

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.

	I Jim2 - eBusiness	
Jobs Contracts Quotes	Purchases CardFiles Items Stock Accounts Banking Management Scheduling eBusiness Tools	0
Add View/Edit Create Job Job List Jobs	Image: Sales Time Uppint Invoice Image: Sales Final Report obs Sales Uppint Invoice Image: Sales Final Report Image: Sales Image:	6
Search Jim2 🔎 😵	Editing Sales Job 513	Frank Lampard \$0.00 🗗 🗙
Nav Tree Status	Tob# 513 Oust# FL Status Booked Y Price level 4 Y Name SYS Y	
Jobs	Cust Ref# FRANK 2030 From# FL ··· Priority Normal ·· Qte Req. Acc.Mor ···	
List1	Mode ACTIVE Ship# FL Type Service ▼ Tax Paid ♥ Tax Total Tax Paid Down ▼	
List2 <u>432</u> 513 Booked	Date In 05/10/2009 Due 04/11/09 12:30PM V Modif. 05/10/2009 Ex.Job# Labour Hours 0:00 ····	
Contracts	Item# PEST.CONTROL ··· Desc. Pest Control	
Quotes	Our Ref# Status Due	
CardFiles	Date Initials Status Inc. Comments	
Items	1 05/10/2009 - SYS - Booked -	
Stock		
Banking		
Management		
Scheduling		
Tools		
	+ Date Status PO# Location Stock Code Description Unit Order Supply I	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
	<u>g</u> 2 06/10/2009 ▼	1 0.00 0.00 0 G 0.00
	KEYBUARD	
	Create Quote Create Similar Cancel Save Save Save Close	SubTotal \$ 60.00
Navigation Search Results >>	Job Cost Labour Stats Linked Jobs/Quotes Invoice Details Schedule	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).

