JOBS

How to Create a Job from a Job or Quote

- Find the quote you want to change to a job, or the job you want to base the new job on. It can be for a different customer.
- Click <Create Job> if a quote, or <Copy Job> if a job.
- Check that the ordered quantity is correct
- Enter purchase order number if used
- Change any other details.
- You can change the customer code if this job is for a different customer from the original quote / job. Just click the arrow randell (>) and select the correct customer code.

How to create / invoice multiple deliveries

Printcost allows multiple deliveries per job to multiple customers and for transfer to finished goods as part of the production run (as a separate delivery). These deliveries may be scheduled ahead of time.

You can choose whether to charge some, none or the entire job on any of the deliveries. The amount is based on the quantity and job cost but the invoiced quantity can be adjusted for each delivery.

1. The option for multiple deliveries must be selected in Tools, System Setup, Jobs, Allow Multiple Deliveries per Job.
2. Departments must be set up correctly. The charge for each delivery is based on the charge quantity, which defaults from the delivered quantity. In system set up you can select which departments are charged prorata by this quantity to the order quantity for the complete job.

If you do not set up the departments to prorata then the complete job will be charged on the first delivery and the default estimate to charge for other deliveries will result in zero charge. Prorata departments are set up in Tools, System Setup, Department. Check the prorata charge on delivery invoice against the correct departments.

<u>To create a new delivery</u>: find the job you want to create the delivery for. If this delivery is for the same customer as the previous one, you can go straight to the invoice screen and create the delivery and enter the delivered quantity there. If this delivery is being invoiced to a different customer, or to the same customer but a different delivery address, open the Details screen, create the new delivery and enter the new code or make your selection by using the arrow randell.

The new delivery is highlighted in blue on the list. Enter the required delivery date and time. You can create and schedule more than one delivery if required.

Enter the Delivery Quantity, which will default into the Charge (invoiced) quantity, and can be changed if required. There is an option to not default the sent quantity to charge quantity. The invoiced quantity can also be adjusted, and the job delivery flagged as ready for invoicing, or the invoice printed using the Print Invoice button. Edit any other fields as required. Flag the delivery as Ready to invoice.

Click the Despatch button and print delivery dockets and / or labels.
Once printed the delivery is flagged as completed.

After all jobs are closed off, you are ready to invoice

1. Click <Print Invoices>
   - Accept today's date or enter the invoice date in format DD/MM/YY
   - <Ready to invoice> for list of jobs with the status Ready to Invoice
   - If using consolidated invoices DO NOT use the Select No Sort button, which will re-sort them – they will not print properly.
   - Click <Print>. This will print invoices for all jobs in the list.

2. If a reprint is needed, perhaps for office copies (this must follow immediately after last step for all invoices to be printed)

- <Print invoices>
- <Selected> (the previous selection is displayed)
- <Print>

3. Print Audit Trail of Invoiced Jobs to be posted (immediately prior to posting)

- <Work>
- <Deliveries>
- (Previous selection still showing)
- <Reports>
- Choose <Invoice Data Report #012>
- <Print>

NB if you have processed any jobs for invoicing using <Print Now> or if you want to print a report including all jobs invoiced this month (perhaps as a check before completing posting), refresh this list by doing the quick pick Invoices Not Posted, or a selection using “by invoice number” or by “invoice date”.

How to Credit an invoiced Job (multiple deliveries)

The easiest way to credit an invoiced job if you use multiple deliveries, is to find the job, and use the <Create New Delivery> button, which is on the job details, job invoice, and the despatch screens.
If the full amount of the job is to be credited, click Reverse Charges and then Reverse First Delivery. Make sure the amounts are correct and then print the invoice.

How to transfer items to finished goods

This function allows all or part of a job to be held as an inventory item, rather than being despatched.
Set up the item in the inventory master file before transferring to it.
<Inventory>
<Inventory Master> Reset
<Create New Item>
Enter the required information. Use the job description.
Check <Finished Goods>.
If the item is owned by the customer, make sure Owned by Customer is checked.
If the item is not owned by a customer, enter the cost per thousand in the Selling Price field.

Find the job you want to make the transfer from and <Create a New Delivery>. Enter the details of the delivery for transfer, then click <Misc Details> button. Enter the inventory information (owner, and item code as above) in the Forms management area. The owner field is used only if these goods are customer owned.

The <Transfer to Finished Goods> button is on the Despatch screen. When clicked, a pop up screen will have fields with Date (which defaults to today's date), time, cost, and price is per. Use the Price per thousand displayed on the Department screen of the job.
Click <OK> to action the transfer, or Cancel.

The delivery information grid on the job invoice screen will show the invoice number for this delivery as FGoods.

When delivery of goods is required, use Sales Orders to create an invoice. See page 36

How to Find a Job

If you know which customer this job is for, you should access it through the customer file. Find the customer, and then click <List Jobs> (on the Customer screen) button, which will list up to one screenful of the most recent Jobs for this customer. To find more click SA (Show All). This way, you can easily see the information for this customer and whether there is more than one outstanding job or quote.

You can drill down to a job through the invoice transactions for a customer. Click Job Deliveries on the record, then Jobs on the Job deliveries screen.

Alternatively, click on Jobs to access the Jobs records. If this is the first time you've selected Jobs the "Select" screen will be displayed. It is not a good idea to select all records in the jobs file as this will be very large and take a long time to load.

Make your selection using the filters, and tick Show all, then click OK (NB clicking Cancel will display no Jobs) and **one screen full** of records will be displayed. To see all records in the selection click SA (show all), which will enable you to access all records in the selection.
Note: To take any record off the list, use the Rem(ove) button.
(Do NOT use Del(ete) - this will delete the real record from the file)

You should make sure you have all relevant records in the grid before you try to find the Job item you want.

To find the record you need, click at the top of the column you want to use (eg job or invoice number, or description) and start to key in the characters. If the record is on the list, the cursor will move to the record. If the record you want is not on the list, you can use Find.

Make your selection, key in the correct code and click Add to List to manually add it to the bottom of the selected records. If the Add to List is greyed out, the code is not valid, and you may need to make your selection again (using Select - see below) to include a wider range of Jobs, or use the slider bar to find it manually.

Once you have found the Job you want, click Details to display the details for that item.

To change your selection, click Select, then Reset to clear any previous selections, change your selection, and click OK. Then click More or SA if the record you want is not displayed on the screen, as above. (To change the way the records are sorted click at the top of the column you want to sort by.)

How to Invoice Jobs (not using multiple deliveries)

(Expecting there to be a stack of job bags beside you)

1. <Work> <Jobs>
- <Reset> - quick pick "WIP not invoiced"
- Click Show all
- <OK>
- Click on the screen and type in the job number- Press Enter or click the Details button (this takes you to the job).
- Check details are correct
- click on <Invoice>

2. Either a) type amounts into the charge column
   b) Click on <Charge Estimated> and amend the charge values if necessary
   c) Click on <Charge Actual> and amend charge values if necessary
- Check total charge value is correct
- Set status as <Ready to Invoice>
- If you are invoicing only one job, and not using consolidated invoices, use <Print Invoice>. The type of invoice (normally defined in System Setup) can be changed for a particular job by selecting from one of the other options in the dropdown box.

3. Then return to the list screen, find the next job and repeat

4. After all jobs are closed off, you are Ready to Invoice
- Go back to <List>

5. Click <Print Invoices>
- Click <Ready to invoice> for list of jobs / deliveries with the status Ready to Invoice
- Invoice date defaults to today's date. Change if necessary.
- Click <Print>. This will print invoices for all jobs in the list

If a reprint is needed, perhaps for office copies (must follow immediately after last step for all invoices to be printed)

- <Print invoices>
- <Manually select> (the previous selection is displayed)
- <Print>

6. Print an audit trail of invoiced jobs to be posted (immediately prior to posting)
- <Work>
- <Job Deliveries> if using multiple deliveries, or <Jobs>
- (Previous selection still showing)
- <Reports>
- Choose <Invoice Data Report #012> for job deliveries or <Invoice Data Report #062> for jobs
- <Print>

NB if you have processed any jobs for invoicing using <Print Now> or if you want to print a report including all jobs invoiced this month (perhaps as a check before completing posting), re-select this list by using the quick pick Invoices Not Posted, or by selecting using "by invoice number" or by "invoice date".

7. Do a Debtors Balance Check before proceeding
- <Functions> (Menu at Top)
- <Debtors Balance Check> <Yes>
- YES
- <Print> or OK.. Proceed only if balance check has NO ERRORS

8. BACKUP before posting
9. Posting invoices to Accounts Receivable.
- <A/R> <Post invoices> or <Work> <Account Link>
- - Check that the correct accounting system is chosen (it will default from what has been set up for your system)
- Select by <Date range> and enter dates or accept the default which is all invoices not posted.
- <Pre-total>
- Check that this total is the same as the invoice data report printed
- If it is the same, <POST>

10. Debtors Balance Check
- To see if these transactions are posted correctly to the A/R module
- <Functions> (top of the screen) <Data Checks>
- <Debtors Balance Check>
- <Yes>
- YES
- <Print>

This screen should show that there are NO ERRORS:
The check verifies that 3 figures have the same total in
a) Trial Balance
b) Brought forward total from last month plus this month's transactions
c) All transactions with outstanding amount.

<u>Checking</u>
To make sure that the correct total is posted, add the total of Audit Trail from step 6 to Debtors Balance Check total at step 9, and the new total should be Debtors Balance Check total in step 10.
<OK> to exit.
Refer page 18 for end of month procedure, printing statements etc.

How to Credit an invoiced Job

If you are not using multiple deliveries, follow the procedure below.
1. Select the job that is to be credited. For a part credit see 9 (below).

2. Hold down the <Control> key while you click the <Copy Job> button. This allows you to manually enter a job number. If you give the credit job the same job number, with a C (for Credit) on the end, it will appear under the original on any reports etc, so it is easy to see that the job was credited.

3. Change the brief description to read something like credit per job (or invoice) XXXXX. You can add the brief description onto the full description, or use Control C to cut the detail from the brief description, and then use Control V to paste it into the description.

4. Now go to the <Invoice> screen. Click the Charge estimated button and then the Reverse charge button.

5. (If you wish, you can go through all the various screens and remove those charges not being reversed, then make the remaining amounts negative. In this case the estimated amounts on the invoice screen will already be negative, and you can click the <Charge Estimated> button). Check that the credit total is correct.

6. You can now use the <Print Invoice> button to print the Credit note. The invoice form should be set up so that a negative amount invoice prints as "Credit Note", rather than as "Invoice" on the form. If it is not set up to print this way you can highlight the amount and the brief job description, so it is clear to your customer that it is a credit.

7. When this credit is posted, you will need to allocate it against the original invoice.

For a part credit, it is probably simplest to create a new job (using the same job number with a P for part if you wish) and put in only the department(s) to be credited, with a negative amount. This can be done on the invoice screen only if you wish. Check that the amount credited is correct and print the Credit Note.

Job invoiced to the wrong customer

If the job has been invoiced to the wrong customer, and needs to be re-invoiced to the correct one, there are 2 different options, depending on the way your system is set up.
1. If the original invoice has not been sent out or posted, or you can activate “Allow changes to invoiced jobs”, find the job, change the customer name to the correct one, and reprint the invoice. Make sure you turn off “Allow changes to invoiced jobs” when finished.
2. If your system does not allow changes to invoiced jobs, or the invoice has been posted, you must credit the original job as above, and allocate it against the incorrect one when posted, then create another job or delivery and re-invoice it correctly. You can do this by copying the original job or delivery, and changing the customer code to the correct one, before completing and printing the invoice.

Check that the invoice amount is correct, and Print the invoice. Then process the invoice as you would any other invoice, and allocate the credit against the invoice.

How to Print an Invoice Copy or Copies

There are 2 ways of printing a copy of an invoice that has already been printed.
1. Click on <Jobs>, then <Invoice>, click <Print invoice> - no further action is needed. This cannot be used for consolidated invoices, see below.

2. To reprint a run of invoices, click
- <Work>
- <Deliveries>
- Click <Reset>
- <New Selection>, then click <Invoice Number>.

For a run of invoices enter the (first) invoice number in the Value field, click New Selection and <Invoice number> again and change the test to Alpha To, then enter the last invoice number as the Value.
Click <OK>, <Print invoices>, <Selected>, and <Print>.
The run of invoices to be reprinted may also be selected by customer or the Date Invoiced selection, if this is more suitable to your purposes.

To reprint a consolidated invoice:
- Click <Work> <Deliveries> <Select> <Reset>, and
- <New Selection>, then click <Invoice Number>.
- Change the test to Alpha Equals, then enter the number of the consolidated invoice in the Value field. Print as above.
- If using consolidated invoices DO NOT use the Select No Sort button, which will re-sort them – they will not print properly.

How To Print Despatch dockets & labels

Select the job or delivery you want to print the delivery docket or label for. Click the Despatch button where you will find the delivery details for this job. Delivery code, name or address can be edited, but not the other job details, which appear on the screen.
<Labels> to print labels
<Delivery> to print the delivery dockets
There is an option for consolidated deliveries, where multiple deliveries from different jobs can be printed on the one delivery docket.

How to Print a Job Bag

Find the job you want to print the job bag for
Click <Print>
<Jobsheet> The options on the Print menu include Print (with the default printer shown), Screen to print to screen, FaxEmail to fax or email the quote if you have this option, Output to Disk, Select Printer to change the printer, and Cancel.