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'

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Word 👻 master	✓ Q Find All programs	✓ All levels	▼ Save	X <u>C</u> ancel					
General Profiles									
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	Allow invoicing of sub jobs from mas	ster jobs		7					

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

: <u>File A</u> ccount <u>T</u> ransactions <u>R</u> eports <u>U</u> tilities <u>S</u> etup <u>H</u> elp	
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Jobs Workflow	
Direct Material Entry Plan/Maintain Jobs Batch Print Invoices	Maintain Debtors
Direct Time Entry	Maintain Creditors
Purchase Orders	Maintain Contacts
	Maintain Stock
	Maintain Serviceable Units

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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

E) D	O Job Costing		
: File	Navigate Utilities View H	lelp	
\mathbf{D}	New	Sawe & Exit 🗙 Canicel 🖨 Print 🕞 🕅 🍕	
1	New Sub Job		
	New Duplicate Job	anning	
51	Attach To Master Job	Iob statuses	lob types
	Detach from Master Job	Cancelled	Repair/maintenane
	Release All Job Lock	Finished	Assembly/build
L.	Save Ctrl+S	Vew Job	10,000km Service
9	Save & Exit	Scheduled	30,000km Service
\times	Cancel		40,000km Service
da i	Print •		
	Exit	Search 📃 Extensive Search	
Job	Code Job No Status	Acc No Name	🔺 Title

Select the Master Job you will attach your Sub Job to

Search for the Master Job			
Job Status:			
Cancelled Finished In Progress New Job	▲ Sea + 23	arch key: S <u>e</u> arch]
JobNo Job Code	Acc No	Name	Title
14 14	23	DANIEL PAYNE	ASSEMBLE RACE CAR
23 23	2	ALL CAR PARTS	JOB DESCRIPTION - TEST

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

Complete the Job Details screen and press 'Save'.

b	New 12	🗉 🚽 Save 🔤 🛃 Sa <u>v</u> e & E	xit 🗙 <u>C</u> a	ncel 🔤 🖨 📄	t - ∦ ∢	▶ N ♣	🔂 Sele	ect Address	. 📑 Resou	rce All	ocation	s
5ub of	-job No: 24 f Master Jo	- REPLACE BRAKE PADS b: 23 - JOB DESCRIPTION - 1	EST JOB			count: 2. A	LL CAR PARTS					
Deta	ails Quote/	Budget Timesheets Costs	Purchases	Invoice Analys	sis Documents	History Notes	Opportu	nities				
]	ob details			Customer				Dates				
Co	de:	24		Job Mgr:	Malcolm Breen		-	Created:	27.09.2011 7	':42 AN	1	
Tit	le:	REPLACE BRAKE PADS		Cust order no:				Quoted:		-	00:00	*
St	atus:	New Job	•	Contact:			Start:		•	00:00	-	
Ту	pe:	Minor Service	-	Site address:	222 41/24 C DD					•	00:00	-
Ca	tegory:	Domestic	•	City/Town:	AUSTRALIA			Complete:		•	00:00	-
Ac	count:	2. ALL CAR PARTS		Country:			-	Follow up:	27.09.2011	•	07:42	-
Br	ancn:	0. SYDNEY	-	Billing Mode:	Charge-up		-					
W	IP Loc:	5. WIP	•									
En	tered:	Exo Business Admin Account	t 🔻									
OL	ır ref											

b) Make an existing Job a Sub Job by attaching it 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 1OP	0	CACH CALES	TECT		

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



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

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L Choose	A Master Job	1.00.001	A 114 1		
Job Status: Cancellec Finished In Progre New Job	d 255	* * *	Gearch key: ALL CAR	Search]
JobNo	Job Code	Acc No	Name		Title
23	23		2 ALL CAR PARTS		JOB DESCRIPTION - TEST
25	25		2 ALL CAR PARTS		NEW MUFFLER

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

📕 Job Details										
File Navigate Utiliti	es Help									
New 🛛 🖬 🖬 S	ave 🛛 🛃 Sa	ave & Exit	X Canc	el	<u>Print</u>	- 4 4		Select Add	dress	📑 Resource A
Sub-job No: 25 - NEW N of Master Job: 23 -	IUFFLER Job Descrip	TION - TEST	JOB					Account	: 2. ALL	CAR PARTS
Details Quote/Budget	Timesheets	Costs P	urchases I	nvoice	Analysis	Documents	History Notes	Opportunities		

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'

Details	Quote/Budget	Timesheets Costs Purchases	Invoice Analy	sis Docu	uments Histo	ry Notes Op	portunities		
Show	Ready To Invoice	Work in Progress	d 🔲 Cancelled	🔲 Wr	itten-off 📃	Ready for Pa	ayroll 🔲 Posted to	Payroll 🔲 Hide Kit C	Components
	Staff Name	Code	Details		Cost	Sell	Start date	End date	Hours
	DAVID CRAI			10UR	\$18.00	\$27.00	25.09.2011	25.09.2011	7
	BRIDGET FA	Send Line To Invoice	Ctrl+R		\$18.00	\$27.00	24.09.2011	24.09.2011	7
		Send All To Invoice	Ctrl+A						
		Split Line		1					
		Add Narrative	Ctrl+N						
		Cancel Line	Ctrl+X	L					
		Write-off Line	Ctrl+W						
		Move Line To Another Job							

Repeat this step for lines on the Costs Tab

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Details	Quote/Budget	Timesheets	Costs	Purchases	Invoice	Analysis	Do	ocuments	History	Notes	Opportunities			
Show	Ready To Inv	oice 🔽 W	ork in Pro	ogress [Invoice	d		Cance	elled		Written-off		Hide Kit Com	ponents
	Code		Descrip	tion	Qua	ntity		Cost	Sell	Date		Tota	l Mark up	GST No.
	AIRFIL05		PRO-ST	LYE AIR FIL.		3	\$1	8.54	\$27.81	27.09.	2011	\$83.43	50.00%	SALES
	AIRPRE01					1	ė	4 <u></u> _30	\$7.13	27.09.	2011	\$7.13	65.81%	SALES
	ALARM01	S	end Line	To Invoice		Ctrl+	R	56	\$108.84	27.09.	2011	\$217.68	50.00%	SALES
	ALARM05	S	end All 1	To Invoice		Ctrl+	А	00	\$87.00	27.09.	2011	\$87.00	50.00%	SALES
		Add Narrative			Ctrl+	N								
		C	ancel Li	ne		Ctrl+	х							
		v	Vrite-off	Line		Ctrl+\	N							
	Move Line To Another Job				er Job									
		А	ttach Li	ne to Kit										

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

Sub-j of I	ub-job No: 25 - NEW MUFFLER Account: 2. ALL CAR PARTS of Master Job: 23 - JOB DESCRIPTION - TEST JOB													
Details	etails Quote/Budget Timesheets Costs Purchases Invoice Analysis Documents History Notes Opportunities													
Show	Show Ready To Invoice Work in Progress Invoiced Cancelled Written-off Hide Kit Components													
		Code	Description		Quantity	Cost	Total cost	Sell	Total	Disc (%)	Mark up	Invoiced S		
		LABOUR	STANDARD L	ABOUR	7	\$18.00	\$126.00	\$27.00	\$189.00	0.0%	50.00%	\$0.00 2		
		LABOUR	STANDARD L	ABOUR	. 7	\$18.00	\$126.00	\$27.00	\$189.00	0.0%	50.00%	\$0.00 2		
		AIRFIL05	PRO-STLYE A	AIR FILTER	R 3	\$18.54	\$55.62	\$27.81	\$83.43	0.0%	50.00%	\$0.00 2		
		AIRPRE01	AIR PRESSUR	RE GAUGE	E 1	\$4.30	\$4.30	\$7.13	\$7.13	0.0%	65.81%	\$0.00 2		
		ALARM01	REMOTE CAP	R START	2	\$72.56	\$145.12	\$108.84	\$217.68	0.0%	50.00%	\$0.00 2		
		ALARM05	SECURITY AL	ARM	1	\$58.00	\$58.00	\$87.00	\$87.00	0.0%	50.00%	\$0.00 2		

REPEAT STEP 4 FOR EACH SUB JUB 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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* <u>]</u> <u>N</u> ev	N 1234 🚽 S	ave 🔄 🛃 Sa <u>v</u> e & Exit	t 🗙 <u>C</u> ancel	erint	• 4 - 4		🛅 Create A	sset 🝷 🛧	4 🕺	🔲 Invoice Jo	b 🔻	_
Job No:	23 - JOB DI	ESCRIPTION - TEST JOB					A	ccount: 2.	ALL CAR PART	Invoice.	Job	
Details	s Quote/Budget Timesheets Costs Purchases Invoice Analysis Documents History Notes Sub Jobs Opportunities Invoice Job with Sub Jobs								s			
Show	🔽 Ready To Inv	voice 🔲 Work in Pro	gress 📃 Invo	iced	Cano	celled	🔲 Writte	en-off	Hide H	Kit Components		
	Code	Description	Quantity	Cost	Total cost	Sell	Total	Disc (%)	Mark up	Invoiced	Start Date	In
	LABOUR	STANDARD LABOUR	. 8	\$18.00	\$144.00	\$27.00	\$216.00	0.0%	50.00%	\$0.00	28.09.2011	

Sub Jobs will be displayed ready for Invoicing

Invoicing of	Sub Jobs From I	Master Job				
File Navigate	e Help					
X Close	N A D N	Start Proc	ess III Pre	Alloc Serials Nos		
📃 Job Code	Job No	Status	Acc No	Name	Serial No	Title
□ Job Code✓ 25	Job No 25	Status NEW JOB	Acc No 2	Name ALL CAR PARTS	Serial No	Title NEW MUFFLER

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

	Invoicing of Sul	b Jobs From I	Master Job				
÷F	ile Navigate H	Help					
	<u>Close</u>	A 10. M	Start Proces	s 1234 Pre	Alloc Serials Nos		
	Job Code	Job No	Status	Acc No	Name	Serial No	Title
V	25	25	NEW JOB	2	ALL CAR PARTS		NEW MUFFLER
V	24	24	NEW JOB	2	ALL CAR PARTS		REPLACE BRAKE PADS

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

Invoice Entry -	Job Code: 23		10000									
File Utilities H	lelp											
1 New	<u>Save 🗙 C</u> an	cel 🎦	New Account	Tax Rates								
Account: ALL C	AR PARTS		Alert:									
Invoice Payment	ts / Delivery											
Account: 2, ALL (CAR PARTS		Salesperson:	5. MALCOLM	BREEN							<u>G</u> ST Included: [
Invoice <u>d</u> ate:	27.09.2011		Customer order no:	4654654	j	Age:	0. S	eptember 2011	•			
Payment due:	20.10.2011		Invoice no:			AUD:			1			
<u>R</u> eference:	23		Location:	5. WIP	•]	Branch:	0. s	YDNEY	•			
Stock Code		Descript	on		Qty	@Price	Disc(%)	Total	Batch Code	Options	Analysis Codes	Job Code
LABOUR		STANDA	RD LABOUR CHARGE		8	27.00	0.0	216.00	1			23
LABOUR 15		LABOUR	- TIME AND A HALF		6	33.00	0.0	198.00				24
LABOUR		STANDA	RD LABOUR CHARGE		6	27.00	0.0	162.00				24
ACCOMM		ACCOM	ODATION		1	175.00	0.0	175.00	E.			24
LABOUR		STANDA	RD LABOUR CHARGE		7	27.00	0.0	189.00	t.			25
LABOUR		STANDA	RD LABOUR CHARGE		7	27.00	0.0	189.00	ł			25
AIRFIL05		PRO-STL	YE AIR FILTER		3	27.81	0.0	83.43				25
AIRPRE01		AIR PRE	SSURE GAUGE		1	7.13	0.0	7.13				25
ALARM01		REMOTE	CAR START SECURITY		2	108.84	0.0	217.68				25
ALARM05		SECURI	TY 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