

Questions and Answers

Average Costing Method for Stock

Huge ERP Accounting System makes use of two types of costing methods namely:

1.Average Costing

2.Latest Costing

Average Costing

Average costing is worked out by the number of stock items coming into the system with a value. This value is posted to the general ledger books to your stock ledger account and Creditors control account. When the next Goods Received Note with stock comes in, the value of the incoming stock and quantity is worked out. The existing stock quantity and value is multiplied to give you a value and the new value from the Goods Received Note is added together and then divided to give you the new average cost of the item.

Looking at the table below the average cost of the item is worked out each time stock comes in based on quantity and value. If the user does not back date any GRV or revalue the stock, one can work out the average cost of the item in excel and in history.

Date	Doc No	Item	QTY IN	QTY OUT	Unit Value	Total Line Value		Total Value	Total QTY	Ave cost
Mon	GRV10	Pen	5	0	10	50		50	5	10
Tues	GRV11	Pen	5	0	15	75		125	10	12.5
Wed	GRV12	Pen	5	0	20	100		225	15	15
Thurs	INV5	Pen	0	-3	15	-45		180	12	15

Fri	GRV13	Pen	4	0	12	48		228	16	14.25
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Total Line Value = QTY x Unit Value

Total Value = Previous Total Value + New Total Line Value

Total QTY = Previous Total QTY + New Line QTY

Ave Cost = Total Value / Total QTY

When a user back dates a GRV or revalues the stock the history of the item of the average cost cannot be determined.

The vat amount on my invoice does not match the calculation and my customer does not want to pay because the Vat is out by 1c?

This is a decimal place problem, in Huge ERP we hold 9 decimal places by default in the system. So what is happening on your invoice is that the rounding is causing a problem. Go to System Configuration Module > Administration > Company Profiles. Amend your company and go to the tab which says decimal places. Change the decimal place from 2 to 3 or 4 and save your changes. Remember to log out of the system and log back in for the changes to take effect.

What does Function and Department do in the system under System Configuration?

This is specific to the Job Costing Module which allows you to print job cards by Department, Employee or Function.

Department example: Paint, Mechanical, Finance or Admin Department

Function example: Painter, Cleaner, Debtors Clerk or Manager.

An employee can belong to many departments and have many functions.

How does the system work out the average cost price?

See Excel sheet for example

Average Unit Cost work Excel Sheet

Remote Access Setup by IT

I have installed a web based accounting system at the client, it uses IIS web services on the server and internet explorer.

From local machines the access is as follows:

`http://server/csp/demo/wab/index.csp`

`http://server` = location of server – this can be the dyndns address

`/csp/demo/wab/index.csp` = package address

`Startup.csp` = takes the user directly to the log in page and does not allow him to see the index of companies.

`Index.csp` = gives the list of companies on the system.

IF you have a firewall so companies use a port access eg

`http://company.dyndns.info:5080/csp/demo/wab/index.csp`

`:5080` = port access from outside world = internal port is pointer to port 80 to the web server.

How to delete a namespace which is a problem

The first thing to do is to Shut down the Cache database. Go to the small blue cube and right click on the mouse. Go to Stop Cache and then select the shut down section.

Open up Cache Configuration Manager

Click on the tab called Namespaces, then Highlight the namespace you want to delete and click on the Remove Button. After you have clicked Remove the namespace will disappear from the list.

WARNING

Make sure you are deleting the correct namespace!!! Once you have deleted all traces of the database one cannot retrieve anything back.

Click on the Databases Tab

Find your namespace to Remove, highlight it and click on Remove button.

It will ask you whether you want to delete this, click on Yes.

Click on the CSP tab and highlight the namespace you want to Remove. Click on the Remove button and the namespace will disappear off the list.

Click on OK button on Cache Configuration and click on Activate.

Now we are going to delete the data off the harddrive.

Go to the C:\cachesys\csp and find the folder namespace to delete. Highlight the file to delete and click on delete.

Yes we are sure.

Now deleting folder.

Last step to do to complete this

Go to the folder where the databases are kept, usually in the c:\cachesys\mgr or you could have put it in a different drive.

The file contains a Cache.dat and cache.lck files in it, this tells you that this folder is a data base folder. Go back to the folder and highlight and click on Delete.

Click on Yes to delete the folder

You have now deleted all traces of the database

Right click on the Cache cube and Start up Cache

Creditors and Stock Questions

What is the difference between stock and custom type items in Huge ERP Systems?

Stock – Physical items such as a ruler. Stock items work with costing methods a. Latest cost or b. Average Cost. (this is setup under the System Configuration Module- Administration – Reference Values). Stock Type items updates the stock ledger account.

Custom – Works the same as Service type. You can put sub contractors work under this. This will appear in Goods Received Vouchers. Custom type items replaces the stock ledger account and updates a Cost of Sales account or expense account.

Stock and Custom type items appear in the creditors module where as the service type item does not appear in the Creditors Module.

Give 2 examples of when you would use Delivery Note processing in the system?

- a. Update stock immediately on receipt of stock
- b. Update the stock, Cost of Sales or Expense immediately on receipt of Delivery note.
- c. When one receives a delivery note without an supplier invoice
- d. Keeping track of Delivery notes that have not got a corresponding creditor invoice.
- e. Checking that the supplier invoices the correct amount based on the purchase order.
- f. Checking if the supplier has changed the unit price of the item from purchase order to supplier invoice

Can Delivery Notes be partially received?

Yes, Delivery notes can be partially received.

Example the basic process flow of the Purchase Order to Delivery Note Processing?

- a.Create Purchase Order
- b.Authorise PO
- c.Place Order for PO
- d.Receive Stock
- e.Process Receive Stock
- f.Check Delivery Note
- g.Complete Delivery Note Process

At what stage of the above steps does the stock and accounting entries get updated in the system?

When you click on complete button on the receive stock section and selecting the Delivery Note section, entering the Delivery note number and clicking on complete. At this stage the accounting

entries are updated and stock is updated.

What happens if the delivery note sent by the supplier which was captured into the system via the delivery note and then the supplier invoice arrives and it does not match. Answer the following processes

a.If the value is different to the Purchase Order?

If the value on the Delivery note process is different from the supplier invoice it means a few things:

The buyer entered the incorrect value on the purchase order, OR the purchase order had the correct value and the supplier entered the incorrect amount on his invoice, OR discount was not added from both the buyer or supplier, OR finger trouble from both buyer or supplier.

One should always change the Delivery note value to match the supplier invoice as long as the quantities are correct. The system will automatically correct the value difference and post an entry to Price Variance Ledger account.

Next step would be to check why the difference occurred, should this be a mistake of the supplier, an email and phone call should be made to let the supplier correct this via a credit note from his side.

You will capture this credit note as a creditors journal and select the Price variance ledger account to contra the value posted differences.

Remember also to revalue the stock that had a price variance difference using a stock level adjustment.

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In this case because the stock was updated from the received stock process section and ledger accounts were updated you will have to complete the delivery note based on the incorrect quantity received but ensure that the value of each unit matches the supplier invoice.

Next step is to go and reverse the incorrect processed confirmed delivery note via a stock returned Note. Make sure the Stock Return matches both quantities and values. This will reverse the entry and return the stock. Remember to allocate the stock return note to the processed delivery note in the creditor.

Then go to Goods received Notes and recapture the supplier invoice correctly and process.

Next step would be to check why the difference occurred, should this be a mistake of the supplier, an email and phone call should be made to let the supplier correct this via a credit note from his side.

a.If the supplier only delivered part of the goods and then invoices for the full stock on the invoice?

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Remember that you should only receive what stock was physically received and not what is on the invoice from the supplier.

Also note that you should not force balance the value to match the invoice as you are going to under or over value the stock. You are also going to mismatch the value due to the invoice when the second part of the stock arrives.

There are two ways one can handle this:

First Way

In this case because the stock was updated from the received stock process section and ledger accounts were updated you will have to complete the delivery note based on the actual quantities received.

Keep a note and reminder that the invoice is only partly invoiced. Note that the supplier will only be paid part of his invoice and his full invoice will not be in the system. Only when you receive the rest of the stock you will complete the second part of the stock and invoice.

Second Way

Phone the supplier immediately and ask him to credit the whole invoice and then re-invoice only the stock that was delivered.

When you receive the new invoice with the corrected amount, complete the delivery note process to the books.

Next step would be to check why the difference occurred, should this be a mistake of the supplier, an email and phone call should be made to let the supplier correct this via a credit note from his side.

a.If the stock item on the Delivery Note is totally different to the supplier invoice supplied?

One should always check why there is a difference and establish what the best process is to do from the above points.

One should complete the delivery note process and reverse the incorrect processed confirmed delivery note via a stock returned Note. Make sure the Stock Return matches both quantities and values. This will reverse the entry and return the stock. Remember to allocate the stock return note to the processed delivery note in the creditor.

Then go to Goods received Notes and recapture the supplier invoice correctly and process.

What happens when you run the Purchase Order flow to the Goods Received Notes and the supplier invoice is different from the Purchase

Order. Answer the following processes

a.If the value is different to the Purchase Order?

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One should always change the Goods Received Note value to match the supplier. This means that the stock values, stock quantities and supplier invoice processed will be correct.

Next step would be to check why the difference occurred, should this be a mistake of the supplier, an email and phone call should be made to let the supplier correct this via a credit note from his side.

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One should always check why there is a difference and establish what the best process is to do from the above points.

Because the Purchase Order goes to the Goods Received Voucher one can change the quantity on the GRV to match the supplier invoice.

You have to ensure that the physical stock received on the delivery note equals the stock on the supplier invoice other wise you have to only receive the stock on the GRV that was actually received.

Get a credit note from the supplier or only GRV the stock that actually arrived. Do not receive the GRV if you are missing actual stock which the supplier still has to delivery.

When will you use Creditors Journals for supplier invoices?

You can use Creditors Journals for supplier invoices when receiving Stationery, fixed assets and expense type suppliers like telephone account, Lights and Water etc.

When would you use a Stock Return Note?

A stock Return Note is used to return stock back to the supplier which can be for various reasons. Stock is damaged, Wrong stock supplied, Correction of GRV and many more.

1. Is it advisable to back date Goods received Notes and explain your reason for this?

It is not advisable to back date Goods Received Notes because stock is always posted current and values are then put in the specific period. VAT is also an issue if back dating and if management reports have been completed you will be changing figures.

1. Is it possible to back date a Goods received Note and explain your reason for this?

Yes it is possible to back date a Goods received Note as long as it is still in the same period.

1. If a Purchase Order is partially received and you are waiting for stock. The supplier takes too long to deliver the goods, what steps would you take to complete the stock order and how would you complete the matching steps in the accounting system?

I would first call the supplier to try and get the stock delivered. If the supplier cannot deliver the goods, I would close the remaining open receive stock. Then call a different supplier to order the goods. When in the system go to Purchase Order Section and create a new Purchase Order for the stock, refer to the other Purchase Order and order the stock.

What is the difference between supplier cost and landed cost?

Supplier Cost is the cost of the goods that you purchase directly from the supplier without delivery and shipping costs.

Landed Cost is where the supplier has to ship the goods to you and when it arrives at your office the supplier cost may have cost you R100-00 but it cost an additional cost of R30-00 to delivery it to you. So the Landed cost is the supplier cost plus additional costs of shipping etc equals the landed cost of R130-00. The real cost is R130-00 and not R100-00.

How do you work out average costing for an item purchase? Please give formula and example.

Average costing is worked by multiplying the actual cost on the supplier invoice with the quantity, taking that value and adding it to the total value that is on hand currently and then dividing up by the total stock on hand and new stock to get your new average cost price.

Example

GRV1 1 Qty R10-00

Document	QTY	VALUE	TOTAL	AVE Cost	Formula
GRV1	1	10	10	10	1 x 10 = 10 0 on hand therefore average is 10
GRV2	1	20	20	15	1 x 20 = 20 New GRV 1 x 10 = 10 Current on hand Total value = R30 divided by 2 on hand = R15 average

GRV3	1	30	30	20	$1 \times 30 = 30$ New GRV $2 \times 15 = 30$ Current on hand Total value = R60 divided by 3 on hand = R20 average
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What is the difference between open item and balance brought forward?

The difference between open item and balance brought forward is that open item allows the invoice for example to stay open until a payment has being allocated to it. This means that the item will continue to age and be outstanding. You can also pin point which transaction has not being allocated.

Balance brought forward is where you continue to allocate payments to a balance brought forward figure. Allocations are not specific but grouped for the brought forward balance.

What is the better method Open item or balance brought forward and explain your answer?

Open Item is the better method because you can track specific transactions that have not being allocated or might have a query against them.

Why do we do allocations in the system?

We do allocations in the system to ensure that all transactions are accounted for. It ensures that if a transactions is aging that it needs some attention. It might indicate that a supplier invoice is a problem and we are not paying for it, it will show up as outstanding.

If you don't do allocations your age analysis will start to be fill of figures and you won't have a correct age analysis to work off.

Purchase Orders done for overseas suppliers, which method is better to do, delivery note processing or straight Goods received Note processing, explain your answer?

When doing a Purchase Order for an overseas supplier it is better take the Purchase Order to a Goods Received Note as the Delivery Note method does not take into account importation splits (additional costs into account). A Goods Received Note takes into account the additional costs on an item and updates the correct landed costs.

Where in the system is the best place to find transaction information on the supplier?

The best place in the system to find all your information on a supplier is the Creditor's Analysis screen. This is found under Creditors Module> Analysis> Creditors Analysis

Why does the age analysis report for a creditor show a figure in brackets, what does this mean and how would you fix it?

When your Creditors Age analysis shows negative figures on the aging it means that allocations have not been done.

To fix this go to Creditors Module> Activity> Allocations and search for the creditor and allocate all credits with the debits under there is no more transactions to allocate.

Can you change a purchase order after it has being authorised and explain what happens in the system?

Yes you can change a purchase order after it has being authorised. However the purchase order's status will go back to created and has to be re-authorised.

What is the difference between Creditors journal payments and Cashbook payments?

The difference between Creditors journal payments and cashbook payments is that Creditors Journal payments are done for a single creditor at a time where as the Creditors Cashbook allows one to capture multiple payments within one Cashbook batch.

In Creditors journal what does the following functions do?

a.Show all Decimals tick

This allows the journal to process more than the 2 decimal place example if you want to correct a fraction of cents - 0,0000567. This tick allows you to process up to 9 decimal places.

a.Auto Allocate

Auto Allocate tick allows the payment journal to auto allocate oldest to newest to unallocated transactions.

a.Check Zero

When you tick Check Zero and Auto Allocate together the journal will try to auto allocate only if after the payment is processed the creditor amount equals zero then auto allocate. If it does not equal zero do not allocate the journal.

a.Import Tax

This is only in the creditors journal section and allows one to add importation tax to a creditor. This is where the VAT amount is not equal to normal VAT calculation. It will put the entry on the VAT amount and inclusive amount.

When you try and process a supplier invoice and the system says that the supplier invoice already exists, what steps would you take when getting this message?

The system will always check to see if there are duplicate supplier invoices in the system. It checks against previously entered supplier invoice numbers. So if you are trying to process a supplier invoice and the system says it already exists, you need to check the entered supplier invoice to ensure you are not entering the same supplier invoice. If you are not then you can enter the supplier invoice number and add an A at the end of the supplier invoice number. This indicates that you have captured 2 supplier invoices with the same invoice number.

When processing a creditors journal and one has to select a ledger account and one is unsure, what steps should you take before processing?

It is always advisable where one is unsure of something to ask someone. Can be your senior, bookkeeper or Accountant. Or one can call support to assist.

Why is it important to update all information on a creditors account in the system?

It is important to update all information on creditors accounts for the following reasons:

a. It makes doing your job easier

b. When emailing a Purchase Order you have all the information

c. When you are not at the office the supplier information is all there and the other user can pick up all the information.

d. When sending out information on your company to suppliers you know who they are.

Where would you check in the system for stock movements?

You can go into the inventory analysis screen which is found under Inventory Module>Analysis>Inventory Analysis

Do you force a change to the unit price on the delivery note to match the overall total of the supplier invoice supplied in this example. You have received and processed 3 stock items into a delivery note. But the supplier gives you an invoice for 5 items. Give answer and

explain your answer.

No you do not force a unit price change on the Delivery Note.

Remember that you should only receive what stock was physically received and not what is on the invoice from the supplier.

Also note that you should not force balance the value to match the invoice as you are going to under or over value the stock. You are also going to mismatch the value due to the invoice when the second part of the stock arrives.

There are two ways one can handle this:

First Way

In this case because the stock was updated from the received stock process section and ledger accounts were updated you will have to complete the delivery note based on the actual quantities received.

Keep a note and reminder that the invoice is only partly invoiced. Note that the supplier will only be paid part of his invoice and his full invoice will not be in the system. Only when you receive the rest of the stock you will complete the second part of the stock and invoice.

Second Way

Phone the supplier immediately and ask him to credit the whole invoice and then re-invoice only the stock that was delivered.

When you receive the new invoice with the corrected amount, complete the delivery note process to the books.

Next step would be to check why the difference occurred, should this be a mistake of the supplier, an email and phone call should be made to let the supplier correct this via a credit note from his side.

What is the general ledger accounts that are updated when doing a Goods received note for stock type items?

Creditors Control Account

Stock Control Account

VAT Control Account

Give the debit and credit sides of the accounts that are updated in question 1.

Creditors Control Account	= Credit
Stock Control Account	= Debit
VAT Control Account	= Debit

What is the general ledger accounts that are updated when doing a Goods received note for Custom type items?

The stock Control Account is always replaced with the ledger account which was setup at the inventory item. It is normally a Cost of Sales account or Expense account.

When doing a creditors journal, explain when it is OK to use the suspense account?

It is OK to use the suspense account if you are moving a payment from one supplier to another. Because it takes it out of the one creditor and updates the suspense account. Then when you do the other entry to put the payment onto another creditor account it balances out the suspense account. This is an in and out entry.

Job Costing and Inventory Questions

What is the definition of Stock?

Stock is defined as actual stock which can be physically held. This is defined as bringing stock into the system and selling.

What is the difference between Service type items and Custom Type items?

Service Type Items can be defined as items which the company sells but are not stock items, examples of these are Labour and consulting. Service type items cannot be GRVed in the Creditors Module only sold.

Custom Type Items can be defined as items which are outsourced by company. These items can be found under Creditors Module.

What is the purpose of setting up group codes against stock items?

The purpose of setting up group codes against stock items are for the following reasons:

- Group items together for reports
 - Group items together for stock takes
 - Allow groups to be posted to a sales or cost of sales account
-

Why is it important to keep your inventory list up to date?

It is important to keep your inventory up to date for the following reasons:

- Have all stock information on hand
 - Have information on product in one central place
-

Name some examples of why putting a supplier name, supplier code and unit

price against a stock item?

This helps when ordering stock on a Purchase Order, when selecting the supplier on the PO and selecting the line, it will also show the supplier's item code as well. Makes ordering stock easier and ensures that the correct stock is delivered to the company.

1. When setting up Bill of Material items define the following:

a. Does cost prices of BOM items get updated when GRVs get processed?

Yes the cost prices of BOMS get updated when GRVs get processed so that the BOM cost price is always correct and up to date.

a. Can you input labour costs into a BOM item.

Yes you can input labour costs in BOM items.

Explain what a stock value adjustment does?

Stock Value Adjustments adjust the system cost price of an item. This creates a journal in the books.

Explain what a stock level adjustment does?

Stock Level Adjustments adjust the quantity of an item. Items are reduced or increased by the quantity imputed into the stock level adjustment. This creates a journal in the books.

Explain what a stock take does?

A stock take changes the quantity of an item. Items are changed by the quantity imputed into the stock take. This creates a journal in the books.

Where in the system can you find information and history of a stock item.

Inventory Analysis Screen

Does Custom type items track quantities in the system?

No Custom type items do not track quantities in the system

What are the 3 steps in Quotation process before managing a job.

- a.Create a quote
 - b.Internal authorisation of quote
 - c.Customer approval of a quote
-

Do you require an order number when activating the quote to job?

Yes you do require an order number when activating the quote to job

- a.What if you don't have one?

You have to put in some form of order number, you can enter something and add it later

a.Can you add the order number later?

Yes you can change or add the order number later on in managing the job

What are the 4 main parts to job costing?

a.Quotations

b.Manage Job

c.Delivery Notes

d.Invoicing

At what part of the job costing does stock move out of the system?

Stock is moved out of the system when you Invoice.

What happens when stock is managed in job costing?

When stock is managed in job costing it moves the stock from on shelf to Work in Progress.

What is the difference between usage invoicing and percentage invoicing in job costing process.

Usage invoicing is when you select the lines of the job and invoice those lines, it is very specific.

Percentage invoicing is when you invoice any amount on a job. It does not worry about the actual lines

Explain the following in Manage Job

a. Cost to Company

Cost to Company is the company's cost and does not allow you to invoice the company but tracks the stock

a. Scope Creep

Allows you to add an item to the job and charge for it. Normally is pre-authorised where you can just add to a job and invoice for it.

a.Quote

You can create an additional quote for a client, this quote adds .1 and .2 to the end of the quote and goes through the whole authorisations process again.

What does Job Total Analysis function give you?

This function gives you an overall view of the job looking at 3 sections of a job namely Quote, Manage Job and invoice. These areas show quantities, costs and values on a job with profits.

What does Job Capture window do in the system?

Job Capture allows one to capture inventory type items like stock, service or custom items to a job and manage at the same time.

What is the difference between Job Delivery Note and Job Invoice?

Job Delivery note gives a delivery note document when stock leaves the warehouse.

Job Invoices follows from a delivery note or can run from a Job and creates an invoice for items out of the system.

What does Job Badger Import do?

Job Badger import allows one to import data from a scanner with many stock items. This can be imported manually or automatically once the person has scanned in the items.

What is the purpose of doing Job Costing?

The purpose of doing job costing is to cost jobs accurately and ensure all things done on a job are recorded. One can look back at jobs completed and check if one has made profits.

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