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#### 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.

JC E	ixo Job Costing						
<u>F</u> ile	Navigate <u>U</u> tilities View	Help					
	New	Exit $\otimes$ <u>C</u> ancel $ $ $\square$ <u>P</u> rint $\star$ $ $ $ $ $ $ $\langle$ $\rangle$ $>$					
P	New Sub Job						
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ß	Attach To Master Job						
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	Release All Job Lock	red Assembly/build Domest					
	Save Ctrl+S	Job 10,000km Service Warrant					
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$\otimes$	<u>C</u> ancel						
	<u>P</u> rint	Search Extensive Search					
×	Exit	Master Job No Job No Status Acc No N					

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.



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# Step 2 – Choose the Job to duplicate

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

JC Choos	e Job to Duplicate				-		×
Job Status	:						
Cancel Finishe In Prog New Jo Quote Schedu	lled ed gress ob uled		Search key:				
JobNo	Job Code	Acc No	Name	Title			
3	3	11	OWEN DENTON	MING	OR SERVICE	SVJ-625	1
4	4	12	PAUL HOLLAND MOTORS	MAS	ter Job - Pa	UL HOLI	L
5	5	12	PAUL HOLLAND MOTORS	10,00	0KM WARR	ANTY SEE	RV
6	6	12	PAUL HOLLAND MOTORS	10,00	0KM WARR	ANTY SEF	۲V
7	7	12	PAUL HOLLAND MOTORS	20,00	OKM WARR	ANTY SEF	χ <b>ν</b> Ι
8	8	12	PAUL HOLLAND MOTORS	20,00	OKM WARR	ANTY SEF	RV
9	9	12	PAUL HOLLAND MOTORS	30,00	OKM WARR	ANTY SEF	RV
10	10	12	PAUL HOLLAND MOTORS	30,00	OKM WARR	ANTY SEF	RV
11	11	12	PAUL HOLLAND MOTORS	20,00	OKM WARR	ANTY SEF	۲V
12	12	12	PAUL HOLLAND MOTORS	10,00	OKM WARR	ANTY SEF	RV
13	13	12	PAUL HOLLAND MOTORS	10,00	0KM WARR	ANTY SEP	۲V

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## Step 3 – Select which records to copy

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

Duplicate Records	×			
Duplicate headers Duplicate quote lines	Duplicate any sub-jobs Duplicate narratives			
Duplicate quote options	Duplicate Notes			
Duplicate actual job transaction lines	🖌 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.