

## Setting up Master and Sub Jobs

To be able to Invoice all/or some related jobs on one invoice ensure that the “jobs allowed per invoice” setting is changed to Related Jobs or All Jobs – Setup/Job Costing/Settings/Invoicing

The screenshot shows the 'JC Settings' window with the 'Invoicing' tab active. The 'Jobs Allowed Per Invoice' dropdown is highlighted in green and set to 'Related Jobs'. Other settings include 'Copy Description to Invoices' (checked), 'Copy Information to Invoices' (unchecked), 'Invoice as Quoted' (Estimate), 'Hide Fully Invoiced Lines' (checked), 'Allow Non-Job Amounts on Invoices' (unchecked), 'Allow IN Sourced Invoice Lines' (checked), 'Show Job Defaults on IN Lines' (checked), and 'Restrict IN Job Lookup to Customer' (checked).

## Create Master Job

- Go to Maintain
- Job Costing
- Jobs
- Insert  (F4) (for a new job that is to be the Master)

The screenshot shows the 'JC Job Maintenance' window with the following details:

Job	Description	Information	Address	Estimate	Documents	Links	Memos	Balances	Graph	Transactions
Job Code	4450									
Job Name	Install on Hitachi ZX470									
Customer Code										
Contact										
Job Type	Normal	Email Contact								
Order No										
Sales Person	0000	Related Job Code								
Price Code	NZWSALE	Comment								
Discount Code	0	Currency Code	NZD							
Date Entered	31/10/2015	Date Valued								
Date Required										
Date Completed										
Job Status	Active	Rate Type	SELL							
% Complete										
Non WIP	<input type="checkbox"/>	Exchange Rate	1.0000							
Inactive	<input type="checkbox"/>	Job Group Code	0000							
		Job Category								
		Category 2								
		Branch	HO							
		Department	SAL							
		Default Location	AKL							

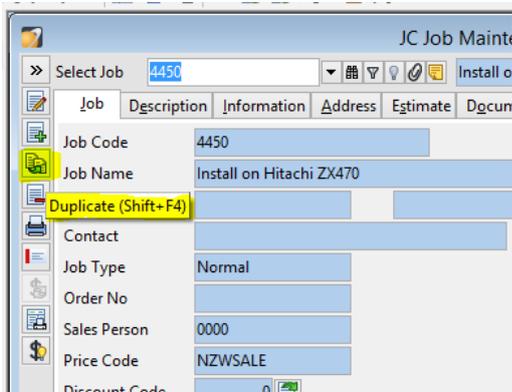
Job Summary

Source	Cost	WIP	Sell NZD	Profit	Margin	Sell NZD

- Save

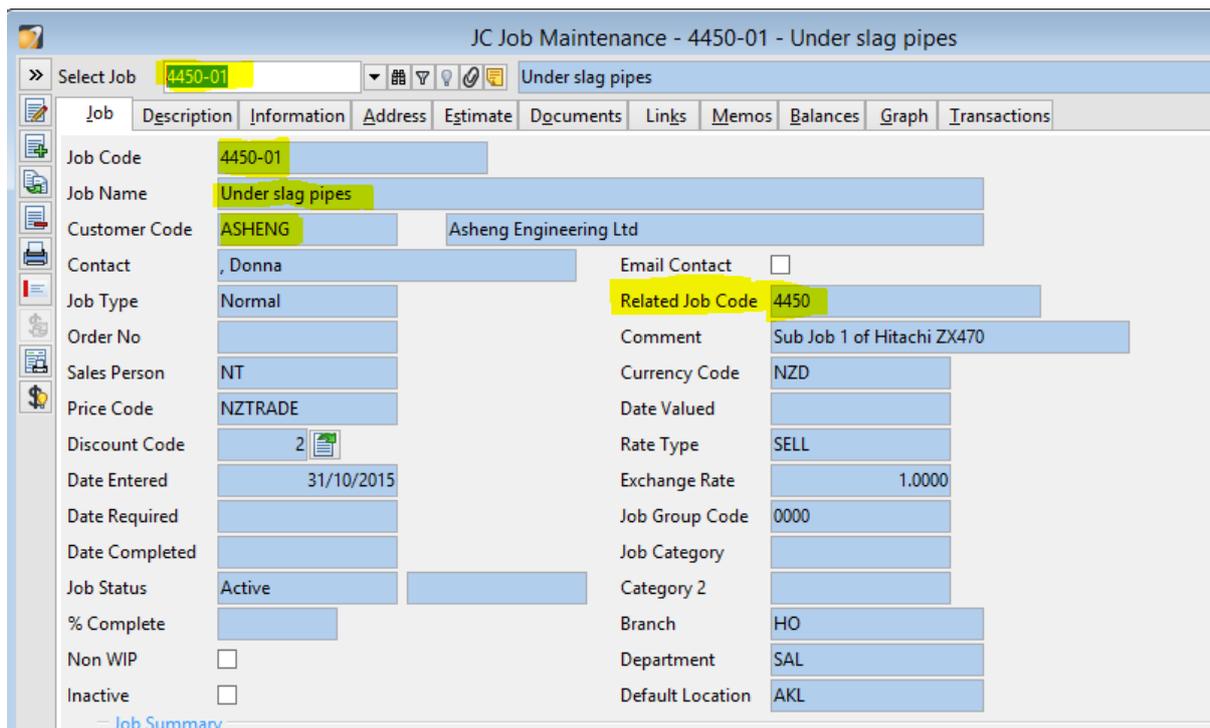
## Create a Sub Job

- Duplicate the First Job (Master Job) by opening it and clicking on the duplicate button (Shift F4) 



The screenshot shows the 'JC Job Maintenance' window with the 'Job' tab selected. The 'Job Code' is 4450 and the 'Job Name' is 'Install on Hitachi ZX470'. The 'Duplicate (Shift+F4)' button is highlighted in yellow.

- Change the Job Code to the original Job code with a suffix added e.g. 4450-01
- Change the Job Name
- Enter the Customer Code
- Enter the related Job code – e.g. the Master Job that was set up first



The screenshot shows the 'JC Job Maintenance - 4450-01 - Under slag pipes' window. The 'Job Code' is 4450-01 and the 'Job Name' is 'Under slag pipes'. The 'Customer Code' is ASHENG and the 'Customer Name' is 'Asheng Engineering Ltd'. The 'Related Job Code' is 4450. The 'Date Entered' is 31/10/2015. The 'Job Status' is Active. The 'Default Location' is AKL.

- Save
- Duplicate again for the next Sub Job and change the Job code to 4450-02
- Update the Job Name, Customer Code. **Note:** A Comment isn't required but can be added.



JC Job Maintenance - 4450-04 - Electrical Install

Select Job: fit head and flow test

Job Code: 4450-05

Job Name: fit head and flow test

Customer Code: ASHENG Asheng Engineering Ltd

Contact: Donna Email Contact:

Job Type: Normal Related Job Code: 4450

Order No: Comment: Sub Job 5 of Hitachi ZX470

- Make sure that the sub job codes are added onto the lines in shipments

Period: Oct 2015 Shipment ID Order Nos

Creditor Code: FORD Harry Ford NZD

Shipment Date: 31/10/2015 Reference Cost Mode: Multiply Cost

Job Defaults: Type Material Job Cost Centre Component

T...	Product	Description	UOM Co...	UOM Quant...	Unit	UOM Cos...	GST ...	Ext Cost	GST	Inclusive Exp Code	UOM Add...	UOM Re...	Duty (%)	Job Code
Pr...	LABOUR	Labour Charge	HR	1.00		\$22.0000	1	\$22.00	\$3.30	\$25.30 COMM		\$22.0000		4450-01
Pr...	LABOUR	Labour Charge	HR	1.00		\$22.0000	1	\$22.00	\$3.30	\$25.30 COMM		\$22.0000		4450-02
Pr...	LABOUR	Labour Charge	HR	1.00		\$22.0000	1	\$22.00	\$3.30	\$25.30 COMM		\$22.0000		4450-03
Pr...	LABOUR	Labour Charge	HR	1.00		\$22.0000	1	\$22.00	\$3.30	\$25.30 COMM		\$22.0000		4450-04
Pr...	LABOUR	Labour Charge	HR	1.00		\$22.0000	1	\$22.00	\$3.30	\$25.30 COMM		\$22.0000		4450-05

### Job Invoicing

- Go to Tasks/Job Costing/ Job Invoicing and select the First Sub Job
- Click on Edit – Select All – Generate Invoice – Save (The Invoice will now show on the Job under the Documents Tab)

Select Job: 4450-01 Under slag pipes

Invoices

Select Documents: All Documents

Period Selection: All Periods From: Apr 2013 To: Oct 2015

Customer	Type	Date Document ...	Print	Post	Recovered	Cost	Amount
ASHENG	Invoice	31/10/2015	Unpri...	Unpos...	\$22.00	\$22.00	\$40.00

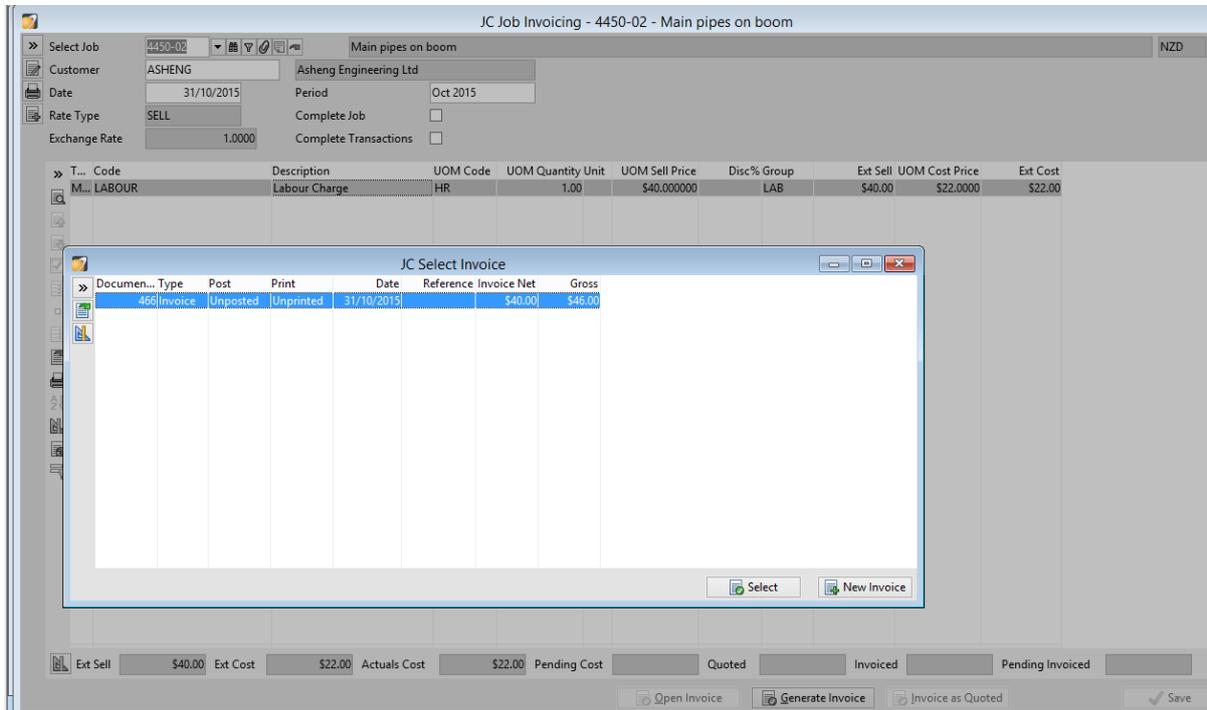
Pending Costs

Select Source: All Documents

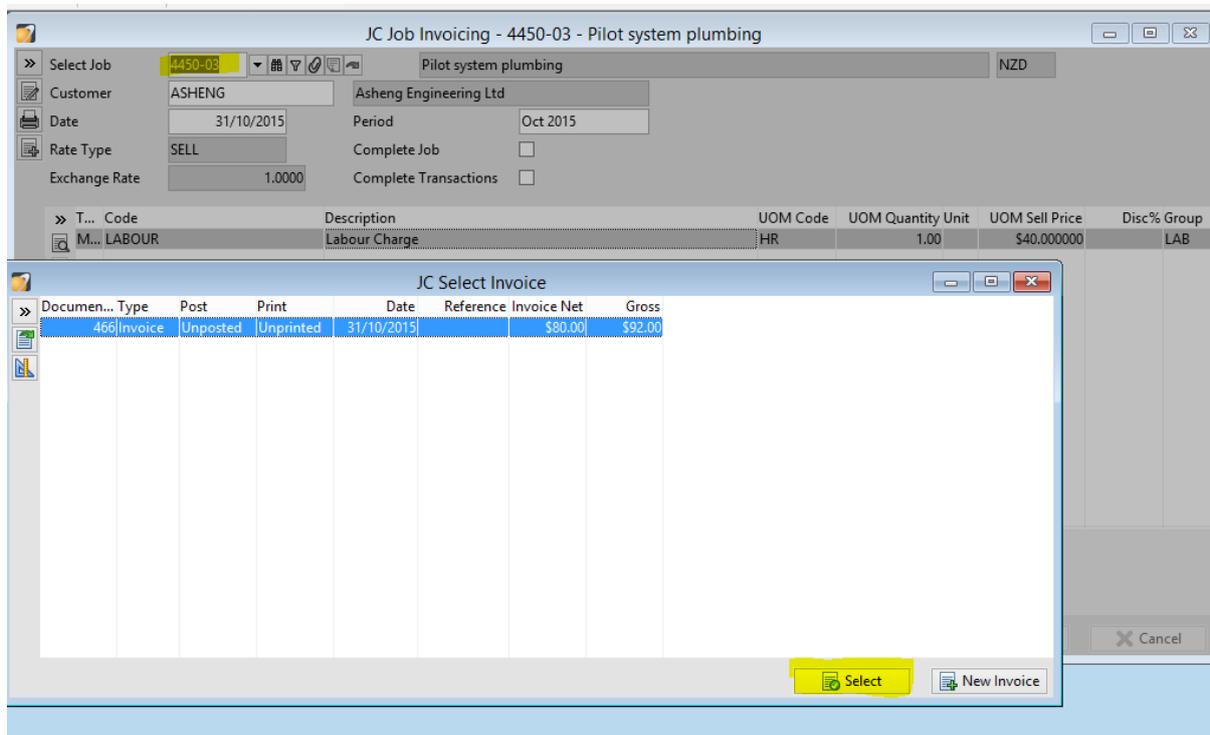
Period Selection: All Periods From: Apr 2013 To: Oct 2015

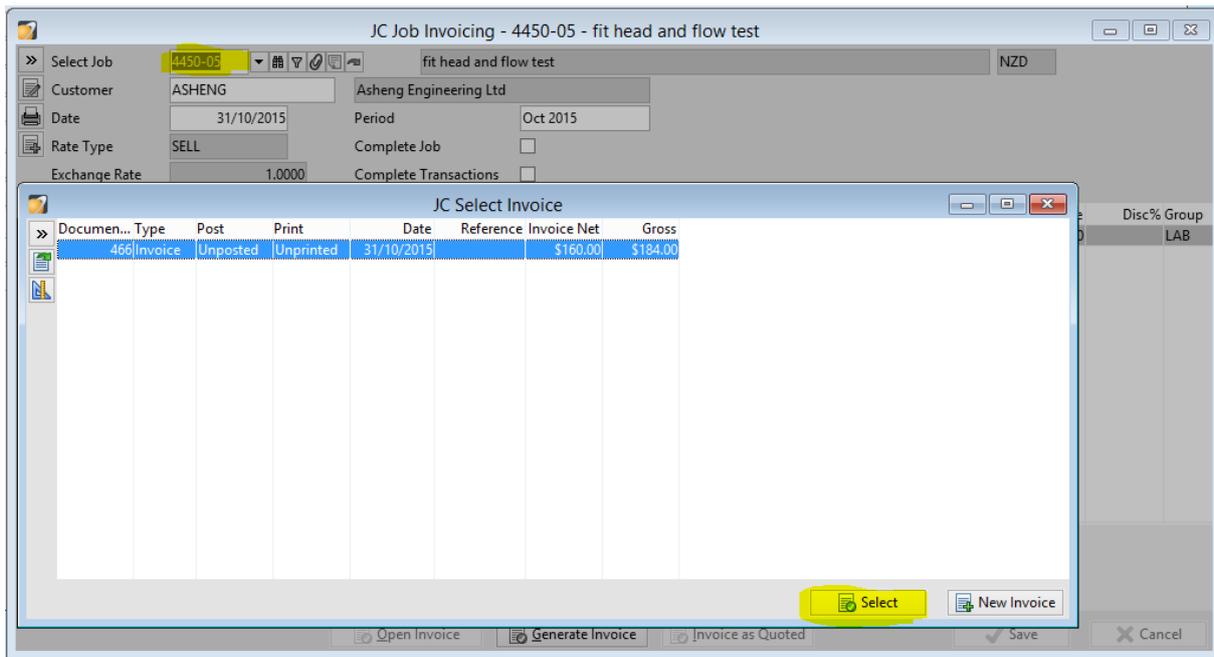
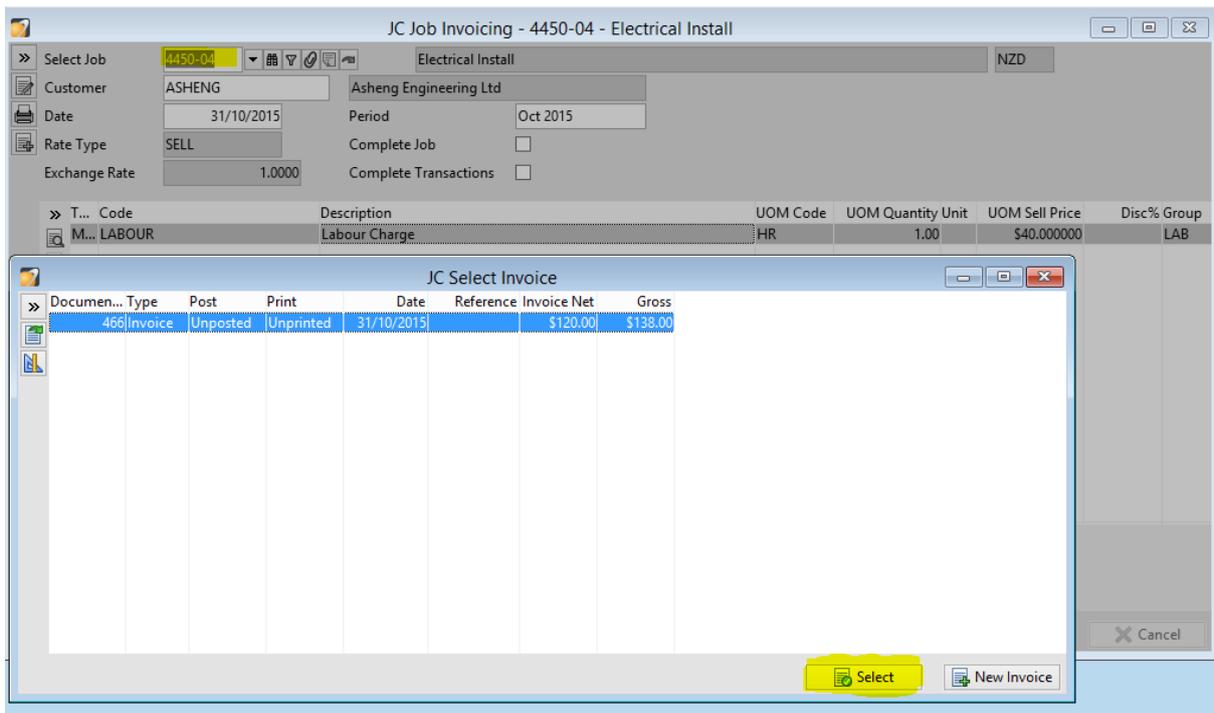
Source	Type	Date Creditor	Cost	Order No	Details	Reference

- Invoice the 2<sup>nd</sup> Sub Job using the same method but when you click the Generate Invoice button another window will appear that asks if you would like to create a New Invoice or Select one on screen to add to the invoice.
- Click Select if you want the two Sub Jobs to be invoiced together

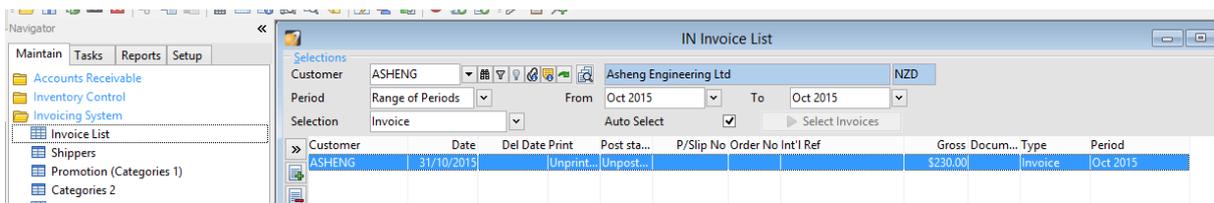


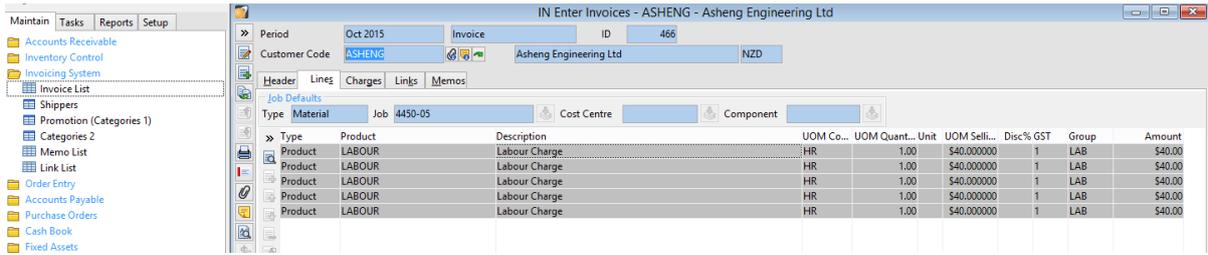
- Carry on Invoicing the Sub Jobs using the same method until all invoices are generated and added to the one invoice





- Go to Maintain/Invoicing System/Invoice List to view the invoice





- All of the lines for each of the Sub Jobs will show on the Invoice

