

Tips & Tricks

Linking Cashbook and Accounts Payable with Job Costing

Job Costing users will already be familiar with how AP Shipments can integrate with Jobs, but now AP invoices and CB cheques can integrate too.

Some examples of the reasons people have requested this are:

- Entering Credit Cards or Expense Claims and on charging the Job related items.
- Entering Wages in AP or CB for Jobs
- Entering Debtor financing charges in CB for Jobs
- Entering Council fees in AP for Jobs

Key these transactions into CB and/or AP and analyse to a specified JC integration code to create Job Disbursements.

Some setup is required first.

1. Add the JC Disbursement Code to AP if you do not have one already.

Maintain > AP > Expense Codes > Click 'Insert' or Press F4 to add the Expense Code.

AP Expense Code Maintenance

Select Expense [] Job Recharges

Account Balances Graph Transactions

Code JCRCHG

Analysis Name Job Recharges

Account Class Expense

GST Code 1 Purchases and Expenses

G/L Account Number 3125.000

Friendly Code

Inactive

PTD Balance

YTD Balance

Last Year Balance

Save Cancel

Created by on Modified by on

Then press Save.

2. Add the JC Disbursement Code to CB if you do not have one already.

Maintain > CB > Analysis Codes > Click 'Insert' or Press F4 to add the Analysis Code.

CB Analysis Code Maintenance

Select Analysis Code [dropdown] Job Recharges

Account Balances Graph Transactions

Code: JCRCHG

Analysis Name: Job Recharges

Account Class: Expense

Analysis Filter: Expense/Asset

GST Code: 1 Purchases and Expenses

G/L Account Number: 3125.000

Friendly Code: [empty]

Inactive:

PTD Balance: [empty]

YTD Balance: [empty]

Last Year Balance: [empty]

Save Cancel

Created by [empty] on [empty] Modified by [empty] on [empty]

Then press Save.

3. Setup the Integration with AP.

Setup > AP > Settings > Integration Tab > Click Edit or press F11.

In the JC Disbursement Code field select your Job Recharges Code.

The screenshot shows the 'AP Settings' window with the 'Integration' tab selected. The 'General Ledger' section is expanded, showing the following fields:

Integrate to General Ledger	Detailed
GL Creditor Account	9520.000
GL Bank Account	
GL Discount Account	2210.000
FA Clearing Code	FA
JC Disbursement Code	JCRCHG

At the bottom of the window, there are 'Save' and 'Cancel' buttons.

Then press Save.

4. Setup the Integration with CB.

Setup > CB > Settings > Integration Tab > Click Edit or press F11.

In the JC Disbursement Code field select your Job Recharges Code.

The screenshot shows a window titled "CB Settings" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a toolbar with an edit icon. The window has five tabs: "General", "Period", "Categories", "Integration", and "Memos". The "Integration" tab is selected. The main area contains several fields:

AR Clearing Code	AR
AP Clearing Code	AP
FA Clearing Code	FA
JC Disbursement Code	JCRCHG
Realised Variation Code	FX
Integrate to General Ledger	Detailed

The "JC Disbursement Code" field is highlighted in yellow. To the right of this field are four small icons: a dropdown arrow, a funnel, a list icon, and a refresh icon. At the bottom of the window are two buttons: "Save" (with a green checkmark) and "Cancel" (with a red X).

Then press Save.

You can default your Job Disbursements as Non WIP (if disbursements are expensed as they are incurred).
Go to: Setup > JC > Settings, Press F11 and tick the Non WIP field beside Disbursement.

The screenshot shows the 'JC Settings' dialog box with the 'General' tab selected. The 'Default Non WIP' checkbox is currently unchecked. Below this, there is a table with the following data:

Transaction Type	Sales Group	Non WIP
Time	0000	
Material	0000	
Disbursement	0000	<input checked="" type="checkbox"/>
Narrative	0000	
As Quoted	0000	

At the bottom of the dialog, there are three checkboxes under the 'Auto Select' section: 'JC Job List', 'JC Memo List', and 'JC Link List', all of which are currently unchecked. The 'Save' and 'Cancel' buttons are visible at the bottom right.

Then press Save.

Enter an AP Invoice for a Job

Tasks > AP > Enter Transactions > Invoice.

Enter details from the Invoice as usual, selecting the Job Disbursement Code in the Analysis Grid.

You can have as many lines of analysis as you wish on the Invoice, only those with the Job Disbursement Code will flow through to JC. The Narration field flows through to JC for each Job Disbursement line.

The screenshot displays the 'AP Transactions - ACC - Auckland City Council' software interface. The window title is 'AP Transactions - ACC - Auckland City Council'. The interface includes a toolbar with icons for navigation and a search function. The main area is divided into several sections:

- Transaction Links Memos:** A tabbed interface with 'Transaction' selected.
- Header Information:** Includes fields for 'Creditor Code' (ACC), 'Auckland City Council', 'NZD', 'Date' (30/09/2013), 'Due Date' (20/10/2013), 'Origination Date', 'Discount Date' (30/09/2013), 'Invoice Number' (123456), and 'Comment' (Building Consent - Job C2001).
- Rate and Department Information:** Includes 'Rate Type' (BUY), 'Branch' (HO), 'Exchange Rate' (1.0000), and 'Department' (SAL).
- Auto Allocate:** A checkbox and 'NZD' field.
- Financial Summary:** A table showing 'Gross' (\$4,600.00), 'Discount', 'Net' (\$4,600.00), and 'Hold Amount'. A summary table on the right shows 'Current' (\$520.00), 'Future', 'Total' (\$520.00), and 'Pending Total' (\$5,120.00).
- Analysis Grid:** A table with columns: Code, Analysis Name, GST Code, Amount, GST, Inclusive Branch, Dept, and Narration. The first row is highlighted in yellow: JCRCHG, Job Recharges, 1, \$4,000.00, \$600.00, \$4,600.00, HO, SAL, Building Consent - Job C2001.
- Footer:** Includes 'GST Incl.' (\$600.00), 'Balance to Analyse', and 'Save'/'Cancel' buttons.

Then press Save.

After saving the invoice, the red 'Add Disbursements' button becomes active on the transaction.

If a new invoice starts after save, just press Esc to return back to the invoice you saved.

To add the Disbursement now click the 'Add Disbursements' button.

Or you could do this at a later time by opening the AP transaction from the Creditor or Expense Codes Transactions tab.

AP Transactions - ACC - Auckland City Council

Period Sep 2013

Transaction Links Memos

Creditor Code ACC

Date 30/09/2013 Due Date

Origination Date Discount

Invoice Number 123456

Comment Building Consent - Job C2001

Rate Type BUY Branch

Exchange Rate 1.0000 Depart

Auto Allocate NZD

Gross \$4,600.00

Discount

Net \$4,600.00

Hold Amount

Code	Analysis Name
JCRCHG	Job Recharges

Add Disbursements \$600.00 Balance to Analyst

The Job Disbursement Batch window opens with details from the Invoice carried through.

Just select the Job Code in the Grid for each transaction and Post the Batch to create Job Transactions.

JC Enter Disbursement Batch

Period: Sep 2013 | Disbursement | ID:

Details

Date: 30/09/2013 | Product: | Post Status: Unposted

Type: Disbursement | Creditor: ACC | Print Status: Unprinted

Job Code: | Unit: | Cost Centre:

Reference: 123456 | Comment: Building Consent - Job C2001 | Component:

Date	Job Code	Cost ...	Comp...	Quantity	Reference	Comment	Description
30/09/2013	C2001	1.00	123456	1.00	123456	Building Consent - Job ...	Building Consent - Job C2001

In Stk: | Alloc: | Avail: | Bk Ord: | Ship: | On Ord:

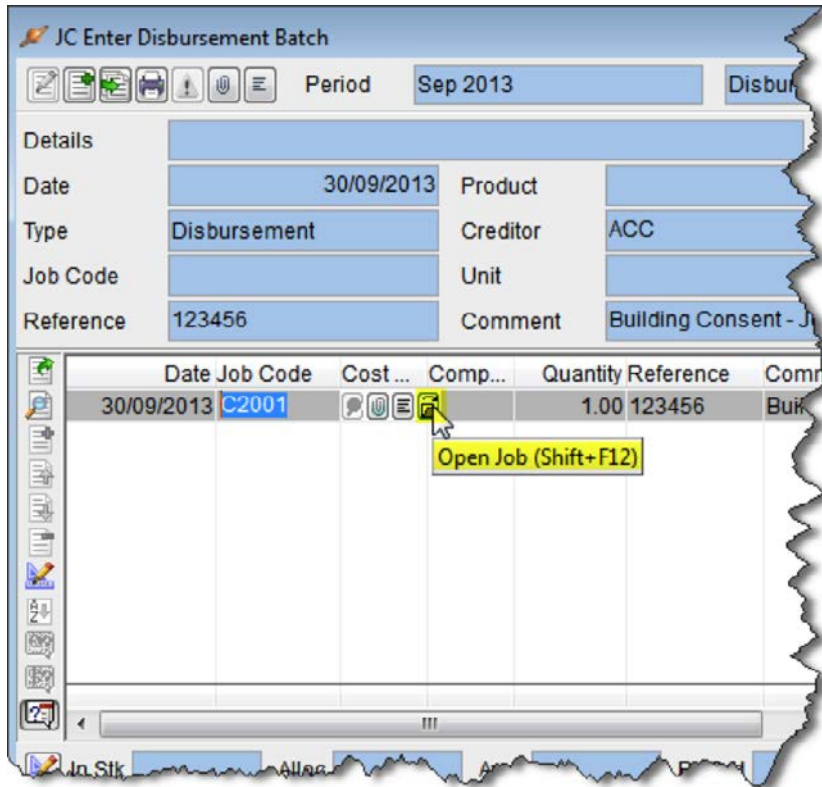
Total Quantity: 1.00 | Total Cost: \$4,000.00 | Total Sell: \$4,000.00

Buttons: Batch List, Post, Save, Cancel

Created by: on | Modified by: on

To automatically trigger the Job Disbursements Batch if any items have been analysed to Job Recharges code, see the script example at the end.

After posting, you can view Job Transactions by clicking the Open Job button beside a Job Code or by pressing Shift + F12.



Then clicking the Transactions Tab.

Date	Branch	Dept	Reference Period	Type	Comment	Srce	Cost Ce.	Compon	Product	Quantity	Unit	Unit Cost	Unit Sell	Serial No
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T1MLR	5.00	Mtr	\$58,000	\$79.34	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T470MMLR	2.20	Mtr	\$34,000	\$55.79	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T70SQR	6.85	Mtr	\$7,000	\$9.68	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T25MMRF	5.00	Mtr	\$1,000	\$1.80	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T180MMR	2.90	Mtr	\$8,000	\$11.46	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T10MMRD	4.10	Mtr	\$2,000	\$3.00	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	FIT	BRASS2LO	1.00	Ea	\$26,000	\$35.85	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	FIT	VIC38BRASSK	1.00	Ea	\$11,000	\$15.18	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T70SQR	5.90	Mtr	\$7,000	\$9.68	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T180MMR	17.00	Mtr	\$8,000	\$11.46	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T90MMRT&G	12.50	Mtr	\$2,000	\$4.43	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T1MLR	6.80	Mtr	\$58,000	\$79.34	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	BCDRAW	6.00	Ea	\$24,500	\$38.17	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T470MMLR	2.90	Mtr	\$34,000	\$55.79	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T25MMRF	4.10	Mtr	\$1,000	\$1.80	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	T40MMR	2.00	Mtr	\$2,000	\$2.63	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	P30MMRRK	6.00	Ea	\$1,000	\$1.13	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	P25MMDR	11.00	Ea	\$1,000	\$1.50	
26/09/2013	CHCH	MA	Sep 2013	Material		JC	ASS	RIMU	P25MMDR	11.00	Ea	\$1,000	\$1.50	
26/09/2013	CHCH	MA	Sep 2013	Time		JC	PRE	LAB	ASSEMBLY	1.00	Job	\$28,000	\$50.01	
26/09/2013	CHCH	MA	Sep 2013	Time		JC	ASS	LAB	LABOUR	2.00	Hr	\$22,000	\$40.00	
26/09/2013	CHCH	MA	Sep 2013	Time		JC	FIN	LAB	LABOUR	1.25	Hr	\$22,000	\$40.00	
26/09/2013	CHCH	MA	Sep 2013	Time		JC	PRE	LAB	ASSEMBLY	1.00	Job	\$28,000	\$50.01	
26/09/2013	CHCH	MA	Sep 2013	Time		JC	ASS	LAB	LABOUR	2.50	Hr	\$22,000	\$40.00	
26/09/2013	CHCH	MA	Sep 2013	Time		JC	FIN	LAB	LABOUR	1.50	Hr	\$22,000	\$40.00	
26/09/2013	CHCH	MA	Sep 2013	Time		JC	PRE	LAB	ASSEMBLY	2.00	Job	\$28,000	\$50.01	
26/09/2013	CHCH	MA	Sep 2013	Time		JC	ASS	LAB	LABOUR	2.00	Hr	\$22,000	\$40.00	
26/09/2013	CHCH	MA	Sep 2013	Time		JC	FIN	LAB	LABOUR	2.00	Hr	\$22,000	\$40.00	
30/09/2013	CHCH	MA	123456 Sep 2013	Disburs...	Building Consent	JC				1.00		\$4,000.000	\$4,000.00	

Entering CB Cheques analysed to the Job Integration code works the same way as it does for AP Invoices.

Script Example

To automatically trigger the Job Disbursements batch where items have been analysed to the Disbursement Code, you can use the sample script below and link it to APTransactionForm.AfterSave and/or CBEnterTransactionForm.AfterSave Script Events.

If you already have scripts linked to these Events then you will need to get your existing script or scripts modified. Your QSP or Accredo Support can assist with this.

Create the Script

To create the Script, copy the code below by selecting it and pressing Ctrl+C

```
Dim Form1 as Object

Form1 = GetTriggerObject

if IsNull(Form1) then Form1 = GetActiveObject

if Form1.ClassName = "APTransactionForm" or Form1.ClassName = "CBEnterTransactionForm" then

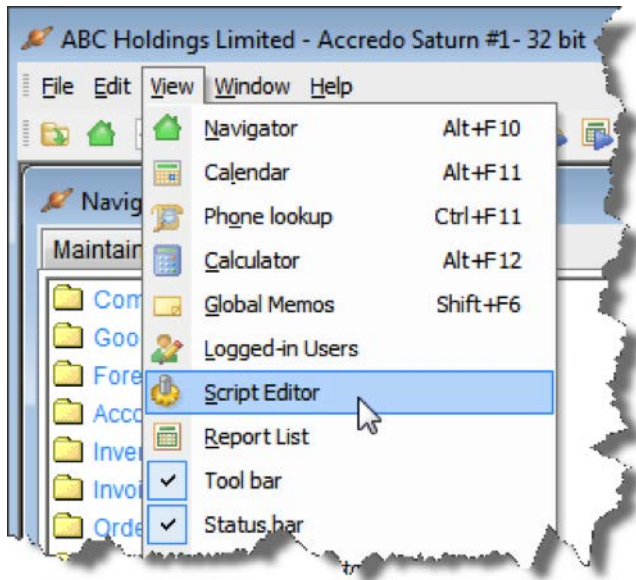
    Form1.AddDisbursements

Else

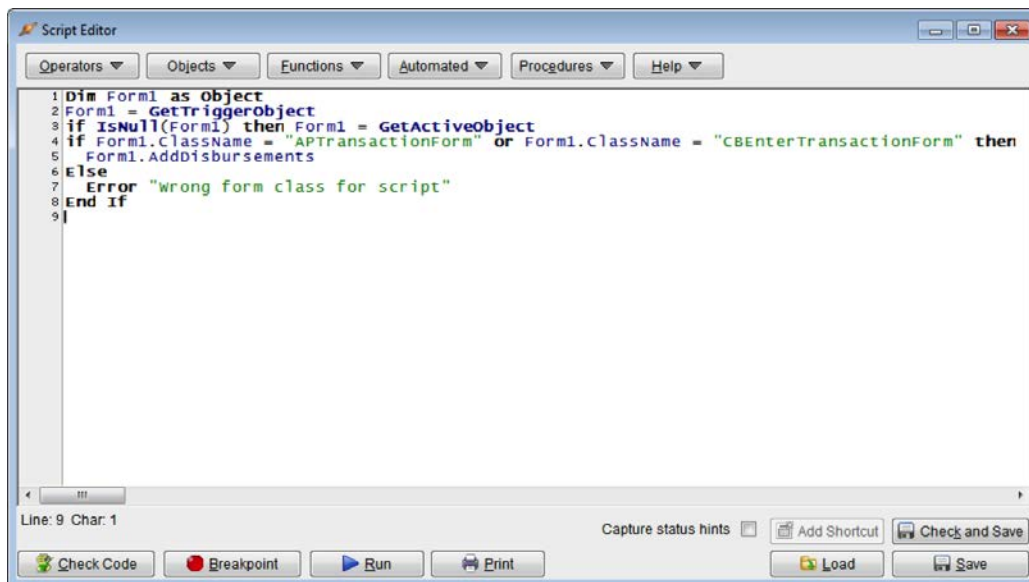
    Error "Wrong form class for script"

End If
```

Then Open the Script Editor by going to:
View > Script Editor

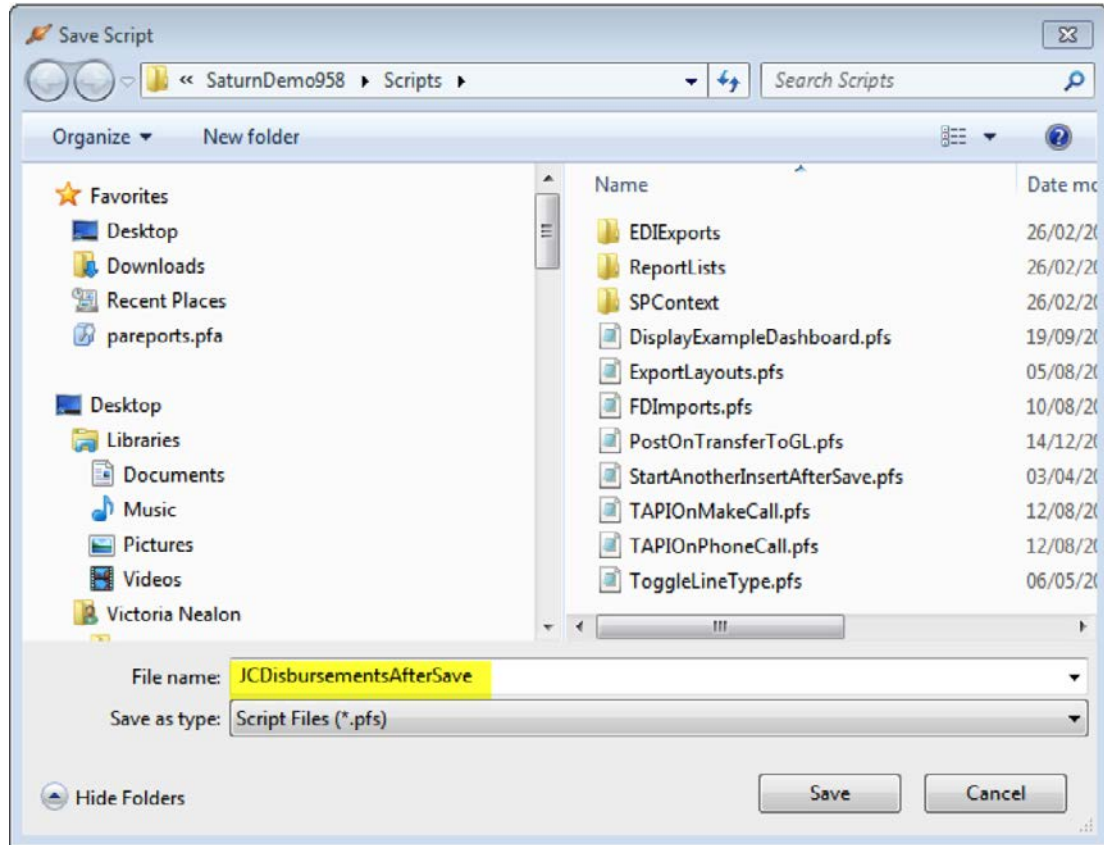


Press Ctrl+V to paste the code in.



Then press Save.

Save the script as JCDisbursementsAfterSave



Then Press Save

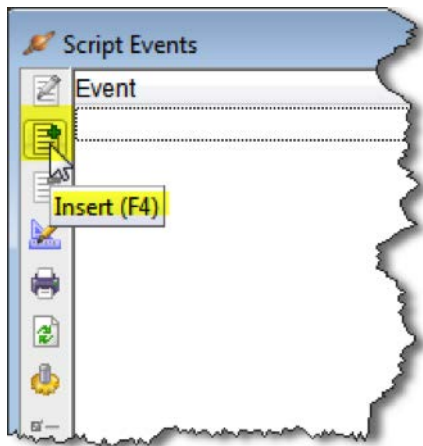
Link the Script to APTransactionForm.AfterSave

Setup > Company > Scripts > Script Events

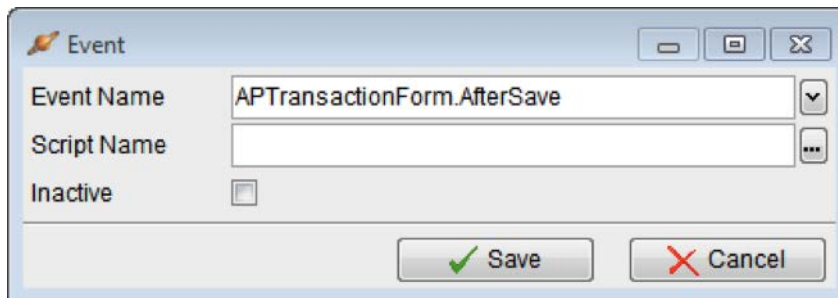
Check if you have APTransactionForm.AfterSave listed in the Event column already. If you do then, then you will need to get the linked script modified if you want this functionality. Your QSP or Accredo Support can assist with this.

If you do not have APTransactionForm.AfterSave in the Event column, follow the steps below to hook up the script.

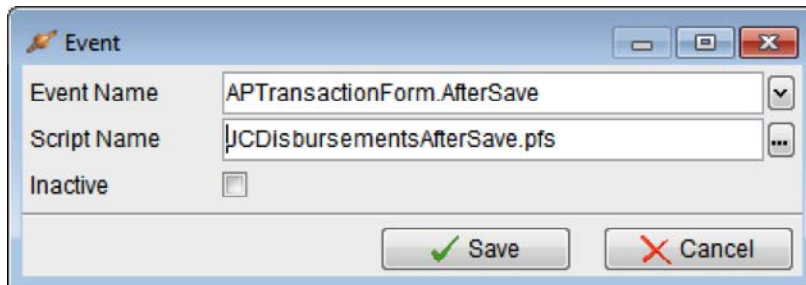
1. Click Insert or Press F4



2. In the Event Name field, click the drop down arrow and browse to:
Accounts Payable > APTransactionForm > AfterSave



Click the lookup button or press F2 in the Script Name Field and double click the JCDisbursementsAfterSave.pfs file so that it appears in the Script Name field



The image shows a dialog box titled "Event". It has three main fields: "Event Name" with the value "APTransactionForm.AfterSave", "Script Name" with the value "JCDisbursementsAfterSave.pfs", and an "Inactive" checkbox which is currently unchecked. At the bottom of the dialog, there are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon). The dialog box has standard Windows window controls (minimize, maximize, close) in the top right corner.

Then press Save.

Now your JC Enter Disbursement Batch will automatically pop up after you save an AP invoice where items have been analysed to Job Recharges.

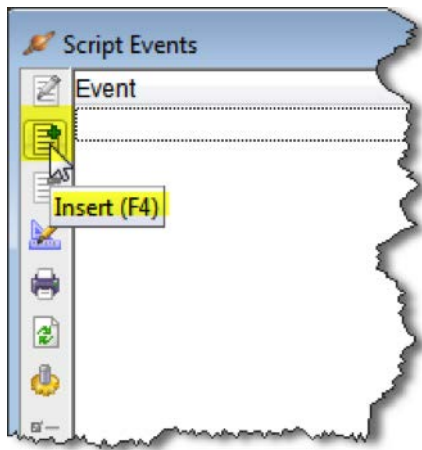
Link the Script to CBEnterTransactionForm.AfterSave

Setup > Company > Scripts > Script Events

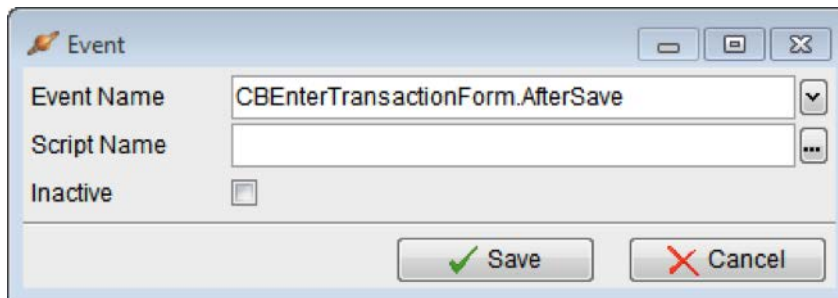
Check if you have CBEnterTransactionForm.AfterSave listed in the Event column already. If you do then, then you will need to get the linked script modified if you want this functionality. Your QSP or Accredo Support can assist with this.

If you do not have CBEnterTransactionForm.AfterSave in the Event column, follow the steps below to hook up the script.

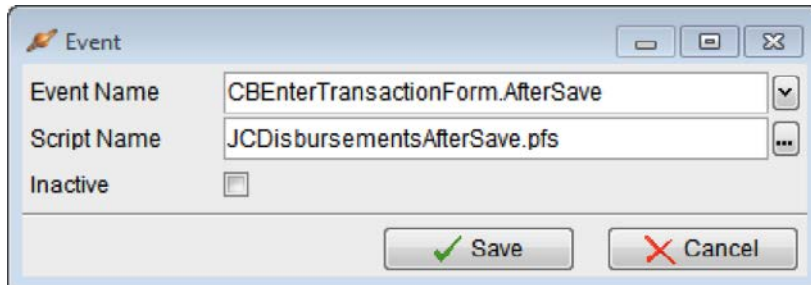
1. Click Insert or Press F4



2. In the Event Name field, click the drop down arrow and browse to:
Cash Book > CBEnterTransactionForm > AfterSave



3. Click the lookup button or press F2 in the Script Name Field and double click the JCDisbursementsAfterSave.pfs file so that it appears in the Script Name field



The screenshot shows a dialog box titled "Event". It has three fields: "Event Name" with the value "CBEnterTransactionForm.AfterSave", "Script Name" with the value "JCDisbursementsAfterSave.pfs", and an "Inactive" checkbox which is currently unchecked. At the bottom of the dialog are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

Then press Save.

Now your JC Enter Disbursement Batch will automatically pop up after you save a CB Cheque where items have been analysed to Job Recharges.