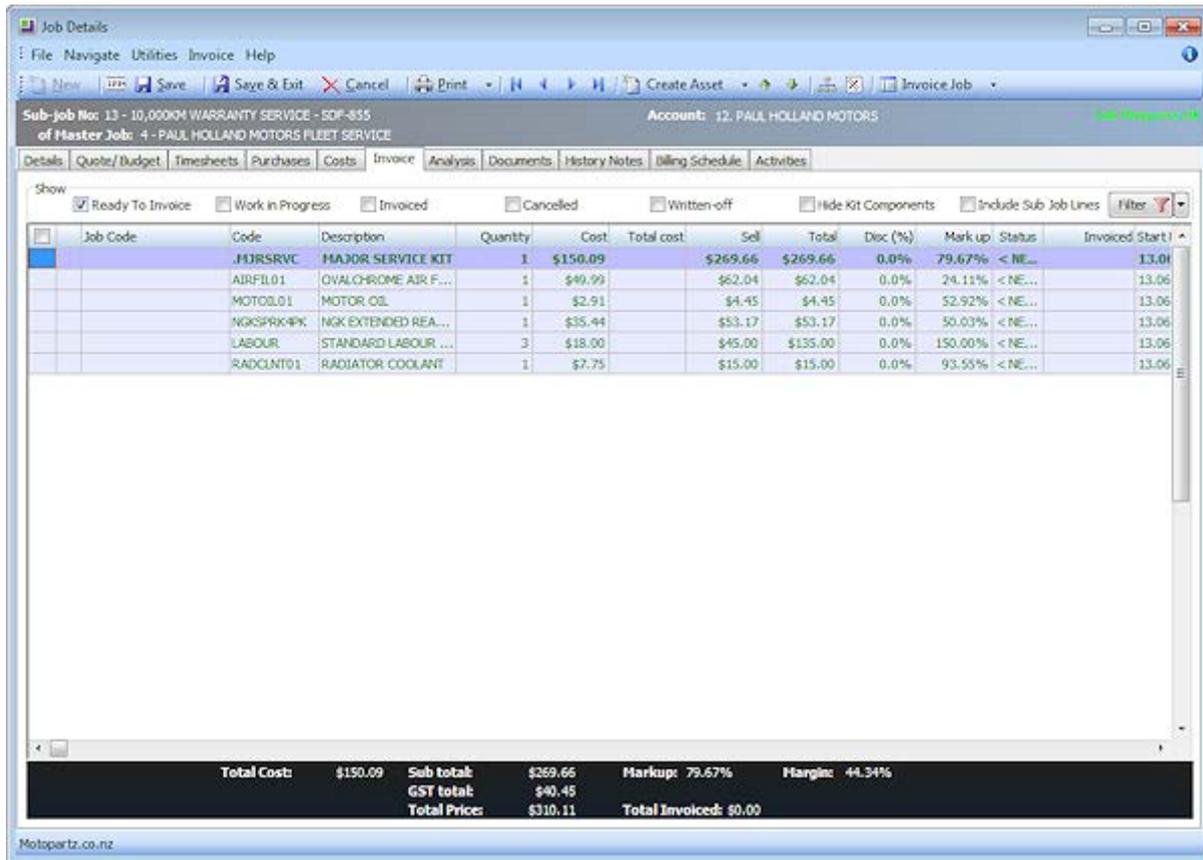
By default the filters on the Invoice tab are set to show only "Ready for Invoice" lines. The lines must be flagged with this status for them to appear. If the job is a master job, an **Include Sub Job Lines** filter is available to display lines from the job's sub jobs.

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

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

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

Changing the Invoice Total Amount

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

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

Invoicing the Job

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

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

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

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

Invoicing Sub Jobs from a Master Job

If the selected job is a master job, the **Invoice Job** button includes an **Invoice Job with Sub Jobs** option:
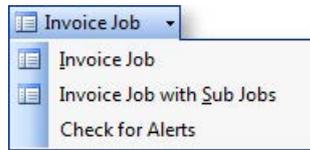
- Clicking **Invoice Job** generates an invoice for the master job only.

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

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

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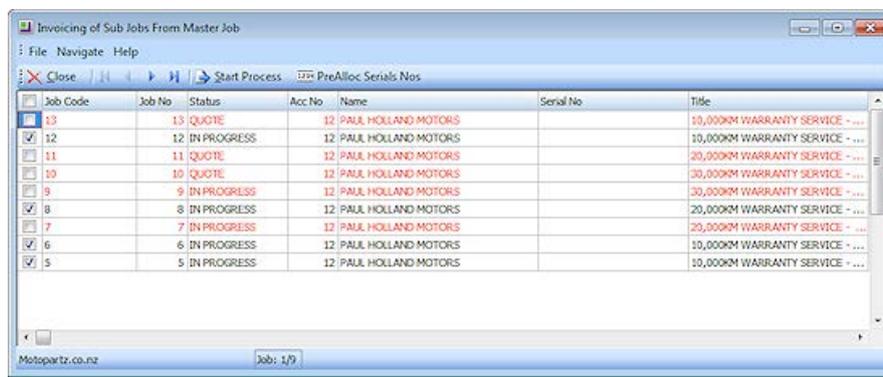
Any jobs that cannot be invoiced are highlighted in red. Jobs that have their **Invoice via Master Job** option unticked are greyed out. When a highlighted job is selected, the reasons why it cannot be invoiced are displayed at the bottom of the window.

Click **Start Process** to generate the consolidated invoice. The details of the master job are displayed in the header:
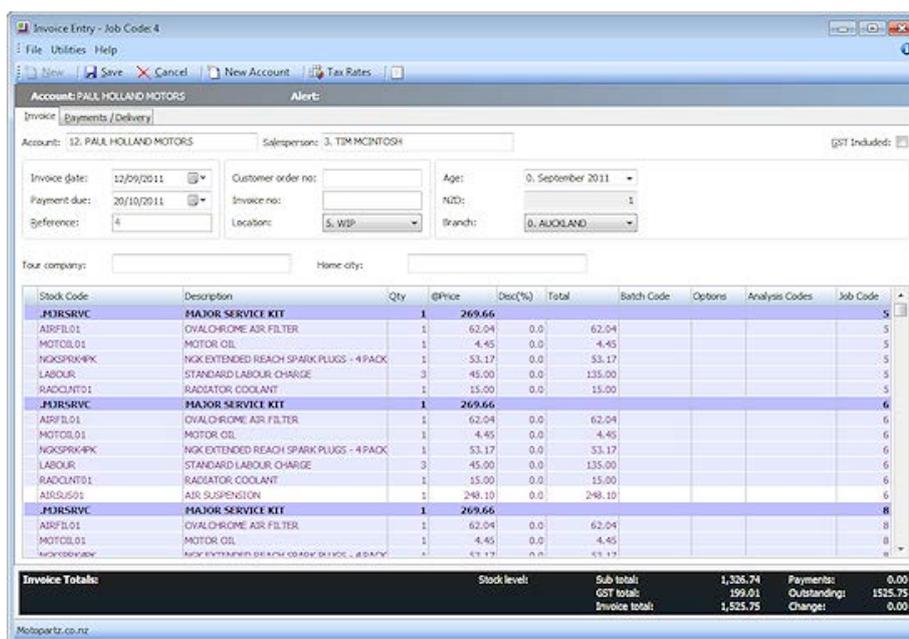
The **Job Code** column indicates which sub job each line applies to.

Completing and Closing a Job

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

Creating Assets

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

The **Create Asset** button on the toolbar of the Invoice tab (see page 76) is used to group the individual lines on an invoice into a stock item. The stock item must exist first before the lines can be grouped. There are additional choices by clicking the small down arrow to the right of the button. The default action is **Create Single Asset**.
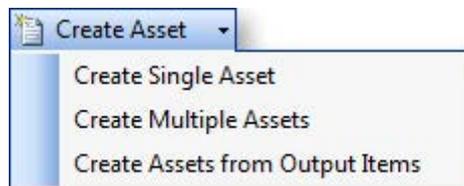
> **Note:** This feature is useful when the end result is a product to be returned to stock, or when an invoice for services is to be sent to a client, but the client does not need the details of the amount, only the total amount.

Creating a Single Asset

Click the **Create Asset** button or select the **Create Single Asset** option. The Create Stock Item/ Asset window appears:
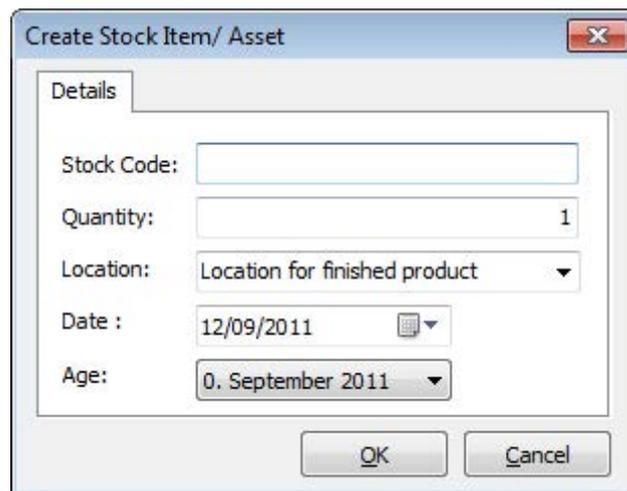
If the stockcode is known enter it. If it is not known, type **?**, then press TAB to search for it. If it has not been created, click **New**.

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

Creating Multiple Assets

The **Create Multiple Assets** option allows you to create multiple stock items as assets.
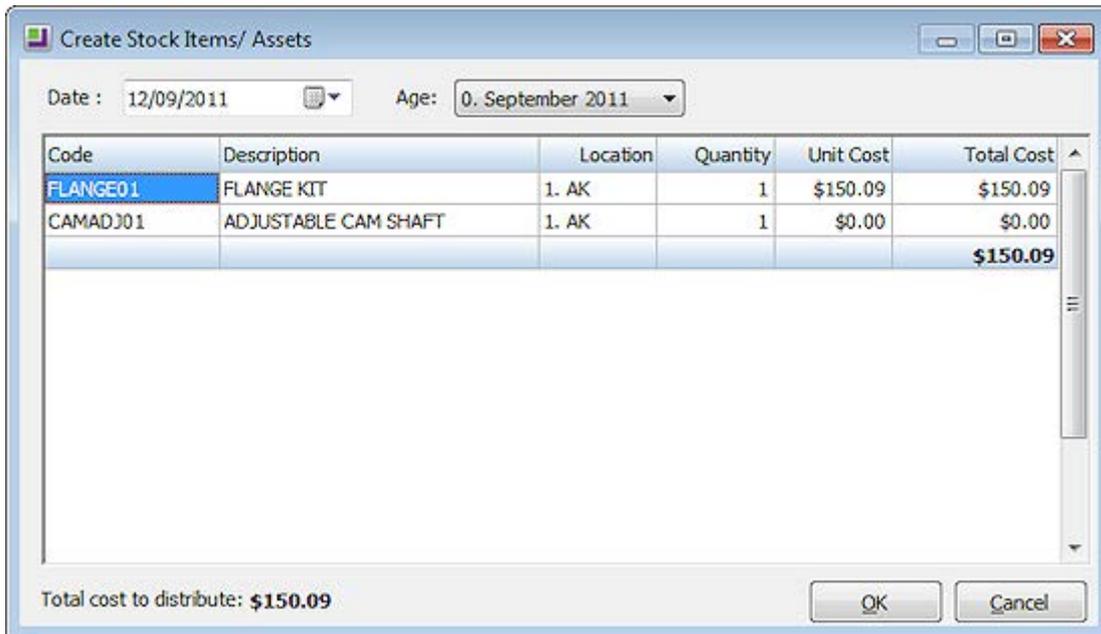
Enter stock codes in the Code column. For each stock item added, the quantity and unit cost columns are editable. The **OK** button is disabled until the sum of the extended costs matches the **Total cost to distribute** at the bottom of the window. This cost is the sum of the costs on the main job screen.

Creating Assets from Output Items

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

Batch Invoicing

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

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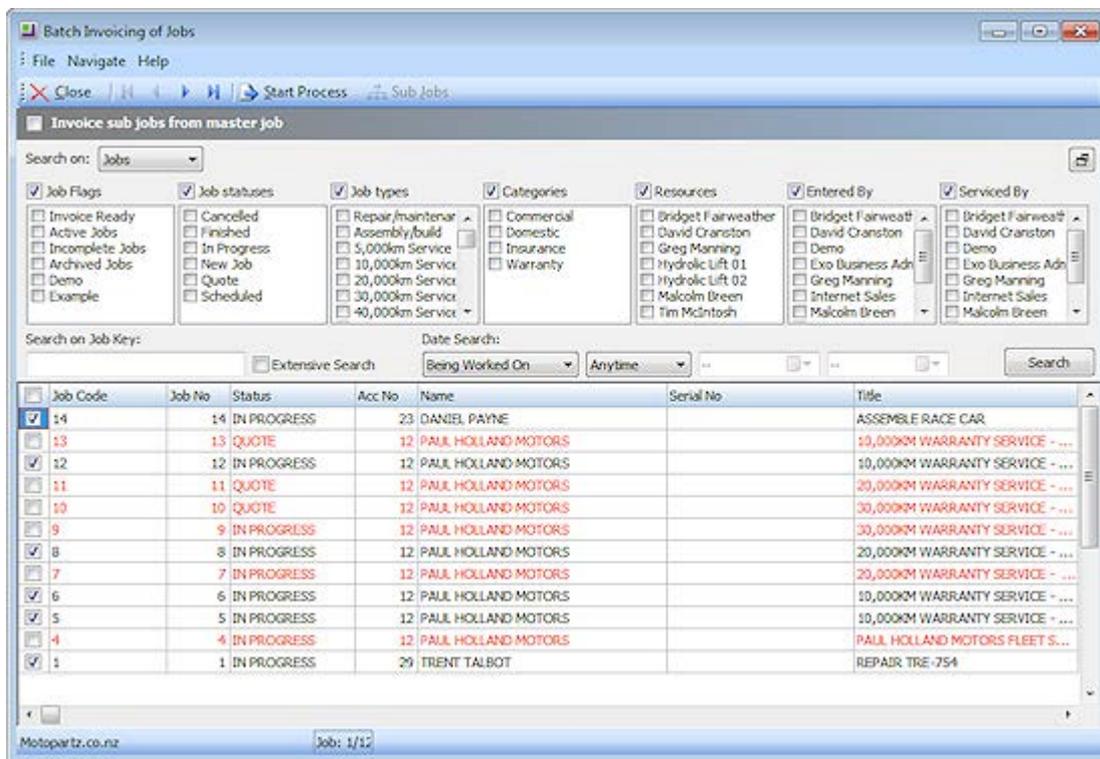
> **Note:** If the If the **Allow invoicing of sub jobs from master jobs** Company-level profile setting (see page 28) is enabled, the option **Invoice sub jobs from master job** is available at the top of the window. Ticking this option means that for each master job, a single invoice will be generated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

Searching Jobs

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

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

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

Double-clicking on a job displays the individual lines of the job:
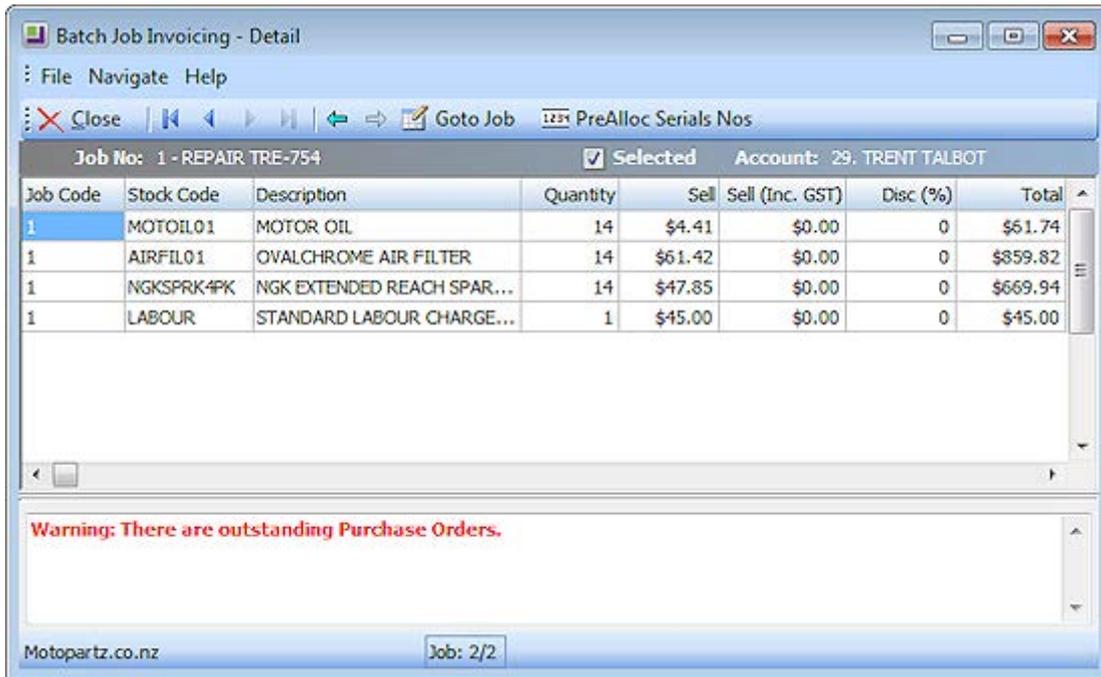
Only lines with the status "Ready to Invoice" are displayed. If there are any problems with the job that mean it cannot be invoiced, these are displayed at the bottom of the window.

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

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

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

Processing Invoices

To begin processing the selected invoices, click the **Start Process** button.
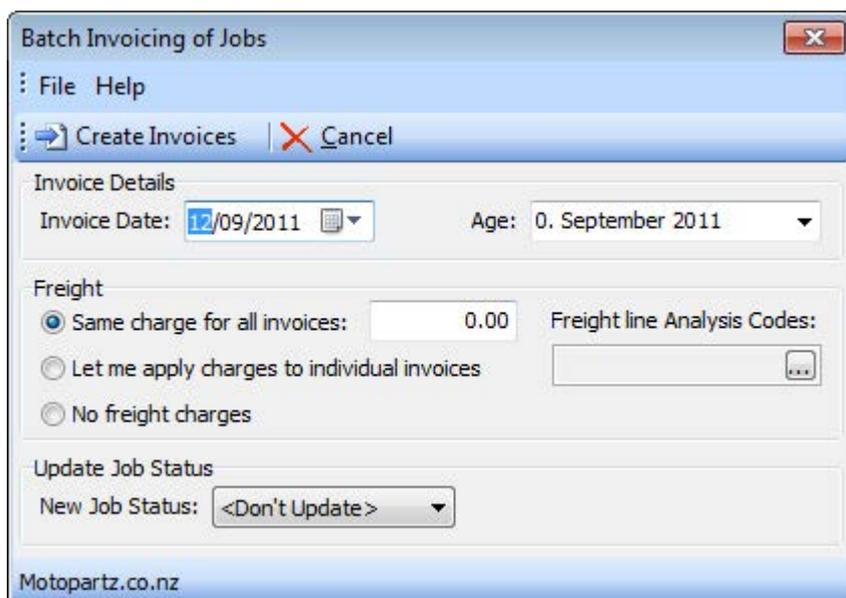
Specify the following details:

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

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

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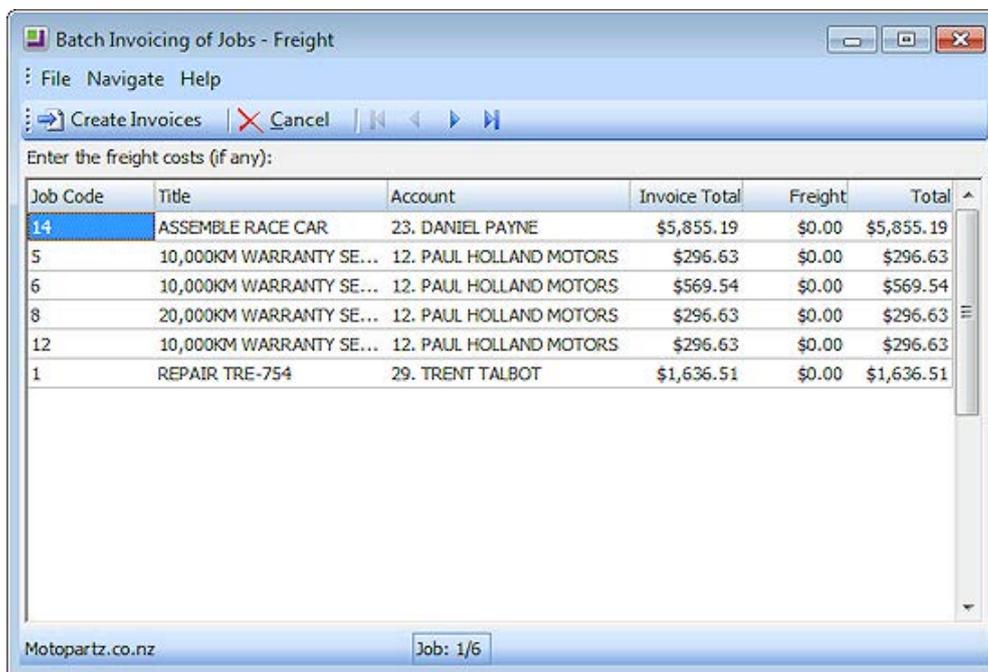

Enter an amount into the **Freight** column for each listed invoice (or leave the amount at $0.00). Once all charges are applied, click the **Create Invoices** button to proceed.

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

Job Analysis

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

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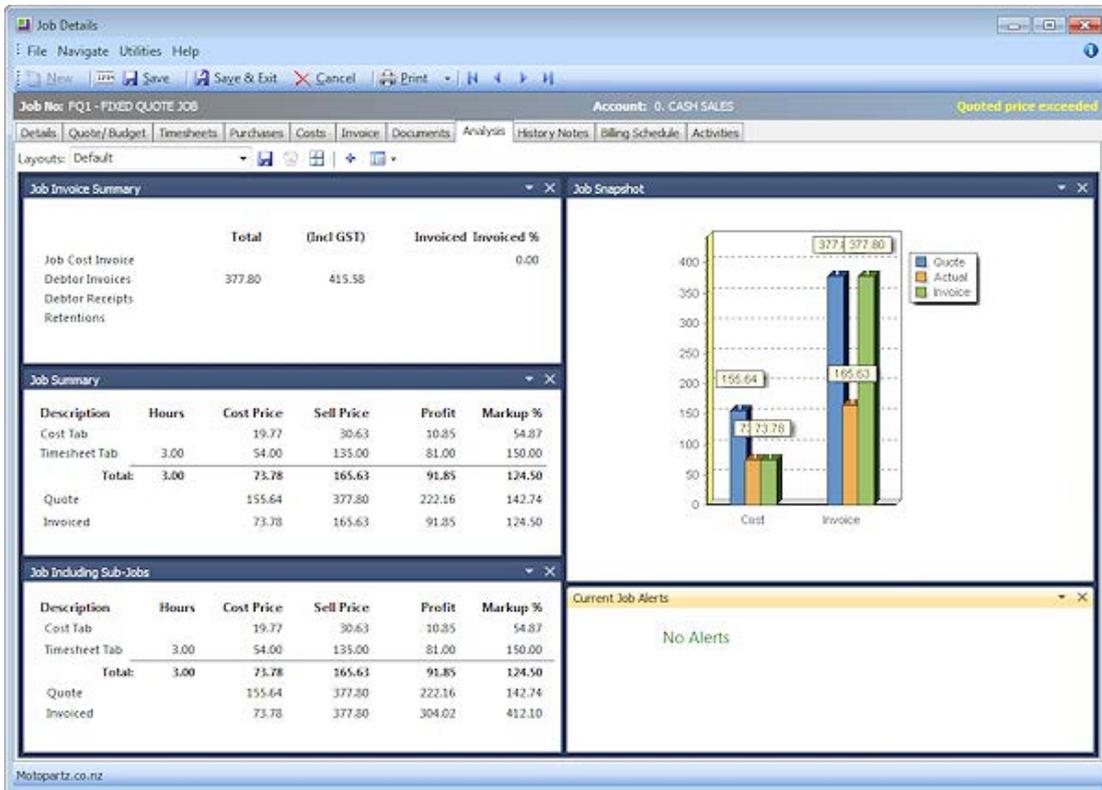

The right and left arrow buttons in the main toolbar allow you to switch from job to job.

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

Documents

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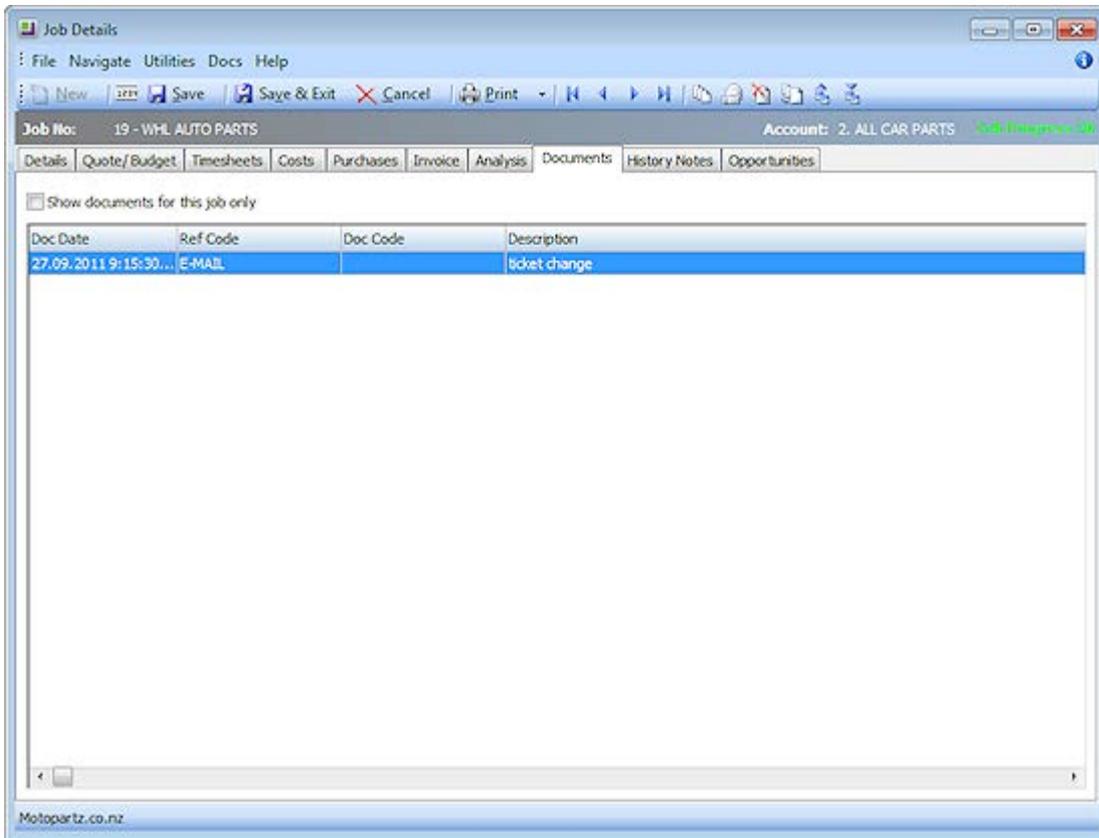
The Documents tab toolbar offers a selection of buttons for creating, importing and exporting documents:

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

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

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

History Notes

History Notes are another form of documentation against a job. Unlike documents (see page 85) added to the Document Manager, a History Note only accommodates plain text and does not support rich text or images.
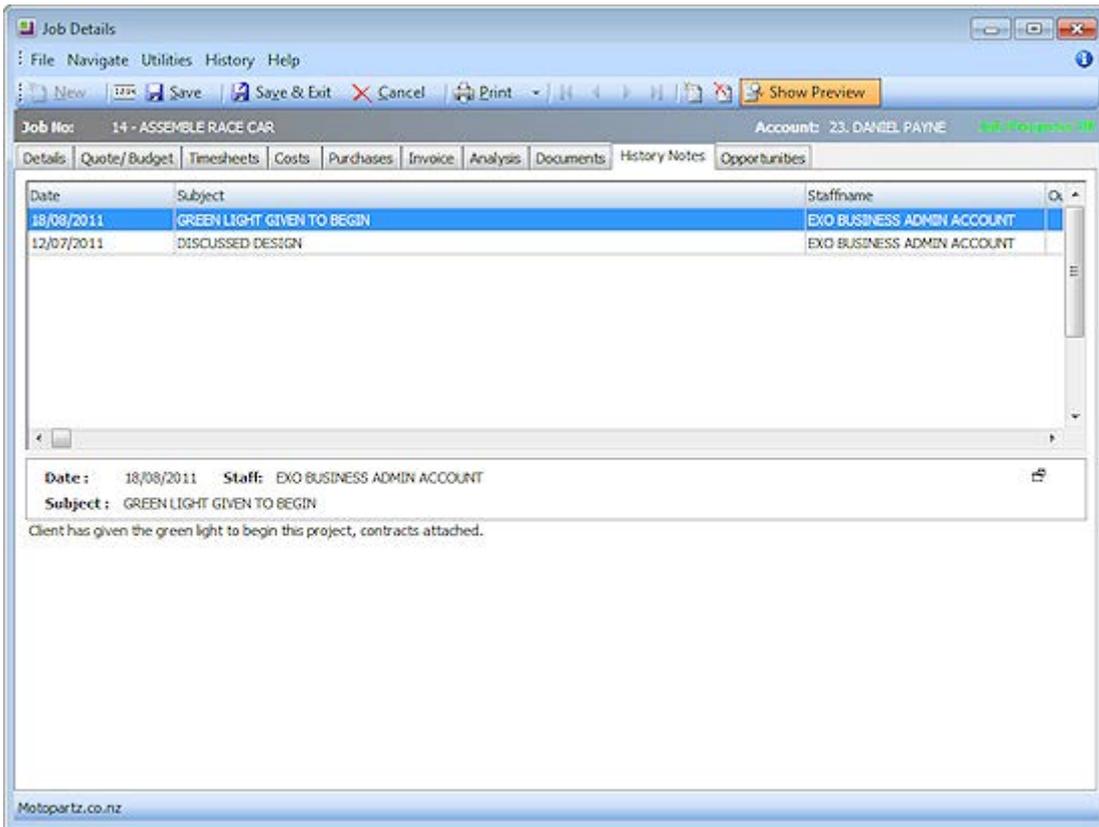
The preview pane may be completely shown or hidden by clicking the **Show Preview** toolbar button.

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

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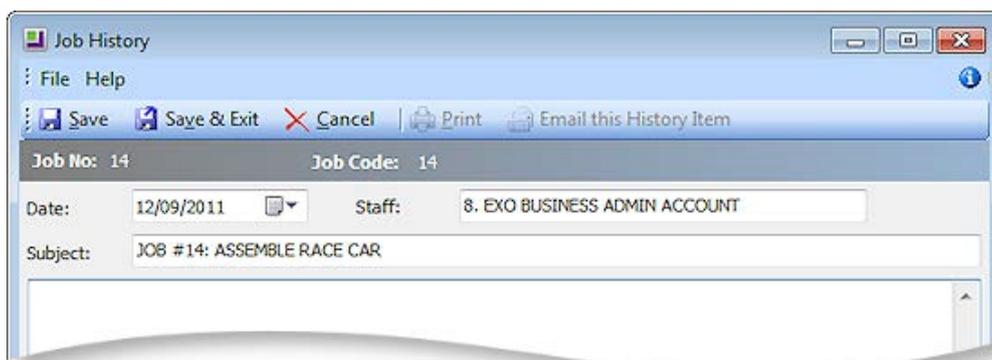
Profile Settings

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

- **Allow delete of history notes** (Default=True) - Uncheck to prevent deleting of history notes.

- **Date stamp on History notes can be selected** (Default=True) - Uncheck to prevent the selection of date-time stamp on history notes, will always default to 'now'.

- **History notes can be edited after saving** (Default=True) - Uncheck to prevent retrospective editing of history notes once they are saved.

Billing Schedule Tab

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

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

Invoices can also be entered into the grid manually.

Crediting Job Invoices

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

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

Activities

The Activities tab displays all activities associated with the job.
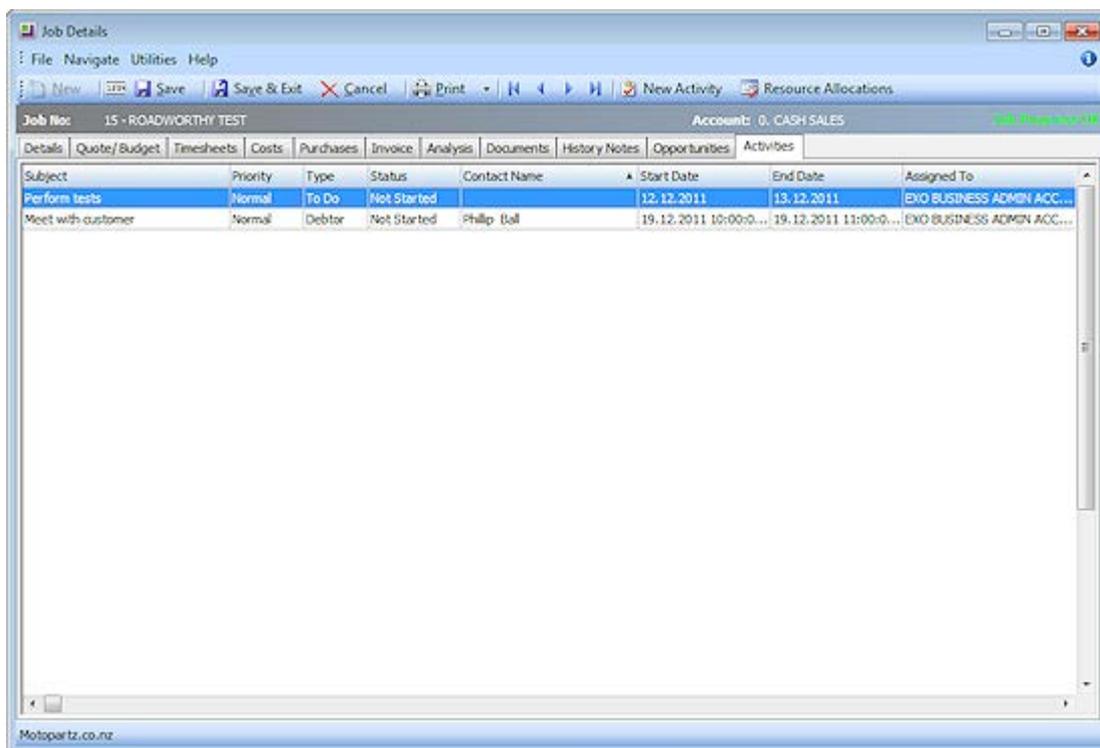
An activity can be a Task or an Appointment:

- A Task is a to-do item that must be completed in a specified time frame.

- An Appointment is an event scheduled for a specific time.

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

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

Creating an Activity

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

The Activity Window

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

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

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

- Free
- Tentative
- Busy
- Out of Office

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

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

Activity Recurrence

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

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

Resource Allocation

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

Creating a Resource Allocation

Resource allocations can be created in several ways:

- Right-click on a job on the Job Overview tab (see page 50) of the Job Management screen and select **Assign Resources**.

- Click the **Resource Allocation** button on the toolbar of the Details tab (see page 36) or Activities tab (see page 88).

The Setup Job Resource Allocation window appears.
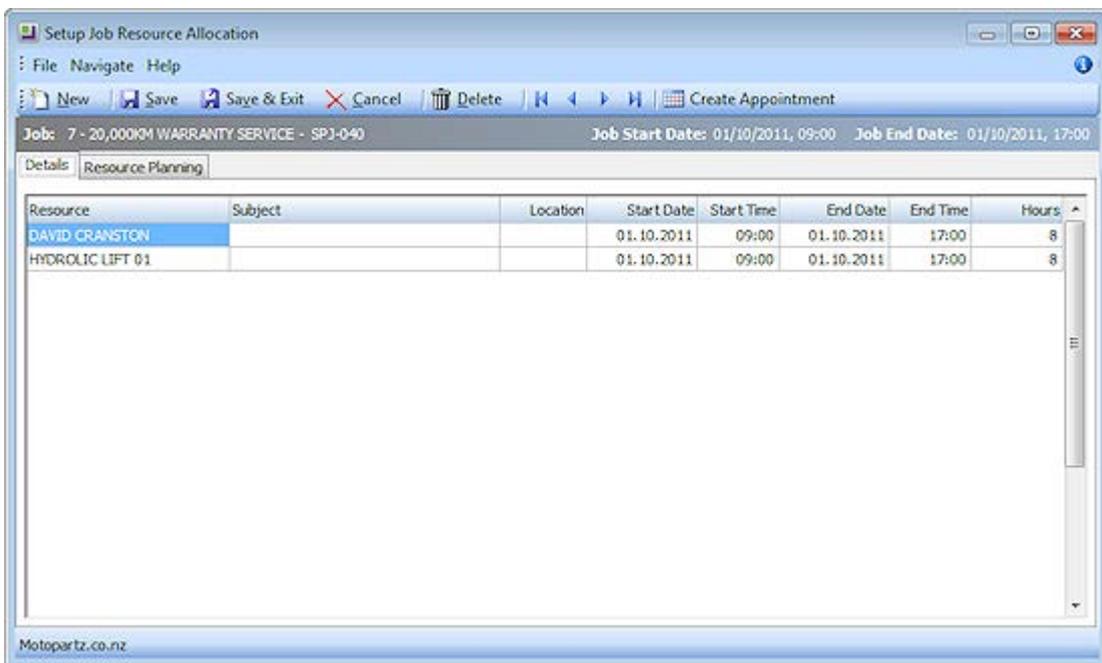
Enter commitments for staff or plant, then click **Save & Exit**.

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

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

Creating Activities

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

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

Integration with Microsoft Outlook

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

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

Resource Overview

The Resource Overview tab available on the Setup Job Resource Allocation window (see page 93) and the Job Management screen (see page 48) provides a graphical representation of all resource allocations (see page 93) in the system.
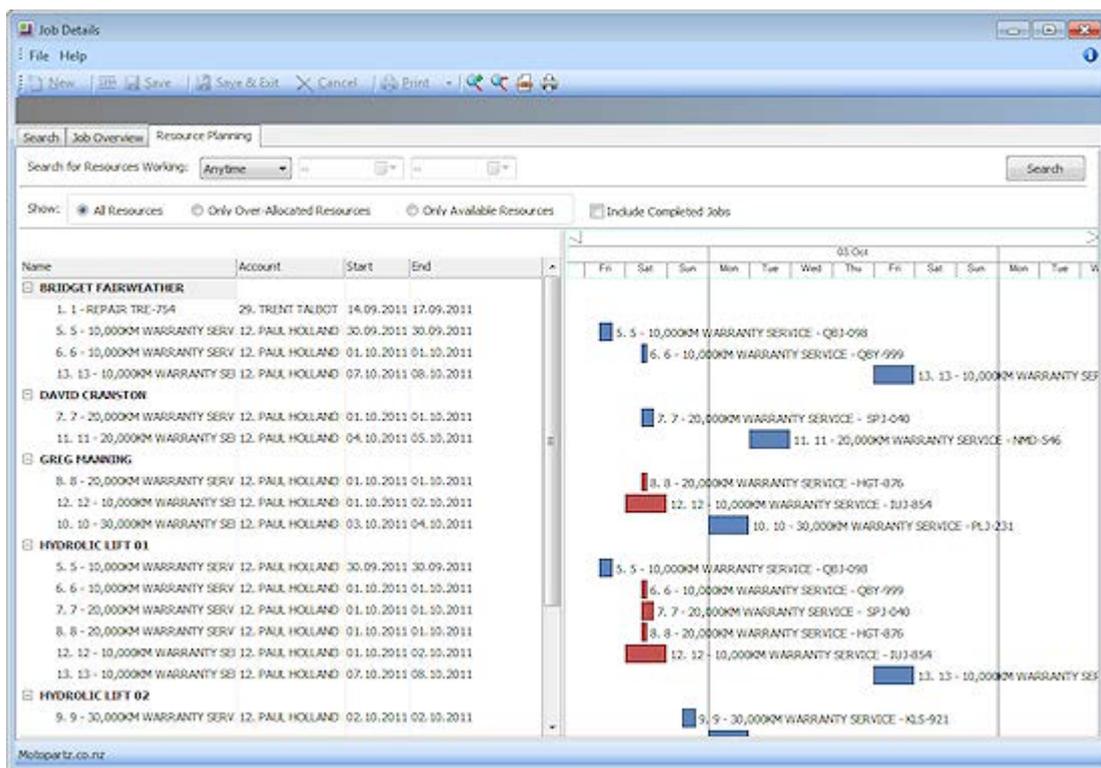
The tab is initially blank. To display resource allocations, select a time range from the **Search on Resources Working** control at the top of the tab and click **Search**.

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

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

- An expanding list of all resource allocations matching the filtering criteria is displayed on the left. You can select a **Show** option to list only over-allocated resources, available (i.e. not over-allocated) resources or all resources. Click the plus or minus boxes next to a resource to expand or collapse the allocations underneath it. Double-click on a job's name to view the Setup Job Resource Allocation window for that job (see page 93).

- A chart showing the resource allocations on a calendar display. Resource allocations are represented as coloured bars. Over-allocated resources are highlighted in red. Double-click on a bar to view the Setup Job Resource Allocation window (see page 93) for the job that relates to the bar.

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

Navigating the Chart

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

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

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

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

Serviceable Units

About Serviceable Units

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

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

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

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

Serviceable Units may also have parent child relationships.

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

Installing Serviceable Units

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

To install this licence:

1. Open the MYOB EXO Business Configurator application and click the **Add** button on the **Company > Registration** section.

2. Select Serviceable Units in the combobox and fill out the licence details supplied with your licence.

3. Click **Save**.

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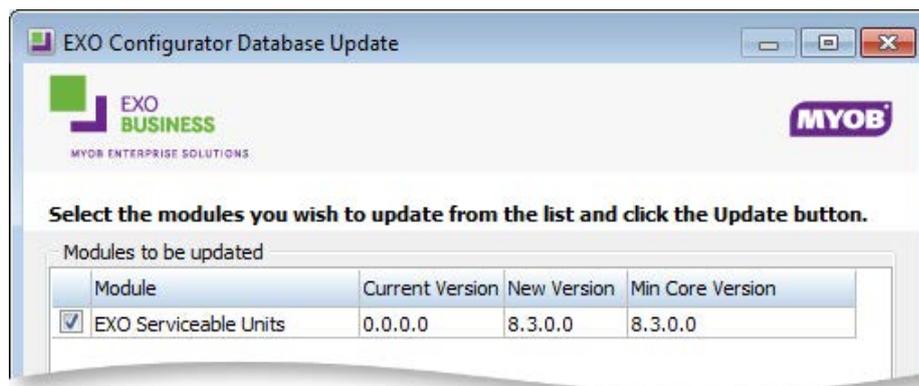
5. Click the **Update** button at the bottom of the screen to complete the task.

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

Configuring Serviceable Units

Once the Serviceable Units feature has been installed, a Serviceable Units node becomes available in the Business Admin section of the MYOB EXO Business Configurator application.
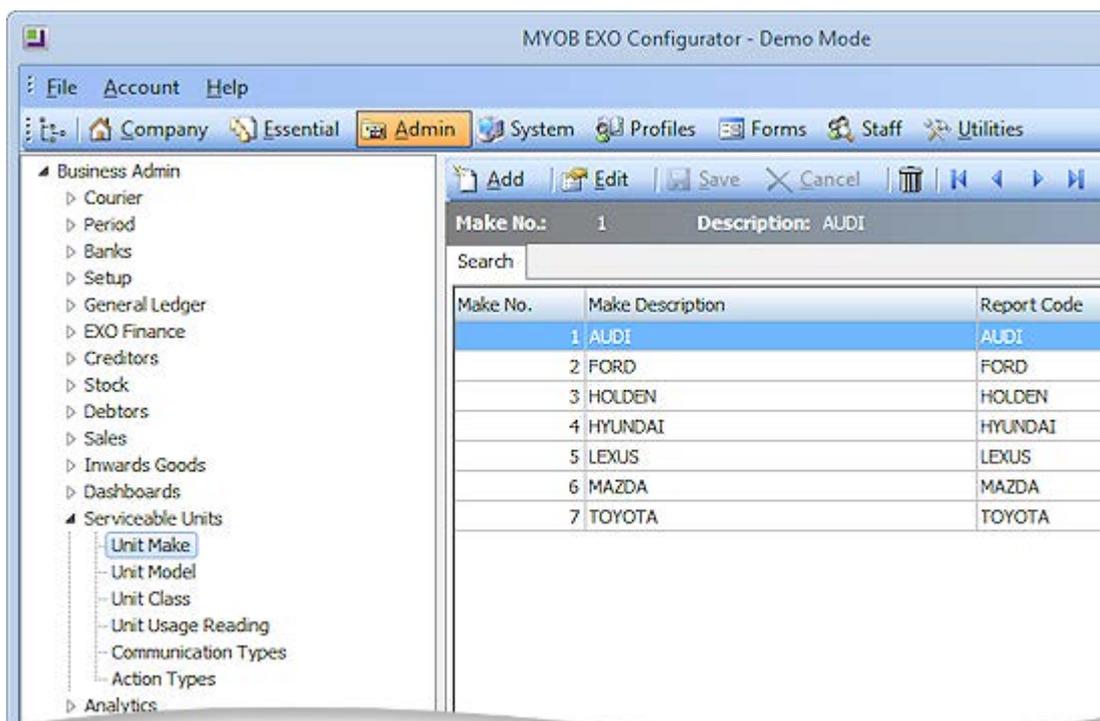
The sub-nodes under this node allow setup of a number of codes and descriptions for various properties that may be set for a serviceable unit. These include:

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

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

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

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

Creating Serviceable Units

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

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

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

The Serviceable Units window appears:

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

- **Serial #** only applies if the stock item is serialised (see page 111).

- Both the **Customer** and **Service Agent** can be chosen from a search window of companies (list contains both Debtors and Creditors).

- **Bill code** refers to a Bill of Materials code (optional).

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

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

Warranties

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

Parent Child Units

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

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

From any unit the parent child relationship tree can be viewed by clicking the ⌞ㄴ toolbar icon.
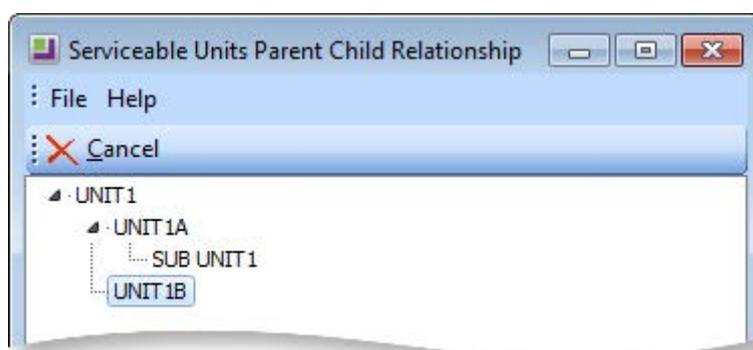
The current unit will be highlighted in the tree. Any other unit may be drilled to (opens another instance of the Serviceable Units screen).

Additional Tabs

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

Contacts

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

Contact History

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

Serviceable History

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

Notepad

Free-form text can be entered against the unit.

Schedules

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

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

Docs

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

Using Serviceable Units in Jobs

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

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

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

Assigning Job Lines to Serviceable Units

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

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

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

Reports

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

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

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

Inbuilt Reports

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

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

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

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

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

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

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

Clarity Library Reports

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

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

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

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

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

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

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

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

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

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

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

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

Job Costing Report

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

Job Status Report

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

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

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