# 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

_					JC Job Mainte	nance - 44	50-03 - Pilot syster
Maintain Tasks Reports Setup	»	<b>5</b> 1		IC Settin	15		
Company				Je betan	95		
Goods and Services Tax			<u>W</u> ords		Integration		<u>M</u> emos
🚍 Foreign Exchange		<u>G</u> eneral	l <u>n</u> voicing	Summan	/ <u>R</u> eprice	<u>P</u> eriod	Display <u>L</u> abels
Accounts Receivable							
🚞 Inventory Control		Copy Descript	ion to Invoices		<		
Invoicing System		Copy Information	tion to Invoices				
Crder Entry		Invoice as Que	oted		Estimate		
🚞 Accounts Payable							
Purchase Orders	\$	Hide Fully Invo	Diced Lines		•		
🚞 Cash Book		Allow Non-Jol	b Amounts on Inv	/oices			
🚞 Fixed Assets		Allow IN Sour	ced Invoice Lines		✓		
🚍 General Ledger	1	Show Job Defa	ults on IN Lines		✓		
C Job Costing							
Settings		Jobs Allowed	Per Invoice		Related Jobs	×	
🗩 Job Sheet/Quote Designer		Restrict IN Job	Lookup to Custo	mer	✓		

#### Create Master Job

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

7							JC Job	Maintena	ince		
»	Select Job			▼ # 7	ୁ 🔏 星						
	Job	D <u>e</u> scripti	on <u>I</u> nformation	<u>A</u> ddress	E <u>s</u> timate	D <u>o</u> cume	ents Lin <u>l</u>	s <u>M</u> emos	Balances	<u>G</u> raph	Transactions
	Job Code	2	4450								
	Job Nam	e	Install on Hitachi	ZX470							
	Custome	er Code									
	Contact						Email (	ontact [			
	Job Type	1	Normal				Related	Job Code			
- S	Order No	0					Comm	ent			
	Sales Per	son	0000				Curren	cy Code	NZD		
1	Price Co	de	NZWSALE				Date Va	alued			
	Discount	Code	0 🚰				Rate Ty	pe	SELL		
	Date Ent	ered	31/10/	/2015			Exchan	ge Rate		1.0000	)
	Date Req	uired					Job Gro	oup Code	0000		
	Date Cor	npleted					Job Ca	egory			
	Job Statu	IS	Active				Catego	ry 2			
	% Comp	lete					Branch		но		
	Non WIP						Depart	ment	SAL		
	Inactive						Default	Location	AKL		
	- Jot	Source	y	Cost	t	WIP	Sell NZD	Prof	it Marq	in Se	ell NZD
	7										
	v N										

• Save

#### Create a Sub Job

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



- 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



- 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.

7			JC Job N	/laintenar	nce - 44	450-01 -	- Under sl	ag pipe	es
<b>»</b>	Select Job	7 曲 〒	7 🛛 🖉 📃 🕅 Mai	in pipes on	boom				
	Job D <u>e</u> scripti	ion Information Address	E <u>s</u> timate D <u>o</u>	cuments	Lin <u>k</u> s	<u>M</u> emos	<u>B</u> alances	<u>G</u> raph	<u>T</u> ransactions
	Job Code	4450-02							
	Job Name	Main pipes on boom							
	Customer Code	ASH 🔻 🏦 🛛 🚱 🖓 🖚	Asheng Engi	neering Ltd					
	Contact	, Donna		En	nail Cont	tact			
E	Job Type	Normal		Re	lated Job	o Code <mark>4</mark>	<mark>1450</mark>		
8	Order No			Co	mment	S	Sub Job 2 of	Hitachi Z	X470
	Sales Person	NT		Cu	irrency C	Code N	NZD		
\$	Price Code	NZTRADE		Da	te Value	d			
	Discount Code	2 🚰		Ra	te Type	S	ELL		
	Date Entered	31/10/2015		Exe	change F	Rate		1.000	0
	Date Required			Jol	b Group	Code 0	0000		
	Date Completed			Jol	b Catego	ory			
	Job Status	Active		Ca	tegory 2				

• Continue using the same method until all jobs are entered

2		J	C Job Maint	enance - 445	0-02 - N	lain pipe	s on bo	oom
»	Select Job	▼ 韻 ▽ ♀	🖉 📃 Pilot sy	stem plumbing				
	Job D <u>e</u> scripti	on Information Address E	stimate D <u>o</u> cur	ments Lin <u>k</u> s	<u>M</u> emos	<u>B</u> alances	<u>G</u> raph	<u>T</u> ransactions
	Job Code	4450-03						
	Job Name	Pilot system plumbing						
	Customer Code	ASHENG	sheng Enginee	ring Ltd				
	Contact	, Donna		Email Con	tact 🗌			
	Job Type	Normal		Related Jo	b Code 🧧	450		
8	Order No			Comment	s s	<mark>ub Job 3</mark> of	Hitachi I	ZX470
	Saler Dercon	NT		Currency (	Code N	170		

7			JC Job Mainte	nance - 445	0-03 - Pi	ilot syster	n plum	bing
<b>»</b>	Select Job	▼ 韻 ▽	🖓 🖉 🗧 Electric	al Install				
	Job D <u>e</u> scripti	on <u>I</u> nformation <u>A</u> ddress	E <u>s</u> timate D <u>o</u> cur	nents Lin <u>k</u> s	<u>M</u> emos	<u>B</u> alances	<u>G</u> raph	<u>T</u> ransactio
	Job Code	<mark>4450-04</mark>						
	Job Name	Electrical Install						
H	Customer Code	ASHENG	Asheng Engineer	ring Ltd				
	Contact	, Donna		Email Con	tact [			
E	Job Type	Normal		Related Jo	b Code	1450		
8	Order No			Comment	: <mark>(</mark>	Sub Job 4 of	Hitachi I	ZX470
	Sales Person	NT		Currency	Code 1	NZD		

7					JC Jo	ob Ma	intena	ance - 4	1450-04	- Electric	al Insta	Ш
»	Select Job			▼ # 7	ୃ 🖉 🧲	fit head	l and fl	ow test				
	Job	D <u>e</u> scriptio	n Information	<u>A</u> ddress	E <u>s</u> timate	D <u>o</u> cur	ments	Lin <u>k</u> s	<u>M</u> emos	<u>B</u> alances	<u>G</u> raph	<u>T</u> ransactions
	Job Code	e	445 <mark>0-05</mark>									
	Job Nam	ie 🛛	fit head and flow	<mark>test</mark>								
	Custome	er Code	ASHENG		Asheng I	Enginee	ring Lto	d				
	Contact		, Donna				E	mail Con	tact [			
	Job Type	e	Normal				R	elated Jo	b Code	1450		
<b>%</b> ₩	Order No	0					С	omment	: <mark>s</mark>	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	н	arry Ford		NZD				
Shipment Date	31/10/2015	Reference		Cost Mode M	ultiply Cost 💌 🔚				
I <u>n</u> voice R <u>e</u> ceipt	Line <u>s</u> <u>A</u> dditional Co	osts Lin <u>k</u> s <u>N</u>	<u>1</u> emos						
Job Defaults Type Material	Job		💩 Cost Centre		Scomponent		1		
» 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 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
Prot V BOUR	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)

0	<u>jo</u> j	🔯 🧧 📝 🙅 占	- 56	2 🝂 🗵						
«	»	Select Job 4450-01	▼ #	N 🛛 🖉 🖉 🖳 Und	ler slag pi	pes				
		Job Description	Information Addr	ess E <u>s</u> timate D <u>o</u>	cuments	Lin <u>k</u> s	Memos Ba	alances <u>G</u> raph	<u>T</u> ransactions	
	4									
		Select Documents	All Documents	~						
		Period Selection	All Periods	✓ From	Apr 2013	3	✓ To	Oct 2015	~	
		» Customer	Туре	Date Document	Print	Post	Recovered	Cost Ar	nount	
			Invoice 31/10	/2015	Unpri	Unpos	\$22.00	\$22.00	\$40.00	
	¢.									
	<u>∎</u>									
	12									
		Y								
		6								
		D . F . C . I								
		Pending Costs	All Decuments							
		Select Source	All Documents		A 2011			0 1 2015		
		Period Selection	All Periods	► From	Apr 2013	5	✓ 10	Oct 2015	¥	
		» Source Type	Date	Creditor	Co	st Orde	er No Details			Reference
		221								

• 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.

[ 🔽						JC	Job Inv	oicing - 44	50-02 - Main p	ipes on boom				
»	Select Job	4450-02	• m v Ø		Main pipes o	n boom								NZD
	Customer	ASHENG		Asheng	Engineering Ltd									
8	Date	31/10/2	2015	Period		Oct 2015								
	Rate Type	SELL		Comple	ete Job									
	Exchange Rate		1.0000	Comple	ete Transactions									
	» T Code		I	Description		UOM Code	UOM	Quantity Unit	UOM Sell Price	Disc% Group	Ext Sell UO	M Cost Price	Ext Cost	
	C. M LABOUR			Labour Chai	rge	HR		1.00	\$40.000000	LAB	\$40.00	\$22.0000	\$22.00	
					JC	Select Invoi	ice				- • ×			
	B > Docume	n Type Po	ost F	Print	Date	Reference In	voice Net	Gross						
		466 Invoice U	nposted	Unprinted	31/10/2015		\$40.00	\$46.00						
	<b>E</b>													
	2.													
										Select	New Invoice			
										- Joneer	ing reconstructed			
	Ext Sell	\$40.00 E	Ext Cost	\$22	2.00 Actuals Co	st	\$22.00 P	ending Cost		Quoted	Invoiced		Pending Invoiced	
-									Open Invo	oice 🔂 Gener	ate Invoice	nvoice as Quot	ed	Save

• 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

7				JC Job	Invoicing -	4450-03 -	Pilot syste	m plumbin	g			
<b>»</b>	Select Job	4450-03	▼曲▽⊘		Pilot system p	lumbing					NZD	
	Customer	ASHENG		Asheng En	gineering Ltd							
	Date	31/	/10/2015	Period		Oct 2015						
3	Rate Type	SELL		Complete.	lob							
	Exchange Rate		1.0000	Complete	Transactions							
	» T Code		0	escription					UOM Code	UOM Quantity Unit	UOM Sell Price	Disc% Group
	👩 M LABO	UR	Ĺ	abour Charge.					HR	1.00	\$40.000000	LAB
7				J	IC Select Inv	/oice						
»	Documen Typ	e Post	Print	Date	Reference	Invoice Net	Gross					
	466 Invo	oice Unposte	d Unprinted	31/10/2015		\$80.00	\$92.00					
												🗶 Cancel
										Select	ew Invoice	

> >	Select Job Customer Date Rate Type Exchange Rate	4450-04 ASHENG 31/ SELL	▼ ● ▼ Ø 1.0000	JC Jo El Asheng Engi Period Complete Jo Complete Tr	b Invoicing ectrical Install neering Ltd b ansactions	- 4450-04 Oct 2015	- Electrica	il Install			NZD	
	» T Code		1	Description					UOM Code	UOM Quantity Unit	UOM Sell Price	Disc% Group
_	C IVI LABOOK			Labour Charge						1.00	340.00000	LAD
7					JC Select In	voice						
»	Documen Type	Post	Print	Date	Reference	Invoice Net	Gross					
	466 Invoi	ice Unpos	ted Unprinte	d 31/10/2015		\$120.00	\$138.00					
	Ĩ											
												X Cancel
									_			and a second
										Select	New Invoice	

2				JC Job Ir	voicing - 4	450-05 - fi	t head and	d flow test			
»	Select Job	4450-05 🔽	# 7 0 -	🖘 fit	head and flow	v test				NZD	
	Customer	ASHENG		Asheng Engi	neering Ltd						
	Date	31/10/20	15	Period		Oct 2015					
	Rate Type	SELL		Complete Jo	b (						
-	Exchange Rate	1	.0000	Complete Tra	ansactions						
	2				JC Select In	voice					Disc% Group
	» Documen Type	Post	Print	Date	Reference	Invoice Net	Gross				LAB
	466 Invo	ice Unposted	Unprinted	31/10/2015		\$160.00	\$184.00				
	1										
									Select	New Invoice	
				open Inv	oice	<u>G</u> enerate In	voice	<u>Invoice as Quoted</u>		Save	🗙 Cancel

## • Go to Maintain/Invoicing System/Invoice List to view the invoice

Navigator «	IN Invoice List											
Maintain Tasks Reports Setup	_ <u>Selections</u>	Selections										
🚞 Accounts Receivable	Customer	ASHENG 💌 🕯	1 V 9 🕜 🗟 🖛 🛃	Asheng Engineering	g Ltd		NZD					
Control	Period	Range of Periods	· From	Oct 2015	▼ To	Oct 2015	*					
Disconsisten	Selection	Invoice	~	Auto Select	<	Select Invoices						
Invoice List     Shippers	» Customer	Date	Del Date Print	Post sta P/Slip	No Order No I	nt'l Ref	Gro	ss Docum	Туре	Period		
Promotion (Categories 1)	ASHENG	31/10/2015	Unprint	Unpost			\$230.	00	Invoice	Oct 2015		
Categories 2												

Maintain Tacks Penests Setup	7				IN Enter Invoice	s - ASHENG	i - Asheng Enginee	ering Ltd					- • ×
Accounts Receivable	»	Period	Oct 2015	Invoice	ID	466							
Inventory Control		Customer Code	ASHENG	& 🗟 🖛	Asheng Engineering Ltd		NZD						
Invoicing System		Header Lines	Charges Links	Memos									
Shippers		Job Defaults Type Material	Job 4450	-05	💩 Cost Centre		Component		*				
Promotion (Categories 1)		Trees	Desident		Description			UOM C:	UOM Owned . Uside	HOMONE	Diver CCT	C	A
Memo List		> Product	LABOUR		Labour Charge			HR	1.00	\$40.000000	Disc % 051	LAB	\$40.00
III Link List	F	Product	LABOUR		Labour Charge			HR	1.00	\$40.000000	1	LAB	\$40.00
Crder Entry		Product	LABOUR		Labour Charge			HR	1.00	\$40.000000	1	LAB	\$40.00
Accounts Payable	U	Product	LABOUR		Labour Charge			HR	1.00	\$40.000000	1	LAB	\$40.00
Purchase Orders		Product	LABOUR		Labour Charge			HR	1.00	\$40.000000	1	LAB	\$40.00
🛅 Cash Book	đ,												
Fixed Assets	¢.												

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

2			IN F	Reprint Invoices					
Solution </th <th>ABC Hol 10 Bosto Mt Eder Aucklan</th> <th>ldings Limited on Road h d 1023</th> <th></th> <th></th> <th></th> <th>Pho Fax GST</th> <th>ne +64 +64 Number 999</th> <th>9 373 5963 9 373 5961 -999-999</th> <th></th>	ABC Hol 10 Bosto Mt Eder Aucklan	ldings Limited on Road h d 1023				Pho Fax GST	ne +64 +64 Number 999	9 373 5963 9 373 5961 -999-999	
				TAX INV	OICE				
	Asheng Er P O Box 3 Albany Auckland	ngineering Ltd 45-90 1330			234 Rosed Albany Auckland	ale Roa	d		
<b>5</b>					Invoice Nu	mber:	100421		$\supset$
	Date 31/10/2015	Delivery	Customer ASHENG	Order Number	Packing	Slip	Internal Reference	Sales Person NT	Page 1
	Code LABOUR LABOUR LABOUR LABOUR LABOUR	Description Labour Charge Labour Charge Labour Charge Labour Charge Labour Charge			Quantity 1.00 1.00 1.00 1.00 1.00	Unit hr hr hr hr	Price \$40.000000 \$40.000000 \$40.000000 \$40.000000 \$40.000000	Discount	Amount \$40.00 \$40.00 \$40.00 \$40.00 \$40.00