



# V6.09 Training Manual

## — **Jobbing**

# Find the freedom to focus on what matters with Nimbus

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## Document Information

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## Overview

Business workflow processes are at the core of the Nimbus Product development.

Nimbus follows the “workflow production line” process taking the first encounter with the Customer and building on this through to the Customer’s final payment. In this way the purchasing, invoicing, organising and paying activities related to the Job are attended to.

Jobbing and Job Posting is therefore a core strand of the normal workflow processes:

- Your customers want goods and/or services.
- Each customer request is a job for you to do – Sales Order Job, Contract Job, Jobbing Job – this is how Nimbus records the request.
- Each job is achieved by a series of tasks – recording, issuing, ordering, checking, invoicing, etc.
- Each worker will do one or several of these tasks which will contribute towards getting the Job done.

The key routines for a new Job are:

1. Opening (creating) the Job.
2. Preparing a quote for the job, if required.
3. Creating a Purchase Order for items required to complete the job, if required.
4. Costing items and/or services to the Job.
5. Checking job details before invoicing the Job.
6. Invoicing the Job.

The production line controls are:

1. Job Type (Profit Centre) for financial analysis.
2. Job Invoice Queue for invoice details and style.
3. Job Supervisor for job responsibility and ownership.
4. Job Status for job flow procedure control.

Additional controls are:

1. Closed – Nimbus applies this state when a “Final Invoice” has been run. It prevents users from accidentally posting further information to the Job.
2. Committed – Nimbus applies this state when a quote or a transaction has been committed thereby preventing users from changing previously checked data.

## Logging a Job

Nimbus is designed to work around the concept of Jobs, Job Costing and Job Management. Because of this, the first key procedure any Nimbus User needs to learn is how to log a new Job.

A job can be logged for anything that requires follow-up, e.g. a Job is logged to prepare a quote, a Job is logged to complete actual work requested.

## Log a Job

First we find the Client that the job is to be logged to, then click them to open the job.

Click the **Job Flow** menu, **Log Jobs** item. This shows all clients.

Log Jobs : Search addresses and current jobs. Drill to Client, Supplier or Job data.													New Contact New Caller New Debtor Account						
													Refresh Report	Print	Export	Clear Sort	Clear Filters	Save Report Setting	Clear Report Settings
Shortname	Name	Street	Suburb	City	Client	New Job	SLA	Job No	Job Description	Cl...	Phone	Site Address	Edit Deb...	New Pros...	New POS	New SO	Supplier	Edit Cre...	
A1 Con	A1 Concrete Pumping Ltd	128 Main Rd	Stoke	Nelson	A1 Con	New...				0	5443199		D	P	S	SOrd	A1 Con	C	
Adam	Adam Langbridge	56 Mount St		Nelson	Adam	New...				0			New	P	S	SOrd	Adam	New	
ADCInt	ADC International	1327 Broadway		New York	ADCInt	New...				0			New	P	S	SOrd	New	New	
Andria	Andria	No Street Address								0			New	P	S	SOrd	New	New	
APrakash	Amit Prakash	No Street Address								0			New	P	S	SOrd	New	New	

### 1. Filter to find your client.

If you filter to just one client, their details are displayed in the Header Information. You can see if they owe money and are overdue, you can check they are the right people. All jobs logged to this client are listed.

**Contact Details**

ContactID	1008	Cell/Phone	02102792789
Shortname	AutoElec	Fax	+64 (03) 208 1567
Name	Automotive Electrical	WebAddress	www.autoelects.co.nz
Street	25 Tay Street	Type	Client
Suburb	SunnySide	Rating	Gold
POBox	PO Box 567	ClientBal	\$78,272.96
City	Nelson 7020	Overdue	\$78,272.96
Phone	+64 (03) 208 1508	Warnings	Exposure to Blenheim. Payment in advance...

**Log Jobs : Search addresses and current jobs. Drill to Client, Supplier or Job data.**

**Filter : Shortname contains auto**

Shortname	Name	Street	Suburb	City	Client	New Job	SLA	Job No	Job Description	Cl...	Phone
auto						New...					
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson	AutoElec		1037		Freeze Tower Renovation	0	+64 (03) 208 1508
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson	AutoElec		1038		Wash room Plumbing	1	+64 (03) 208 1508
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson	AutoElec		1051		Second Job Task Test Roof repair	1	+64 (03) 208 1508
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson	AutoElec	RFT-1			Design	0	+64 (03) 208 1508
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson	AutoElec	RFT-2			Foundations	0	+64 (03) 208 1508
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson	AutoElec	RFT-3			Flooring	0	+64 (03) 208 1508
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson	AutoElec	RFT-Z			Retentions	0	+64 (03) 208 1508

### 2. Click the New Job column, to open a Job for them. If this contact is setup to have Jobs, then this column has a New Job item. If the client isn't set up, then this will be blank. We deal with blanks in the next section.

This will normally open the Job Form, which you fill in. Generally only the first Tab is filled in:

Jobs - NimbusNIMLP60 - New - Google Chrome

localhost/NimbusNIMLP60/WebEditor/Form.aspx?FormName=Jobs&DebtorID=1007

Client	AutoElec	Description	Project	Job No	<input type="button" value="&lt;auto&gt;"/>
<input type="button" value="Job Details"/> <input type="button" value="Job Office Details"/> <input type="button" value="Project Details"/> <input type="button" value="Asset / SLA"/> <input type="button" value="Contact Details"/>					
Status	JL	Current Owner	Sales Person		
Order Number		Job Zone	<input type="button" value="▼"/>		
Job Contact		Site Address			
Supervisor		Job Warning			
Invoice Queue		Debtor Warning	Exposure to Blenheim. Payment in advance.		
Profit Centre		Job Notes			
Certification		Invoice Notes			
Date Opened	14-Sep-2022	Quote Committed	<input type="checkbox"/>	Job Closed	<input type="checkbox"/>
Start Time	14-Sep-2022 17:43				
Job Priority					
Due Date					
Date Job Finished					
<input type="button" value="Quote"/> <input type="button" value="Job Card"/>		<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/>			
<input type="button" value="Delete"/> <input type="button" value="Copy"/>					

When viewing the Job form, note that:

- a. The background of some of the fields in this form is light blue. This means that the field is compulsory and Nimbus will not save the Job until all compulsory fields have been completed.
  - b. The customer's name has been automatically entered in the **Client** field. Nimbus picks up the customer's name when you clicked on the **New Job** column. If you have used a different place as your starting point, you will need to enter the Debtor Account manually in the **Client** field. A lookup is available; click on the **Search** button to activate the lookup.
  3. Enter the job description for the Job in the Description field.
- On the Job Details Tab:
4. Select the **Status** for the job from the drop-down list. A status is important for workflow; this field defines who sees the Job next.
    - a. QR – Quote request if it is to be quoted
    - b. JL – Job Logged if it's a Job to start.
    - c. Later on, this will get changed as each aspect of the job is completed.
  5. Press **Tab** to follow tab order. This will take you through fields on the form according to your set up.
  6. Enter the name of the client's contact for this Job in the **Job Contact** field.

7. Select the **Supervisor** from the drop-down list. These names come from the list of Employees held in the Nimbus database. The Job Supervisor is the person who has overall responsibility for the job.
8. Select the **Invoice Queue** from list. The invoice queue selected determines how the job will be invoiced. For more information on invoice queues, refer to the section below.
9. Select the **Profit Centre** from the list. Each job is expected to generate profit and Nimbus needs to know which Profit Centre to post the income from this job to. (GL Integration is by Profit Centre.)
10. Enter any other information relevant to this job. The fields of note are:
  - a. **Current Owner** may be useful, you update it each time you want to ‘pass the job to someone else’ to do their bit. You can filter job lists by ‘Current Owner’ to see what you need to be getting on with. Not often used.
  - b. **Sales Person is for analysis, so you see Job GP per sales person. Not often used.**
  - c. **Order Number** is for the clients Purchase Order number to you. For some clients this is compulsory.
  - d. **Job Warning** – this text will pop up all the time as people post work to this job.
  - e. **Site Address** – can leave blank unless different to the Contact address.
  - f. **Job Notes.** These notes will not print on the invoice; they are for internal use only.
  - g. **Invoice Notes. These notes will print on the invoice.**
  - h. Click the **Apply** button to save the new job details. When the **Apply** button is clicked, Nimbus will automatically assign a job number to this job. The job number is displayed in the **Job No** field.
11. Click on the **Job Office Details** tab; most of the fields on this tab are read-only fields, i.e. users cannot enter information into these fields.
12. Click on the **Contact Details** tab. This tab holds the customer’s contact details, which you can update if applicable.
13. Click the **OK** button to save any changes and to close the Job form.

There are more details on some of the fields such as **Job Status, Invoice Queue** in the Appendix to this document.

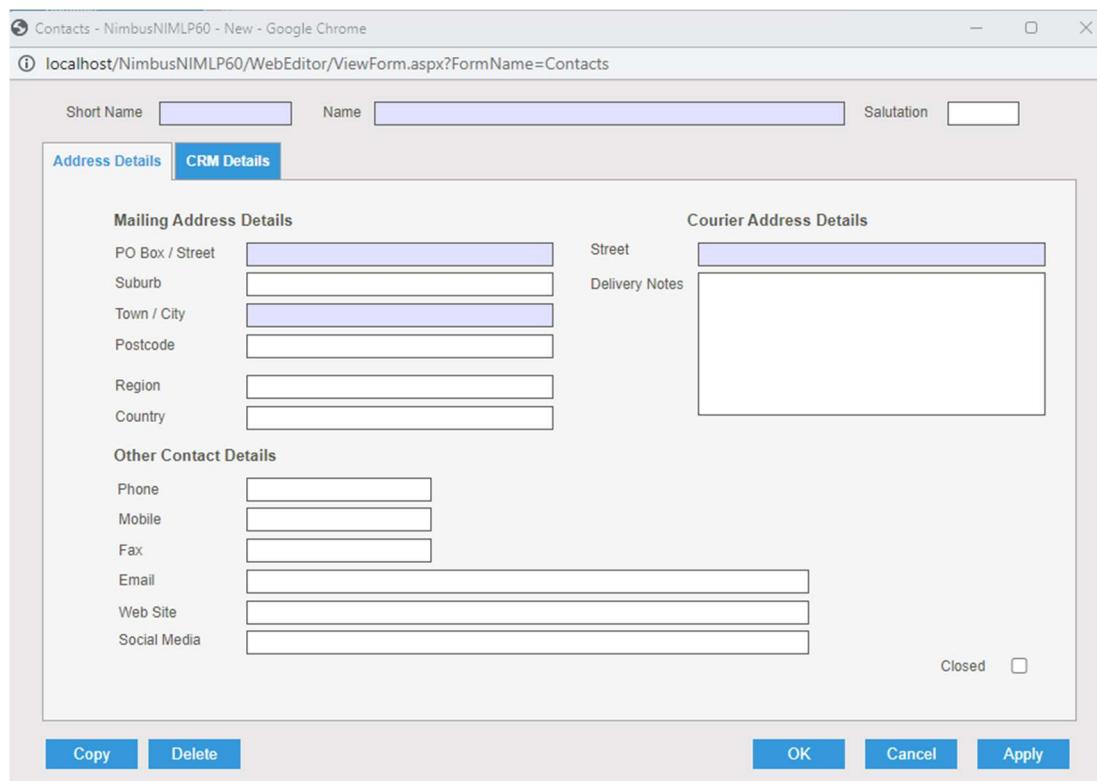
## New Customer

If the Contact that is calling is new, then check that you really can’t find them (use the street, phone and city filters), because you do not want to open a second account for the same Client.

From the **Log Jobs** report you are able to make a new Contacts, Call Log and Debtors depending on your set up.

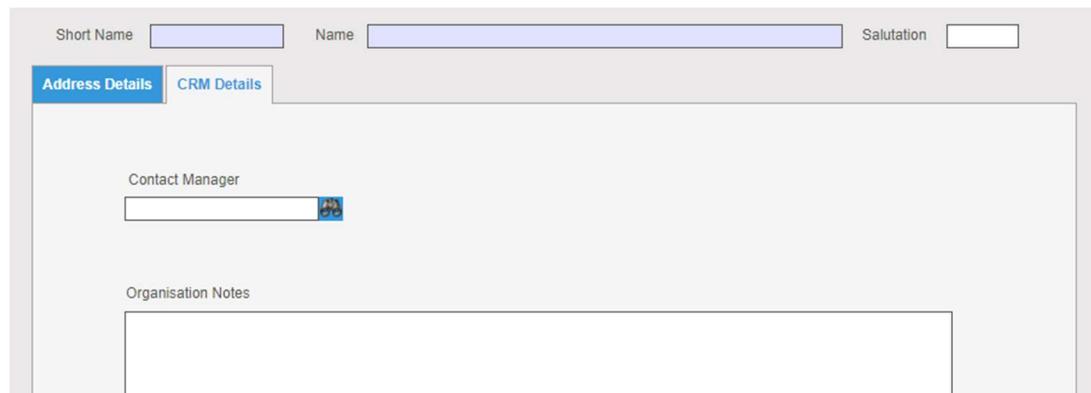
## Making a Contact or Call Log

- From the **Log Jobs** Web Report, click the **New Contact** header link, which opens the new Contacts form.



The screenshot shows the 'New Contact' form in a web browser. The top navigation bar indicates the page is 'localhost/NimbusNIMLP60/WebEditor/ViewForm.aspx?FormName=Contacts'. The form has two main tabs: 'Address Details' (selected) and 'CRM Details'. Under 'Address Details', there are sections for 'Mailing Address Details' (with fields for PO Box / Street, Suburb, Town / City, Postcode, Region, Country) and 'Courier Address Details' (with fields for Street and Delivery Notes). Under 'CRM Details', there are sections for 'Other Contact Details' (with fields for Phone, Mobile, Fax, Email, Web Site, Social Media) and a 'Closed' checkbox. At the bottom of the form are buttons for Copy, Delete, OK, Cancel, and Apply.

The second tab has additional useful information for Client Relationship Management:



The screenshot shows the 'CRM Details' tab of the 'New Contact' form. It includes fields for 'Short Name', 'Name', and 'Salutation'. A 'Contact Manager' dropdown menu is also present. Below these fields is a large text area labeled 'Organisation Notes'.

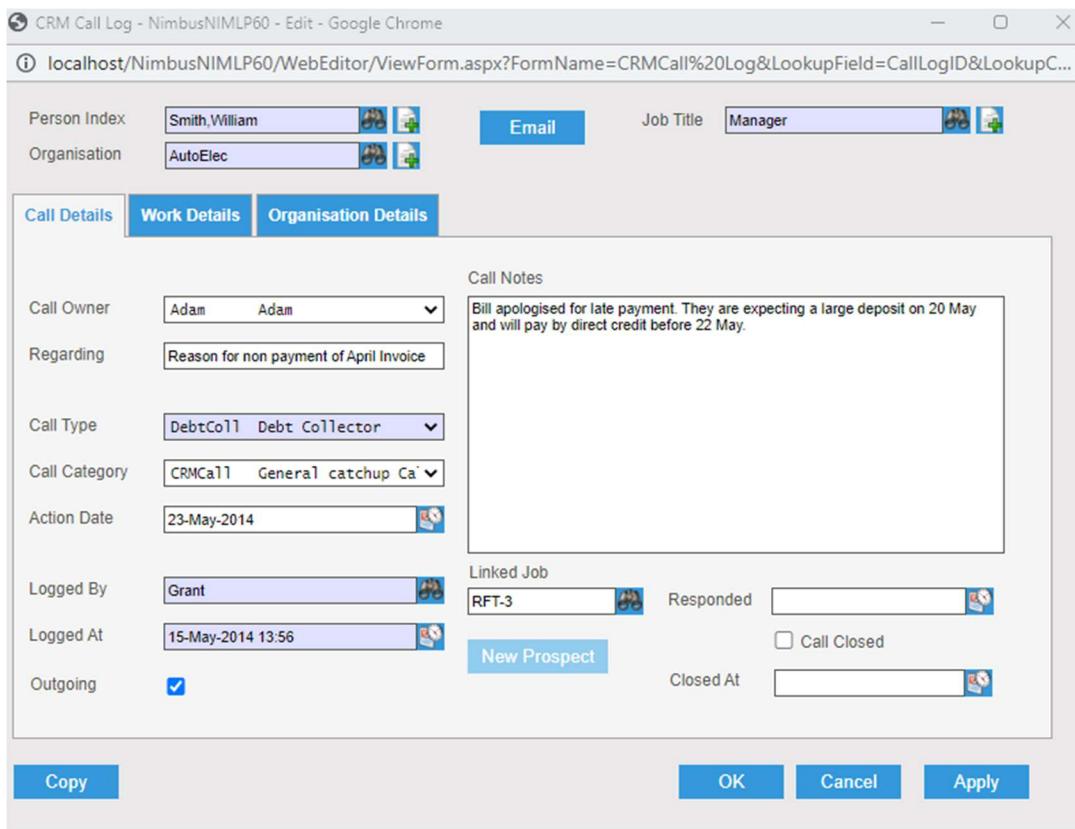
Fill in the details on this form.

FIELD	EXPLANATION
Short Name	This is a unique value, different to every other Contact. It is up to 16 Characters long, and should not have any spaces or special characters such as &, /. Usually use up to 8 Characters of the Surname, then Initials, finally a number if necessary.

Name	This is shown on Invoices, Statements, Addresses and so on.
PO Box / Street	Critical, as Invoices and Statements etc. are sent to this address.
Town / City	Critical, as the Post Code is suffixed to this for addressing mail
Street	Critical, is the physical address, where staffs are sent to this location to do work.

2. Click OK to accept the details and return to Log Job page.
3. Refresh the page, so that your Contact now shows up in the list.
4. You use **Call Log** to Log a Call from the **New Caller** header link to the Office person who is allowed to make them. Record details, about the Client who called, so that they can make the Debtor and then make the Job.

This is the call log form:

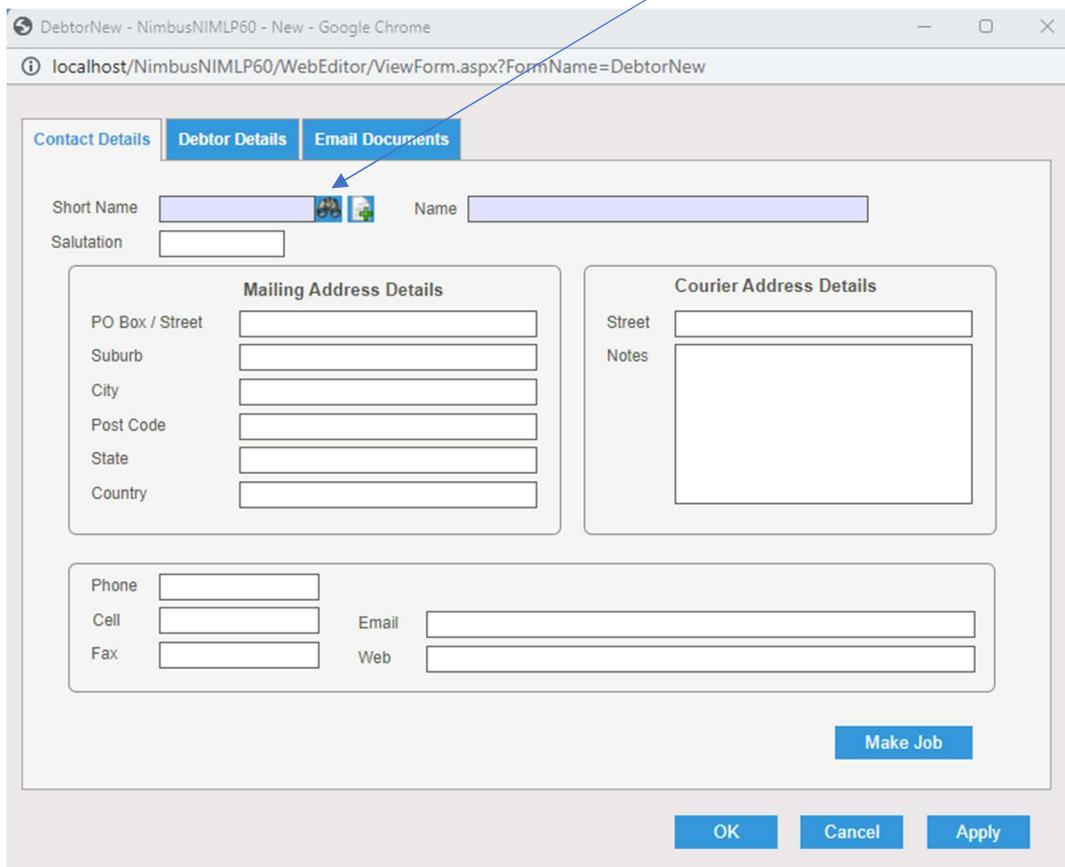


The screenshot shows the 'Work Details' tab of the CRM Call Log form. The top navigation bar includes links for Person Index (Smith, William), Organisation (AutoElec), Email, and Job Title (Manager). Below the navigation, there are tabs for Call Details, Work Details (selected), and Organisation Details. The Work Details section contains fields for Call Owner (Adam), Regarding (Reason for non payment of April Invoice), Call Type (DebtColl Debt Collector), Call Category (CRMCall General catchup Ca...), Action Date (23-May-2014), Logged By (Grant), Logged At (15-May-2014 13:56), and Outgoing (checkbox checked). To the right, there is a 'Call Notes' area containing a note about late payment and deposit expectations. Below the notes, there are sections for Linked Job (RFT-3) and New Prospect. Buttons at the bottom include Copy, OK, Cancel, and Apply.

### Making a New Account

1. From the **Log Jobs** Web report, click the **New Debtor Account** header link which opens the **DebtorNew** Form

Note that the form opens with the + symbol next to the **Shortname** in blue. This indicates that the form is going to make a new Contact as well as a new Debtor.



- Fill in the details on all tabs of the form and Click **OK**. Refer to the Debtors training manual for more information.

Now the Debtor is set up you can log a Job from the **New Job** Column on the **Log Jobs** web report.

## Editing Jobs

There will be many times that you will want to Edit Jobs, or get to the Job Edit Form to use the buttons, such as the Document Button or Quote or Print Job Card buttons.

From any Web Report that lists Jobs, click the **Description** column. This will open the Job Form for Editing.

## The Quoting Process

The first stage for many Jobs after being logged is Quoting.

This topic is handled in the Quote Training session; refer to the Quote Training manual for details on quoting.

## Managing Jobs as they get Done

### Allocating a Logged Job

This process is for a Job Dispatcher, to help manage which Jobs are already organised, and those that are new which still need organising.

People logging job for your attention should be giving them a status of **JL – Job Logged**, so that they get into your ‘In Tray’. The other route is a Quoted Job that has been won, which may have a status of ‘QA Quote Accepted’.

To make it easy for you, there is a menu option to show a list of just these jobs:

What you actually do to allocate a Job depends on your workflow.

Examples are:

Schedule it: If your staff work from Schedules, then scheduling some staff to do this Job will pass the action and responsibility to them. When they have completed their schedules (could be one or many) the Job would ‘be completed’. In this case, set the Status to **JS Job Scheduled**. See the ‘Scheduling Section’ below for more detail on this method.

Give it to a particular Supervisor: Put it into a Supervisors Job List by putting their name in the Supervisor field, and changing the status to **JA Job Allocated**. This passes the responsibility to this supervisor.

Organise things: It may be that you are the only Job Manager, and you want to organise the materials and sub-contractors (Purchase Orders) and staff, and then change the status to JA Job Allocated so that you know that part of the process is complete.

Or, sometimes staff take their own Jobs, and fill in the Supervisor and change Status fields to let everyone else know the Job is taken, and who took it and will see it through. i.e. Self despatching.

#### To Allocate Jobs:

- From the **JobFlow** menu, click on the **To Issue** menu item. This action opens the **Jobs to Issue** web report. All jobs with a QA or JL status are listed; i.e. all jobs that are logged and awaiting allocation.

Jobs to Issue : Logged jobs that need to be allocated to staff. (Status JL or QA)													
Filter : No Filter													
<input type="button" value="Refresh Report"/> <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Clear Sort"/> <input type="button" value="Clear Filters"/> <input type="button" value="Save Report Setting"/> <input type="button" value="Clear Report Settings"/>													
Branch	Job Zone	Street	Client	Job No	Description	Sta...	Order Goo...	Ord...	D... To...	Quote Template	Supervisor	Division	City
West	46 Swamp Road	Cooper	1040	603 Grain Silo	QA	P	0	-2...	Quoting	Brian			Wellington
West	64 Smale St	GroundP	1042	Replace HWC	JL	P	0	-2...		Lorna	Engineer		Auckland
Central	27 St Lukes	GroveG	1041	Wire in Heat Pump	JL	P	8	-2...		Grant	Engineer		Auckland

- Use the filter fields to find the job to allocate e.g.
  - Filter by **JobZone**, so that you allocate close together Jobs to the same person

- b. Sort by **Days To Go**, so that you organise the most pressing jobs first
3. Click **Status** to view the Job in more detail. This leads to different screens depending on the type of Job
  - a. If the Job doesn't have a Quote, it filters to just this job, displaying details in the header which can be printed as a Job Card. There is also a Map Header Link which will display the location of the job on Google maps.
    - i) You can print this Web Report for a **Job Card**, or click the **Job Description** to edit the Job and print a formatted Job Card.
    - ii) When allocating the Job, click **Job Description** to Edit the Job, and set the Supervisor and New Status i.e. JA Job Allocated.
  - b. If the **Job has a Quote** which is committed, then you get a report showing the Job and the materials you should take to finish the work.
    - iii) You can print this for a **Job Card or Picking List**, and zip around your store collecting the goods needed for this job. Then click the Header Link '**Issue or Order**' to post the materials you are giving them, and create a Purchase Order extra materials you do not have in Stock.
    - iv) For a formatted Job Card, Click the **Edit Job** header link to edit the Job, and use the Job Card button.
    - v) Use the **Edit Job** header link to edit the Job, set the Supervisor and New Status i.e. JA Job Allocated.
4. Refresh your 'To Issue' list, e.g. re-open it from the Menu. It will be one job shorter now, unless of course new jobs are coming in faster than you are issuing them.

## Allocated Jobs in Progress

### Supervisors

Supervisors will have a list of jobs that have been allocated to them. As a Supervisor, Nimbus makes it easy for you to keep track of your list.

You may want to:

- Update a Job you have just done, e.g. set to JF Finished to move it on to the people who check the jobs
  - Choose a job to see its details and take materials for it
  - See if there are items on order holding up the Job
  - Follow a query from a Customer on where their Job is at
  - Check on the costs so far, who has worked on it and what they have done
  - Get some documents, or add some documents to the job
1. From the **JobFlow** menu, click on the **Allocated** menu item. This action opens the **Jobs Allocated** web report. All jobs with a JA, JS, JP and JPM status are listed; it is filtered to those specifically allocated to you i.e. all jobs that are allocated to you as the Job Supervisor to be done and/or are in progress.

**Jobs Allocated** : Jobs allocated to staff, and still underway. Status- JA, JP, JPM, JS, JMW, JMNew, JL

Filter : No Filter

Profit Centre		Supervisor		Up to Period															
						Refresh Report		Print		Export		Clear Sort		Clear Filters		Save Report Setting		Clear Report Settings	
Supervisor	Current Owner	Job No	Job Description	Status	Error	Client	Site Address	Order Goods	Cur... Ord...	F... D...	Hours ToDate	Ho... PC	Hours Budget	ToBe Invoiced	Hours To Comp...	Exp... Hou...	Costs ToDate	Budget	
Wayne		WKE-5	Plumbing	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0		00:00	18...	116.25		0	00:00	\$1,562.50	\$8,631.91	
Wayne		WKE-4	Electrical	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0				85		0	00:00		\$7,204.60	
Wayne		WKE-3	Portals	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	1		00:00	52...	407		0	00:00	\$23,363...	\$67,892.12	
Wayne		WKE-2	Slab	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0		01:01	11...	72		0	00:09	\$17,494...	\$21,225.06	
Wayne		WKE-1	Prelim & General Variation-Garage	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0		45	45...	1		0	00:44	\$3,417.00	\$12,000.00	
Adam		SPA-V01		JP	ok	ADC International	1327 Broadway	Q not com...	0		40	60...	80		0	00:00	\$3,222.20	\$9,732.00	
Julie		SPA-4	Sealing	JP	ok	Irish Green Backs	22 Dublin Street	Q	0		44	98...	45		0	00:01	\$3,727.00	\$8,856.00	

2. Clear the **Supervisor** Filter to see all allocated Jobs across the company
3. Click **Job Description** column to edit your job
4. Click **Job Number** column to get to the **Job Enquiry** report that shows you everything about the Job. From there click the **Job Cost Page** header link to add time or materials and so on. More on this page later.
5. Click **Status** column to look at picking list, if the Job has a committed quote
6. Click **Order Goods** to order goods from a 'Q'uite, or on a 'P'urchase Order.

Order Goods	Current Orders	Work Items
Q	0	
P	0	2
P	0	
P	0	
Q not committed	0	

7. **Current Orders** shows the number of open orders. Click to open a PO web report to see the details. If no orders are open, then a new order form is opened.

## Jobs Finished for Checking

Who checks your Jobs?

Who inspects finished Jobs, so that:

- The time is all posted, and appropriate for the work
- The materials are all there, and the prices (margins) look right
- The invoice text is appropriate
- Job is complete, so the invoice can be printed

Checking the Finished Jobs process depends on your workflow. It could be Supervisors, or an overall Checker.

When a Job is finished, and ready to be checked:-

1. Change the **Job Status** to **JF** Job Finished. This can be done from, from timesheets, schedules, Job Cost Page as staff go about their daily inputs, or by updating from the Job Edit Form.

This then provides a scope of ‘the jobs that need checking’.

To check Jobs that have been finished:-

2. From **Workflow** Menu, click **To Check** to open the **Invoice Pre Check** web report.

Invoice Pre Check : Quoted, Outcome and Jobbing Jobs check open JF JFP and XI ,XIM,XC Jobs																		Print Job Cost All			
Filter : Status not equal to XI																		Status JF to XI			
Auto Invoicing																					
Profit Centre	Job No	Supervi...	Description	Debtor	St...	Final Close	Invoice Warning	Invoice Type	Pro Forma Invoice	Still On Order	Open Schde...	Quoted	Jobbing Value	Outcome Amount	Costed Cost	Ignored Loss	Markup %	Previous Invoices	To Invoice	SLA Cover	
Div1	1027	Marlene	Car Port	Craik	JP	N	Unconfirmed Mobile Timesheets	Jobbing	ProForma	\$200.00	1	\$3,309.02	\$8,136.74	\$0.00	\$6,435.90	\$276.00	22%	\$1,369.96	\$6,490.78	IR	Quoting
Div3	1030	John	Sanitary replacements	NHHS	JP	N	Items on Order	Jobbing	ProForma	\$32.40		\$0.00	\$9,107.94	\$0.00	\$6,354.56		43%	\$8,670.44	\$437.50	IR	
Div3	1045	Brian	Paint Fence	Citydea	JP	N		Jobbing	ProForma			\$0.00	\$2,687.50	\$0.00	\$1,909.50		41%	\$2,355.50	\$332.00	IR	

This shows the Jobs you need to check including the details of the costs on to jobs, items that are on order (and whether they are still to be priced), the invoice type, and current invoice amount together with mark up.

Refer to the [Checking Completed Jobs](#) section for more on this process.

## Current Orders

A constant process for some is finding that parts are needed, ordering them, then getting the parts to the job once the order items turn up and getting the job moving again.

Your **Allocated** page will show if there are items on order under the **Orders** column. Click on the number to see the current orders for that job. From this report you can receive and price items as necessary. Under the **Jobflow** menu, there is also a **Current Orders** page to show all items still on order or un-priced for all jobs.

PO Current : Items on order not yet priced. Working list for Job Managers and Store staff.																		New Purchase Order	
Filter : Code not equal to SUB																		Return Goods	
																		FC Order	
Branch	PO Number	Order Date	Supplier	Status	Job Number	Description	Code	Ordered	Receive	Expected CostPrice	Job Qty	Expected JobCost	Expected JobAmount	Ordered By	Phone	Project	Received By	Received Date	Order T
							<>SUB												
	2193	22/03/2	PlacemakersN	Ordered		Galvanised Nails CABLE ASBESTOS 3 CORE 0.75 SQMM	123456 20312962	1	0	\$20.90	0	\$0.00	\$0.00	wayne.ha	+64 (03) 245 1523				Job
	2187	11/05/2	ElecDepot	Ordered		Set Fair for Laptop install	Laptop	1	0	\$0.00	1	\$0.00	\$0.00	\$0.00	wayne.ha	+64 (03) 208 1588			Job
	2188	16/01/2	Bright	Ordered	1027	Ball and Boba	NB1	1	0	\$27.00	1	\$27.00	\$32.40	\$32.40	phil.lux	+64 (08) 356 4561	1030		Job
	2173	09/01/2	Bright	Ordered	1030	Mobile Order	MWPO	1	0	\$10.00	1	\$10.00	\$10.00	\$10.00	Lorna.Mu	+64 3199			Job
	2105/Lu.	08/06/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$12.50	1	\$12.50	\$12.50	\$12.50	Lorna.Mu	+64 3199			Job
	2104	13/01/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$15.00	1	\$15.00	\$15.00	\$15.00	Lorna.Mu	+64 3199			Job
	2103	10/01/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$20.00	1	\$20.00	\$20.00	\$20.00	Lorna.Mu	+64 3199			Job
	2102	10/01/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$400.00	1	\$400.00	\$400.00	\$400.00	Lorna.Mu	+64 3199			Job
	2104	04/01/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$200.00	1	\$200.00	\$200.00	\$200.00	Lorna.Mu	+64 3199			Job
	2099	30/12/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$10.00	1	\$10.00	\$10.00	\$10.00	Lorna.Mu	+64 3199			Job
	2098	30/12/2	A1 Con	Ordered	1041	Mobile Order	MWPO	1	0	\$10.00	1	\$10.00	\$10.00	\$10.00	Lorna.Mu	+64 3199			Job
NN	2082	21/05/2	RadingS	Ordered		50 x 25 mm Rad Dressing DR MS H	1255298	5	0	\$4.65	0	\$0.00	\$0.00	\$0.00	Brian.Po	+64 (09) 215 7352			Job
	2065	07/01/2	ElecDepot	Received	1047	19G LIGHT FITTING ACC. PDL	PDL19G	2	2	\$51.27	2	\$102.54	\$112.80	\$112.80	Brian	+64 (03) 208 1588			Job
																			07/01/2015

To receive or price items on order:-

1. From the **JobFlow** menu, click on the Current Orders item.

PO Current : Items on order not yet priced. Working list for Job Managers and Store staff. Filter : Code not equal to SUB														New Purchase Order Return Goods FC Order Request Items Bulk Order from requests					
Branch	PO Number	Order Date	Supplier	Status	Job Number	Description	Code	Ordered	Receive	Expected CostPrice	Job Qty	Expected JobCost	Expected JobAmount	Ordered By	Phone	Project	Received By	Received Date	Order T
						<>SUB													
	2193	22/03/2...	PlacemakersN	Ordered		Galvanised Nails	123456	1	0	\$20.90	0	\$0.00	\$0.00	wayne.ha	+64 (03) 245 1523				Job
	2187	11/05/2...	ElecDepot	Ordered		CABLE ASBESTOS 3 CORE 0.75 SQMM	20312962	5	0	\$1.40	0	\$0.00	\$0.00	wayne.ha	+64 (03) 208 1588				Job
	2178	16/01/2...	Blight	Ordered	1027	Set fee for Laptop install	Laptop	1	0	\$0.00	1	\$0.00	\$200.00	phil.live	+64 (06) 356 4561				Job
	2150	09/06/2...	PlacemakersN	Ordered		Mobile Phone and SIM	N/A	1	0	\$27.00	1	\$27.00	\$27.00	wayne.ha	+64 (03) 245 1523				Job
	2150	09/06/2...	A1 Con	Ordered	1041	Mobile Order	MWP0	1	0	\$10.00	1	\$10.00	\$10.00	Lorna.Mu	+64 (03) 356 4561	1030			Job
	2154	13/01/2...	A1 Con	Ordered	1041	Mobile Order	MWP0	1	0	\$12.50	1	\$12.50	\$12.50	Lorna.Mu	+64 (03) 356 4561				Job
	2103	10/01/2...	A1 Con	Ordered	1041	Mobile Order	MWP0	1	0	\$15.00	1	\$15.00	\$15.00	Lorna.Mu	+64 (03) 356 4561				Job
	2102	10/01/2...	A1 Con	Ordered	1041	Mobile Order	MWP0	1	0	\$20.00	1	\$20.00	\$20.00	Lorna.Mu	+64 (03) 356 4561				Job
	2104	04/01/2...	A1 Con	Ordered	1041	Mobile Order	MWP0	1	0	\$400.00	1	\$400.00	\$400.00	Lorna.Mu	+64 (03) 356 4561				Job
	2104	04/01/2...	A1 Con	Ordered	1041	Mobile Order	MWP0	1	0	\$200.00	1	\$200.00	\$200.00	Lorna.Mu	+64 (03) 356 4561				Job
	2099	30/12/2...	A1 Con	Ordered	1041	Mobile Order	MWP0	1	0	\$10.00	1	\$10.00	\$10.00	Lorna.Mu	+64 (03) 356 4561				Job
NN	2082	21/05/2...	RoadingS	Ordered		50 x 25 mm Rad Dressing DR MS H	1255298	5	0	\$4.65	0	\$0.00	\$0.00	Brian.Po	+64 (09) 215 7352				Job
NN	2098	30/12/2...	A1 Con	Ordered	1041	Mobile Order	MWP0	1	0	\$10.00	1	\$10.00	\$10.00	Lorna.Mu	+64 (03) 356 4561				Job
NN	2065	07/01/2...	ElecDepot	Received	1047	19G LIGHT FITTING ACC. POL	PDL19G	2	2	\$51.27	2	\$102.54	\$112.80	Brian	+64 (03) 208 1588	Brian	07/01/2015		Job

- a. To receive items click on the Receive column, to process goods that have come in. This shows you who it is for, allows you to update the quantity and so clear the job of items still needed.
- b. If the cost price is known, click on the Expected Cost Price column to enter the price for the items that have been received. This provides the same information as for Receive and also posts the quantity and price to the job.

For more on processing Purchase Orders see the ‘Processing Purchase Orders training manual.

## Job Enquiry

When you have a large job with many transaction lines, it is often easier to view these transactions in **the Job Enquiry** and **Job Enquiry Detail** reports. (The Job Number on the Job Enquiry report drills to the Job Enquiry Detail report)

There are various ways of opening the Job Enquiry report. Some are:

- a. From the **JobFlow** Menu, choose the **Job Manager** item which opens a very useful summary report to open **Job Trans Enquiry**, then click on the Job Number to open **Job Enquiry**.

Job Manager : Summarises Quoted Job details. Used to enter costs to complete and predict results. Filter : Closed contains 0																										
Project		Job No		Description		% C...	Due At	D...	T...	Quoted Amount	Invoice to Date	Budget Hours	Actual Time Sell	Actual Hours	Other Sell	Total Cost	Jobbing WIP	Estim. Hours to Go	Estimated Final Sell	Estimated Gain/Loss	Start Date	Superv...	Clo...	Budget Margin	Estimated Margin	
	new	1027	Car Port				28/01/20...	~		\$2,309.02	\$1,369.96	12	\$856.96	12.4	\$7,279.78	\$6,435.90	\$6,766.78	0	\$8,336.74	-\$4,126...	11/11/2014	Marlene	0	\$699.90	-\$6,027.72	
	new	1032	Cooling Tower replacement				25/01/20...	~		\$0.00	\$0.00	0	\$1,251.25	22.25	\$38.96	\$810.10	\$1,290.21	0	\$551.29...	-\$550.81...	11/11/2014	Brian	0	\$0.00	-\$551,290...	
	new	1033	Maintenance - Freezer Check							\$0.00	\$0.00	0	\$0.00	2.2	\$665.00	\$615.60	\$665.00	0	\$665.00	-\$615.60	11/11/2014	John	0	\$0.00	-\$665.00	
	new	1036	Shower replacement				24/01/20...	~		\$2,268.98	\$0.00	14	\$0.00	0	\$0.00	\$0.00	\$0.00	0	\$0.00	\$2,268.98	05/12/2014	Marlene	0	\$697.03	\$2,268.98	
	new	1041	Wind in Heat Pump				28/01/20...	~		\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0	\$677.00	-\$677.50	19/06/2015	Grant	0	\$0.00	-\$677.50	
	new	1045	Paint Fence							\$0.00	\$2,355.50	0	\$60.00	9.5	\$2,086.00	\$1,909.50	\$332.00	0	\$2,686.80	-\$1,909.50	16/12/2014	Brian	0	\$0.00	-\$2,687.50	
	new	1048	Sales Order							\$634.55	\$0.00	0	\$0.00	0	\$168.00	\$461.00	\$168.00	0	\$168.00	\$173.55	23/12/2014	Julie	0	\$150.55	\$466.55	
	new	1058	Building Site Pipe							\$0.00	\$0.00	0	\$220.00	4	\$0.00	\$140.00	\$220.00	0	\$220.00	-\$140.00	23/01/2015	Marlene	0	\$0.00	-\$220.00	
	new	1065	Bob Cat - Service							\$0.00	\$0.00	0	\$0.00	0	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00	26/01/2015	Office	0	\$0.00	\$0.00	
		1047	Sales Order 603 sample							\$197.28	\$0.00	0	\$860.00	10	\$224.95	\$191.13	\$1,084.95	0	\$1,197.75	-\$721.85	22/12/2014	KF	0	\$46.74	-\$1,000.47	
	1030	Jobs:1	Sanitary replacements				07/12/20...	~	1	\$0.00	\$6,670.44	0	\$3,302.00	48	\$5,805.94	\$6,381.56	\$437.50	0	\$9,140.34	-\$6,381...	10/11/2014	John	0	\$0.00	-\$9,140.34	
	FDC	Jobs:4	Freeze Dryer Crak	1						\$33,983...	\$31,970...	95	\$10,416...	103.5	\$23,639...	\$22,561...	\$2,085.49	0	\$34,055...	\$11,421...	02/10/2014	Brian	0	\$8,290.80	-\$72.56	
	RFT	Jobs:3	Freeze Tower Renovation							3	\$369,87...	\$69,747...	3180	\$10,393...	149.5	\$8,418.17	\$11,185...	+\$50,935...	0	\$18,811...	\$358,68...	27/12/2014	Brian	0	\$108,411.00	\$351,063.83
	SPA	Jobs:5	Building site Preparation							5	\$52,299...	\$35,821...	269.5	\$20,566...	323.5	\$17,779...	\$24,797...	\$2,524.99	0	\$38,346...	\$27,502...	02/10/2014	Brian	0	\$17,114.84	\$13,953.24
	WKE	Jobs:5	New Workshop							5	\$149,47...	\$385.00	681.25	\$23,007...	357	\$41,182...	\$65,837...	\$63,805...	0	\$87,190...	\$83,636...	30/10/2014	Wayne	0	\$32,519.87	\$62,283.49

- b. From the **Jobs Allocated** web report Click on the **Job Number**

Use the filters to find the job you want to look at.

### The Job Enquiry report:-

- a. Shows one line per item
- b. It shows whether the item has been quoted, used, invoiced etc.

**Job Details**

JobID	1760	SiteAddress	54 Scott Road
JobNumber	1027	City	Lower Hutt
JobDescription	Car Port	Phone	+64 (04) 257 9520
JobSupervisor	Marlene	DueAt	28/01/2015 12:00:00 am
CustomerName	BN Craik & Sons	StartTime	11/11/2014 9:44:00 am

Job Enquiry : Job enquiry totalled per Item  
Filter : No Filter  
Job No : 1027

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Client	Job Number	Section	Category	Code	Item Description	Quoted	Used	Pendi...	Plann...	Sche...	Only	Order...	Invoi...	Invoiced GP	Item %	\$Quote	\$Outcome	\$Jobbing	Edit	\$Invoice	Quote Cost	Costed Cost	Order Cost	Planned Cost	Pendi...
Craik	1027	Stock	CABLE	20109158		CABLE TPS 16 MM 3-CORE & EARTH	0	345	0		0	0	-\$4,830...		\$0.00	\$0.00	\$6,037.50	1	\$0.00	\$0.00	\$4,830.00	\$0.00	\$0.00	\$0.00	\$0.00	
Craik	1027	Stock	ROOFI...	3330289		Roof Iron Brdg Sq .55x185x3600mm	18	0	0		0	0	\$0.00		\$655.20	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Craik	1027	Stock	PAINT	4030870		Healing First Coat Primer Pink	4	0	0		0	0	\$0.00		\$65.86	\$0.00	\$0.00		\$0.00	\$47.04	\$0.00	\$0.00	\$0.00	\$0.00		
Craik	1027	Stock	Angle	4421		Steel Angle 100X100X12	14	0	0		0	0	\$0.00		\$744.21	\$0.00	\$0.00		\$0.00	\$531.58	\$0.00	\$0.00	\$0.00	\$0.00		
Craik	1027	Stock	WASTE	900'CP		40mm (D-Nut T-Pug) Sink Waste/C	0	1	0		0	1	\$2.25	25%	\$0.00	\$0.00	\$11.25		\$11.25	\$0.00	\$9.00	\$0.00	\$0.00	\$0.00		
Craik	1027	Plant	Trucks	BD2		Bedford Truck kms	36	0	0		0	0	\$0.00		\$67.50	\$0.00	\$0.00		\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00		
Craik	1027	Time	TProd	C		Consulting - Inspection	0	1.88	0		0	0	-\$65.80		\$0.00	\$0.00	\$141.00	1	\$0.00	\$0.00	\$65.80	\$0.00	\$0.00	\$0.00	\$0.00	

### To access the Job Enquiry Detail report:

1. Click on the Job No item in the Job Enquiry report.
  - a. This report shows each transaction line that makes up the Job Enquiry report.
  - b. Use the column headings to sort the transactions in the order you wish to view them.

Job Enquiry Detail : Job cost and items on order for listing, selection and drilling.

Filter : Job Number equals 1027

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Branch	Client	Project	Job Number	Date	Sub Ledger	Section	Employ...	Code	Item Description	Quantity	Cost	Amount	Markup	Markup \$	Latest Cost	Invoice Status
Craik			=1027	11/11/2014	Quoting	Stock		4421	Steel Angle 100X100X12	14	\$531.58	\$744.21	40%	\$212.63	\$531.58	Normal
Craik				11/11/2014	Quoting	Stock		3330289	Roof Iron Brdg Sq .55x185x3600mm	18	\$468.00	\$655.20	40%	\$187.20	\$468.00	Normal
Craik				11/11/2014	Quoting	Time		L	Labourer	6	\$225.00	\$337.50	50%	\$112.50	\$225.00	Normal
Craik				11/11/2014	Quoting	Time		LB	Builder	6	\$292.50	\$438.75	50%	\$146.25	\$292.50	Normal
Craik				11/11/2014	Quoting	Stock		4030870	Healing First Coat Primer Pink	4	\$47.04	\$65.86	40%	\$18.82	\$47.04	Normal
Craik				11/11/2014	Quoting	Plant		BD2	Bedford Truck kms	36	\$45.00	\$67.50	50%	\$22.50	\$45.00	Normal
Craik				11/11/2014	Quoting	MVRates		Car Port		1	\$1,609.12	\$2,309.02	43%	\$699.90	\$1,609.12	Normal
Craik				14/11/2014	Costing	TimeINC	Brian	LNCQ	Non chargeable Quotng time	2	\$70.00	\$110.00	57%	\$40.00	\$70.00	Normal
Craik				10/12/2014	Costing	Time	Brian	LP	Master Plumber	3	\$105.00	\$195.00	86%	\$90.00	\$105.00	Invoiced
Craik				10/12/2014	Costing	Time	Brian	LE	CANCELED: Power Short mobile schedule new server	0	\$105.00	\$204.00	94%	\$99.00	\$105.00	Invoiced
Craik				10/12/2014	Costing	Stock	Brian	PDLS81	581 SWITCH 1 GANG PDL Power Short mobile schedule new server resend	12	\$72.00	\$90.00	25%	\$18.00	\$72.00	Invoiced
Craik				09/12/2014	Costing	Time	Brian	LE		1.22	\$42.70	\$82.96	94%	\$40.26	\$42.70	Invoiced

The Job Enquiry Detail report allows you to **Add, Edit, Transfer and Return** transactions in the same way that the **Job Cost Page** does.

2. To Edit, Return or Transfer a transaction: click on the appropriate column link in the line you want to change. The links will only appear when the transaction can be processed.

Amount	Markup	Markup \$	Latest Cost	Invoice Status	Sch... Only	Edit	Ret	TranF
\$110.00	57%	\$40.00	\$70.00	Normal				
\$195.00	86%	\$90.00	\$105.00	Invoiced		Edit	Tr	
\$204.00	94%	\$99.00	\$105.00	Invoiced			Tr	
\$90.00	25%	\$18.00	\$72.00	Invoiced			Tr	
\$82.96	94%	\$40.26	\$42.70	Invoiced			Tr	
\$15.00	25%	\$3.00	\$12.00	Invoiced			Tr	
\$68.00	94%	\$33.00	\$35.00	Invoiced			Tr	
\$0.00	-100%	-\$87.40	\$87.40	Invoiced			Tr	
\$393.75	25%	\$78.75	\$315.00	Invoiced			Tr	
\$11.25	25%	\$2.25	\$9.00	Invoiced			Tr	
\$60.00		\$0.00	\$60.00	Invoiced			Tr	
\$250.00		\$0.00	\$250.00	Invoiced			Tr	
\$186.28	25%	\$37.28	\$149.00	Normal		Edit	Ret	Tr
\$56.00	40%	\$16.00	\$40.00	Ignore				Tr
\$6,037.50	25%	\$1,207.50	\$4,830.00	Normal		Edit	Ret	Tr

3. There are **Header Links** available on the **Job Enquiry Detail** report that allow you to make alterations/additions to the job or invoice it once you are happy with the transactions. More on invoicing later.

Job Details												Edit Job Current Orders Add Expense Add Time Add Stock Invoice Open Quote Job Variances Add Bulk Job Postings Edit Bulk Job Postings												
JobID	1760	Closed	False	JobNumber	1027	InvoiceQueue	Iobbing	JobDescription	Car Port	ProfitCentre	DIV1	Status	IP - Progress - monthly inv	Quoted_ \$	2309.0200	CostedCost_ \$	6435.9000	Invoice_ \$	1369.9600	Job Enquiry Detail : Job cost and items on order for listing, selection and drilling. Filter : Job Number equals 1027 and Sub Ledger contains co				
<input type="button" value="Refresh Report"/> <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Clear Sort"/> <input type="button" value="Clear Filters"/> <input type="button" value="Save Report Setting"/> <input type="button" value="Clear Report Settings"/>																								
Branch	Client	Project	Job Number	Date	Sub Ledger	Section	Employ...	Code	Item Description	Quantity	Cost	Amount	Markup	Markup \$	Latest Cost	Invoice Status	Sch... Only	Edit	Ret	TranF	Ret'd or Tf'd to Date	Period	PO Number	War...
			=102		co																			
Craik			1027	14/11/2014	Costing	TimeNC	Brian	LNCQ	Non chargeable Quoting time	2	\$70.00	\$110.00	57%	\$40.00	\$70.00	Normal		Edit	Tr	0	30/11/2014			
Craik			1027	10/12/2014	Costing	Time	Brian	LP	Master Plumber	3	\$105.00	\$195.00	86%	\$90.00	\$105.00	Invoiced			Tr	0	31/12/2014			
Craik			1027	10/12/2014	Costing	Time	Brian	LE	CANCO D1 Power Short mobile schedule new server	0	\$105.00	\$204.00	94%	\$99.00	\$105.00	Invoiced					31/12/2014			
Craik			1027	10/12/2014	Costing	Stock	Brian	PDL581	S81 SWITCH 1 GANG PDL	12	\$72.00	\$90.00	25%	\$18.00	\$72.00	Invoiced			Tr	0	31/12/2014			
Craik			1027	09/12/2014	Costing	Time	Brian	LE	Power Short mobile schedule new server resend	1.22	\$42.70	\$82.96	94%	\$40.26	\$42.70	Invoiced			Tr	0	31/12/2014			
Craik			1027	10/12/2014	Costing	Stock	Brian	PDL581	S81 SWITCH 1 GANG PDL	2	\$12.00	\$15.00	25%	\$3.00	\$12.00	Invoiced			Tr	0	31/12/2014			
Craik			1027	10/12/2014	Costing	Time	Brian	LE	Roof leak test mobile no parts	1	\$35.00	\$68.00	94%	\$33.00	\$35.00	Invoiced			Tr	0	31/12/2014			
Craik			1027	18/12/2014	Costing	Time	Marlene	LB	Builder	2.3	\$87.40	\$0.00	-100%	-\$87.40	\$87.40	Invoiced			Tr	0	31/12/2014			
Craik			1027	18/12/2014	Costing	StockNS	NBI		Total mobile Order: guttering	1	\$315.00	\$393.75	25%	\$78.75	\$315.00	Invoiced			Tr	0	31/12/2014	2044		

## Job Costing

The way transactions come into Nimbus depends on your workflow. Scheduler is one way; Mobile is another. However for many companies, the traditional Time Sheet Posting is common for some if not all staff.

### Time Sheet Job Posting

This is often an Office function, rather than for Job Managers.

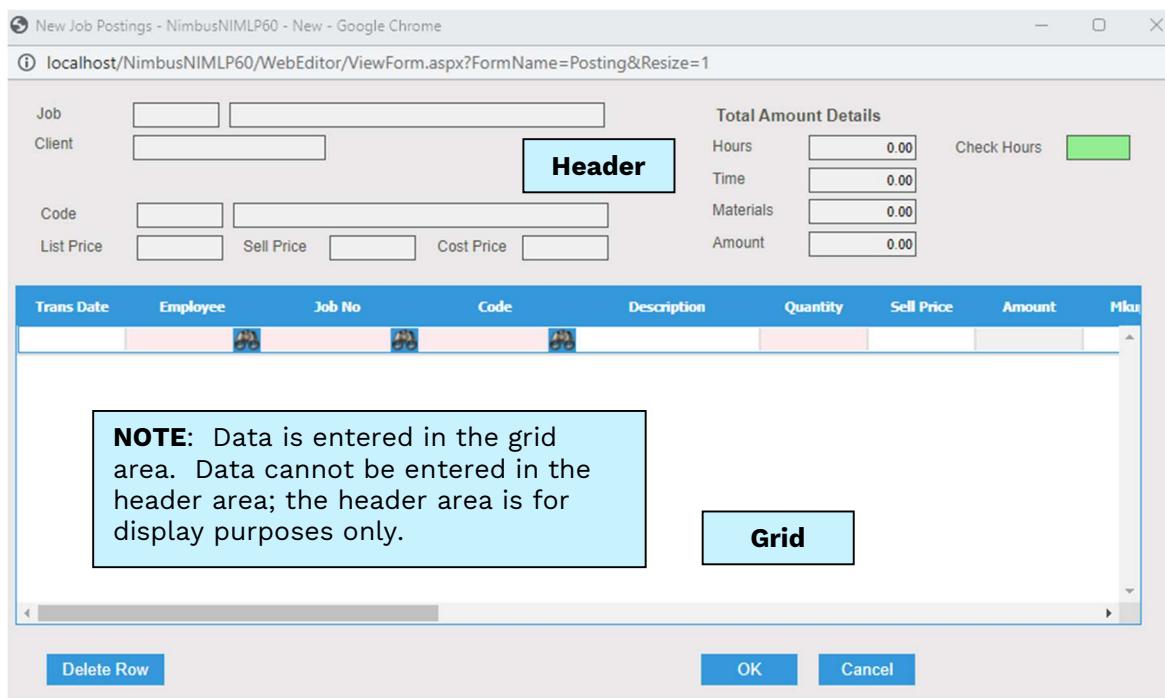
The quickest processing method for Timesheets is the **Job Posting** application.

Users can access the **Job Posting** application from the **JobFlow** or the **Office** menu.

### Posting Time & Materials to the Job

To post time, materials and other expenses using the Job Posting application:

1. From the **JobFlow** menu, click on the **Job Posting** menu item.
2. The form below will be displayed. Note that the form is divided into two sections, the header and the grid.



Trans Date	Employee	Job No	Code	Description	Quantity	Sell Price	Amount	Mkt

**Header**

**Grid**

3. Enter the date, press **Tab** to follow the tab order to the next relevant field.
4. The Employee field only needs to be completed if you are posting time to a Job. Enter the name of the person that has done time for this Job in the **Employee** field. A lookup is available, if required.
5. Enter the job number this transaction is to be posted to in the **Job No** field. A lookup is available, if required. Press **Tab** to follow tab order. Note that once a job number has been entered in this field, the details for this Job (number and job description) are displayed in the header.

6. Enter the time or material code in the **Code** field. A lookup is available, if required. Note that once the Code has been entered, the code description is automatically entered in the **Description** field. In addition, the pricing details for this Code (list price, sell price and cost price) are displayed in the header.
7. Enter the number of hours or quantity of stock/plant items in the **Quantity** field and then press **Tab**.
8. If any notes are required, enter these in the **Notes** field.
9. Repeat steps (5) to (9) above for all items to be posted to jobs. Note that the **Total Amount Details** section in the header is updated each time information is entered into another row.
10. When all items have been posted, press the **OK** button to post all rows. This action also closes the **Job Posting** application.

## Other Features in the Job Posting Application

### Prices

There are two cost prices in the resource file – cost price and average cost price. It is the cost price that is displayed on the Job Posting form. Cost price can be altered in the Job Posting form; this action will not update the average cost price in the resource file. The average cost price is updated by the system, based on entries via the Purchase Orders application which will establish the true updated average cost price. (It is the average cost price that is used to update the General Ledger.)

The sell price can be edited in the Job Posting application. If the sell price is edited, the edited sell price will be reported in the job cost reports, however the resource file sell price will remain unchanged. This means that the sell price can be changed to meet job pricing requirements. For any permanent editing of prices in the Job Posting application, prices will need to be modified based on entries via the Purchase Order application, or prices can be altered directly by editing the resource file.

### Grid Edit Command Options

By right-clicking anywhere in the grid, three edit command options are displayed, as follows:

<b>Delete Row</b>	Select the row to delete and then select this option to delete the row from the grid.
<b>Copy Cell Above</b>	To copy the information held in the cell above, right-click on the blank cell where the information is to be copied to and then select <b>Ctrl + “</b> .

## Checking Completed Jobs

If you haven't done so already, a good procedure to adopt and adhere to is to make sure a completed job gets a final check before it is invoiced; an incorrect invoice can be a source of embarrassment! This means that a final check includes, among other things, a verification of the quantity and sell-price amounts for all items posted to the job.

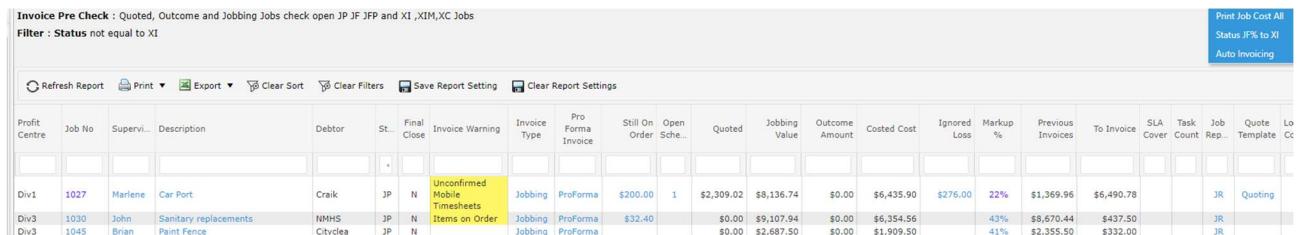
## View Completed Jobs

In Nimbus, a job that has been completed will have the JF (job finished so check) status. A web report displays all jobs with the JF status making it easy to view all jobs ready for checking before being put into the invoice run.

To view the jobs that are finished and ready for checking:

- From the **JobFlow** menu, click on the **To Check** menu item. This action runs a web report that displays all jobs that are currently set with a JP, JF%, XI, XIM or XC status. The % symbol is a ‘wild card’ which means that the report will capture all jobs that have a status using the JF code, e.g. JFP (job finished and printed.)

Invoice Pre Check : Quoted, Outcome and Jobbing Jobs check open JP JF JFP and XI ,XIM,XC Jobs  
Filter : Status not equal to XI



Invoice Pre Check : Quoted, Outcome and Jobbing Jobs check open JP JF JFP and XI ,XIM,XC Jobs																					
Filter : Status not equal to XI																					
Auto Invoicing																					
Profit Centre	Job No	Supervi...	Description	Debtor	St.	Final Close	Invoice Warning	Invoice Type	Pro forma Invoice	Still On Order	Open Schde...	Quoted	Jobbing Value	Outcome Amount	Costed Cost	Ignored Loss	Markup %	Previous Invoices			
Div1	1027	Marlene	Car Port	Craik	JP	N	Unconfirmed Mobile Timesheets	Jobbing	Proforma	\$200.00	1	\$2,309.02	\$8,136.74	\$0.00	\$6,435.90	\$276.00	22%	\$1,369.96	\$6,490.78	JR	Quoting
Div3	1030	John	Sanitary replacements	NMHS	JP	N	Items on Order	Jobbing	Proforma	\$32.40		\$0.00	\$9,107.94	\$0.00	\$6,354.56	43%	\$8,670.44	\$437.50	JR		
Div3	1045	Brian	Paint Fence	Cityclea	JP	N		Jobbing	Proforma			\$0.00	\$2,687.50	\$0.00	\$1,909.50	41%	\$2,355.50	\$332.00	JR		

- View the list of jobs for checking.

## Checking Process

Each business will have its own way of checking a job. Because of this, the checking process given below is not definitive. However, the process you use should at least include the steps listed below.

To check a finished Job:

- From the **JobFlow** menu, click on the **To Check** menu item. All Jobs ready for checking are displayed in the Invoice Pre-check report as shown above.

If the list is long, use the filters to locate the Job that you need to check.

The **Invoice Pre Check** report shows the following information

- Job Details:** **Profit Centre, Job Number, Description, Supervisor, Debtor, Status, Invoice Type**
  - P** - indicates there are uncommitted transactions, clicking on this will take you to the **Job Cost Page** to commit the transactions
  - O** - indicates items still on order, clicking on this will take you to a list of current items on order
  - N** - not ready to be final invoiced
  - Y** - it can be final invoiced and close the job
- Invoice Type:** This displays the Invoice Queue field and indicates what type of invoice will be produced for example Jobbing, Quoted or Outcome. Clicking on this link opens a manual invoice screen so that you can produce the invoice if required. The correct invoice type is preselected.
- Still On Order:** Shows the value of any purchase orders that are still on order and not costed to the Job. Click on the amount to open the Current Orders report to see the detail. From here you can also enter in the purchase cost if known so that the costs are posted to the Job, releasing it for invoicing. A job can still be invoiced if there are outstanding Purchase Orders for it, but only if the items in the

Purchase Order have been priced or the job is being progress invoiced and is not a final invoice. See the [Current Orders](#) section on how to process these.

- **Still to Confirm:** If this field displays a 'Y' this indicates that there are still uncommitted transactions on the Job. A final invoice can't be produced when there are still uncommitted transactions outstanding. Click on the Y to open the Job Cost Page and see the detail. Commit the transactions if it is to be posted to the Job ready for invoicing.
- **Quoted:** Shows the amount of the Quote on the job that will be invoiced if a quoted invoice.
- **Jobbing Value:** Shows the sell value of the items on the job that will be invoiced if a jobbing invoice.
- **Outcome Amount:** Shows the value of any outcome on the job that will be invoiced if an outcome invoice.
- **Costed Cost:** The cost of items on the job
- **Ignored Loss:** The value of transactions that have had their Invoice status set to 'Ignore' and won't be invoiced. Click to see the transactions.
- **Markup%:** The markup of the amount to be Invoiced over the Costed Cost. Click to see Transaction detail.
- **Previous Invoices:** Shows the value of any invoices previously generated for the job.
- **To Invoice:** Shows the balance to be invoiced by subtracting the Previous Invoice amount from the relevant billing value e.g. Quoted – Previous Invoice = To Invoice, or Jobbing Value – Previous Invoice = To Invoice.
- **SLA Cover:** If this field displays a 'Y', this indicates the job is covered by a contract and will not be invoiced.

To see details of what has been posted to the job, click on the Job Number. This opens the **Job Enquiry** report – a cross tabbed report grouped by items, showing the values quoted, costed and invoiced etc.

Job Details												Job Variances																					
JobID	1760	SiteAddress	54 Scott Road		City	Lower Hutt		Phone	+64 (0) 257 9520		JobDescription	Car Port		JobSupervisor	Marlene		DueAt	30/01/2015 12:00:00 am		CustomerName	BN Craik & Sons		StartTime	11/11/2014 04:40:00 am									
<b>Job Enquiry :</b> Job Enquiry totalled per Item																																	
Filter : No Filter																																	
Job No : 1027																																	
<input type="button" value="Refresh Report"/> <input type="button" value="Print"/> <input type="button" value="Export"/> <input type="button" value="Clear Sort"/> <input type="button" value="Clear Filters"/> <input type="button" value="Save Report Setting"/> <input type="button" value="Clear Report Settings"/>																																	
Branch	Client	Job Number	Section	Category	Code	Item Description	Quoted	Used	Pendi...	Plann...	Sche...	Order...	Invoi...	Invoiced GP	Item %	\$Quote	\$Outcome	\$Jobbing	Edit	\$Invoice	Quote Cost	Costed Cost	Order Cost	Planned Cost	Pendi...								
Craik	1027	Stock	CABLE	20109156		CABLE TPS 16 MM 3-CORE & EARTH	0	345	0			0	0	-\$4,830...		\$0.00	\$0.00	\$6,037.50	1	\$0.00	\$0.00	\$4,830.00	\$0.00	\$0.00	\$0.00								
Craik	1027	Stock	ROOFL...	3330289		Roof Iron Brige Sq .55x185x360mm	18	0	0			0	0	\$0.00		\$655.20	\$0.00	\$0.00		\$0.00	\$468.00	\$0.00	\$0.00	\$0.00									
Craik	1027	Stock	PAINT	4030870		Healing First Coat Primer Pink	4	0	0			0	0	\$0.00		\$65.86	\$0.00	\$0.00		\$0.00	\$47.04	\$0.00	\$0.00	\$0.00									
Craik	1027	Stock	Angle	4421		Steel Angle 100X100X12	14	0	0			0	0	\$0.00		\$744.21	\$0.00	\$0.00		\$0.00	\$531.58	\$0.00	\$0.00	\$0.00									
Craik	1027	Stock	WASTE	900DCP		40mm (D-Nut D-Plug) Sink	0	1	0			0	1	\$2.25	25%	\$0.00	\$0.00	\$11.25		\$11.25	\$0.00	\$9.00	\$0.00	\$0.00	\$0.00								
Craik	1027	Plant	Trucks	BD2		Bedford Truck kmis	36	0	0			0	0	\$0.00		\$67.50	\$0.00	\$0.00		\$0.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00								

To see the actual individual transactions on the job, click on the **Job Number** to open the **Job Enquiry Detail** Report.

**Job Enquiry Detail :** Job cost and items on order for listing, selection and drilling.

Filter : Job Number equals 1027

Branch	Client	Project	Job Number	Date	Sub Ledger	Section	Employ...	Code	Item Description	Quantity	Cost	Amount	Markup	Markup \$	Latest Cost	Invoice Status
			='102													
Craik			1027	11/11/2014	Quoting	Stock		4421	Steel Angle 100X100X12	14	\$531.58	\$744.21	40%	\$212.63	\$531.58	Normal
Craik			1027	11/11/2014	Quoting	Stock		3330289	.55x185x3600mm	18	\$468.00	\$655.20	40%	\$187.20	\$468.00	Normal
Craik			1027	11/11/2014	Quoting	Time		L	Labourer	6	\$225.00	\$337.50	50%	\$112.50	\$225.00	Normal
Craik			1027	11/11/2014	Quoting	Time		LB	Builder	6	\$292.50	\$438.75	50%	\$146.25	\$292.50	Normal
Craik			1027	11/11/2014	Quoting	Stock		4030870	Healing First Coat Primer Pink	4	\$47.04	\$65.86	40%	\$18.82	\$47.04	Normal
Craik			1027	11/11/2014	Quoting	Plant		BD2	Bedford Truck kms	36	\$45.00	\$67.50	50%	\$22.50	\$45.00	Normal
Craik			1027	11/11/2014	Quoting	MVRates		MVRates	Car Port	1	\$1,609.12	\$2,309.02	43%	\$699.90	\$1,609.12	Normal
Craik			1027	14/11/2014	Costing	TimeNC	Brian	LNCQ	Non chargeable Quoting time	2	\$70.00	\$110.00	57%	\$40.00	\$70.00	Normal
Craik			1027	10/12/2014	Costing	Time	Brian	LP	Master Plumber	3	\$105.00	\$195.00	86%	\$90.00	\$105.00	Invoiced
Craik			1027	10/12/2014	Costing	Time	Brian	LE	CANCELED: Power Short mobile schedule now carries	0	\$105.00	\$204.00	94%	\$99.00	\$105.00	Invoiced

2. Check each line item in the **Job Enquiry Detail**. Remember that you can click on the header bar to sort each column in ascending order if this helps you to check items more easily.
  - Check units (quantity) and amounts.
  - Check for any items that have been posted to the Job but are not to be invoiced, e.g. items used to repair faulty workmanship. Set the invoice status to 'Ignore' for these items.
  - Add any other items that should have been posted to the Job, but have not been.
3. Assuming all job details are now correct, print a hard copy of the **Job Enquiry** report. For instructions on how to do this, refer to the next section.

## Paper Based Job Checking

In the old days, you would print a 'Job Cost Report' for each Job, and then give these to the supervisors to scribble on.

They would give them back to the Office, who would update the changes (as defined above), and then move the Job into the area for Invoicing.

Sometimes, for example with larger jobs, it is easier to check the job from a paper based report.

### Printing a Job Cost Report

1. Print a detailed Access formatted report with summarised information.
  - a. From the To Check menu, click the Header Link Print Job Cost All
    - This prints a report for all Jobs status JF, and changes the status to JFP so that you don't get another copy later
    - To get another copy, click the Status field. To put it back into the print list, change the status back to JF.
2. To print a report for an individual Job, click the Supervisor column.
  - a. Print a quick Web Report
  - b. From the **To Check** page, click on Job No field to access the Job Enquiry Web Report page, and print that report with the header link. This is faster, with a simpler layout.

## Job Invoicing

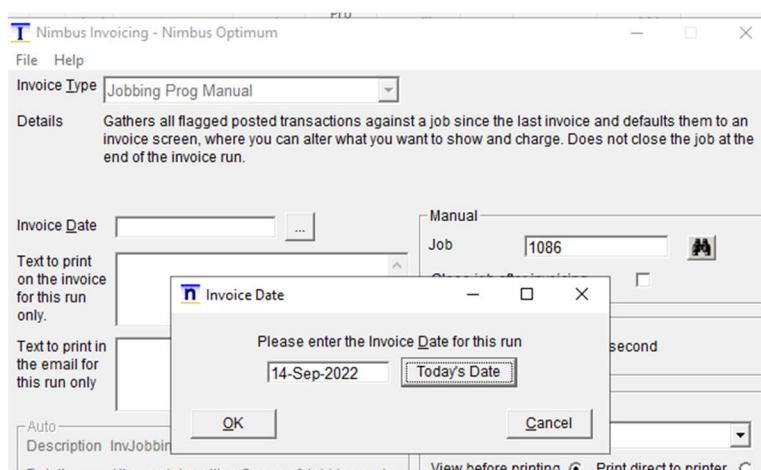
A Job is ready to be invoiced when the editing process is finished and the Job has had its final check. Until then, the Job is not ready for invoicing and the Job should continue to hold a 'J' status, e.g. JA (job allocated), JS (job scheduled), JF (job finished). Items and/or adjustments can be posted to all jobs with a 'J' status.

Once a Job has had its final check, you may want to produce an invoice right then, or if your office uses Auto-Invoicing update the status so that the job is invoiced in the next Auto-Invoicing run.

### Invoicing Immediately

To invoice the job immediately after checking:

1. From the **To Check** page filter to the job you have finished checking
2. Click on the **Invoice Type** column to activate manual invoicing
  - a. This opens the **Invoicing** application
3. Enter today's date or relevant date for the invoice



4. The transactions belonging to the job are displayed on an edit screen. These can be edited if necessary.

Code	Description	Quantity	Price	Amount	Mkup%	GST	GSTInclAmount	GSTCode	GS_GSTCode	GSTRate
	Plant									
FalconUteKM	05 Nov 2021	1.0	1.06	1.06	25.00	0.16	1.22	Std	Std	0.15

5. Click **OK** to generate the invoice

## Auto-Invoicing

If you use the Auto Invoicing feature you will want to stop transactions being posted to the Job. In Nimbus this is done by assigning an 'X' status to the Job.

If the Job is ready to be final invoiced, the JF (job finished) or JFP (job finished and printed) status is changed to the XI (invoice) status.

The ramifications of assigning the XI (invoice) status to a Job are:

- Users will be prevented from posting any further transactions to this Job.
- The Job will be put in the list of Invoices to be generated and closed next time an invoice run is processed.

To change the status of a Job from the JF (job finished) status to the XI (invoice) status:

1. From the **Job Cost Page**, change the status, or Edit the Job and change the status.
  - a. XI is for a **Final Invoice**, puts it into the automatic invoice run
  - b. XIM is for a **Final Manual Invoice**. The Office will generate this invoice onto the screen instead of automatically.
  - c. JP is for a **Progress Invoice**. This will Invoice the current months transactions only, irrelevant of what has been invoiced previously and keep the job open for further postings.
2. The job is now ready to be invoiced. The office staff routines will ensure the Job is captured in the next invoice run.

More information regarding auto invoicing is covered in the Invoicing Training manual.

## Job Returns

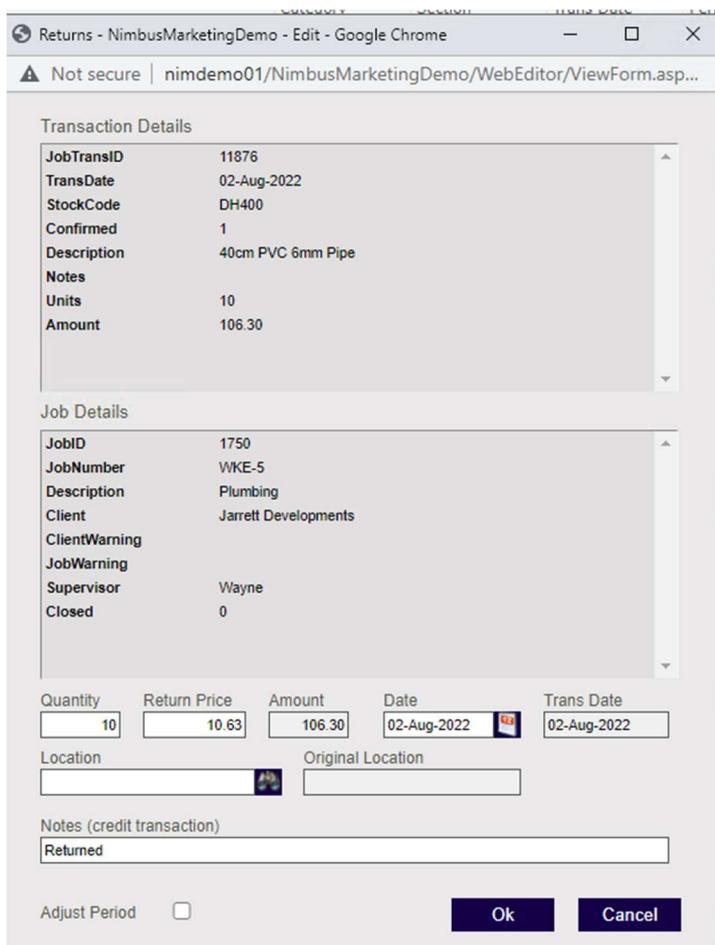
If your Company properly manages returns, then the first thing is to check that the Job really used it, that you are allowed to return that item, and to return it at the same price.

Nimbus manages all of this for you in the Job Returns process. To process a stock item that has been posted to a Job and has since been returned:

1. From the **JobFlow** menu, click on the **Job Returns** menu item. A web report listing the job used items that are returnable is displayed, as shown below.

Job Trans Returnable : List of job transactions that are able to be returned to stock.												
Filter : No Filter												
Branch	▼ Job No	Client	Code	Trans Description	Category	Section	Trans Date	Period	Original Purchase	Returned or Transferred	Returnable	
WKE-5	JarrettD	1452143	200 x 50 mm Douglas Fir SBG RS	TIMBER	Stock	16/11/2021	30/11/2021		2	0	2	
WKE-5	JarrettD	20312962	CABLE ASBESTOS 3 CORE 0.75 SQMM	CABLE	Stock	16/11/2021	30/11/2021		5	0	5	
WKE-5	JarrettD	DH400	40cm PVC 6mm Pipe	WASTE	Stock	01/06/2022	31/08/2022		5	0	5	
WKE-5	JarrettD	DH400B10	10deg Bend40cm PVC 6mm Pipe	WASTE	Stock	01/06/2022	31/08/2022		5	0	5	
WKE-5	JarrettD	FM18'C	Dorf Flickmixer 1 Basin Mixer/CO	TAPS	Stock	01/06/2022	31/08/2022		2	0	2	
WKE-5	JarrettD	BS113'CP	BS113x15mm Booster Cisten Tap/C	TAPS	Stock	01/06/2022	31/08/2022		1	0	1	
WKE-5	JarrettD	908'CP	40mm (B-Nut B-Plug) Sink Waste/C	WASTE	Stock	02/08/2022	31/08/2022		2	0	2	
WKE-5	JarrettD	DH400J	40cm PVC 6mm Join	WASTE	Stock	02/08/2022	31/08/2022		5	0	5	
WKE-5	JarrettD	DH400J	40cm PVC 6mm Join	WASTE	Stock	02/08/2022	31/08/2022		10	0	10	
WKE-5	JarrettD	DH400	40cm PVC 6mm Pipe	WASTE	Stock	02/08/2022	31/08/2022		10	0	10	
WKE-5	JarrettD	FM18'C	Dorf Flickmixer 1 Basin Mixer/CO	TAPS	Stock	03/08/2022	31/08/2022		5	0	5	
WKE-3	JarrettD	123456	Galvanised Nails	FASTEN	Stock	23/07/2022	31/07/2022		1	0	1	
WKE-3	JarrettD	441650	Steel Angle 075X075X10	Angle	Stock	30/10/2014	31/10/2014		75	0	75	

2. Use the filters to find the job number that is to record the return.
3. Once the correct job number is found, click the quantity held in the **Returnable** column. This opens the **Returns** dialog box:



The screenshot shows the 'Returns' dialog box from the Nimbus Marketing Demo application. It contains two main sections: 'Transaction Details' and 'Job Details'. Under 'Transaction Details', the following data is listed:

JobTransID	11876
TransDate	02-Aug-2022
StockCode	DH400
Confirmed	1
Description	40cm PVC 6mm Pipe
Notes	
Units	10
Amount	106.30

Under 'Job Details', the following data is listed:

JobID	1750
JobNumber	WKE-5
Description	Plumbing
Client	Jarrett Developments
ClientWarning	
JobWarning	
Supervisor	Wayne
Closed	0

Below these sections are input fields for 'Quantity' (10), 'Return Price' (10.63), 'Amount' (106.30), 'Date' (02-Aug-2022) with a calendar icon, 'Trans Date' (02-Aug-2022), 'Location' (Original Location), and a 'Notes (credit transaction)' field containing 'Returned'. At the bottom are buttons for 'Adjust Period' (checkbox), 'Ok', and 'Cancel'.

- a. Enter the number of stock items returned in the **Quantity** field.
- b. Enter the cost of the stock items in the **Return Price** field if different from the cost price showing.
- c. Enter the reason for this return in the **Notes** field.
- d. If the date displayed in the **Date** field is not the date the stock item was returned, click on the calendar button to enter the correct date. If you want to process the transfer under the same date and period (subject to the period being open) as the original transaction, click on the "Use Transaction Date" button next to the calendar button.
4. Refresh the web report. The report now displays the quantity returned in the **Returned or Transferred** column. Note also that the quantity amount that was held in the **Returnable** column has now been adjusted to reflect the return.
5. The balance of the Cost of Sales account will have decreased, the stock reports will have increased (in quantity and in stock value) and the balance of the Stock on Hand will have increased. These actions can be checked using the **GL Enquiry History** web report.

## Job Transfers

Occasionally resources such as stock, time, plant, etc. are posted to the wrong Job. A correction can easily be made for uncommitted items or for committed items (using the **Job Transfers** menu item.) Uncommitted items are items that have been posted to the Job but have not yet been posted to the General Ledger. This means that incorrectly posted items that are uncommitted can be deleted. Committed transactions however, have been posted to the General Ledger and this means they cannot be deleted; they will need to be reversed. The Job Transfer process correctly transfers committed items from one Job to another.

To remove an incorrectly posted item that is committed, and transfer it to another Job:

1. From the **JobFlow** menu, click on the **Job Transfers** menu item. This opens the web report that displays a list of job transactions that are able to be transferred to another job.

**Job Trans Transferab** : List of Job transactions that are able to be transferred to another job.  
Filter : No Filter

Branch	Job No	Client	Stock Code	Trans Description	Category	Section	Trans Date	Period	Original Purchase	Returned or Transferred	Transferable
WKE-5	JarrettD	1452143	200 x 50 mm Douglas Fir SBG RS	TIMBER	Stock	16/11/2021	30/11/2021		2	0	2
WKE-5	JarrettD	20312962	CABLE ASBESTOS 3 CORE 0.75 SQMM	CABLE	Stock	16/11/2021	30/11/2021		5	0	5
WKE-5	JarrettD	FM1B'C	Dorf Flickmixer 1 Basin Mixer/CO	TAPS	Stock	01/08/2022	31/08/2022		2	0	2
WKE-5	JarrettD	FM1B'C	Dorf Flickmixer 1 Basin Mixer/CO	TAPS	Stock	03/08/2022	31/08/2022		5	0	5
WKE-5	JarrettD	BS113'CP	BS113x15mm Booster Cistern Tap/C	TAPS	Stock	01/08/2022	31/08/2022		1	0	1
WKE-5	JarrettD	908'CP	40mm (B-Nut B-Plug) Sink Waste/C	WASTE	Stock	02/08/2022	31/08/2022		2	0	2
WKE-5	JarrettD	Trencher	Trenching Machine	Plant	Plant	09/01/2015	31/01/2015		6	0	6
WKE-5	JarrettD	Trencher	Trenching Machine	Plant	Plant	10/01/2015	31/01/2015		7	0	7
WKE-5	JarrettD	TT	Travel time	TProd	Time	01/08/2022	31/08/2022		5	0	5
WKE-5	JarrettD	TT	Travel time	TProd	Time	01/08/2022	31/08/2022		5	0	5
WKE-5	JarrettD	LP	Master Plumber	TProd	Time	08/01/2015	31/01/2015		5.5	0	5.5

2. Use the filters to locate the Job with the incorrectly posted item that you want to transfer to another Job.
3. Click on the quantity in the **Transferable** field. This action opens the **Transfer** dialog box, and then automatically opens a lookup for the Job to transfer to. Use the filters to find the job.

Transfers - NimbusMarketingDemo - Edit - Google Chrome

Not secure | nimdemo01/NimbusMarketingDemo/WebEditor/ViewForm.a...

**Transaction Details**

JobTransID	11879
TransDate	03-Aug-2022
StockCode	FM1BC
Confirmed	1
Description	Dorf Flickmixer 1 Basin Mixer/CO
Notes	
Units	5
Amount	2332.75

**Job Details**

JobID	1691
JobNumber	SPA-4
Description	Sealing
Client	Irish Green Backs
ClientWarning	
JobWarning	
Supervisor	Julie
Closed	0

**Transfer to this Job**

Original Job	WKE-5
Quantity	5
Return Price	466.55
Amount	2332.75
Date	03-Aug-2022
Trans Date	03-Aug-2022

Notes (credit transaction)  
Transferred to SPA-4

Notes (new job transaction)  
Transferred from WKE-5

Adjust Period  Ok Cancel

- a. Check the amounts held in the **Quantity** and **Return Price** fields; edit if required.
- b. The system will default to today's date but if this needs editing, click on the calendar button to edit the date held in the **Date** field. If you want to process the transfer under the same date and period (subject to the period being open) as the original transaction, click on the "Use Transaction Date" button next to the calendar button.
- c. Add notes to the credit and new job transactions as required.
- d. Click the **OK** to transfer the item.

An audit report is available showing each time the Job Transfer process was used.

To run the Job Transfers audit report:

1. From the **JobFlow** menu, click on the **Reports** menu item.
2. Enter 'audit' in the **Report Name** filter and then press the **Enter** key. This action locates the **Job Transfers Audit** report.

Job Transfers Audit : Report listing all job transfer details  
Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Period	Posted by	Stock Code	Description	Job No Off	Job Supervisor Off	Profit Centre Off	Job No On	Job Supervisor On	Profit Centre On	Quantity	Cost
30/06/2021	Michelle	4853	Steel Rhs 100X50X4.0	WKE-3	Wayne	Engineering Contracts	SPA-3	Adam	Engineering Contracts	100	\$1,831.00
31/07/2019	Lorna.Mu	LNCQ	Non chargeable Quoting time	1036	Marlene	Plumbing	1058	Marlene	Plumbing	3	\$105.00
31/07/2019	Lorna.Mu	LNCQ	Non chargeable Quoting time	1036	Marlene	Plumbing	1058	Marlene	Plumbing	1	\$35.00
31/08/2016	christin	1472	Steel RHS 125X075X6	WKE-3	Wayne	Engineering Contracts	WKE-2	Wayne	Engineering Contracts	6	\$156.00
31/01/2015	Brian.Po	PCR	Crane Hire	WKE-2	Wayne	Engineering Contracts	1027	Marlene	Engineering Jobbing	4	\$180.00
30/11/2014	Brian	D	Driving	SPA-1	Julie	Engineering Contracts	SPA-3	Adam	Engineering Contracts	8	\$304.00
30/11/2014	Brian	D	Driving	SPA-1	Julie	Engineering Contracts	SPA-3	Adam	Engineering Contracts	6	\$228.00
31/10/2014	Brian	NBI	Bought In special item - enter details	ZUteACLO	Office	Fixed Asset Purchases	ZNisMSLO	Office	Fixed Asset Purchases	1	\$32,000.00
31/10/2014	Brian	NBI	Bought In special item - enter details	ZTrench0	Office	Fixed Asset Purchases	ZBelford	Office	Fixed Asset Purchases	1	\$52,000.00
31/10/2014	Brian	NBI	Bought In special item - enter details	ZUteACLO	Office	Fixed Asset Purchases	ZNisMSLO	Office	Fixed Asset Purchases	1	\$32,500.00
31/10/2014	Brian	NBI	Bought In special item - enter details	ZNisMSLO	Office	Fixed Asset Purchases	ZUteACLO	Office	Fixed Asset Purchases	1	\$32,000.00

## Job Reports

Nimbus is a job management application therefore there are many job reports in Nimbus. If a job report is frequently used, it is often set up a menu item for easier access; some examples include:

Menu Page	Menu Item	Job Report Description
JobFlow	To Quote	A list of all Jobs that have a 'Q' status; i.e. where a quote needs to be prepared, completed or followed up.
	To Issue	A list of all Jobs that have not yet been allocated, i.e. jobs where the status is QA or JL.
	Allocated	A list of all Jobs that have been allocated.
	Job Cost Page	A page used for checking Job details including costed, quoted and ordered transactions and scheduled information.
	To Check	A list of all Jobs that are ready to be checked before being invoiced.
	Job Manager	To view and manage all jobs at a summarised level.
	WIP Reports	For viewing work-in-progress amounts, actual and forecasted. There are four WIP reports and the menu item provides a link to all four.

A complete list of job reports can be found by clicking on the **Reports** menu item held in the **JobFlow** menu. Note that this listing only shows the Job Reports for your user group.

Web Reports : List of all Office Reports  
Filter : Report Category equals Jobs and ViewBy equals NAdmin

Report Group	Report Category	Report	Report Description
General	Jobs	Asset List Workshop	To open Jobs to work on Asset Repairs and maintenance
General	Jobs	Call History	Call log and messages history detail
General	Jobs	Call Log	Call log and message history
General	Jobs	Certificate List	All Certifications issued or in progress
General	Jobs	Contacts	Search addresses. Drill to Client, Supplier or relationship data.
General	Jobs	Contacts Fast Find	Contacts only, fast searching.
General	Jobs	CRM Attendance List	List of Contacts and the promotions they have been invited to, attended or declined
General	Jobs	CRM Contacts	All Organisations and the People associated with them
General	Jobs	CRM Job Titles	Listing of CRM Job Titles and their use
General	Jobs	CRM List	Contacts in a List
General	Jobs	CRM List Build	To select Contacts for a Promotion List
General	Jobs	CRM List Summary	Create and manage CRM Lists
General	Jobs	CRM People	Listing of person details recorded in the CRM system
General	Jobs	CRM Summary	CRM Summary of relationships, calls, quotes and jobs
General	Jobs	Doc Email Select	Select Documents to email
General	Jobs	Document History	Making, editing and Viewing History
General	Jobs	Document List	Search for Nimbus Documents
General	Jobs	Gantt Jobs	Gantt Display of selected Job Data

Users can access a report by clicking on the name of the report held in the **Report Name** column. For further information about the report, check the **Description** column.

## Appendix

### Job Status

A job status indicates what standing the job currently has within the system. It allows you to follow its progress, i.e. you can tell at a glance whether the job has been allocated, in progress or completed.

The Q job status types are for jobs that require a quote.

Quoting Jobs		
QR	Quote Request	Used when a quote has been requested by a client. Also used during the process of completing the quote.
QS	Quote Sent to Client	Used to indicate the quote has been completed and sent to the client. Also used while awaiting a response from the client.
QA	Quote Accepted by Client	Used to indicate that the quote has been accepted by the client but a job has not yet been allocated. Notifies the job issuer to move the job along.

The J job status types are for current (open) jobs. Time and materials can be posted to open jobs.

Jobbing Jobs		
JL	Job Logged	Used for logging calls/jobs. The job is not allocated to someone at this point; they are logged so that they are in the system and not forgotten.
JA	Job Allocated	Used when the job has been allocated to someone.
JS	Job Scheduled	Used only for sites that use Scheduler. If a job has the JS status it is controlled by the Scheduler. All the work needed to complete it is entered directly into the Scheduler or entered as a Task, or both. When all Schedules and/or Tasks related to this job have been completed, Nimbus automatically changes the JS status to JF when a stored procedure is run.
JP	Progress – Monthly Inv	The XI status invoices a job, but it also closes the job and prevents further posting of time and materials. The JP status is used for jobs that are not to be closed at the end of the invoicing process because they are invoiced over several months. (When a JP job is ready for the final invoice, change status to JF or XI.)
JPM	Progress Inv - Alterations	Similar to JP, however the job needs to be invoiced manually so that alterations can be made at the time of invoicing. (excluded from Auto Invoicing runs)
JFP	Job Finished and Printed	Used when the job is finished and a hard copy report has been printed so that the job can be checked before invoicing.
JF	Job Finished so Check	Used when the job is finished and ready to be checked before invoicing.
JMW	Send to Mobile	To send a job to a mobile device
JMWNew	New from Mobile	New job created from a mobile device

There is another type of jobs status as shown below.

Prospect Jobs		
P	Prospect	This status is used to work out prospective work that may be coming up in the future. It is strongly linked to the Prospect menu item. This is covered in the Prospect Jobs training document.

The X job status types are for closing jobs or creating jobs that require a template and you don't want to be able to post Time and materials to these jobs.

Closed Jobs		
XQ	Quote Lost	Used to close a job when the quote that is linked to the job is rejected by the client. A useful status for statistical analysis.
XQA	Alternate Quote Used	Used to close this particular job, however the job was still won but with an alternate quote to the quote linked to this particular job.
XI	Invoice	Used once a job has been checked and approved for invoicing. An XI status ensures the job falls into an invoice queue. An invoice will be automatically generated during the next invoice run.
XIM	Invoice Manual	As for XI except that XIM prevents the job from being automatically invoiced. The user now controls when the job will be invoiced.
XIC	Closed; don't charge	Used to close a non-chargeable job that you don't want invoiced.
XR	Recurring Invoices	Used for automatic billing of recurring invoices, i.e. monthly rent.
XQT	Quote Template	Used for jobs that have a pre-existing quote template that can then be applied to new jobs for pricing.
XPD	Prospect Dropped	Used to close this job after a prospect has been dropped by you.
XPL	Prospect Lost	Used to close this job after work that was expected to eventuate has been lost.
XT	Template	Used for jobs that require a template. Prevents any postings.

Nimbus Mobile		
JMW	Send to mobile	This Job will be issued to a mobile device
JMW New	New from Mobile	This Job was made in a mobile device

## Invoice Queues

Before a job can be invoiced, all of the invoice criteria must be met. Selecting an invoice queue is one of those criteria and it is set at the time the job is raised.

The Invoice Queue field in the job form is the primary selector for the Invoice style. This field, combined with other fields such as the Status field, is used to determine what invoice run the job falls in when it is time to generate an invoice for the job.

In addition, the Invoice Queue also:

- Defines what happens to the job after invoicing, i.e. whether the job stays open or gets closed.

- Defines how the invoice is printed, i.e. spooled, immediate, emailed, or not printed at all.
- Determines if transactions are separately detailed or combined, i.e. changing from showing detail to combining by code or description, or just one total.

There are several invoice queues in the standard Nimbus system. These are explained below.

Invoice Queues	
Jobbing	Used when the invoice must show the time and material items that has been posted to the job, i.e. item name, quantity used, sell price and extended price.
Quoting	Used when the invoice must show the quoted amount only. The invoicing process ignores the time and material items that have been posted to the job as this is for costing purposes only. If a progress claim has been done previously then this invoice queue sees that the amount claimed will show as a progress claim on the invoice.
Outcome	Used when the invoice must show the amount for the outcome only. For example, a check for viruses on a computer system can be an outcome. The invoicing process ignores the time and material items that have been posted to the job and will invoice the one rate only, the outcome rate.
Contract	Used when the invoice must be calculated on a percentage complete basis, less any retentions. The invoice has one line per job, invoicing the % complete of the quote for that job, less any previous claims and less one overall retentions amount. Will also include variation jobs if these have been set up to be included.
NoCharge	Used when an invoice is not to be generated, i.e. an internal job, rework. The purpose of the job is to gather time and material costs and to exclude the job from the invoicing process.
ProjBudg	Similar to the Contract invoice queue but it is used when the job has a budget to work towards, not a quote. Displays one line per job, invoicing the actual costs. Also displays the budget amount for each job, less any previous claims.
MV	Used when an invoice is to be based on a measurement, i.e. a roading business might invoice on a per metre basis. Displays the quoted amount and invoices the actual posted quantity amount while ignoring the time and material items that were posted to the job.
Recurring	Used for jobs where the invoice must be the same month after month or year after year, i.e. recurring invoices. For example, rent invoices, contract invoices. The quote linked to the job is set up as the recurring transaction.
POS	Used for Point of Sale (counter sales) only. Do not use this invoice queue; the system selects this invoice queue automatically when the POS system is being used. This invoice queue always uses today's date and it always defaults to the 'Cash Sales' debtor although this setting can be changed if required.
SaleOrd	Used for Sales Orders only. Do not use this invoice queue; the system selects this invoice queue automatically when the Sales Order system is being used.
Template	Used for template jobs and contracts only. Templates are designed to cut back on the number of repetitive tasks that must be performed when setting up new jobs. If the tasks are the same each time it is worth setting up a template. This means that you should not use this invoice queue unless you are setting up a new template.