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 Withdrawals 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 Codes specified as Disbursement codes to create Job Disbursements. Follow the steps below to set this up.

1 Specify which AP Expense Codes can be used for Disbursements. Go to Navigator > Maintain > AP > Expense Codes Grid. Select (Tick) the DISBURSEMENT column for the Expense Codes you wish to be able to create Job Disbursements for.

G <u>r</u> id <u>G</u> rap	bh										
Code	Name	Class	GST	G/L Acc Frie	ndly Code	Disbursement	Inactive	PTD Balance	YTD Balance	Last Year	
ACC	Accident Compensation	Expense	1	3310.000							
ACNT	Accounting Fees	Expense	1	3510.000				\$797.39	\$1,452.00	\$1,762.34	
ADV	Advertising	Expense	1	3110.000					\$4,043.48	\$5,795.88	
ASFF	Furniture & Fittings	Asset	1	9210.000							
ASLB	Land & Buildings	Asset	1	9230.000							
ASMV	Motor Vehicles	Asset	1	9250.000							
ASPM	Plant & Machinery	Asset	1	9270.000						\$1,516.30	
CARS	MV Repairs & Maintenance	Expense	1	3130.002				\$471.46	\$4,092.71	\$7,351.09	
CINS	Car Insurance	Expense	1	3130.001							
СОММ	Commission	Expense	1	3320.000				\$5,879.21	\$34,126.05	\$60,810.96	
CONS	Building Consent Fees	Expense	1	3321.000		 Image: A second s					
DRAW	Drawings	Expense	E	9540.000							
FA	Asset Clearing	Asset	1	9930.000				\$869.57	\$2,385.87	\$430.15	
FIT	Fittings	Expense	1	2200.000				\$3,441.80	\$6,322.26	\$6,187.32	
FUEL	Fuel	Expense	1	3130.003		~					
GSTC	Customs GST	Expense	G								
GSTP	GST Paid/Refunded	Expense	E	8080.000							
I/FT	Inwards Freight	Expense	1	2250.000				\$96.50	\$96.50		
INS	Insurance	Expense	1	3540.000				\$162.90	\$1,143.21	\$3,380.03	
O/FT	Outwards Freight	Expense	1	3120.000				\$2,847.63	\$16,707.76	\$32,149.59	
OFF	Office Expenses	Expense	1	3610.000				\$69.91	\$447.98	\$797.53	
P&(S	Printing & Stationery	Expense	1	3590.000				\$156.52	\$1,018.18	\$1,450.89	
PAYE	PAYE	Expense	E	3340.000				\$2,410.63	\$14,463.78	\$26,516.93	
POST	Postage	Expense	1	3580.000				\$213.04	\$616.69	\$1,094.74	
POW	Light & Power	Expense	1	3570.000				\$242.13	\$1,294.50	\$2,614.64	
PUR	Purchases	Expense	1	2200.000				\$8,485.00	\$26,678.00	\$48,329.00	
RATE	Rates	Expense	1	3600.000				\$452.17	\$1,356.51	\$2,260.85	
SUND	Sundry Expenses	Expense	1	3610.000				\$49.52	\$196.26	\$146.74	
SUNP	Sundry Purchases	Expense	1	2200.000				\$1,768.17	\$10,129.17	\$15,853.54	
T&A	Travelling & Accomodation	Expense	1	3140.000				\$1,828.25	\$5,399.40	\$10,856.68	
TEL	Telephone, Fax & Mobile	Expense	1	3620.000		~		\$395.19	\$2,379.02	\$4,807.65	
TIM	Timber	Expense		2200.000				\$129,370.50	\$291,127.25	\$434,0	



2 Specify which CB Expense Codes can be used for Disbursements. Go to Navigator > Maintain > CB > Analysis Codes Grid. Select (tick) the DISBURSEMENT Column for the Expense Codes you wish to be able to create Job Disbursements for.

Gr	id <u>G</u> raph											
,	Code	Name	Class	GST	Filter	G/L Acc Friendly Code	Disbursement	Inactive	PTD Balance	YTD Balance	Last Year	
-	0000	Unspecified	Expense	1	General/All	9988.000						-
	ACC	Accident Compensation	Expense	1	Expense/Asset	3310.000						
4	ACNT	Accounting Fees	Expense	1	Expense/Asset	3510.000						
7	ADV	Advertising	Expense	1	Expense/Asset	3110.000						
_	AP	Creditors Clearing	Expense	E	Not Available	9920.000			\$56.95	\$297,193.69	\$744,041.60	
	AR	Debtors Clearing	Income	E	Not Available	9910.000				\$549,294.15	\$1,234,291.88	2
7	ASFF	Furniture & Fittings	Asset	1	Expense/Asset	9210.000						
L	ASLB	Land & Buildings	Asset	1	Expense/Asset	9230.000						
	ASMV	Motor Vehicles	Asset	1	Expense/Asset	9250.000						
6	ASPM	Plant & Machinery	Asset	1	Expense/Asset	9270.000						
	BANK	Bank Fees	Expense	E	Expense/Asset	3520.000				\$57.50	\$21.50	
	CARS	Vehicle Repairs & Maintenance	Expense	1	Expense/Asset	3130.002					\$186.96	
	CINS	Car Insurance	Expense	1	Expense/Asset	3130.001						_
	COMM	Commission	Expense	1	Expense/Asset	3320.000						
	DF	Directors Fees	Expense	E	Expense/Asset	3330.000					\$10,000.00	
	DRAW	Drawings	Expense	E	Expense/Asset	9540.000				\$18,000.00	\$43,700.00	
	FA	FA Clearing Account	Asset	1	Expense/Asset	9930.000						-
	FT	Freight	Expense	1	Expense/Asset	3120.000	~					•
	FUEL	Fuel	Expense	1	Expense/Asset	3130.003	×					
	FX	FX Realised Gain Loss	Expense	E	Not Available	2270.000						
	GSTP	GST Paid/Refunded	Expense	E	General/All	8080.000				\$31,441.11	\$47,359.88	_
	INS	Insurance	Expense	1	Expense/Asset	3550.000						-
	INT	Interest	Expense	E	General/All	3550.000						

3 You can default your Job Disbursements as Non WIP (if disbursements are expensed as they are incurred).

To do this go to Navigator > Setup > JC > Settings. Click **Edit** (F11) and Select (tick) the NON WIP field for **Disbursement**.

You can also set the default SALES GROUP for $\ensuremath{\textbf{Disbursements}}$ to be analysed to if they are invoiced out.

	Words		Integration		<u>M</u> emos
<u>G</u> eneral	l <u>n</u> voicing	<u>S</u> ummary	Reprice	e <u>P</u> eriod	Display <u>L</u> abe
Next Compute	r Supplied Job C	ode 70	0011 ≑		
Allow Manual	Job Codes				
Pricing Mode		Se	lling Price		
- Work In Progre	ess Basis	Co	ost		
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Narrative	0000				
As Quoted	0000				
Auto Select -					
JC Job List					
JC Memo List					
JC Link List					

Click Save (F9).

4 Enter an AP Invoice for a Job. Go to Navigator > Tasks > AP > Enter Transactions > Invoice. Enter details from the Invoice as usual, selecting an ANALYSIS CODE that is flagged as a DISBURSEMENT CODE in the Analysis Grid.

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

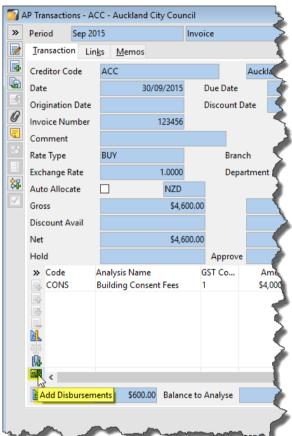
»	AP Transactions - AC			oice		ID		-						~
2	Transaction Lin			orce										
	Creditor Code	ACC			Accelular	1.00	C				NZ			
4 2			10015		Auckland	a City		-			INZL	,		
	Date	30/09	/2015	Due Date			20/10/201	-11	NZD	NZD				
	Origination Date			Discount D	ate		30/09/201	5	3 Period	ls				
9/ 71	Invoice Number	1	23456						2 Period	ls				
	Comment								1 Period					
	Rate Type	BUY		Brand	ch	но			Current			\$520.00		
	Exchange Rate	1	1.0000	Depa	rtment	SAL			Future	i				
* *	Auto Allocate		NZD				NZD		Total			\$520.00		
<	Gross		\$4,600.0	0			\$4,600.0		Pendino	Total		\$5,120.00		
	Discount Avail			7				1	renuing	Jiotai		33,120.00		
	Net		\$4,600.0	0			\$4,600.0	0	Bill Fror	n				
	Hold			Approve					Discour	nt 🛛				
	» Code	Analysis Name		GST Co	Amo	unt	GST	Ir	nclusive	Branch	Dept	Narration		
		Building Consent	Fees	1	\$4,000	0.00	\$600.00	S-	4,600.00	HO	SAL	Building Co	nsent Job C7200	01
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	🔣 GST Incl.	\$600.00	Balance to	o Analyse										
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Click Save (F9).

5 After saving the invoice, the **Add Disbursements** button becomes available for the transaction.

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

6 To add the Disbursement now click the Add Disbursements button. Alternatively, you could do this at a later time by opening the AP transaction from the Creditor or Expense Codes Transactions tab.



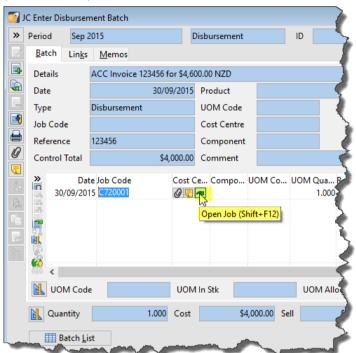
7 The Job Disbursement Batch window opens with details from the Invoice carried through. Select the Job Code in the Grid for each Disbursement Line. You can also split Disbursements into more than one Line if you need to. There is a Control Total that the Lines must add up to before Post is allowed.

L 🚺	C Enter Disb	oursement Batch						
»	Period	Sep 2015		Disbursement		D	Source AP	Source ID 871
	Batch	Lin <u>k</u> s <u>M</u> emos						
	Details	ACC Invoice	123456 for \$4,6	00.00 NZD				
	Date		30/09/2015	Product			Post Status	Unposted
	Туре	Disburseme	nt	UOM Code			Print Status	Unprinted
	Job Code			Cost Centre			Creditor	ACC
	Reference			Component			Unit	
	Control To	otal	\$4,000.00	Comment				
	»	Date Job Code			UOM Co U	OM Qua Refer		Comment
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			Created by	01	n	Mod	ified by	on //

Click **Post** (Alt+S) to post the Batch to create Job Transactions.

Note: To see how to automatically trigger the Job Disbursements Batch if any items have been analysed to Codes flagged as Disbursements, see the script example at the end.

8 After posting, you can view Job Transactions in the Job by clicking the Open Job (Shift+F12) button beside a Job Code.



9 Go to the **Transactions** Tab to see the Job Transactions. You can select the Transaction then click the Source Transaction (Shift+F12) button to drill down to the source Transaction via the Batch.

	Select J	ob C720001		▼ 聞 🎖 💡	0 🗧	Kowhai Grove H	otel									
	Ţop	Description 1	nformation	Address E	stimate	D <u>o</u> cuments	.in <u>k</u> s	<u>M</u> emos	<u>B</u> alanc	es <u>G</u> rap	h <u>T</u> ransa	actions				
	Select	ion Period		✓ From	n Sep	2015		~	То	Sep 2015		×	Ŕ			
9	»	Date Branch	h Dept	Reference Pe	riod	Туре	Com	ment	Srce	e Cost Ce	Compo.	Product	Quantity Unit	Unit Cost	Unit Sell Serial No	,
		28/09/2015 CHCH	H M	Se	p 2015	Materia	1		JC	ASS	RIMU	T70SQR	5.900	\$7.0000	\$9.68	
1	Q	28/09/2015 CHCH	H M	Se	p 2015	Materia	L		JC	ASS	RIMU	T180MMR	17.000	\$8.0000	\$11.46	
	4	28/09/2015 CHCH	H M	Se	p 2015	Materia	L		JC	ASS	RIMU	T90MMRT&G	12.500	\$2.0000	\$4.43	
		28/09/2015 CHCH	H M	Se	p 2015	Materia	L		JC	ASS	RIMU	T1MLR	6.800	\$58.0000	\$79.34	
	_	28/09/2015 CHCH	H M	Se	p 2015	Materia	1		JC	ASS	RIMU	BCDRAW	6.000	\$24.5000	\$38.17	
1		28/09/2015 CHCH	H M	Se	p 2015	Materia	L		JC	ASS	RIMU	T470MMLR	2.900	\$34.0000	\$55.79	
	- D	Il down (Shift+F12		Se	p 2015	Materia	L		JC	ASS	RIMU	T25MMRF	4.100	\$1.0000	\$1.80	
>		Loy osy Lors Criter		Se	p 2015	Materia	L		JC	ASS	RIMU	T40MMR	2.000	\$2.0000	\$2.63	
	∇	28/09/2015 CHCH	H M	Se	p 2015	Materia	1		JC	ASS	RIMU	P30MMRRK	6.000	\$1.0000	\$1.13	
		28/09/2015 CHCH	H M	Se	p 2015	Materia	L		JC	ASS	RIMU	P25MMDR	11.000	\$1.0000	\$1.50	
		28/09/2015 CHCH	H M	Se	p 2015	Materia	L		JC	ASS	RIMU	P25MMDR	11.000	\$1.0000	\$1.50	
	6	28/09/2015 CHCH	H M	Se	p 2015	Time			JC	PRE	LAB	ASSEMBLY	1.000	\$28.0000	\$50.01	
		28/09/2015 CHCH	H M	Se	p 2015	Time			JC	ASS	LAB	LABOUR	2.000	\$22.0000	\$40.00	
		28/09/2015 CHCH	H M	Se	p 2015	Time			JC	FIN	LAB	LABOUR	1.250	\$22.0000	\$40.00	
		28/09/2015 CHCH	H M	Se	p 2015	Time			JC	PRE	LAB	ASSEMBLY	1.000	\$28.0000	\$50.01	
		28/09/2015 CHCH	H M	Se	p 2015	Time			JC	ASS	LAB	LABOUR	2.500	\$22.0000	\$40.00	
		28/09/2015 CHCH	H M	Se	p 2015	Time			JC	FIN	LAB	LABOUR	1.500	\$22.0000	\$40.00	
		28/09/2015 CHCH	H M	Se	p 2015	Time			JC	PRE	LAB	ASSEMBLY	2.000	\$28.0000	\$50.01	
		28/09/2015 CHCH	H M	Se	p 2015	Time			JC	ASS	LAB	LABOUR	2.000	\$22.0000	\$40.00	
		28/09/2015 CHCH	H M	Se	p 2015	Time			JC	FIN	LAB	LABOUR	2.000	\$22.0000	\$40.00	
		30/09/2015 CHCH	ł M	123456 Se	p 2015	Disburs			JC				1.000	\$4,000.0000	\$4,000.00	
		:													>	
		Related Jobs		Job List										Save	X Canc	

10 Entering CB Withdrawals analysed to codes flagged as Disbursements 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.

1 To create the Script, select the code below and press Ctrl+C (or download the JCDisbursementsAfterSave.pfs script from *ftp://ftp.accredo.co.nz/Public/Downloads/Scripts* and save to your Scripts Folder then and go to Step 5).

```
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

2 Open the Script Editor. Go to Accredo > Script > Script Editor.



3 Paste in the code by pressing Ctrl+V. Then click **Save** (Ctrl+S).

🕎 Script Editor						
<u>O</u> perators ▼	Objects 🛡	<u>F</u> unctions ▼	<u>A</u> utomated ∇	Proc <u>e</u> dures ▼	Help s	▼ Snippe <u>t</u> ▼
5 Form1. 6 Else	AddDisburse	bject en Form1 = G = "APTransac ments class for s		<mark>ect</mark> Form1.ClassN	ame :	= "CBEnterTransactionForm"
<						>
Line: 9 Char: 1				Capture status hint	s 🗌	Add Shortcut Check and Save
Check Code	Breakpoi	nt <u> </u> Run	n 🔒 <u>P</u> rir	t		🚰 Load 📊 Save 🗼

4 Save the script as **JCDisbursementsAfterSave**, then click **Save**.

🏹 Save Script				×
$\leftarrow \rightarrow \cdot \uparrow$	« Local Disk (C:) > AccredoSaturnDe	mo	→ Scripts → C Search Scripts	Q
Organize 🔻 Ne	w folder		8	- ?
 Desktop Documents Downloads Music Pictures Videos Local Disk (C:)	^	Name EDIExports MemoryTables ReportLists ScriptLists SPContext DepreciationRateFinder.pfs DisplayExampleDashboard.pfs	^
 New Volume NLSrc (\\creose mail (\\creose ftproot (\\her 	sote) (L:) ote) (M:)	•	 ExportLayouts.pfs FDImports.pfs PostOnTransferToGL.pfs 	~
File name: Save as type:	JCDisbursementsAfterSave Script Files (*.pfs)			~
∧ Hide Folders			Save	Cancel

5 Link the Script to **APTransactionForm.AfterSave**. Go to Accredo > Script > Script Events. Check if you have **APTransactionForm.AfterSave** listed in the Event column already. If you do 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.

- 6 Click **Edit** (F11).
- **7** Add a line with the following:
- MODULE AP
- CLASS APTransactionForm
- TYPE AfterSave
- SCRIPT NAME Click Select File (F2) and double click the JCDisbursementsAfterSave.pfs file so that it appears in the Script Name field

🛿 Script Ev	ents					23
» Module	Class	Туре	Script Name	Inactive	Event	-
AP	APTransactionForm	AfterSave	JCDisbursementsAfterSave.pfs		APTransactionForm.AfterSave	
5P						2
-						
69						
7						
-91						3
						-
<u> </u>						>
3					Save X Cancel	7 3

Click Save (F9).

Now your JC Enter Disbursement Batch will automatically pop up after you save an AP invoice where items have been analysed to codes flagged as Disbursements.

- 1 Link the Script to CBEnterTransactionForm.AfterSave. Go to Accredo > Script > Script Events. Check if you have CBEnterTransactionForm.AfterSave listed in the Event column already. If you do 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.
- 2 Click **Edit** (F11).
- **3** Add a line with the following:
- MODULE CB
- CLASS CBEnterTransactionForm
- TYPE AfterSave
- SCRIPT NAME Click Select File (F2) and double click the JCDisbursementsAfterSave.pfs
 file so that it appears in the Script Name field

7	Script Ever	its					- • ×
»	Module	Class	Туре	Script Name	Inactive	Event	_
	AP	APTransactionForm	AfterSave	JCDisbursementsAfterSave.pfs		APTransactionForm.AfterSave	2
							4
							4
=							4
	<						>
B						Save 🗙	Cancel

Click Save (F9).

Now your JC Enter Disbursement Batch will automatically pop up after you save a CB Withdrawal where items have been analysed to codes flagged as Disbursements.