

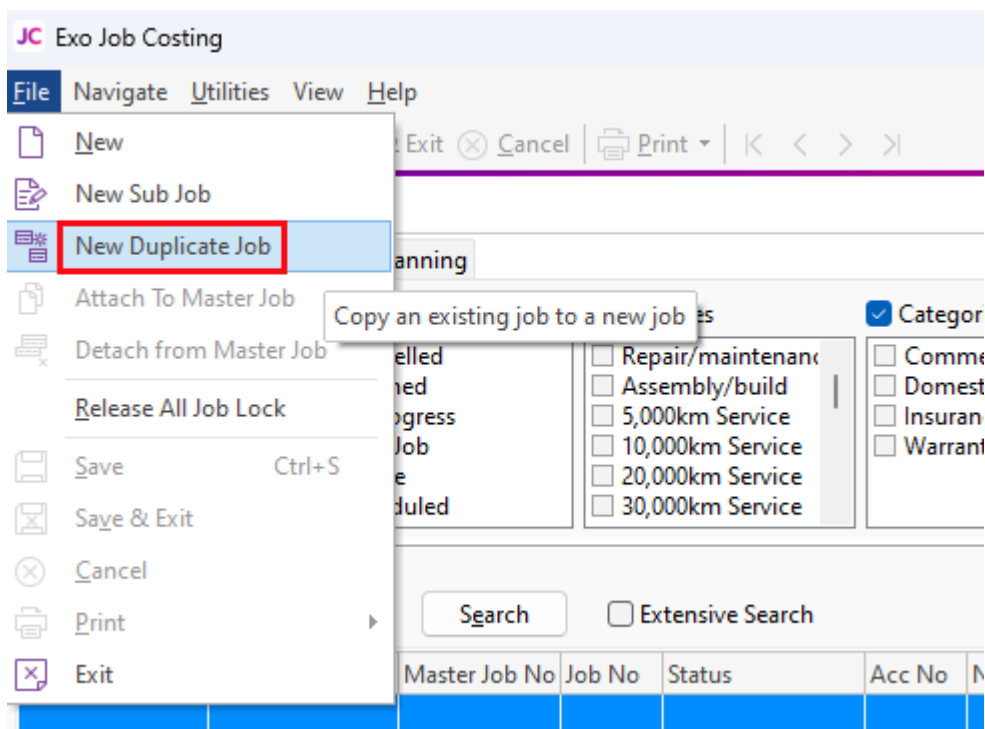
How to Copy an Existing Job in MYOB Exo Business

Overview

The following procedure will demonstrate how to copy an existing job to a new job. This will save a lot of time by not having to rekey a new job and reduce the potential for errors.

Step 1 – Open the Job Maintenance screen

Click on File, and then New Duplicate Job.



The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

Step 2 – Choose the Job to duplicate

Select the Job Status and Search. Double click the Job to be copied.

JC Choose Job to Duplicate — □ ×

Job Status:

Cancelled
 Finished
 In Progress
 New Job
 Quote
 Scheduled

Search key:

JobNo	Job Code	Acc No	Name	Title
3	3	11	OWEN DENTON	MINOR SERVICE SVJ-625
4	4	12	PAUL HOLLAND MOTORS	MASTER JOB - PAUL HOLL...
5	5	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERV...
6	6	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERV...
7	7	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SERV...
8	8	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SERV...
9	9	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SERV...
10	10	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SERV...
11	11	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SERV...
12	12	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERV...
13	13	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERV...

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Step 3 – Select which records to copy

Tick any records you want to copy, and then OK.

Duplicate Records

<input checked="" type="checkbox"/> Duplicate headers	<input type="checkbox"/> Duplicate any sub-jobs
<input checked="" type="checkbox"/> Duplicate quote lines	<input type="checkbox"/> Duplicate narratives
<input checked="" type="checkbox"/> Duplicate quote options	<input type="checkbox"/> Duplicate Notes
<input type="checkbox"/> Duplicate actual job transaction lines	<input checked="" type="checkbox"/> Keep link to old master job

OK Cancel

A new Job will be opened, ready to add any further information, then click on Save and Exit, to Save the Job.