

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.

Code	Name	Class	GST	G/L Acc...	Friendly 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						
COMM	Commission	Expense	1	3320.000				\$5,879.21	\$34,126.05	\$60,810.96
CONS	Building Consent Fees	Expense	1	3321.000		✓				
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 & Accommodation	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	1	2200.000				\$129,370.50	\$291,127.25	\$434,086.40

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.

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						
ACNT	Accounting Fees	Expense	1	Expense/Asset	3510.000						
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
ASFF	Furniture & Fittings	Asset	1	Expense/Asset	9210.000						
ASLB	Land & Buildings	Asset	1	Expense/Asset	9230.000						
ASMV	Motor Vehicles	Asset	1	Expense/Asset	9250.000						
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		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
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 **Disbursements** to be analysed to if they are invoiced out.

JC Settings

Words Integration Memos

General Invoicing Summary Reprice Period Display Labels

Next Computer Supplied Job Code: 700011

Allow Manual Job Codes:

Pricing Mode: Selling Price

Work In Progress Basis: Cost

Default Non WIP:

Default Job Line Quantity: 0.000

Inactivate Completed Jobs: Manual

Email Documents Preferred:

Allow Inclusive Sell Prices:

Default Price Code: NZWSALE

Default UOM Code: Base UOM

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

Auto Select

JC Job List:

JC Memo List:

JC Link List:

Edit Save Cancel

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 - ACC - Auckland City Council

Period: Sep 2015 Invoice ID: []

Transaction Links Memos

Creditor Code: ACC Auckland City Council NZD

Date: 30/09/2015 Due Date: 20/10/2015 NZD NZD

Origination Date: [] Discount Date: 30/09/2015

Invoice Number: 123456

Comment: []

Rate Type: BUY Branch: HO

Exchange Rate: 1.0000 Department: SAL

Auto Allocate: [] NZD NZD

Gross: \$4,600.00 \$4,600.00

Discount Avail: []

Net: \$4,600.00 \$4,600.00

Hold: [] Approve: []

Bill From: []

Discount: []

Code	Analysis Name	GST Co...	Amount	GST	Inclusive Branch	Dept	Narration
CONS	Building Consent Fees	1	\$4,000.00	\$600.00	\$4,600.00 HO	SAL	Building Consent Job C720001

GST Incl. \$600.00 Balance to Analyse []


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

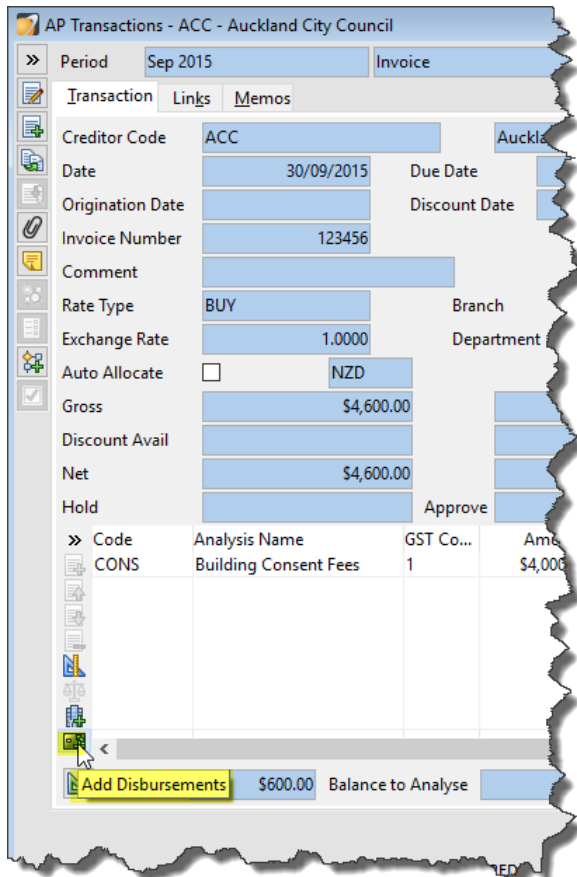
Save Cancel

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.



AP Transactions - ACC - Auckland City Council

Period: Sep 2015 Invoice

Transaction Links Memos

Creditor Code: ACC Auckla

Date: 30/09/2015 Due Date:

Origination Date: Discount Date:

Invoice Number: 123456

Comment:

Rate Type: BUY Branch:

Exchange Rate: 1.0000 Department:

Auto Allocate: NZD

Gross: \$4,600.00

Discount Avail:


Net: \$4,600.00

Hold: Approve:


Code	Analysis Name	GST Co...	Am...
CONS	Building Consent Fees	1	\$4,000

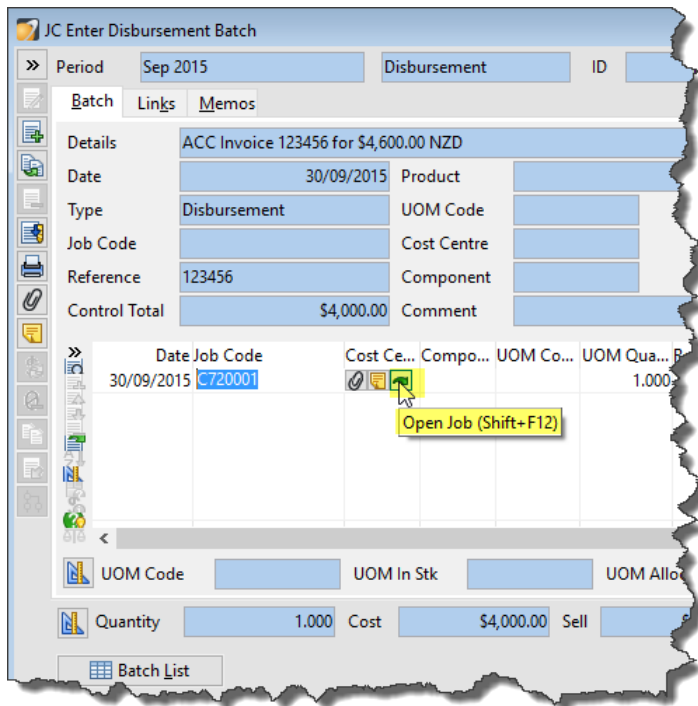
Add Disbursements \$600.00 Balance to Analyse


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.

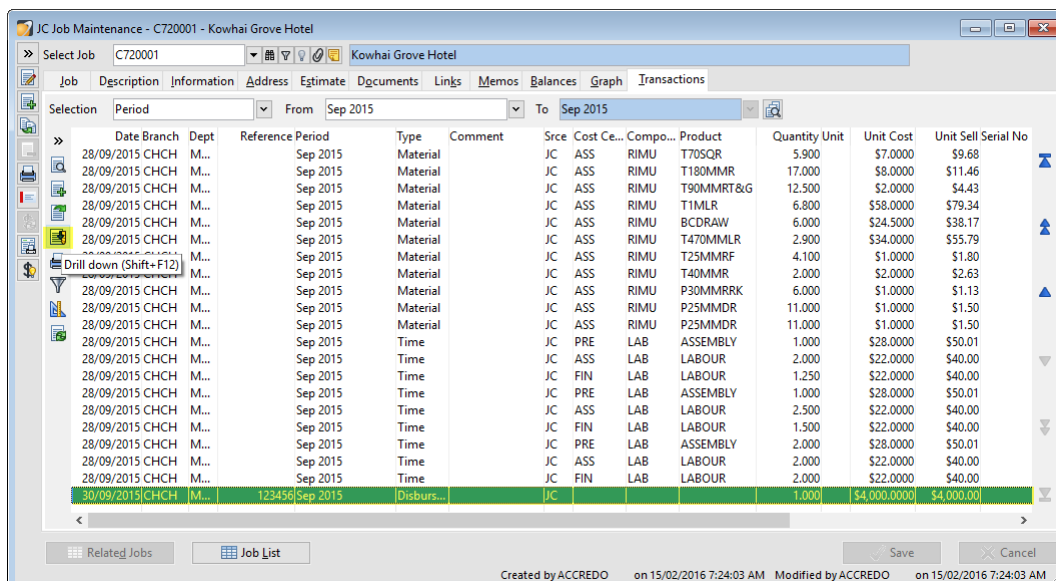
Click  **Post** (Alt+S) to post the Batch to create Job Transactions.

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  **Drill Down** (Shift+F12) button to drill down to the source Transaction via the Batch.



10 Entering CB Withdrawals analysed to codes flagged as Disbursements works the same way as it does for AP Invoices.

Script Example

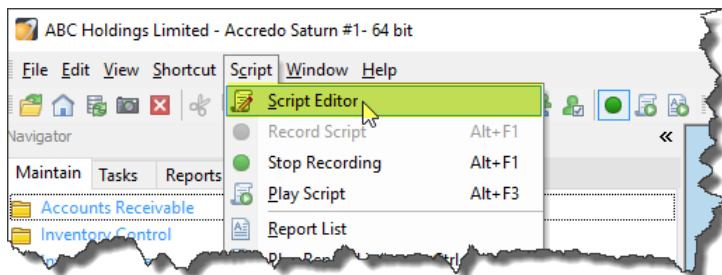
To automatically trigger the Job Disbursements batch where items have been analysed to the Disbursement Code, you can use the sample script below and link it to **APTransactionForm.AfterSave** and/or **CBEnterTransactionForm.AfterSave** Script Events.


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.

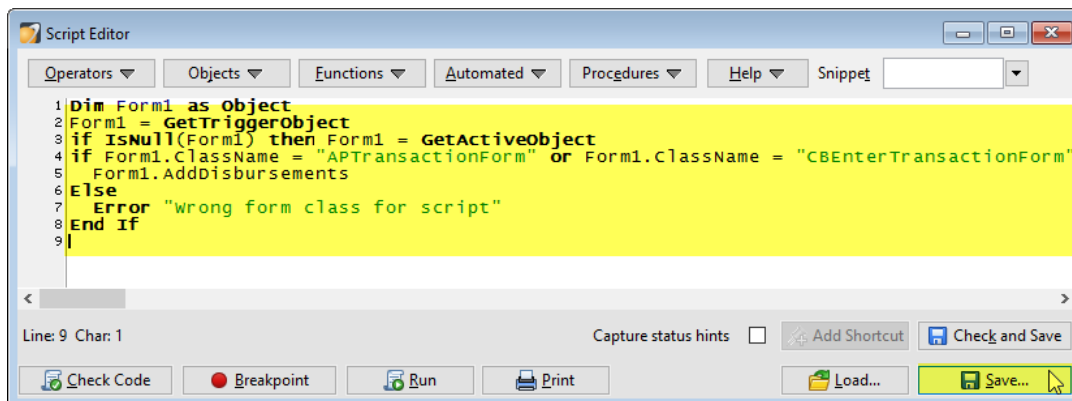
- 1** To create the Script, select the code below and press **Ctrl+C** (or download the **JCDisbursementsAfterSave.pfs** script from <ftp://ftp.accredo.co.nz/Public/Downloads/Scripts> and save to your Scripts Folder then and go to Step 5).

```
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.

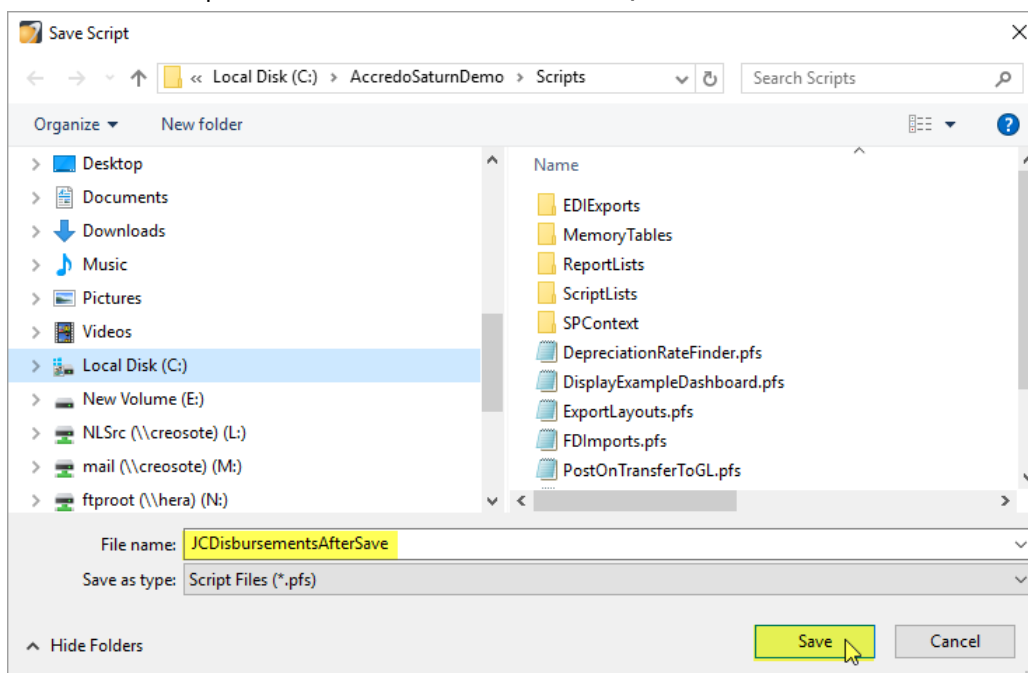


3 Paste in the code by pressing **Ctrl+V**. Then click  **Save (Ctrl+S)**.



```
1 Dim Form1 as Object
2 Form1 = GetTriggerObject
3 if ISNull(Form1) then Form1 = GetActiveObject
4 if Form1.ClassName = "APTransactionForm" or Form1.ClassName = "CBEnterTransactionForm"
5 Form1.AddDisbursements
6 Else
7 Error "wrong form class for script"
8 End if
9
```


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

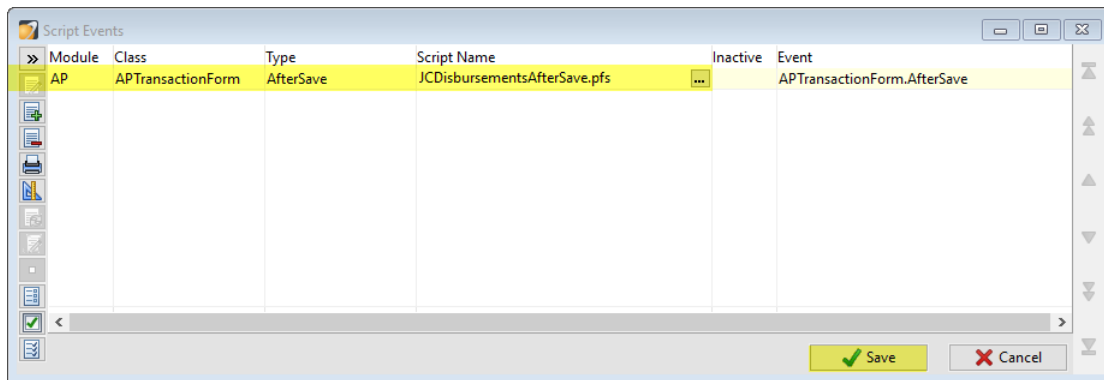


5 Link the Script to **APTransactionForm.AfterSave**. Go to Accredo > Script > Script Events. Check if you have **APTransactionForm.AfterSave** listed in the Event column already. If you do then you will need to get the linked script modified if you want this functionality. Your QSP or Accredo Support 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:

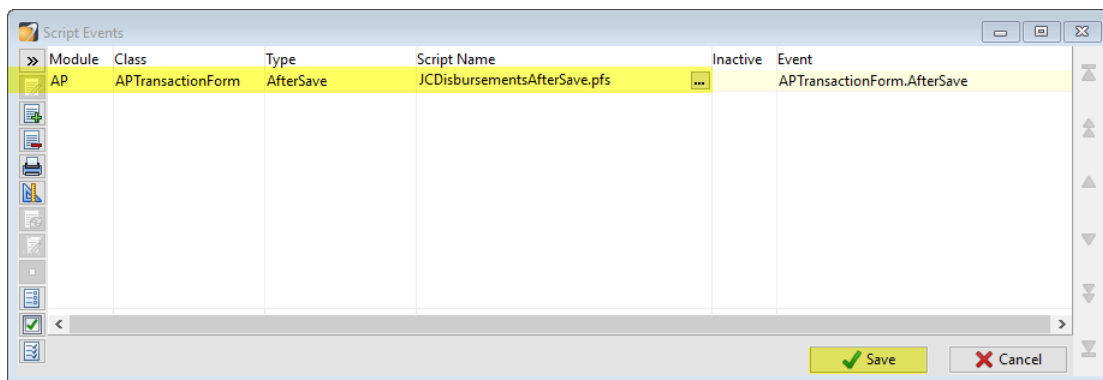
- **MODULE - AP**
- **CLASS - APTransactionForm**
- **TYPE - AfterSave**
- **SCRIPT NAME -** Click  **Select File** (F2) and double click the **JCDisbursementsAfterSave.pfs** file so that it appears in the Script Name field



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



- 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.