Recovered BJC Activity

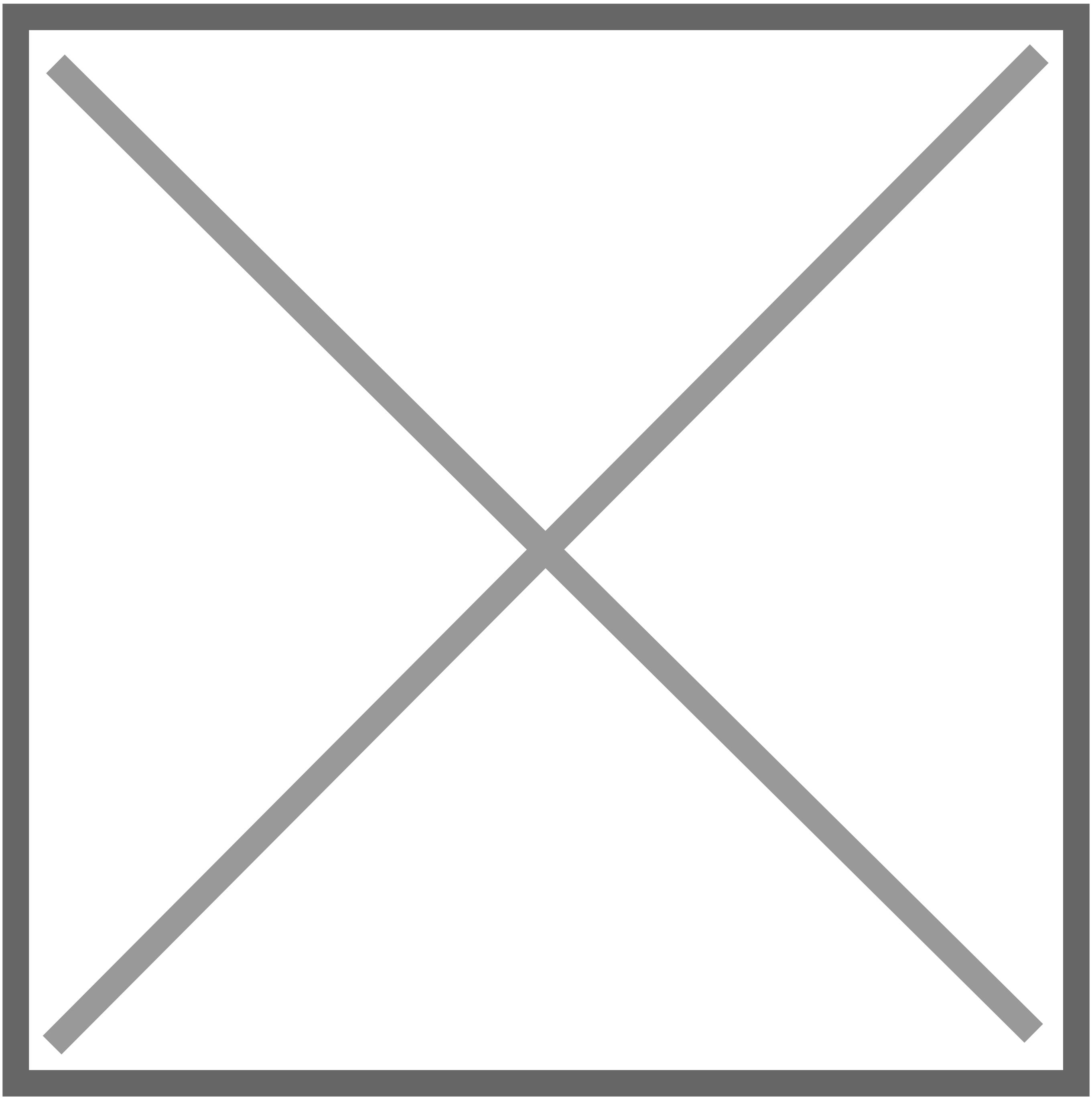
Job Costing Process Example

Job Costing Process Example

There are two ways to do this job costing.

First way:

This is where on quoting you would use a service item to capture the machine selling value



You can then estimate a cost against the machine in the quoting phase. This helps as it gives you an indication of what the possible profit can be on the item.

Now you take the quote to a job.

When the quote comes in it will drop the cost price that you added in the quote section. It will hold the sales value and have a cost price of zero. The costs will be built up from the Cost to Company items being inserted on the job.

You can use the template tasks to insert a machine processes which includes all the BOMs that you have. This must be inserted as CTC (Cost to Company).

As you complete the BOMS and you add them to the job you manage each line to give you a process on the job.

When you are ready to complete job and are ready to invoice, manage the quote service line so that this will show up on the invoice.

Complete Job

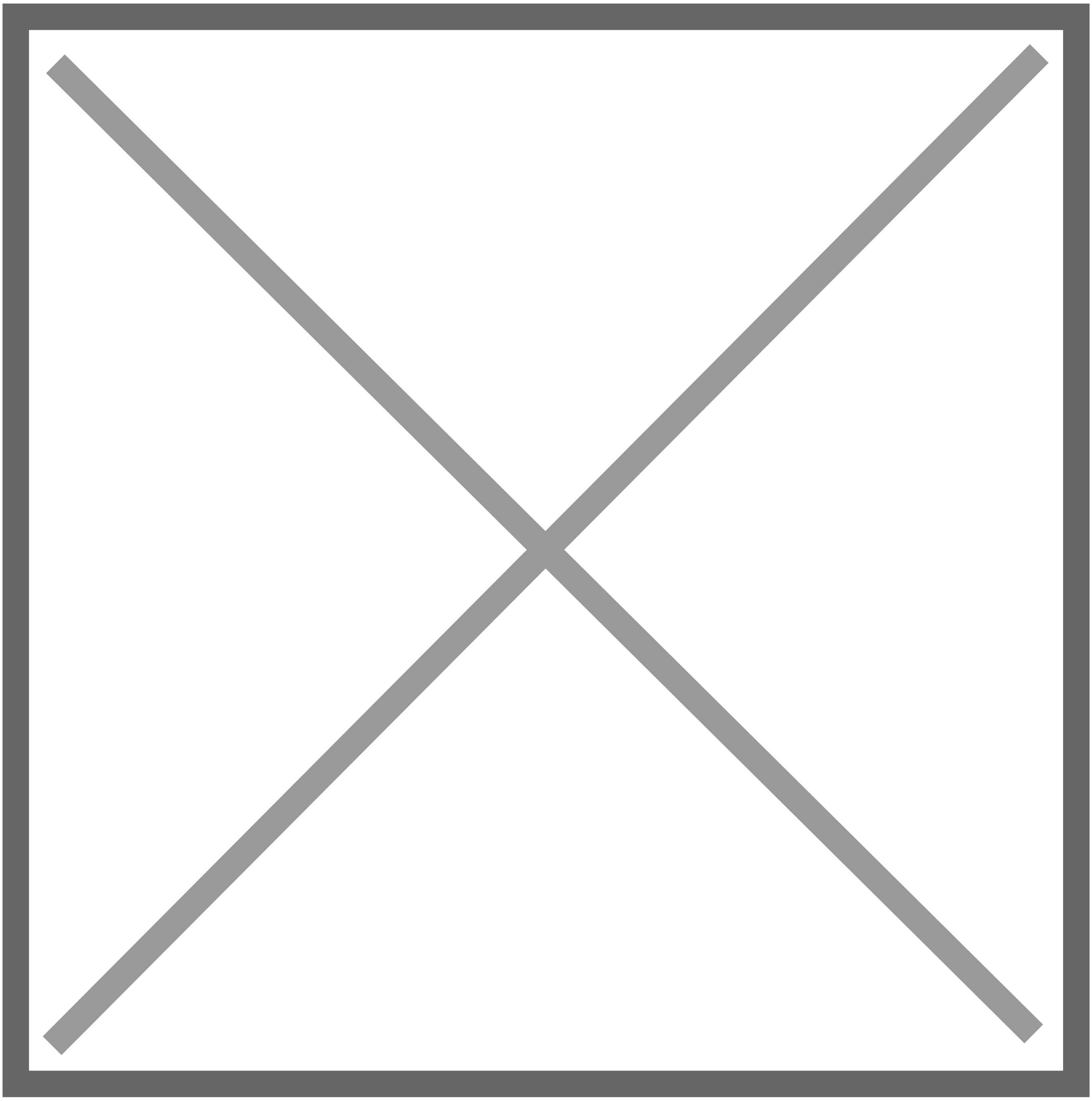
Now that the job is complete you can now invoice the whole job with the CTC items. The CTC items will not show on the invoice, but the original line of the quote will with the value.

At this stage all items will be removed out of the WIP account and posted to the Cost of sales and stock accounts.

Second Way:

Making scanning machine for stock – customer is STOCK customer – not actual customer.

In this case you will still do the service item, but at zero selling and cost



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You can use the template tasks to insert a machine processes which includes all the BOMs that you have. This must be inserted as CTC (Cost to Company).

As you complete the BOMS and you add them to the job you manage each line to give you a process on the job.

When you are ready to complete job and you will close the job and WRITE OFF STOCK and close the job.

This will post an entry to Stock (Credit) and Job Stock Adjustment (Debit) accounts. Stock will have left the system out of WIP. You will now need to see the value of the stock posting (lets say 1 550 000-00). This then would be the cost of the stock item to produce.

Step to get into stock.

Assuming 1

You will need to have a finished stock code for the machine. LETS assume for this example you will have a stock code for each completed machine which could also act as your serial number of the machine.

Create the new stock item with the stock code and put in the cost price of the item being R1 550 000-00.

Then go to stock level adjustment and add in the stock level one increase of stock item which is valued at R1 550 000-00.

When you post this it will affect Stock (Debit) and Job Stock Adjustment (Credit). This balances out your stock values, raw materials are reduced and finished good now in stock at the cost value of the stock item.

Assuming 2

Create the new stock item with the stock code which is one stock item holding quantities of various completed scanning machines.

This means that you will have to create a Production Creditor. Go and GRV the stock item which is valued at R1 550 000-00 except VAT as this is an internal transaction.

What will happen now is the Creditors Control Account (Credited) and Stock (Debited) will be updated. This balances out the stock.

Now to balance the Creditor, create a Creditors Journal Debit with prompting the Credit account. Put the value of R1 550 000-00 in and the Credit account put in the Job Stock Adjustment (Credited) Account. This will balance out the Creditors control account and the Job Stock Adjustment account to zero.

Invoicing

Now you will create a Debtors invoice for the stock item and any other additional invoicing items.

This will now do the following

Debtors Control (Debit) – R2 000 000-00

Sales (Credit) – R2 000 000-00

Vat (Credit)

Stock (Credit) – R1 550 000-00

COS (Debit) – R1 550 000-00

The stock will be reduced by the finished goods

In all the above your stock balances out but you control your costs on jobs are starting to get accurate.

JOB Costing Procedure

Job costing is divided into four main sections:

1. Quotes

2. Manage Job

3. Delivery Notes

4. Invoice

In Job Costing setups there is a section called Template Tasks

Template task setup

Job Costing> Configuration >Template Task.

Template Tasks are only available in the Job Costing Module. They allow the user to define a sort of Bill of Materials with an exception. This task which is created allows one to insert many stock items, service and custom type items into a Task. The task only takes the quantity of the items when setting up, but once inserted into a quote it will pull all cost and selling prices at that time.

The task that is created consists of many items, these items are broken up into individual lines within the job management. The customer only sees the name of the task but none of the line items.

The line items of the task has costs and selling prices which then make up the overall cost and selling of the task.

One can have tasks under tasks, it does not matter as the system will always take the lowest lever of items into the managing of the job.

The example we will use to show you how a task is setup will be the making of a motor car.

Template tasks makes it easy for the users not to understand what the components are made of. It gives the user the detail list of all the items by just selecting the main task.

To create a template task go to the Job Costing Configuration Template Task.

Click on the insert button to create a new task.

Give a code and Description of the task

After you have clicked on the Save and Close button, the screen to add the items appear. To add an item right click on the tree view Motor car.

In the figure below you will notice there a small window that opens up to give you some functions to add parent tasks.

The menu is divided up into Parent and items tasks. Parent tasks are names of the group of items below it.

Menu explained

Add Parent Task - Create another header for items below the main header

Add Stock Task - Creates a name of a header specifically to Stock, this task allows the user to add stock items below this header inserted.

Add Service Task - Creates a name of a header specifically to Service, this task allows the user to add service items below this header inserted.

Add Custom Task - Creates a name of a header specifically to Custom, this task allows the user to add Custom items below this header inserted.

Add Template Task – This allows one to add another Template task to be

added with all of its children items below

Delete Task - Highlight the task in the tree view to delete it

After right clicking on the tree view and then selecting the Add Stock Task option the following window comes up.

When you click on the save button in Figure 5, you will be brought back to the Template task detail with a new heading under the Main heading.

To add stock click on the “Stock required for task” header.

The sub parent account is now highlighted, in the right column this allows you to insert stock items only. To add an item click on the insert button.

Select your stock items and the quantity that is required to complete this task.

We have now added many stock items to the parent stock task.

After setting up your task click on the close button to be taken back to the Template task search screen.

Job Costing Quotes

Job costing quotes allows the user to let the quote go through 3 status levels.

a. New Quote

b. Search new quote

c. Internal Approval Quote

d. Customer Approval Quote

New Quote – This is when you create a new quote on the fly, entering the customer information and then the lines of the job. This is the same as going into the Search new quote screen and clicking on the insert button to add a new quote.

Job Costing

Go to Job Costing Module>Activity>Job New Quote search

Type in Quote number, click on search Button

Highlight one

Click on Approve Tab Button

Fill in the following: order number

Select service warehouse

Tick allow to exceed quantity value

Allow to exceed Budgeted quantity

Click on Ok

Write down Job Number on document

Go to Manage Job

Type in Job Number and click on search

Click and manage Job

Click on all Job line – Tap left

Double click on each line to manage

Labour, also fill on notes

Remember to save first

Additional Expenses – Scope Creep

Add line in with Quantity and selling Price

Click Manage and enter Quantity usage.

Job Costing Picking Slip

Go to Job Costing Module > Activity > Manage Job

Once you have search for the job to manage, highlight job and click on Manage Job.

When the window has loaded click on All Job Lines to display job lines.

There will be a tab called Picking Slip, click on the tab in the middle of the window.

The bottom tab called Picking slip will also be displayed.

Buttons explained

Add to Picking Slip – Adds a new picking slip

Print – Print the picking slip

Edit – You can edit a picking slip

Picked – Allows one to allocate quantities to the picking slip, quantities that are picked.

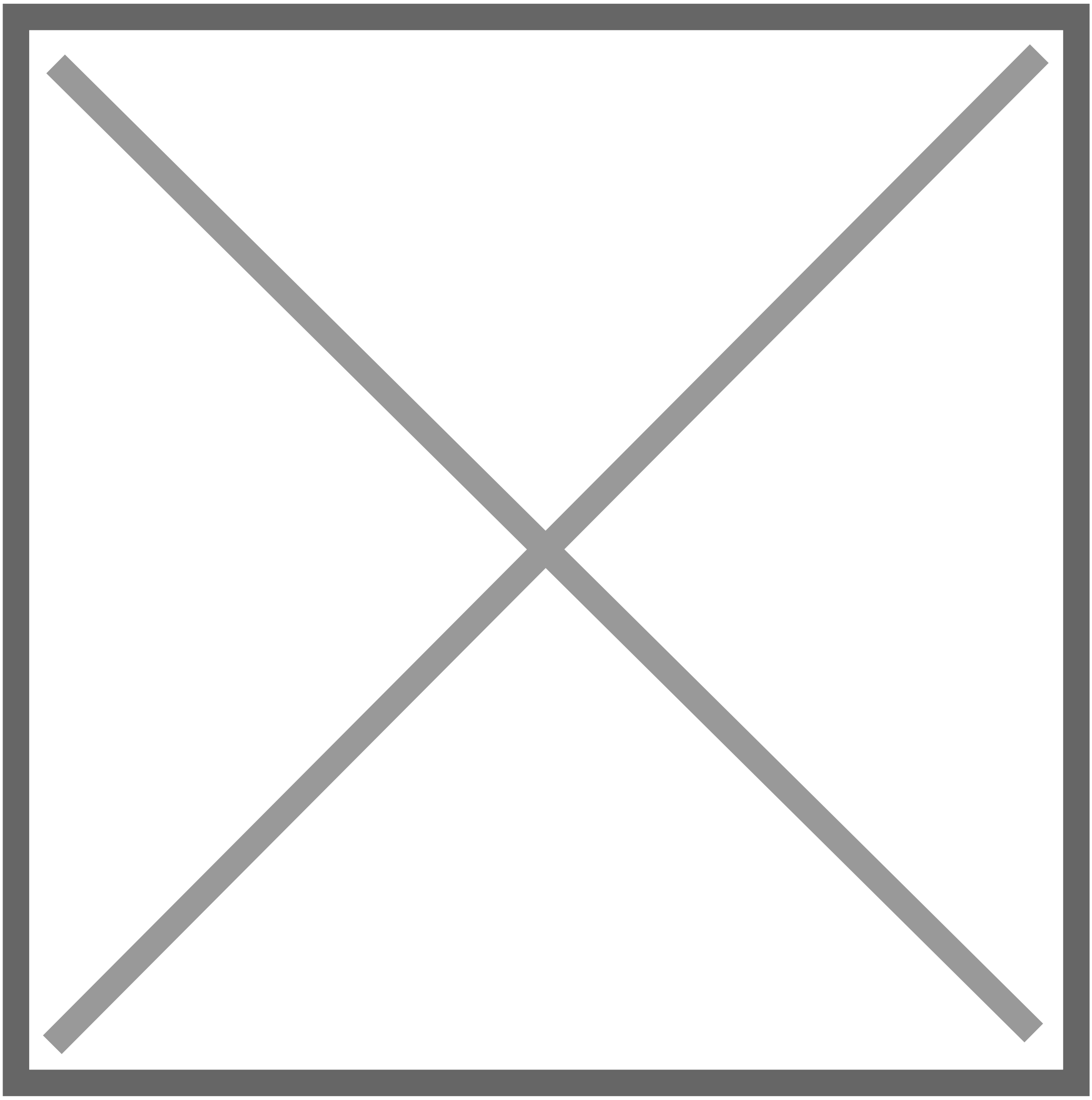
Manage Items – Allows one to manage the picking slip on the quantities picked, this moves the stock from on shelf to Job WIP.

Close – Closes the picking slip.

To add a new picking slip, click on the button called Add to Picking Slip.

Click on the Add button at the top of the window, this will allow you to create a new picking slip and allocate a picking slip number,

A new window will come up so that you can name the picking slip. Click on Save and Close.



Once the Picking slip number and name has being allocated, highlight the stock item which you want to add to the picking slip and click on the Add button.

Note:

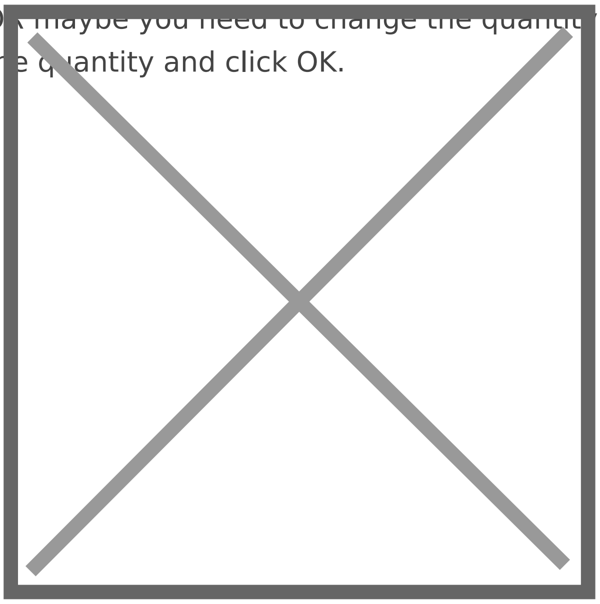
Only items which have being added to the job will appear in this section.

When you have clicked on Add button, a new window will come up with the quantity that is add on the job line. Should this be different make your change to what needs to be picked.

The stock line will move from the top column window to the bottom window.

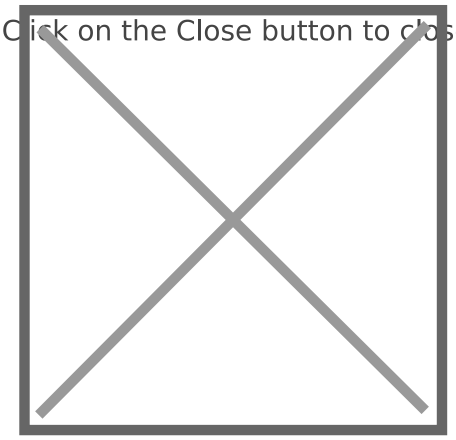
Should you wish to remove the stock item from the list highlight the item and click on the remove button

OK maybe you need to change the quantity, highlight the item and click on the Edit button. Change the quantity and click OK.



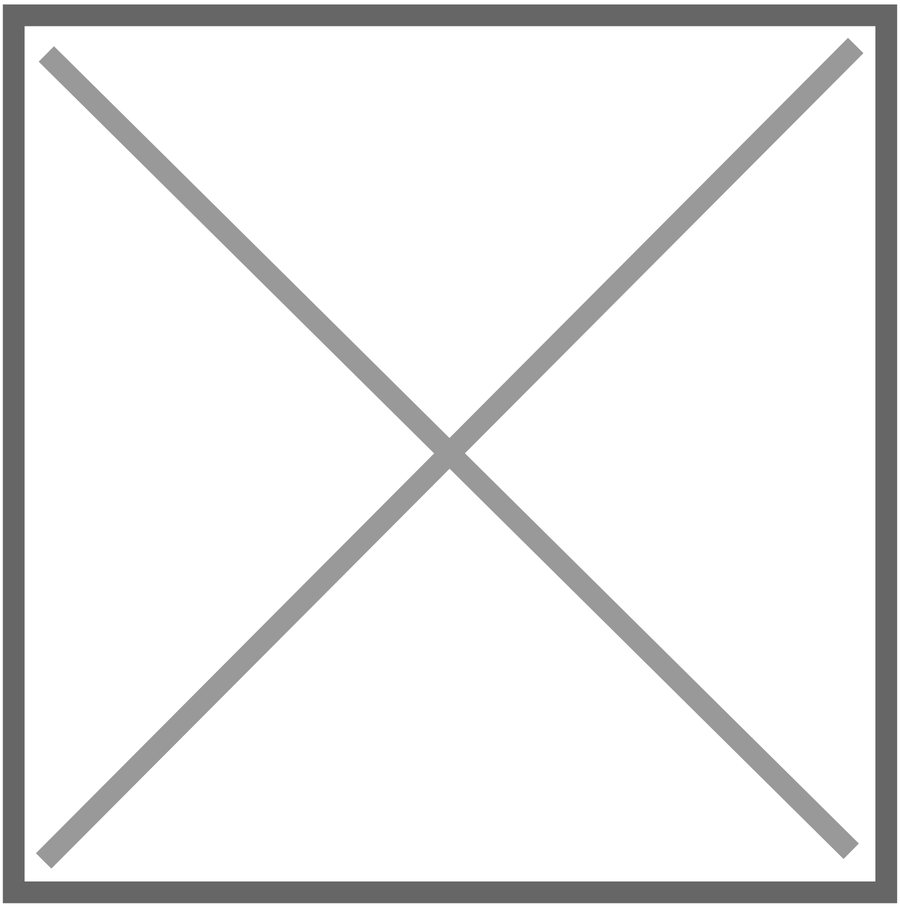
Click on the Print button to print the picking slip.

Click on the Close button to close the current window



Note:

Once the user clicks on the print button to print the document it will register the date and time of print.

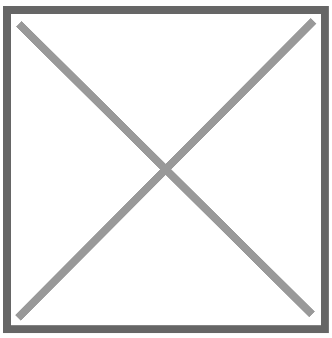


The user can Edit the picking slip again and make changes before the picking slip can be picked and managed.

Picked button

Click on the Picked button to have the stock picked, this will bring up a new window. You can click on the Select All button to select all quantities that have being picked. OR change the quantities to what has being picked.

Once the items have being picked the system will mark a date a time which has being picked.



The stock has now being picked and can be managed. Click on the Managed button to manage the items that have being picked.

Note:

Only at this stage will the stock be moved from On shelf to Job WIP.

After clicking on Manage button a window will come up to show whether there is a problem with managing items or not, then you can go back to change the picking slip quantity.

Close button

You can close a picking slip at any time except when it has being managed. When the picking slip has being managed it means the stock has already moved from on shelf to Job WIP.

Current and History search of Picking slips

Go to Job Costing Module > Activity > Picking Slip

Click on the search button to search for Picking slips that have being Created, Picked, Managed or Closed.

Selecting a Pro-Forma invoice layout from quote

Go to Job Costing Module > Activity > Job New Quote Search

Click on search button to find quote

Highlight the quote you need

Click on the Print tab at bottom of screen

Click on Print

Change the standard layout to 2 – User Choice

Click on next button

This will give you the quote layout with Pro-forma on it

Badger / Bar Code Stock Import

Service Badger

Verify Button – This button checks for any errors in the file and highlights it in red.

Save Changes – Saves the changes that have being made to the file when clicking on the Delete Item or Create CTC.

Service Badger

Verify Button – This button checks for any errors in the file and highlights it in red.

Save Changes – Saves the changes that have being made to the file when clicking on the Delete Item or Create CTC.

Create CTC – This goes and creates the lines in the various jobs with the budgeted value. It has not being managed as yet only created.

Close – Closes the window without saving

Sort By Error – Sorts all lines by error A-Z, it will sort the lines on the whole file should you have 500 lines it sorts all 500 lines.

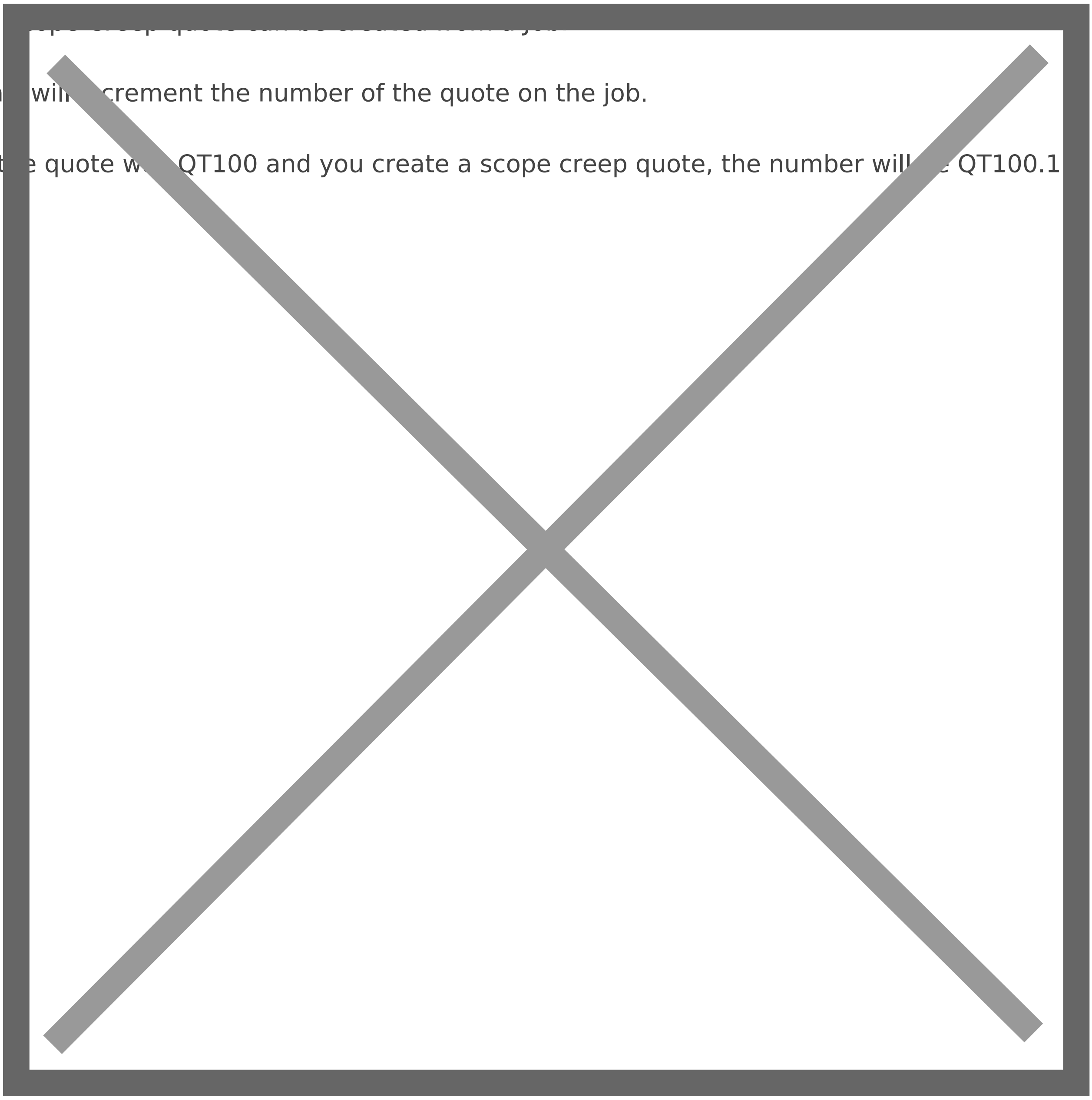
If you click on the Create CTC Column – it will tick all lines which have an error and that needs the lines created in the jobs. A Quick way of putting the tick on the file, will only do the 100 viewed lines at a time. Will need to save the file for each verify.

C Quote Scope Creep

A scope creep quote can be created from a job.

This will increment the number of the quote on the job.

If the quote was QT100 and you create a scope creep quote, the number will be QT100.1

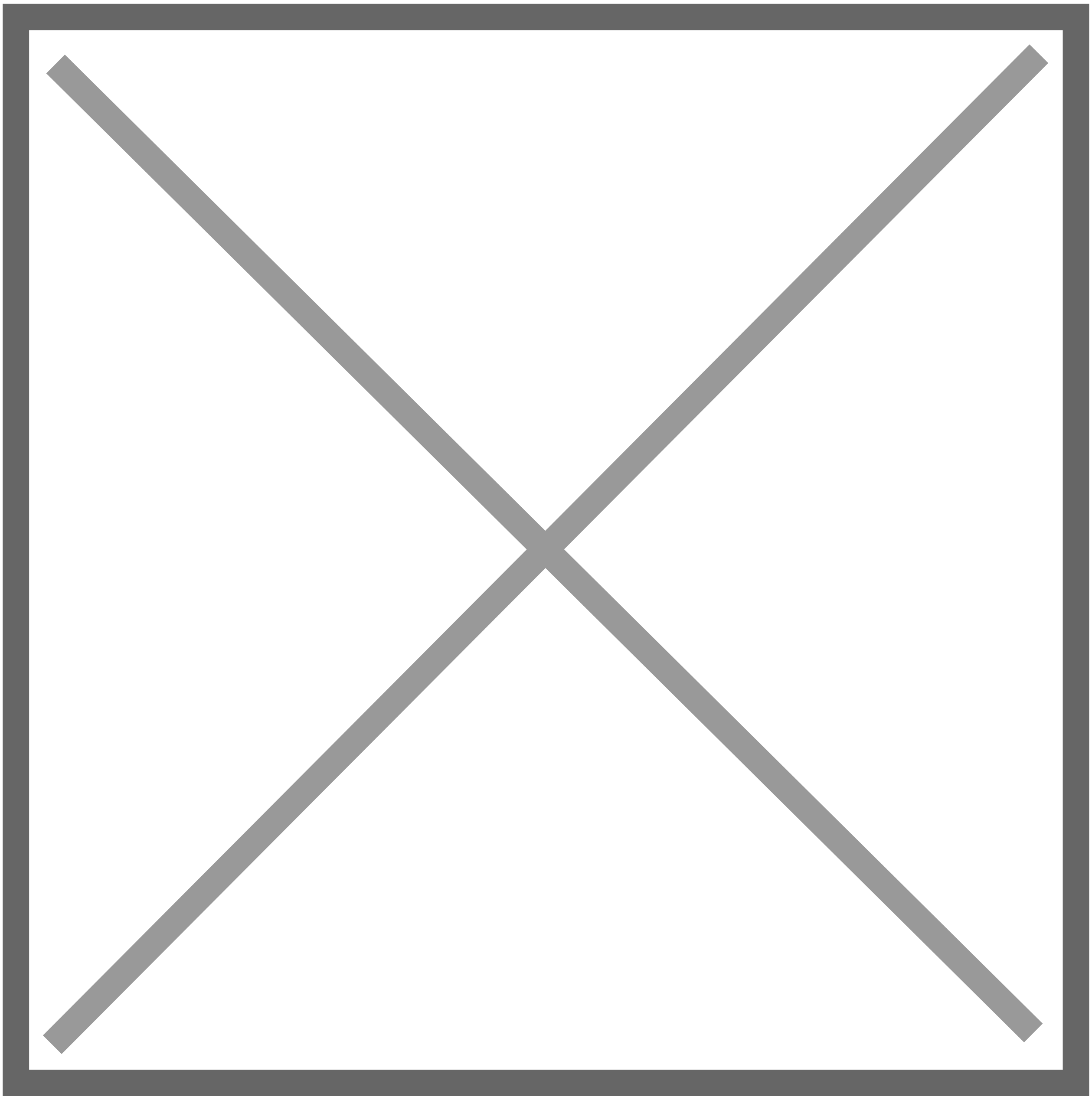


Job Schedule

Audit Log

The **Audit Log** records any changes made to task activities and captures the following details:

1. Job number
2. Task description
3. Activity sell budget
4. Previous production percentage
5. Updated production percentage
6. Previous invoiced percentage
7. Updated invoiced percentage
8. User who made the change
9. Date and time the change occurred



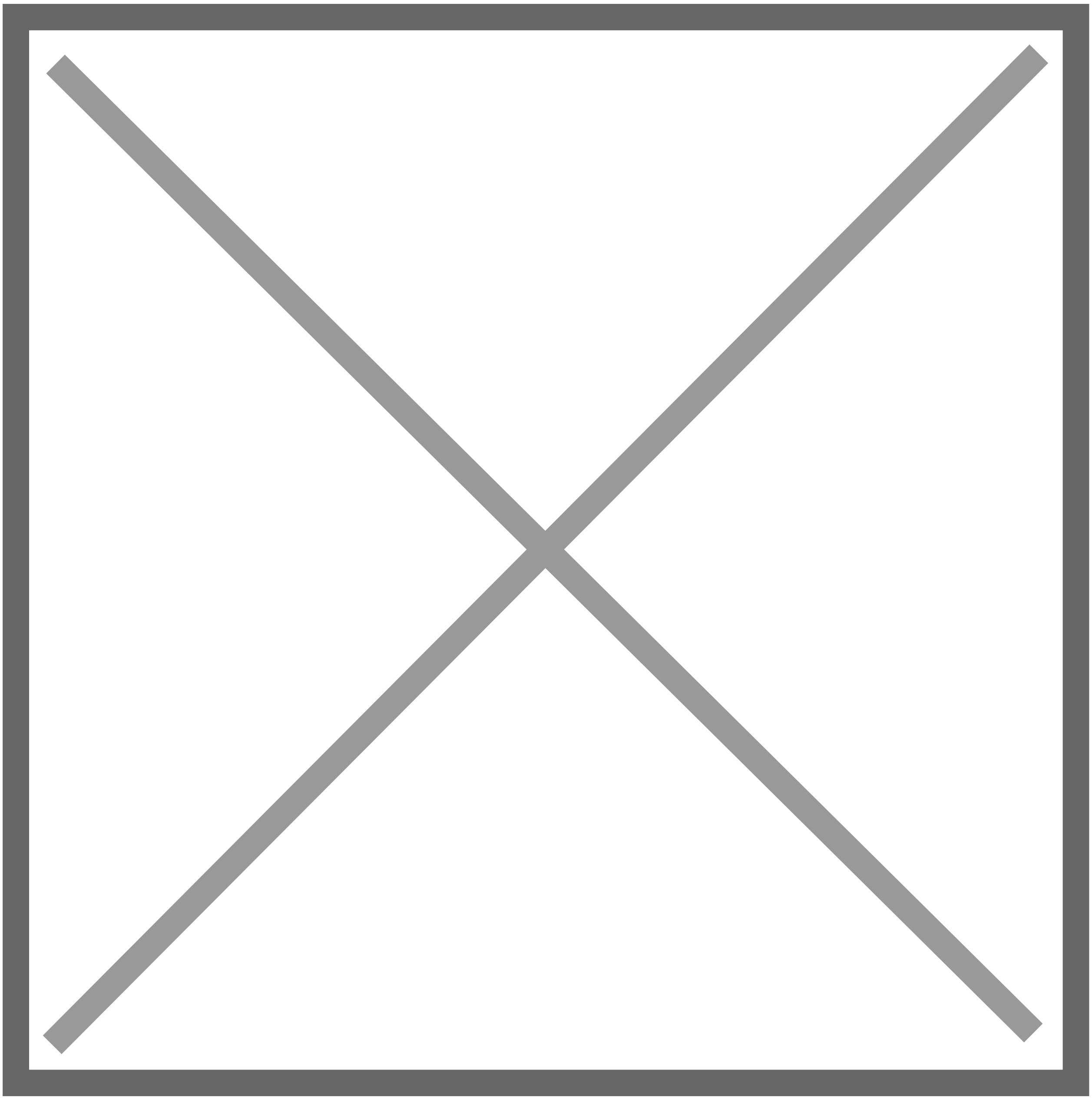
Job Schedule

Resource add to Task activity

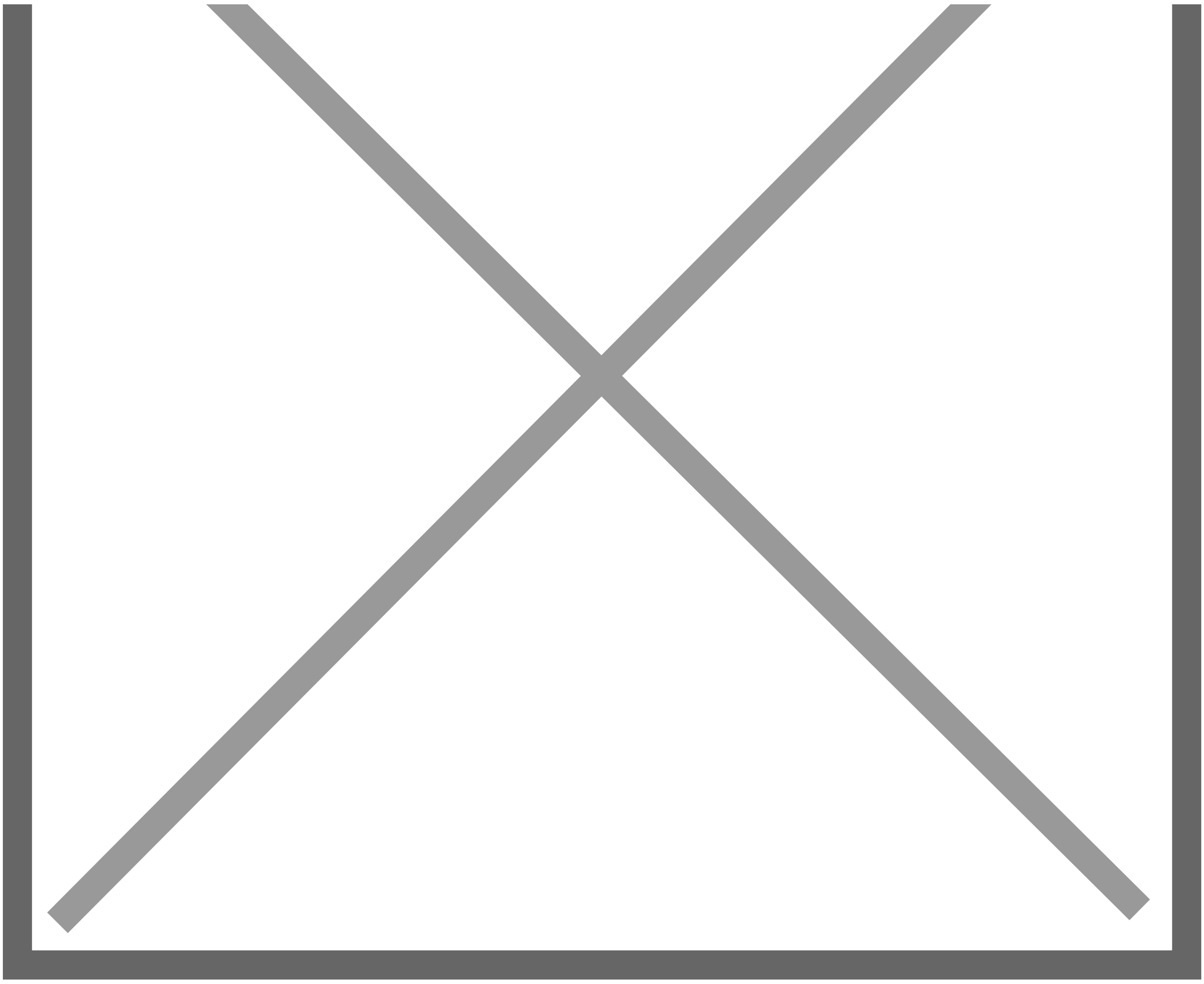
Video training manual 2021 - Click Here

Resource is linked to a task activity.

It is similar to the time log screen but allows you to plan the resource for specific days



Resource linked to a task search tab

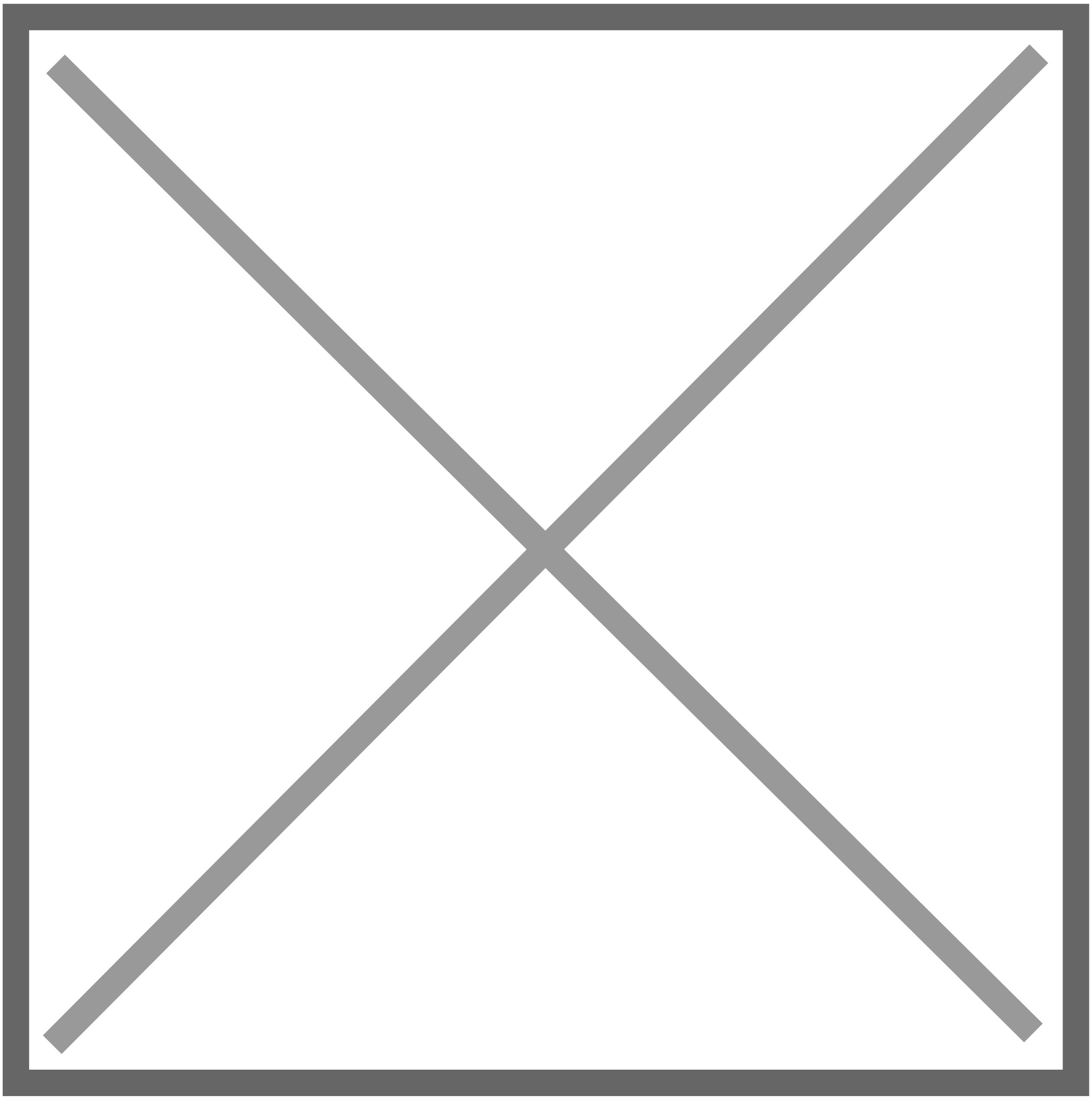


Creating Resources from Team Members

Click on the Create Task Resources button to create employees to Task resource time sheets.

If records exist for that day, leave them there and create new records for missing days.

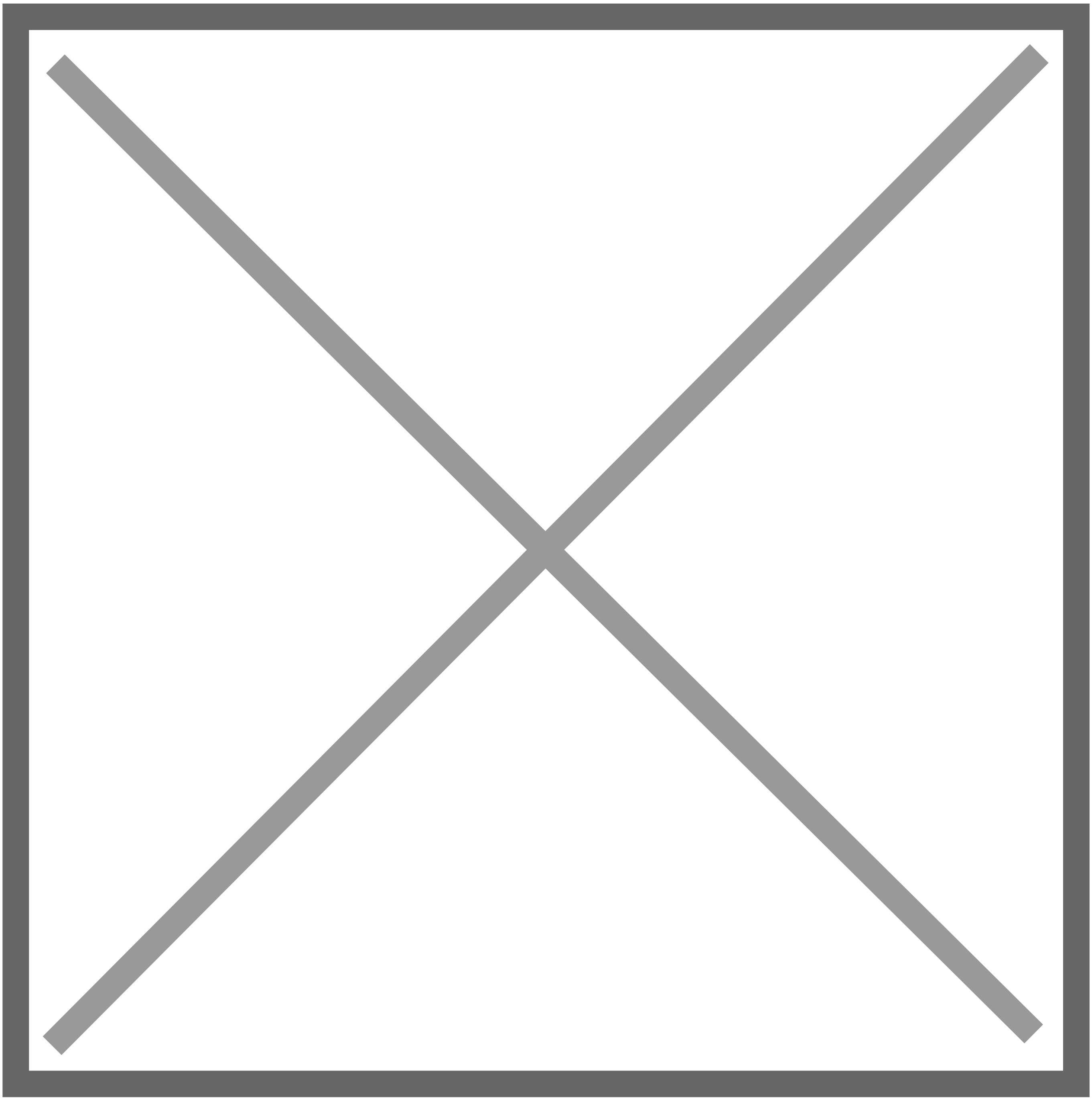
If the record is outside of the date range, leave them.



Resource Schedule

Video training manual 2021 - Click Here

Resources or staff members are allocated to a Task activity which in turn is assigned to a job.



Audit Log

The audit log , logs any changes made to any of the task activities and records the following information .

1.The job number

2.The task description

3.The activity sell budget

4.The production percentage previous

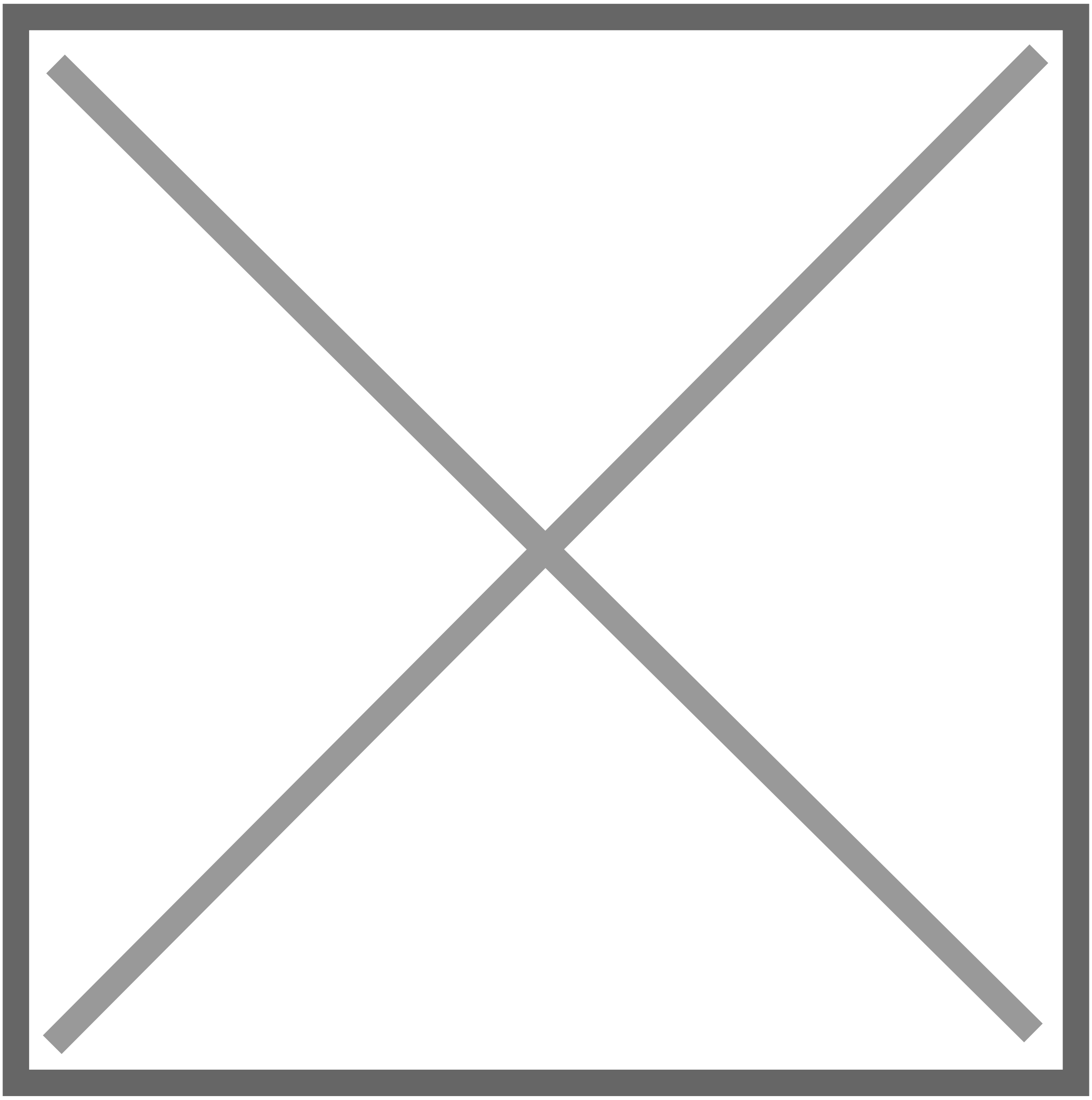
5.The production percentage new change

6.The invoiced percentage previous

7.The invoice percentage new change

8.The user who changed it

9.The date and time the change occurred



Job Schedule with Inventory Lines

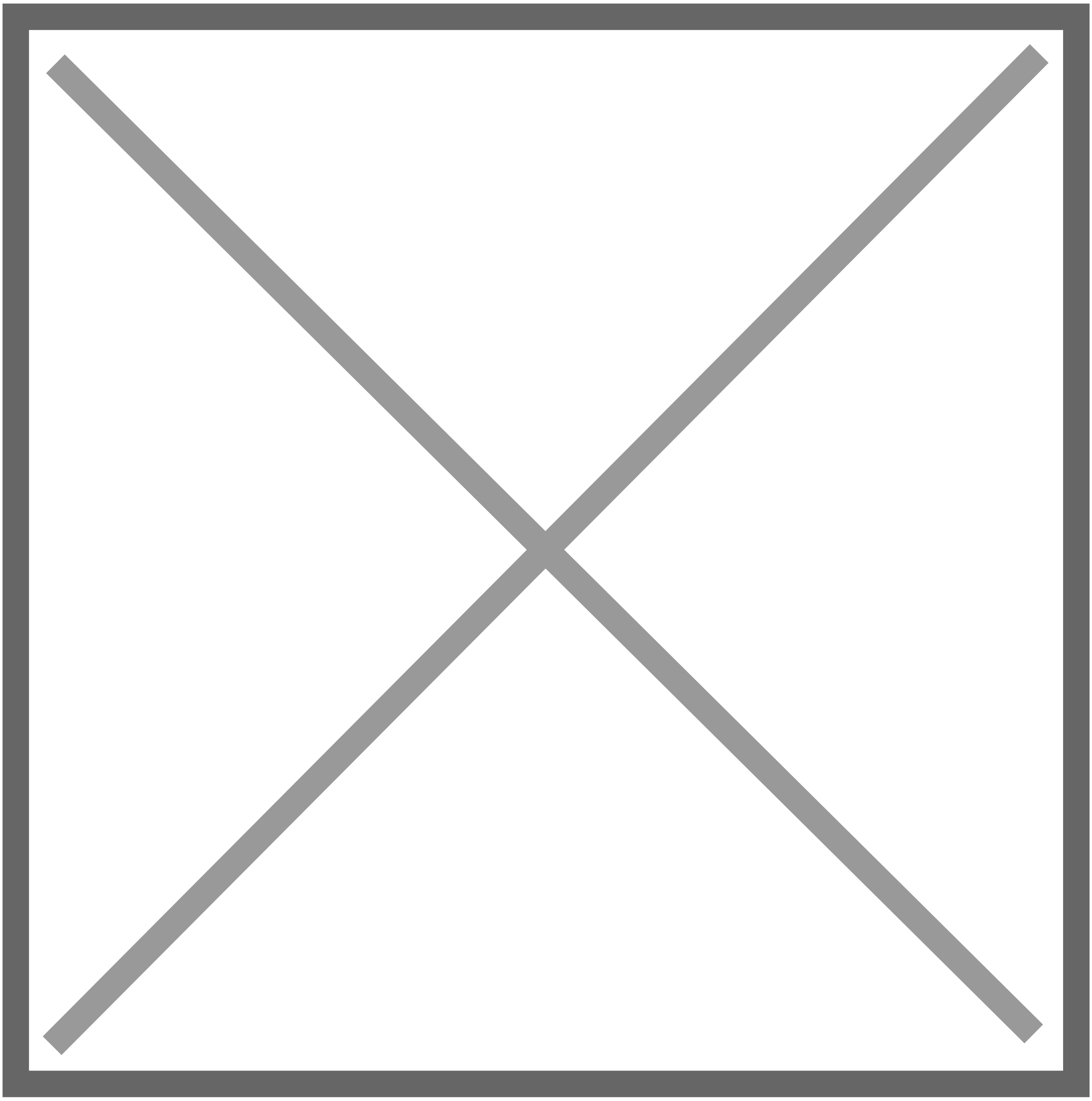
Job Schedule with inventory lines

Use job lines to create task schedule lines

This is a different path to creating task schedule lines.

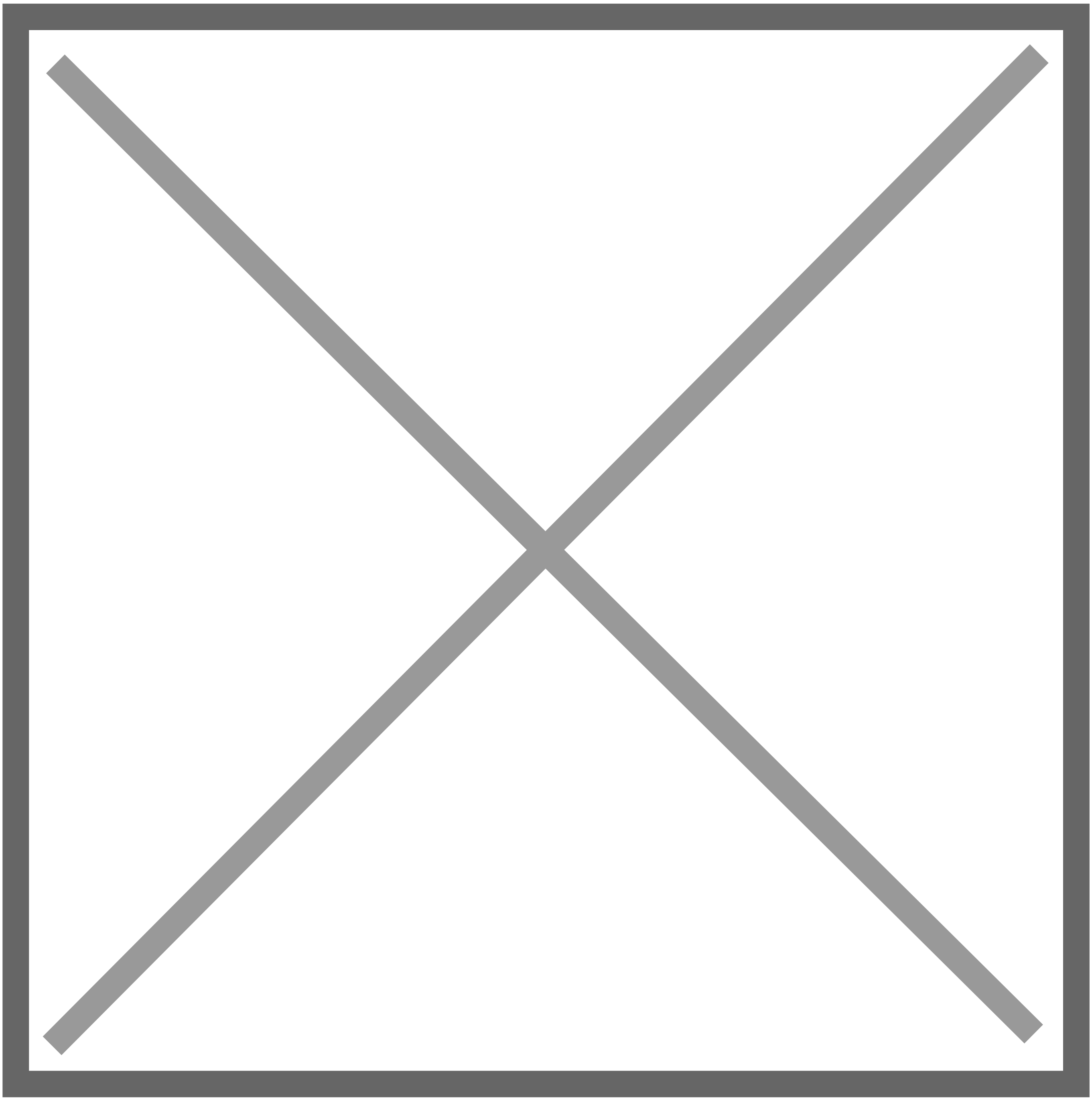
Link inventory items to a task.

Create tasks from inventory items



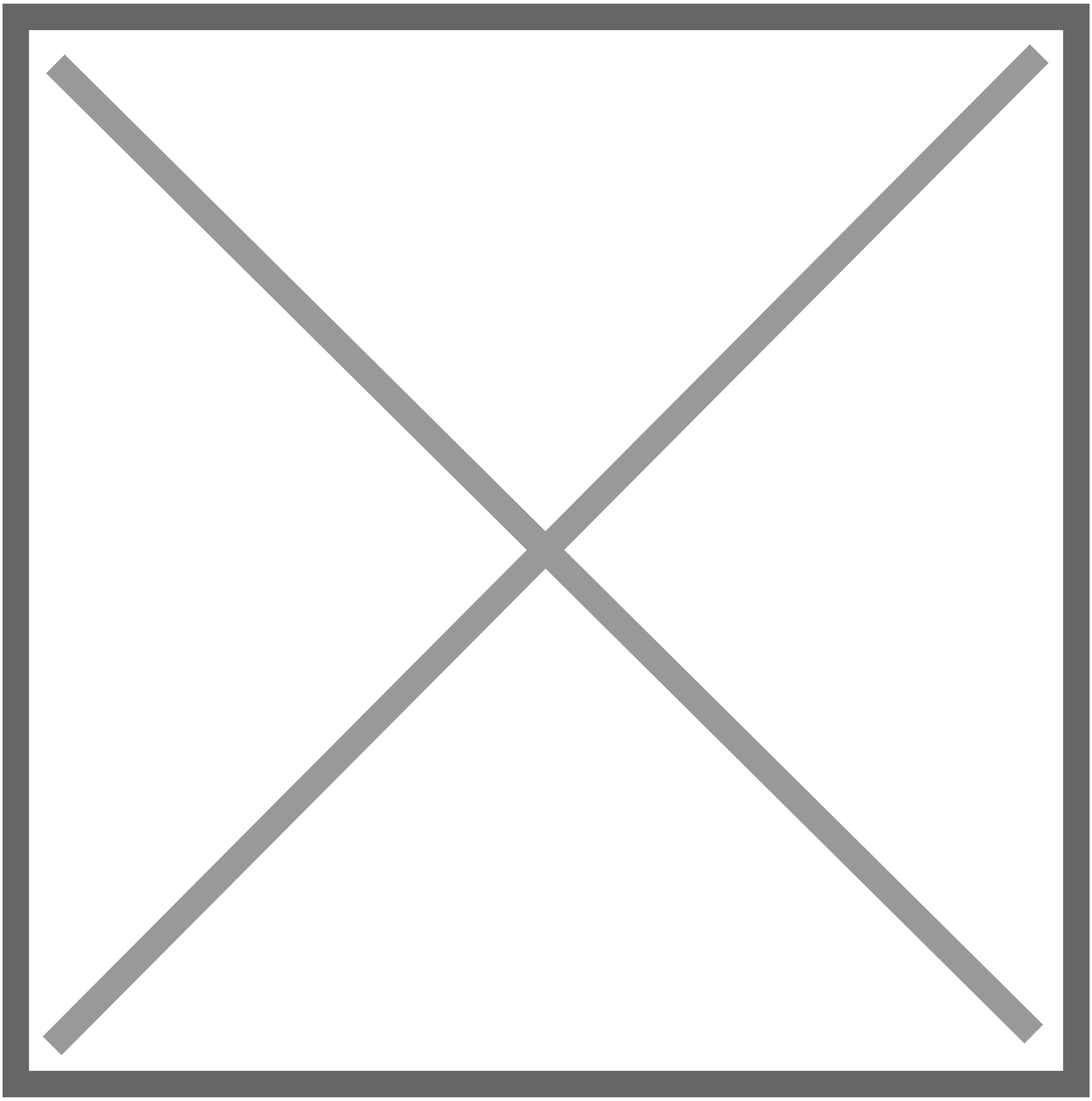
Link Inventory lines with tasks

Link your task to the inventory item



Job Task lines add

In the Manage job Scheduling, create job line tasks to add tasks from inventory lines linked to tasks

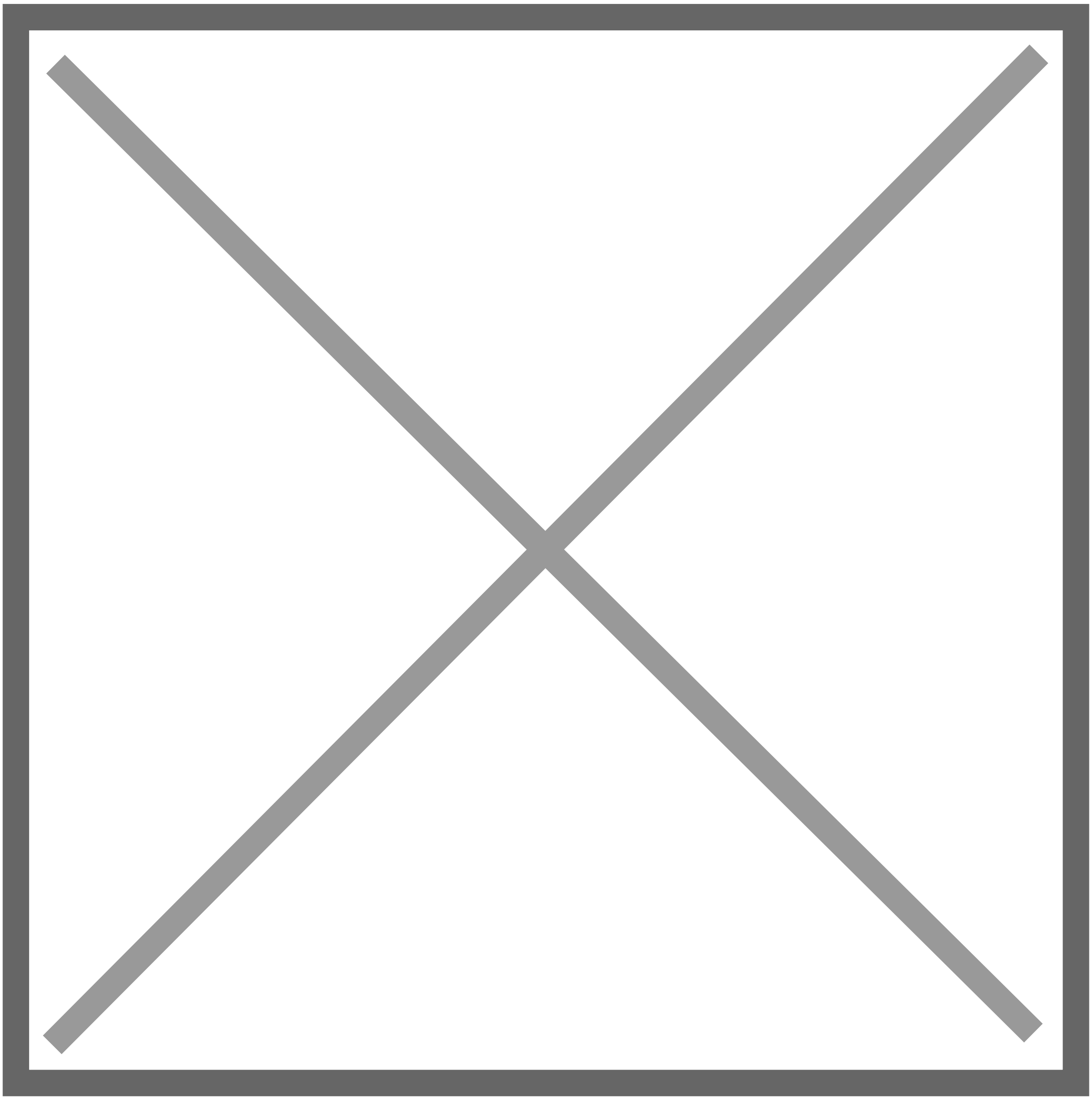


Staff Jobs

Staff Jobs

This is an area where staff are able to access their job line tasks to complete

It will search across all jobs where your name is assigned and where no name is assigned



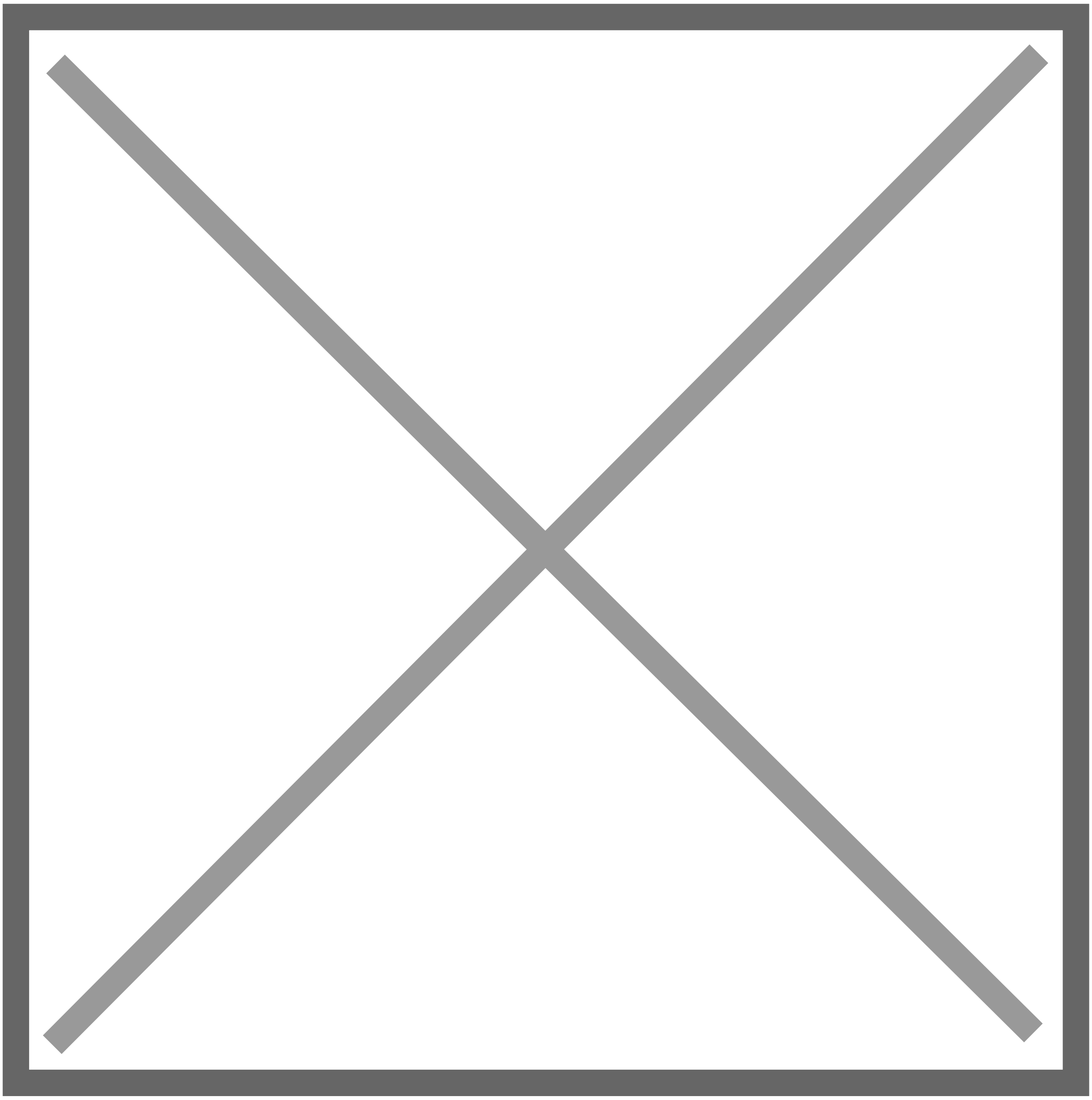
Staff Jobs Print Job card Search defined

This will filter lines by that user and include any lines that are marked as All which is not assigned to a user

Specific rule for staff jobs – print job card

1.Default the user in the Employee search

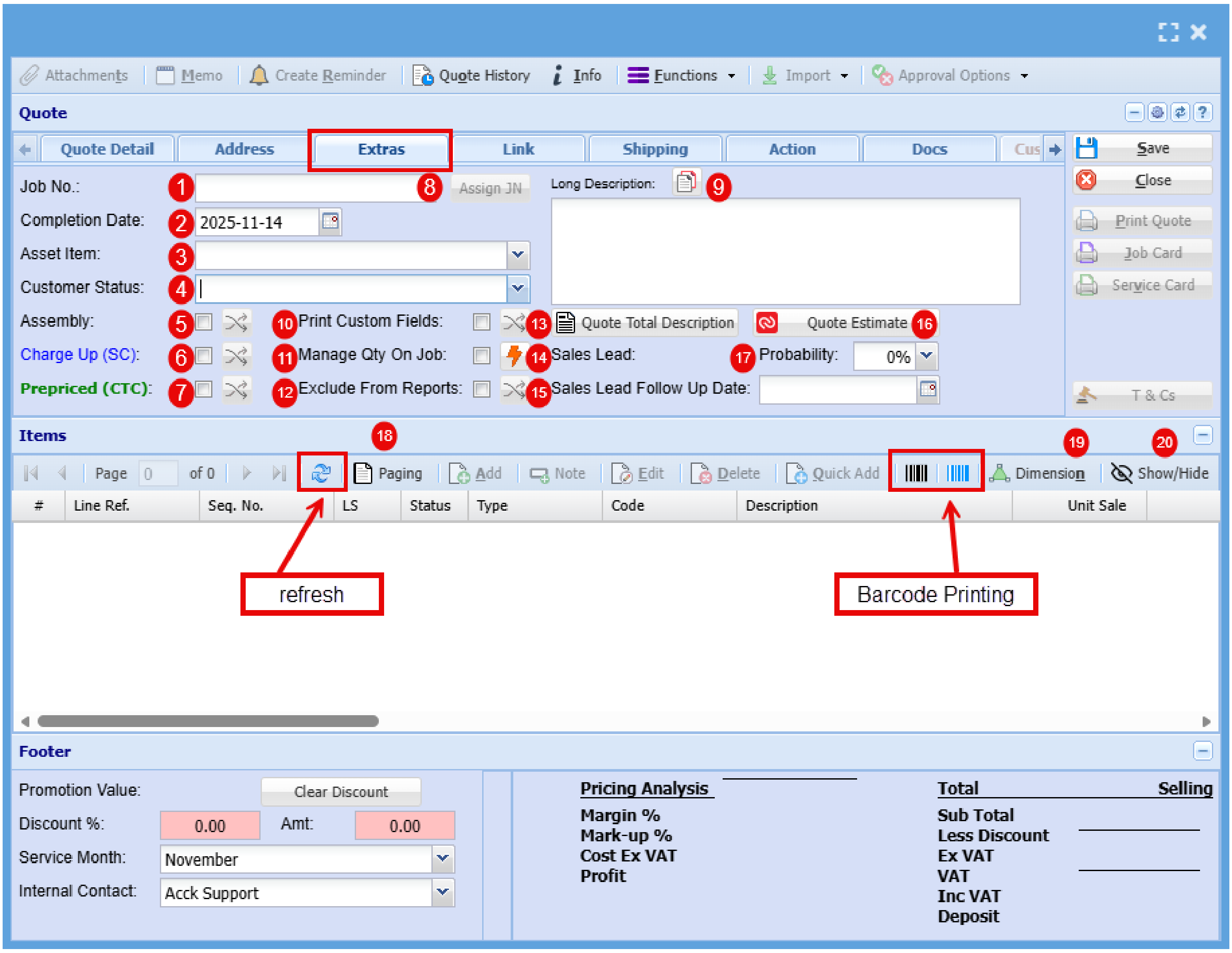
2.Copy the same dates as the ones on the staff job search dates



Job Costing Screens and Icons Defined

Quote Screen

Extras Tab

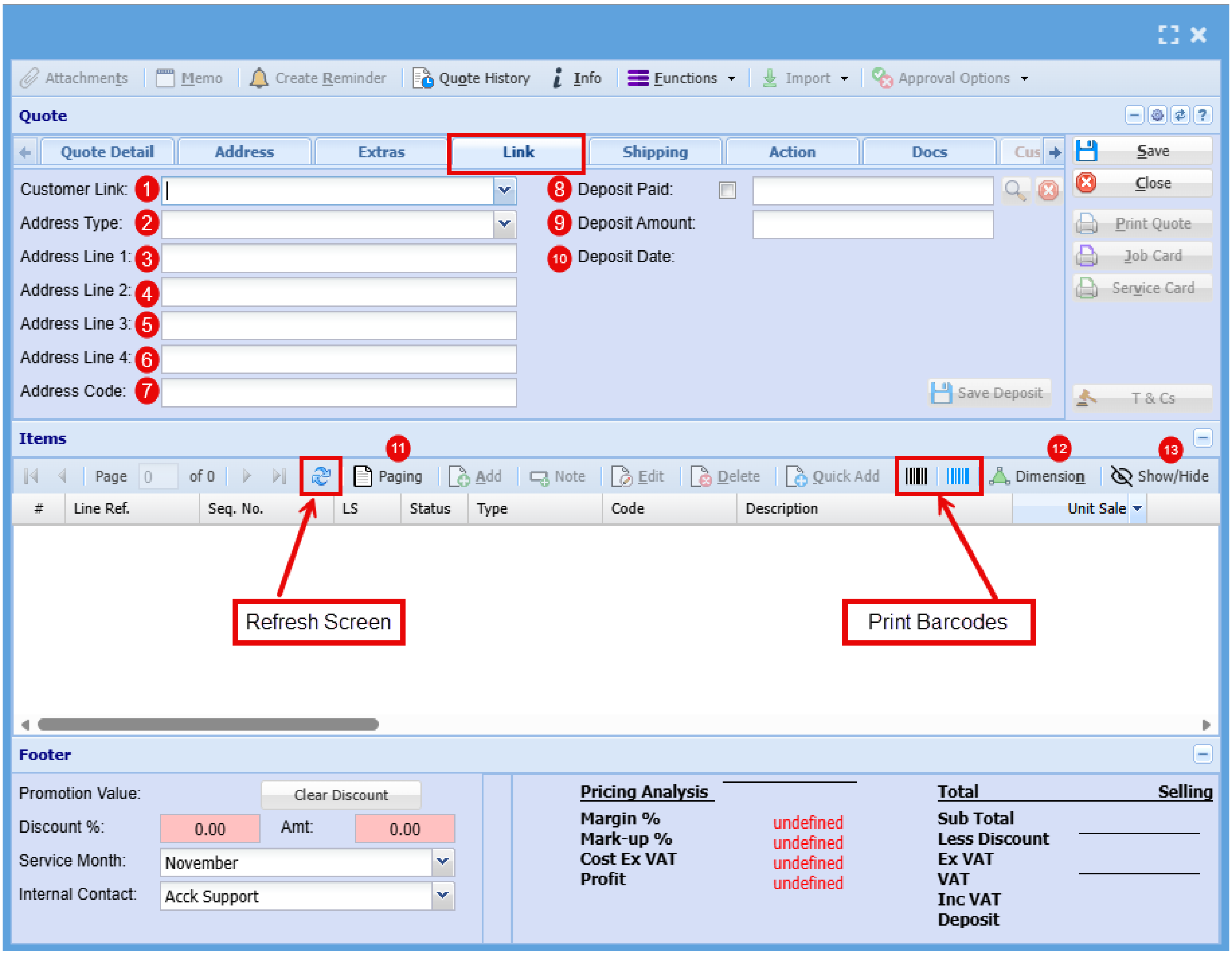


1	**Job Number**	Clicking '**Assign JN**' at this stage will generate a Job Number for the quote, which will automatically carry over once the quote is approved and converted into a actual job.
2	**Completion Date**	This is the date that you are expected to be able to complete this Job
3	**Asset Item**	

4	**Customer Status**	
5	**Assembly**	“**Assembly**” refers to an internal process where components or materials are prepared, combined, or staged before installation or delivery. It’s not billed separately to the customer but contributes to your overall job cost.
6	**Charge Up (SC)**	**Charge Up (SC)”** means the customer is billed for actual time and materials used, including any extras beyond the initial scope. Charge Up allows you to invoice for additional costs incurred during the job.
7	**Prepaid (Cost to Company)**	**"Prepaid**” refers to the quoted amount for the job, the fixed charge agreed to by the customer. You can’t invoice beyond this amount, so any extra time, materials, or costs that exceed the quote become your internal expense, or ‘**Cost to Company (CTC)**
8	**Assign JN**	Clicking '**Assign JN**' at this stage will generate a Job Number for the quote, which will automatically carry over once the quote is approved and converted into a actual job.
9	**Long Description**	Here you can write a description of the job being done.
10	**Print Custom Fields**	
11	**Manage Qty on Job**	
12	**Exclude from Reports**	
13	**Quote Total Description**	
14	**Sales Lead**	If this quote originated from a tracked **Sales Lead**, the associated Sales Lead number will be displayed here. Updating the Probability percentage will automatically sync the change with the corresponding Sales Lead.
15	**Sales Lead Follow up Date**	Updating the **Follow up** the system will automatically sync the change with the corresponding Sales Lead follow up date.
16	**Quote Estimate**	

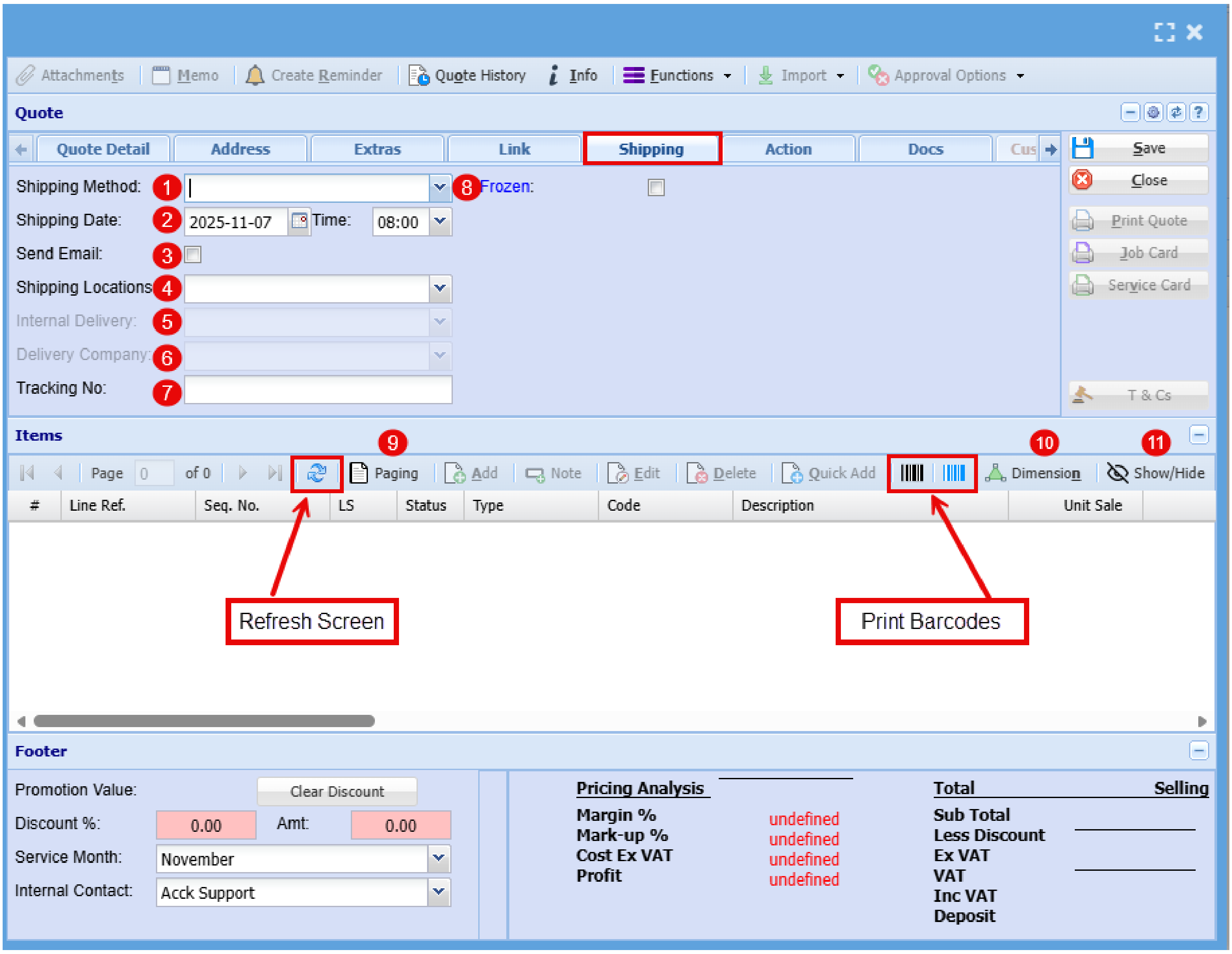
17	**Probability**	If this quote originated from a tracked **Sales Lead**, the associated Sales Lead number will be displayed here. Updating the Probability percentage will automatically sync the change with the corresponding Sales Lead.
18	**Paging**	If your line items span multiple pages and require navigation using the page up/down arrows, clicking the Paging Box will disable paging, allowing you to scroll through all items in a continuous view.
19	**Dimension**	
20	**Show/Hide**	

Link Tab



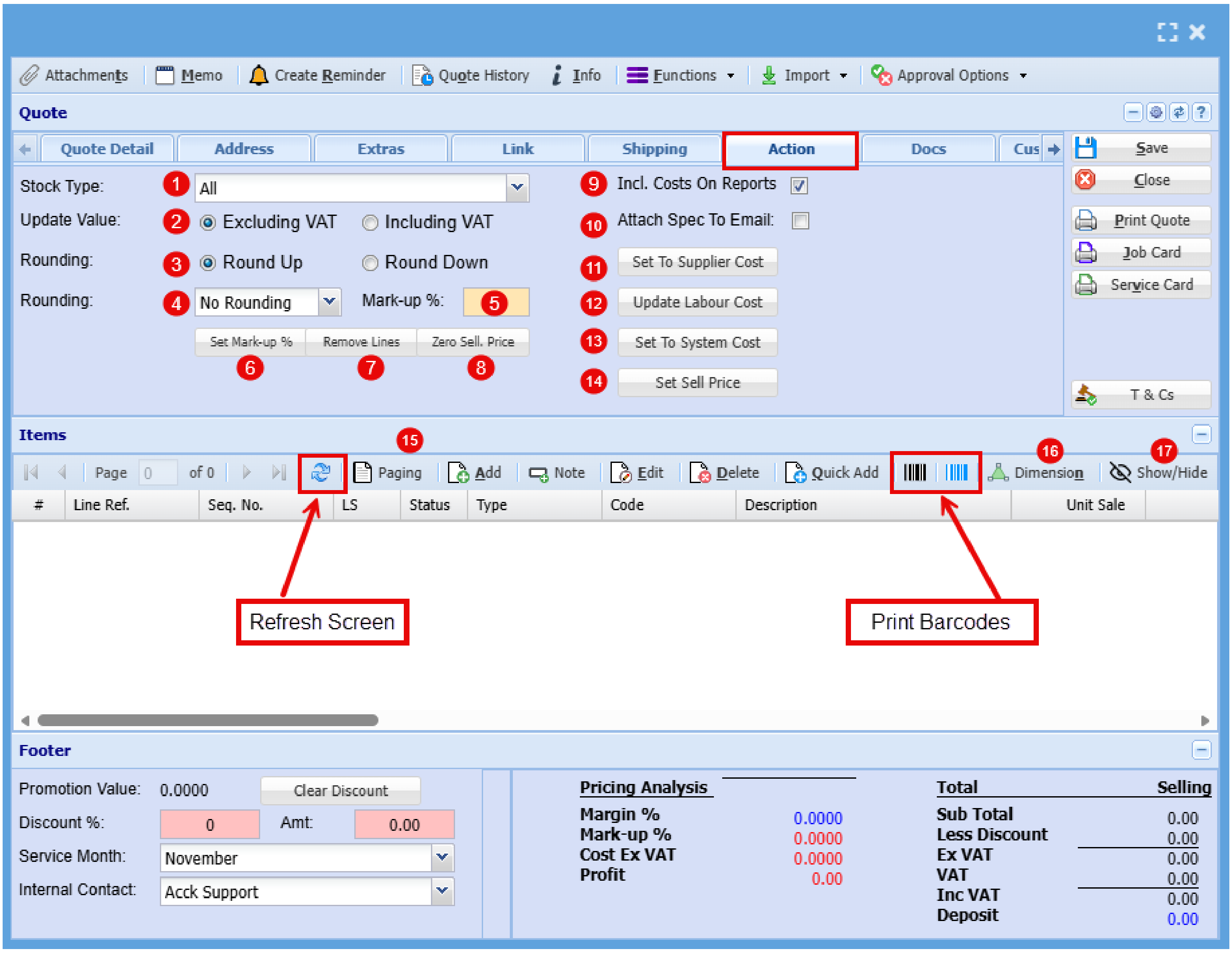
1	**Customer Link**	• **Customer Link:** Use this tab when completing work on behalf of another company. • If you're quoting for a client of one of your customers, you can link that end client here. • When the quote is sent, your customer will see which of their clients the quote relates to.
2	**Address Type**	
3-6	**Address line 1-4**	
7	**Address code**	
8	**Deposit Paid**	If a customer has paid a deposit, this can be added to the quote and taken off of the total cost of the job.
9	**Deposit Amount**	
10	**Deposit Date**	
11	**Paging**	If your line items span multiple pages and require navigation using the page up/down arrows, clicking the Paging Box will disable paging, allowing you to scroll through all items in a continuous view.
12	**Dimension**	
13	**Show/Hide**	

Shipping Tab



1	**Shipping Method**	
2	**Shipping Date**	
3	**Send Email**	
4	**Shipping Location**	
5	**Internal Delivery**	
6	**Delivery Company**	
7	**Tracking Number**	
8	**Frozen**	
9	**Paging**	If your line items span multiple pages and require navigation using the page up/down arrows, clicking the Paging Box will disable paging, allowing you to scroll through all items in a continuous view.
10	**Dimension**	
11	**Show/Hide**	

Action Tab

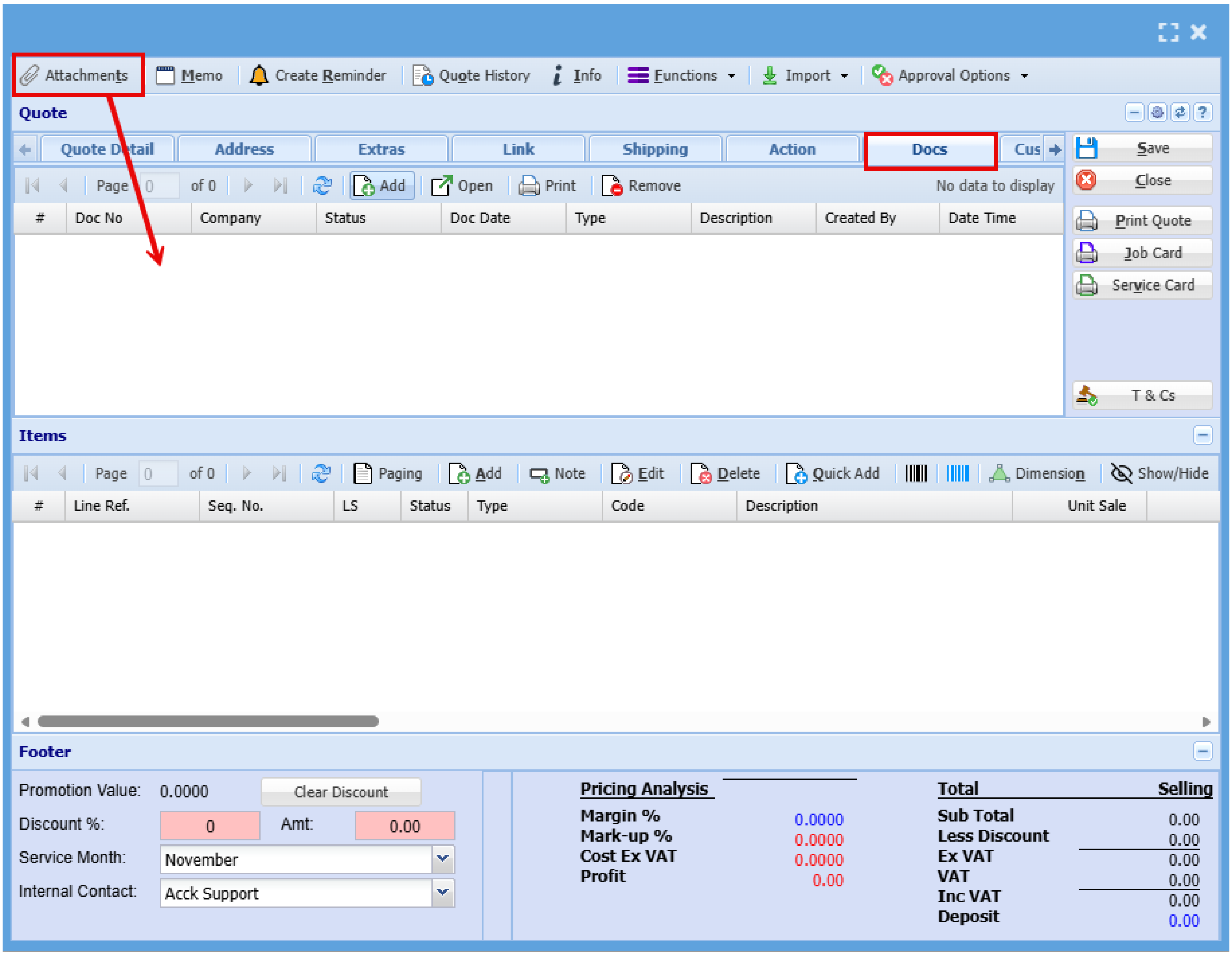


1	**Stock Type**	
2	**Update Value**	
3	**Rounding**	
4	**Rounding**	
5	**Mark-Up %**	
6	**Set Mark-Up %**	
7	**Remove Lines**	
8	**Zero Sell, Price**	

9	**Incl. Cost on Reports**	
10	**Attach Specs to Email**	
11	**Set to Supplier Costs**	
12	**Update Labour Cost**	
13	**Set to System cost**	
14	**Set Sell Price**	
15	**Paging**	If your line items span multiple pages and require navigation using the page up/down arrows, clicking the Paging Box will disable paging, allowing you to scroll through all items in a continuous view.
16	**Dimension**	
17	**Show/Hide**	

Docs Tab

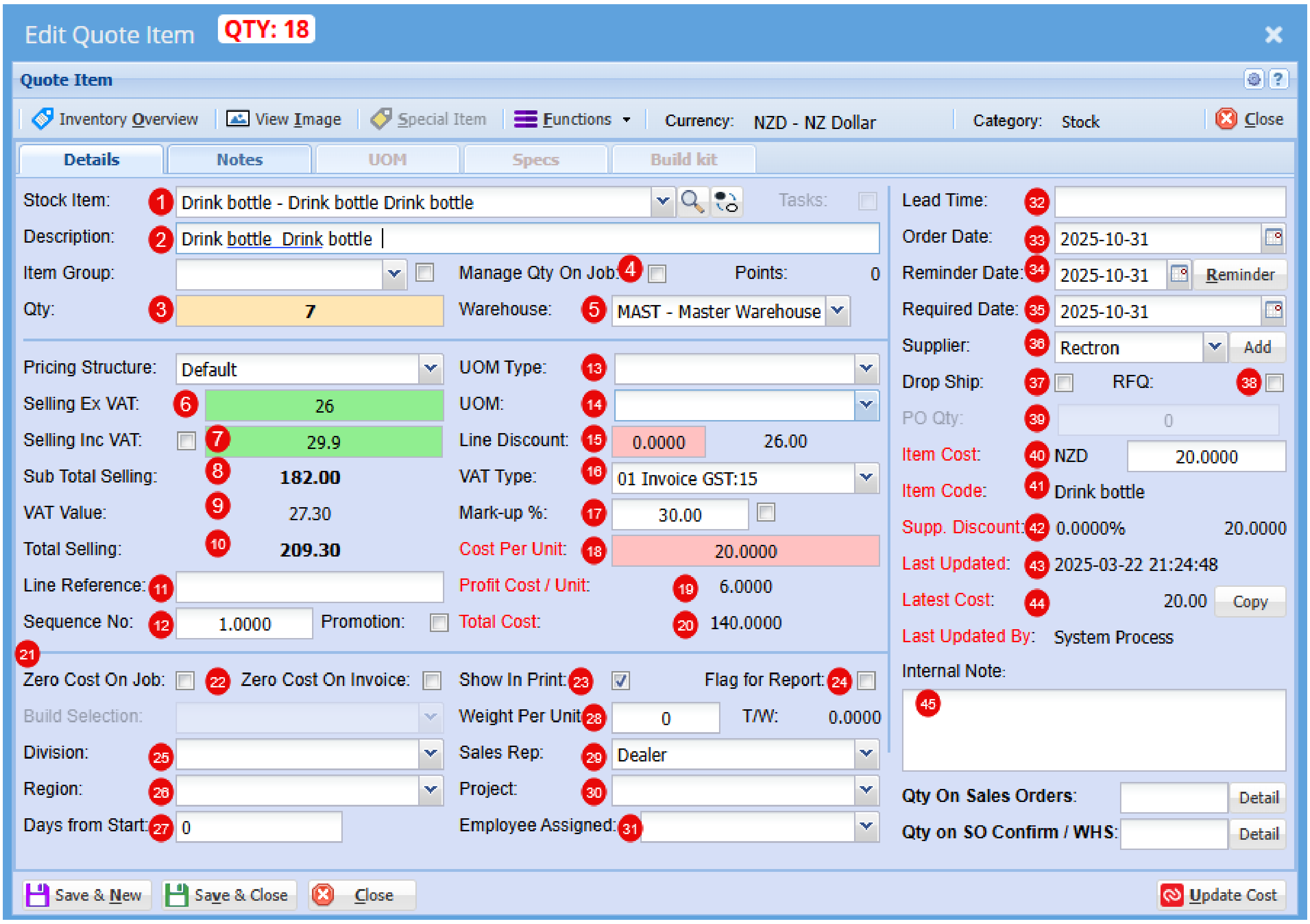
This tab provides instant access to upload documents in any format (PDF, Word, Excel, etc.) or retrieve relevant files previously attached to this quote.


Attachments
Memo
Create Reminder
Quote History
Info
Functions
Import
Approval Options
Quote
Quote Detail
Address
Extras
Link
Shipping
Action
Docs
Cus
Save
Close
Page 0 of 0
Add
Open
Print
Remove
No data to display
Doc No Company Status Doc Date Type Description Created By Date Time
Print Quote
Job Card
Service Card
T & Cs
Items
Paging
Add
Note
Edit
Delete
Quick Add
Dimension
Show/Hide
Line Ref. Seq. No. LS Status Type Code Description Unit Sale
Footer
Promotion Value: 0.0000
Clear Discount
Discount %: 0
Amt: 0.00
Service Month: November
Internal Contact: Acck Support
Pricing Analysis
Margin % 0.0000
Mark-up % 0.0000
Cost Ex VAT 0.0000
Profit 0.00
Total
Selling
Sub Total 0.00
Less Discount 0.00
Ex VAT 0.00
VAT 0.00
Inc VAT 0.00
Deposit 0.00

Quote Item Screen

Additional options on a Quote Item

This screen also allows you to capture key information for each job or task line.



1	**Stock Item**	Select your **stock item** from the drop-down menu
2	**Description**	At this stage you can change the **Description** if needed
3	**Qty**	Add the **Quantity** you require of this item
4	**Manage Qty on Job**	

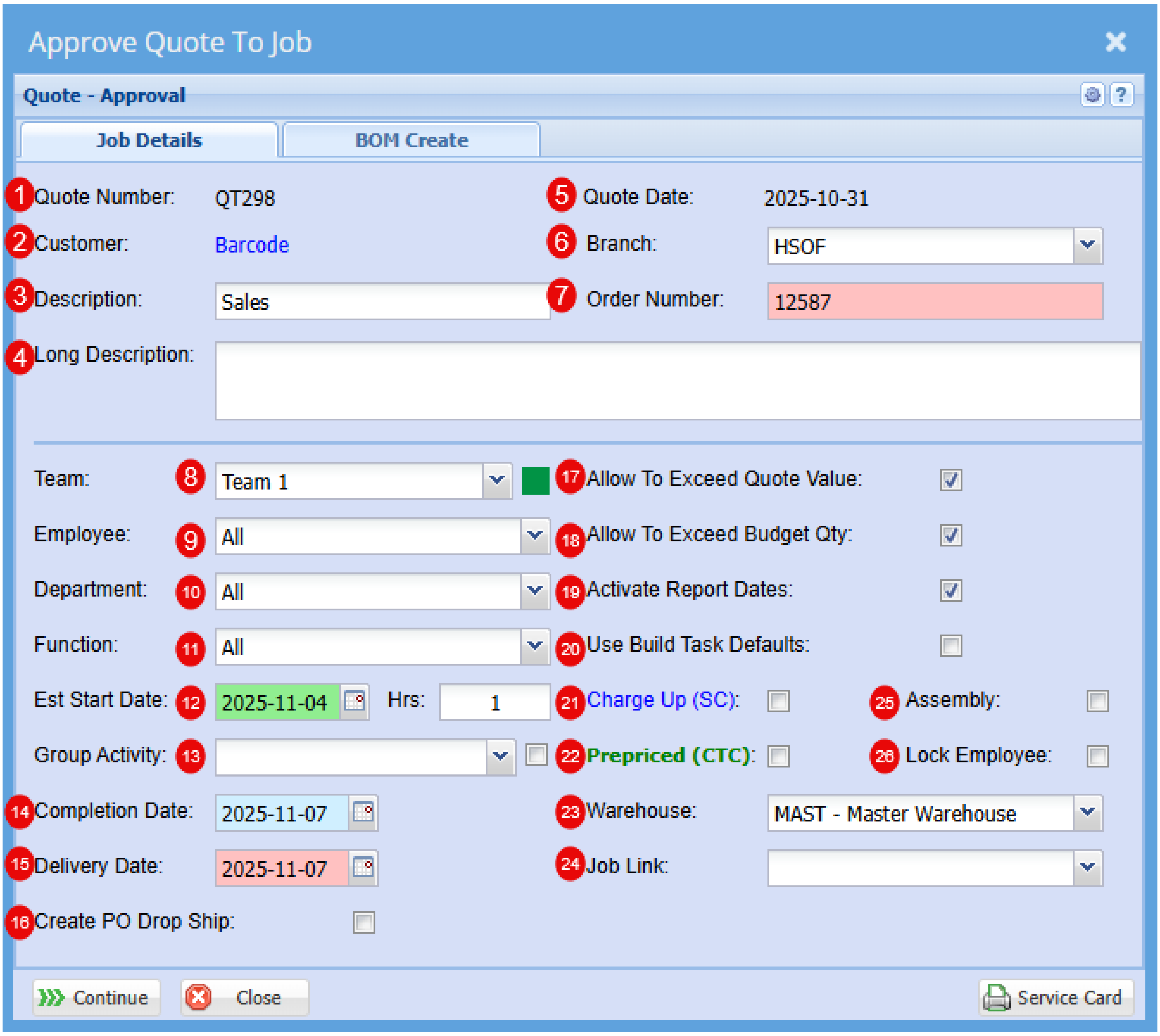
5	**Warehouse**	Select the **Warehouse** you wish to sell this item form
6	**Selling Ex GST**	Price per item does **not include** the 15% Goods and Services Tax. You add GST on top of the listed amount.
7	**Selling Inc GST**	Price per item **includes** the 15% Goods and Services Tax. The GST is already built into the total amount shown.
8	**Sub Total Selling**	Total price of total quantity of item that does **not include** the 15% Goods and Services Tax. You add GST on top of the listed amount.
9	**VAT (GST) Value**	Total GST only on total quantity of items
10	**Selling Total**	Total price of total quantity of item **includes** the 15% Goods and Services Tax. The GST is already built into the total amount shown.
11	**Line Reference**	
12	**Sequence No.**	You can change the Sequence in the quote for this item
13	**UOM Type**	These are custom configuration settings applied during setup, tailored specifically to your product formats (e.g., Per Roll, Per Unit, Pack).
14	**UOM**	These are custom configuration settings applied during setup, tailored specifically to your product formats (e.g., 1000 per roll, 6 per pack).
15	**Line Discount**	You can apply a discount to this item
16	**VAT (GST)Type**	If this item is GST exempt or a Non-GST item it can be changed here
17	**Mark up %**	At this stage you can increase your **profit %**
18	**Cost Per Unit**	This is the **total cost** to produce or buy one item. It helps you set prices and track profitability.
19	**Profit Cost/Unit**	This is **how much profit** you make on each item sold after subtracting its cost.
20	**Total Cost**	This s the **full amount spent** to produce or purchase a set of items or complete a job.

21	**Zero Cost on Job**	These ticks will be automatically on or off based on the setup if the item. When the item is promoted to a Job, its initial cost is cleared and recalculated progressively as the job is built—ensuring you have an accurate final cost at completion.
22	**Zero Cost on Invoice**	As with the Cost on job, these ticks will be automatically on or off based on the setup if the item. When the item is promoted to a Job, its initial cost is cleared and recalculated progressively as the job is built—ensuring you have an accurate final cost at completion.
23	**Show on Print**	
24	**Flag for Report**	
25	**Division**	Select a **division** within of a company that focuses on one area of work.
26	**Region**	Select a **region** the job will fall under, it can include multiple cities or towns and often has its own local government or identity.
27	**Days from Start**	Use this field to schedule when this item should begin—set as a number of days from the job's start date.
28	**Weight Per Unit**	This is determined at setup
29	**Sales Rep**	You are able to allocate someone who promotes and sells a company's products or services to customers. They often handle quotes, follow-ups, and customer relationships, helping drive revenue and build trust.
30	**Project**	You can Link a quote to a specific project
31	**Employee Assigned**	Refers to the specific person responsible for completing a task or project. It helps track accountability, scheduling, and communication.
32	**Lead Time**	This is the amount of time between starting a process and completing it. It usually refers to how long it takes from placing an order to receiving the goods or service.
33	**Order Date**	This is the day a customer places an order for goods or services.

34	**Reminder Date**	This is the day you plan to check in after sending the quote.
35	**Required Date**	This is the day the customer wants the goods or service delivered
36	**Supplier**	This is the company that provides goods or services to another business
37	**Drop Ship**	Ticking this box enables you to generate a Purchase Order on the fly—complete with all relevant details, so you don’t need to build one from scratch when drop-shipping an item.
38	**RFQ (Request for Quote)**	Ticking this box allows you to generate a Request for Quote on the fly—pre-filled with all relevant details, so you don’t need to start from scratch when requesting updated pricing for an item.
39	**PO Qty**	Enter the quantity here for which you want to generate a Purchase Order or Request for Quote.
40	**Item Cost**	This shows the actual cost of the item
41	**Item Code**	This is the suppliers item code
42	**Supplier Discount**	Shows if you received a discount on this item when purchased form supplier
43	**Last Updated**	This is the date the cost was last updated for this item
44	**Latest Cost**	Similar to Item cost, this shows the actual cost of the item at that date
45	**Internal Note**	Here you can include private comment or detail added to a job, quote, or project that’s meant for your team, not the customer.

Approve Quote to Job Screen

Job Details Tab



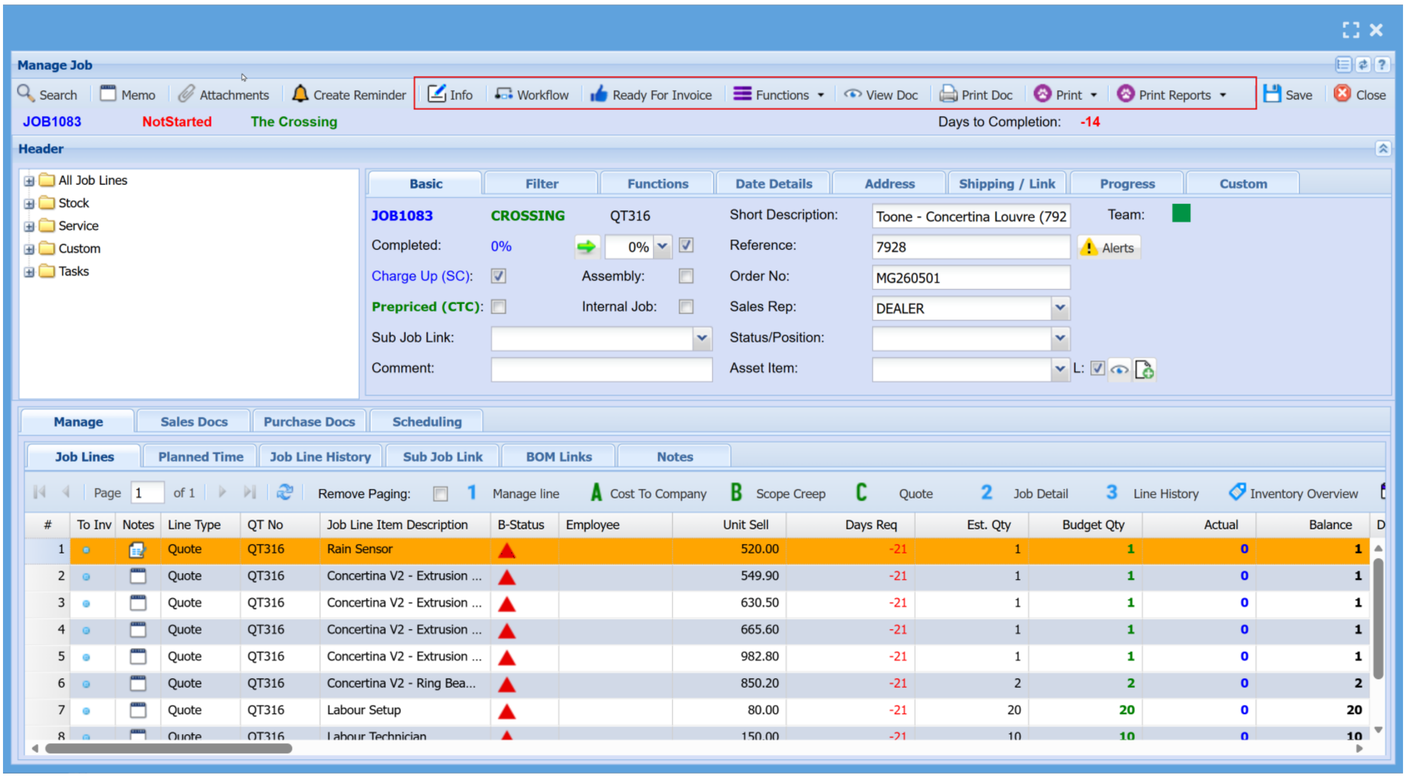
1	**Quote Number**	This is the Quote number linked
2	**Customer**	Customers Name
3	**Description**	This will be specific to the Job as an easy identifier in a list
4	**Long Description**	Here you can be more specific to the job
5	**Quote Date**	This is the date of the Quote

6	**Branch**	You can select a specific branch that this is linked to if you had these set up at the start
7	**Order Number**	Customer Order Number
8	**Team**	You can select a team if these have been setup
9	**Employee**	Refers to the specific person responsible for completing a task or project. It helps track accountability, scheduling, and communication.
10	**Department**	Add a department if this has been setup for your company
11	**Function**	
12	**Est Start Date**	Date estimated for Job to start
13	**Group Activity**	
14	**Completion Date**	Date Estimated for Job to be completed
15	**Delivery Date**	Date that the item is expected to be delivered to your customer
16	**Create PO Drop Ship**	This is to allow you to create a PO from the Job once its started.
17	**Allow to Exceed Quote Value**	Ticking this box allows actual job costs to exceed the quoted value. This is helpful when unexpected expenses arise during production or service delivery, and you want the system to continue tracking costs without treating the quote as a strict limit. If left unticked, a new quote must be created to include any additional costs.
18	**Allow to Exceed Budget Qty**	Ticking this box allows the actual quantity used in the job to exceed the budgeted amount. This is useful when additional units are required during production or service delivery. If left unticked, you’ll need to produce a new quote to add more units.
19	**Activate Report Dates**	This will allow you to be able to report on this job

20	**Use Build Task Defaults**	When you create a build task default, you can specify alternative warehouses or item sources. Once a quote is converted into a job, the system will apply the defaults set in your build template. This ensures that materials are drawn from the designated warehouse rather than the main warehouse, allowing for more precise inventory control—especially when working with a master warehouse setup.
21	**Charge Up (SC)**	**Charge Up (SC)** means the customer is billed for actual time and materials used, including any extras beyond the initial scope. Charge Up allows you to invoice for additional costs incurred during the job.
22	**Prepaid (CTC)**	**Prepaid** refers to the quoted amount for the job, the fixed charge agreed to by the customer. You can't invoice beyond this amount, so any extra time, materials, or costs that exceed the quote become your internal expense, or '**Cost to Company (CTC)**
23	**Warehouse**	All stock will come from the Warehouse selected here
24	**Job Link**	You may find that you already have a job for this customer, and this is a sub job, to can select this job form the drop-down menu link to two or more jobs.
25	**Assembly**	"**Assembly**" refers to an internal process where components or materials are prepared, combined, or staged before installation or delivery. It's not billed separately to the customer but contributes to your overall job cost.
26	**Lock Employee**	You can lock the employee assigned to this job so it cannot be changed without your knowledge.

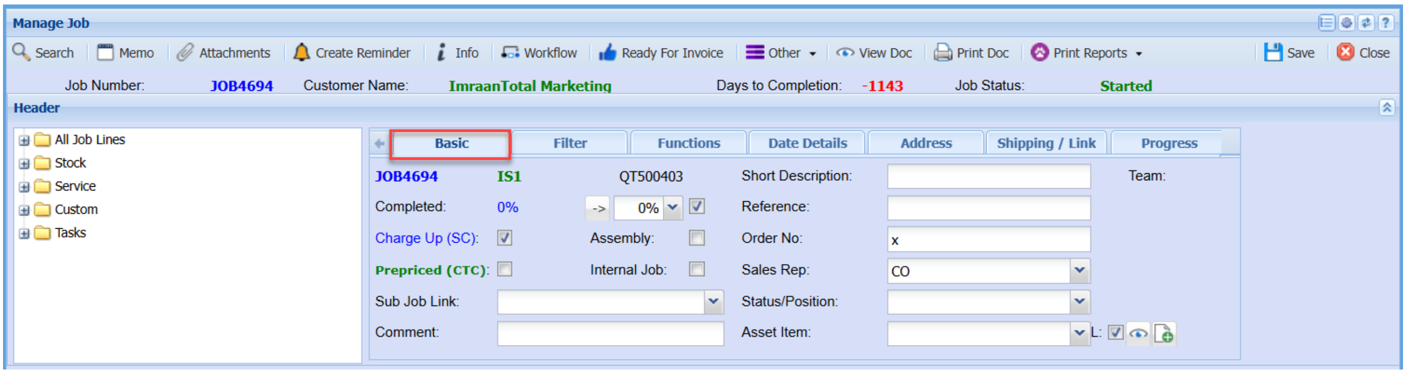
Manage Job Screen

Manage Job Screen



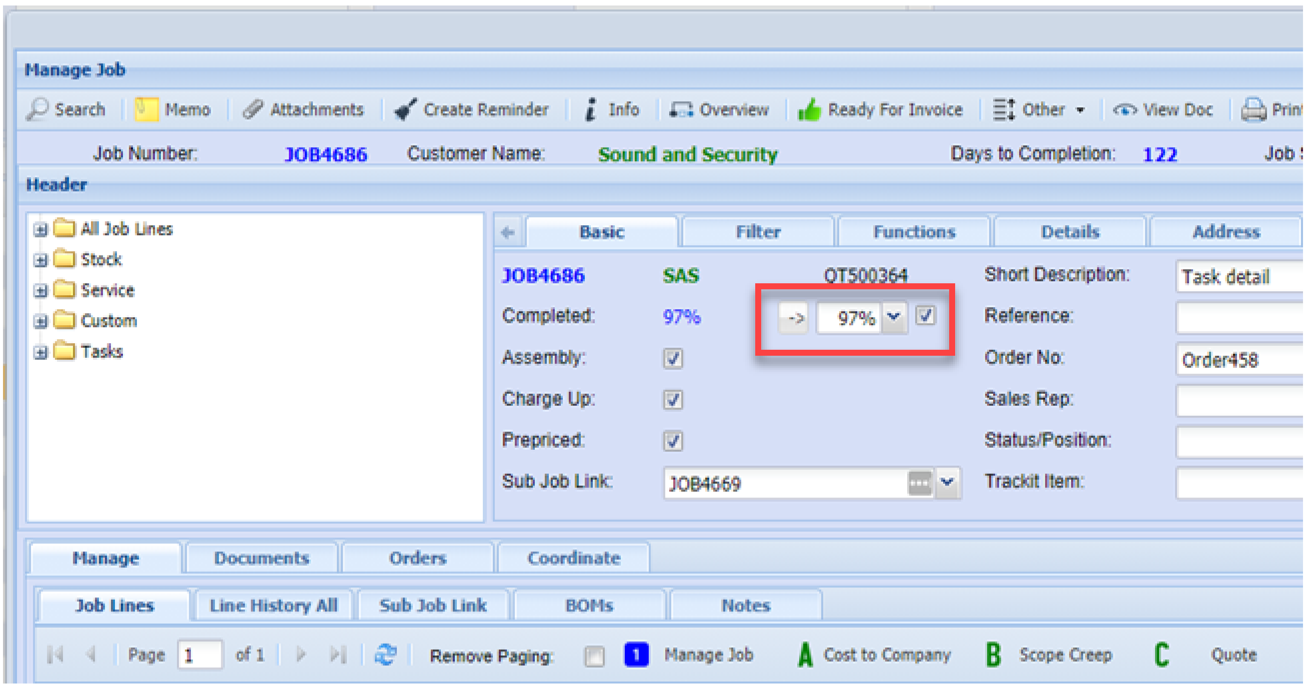
Info	Used for internal notes only
Workflow	
Ready for Invoice	
Functions	
View Doc	
Print Doc	
Print	
Print Reports	

Basic Tab



Completed	
Charge Up (SC) Tick	
Assembly Tick	
Prepriced (CTC) Tick	
Internal Job Tick	
Sub Job Link	
Comment	
Short Description	
Reference	
Order No	
Sales Rep	
Status/Position	
Asset Item	

Job Percentage Complete

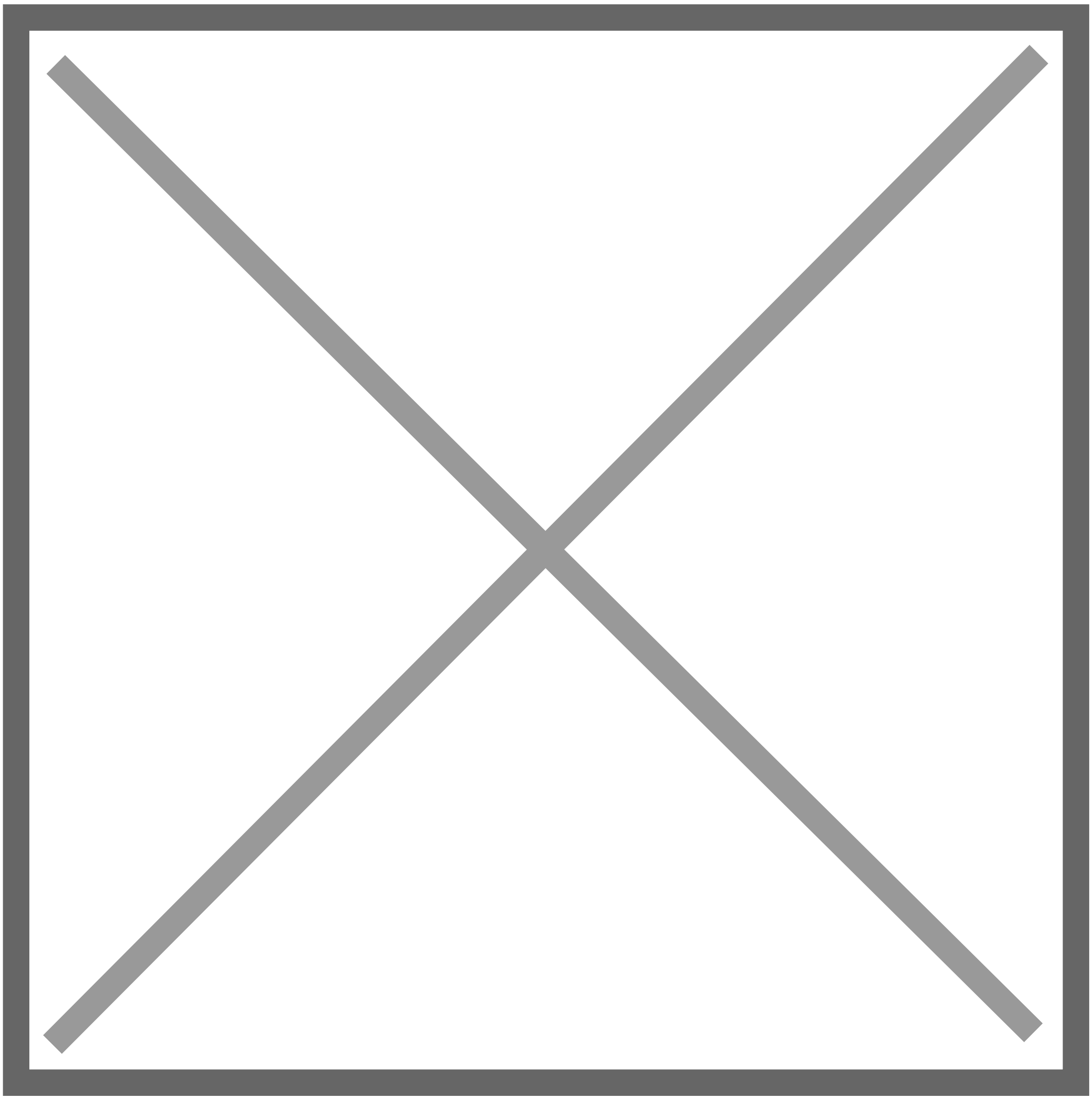


The job completion percentage is calculated by comparing the **total budgeted quantity** to the **total actual quantity completed**.

This value is displayed in blue; however, it may not always accurately reflect the true completion status. In such cases, the user may need to adjust it manually.

The percentage can be updated by clicking the **arrow button** or selecting a value from the **dropdown menu**.

If the **tick box is enabled**, the percentage will automatically update each time the job is saved. If the tick box is disabled, the percentage will remain unchanged and must be updated manually by the user.

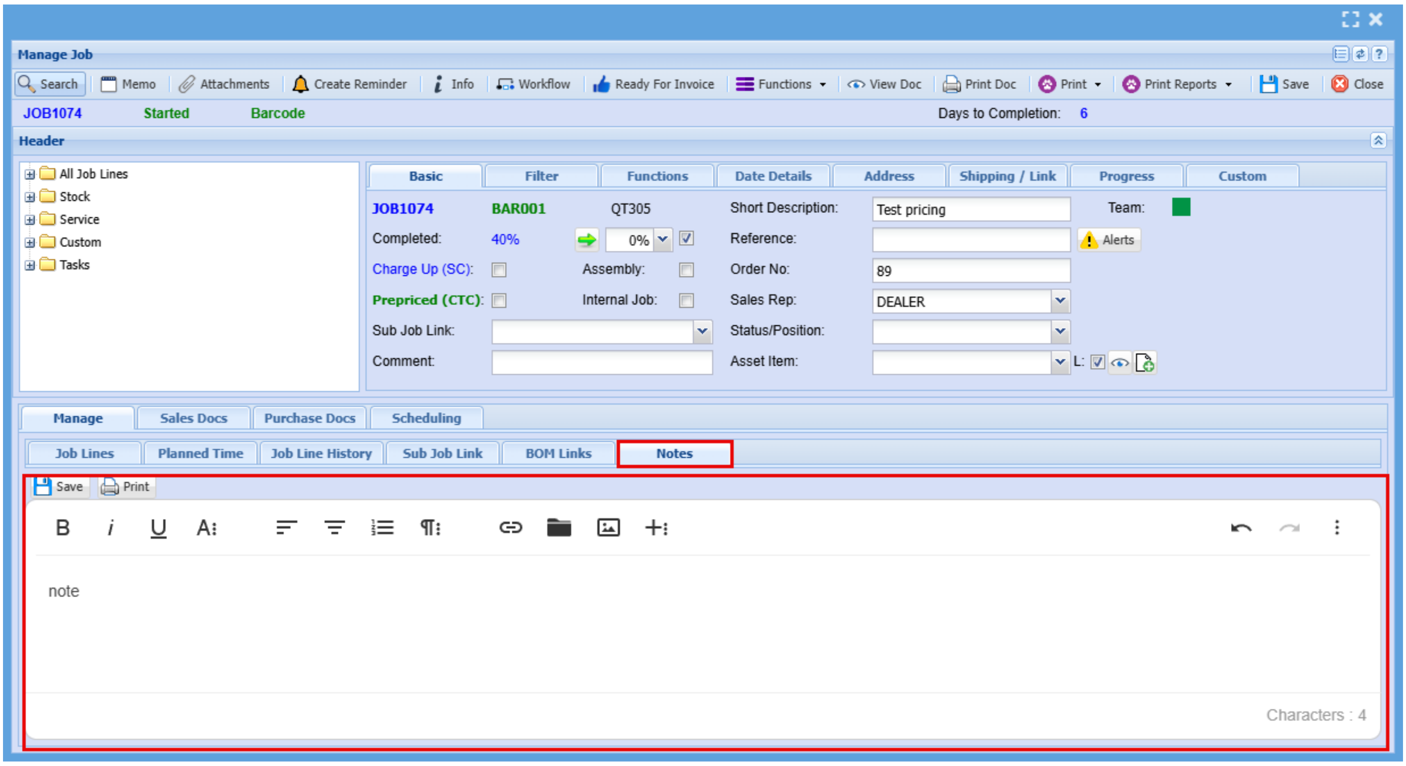


A single button is available to **update the completion percentage across all jobs simultaneously**.

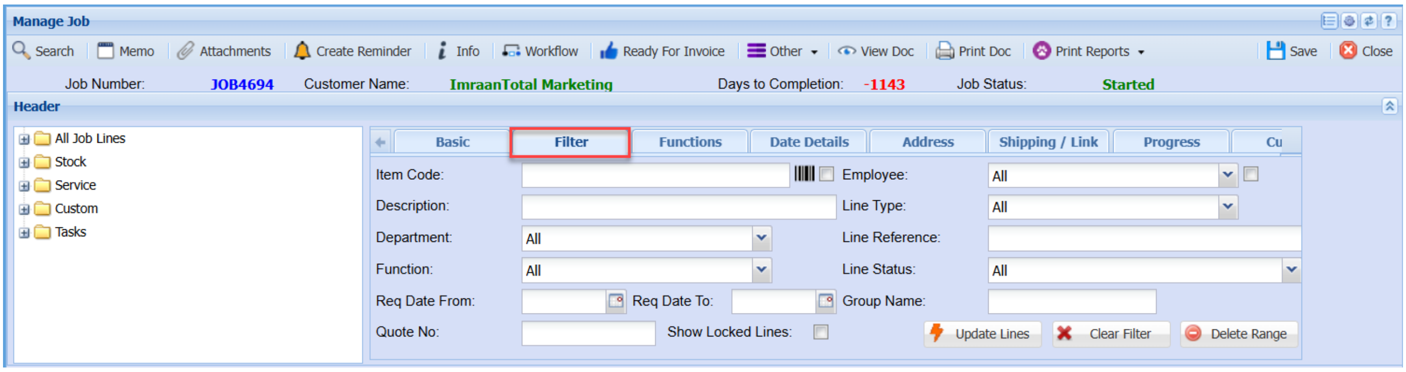
This function will only apply to jobs where the **tick box is enabled**. Jobs with the tick box disabled will **not be updated automatically** and must be adjusted manually by the user.

Manage Job Notes

The Notes for Manage Job has been upgraded to the new text format



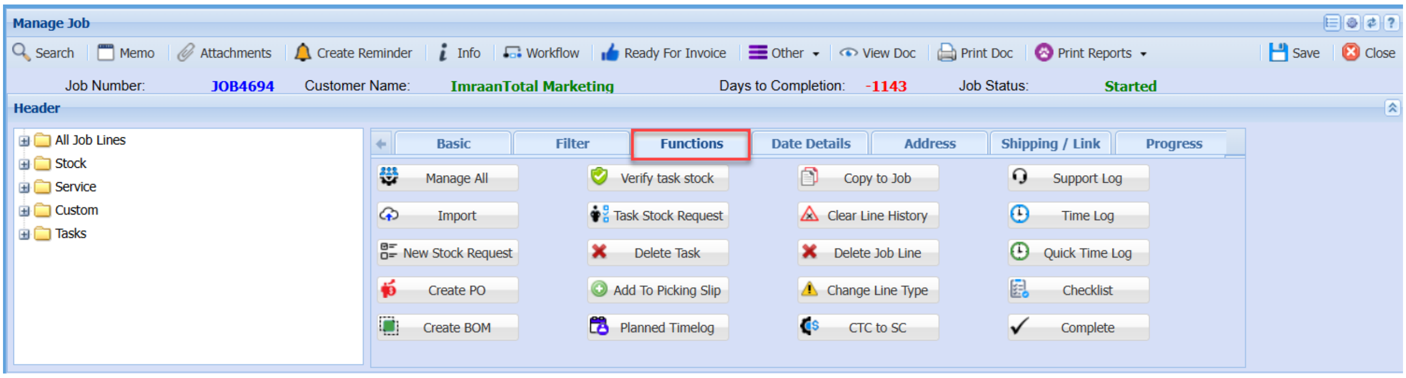
Filter Tab



Item Code	
Description	
Department	
Function	
Req Date From and To	
Quote No	
Show Locked Lines Tick	

Employee	
Line Type	
Line Reference	
Line Status	
Group Name	
Update Lines	
Clear Filter	
Delete Range	

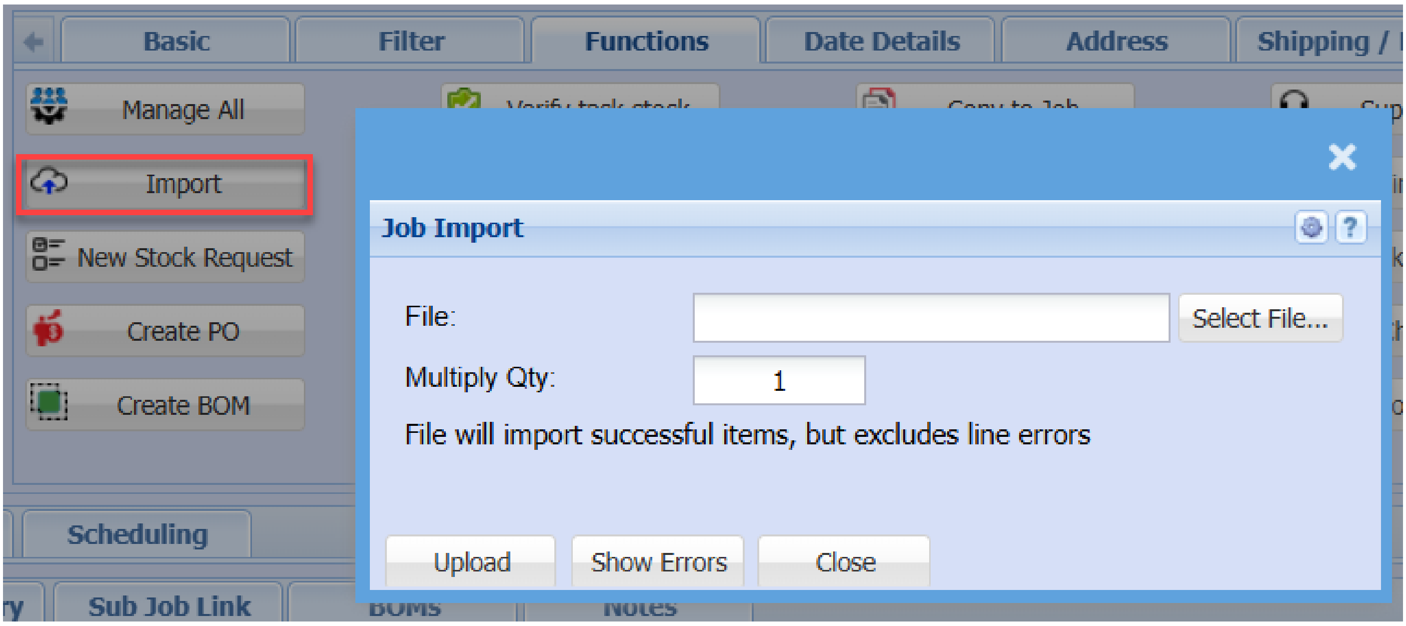
Manage Job - Functions Tab Explained



Manage All	
Import	
New Stock Request	
Create PO	
Create BOM	
Verify task stock	
Task Stock Request	
Delete Task	
Add to Picking Slip	
Planned Timelog	
Copy to Job	
Clear Line History	
Delete Job Line	
Change Line Type	
CTC to SC	
Support Log	
Time Log	
Quick Time Log	
Checklist	

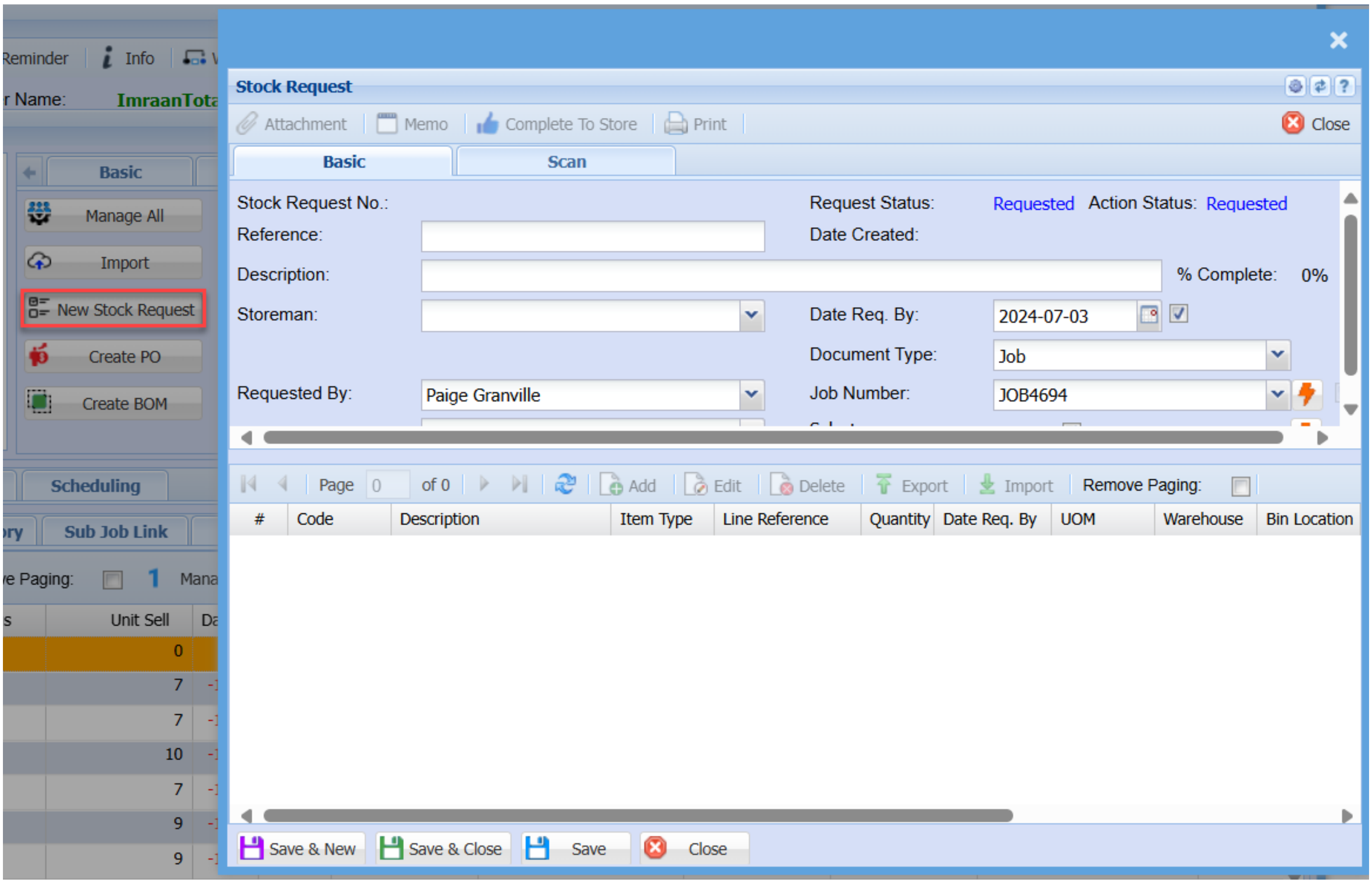
Complete	

Import Button



File	
Multiply Qty	
Upload	
Show Errors	

New Stock Request



Basic Tab

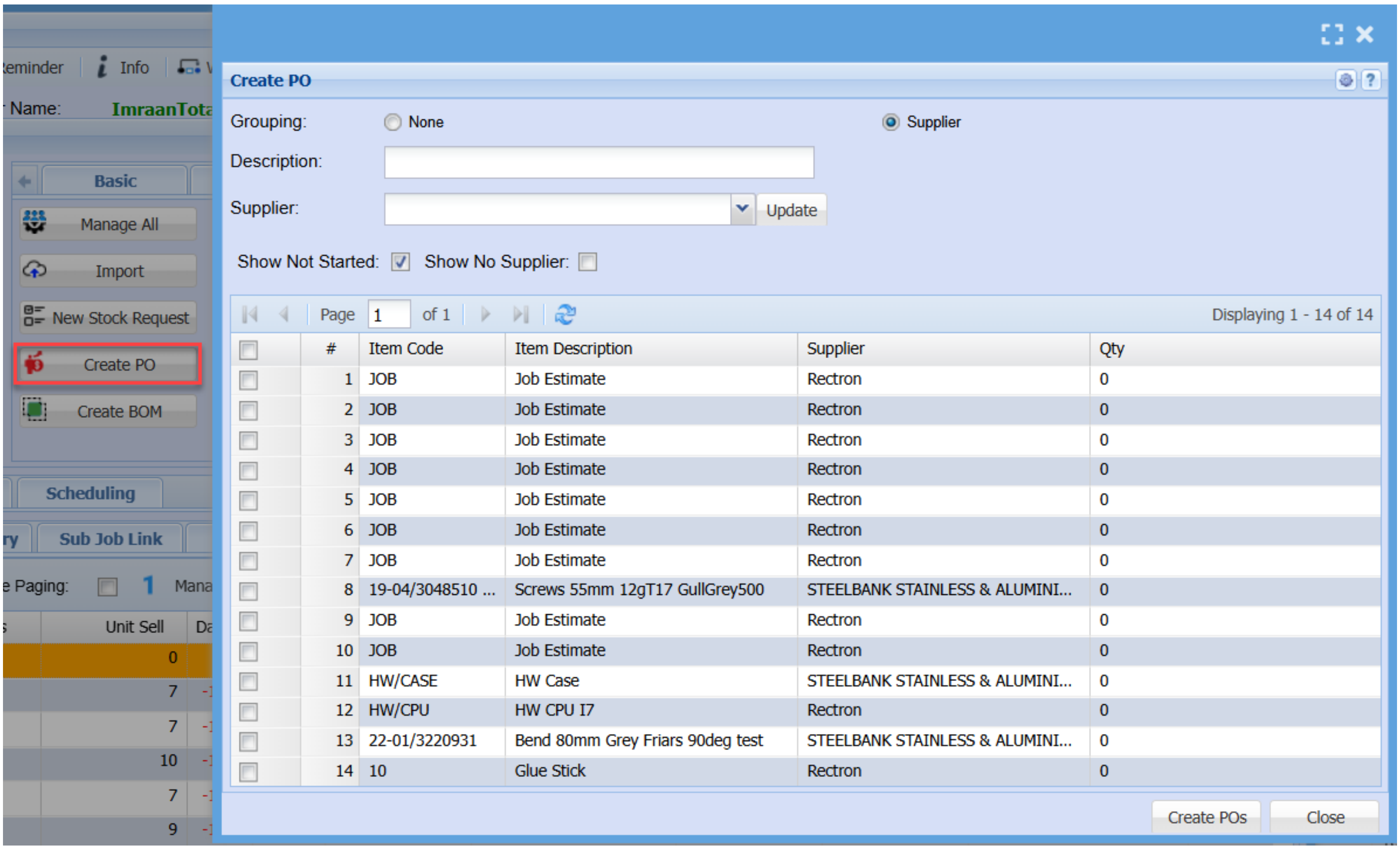
Complete To Store	
Stock Request No	
Reference	
Description	
Storeman	
Requested By	
Sort By	
Date Req. By	
Document Type	
Job Number	
Select	

Scan Tab

Scan Barcode	

Last Item	
Last Result	
Scan Log	

Create PO



Grouping	Select None or Supplier
Description	
Supplier	
Show Not Started	
Show No Supplier	
Create POs	

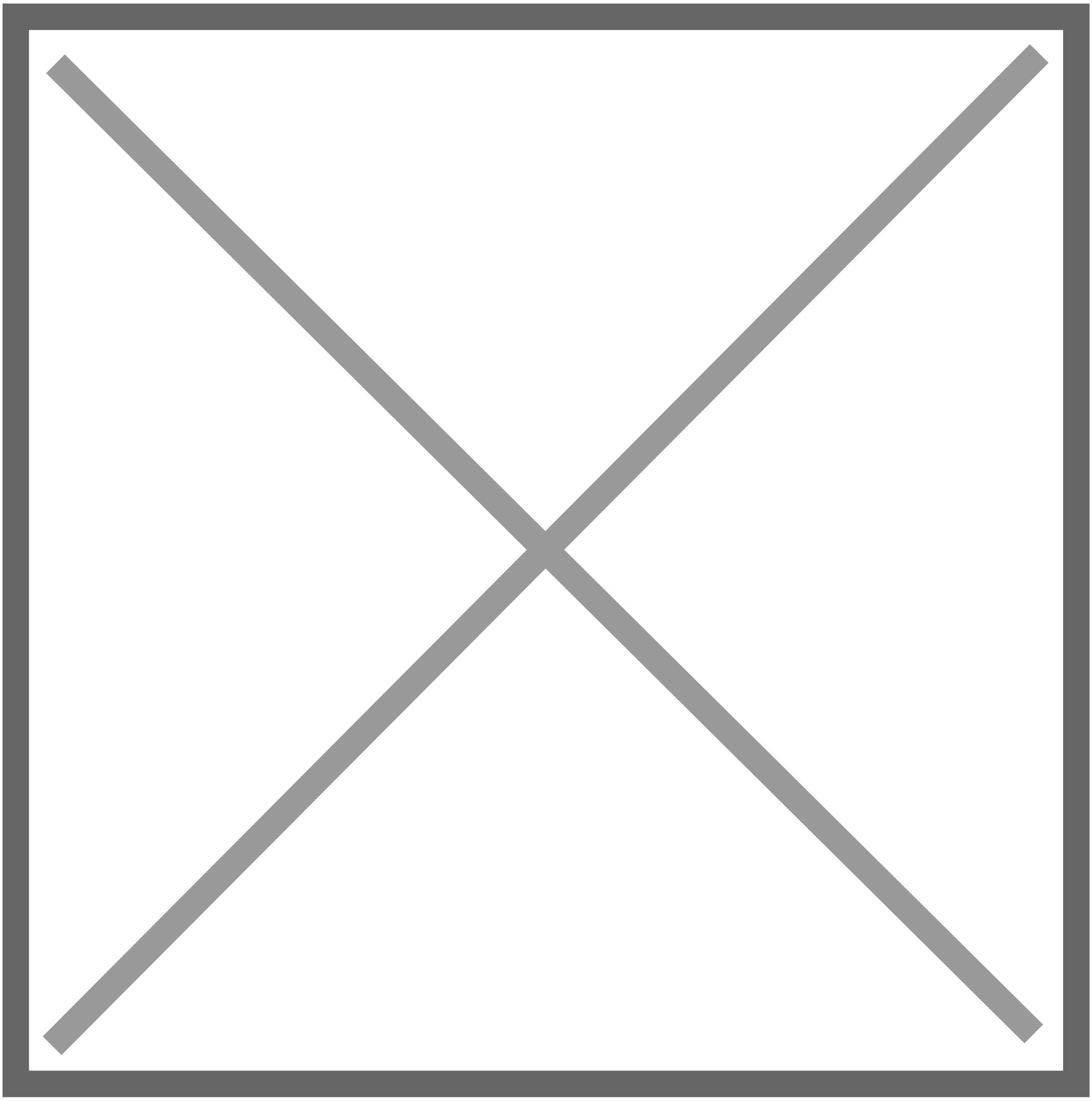
Progress Tab

The Progress tab gives summary totals based on the scheduling task values

Total Sell Budget	This figure is first inserted when you promote the quote to a job - It is the total sell value excluding of quote You can manually update this figure
Total Cost Budget	This figure is first inserted when you promote the quote to a job - It is the total cost value excluding of quote You can manually update this figure
Activity Job Progress %	This is the sum total of the percentage entered into the schedule tab for task activity groups as a percentage complete
Activity Sell Budget Sum	This is the sum total of the values entered into the schedule tab for task activity groups
Invoiced to date	This is the sum total of all the actual invoices processed - Value shows as the sell excluding
Potential to invoice	This is the same difference between the activity sell budget less the invoice to date figure
Invoiced % to date Sum	This is the sum total of the percentage entered on the task activity
Value to Invoice	This is worked out as the value to invoice based on the invoice percentage selected on the task activity lines
Total Hours	Manually entered by user to give total hours required for job

Click on the lightning bolt button to update the total sell budget and total cost budget from the first quotation.

Click on the calc button to update all the figures in the progress tab.



Job Search WIP O/S

On one of the columns, there is a field that is called WIP O/S

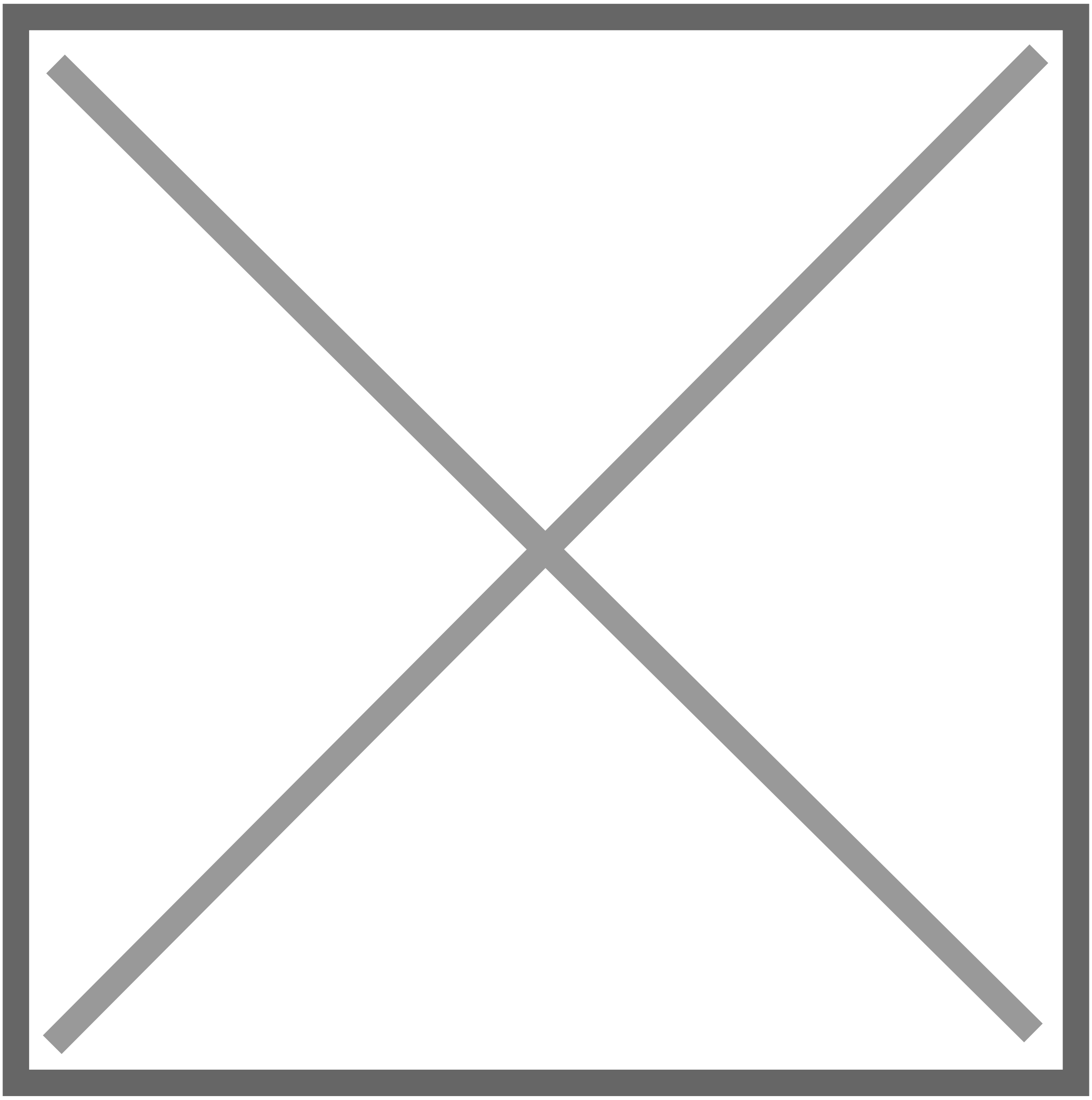
This means Work In Progress Outstanding items in not started state

This will count the number of line items in the job that are in a Not started state.

This number indicates that there are items within the job that are not managed and therefore not in WIP

The text value will display in red

If there is no lines and the value is zero, the field will be blank



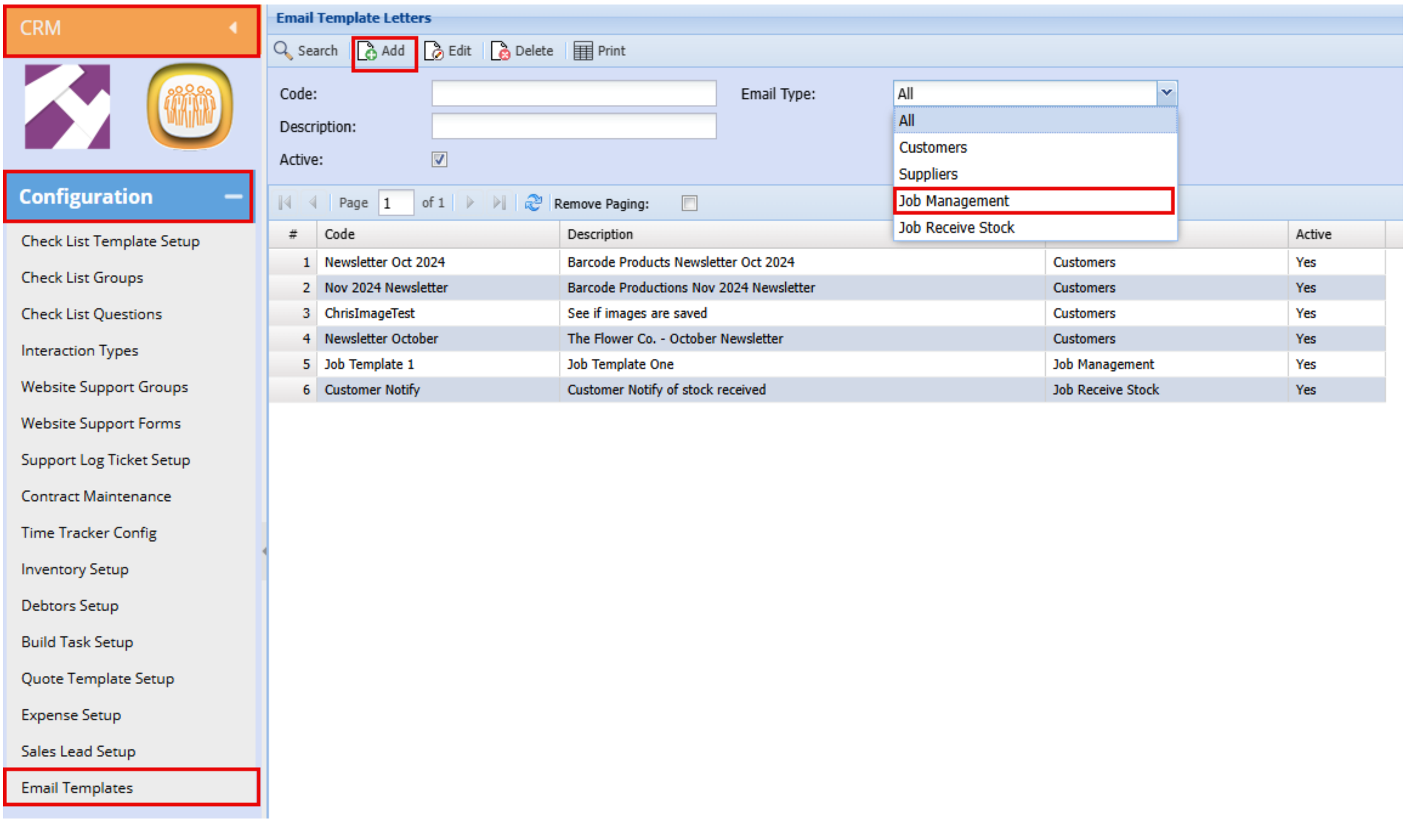
Job Management Letter/Note Template

Where to find Job Management Letter Templates

There are two places within the Job management where you can pull in templates to record job information and Notes. These templates are set up in CRM Module.

CRM > Configuration > Email Template

- Use the email drop-down below to filter the Job Management templates.
- Click "Add" to add a new template

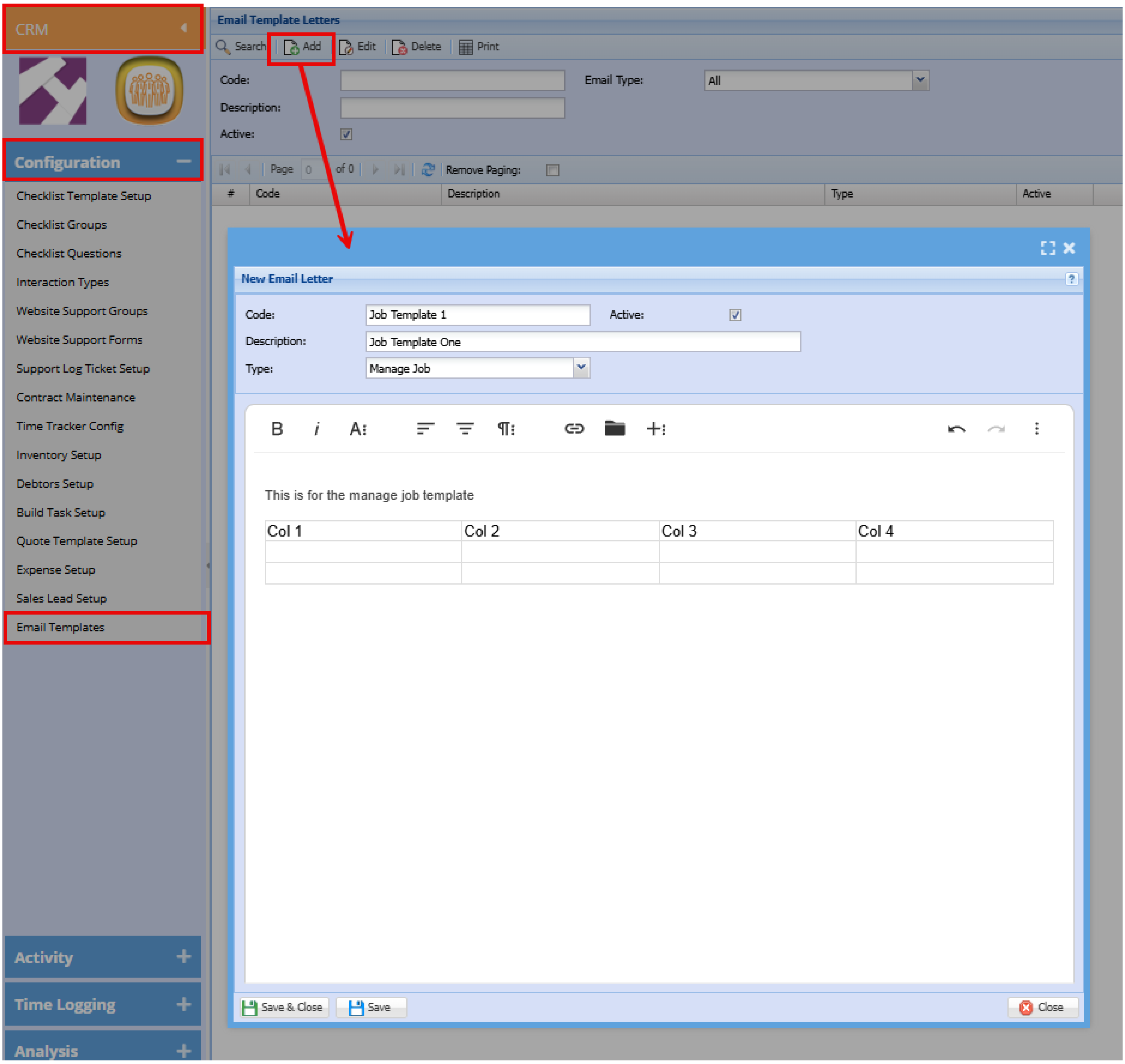


Creating a new Template for Job Managing

Add the below for your template as shown below:

- **Code**
- **Description**
- Choose the type "**Manage Job**"

- Add your template, here you will be able to design your template by adding text, images, grids, links etc.
- Click "**Save & Close**"

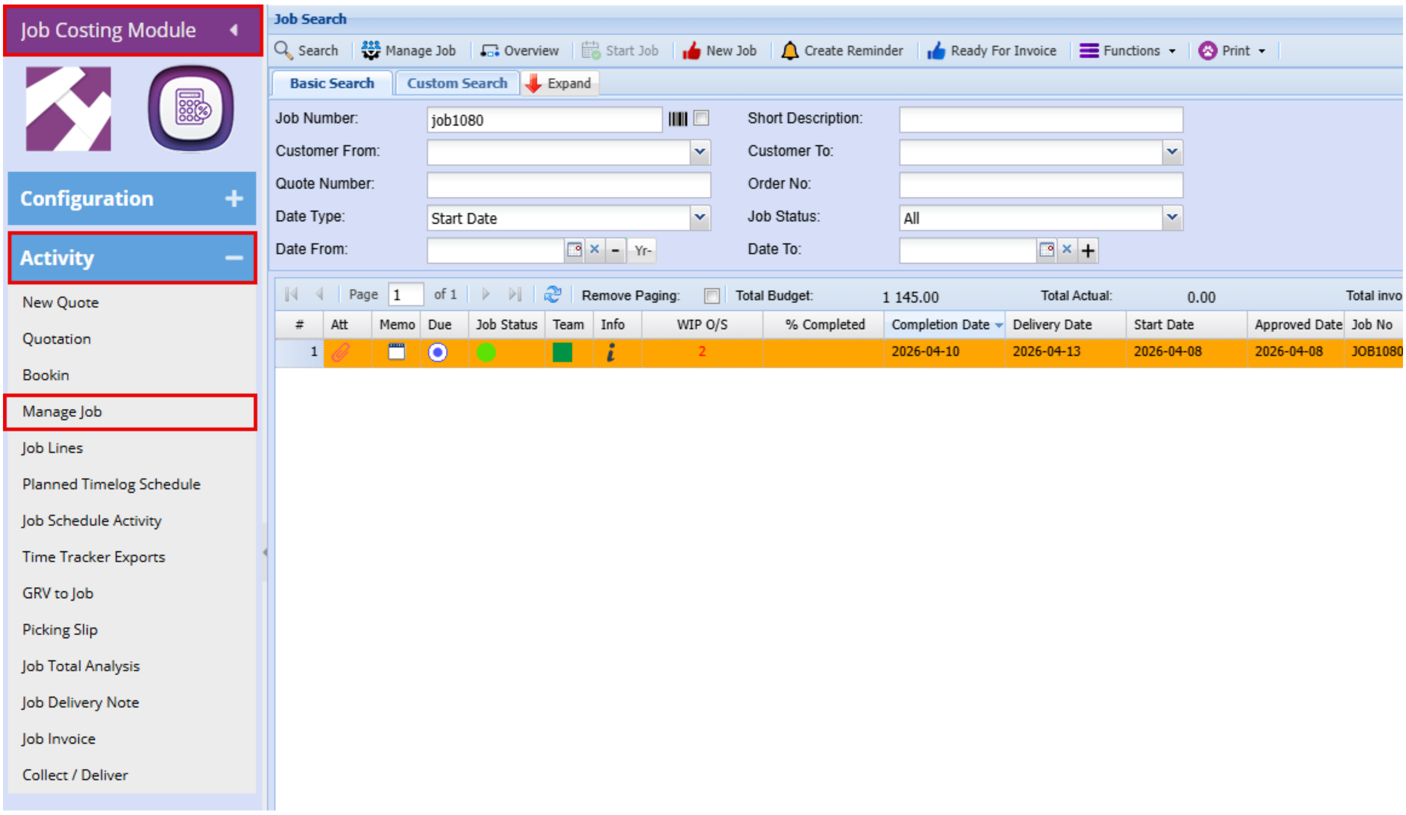


Where to Add a Job Management Letter Templates

Job costing has two locations where the templates can be pulled in.

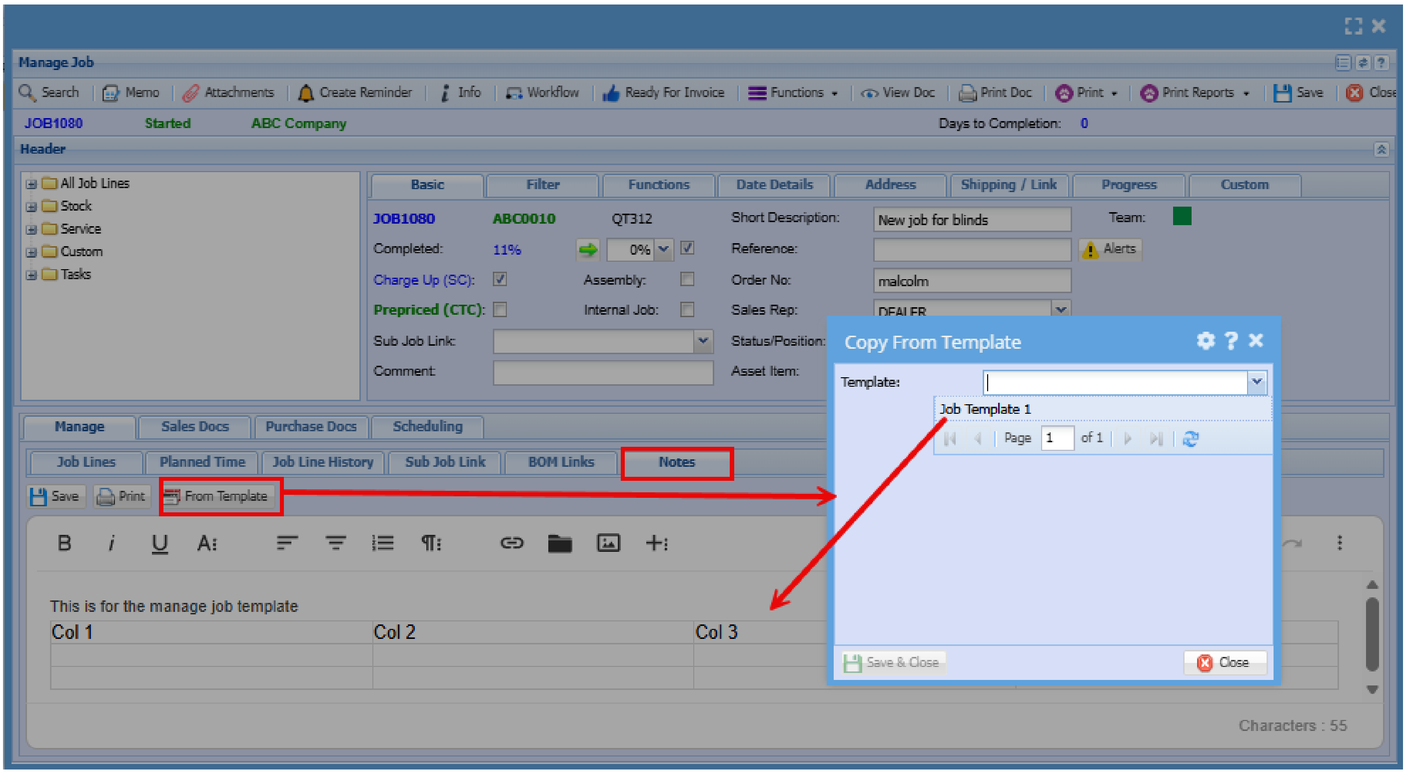
Job Costing Module > Activity > Manage Job

- Search for the job you are wanting to add a template to.



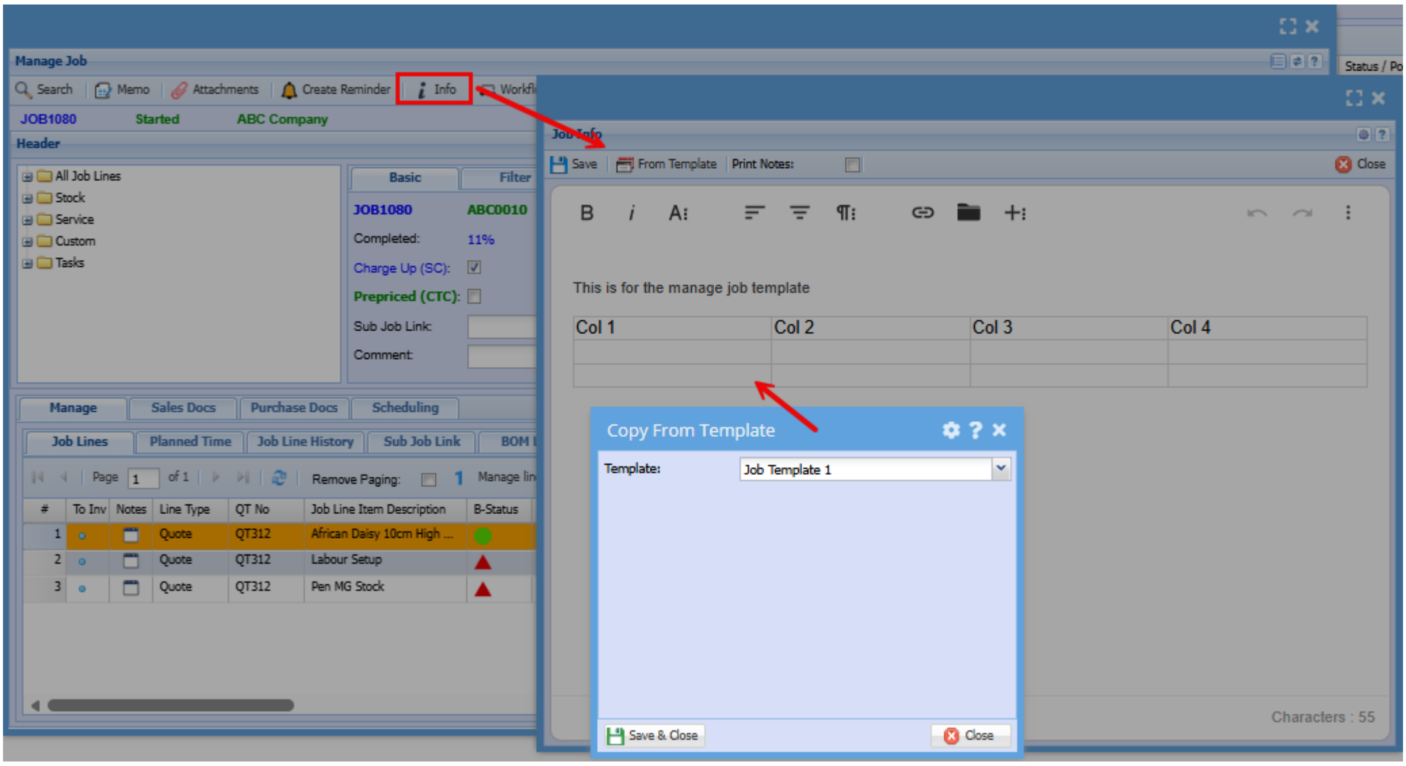
Notes (Add template here)

- **Double Click** on the job line to open the job
- Click on "**Notes**"
- Click on "**From Template**" a widow will open with a dropdown
- Select your template from the dropdown to populate the text box.



Info (Add template here)

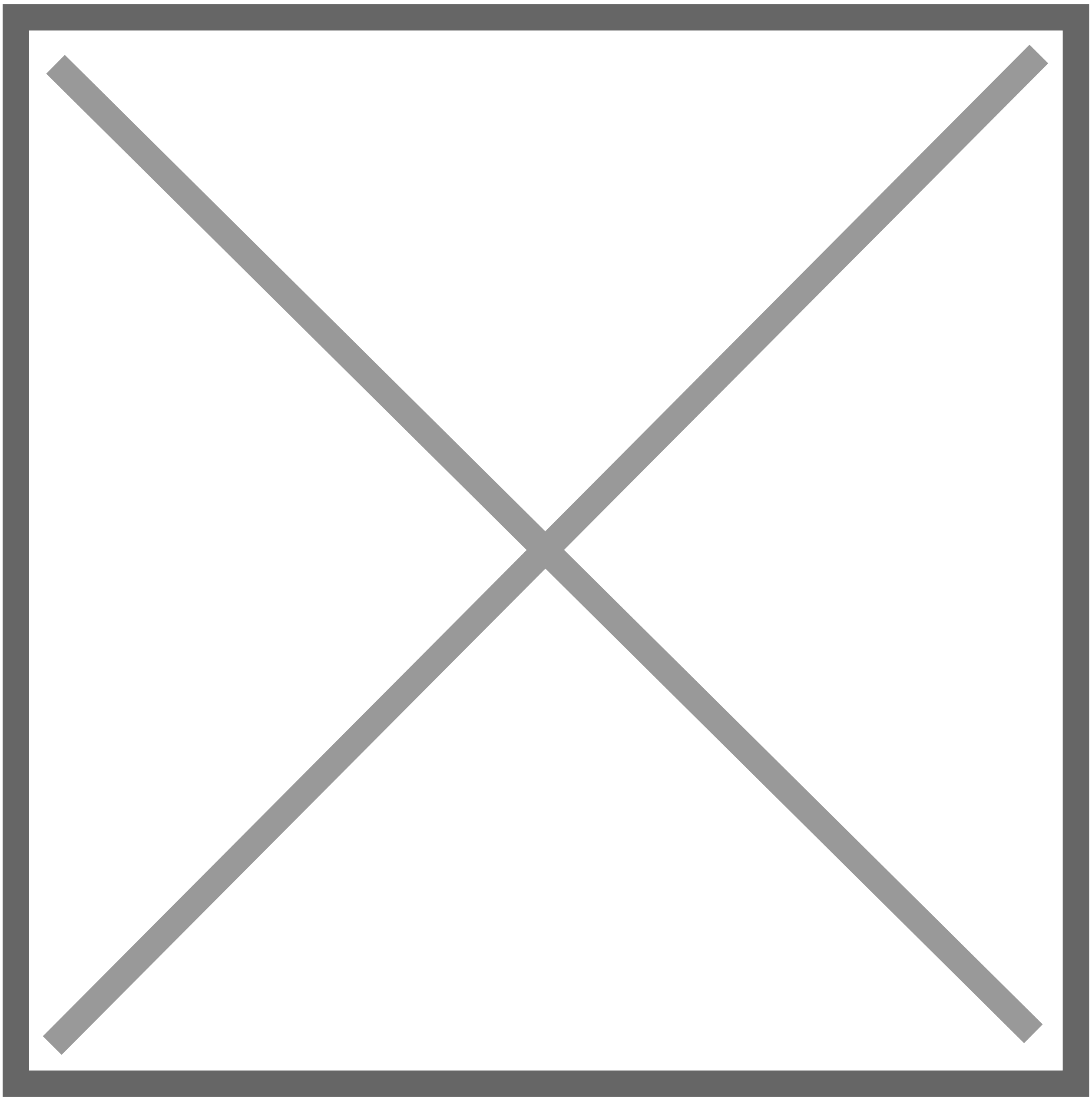
- Click on "**Info**"
- Click on "**From Template**" a widow will open with a dropdown
- Select your template from the dropdown to populate the text box.



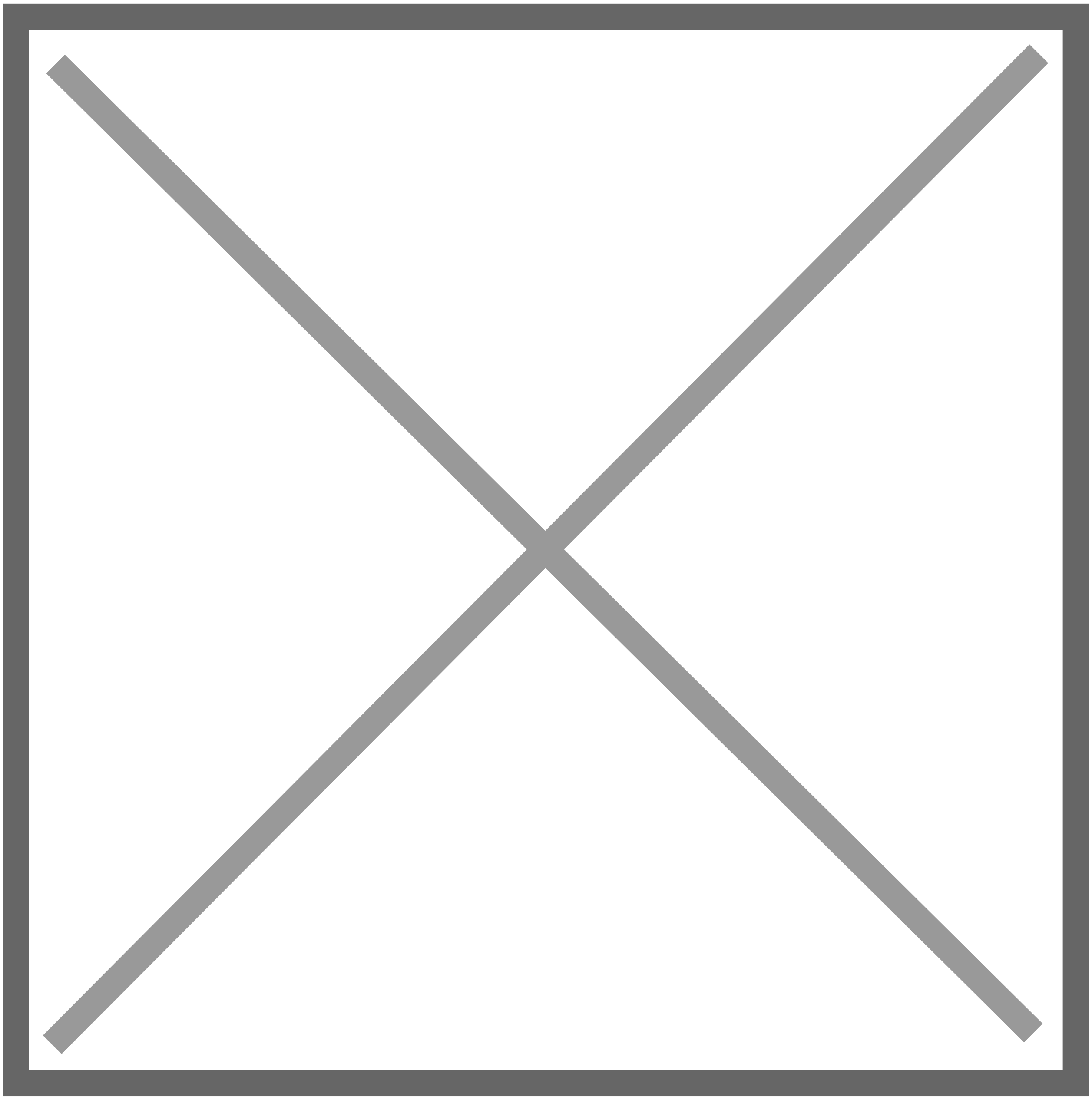
Resource add to Task activity

Video training manual 2021 - [Click Here]

A resource has been linked to a task activity.
This feature is similar to the time log screen but enables you to plan resources for specific days.



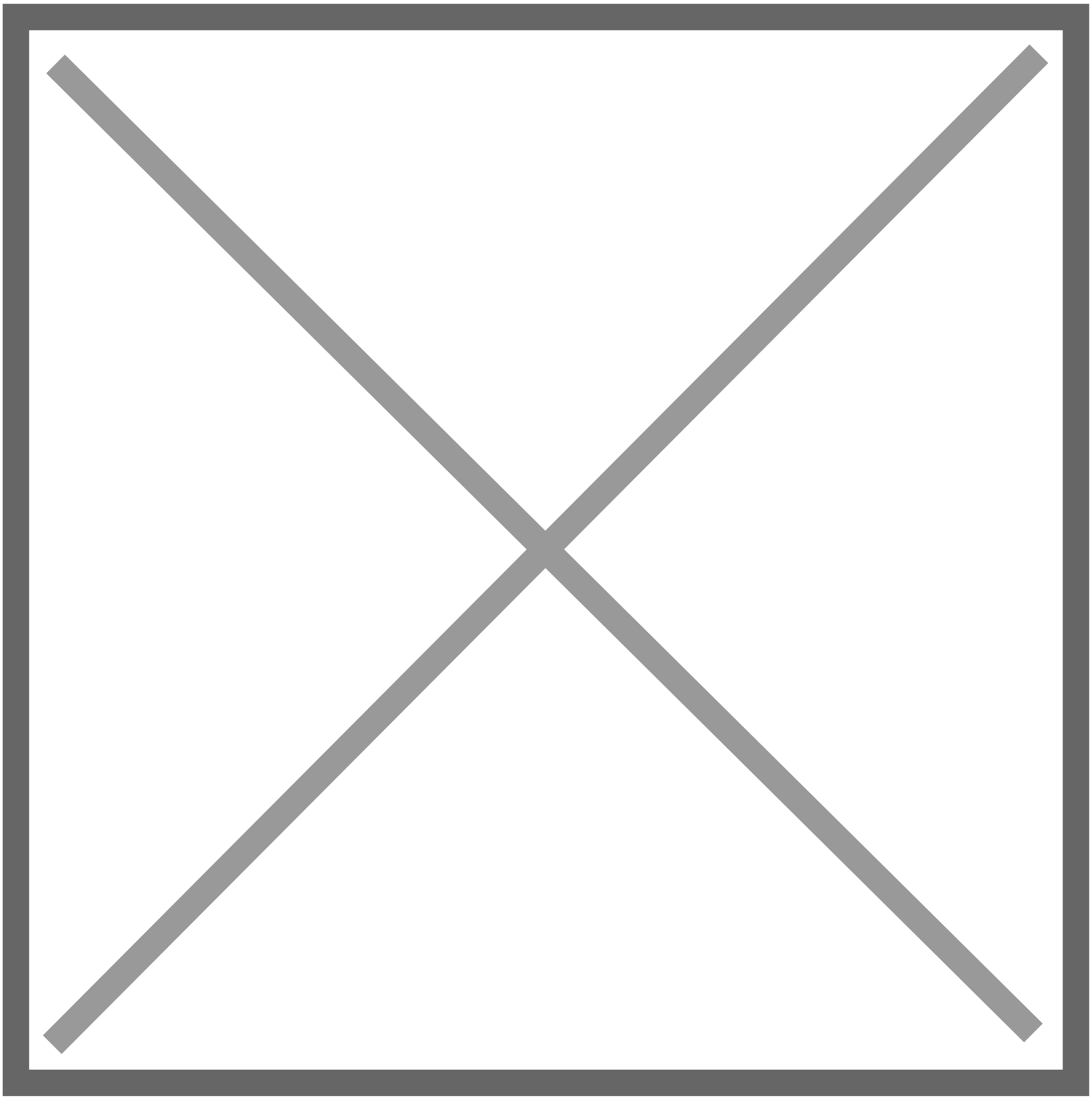
Resource linked to a task search tab



Creating Resources from Team Members

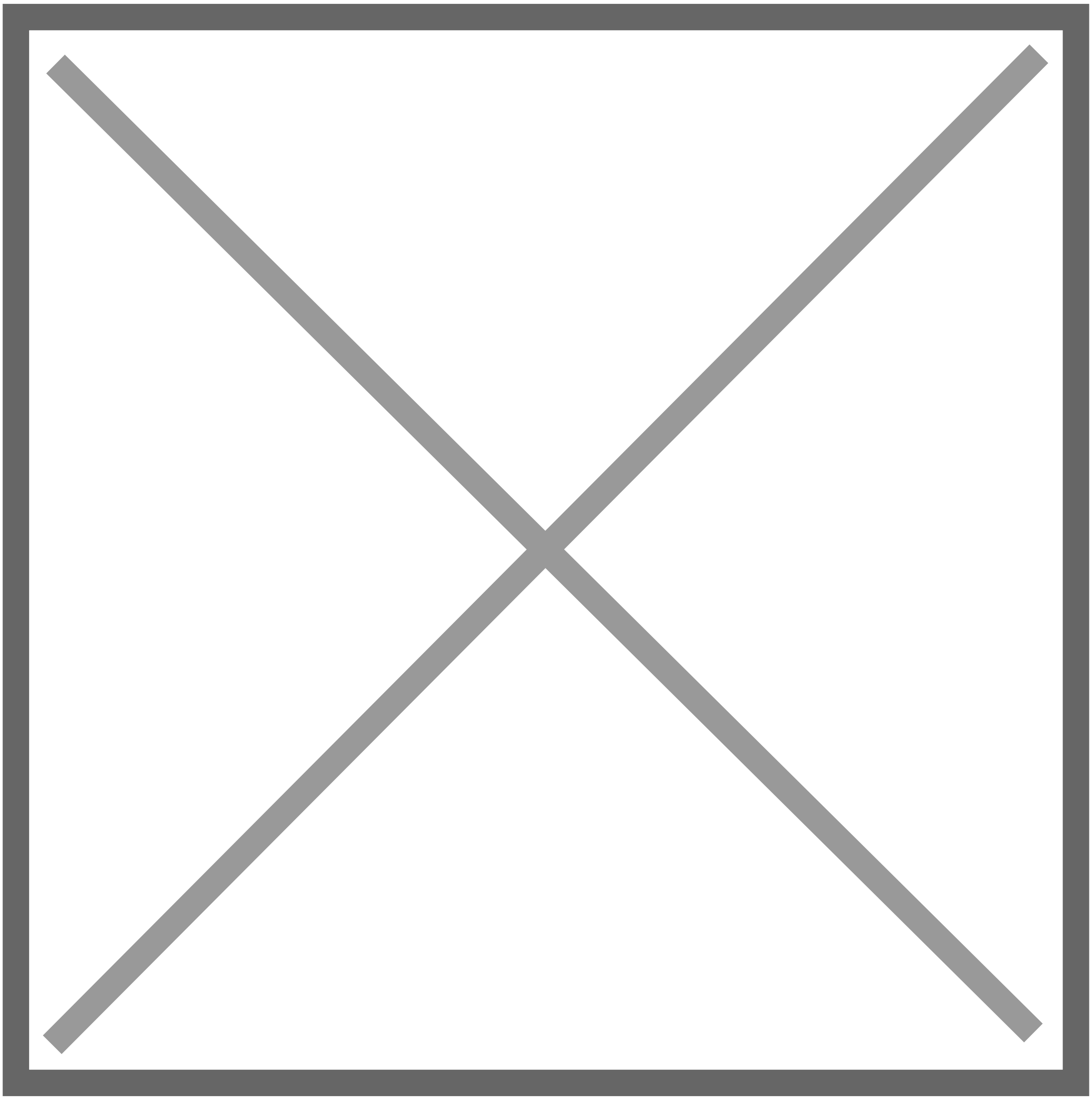
Click the **Create Task Resources** button to generate employee task resource timesheets.

- If records already exist for the selected day, keep them and create new records only for any missing days.
- If a record falls outside the specified date range, leave it unchanged.



Job Total Analysis

Job Total Analysis



This shows a list of jobs and allows the user to search by selecting from the fields below

Basic Search Tab

Job Number – search by entering the job number

Quote Number – search by entering the quote number

Job Status –search by selecting the status of the job from the drop down arrow

Date – search by selecting the date

Short Description – search by entering the short description

Customer – search by entering the customer

Order By – select the order from the drop down arrow

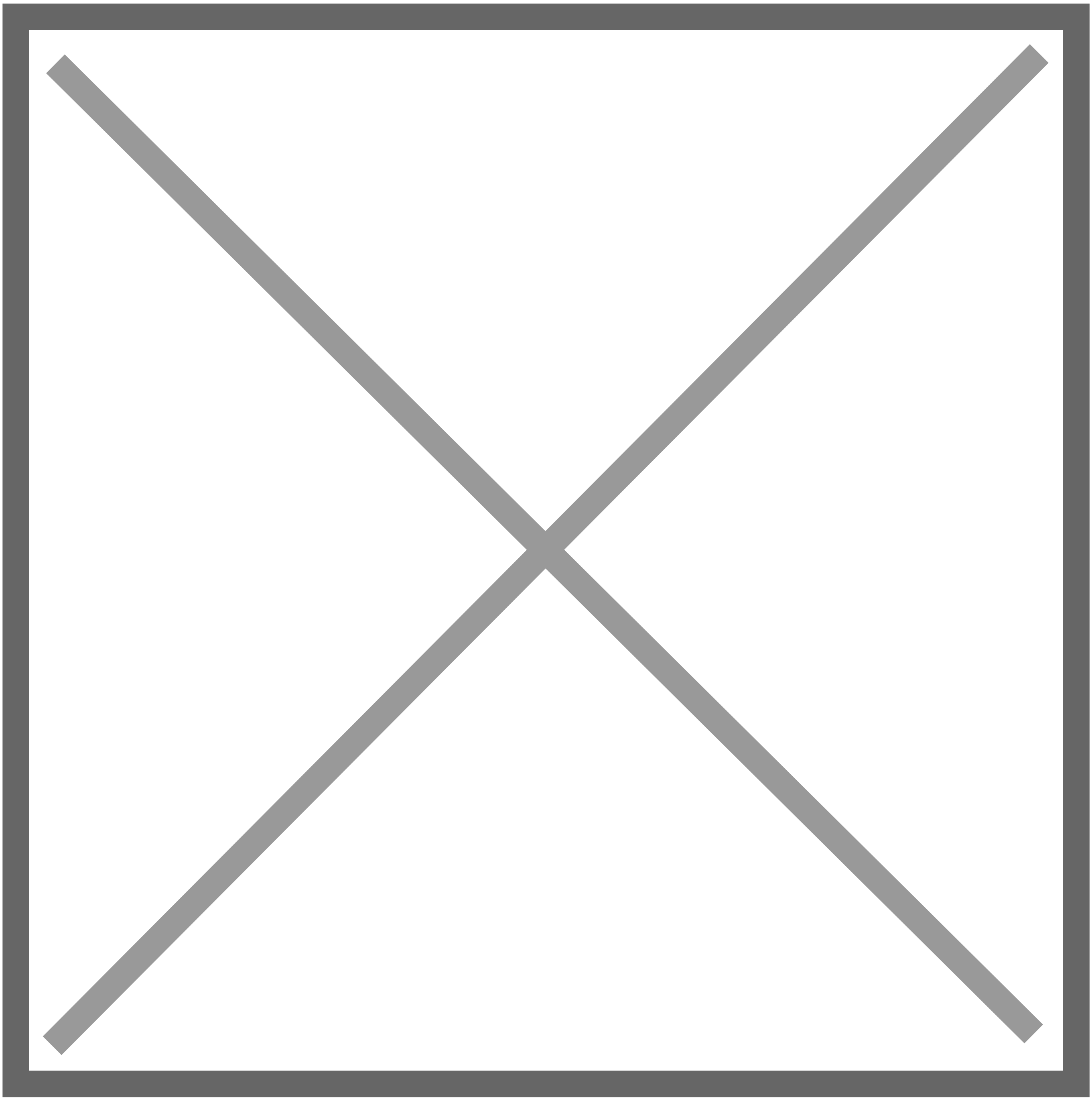
Custom Search Tab

Search by selecting the category from the drop down arrow

Standard Tab

Open – Opens the currently selected Job Total Analysis Item to view the information within.

Print – Prints the currently selected form.



This is the invoiced total made on the job. It shows the budgeted totals, usage totals, invoices totals, processed Inv totals and Expenses ta details.

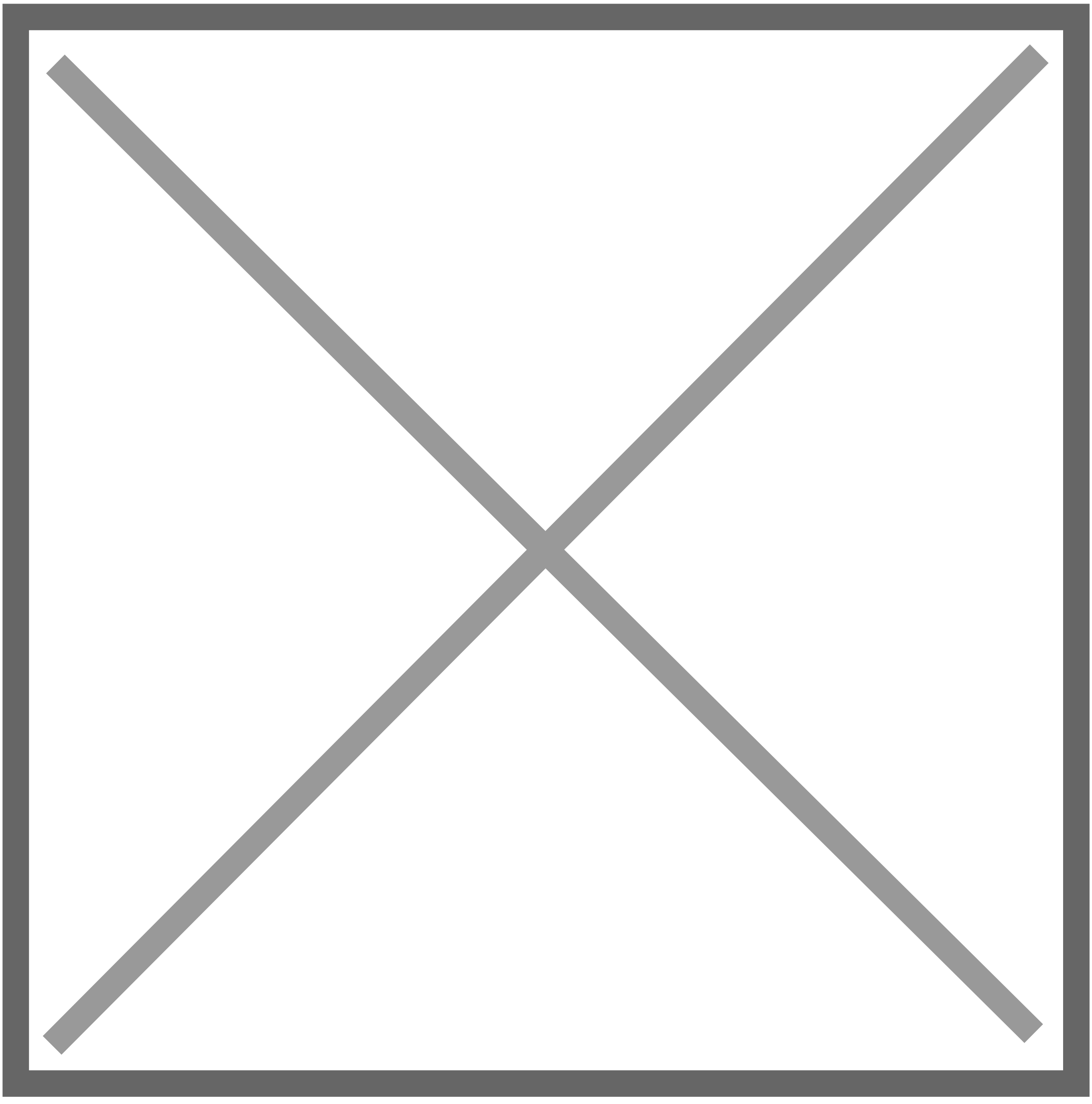
Print button – to print selected job total analysis on screen

Details button - Gives the details for the currently selected Job Total.

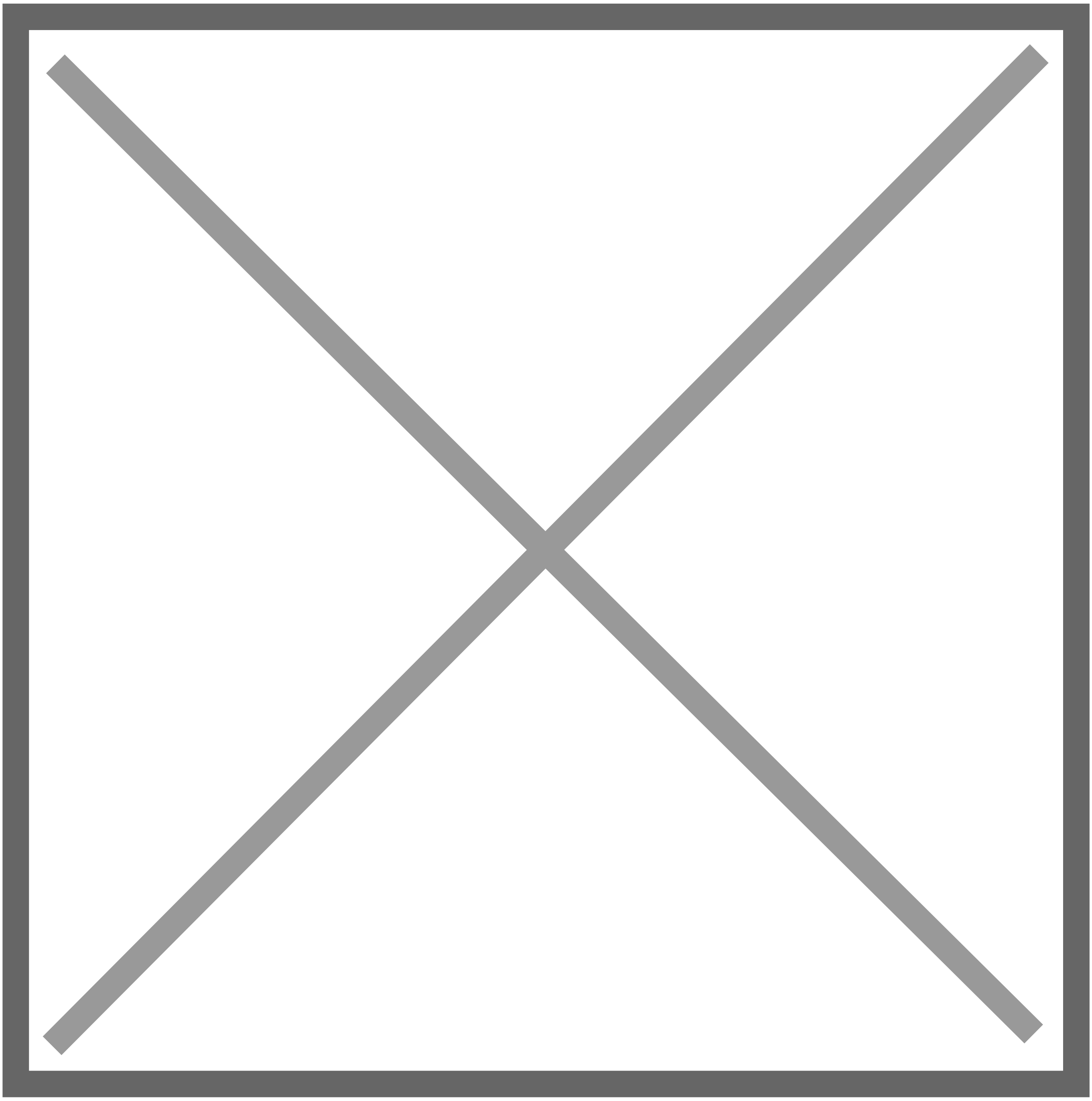
Close button – to close the from

Prompt for Post - Change Ledger Accounts - OLD

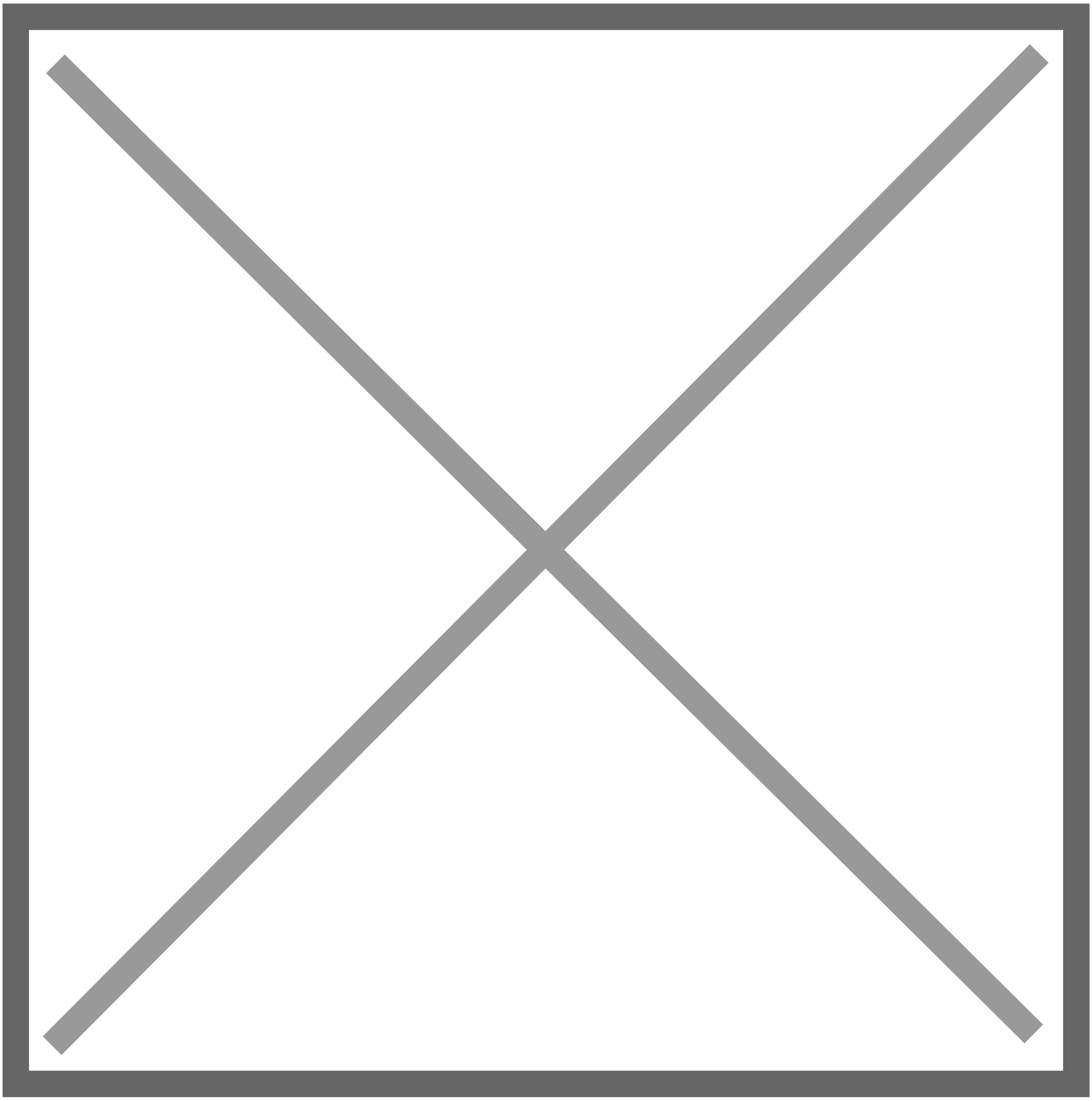
When the prompt for posting screen comes up and you want to change the ledger account that it posts to, click on the arrow button as shown below.



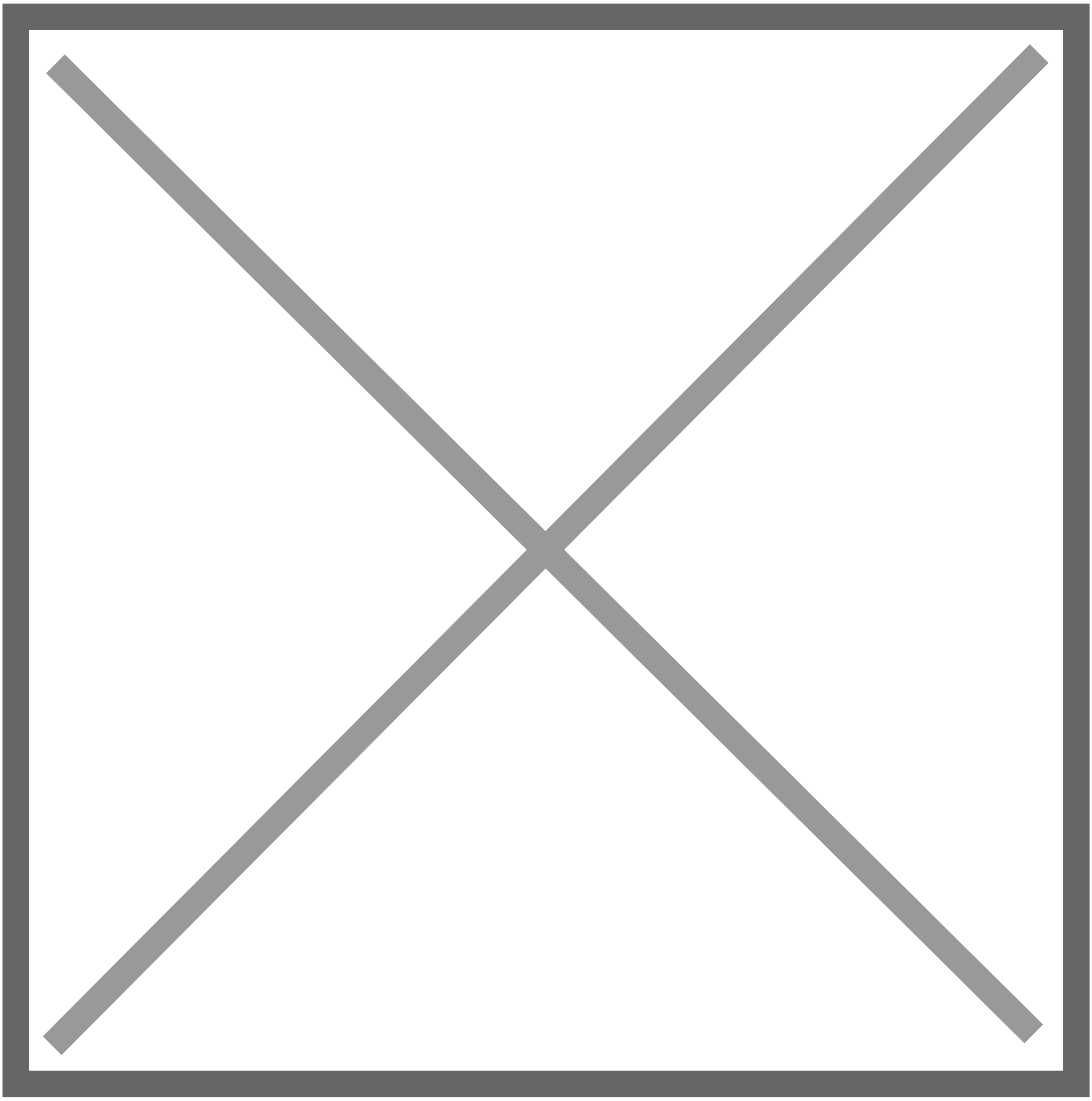
Once the ledger account is changed click on the save button to change the account.



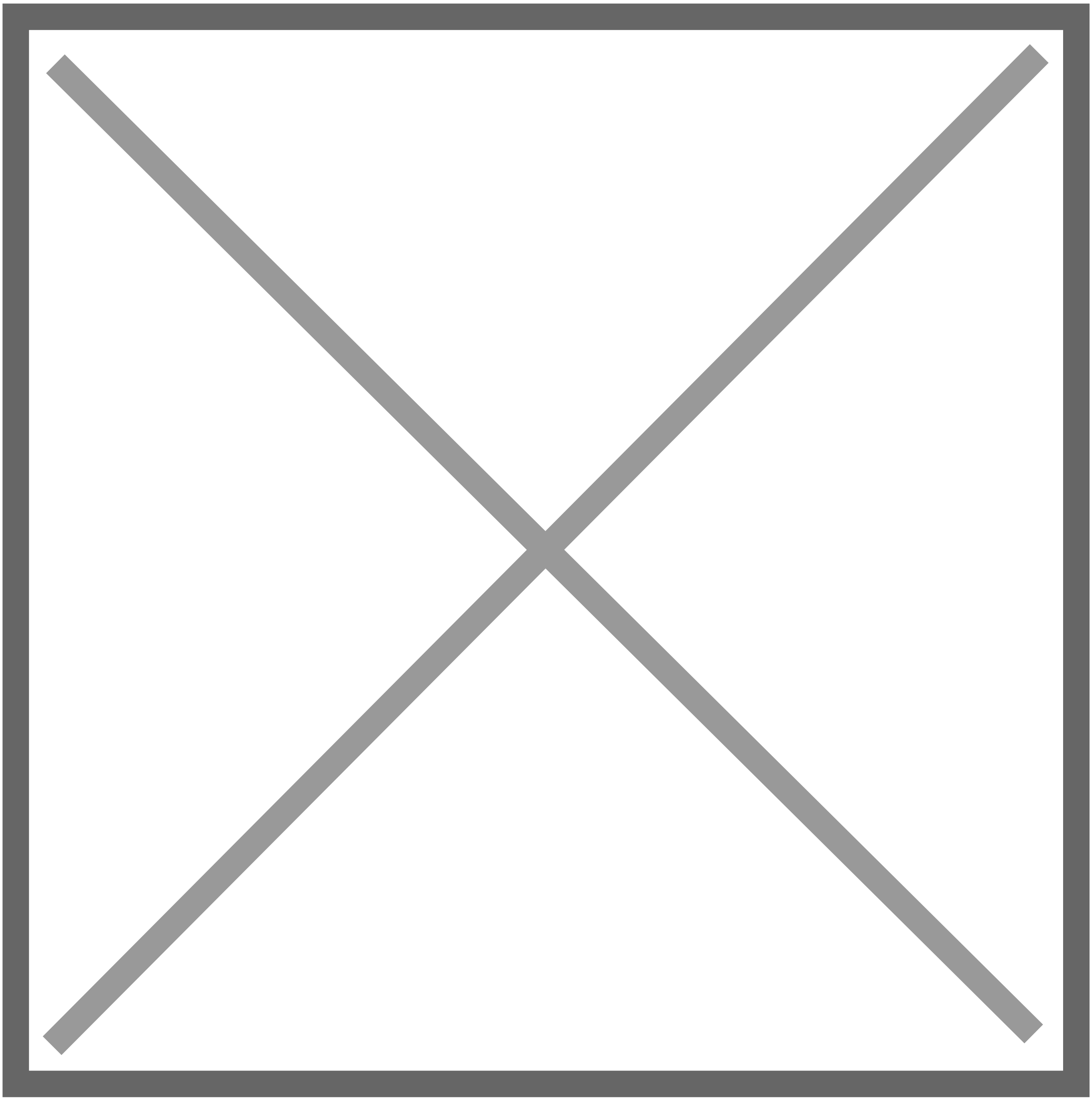
To change the next account you will need to highlight the second line. Do the same as the above.



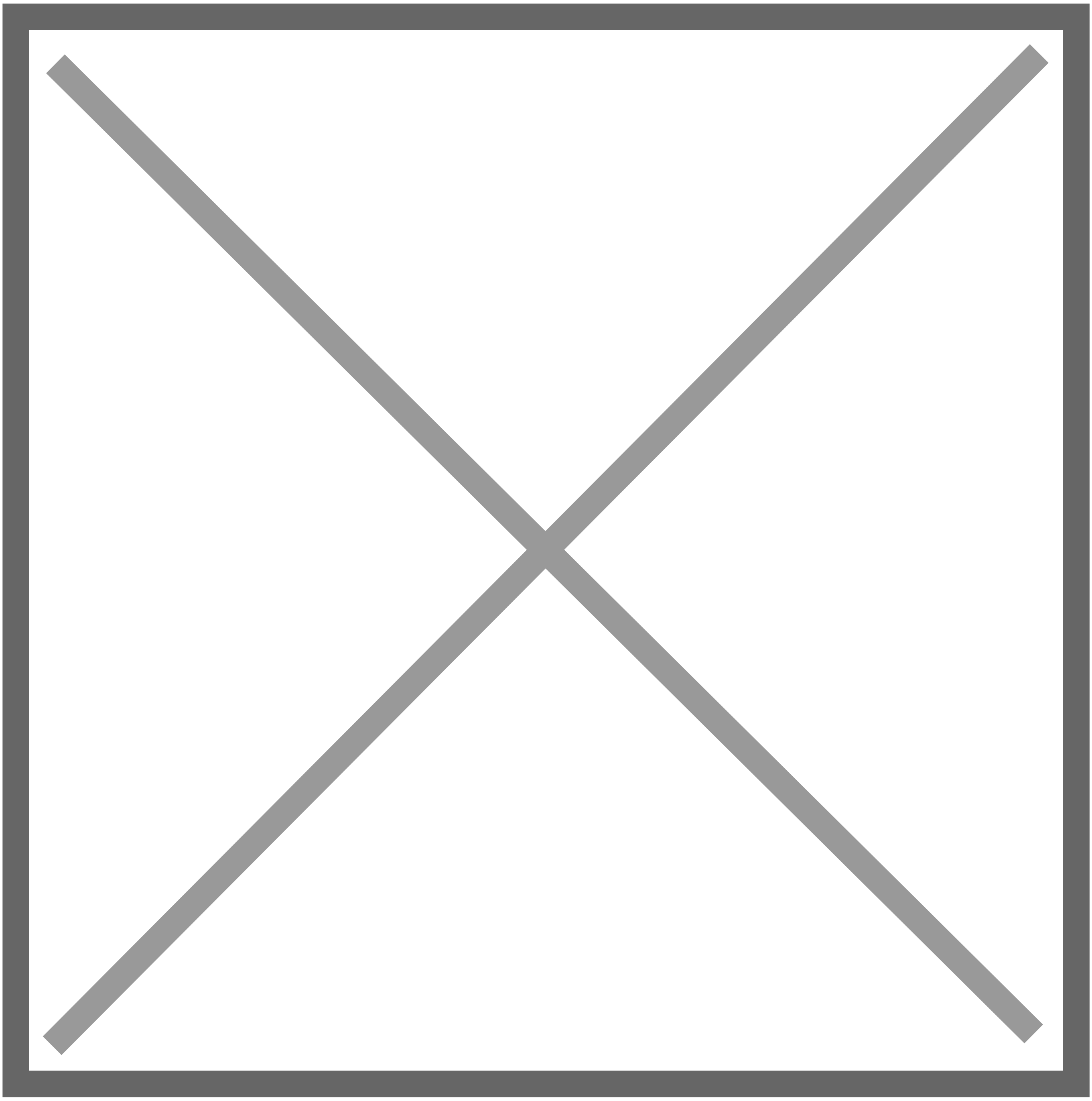
Now that the changes has occurred you can click on Continue button.



After clicking on continue the invoice will be processed.



This is a view of the related transactions after processing the invoice.



Progress Payments and Retentions

Progress payments is a scheduled payment option to handle payments for jobs which can include a retention percentage.

A reminder is sent on the day that the progress payment is due.

Retention is taking a percentage off the invoice and then taking that to create either a future invoice or a current invoice depending on the type of retention.

There are two types of retentions

1. Charge tax now

2. Future invoice

Both of these will follow a similar process flow, however the invoice date and the invoice processing will be slightly different.

Charge tax now will create the job percentage invoice and if the retention is activated, create a credit note for the retention amount and an invoice for the retention and charge it now.

The job invoice will be for the full amount , example 10,000 and the retention of 10% will be 1000.

The retention value is just an indication on the invoice, this will use a custom item to create a negative 1000 retention value, but with 100% discount. Which technically means there's no charge but shows the customer that there is a retention value.

In this particular case the credit note for the 1000 will be processed and automatically allocated to the invoice, therefore showing, but the amount due will be for 9000 after the allocations.

An invoice will be created to compensate for the credit note which will be marked as a retention invoice which they need total still shows let the amount due will be 10,000.

Future invoice

The job invoice will be for the full amount with the retention custom line of 1000, however with no discount which will then show that the total invoice value will be 9000.

In this particular case a future invoice for the retention date will be created and marked as a retention invoice.

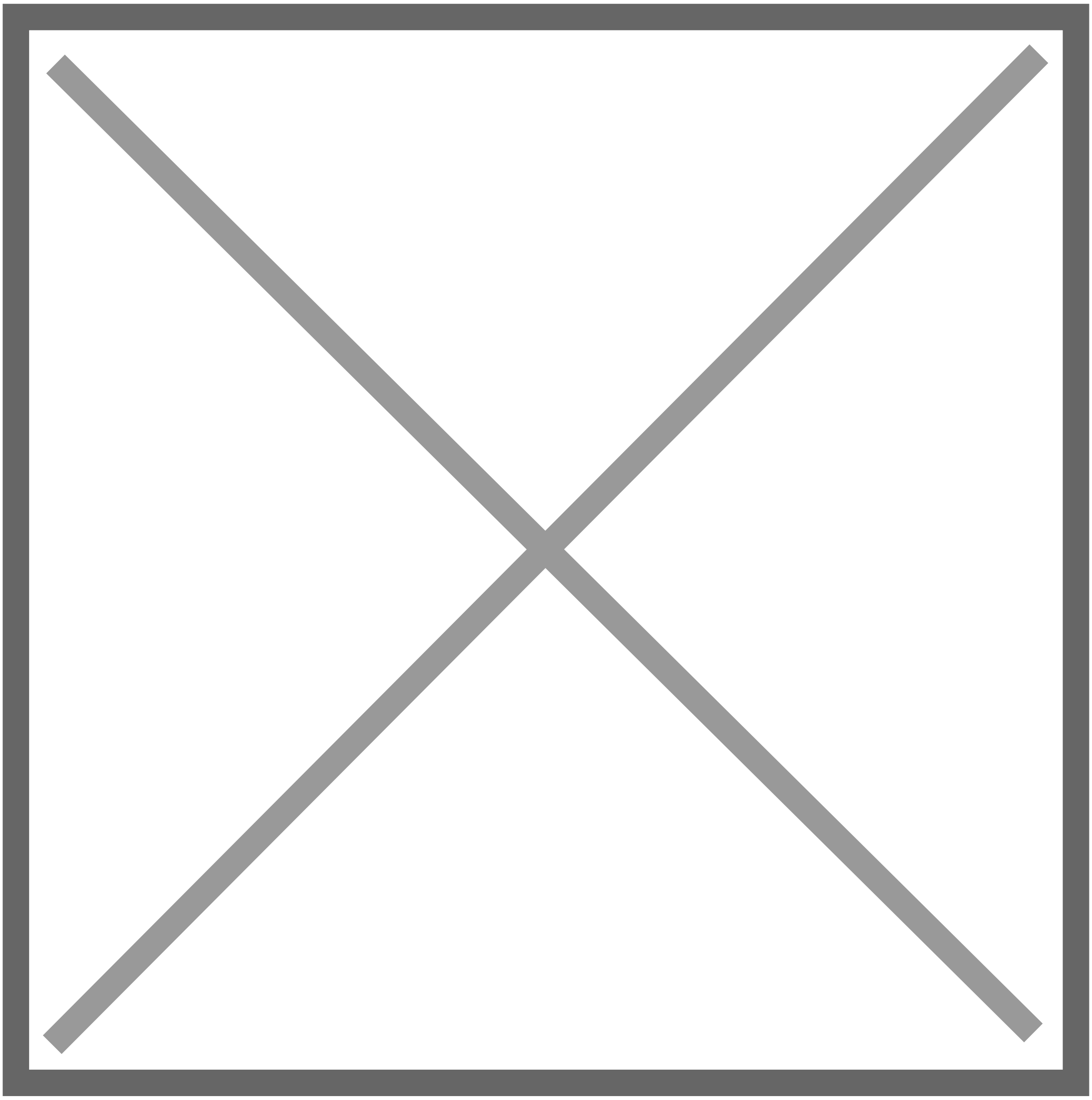
The future retention invoice will be in preparation status but marked as a retention.

In the invoice line the retention value will be shown for the 1000 with the tax and descriptions of the invoice will be put in.

When the 2nd invoice is produced, the system will add to that future retention invoice a second line representing the second invoice which will be reflected on the future invoice.

When the date of that invoice comes to date, a reminder and a note will be sent to the user telling them that there is a retention invoice to be processed and monies to be collected.

Manage Job button link



When clicking on the Payment / Retentions

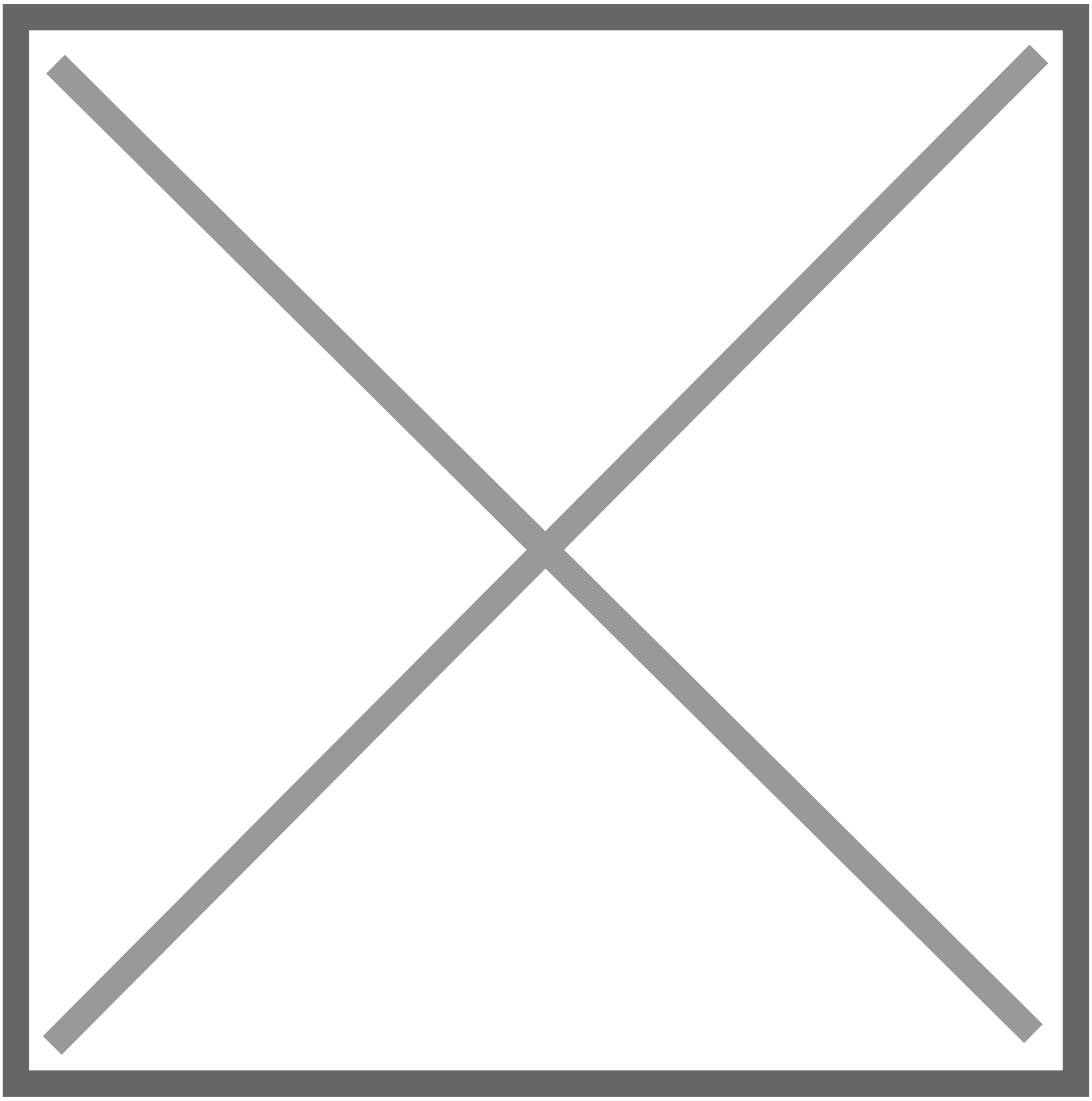
This will activate progress payments and have an activate retention's on the job line.

This will be important when we do job invoices to note whether there are progress payments or retention's against that job.

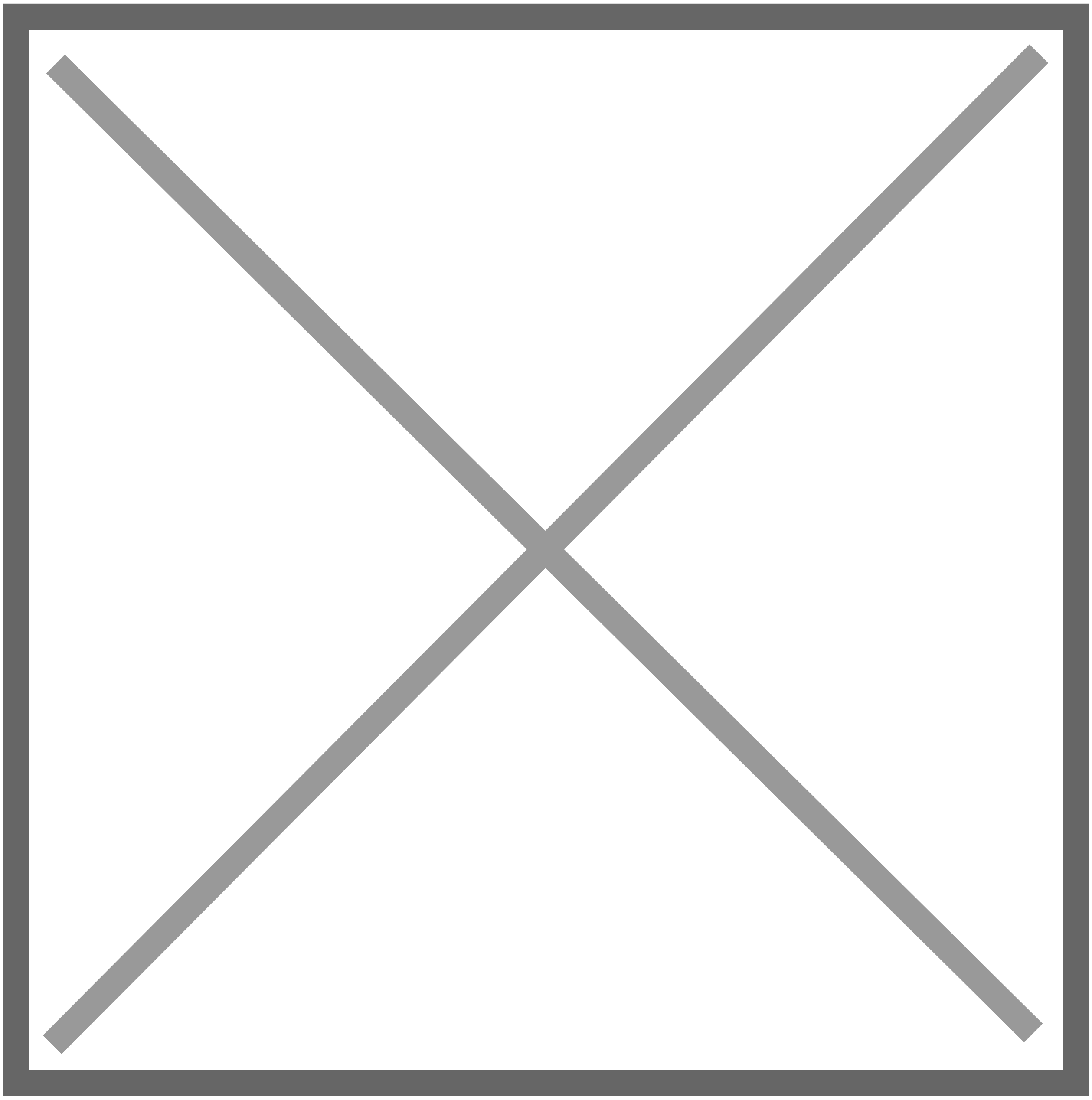
The flags will also be good in other areas where we may need it.

When first going into the progress payment retentions the tick box for create reminders is on. When clicking on saving, a reminder is created for each of the linked users.

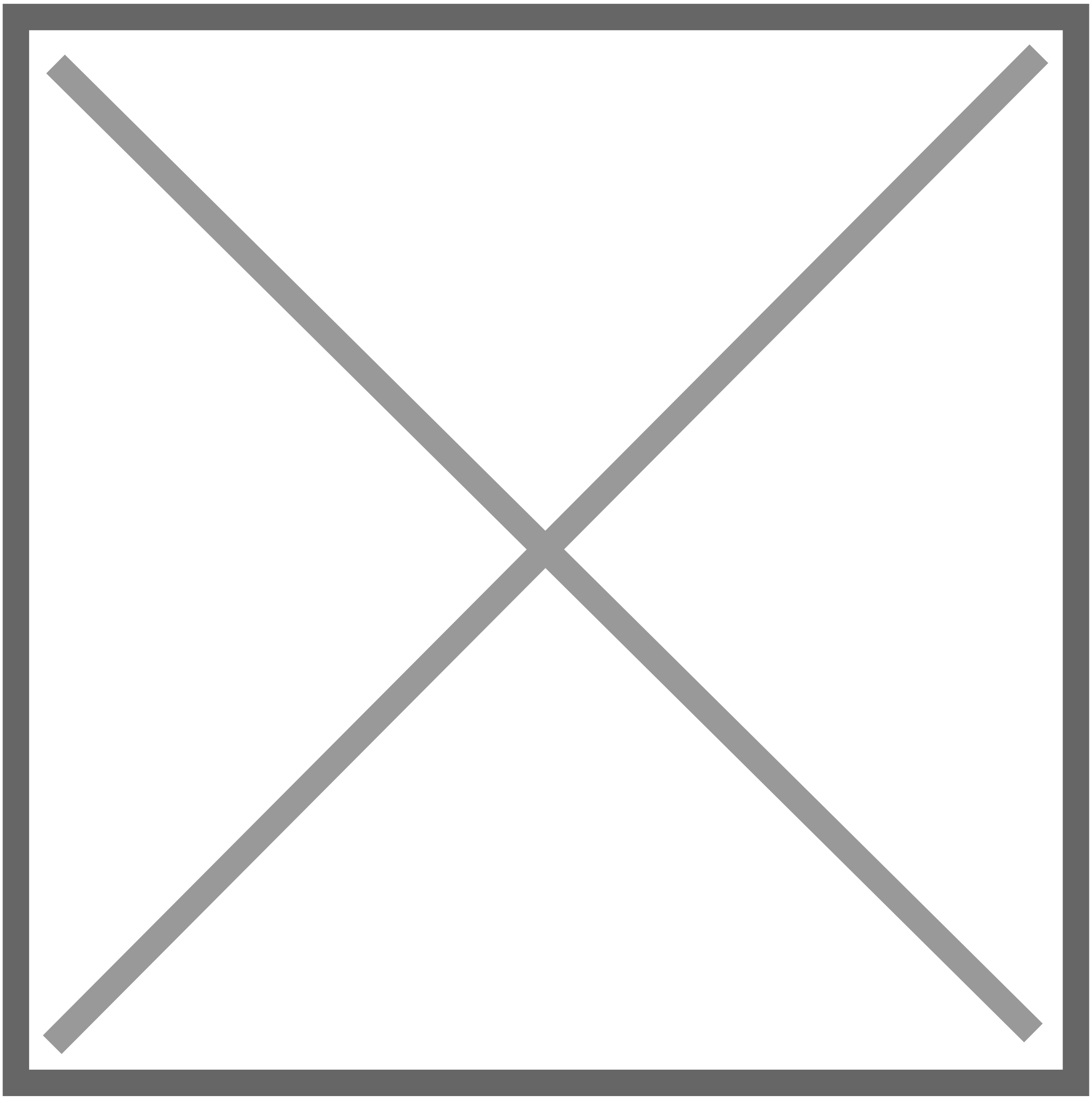
Then the create reminders tick box is set to off.



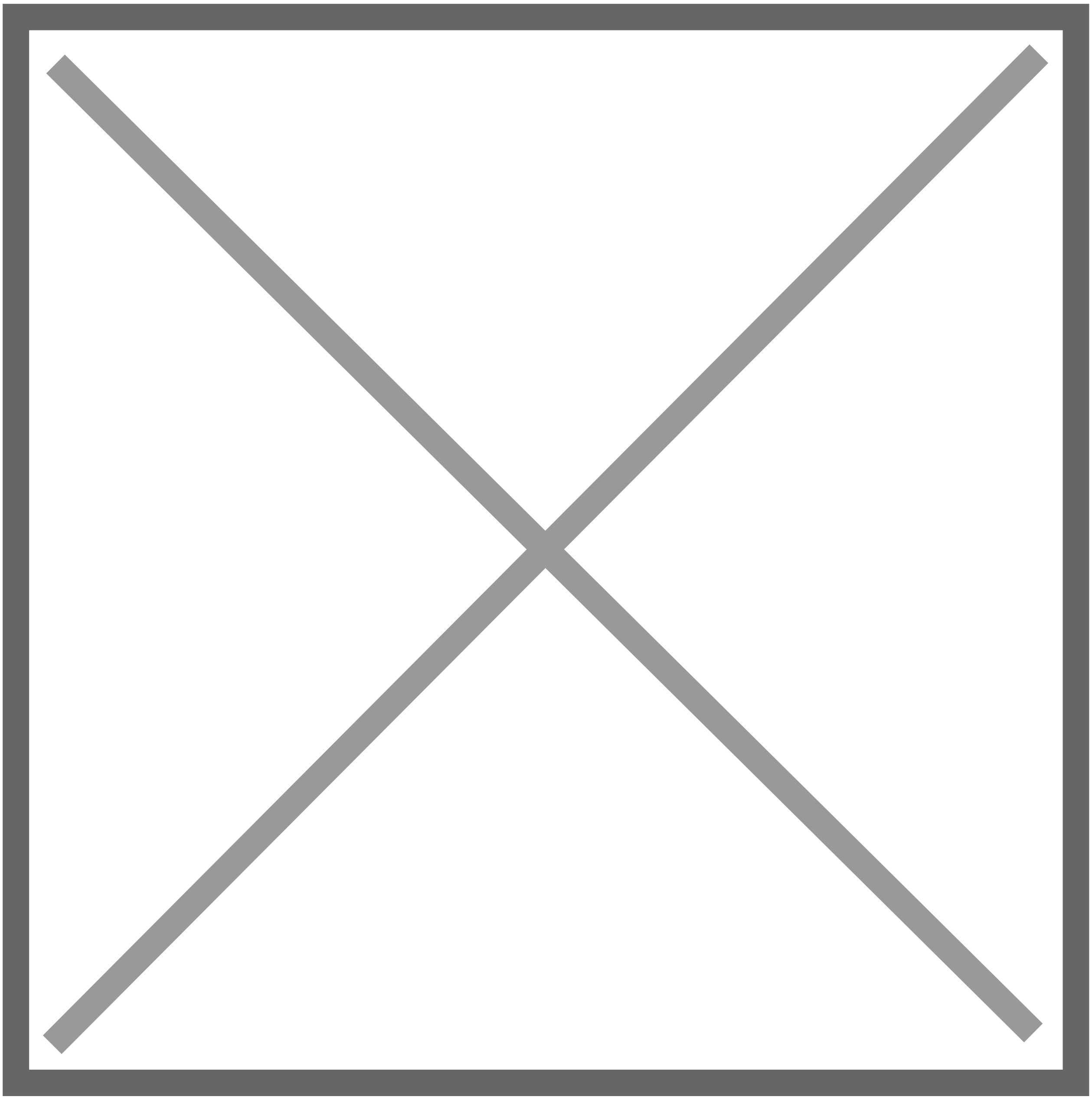
Payment reminders



Add and edit payment and retention

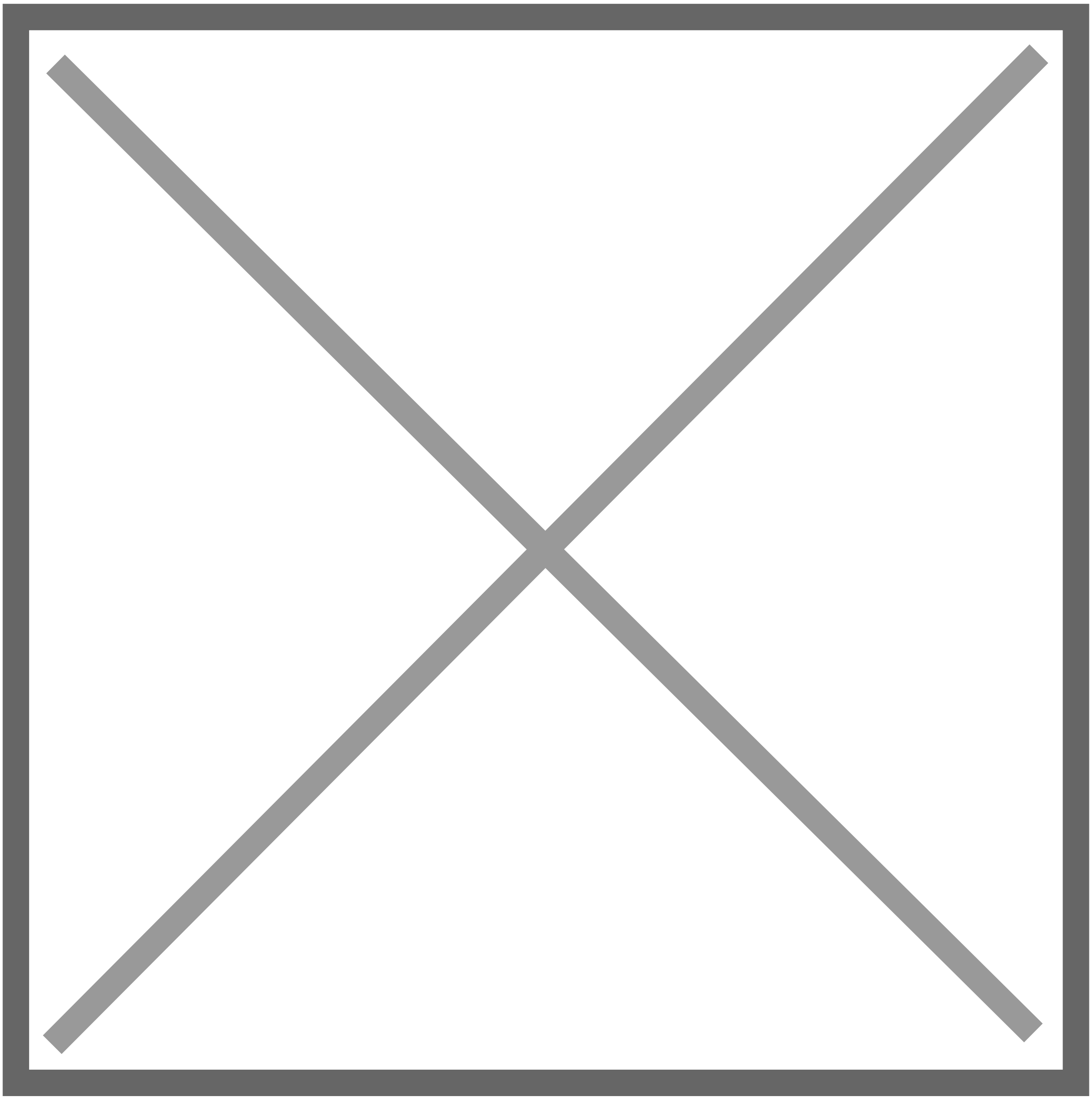


Retention defaults for SCM and inventory item



Inventory item setup for Custom items only

The option for is retention item is only activated for selection if it is a custom item, otherwise it is grayed out



Job Invoice tab with Progress payment

Under job invoice there will be two tabs.

1. Job invoice

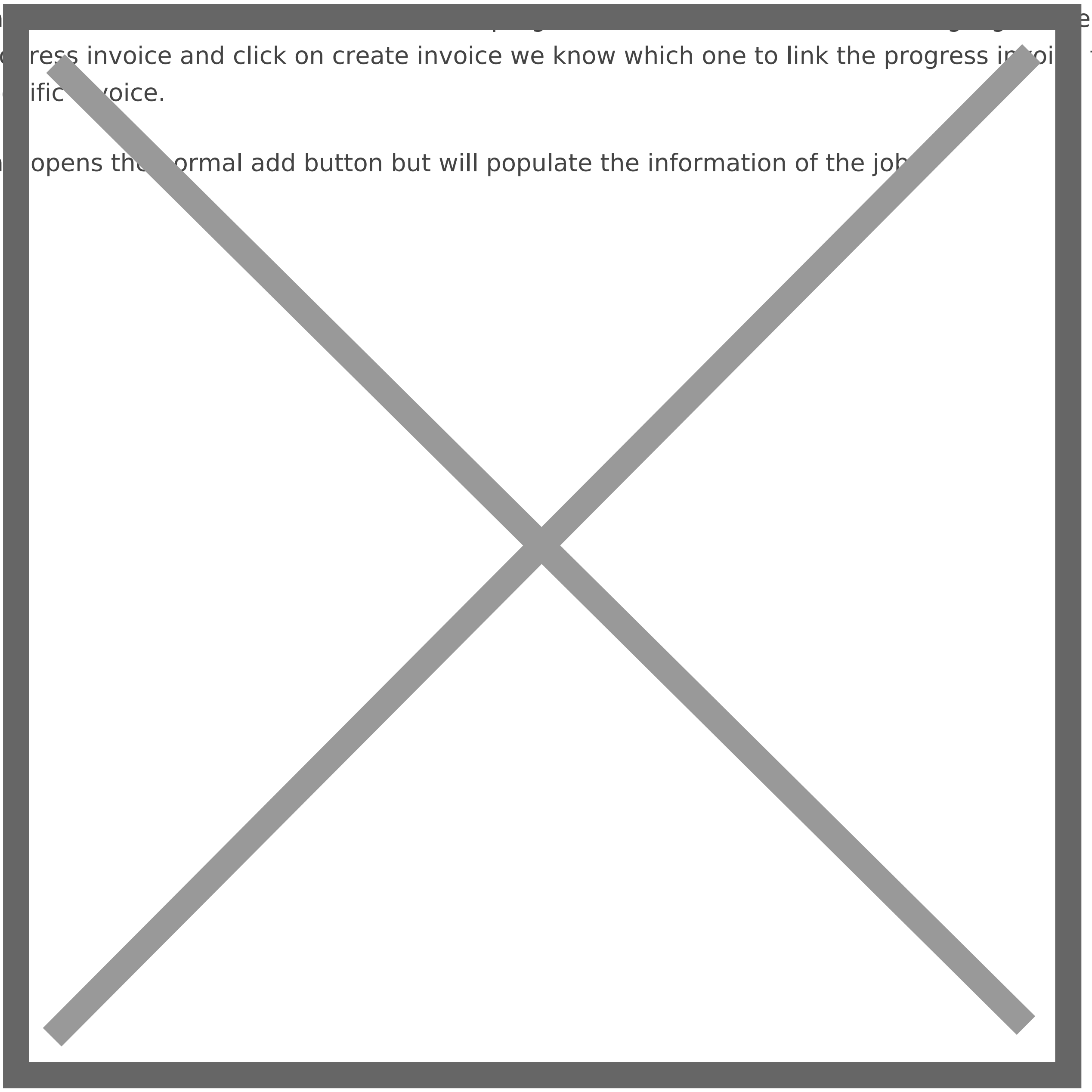
2. Progress invoices as a second tab which checks for all progress invoice is due to be invoiced

There is an indicator at the top of the window that is similar to the reminders one which show the progress payments due.

The red number is the past progress invoices that have not been invoiced and the blue one is the current today number of invoices to be processed.

Th[illegible] e progress invoice and click on create invoice we know which one to link the progress invoice to a specific invoice.

This opens the normal add button but will populate the information of the job.

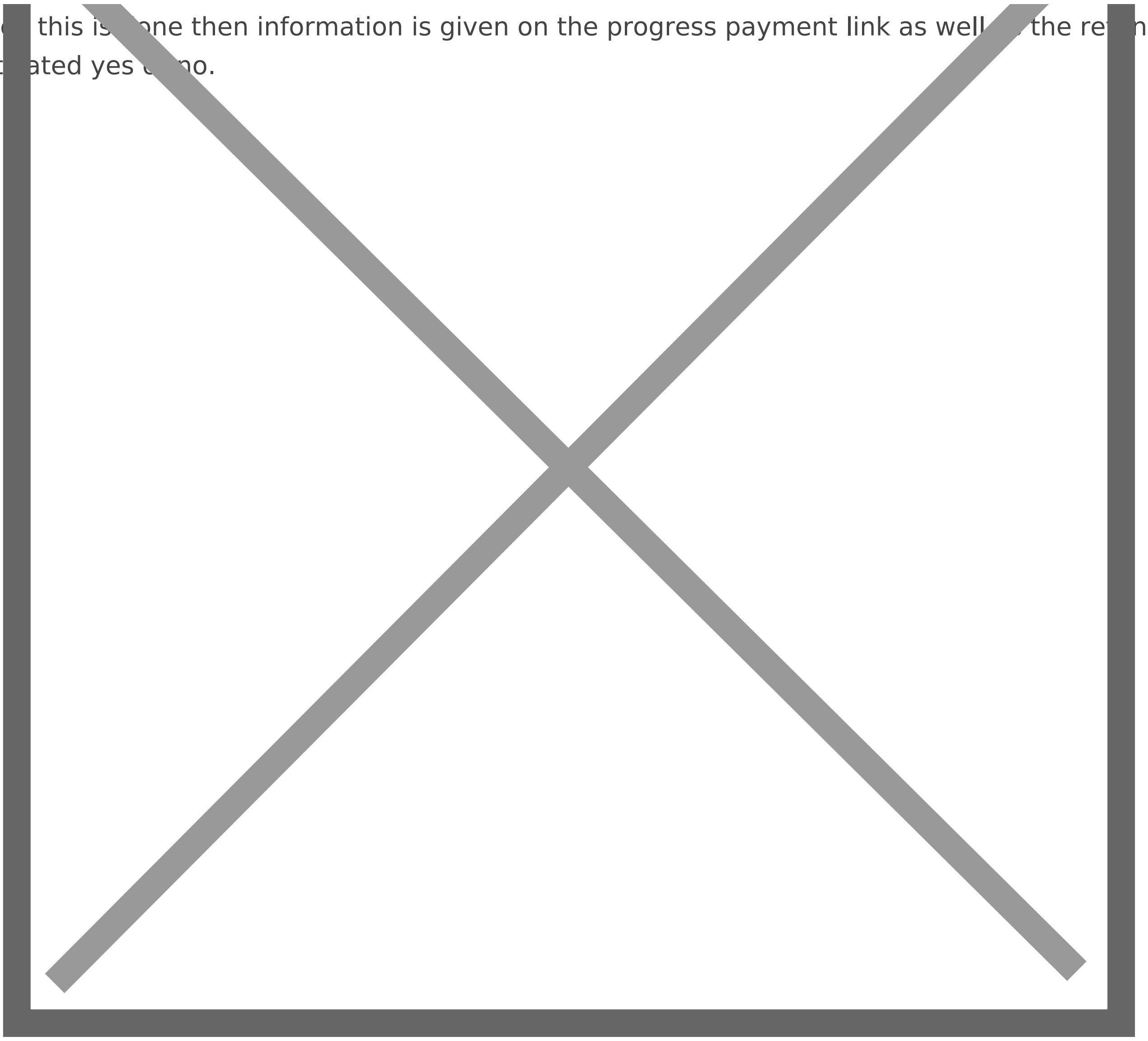


The add button and create invoice button will have similar information as below.

When clicking on the create invoice button and the job has the progress payment link activated, then the create button will remain disabled similar to the view documents button.

Until you click on the progress payment button to select which payment you want to link the invoice of the job that is been created.

Once this is done then information is given on the progress payment link as well as the retention activated yes or no.



The percentage invoice that is created will be prepopulated with some information based on the progress payment.

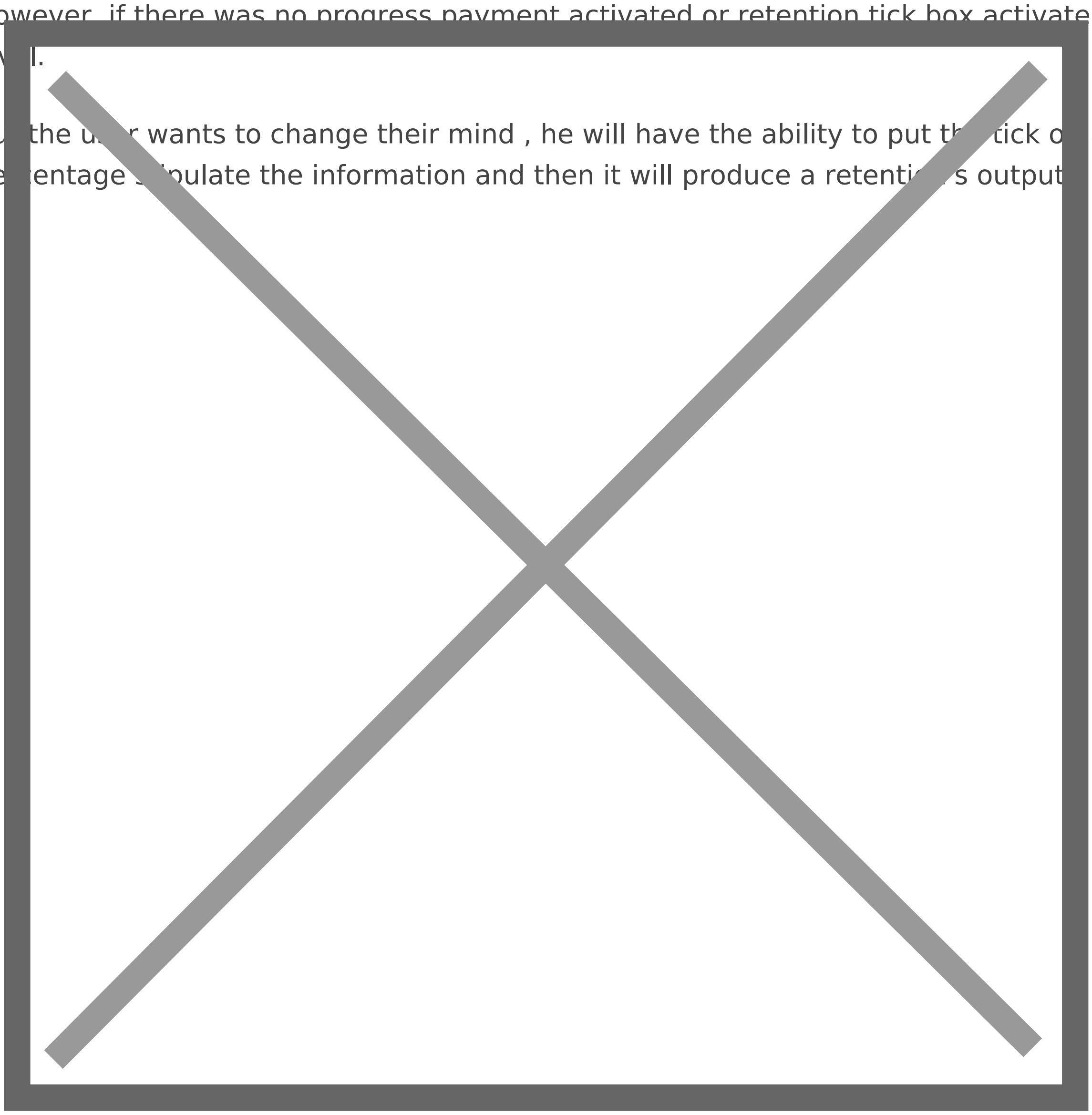
Amount to invoice will be the progress payment value.

The description will be the description that we have entered at the progress payment section.

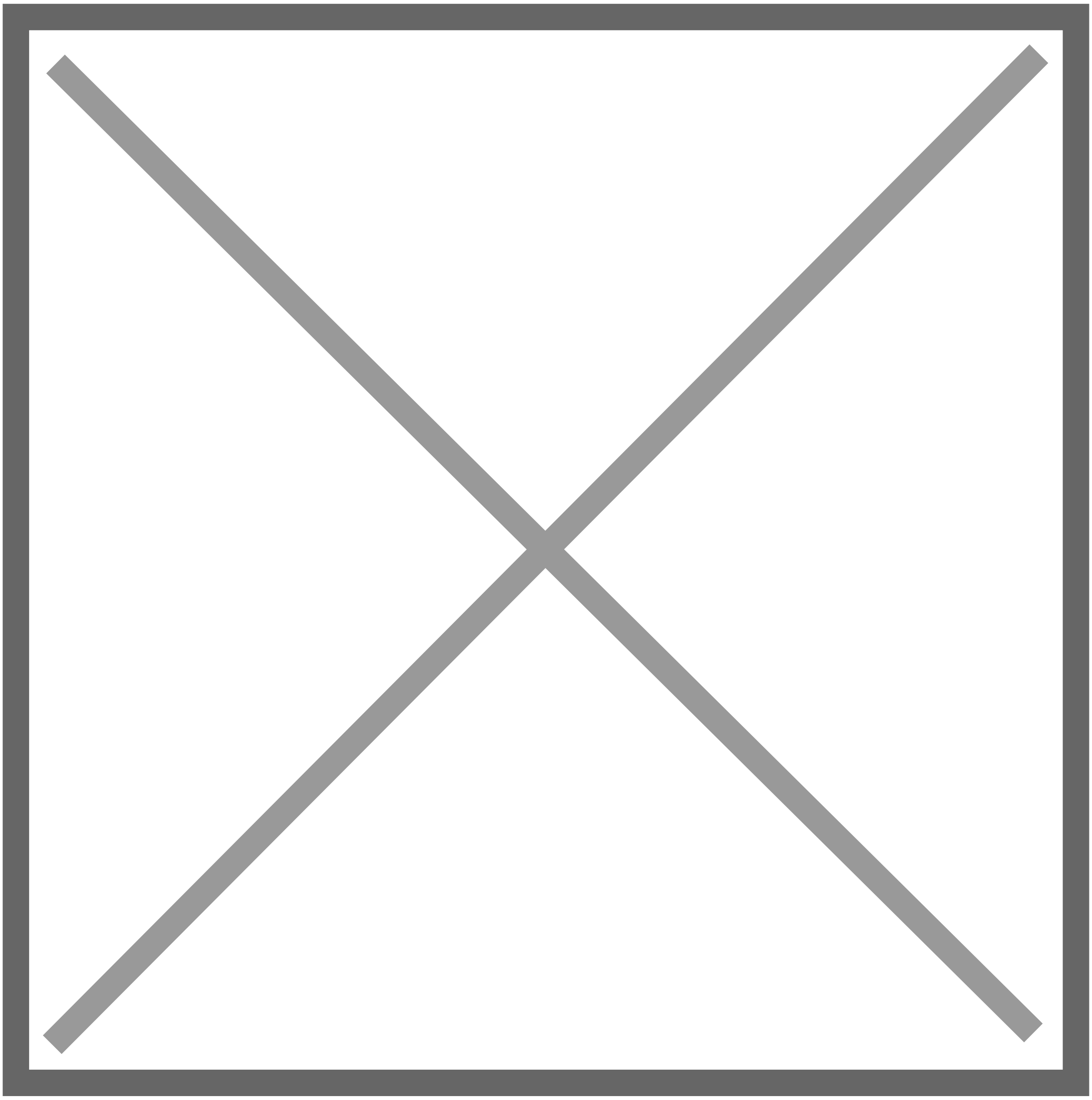
If this came from a progress payment and the retention tick was applied then pre populate all the information below for the retention.

However, if there was no progress payment activated or retention tick box activated at the job level.

But the user wants to change their mind , he will have the ability to put the tick or apply a percentage stipulate the information and then it will produce a retentions output



Adding in a retention line which is the custom line

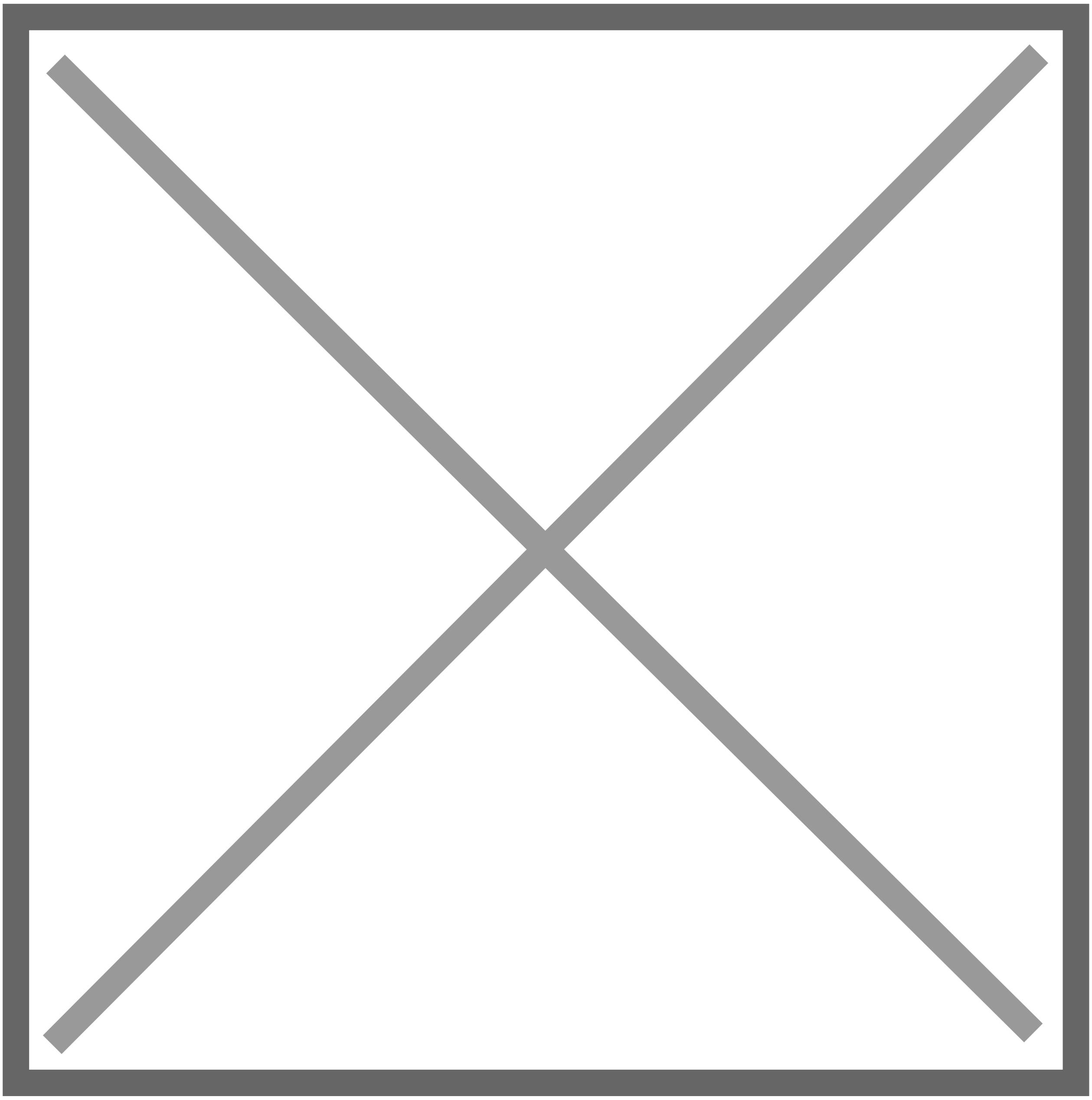


Creating current invoices and processing with create a note current date in processing

Or

Creating a future invoice with the retention line

Information is filled in on the invoice for the various retention values



Job Badger Import

Job Badger Import

Job Badger Is an external time tracking system used for manufacturing wait staff will record the time against jobs .

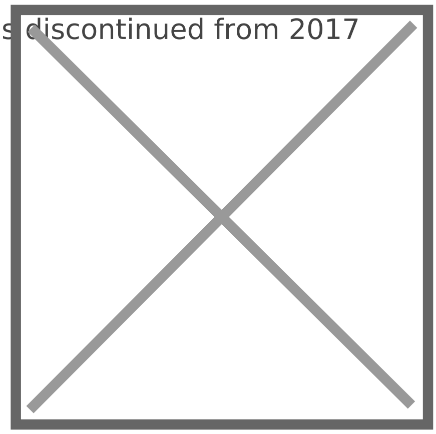
This menu item allows to import all the time into Webaccounting.

Once you import all the time, you can verify and fix up the data before importing it into Webaccounting job costing jobs.

This system is no longer used and can only be accessed via Internet Explorer 11 and below.

This menu item has not been converted to the new window format.

Is discontinued from 2017



SERVICE BADGER

Verify Button – This button checks for any errors in the file and highlights it in red.

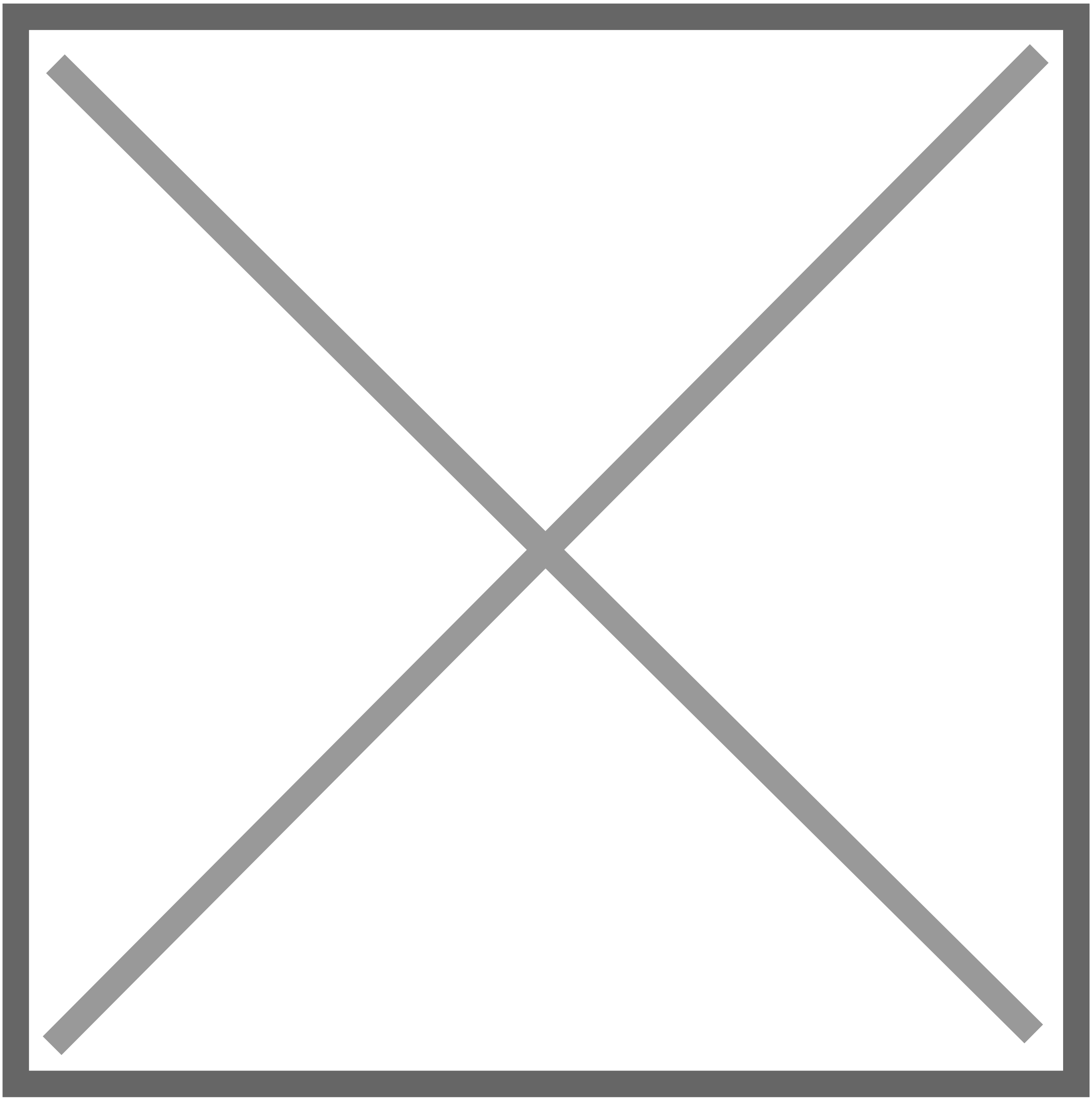
Save Changes – Saves the changes that have being made to the file when clicking on the Delete Item or Create CTC.

Create CTC – This goes and creates the lines in the various jobs with the budgeted value. It has not being managed as yet only created.

Close – Closes the window without saving

Sort By Error – Sorts all lines by error A-Z, it will sort the lines on the whole file should you have 500 lines it sorts all 500 lines.

If you click on the Create CTC Column – it will tick all lines which have an error and that needs the lines created in the jobs. A Quick way of putting the tick on the file, will only do the 100 viewed lines at a time. Will need to save the file for each verify.



Job Total Analysis