

Take your business to the **next level**

How to Invoice Sub-Jobs from a Master Job in EXO Job Costing

What are Sub-Jobs?

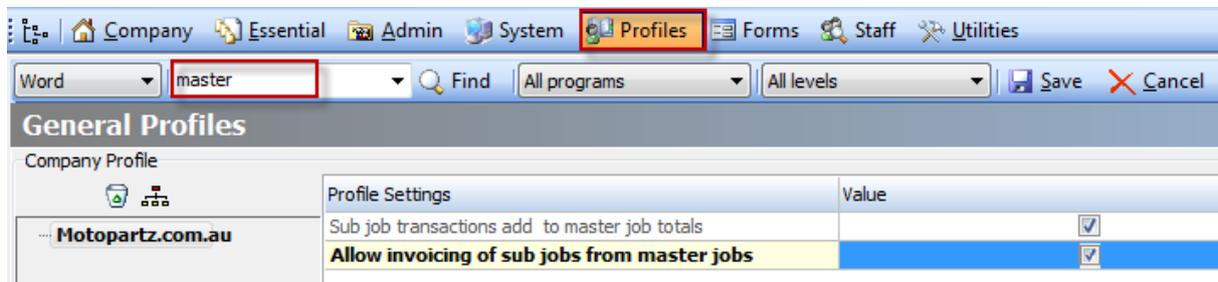
Sub-Jobs can be used for larger or more complex jobs or projects. They can also be used where you have multiple jobs for one customer, and they want one invoice.

Step 1 – Enable Invoicing of Sub-Jobs from the Master Job

This step is done by your system administrator

Logon to ExoConfig then select -> Profiles and enter the search word 'master'

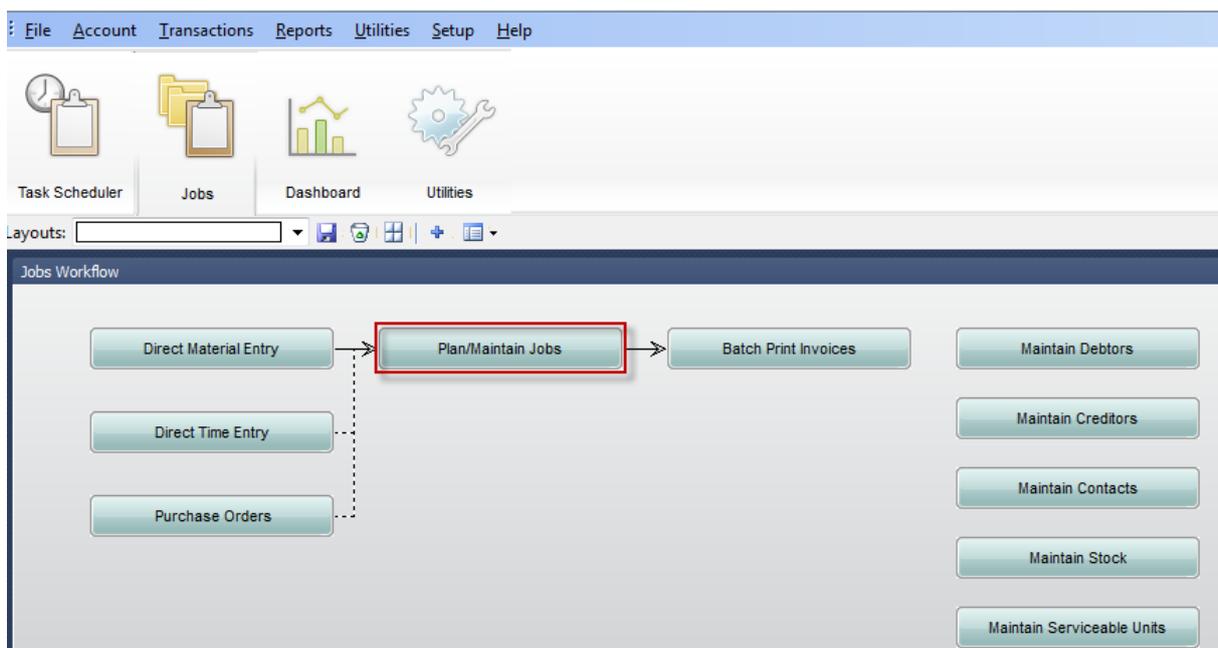
Activate the Profile Click 'Allow invoicing of sub jobs from master jobs'



Hint: After changing a profile setting you need to 'refresh settings' or log out of all EXO modules in order for them to take effect

Step 2 – Setup Master and Sub Jobs

Go to EXO Job Costing -> Plan Maintain Jobs



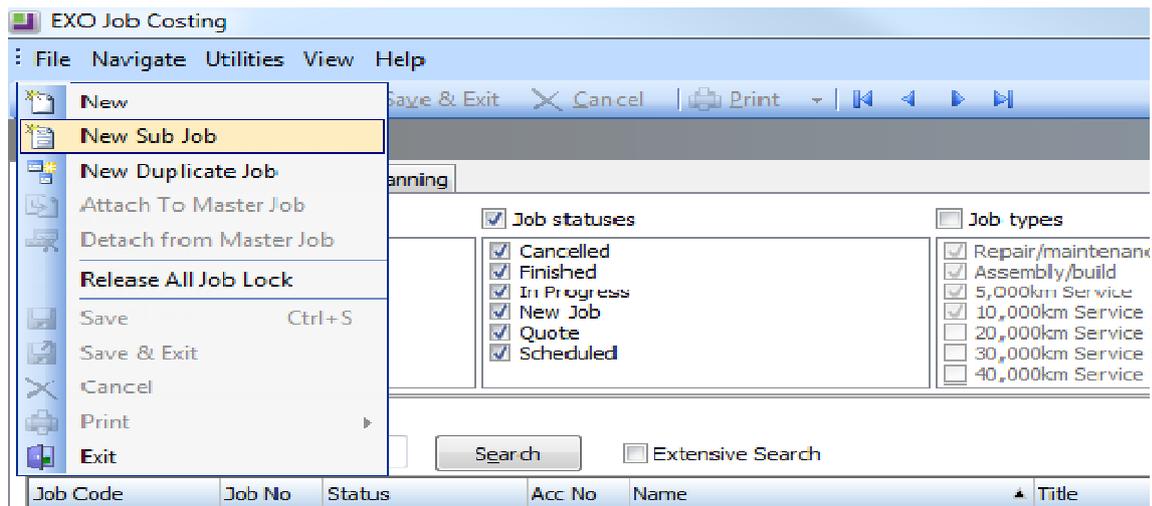
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You have two options:-

- a) Create new Jobs as Master or Sub Jobs

In Job Costing -> Job Management Screen click 'File' -> New Sub Job



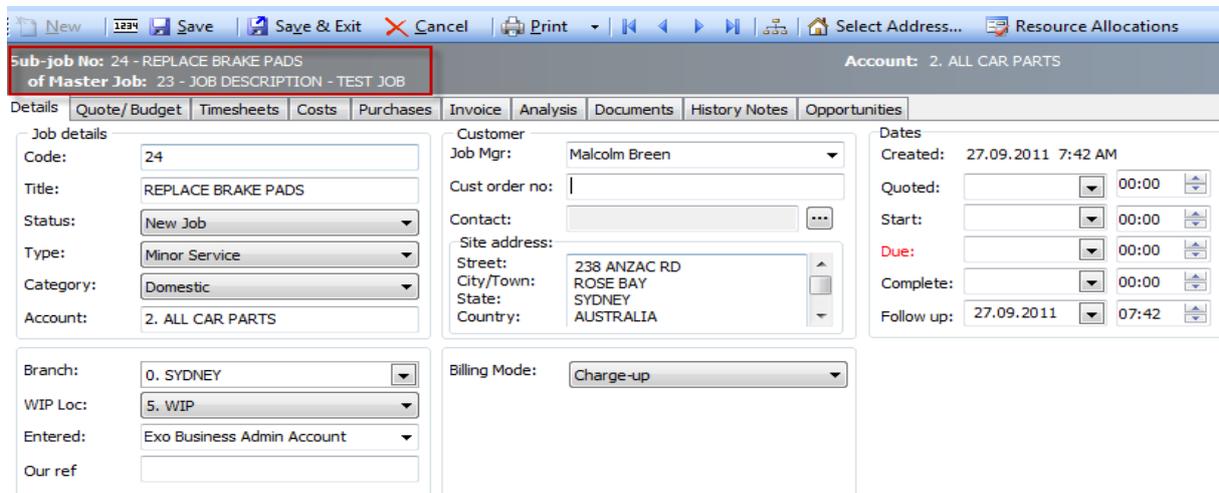
Select the Master Job you will attach your Sub Job to



Important:- Master and Sub-Jobs MUST be linked to the same customer

Complete the Job Details screen and press 'Save'.

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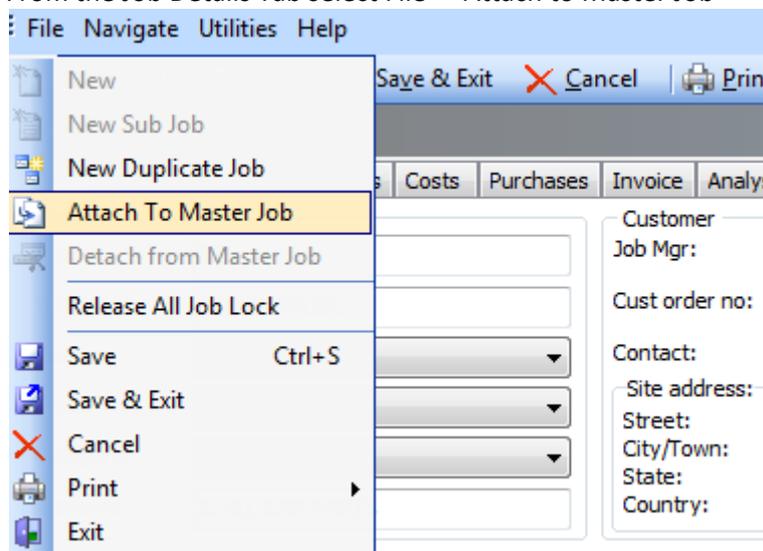


b) Make an existing Job a Sub Job by attaching it to a Master Job

Select (open) the Job you wish to attach to a Master Job

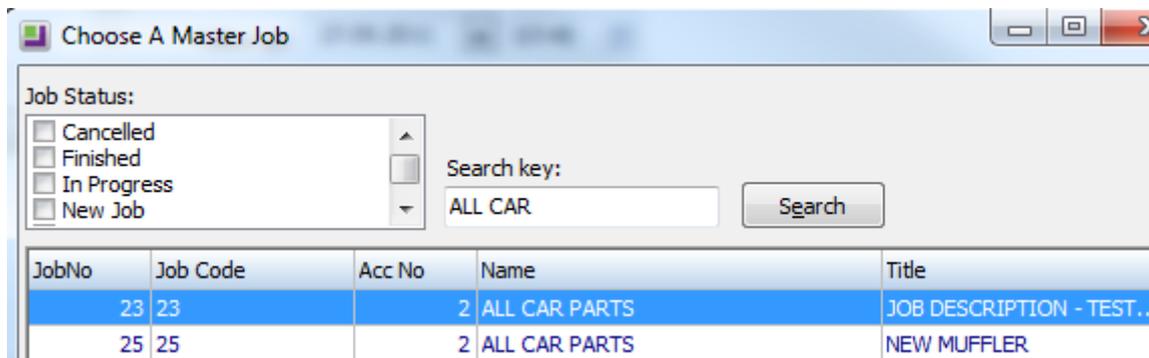
Job Code	Job No	Status	Acc No	Name	Title	Start Date	Due Date
25	25	NEW JOB	2	ALL CAR PARTS	NEW MUFFLER		
24	24	NEW JOB	2	ALL CAR PARTS	REPLACE BRAKE PADS		
23	23	QUOTE	2	ALL CAR PARTS	JOB DESCRIPTION - TEST JOB	28.09.2011	05.10.2011
22	22	NEW JOB	9	MARKET PARTS	TRIDENT PANELBEATERS		
21	21	NEW JOB	31	ACE INTERNATIONAL	TRUCK BODIES		
20	20	NEW JOB	6	ACE SALES	TEST		

From the Job Details Tab select File -> Attach to Master Job

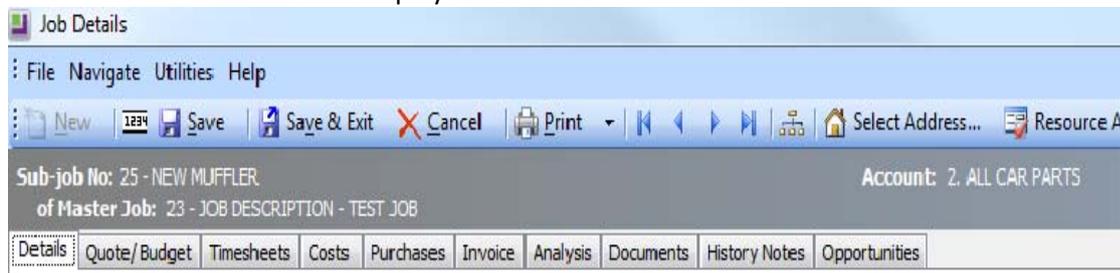


Search for, and select (double-click) the Master Job

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Press Save. Your Job will now display as a Sub Job



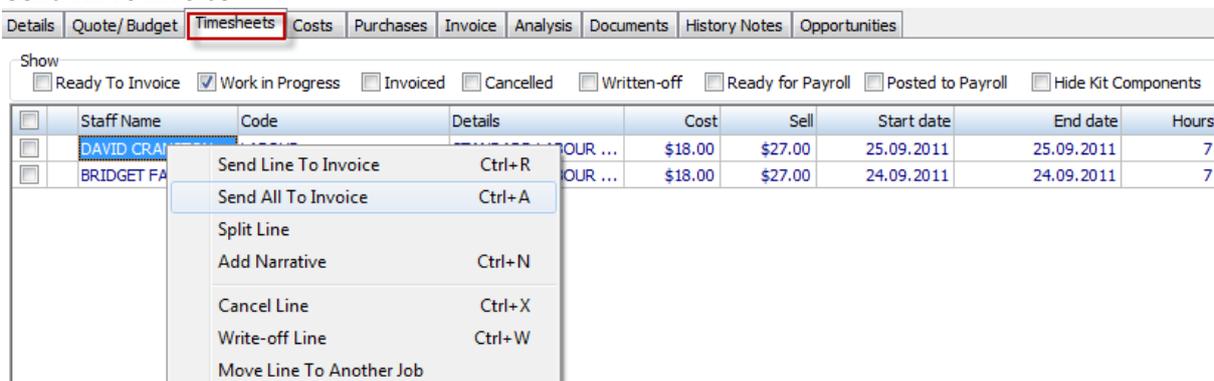
Step 3 – Process transactions in your Master and/or Sub Jobs

The process for adding transactions (Timesheets / Purchase Orders / Stock) to Sub Jobs or Master Jobs is the same as for 'normal jobs'. Accordingly this step is not covered in this document.

Step 4 – Prepare your Jobs for Invoicing

Go to each Sub Job and set the lines you wish to Invoice to 'Ready to Invoice' status.

Open a Job and go to the Timesheets Tab. Right-click and select an option to 'Send line to Invoice' or 'Send All To Invoice'



Repeat this step for lines on the Costs Tab

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Details	Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis	Documents	History Notes	Opportunities
Show									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	Code	Description	Quantity	Cost	Sell	Date	Total	Mark up	GST No.
<input type="checkbox"/>	AIRFIL05	PRO-STLYE AIR FIL...	3	\$18.54	\$27.81	27.09.2011	\$83.43	50.00%	SALES
<input type="checkbox"/>	AIRPRE01	AIR PRESSURE GA...	1	\$4.30	\$7.13	27.09.2011	\$7.13	65.81%	SALES
<input type="checkbox"/>	ALARM01	REMOTE CAR START...	2	\$72.56	\$108.84	27.09.2011	\$217.68	50.00%	SALES
<input type="checkbox"/>	ALARM05	SECURITY ALARM	1	\$58.00	\$87.00	27.09.2011	\$87.00	50.00%	SALES

All the lines should now be visible on the Invoice Tab marked 'Ready to Invoice'

Details	Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis	Documents	History Notes	Opportunities	
Sub-job No: 25 - NEW MUFFLER Account: 2. ALL CAR PARTS of Master Job: 23 - JOB DESCRIPTION - TEST JOB										
Show										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Code	Description	Quantity	Cost	Total cost	Sell	Total	Disc (%)	Mark up	Invoiced \$
<input type="checkbox"/>	LABOUR	STANDARD LABOUR ...	7	\$18.00	\$126.00	\$27.00	\$189.00	0.0%	50.00%	\$0.00
<input type="checkbox"/>	LABOUR	STANDARD LABOUR ...	7	\$18.00	\$126.00	\$27.00	\$189.00	0.0%	50.00%	\$0.00
<input type="checkbox"/>	AIRFIL05	PRO-STLYE AIR FILTER	3	\$18.54	\$55.62	\$27.81	\$83.43	0.0%	50.00%	\$0.00
<input type="checkbox"/>	AIRPRE01	AIR PRESSURE GAUGE	1	\$4.30	\$4.30	\$7.13	\$7.13	0.0%	65.81%	\$0.00
<input type="checkbox"/>	ALARM01	REMOTE CAR START...	2	\$72.56	\$145.12	\$108.84	\$217.68	0.0%	50.00%	\$0.00
<input type="checkbox"/>	ALARM05	SECURITY ALARM	1	\$58.00	\$58.00	\$87.00	\$87.00	0.0%	50.00%	\$0.00

REPEAT STEP 4 FOR EACH SUB JOB AND THE MASTER JOB

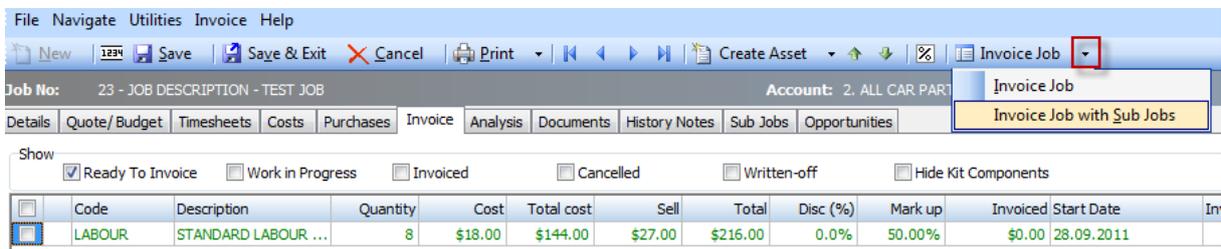
Step 5 – Invoice your Master and Sub Jobs

Open the Master Job and go to the Invoice Tab

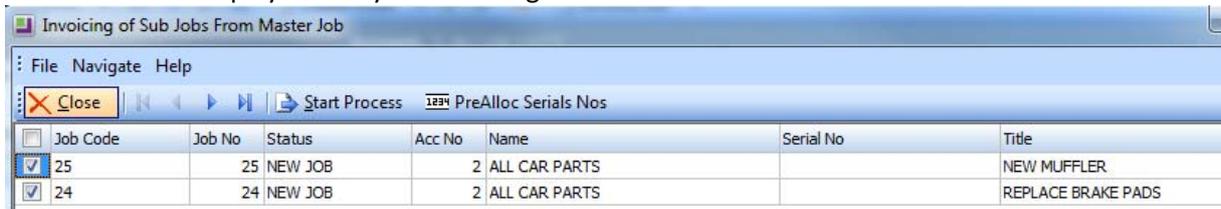
Select the Invoice Job -> Invoice Job with Sub Jobs

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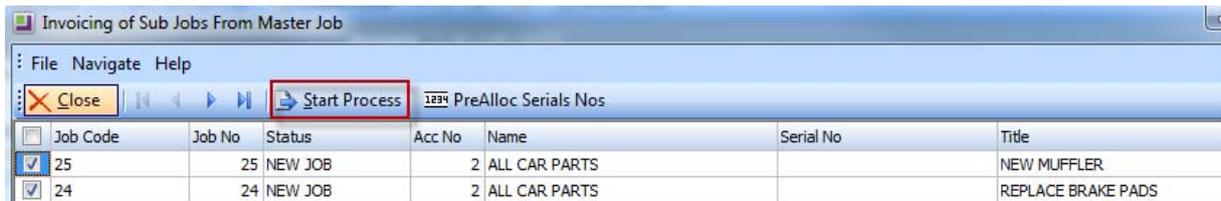
Sub Jobs will be displayed ready for Invoicing



You can untick a Sub Job if you don't want to invoice it.

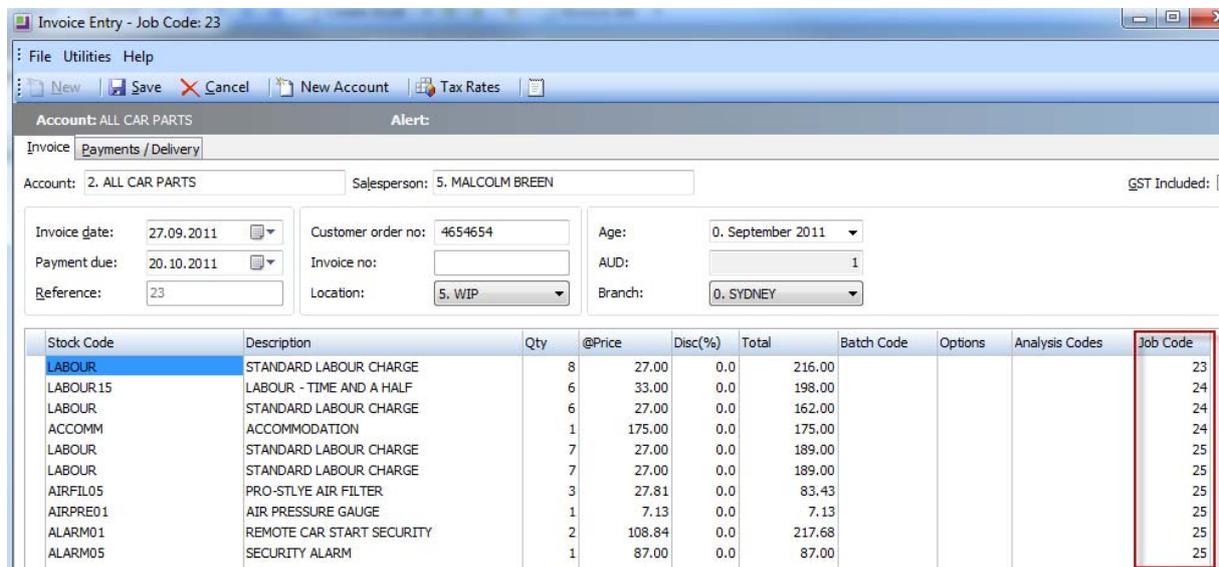
Note: Sub Jobs will be displayed in Red and unticked if the lines in the job are not marked 'ready to invoice'

Click the 'Start Process' button



All the lines from the Master and Sub Jobs will be processed to the Invoice Screen

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Invoice Entry - Job Code: 23

File Utilities Help

New Save Cancel New Account Tax Rates

Account: ALL CAR PARTS Alert

Invoice Payments / Delivery

Account: 2. ALL CAR PARTS Salesperson: 5. MALCOLM BREEN GST Included: []

Invoice date: 27.09.2011 Customer order no: 4654654 Age: 0. September 2011

Payment due: 20.10.2011 Invoice no: AUD: 1

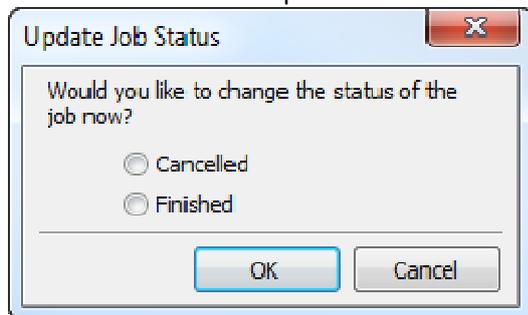
Reference: 23 Location: 5. WIP Branch: 0. SYDNEY

Stock Code	Description	Qty	@Price	Disc(%)	Total	Batch Code	Options	Analysis Codes	Job Code
LABOUR	STANDARD LABOUR CHARGE	8	27.00	0.0	216.00				23
LABOUR15	LABOUR - TIME AND A HALF	6	33.00	0.0	198.00				24
LABOUR	STANDARD LABOUR CHARGE	6	27.00	0.0	162.00				24
ACCOMM	ACCOMMODATION	1	175.00	0.0	175.00				24
LABOUR	STANDARD LABOUR CHARGE	7	27.00	0.0	189.00				25
LABOUR	STANDARD LABOUR CHARGE	7	27.00	0.0	189.00				25
AIRFIL05	PRO-STLYE AIR FILTER	3	27.81	0.0	83.43				25
AIRPRE01	AIR PRESSURE GAUGE	1	7.13	0.0	7.13				25
ALARM01	REMOTE CAR START SECURITY	2	108.84	0.0	217.68				25
ALARM05	SECURITY ALARM	1	87.00	0.0	87.00				25

Press Save and your Invoice will be created

Note: Your Job Invoice Form may require customisation depending on how you want to present information to your customer.

Select a Job Status and press OK. The Master and Sub Jobs will be updated to this status



Update Job Status

Would you like to change the status of the job now?

Cancelled

Finished

OK Cancel

Customisation Options

Momentum can provide custom Job Invoice Forms that group the transactions by Sub Job