

Viewing Jobs and Adding Stock to a Job.

Describe: Edit a job and add stock codes, quantities and pricing.

Context: As a job progresses, stock codes are included to ensure all stock, labour and tests and checks are included in the finished job. Once all the codes are entered, they can be supplied, back ordered, priced and invoiced.

The screenshot shows the Jim2 eBusiness application window titled 'Editing Sales Job 513'. The interface includes a navigation tree on the left, a main data entry area, and a summary table at the bottom right.

Date	Status	PO#	Location	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	Tax	Total
1 05/10/2009			NSW	L.BUILD	Labour Build	HOUR	1.00	1.00	0.00	60.00	66.00	0	G	66.00
2 06/10/2009			NSW	KEYBOARD	MS Keyboard	UNIT	1	0	1	0.00	0.00	0	G	0.00

Summary Table:

SubTotal \$	60.00
Tax \$	6.00
Total \$ (AUD)	66.00

Skill Steps:

1. Open the required Job in edit mode.
2. Click mouse in the Stock code field, or press F4. To add a new line, press the Down arrow or the INSERT key on the keyboard.
3. Enter the applicable stock code.
4. Press <<Enter>> to move along the stock grid to the Order field.
5. Enter the quantity of the stock code, required by the needs of the job. If the stock code is available, Jim2 will then display the same quantity in the Supply field.
6. Press <<Enter>> to move further along the stock grid.
7. Edit pricing as required.
8. Press the <<Enter>> key to continue to move, eventually to a new line, and add required stock codes, quantities and pricing.
9. Click Save or press F9 (Function Key F9).