

Jim2® Business Engine
User Manual

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Jim2® Business Engine

Jim2® Business Engine is an integrated strategic management application, ready and able to support the whole workflow cycle, whether you are involved in sales, service, light manufacturing or any combination of these. Jim2 is true business software, ready to control the back-end processes that drive your business.

Jim2 is not just an accounting package in disguise. It is an application developed from the business end up, not the accounting end down. It is the function of Jim2 to manage all aspects of all inputs and tasks that produce a result. Because the focus is on business methodology, rather than just account keeping, Jim2 should be seen as a method of running a business (not just a way of producing a set of financial records).

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Getting Started with Jim2

Topic 1

1 Getting Started with Jim2

The Jim2® Business Engine methodology is surprisingly simple and intuitive. It consists of the following modules:

- Jobs
- Projects
- Quotes
- Purchases
- CardFiles
- Items
- Stock
- Accounts
- Banking
- Management
- Dashboard
- Scheduling
- Email
- eBusiness
- Tools



Be sure to familiarise yourself with the Jim2 User Interface, the Jim2 modules, and browse through this manual prior to commencing real data entry. The demonstration database supplied can be used for experimentation and training.

Each module in Jim2, though performing different functions, shares a common user interface, with straightforward and logical business rules, many of which you can configure to suit your own business needs. Jim2 is status driven, meaning that you can easily monitor what is being done and what needs to be done, for whom, by whom, when and how long it is taking. Each object can be "searched" via live lists, and reported on at many levels, at any time.

All in all, Jim2 presents an excellent methodology for running a business. Special and truly innovative features have been included in this version to make the Jim2 Business Engine a total solution. They include:

- Groups
- Status
- Report Designer

And new to the Jim2 Business Engine is the implementation of Microsoft ActiveX Scripting technology. The Jim2 Business Engine fully supports XML recordsets - the core technology used in B2B and B2C applications, ensuring that Jim2 can grow with your needs:

- Scripts

Your workflow will typically use combinations of all of these objects for selling to, and/or servicing products for, your customers. Each object is "status" driven to give you an overall view. Information in objects interacts in real time to ensure accuracy.

This section of the manual covers the method of tailoring Jim2 to suit your current business needs. As your needs change, you have the option of making further changes to the configuration of Jim2 by using:

- Options
- Setups

- Security



Identifying the way Jim2 Business Engine objects work in relation to your own workflow is crucial. Upon understanding and being able to mesh Jim2 and your own workflow processes together (with your own consultants or the assistance of the friendly Jim2 staff) you can tailor Jim2 using Options, Setup and Security defaults. Once in place, the rules that you have set up will ensure consistency and accuracy in your business.

1.1 Feature Options

Feature Options in Jim2® Business Engine provide additional functionality and can be activated if they apply to your business.

Contact the Happen Sales Team via http://www.happen.biz for more information.

These options include:

- Kitting and Packaging - These features are used to bundle products and services together into one 'package'. Kitting and Packaging suits customers requiring Salary Sacrifice invoicing, catalogue promotions, and quality assurance tests and checks.
- Stock Attributes - Suitable for businesses conducting photocopier contract maintenance, or requiring automated billing (ISP's), or size and colour matrix, or batch numbers, or expiry dates (food related).
- Retail - Enhanced Point of Sale management including till reconciliation, across branches.
- ITQuoter Integration - Imports quotes into Jim2 as Sales Orders.
- Multicurrency - Provides accurate live transaction reporting, with full support for foreign currency bank accounts, sales, purchasing, debtor and creditor management.
- Scheduling - 'Outlook' style calendar used to manage business resources, including staff, vehicles, and workshops.
- Advanced Warehouse Management - Provides a tool for you to gain control of your warehouse, deliver better customer service and keep labour costs under control.
- Jes - Jim2 eBusiness Server - Provides the interface between external systems and the Jim2 Business Engine. It is used by Jef and systems that need to automatically send jobs, e.g., online orders, time sheets, etc., to the Jim2 Business Engine.
- Jef - Jim2 eBusiness Framework - Provides the framework and tools to implement a web front end to the Jim2 Business Engine. This is used by businesses to provide limited access to Jim2 via a web site for customers to submit service requests, users and/or customers to view jobs, users to submit labour times, etc. Jef will also be the basis for Happen's online store solution for Jim2.



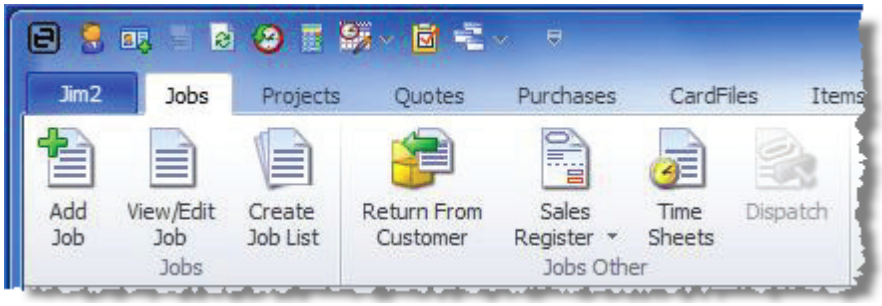
The links above all go to our website. If they are not working, please call our office on 02 9570 4696.

1.2 Logging On

Once Jim2® has been installed on your system, you can open the application. Before you do so, be aware that you can make a change to the appearance of Jim2.

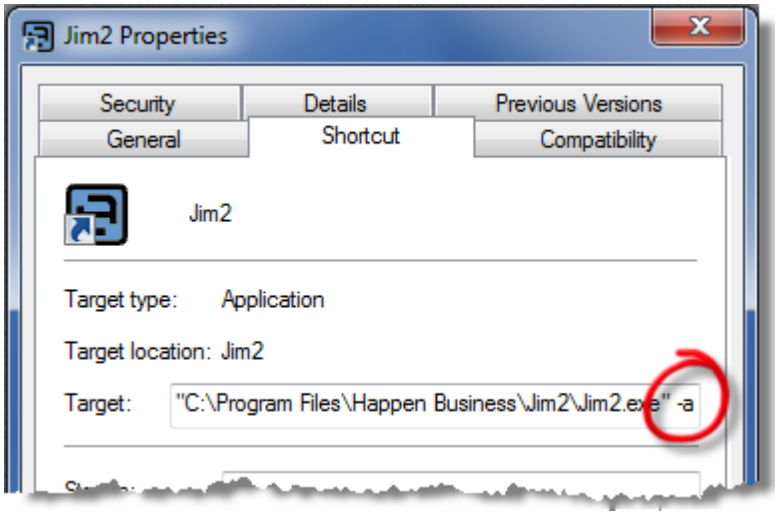
By default, the Jim2® user Interface (UI) adopts the 'Aero' look and feel. Windows Aero is the default graphical user interface and theme used in most editions of Windows Vista, Windows 7 and Windows 2008 Server

operating systems. Note that Aero is turned off for Jim2 when it's run on Windows XP or on a Windows Terminal Server (any version).

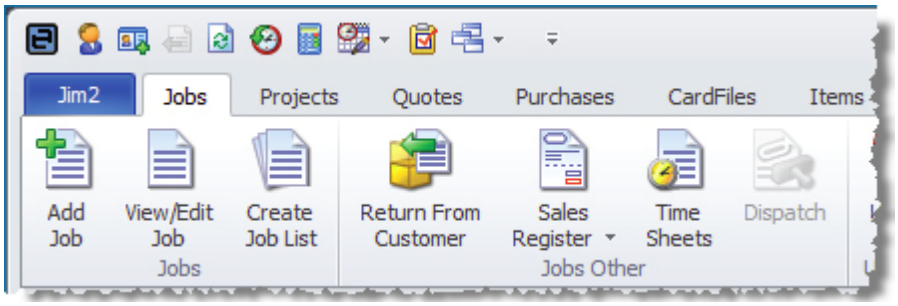


Jim2 User Interface with Aero Enabled (Default)

If you would like to, you can manually disable the Aero look for Jim2, by editing the Jim2 'Program Shortcut' Properties and adding the '–a' switch to the Target, i.e., "C:\Program Files\Happen Business\Jim2\Jim2.exe" -a



This will switch off the Aero look for Jim2.

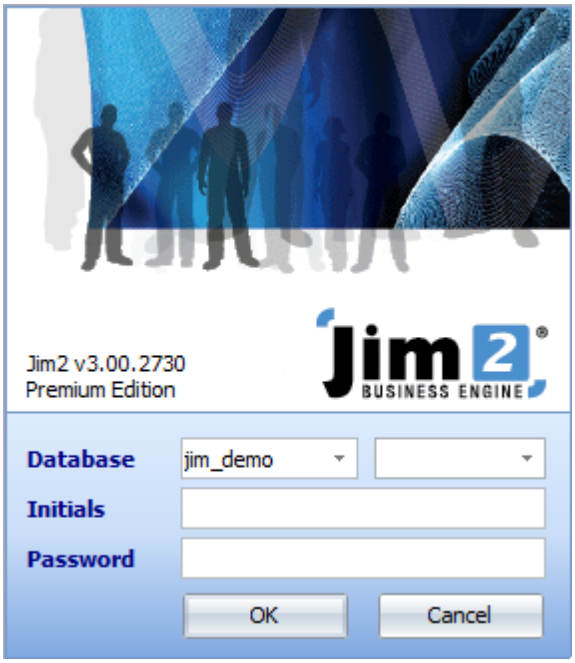


Jim2 User Interface with Aero Disabled

To open the application, from the Windows Start menu, select (All) Programs**,** then Happen Business, then the Jim2 folder, then Jim2. Alternatively, you can Double-click the Jim2 shortcut icon on your desktop.

When Jim2 is running across the network, users can Log-on to any workstation by clicking the icon in the Toolbar (or Ctrl F12). As Users move around the network workstations, the "follow me" desktop feature will ensure that logging on at any workstation will bring up the last active desktop in use (for that user) - including any Open Forms, Live Lists, and the current Navigation Tree (Nav Tree).

Logging on identifies the User (via their CardFile information) for Jim2's automatic time/date/initial stamping and Security Groups. Any edits performed will be flagged with the logged on User ID and Date/Time Stamp automatically.



The Jim2 Log-on Screen

The Database field will default to the database specified in your Jim2 Configuration Settings. The Server field will only be shown if the Show Server selection in your configuration file is set to Yes.

The Jim2 Business Engine limits log-on access to user "initials" and "password". The first time a new user opens the software, the default initials "SYS" and password "SYS" must be used. To create a new user identity, a new card with those details must be added to the CardFile.

To add a new user identity, other than the supplied "SYS" identity:

1. Select 'CardFiles' from the 'Jim2 Ribbon Tabs'.
2. Select 'Add CardFile' option.
3. Enter the User's Card Code, Name and Address details.

   NOTE: The Card Code is a unique identifier for that card and must be completed. The criteria that you use for card codes must be taken into consideration, e.g. alphanumeric, surname.initial, etc.
4. Untick 'Customer' and tick 'User' from the selection in the top right hand corner of the window.
5. From the bottom tab bar, click on User.
6. Within this tab you will need to enter the User's Initials, Password, Def. Stock Location (select the most appropriate option from the drop-down options and Def. Labour Type (select the most appropriate one from the drop-down options).
7. Fill out each field to complete the card.
8. Select 'Save & Close'.

1.3 Jim2 User Interface

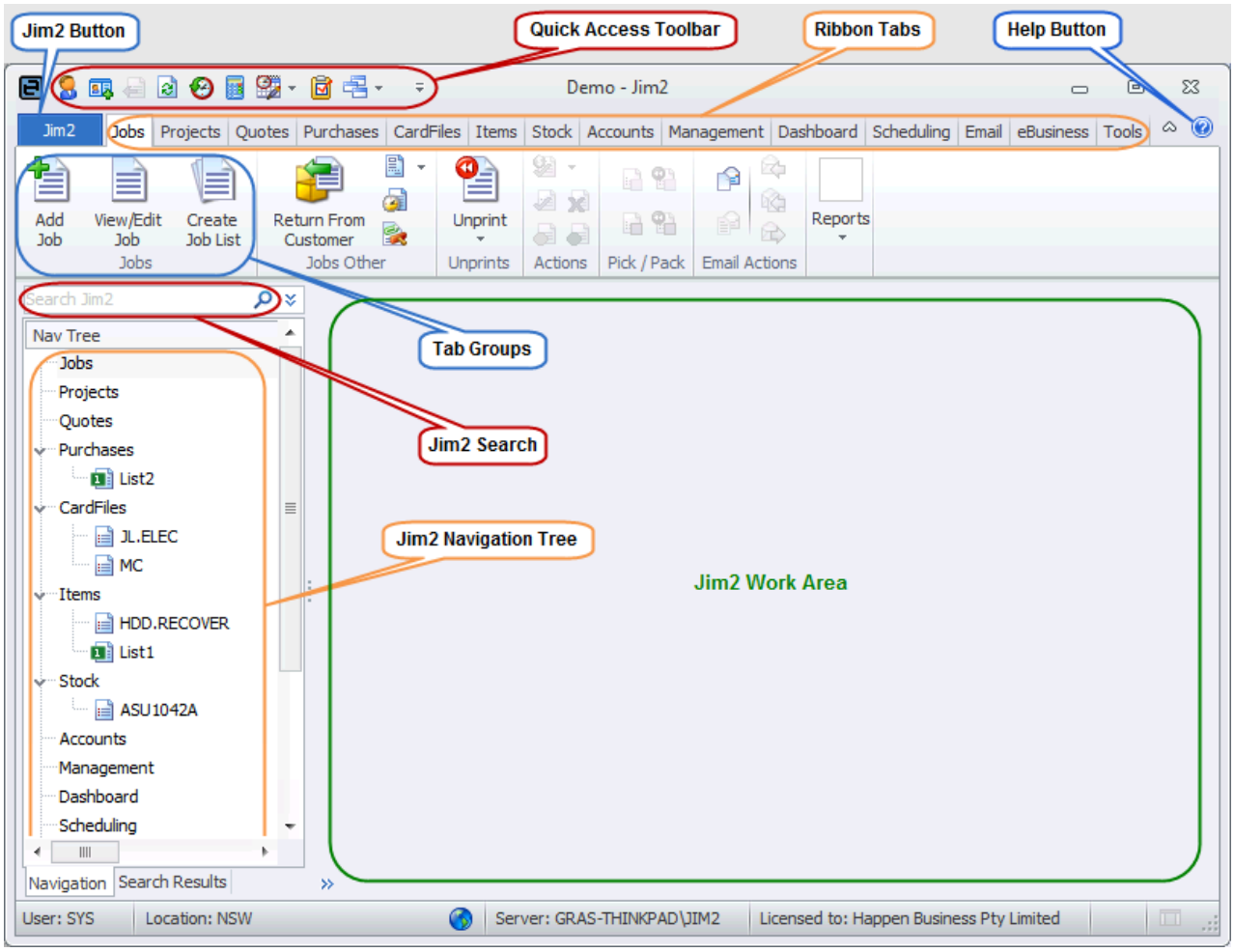
The Jim2® Business Engine interface is intuitive and easy-to-use. The ability to efficiently access and view live information is achieved using familiar Windows techniques including left or right mouse click, double click, "drag and drop" and drop-down menus. There are three main areas in the Jim2 User Interface, the Ribbon, the Navigation (Nav) Tree and the Work Area.

1. The Ribbon, displayed across the top of the Jim2 screen, acts as the main gateway to the most frequently used operations in Jim2. The various headings represent the different Tabs in Jim2. Contained within each Tab heading are the Tab Groups. Each button represents the different actions that can be taken. For example, Jobs / Create a Job List. The Ribbon Tabs also contain Print and Unprint Options, context specific Report Toolbar and any Menu Scripts that have been installed.

2. The Quick Access Toolbar displays a series of easy one-click icons for frequently used functions in Jim2. These icons include the User Log Out, Quick-Add Customer, Refresh, History-View, Calculator, and Add Schedule Task.

3. The Navigation Tree sits to the left of the screen. The Navigation Tree displays all open Tab activities and Lists currently in use. You can switch between these by clicking on the appropriate reference in the Navigation Tree. Lists and operations will remain in the Navigation Tree, until closed, even if logging out of Jim2.

4. The space to the right of the Navigation Tree is utilised as the Jim2 Work Area.



The Jim2 User Interface

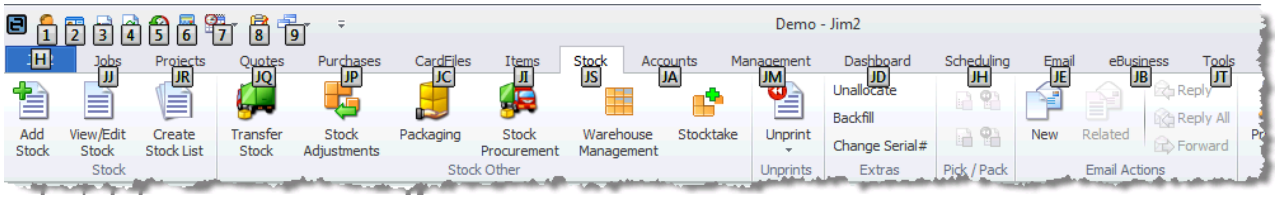
Jim2 will organise the layout of your screen view in relation to the resolution of the screen that you are using. The Jim2 Business Engine is optimised for 1024x768 or higher.

Within Jim2, you can use any of the following general navigation methods to access information:

- The Ribbon containing Jim2 Tabs and Buttons
- The Navigation Tree displaying all Tab activities and Lists in view
- Right-Clicking on a sub-heading in the Navigation Tree will provide the same button options as in the Ribbon Tab Groups

ALT Key Shortcuts:

Pressing the ALT key will activate on-screen Keyboard Shortcuts that you can use.



Jim2 Database: ALT Key Shortcuts displayed

To automate as many functions as possible, Jim2 includes useful features such as:

- Global, Workstation and User sensitive defaults.
- Intuitive type (as you start to type, Jim2 will begin pre-empting your entry).
- "Drag and Drop" sorting by selected headings.
- "Cut", "copy", and "paste" text.
- "Create Similar" functions.
- Standard Windows Print menu options (with context sensitive reports).
- On-line Help (F1 Function Key).

Shortcut to "context sensitive" help depending on which object you have active at the time. If you have a job open, then Help will open at the Jobs section.

Changing User Location Icon (Globe) - located at the bottom of the Jim2 Interface.

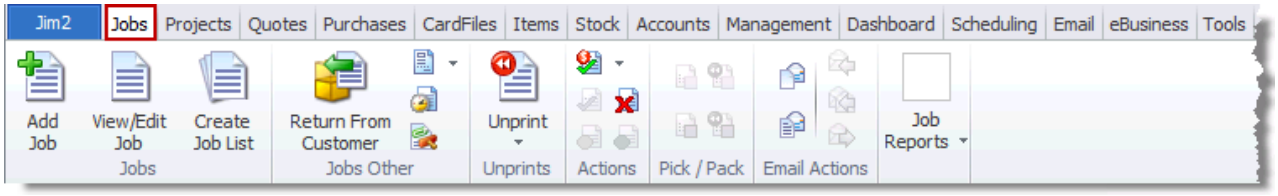
You can change the User Branch, SubBranch GL Department and location also by selecting the File Menu and the option of Change Users Location. This will display a grid showing all the available Branches, SubBranches, GL Departments and Locations.

To change, simply use the drop down in the field and select the required Branch, SubBranch, GL Department or Stock Location and click the Change or Cancel button. These changes will revert back to the User's CardFile default once they have logged off this session of Jim2.

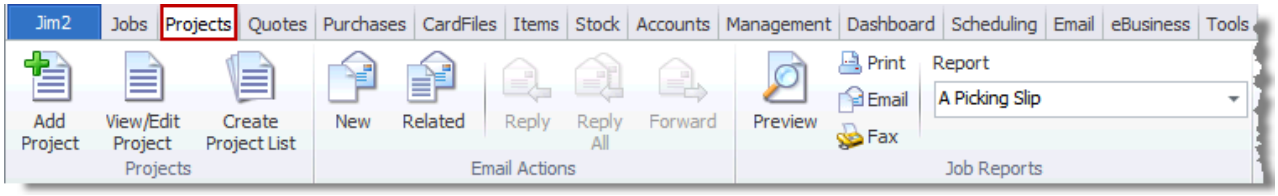
1.3.1 The Jim2 Ribbon

The Ribbon displayed across the top of the Jim2® screen acts as the main gateway to the most frequently used operations in Jim2. The various headings represent the different Tabs in Jim2. Contained within each Ribbon Tab Heading are the Tab Groups. Each button represents the different actions that can be taken. For example, Jobs / Create a Job List. Each Ribbon Tab contains several Tab Groups (depending on the Tab selected) containing Printing and Unprint Options, custom Menu Scripts and a context sensitive Report Toolbar, where a unique suite of reports is available depending on the activity you are working on.

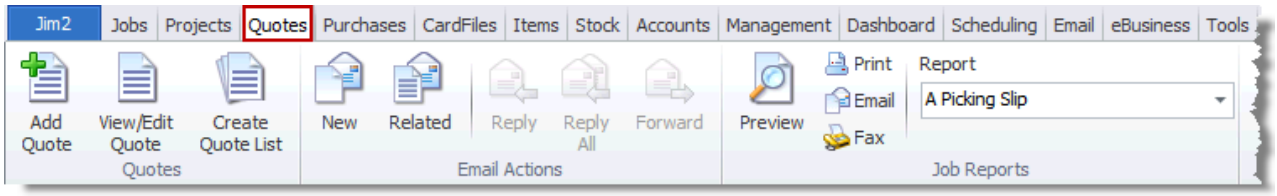
The Jim2 Ribbon Tabs:



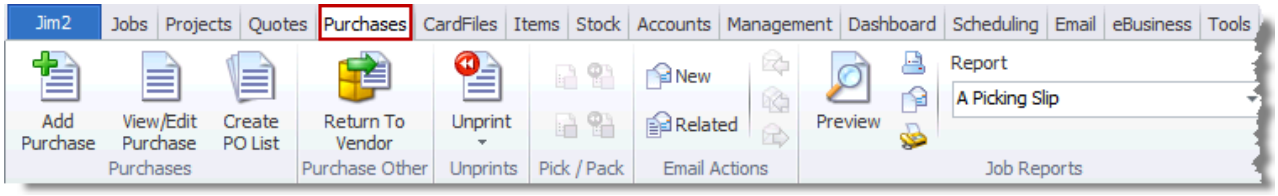
Jim2 Tab Groups - Showing the Jobs Tab options



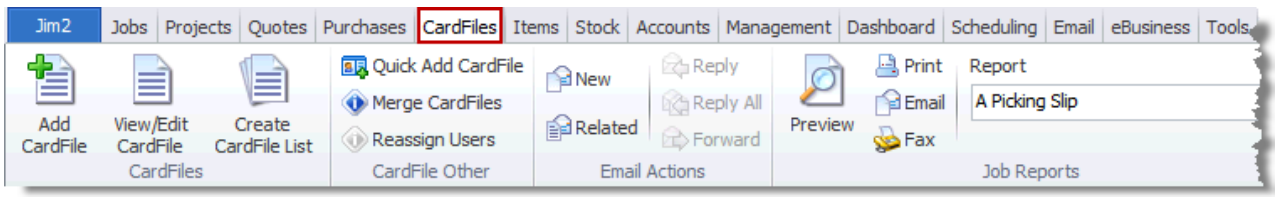
Jim2 Tab Groups - Showing the Projects Tab options



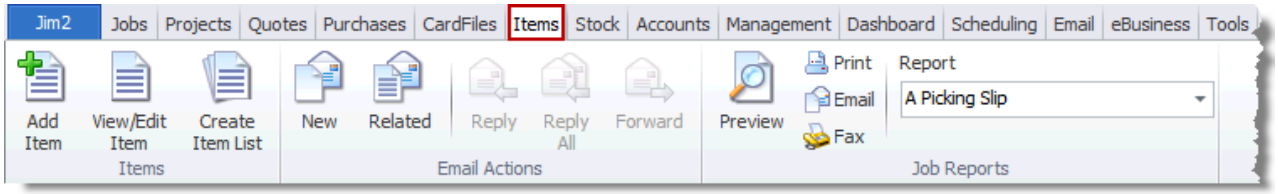
Jim2 Tab Groups - Showing the Quotes Tab options



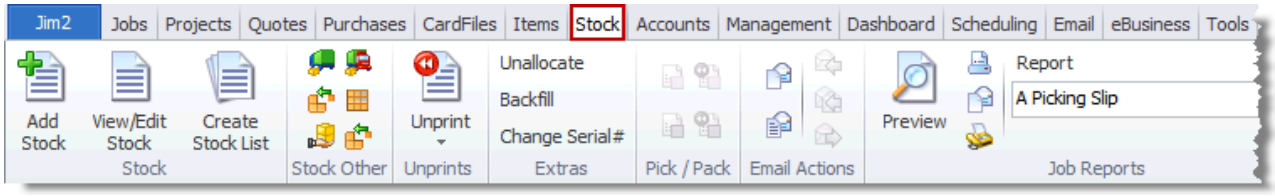
Jim2 Tab Groups - Showing the Purchases Tab options



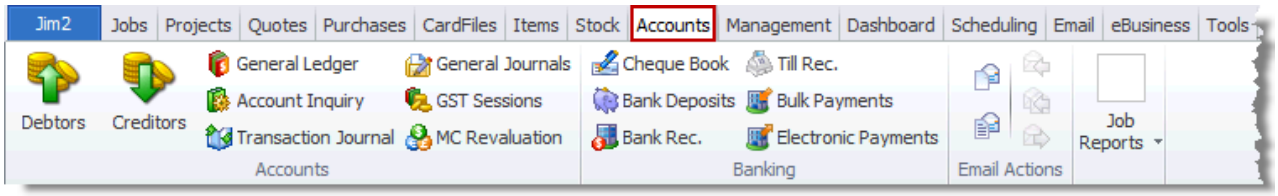
Jim2 Tab Groups - CardFiles Tab Selected



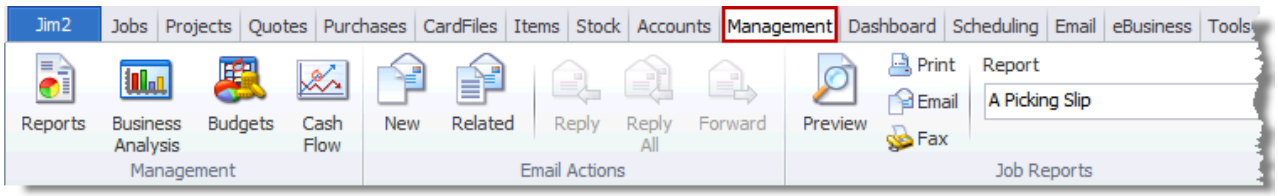
Jim2 Tab Groups - Showing the Items Tab options



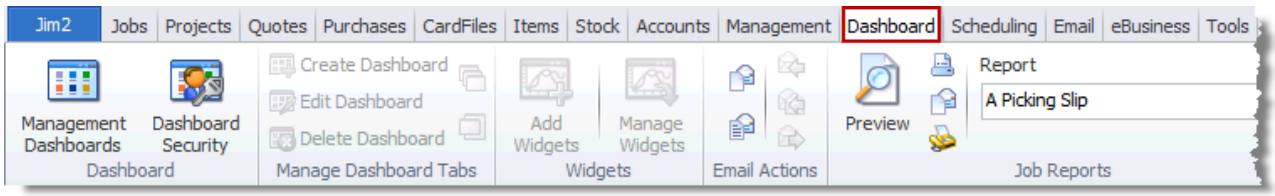
Jim2 Tab Groups - Showing the Stock Tab options



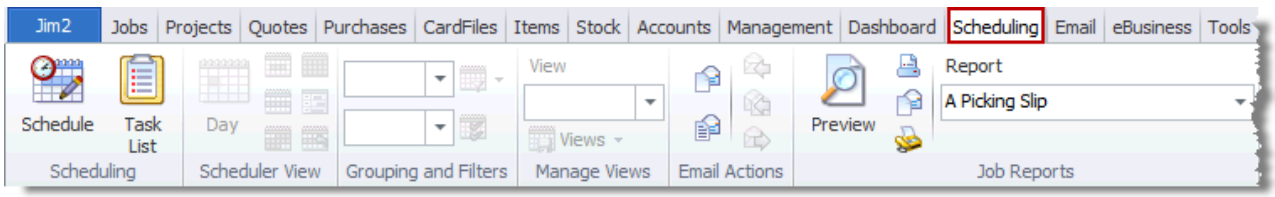
Jim2 Tab Groups - Showing the Accounts Tab options



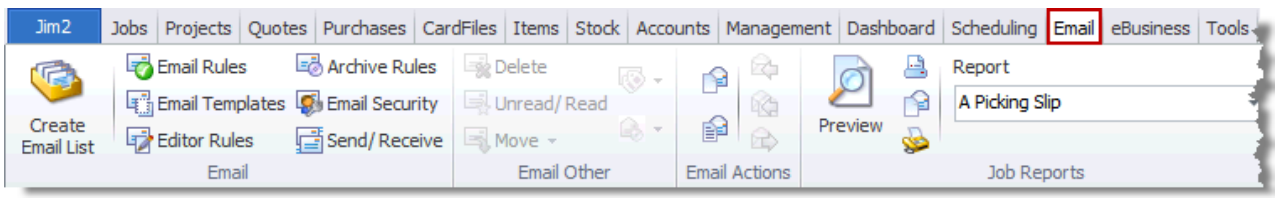
Jim2 Tab Groups - Showing the Management Tab options



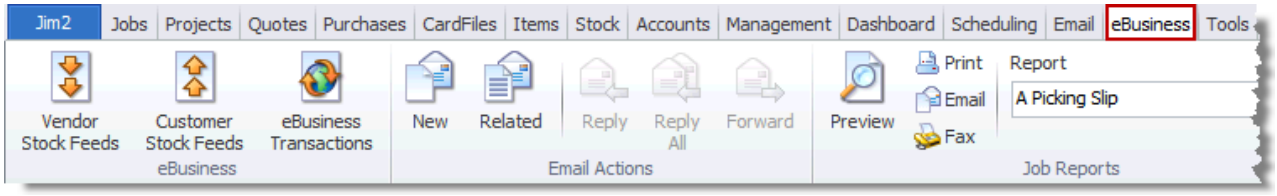
Jim2 Tab Groups - Showing the Dashboard Tab options



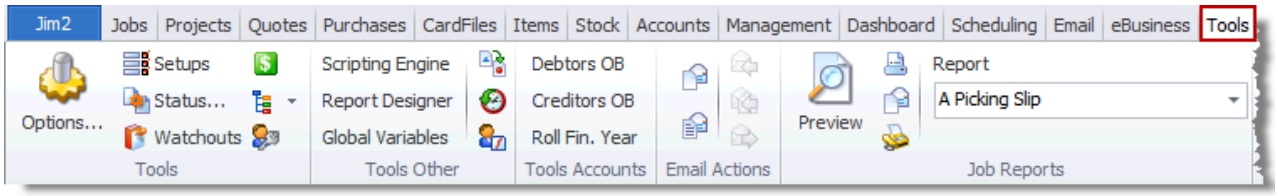
Jim2 Tab Groups - Showing the Scheduling Tab options



Jim2 Tab Groups - Showing the Email Tab options



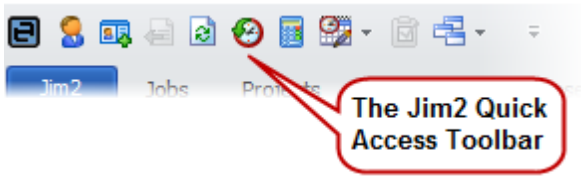
Jim2 Tab Groups - Showing the eBusiness Tab options



Jim2 Tab Groups - Showing the Tools Tab options

1.3.2 Jim2 Quick Access Toolbar

The Quick Access Toolbar provides quick access to the most frequently accessed functions in Jim2®

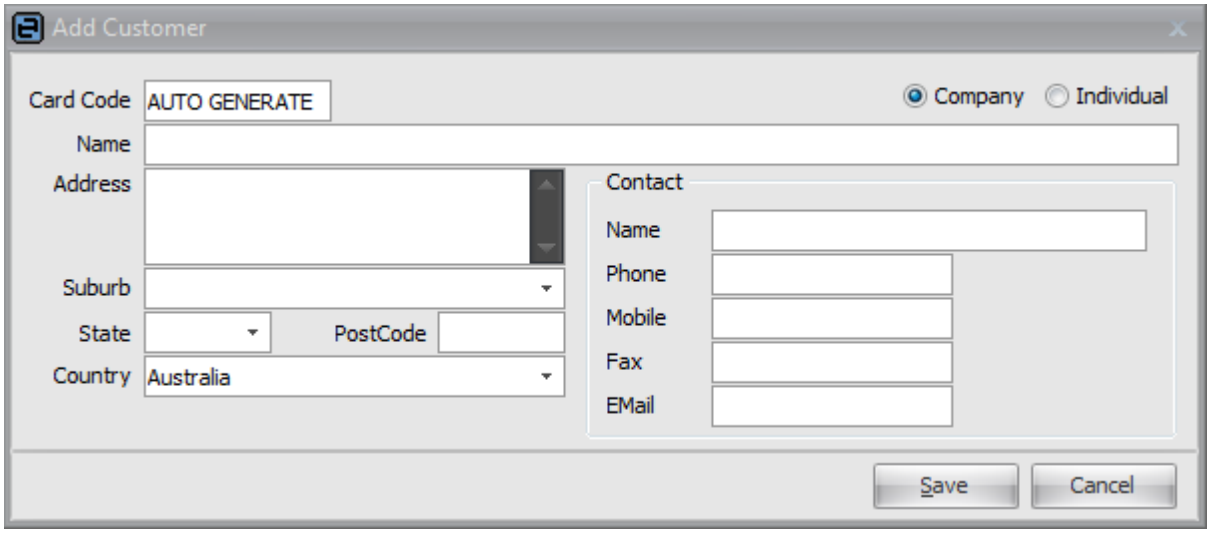




The Fast Logout icon allows you to quickly log out, if switching between Users, changing Jim2 Databases or when leaving your workstation.



The Add-Customer icon opens up the 'Quick-Add Customer' screen:



Jim2 Quick-Add Customer Screen



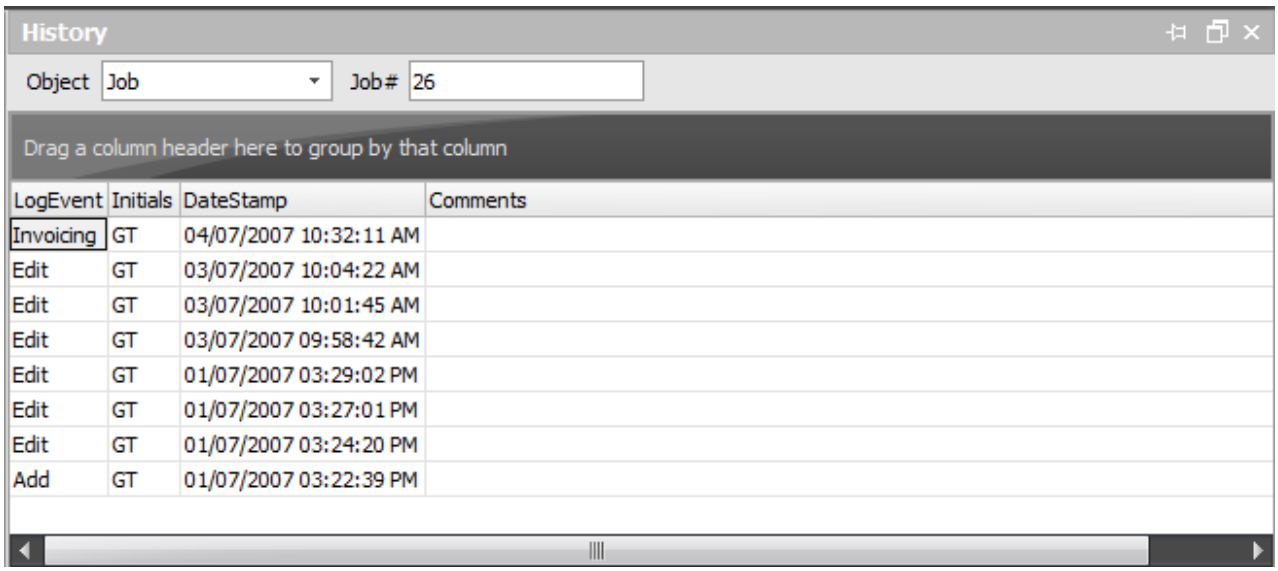
Click to transfer a current activity from a List to the root of the NavTree. This allows you to keep the activity in your NavTree after closing the list.



Click to activate a System Refresh, especially useful after making changes to Options and Setups.



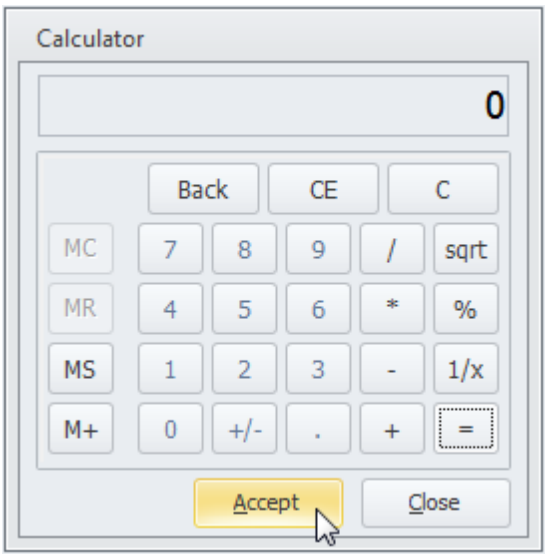
Click the History icon to view a complete history of a particular activity. The activity must be on-screen for the History feature to source from.



Jim2 History Log



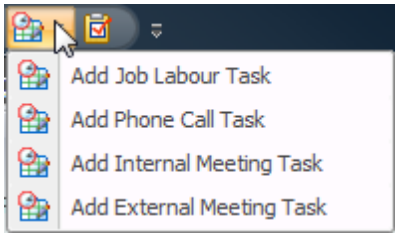
Click this icon to open the calculator. When opened while the cursor is in a numeric data field, e.g. order price, etc., the result of the calculation will be entered into that field by pressing the Accept button.



Jim2 Calculator



The Add Task icon launches a specific type of task from the "New Schedule Task" window. There are four types of Tasks that can be selected:



Jim2 Add Task Selection

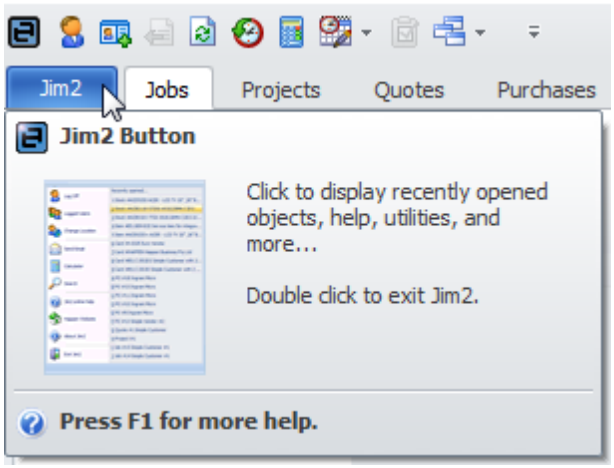


The To Do Task icon launches a "To Do" task from the "New Schedule Task" window.



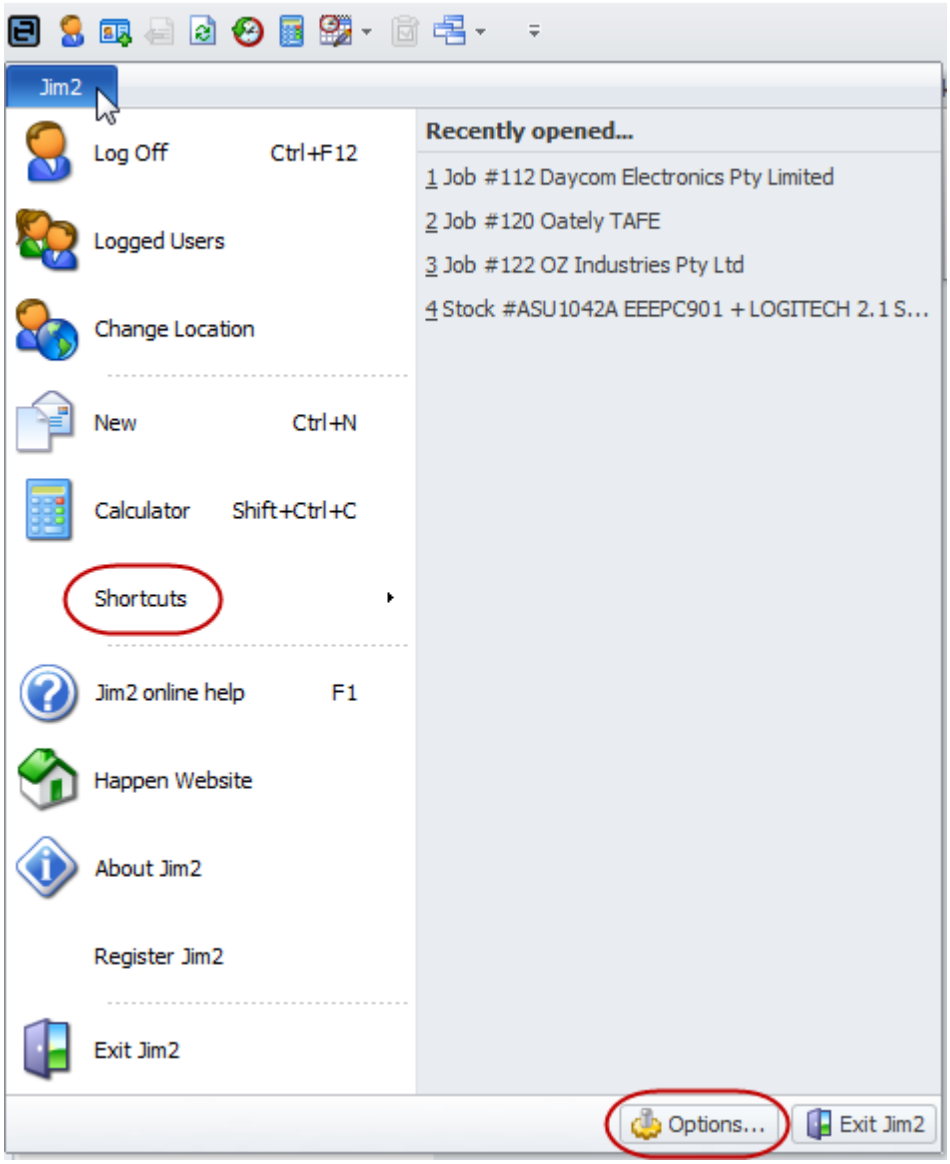
The Switch Windows Icon.

1.3.3 The Jim2 Button

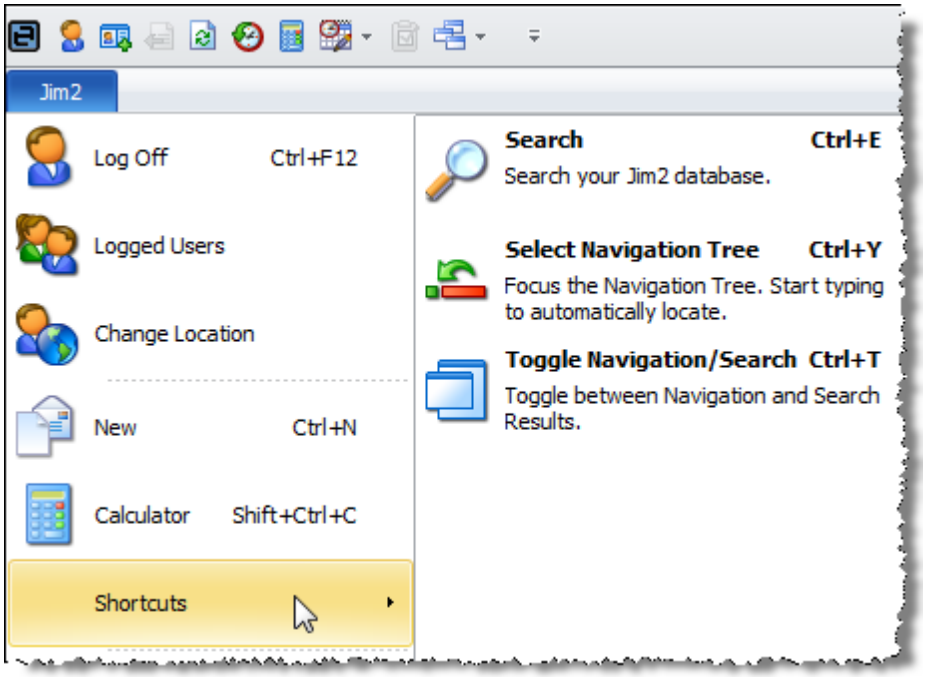


Jim2 Button (Before Clicking - Showing Hint)

Clicking the Jim2® 'Button' Tab displays a menu of file functions as displayed below. You can view recently opened activities and launch Jim2 Options and Shortcuts.



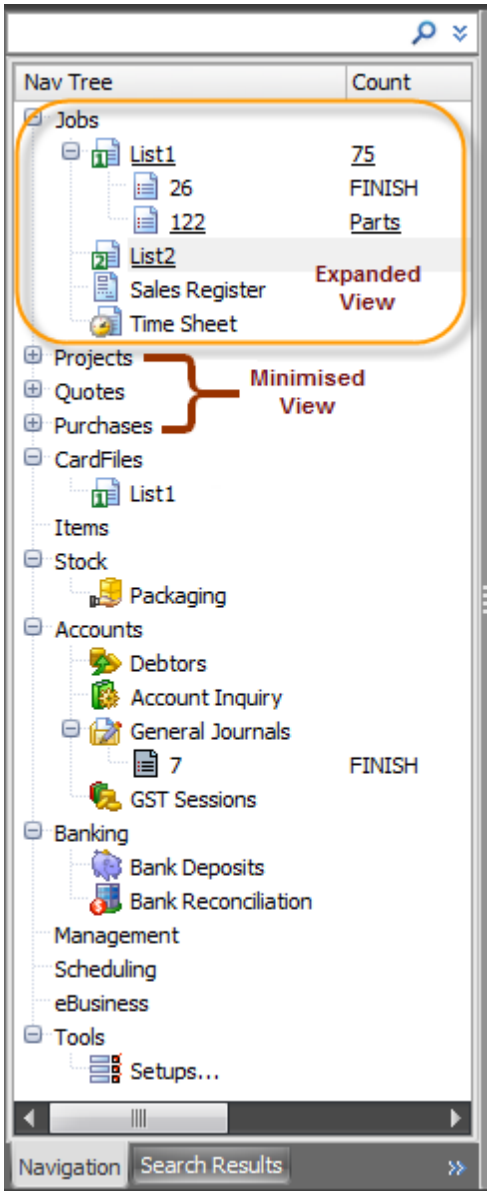
Jim2 Button - Clicked to Reveal The Drop-down Menu



Jim2 Button Drop-down Menu - (showing the Shortcuts Sub-menu)

1.3.4 The Navigation Tree

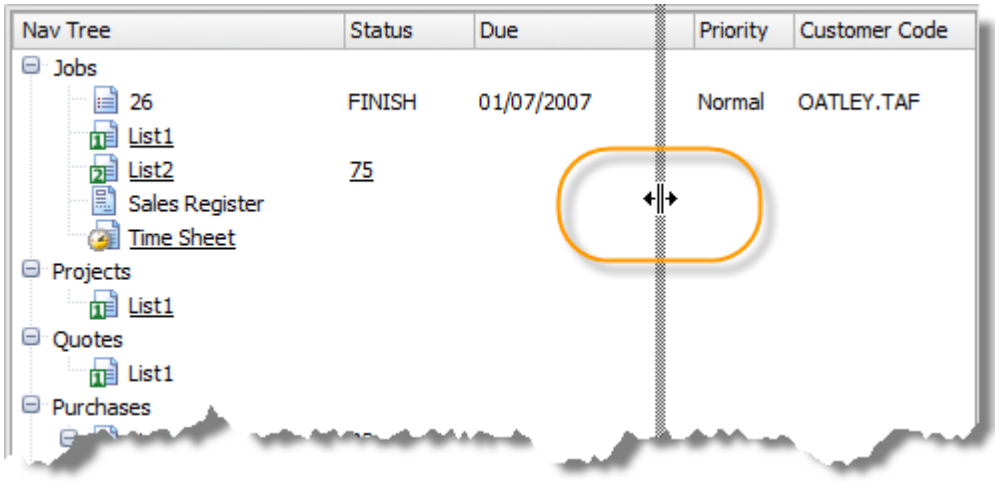
The Navigation Tree, positioned down the left hand side of the Jim2® screen, displays all Tab Headers with all activities and lists that are currently in use. You can switch between these, by selecting (clicking) the appropriate reference in the Navigation Tree. You can view the Tab Headers in an expanded or minimised layout.



Jim2 Navigation Tree

Expanding the Navigation Tree:

The Navigation Tree contains additional columns which are normally hidden. These columns can be displayed by dragging the right hand border of the Navigation Tree area into the work area.



Jim2 Expanded NavTree

As each activity or list is accessed, it comes into view and its identifying code is added to the Navigation Tree (you can move between activity and lists via the Navigation Tree). "Close and Save" or "Cancel" will remove the activity from view, and also from the Navigation Tree.

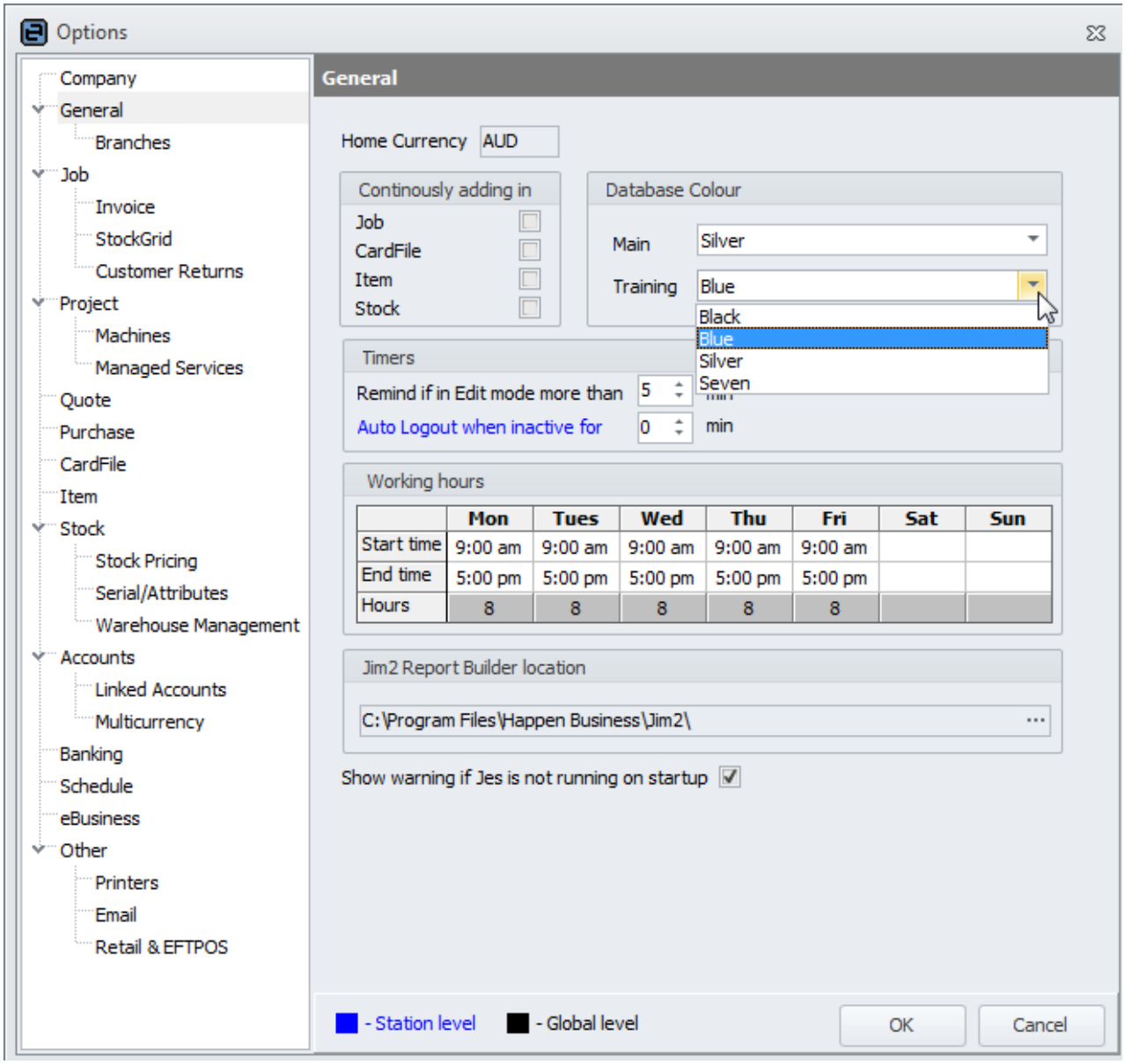
Lists in use will show in the Navigation Tree, identified numerically (in the order in which they were created - for example, Job List 1, Job List 2) or by the name (for example: Job Parts List) that they have been saved as. You are able to have a maximum of 10 active Lists in use for each Tab Header, and an unlimited number of Tab Activities open at any time.

Right clicking within the Navigation Tree provides a number of additional options:

Close	Closes the current form
Close All	Closes all activities attached to that node
Close All Nodes	Closes all open object activities and Lists in the Navigation Tree.
Add Objects	Add Sales Job, Quote, Purchase, CardFile, Item or Stock.

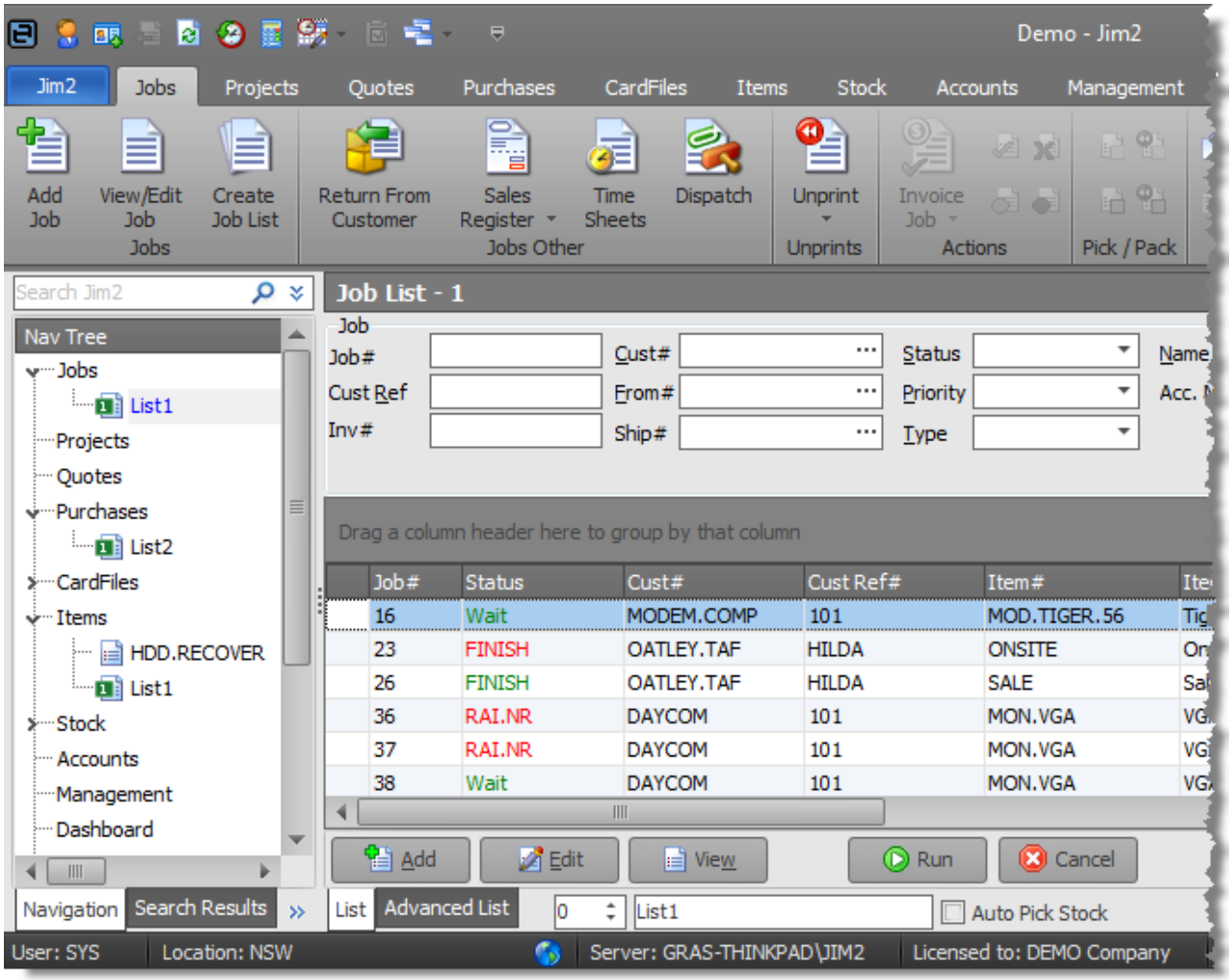
1.3.5 Database Colour

The Jim2® database screens can be set up to use one of four different colours or "Skins". You can configure your Database Skin by going to **Tools** ⇨ **Options** ⇨ **General** and select your Database Colour from the drop down menu. It is suggested that you use one colour for your main operational database and a different colour for the database that you use for training purposes, to reduce the chance of making entries in the wrong database.

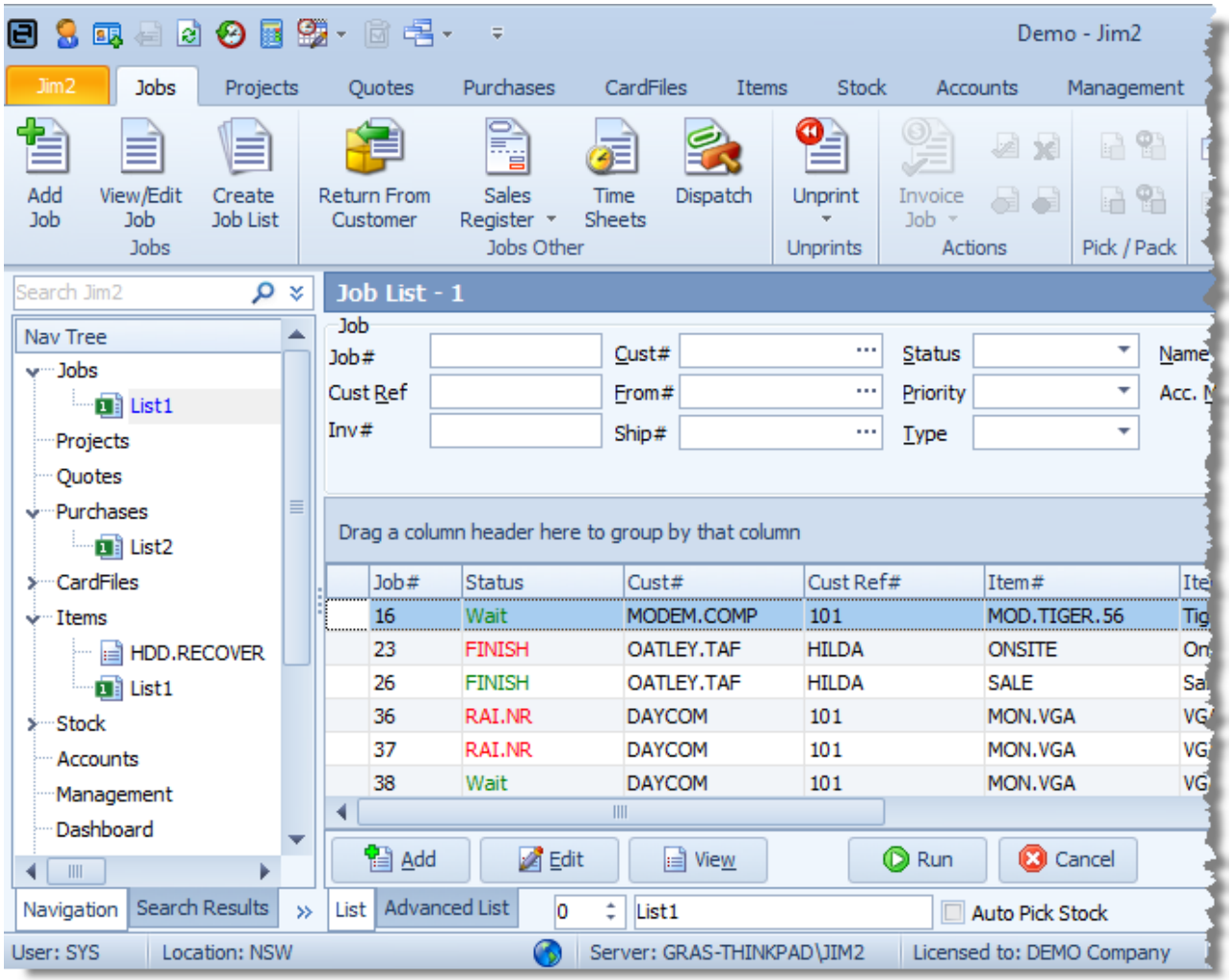


Jim2 Options > Database Colour

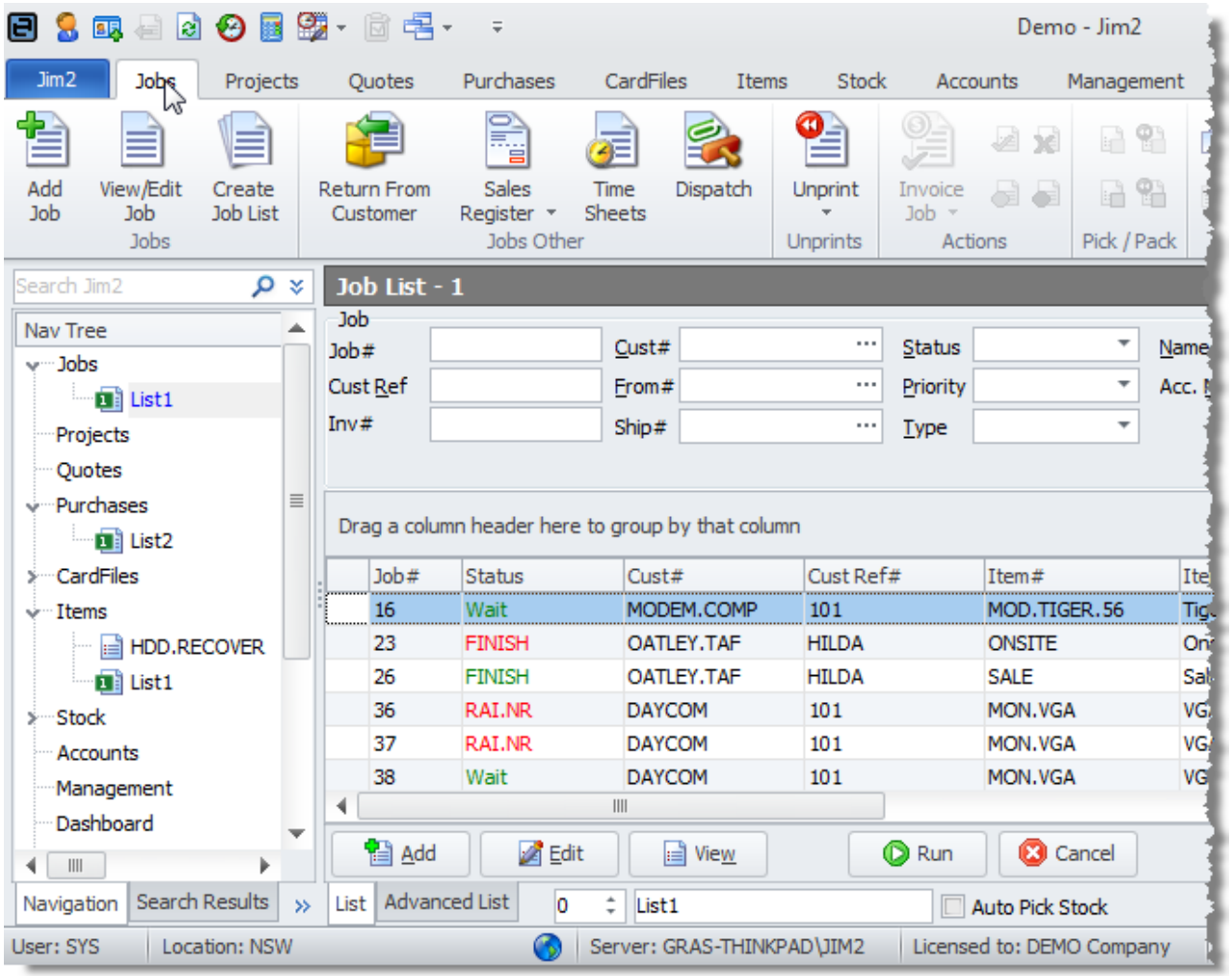
You can choose from Black, Blue, Silver or Seven (the Windows 7 look).



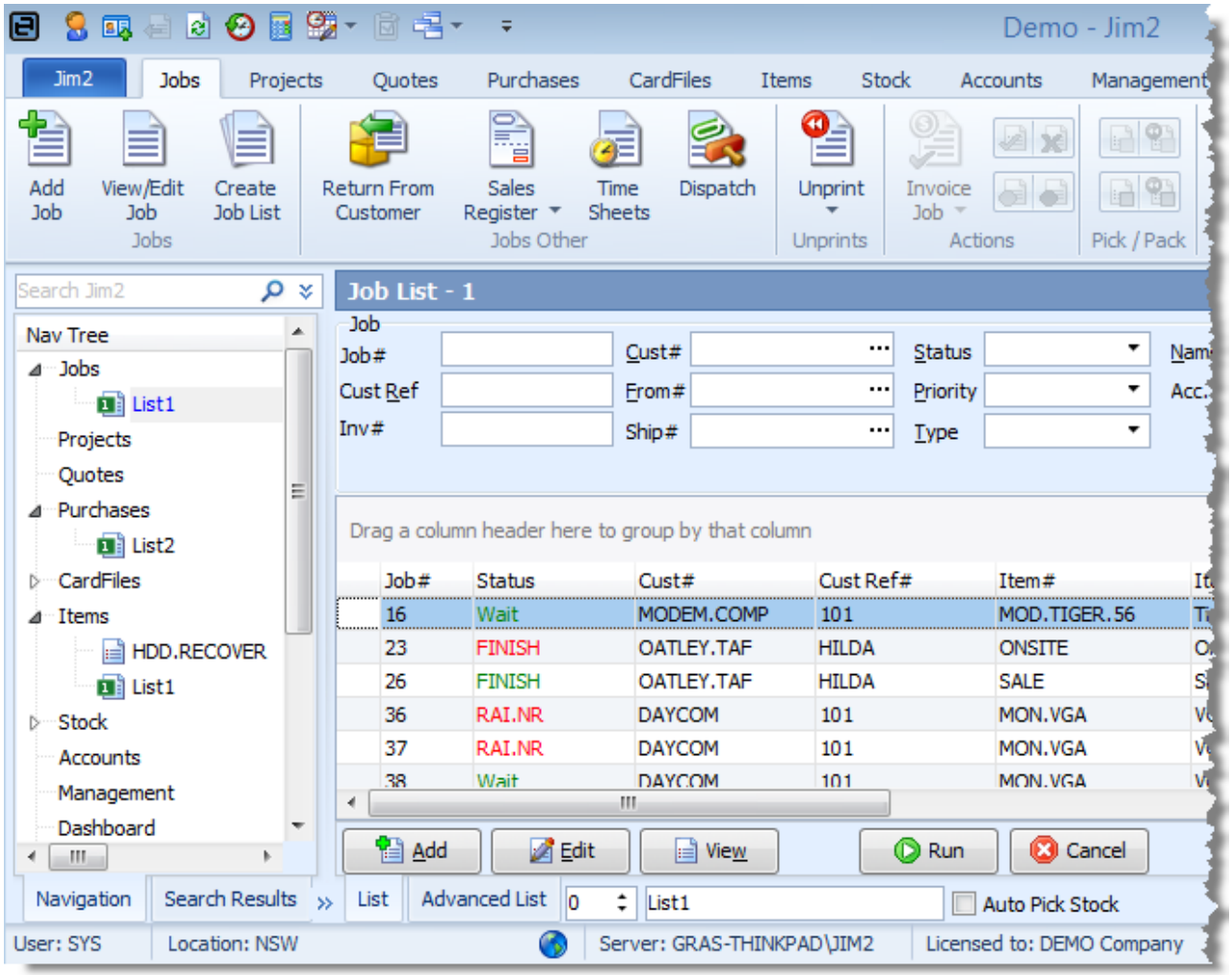
Jim2 Database - "Black"



Jim2 Database - "Blue"



Jim2 Database - "Silver"



Jim2 Database - "Seven"

1.4 Link to Downloads

To make it easy for you to keep up to date with Jim2® upgrades, please visit the following link:

http://www.happen.biz/latestupdate.aspx

1.5 Function & Hotkeys

KEY	SECTION	FUNCTION
F1	All	Help
F2	Lists	View Object record (Job, Quote, Purchase, etc.)
F2	Jobs, Purchases, Quotes	Move to the Header of a Job, Purchase Order or Quote
F3	Jobs, Purchases, Quotes	Move to Comments of a Job, Purchase Order or Quote
F4	Jobs, Purchases, Quotes	Move to Stockcode field of a Job, Purchase Order or Quote

KEY	SECTION	FUNCTION
F5	Most fields with ellipsis (Browse Button)	Opens search windows
F6	Jobs	Invoice or Manufacture (depends upon the type of Job)
F7	Jobs	Actual Labour Entry
F8	Jobs	Marks the Job as 'Ready to Invoice'
F9	Objects	Edit Object record (Job, Quote, Purchase, etc.)
F9	Invoice	Invoices a Customer
F11	Jobs, Purchases, Quotes, Stock Record	Save and Close a Job, Purchase Order, Quote or Stock Record
F12	All	View/Edit a Job (you need to know the Job number)
ESC	All	Cancels out of a window or dialogue box
Alt F5	All	Refresh current view and/or reload scripts and reports
Alt A	Lists	Add Object record (Job, Quote, Purchase, etc.)
Alt E (or F9)	Lists	Edit Object record (Job, Quote, Purchase, etc.)
Ctrl F12	All	Logs User out of Jim2
Ctrl E	All	Moves cursor to the Search Bar above the Navigation Tree
Ctrl N	All	Opens a New Email window
Ctrl Q	All	Activates 'Quick Add CardFile' feature (adds a Customer)
Ctrl T	All	Toggles between 'Navigation' and 'Search Results' tabs in the left pane
Ctrl Y	All	Shifts focus to the Navigation Tree (then start typing to 'auto-locate')
Shift F12	All	Add a Job
Shift Ctrl C	All	Launch the Calculator

1.5.1 ALT Key Actions

The Jim2® user interface includes a number of "ALT Key" shortcuts which allow for quick selection of commonly used functions.

"ALT Key" Combination	Function
ALT 1	Log off current user. Instantly logs off current user and opens the log-in dialog box.

"ALT Key" Combination	Function
ALT 2	Opens Quick-Add Card File window.
ALT 3	Transfer From List. Transfers the currently active object in a list to the 'root' of the Navigation Tree. This allows you to keep an object in your Navigation Tree after closing a list.
ALT 4	Refresh. Same as Alt-F5. Refreshes the current view of object and forces reloading of reports and scripts.
ALT 5	Object History. Displays the history of the currently selected object.
ALT 6	Calculator. Opens the calculator.
ALT 7	Add Schedule Task
ALT 8	Add To Do Task
ALT 9	Switch Windows
ALT A	Add Object record (Job, Quote, Purchase, etc.) from the relevant List screen
ALT H	Displays the Jim2 "Button" menu

Also, there are a number of "ALT Key-J" shortcuts to quickly select a particular Ribbon Tab, at which point single or multiple letters are displayed, to allow quick activation of specific functions within that particular Tab.

"ALT Key J x" Combination	Function
ALT - JJ	Selects the Jobs Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JR	Selects the Projects Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JQ	Selects the Jobs Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JP	Selects the Quotes Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JC	Selects the CardFiles Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JI	Selects the Items Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JS	Selects the Stock Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JA	Selects the Accounts Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JM	Selects the Management Tab and then displays those functions which can be activated by single or multiple key presses.

"ALT Key J x" Combination	Function
ALT - JD	Selects the Dashboard Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JH	Selects the Scheduling Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JE	Selects the Email Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JB	Selects the eBusiness Tab and then displays those functions which can be activated by single or multiple key presses.
ALT - JT	Selects the Tools Tab and then displays those functions which can be activated by single or multiple key presses.



After "ALT-J x" is used to select the desired tab, these secondary functions are activated by typing the letter or letters displayed, WITHOUT pressing the ALT key.

1.6 Glossary

Account: A section in a ledger devoted to a single aspect of a business (e.g., a Bank account, Wages account, Office expenses account).

Amortization: The depreciation (or repayment) of an (usually) intangible asset (e.g., loan, mortgage) over a fixed period of time. Example: if a loan of 12,000 is amortised over 1 year with no interest, the monthly payments would be 1000 a month.

Arrears: Bills which should have been paid. For example, if you have forgotten to pay your last 3 months rent, then you are said to be 3 months in arrears on your rent.

Assets: Assets represent what a business owns or is due. Equipment, vehicles, buildings, creditors, money in the bank, cash are all examples of the assets of a business. Typical breakdown includes 'Fixed assets' and 'Current assets'. Current refers to cash, money in the bank, debtors, etc. Fixed refers to assets that cannot be easily liquidated such as equipment, buildings, plant, vehicles, etc.

At cost: The 'at cost' price usually refers to the price originally paid for something, as opposed to, say, the retail price.

Audit: The process of checking every entry in a set of books to make sure they agree with the original paperwork (e.g., checking a journal's entries against the original purchase and sales invoices).

Audit Trail: A list of transactions in the order they occurred.

Bad Debts Account: An account to record the value of un-recoverable debts from customers.

Balance Sheet: A balance sheet is a snapshot of all the Assets, Liability and Equity (i.e what a company owns and owes) at a point in time.

Burn Rate: The rate at which a company spends its money. Example: if a company had cash reserves of $120m and it was currently spending $10m a month, then you could say that at the current 'burn rate' the

company will run out of cash in 1 year.

Capital: An amount of money put into the business (often by way of a loan) as opposed to money earned by the business.

Cash Flow: A report which shows the flow of money in and out of the business over a period of time.

Chart of Accounts: A list of all the accounts held in the general ledger.

Closing the Year: A term used to describe the journal entries necessary to close the sales and expense accounts of a business at year end by posting their balances to the Balance Sheet

Control Account: An account held in a ledger which summarises the balance of all the Subsidiary accounts under that Control account.

Cost of Goods Sold (COGS): The COGS are the true cost of Goods plus any other direct expenses in preparing the goods for Sale

Credit: Credit from a debtors point of view or credit entry in accounting

Creditors: A list of suppliers to whom the business owes money.

Debit: Debit from a Creditors point of view or debit entry in accounting

Debtors: A list of customers who owe money to the business.

Depreciation: The value of assets usually decreases as time goes by. The amount or percentage it decreases by is called depreciation. It is shown in both the profit & loss account and balance sheet of a business.

Double-entry book-keeping: A system which accounts for every aspect of a transaction - where it came from and where it went to. This from and to aspect of a transaction (called crediting and debiting) is what the term double-entry means.

Entry: Part of a transaction recorded in a journal or posted to a ledger.

Expenses: Goods or services purchased directly for the running of the business. This does not include goods bought for re-sale or any items of a capital nature

FIFO: First In First Out. A method of valuing stock.

Fixed Assets: These consist of anything which a business owns or buys for use within the business and which still retains a value at year end. They usually consist of major items like land, buildings, equipment and vehicles but can include smaller items like tools.

Fiscal year: The term used for a business's accounting year. The period is usually twelve months which can begin during any month of the calendar year (e.g., 1st April 2001 to 31st March 2002).

GL Accounts: A set of accounts held in the general ledger.

General Ledger: A ledger which holds all the GL accounts of a business.

Fixtures & Fittings: This is a class of fixed asset which includes office furniture, filing cabinets, display cases, warehouse shelving and the like.

Income: Money received by a business from its commercial activities.

Intangible assets: Assets of a non-physical or financial nature. An asset such as a loan or an endowment policy are good examples.

Inventory: A subsidiary ledger which is usually used to record the details of individual items of stock. Inventories can also be used to hold the details of other assets of a business.

Invoice: A term describing an original document either issued by a business for the sale of goods on credit (a sales invoice) or received by the business for goods bought (a purchase invoice).

Journal(s): A book or set of books where your transactions are first entered.

Journal entries: A term used to describe the transactions recorded in a journal.

Ledger: A book in which entries posted from the journals are re-organised into accounts.

Petty Cash: A small amount of money held in reserve (normally used to purchase items of small value where a cheque or other form of payment is not suitable).

Point of Sale (POS): The place where a sale of goods takes place, e.g., a shop counter.

Posting: The copying of entries from the journals to the ledgers.

Profit margin: The percentage difference between the cost of a product and the price you sell it for. E.g., if a product costs you $10 to buy and you sell it for $20, then you have a 100% profit margin. This is also known as your 'mark-up'.

Reconciling: The procedure of checking entries made in a business's books with those on a statement sent by a third person (e.g., checking a bank statement against your own records).

RFC: Return From Customer

RTV: Return To Vendor

Stock: Goods manufactured or bought for re-sale by a business.

Stock Taking: Physically checking a business's stock for total quantities and value.

Tangible Assets: Assets of a physical nature. Examples include buildings, motor vehicles, plant and equipment, fixtures and fittings.

1.7 Lists

The List is a very powerful search function within the Jim2® Business Engine. It is also one of the easiest features to master, and the most practical way of searching for information in Jim2. The List can collate information from your Job, Quote, Purchase, CardFile, Item and Stock records in real time for cross reference (and use archived data if required).

Lists can run "Live" in the Navigation Tree, and can be set to be refreshed at regular intervals as object forms are updated across the network. There are different styles of lists for different information areas within Jim2. Each section of this documentation includes a topic with the relevant information to the List within that section.



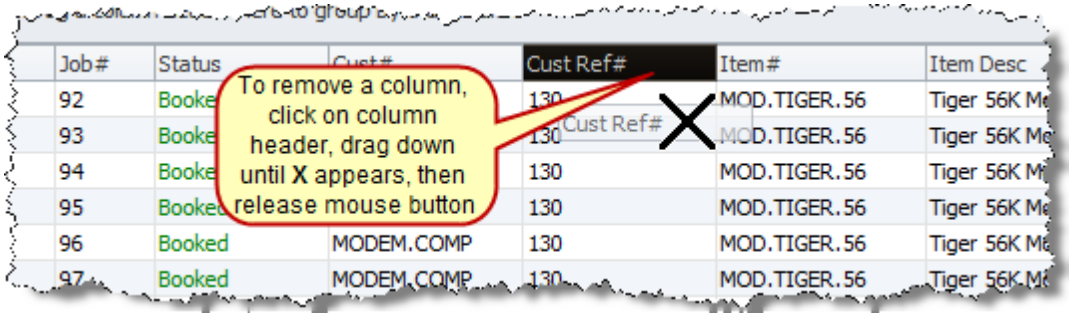
- Lists in use will show in the Navigation Tree, identified numerically (in the order in which they were opened - e.g. object List 1, object List 2, etc.) or by the name (e.g. Job Parts List) they have been saved as. You are able to have a maximum of 10 active Lists in use for each object.
- Users can define their own Workload by creating and naming lists that apply to their job function (e.g. your purchasing officer can generate a list of all active jobs that require parts by creating a List of Jobs with the status of 'Parts')
- Lists can be used to find information within an object using fluid search criteria such "between these dates" or "last month". You can search by one Group and/or another. And of course, you can combine these criteria.
- Jim2 Lists allow for the concept of "excluding" criteria from searches to create Lists that do not contain certain information - for example, search for all Jobs except ones belonging to this Customer.
- Lists can also be used to collect data from all records (past and present) or only all Active, Finished and/or Invoiced Jobs.



- Lists contain specific criteria that relates to the Jim2 Object fields and specific date ranges. Reports, however, contain calculations and scripted formulas that perform specific functions. For example: You can create a List of all Jobs that need stock ordered for them using the status of Parts as a Job List criteria, and you can use the Re Order Report to show all Stock lines that have reached their minimum quantity (nominated) and will need re-ordering. Using both List and Report together would cover the requirements of purchasing for most companies.

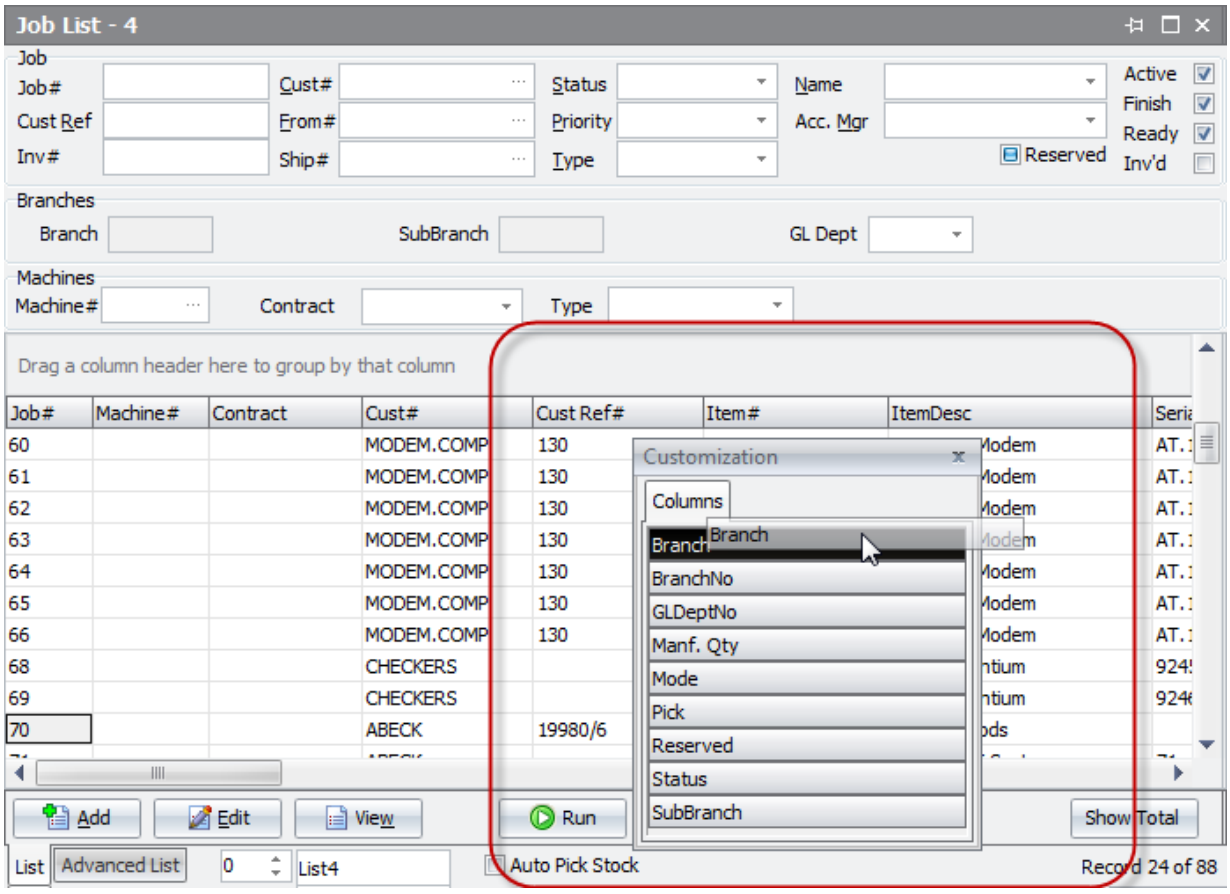
- All Lists save their Grouping/Order/Layout. You can group, order and generally layout all your Lists, shut JIM2 BE then re-open to find all your Lists "saved" in their last format, ready to run again.

You can also remove entire columns from the list, by dragging the column header "off" the grid.



Jim2 ⇨ Lists ⇨ Remove Grid Column

To add columns back, right click and select 'Grid Columns' from the drop-down list.



Jim2 ⇨ Lists ⇨ Insert Grid Columns

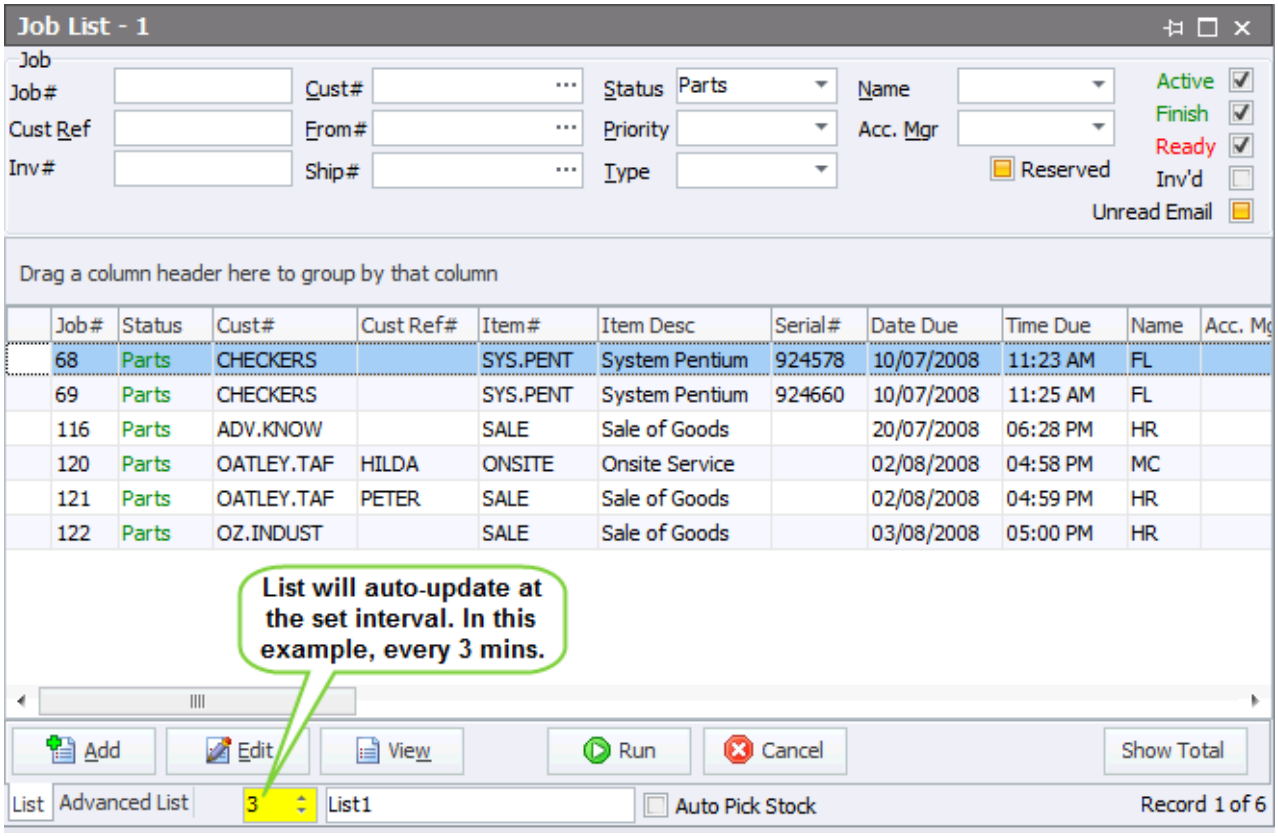
1.7.1 Live Lists

Lists within Jim2® have a special feature of being able to run Live in the Navigation Tree. This means that the List will be refreshed at regular intervals (a number of minutes) specified by the User at the bottom of the List. The List will use the selected and any excluded search criteria when updating itself as other Users Edit and Add Objects into Jim2.

The List shown here is a running Jobs Parts List. This will show any Jobs on the status of Parts to signal to the

Purchasing Officer that an Action is required. Once they have Ordered the Parts, they will change the Status of the Job to Ordered. The next time the List updates that Job will not be shown.

The way to set a List as Live is to either type a number or use the up and down arrows to enter a number of minutes into the minute counter on the bottom left of the list. Once you have Run the List, the Minute Counter will show in Yellow and will be updated at the nominated interval.



Jim2 - Live Job List.

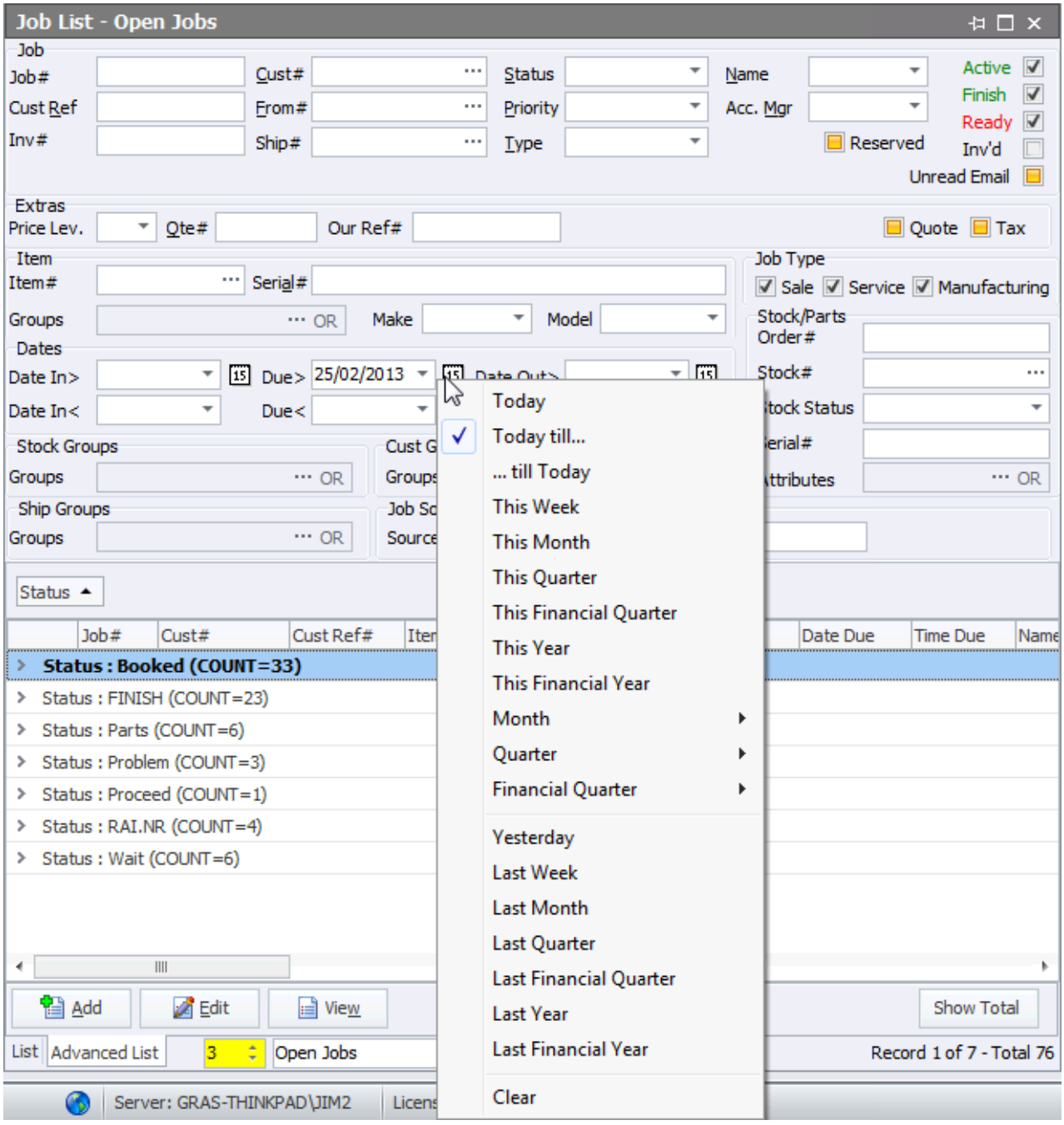
In this example, the live list is called List1, the default name given when the first list is created. Subsequent lists will be called List2, List 3, etc., however any list can be renamed to something that is more appropriate. See Naming Lists for more details.

1.7.2 Advanced Searches

All of the Lists within Jim2® have different fields for searching by, depending on which object this list relates to. Lists also have an Advanced Search Criteria (excluding the Item List) available in each list by clicking the Advanced List tab.

This 'Advanced List' has many more detailed search fields available to help Users locate a specific document or group of documents.

Below is a Job List showing the Advanced List tab. Within these Advanced Lists the Date Range Fields have a drop down menu where you have selections such as "today", "yesterday", "last month", etc.

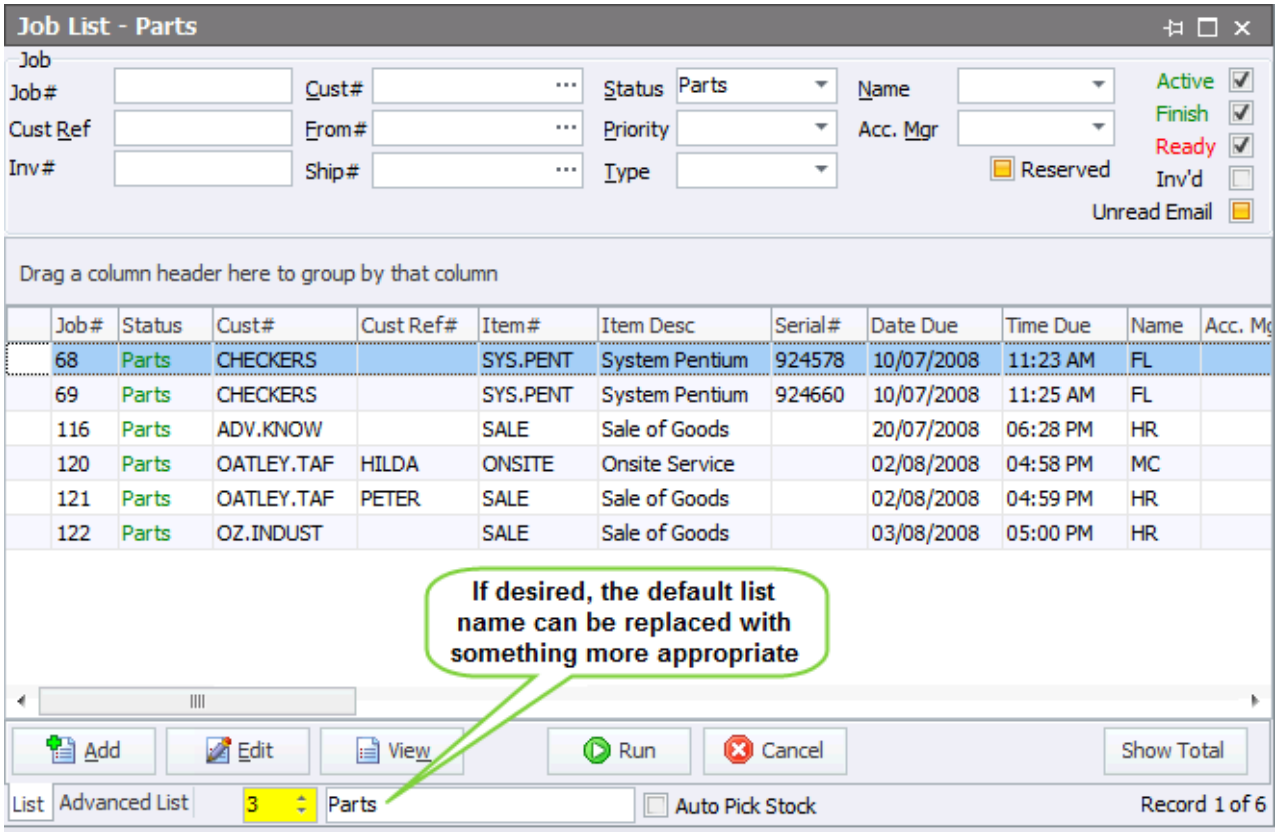


Jim2 - Advanced Job List.

1.7.3 Naming Lists

As Users within your Business each have different tasks to perform which may require multiple lists to be running live, Jim2® allows users to "Name" a List that applies to the related tasks for example: your purchasing officer can generate a list of all active jobs that require parts by creating a List of Jobs with the status of 'Parts'.

Naming a List within Jim2 is very simple. At the bottom of the List Window there is a field, which when you first create the List, displays the word 'List' and the number of that List, e.g., List1, List2, List3, etc. This will also show in the Navigation Tree. To change this original name, highlight and delete the word 'List#' and type in a new name, e.g., 'Parts'.

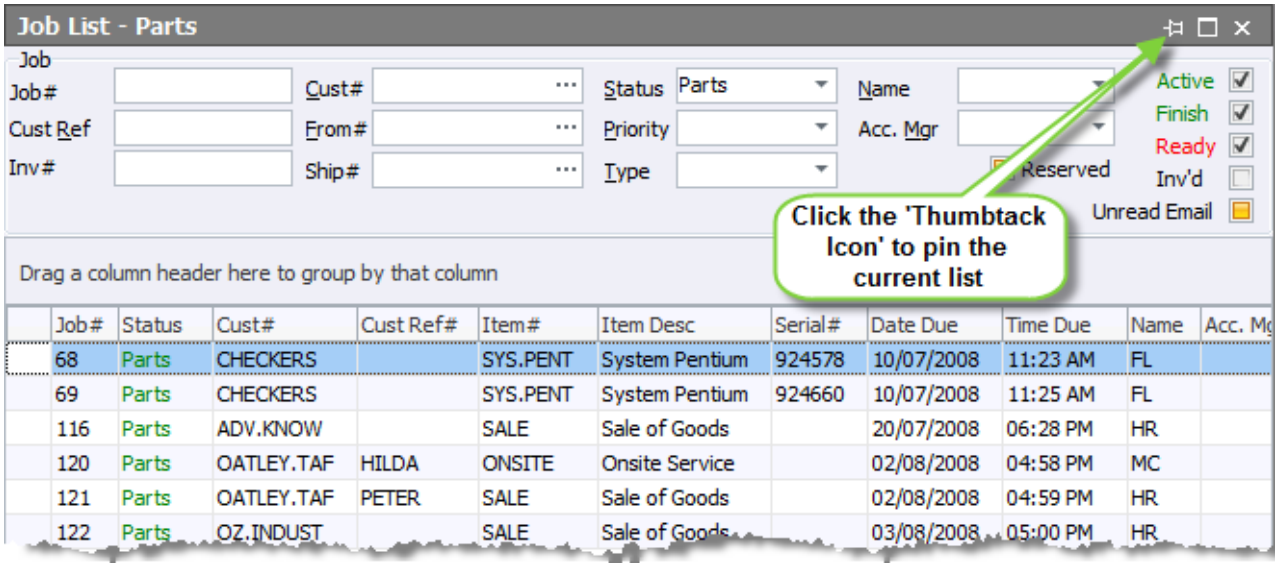


Jim2 Job List - Default name changed to 'Parts'.

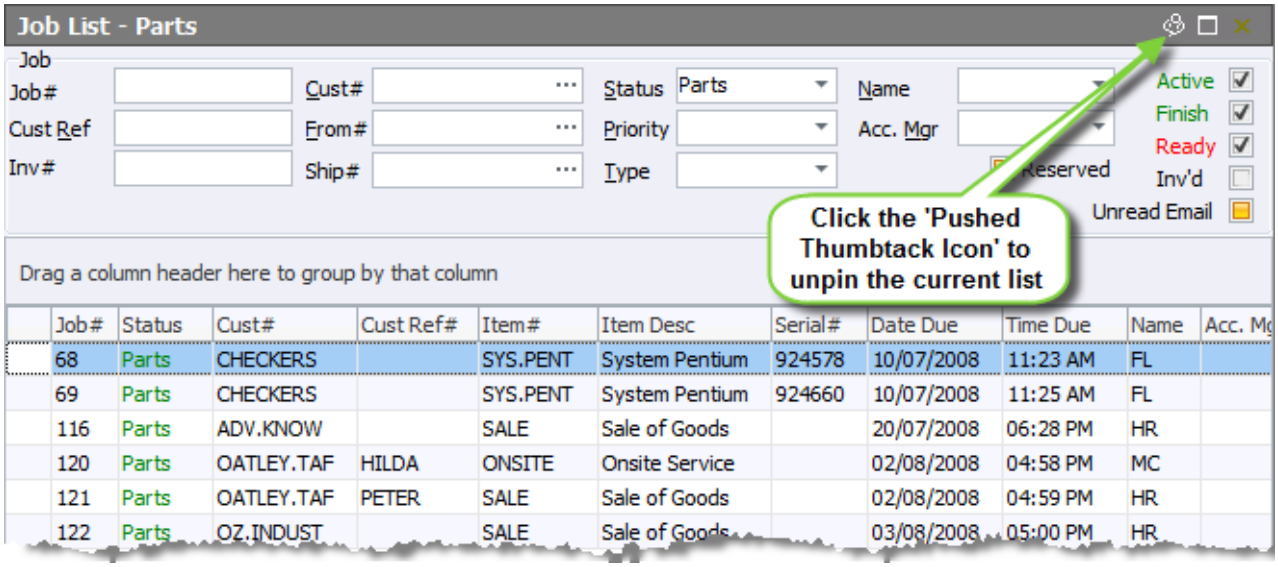
1.7.4 Pinning Lists

The temptation to "close all nodes" in your Navigation Tree and have a general desktop cleanup can be overwhelming at times … and it's only once you've done it that the Homer Simpson "doh!" is heard, because you accidentally shut your favourite Lists!

To STOP the accidental closing of your most favoured Lists, we are proud to give you LIST PINNING. To activate the pinning, i.e., pin this list open until you decide to un-pin it, simply click on the thumbtack icon in the top right-hand corner of your List.



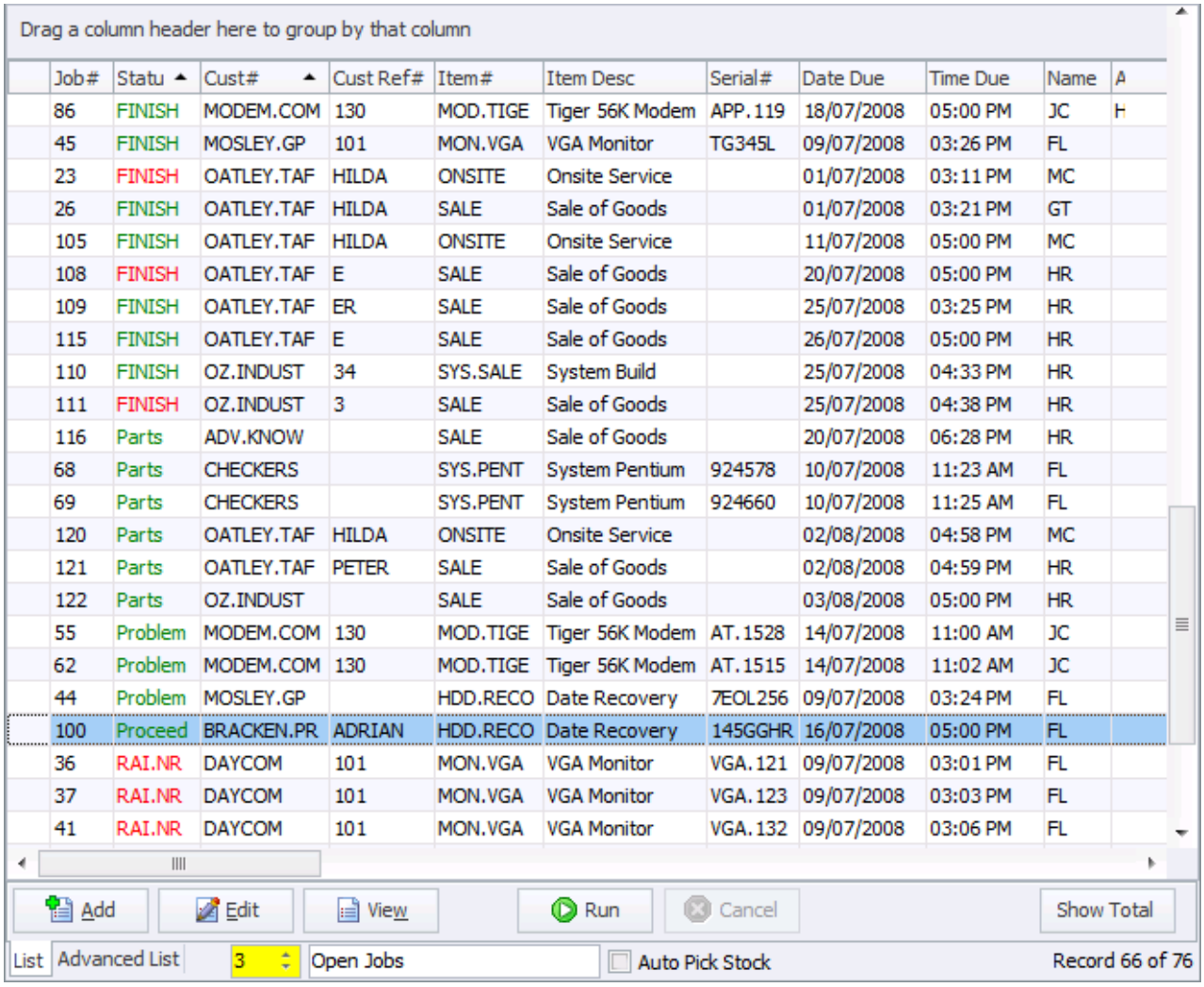
Now you can even "close all nodes" and these PINNED LISTS will just stay open. To "un-pin" a List, simply click on that icon again, and voila! List can now be closed!



1.7.5 Multi-column Sorting

Another great feature in Jim2® is Multi-column sorting.

You can sort a job list by Multiple Columns, rather than just one. For example you might want to sort by Status AND Customer, or Date Due and Time Due. Sort the first column and then just hold down the SHIFT Key and left click on the columns in the order you want them to sort, e.g., Status, then Customer, as in our example below.

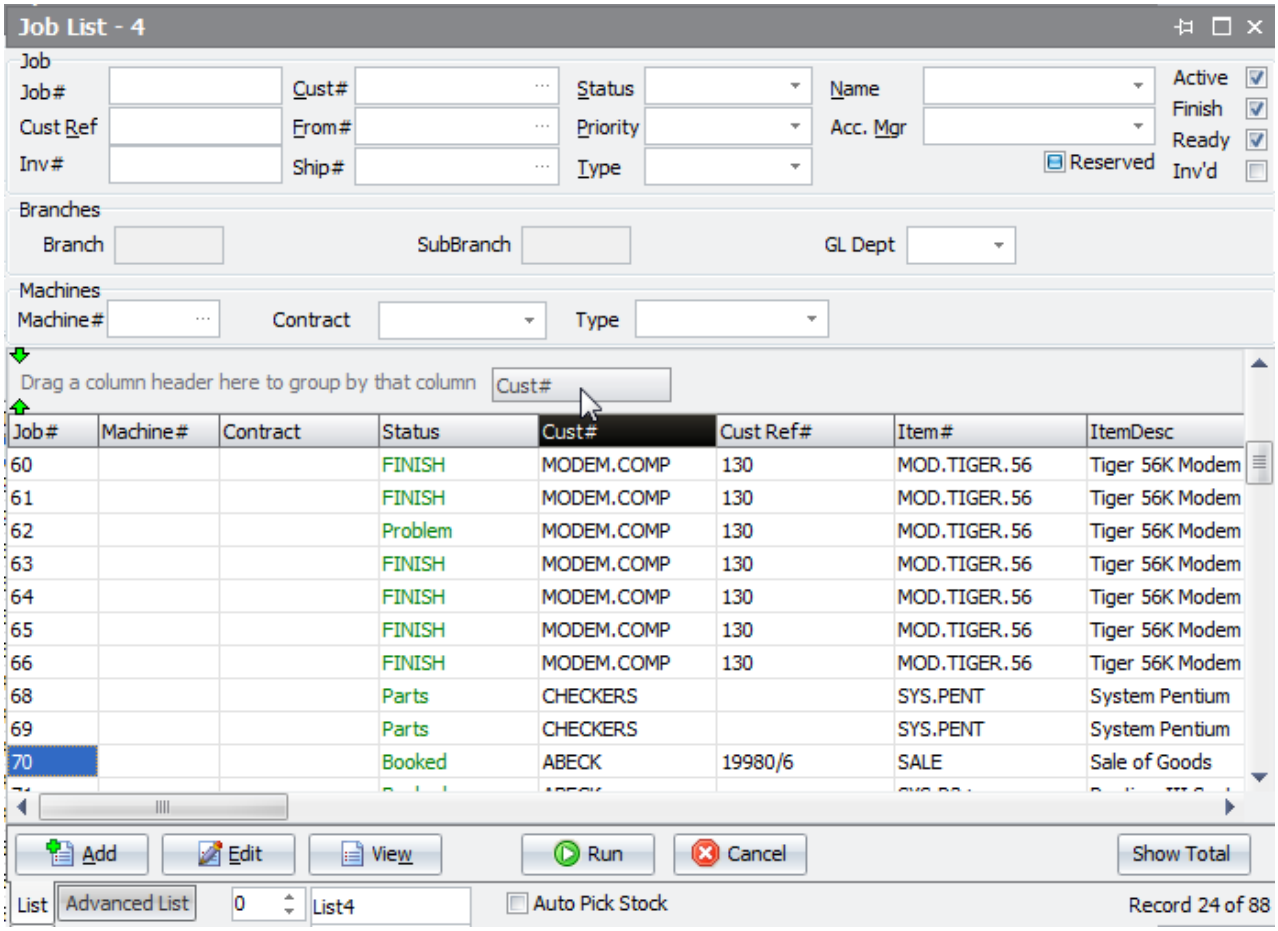


To undo this 'sort' you just hold down the CTRL Key, and click on the columns.

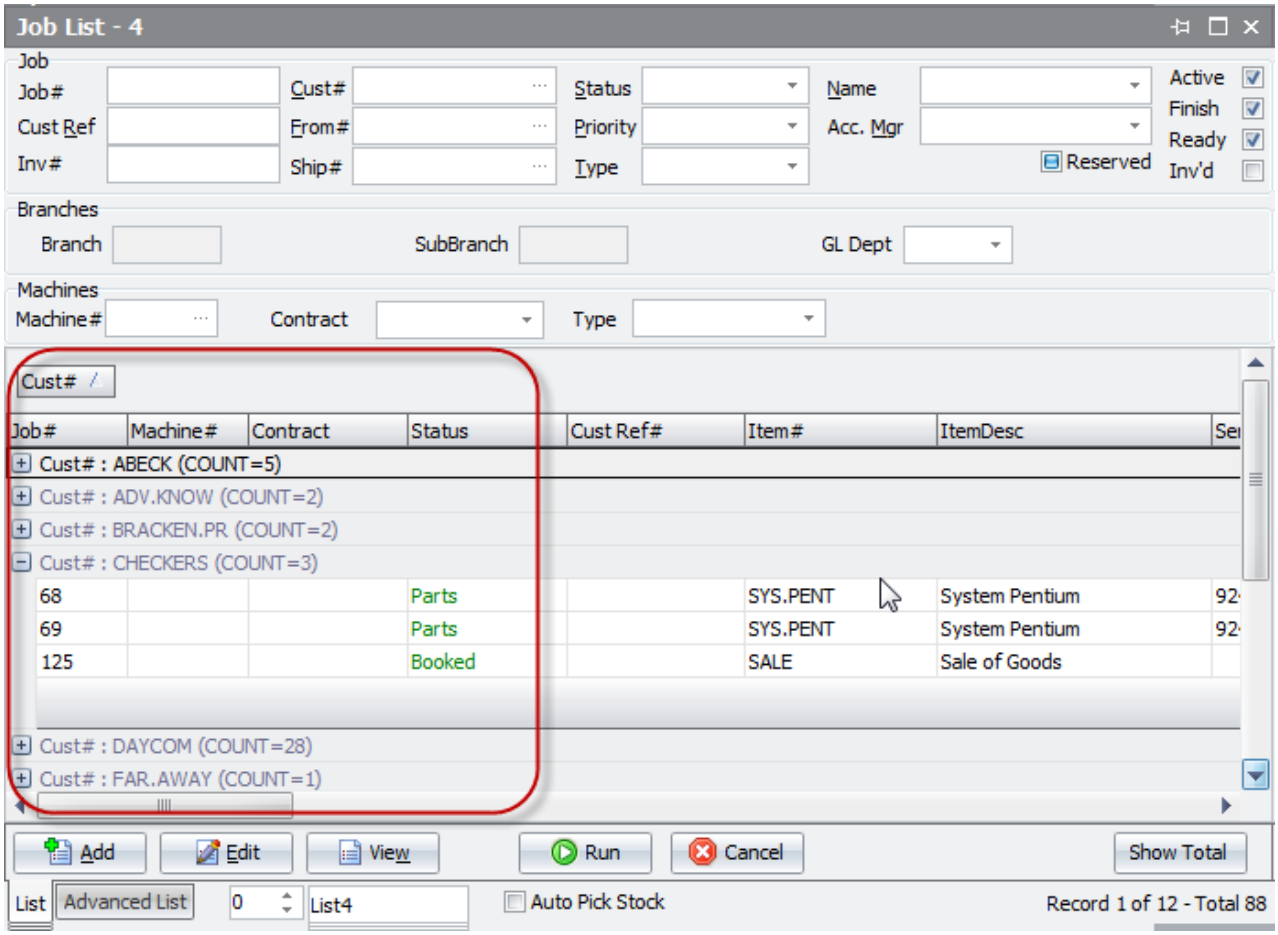
Another handy little feature is that when you refresh a job list, if the job you were last looking at is still in the list, it will be the active record in the refreshed list.

1.7.6 Grouping Lists

Grouping your Lists in Jim2® allows you to collate your search results by the column headers shown in your list results. Grouping can be done by dragging a column header into the area above the list results as displayed below.



Jim2 > Lists > Grouping



Jim2 > Lists > Grouping Results

1.8 Jim2 Software Setup

Please refer to the following sections.

- Improved Handling of High Screen Resolutions
- Ability to run multiple copies of Jim2 BE
- Jim2 Configuration Settings
- Changing Servers and/or Databases

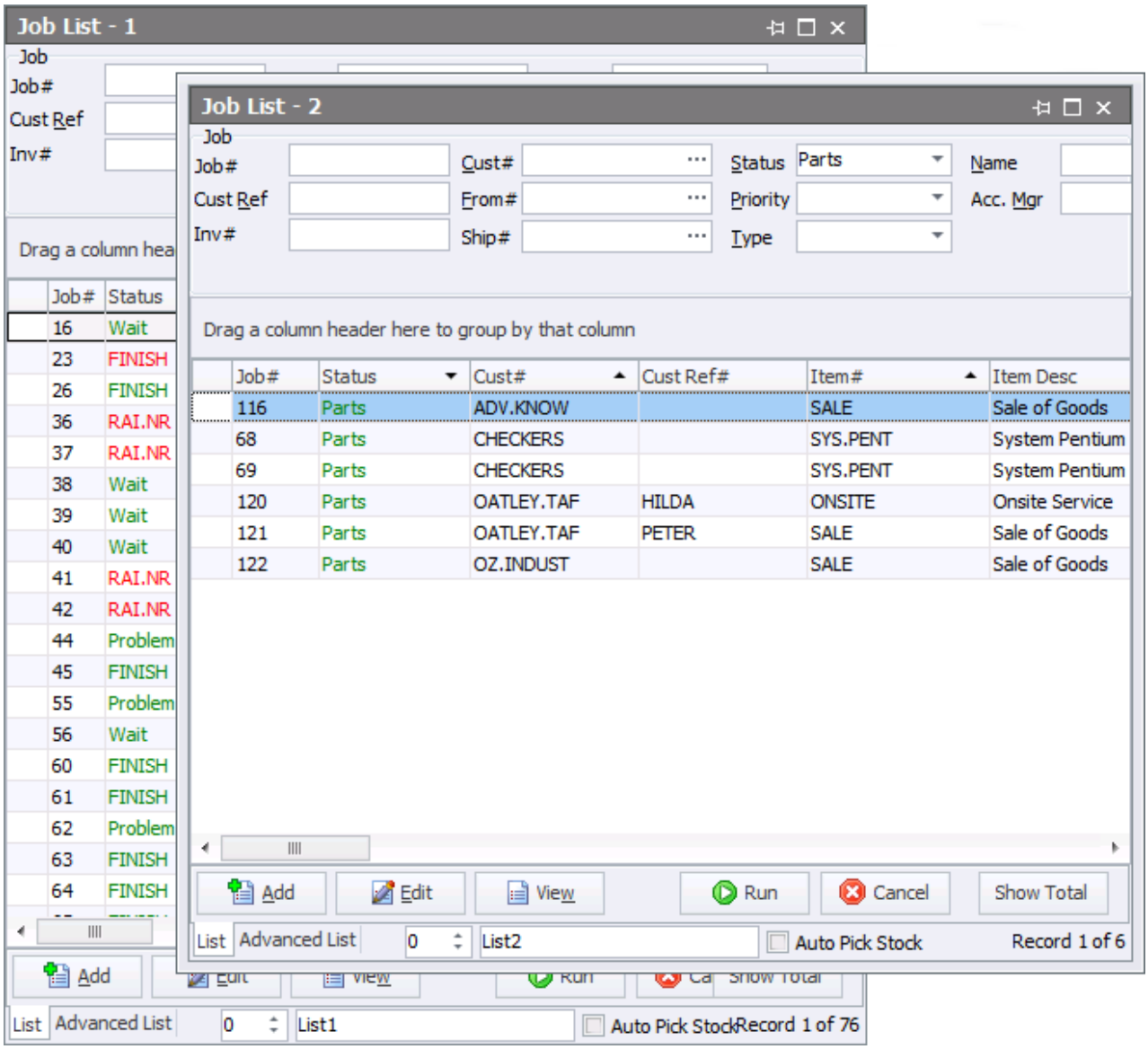
1.8.1 Improved Handling of High Screen Resolutions

As screen resolutions increase, we can take advantage of the larger "real estate" that's available. Using the "Restore Down" button in the top right-hand corner of your objects, you can now effectively "un-dock" the top object and move it aside to enable you to view two forms at once, rather than having to switch between the two objects.



Jim2 - Showing how to select the "Restore Down" Button

The multi-window option is available with all configurations, but obviously works best with large, high resolution screens.



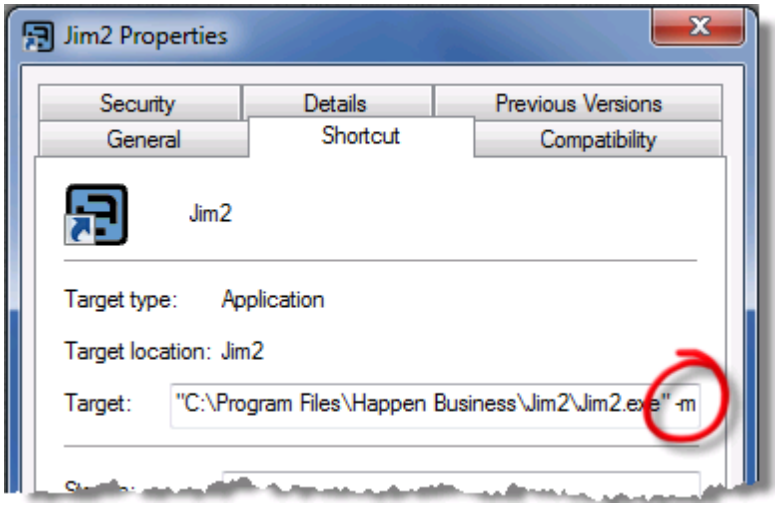
Jim2 - You can rearrange and view multiple windows after clicking "Restore Down"

1.8.2 Ability to run multiple copies of Jim2 BE

The ability to simultaneously use more than one Database is a "must have" feature for multi-company sites.

To run multiple copies of Jim2®, you need to do the following.

- Right-click on your Jim2 desktop icon and select PROPERTIES from the drop-down menu
- Change the target to "...\Jim2.exe –m" and then click OK



Jim2 - Modifying the Shortcut Properties so that multiple "instances" can be run

You will now be able to run simultaneous Jim2 "instances", giving you access to multiple databases at once.

1.8.3 Jim2 Configuration Settings

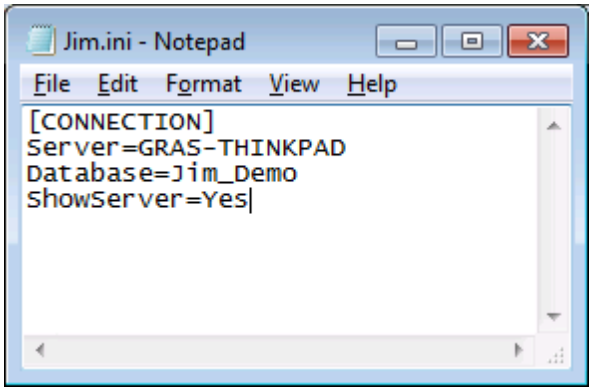
Jim2® is a multi-user (network) SQL based application. Within the Jim2 Business Engine directory there is a text file called 'Jim.ini'. This file contains information that helps Jim2 find and connect to your database. You can open this file in Notepad, and these are the settings you can change:

Server — The Name of the SQL Server that you are connecting to. If you have multiple servers running Jim Databases, then enter the one that you wish to default to.
You can select another server when logging in.

Database — The Name of the Database you wish to access normally (by default).
If you have multiple databases, you can select another database when logging in.

Jim2 is supplied with a demo database for practice and Staff Training. You can switch between your demo database and your "real" database as required.

ShowServer — Enter "Yes" here if you wish to be able to change Servers when logging into Jim. By entering "No" here, you will not see the server selection field and will not be able to change servers without re-editing the Jim.ini file.



Jim2 - Editing the Jim.ini Configuration File

This text file will be set up when the Jim2 Business Engine is installed on your System. It will be rare that this file will need any changes, but if they are required, then you should make a back-up copy of the 'Jim.ini' file first.

1.8.4 Changing Servers and/or Databases

There are options within the Jim2® Configuration Settings to enable the use of multiple Servers and/or Databases and to allow switching between Servers and/or Databases by simply logging in.

When you first open Jim2 you will see the Log-on screen. You will always see the Database field on the left, and if it has been specified in your Configuration Settings, i.e., the jim.ini file, you may also see a second field on the right, for selecting the Server.

To change servers/databases, firstly select the server, if that option is available, by typing or clicking on the appropriate name in the right-hand Server field, then select the required Database by typing or clicking on the name in the left-hand field.

The list of Databases that can be selected will depend on which Server has been selected.



Jim2 Log-on Screen showing Servers (optional configuration)

If you are currently using Jim2 and need to change the database, press **Ctrl + F12** or click on the Jim2 icon  to log off the current user and display the Log-on screen.

If you need to change Servers and don't have the field available on the Log-on screen, you may need to edit your 'Jim.ini' file. Please refer to Jim2 Configuration Settings on the previous page.

When selecting databases, remember Security settings will need to be set in place for each one.

1.9 Importing Data

Often you will be crossing over to Jim2® from a legacy system, and need to import data. Jim2 contains an import data wizard that allows you to take data from CSV and Excel formatted files and import them into Jim2, namely your Stock and your CardFile.

First of all, it's important that you thoroughly understand the use of the fields in Jim2. This chapter will outline CardFile and Stock fields, and how to prepare your data for use in Jim2, and lastly how to import them.

- Preparing CardFiles Data
- Importing CardFiles
- Preparing Stock Data
- Importing Stock

1.9.1 Preparing CardFiles

Before you can actually import CardFiles, i.e., your customers and vendors, into Jim2®, you must prepare the data first. The following is a list of Jim2 CardFile fields. Happen provides an Excel template that you can use to import your data into Jim2, so please ask your support/Happen representative about this. The fields in red are mandatory in Jim2.

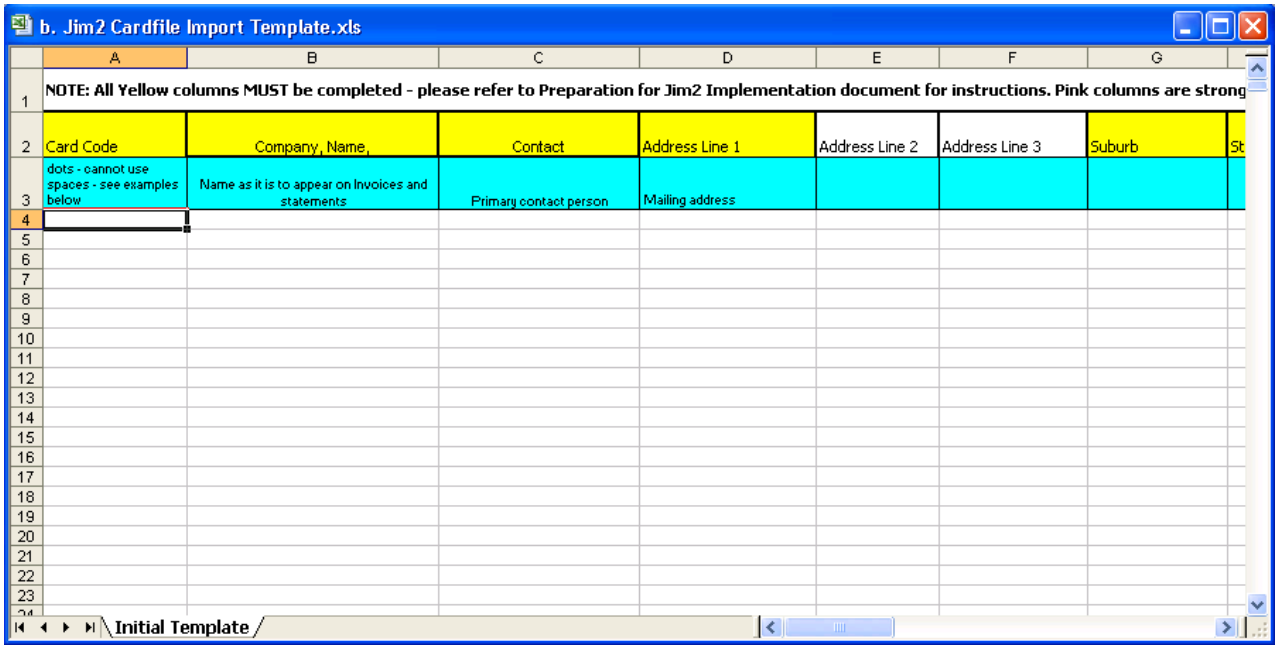


It's very important to get the data right at this stage - the way you want it to be spelt, the way you want it to look, all the records verified, because it's a lot easier and faster to amend it now, in a spreadsheet, than later when it's in database form.

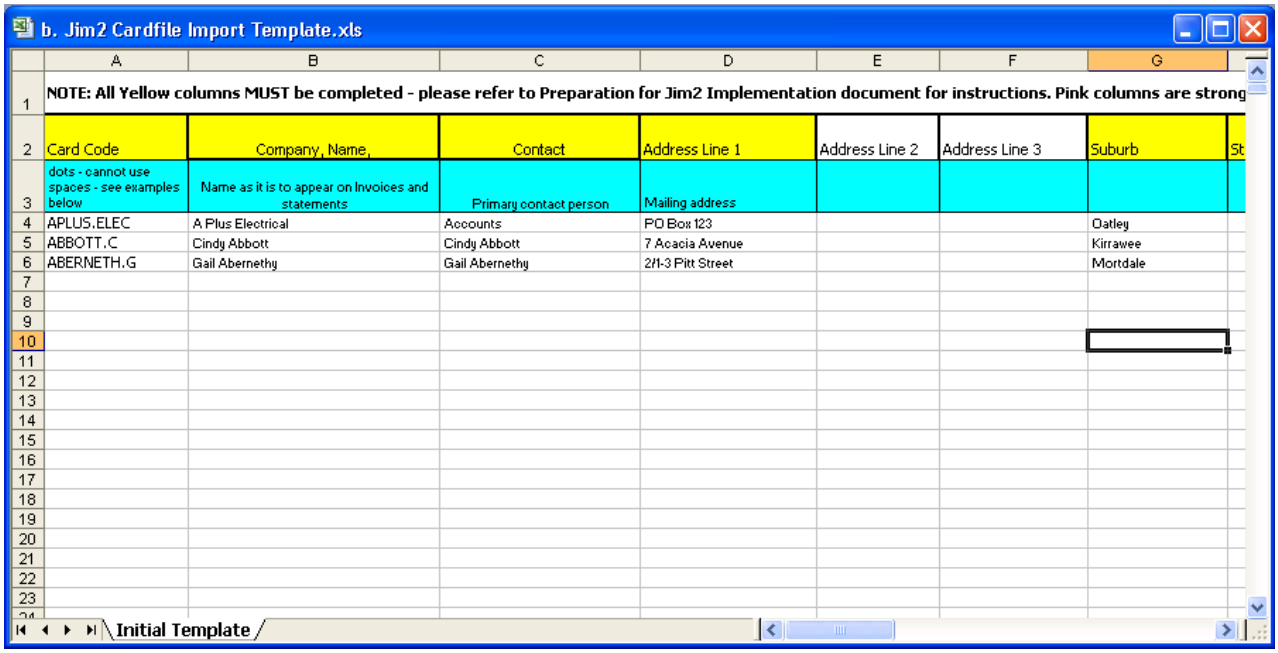
Field Name	Description/Use	Data Type	# Of Chars	Example
Card Code	UNIQUE Code	String	10	HAPPEN.BIZ
Company Name	Name of the Company	String	50	Happen Business Ltd.
Contact	Name of Company Contact	String	30	John Smith
Address Line 1	Address Line 1	String	250	Locked Bag A
Address Line 2	Address Line 2	String	250	Post Office
Address Line 3	Address Line 3	String	250	Morts Rd
Suburb	Suburb	String	30	Mortdale
State	State	String	3	NSW
Post Code	Post Code	String	8	2223
Country	Country	String	30	Australia
Delivery Address Line 1	Delivery Address Line 1	String	250	P2 Building
Delivery Address Line 2	Delivery Address Line 2	String	250	29-33
Delivery Address Line 3	Delivery Address Line 3	String	250	Pitt St
Delivery Suburb	Delivery Suburb	String	30	Mortdale
Delivery State	Delivery State	String	3	NSW
Delivery PostCode	Delivery Post Code	String	8	2223
Delivery Country	Delivery Country	String	30	Australia
Customer	Is this CardFile a Customer?	T/F	-	T
Customer Price Level	What Price Level is this Customer set at?	Integer (1-5 set up in Jim2	-	1
Customer Terms	What Terms does this Customer have?	String 50 set up in Jim2	-	COD
Customer TaxPaid	Does this Customer pay tax?	T/F	-	T
Customer Credit Limit	What is this Customer's credit limit?	Decimal	-	15000.00
Customer on Credit Hold	Is this Customer on credit hold?	T/F	-	F
Customer Delivery Details	How do you ship to this Customer?	String	15	DHL
Customer Statement Sent Via	How would you like the statement to be delivered to the customer (Print, Fax, Email, etc.)	String	15	Email
Customer Account Manager	Account Manager for this Customer	String	15	Julian White
ABN	Customer's ABN	String	15	12345 67890 12345
Vendor	Is the CardFile a Vendor?	Boolean	T/F	F
Vendor Terms	What Terms does this	String 50	-	-

	Vendor have?	set up in Jim2		
Vendor Tax Paid	Does this vendor pay tax?	Boolean	T/F	-
Bank BSB	Vendor Bank BSB	String	7	082-123
Bank Account	Vendor Bank Account No	String	9	576923125
Salutation	Contact Salutation	String	4	Mr
First Name	Contact's first name	String	25	John
Middle Name	Contact's middle name	String	25	Christopher
Last Name	Contact's last name	String	25	Smith
Display Name	Name of Contact you wish to display	String	50	John Smith
Job Title	Job Title of Contact	String	25	Financial Controller
Department	Department of Contact	String	25	Accounts
Phone	Phone Number of CardFile	String	100	612 9570 4696
Fax	Fax Number of CardFile	String	100	612 9580 8253
Mobile	Mobile Number of CardFile	String	100	0404 040 404
Email	Email of CardFile.	String	100	sales@happen.biz
Web Page	Website	String	100	http://www.happen.biz

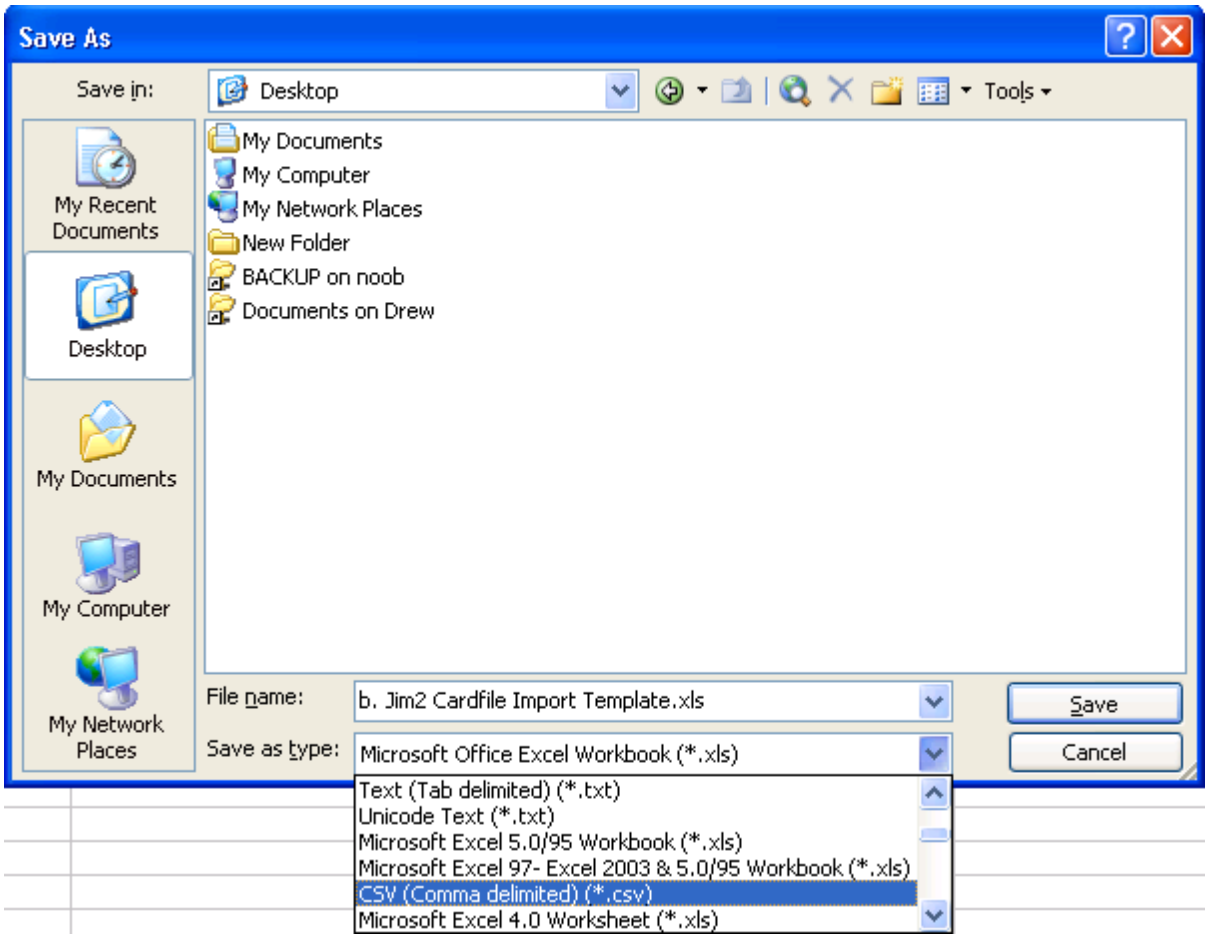
1.9.2 Importing the CardFiles



This is the ready made Excel template that will help you import your CardFile data. Simply paste your customer data into this table, matching your legacy database into the Jim2 CardFile fields (following the rules in the Preparation for Jim2 Implementation document):

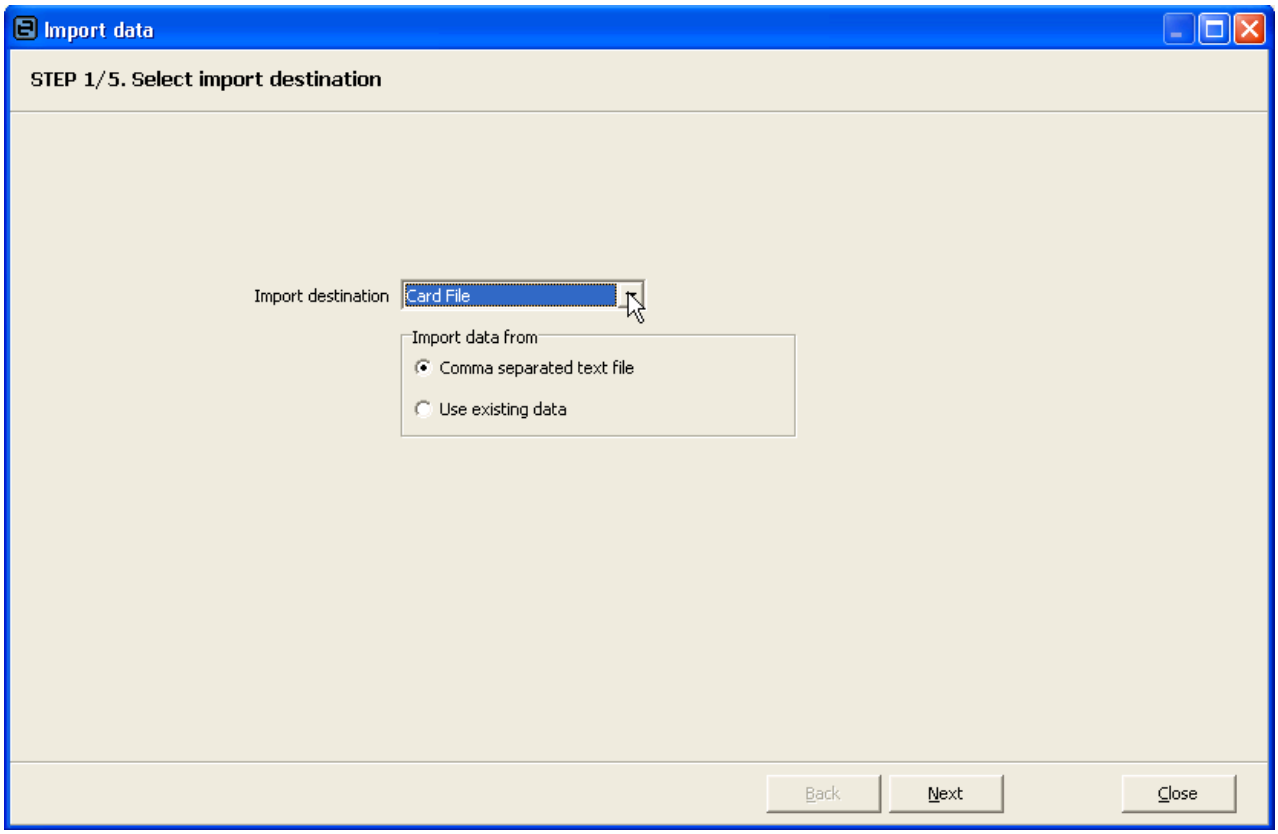


Save your template as a CSV file. When you do this, Excel will warn you that CSV does not support all the features in your spreadsheet, or multiple worksheets. Click Yes to save anyway. Close Excel.



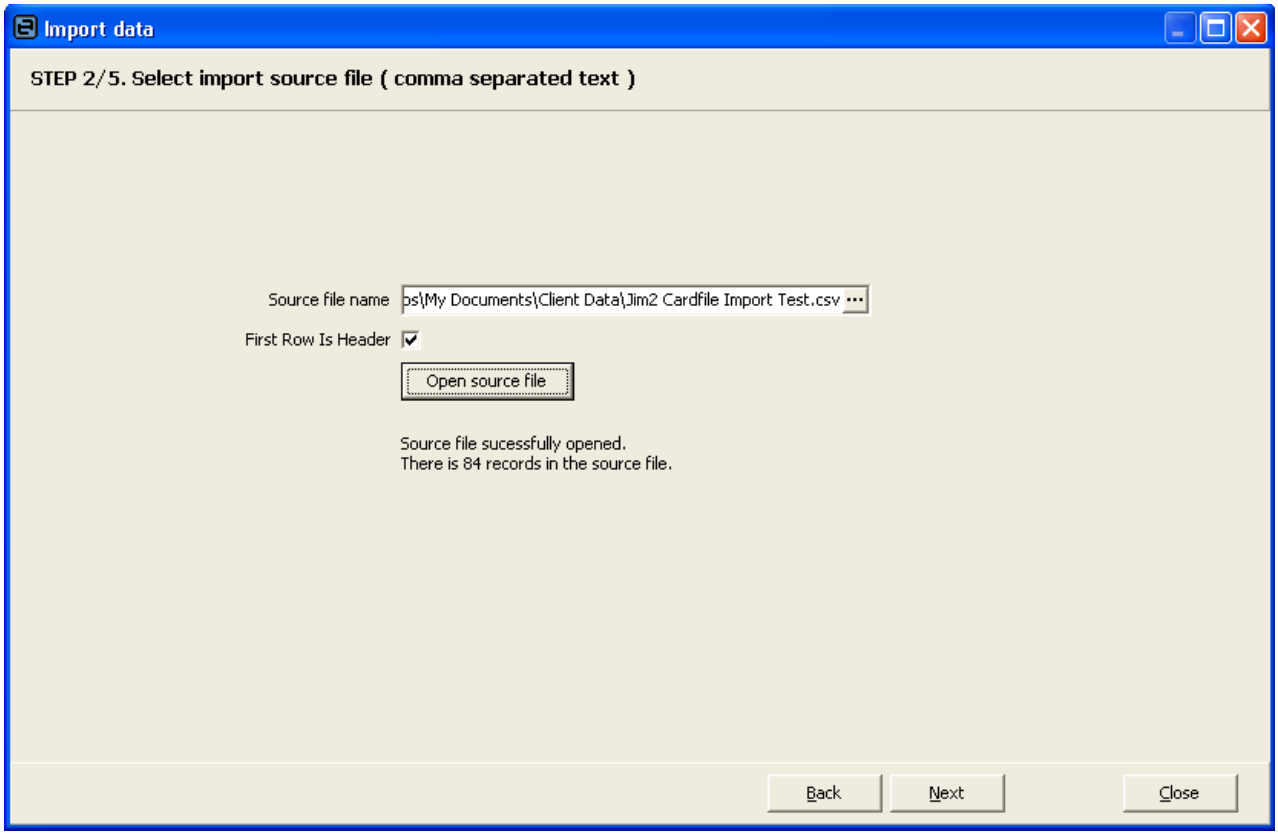
Now you are ready to do the Import. It's best when doing the import (for speed and good database practice) to

choose a reasonably quick machine/server and also to not have users actually logged into the database. From here, go to Tools/Import Data.



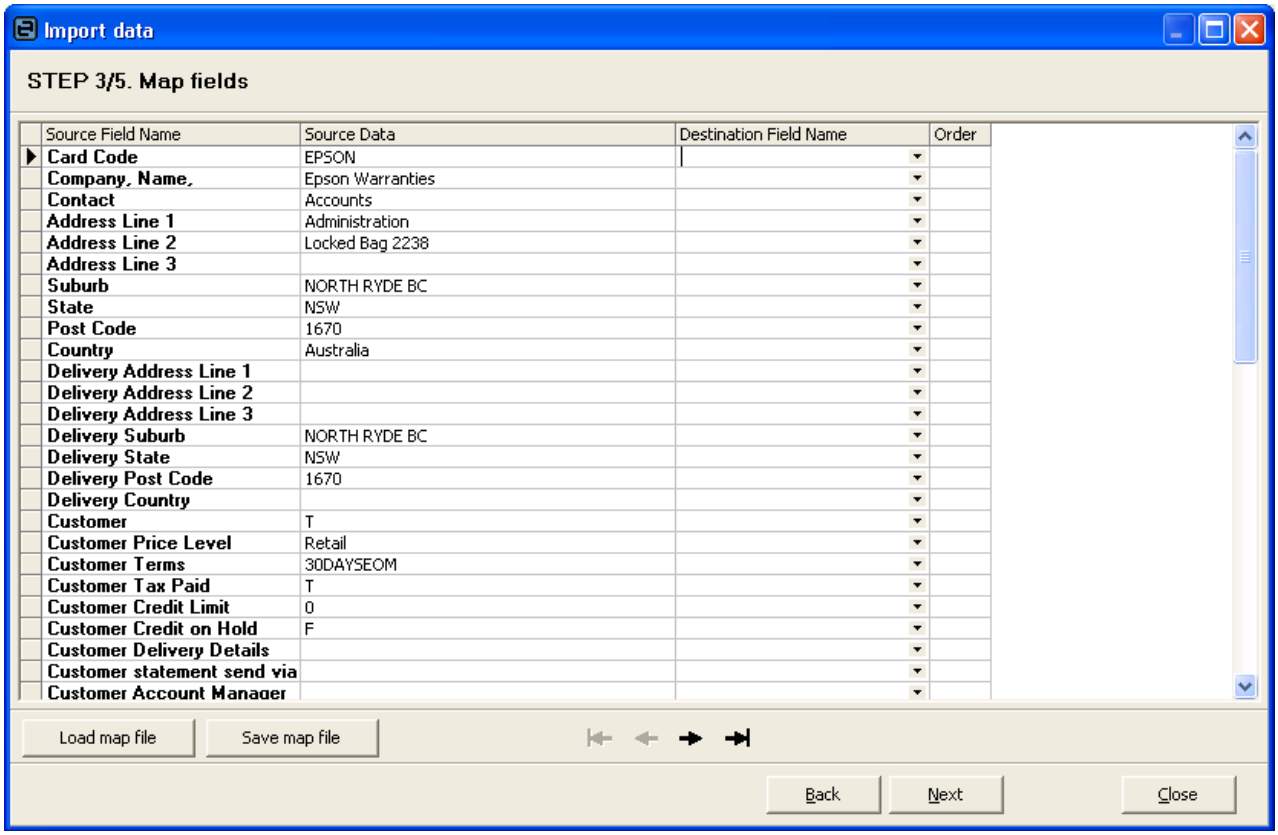
Select Import destination: CardFile

Import data from: Comma separated text file for the first attempt at importing your cardfiles. If the import attempt failed, and you only had to make changes to your Jim2 setups and not your cardfile data, then you can select to 'Use existing data' for subsequent import attempts.

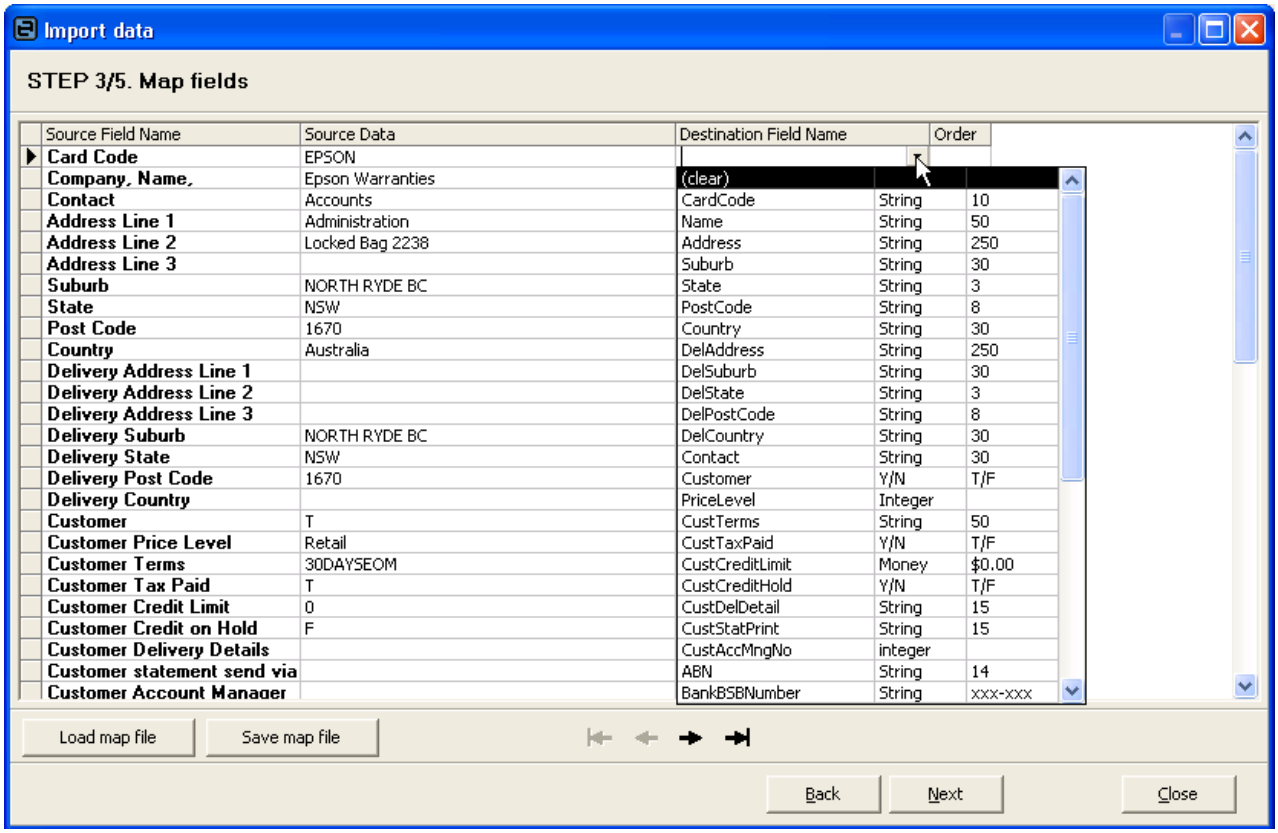


Source File Name: Where your saved Excel Cardfile template is.
First Row is Header asks if the first row of your excel file are field names. Check this box.
Click on **Open Source File** for Jim2 to test opening this file and count the number of records to import.
Click **Next**.

The next screen is your Mapping fields screen. From here you match up the fields from your Excel CSV file to where you want them to go in Jim2.



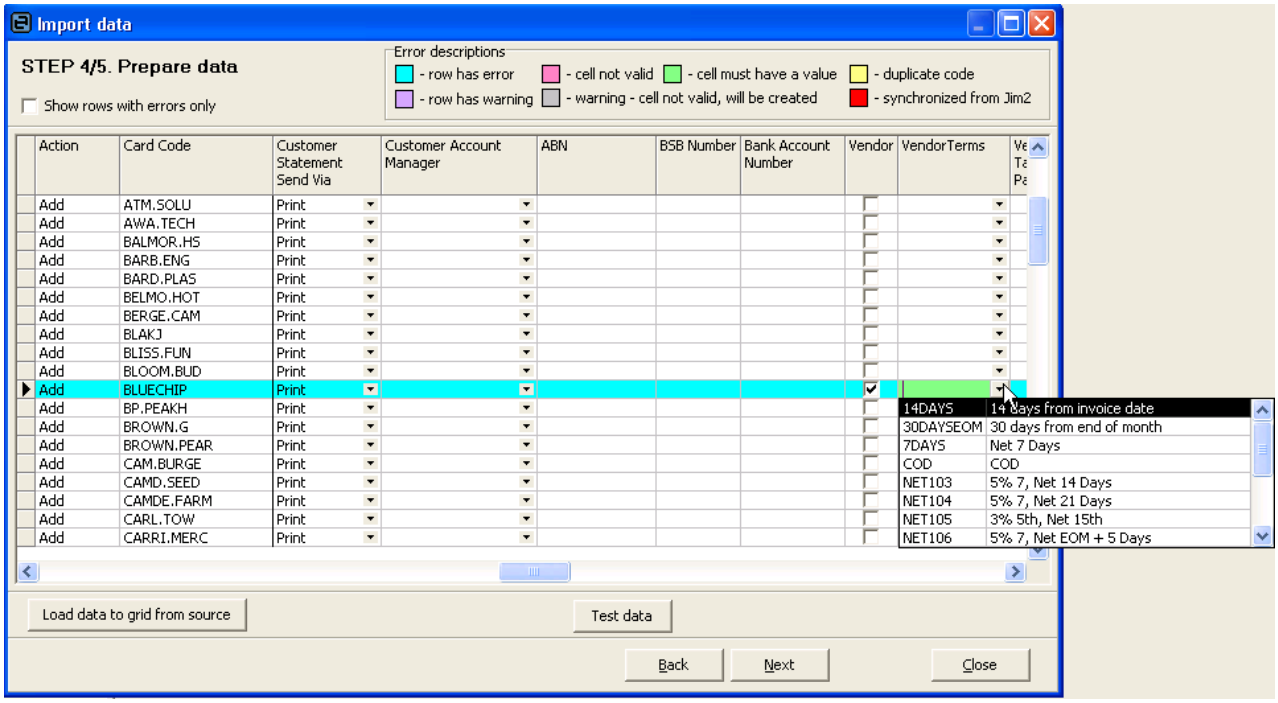
The map fields function is very simple to use. The **Source Field Name** reads from the Excel CSV file the field headers (if specified) and then loads a sample of data from the first record row. If you don't have lots of data in the first record, you can click on the black arrow to get Jim2 to read from the next record, so you can see a sampling of the data to be sure you are matching up your fields correctly. From the drop down menu in the **Destination Field Name** column you should select the corresponding field in Jim2 like so:



If you have followed the template correctly then you should have no problems matching up the fields. The only tricky bit is that you will notice that Jim2 has 3 address line fields, but only one address field in the drop down menu. You can have as many address lines in Jim2 as you need, so just keep selecting Address and Jim2 will keep track of what line number it is in the order column. If you have to clear the Address lines, you will also have to clear them from the bottom Address line up, i.e. you cannot clear Address Line 1 if Address Line 2, 3 and 4 still exist.

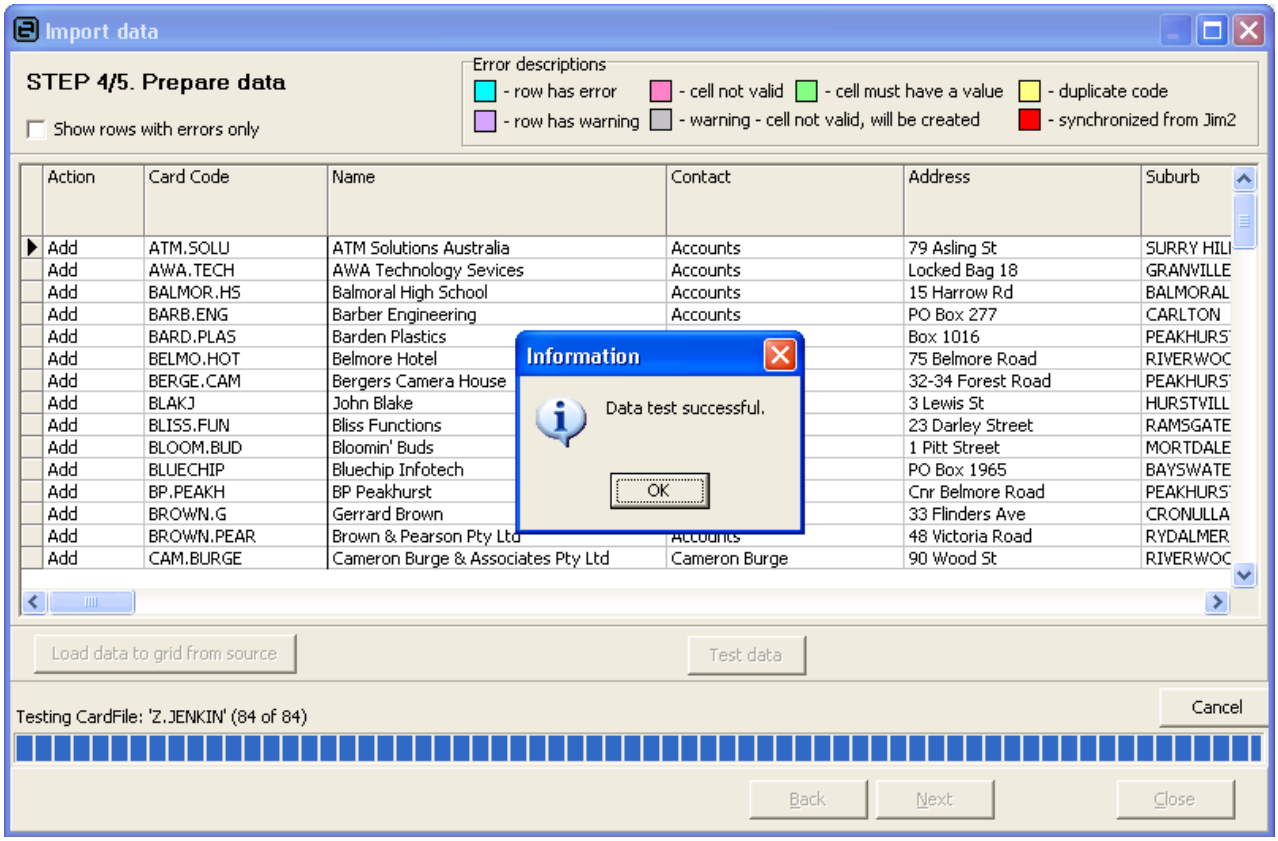
You can load up previous mapping (think of them like pointer files for Jim2) or you can save your mapping file in case you have to do an import at some point again in the future. It is important to remember that the Mapping file only saves the MAPPING from one field to another and not the actual data being mapped itself. All the mapping file saves you doing is having to select from all the drop down menus again, but you will still need your csv files as data to import.

After you have mapped your fields, click **Next**.

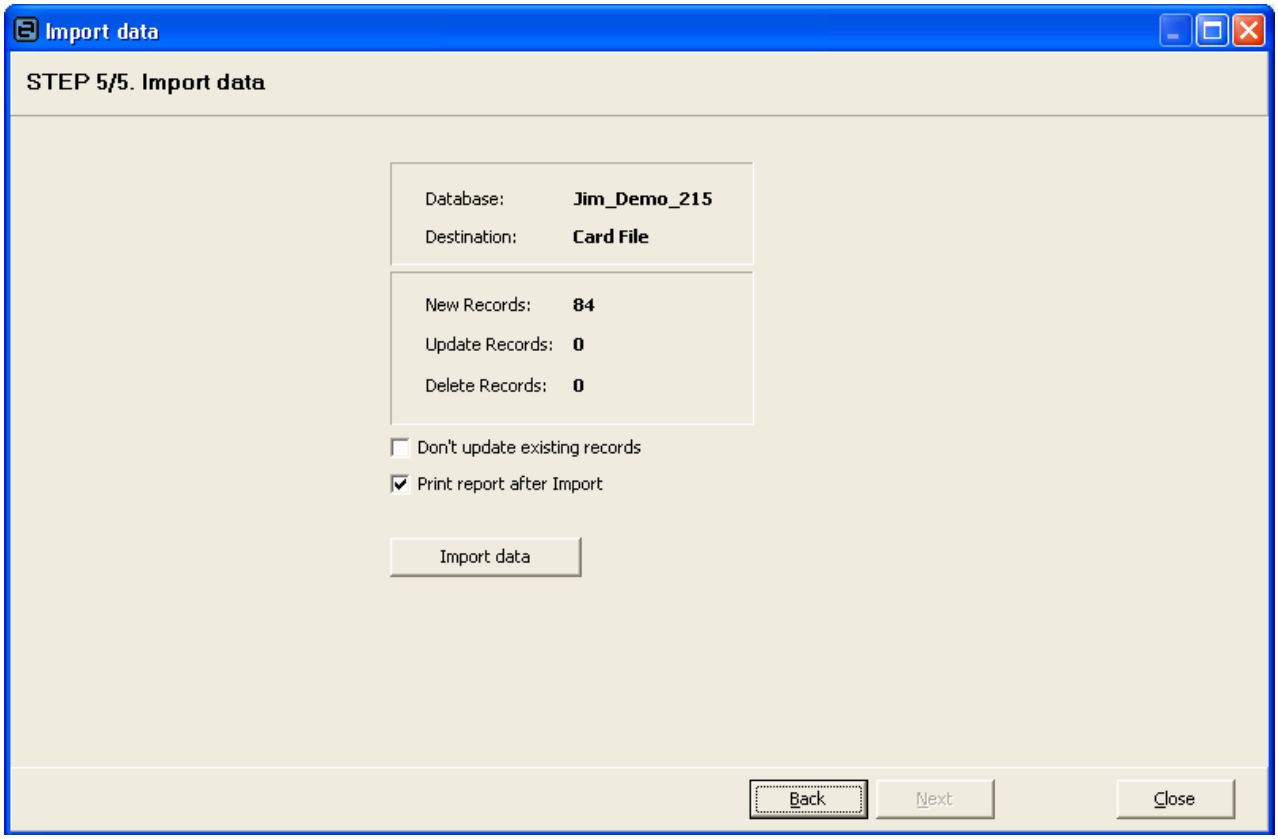


Click **Load data to grid from source** for Jim2 to load the data from the spreadsheet and test it. Jim2 will colour code anything that is erroneous - for example, all my rows are okay except record BLUECHIP which does not have Vendor Terms entered.

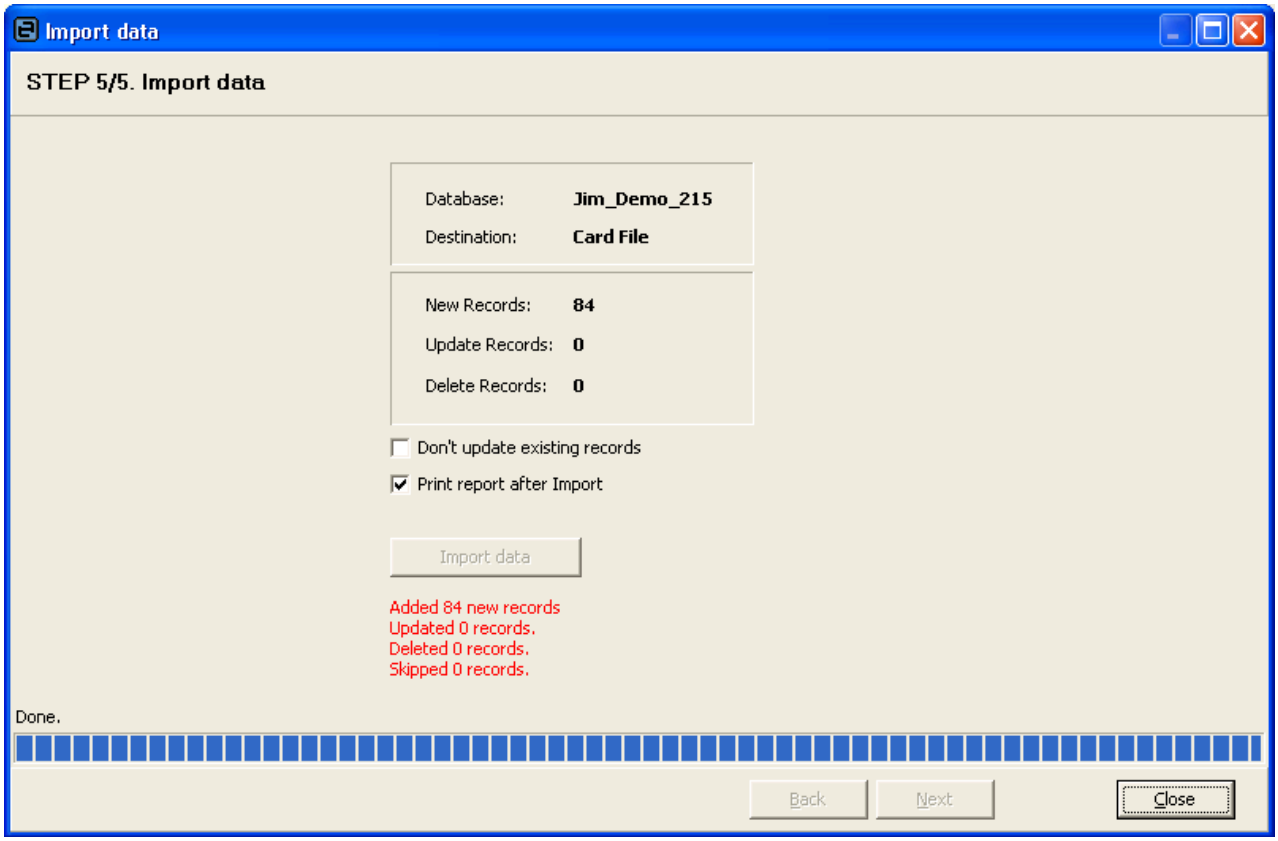
Jim2 allows us to type/use the drop down menu to select the values we require to fix the record. After fixing any dodgy records, click **Test Data** for Jim2 to check our records again.



This time we've been given the all clear, so we can click Next to continue.



Up until now we've only been testing the data and not actually importing it. From this screen Jim2 will confirm once again what database and section you are importing into, as well as the number of records being imported. You can choose whether to **update existing record** (overwrite) by ticking or not ticking the **Don't update existing record box** (discard the record being imported). Click **Print report after Import** if you wish Jim2 to generate a report listing for you on imported records. When you are ready, click **Import data**.



Jim2 will confirm how many records added/updated. Click **Close** to exit the Import Wizard.

1.9.3 Preparing Stock

Before you can actually import Stock into Jim2®, you must first prepare the data. The following is a list of Jim2 Stock fields. Happen provides an Excel template that you can use to import your data into Jim2, please ask your support/Happen representative about this. The fields in red are mandatory in Jim2.



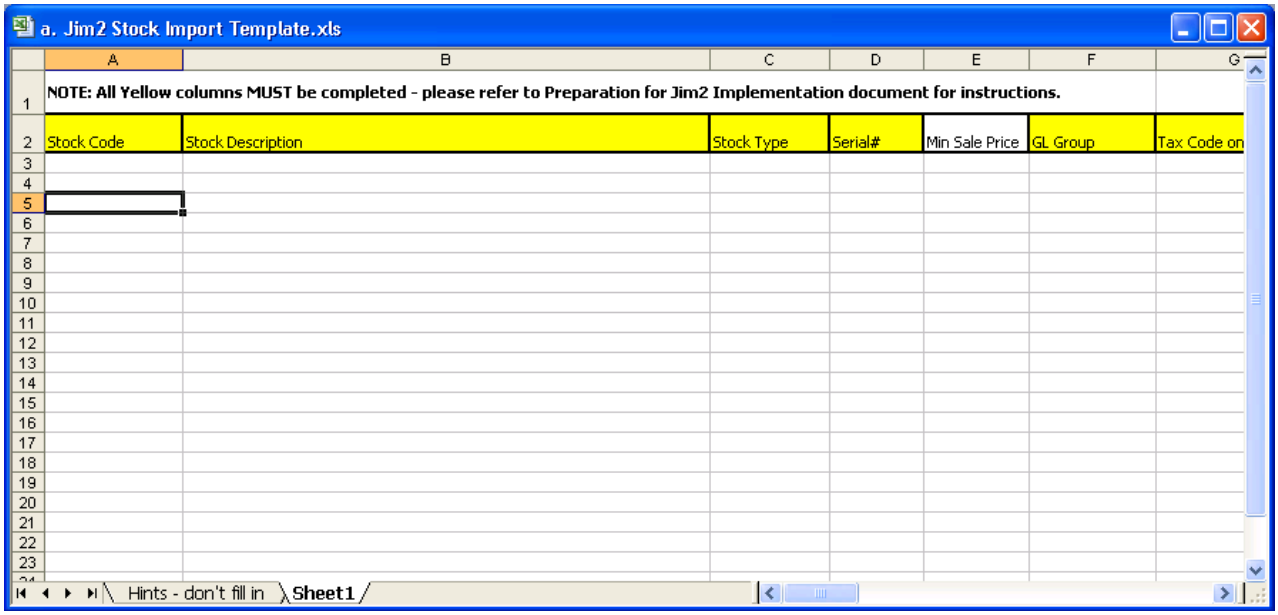
It's very important to get the data right at this stage - the way you want it spelt, the way you want it to look, all the records verified, because it's a lot easier and faster to amend it now, in a spreadsheet, than later when it's in database form.

Field Name	Description/Use	Data Type	# Of Chars	Example

Stock Code	UNIQUE Stock Code	String	24	LTO.99.6221.COMP
Description	Description of Stock	String	1000	LTO Ultrium 1 drive
Stock Type	Choose this from Jim2 Stock Types e.g., Kitting, Depleting, etc.	String	12	Depleting
Serial #	How to use Serial Numbers (On Purchase/ On Sell/Not Required	String	12	On Purchase
Min. Sale Price	Min. Sale Price	Decimal	-	$1800.00
GL Group	GL Group of stock	String	30	Hardware
Tax Code on Purch	Tax Code of stock on Purchase	String	1	G
Tax Code on Sell	Tax Code of stock on Sell	String	1	G
Min. Qty in Stock	Min. Qty in Stock	Decimal	-	5
Reorder Qty	Reorder Qty.	Decimal	-	0
Weight	Weight of stock	Decimal	-	0
Measure Name 1	Unit of Measure 1	String	4	Box
Measure Qty 1	Measure Qty 1	Decimal	-	1
Measure Description 1	Measure Description 1	String	50	Box Carton
Measure Name 2	Unit of Measure 2	String	4	Unit
Measure Qty 2	Measure Qty 2	Decimal	-	1
Measure Description 2	Measure Description 2	String	50	Unit
Measure Name 3	Unit of Measure 3	String	4	
Measure Qty 3	Measure Qty 3	Decimal	-	
Measure Description 3	Measure Description 3	String	50	
Bar Code	Bar Code	String	15	2183819209
Qty Decimal Places	Number of Decimal Places allowed in Qty	Integer from 1-4	-	
Buy Unit	UOM used to buy	String	4	BOX
Sell Unit	UOM used to sell	String	4	UNIT
Bin	Bin	String	10	
RRP Price	RRP	Decimal	-	1900.00
Warranty (In Months)	Warranty (In Months)	Decimal	-	
Cost	Cost	Decimal	-	
I Buy This Stock	I Buy This Stock?	Boolean	T/F	T
I Sell This Stock	I Sell This Stock?	Boolean	T/F	T
Price Level 1	Price Level 1	String	15	
Price Calc Method 1	Price Calculation Method 1	String	17	
Percent 1%	Percent 1%	Decimal	-	
Price Tax Free 1	Price Tax Free 1	Decimal	-	
Price Tax Paid 1	Price Tax Paid 1	Decimal	-	
Price Calc Method 2	Price Calculation Method 2	String	17	
Percent 2%	Percent 2%	Decimal	-	

Price Tax Free 2	Price Tax Free 2	Decimal	-	
Price Tax Paid 2	Price Tax Paid 2	Decimal	-	
Vendor	Vendor	String	10	
Vendor Stock Code	Vendor Stock Code	String	25	
Vendor List Price	Vendor List Price	Decimal	-	
Vendor Discount %	Vendor Discount %	Decimal	-	
Vendor Qty In Stock	Vendor Qty In Stock	Decimal	-	
Report Level 1	Report Level 1	String	30	Global
Report Level 2	Report Level 2	String	30	Adic
Report Level 3	Report Level 3	String	30	Hardware
Report Level 4	Report Level 4	String	30	Stand Alone Drive
Report Level 5	Report Level 5	String	30	LTO

1.9.4 Importing the Stock



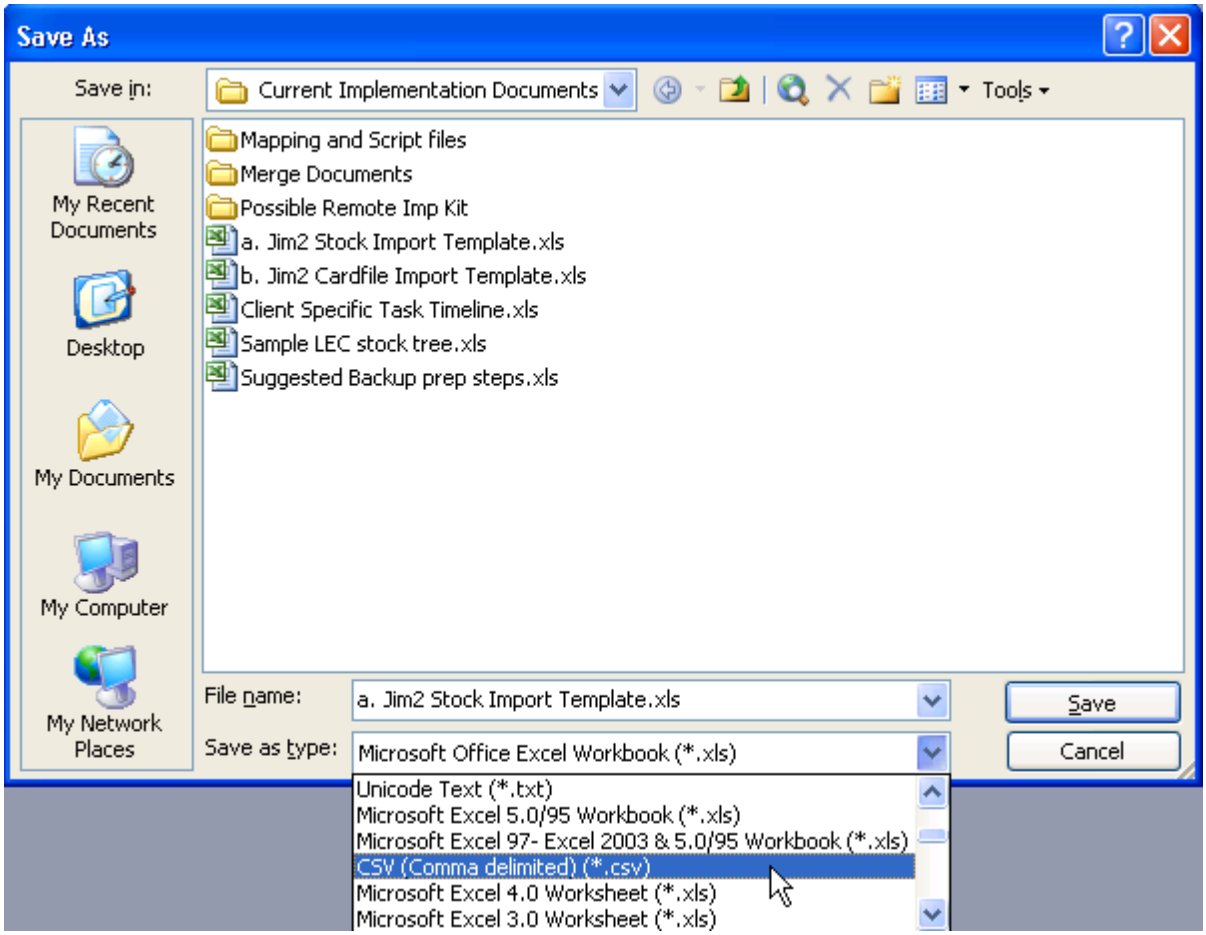
This is the ready made Excel template that will help you import your Stock data. Simply paste your stock data into this table, matching your legacy database into the Jim2 Stock fields:

a. Jim2 Stock Import Template.xls

	A	B	C	D	E	F	G
1	NOTE: All Yellow columns MUST be completed - please refer to Preparation for Jim2 Implementation document for instructions.						
2	Stock Code	Stock Description	Stock Type	Serial#	Min Sale Price	GL Group	Tax Code on
3	MON.AC.17.LCD	Acer 17"" LCD Monitor	Depleting	On Purchase		Monitor	G
4	AD.99.6221.01	LTO 200D, HVD/SCSI, 200GB, with LCD display, SATA drive.	Depleting	On Purchase		Hardware	G
5	CAN.BCI.223	Canon BCI 223 Inkjet Cartridge	Depleting	Not required		Consumables	G
6							
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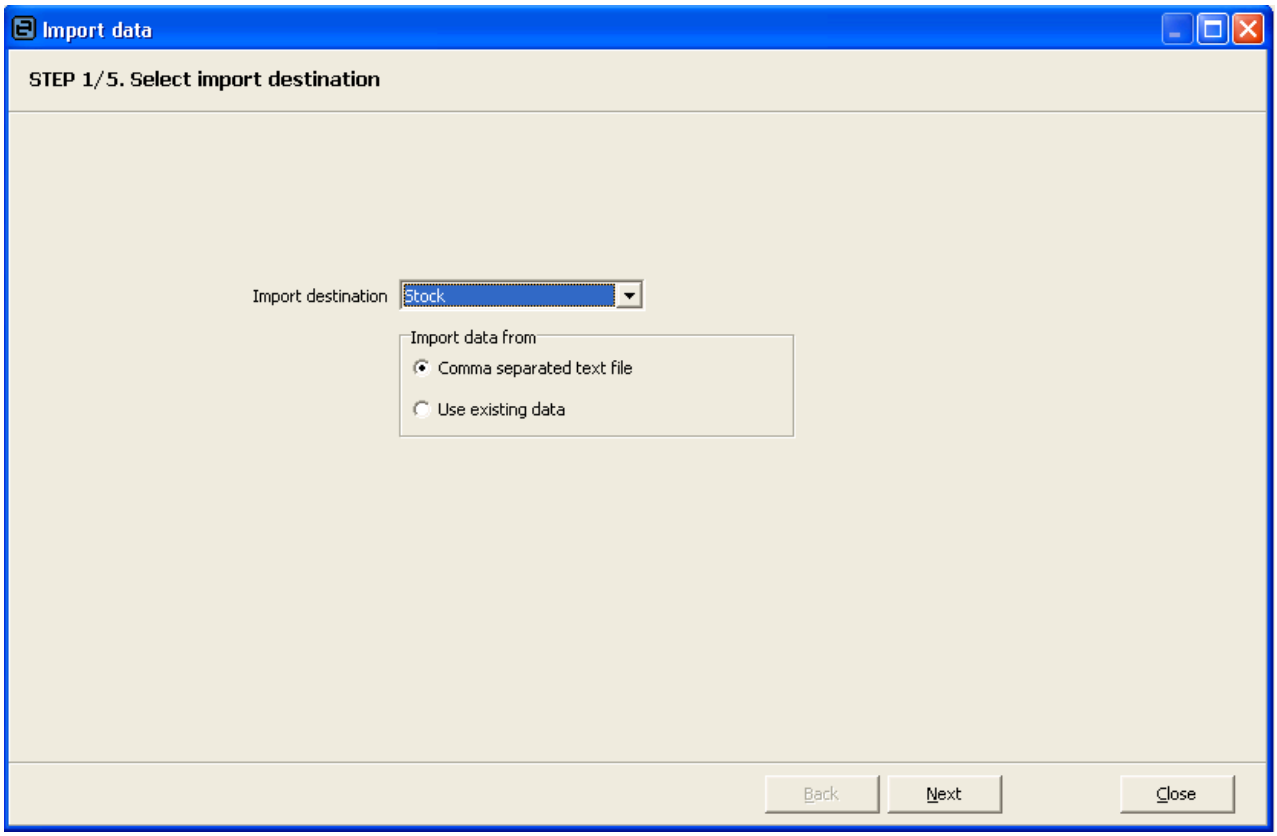
Hints - don't fill in | Sheet1

Save your template as a CSV file. When you do this Excel will warn you that CSV does not support all the features in your spreadsheet, or multiple worksheets. Click Yes to save anyway. Close Excel.



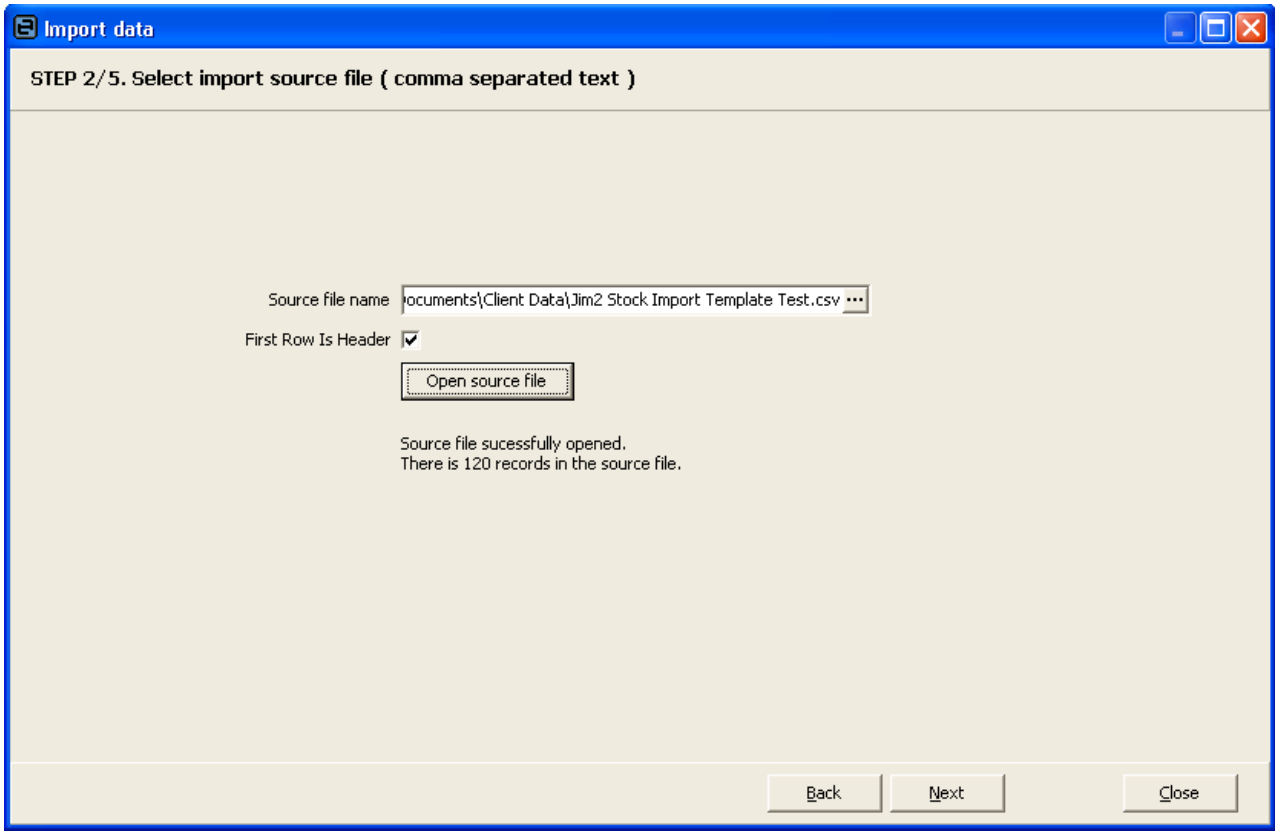
Now you are ready to do the Import. It's best when doing the import (for speed and good database practice) to choose a reasonably quick machine/server and also not have users actually logged into the database. From

here go to Tools/Import Data.

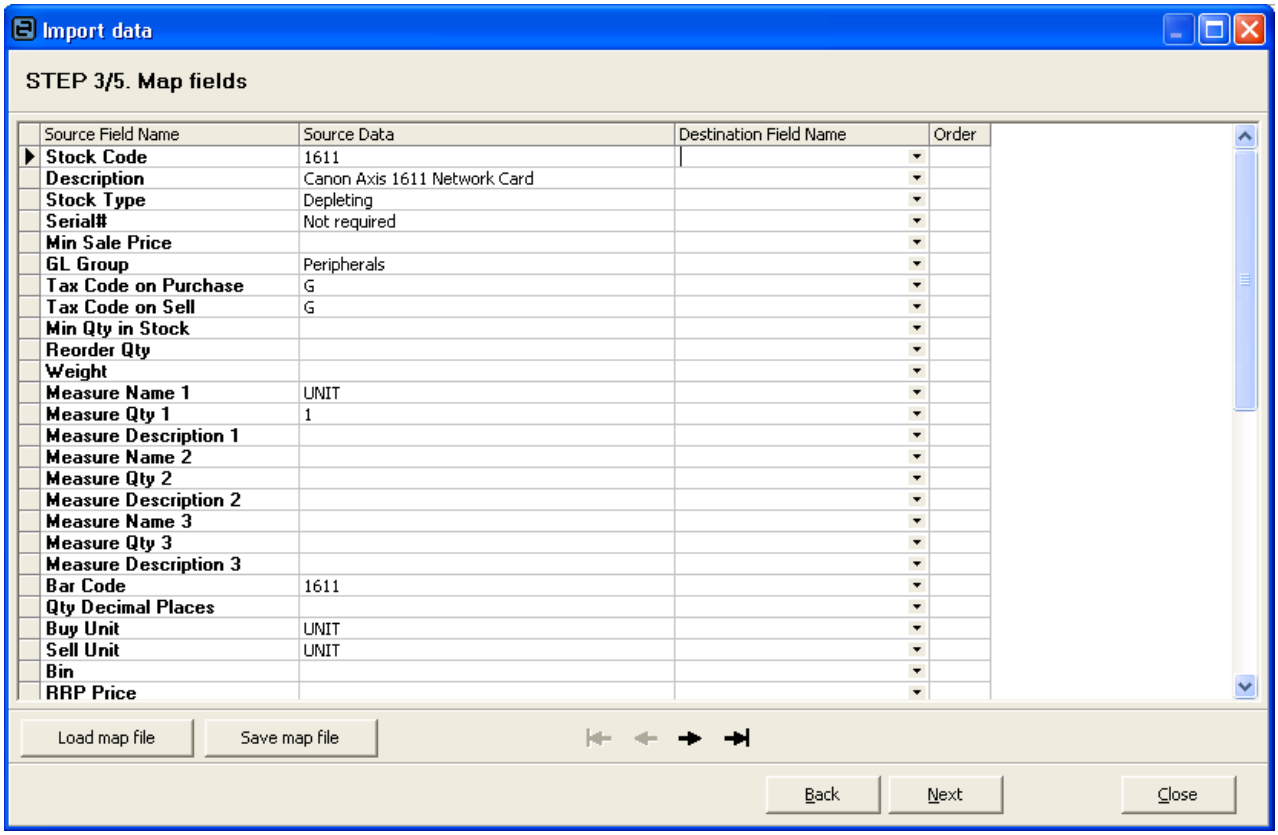


Select Import destination: Stock

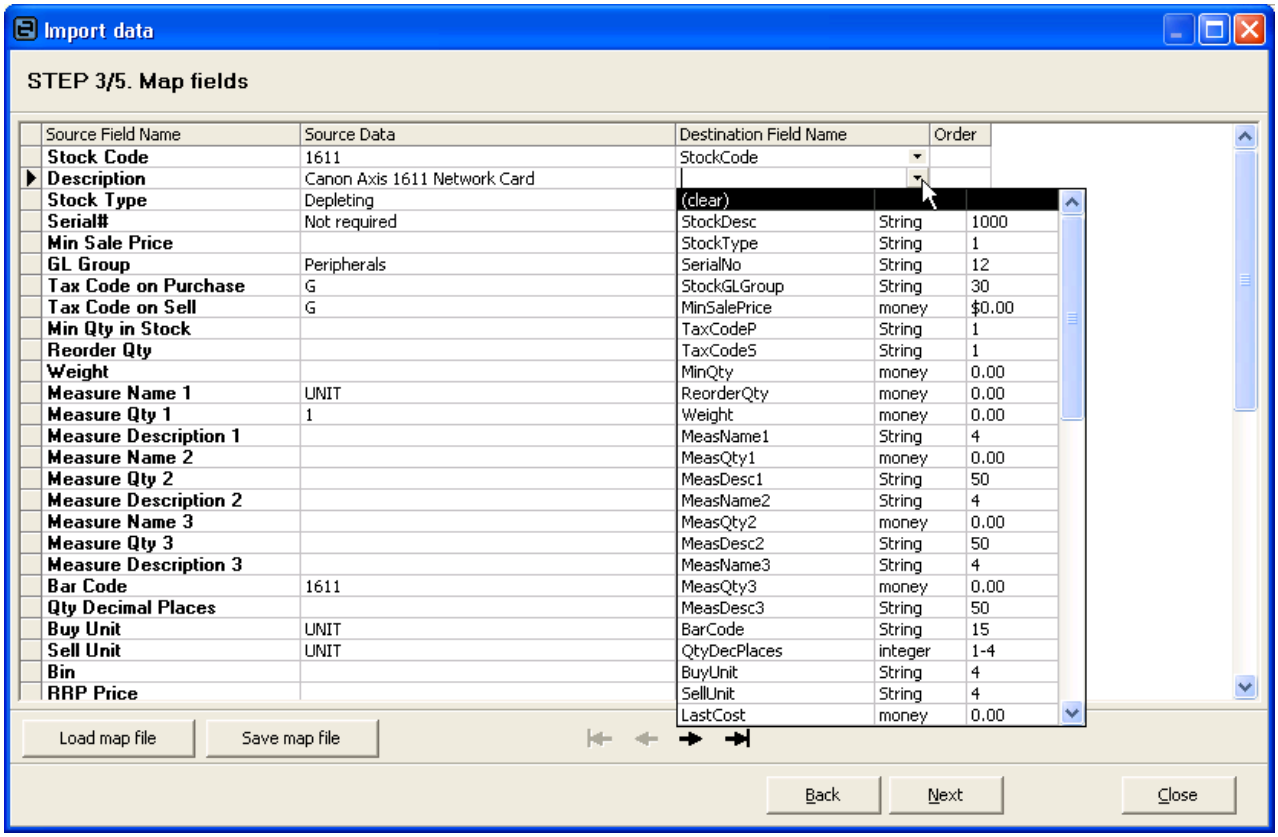
Import data from: Comma separated text file for the first attempt at importing your cardfiles. If the import attempt failed, and you only had to make changes to your Jim2 setups and not your stock data, then you can select to 'Use existing data' for subsequent import attempts.



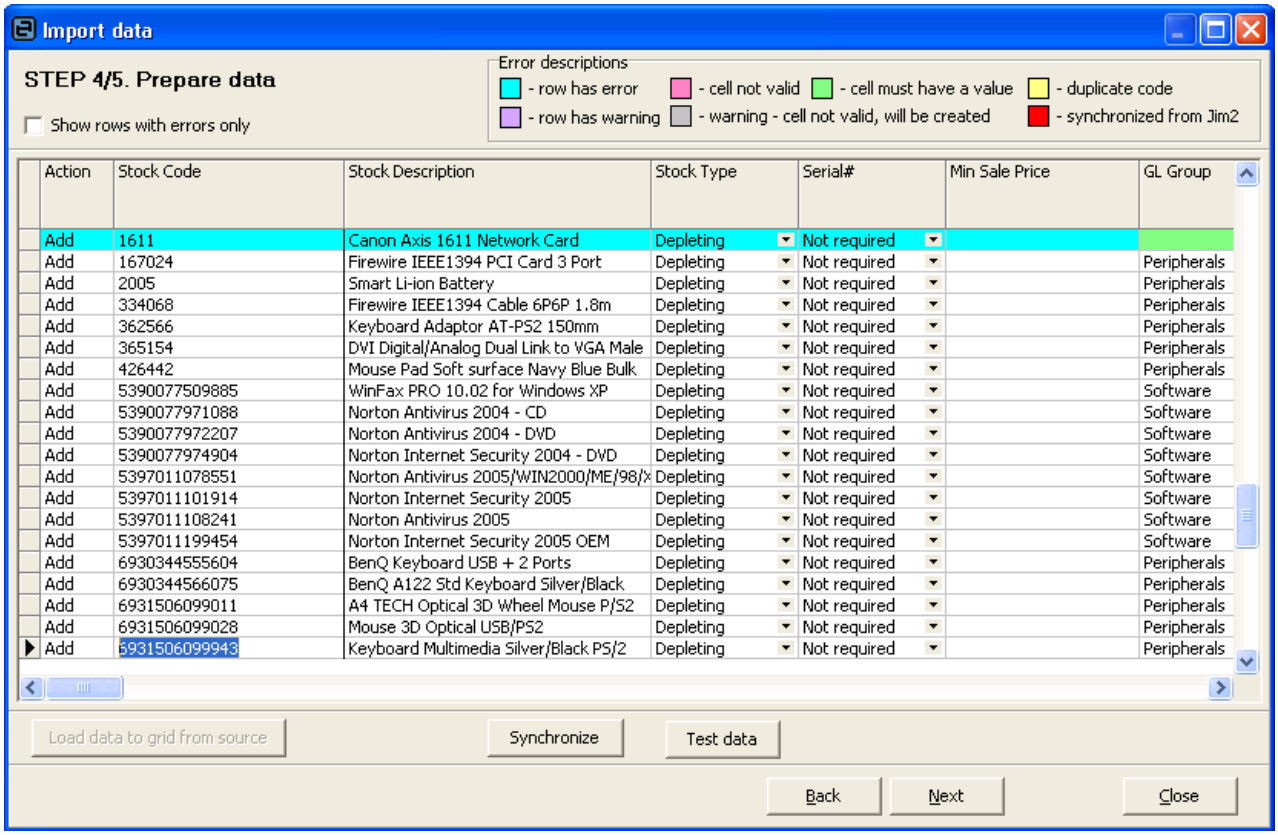
And Source File Name: Where your saved Excel (CSV) Cardfile template is.
First Row is Header asks if the first row of your excel file are field names. Check this box.
Click on **Open Source File** for Jim2 to test opening this file and count the number of records to import.
Click **Next**.



The map fields function is very simple to use. The **Source Field Name** reads from the Excel CSV file the field headers (if specified) and then loads a sample of data from the first record row. If you don't have lots of data in the first record, you can click on the black arrow to get Jim2 to read from the next record, so you can see a sampling of the data and be sure you are matching up your fields correctly. From the drop down menu in the **Destination Field Name** column you should select the corresponding field in Jim2 like so:

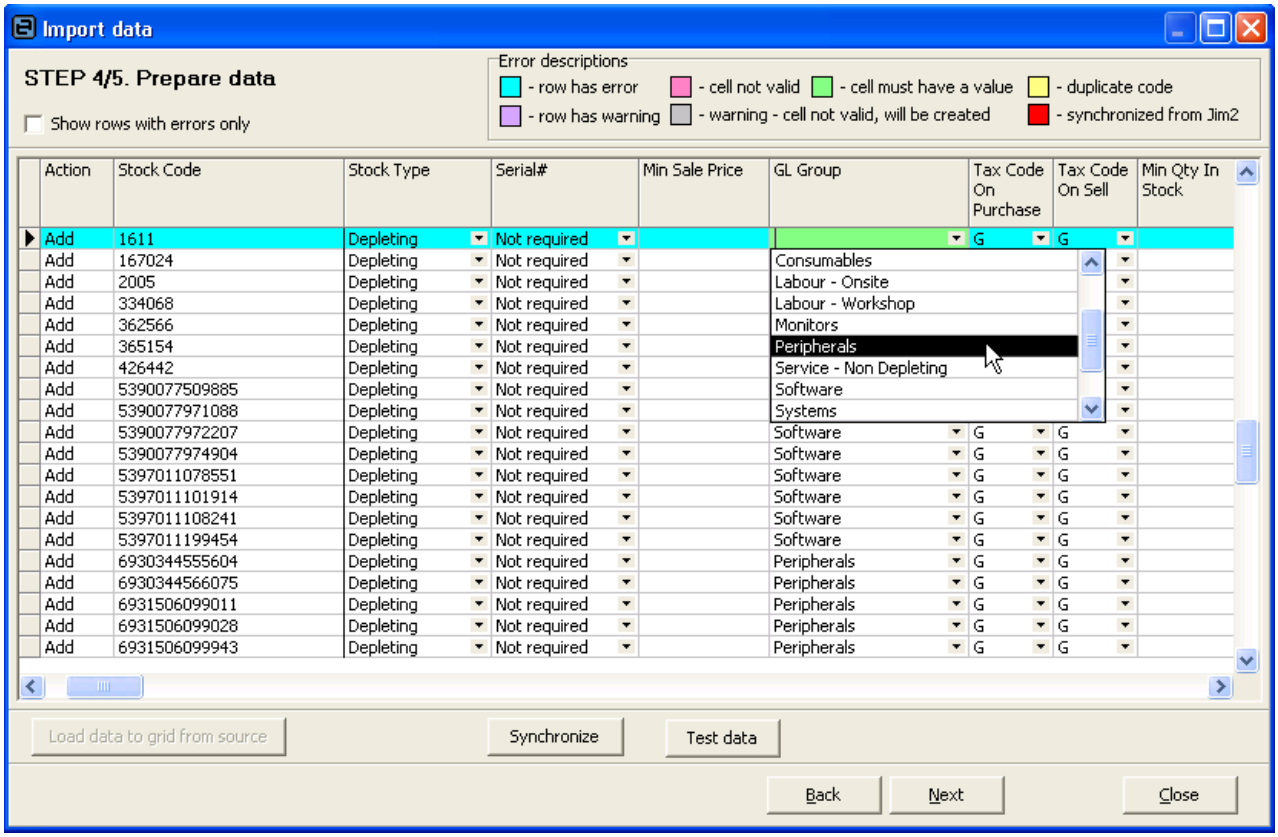


If you have followed the template correctly then you should have no problems matching the fields up. You can load up previous mapping (think of them like pointer files for Jim2) or you can save your mapping file in case you have to do an import at some point again in the future. It is important to remember that the Mapping file only saves the MAPPING from one field to another and not the actual data being mapped itself. All the mapping file saves you doing is having to select from all the drop down menus again, but you will still need your CSV files as data to import. After you have mapped your fields, click **Next**.

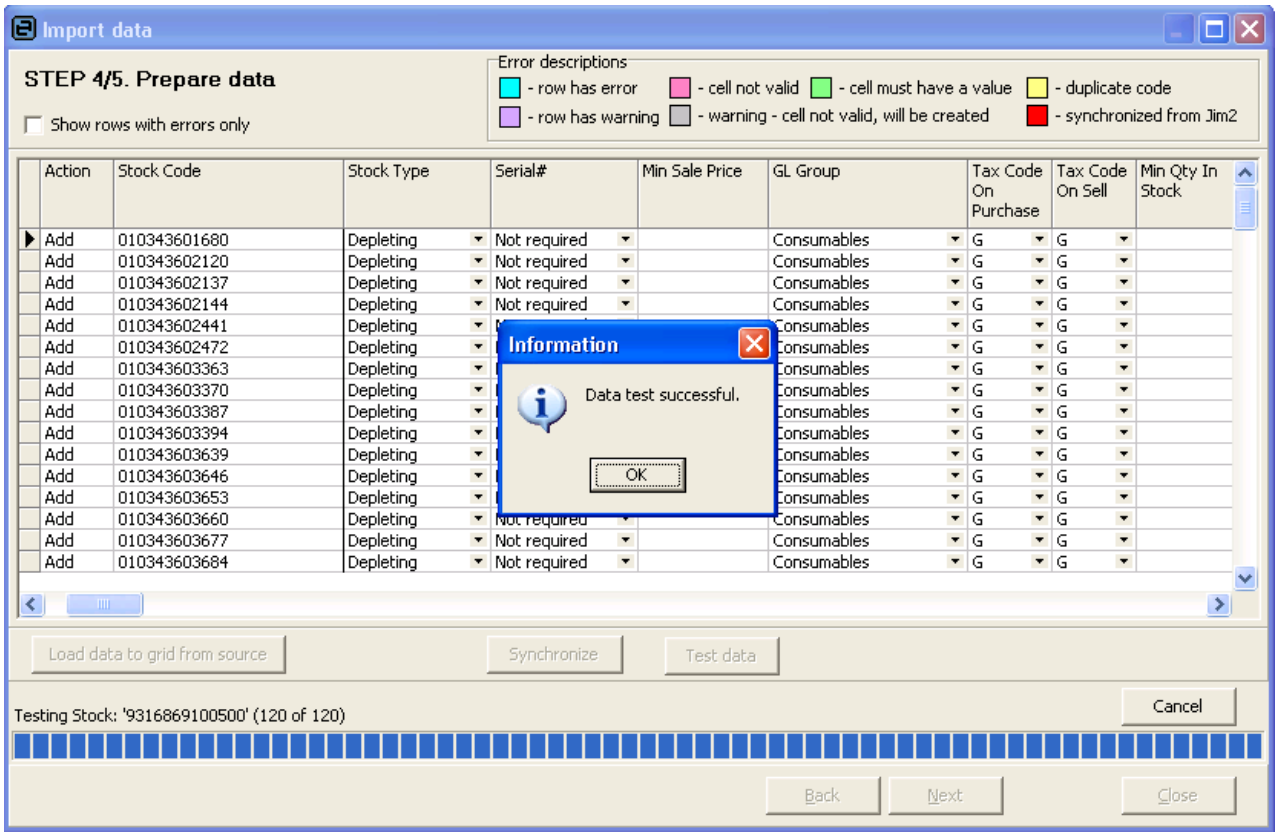


Action	Stock Code	Stock Description	Stock Type	Serial#	Min Sale Price	GL Group
Add	1611	Canon Axis 1611 Network Card	Depleting	Not required		
Add	167024	Firewire IEEE1394 PCI Card 3 Port	Depleting	Not required		Peripherals
Add	2005	Smart Li-ion Battery	Depleting	Not required		Peripherals
Add	334068	Firewire IEEE1394 Cable 6P6P 1.8m	Depleting	Not required		Peripherals
Add	362566	Keyboard Adaptor AT-PS2 150mm	Depleting	Not required		Peripherals
Add	365154	DVI Digital/Analog Dual Link to VGA Male	Depleting	Not required		Peripherals
Add	426442	Mouse Pad Soft surface Navy Blue Bulk	Depleting	Not required		Peripherals
Add	5390077509885	WinFax PRO 10.02 for Windows XP	Depleting	Not required		Software
Add	5390077971088	Norton Antivirus 2004 - CD	Depleting	Not required		Software
Add	5390077972207	Norton Antivirus 2004 - DVD	Depleting	Not required		Software
Add	5390077974904	Norton Internet Security 2004 - DVD	Depleting	Not required		Software
Add	5397011078551	Norton Antivirus 2005/WIN2000/ME/98/X	Depleting	Not required		Software
Add	5397011101914	Norton Internet Security 2005	Depleting	Not required		Software
Add	5397011108241	Norton Antivirus 2005	Depleting	Not required		Software
Add	5397011199454	Norton Internet Security 2005 OEM	Depleting	Not required		Software
Add	6930344555604	BenQ Keyboard USB + 2 Ports	Depleting	Not required		Peripherals
Add	6930344566075	BenQ A122 Std Keyboard Silver/Black	Depleting	Not required		Peripherals
Add	6931506099011	A4 TECH Optical 3D Wheel Mouse P/S2	Depleting	Not required		Peripherals
Add	6931506099028	Mouse 3D Optical USB/PS2	Depleting	Not required		Peripherals
Add	6931506099943	Keyboard Multimedia Silver/Black PS/2	Depleting	Not required		Peripherals

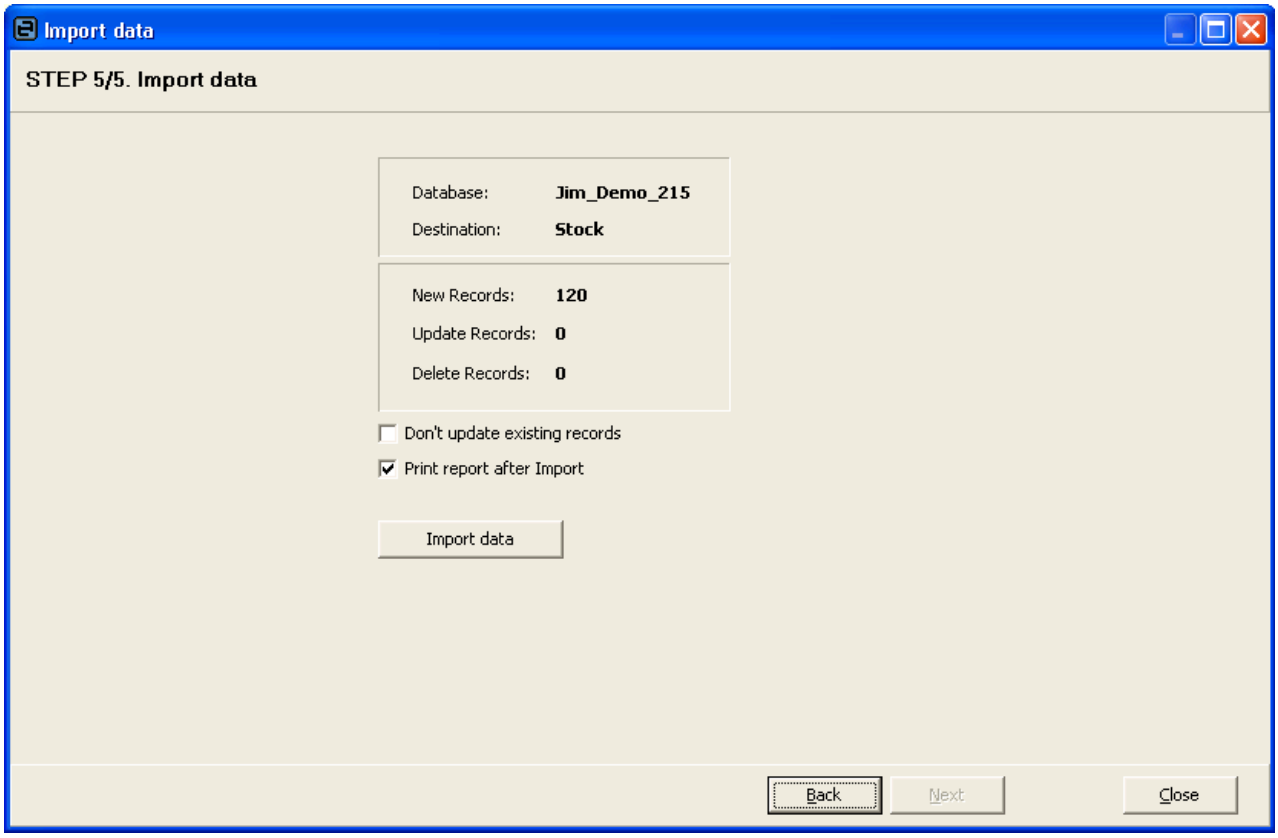
Click **Load data to grid** from source for Jim2 to load the data from the spreadsheet and test it. Jim2 will colour code anything that is erroneous - for example, all my rows are okay except the first record which does not have a GL Group.



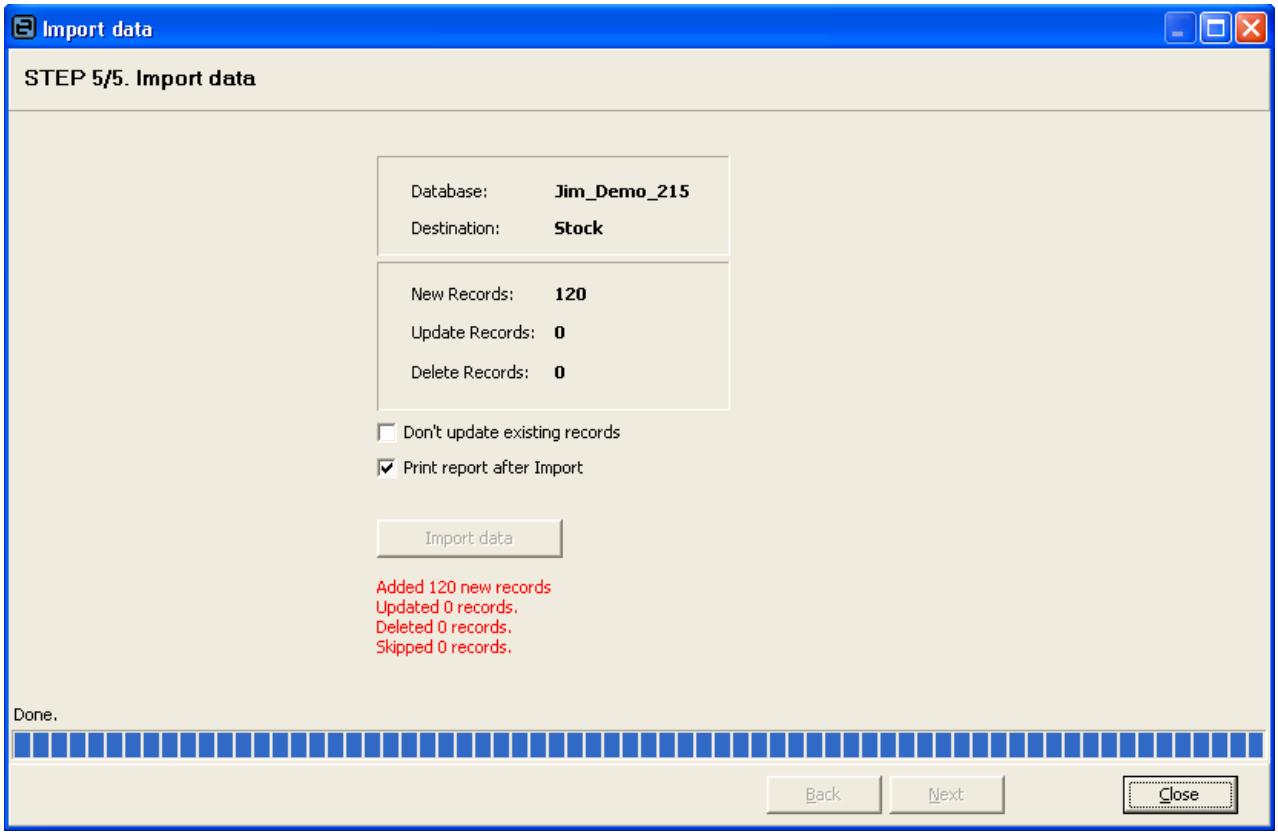
Jim2 allows us to type/use the drop down menu to select the values we want to fix the record. After fixing any dodgy records, click **Test Data** for Jim2 to check our records again.



This time all our data is correct, so we can click **Next** to continue.



Up until now we've only been testing the data and not actually importing it. From this screen Jim2 will confirm once again what database and section you are importing into, as well as the number of records being imported. You can choose whether to **update existing record** (overwrite) or not (discard the record being imported). Click **Print report after Import** if you wish Jim2 to generate a report listing for your imported records. When you are ready, click **Import data**.



Jim2 will confirm how many records were added/updated. Click **Close** to exit the Import Wizard.

Configuring Your Database

Topic 2

2 Configuring Your Database

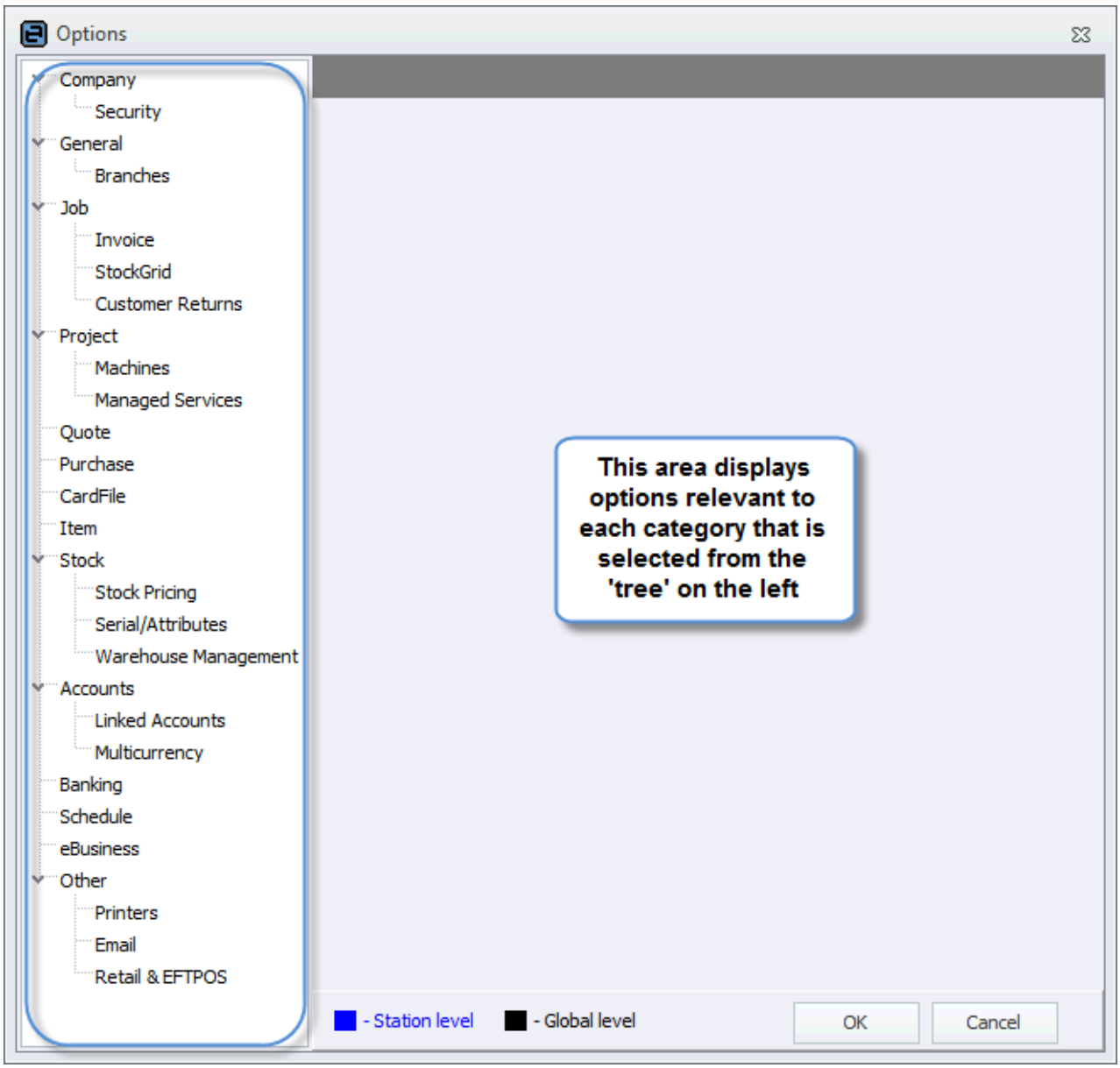
The following sections describe methods for setting up your database for optimum security and functionality.

- Options
- Setups
- Security
- Groups
- Status
- Strict Workflow
- Notes and Watchouts
- Scripting Engine
- Report Designer
- Global Variables
- Other Useful Information

2.1 Options

The Jim2 Business Engine is supplied as a general business and financial management tool for the sales and/ or service sector. As such, it is supplied with a set of typical Option Defaults or management-oriented Options pre-set. Jim2 is designed, however, to work behind the scenes - taking care of detail for you. To maximise your software investment, you should "tailor" Jim2 to follow your work rules and management practices. By setting up specific defaults to suit your management needs, Jim2 will automatically implement these defaults and criteria for users to follow.

To set Options, click on the Tools Tab in the Jim2 Ribbon and then click on the Options Button.



Jim2 - Options

Option Defaults fall into two categories:

- Global level - Jim2 uses these options in its methodology for your Business.
- Station level - your network configuration is mapped into the most appropriate use for your Work Station.

How and why you choose to set up these general options should be explained and discussed with your staff, vendors and even customers. They form a live record of the expected work practices your company follows. New employees, vendors and customers can be guided by these options in terms of service and supply expectations. Additional options or exceptions can be set at an Object or form level to suit special circumstances.

Each option should be considered carefully, and reviewed regularly, to ensure your company is performing at its peak efficiency in response to your customer and market needs. You are able to reset

most of these options as required.

The General default options set should represent the "normal" or expected conditions in your workflow, and provide Jim2 with the information it needs for:

- Performing calculations of time for automatically setting due dates and valid until dates - and recording them for reporting.
- Applying and calculating tax rates and account fees - and record them for reporting.
- Pricing issues such as rounding sale price, spreading expense costs - and applying them consistently.
- Preferred price calculation (fixed price, cost + % and so on) - and applying them consistently.

You are able to set more specific conditions via the different Object forms to cover "special" circumstances or contract conditions. As an example: set a specific time calculation (due date) for a customer via their cardfile, or set specific price levels or set volume price breaks on products for a customer via that stock record. When set at an object level, these specific options will override the general default automatically - just like the game "paper wraps rock". When set at an object form level, users are effectively overriding all defaults.



Once set, each option will default information automatically to object forms and reports. These options manage work practices and provide you with realistic measures to gauge productivity, profitability and process success. As your company, market or taxation requirements change, you can adjust these options to suit.

Option Defaults cover the following:

- Company details
- General Options specific to Jim2 Objects
- Printer Options
- Accounting Options
- Setting up Groups
- General Setups
- Status definition

Explanations and detail of each of the above Option Defaults can be found in the following sections of this documentation. The ability to direct your work practices so specifically, ensures that Jim2 Business Engine can grow and change with your company needs.

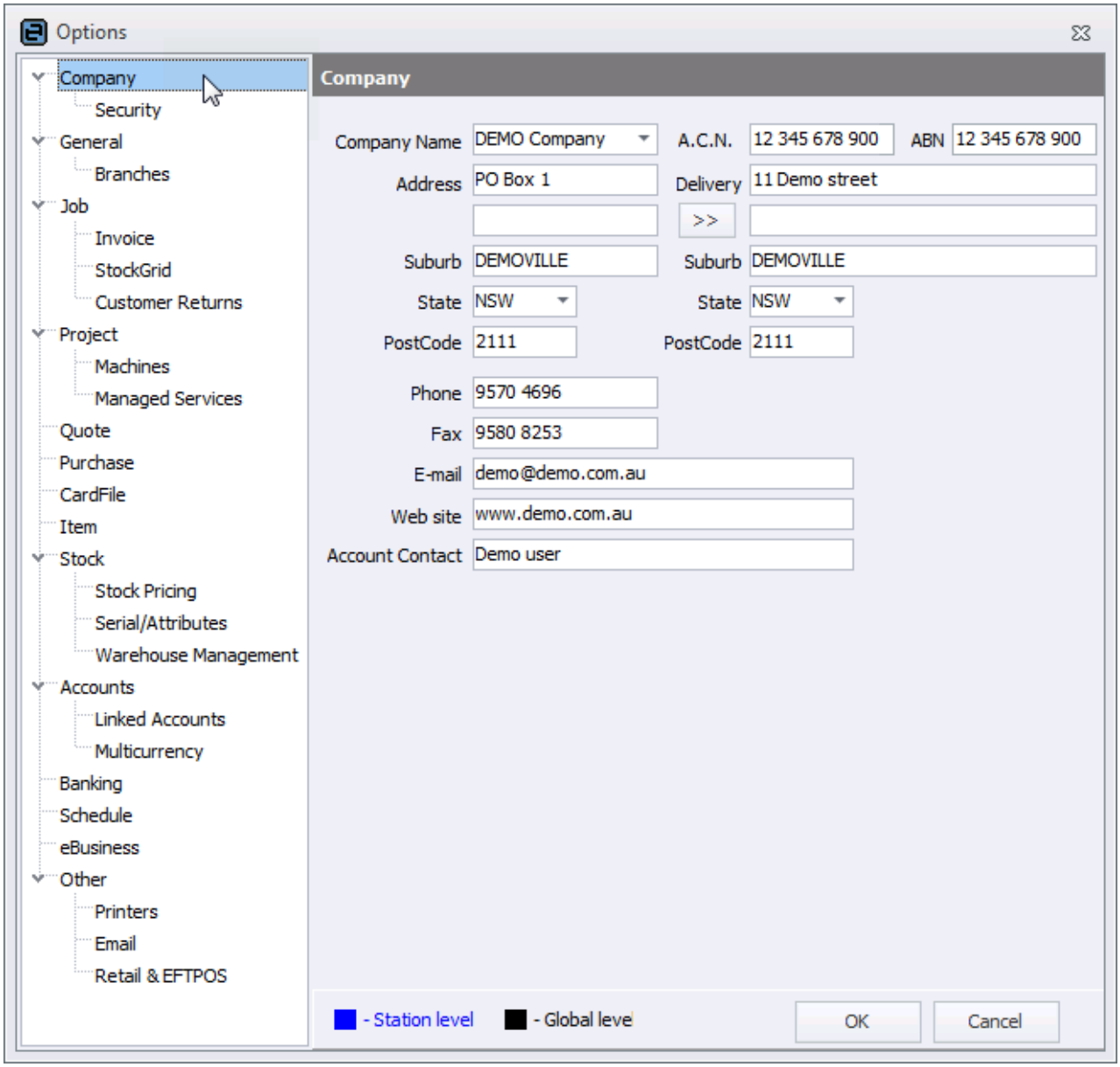
To install or change these defaults:

1. Select Tools from the Jim2 menu.
2. Click Options to open the default option files.
3. Select the tab of the option you wish to edit.

Select 'OK' to accept the changes, or 'Cancel' to return to the previously saved changes.

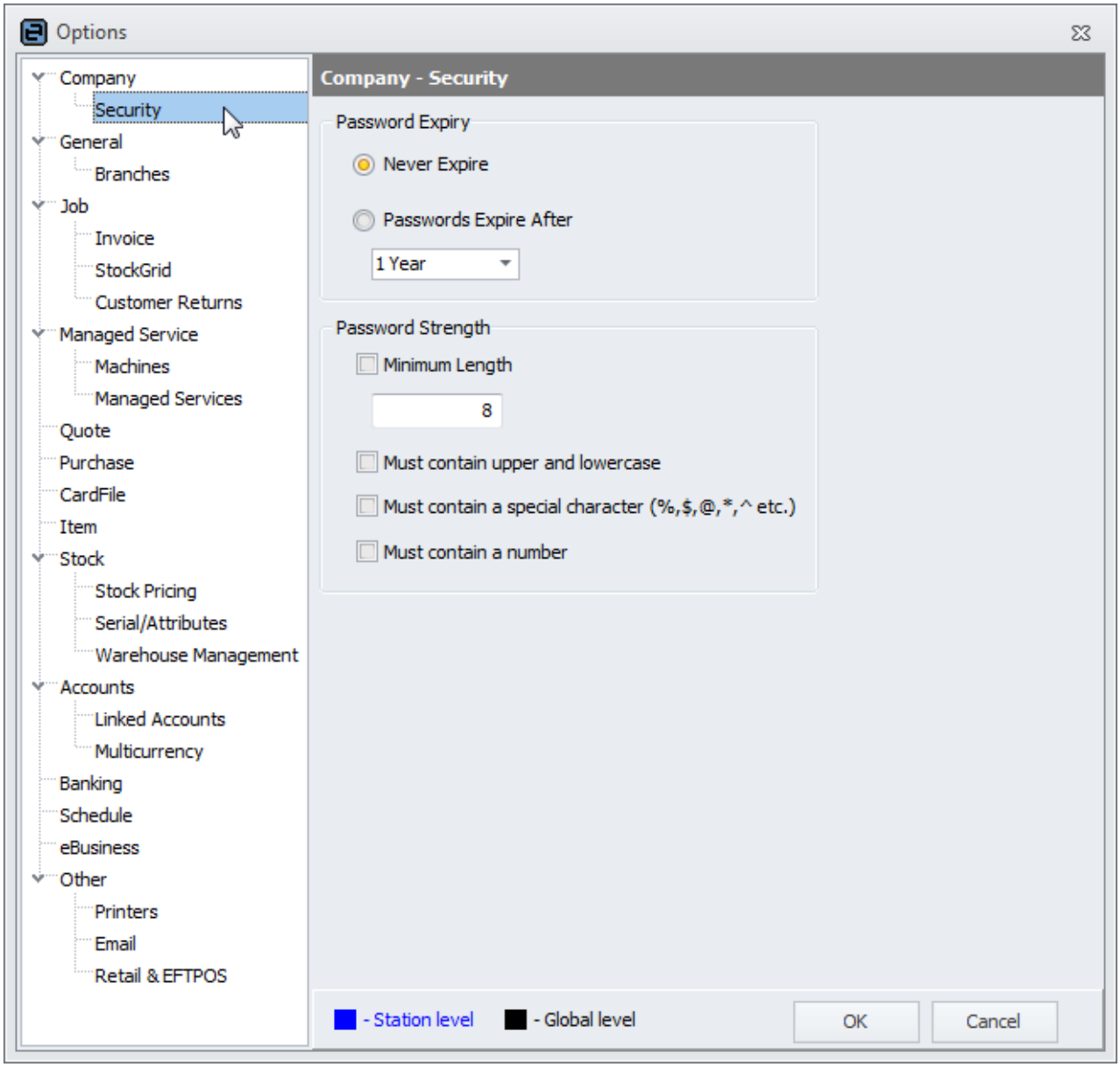
2.1.1 Company

The Jim2 Business Engine is supplied with an excellent suite of reports suited to the sales and service environment. To personalise the supplied reports to show your company details consistently, you will need to complete each field shown on this Option Tab.



Jim2 Company Options

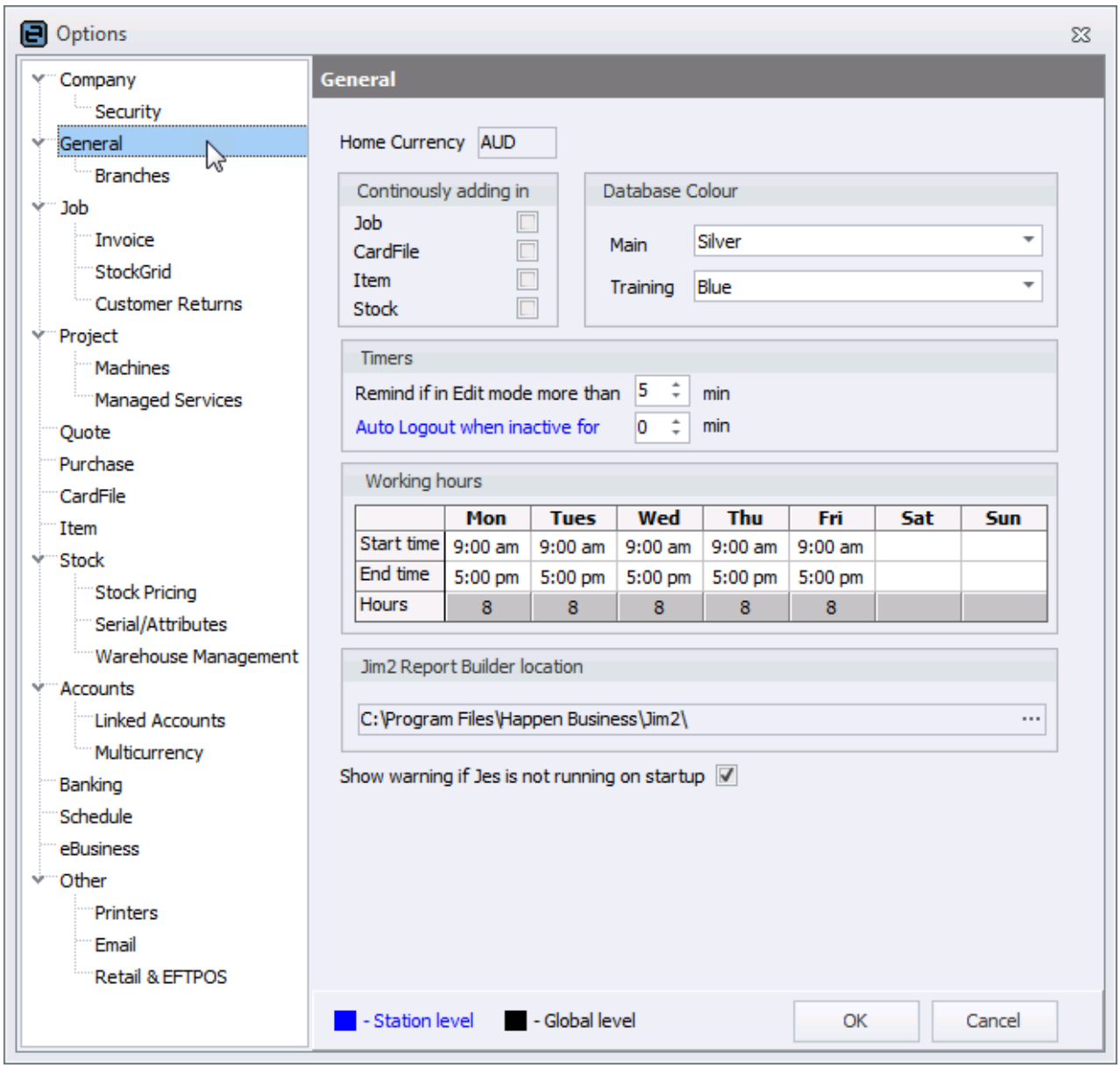
2.1.1.1 Security



Jim2 Security Options

2.1.2 General

There are several important defaults set within the 'General' tab. Each of these impacts 'globally' on the Jim2 Business Engine, i.e., every object and every user is affected by the options set here.



Jim2 Options- General

Home Currency.

This allows you to select your National Currency. This is only relevant for Jim2 BE sites using the optional **Multicurrency** module.

Continuously Adding In.

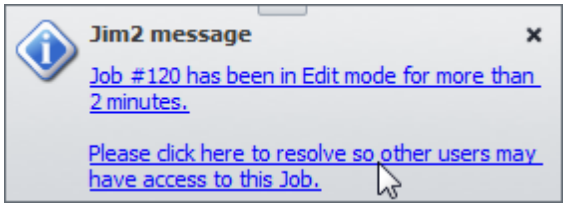
If you are setting up Jim2 for the first time, you will no doubt be adding data in much greater amounts than in any normal session. If you specify "Continuously Adding" for the Job, CardFile, Item or Stock records, each "save" will save the current form created and open a new, blank form of the same type, to speed data entry. This option can be turned on or off at any time, by checking or unchecking the appropriate boxes alongside each field.

Database Colour.

You can select the colour scheme that your organisation will use, choosing from Black, Blue, Silver and 'Seven' (Windows 7 Style). Additionally, if you have set up a second database purely for training purposes,

then you can select a different colour scheme for that, in order to avoid any confusion about which database, 'live' or 'training', your users are currently working with.

Timers: Remind if in Edit Mode more than 'x' min. This lets you select the number of minutes that users will be allowed to leave object forms in Edit mode before an automatic reminder pops up in the notification area of their screen. Because Jim2 is a true multi-user application, editing an object form locks it to the specific user. No other users can edit that form until it is saved or closed.



When the selected time has elapsed, the above message will pop up.

Timers: Auto Logout when inactive for 'x' min. This is a station level setting (as indicated by the blue text). It will log the user out automatically if idle for the selected period.

Working Hours.

Your actual hours of operation need to be set here. Unproductive hours such as evenings or weekends should not be included. Jim2 operates in a 'real time' environment of hours and minutes. Jim2 uses these actual hours to automatically calculate dates at an object level. As an example, when scheduling jobs using these settings, Jim2 ensures only productive hours are considered in 'due dates', etc.

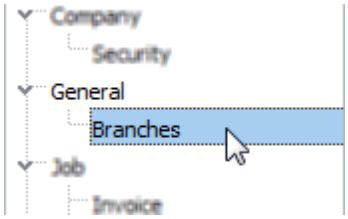
Jim2 Report Builder Location.

Check the Jim2 Report Builder (exe.file) location. It will have defaulted to the Jim2 (exe.file) location automatically. If you have installed the Report Builder in another location, you will need to specify that location here.

Jes Warning.

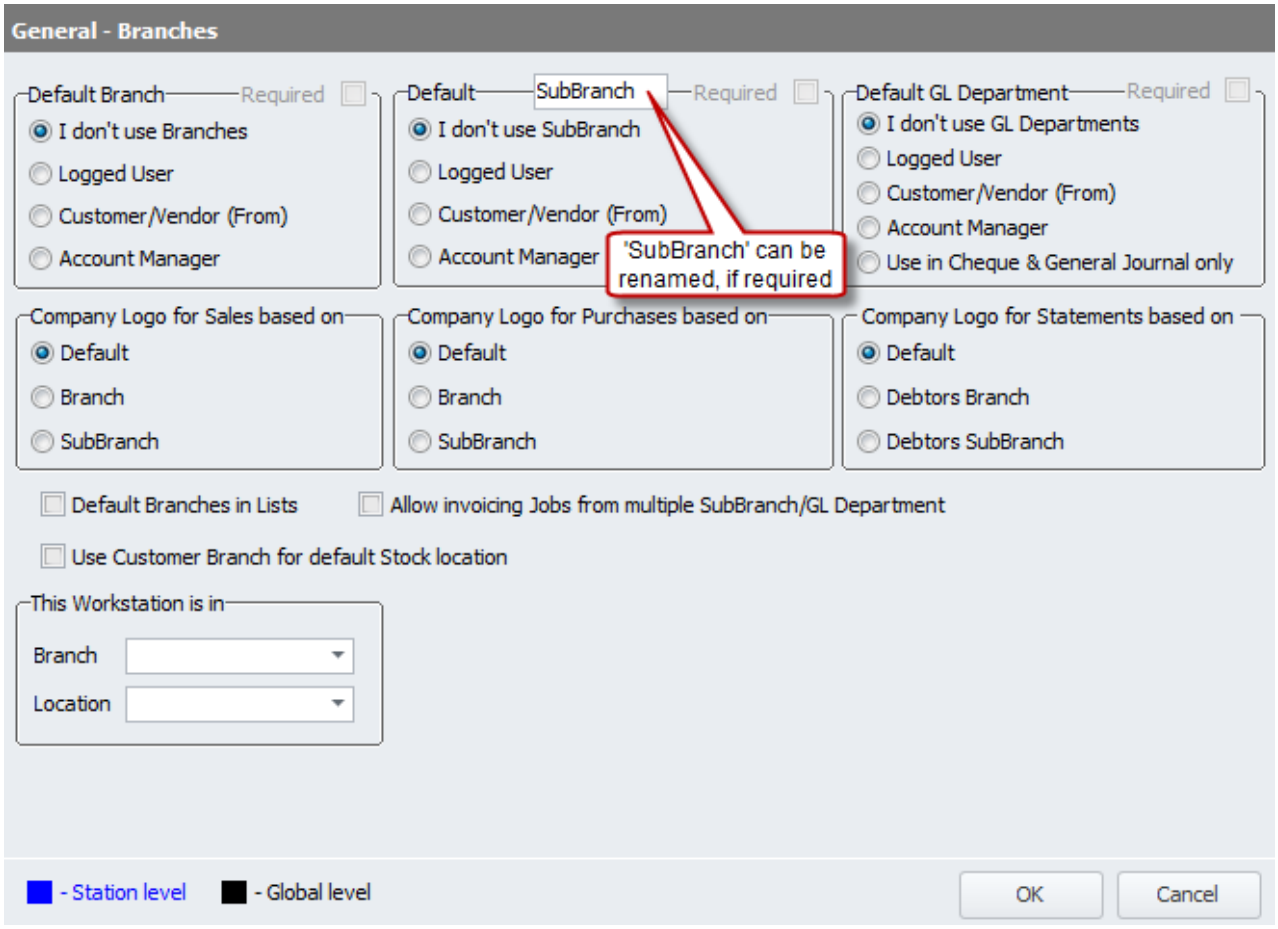
Tick to show a warning if the Jim2 eBusiness Service is not already running when Jim2 starts.

2.1.2.1 Branches



There are ten important defaults that are set via the Branches tab.

These are all 'Global level' settings.



Jim2 - General Options- Branches

Default Branch, SubBranch and GL Department

Default Branch:
Branches are used to separate transactions between different sections of your Company Business and are usually used where there are different geographical locations. These can also be linked to your Stock Locations to guide Users when Purchasing and Selling Stock. There are four options for this function listed below:-

Get Default Branches from

- ⦿ I don't use Branches
- ○ Logged User
- ○ Customer/Vendor (From)
- ○ Account Manager

There is also a tick box which relates to whether these fields are required throughout Jim2®. If this 'required' tick box is ticked ☑, this will force Users to always enter a Value into this field within the object in the Jim2 Business Engine.

Default SubBranch:
SubBranches are used to separate transactions between different areas of your Company Business. This field can be renamed, if required, and the new name will be displayed throughout Jim2. There are four options for

this function listed below:-

Get Default SubBranch from

- ⦿ I don't use SubBranch
- ○ Logged User
- ○ Customer/Vendor (From)
- ○ Account Manager

There is also a tick box which relates to whether these fields are required throughout Jim2. If this 'required' tick box is ticked ☑, this will force Users to always enter a Value into this field within the object in the Jim2 Business Engine.

Default GL Department:
GL Departments are mainly used for Cheques and Expenses which you want to flag as belonging to a particular section, area or project within your business. There are five options for this function listed below.

Get Default GL Departments from

- ⦿ I don't use GL Departments
- ○ Logged User
- ○ Customer/Vendor (From)
- ○ Account Manager
- ○ Use in Cheque and General Journal only

There is also a tick box which relates to whether these fields are required throughout Jim2. If this 'required' tick box is ticked ☑, this will force Users to always enter a Value into this field within the object in the Jim2 Business Engine.

The meaning of the above radio button selections are:

I don't use..

1. If you choose **I don't use** (Branch, SubBranches, GL Departments), these fields will not be displayed in Jim2.
2. If you choose to use one or more of these items (Branch, SubBranches, GL Departments), all three (3) fields will be displayed in Jim2 objects and lists, but you will only be able to edit the one(s) you have selected as wanting to use.
3. If you choose the "**GL Departments are only used on Cheques and General Journals**", then this field will only be displayed in Cheques and General Journals – no default shown in these objects.

Logged User..
If you choose this selection whenever you add an object in Jim2, these fields will show the values set up in the currently logged User's CardFile.

Customer/Vendor (From)..
This choice will leave the fields blank when adding an object until a Customer or Vendor CardCode is entered, then the fields will display the selections of the CardFile.

Account Manager..
This selection will leave the fields blank until the Customer CardFile is selected, then the fields will be filled in from that Customer's Account Manager CardFile values. If you are adding a PO, the fields will be filled in from the Logged User's Settings as Vendor CardFiles do not have an Account Manager field.

Use in Cheques and General Journal only - GL Department
If you select this option there are no defaults to User, Customer, etc. They can be selected in Cheques and General Journals.

Company logos.

Within Jim2 you can have multiple Company Logos stored and specify which logo is to be printed where.

Company Logo for Sales based on..
The first selection is for your Sales - Company Logo for Sales based on:

- ⦿ Default - default Company Logo
- ○ Branch - the Company Logo linked to this branch
- ○ SubBranch - the Company Logo linked to this SubBranch

Company Logo for Purchases based on..
The second selection is for your Purchase Orders - Company Logo for Purchases based on:

- ⦿ Default - default Company Logo
- ○ Branch - the Company Logo linked to this branch
- ○ SubBranch - the Company Logo linked to this SubBranch

Company Logo for Statements based on..
The third selection is for your Debtors Statements - Company Logo for Statements based on:

- ⦿ Default - default Company Logo
- ○ Debtors Branch - the Company Logo linked to this Debtors branch
- ○ Debtors SubBranch - the Company Logo linked to this Debtors SubBranch

Default Branches in Lists..
If you tick the Default Branches in Lists box option, any list will default to show the information relevant to the specific branch. As an example, if you have a branch in NSW and a branch in QLD, and the users are assigned to branches, any list run by a QLD user will only include QLD information as a default.

Allow invoicing Jobs from multiple SubBranch/GL Department..
If you tick ☑ the tickbox to allow invoicing from multiple SubBranch/GL Departments, you will be able to invoice a customer from a Job List which includes jobs from more than one branch (or subbranch or GL Department), to produce one invoice containing many Jobs.

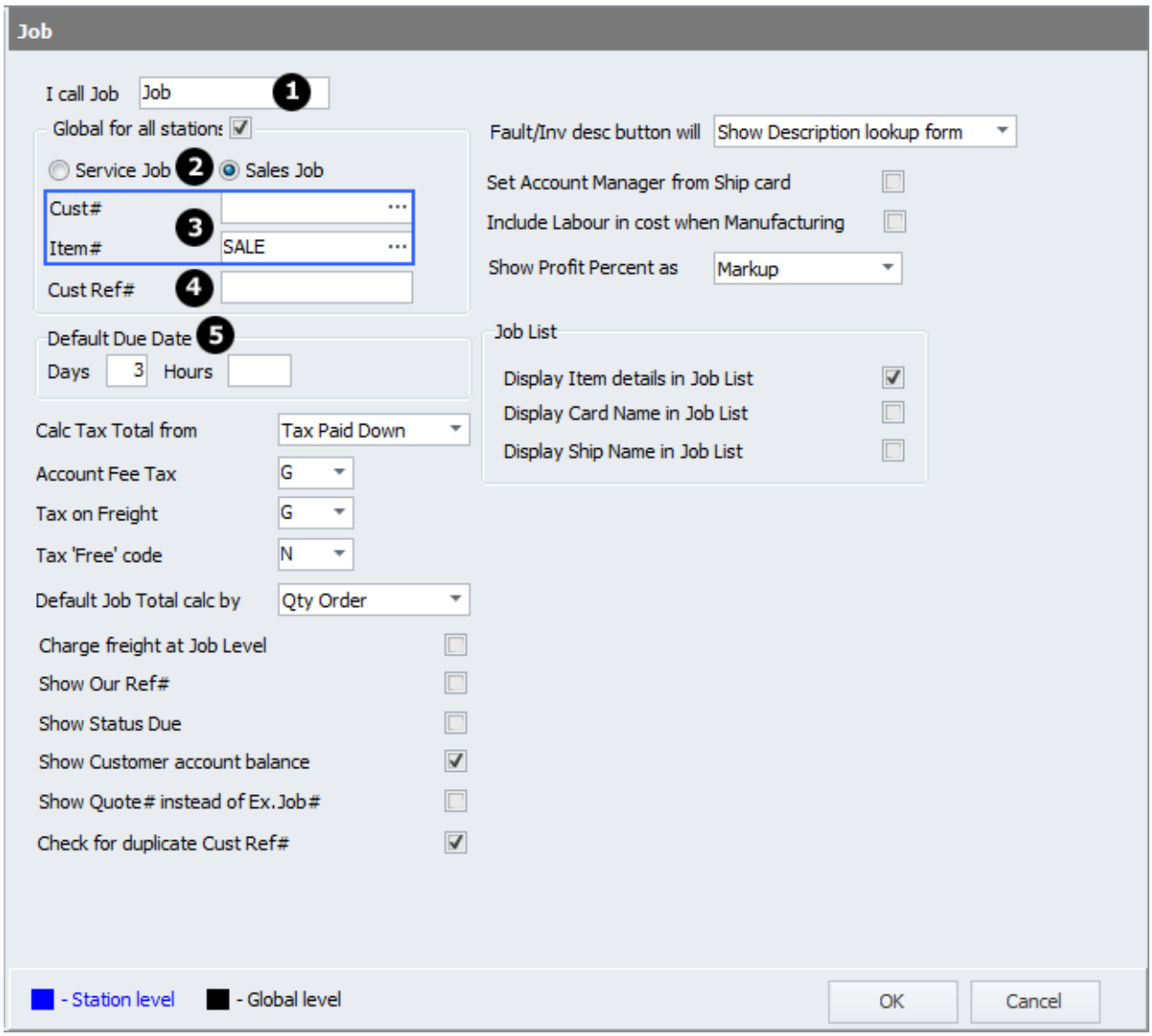
Use Customer Branch for Default Stock location..

This workstation is in Branch/Location..
You can assign workstations to a specific branch and location. This is extremely useful if you have multiple branches/locations and your staff rotate between branches/locations. If your branch default is 'By Logged User' the workstation setting will override the default on the user's cardfile, especially important in an environment where commission is being paid on sales. This default setting ensures that sales are credited to the correct person!

For further information on Branch, SubBranch and GL Department usage within Jim2 please refer to the Setup section within this manual.

2.1.3 Job

There are twenty important and specific Job defaults set via the Job Options tab. Each impacts "globally" to the function of Jobs, i.e., every user accessing Jobs is affected by the options set here. The significance of each is described below. These options are designed to reduce repetitious user input, improve accuracy and set customer and management expectations for work (Jobs) performed. They should represent the general conditions or most frequently used work practices you would like the Jim2 Business Engine to manage within Jobs.



Jim2 Options - Job Options

Default Job Name:
You can rename the Jim2 default of 'Job' to whatever you want, e.g., Order. Just type your required name into the box, and this name will appear in place of Jobs throughout Jim2.

Default Job Type:
Select the most common sort of Job - either Sales or Service - that you perform. When users select "Add" a Job, this Job form will default to view.

Sales Job Defaults: ❸
If Sales is selected as the most common sort of job you perform, you can set this additional option so that Jim2 will automatically default a generic Sales Customer (such as 'Enduser' or 'Consumer') and a generic Item (such as Counter Sale or Phone Order) for each new Job added - this is particularly handy in a point-of-sale business where speed of invoicing is essential. Users can override the defaults by selecting a specific Customer or Item from the pull down menus beside those Job Form fields. If this option is left blank, each Sales Job Form added is ready to accept codes for specific customers and items.

Job Defaults - Cust Ref #: ❹
You can enter a default Customer Reference number for your Sales Jobs. This will not be displayed on Service or Manufacturing Jobs.

Job Defaults - Default Due Date: ❺
Job turnaround time is one of the most basic key business performance indicators. How well your team meets job targets in relation to this expected timeframe should be closely monitored. The number you enter in this field should reflect the average or expected number of trading days it takes to fully process a Job. Jim2 will use this figure to automatically calculate the default Date Due for all Jobs. This calculation directly relates to the trading hours you have set in General Options. Remember this is a Global Job option - the provision to set specific turnaround for a specific customer is made at the CardFile form level for that Customer.

Job Defaults - Calc Tax Total From: ❻
When working with tax % and real dollars and cents, the ability to match calculations to cash (currency) payments is obviously very important. Although cheque and electronic payments can cope with double decimal point transactions, you cannot give a cash customer 42 cents in change! For this option, choose which Tax Total calculation method suits your typical job invoicing requirements - either rounding the selling Price Tax Free up (to allow cash payments in primarily tax free sales environments) or rounding the selling Price Tax Paid down (to allow cash payments in primarily tax paid sales environments). The amount you wish to round up or down by is set via Stock Options.

Job Defaults - Account Fee Tax, Tax On Freight, Tax Free Code: ❼
If you are going to charge an Account Fee you will need to select which Tax Code applies, so that Jim2 can calculate and report any tax automatically.

The Freight Tax Code option allows you to set the most frequently used (default) code for Tax that applies to Freight on Invoices. Normally this would be set to calculate and record the GST on freight payable by the

consumer, however, if you are primarily involved in exporting you would be using a varied rate. Choose the most commonly used code for your business. Users can override this default in special circumstances by selecting an alternate code from the pull down menu beside the Freight Tax Code field in the Invoicing screen.

The Tax Free code allows you to nominate a code to be used when marking a Job as Tax Free. This will apply to Stock, Account Fees and Freight Tax Codes.

Job Defaults - Default Job Total calc by:
This option allows you to select either Qty Order or Qty Supplied as your default basis for calculating the job total.

Job Defaults - Charge Freight at Job Level:
Jim2 gives you the choice of simply adding freight on at the bottom of each job in the total grid, or adding a stock for freight and including it in the stock grid of the job. If you want to use the second option, you should tick to Charge Freight at a Job Level.

Job Defaults - Show Our Ref#:
This can be used for any internal reference/ search you would like to include in the Job form (example: could be an OEM warranty repair number). You could also "generate" a reference using an Event Script.

Job Defaults - Show Status Due:
If selected, the Show Status Due option will add a new field to the Job Form and two new columns to the Job List automatically.

Job Defaults - Show Customer Account Balance:
If selected, the Show Customer Account Balance option will show the account balance at the top right of the screen next to the customer's name, in Jobs and quotes. This can be useful if your collections are a little slow and you have trained your sales staff to follow up.

Job Defaults - Show Quote# Instead of Ex Job #:
As different businesses run in different ways Jim2 has the option of choosing whether you wish to display an Ex.Job # field on a Job which is then linked to that Existing Job Number and you can go from one to the other. Other businesses may wish to use this field for Quote #'s and therefore link to the Quote.

Check for duplicate Cust Ref#:

Job Defaults - Fault/Inv desc button will:
You can select either the Show Memo edit form or Show Description Lookup Form. If you have standardised descriptions that don't vary much, then the second option would be best. However, if you have non standard descriptions that vary from job to job, the first option would suit best.

Job Defaults - Set Account Manager from Ship Card:
Tick this box if you have customers with multiple sites and central billing. For reporting purposes, the account manager will then be picked up from the Ship CardFile as well as Customer CardFiles.

Include Labour in cost when Manufacturing:

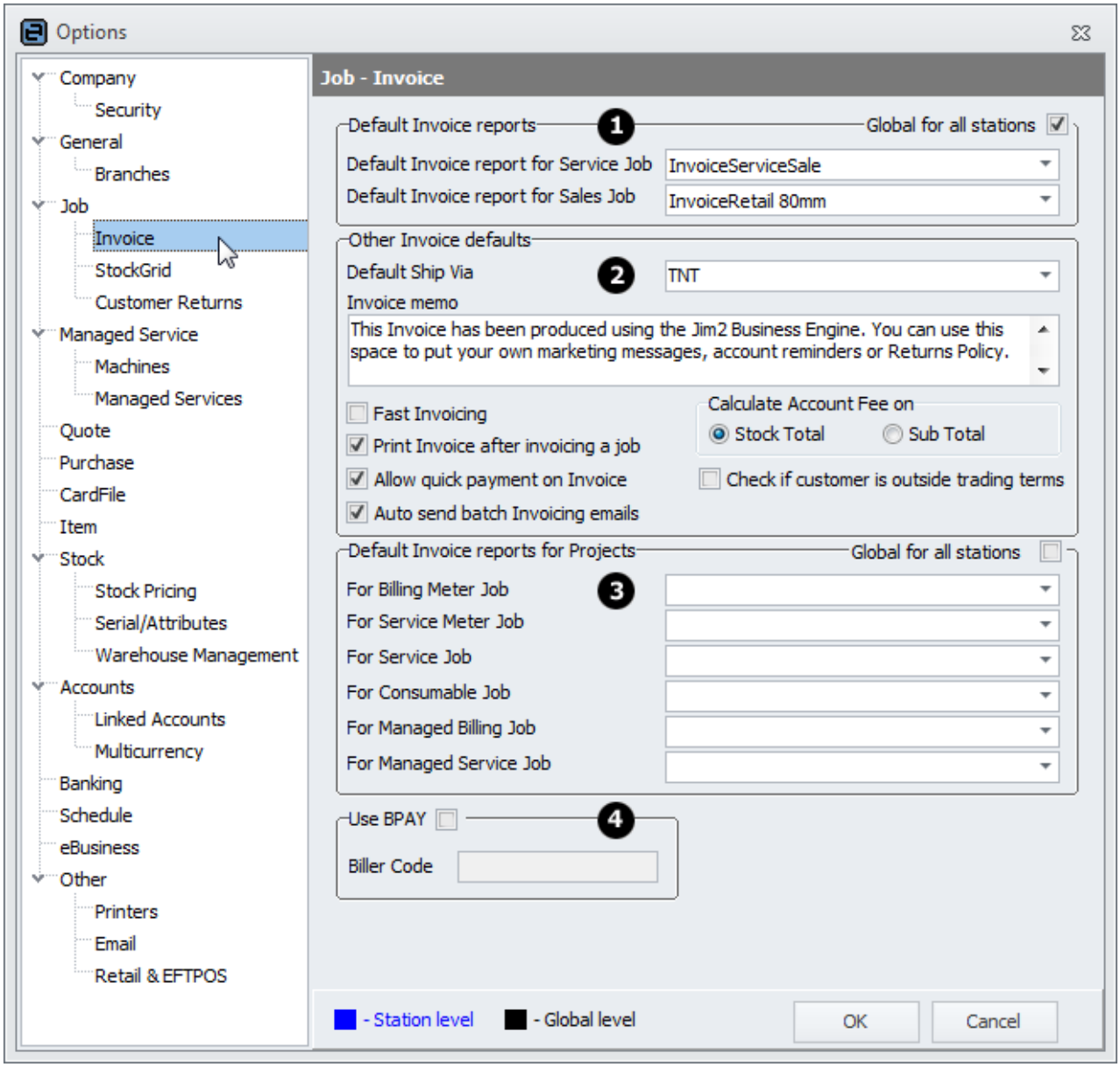
Show profit percent as:

Job List - Display Item Details in Job List:
This option allows you to choose whether under normal circumstances you would like the Job List to display the Item Details - displaying the Item Details would be more useful for Service and Manufacturing Companies than a Sales Company.

Display Card Name in Job List:

Display Ship Name in Job List:

2.1.3.1 Invoice



Default Invoice Reports:
In this option you are able to specify which of the available Invoice Reports would be the most frequently used (default) Invoice Report to be printed for the Sales and /or Service Jobs within Jim2. Users can preview and / or select alternate Invoice Reports prior to recording and/or printing, using the standard Windows drop down menu options available on the Invoicing screen.

Other Invoice Defaults:

Default Ship Via: Choose a default 'Ship Via' to be printed on Customer Invoices - if a Customer's CardFile does not have a 'Ship Via' setup this default will be used.

Invoice Memo: The text message you type into this field will always be printed on all invoices you produce. Using this option, you can tailor that text message to suit your marketing needs, define company terms and conditions or convey seasonal greetings and so on. This message can be changed as often as you like via this option.

Calculate Account Fee On
If you choose to charge account fees on your customer's outstanding accounts, this option allows you set decide how to calculate that fee - either to always calculate the account fee at the Sub Total (individual outstanding invoice total) or always on Total (overall outstanding account total). Remember this is a global option - the provision to either charge an account fee, after how many days and at what percentage is made at the CardFile level for each Customer.

Fast Invoicing
This is designed specially for use in Retail but is equally useful on its own. When enabled, this station level setting will:

- Automatically move focus to Stockgrid (when default Cardcode, Cust Ref and Item defaults are in place) allowing immediate adding of stock.
- Automatically mark a job as FINISH when invoicing.

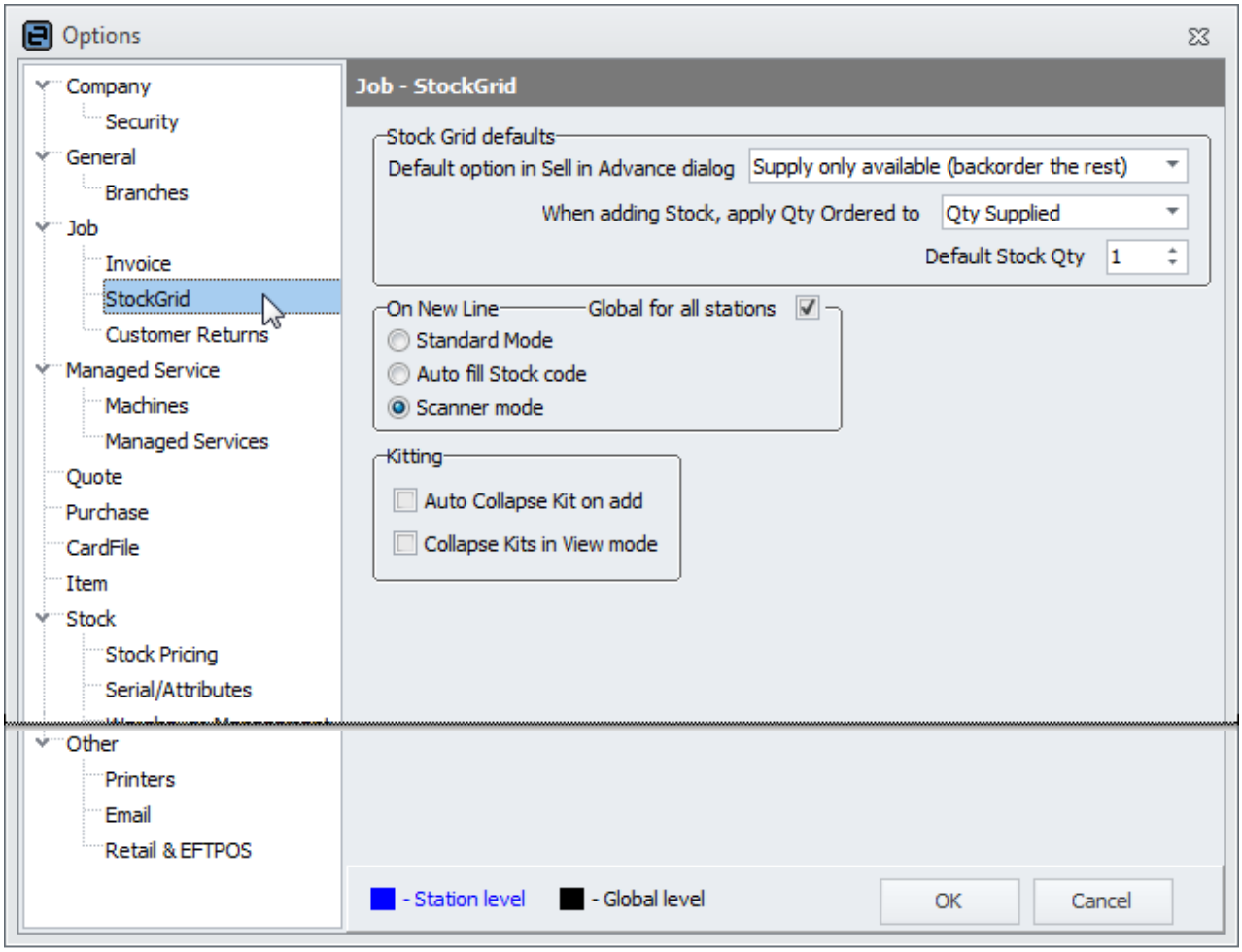
Print Invoice After Invoicing a job:
This option allows you to choose whether you wish to print (hardcopy) an Invoice immediately, or to produce the Invoice (record) first and only print a hardcopy on request. Again, your selection here should represent what you would like Jim2 to do with Invoices the majority of the time. Users can reprint invoices at any time, and various print options can be set up for your network - refer Printer Options and Invoicing jobs.

Allow quick payment on Invoice:
This option allows you to simply click on the payment method in the payment grid of the invoicing screen, and the amount field will autofill. This is designed specially for use in retail, but if your payment method is cash, and the payment tendered is not the exact amount, then the amount tendered should be keyed into the amount field so that Jim2 can calculate the cash change to be given.

Default Invoice reports for Projects: 

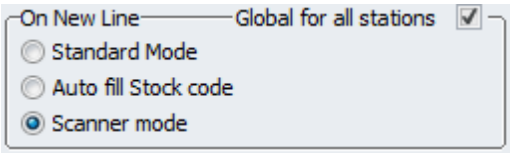
Use BPAY: ❹

2.1.3.2 StockGrid



Jim2 - Job Options - Stock Grid Screen

Stock Grid Defaults



Default option in Sell in Advance dialog: This sets up the default option that will be highlighted in Jim2® if you are "Selling Stock in Advance".
If you add Stock to a Job that results in that stock "selling in advance", a screen will pop up with six options (explained in the table below). The option that is already highlighted (for quick entry) is determined by the choice you make here. Regardless of the default option set here, you can select from any of them when entering/adding stock on a job.

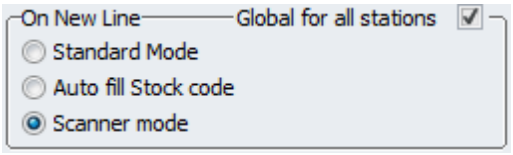
Option	Explanation
Supply in advance	No changes will be made to the Qty's entered.

Option	Explanation
Supply from committed on earlier	The supply Qty will be changed to the Qty available from stock committed to earlier jobs not invoiced.
Supply only available (backorder the rest)	The Supply Qty will be changed to the Qty available in Stock, and the balance will be backordered.
Supply only available (no backorder)	The Qty Ordered and Supplied fields will both be changed to the Qty that's currently in stock only.
Backorder all	Qty Supplied will be zero, and Qty Ordered will equal Qty Backordered.
None of the above	You will have to decide what to do on a job by job basis, if this default is selected.

When adding stock to a Job: This allows you to set whether the Stock Qty Ordered on a job defaults to Qty Supplied or Qty Backordered, when the stock is added to the job.

Default Stock Qty: Default Stock Qty relates to the Qty's you want entered into a Job when you add the Stock Line.

On New Line

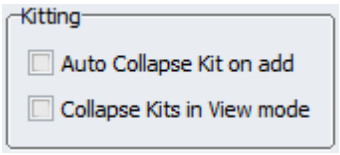


This option defines what happens when moving to a new stock line in the Job Stock/Parts Grid.

Option	Explanation
Standard mode	Classic Jim2 mode (default). Pressing enter key moves the cursor to the next field, then eventually to to a new line. This new line is blank, awaiting input of stock code.
Auto fill stock code	In this mode, the stock code from the line above is automatically entered when moving to a new line. Useful in high distribution sites where you are entering the same Stock Code (but with different attributes, for example) on multiple lines. By default, the Code from the line above is selected/highlighted, so you can simply press Enter to accept that code, or over-type a new Stockcode, if preferred.
Scanner mode	A new mode specifically for retail. Upon entering a Stockcode (or scanning it in) Jim2 will automatically add the rest of the line, then add a new line and move to the stock code field, ready for adding additional Stock.

This setting is Station Level by default and can be made Global by ticking the "**Global for all Stations**" tickbox.

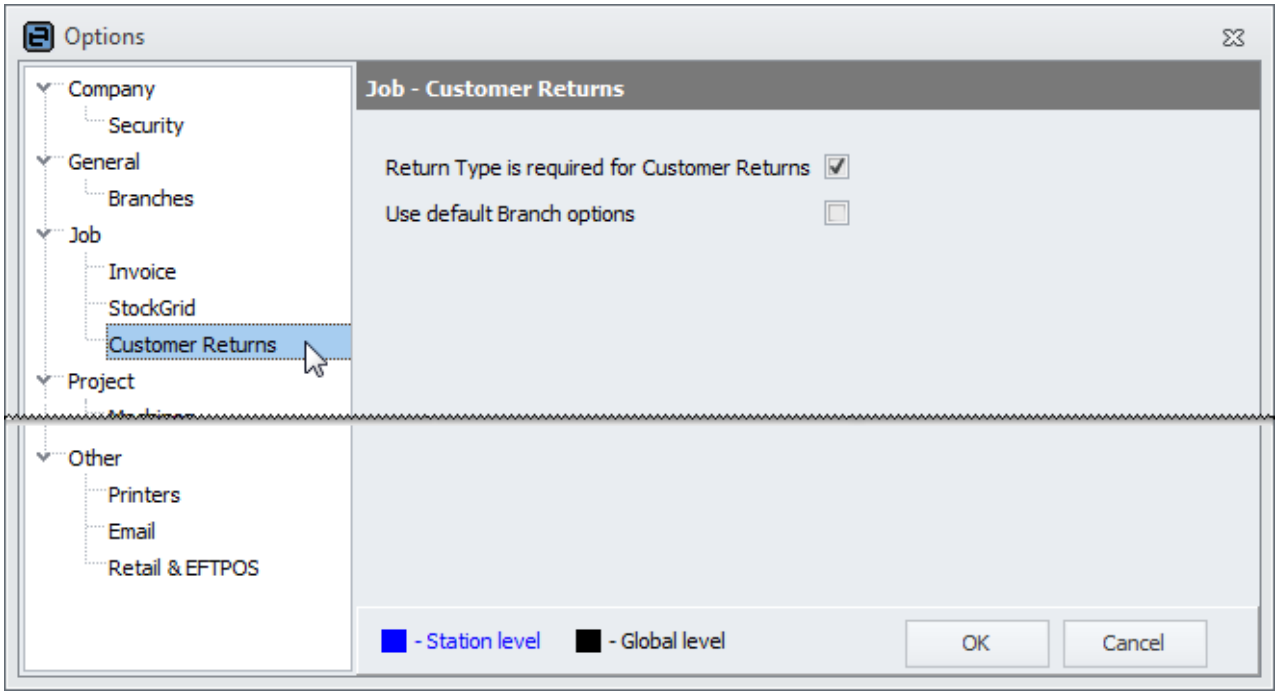
Kitting



This allows you to set defaults for how **kits** are viewed on jobs.

If you select "Auto Collapse Kit on add", only the kit header will be visible on the job, and not the kit contents. Similarly, if you select "Collapse Kits in View mode", only the kit header will be visible in View mode, even if the entire kit is visible in Edit mode, i.e., if you have not selected "Auto Collapse Kit on add".

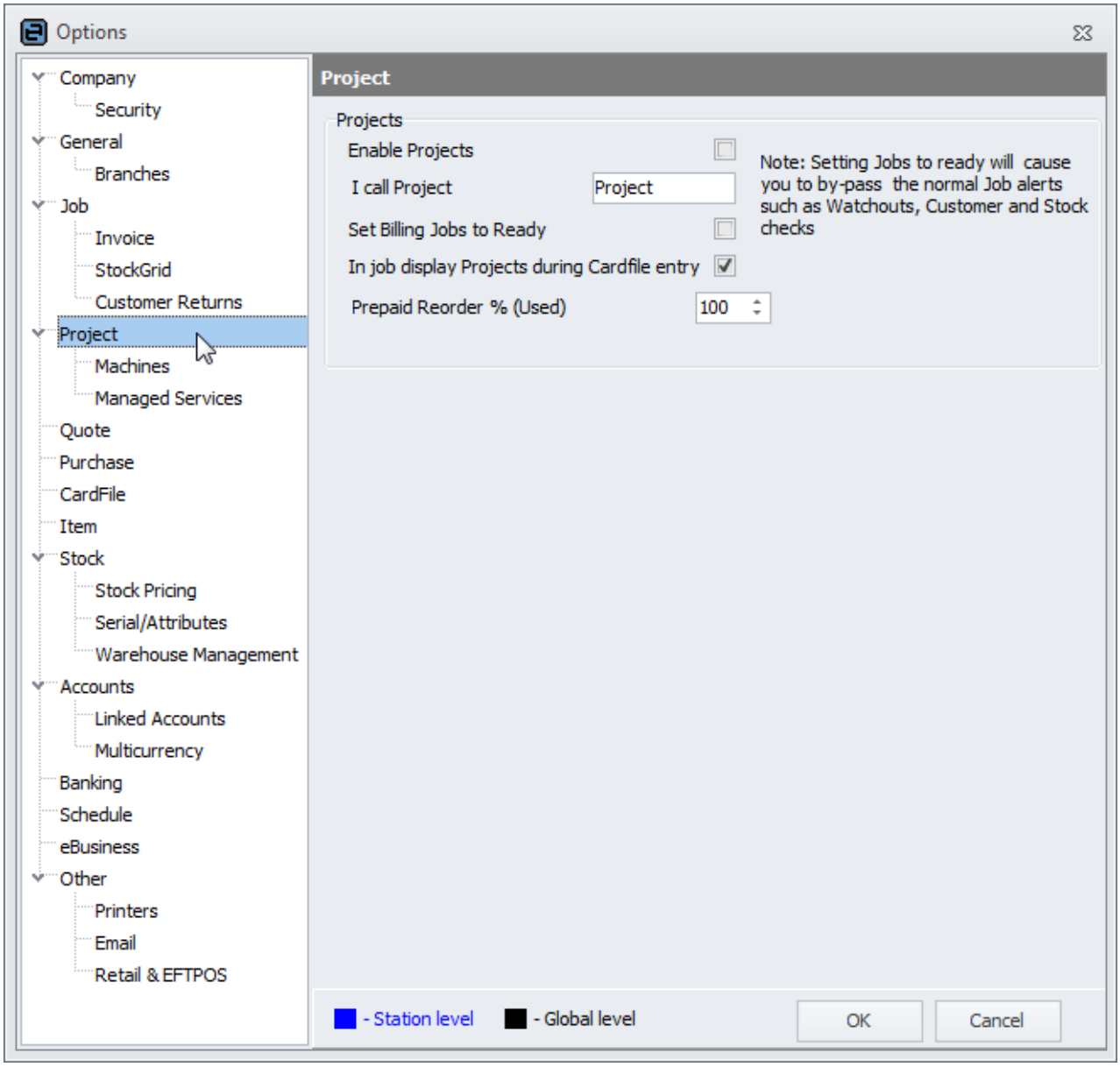
2.1.3.3 Customer Returns



Return Type is required for Customer Returns:
Tick this box if you want to enforce adding a Return Type or reason for return for all Returns from Customer, e.g. Faulty Goods, Customer changed mind. You must setup your Return Types in Setup Screens for Return Types.

Use default Branch options:

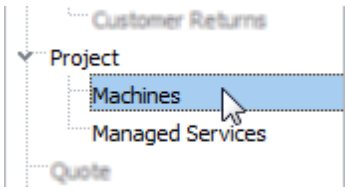
2.1.4 Project



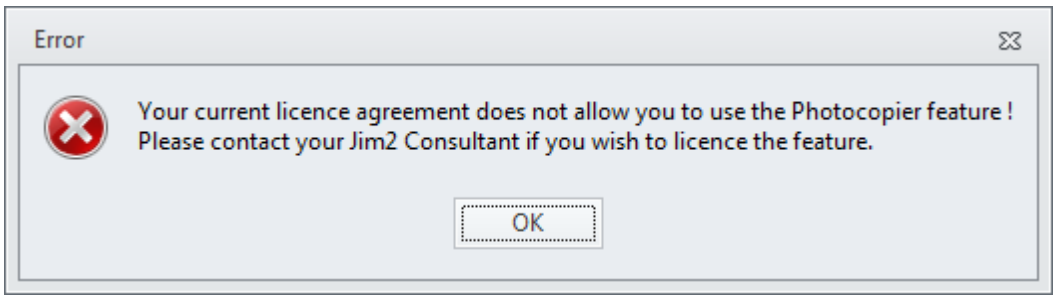
Jim2 - Configuring Your Database: Options —> Project

2.1.4.1 Machines

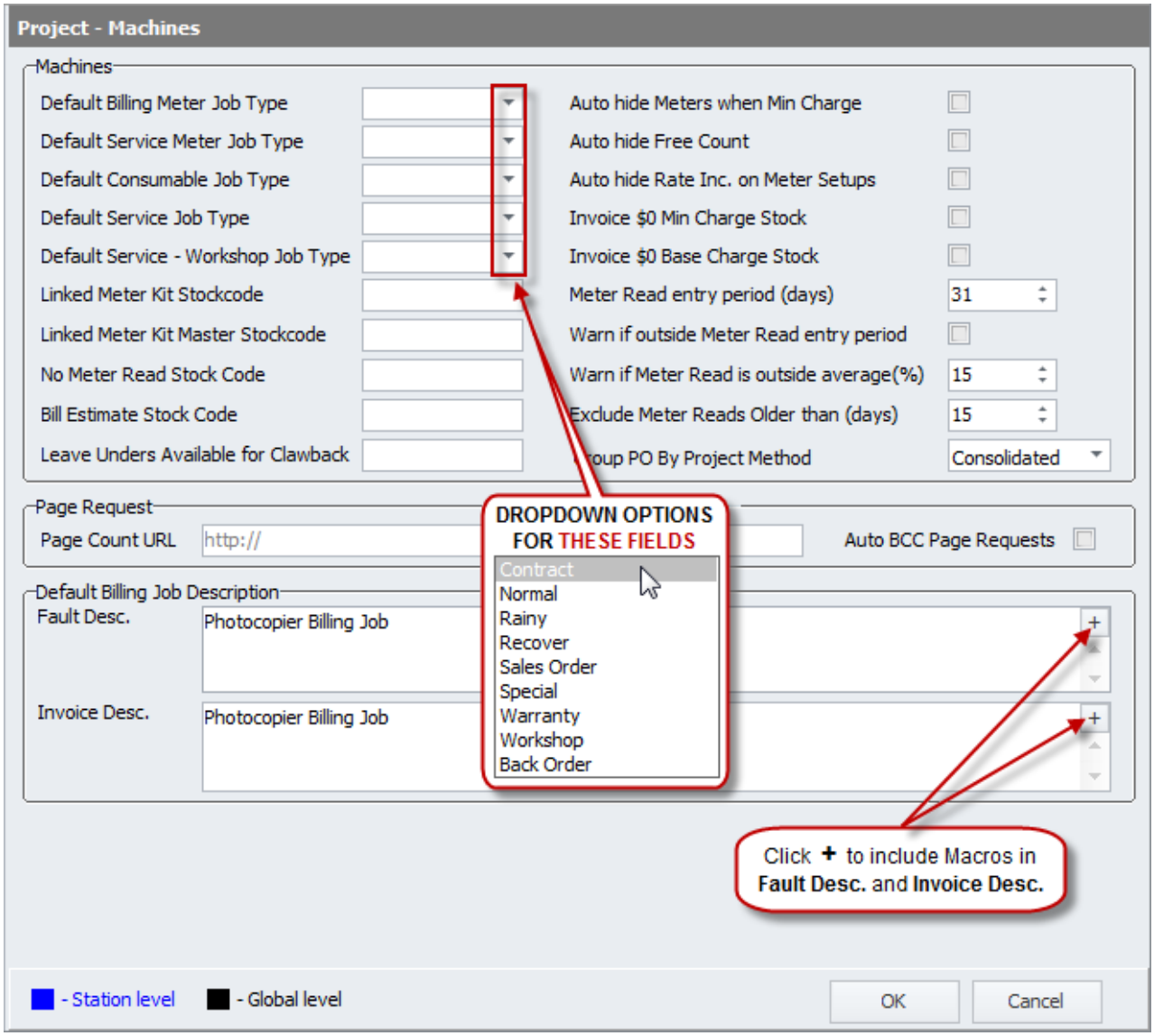
To select the Projects --> Machines Options, click on the Tools Tab in the Jim2® Ribbon, then click on the Options button to open the Options window.
Click on 'Project --> Machines' in the tree on the left hand side of the options window.



If your licence does not support this function, the following screen will appear.

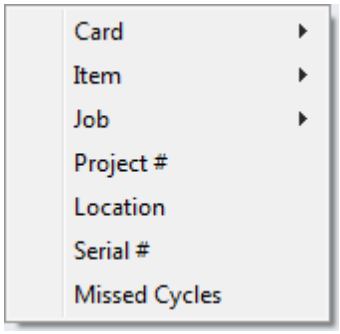


If you HAVE purchased the Managed Print Services Edition, the following Machines options screen will open.

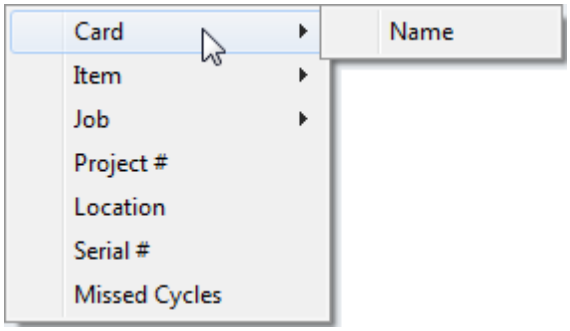


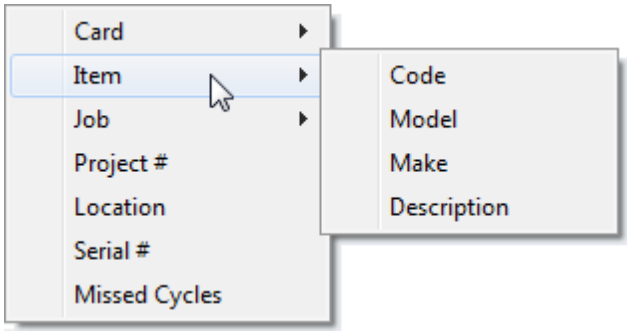
Jim2 - Configuring Your Database: Options —> Project —> Machines

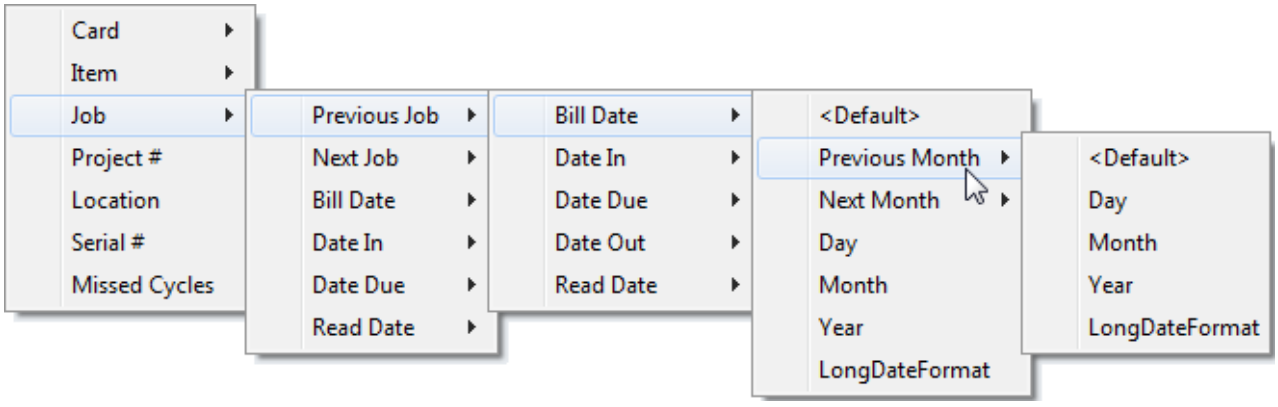
You can change the Default Fault Description and Invoice Description by adding macros to the descriptions. The available macro options are shown below.



Macro Options

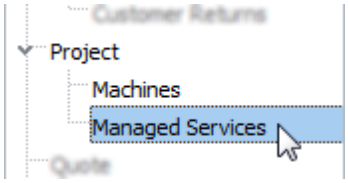




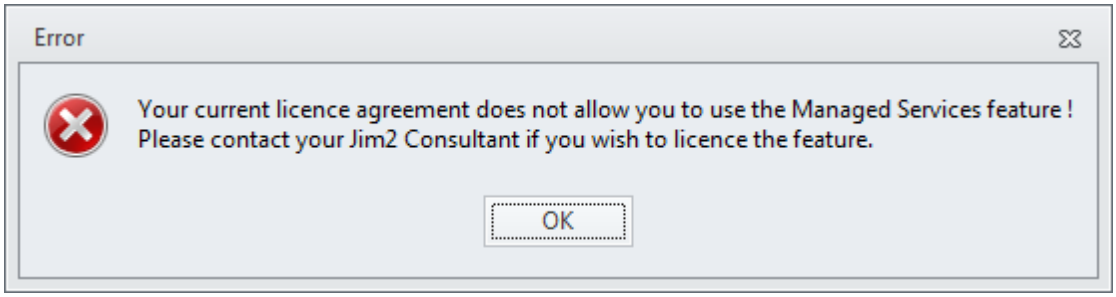


2.1.4.2 Managed Services

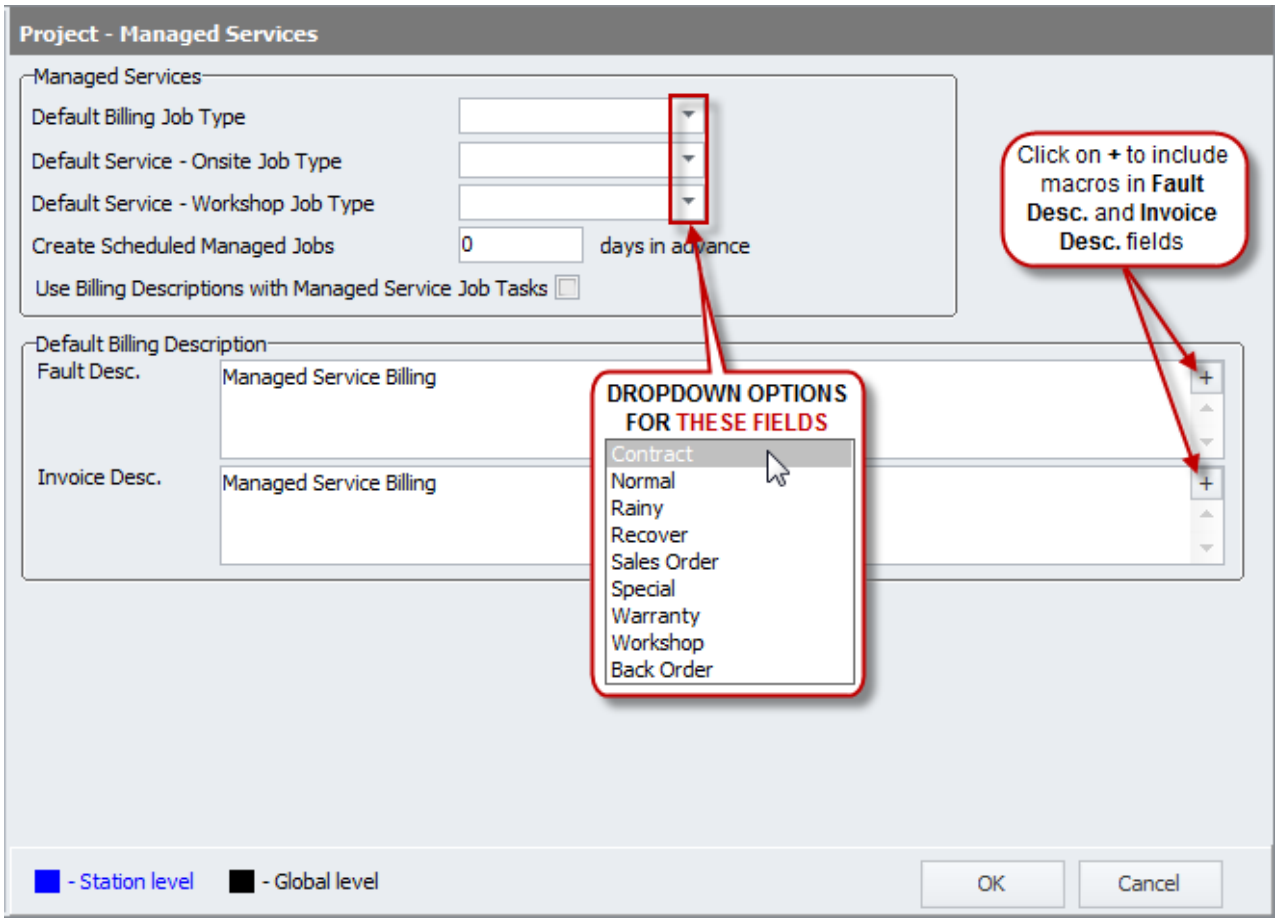
To select the Projects --> Managed Services Options, click on the Tools Tab in the Jim2® Ribbon, click on the Options button to open the Options window and then click on 'Project --> Managed Services' in the tree on the left hand side of the options window.



If your licence does not support this function, the following screen will appear.

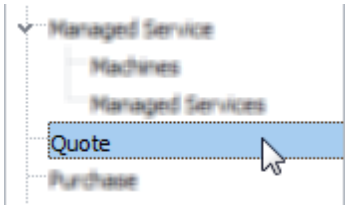


If you HAVE purchased the Managed Services Edition, the following Managed Services options screen will open.

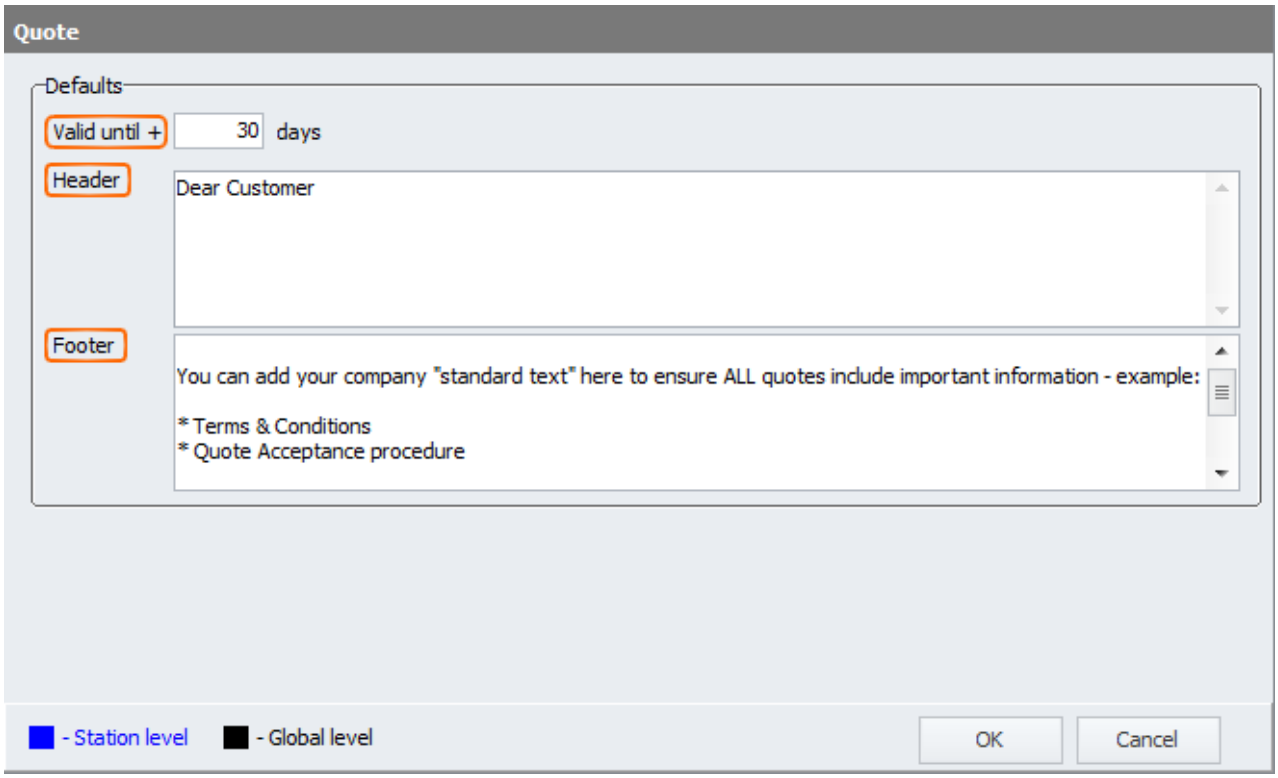


Jim2 - Configuring Your Database: Options —> Project —> Managed Services

2.1.5 Quote



There are three defaults which are set via the Quote Options tab. Each impacts 'globally' on the function of Quotes, i.e., every user accessing Quotes is affected by the options set here. The significance of each is described below. These options are designed to reduce repetitious user input, improve accuracy and set customer and management expectations whenever Quotes are produced. They should represent the general conditions or most frequently used work practices you would like the Jim2 Business Engine to manage within Quotes.



Jim2 - Quote Options.

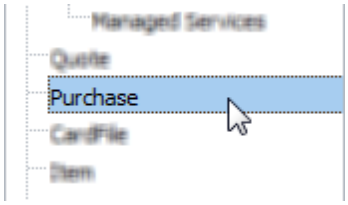
Valid until + (nn) Days:
Add the number of days here that you would like a Quote to be Valid for. Jim2 will automatically calculate and insert the correct date (determined by the number of days ahead) on every Quote that is produced.

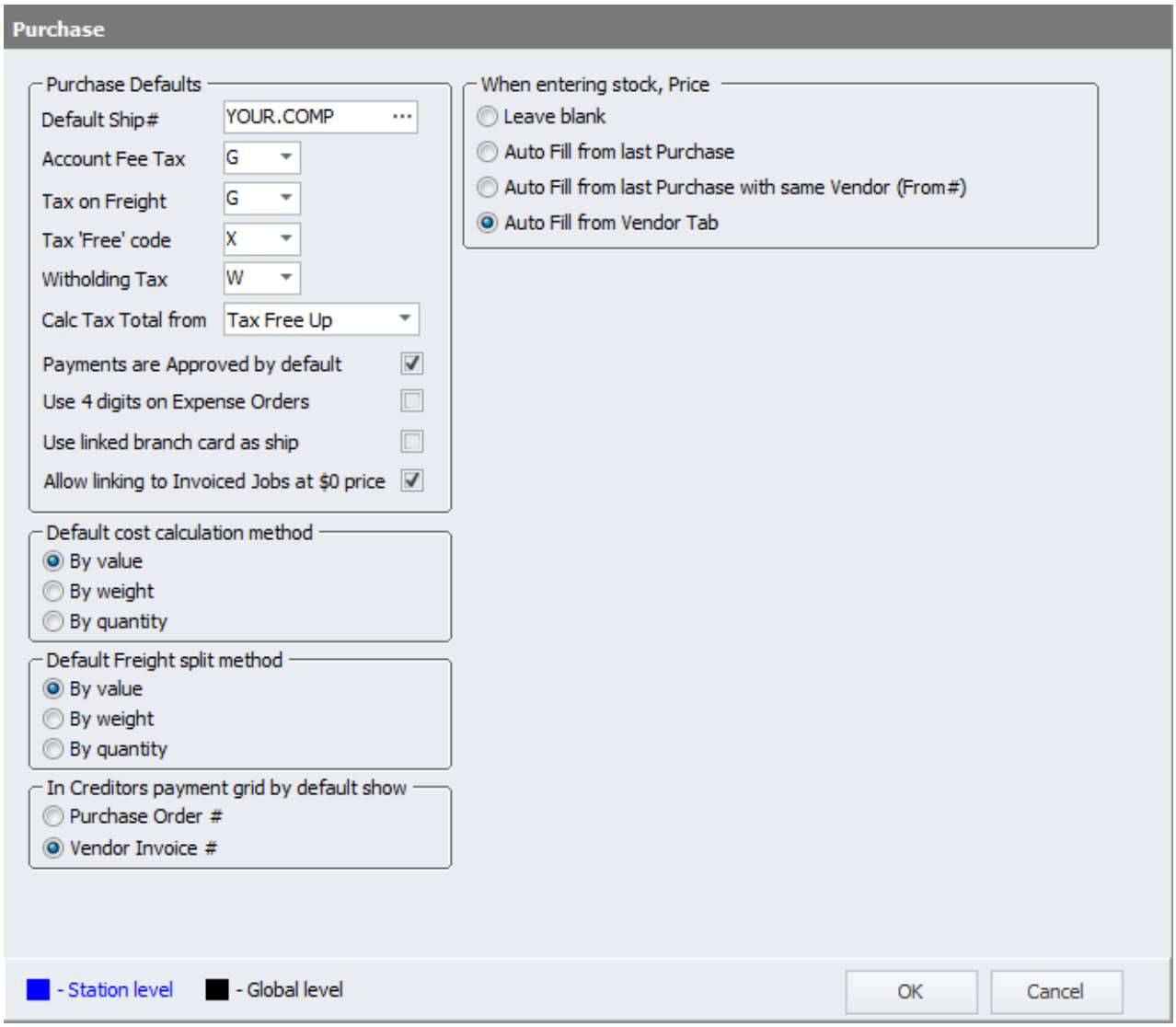
The **Quote Header** in the Text tab can be set to default to a specific salutation or opening paragraph that will appear on every Quote that is produced. Type that Header text here.

The **Quote Footer** in the Text tab can be set to default to a specific sign off or your trading terms and conditions that will appear on every Quote that is produced. Type that Footer text here.

2.1.6 Purchases

There are several important and specific Purchase defaults set via the Purchase Options tab. Each impacts "globally" on the function of Purchases, i.e., every user accessing Purchases is affected by the options set here. The significance of each is described below. These options are designed to reduce repetitious user input, improve accuracy and set vendor and management expectations whenever Purchases are produced. They should represent the general conditions or most frequently used work practices you would like the Jim2 Business Engine to manage within Purchases.





Jim2 - Purchase Options

Purchase Defaults:

Default Ship#:

The default Ship# relates to the CardFile Code within Jim2 you would normally like to use when ordering or purchasing from vendors. Within the Purchase Order you will select the Vendor you are purchasing from, and also select the customer you would normally (default) ship to. This could be your own businesses code or receiving location, but at times may vary to instruct vendors to deliver directly to your customer. This default is able to be changed within each Purchase Order if required.

Account Fee Tax, Tax on Freight, Tax 'Free' Code, Withholding Tax:
This is where you can specify a default or most commonly used tax codes for Account Fees, Freight, Tax Free and Withholding (No ABN on Vendor Invoice) on Purchase Orders. Users have the options when adding /editing the Purchase Order areas to change the Tax Codes if required.

Calc Tax Total from:
You now have to determine how you wish to calculate your Tax Total for Purchase Order. You have two methods to choose from - Line Level Tax Free or Line Level Tax Paid. This default is able to be changed within each Purchase Order if required.

Payments are Approved by default:
'Payments are Approved by Default' is a Creditors related option. When you finish a Purchase Order and the Purchase Order is added to the Creditor's record, you can choose whether to have that Purchase Order approved for Payment. If you do not tick this option, you will need to manually approve Purchase Orders for payment prior to paying them in each creditor.

Use 4 digits on Expense Orders:
You can now select to use 4 digits (decimal places) on Expense Orders if required. The default is 2 digits (decimal places), just tick the checkbox to change to 4.

Use linked branch card as ship:

Allow linking to Invoiced Jobs at $0 price:
With this option selected, non-billable purchases/costs incurred on a particular job can be linked to it, even if the job has already been invoiced. For instance, you might want to include taxi fares to/from an airport, meal expenses, etc., which weren't known at the time of invoicing a job. These are purchases which you don't on-sell to your customer, but which still need to be recorded against that particular job.

Default cost calculation method:

When you have added a Purchase Order and have extra Expense for that stock, you create an Expenses Order and apply it to that Purchase Order. This area of the options relates to the method you would normally like those expenses applied to that Purchase Order - by value, by weight or by quantity. This default is able to be changed within each Expense Order if required.



If the select to calculate Expenses by weight and the stock on the Purchase Order does not have weight setup in the Stock Record, the expense will not be distributed over that stock.

Default Freight split method:

When you have added a Purchase Order and have a Freight component on that Purchase Order, you can specify how to split the freight over the stock purchased - by value, by weight or by quantity. This default is able to be changed within each Purchase Order if required.

In Creditors payment grid by default show:

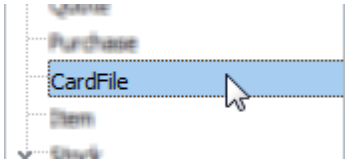
Some businesses pay their Creditors by the Creditor's Invoice Number while other businesses choose to pay by their own internal Purchase Order numbering system. Within the Creditor's record you have the option of showing (by default) either the Vendor's Invoice Number or the Jim2 Purchase Order Number. You can view both once the creditor's record is open.

When entering stock, Price:

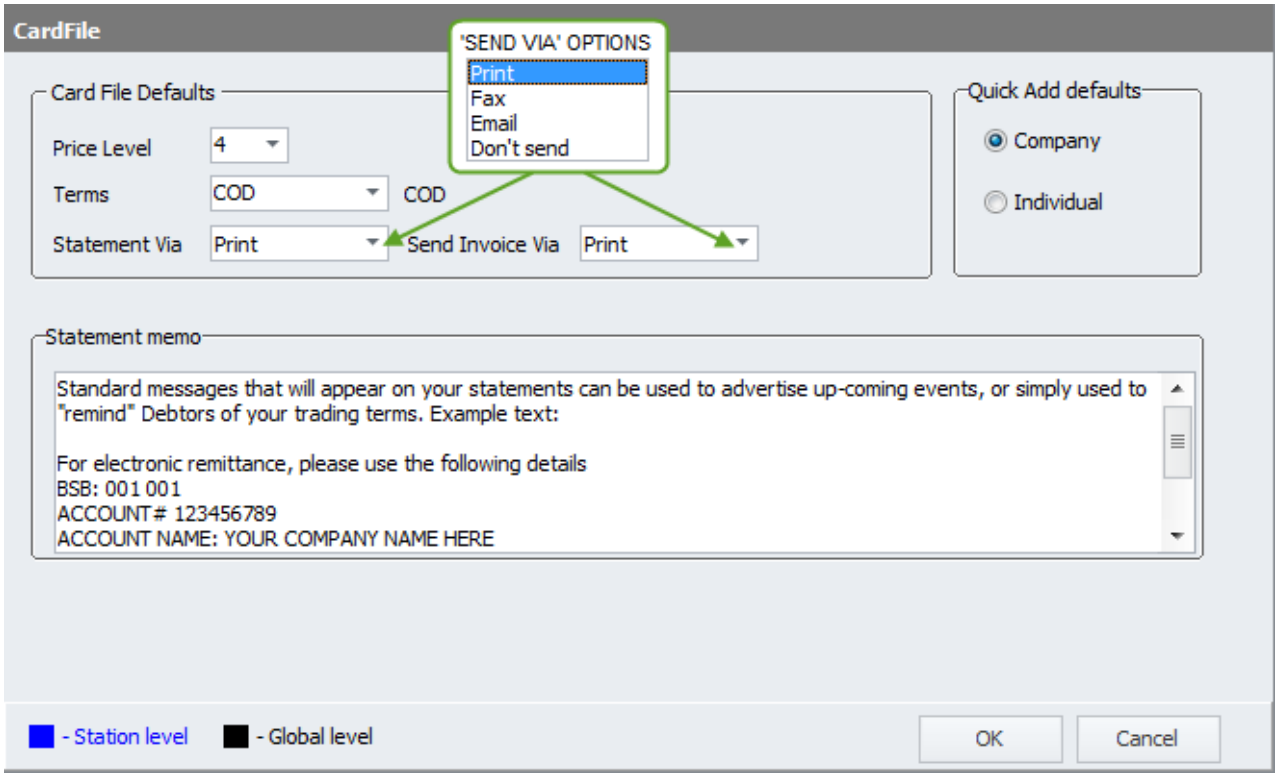
When entering Stock into a Purchase Order you can show the Pricing as either Blank, Auto Fill from last Purchase or Auto Fill from last Purchase with the same Vendor. Useful to give estimates on pricing.

Option has been updated to auto fill from last Purchase with same Vendor (From#) to use the From# instead of the Vendor code.

2.1.7 CardFile



There are important and specific CardFile defaults set via the CardFile Options tab. Each impacts "globally" on the function of CardFiles, i.e., every user accessing CardFiles is affected by the options set here. The significance of each is described below. These options are designed to reduce repetitious user input, improve accuracy and set customer and management expectations whenever CardFile information is accessed or Debtor Statements are produced. They should represent the general conditions or most frequently used work practices you would like the Jim2 Business Engine to manage within CardFiles.



Jim2 - CardFile Options

Card File Defaults

Price Level

Select the Price level you would like to use as the default when adding Customer CardFiles. This should be the most commonly used price level.

Terms

Select the default terms for your customers. This can be changed on each CardFile if required.

(Send) Statement Via

Sets the default method of sending Statements to your clients. Select from: 'Print', 'Fax', 'Email' or 'Don't Sell'.

Send Invoice Via

Sets the default method of sending invoices to your clients. Select from: 'Print', 'Fax', 'Email' or 'Don't Sell'.

Users have the option of changing these defaults on each CardFile, if required.

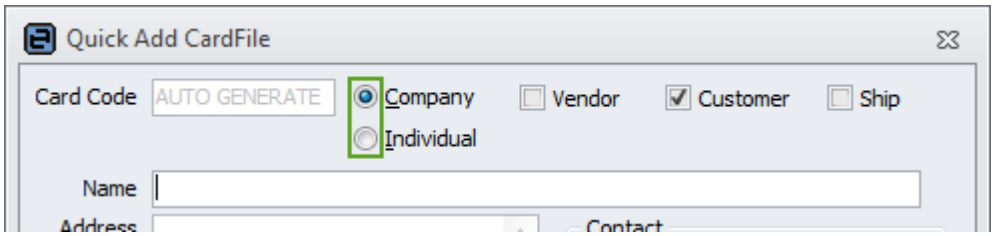
Quick Add defaults

- ⦿ Company
- ○ Individual

Determines which type of entry is first selected when using the 'Quick Add CardFile' button.

The default option will create Company CardFiles, but if you will be entering CardFiles for Individuals more

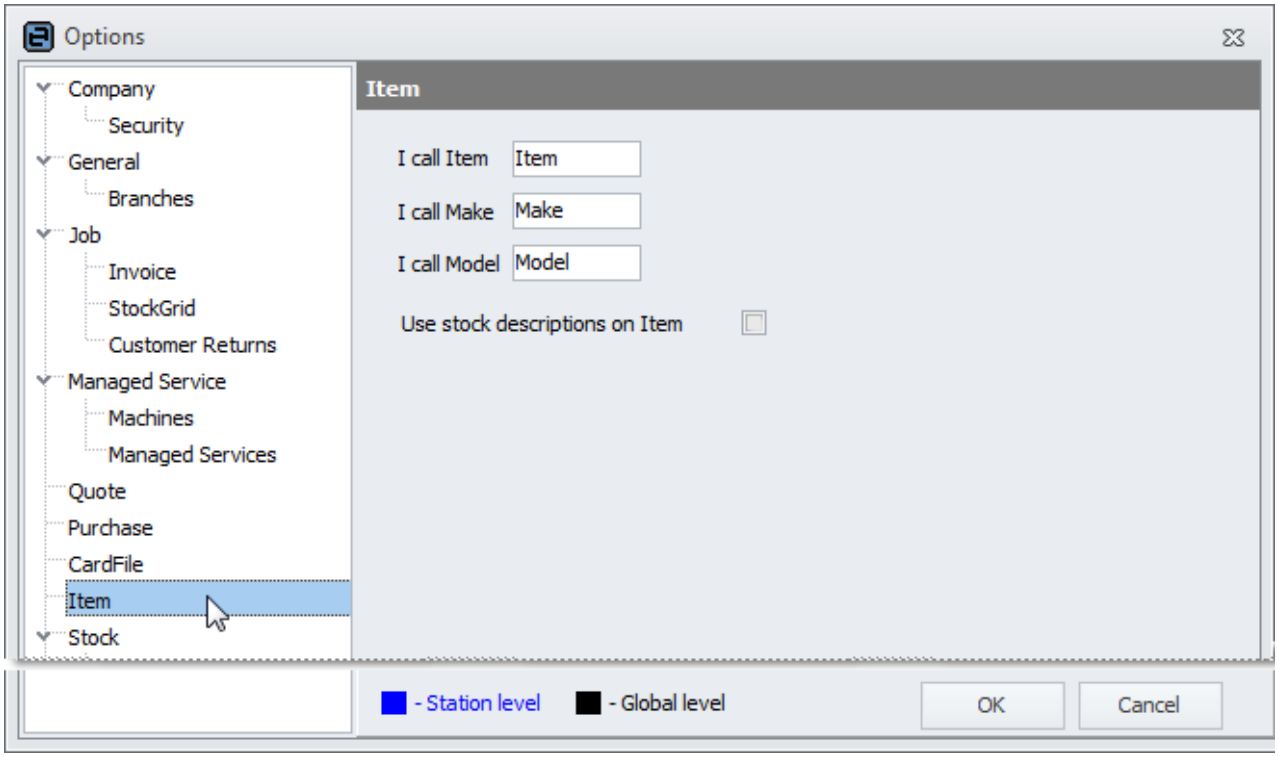
often than not, then you can change the option here. This speeds up the entry of multiple cardfiles.



Statement Memo

The Statement memo field is an 8000 character text field where you can enter a standard message that will always be printed on your Debtor Statements. Typically, this memo would be a marketing message appropriate to the season, or details of your preferred payment methods. It can be edited via this option only.

2.1.8 Item

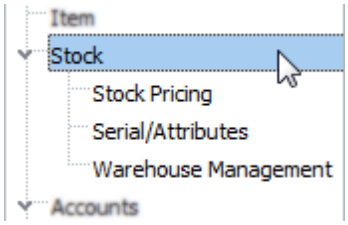


Jim2 - Item Options Screen

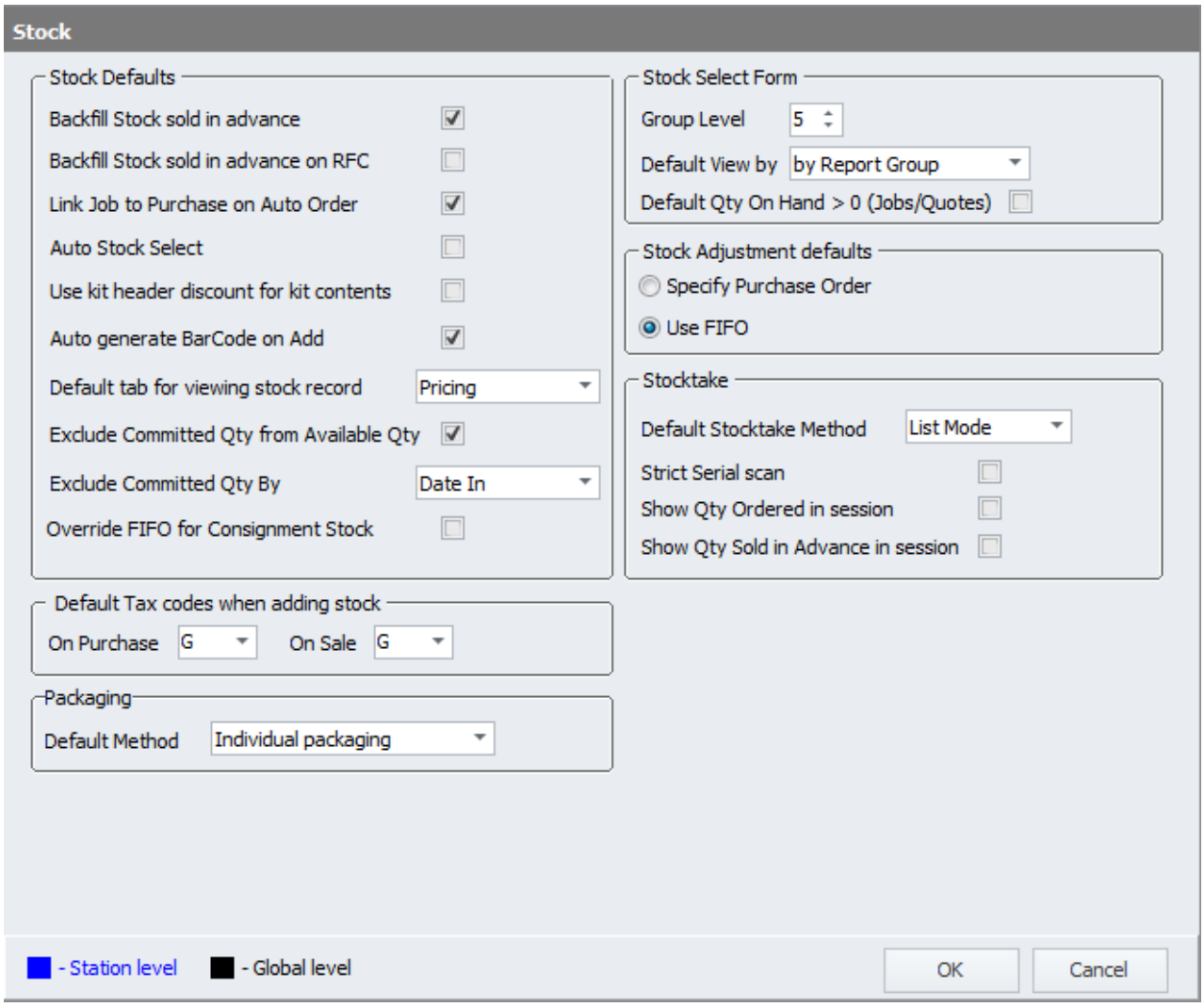
Default names for Item, Make and Model can be changed here, if so desired. As examples, Item could be changed to Part, Make changed to Manufacturer or Model changed to Part Number.

2.1.9 Stock

There are eight important and specific Stock default areas set via the Stock Options tab. Each impacts "globally" on the function of Stock - that is, every user accessing Stock is affected by the options set here. The significance of each is described below. These options are designed to increase accuracy when pricing stock, and reduce user input. These options impact on the calculation of prices and tax within the Jim2 Business Engine.

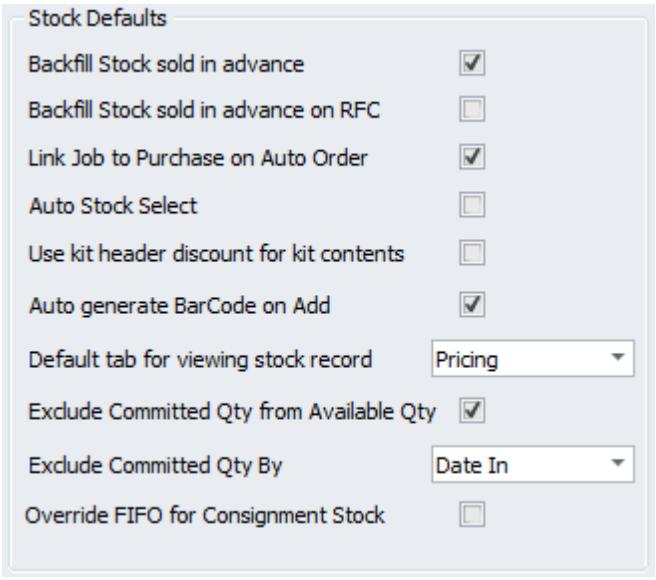


To set these options, click on the Tools Tab in the Jim2 Ribbon, then click on the Options button to open the Options window. Finally, click on 'Stock' in the tree on the left hand side of the options window, as shown above.



Jim2 - Stock Setup Options

Stock Defaults



Backfill Stock sold in advance

If selected, the 'Backfill Stock Sold in Advance' option will automatically backfill any sales of Stock that have been "sold in advance" - using Stock being received on Purchases, Stock Adjustments (up), transferred from another location and stock that has been unallocated from Jobs.

Backfill Stock sold in advance on RFC

If this option is ticked, when you finish a Return From Customer and there is any of that Stock sold in advance, it will automatically backfill those transactions.

Link Job to Purchase on Auto Order

This option allows you to choose whether to link Jobs and PO's by default when using the Auto Create PO functionality. If your business has a high volume of specific orders for jobs, you would select this option to track the stock and ensure it is supplied to the correct customer when it is received.

Auto Stock Select

If you tick this option, when you type a stock code in the stock grid on jobs, it will take you to that stock record in the stock select screen when you press Enter. If the option is not ticked, when you type in a stock code and press Enter, the cursor will move across to the description field.

Use kit header discount for kit contents

If you tick this option, when you add a discount to a kit header, the same discount will automatically be reflected on the individual stock lines within the kit.

Auto generate Barcode on Add

If you tick this option, whenever you add a new stock record a barcode will automatically be generated for that stock. Note: The barcode is not the stock code.

Default tab for viewing stock record

When opening a Stock Record you have two choices as to which Tab you would like to be in view - either the Record (transactions) or Selling (Pricing and Costing information). The options are Pricing, Stock on Hand, Stats, Buying, Vendors and Transactions.

Exclude Committed Qty from Available Qty

Committed Qty is defined as "the Supplied Qty PLUS the Back Ordered Qty", so if this option is selected any stock allocated to jobs is effectively reserved and therefore unavailable. A Sales company would typically select this option, whereas a service oriented company, for example, may require more flexibility. I have a hard drive allocated to a job but the job cannot be completed as it is waiting for other parts - I need to use this hard drive on a different job that can be completed now.

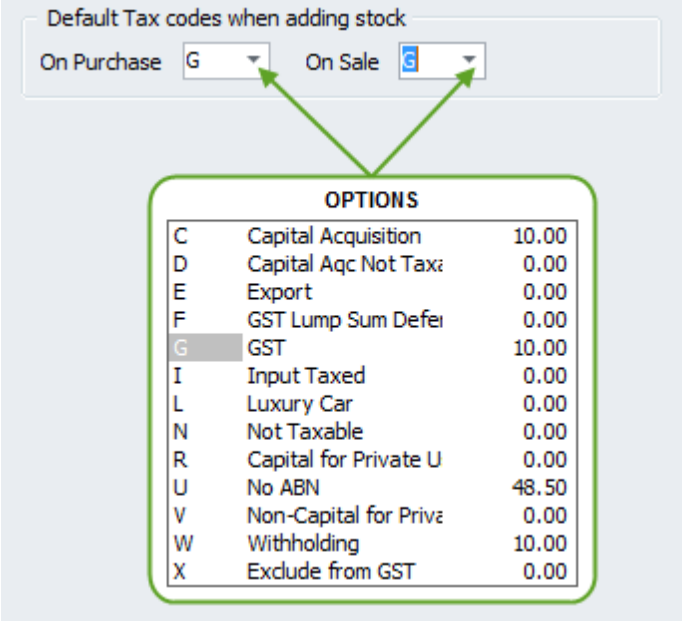
If 'Exclude Committed Qty from Available Qty' is checked then auto pick on Job List will consider ALL jobs in Date Due order when allocating stock to jobs.

When entering ordered or supplied qty into jobs when the 'Exclude Committed Qty from Available Qty' is checked, if the stock is not available the Stock Availability dialogue will display. If the user has 'Allow to sell committed stock' then a new option will be available: 'Sell committed stock'. The user must select 'Sell committed stock' or 'Supply in advance' to be able to enter an amount > the amount available into the supplied qty column.

Exclude Committing Qty from Available Qty (Stock Option)	Qty on Hand	Committed	Available	BackOrder
Ticked	12	10	0	2
Unticked	12	5	7	2

Override FIFO for Consignment Stock

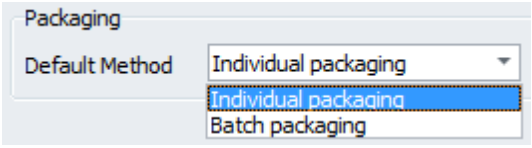
Default Tax Codes when adding stock



'On Purchase' / 'On Sale'

When adding new stock to Jim2 you will need to specify the default Tax Codes for Purchase and Sale of that stock. Within this screen you can select the Tax Codes most commonly used in Purchase and Sale of stock as the default. This means when you are adding new stock to Jim2 it will automatically show these defaults. For example: in Australia now, the GST is currently legislated to be 10%. This is the "normal" (default) tax - use that code for both Purchase and Sale of stock.

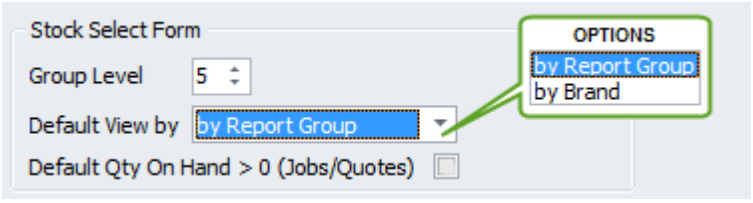
Packaging



Default Method

The choices are Individual packaging or Batch packaging

Stock Select Form



Group Level

Sets the default Group Level (0 - 5) for the Stock Select Form.

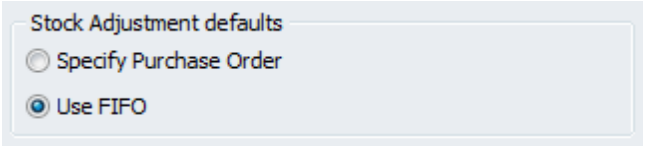
Default view

Select by Report Group or by Brand for the Stock Select Form.

Default Qty On Hand >0 (Jobs/Quotes)

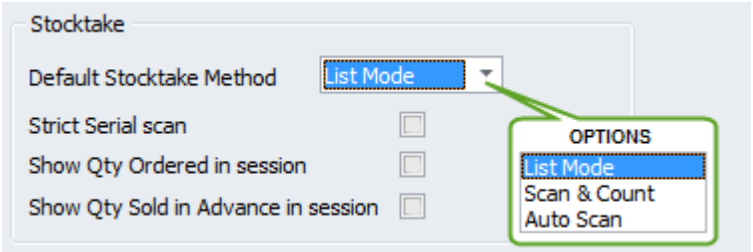
Check Tickbox to select this option.

Stock Adjustment Defaults



This allows you to choose to use either the actual Purchase Order number or the FIFO method for selecting stock on stock adjustments.

Stocktake



Default stocktake method

'List Mode', 'Scan & Count' or 'Auto Scan'.

Strict Serial Scan

This enforces the scanning of serial numbers during stocktake.

Show Qty Ordered in session

During a stocktake session, view the qty of each stock that is on order at that time.

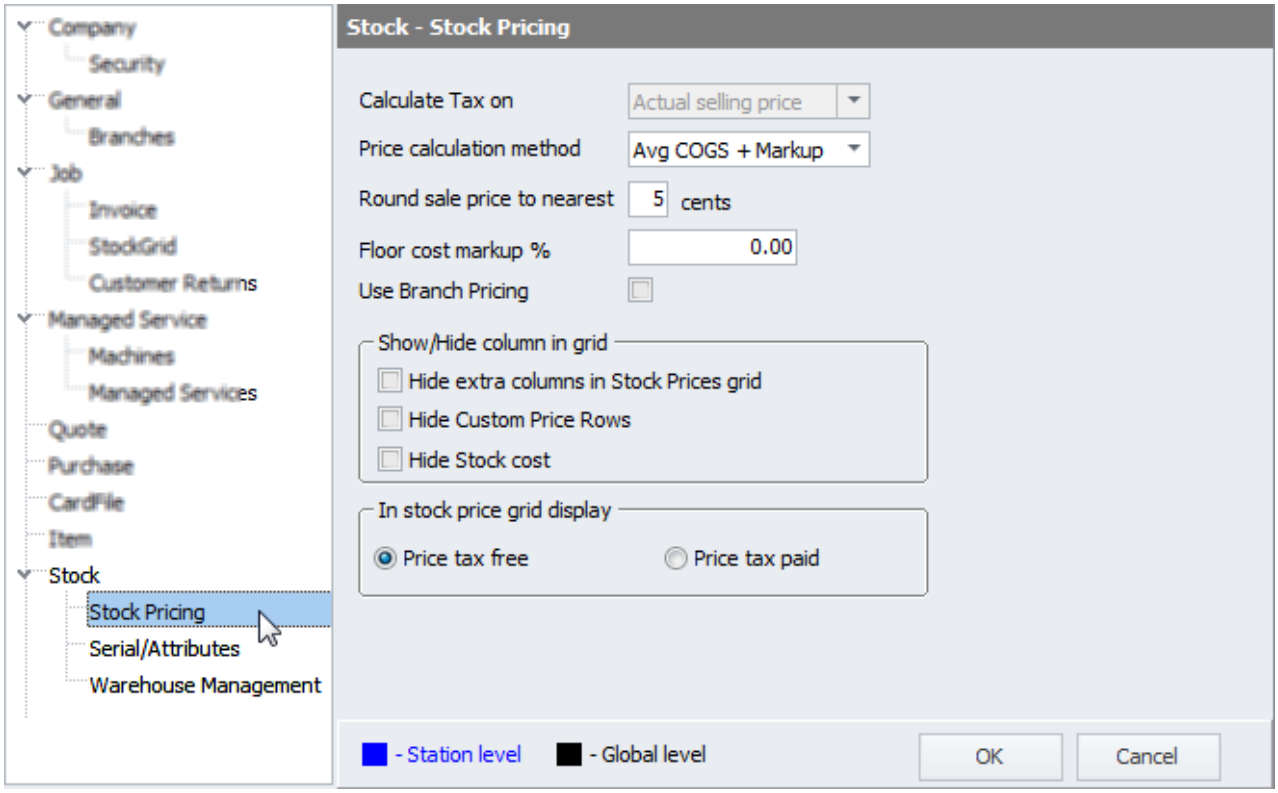
Show Qty Sold in Advance in session: view any stock sold in advance where that stock is included in a stocktake session.

For more details, view Stocktake.

2.1.9.1 Stock Pricing

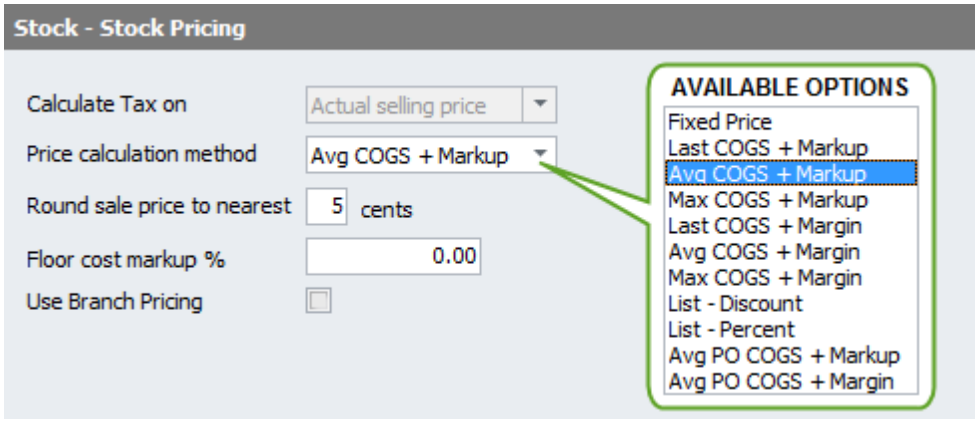
The Stock Pricing screen allows you to set options relating to how the stock that you use in your business is handled.

The screen can be selected by choosing Stock —> Stock Pricing in the left pane of the Options menu.



Jim2 - Stock: Stock Pricing Setup Options

Stock Pricing Defaults



Calculate Tax on

When adding New Stock, GST will be calculated on Actual Selling Price. You won't be able to change this option, because in the Australian Taxation System, all Tax must be calculated on the Actual Selling Price.

Price calculation method

At this point you need to select which is the most appropriate method for you to use to calculate your Stock Selling prices. This is only a default setting and can be altered to another method within each stock record if required. The selections are detailed below:

Fixed Price	A fixed price which is not altered by new Purchase Prices, etc.
Last COGS + Markup	The Last COGS of the stock plus a percentage markup.
Avg COGS + Markup	The Average COGS of the stock plus a percentage markup.
Max COGS + Markup	The Max COGS of the stock plus a percentage markup
Last COGS + Margin	The Last COGS of the stock plus a margin.
Avg COGS + Margin	The Average COGS of the stock plus a margin.
Max COGS + Margin	The Max COGS of the stock plus a margin.
List - Discount	The List Price minus a fixed dollar amount
List - Percent	The List Price minus a percentage which can be 0%.
Avg PO COGS + Markup	
Avg PO COGS + Margin	

The Last, Avg and MAX COGS selections will update automatically within Jim2 when you Purchase this stock. The RRP selection will update when you edit the RRP field within the Stock record. The Fixed selection allows you to enter a fixed price which is not changed by Purchase Orders.

When selecting the method you wish to use for price calculations you need to remember that this rounding affects how the Prices are calculated.

When in the stock record, the pricing method will only be visible if you are using the expanded view within the price grid.

Round sale price to nearest

This refers to the number of cents you wish to round your stock prices to. For example: if dealing in cash purchase transactions, you must round up or down to the nearest 5 cents to allow for change to be given. This rounding is calculated on each price level entry and price break within each respective stock item. This

rounding is NOT applied to a sub-total of multiple stock - it is applied at an "each stock" level.

Use Branch Pricing
If you are using Branches, this option allows you to set pricing at a branch level. For example, if you have a branch in Sydney and a branch in Albury, you may want the pricing to be different at each branch.

Show/Hide column in grid

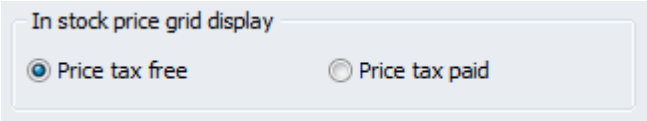


Hide extra columns in Stock Prices grid
Within the Stock Record Price Grid you have the option of hiding extra columns in the Stock Prices grid (show only tax paid prices in Stock records, or show both tax free and tax paid).

Hide Custom Price Rows
You can also select to hide Custom Price rows in the Stock Prices grid - these are prices that are for a specific customer.

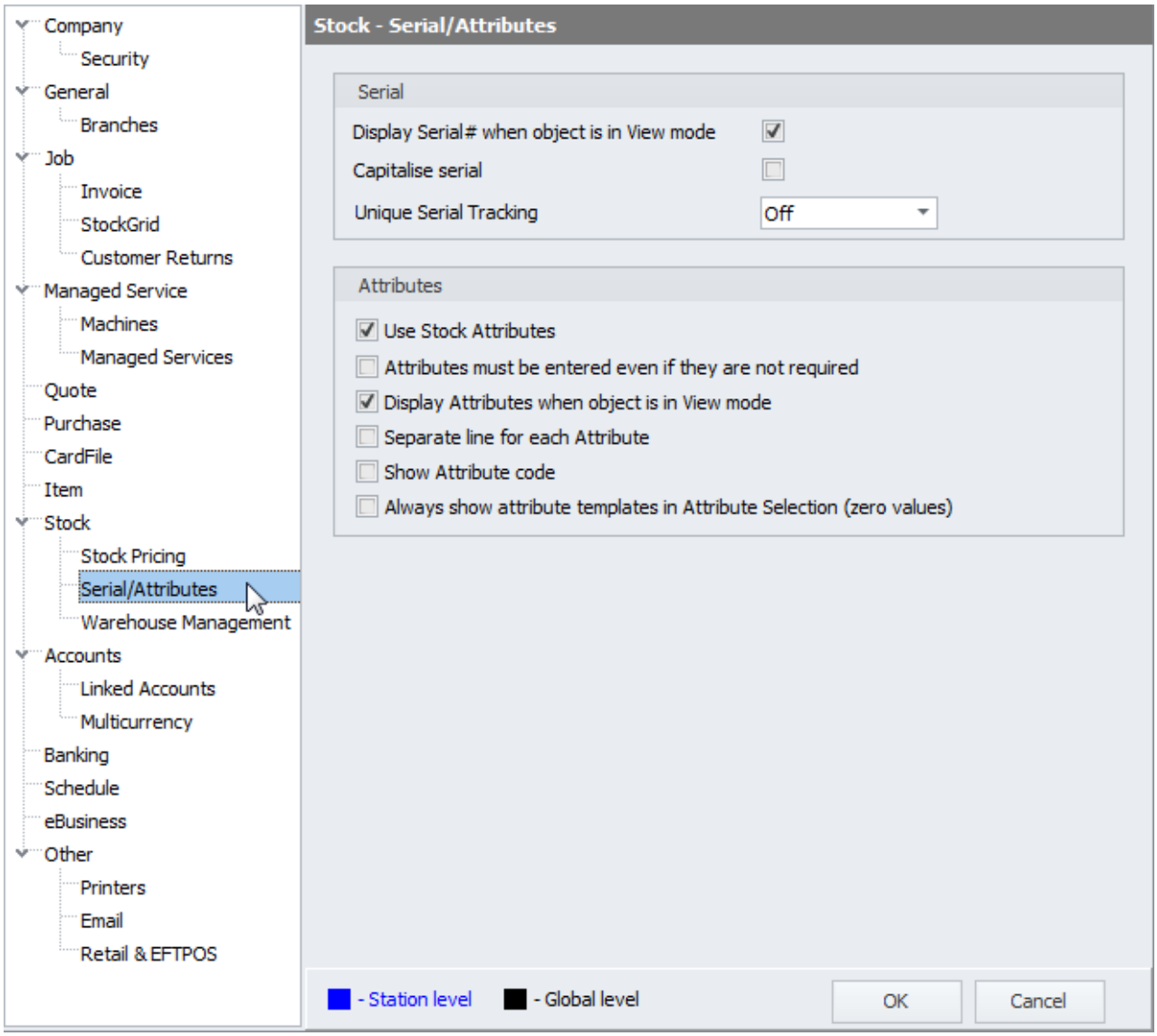
Hide Stock cost
You may choose to hide the Stock Cost within Stock Records, which is useful if you show Customers your pricing structures.

In stock price grid display



This allows you to select which price field (Tax Free or Tax Paid) should, by default, be in view in the price grid of the stock record. You can toggle between the default set here and the expanded view by clicking the "+" in the top left hand corner of that grid. This will then show both the Tax Free and Tax Paid prices.

2.1.9.2 Serial/Attributes



Jim2 - Stock: Serial/Attributes Setup Options

Serial

Display Serial# when object is in View mode

This option allows you to choose whether under normal circumstances you would like a Form (Purchase Order, Stock Transfer, etc.) to display the Serial numbers (belonging to Stock) when the object is in view mode. Whether you would like those serial numbers to always show in the Forms is your choice. If subjective (double) checks on Stock serial numbers plays a significant role in your workflow, select this option.

Capitalise serial

If checked, letters which form part of a serial number are automatically entered in UPPER case.

Unique Serial Tracking

Tick this option if you want to ensure there are NO duplicate serial numbers on any stock whatsoever.

Attributes

Use Stock Attributes

This turns on/off the option to use stock attributes. If the checkbox is ticked then the 'Attributes' options shown below will become available. If the checkbox is NOT ticked then the remaining 'Attributes' options will be greyed out.

Attributes must be entered even if they are not required

This means that they are mandatory in all occasions.

Display Attributes when object is in View mode

This option allows you to choose whether under normal circumstances you would like a Form (Purchase Order, Stock Transfer, etc.) to display the Attributes (belonging to Stock) when the object is in view mode. Whether you would like those attributes to always show in the Forms is your choice. If subjective (double) checks on Stock attributes plays a significant role in your workflow, select this option.

Separate line for each Attribute

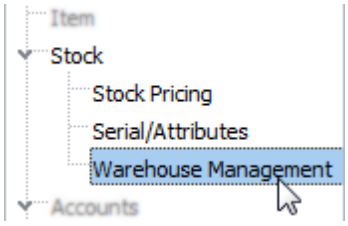
When displaying attributes in Jobs, Purchase Orders, etc., use a brief description of the attribute and value or a detailed description of each attribute and associated value along with a new line for each attribute.

Show Attribute code

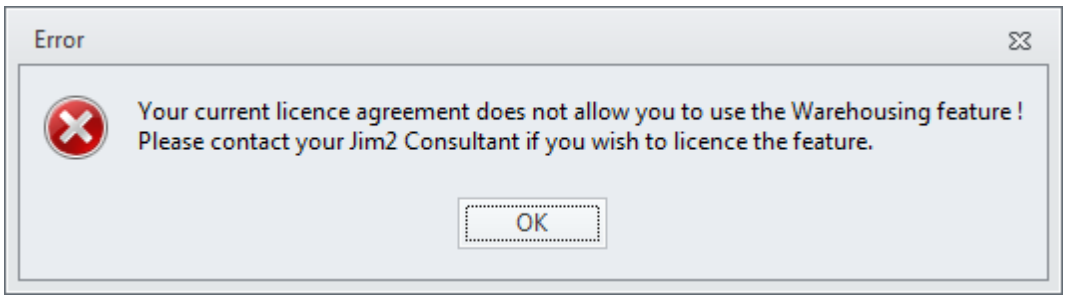
Always show attribute templates in Attribute Selection (zero values)

Attributes must be entered even when they are not required.	When this option is ticked you must physically select that no attributes are required for this stock
Display Attributes when in view mode.	Display attributes in stock description by default.
Separate line for each attribute with attribute code.	When displaying attributes in Jobs, Purchase Orders, etc., use a brief description of the attribute and value or a detailed description of each attribute and associated value along with a new line for each attribute.

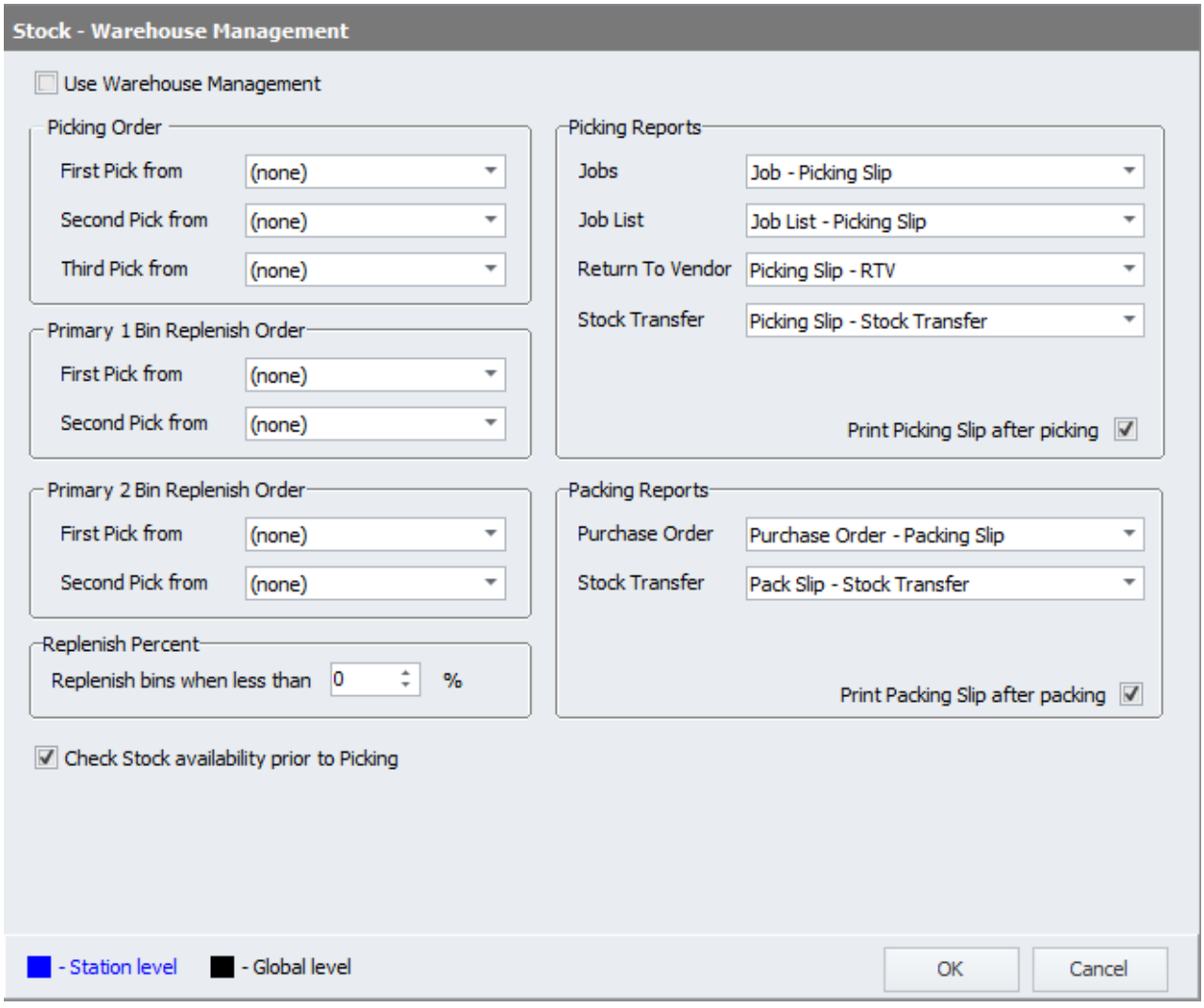
2.1.9.3 Warehouse Management



The 'Stock --> Warehouse Management' option will only be selectable if 'Advanced Warehouse Management' has been purchased as an optional extra, otherwise the following message will appear.



For those businesses who HAVE purchased this licence option, the following screen will open.

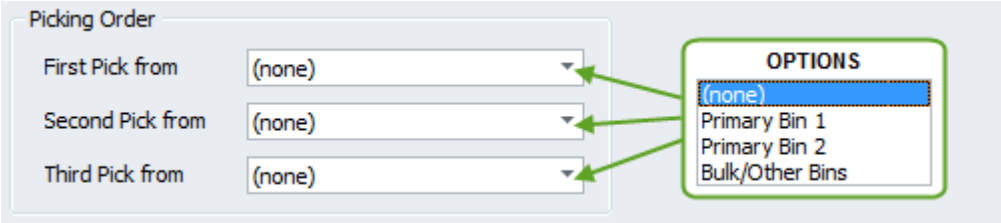


Jim2 - Stock: Warehouse Management Setup Options

Use Warehouse Management

Check this tickbox if you intend to use the warehouse management options in Jim2.

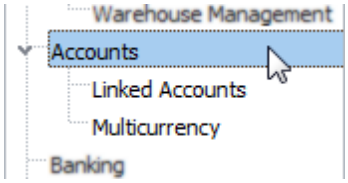
Picking Order



First Pick from

Defines the primary location from which parts will be picked to fulfil orders, workshop use, etc. If this location is empty then Jim2 will pick the parts from the 'Second Pick from' location, and so on.

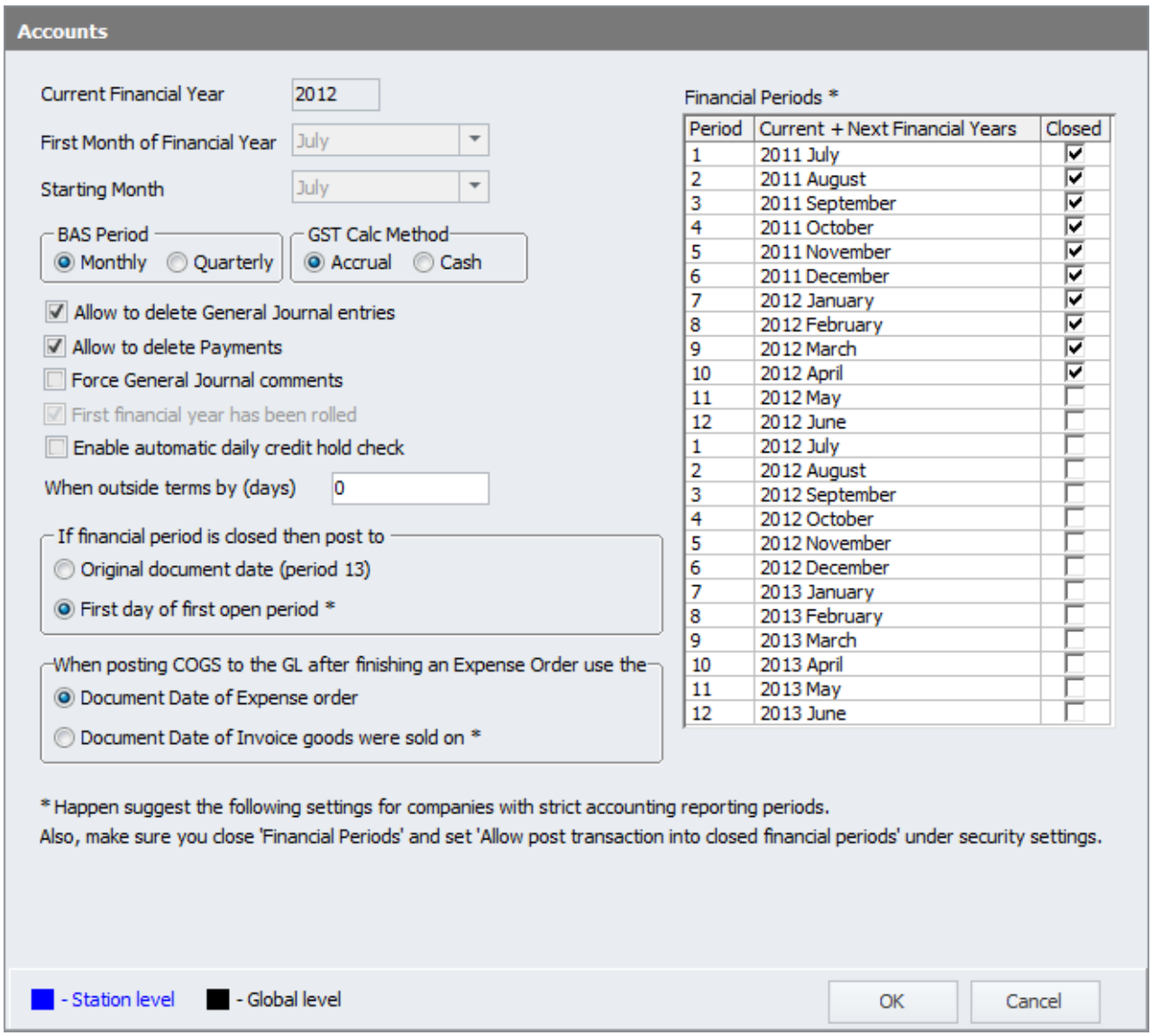
2.1.10 Accounts



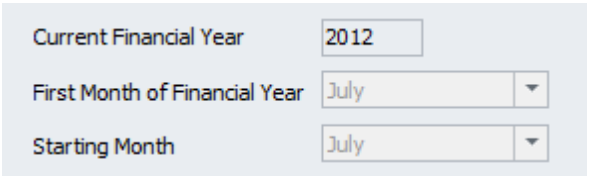
There are several important and specific Accounting defaults which are set via the Accounts Options tab. The Accounts Options are extremely important to the way the Jim2 Business Engine works - it is here you specify General Ledger Accounts that are used in Jim2 when it needs to create Transactions into your General Ledger. Some of these options are also related to your Business structure and methodology.

These defaults should be considered carefully as they have a major impact on how Jim2 works and how you run your business.

To set these options, click on the Tools Tab in the Jim2 Ribbon, then click on the Options button to open the Options window.
Click on 'Accounts' in the tree on the left hand side of the options window.



Jim2 - Accounting Options



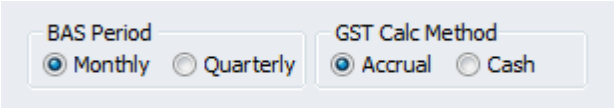
Current Financial Year:

The Financial Year information will be entered when you start using Jim2 for the first time - these fields will show the information relating to the Current Financial Year, First month of Financial Year, Starting Month using Jim2 - this is used for locking and reporting purposes. You cannot change these values. When you rollover a Financial Year, the Current Financial Year will automatically update.

Financial Periods:

Periods - as the Financial year rolls along and you would have finalised things for each month - you will need to lock /close a period so that no transactions can be posted and no existing transactions can be changed - for those periods. To do this simply click the tick box next to the period you want to close. You can unlock a period at any time as long as the following periods are not locked for example: you cannot unlock the August period

unless the September and October periods are also unlocked.

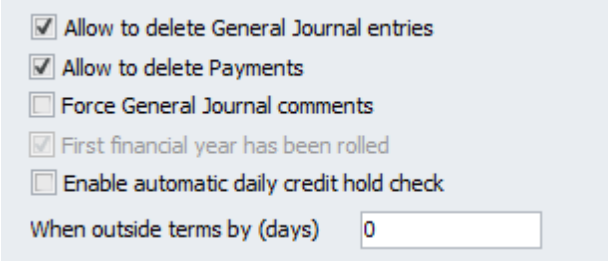


BAS Period:
This is where you specify how you often you complete a BAS Return. This is used when printing the report as default dates and when editing documents.

GST Calc Method:
Select either Accrual (default) or Cash GST reporting methods, depending on your company's BAS reporting requirements.
This option has been added to the Jim2 startup wizard.



It is important that this option be selected PRIOR to finishing your first GST session. However, if later on you change your GST calc method, you can identify the calc method that was used for each session.



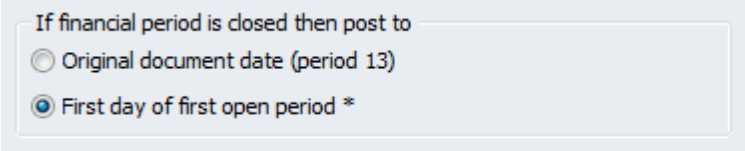
Allow to delete General Journal entries
This option is more of a Business Methodology question, i.e., do you want users to be able to delete General Journal Entries? There is of course a security setting on this option.

Allow to delete Payments
This option is more of a Business Methodology question, i.e., do you want users to be able to delete Debtors' and Creditors' Payments? There is of course a security setting on this option.

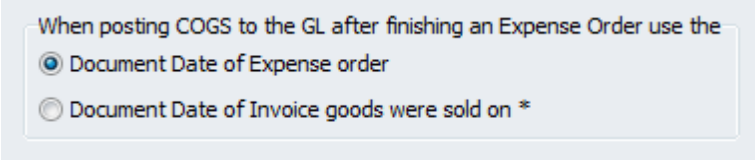
Force General Journal Comments
This option is more of a Business Methodology question, i.e., do you want users to be able to add and post General Journal Entries without putting a comment in the GJ?

First financial year has been rolled

Enable automatic daily credit hold check



If Financial Period is closed then post to:
You can select to post to either 'Original Document Date (Period 13)' or to 'First Day of First Open Period (*)'



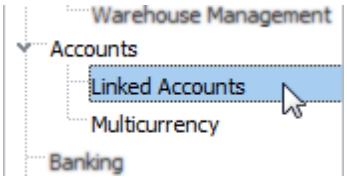
When Posting COGS to the GL after finishing an Expense Order:
You can select to use either the 'Document Date of the Expense Order' or the 'Document Date of the invoice the goods were sold on (*)', as the default when posting COGS to the GL after finishing an Expense Order.

Happen suggests using the settings indicated by * for companies with strict account reporting periods. Also, make sure you close 'Financial Periods' and unselect 'Allow post transaction into closed financial periods', under Security settings.

2.1.10.1 Linked Accounts

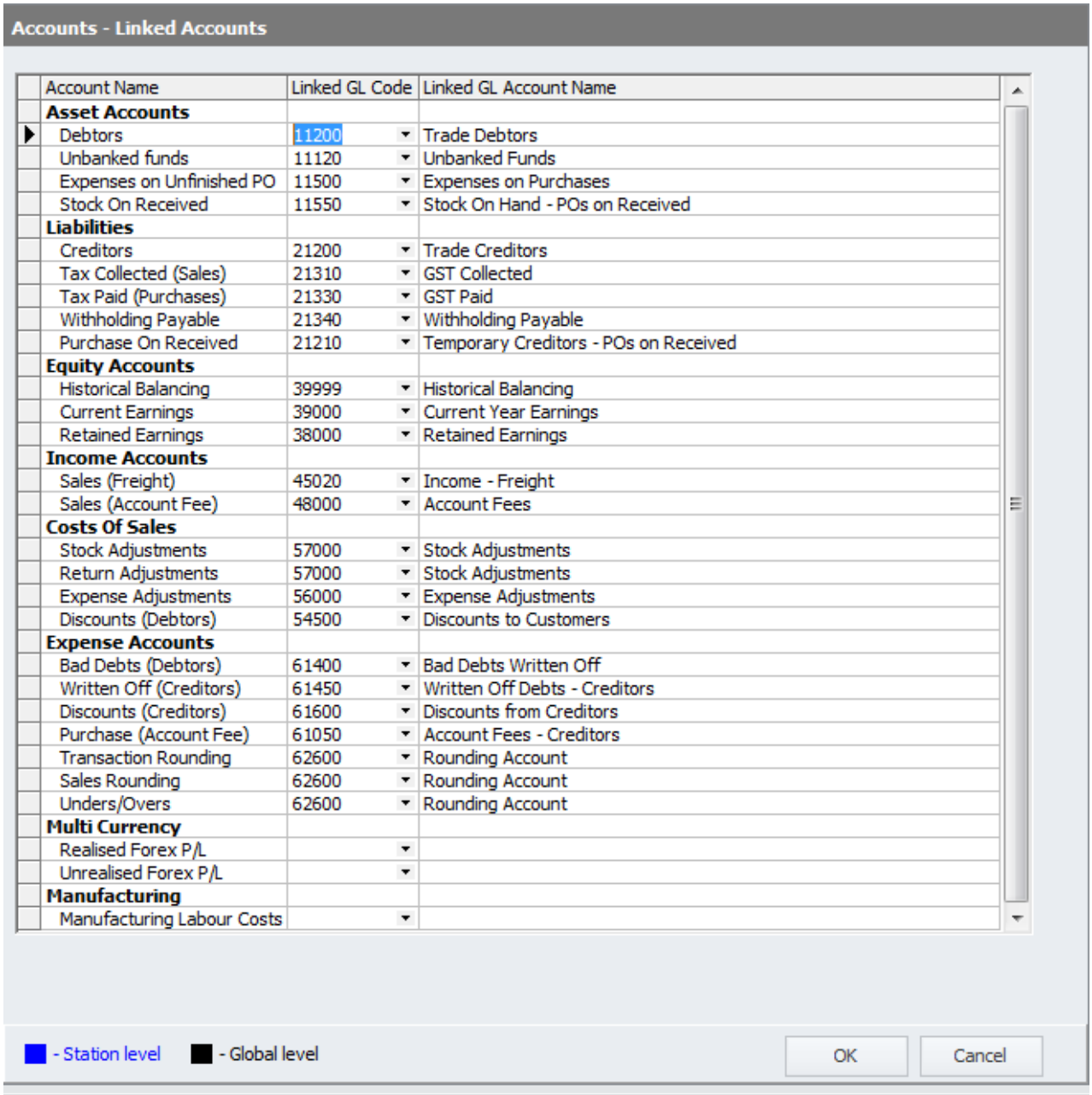
Linked Accounts are used by Jim2® to work out where transactions will be placed in the General Ledger when finishing/completing documents within Jim2.

To set these options, click on the Tools Tab in the Jim2 Ribbon, then click on the Options button to open the Options window.
Click on 'Linked Accounts' in the tree on the left hand side of the options window.



You will not be able to Save the Options when any of these Linked Account fields are empty - **Jim2 cannot function without this information.**

These are the accounts we need to know about.



Jim2 Options: Accounts - Linked Accounts

Assets	Debtors	The linked 'Debtors' account is used for all debtor related transactions, including invoicing, debtor payments, and returns.
	Unbanked Funds	The linked 'Unbanked Funds' account is used for all debtor payments that have not been included in a Banking Session and moved to a bank account.
	Expenses on Unfinished PO's	The linked 'Expenses on Purchases account is used when a linked Expense PO (usually for freight) is Finished, but the PO it is linked to is still on Booked, Ordered or Received. When the status on the PO is changed to FINISH the amount is reversed out of the Expenses on Purchases account as it updates the COGS on the PO.
	Stock on Received	The 'Stock on Received' account is used when the Status of a PO is

	(on PO's)	changed to Received. The value of the stock nominated on the PO will appear in this account and be included in your stock on hand figure. When the PO's are Finished, the amount is reversed and will then be included in the correct SOH or COGS account.
Liabilities	Creditors	The linked 'Creditors' account is used for all creditor related transactions including creditor invoices (PO's and EPO's), creditor payments and returns.
	Tax Collected (Sales)	The linked 'Tax Collected' account is used for all GST on sales.
	Tax Paid (Purchases)	The linked 'Tax Paid' account is used for all GST on purchases.
	Withholding Payable	The linked 'Withholding Payable' account is rarely used. It is for purchases from a supplier who does not quote an ABN number and Tax Code W must be used on PO's.
	Purchases on Received (Creditors)	The 'Purchases on Received' account is a temporary creditor's account. It reflects the amount owed to a creditor according to the value of PO's on a status of Received. When the PO's are Finished the amount is reversed from the Temporary Creditors account and is then included in Trade Creditors.
Equity	Historical Balancing	The 'Historical Balancing' account is used as an internal database check to identify if the opening balance debits and credits entered into Jim2 are in balance. If they are in balance then the account balance will be zero. If there is a balance in this account you will need to investigate and resolve it before you can close a financial year.
	Current Year Earnings	The linked 'Current Year Earnings' account is used to calculate the result of the Profit and Loss transactions. This will include the result for a combination of two financial years if you have two financial years open. Once you close off a financial year, the balance in 'Current Year Earnings' will be for the current financial year.
	Retained Earnings	The linked 'Retained Earnings' account is used to show the result of the previous financial year's trading. When you close a financial year the current year earnings for the year being closed will roll-over into the Retained Earnings (for previous year) account.
Income	Sales Freight	The linked 'Sales Freight' account is used for all freight charges entered into the freight field on the Invoice Details tab of jobs.
	Sales Account Fee	The linked 'Sales Account Fee' account is used for all account fees charged, where the account fees are included in the setup of the payment terms.
Cost of Sales	Stock Adjustments	The linked 'Stock Adjustments' account is used for all stock adjustments entered into Jim2.
	Return Adjustments	The linked 'Return Adjustments' account is used when stock is returned at a lower price than purchased for. The price difference is a 'Return Adjustment' which goes to the Stock Adjustments account.
	Expense Adjustments	The linked 'Expense Adjustments' account is used when a Return to Vendor is added against a PO with a linked Expense PO. The value of the EPO is not included in the RTV and instead goes to the Expense Adjustments account.
	Discounts (Debtors)	The linked 'Discounts (Debtors)' account is used when you enter a discount amount on a debtor account at the time of entering a

		payment. The net amount ex GST is posted to this account and the GST component to the linked Tax Collected account.
Expenses	Bad Debts (Debtors)	The linked 'Bad Debts (Debtors)' account is used when you select the payment method 'Bad Debts' to clear an invoice from the debtor account. The net amount ex GST is posted to this account and the GST component goes to the linked Tax Collected account.
	Written Off (Creditors)	The linked 'Written Off (Creditors)' account is used when you select the payment method 'Bad Debts' to clear an invoice from the creditor account. The net amount ex GST is posted to this account and the GST component goes to the linked Tax Paid account.
	Discounts (Creditors)	The linked 'Discounts (Creditors)' account is used when you enter a discount amount on a creditor account at the time of entering a payment. The net amount ex GST is posted to this account and the GST component to the linked Tax Paid account.
	Purchase (Account Fee)	The linked 'Purchase (Account Fee)' account is used for all account fees entered onto a PO, and where the account fees are included in the setup of the payment terms.
	Transaction Rounding (on Purchase Orders)	The linked 'Transaction Rounding' account is used to handle any rounding errors that may occur when posting to the General Ledger.
	Sales Rounding	The linked 'Sales Rounding' account is used to track the cents when a customer is paying by Cash. For example, the Invoice total is $19.99 and the customer gives you $20.00. The 1 cent difference is posted to this account. It is recommended that this account be flagged as a Control account.
	Unders/Overs	The linked 'Unders/Overs' account is used to record any differences between the real and actual amounts counted when doing a 'Till reconciliation'.
Multi Currency	Realised Forex P/L	The linked 'Realised Forex P/L' account is used to record realised profit and/or loss transactions in foreign currency.
	Unrealised Forex P/L	The linked 'Unrealised Forex P/L' account is used to track unrealised profit and/or loss transactions in foreign currency.



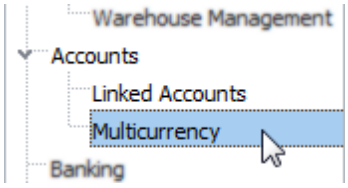
By default the 'Sales Rounding' and 'Unders/Overs' accounts are linked to the existing '(Transaction) Rounding' account. It is recommended that new GL accounts be created for and linked to the 'Sales Rounding' and 'Unders/Overs' accounts.

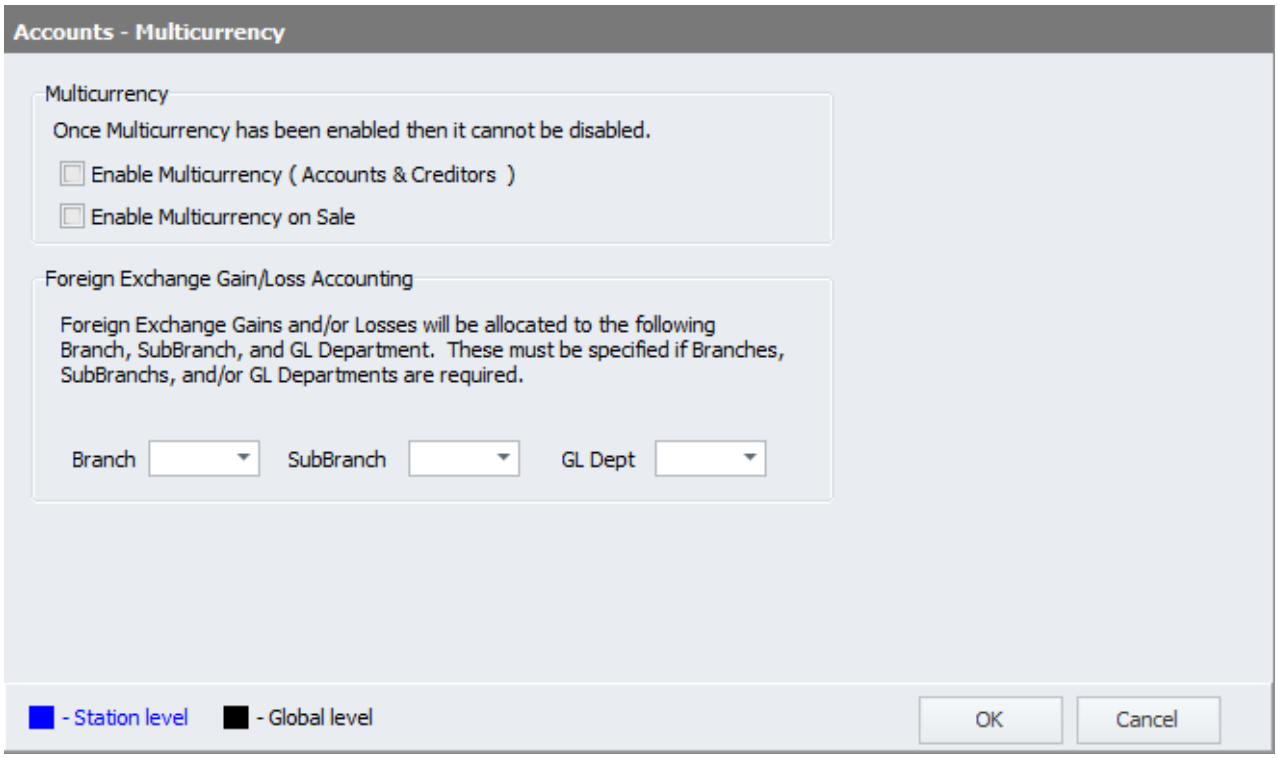
Multicurrency linked accounts are only required if you have purchased the multicurrency functionality as part of your Jim2BE package.

2.1.10.2 Multicurrency

The Multicurrency options tab is only available if Multicurrency has been enabled in your Jim2® key file. If you have purchased Multicurrency as part of your Jim2 BE package, you will need to enable it via Options.

To set these options, click on the Tools Tab in the Jim2 Ribbon, then click on the Options button to open the Options window.
Click on 'Multicurrency' in the tree on the left hand side of the options window.





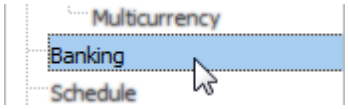
Jim2 - Multicurrency Options

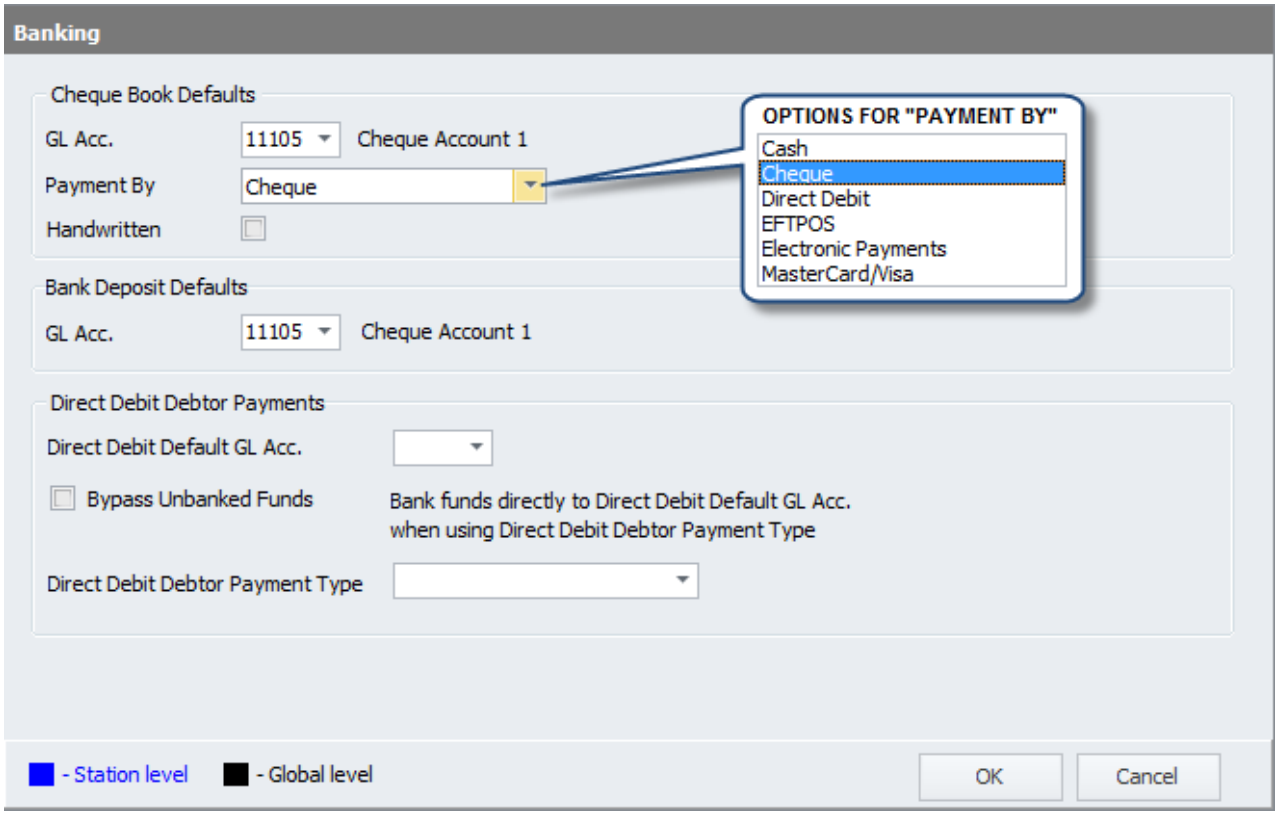
Once Multicurrency has been enabled, it **cannot** be disabled.

For further information on Multicurrency refer to the Multicurrency Fact Sheet.

2.1.11 Banking

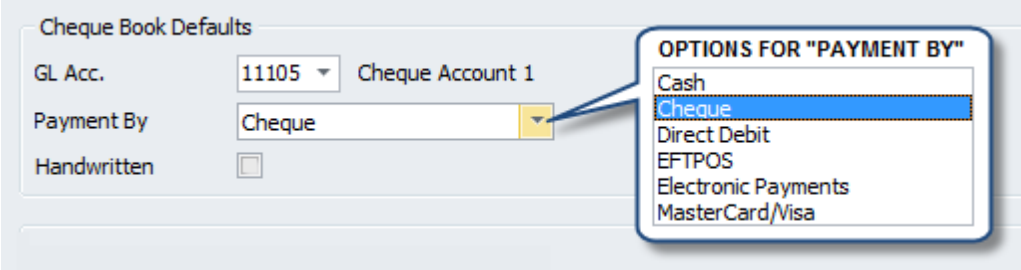
There are four important and specific Banking defaults set via the Banking Options tab. Each impacts "globally" to the function of the Cheque Book and Bank Deposits - that is, every user accessing Cheques and Bank Deposits is affected by the options set here. The significance of each is described below. These options are designed to reduce repetitious user input whenever Cheques or Bank Deposits are accessed. They should represent the general conditions or most frequently used work practices you would like the Jim2 Business Engine to manage within the Cheque Book and Bank Deposits.





Jim2 - Banking Options

Cheque Book Defaults

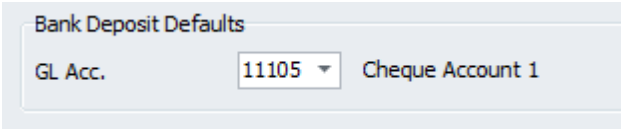


GL Acc:
The General Ledger Account selected here will be the default used in the ChequeBook. You can only select GL Accounts that are set up as either a Detailed Cheque or Credit Card Account.

Payment By:
Select a default 'Payment By' for those times when you are writing Cheques, Deposits, Creditors Cheques, etc. The options are Cash, Cheque, Direct Debit, EFTPOS, Electronic Payments, MasterCard/Visa

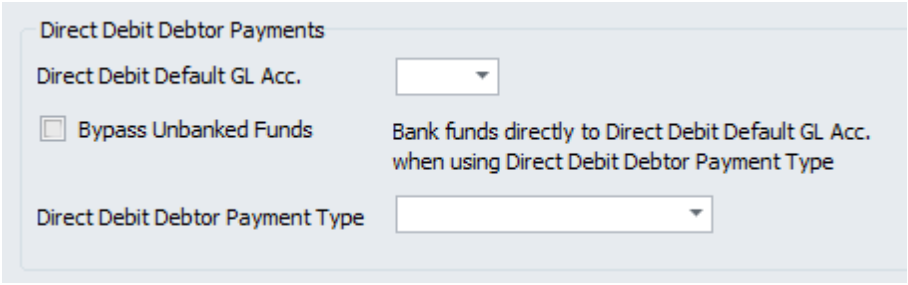
Handwritten:
Tick the 'Handwritten' check-box, if most or all of the Cheques drawn from your Business are handwritten. The default selected here can be changed within each Cheque if required.

Bank Deposit Defaults



GL Acc: The General Ledger Account selected here will be the default used in Bank Deposits. You can only select GL Accounts that are set up as either a Detailed Cheque or Credit Card Account.

Direct Debit Debtor Payments



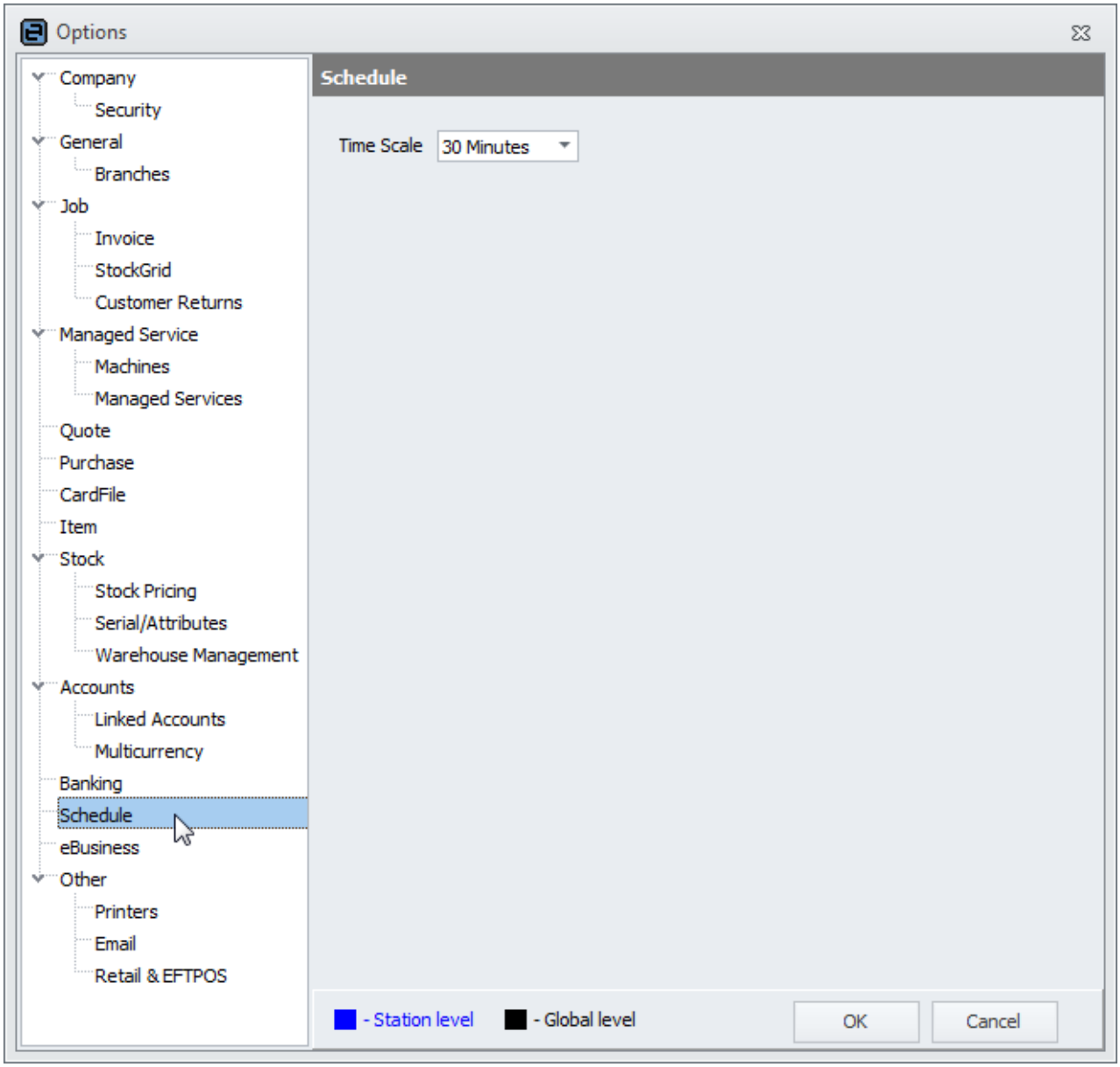
Direct Debit Default GL Acc.

Bypass Unbanked Funds

Direct Debit Debtor Payment Type

2.1.12 Schedule

The Schedule options tab is only available when Scheduling is enabled in your Jim2 key file. If you have purchased Scheduling as part of your Jim2 BE package, you will need to set your default scheduler time scale increments on the Schedule Options screen. For further information refer to the section on Scheduling.

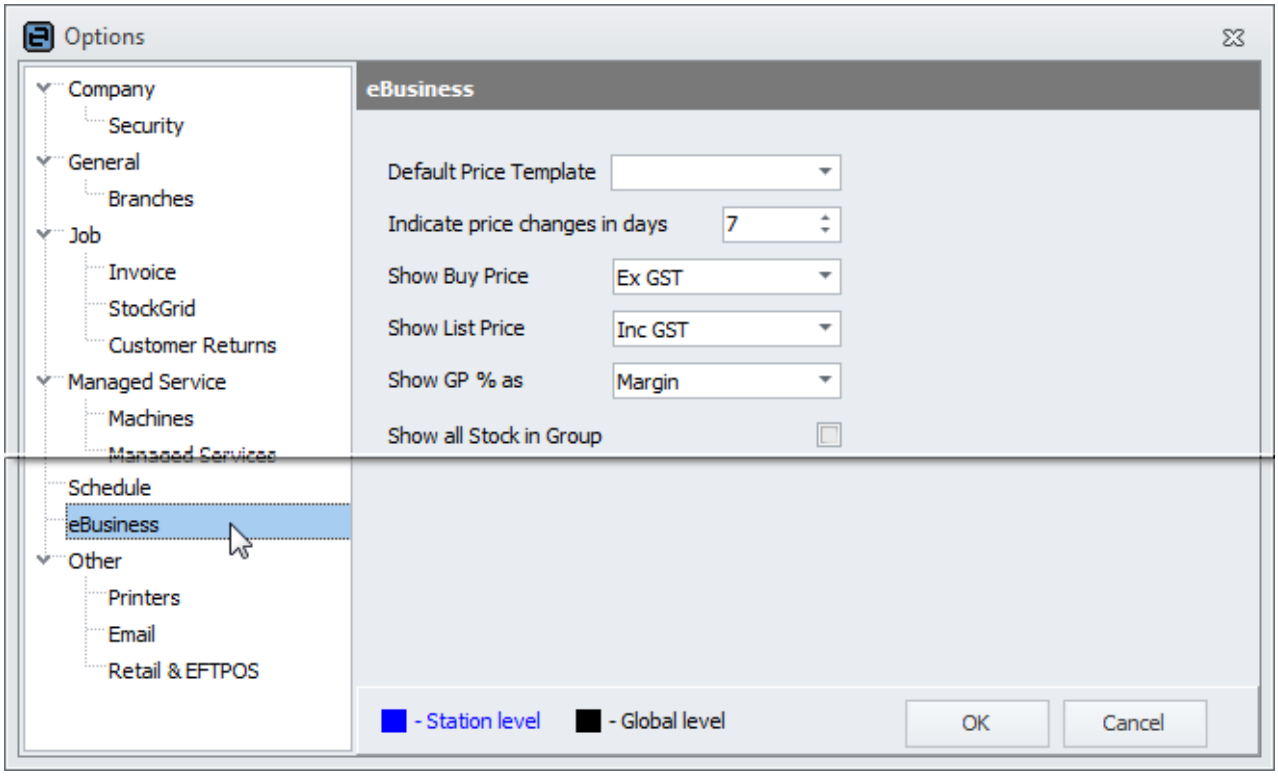


Jim2 - Schedule Setup Options

2.1.13 eBusiness

To select, click on the Tools Tab in the Jim2 Ribbon then on **Options —> eBusiness**.

eBusiness Setup Options



Jim2 - eBusiness Setup Options

Default Price Template
When creating Stock in Jim2 from Vendor Stock Feeds use the Price Template selected here.

Indicate price changes in days
This is the number of days the price change indicators in Vendor Stock will be displayed. Upon receiving an update, where the Buy or List price has changed, the price change indicators will display for the number of days set here.

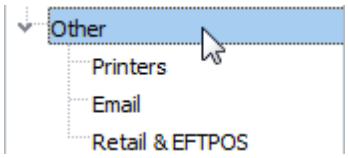
Show Buy Price
Show Buy Price as either Ex or Inc GST.

Show List Price
Show List Price as either Ex or Inc GST.

Show GP % as
Show GP% as either Margin or Mark up.

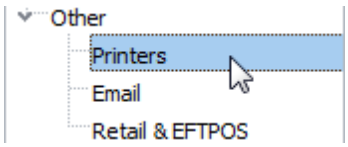
Show all Stock in Group
Sets the default setting for the 'Show all Stock in Group' check-box, in Vendor Stock Feeds.

2.1.14 Other



The **Options --> Other** page displays the same content as the next page, Printers.

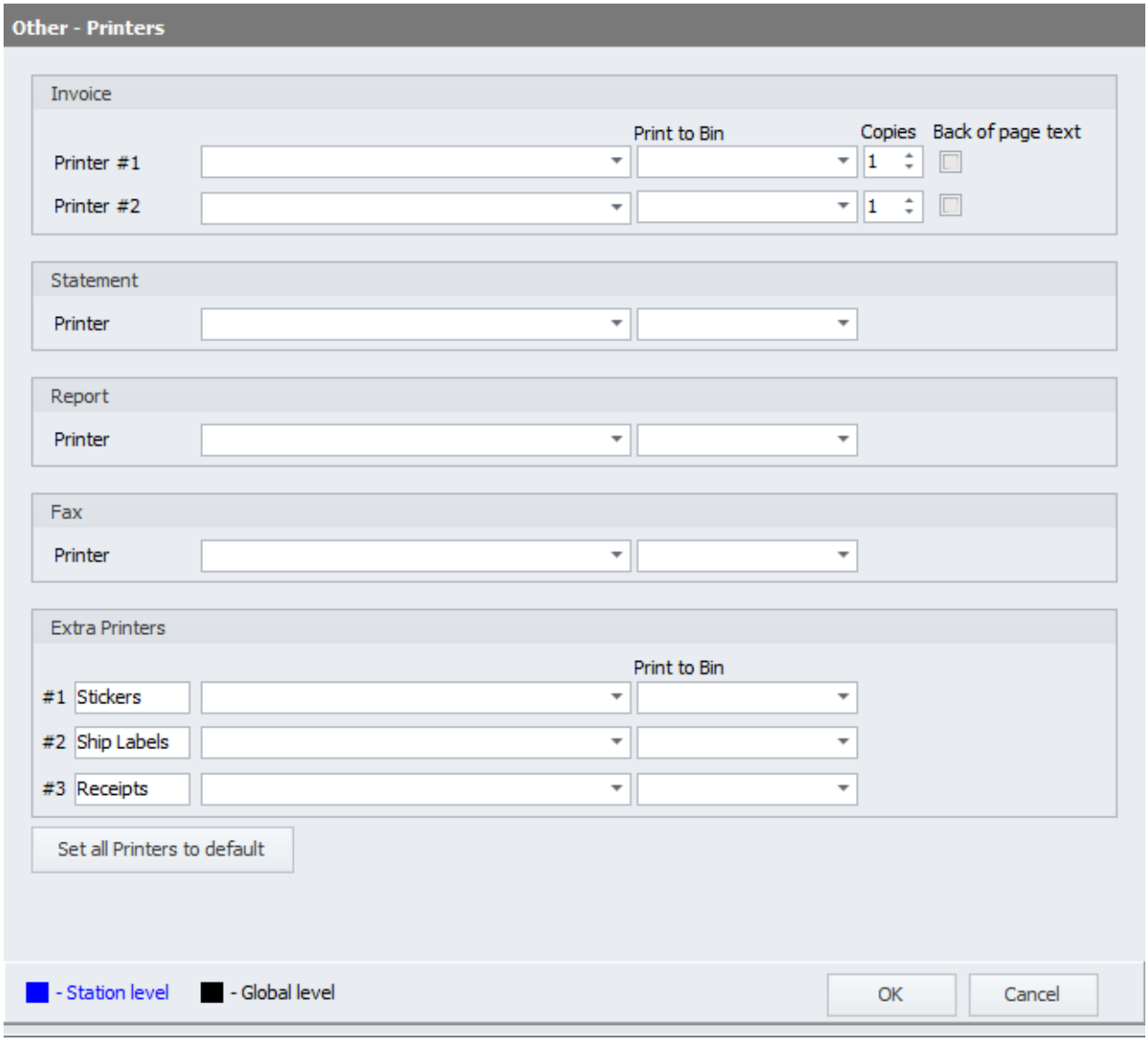
2.1.14.1 Printers



Remembering that the Jim2 Business Engine is a multi-user or network application, allowance is made for setting available standalone or networked printers for Jim2 to use. The defaults set via these Printer Options are set at a workstation level, i.e., each workstation should be set up individually with these options to maximise use of printer resources in the work place.

Because these options are set at a workstation level, the print options normally available to users may change if they move around the network - they **cannot** be picked up in the "follow me" desktop feature. Selections in the ToolBar Print Selection will reflect the available resources set for that workstation.

You will not be able to preview, print, fax or email any reports within Jim2 until your Printer Options are completed.



Jim2 - Printer Setup Options

Select the printers tab to set up the Printers you wish to use for your invoicing and reports. This option is set at a workstation level, i.e., this option does not relate to a user, but rather to a workstation being used.

Invoice

Set up Invoices to print using either two trays on one printer (e.g., for plain and letterhead copies), or two separate printers. The Invoice Printers also have an extra option which allows you to specify the number of copies to be printed by default.

Statement

You can select a specific printer and bin for your Statements.

Report

Select your standard Reports Printer and bin.

Fax

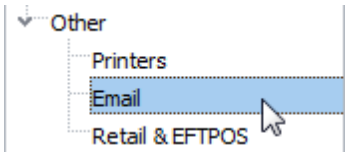
Select your Fax Printer. For most Fax Software the Bin selection is not relevant, so it's advisable to simply use the default.

Extra Printers

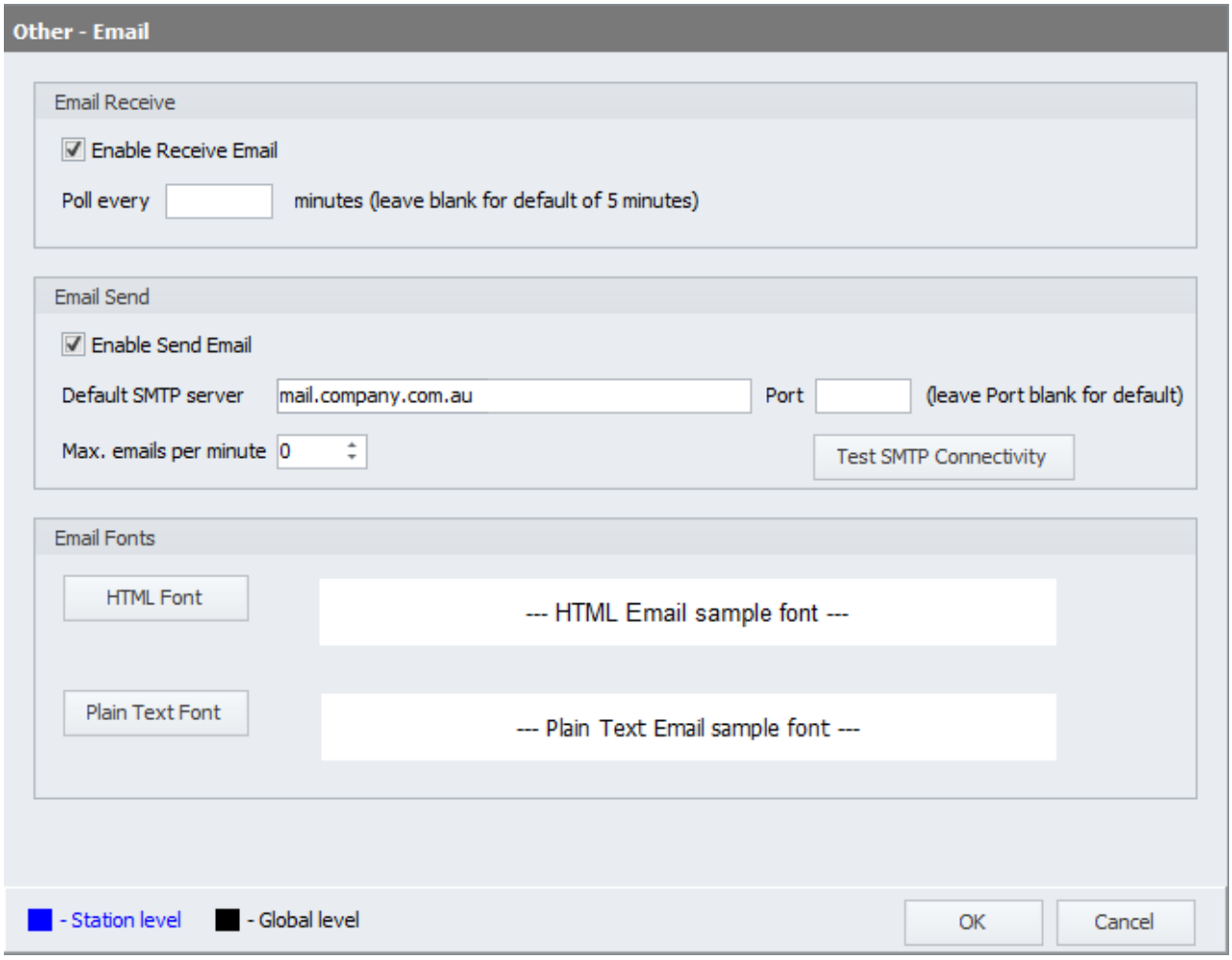
There are 3 extra printers available for selection. These can be specified within a Script, e.g., to print a particular report to one of these extra printers, however the default use for the Extra Printers is:

- Printer#1 - Label Printer (for job and stock stickers).
- Printer#2 - Ship Labels (for shipping labels).
- Printer#3 - Docket Printer (for 76mm and 80mm Retail receipts).

2.1.14.2 Email

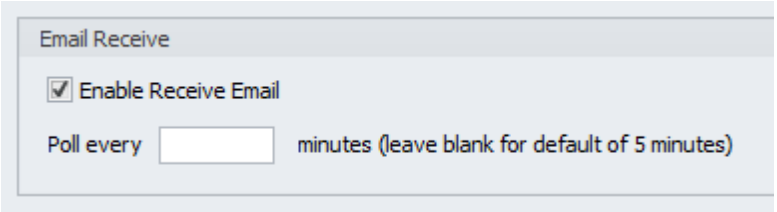


Email options set the default global options for emails in Jim2®. Generally the email send and receive information will be provided by your network administrator or IT consultant.



Jim2 - Email Setup Options

Email Receive Options

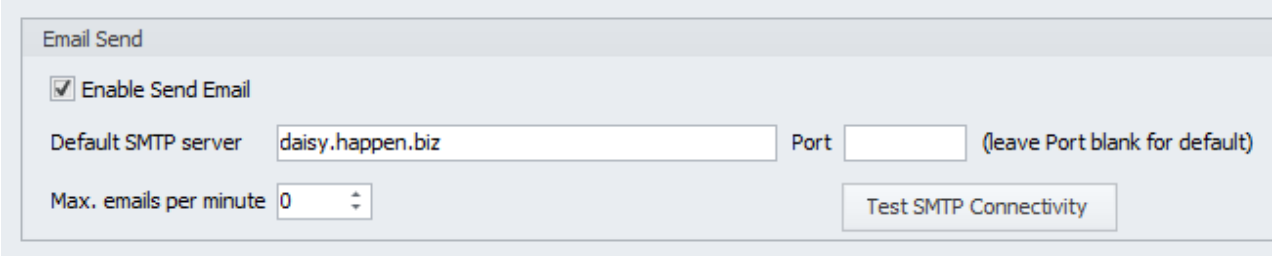


Enable Receive Email
For Jim2 to process incoming emails this option must be ticked.

Note that whenever a database is restored, this option is automatically switched off. This is a preventive measure to stop the accidental re-sending of emails from a database that has been restored for training or other purposes. If email is to be sent from a restored database, you will have to manually re-enable this option.

Poll Every
This is the frequency with which email accounts will be checked for new email.

Email Send Options



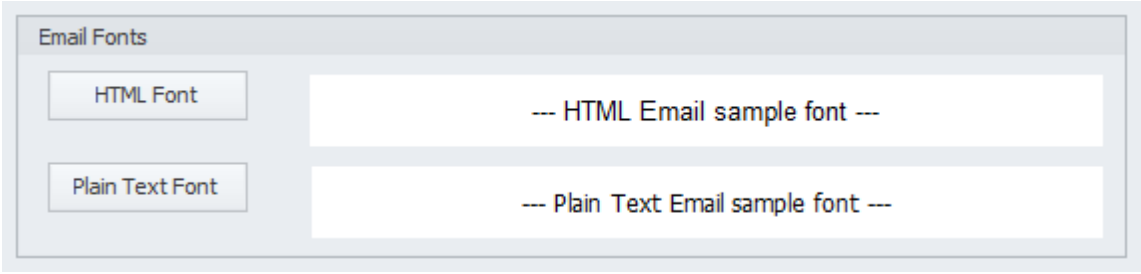
Enable Send Email
For Jim2 to send outgoing emails this option must be ticked.

Note that whenever a database is restored, this option is automatically switched off. This is a preventive measure to stop the accidental re-sending of emails from a database that has been restored for training or other purposes. If email is to be sent from a restored database, you will have to manually re-enable this option.

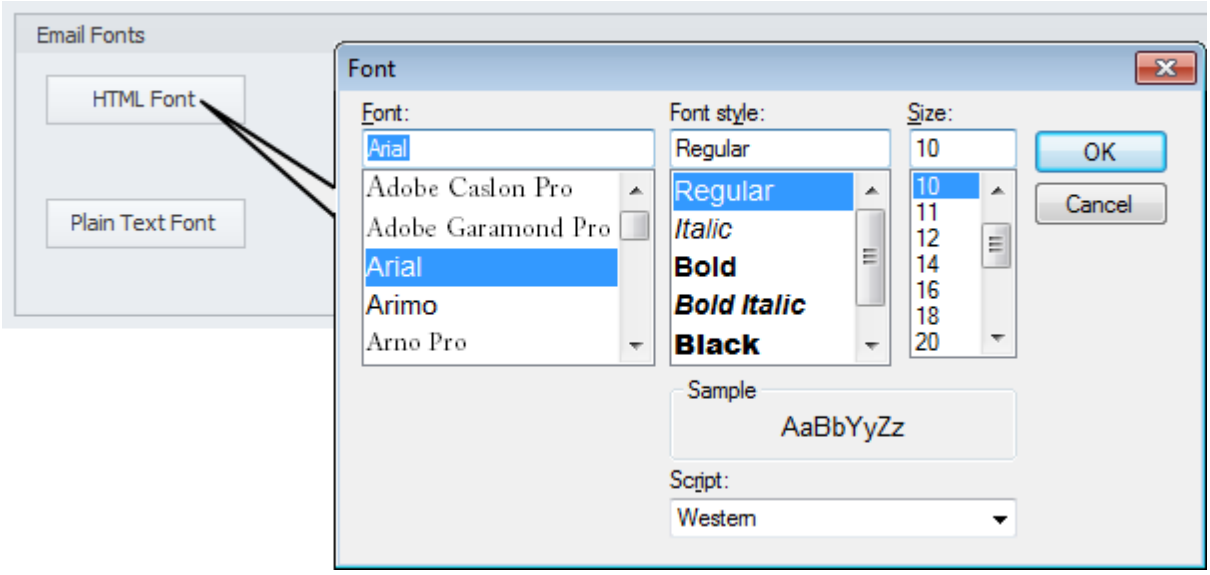
Default SMTP Server
This is the name of the default SMTP mail server via which Jim2 should relay outgoing email. This setting is not required, but if not set, then an SMTP server must be set for each individual email account for which email is to be sent.

Port
The TCP port on which to connect to the SMTP server. Normally this should be left blank.

Email Fonts Options



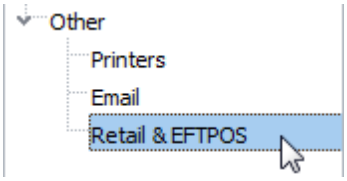
HTML Font
The default font to use when writing email in HTML format.
Click the HTML Font button to open the Font Selection Screen.



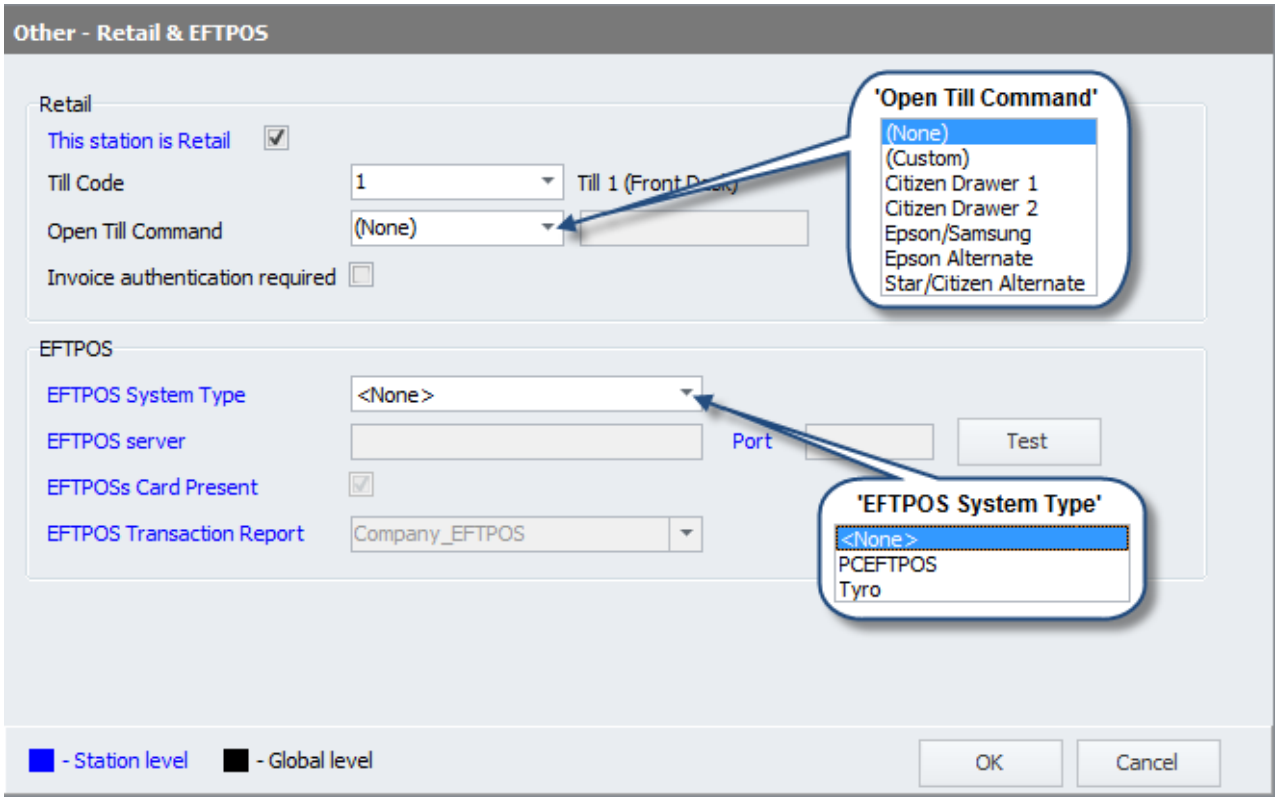
Plain Text Font
The default font to use when writing email in plain text format. Click the Plain Text Font button to open the Font Selection Screen.
Note that this font is purely for editing and reading plain text emails and has no effect on the content of the actual email sent.

The actual processing of email is managed by the '*Jim2 eBusiness Server*' (Jes) process.

2.1.14.3 Retail & EFTPOS



There are four important and specific Retail defaults set via the Retail & EFTPOS Options tab. This options tab is only available when Retail & EFTPOS is enabled in your Jim2 key file.



Jim2 - 'Retail & EFTPOS' Setup Options

RETAIL OPTIONS

This Station is Retail
This setting is a Workstation level setting, not a Global setting, and should be selected on all workstations that are linked to the Till.

Till Code
Select which Till this Workstation is linked to. Tills are entered and maintained via Tools / Setups / Tills.

Open Till Command
This is a Workstation level setting, not a global setting, and the correct receipt printer should be selected on all workstations that are linked to the Till, to enable the Open Till Command.

Invoice Authentication Required
When ticked, users are required to enter their initials and password at point of Invoicing, regardless of who is currently logged into that Workstation. The format for entering this is: your initials followed by a space followed by your password.

To use the Retail Option in JIM2 BE, you will need to:

Identify which workstation(s) are to be used in your retail area. Using OPTIONS and SETUPS you can "link" specific workstations to your TILL(s).

The Till's cash drawer is activated once the Payment has been entered for each Invoice.

You will be using specific shortcuts to "speed invoice" – default CARDCODES and ITEMS for the Job form itself, and keyboard shortcuts (F6) to FINISH and INVOICE in one move.

The cash drawer Docket printer will be set up as an "Extra Printer" – extra printer#3 for the linked workstation (s). The modified Invoice report INVOICE.POS to suit 76mm or 80mm printers will be set to be picked up by default when invoicing through a POS workstation. You can of course choose to print/reprint to any of your other network printers using the standard A4 format Invoice reports.

You can reconcile the amounts from the Till as part of your end-of-day routine and make minor adjustments to cater for unders/overs prior to doing a normal Banking Session against Unbanked Funds.



Your Retail Workstations would ideally include access to:

- A Cash Drawer (Till)
- A Docket/Receipt Printer (76mm or 80mm roll)
- Barcode scanner or scanners

EFTPOS OPTIONS

EFTPOS System Type

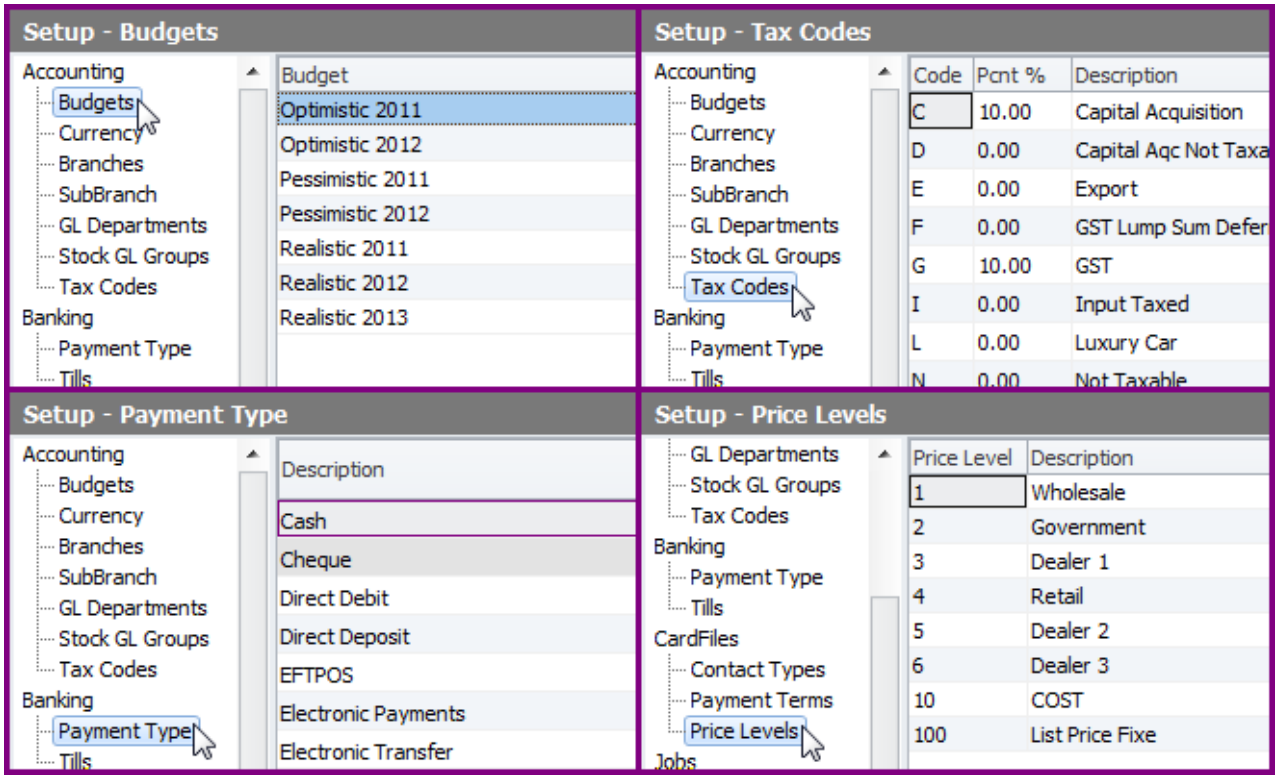
Choose the EFTPOS system used by your business, either PC-EFTPOS (www.pceftpos.com) or Tyro (www.tyro.com).

EFTPOS Server

The name of your PC-EFTPOS system server

2.2 Setups

The setup screens allow you to tailor the Jim2® Business Engine to suit your specific workflow needs. Setups "personalise" Jim2 to reflect your work practices, and "define" issues as below. Setups, for the most part, form the drop down lists available within Object forms - although you have set general and Object defaults via Options, the alternate choices available are made via the Setup Screens:



Jim2 - Setup Screens (Examples)

Your Setups should be management led. You can 'Add' and 'Edit' Setup options as required. Initial Setup options should be reviewed regularly to ensure they reflect the current expectations and needs of your business practices. The Setups you have in place are an excellent training reference for staff.

Major Setup Options are as follows:-

- Budgets
- Price Levels
- Job Priority
- Job Type
- Labour Types
- Descriptions
- Branches
- GL Departments
- Stock Locations
- Stock Bins
- Payment Types
- Tax Codes
- Stock GL Groups
- Ship Via
- Payment Terms
- Stock Attributes
- Contact Types
- Return from Customer Types

Each Setup represents significant functions and choices that interact within Jim2 to speed data entry, and maintain accurate quality records. As such, they should be considered carefully.

2.2.1 Accounting

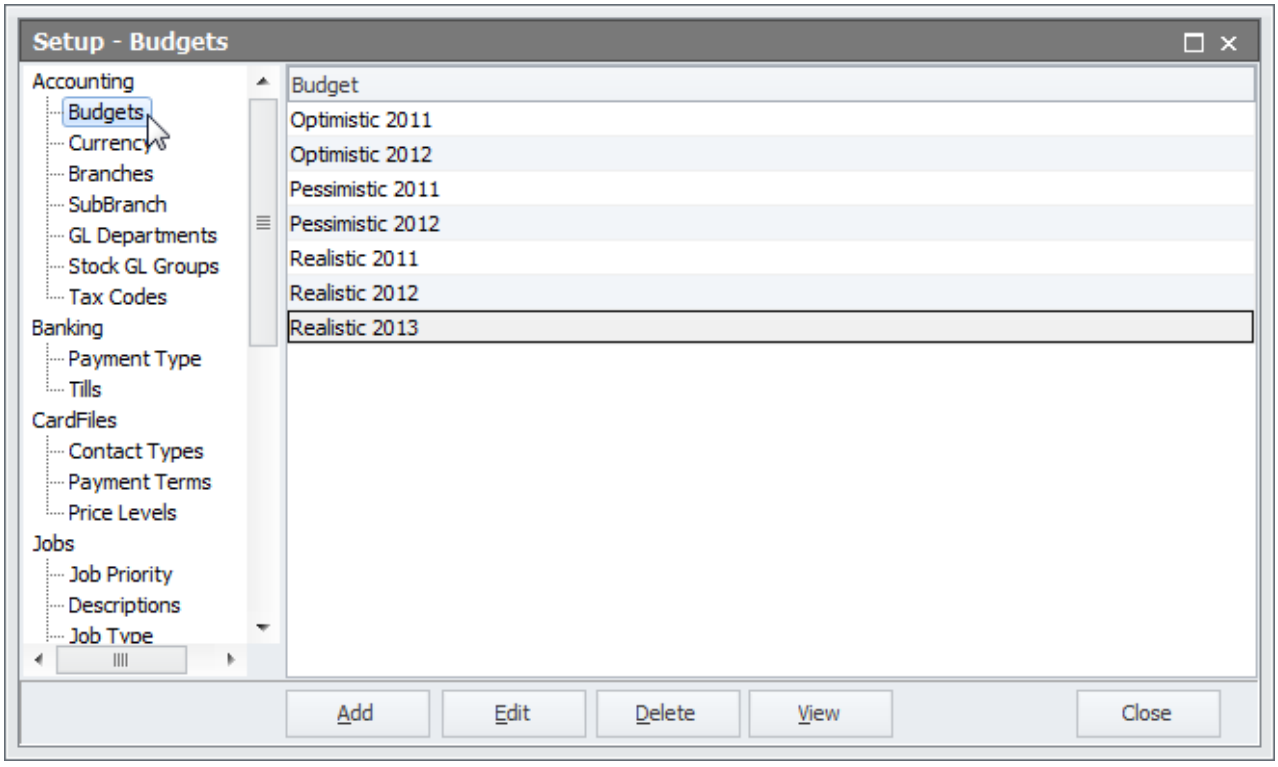
Setting up your Accounting categories in Jim2®

Categories:

- Budgets
- Currency
- Branches
- Sub Branches
- GL Departments
- Stock GL Groups
- Tax Codes

2.2.1.1 Budgets

You must name your budgets before you can configure them under management/budgets. You can edit the names and create new budgets by clicking on the 'Add' button, typing in the name of your budget and then clicking Save.



Jim2 - Budget Setup

2.2.1.2 Currency

Currency Setups need only be performed if you have purchased Multicurrency as part of your Jim2 licence.

Some of the more common currencies are already set up in Jim2, you simply have to edit and mark as active those that you will be using. You can add extra currencies if required.

Currency Code	Symbol	Currency Name	Country	Active	Spread Limit (%)	Out Of Date Warning	Dollar	Dollars	Cent	Cents	Use Stock Price Rounding	Price Rounding
AUD	$	dollar	Australia	☑	5	0	Dollar	Dollars	Cent	Cents	☑	1
EUR	€	euro	European Uni	☐	5	14	Euro	Euros	Cent	Cents	☑	1
GBP	£	Pound Sterling	Great Britain	☐	5	14	Pound	Pounds	Penny	Pence	☑	1
JPY	¥	Yen	Japan	☐	5	14	Yen	Yen			☐	100
NZD	$	dollar	New Zealand	☐	5	14	Dollar	Dollars	Cent	Cents	☑	1
USD	US$	dollar	United States	☐	5	14	Dollar	Dollars	Cent	Cents	☑	1

Jim2 - Currency Setups

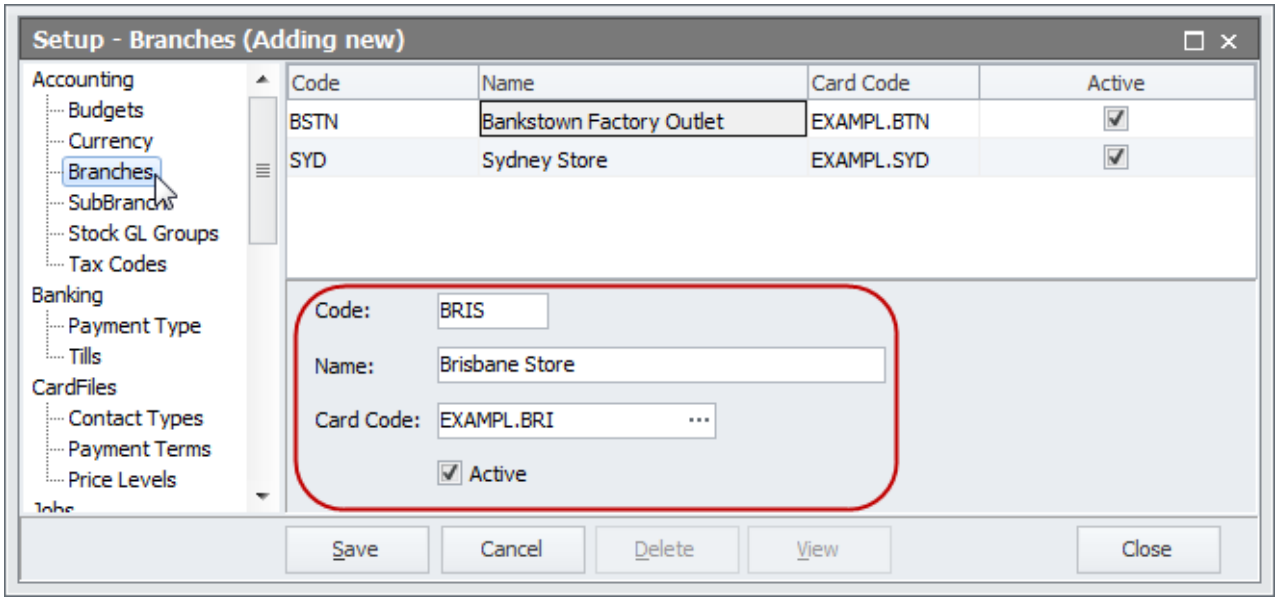
2.2.1.3 Branches

Transactions within a Company database may actually relate to different areas of the Company, and there may be times when you need to report on the different areas Profit or Loss situation. Branches, SubBranches and GL Departments are all used for this purpose. You can choose (within the Branches Tab in Options) whether you use all, none or some of these functions and whether they are optional or required fields.

Within the Branches Tab in Options you also select which Company Logo Report you would like printed in specific documents; Sales, Purchases and Statements (Debtors Statements). You can select to use either the Default or the Branch or the SubBranch.

If you have chosen that you do use Branches, then you will need to set them up in this Branches Setup screen.

The "Setup - Branches" option, as shown below, will only be visible if "Branch" has first been enabled in Options --> General --> Branches.



Jim2: Setup Branches Screen (if enabled in Options)

The picture above shows the Branches window open in edit mode, with a Brisbane store in the process of being added to the existing list.

There are three fields and one checkbox available to you when adding or editing a Branch location.

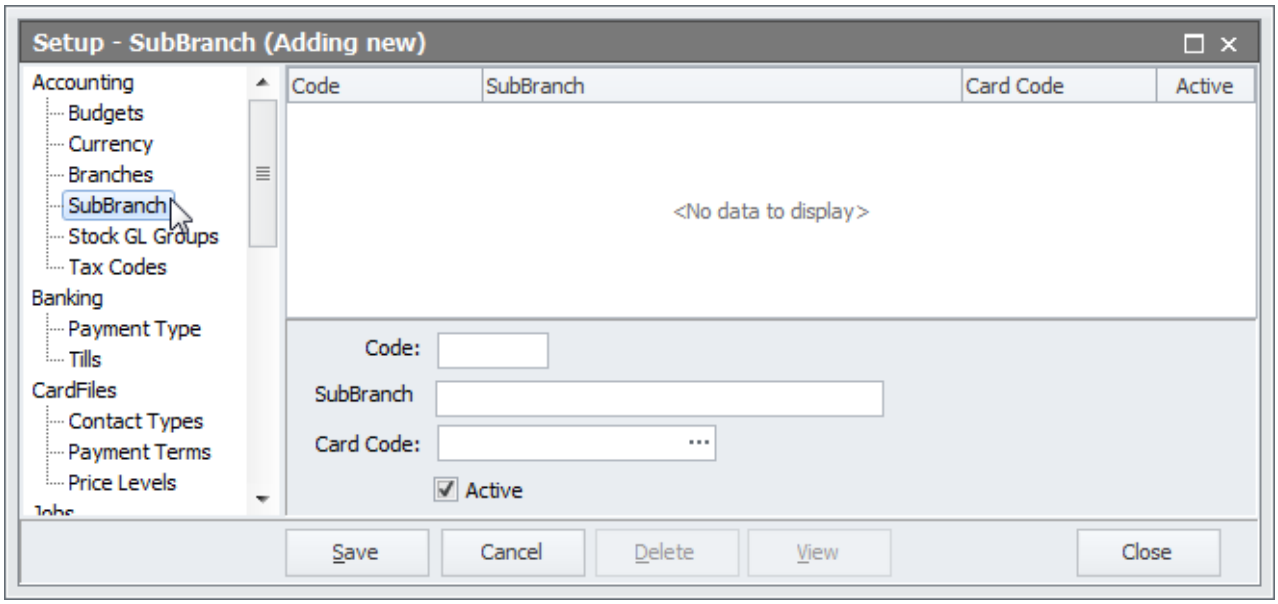
Entry Option	Purpose
Code	You can enter up to 4 alphanumeric characters for the Branch code.
Name	A name/description of the Branch. This can be up to 25 alphanumeric characters in length.
Card Code	If you have set up a CardFile for this Branch, you can link to it if you want to. This is optional.
Active Checkbox	If disabled, you will receive a warning when entering transactions, that the Branch is not currently in use. You can still proceed if you wish.

You can add a new Branch or edit an existing one by using the Add, Edit and Delete buttons at the bottom of the screen.

You cannot Delete a Branch that is currently in use in the Jim2 database, but you can deactivate it.

2.2.1.4 Sub Branches

The "Setup - SubBranch" option shown below will only be visible if SubBranch has first been enabled in Options --> General --> Branches.



Jim2 SubBranch setup screen (Adding new).

There are three fields and one checkbox available to you when adding or editing a SubBranch location.

Entry Option	Purpose
Code	You can enter up to 4 alphanumeric characters for the SubBranch code.
Name	A name/description of the SubBranch. This can be up to 25 alphanumeric characters in length.
Card Code	If you have set up a CardFile for this SubBranch, you can link to it if you

Entry Option	Purpose
	want to (this is optional).
Active Checkbox	If disabled, you will receive a warning when entering transactions, that the Branch is not currently in use. You can still use that SubBranch if you want to.

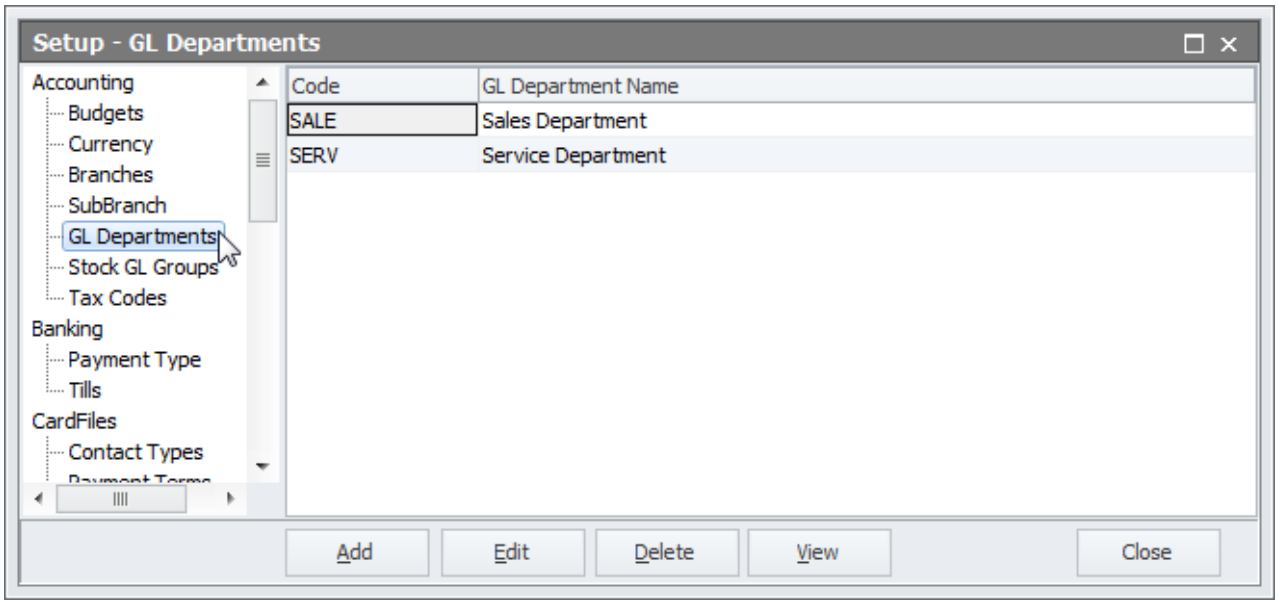
You can add a new SubBranch or edit an existing one by using the Add, Edit and Delete buttons at the bottom of the screen.

You cannot Delete a SubBranch that is currently in use in the Jim2 database.

2.2.1.5 GL Departments

General Ledger Departments are used in Profit and Loss Accounts (Income, COGS, Expenses). These are used to breakup and report on Income and Expenses between different areas of your business.

The "Setup - GL Departments" selection, as shown below, will only be visible if GL Department has first been enabled in Tools --> Options --> General --> Branches.



Jim2 - General Ledger Departments Setup.

Each CardFile has a default GL Department field. If a department is selected here it will be displayed in the documents and can be changed if required.

There are two fields available when adding or editing GL Departments.

Option	Purpose
Code	You can enter up to 4 alphanumeric characters for the GL Department code.
GL Department Name	A description or name of the GL Department. This can be up to 50 alphanumeric characters in length.

You can add a GL Department or edit an existing GL Department by using the Add, Edit and Delete buttons at the bottom of the screen.

You cannot Delete a GL Department that is currently in use in the Jim2 database.

2.2.1.6 Stock GL Groups

Every stock record in your Jim2 database is assigned to a Stock GL Group. Stock GL Groups are the mechanism that Jim2 uses to record all transactions relating to each and every stock.



For example, when you purchase stock on a PO, once the status of the PO is FINISH the value of the stock on that PO will automatically flow to the SOH Asset account assigned to the Stock GL Group that the stock belongs to. Similarly when you sell that stock the SOH account will reduce by the amount of the stock sold, the COGS account will increase by that amount and the Income account will record income received for that stock.

There are two types of Stock GL Groups:

1. Depleting, Special
2. Non Depleting, Labour, Applies.

These directly relate to the Types of Stock that can use a particular Stock GL Group.

You can use the **(1) Depleting, Special** Stock GL Groups for all stock types but the **(2) Non Depleting, Labour, Applies** Stock GL Groups can only be used for those types of stock (not Depleting, Special). This stops the issue of a user setting up GL group for Non Depleting with no Purchase account and then attaching it to a Depleting and/or Special Type stock. It also fixes the issue of having to set up twice, if required for Depleting and Non Depleting stock types. You can set up a Depleting/Special Stock GL Group and attach that to "Depleting, Special, Non Depleting, Labour and or Applies" Types of stock.

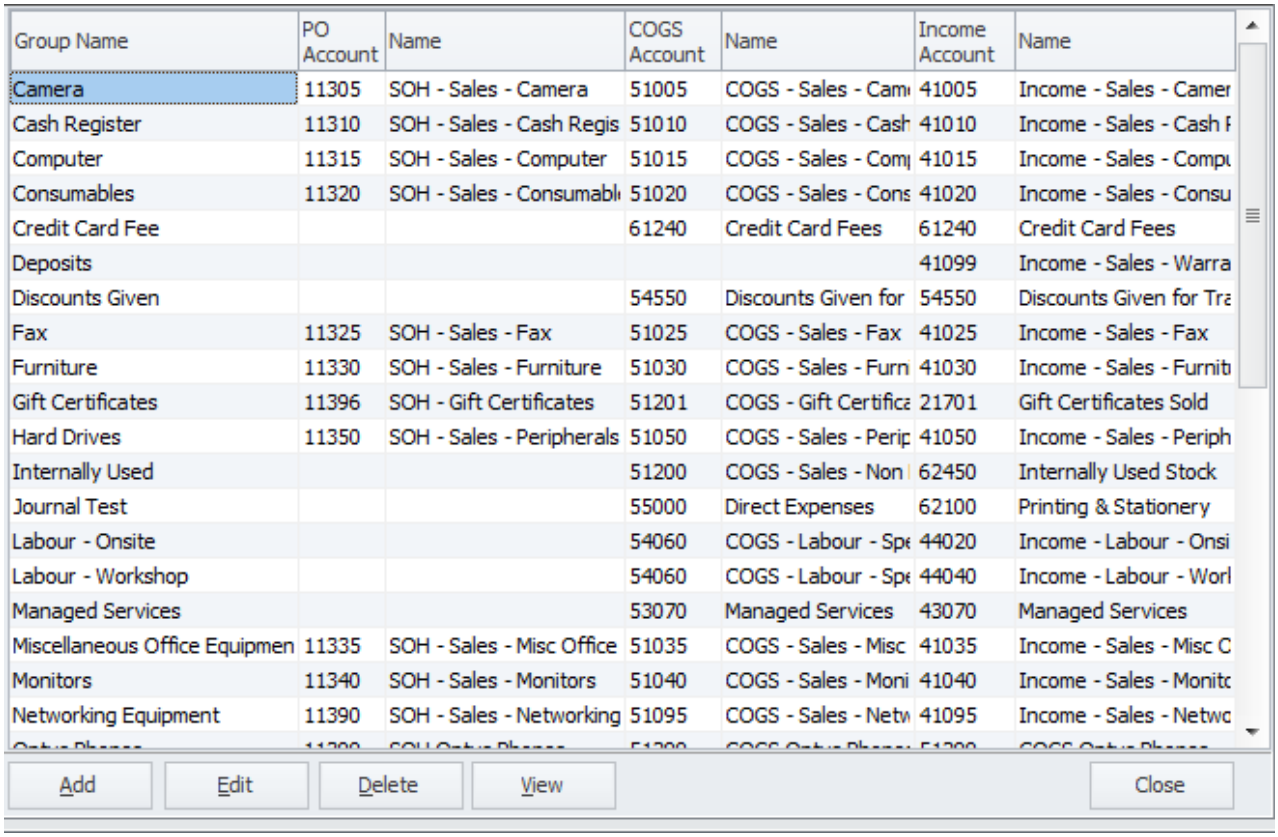
Examples

1. Depleting and Special Stock GL Groups

Stock GL Group Name	Stock Group Type	Purchase GL Acc	Cost of Goods GL Acc	Income GL Acc
Hardware	Depleting &/or Special	11310	51110	41110
Software	Depleting &/or Special	11320	51120	41120
NOTE: Depleting & Special Stock GL Groups use all three fields.				

2. Non Depleting, Labour and Applies

Stock GL Group Name	Stock Group Type	Purchase GL Acc	Cost of Goods GL Acc	Income GL Acc
Cleaning Fluid	Non Depleting		51130	41130
OnSite Labour	Labour		51140	41140
Virus Checks	Applies		51150	41150
NOTE: Non Depleting, Labour and Applies Stock GL Groups use only the COGS and Income fields.				



Group Name	PO Account	Name	COGS Account	Name	Income Account	Name
Camera	11305	SOH - Sales - Camera	51005	COGS - Sales - Cam	41005	Income - Sales - Camer
Cash Register	11310	SOH - Sales - Cash Regis	51010	COGS - Sales - Cash	41010	Income - Sales - Cash F
Computer	11315	SOH - Sales - Computer	51015	COGS - Sales - Com	41015	Income - Sales - Compu
Consumables	11320	SOH - Sales - Consumabl	51020	COGS - Sales - Cons	41020	Income - Sales - Consu
Credit Card Fee			61240	Credit Card Fees	61240	Credit Card Fees
Deposits					41099	Income - Sales - Warra
Discounts Given			54550	Discounts Given for	54550	Discounts Given for Tra
Fax	11325	SOH - Sales - Fax	51025	COGS - Sales - Fax	41025	Income - Sales - Fax
Furniture	11330	SOH - Sales - Furniture	51030	COGS - Sales - Furn	41030	Income - Sales - Furnitu
Gift Certificates	11396	SOH - Gift Certificates	51201	COGS - Gift Certifica	21701	Gift Certificates Sold
Hard Drives	11350	SOH - Sales - Peripherals	51050	COGS - Sales - Perip	41050	Income - Sales - Periph
Internally Used			51200	COGS - Sales - Non	62450	Internally Used Stock
Journal Test			55000	Direct Expenses	62100	Printing & Stationery
Labour - Onsite			54060	COGS - Labour - Spe	44020	Income - Labour - Onsi
Labour - Workshop			54060	COGS - Labour - Spe	44040	Income - Labour - Worl
Managed Services			53070	Managed Services	43070	Managed Services
Miscellaneous Office Equipmen	11335	SOH - Sales - Misc Office	51035	COGS - Sales - Misc	41035	Income - Sales - Misc C
Monitors	11340	SOH - Sales - Monitors	51040	COGS - Sales - Moni	41040	Income - Sales - Monitc
Networking Equipment	11390	SOH - Sales - Networking	51095	COGS - Sales - Netw	41095	Income - Sales - Netwc

Add Edit Delete View Close

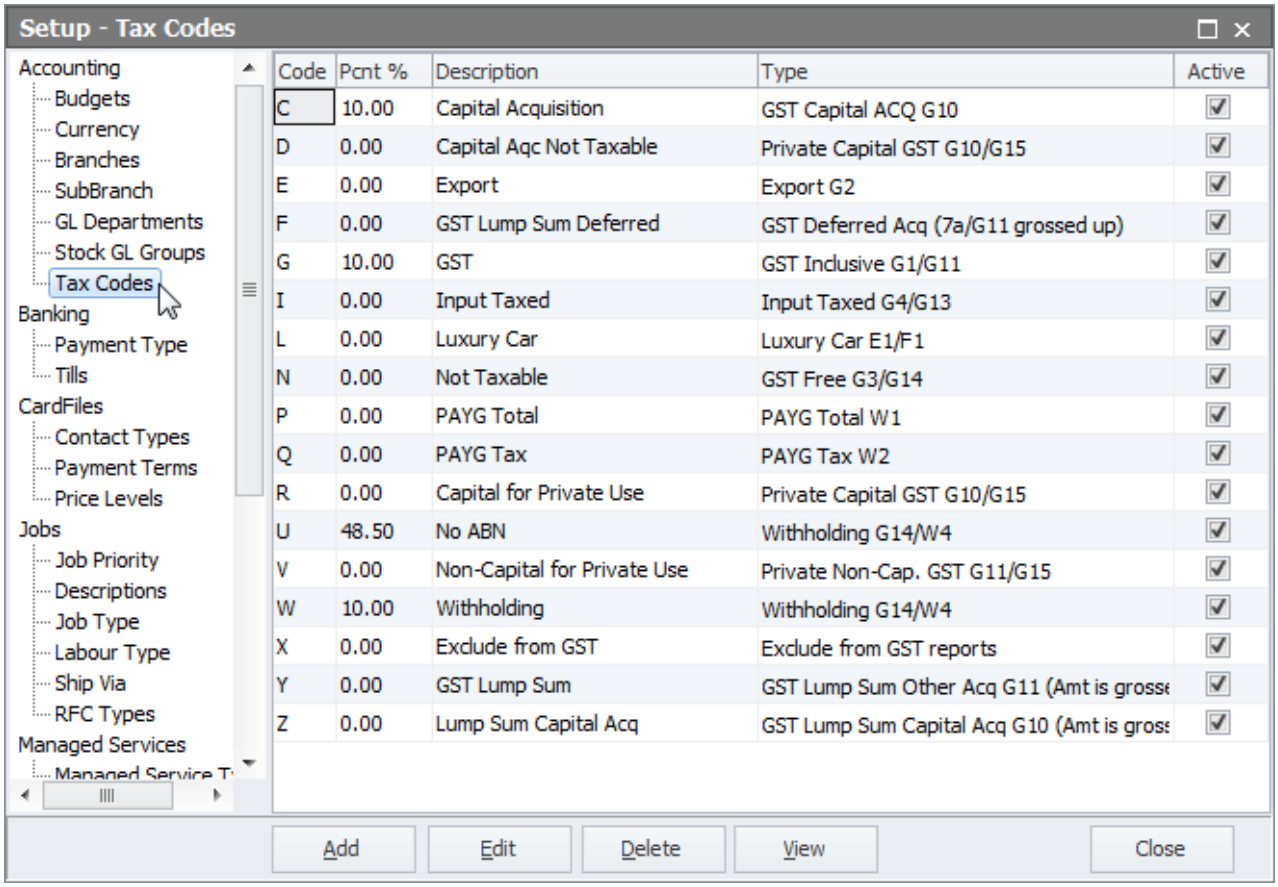
Jim2 - Stock GL Groups Setup.

Add or Edit a Stock GL Group by clicking on the Add button or highlighting the Stock GL Group and selecting the Edit button. You will not be able to Edit a Stock GL Group once it is added to a Stock which has a transaction. You will not be able to delete a Stock GL Group once is it attached to a stock record.

When adding a new Stock GL Group, you cannot select a COGS account that has been set up as an 'Expense PO' account. You must select a COGS account that is either a Control Account or a Detail Account. Add a new COGS GL account if the one you want is not available to select from.

2.2.1.7 Tax Codes

The Tax Code grid allows you to allocate an alpha (only) value to the various tax codes that apply to Stock. When adding stock, you need only add the appropriate Tax Code and the "tax paid" stock prices will automatically be calculated from the "tax free" prices.



Jim2 - Tax Codes Setup screen.

In the setup grid (shown above), there are five fields that need to be filled out for each tax value.
They are:

Field	Explanation
Code	Allocate a unique code for each tax type.
Percent Type (Pcnt %)	The percentage value of the tax.
Description	Add a description of the tax (up to 30 characters).
Type	Select a Type from the drop down list - these relate to BAS Fields.
Active (Tickbox)	Whether the Tax Code is active and available for use.

You can create additional Tax Codes or edit existing Tax Codes by using the Add, Edit and Delete buttons at the bottom of the Tax Code Set-up.

Once a Tax Code is used it cannot be altered or deleted – you can only mark it as Not Active (unticked). By making a Tax Code inactive, it is no longer available for use from that point onwards. If that code has been used previously, however, it still applies within historical records. Should you need to, you can re-enable it at a later date.

GST – BAS and the Jim2 Business Engine:
This is a Table showing the Tax Types and where they fit in the BAS. The Tax Types you Setup and use in

Jim2 are vital to the formation of the BAS Report.

Code	Type	BAS Field
C	Capital Acquisition	G10
E	Export	G2
F	GST Lump Sum Deferred	7A/G11
G	GST Inclusive	G1/G11
I	Input Taxes	G4/G13
L	Luxury Car Tax	E1/F1
N	GST Free	G3/G14
P	PAYG Total	W1
Q	PAYG Tax Amount	W2
R	Capital for Private Use	G15
V	Non-Capital for Private Use	G15
W	Withholding (No ABN on Vend Invoice)	G14/W4
X	Exclude from GST Reports	
Y	GST Lump Sum	G11
Z	Lump Sum Capital Acquisitions	G10

Also see the GST Sessions and the BAS section of this manual.



Please ensure you fully understand the GST requirements and the Jim2 Tax Types (Set-ups and Use), prior to using Jim2.

2.2.2 Banking

Setting up your Banking Categories in Jim2®.

Categories:

- Payment Type
- Tills

2.2.2.1 Payment Type

This screen allows you to set up your different Payment Types available for Debtors, Creditors and Cheque Book entries.

These Payment Types have five very important fields:-

1. "Reconcile Separately" relates to what happens when you Bank these types of payments. Do you want them to show in the Bank Reconciliation screen as individual payment entries or as one entry which is the total of multiple payments?

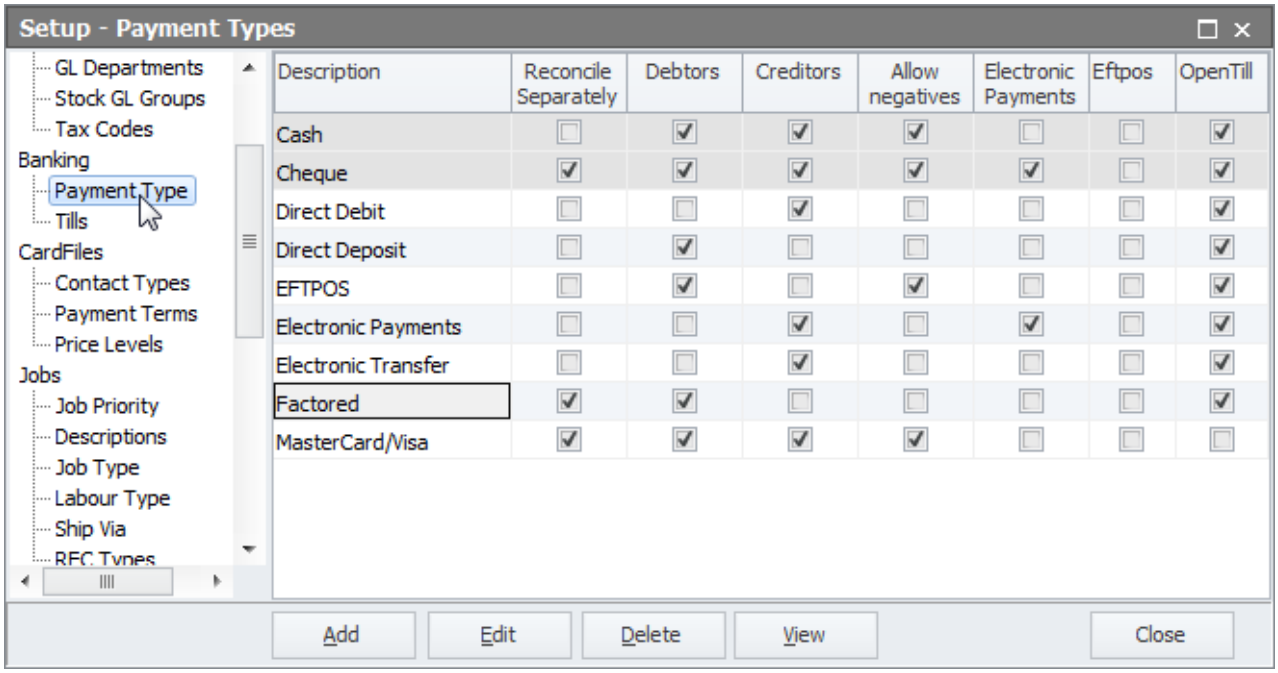
2 / 3. The Debtors and Creditors tick-boxes relate to whether a particular Payment Type is available for a Debtor and/or Creditor Payment - extremely useful for Direct Deposit vs Direct Debit.

4. Allow Negatives. Any payment type that you will refund from Unbanked Funds, e.g., Cash or EFTPOS should be ticked to Allow Negatives. For example, in the case of cash being refunded from the Till, the refund will show as a negative amount in Bank Deposits (the Pig). You can then include the negative amount in your Banking Session, so that the Banking in Jim2 agrees with what you physically banked.

5. Electronic Payments. You can export all payments for the day that were made using the Electronic Payments method, in a standard ABA file - no more typos.

6. Eftpos.

7. OpenTill.



Jim2 - Payment Types Setup.

Payment Types need only be set up to show...

Field	Explanation
Description	Payment description: Cash, Cheque, etc.
Reconcile Separately	Reconcile Separately
Debtors	Is this payment type available for use in Debtors
Creditors	Is this payment type available for use in Creditors
Allow negatives	This payment type can be refunded from Unbanked Funds
Electronic Payments	Select one payment type for Electronic Payments if you are going to use the Electronic Payments function in Banking
Eftpos	

Field	Explanation
OpenTill	This payment type is one for which the till will need be opened

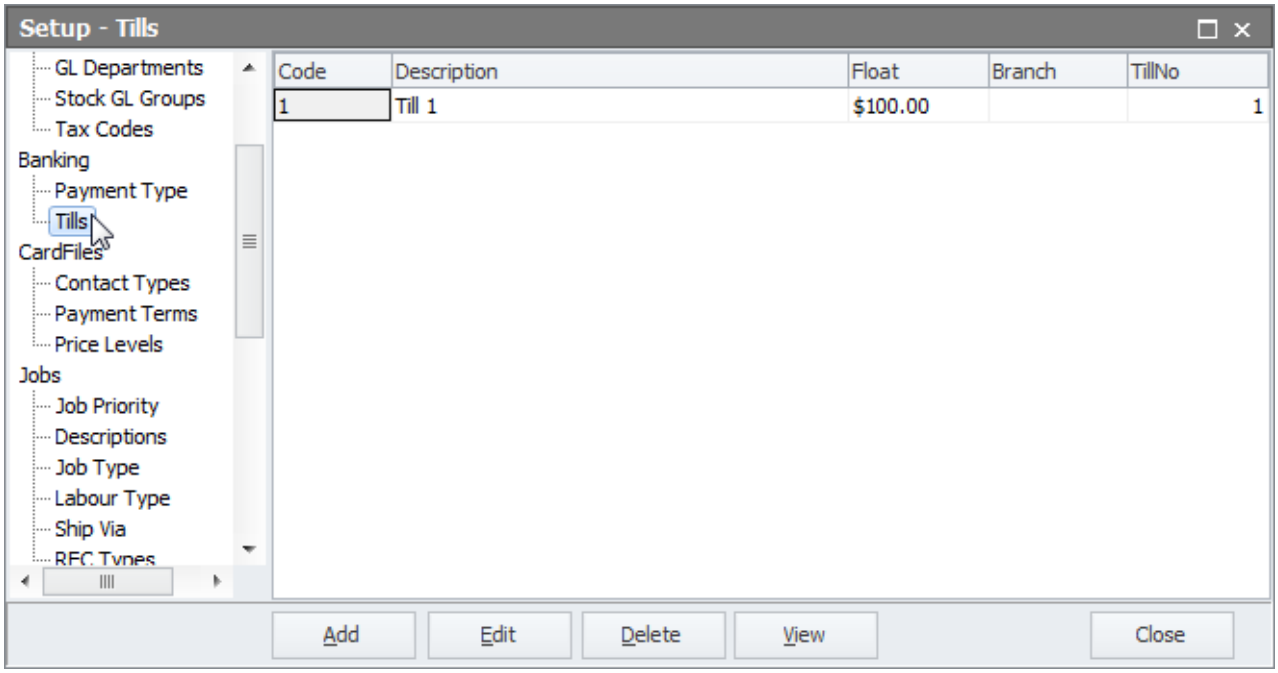
You can create additional Payment Types or edit existing Payment types by using the Add, Edit and Delete buttons at the bottom of the Payment Type Setup screen.

"Allow Negatives" allows you to flag individual payment types as refundable from Unbanked Funds. Be careful here to only flag those Payment Types that your Retail Staff can use for refunds.

For detailed instructions on using Electronic Payments, refer to the section in the Banking area on Electronic Payments.

2.2.2.2 Tills

As part of the Setup to operate Retail, you will need to firstly name the Tills that you use (Code and Description), then assign each Retail workstation one of these Tills. You can of course have two workstations using the same physical Till. Allocation of Tills is done via Options --> Retail.



Jim2 Setups - Tills

You should nominate the amount of the float for each till, which will then reflect in the Cash Calculation, in 'Till Reconciliations'.

2.2.3 Cardfiles

Setting up your CardFile categories in Jim2®

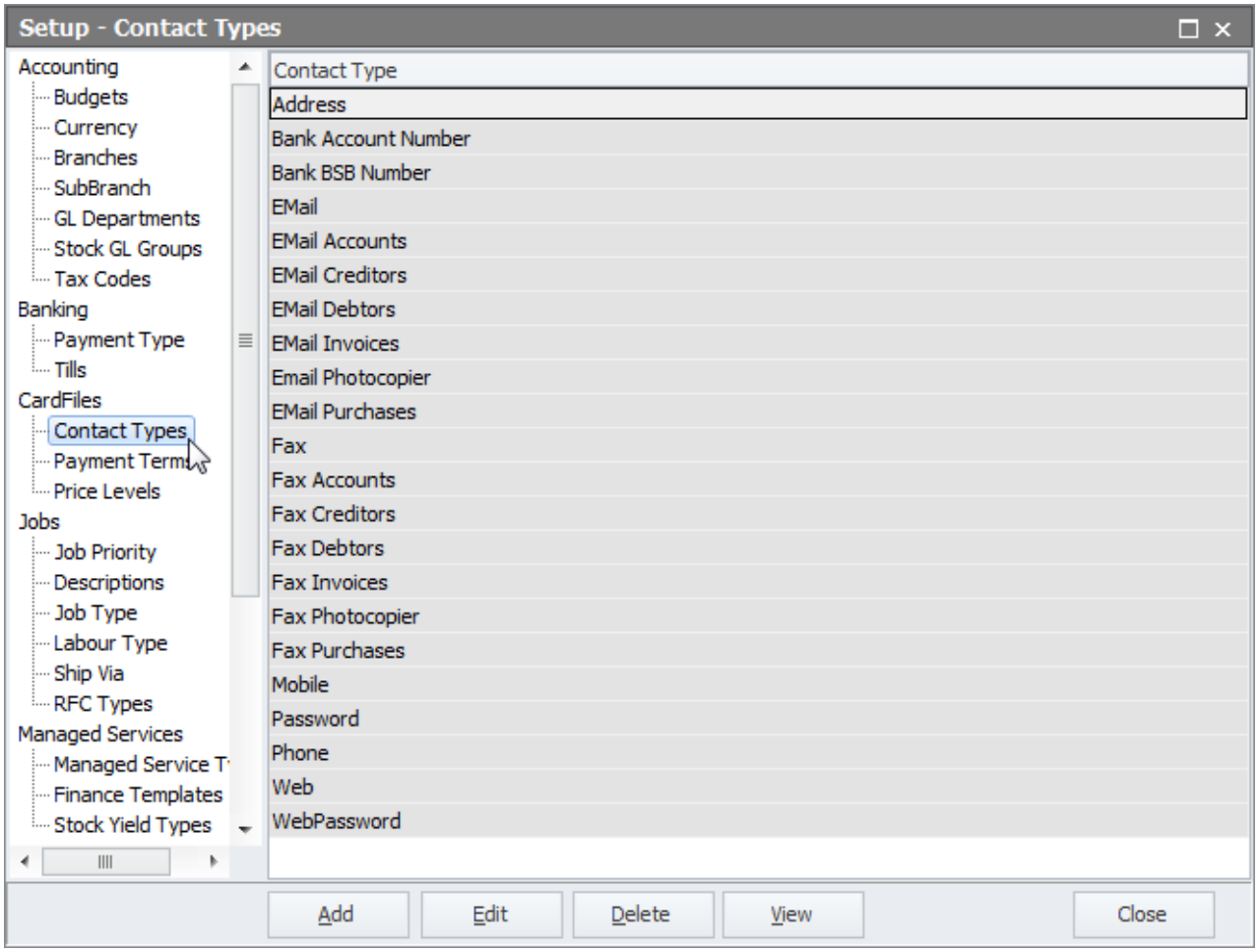
Categories:

- Contact Types

- Payment Terms
- Price Levels

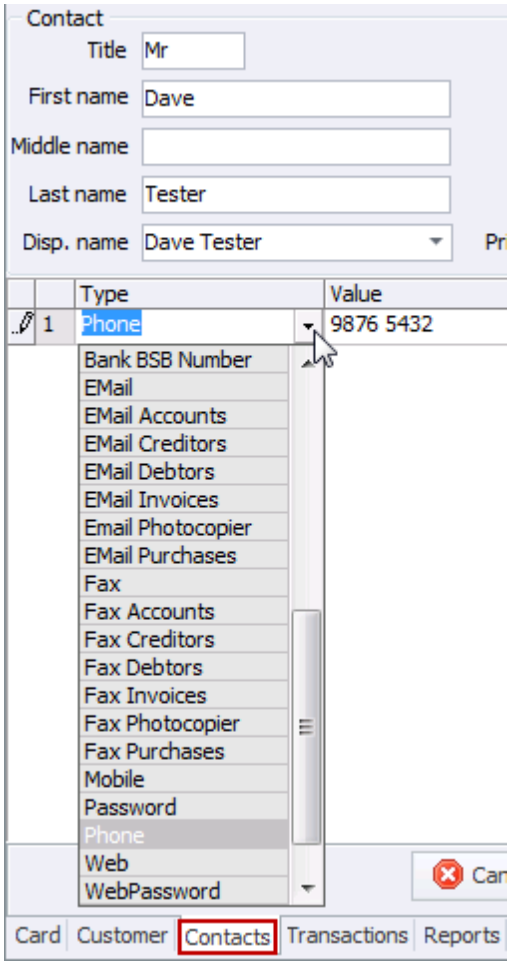
2.2.3.1 Contact Types

Contact Types can be found in **Tools --> Setups --> CardFiles --> Contact Types**.
The System Types are not editable, but you can add and/or edit your own contact types.



Jim2 - Contact Types in Setups

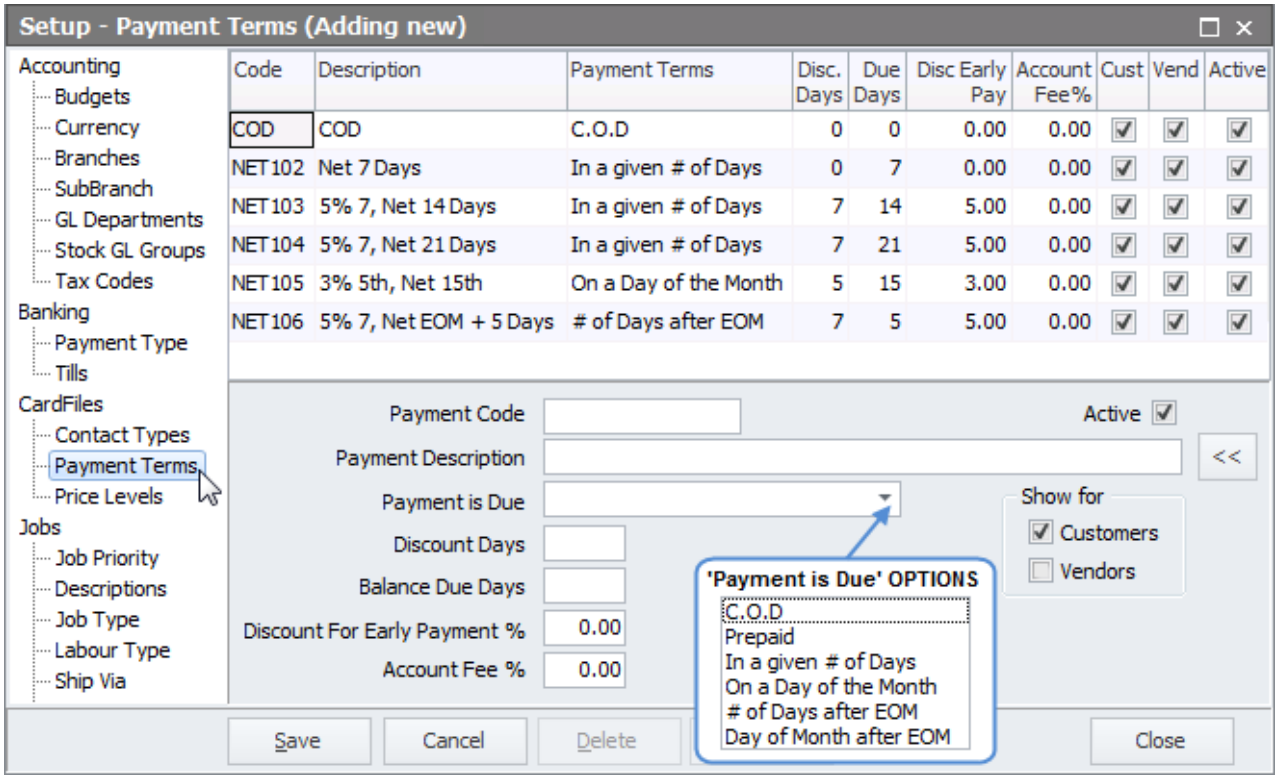
Once the Contact Types are set up as shown above, they can be used when creating or editing a CardFile.
The options are available from the Contacts Tab of the CardFile.



Jim2 - Contact Types in Cardfiles

2.2.3.2 Payment Terms

This screen is used to set up your Customer and Vendor Payment Terms.



Jim2 - Payment Terms Setup.

Payment Terms need to have the following fields entered for each Payment Term entry.

Field	Explanation	
Payment Code	The Code for the Payment Term that will be selected in Customer and Vendor CardFiles.	
Payment Description	Description of the Terms. This will be displayed on reports.	
Payment Terms, A.K.A, Payment is Due	There are six possible choices for this field. Select one from the drop-down menu.	**C.O.D.** The balance of the invoice is due on delivery.
		Prepaid. The balance of the invoice is due at the time of completion of the invoice.
		In a given # of Days. The payment due date and discount date are based on a number of days after the invoice date.
		On a Day of the Month. The payment due date and discount date are based on the month in which the invoice was recorded.
		# of days after EOM. The payment due date and discount date are based on a number of days after the end of the month.
		Day of Month after EOM. The payment due date and discount date are based on the month after which the invoice was recorded.

Field	Explanation
Discount Days	The number of days after the invoice date that a discount will be given if paid.
Balance Due Days	The Number of days from the date of the invoice that Payment becomes due.
Discount For Early Payment %	The discount (%) applied if payment is made within the Discount Days for this Payment Term.
Account Fee %	A % of the amount owed that you wish to charge if a payment is not received by the Due Date.

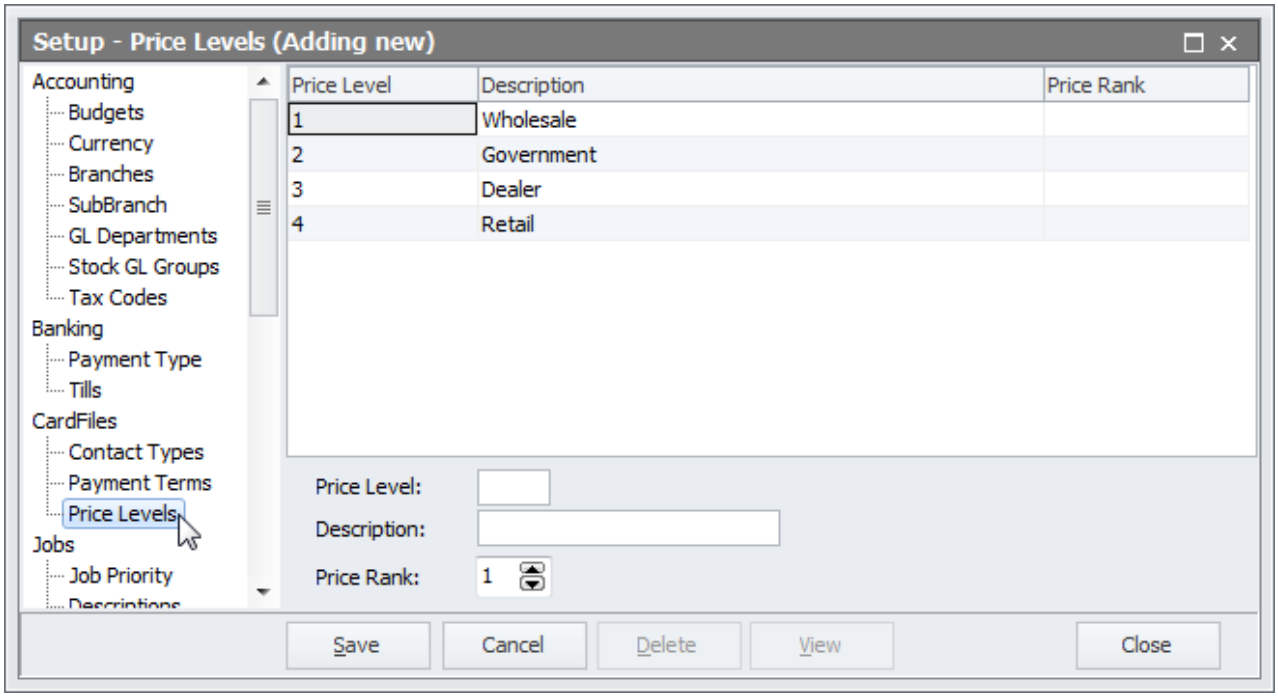
There is an Account Fee field in each Customer CardFile which can be used to overwrite the Account Fee % in the selected Payment Terms. This is useful, for example, if you have a Customer who is an extremely bad payer. You could choose to charge them more Account Fees than any other Customers who are on the same Payment Terms.

You can create additional Payment Terms or edit existing Payment terms by using the Add, Edit and Delete buttons at the bottom of the Payment Terms Setup screen.

2.2.3.3 Price Levels

Your customers can be identified as belonging to specific financial demographics, e.g., wholesale, retail, etc. This default affects the Stock Pricing that a customer attracts in a Job. In this setup, you define a table of Customer Price Level#s, with an appropriate description for each.

Price Levels for Customers should reflect concepts such as differing Customer Contracts, demographics or economic considerations. Further identification of customers via "Groups" will help refine and define Customers within and throughout your Jim2® Business Engine database.



Jim2 - Price Level Setup.

Each Price Level is represented by a number (for example: Price Level#1 is wholesale) and can have a 15 character description attached for reference. You can create additional Price levels or edit existing Price Levels by using the Add, Edit and Delete buttons at the bottom of the Price Level Setup screen.

The CardFile for each customer has a Price Level# field to ensure an appropriate Stock Price is calculated for their Jobs. The Selling Price of Stock is set for each Price Level# in the Stock file. Users can override the default pricing on an individual active Job if required. Special Stock Pricing or Price Breaks can be set in each Stock record to apply to a specific Customer, overriding the default Stock Price calculation from their Price Level.

2.2.4 Jobs

Setting up your Job categories in Jim2®

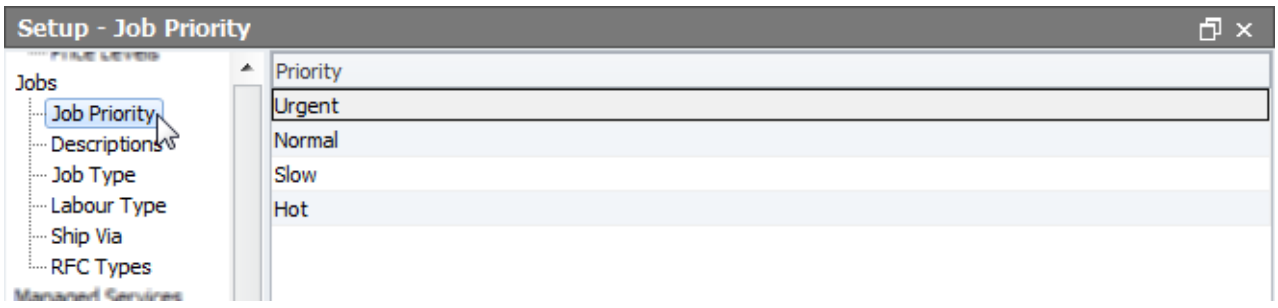
Categories:

- Job Priority
- Descriptions
- Job Type
- Labour Type
- Ship Via
- RFC Types (Return From Customer)

2.2.4.1 Job Priority

Jim2 Business Engine automatically sets the priority of all Jobs entered to Normal, however you can create additional priorities (with a value of up to 8 characters). The Priorities that you set up for Jobs need to have a meaning that is clearly understood by all users. By creating Lists of Jobs that are sorted by Priority, users should be able to sort their workload into correctly prioritised work order.

Jim2 will automatically default all Jobs to a Priority of Normal. Normal customer expectations for Job turn around should be reflected in the default due set in Global Job Options. You can create specific Labour Pricing to suit the priorities you create - in that way, all users have a clear understanding of what Labour Rate to charge for each Priority you set. The Date Due specific to a customer (in relation to contract requirements) is set within the CardFile for that customer and automatically over rides defaults set at a global level.



Jim2 - Job Priority Setup.

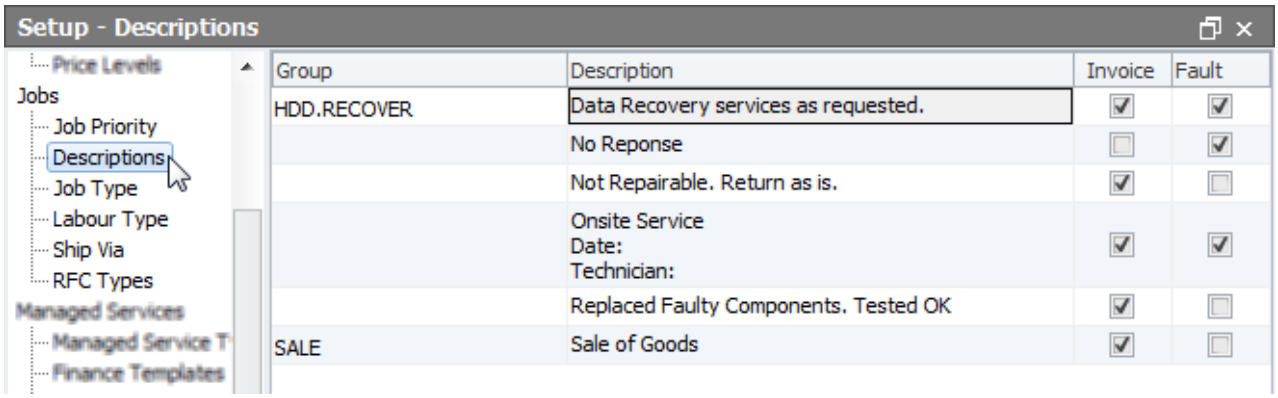
For example: Set up a Job Priority of 'Urgent', so that users can apply, under a set of known circumstances, to set individual jobs apart that need escalation or urgent resolution. Set up a Job Priority of 'Hot' that users can apply, under a set of known circumstances, to set individual jobs apart that can be done immediately. The Due Date may bear little relevance on the customer's expectations of completion.

You can create additional Job Priorities (with a value of up to 8 characters) to suit your needs using the 'Add' then 'Save' buttons at the bottom of the Job Priority Setup screen. You cannot, however, Edit or Delete a Priority that is currently in use in the Jim2 database. Jim2 will perform a check for you and a warning message will pop-up on to the screen.

To change the priority of an active job, click the pull-down box beside the priority field on the job screen or use the keyboard short-cut ALT-P.

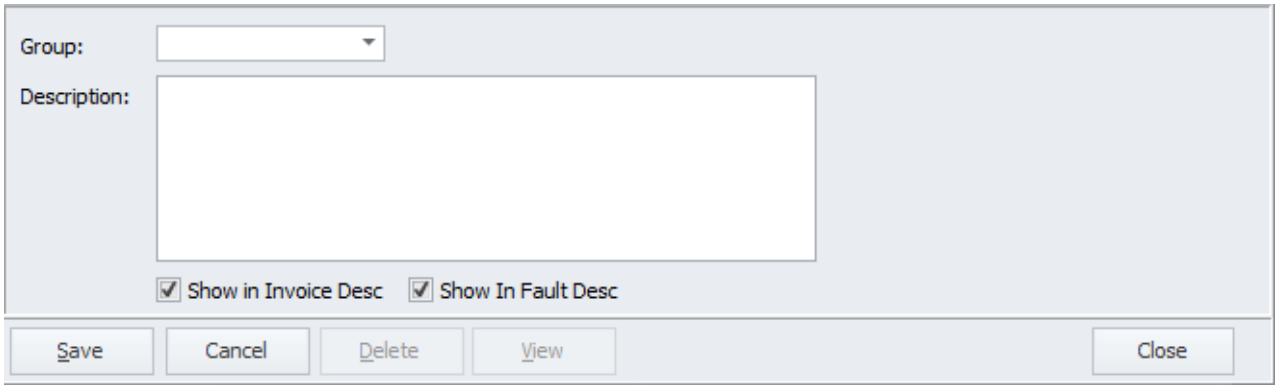
2.2.4.2 Descriptions

Descriptions allow you to set up predefined common descriptions for Faults and Invoicing which can be selected on jobs. This means staff do not waste time with repetitive data entry, or indeed, make spelling mistakes when they do.



Jim2 - Description Setup

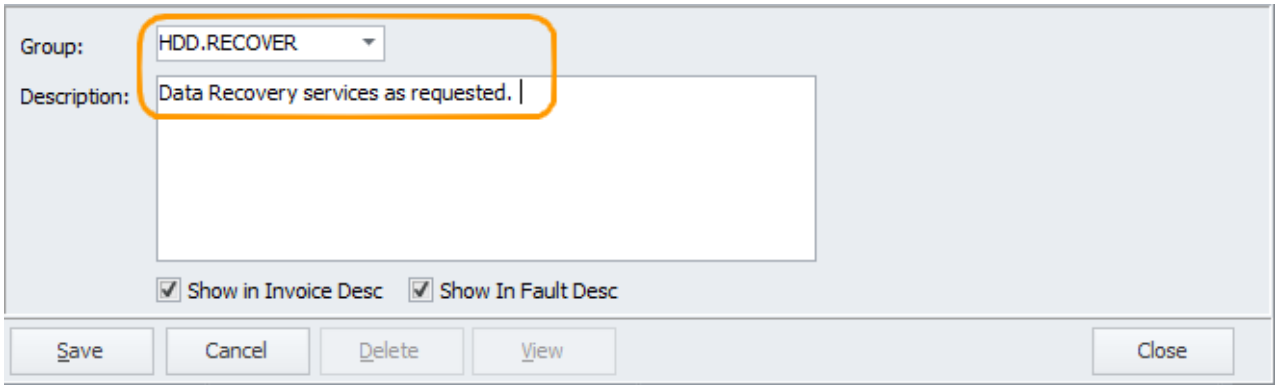
To add a new Description, simply click on the Add button at the bottom left of the Description Setup screen, enter your description and save. Tick if it is to show in the Invoice Description Field and/or the Fault Description field.



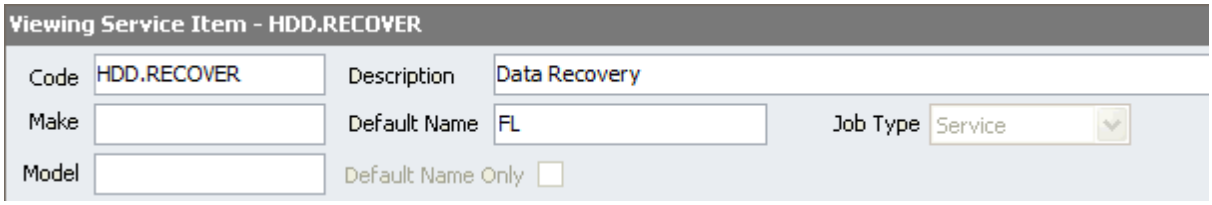
Jim2 - Add Description

The Group field is not a mandatory field, and only relates to groups of descriptions. It can be used to flag if the Description relates to Sales or Technical Staff, and the Descriptions will be grouped together in the Description list. It can also be used to mirror your ITEM# so your staff simply select the Description Group that matches

the ITEM# used on a job. This will ensure that the Description is relevant to the Job Item.



Jim2 - Description Group



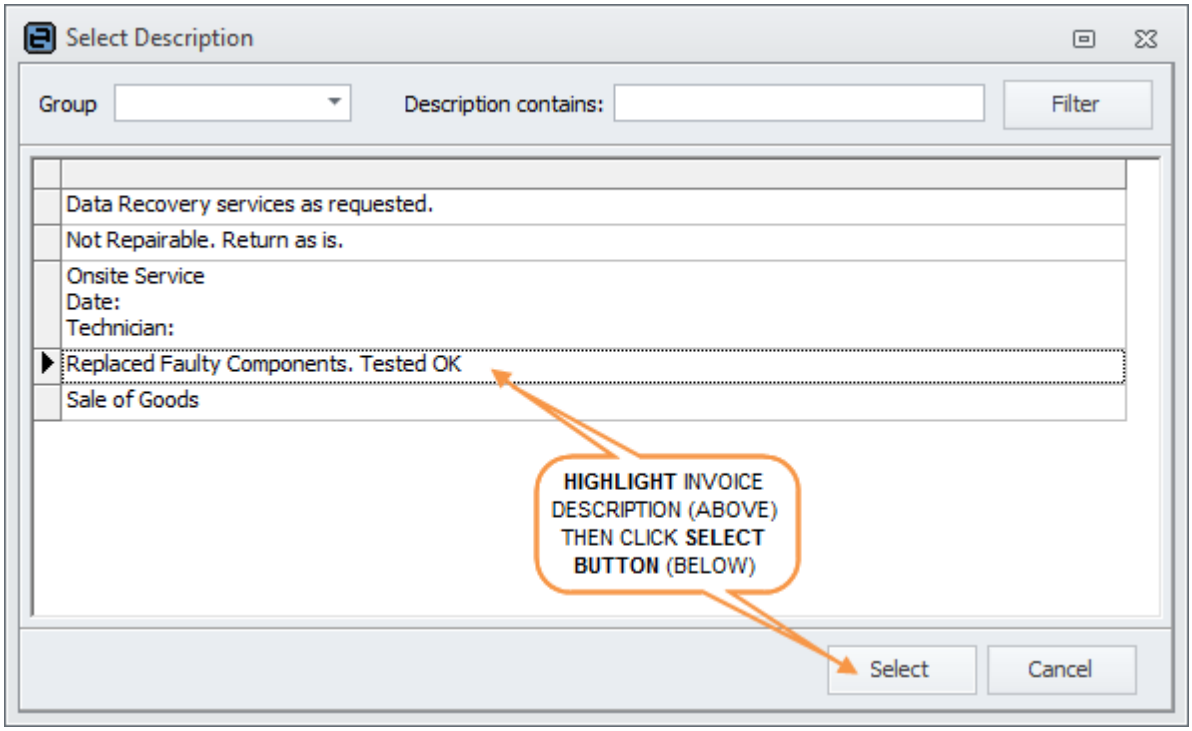
Jim2 - Service Item that matches Description Group

When entering Service Jobs within Jim2 you will see a Fault Description field - by clicking on the icon to the right, you can select a default Fault Description and add to it if required.

When marking a Job as Ready or when Invoicing it, you have a field in which to enter an Invoice Description.



By clicking on the icon to the right of the description field, you can select a default Invoice Description and add to it if required. (See image below).



Jim2 - Descriptions Setup.

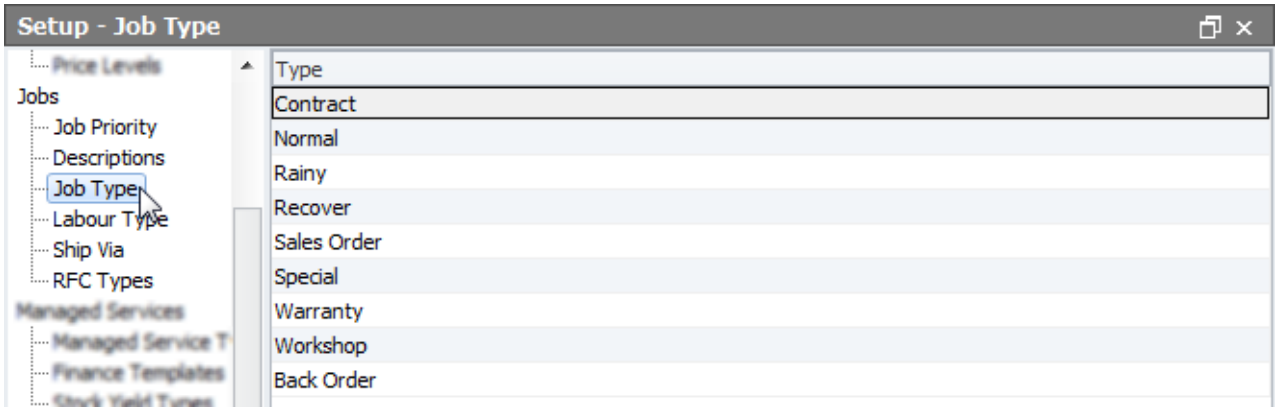
If within a Job you select a default Fault and Invoice Description you can add on to those defaults with any extra required information.

2.2.4.3 Job Type

Although the Jim2 Business Engine provides for either Sales or Service Jobs, you can then apply specific "types" of sales or service jobs to suit your workflow. The best example of the application of Job types is the type Warranty. Any Job with a type of Warranty must be handled by staff in a specific way, checks must be made to ensure your conditions of warranty have been met, including warranty limits and pricing structures.

Job Types you set up should send a clear signal to users as to how to proceed in terms of customer expectations.

Jim2 will automatically default all Sales or Service Jobs to a 'Type' of Normal. Normal customer expectations for Job turnaround and pricing should be reflected in the default Due Date set in Global Job Options. Different Job Types, however, can serve to indicate a specific type of Sales or Service that you provide, and as such, could have specific labour pricing apply to them. Similarly, the circumstances under which users change Job Type should be clearly defined.



Jim2 - Job Type Setup.

You can create additional job types (with a length of up to 8 characters) or edit existing Job types by using the Add, Edit and Delete buttons at the bottom of the Job Type Set-up screen. You cannot Edit or Delete a Job type that is currently in use in the Jim2 database. Jim2 will perform a check for you and a warning message will pop-up on the screen.

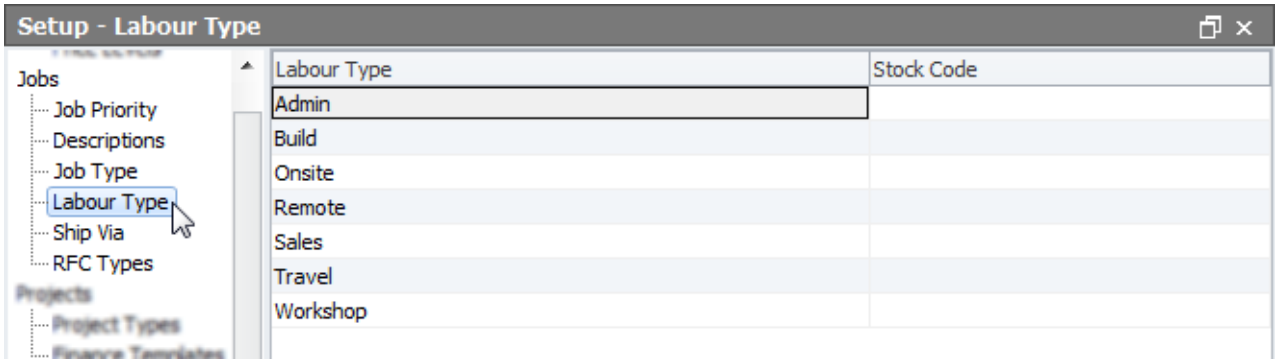
The Jim2 Business Engine is supplied with a system Job type of Back Ordered (this type cannot be Deleted or Edited). Jim2 will apply this Job Type to any job created using the Backorder function.

To change the type of an active job, click the pull-down box beside the priority field on the job screen or use the keyboard short-cut ALT-T to move to the field then ALT-Down Arrow to use the drop down menu.

2.2.4.4 Labour Type

Labour Type relates to your users (staff) and the different "Types" of labour they can allocate to jobs. Although you may not necessarily charge a Customer for each Labour Type, by setting up all your Labour Types to match your users (staff) you can report on productivity and economic viability of processes correctly.

Actual Labour can be used to produce accurate productivity figures showing individual improvement or overall process improvement. If productivity is a Key Business Indicator for your company, consider the set up of Labour Types carefully. Users should be encouraged to use the Actual Labour Grid - you can then devise reports based on Labour Type to examine productivity and improvement issues for your processes.



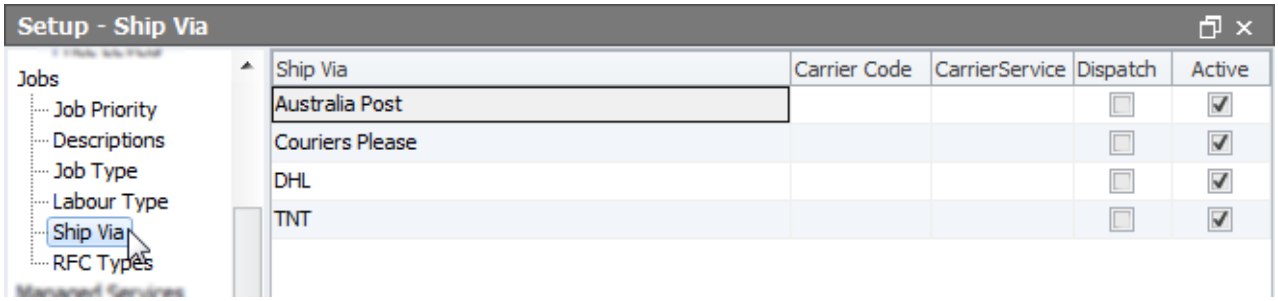
Jim2 - Labour Types Setup.

You can create additional Labour Types (with a length of up to 8 characters) to suit the functions your staff perform, or edit existing Labour Types by using the Add, Edit and Delete buttons at the bottom of the Labour Type Setup screen. You cannot Edit or Delete a Labour Type that is currently in use in the Jim2 database. Jim2 will perform a check for you and a warning message will pop-up on the screen.

Each user can then be assigned a Default Labour Type in their CardFile. As they "add" labour to an active job, it will use that default labour type to describe their input. There is the option for the user to change the default (if required) via a browser button in the Labour Grid of Jobs.

2.2.4.5 Ship Via

This is where you can set-up the Shipping information for those carriers that you use to transport goods to customers.



Jim2 - Ship Via Setup.

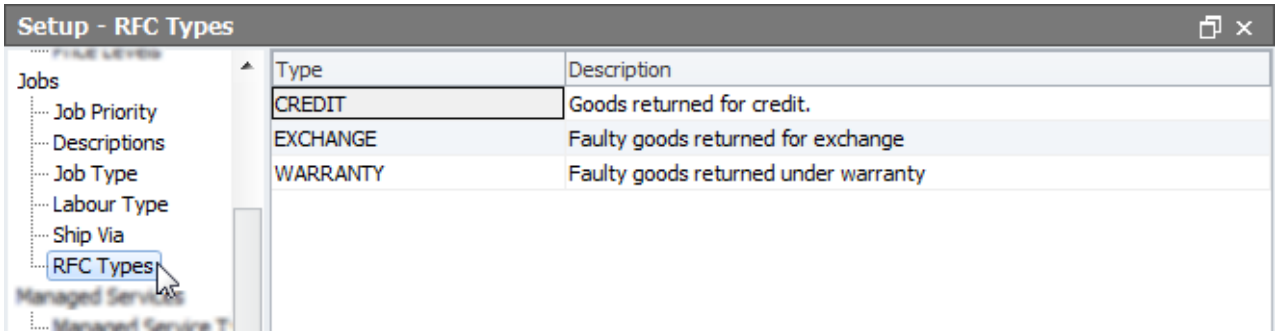
You can create additional Ship Via Types (with a length of up to 25 characters) to suit the Shipping methods of your Company and Customers using the 'Add', 'Edit' and 'Delete' buttons at the bottom of the Ship Via Set-up screen. You cannot Edit or Delete a Ship Via Type that is currently in use in the Jim2 database. Jim2 will perform a check for you and a warning message will pop-up on the screen.

2.2.4.6 RFC Types (Return From Customer)

This screen allows you to set up your different 'Return from Customer' Types.

If you have ticked the check-box labelled *Return Type is required for Customer Returns,* in Options->Job->Customer Returns, you will have to select a Return Type when adding a Return from Customer.

This is a useful means of tracking why goods are being returned and can form part of your Quality record.



Jim2 - Setup - Return from Customer Types

By using Types correctly, you can monitor your returns by running a list on a specific 'Return Type' over a given time period.

2.2.5 Stock

Setting up your Stock Categories in Jim2®.

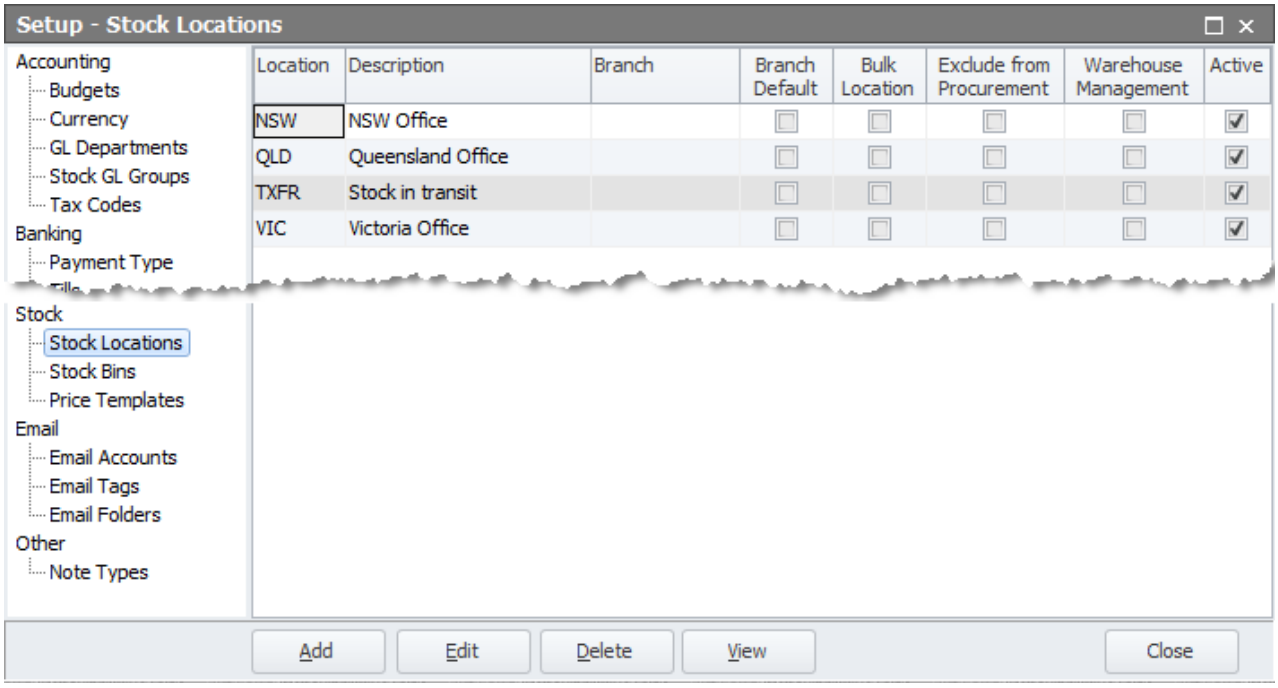
Categories:

- Stock Locations
- Stock Attributes
- Stock Bins
- Price Templates

2.2.5.1 Stock Locations

This screen allows you to use and track multiple Stock Locations. These might be internal to your company premises or geographically external (such as a different building or city). Stock Locations can even be set up for "temporary" locations (such as a technician's car) for added accuracy.

Since all users are able to sell stock from any location, and the Stock record shows the quantity count at each location, more accurate Stocktakes can be performed. By encouraging users to Transfer Stock to a different location, as it is being moved, Jim2 will be able to pinpoint all Stock at all times, and trace all Stock Movements.



Jim2 Setup - Stock Locations.

You can create additional stock locations (named with a maximum of 4 characters) and an appropriate location description (to a maximum of 25 characters) by using the Add button at the bottom of the Stock Location Setup

screen. You can Edit or Delete Stock Locations using the buttons at the bottom of the Stock Location screen.

Stock Locations can be linked to Branches to ensure Stock is purchased and sold to and from the correct locations.

Location TXFR is a Jim2 system location used in Stock Transfers. While a stock transfer is on a status of TRANSFER, the stock is automatically moved to the TXFR location so that it cannot be sold. Once it is received at the destination, the stock transfer is Finished and the stock moves from location TXFR to the new location.

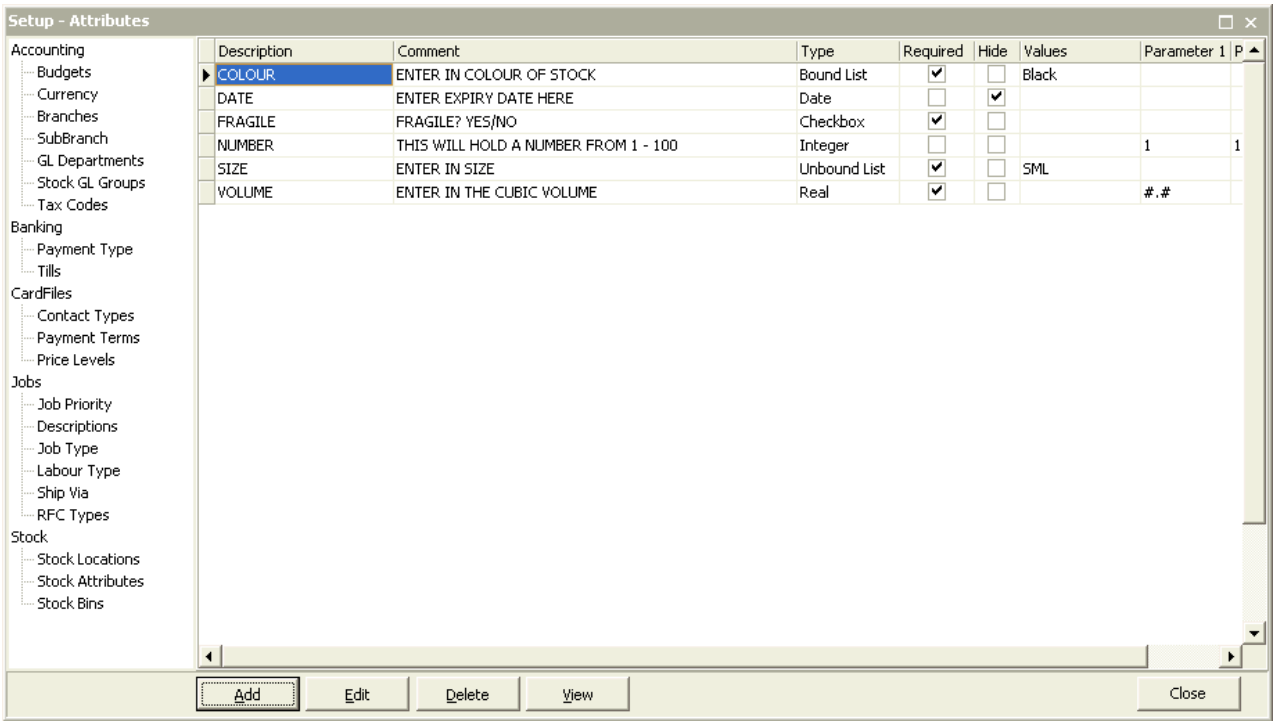
If you have a bulk warehouse where stock is held, you can set this up as a location (you need to tick the Bulk Location checkbox) and transfer stock as required, either using Stock Transfers or Stock Procurement.



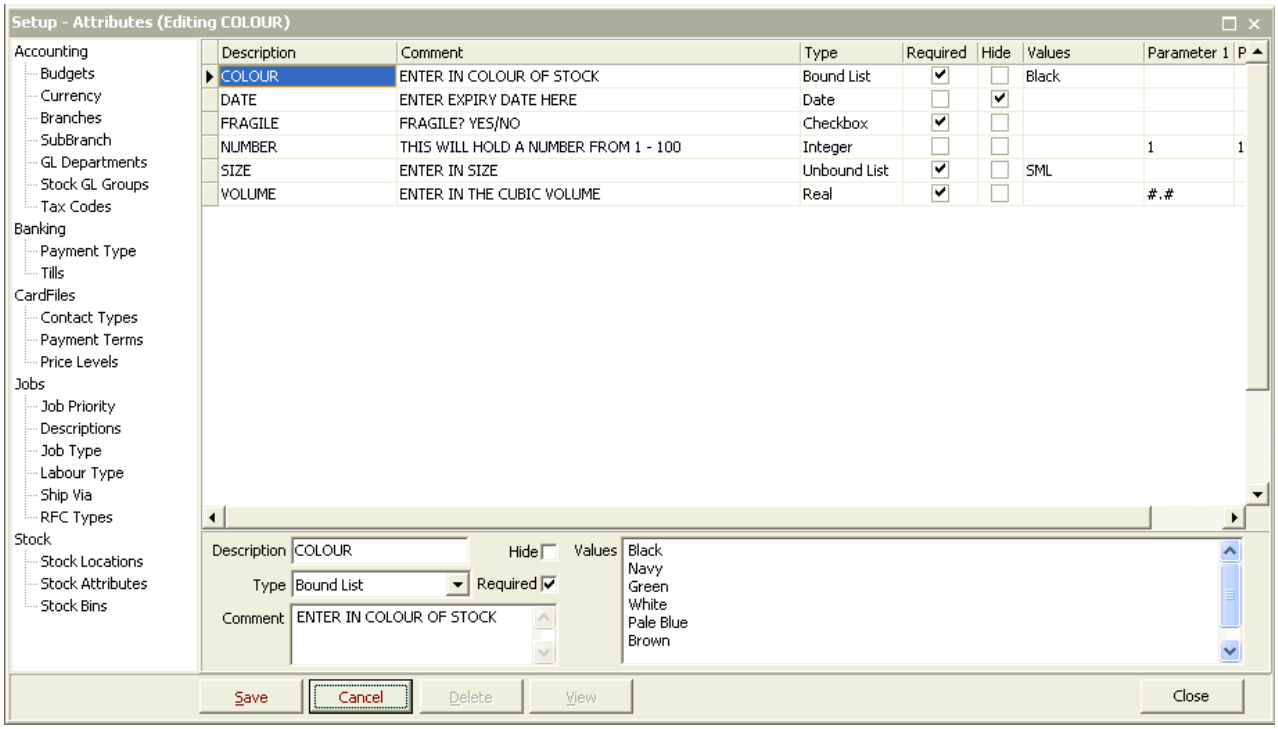
You must set up your Default Stock Locations and add them to your user CardFile before you will be able to Purchase or Sell Stock within Jim2.

2.2.5.2 Stock Attributes

This is the Stock Attributes Setup Screen:



From here you can Add, Edit and Delete your Stock Attributes. When you set up attributes they are available to use for all stock in Jim2.



There are a couple of fields which are common to every attribute:

Description: Type in the name of your Attribute.

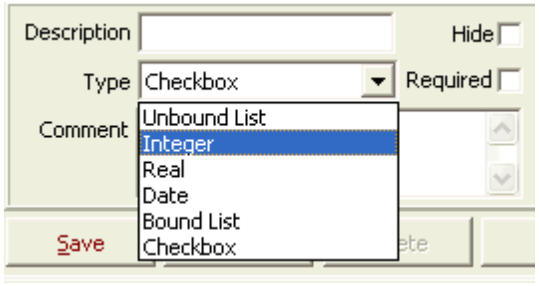
Type: select what type of data type your Attribute would fit into. If you give some foresight into the values of planned Attributes, you can narrow down what the user can enter as a valid Attribute value, for example if you want the user to only be able to enter dates, whole numbers, or choose from specific options.

Hide: This toggles the default of whether the particular attribute is shown on the invoice.

Required: This toggles the default of whether this attribute defaults to Required on the stock card.

Comments: Allows you to enter an extra description to define the attribute further.

Values: Here you can enter a default value that appears in the attribute selection box. This field is optional, except in the case of Type = Bound List, in which case you must enter in a list of possible values for the user to choose from.

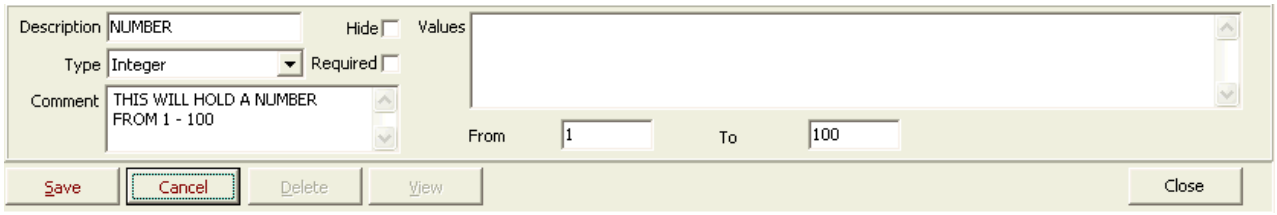


There are 6 attribute types available:

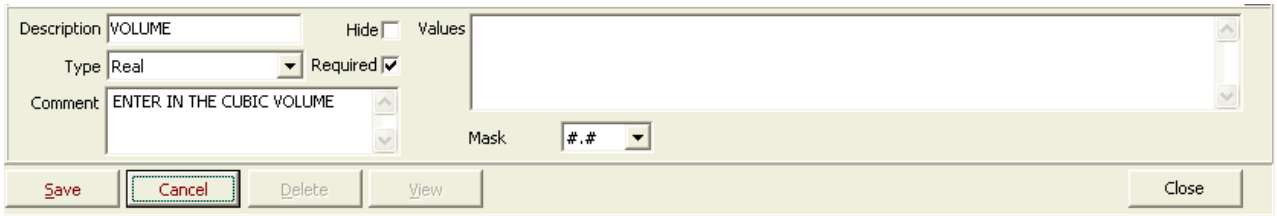
1. Unbound List**:** Unbound list will create a drop down list for the user to select what value to choose as well as being able to type in their own values if none of the values are appropriate. You can type in a list of suggested values, or you can leave it totally blank.



2. Integer: Data Type Integer means that the user needs to enter a whole number (i.e. no decimals) numeric attribute. In this case, Values is where you may enter in a default value for the attribute (here it is 2) and range is if you want to limit the number the user enters to a minimum and maximum value.



3. Real: Real data types are for numbers that require decimal points. You can apply an optional 'mask' from the drop down menu to further validate the values entered by the user. For example, a mask of #.## will only allow the user to enter in numbers with 2 decimal places, and -#.### will only allow your users to enter in a negative number rounded to 3 decimal points.



4. **Date:** Choosing Date data type means that you need to put a date in as an attribute value.



5. **Checkbox**: You should use Checkbox data type for attributes that will have a true or false value, for example, fragile: yes/no.



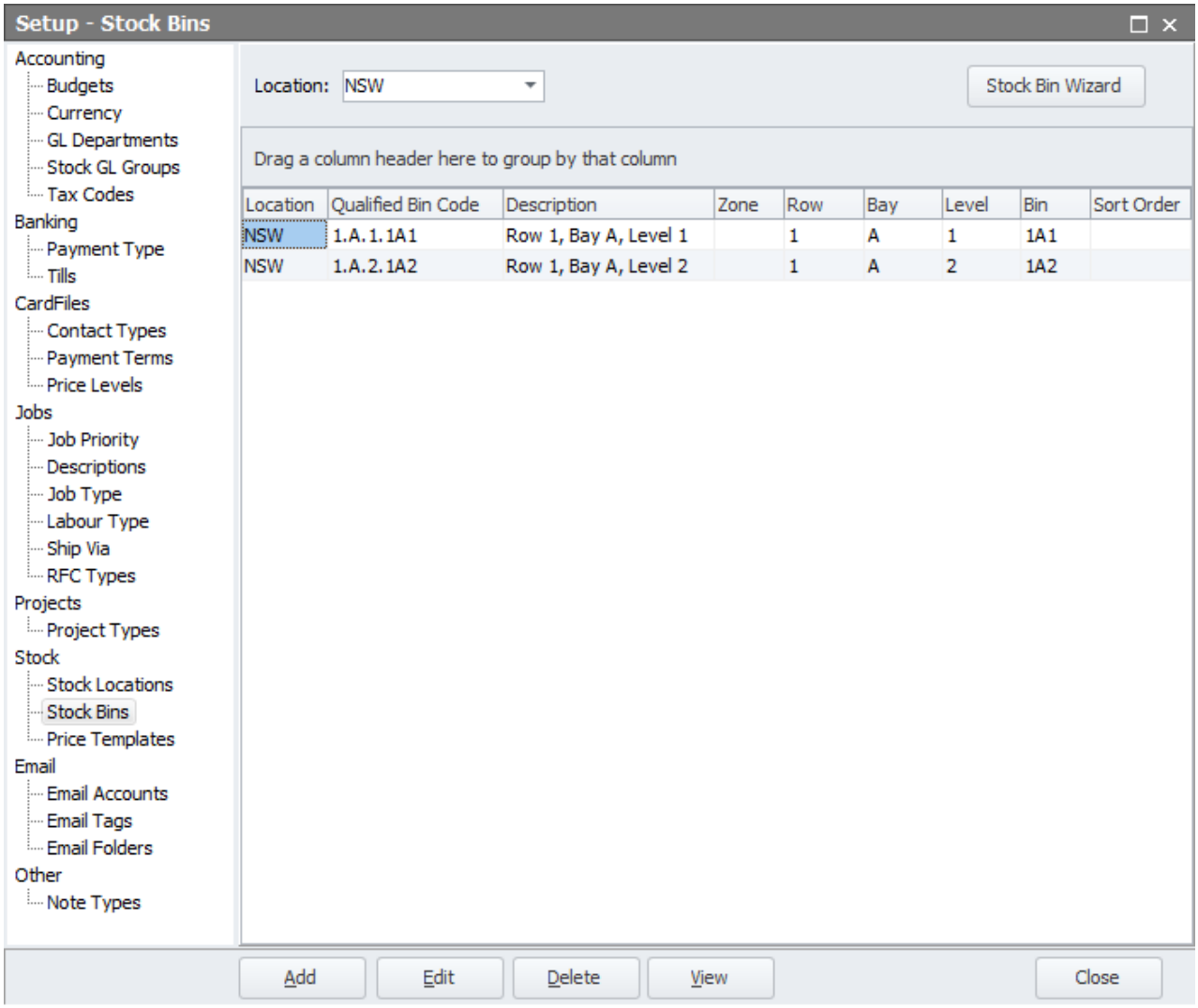
6. **Bound List:** Bound lists will create a drop down list of values for the user to choose from, however the user will not be able to type in their own values if none match. You can amend your values at any time.



2.2.5.3 Stock Bins

Stock Bins are a specific place where your stock is stored in each stock location, and this is where you set them up.

You can only store stock in one bin per location, unless you have purchased Advanced Warehousing as part of your Jim2 licence.



Jim2- Setup Stock Bins

2.2.5.4 Price Templates

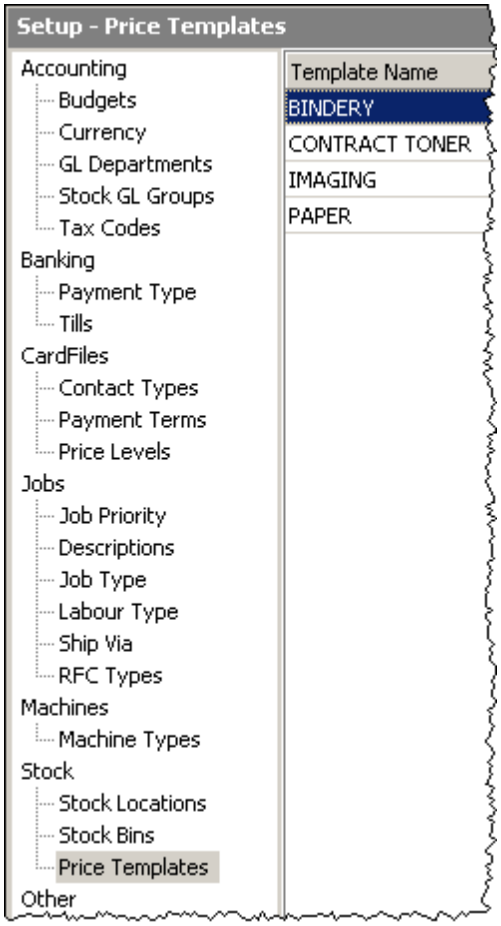
Price Templates are a way of globally applying a price structure to a group of products.

Although a price matrix can be built on each individual product, the nature of the price structure of stock in a Photocopy business lends itself to Price Templates.

See Also:

Price Templates and Stock Pricing Grid

1. Go to: **Tools** --> **Setups** --> **Stock** --> **Price Templates** and add the Price Templates according to the product group structure that will be used on Machines.



Typically, there will be a template for each group of stock that has a common selling price ($0.00 is a selling price), and means of calculating that selling price, for a given Contract (Price Level).

Note that the Fixed Price and Price Level - methods can not be used as the method must be dynamic.

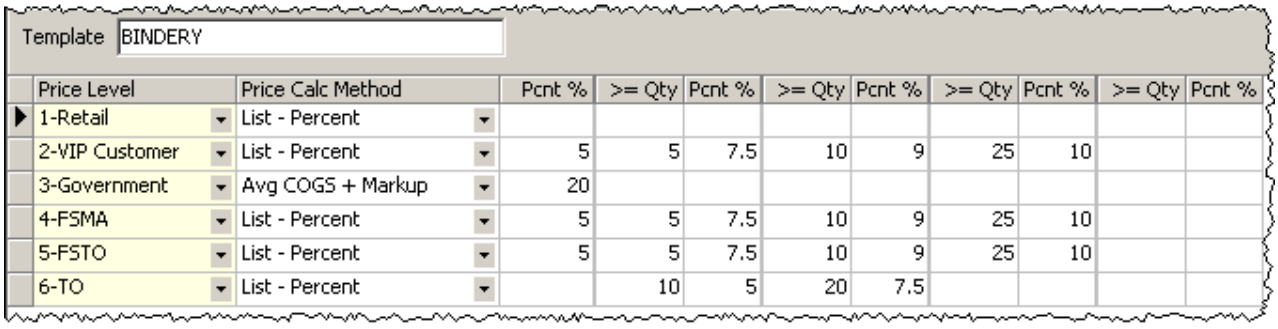
The example below is for Contract Toner that has all the Price Calculations based on the List Price. If the List price were $100.00 for example the resultant prices would be:

1 $100.00
2 $95.00
3 $92.50
4 0
5 0
6 0

Template CONTRACT TONER

Price Level	Price Calc Method	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %
1-Retail	List - Percent									
2-VIP Customer	List - Percent	5								
3-Government	List - Percent	7.5								
4-FSMA	List - Percent	100								
5-FSTO	List - Percent	100								
6-TO	List - Percent	100								

The second example is more complex in that it allows Quantity discount and mix of calculation methods:



Template BINDERY

Price Level	Price Calc Method	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %
1-Retail	List - Percent									
2-VIP Customer	List - Percent	5	5	7.5	10	9	25	10		
3-Government	Avg COGS + Markup	20								
4-FSMA	List - Percent	5	5	7.5	10	9	25	10		
5-FSTO	List - Percent	5	5	7.5	10	9	25	10		
6-TO	List - Percent		10	5	20	7.5				

2. Move the required Photocopier Stock into the appropriate Price Templates.

2.2.6 Email

Setting up your Email categories in Jim2®

Categories:

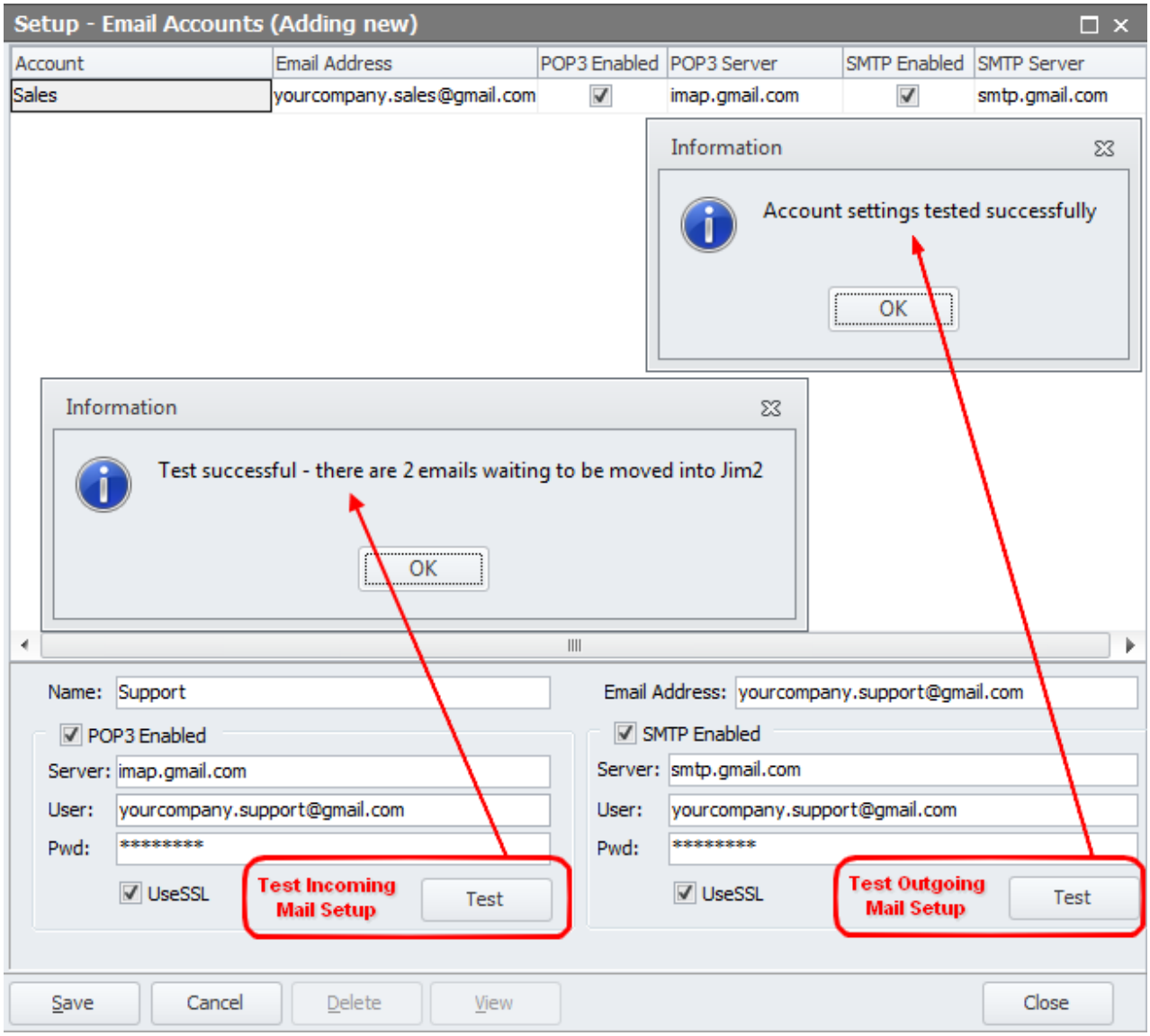
- Email Accounts
- Email Tags
- Email Folders

2.2.6.1 Email Accounts

Tools --> **Setups** --> **Email** --> **Email Accounts**

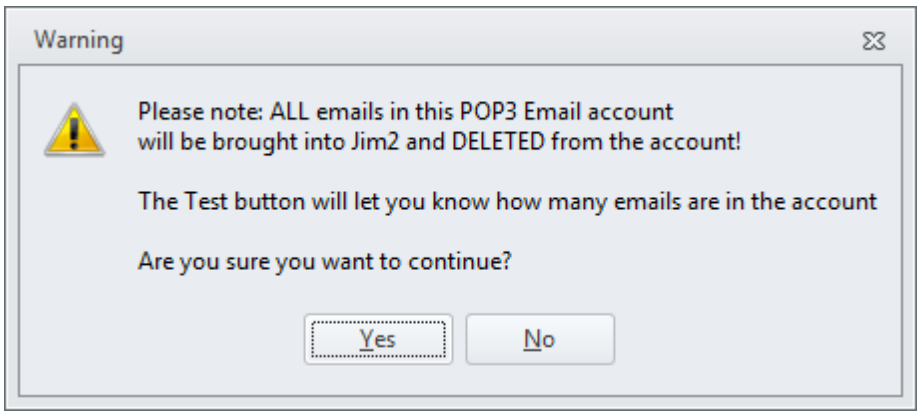
Any email accounts that you currently use for your business, which you would like to be handled from within Jim2®, should be set up here.

Generally speaking, you would only set up 'divisional' emails, such as sales@yourbusiness.com or support@company.com, although personal email addresses could also be included, if appropriate.



This example shows the email setup for sales and support accounts hosted at gmail.com. Naturally, you would put your own company email details in the appropriate fields and then test the incoming and outgoing connections.

Caution: If the "POP3 Enabled" checkbox is ticked when you click the Save button, you will receive the warning shown below. If you click "Yes", all emails in your account will immediately be brought into Jim2 and deleted from the original account.

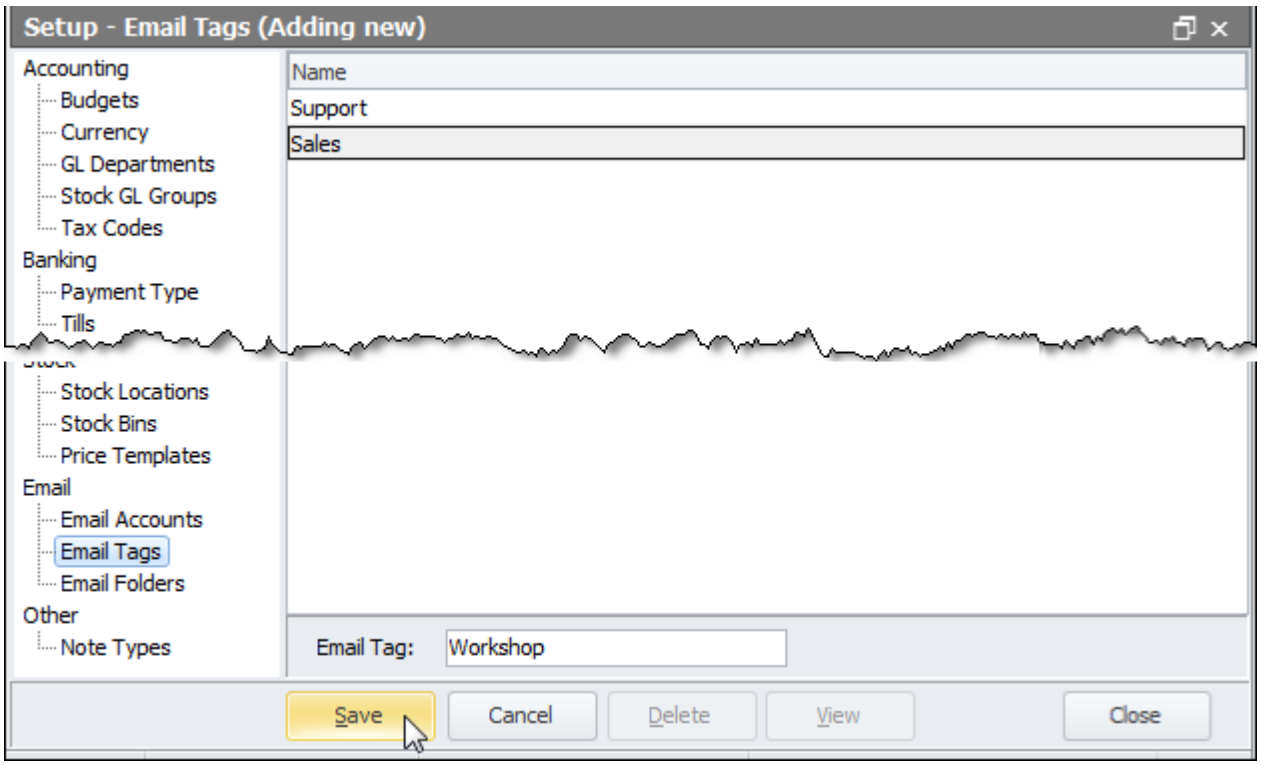


2.2.6.2 Email Tags

Tools --> **Setups** --> **Email** --> **Email Tags**

'Email Tags', as the name suggests, allow you to add a tag or tags to an incoming email, in order to redirect that email to an appropriate group, i.e., a specific division or divisions. For example, when an email is received from the 'support@company.com' email account, you may wish to tag it as 'Support', and it will therefore appear in your company's Support email folder, once that has been set up.

An email can be tagged with multiple tags, so the incoming email, for example, can be tagged with both 'Support' and 'Sales' or 'Support' and 'Workshop' or any combination of the tags that you have set up in order to direct that email to a particular group or groups.



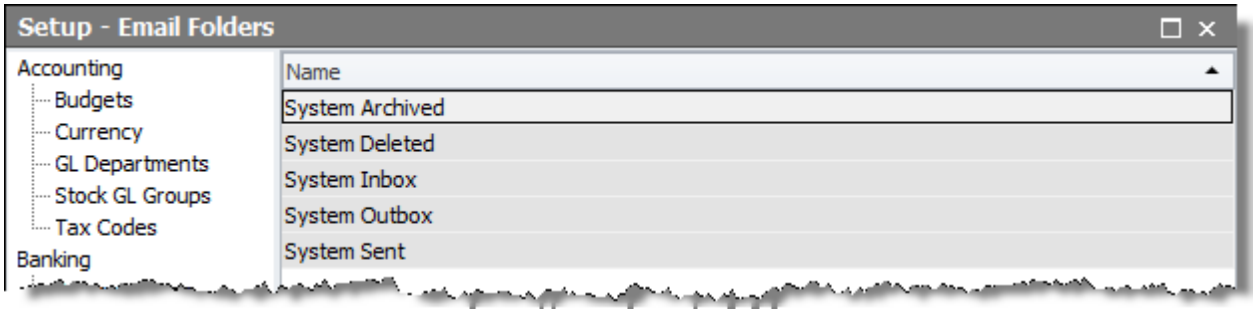
Jim2: Setup - Email Tags (Adding New)

In the above example, a 'Workshop' tag is being added to the list, which already includes 'Support' and 'Sales' tags.

2.2.6.3 Email Folders

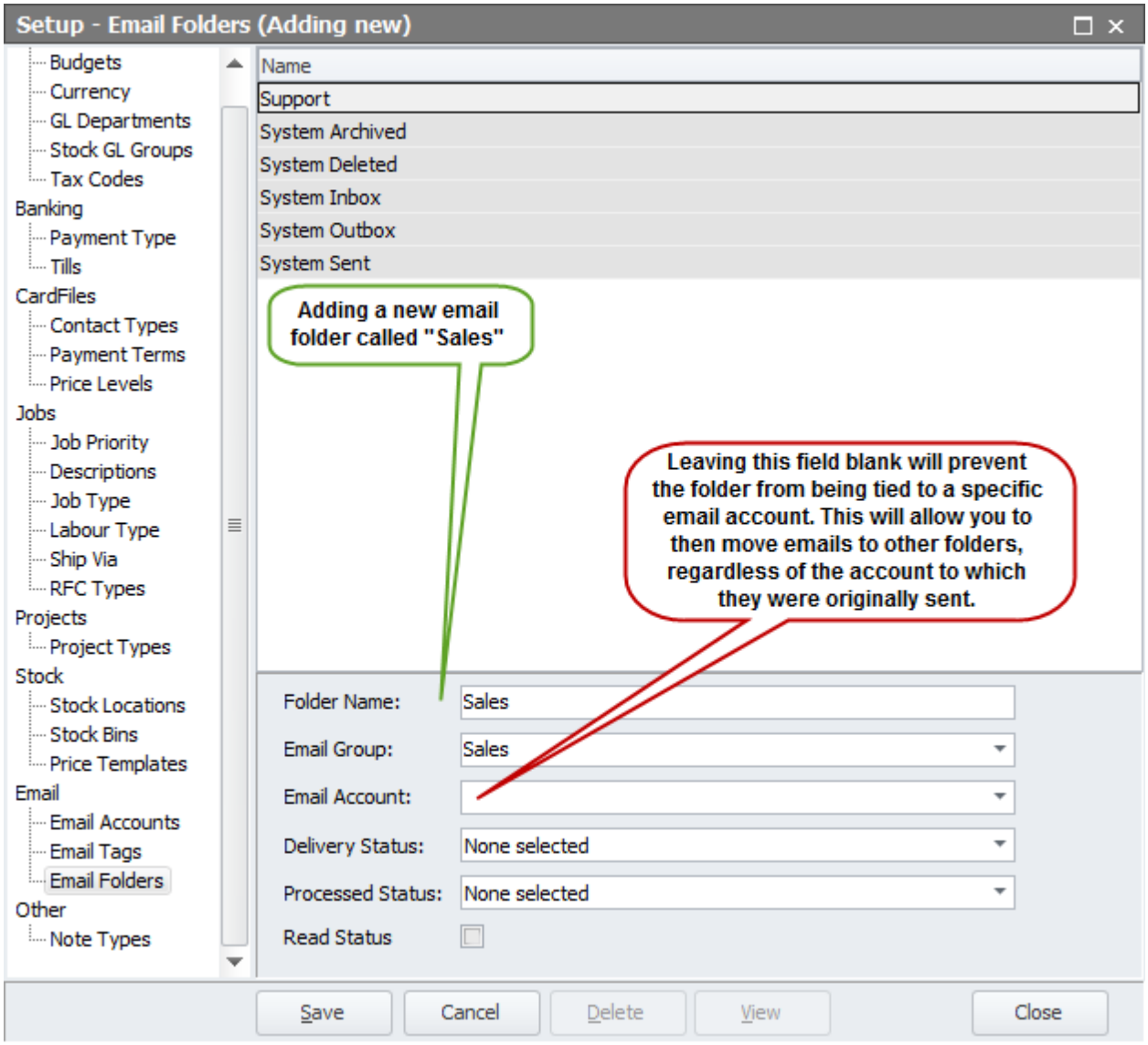
Tools --> **Setups** --> **Email** --> **Folders**

This is the area of Jim2® where you can set up custom email folders that are appropriate to your particular business. These are in addition to the five "system" email folders which cannot be deleted or renamed and are shown below.



Setup - Email Folders screen showing the Default System Folders

You can set up any number of custom folders that can be used to display emails based on certain criteria. For example, emails that are sent and/or received from a particular email address, or emails that are tagged as 'Support', and are unread.



Setup - Email Folders (Adding a new folder called "Sales")

NOTE:

If you leave the email account field blank, you will be able to move emails that have been sent to one email account into another area. E.g., an email requesting help, that was sent to the "sales@example.com" email address, can be redirected (re-tagged) to the support division instead, if desired.

NOTE:

Users will not be able to see the content of any of the created folders until they have been appropriately set up in Email Security.

2.3 Status

The Jim2® Business Engine is a real-time, Status driven system. The need to perform an action, and who ultimately owns responsibility to perform that action within your workflow, is indicated by a Status. Specific statuses can be used to track "where things are up to" and "what to do next" in terms of the overall progress of:

- Jobs - Sales/Service/Manufacturing
- Stock showing in the Job Stock/Parts Grid
- Tests or Checks (Applied Stock) showing in the Job Stock/Parts Grid
- Invoices
- Purchases
- Stock Transfers
- Returns From Customers
- Returns to Vendors
- Stock Adjustments
- Quotes
- Cheques



The changes to status within any of the above should follow "known" work practices, so that decisions to stop and/or continue work are tracked. By using statuses, you can monitor, measure and chart the progress of your workflow and identify bottlenecks. As users change a status, a time/date/initial stamp is automatically added to the record. Jim2 can use these real time records to calculate and report statistically on issues of productivity, supply, and work practices.

When setting up Jim2 for the first time, or if reviewing your work practices at a later date, carefully consider the impact of the Status Grid, and the changes or additions you make. Your employees can "own" a status as part of their job description, e.g., your Purchasing Officer can own the status of Parts and Ordered.



This status grid can also be used as a training tool and a quality assurance document, as well as a guide for users as to what they should do next.

In the Status screen shown here, there are 17 tabs at the top (Sales Job currently selected). These relate to their respective object areas within Jim2.

There are 16 default statuses, some of which can be configured (and more can be added if required).

Status

Return to Vendor | Stock Adjustment | Quote | Cheque | General Journals | Packaging | Stock Take | Managed Service

Sales Job | Service Job | Manufacturing Job | Job Parts/Stock | Job Parts/Applies | Invoice | Purchase | Stock Transfer | Return from Custom

In Object	In List	Active	Status	Responsibility	Comments	D
☑	☑	☑	Booked	Us	This is the default Status applied to a Job when first added. All Jobs begin with this Status. In the case of a Service Job, the Item to be serviced would be placed on the relevant person's "Booked" shelf. In the case of a Sales Job, the Job is ready to be picked.	0
☑	☑	☑	Burn In	Us	Service Job - The Item has been serviced and is undergoing tests, the results of which will effect the decision to return that item back into the workflow. After sufficient testing the Job would normally move onto FINISH.	0
☑	☑	☑	Call	Us	The Customer needs to be contacted to make or confirm a decision about the Job. Service Job - Typically the Job needs to quoted.	0
☑	☑	☑	CANCEL	Special	This Status is used internally by Jim2 when a Job is cancelled.	0
☑	☑	☑	Checked	Us	This would be regarded as a qualified Booked. It's useful, especially when doing bulk serving of the same Item, to have a quick pass through all Jobs, and group the Jobs by the related faults. A Junior technician who would perhaps fix the Jobs he/she could and mark the others as Checked would typically do this.	
☑	☑	☑	FINISH	Invoice	The finial Status of successfully completed Jobs. Service Job - The Item has been repaired and fully tested. Sales Job - The Job has been picked/built and is now completed.	
☑	☑	☑	Info	Us	A Supplier related to this Item needs to be contacted or further technical information is required to assist the technician repairing this Item.	
☑	☑	☑	Oked	Us	This would normally follow on from Call or Wait. The Customer has given approval to continue and the Job can return to the workflow.	
☑	☑	☑	Ordered	Supplier	The Job is effectively on hold waiting for Stock/Parts to arrive. A Purchase has been raised.	
☑	☑	☑	Out	Supplier	The Job is physically not in the building. Typical reasons are the customer has collected the Job and will return it shortly, the Item has been loaned to someone, the Item has left the workflow for intervention by a third party vendor and is outside the workflow.	
☑	☑	☑	Parts	Us	The Job requires Stock/Parts to be completed. Its is the responsibility of Purchasing to obtain the Stock/Parts necessary to complete the Job and liase with management and/or the customer if they feel it is not viable to service the Item from either a financial or time point of view.	
☑	☑	☑	Problem	Us	The Job can not be completed for some reason outside the scope of all other Status'. A management decision or internal second opinion needs to be made before the Item can return to the workflow.	
☑	☑	☑	Proceed	Us	This would normally follow on from Ordered or Info. Stock/Parts have been received and the Job can return to the workflow.	
☑	☑	☑	RAI.NR	Invoice	Return As Is - Not Repaired. The Job is finished but not repaired for non-technical reasons. Typically this would not be because the Item is unserviceable but because the Customer has rejected the quote, Stock/Parts are not available or the Item is deemed uneconomical to repair.	
☑	☑	☑	RAI.US	Invoice	Return As Is - Unserviceable. The Job is finished but not repaired for technical reasons. Typically this would be because the Item has been physically damaged in some way and has been deemed unserviceable by the Technician responsible.	
☑	☑	☑	Wait	Customer	This would normally follow on from Call. The Customer is in the process of making a decision. The job cannot return to the workflow.	

Add | Edit | Delete | View | Close

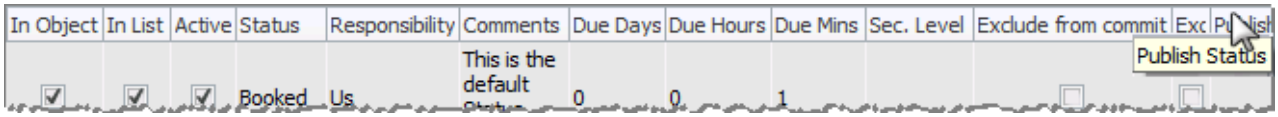
Jim2 - Status Grid (Sales Job Tab Selected)

Explanation of the Predefined Statuses of Jim2.

Status	Explanation	Can Deactivate	Can Rename	Can Delete
Booked	The default status applied to a new job.	✗	✗	✗
Burn In	Serviced and undergoing tests.	✓	✓	✓
Call	The customer needs to be contacted, e.g., to provide a quotation.	✓	✓	✓
CANCEL	Used Internally	✗	✗	✗
Checked	Regarded as a qualified booked status. See above graphic for more details.	✓	✓	✓
FINISH	The final status of successfully completed jobs.	✗	✗	✗
Info	Feedback from customer or supplier is required before continuing.	✓	✓	✓
OKed	Customer has given the go-ahead.	✓	✓	✓
Ordered	Waiting for stock or parts. Order raised. Job is on hold.	✗	✗	✗
Out	Due to various circumstances, the job is not physically in the building.	✓	✓	✓
Parts	The Job requires Stock or Parts to continue.	✓	✗	✗
Problem	The job cannot be completed for some reason not covered by other statuses.	✓	✓	✓
Proceed	Usually this is the next step after Ordered or Info.	✗	✗	✗
RAI.NR	Return As Is - Not Repaired. For service jobs only.	✓	✗	✗
RAI.US	Return As Is - Unserviceable. For service jobs only.	✓	✗	✗
Wait	This normally follows on from Call, e.g., when a customer needs to make a decision and call back.	✓	✓	✓

✓ = YES ✗ = NO

The status grid has 13 columns which are explained below.



Column	Explanation
In Object	This status is available within that Object.
In List	This status is available to use within the List.
Active	Ticked if this status is active.

Column	Explanation
Status	The name of the status.
Responsibility	The responsibility of that status - used for quality and training records.
Comments	A comment/description of the status and its use within your workflow (see image for more details).
Due Days	Sets the maximum number of days that the job can remain on this status, before becoming overdue.
Due Hours	Sets the maximum number of hours that the job can remain on this status, before becoming overdue.
Due Mins	Sets the maximum number of minutes that the job can remain on this status, before becoming overdue.
Sec. Level	The security level required to access this status.
Exclude from committed	Prevents stock from being committed when a job is at this status level. Example: select this option for each status below the level of 'OKed', to prevent stock from being committed until the go-ahead has been given ('OKed').
Exclude from Benchmark	Exclude this status from performance benchmarking. Example: if used on the 'Wait' status of a service job, your performance benchmark will not be affected should a customer fail to respond to a quotation in a timely manner.
Publish Status	Here you can set how this status is displayed when published to the web. Example: an internal job status of 'Problem' could be displayed as 'In Progress' when this job is viewed on-line.

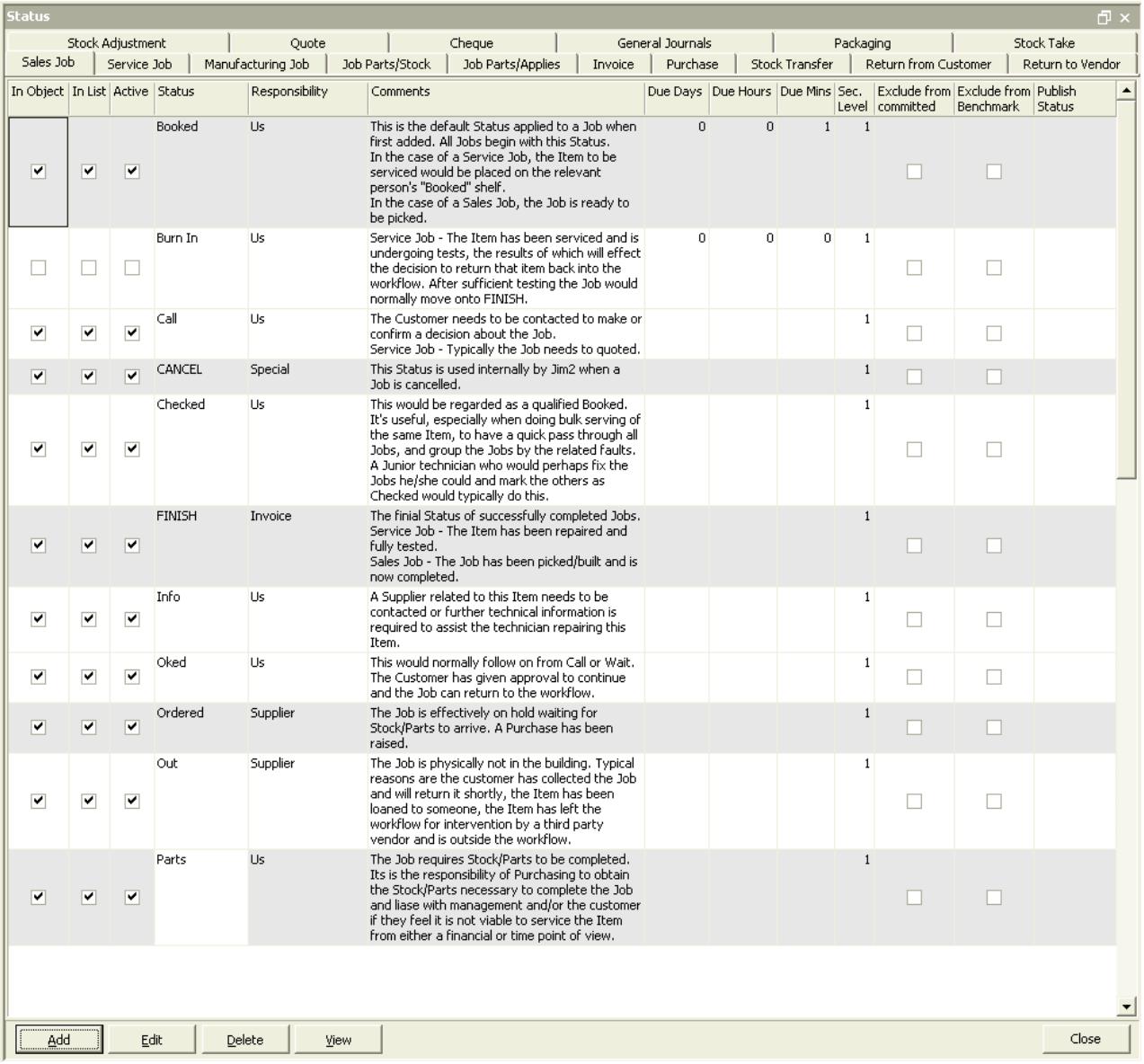


Refer to Strict Workflow for more information.

2.3.1 Setting-up or Changing a Status

Jim2® is supplied with 16 basic statuses, chosen to apply to sales/service environments. You can use any of them, set them up differently, and/or you can add your own statuses to the grid.

1. From the Menu click on **Tools --> Status**. The Jim2 Business Engine Status Grid will appear.



In Object	In List	Active	Status	Responsibility	Comments	Due Days	Due Hours	Due Mins	Sec. Level	Exclude from committed	Exclude from Benchmark	Publish Status
☑	☑	☑	Booked	Us	This is the default Status applied to a Job when first added. All Jobs begin with this Status. In the case of a Service Job, the Item to be serviced would be placed on the relevant person's "Booked" shelf. In the case of a Sales Job, the Job is ready to be picked.	0	0	1	1	☐	☐	
☐	☐	☐	Burn In	Us	Service Job - The Item has been serviced and is undergoing tests, the results of which will effect the decision to return that item back into the workflow. After sufficient testing the Job would normally move onto FINISH.	0	0	0	1	☐	☐	
☑	☑	☑	Call	Us	The Customer needs to be contacted to make or confirm a decision about the Job. Service Job - Typically the Job needs to quoted.				1	☐	☐	
☑	☑	☑	CANCEL	Special	This Status is used internally by Jim2 when a Job is cancelled.				1	☐	☐	
☑	☑	☑	Checked	Us	This would be regarded as a qualified Booked. It's useful, especially when doing bulk serving of the same Item, to have a quick pass through all Jobs, and group the Jobs by the related faults. A Junior technician who would perhaps fix the Jobs he/she could and mark the others as Checked would typically do this.				1	☐	☐	
☑	☑	☑	FINISH	Invoice	The finial Status of successfully completed Jobs. Service Job - The Item has been repaired and fully tested. Sales Job - The Job has been picked/built and is now completed.				1	☐	☐	
☑	☑	☑	Info	Us	A Supplier related to this Item needs to be contacted or further technical information is required to assist the technician repairing this Item.				1	☐	☐	
☑	☑	☑	Oked	Us	This would normally follow on from Call or Wait. The Customer has given approval to continue and the Job can return to the workflow.				1	☐	☐	
☑	☑	☑	Ordered	Supplier	The Job is effectively on hold waiting for Stock/Parts to arrive. A Purchase has been raised.				1	☐	☐	
☑	☑	☑	Out	Supplier	The Job is physically not in the building. Typical reasons are the customer has collected the Job and will return it shortly, the Item has been loaned to someone, the Item has left the workflow for intervention by a third party vendor and is outside the workflow.				1	☐	☐	
☑	☑	☑	Parts	Us	The Job requires Stock/Parts to be completed. Its is the responsibility of Purchasing to obtain the Stock/Parts necessary to complete the Job and liase with management and/or the customer if they feel it is not viable to service the Item from either a financial or time point of view.				1	☐	☐	

Jim2 - Status Grid.

The status of Booked is the default for all forms which use a status when being entered to the system. It is, therefore, a status which is selected by default whenever a Status driven document is added into the System.

2. Choose the Tab of the object you would like to setup or change a status for.

3. Click EDIT to make changes.

4. Look to the Status named in each row.

5. If you would like the status in that row to apply to that Object, it should be ticked. If it doesn't apply to that object, leave it blank.

6. If you would like that status in that row made available as a search criteria in Lists of that object, it should be ticked. If you have no need to use that status in a list of that object, leave it blank.

7. To enable that status for use in the object, the Active should be ticked. If that status doesn't apply to the object at all or any longer, leave it blank. To permanently disable a status by making it inactive you will need to make sure the In Use column is not ticked.

8. Use, edit or change the name of the party responsible for performing the action associated with this status.



It is very important to identify the responsibility of each status for productivity reports.

9. Use, edit or change the description of the action itself to suit your own work practices.

10. The Due Days, Due Hours, Due Minutes and Sec Level refer to Strict Workflow setups.



Some STATUSES are REQUIRED as they perform a technical (system) function within Jim2. They are shown in the Status Grid in a grey shaded row. You cannot remove these statuses, although some can be made inactive.

2.3.2 Adding a New Status

As a method of tailoring Jim2® to suit your own business practices, you are able to define and add your own Statuses for use within Jim2. The Jim2 Business Engine is supplied with predefined Statuses that you can use or edit, however your workflow may already use familiar terms or particular processes that you would like to define as your own Statuses.

To Add a new Status follow these steps.

1. In the **Jim2 Ribbon Bar**, click **Tools --> Status**. The Jim2 Status Grid will appear.

2. Select the Tab you would like this new Status to apply to (Sales Job, Service Job, etc.).

3. Click the Add button at the bottom of the screen.

4. Jim2 will automatically default the new Status to belong In Object and In List and to be set as Active. The cursor will be placed in the *Status* field. Type in the name of this new Status.

5. Use the tab key to move to the Responsibility field. Enter an appropriate name for the person or persons responsible for this new Status.

6. Use the tab key to move to the Comments field. Enter an appropriate comment, describing what this new Status will indicate within the workflow.

7. Click the Save or Cancel button as appropriate.



The In Use checkbox is display only and will not be ticked until the newly created Status is actually

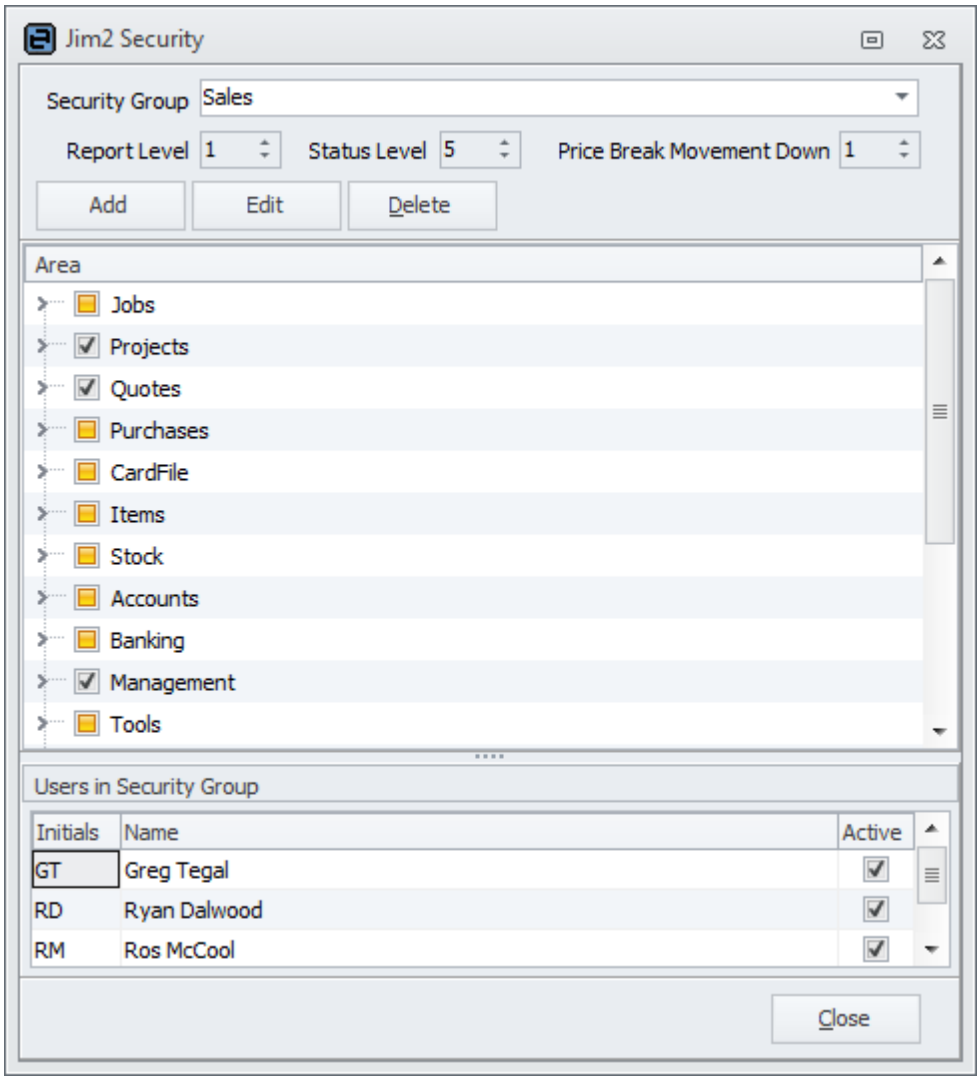
used within Jim2.

2.3.3 Security on Individual Statuses

You can set a Status security level on individual Statuses.

This allows you to do things like restrict sales staff from editing a job once its status has changed to Picking, for example.

Status security levels can be a value from 1 (everyone) to 10 (Administrators), set via Tools --> Security. When Jim2 is first installed, all Security Groups and Statuses are set to a level of 10 by default. You can then edit which Security Groups have access to which Status Security Level via Tools --> Security.

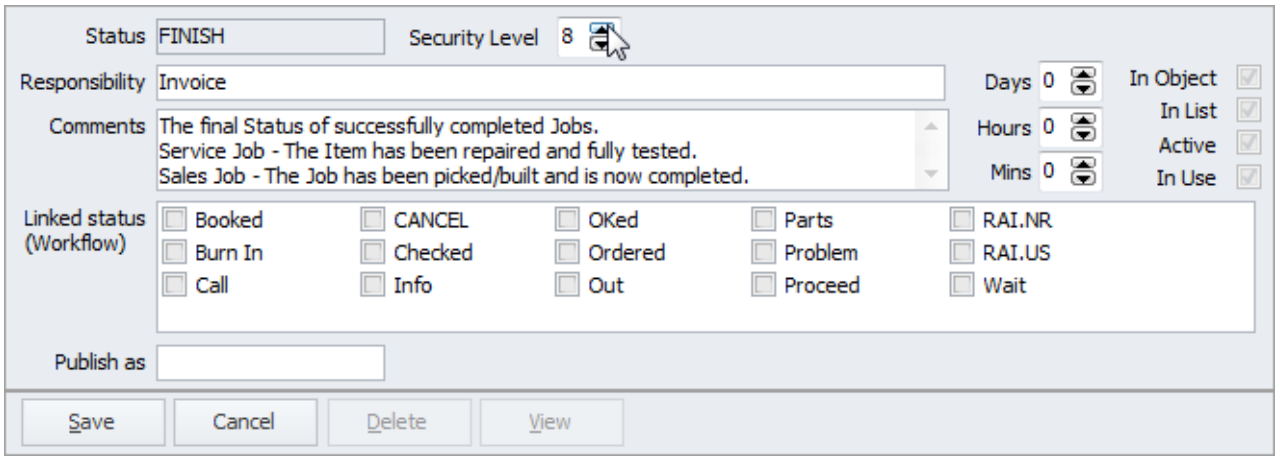


Using the Status Level flag in your existing Security Groups, you can also restrict who can use each Status in your new Strict Workflow.

For example, you might want to restrict the users who can mark a Sales Job as FINISH to those whose security level is 8 or higher. To do this:

- Open the Status window (Tools --> Status) and click on the row containing the 'FINISH' status
- Click on the Edit button

- Click the Security Level Radio Button(s) to set the security level to 8
- Click Save



Jim 2 Status - Setting the Security Level

It's important to remember that when you are setting the Status Security Level, you are in fact selecting which users can move a Job onto a specific status. You must make sure your Security Grid corresponds with your choices here.

Status	Linked Statuses	Status Security Level
Booked	Checked	1 - anyone can book a job
Checked	Proceed, Booked	1 - anyone can proceed
FINISH	Booked, Checked, Proceed	8 - only users with this security level or higher can change a Job to FINISH status. (In fact, this status option is not even visible if the user does not have this security level or higher.)

2.4 Notes and Watchouts

Keeping supplementary information on your business transactions is an important part of the total Jim2 Business Management environment.

There are several areas within Jim2 where information can be stored depending on the nature of the information and the processes involved.

ACCOUNTS - Comments and follow up details can be recorded directly in the Debtor Notes Tab and Creditor Notes Tab within the Accounts area.

NOTES - Static Information can be recorded on Projects, CardFiles, Items and Stock.

WATCHOUTS - Dynamic Information can be called from Projects, CardFiles, Items and Stock to appear in Jobs, Quotes and Purchases.

2.4.1 Notes

Notes can be used to record any text related against Projects, CardFiles, Items, Stock, Debtors and Creditors. For example:

- non Job/Quote/Purchase related conversations with Customers or Vendors
- additional sales information on Stock
- service tips on Items

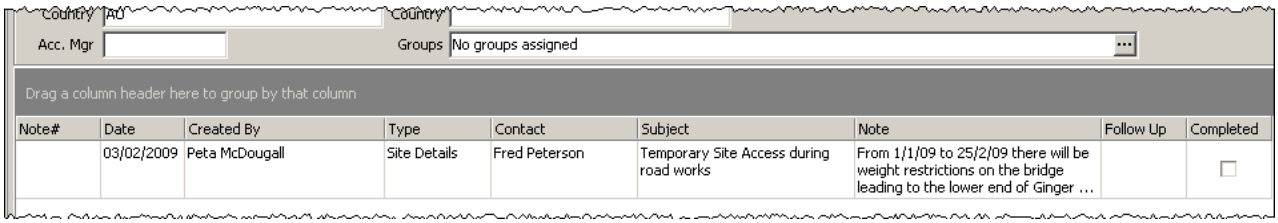
Tasks (such as follow up phone calls and meetings) can be scheduled on CardFile Notes and a Follow Up date can be added to other Note types.

Accessing Notes

Notes can be accessed from the Notes tab on Projects, CardFiles, Items, Stock, Debtors and Creditors.

A list of all related notes will be displayed that are applicable to the object from which it is being called.

Notes can be **Added, Edited, Deleted** and **Viewed** from this tab.



Adding a Note

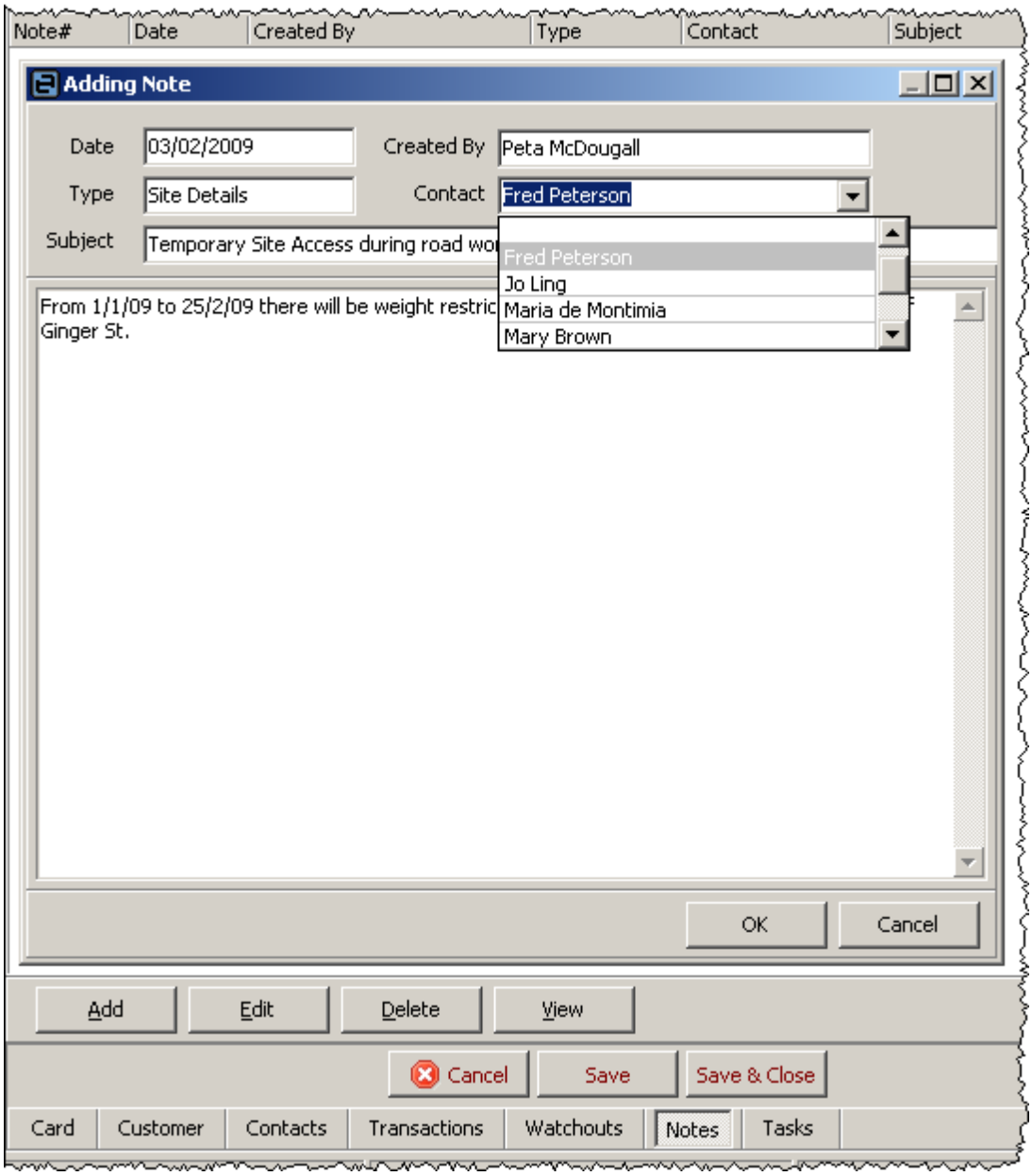
When adding a Note, the **Date** and **Created By** fields will be populated by the system.

The remaining fields are to be completed as appropriate:

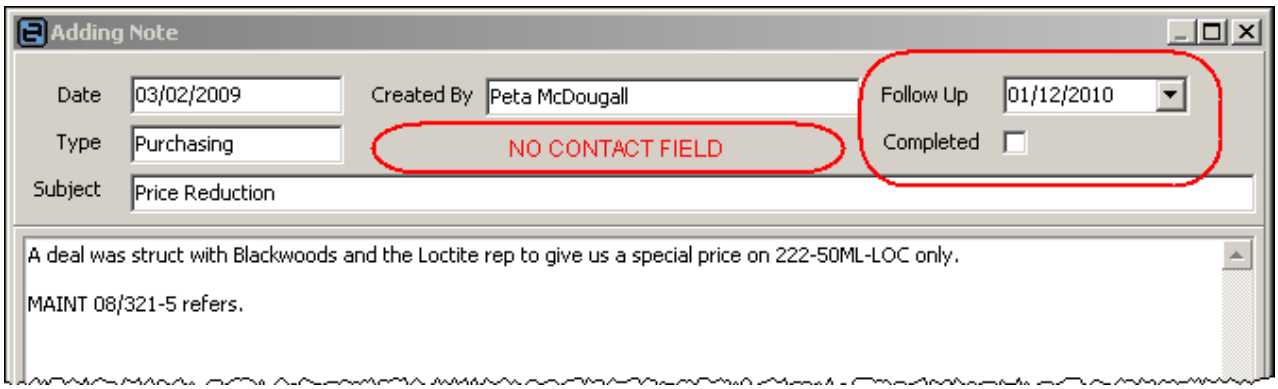
The following example is for a **CardFile** Note

Type	Select from the drop down list (only if set up in Tools > Setups) This is helpful in identifying the Notes within a List where there are a lot of Notes
Subject	The Subject of the Note
Contact	Select from the drop down List of Contacts recorded on the CardFile

Enter the text of the Note in the main window.



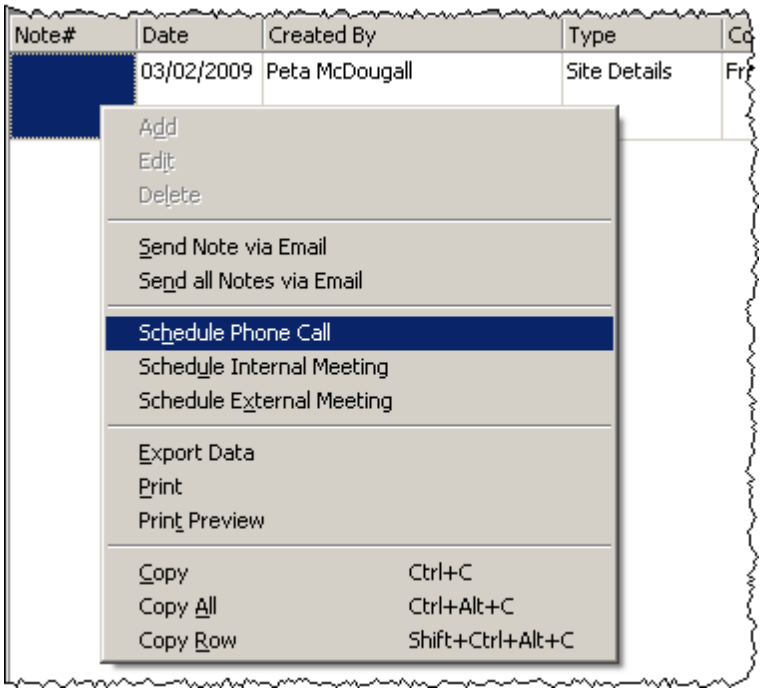
The following example is for a Note created on a **Project, Item** or **Stock**



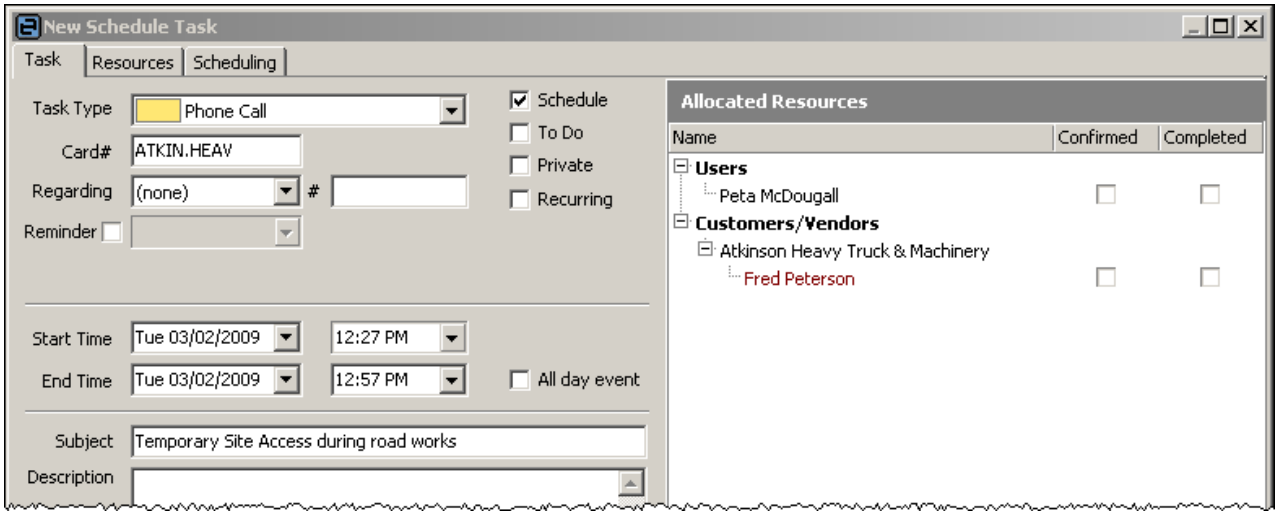
These Notes do not have a **Contact** field but have a **Follow Up** date and a **Completed** tick box.

2.4.1.1 Adding a Task to a CardFile Note

From the Notes tab on a CardFile, **Right Mouse Click** and select the action required.



The **New Schedule Task** screen appears.

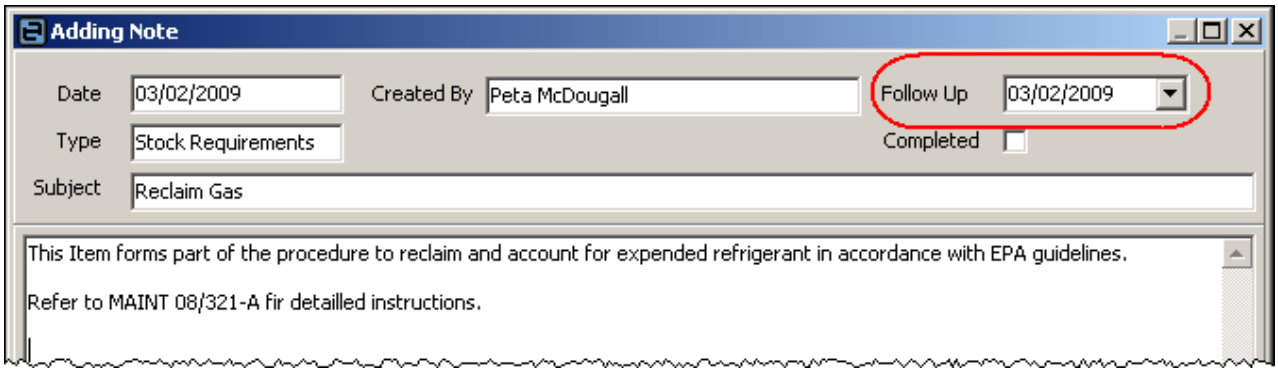


Other options are also available from the Right Mouse Click function above:

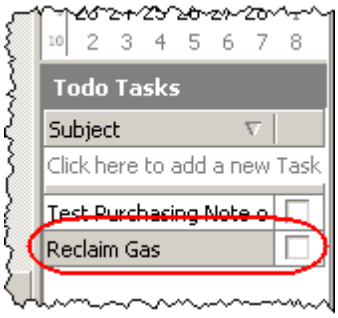
Send Note(s) via Email, Export, Print, Copy, etc.

2.4.1.2 Adding a Follow Up to a Project, Item or Stock Note

After completing all the fields, select a Follow Up date and save.



The **Follow Up** now appears in the Todo Tasks area on the right side of the Schedule screen.



The Task will not appear in the Tasks List until the date set, even if you are looking forward to a future date.

2.4.2 Watchouts

Watchouts allows prompts and messages to appear, based on a particular event occurring.

Watchouts are available on Jobs, Projects, Quotes, Purchase Orders, Returns To Vendors, and Returns from Customers.

Watchouts can appear when adding or changing Customer, Vendor, Ship or From, or when adding Stock, Finishing or Invoicing.

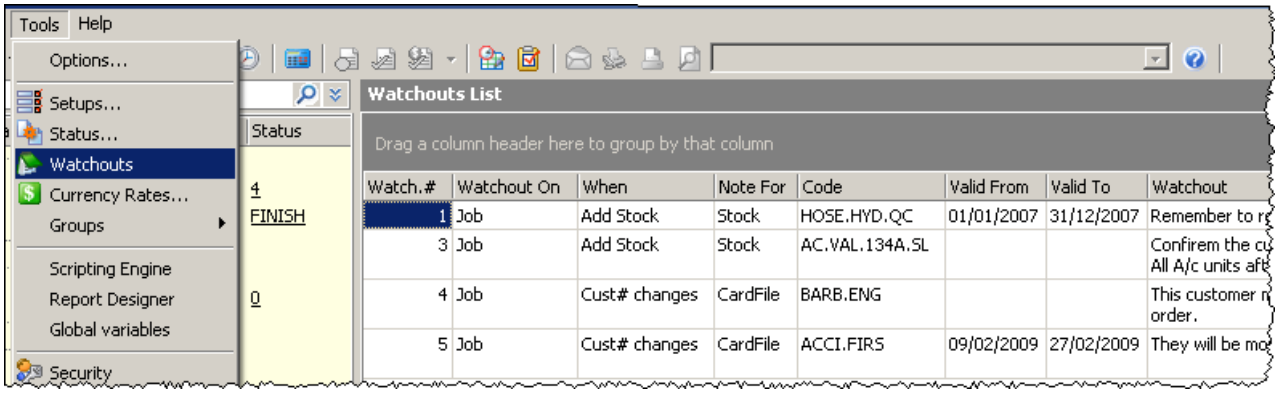
You can choose to display the Watchouts for a particular Project, CardFile, Item or Stock.

Using Watchouts, you can display any sort of message. For example:

- when adding stock to a Job, display Would you like batteries with that? or
- when Finishing a Purchase Order Double check the totals as this supplier regularly has errors on their invoice.

The Watchouts List

From the main menu click **Tools** > **Watchouts**. The Watchouts list will then appear.
Click run to generate a list of Watchouts.



The normal **Add, Edit** and **Delete** controls are available from this screen.

Adding a new Watchout

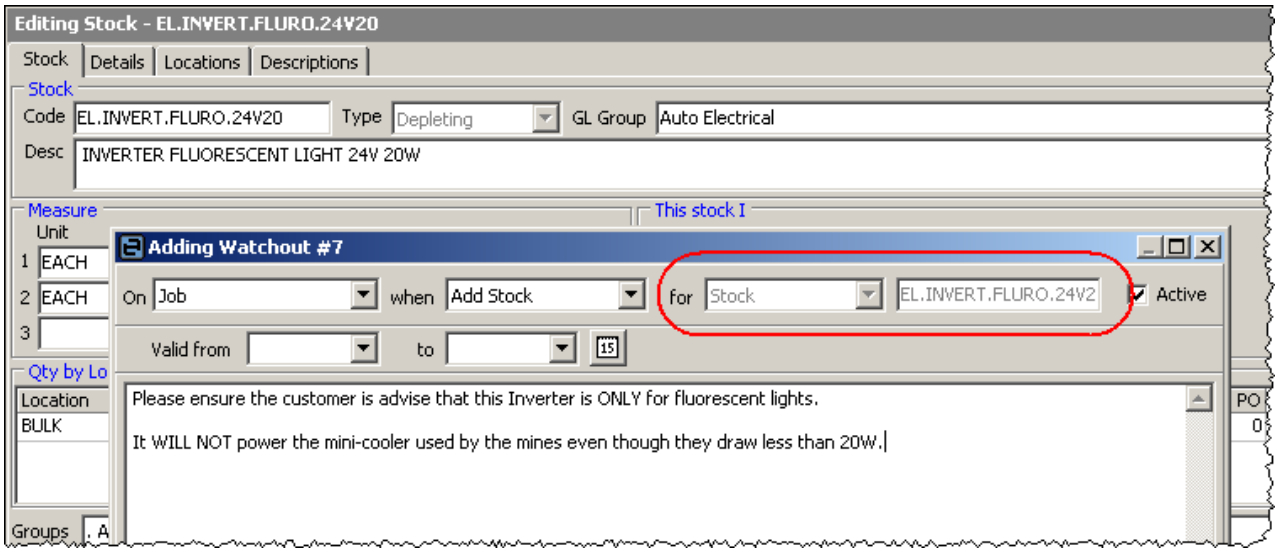
You can add a new Watchout either from the Watchouts List accessible via Tools > Watchouts from the main menu or from the Watchouts tab on a CardFile, Project, Item or Stock.

Because a Watchout is dynamic (appears on a particular event) it is necessary to set the parameters for how the Watchout will work.

This is done by:

a) On Selecting the object that the Watchout is to appear on e.g. On Job, On Quote, etc.
b) When Selecting the event within the object that triggers the Watchout is to appear.
c) Selecting the date range this is Valid from/to (this can be left empty)

Job	Quote	PO	RTV	RFC	Project	SELECTED EVENT	Watchout will display when:
✓	✓			✓	✓	Cust# changes	A Job, Quote, RFC or Project is added or the Cust# is changed
		✓	✓			Vend# changes	A Purchase Order or RTV is added or the Vend# is changed
✓	✓	✓	✓			From# changes	The From# changes on a Job, Quote, Purchase Order or RTV
✓	✓	✓			✓	Ship# changes	The Ship# changes on a Job, Quote, Purchase Order or Project
✓	✓				✓	Item# changes	The Item# changes on a Job, Quote, or Project
		✓				Receive PO	The Purchase Order is taken to Received status
✓	✓	✓	✓	✓	✓	FINISH	A Job, Quote, PO, RTV, RFC or Project is FINISHED
✓						Invoice	A Job is Invoiced
✓	✓	✓	✓	✓	✓	Add Stock	The Stock is added to a Job, Quote, PO, RTV, RFC or Project
					✓	Add Billing Job	A Billing Job is added to a Project
					✓	Add Service Job	A Service Job is added to a Project



When adding from within a CardFile, Project, Item or Stock, the "for" details (circled in red in the above example) are filled in automatically. These fields must be completed manually when entering a Watchout from the Tools menu.

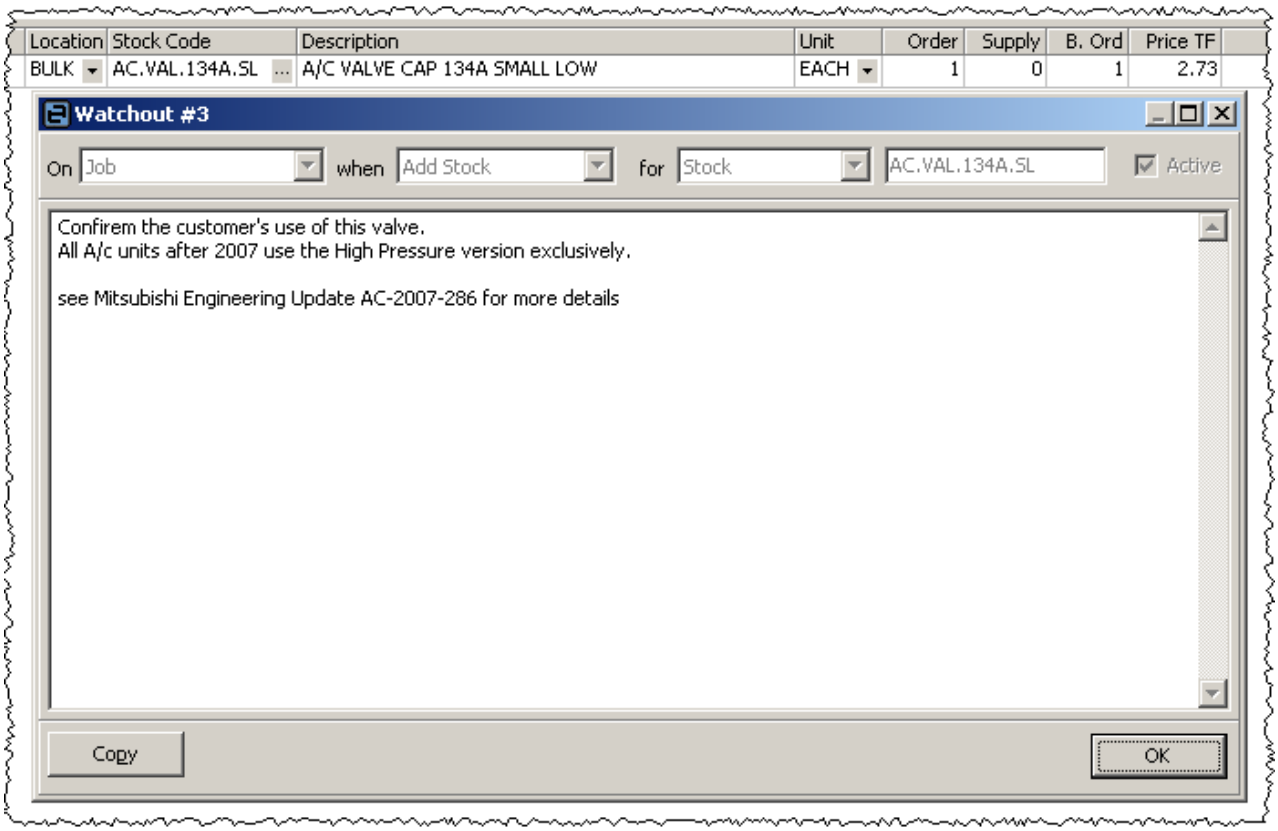
Displaying Watchouts based on dates

When adding or editing a Watchout, you can specify a Valid From/To date range that you wish this Watchout to be valid for.

You can specify either the From Date or the To Date or both, allowing the Watchout to be displayed during this date range.

This is extremely useful for timed events like catalogue releases,change of address reminders, price change reminders, etc.

Watchouts in Action



In this example, the Watchout displayed as soon as the stock **AC.VAL.134A.SL** was entered.

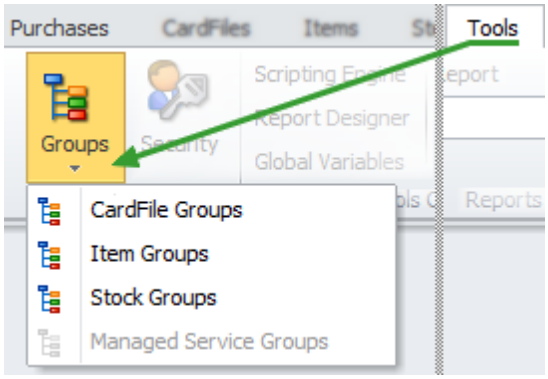
The operator must now acknowledge the message and press the **OK** button to clear the Watchout from the screen.

The whole of the Watchout text can be copied by pressing the Copy button.
It can then pasted into the Job comments, etc., by the Windows Paste function Ctrl V.

2.5 Groups

Jim2®'s powerful Cardfile, Item and Stock Groups allow for easy Group Tree (Product Family Tree, etc.), management.

Managed Service Groups are only selectable if you have purchased the appropriate licence.



Cardfiles, Items and Stock can be easily grouped and sorted by simply dragging from one tree branch to another.

Cardfiles has an similar 'Regions' extra group.

Stock also has an extra 'Vendor' group that allows overall grouping by Vendor then by Product Group or simply by Product Group.

Folders within the tree are colour coded to identify Report Groups (yellow), Non Report Groups (green) and Vendor/Region Groups (blue).

For further information see

- Group Types
- Ordering of Groups and Stock
- Managing Groups
- Adding Groups to an Object
- Groups in Action

2.5.1 Group Types

Jim2® Business Engine Groups are a method of sorting your CardFiles, Items and Stock into meaningful "groups" that do not necessarily have a basis in price level (but can also include it, if desired). Groups can be quite general, e.g., you can choose key business indicators used for your marketing and/or business analysis, or relevant to issues such as demographics.

The Groups available in Jim2 are as follows:

Report Groups have a distinct relationship to each other, and are structured to form "ascending" levels (level 1 through level 5) that can be used to create reports which "analyse" CardFile, Item and Stock trends. Report Groups are used in most stock related reports throughout Jim2 and the Stock selection screen.



Report Groups can be applied across CardFile, Items and/or Stock.

As an example: Level 1 Report Group of "New 2013" applied to all CardFiles, Item and Stock added from January 1st 2013 will report on all new CardFiles, Items and Stock added to Jim2 for the year 2013.

A Level 1 Report Group of "New 2013" applied only to each new customer CardFile added from January 2013, will report only on those CardFiles.

Example: Stock records for the different printers you keep in stock could have the following Report Groups applied:

Level 1 Group - Computer H'ware	Includes hardware sales info in reports
Level 2 Group - Printers	Printers will separate Printer Sales from other Hardware sales
Level 3 Group - Laser	Laser will separate Laser sales from other printer sales
Level 4 Group - Colour Laser	Colour Laser will separate Colour Laser sales from other Laser sales
Level 5 Group - SOHO*	SOHO will separate SOHO* (Small Office, Home Office) sales from other Colour Laser sales

Note: the default 'depth' of the report levels used can be set under Tools/Options/Stock as well as the default grouping, by Report Level or by Vendor/Region.



Report Groups must be applied in ascending order to give you the analysis or report breakdown you require. Using the above Stock example, a SOHO Colour Laser Printer will belong to the Groups (in order) Computer Hardware, Printers, Laser, Colour Laser and SOHO. Jim2 will not let you apply "just" a Group of SOHO (Report Group Level 5) to a Stock - you need to have applied levels 1-4 first.

Non Report Groups are very general and very useful for gathering slightly more "fluid" information from your CardFile, Item and Stock records. Non Report groups can include useful generalisations. Non Report Groups can be used when creating Lists of CardFiles, Items and Stock.

Example: Stock records could have the following Non Report Groups applied:

Catalogue 2013	All Stock in this Group appears in the current sales catalogue
Flammable	All Stock in this Group should be stored according to OH&S requirements.

Example: CardFile records could have the following Non Report Groups applied:

Yellow Pages	All Customers in this Group were referred via the Yellow Pages
Preferred	All Customers in this Group (regardless of their Price Level) are privy to special event invitations.

Example: Item records could have the following Non Report Groups applied:

Systems	All Items in this Group are computer systems only (regardless of their make/model)
Monitors	All Items in this Group are monitors only (regardless of their make/model)



You can apply a Report Group and one (or many) Non Report Groups together. This will give you the option to create reports using the Report Groups, and create Lists using both Report and Non Report Groups (using Group and/or option).

Brands/Price Groups

'Brands/Price Groups' on Stock allow you to group and locate your stock by Brand or Price, e.g., Stock records could have the following Brands Groups applied:

HP	All Stock in this Group is from Hewlett Packard
Apple	All Stock in this Group is from Apple

This in no way relates to from where you actually purchase the goods and is not related to the Vendor's CardFile in any way. It is possible, and in fact more than likely, that you purchase the same product from many Vendors (suppliers) but this grouping is for the actual Brand/Manufacturer.

Region Groups

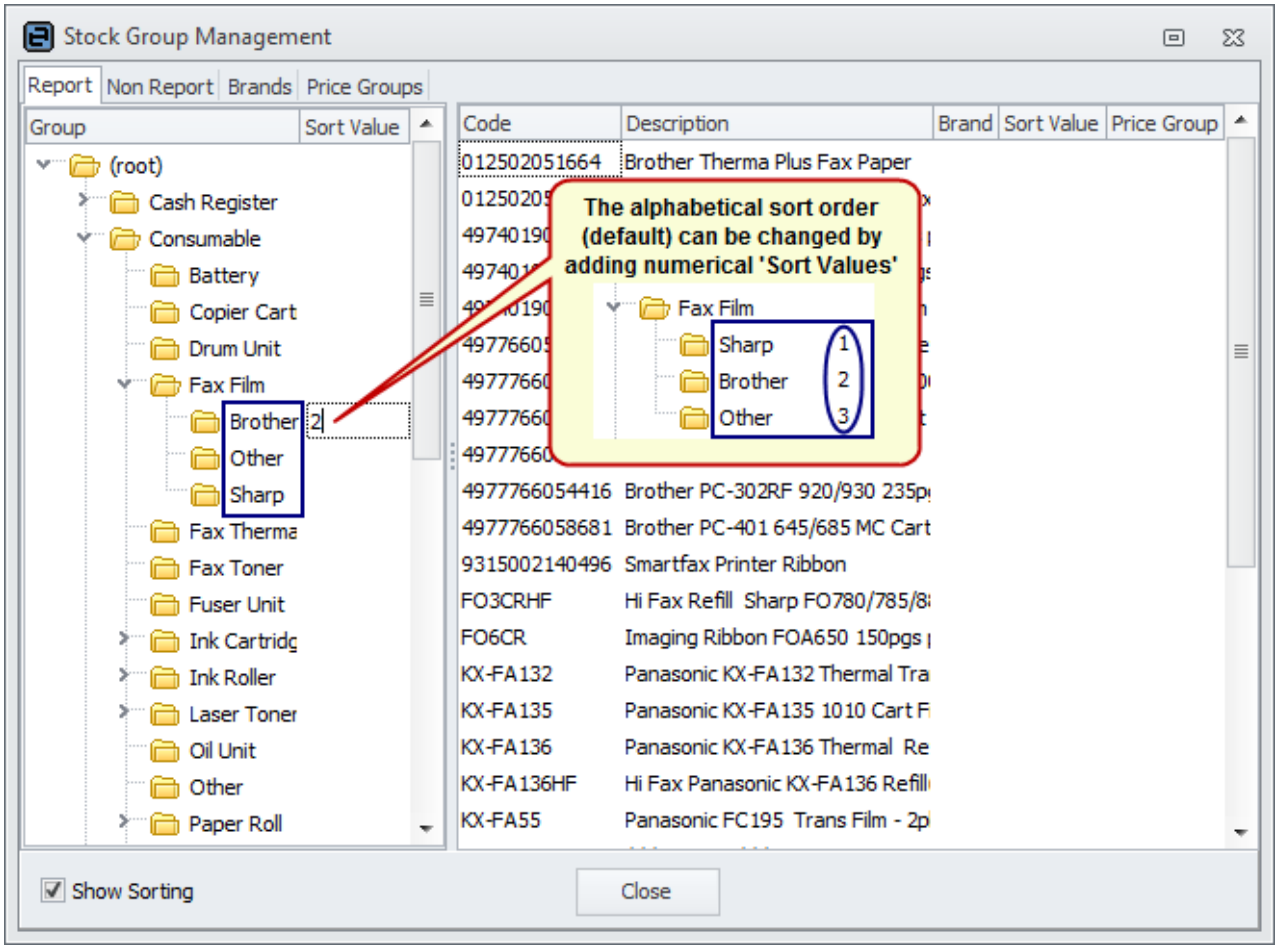
Region Groups on CardFiles allow you to group and search by Region, e.g., CardFile records could have the following Region Groups applied:

Sydney Metro	All Customers in this Group are located within the Sydney metropolitan area.
NSW Southern	All Customers in this Group are located in Southern NSW.

2.5.2 Ordering of Groups and Stock

An additional useful feature within Stock grouping is the ability to sort both Stock Groups and the stock within them by specifying a Sort Value. By default Groups are sorted alphabetically by Stock Group and then by Stock Code. Specifying a sort value allows you to rearrange the order to match printed price lists or to force the most popular stock groups and stock to appear at the top of reports and stock selection.

To add a sort value, simply click on the 'Show sorting' checkbox at the lower left hand side of the Stock Group Management screen, then enter an integer value in the Sort Value field next to the Stock Group or Stock that you wish to reorder.

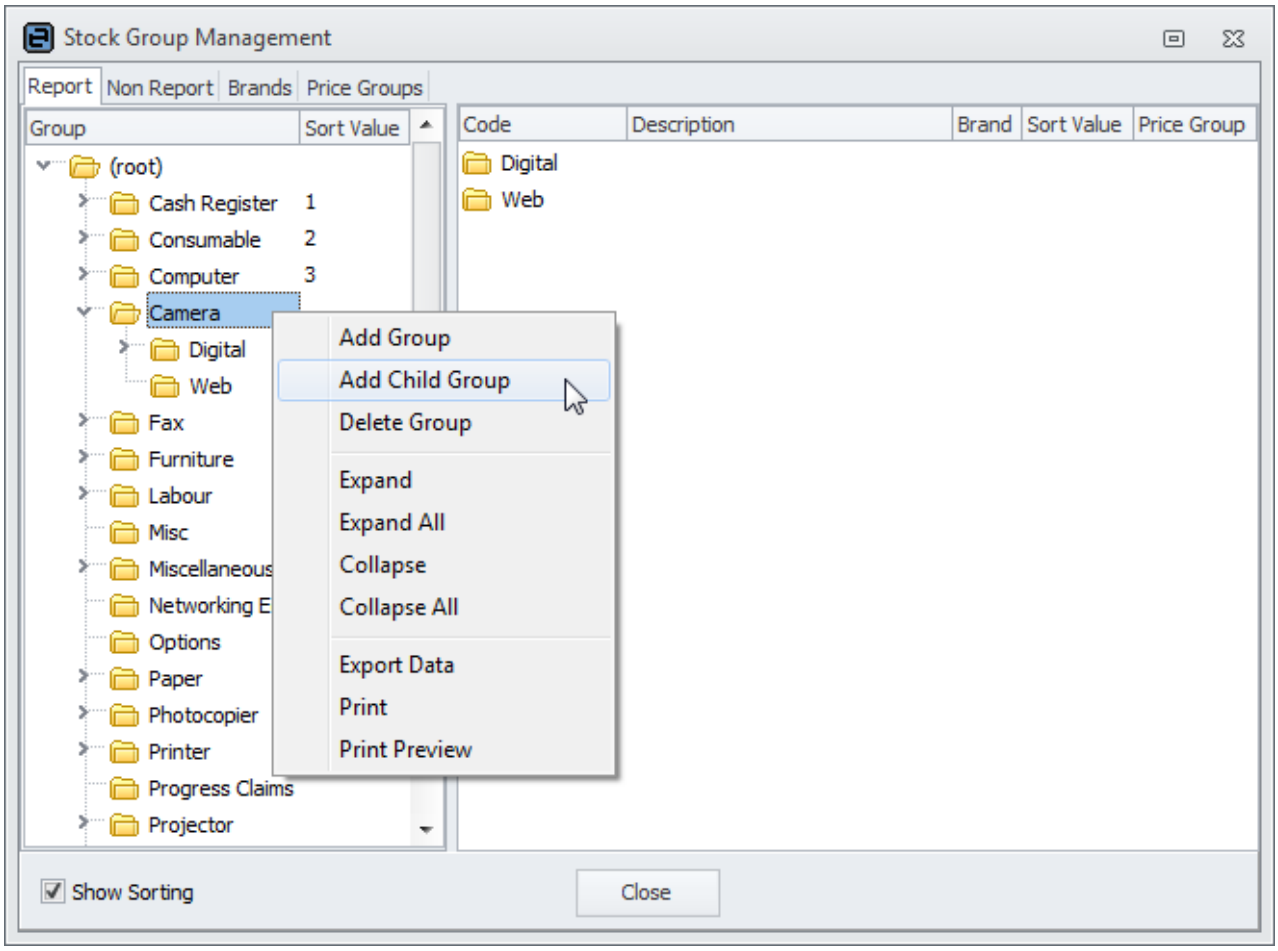


Jim2 Stock Group Management Window - showing 'sorting' using numerical 'Sort Value' fields

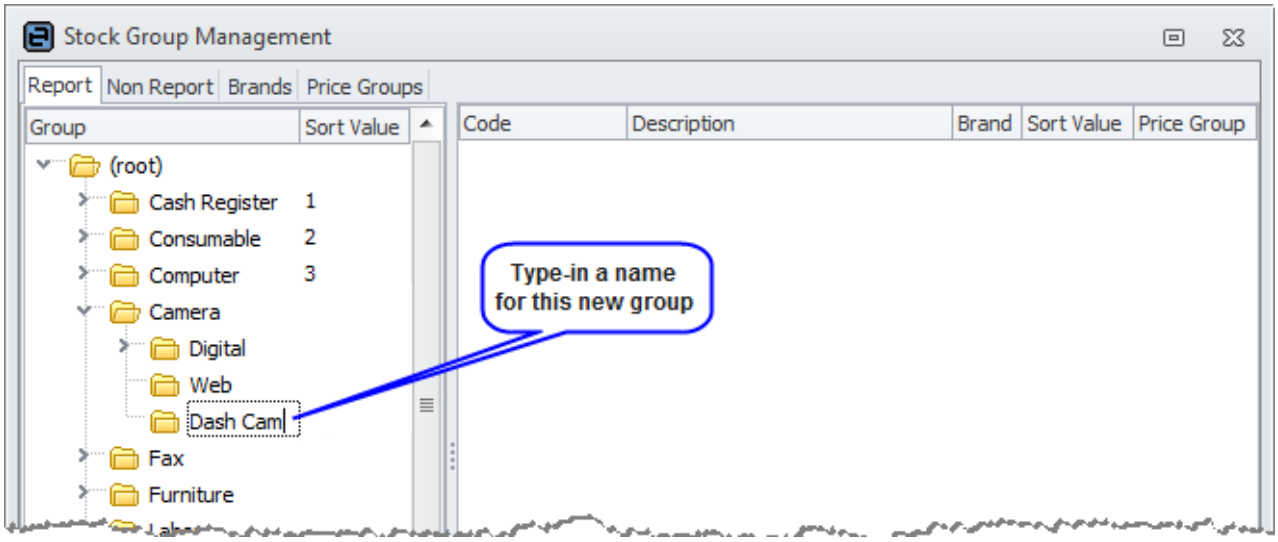
2.5.3 Managing Groups

To add a Group, first open Group Management from Tools --> Groups --> Stock Groups.
The example shown below is for *Stock Group* Management.

Right click on the tree node that you want to add the Group to and choose *Add Group* to add a group at the same level, or *Add Child Group* to add a group at a level under that node.



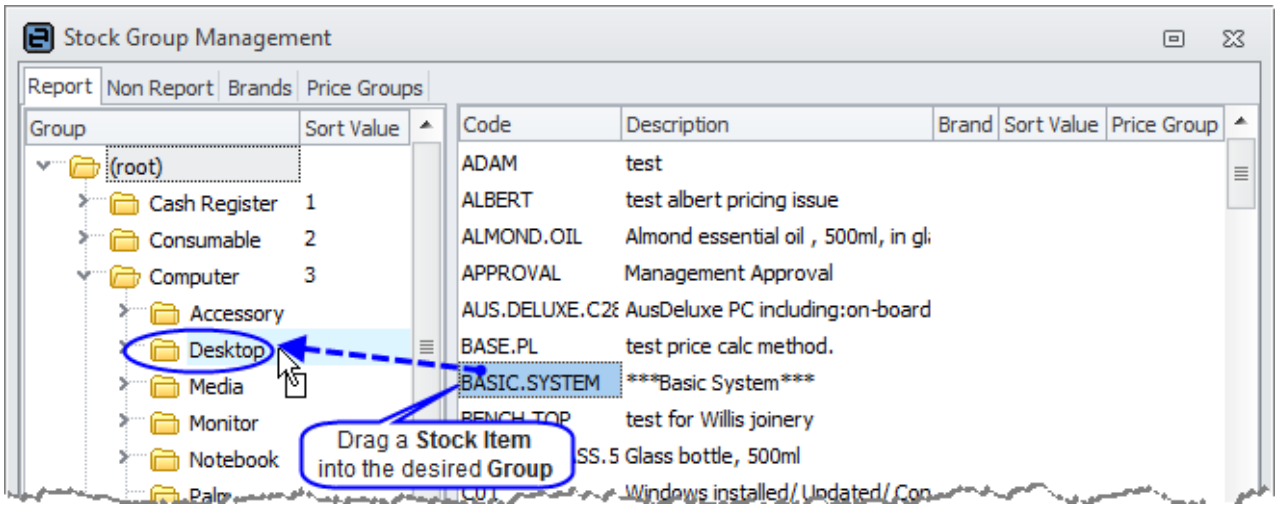
Next type in the name that you wish to call the new Group.



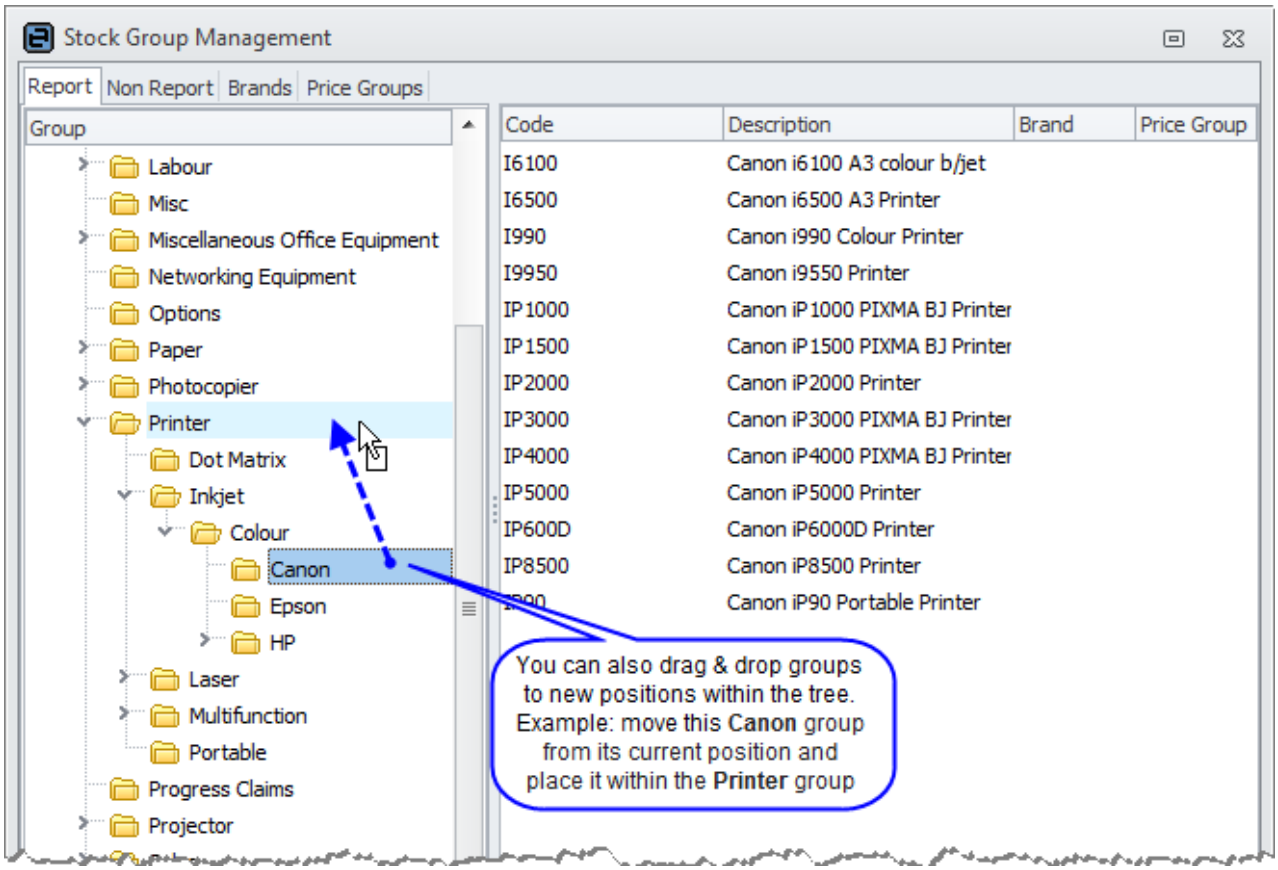
To add stock to a group, simply click on the stock you wish to regroup and drag it to another node within the tree on the left hand side.

To shift all stock within a group at the same time, click on the stock's parent node and drag it to its new position within the tree. The group's header and all stock in that group will be moved.

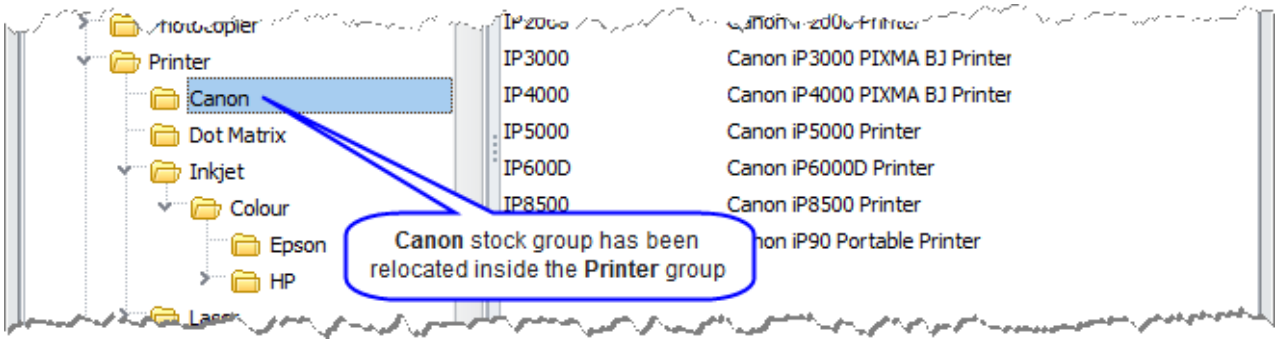
To move multiple stock regardless of location, simply click on the stock and select additional items by holding down either the shift or control key. Then drag the selection to its new position within the tree.



For Cardfiles, Items or Stock, you can also reposition Groups and the objects they contain, by selecting a group and dragging it to its new position within the tree.



Jim2 - Moving a group to a new position in the tree



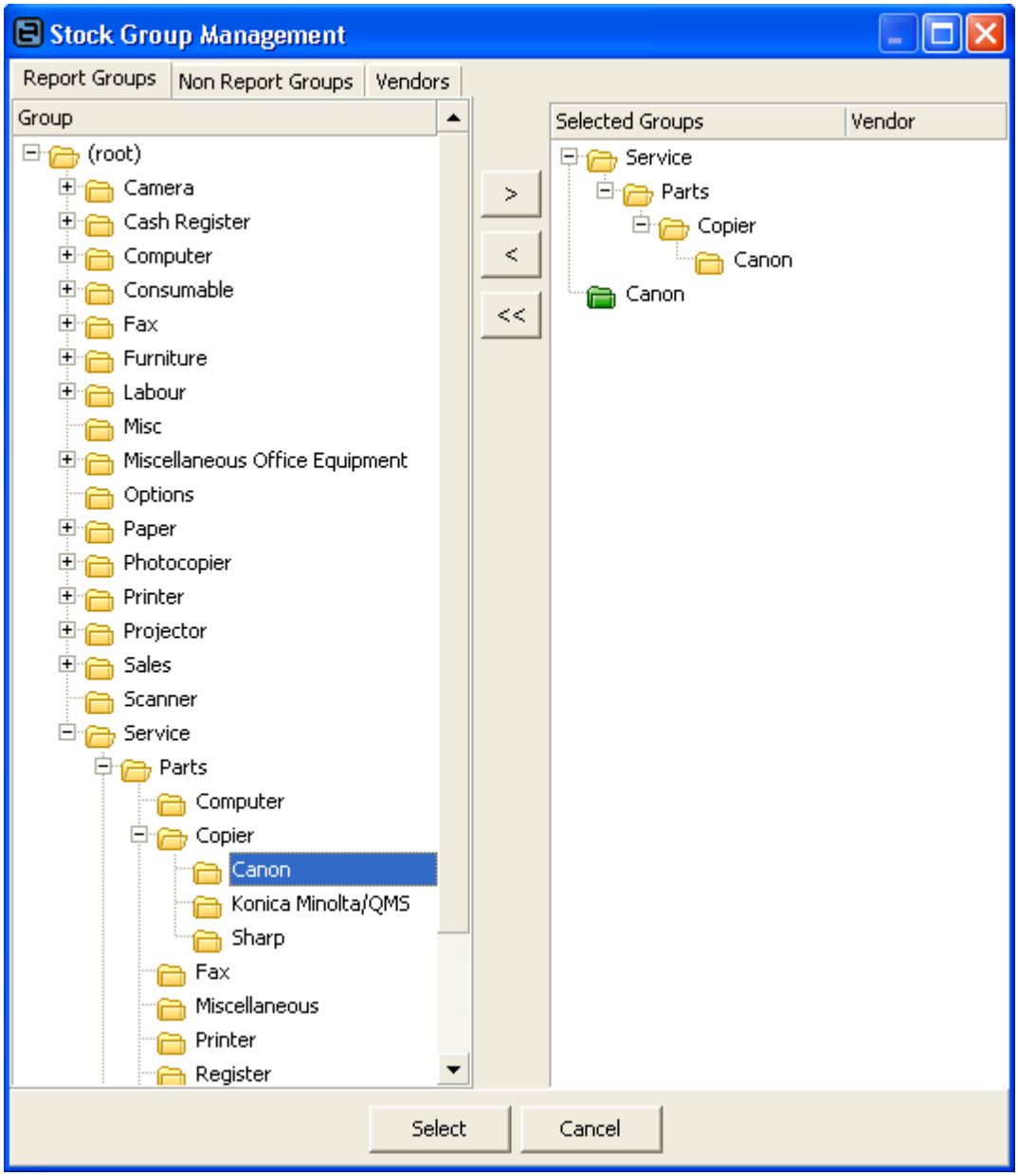
Jim2 - Showing the group relocated to its new position within the tree

2.5.4 Adding Groups to an Object

While editing or adding an object (Cardfile, Item or Stock) click on the group management button.

From the Report Groups, select the branch of the tree that you wish the object to belong to from your object tree. Double click or select '>' to add the object to the branch. You'll notice that if you select a node that is several levels down, the object will automatically be added to all the levels above.

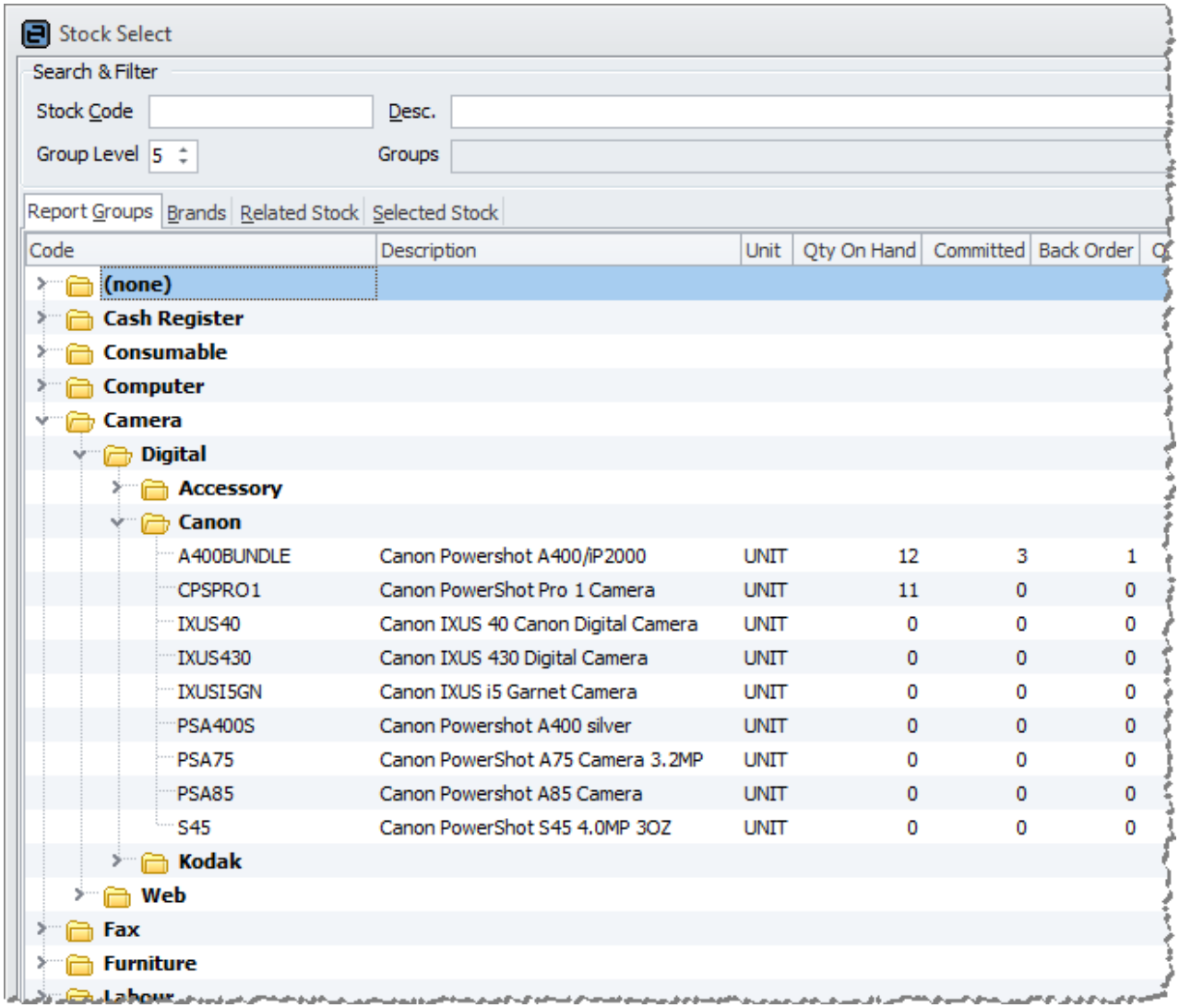
To add Non report Groups or Vendor/ Region Groups, click on the appropriate tab and double click on the Group or click '>'. You can add an object to an unlimited number of Non Report or Vendor/ Region Groups.



2.5.5 Groups in Action

You can think of Report Level groups as the way you would like your stock to be grouped in reports, price lists, your web site and the stock selection screen. Although Jim2® Group Management makes it easy to maintain and organise your groups, it is best to think logically about how you can make the most of groups prior to implementing them.

If you are part of a buying group or franchise, you could easily implement a standard product tree among the group for reporting at a group level. You may wish to make your grouping the same as your largest vendor.



2.6 Security

When setting up software security within your business, you will need to closely consider your organisational structure, workflow and employee usage requirements. Jim2® is designed as a multi-user application and although allowing all users to have high level or unrestricted access to all functions may be appropriate in a small business, large sites will probably want to limit employee work functions by using the Security options available.

If users are well trained on the interactive and flow-on effects of changes (to existing defaults) that they can make within Jim2, the level of Security that management will need to implement will be reduced. If users get a security warning, the 'administrator' should be made aware of the sequence of events that caused it and provide additional training to the user, or change that user's security settings, as appropriate.

Jim2 Business Engine Security should be used to complement the Options, Setups, and automated warnings that Jim2 already has in place. Setting security measures to restrict access to Jim2 functions should be done to prevent untrained users from performing functions, or pre-empting 'accidental' data changes in areas that are particularly sensitive to your workflow.

There are some functions which have a roll-on effect when selected as secured areas. For example, if

you add or nominate that a Security Group can't view Jobs, then that Group won't be able to view a List of Jobs either. As such, you should familiarise yourself with the interaction of Jim2 Objects prior to setting Security, or seek advice from a trained Jim2 Business Engine consultant.

Within Jim2, Security Level or access is identified by Security Groups. Each employee (user) belongs to one Security Group and has access rights to certain areas and functions within Jim2 that have been set up for that particular Security Group.

When reports are devised, they are identified by ascending Report Levels - the higher the number, the more sensitive company information it contains. Security Groups must include an appropriate Report Level.

There are a large number of functions within Jim2 that can be restricted from use by using Security. You have the Option of allowing or denying any Group the right to access any or all of those functions.



When setting up Jim2 for the first time, there is a default user called 'SYS', with a password of 'SYS'. The Security Group of Administrator belongs to this default user, always giving SYS access rights to set and edit Security Groups. The Jim2 Business Engine will prevent the Security Group and the Card Code of SYS from being changed, ensuring that there is always the option to set and edit Security Groups, in case access to security is accidentally set as 'denied' to all other users. Once you have set up CardFiles for other users with a Security Group of Administrator, it would be wise to change the default password of the user SYS (via the User Tab in the CardFile 'SYS') as this default password is universally known and documented. This will prevent Users from logging on as 'SYS' and changing Security options.

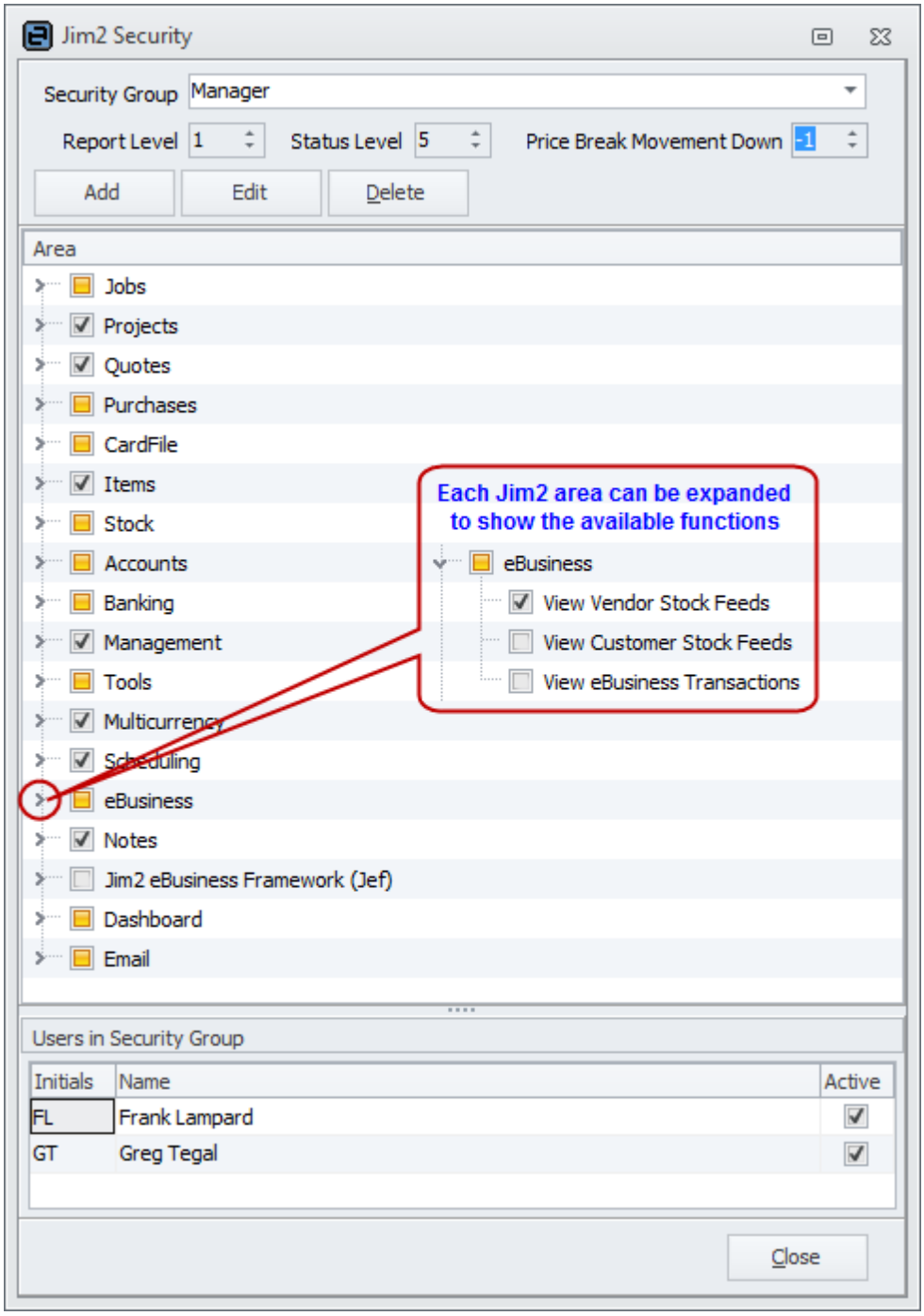


CAUTION: ALL new security settings are ACTIVE (i.e., ENABLED) in ALL SECURITY GROUPS until edited.

2.6.1 Accessing Security

The Security Group that's set-up for each user in CardFile will dictate which of those users will be able to access Jim2® Security. The setting-up of security within Jim2 should be considered very carefully, as it will put restrictions on users.

Once you are logged on with a Security Group that allows you to access the Security option, from the Menu click on **Tools --> Security**. The Jim2 Security screen will appear.



The Jim2 Security Screen.

The Security Navigation Tree displays all those areas of Jim2 that the selected Security Group currently has access to; either ticked to allow access to that area or unticked to deny access. The Jim2 areas shown in the navigation tree can be expanded or collapsed to show or hide each available function within the selected area. This is done by clicking on the ➢ or ⩛ beside each Jim2 area name.

The checkbox status is explained in more detail hereunder.

Checkbox Status	Explanation
☑	This Security Group has access to ALL available functions in this area of Jim2

Checkbox Status	Explanation
	This Security Group has access to only SOME functions in this area of Jim2
	This Security Group does NOT have access to any functions in this area of Jim2



You will NOT be able to Delete or Edit the Security Group of Administrator (ALL areas and options are always enabled). The default Administrator is SYS. Once you have set up the CardFiles for users who will be in the Administrator Security Group, it's essential to change the default password belonging to the user SYS, as this is a universally known password. Do this via the User Tab in the CardFile for SYS. Doing this will prevent users from logging on as SYS and changing any Security options.



The bottom section of the Security screen displays those Users that are in the currently selected Security Group. You cannot add or remove Users from Security groups through this screen. To do that, you need to edit the User CardFile and change the security group from there. Furthermore, to change your own Security Group, you will need to already belong to a Security Group that is able to Edit a User's Detail within CardFile.



The Report Level field shows the level number that this Security Group has access to. The higher the number, the more sensitive the Reports that can be accessed. For example, if Report Level 5 is allocated, the group can access Report levels 1 through 5, but not 6 or above. When a Report is created, the User designing it sets an appropriate Security Report Level; lower numbers to give general access to the new report or higher numbers to restrict access to it. It should be noted that access to Jim2 Report Designer can also be restricted by the settings in Security.

2.6.2 Adding or Editing Security

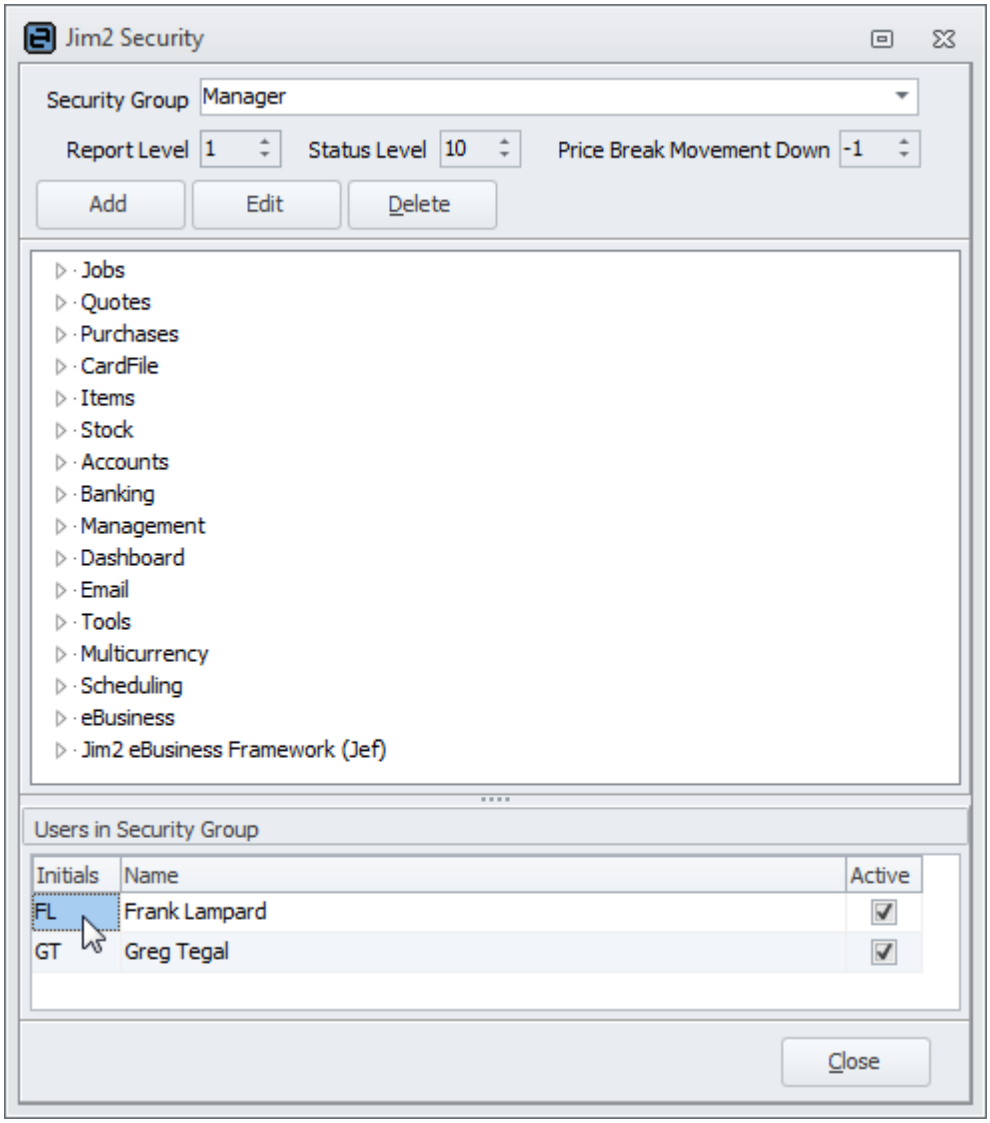
To set up new Security Groups, or change the existing Security setup, Jim2® will check if your user log-on (set via your CardFile) is currently set-up with a Security Group that includes access to Security.



The option for users to change their own Security Group (by editing their own CardFile) can be prevented by denying users access to "Edit User Details" via CardFile - they can still View, Edit or Add CardFiles, but not access the User Tab of any CardFile without assistance from a user with Administrator access.



If the Security Group that a user belongs to has been denied access to any of the Jim2 functions or features, when any user in that Group tries to access any of these functions or features, a Security message will pop on to the screen. This includes access to Security itself.

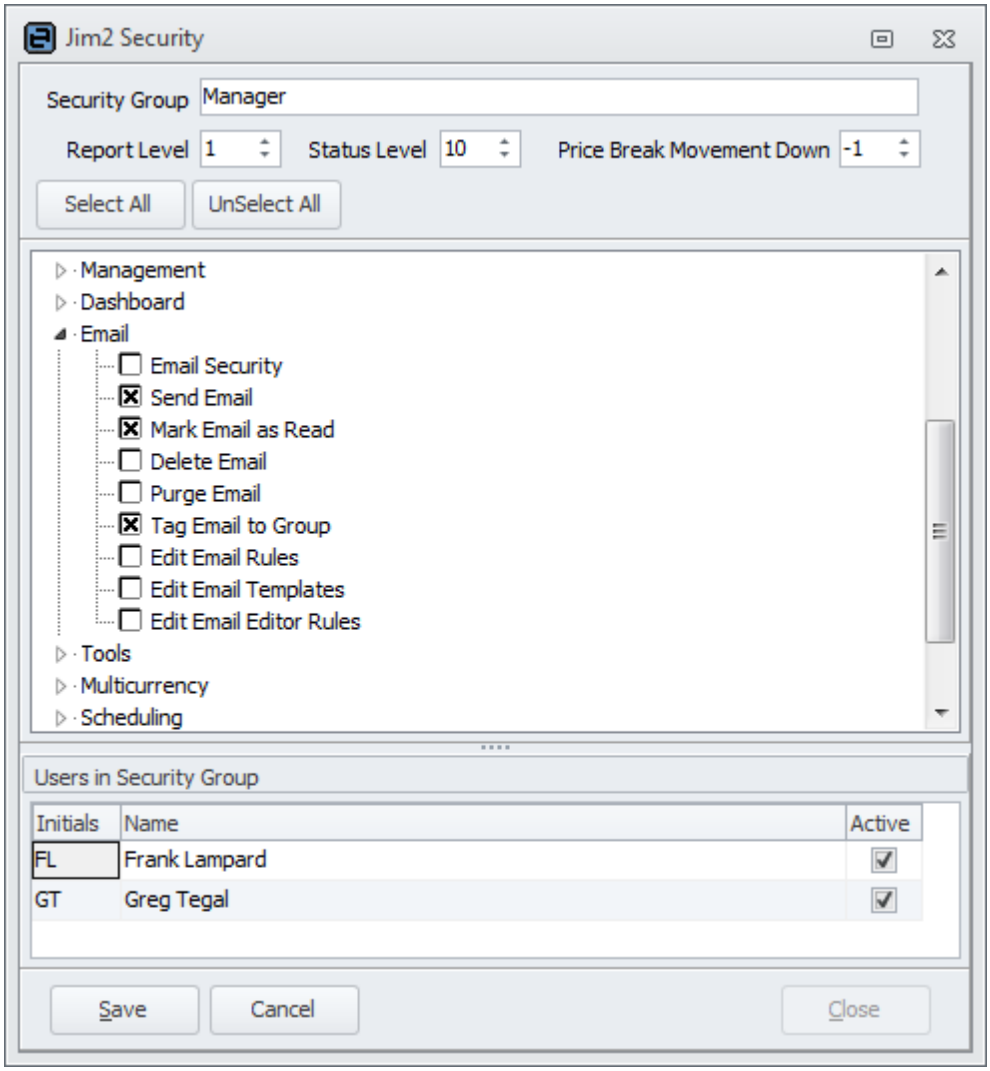


The ADD button gives you access to set up new Security Groups. You will need to name the new Security Group, and allow or deny access rights to that new Security Group under each heading in the security navigation tree.

The DELETE button will completely remove the selected Security Group from Jim2.

The EDIT button gives you access to change existing Security Groups. Select the Security Group showing (or selected another using the browser button) to edit the existing security rights under each heading in the security navigation tree.

Editing a Security Group



You can use either the Select All or UnSelect All buttons to will allow or deny access to every function or feature in the security navigation tree, or use the tick boxes next to each function to enable or disable it for the currently selected Security Group.

The SAVE button will save any changes you have made.

The CANCEL button will disregard any changes you have made since the last 'Save'.

The CLOSE button will close the Security function completely.

2.7 Strict Workflow

Strict Workflow allows you to set and enforce strict rules with regards to:

1. The movement from one Job Status to the next
2. Who can change a Status using Security groups
3. Automate date/time Status Due relating to "how long" an object should remain on a particular status

These are very significant and powerful methods affecting the way Jim2® BE works.

Whereas most sites rely on a series of "Live Lists" to be monitored regularly, you can now set default expectations for the workflow to provide more accurate information in your List/ Live List monitoring to identify where, when and if your work processes require attention.

 To implement the above Strict Workflow changes in your database, read the following notes FIRST!

Then:

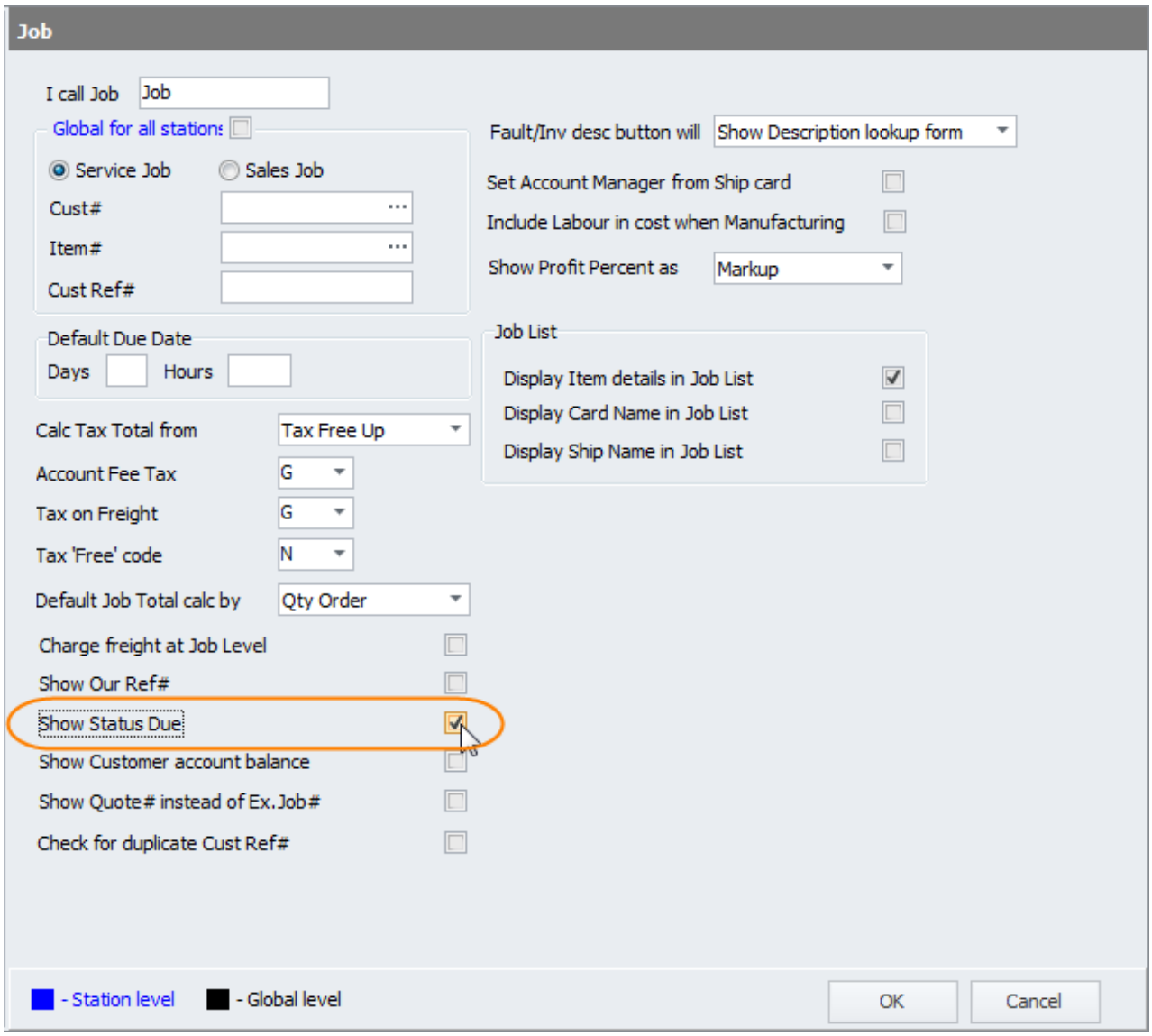
In Options choose Job Options. Check the box "Show Status Due" – this will default the Status Due & Status Time columns into your Job Lists

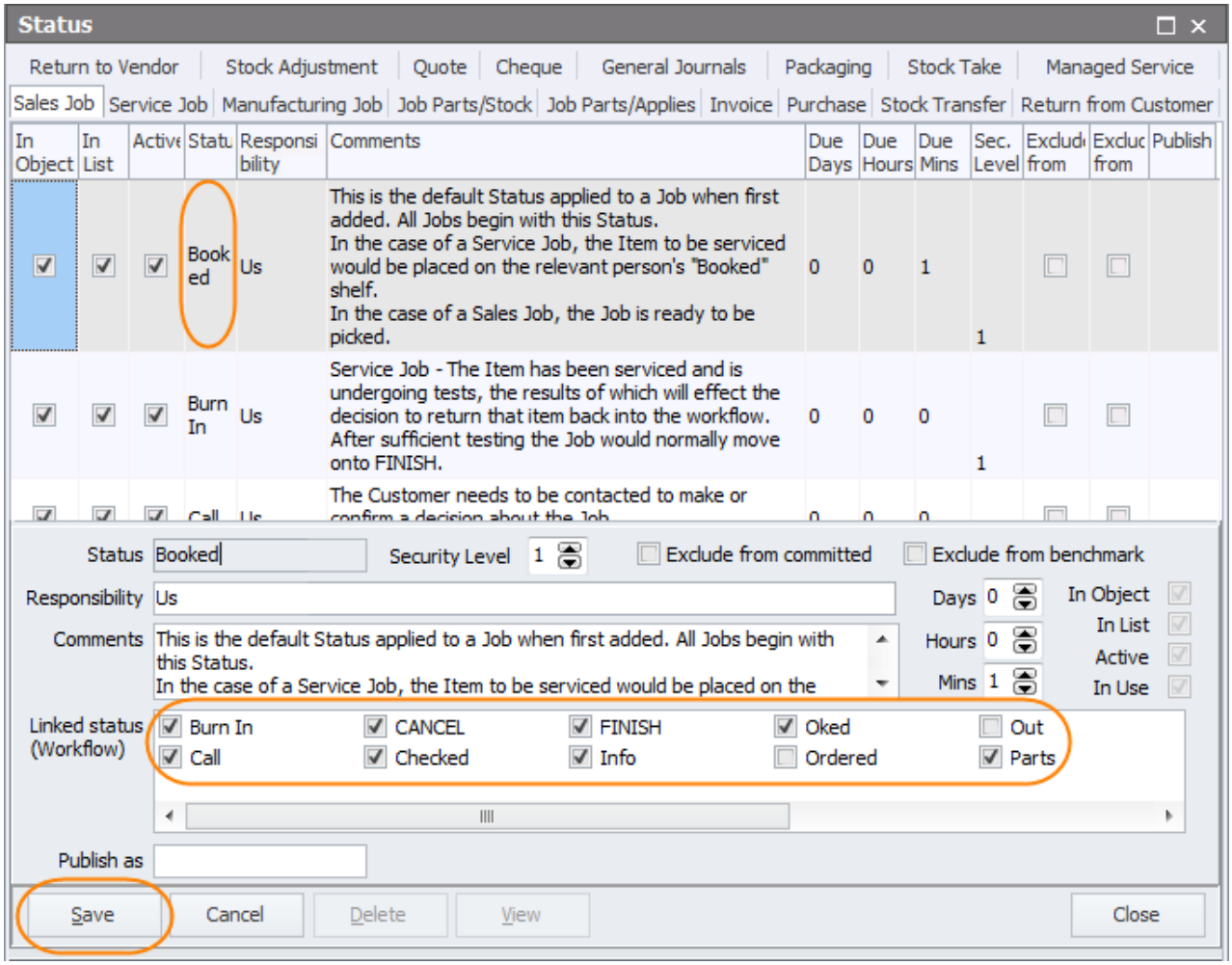
Review your user Security Groups - to determine which groups should be able to access which "Status Level" you would like to put on each Status

Review your Status Grid – and determine the Linked Status (forward & backward) you require.

Set the Status Security Level for each status to match your choices in the Security grid.

Set the Days/Hours/Minutes you want on each Status to calculate the Status Due (e.g. after 1 hour and 30 minutes this status should have changed).


Job
I call Job
Job
Global for all stations
Service Job
Sales Job
Cust#
Item#
Cust Ref#
Default Due Date
Days
Hours
Calc Tax Total from
Tax Free Up
Account Fee Tax
G
Tax on Freight
G
Tax 'Free' code
N
Default Job Total calc by
Qty Order
Charge freight at Job Level
Show Our Ref#
Show Status Due
Show Customer account balance
Show Quote# instead of Ex.Job#
Check for duplicate Cust Ref#
Fault/Inv desc button will
Show Description lookup form
Set Account Manager from Ship card
Include Labour in cost when Manufacturing
Show Profit Percent as
Markup
Job List
Display Item details in Job List
Display Card Name in Job List
Display Ship Name in Job List
- Station level
- Global level
OK
Cancel



For example, in Status - Sales Job (see above) you could configure it so that Sales Jobs can only go from 'Booked' to 'Burn In', 'Call', 'CANCEL', 'Checked' (in fact any of the ticked links). To do this:

- Highlight the 'Booked' status
- Click 'Edit'
- Tick the boxes beside 'Burn In', 'Call', 'CANCEL', 'Checked', etc., to suit your desired workflow
- Click 'Save'

It's important to remember that when selecting the 'linked' statuses, you are selecting both where you can come from and go to. So in the above example you would enable them as follows:

Status	Linked Status
Booked	Checked
Checked	Proceed, Booked

Thus allowing you to go from Booked to Checked and then from Checked to Proceed or back to Booked.

2.7.1 Date/Time Due at a Status Level

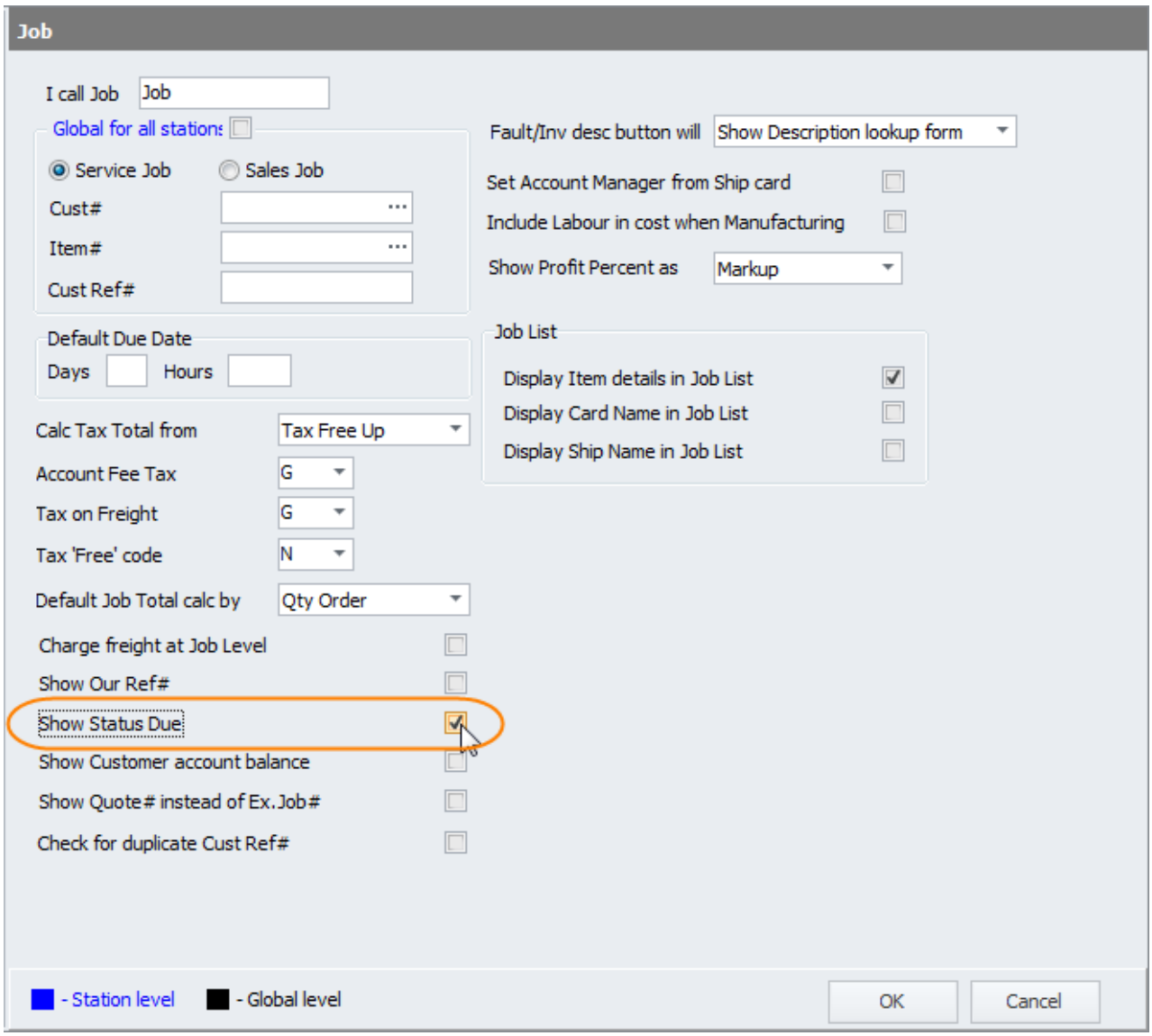
Great for real-time workflow, this feature allows you to set a Status Date/Time due at a Job Level. As an example, when a Job is changed to the Status of 'Call', remind me in 30 minutes if this hasn't been actioned. Alternatively, let me know when a Job has been on a Status of 'Parts' for more than 24 hours. Great for Call Centre, Service companies and switched-on Sales companies!

The Status Due Date and Status Due Time fields are available in all Job Lists, including live lists, and will automatically change to Red text on a reddish row when overdue, allowing easy follow up and actioning.

In this example, a Service Job on a status of 'Call' will 'escalate' (Status Date/Status Time columns turn red on brown) in five minutes – that is, after five minutes you expect your staff to make the call and change the status to the next in the workflow (e.g., checked or info).

Job#	Status	Status Date	Status Time	Cust#	Cust Ref#	Item#	Item Desc	Serial#	Date Due	Time Due
38	Call	06/08/2013	04:28 PM	DAYCOM	101	MON.VGA	VGA Monitor	VGA.128	09/08/2013	03:05 PM
39	Wait			DAYCOM	101	MON.VGA	VGA Monitor	VGA.140	22/08/2013	03:05 PM
40	Wait			DAYCOM	101	MON.VGA	VGA Monitor	VGA.119	20/08/2013	03:05 PM
41	RAI.NR			DAYCOM	101	MON.VGA	VGA Monitor	VGA.132	09/07/2013	03:06 PM
42	RAI.NR			DAYCOM	101	MON.VGA	VGA Monitor	VGA.155	09/07/2013	03:06 PM
44	Call	06/08/2013	04:20 PM	MOSLEY.GP		HDD.RECOVER	Date Recovery	7EOL256	09/08/2013	03:24 PM

Don't forget to activate these two extra columns in your Job List by ticking 'Show Status Due' in Tools --> Options --> Job, as shown below.



2.8 Scripting Engine

The Jim2® Business Engine makes extensive use of Microsoft's ActiveX scripting technology. This provides Jim2 with unparalleled power to be tailored to specific company and/or industry requirements, and provides the "digital glue" to easily tie Jim2 into existing legacy applications or new technologies, as they become available. Scripts or "complete Jim2 Report datasets" (jrpt files) can easily be imported into Jim2 and instantly become seamlessly integrated into Jim2, either generally or at a specific object level.

Scripts can be written in VBScript (Visual Basic), JScript (Java) or DelphiScript (Pascal). The Jim2 Business Engine provides an integrated, fully featured syntax highlighting for the language used. Forms related to scripts can be visually designed in Jim2 using standard RAD methodology and component/control event code automatically hooked in.

All reports in Jim2 are linked to their relevant script. For example, the sequence of events that occurs when the statement report is run within Jim2 is:

1. The Statement Report is located within the Jim2 database and the linked Statement Script is executed.
2. The Statement Script is executed and displays the date selection dialogue box (script form).
3. The User selects the required statement aging date.

4. Control is returned to the script, which then generates and runs several SQL queries in order to provide data in a format appropriate for the reporting engine. The script also has access to the form or object within Jim2 that called the script. In this example, the script accessed the debtors CardCode, selected print method and the currently logged on User's details, etc.
5. The Script then creates and connects the report's data pipelines, initialises the report engine and fires off the report.
6. After the report has been viewed, printed, faxed or emailed, control returns the script which then frees up any resources used and returns control to Jim2.

The same script can be used in multiple reports. For example, the Invoice Script is the same for all invoice layouts, only the actual report or appearance of the data is different.

Scripts aren't merely simple report 'glue', they can be as basic or complex as required. Examples include:

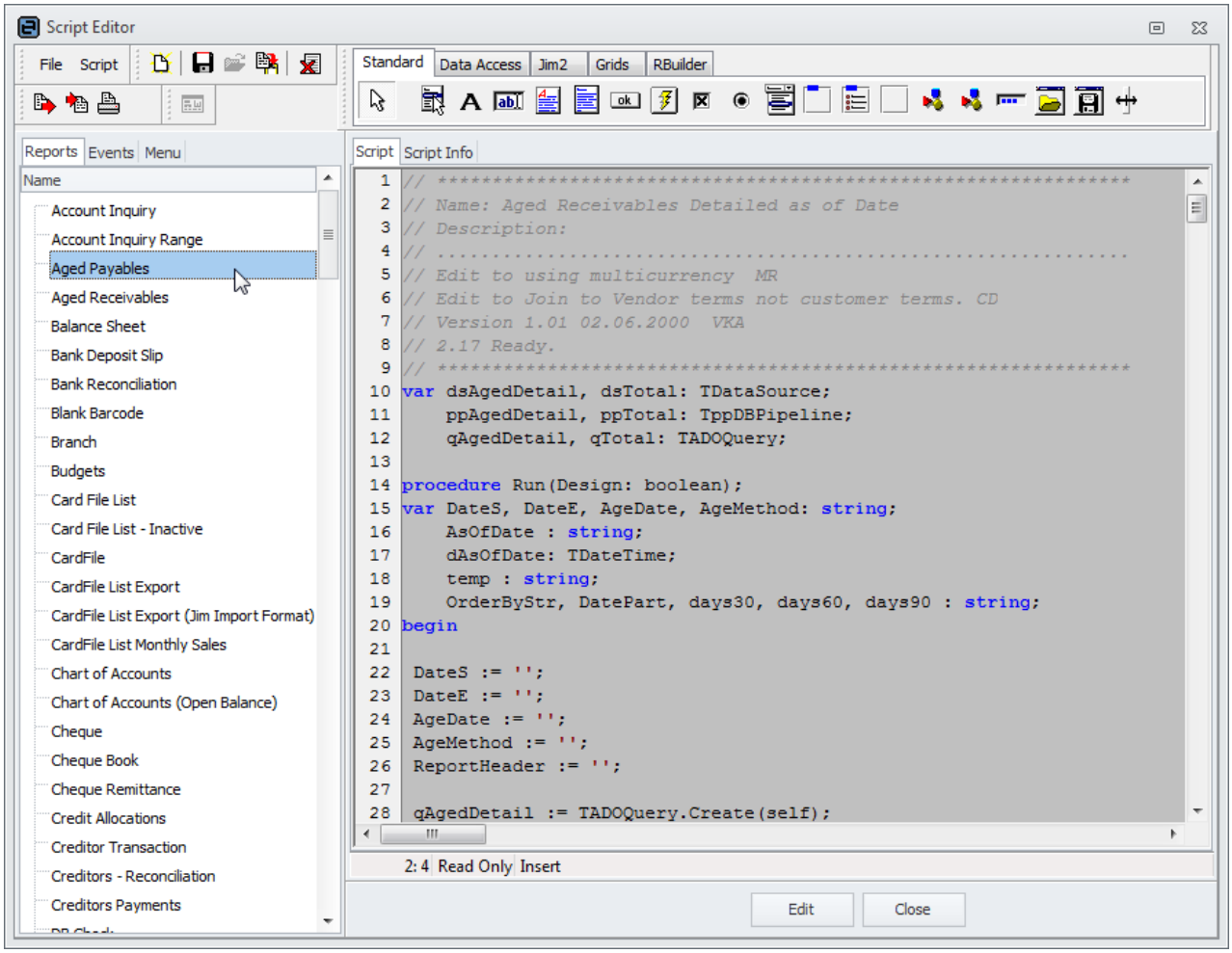
- The Stock Profit reports within Jim2 are good examples of complex functions that are entirely scripted. These reports include a powerful selection criteria form (script form) and create several SQL queries in order to generate the relevant data and grouping. They even provide cost estimates for stock sold in advance.
- Seamless interaction with products like Microsoft's Word, Excel, Access and Outlook.
- Scripts also allow Jim2 to easily interact with other software. Jim2 fully supports XML recordsets, the core technology uses in B2B and B2C applications, including Microsoft's Biztalk.

2.8.1 Script Editor at a Glance

To modify any existing Scripts, or when you want to create your own, they will be stored, saved and available via the Script Editor screen.

For the purpose of this document, we will assume you are familiar with Microsoft ActiveX Scripting, DelphiScript, VBScript and JavaScript. For further information on learning how to use Script Editor, please contact your Jim2 Business Engine consultant.

1. From the Jim2® Ribbon Tab, click Tools --> Scripting Engine. This will open the 'Script Editor' screen.

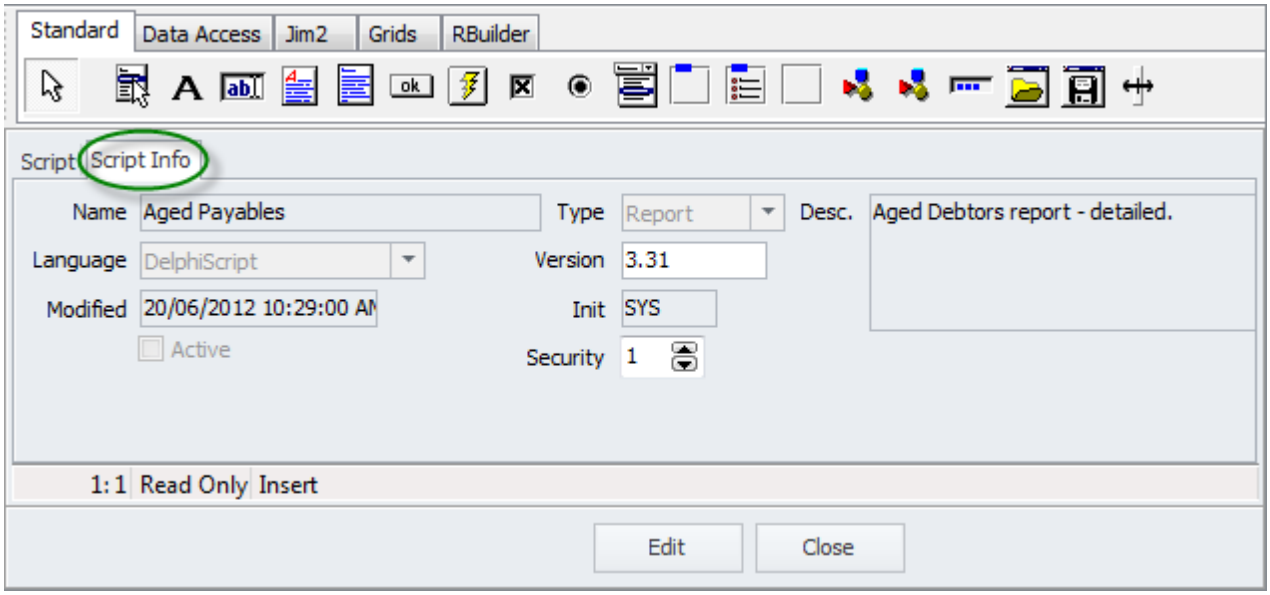


Jim2 - Script Editor Screen.

2. On the left hand side of the screen is displayed a list of available Scripts, identified by their name. Select a Script to view or edit by clicking on its name in this list.

3. The Tabs will give you access to the Component Pallet - Standard components, Data Access components, Happen Business (Jim2 Business Engine) components, TopGrid components, RBuilder components - for use in editing this script.

4. The details of the Script selected will show in the Script Info Tab - including its name, the Language it was written in (DelphiScript, VBScript, JavaScript), the last Modified date/time, the Script Type (report or export), the current Version number of that Script, the Initials of the last author, and a brief memo describing the Script.

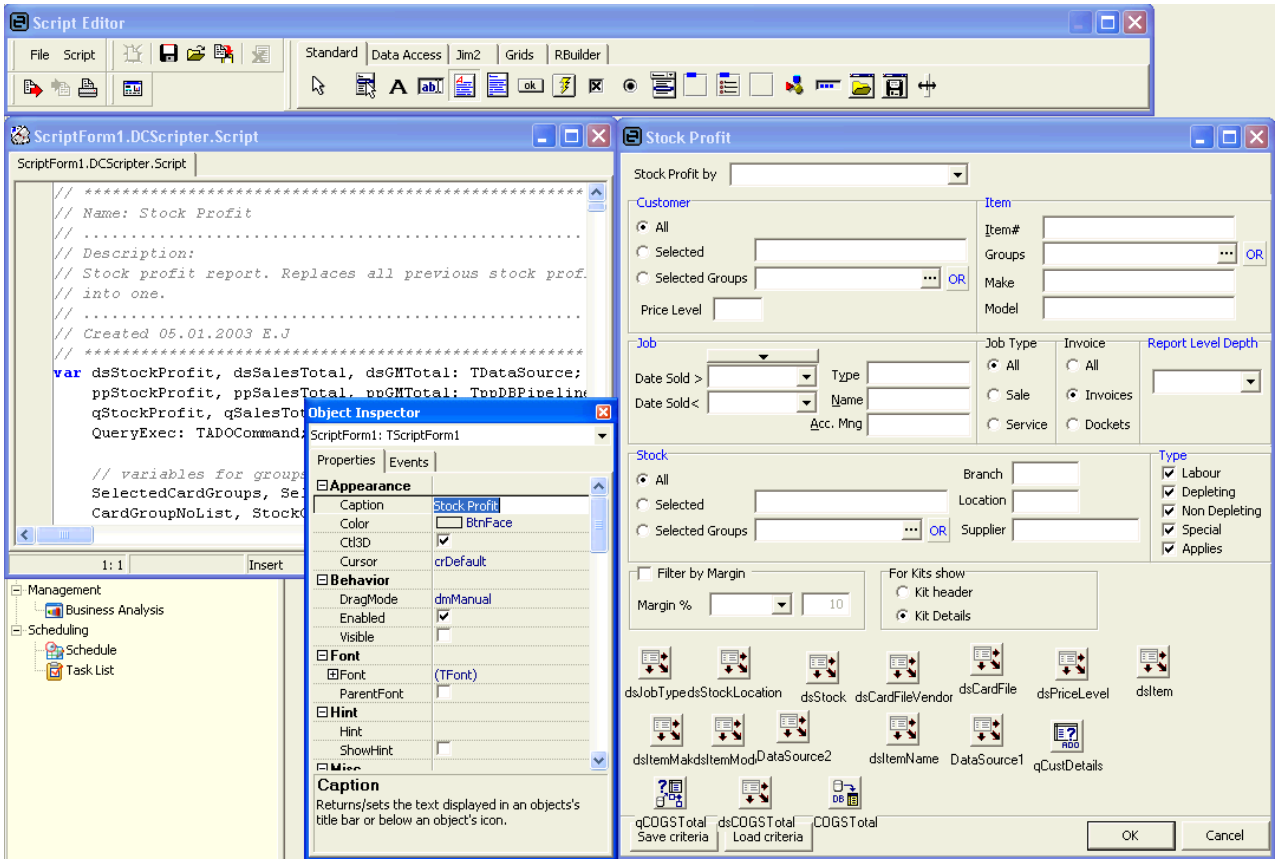


Jim2 - Script Information Tab.

5. To Edit the selected Script, click 'Edit'. Your Jim2 log on ID will update the Init field in the footer. If you select to Edit a script the Edit button will become the Save button to save any changes you have made to the script. Jim2 will update the last Modified date/time field, and increment the current Version number field by .01.

6. 'Close' will close the form. If you chose to Edit the script this Close button will become the Cancel button, which if selected, will Cancel any changes made to the Script.

2.8.2 Script Form Designer



2.8.3 Event Scripts

"Out of the Box", you will not need any Event Scripts in order to run Jim2®JIM2 BE. However, if your site has very specific requirements or needs refinements, we can create Event Scripts for you, to handle these changes. Event Scripts are activated by existing JIM2 BE "events", such as status changes. Event script examples would be:

- If the Job status changes from Booked to Confirmed, then on "Save", change the Job due date.
- Automatically send a confirmation email when a service job gets logged.

We're sure you'll agree this is a very significant function within JIM2 BE. Event Scripts do not interfere with the core engine functionality of the product, but greatly increase the flexibility of the whole product.

2.8.4 Menu Scripts

Menu Scripts are a powerful tool to enhance JIM2 BE. Menu Scripts "hook" actions to the mouse-click on menu icons. A good example of this is the Till icon we have created for the Retail option. By importing the Till menu script, a new icon will appear in your Toolbar. When you "click" on this icon, it activates a menu script that opens a dialog box, ready for user authentication (security) and then sends a signal to open the Till drawer.

Another example of Menu Scripts would be to create an icon that, when clicked, prints a specific list of management reports.

This type of technology enhances the functionality of JIM2 BE significantly, and helps you to better tailor the system to your individual requirements.

2.9 Report Designer

One of the most important functions required in any business software application is the reporting function. Businesses use reports in a variety of ways, and reports should be able to produce useful and relevant information in an easy to read format. Jim2 gives you the option of using the Report formats we have already designed, customising those formats to better suit your business or creating your own reports - using the Jim2 Report Designer function.

The Jim2 Report Designer is a complete and separate application in itself, however it is seamlessly integrated into Jim2. The reports available within each Jim2 Business Engine Object or function were created and can be modified using the Report Designer. The "portal" to access the Report Designer is the Report Explorer - a "holding area" in effect, where reports are maintained.



Reports in Jim2 are "context sensitive" - that is, the choice of Reports you have available to you via the drop down list will bear a direct relationship to the active function and Object you are in, and your allocated Report Level Security. The actual print devices available to you will have been set via the Printer Options. The System Report Object gives access to your Management Reports.

Reports themselves are a combination of information and calculations, made available in specific and useful formats:

Object and function Reports, such as Invoices, Quotes, List Reports, Delivery Dockets, etc.

Management Reports, such as Stock Profit Reports, GST Support Documents, etc.

Report Designer allows you to produce these types of reports from within Jim2 by combining (programming):

- RAP (Report Application Pascal)
- Specific objects or components to execute events, using your data.
- Scripts used to generate data pipelines for use in your reports.



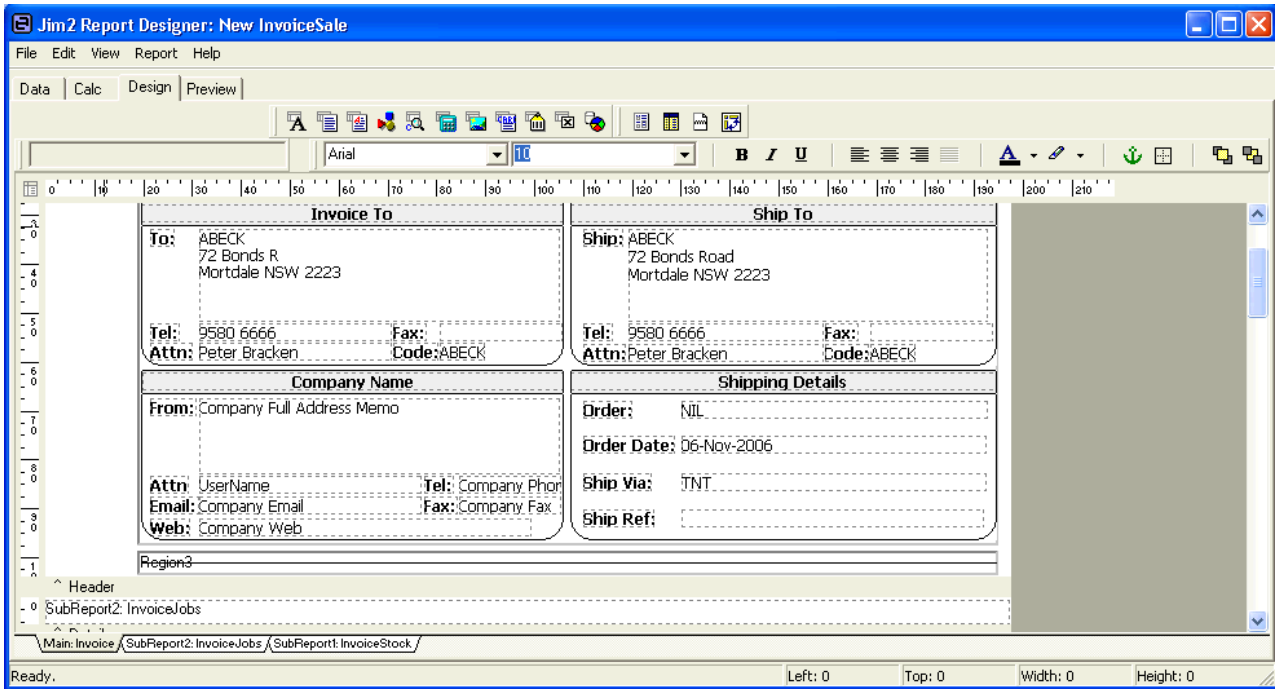
If the Report is a System Report you will not be able to Edit it - you will need to copy the Report to a New Report and then you can edit it. This is simply a safety mechanism to prevent Users Editing a System Report which they then realise is required.

2.9.1 Report Designer at a Glance

The Report Designer works in a similar way to many (Windows based) design applications. Report Designer gives you:

Menu	pull down selections with File, Edit, View, Report and Help options
ToolBar	containing edit tools and components (objects)
Tabs	to the Report Data, Calc, Design and Preview screens

For the purpose of this document, we will assume you are familiar with RAP (Report Application Pascal). For further information on learning how to use Report Designer, please contact your Jim2 Business Engine consultant.



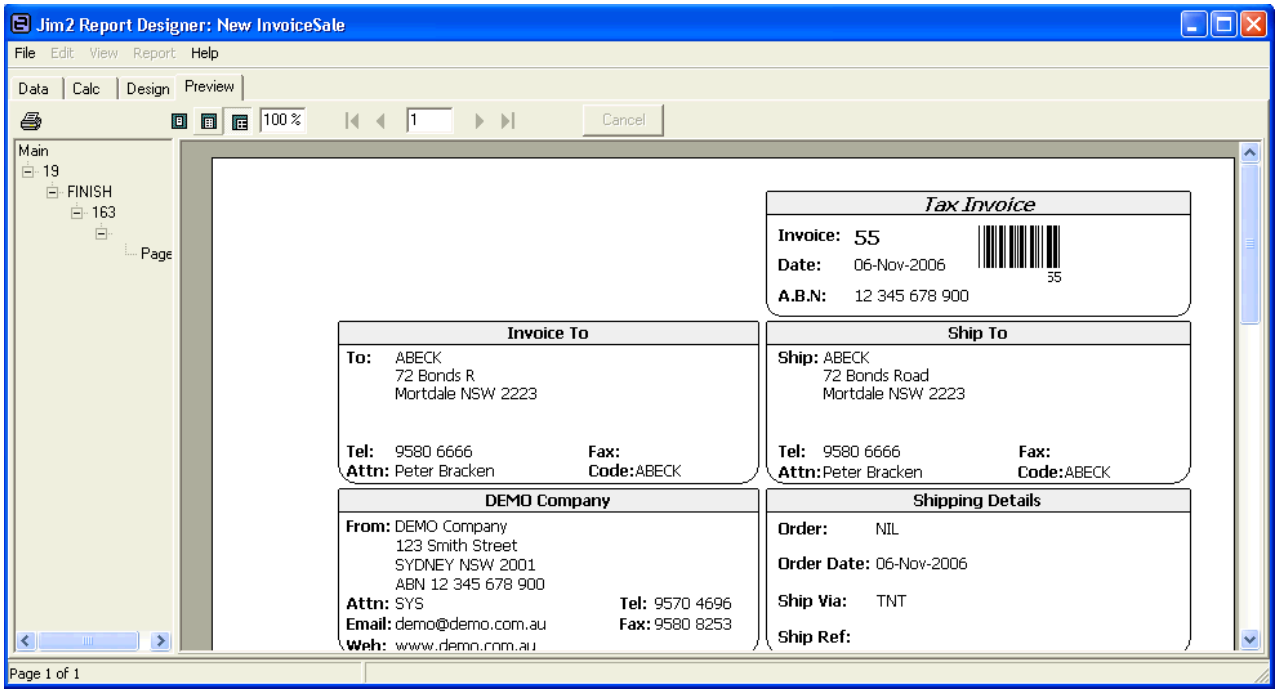
Jim2 - Report Designer.

Design

Using standard Edit options (such as cut, copy, paste, bring to front, send to back), Toolbar functions (function toolbars to draw, align, nudge, change size, toolbar rulers, grids, etc.), Toolbar objects (components), and report Options (page style, portrait, landscape, pixel sizes), Report Designer allows you to literally drop and drag the Report layout to suit your needs, and drop "objects" or design components into reports.

OnCalc

This is where RAP (Report Application Pascal) functions are applied. The RAP code is executed when an "event" occurs. Each Report object or component will fire one or more events. The code itself will be executed when any associated event occurs.



Jim2 - Report Designer - Preview Tab.

Preview

The Report being designed can be previewed as it will be printed. Scripts will automatically provide a set of "dummy data" for the RAP, so that a preview will show data results, as it appears within the report design layout.

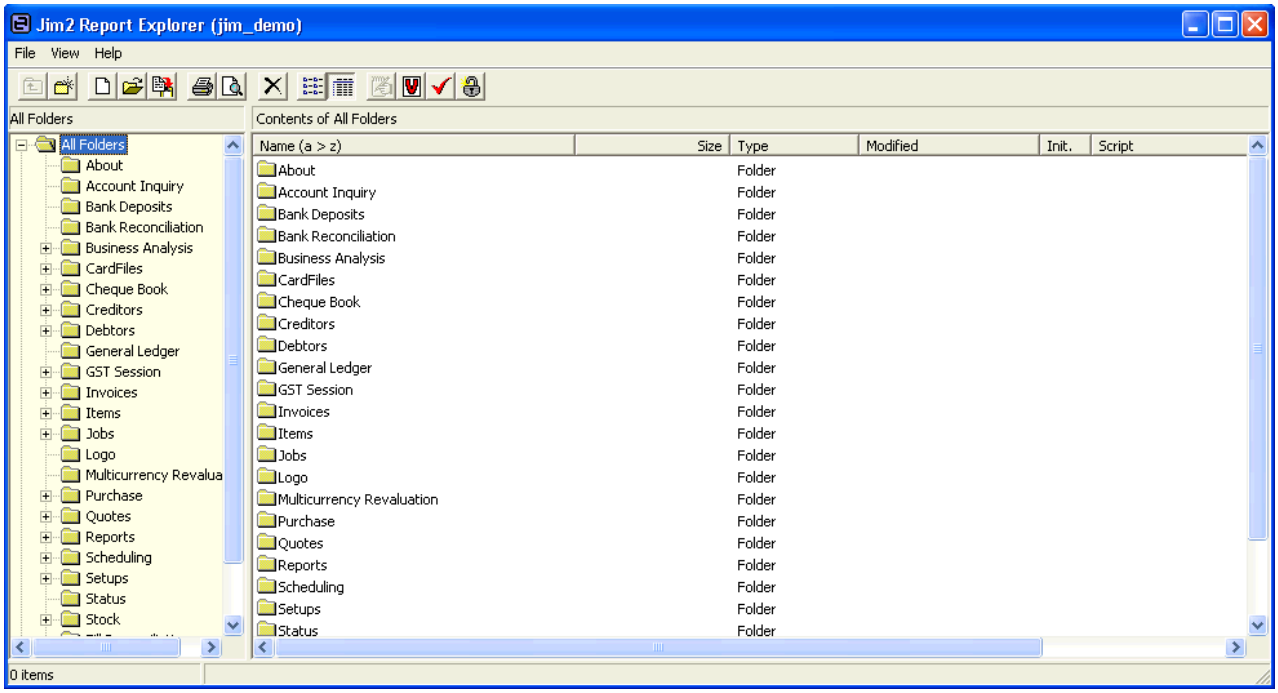
Data

In relation to use within Jim2, the data used for this Report is replaced by Jim2 Scripts. This screen will, therefore, normally be empty.

2.9.2 Report Explorer

The supplied Reports, or Reports you design yourself, are stored in the Jim2 Business Engine database and accessed (maintained) via Report Explorer, in their respective subject folders. When a Report is made Active (via Report Explorer), it is available within Jim2 Objects and functions. The Security Level of Reports set (via report Explorer) will ensure only specific users can have access to sensitive reports.

To redesign any existing Reports, or when you want to create your own, they will be stored, saved and available via the Report Explorer screen.



Jim2 - Report Designer Screen.

1. From the Jim2 Menu, click Tools and select Report Designer. This will open the Report Designer using the User Name and Password you entered when logging into Jim2. The Report Explorer screen will appear.

Because Report Builder is a complete application in itself, you are able to open report builder from "outside" of Jim2. If you have opened the Report Designer from a different source (for example: drive C:) you will still see a login screen similar to Jim2 Login. Use the same User Name and Password as set up within Jim2 to access the Report Designer, providing you have the correct security settings.

2. The subject folders are shown in a navigation tree format. By expanding the root subject by clicking on the "+" beside each subject, the available Reports will show as sub headings, and the Contents of those folders will be listed in the contents screen.

3. The name of the report

4. The size of the report

5. The Type of Report - either a Report or a Folder

6. The date and time the report was last modified

7. The initials of the user who last modified the report

8. The Script that is assigned to this report

9. The Version of this report

10. The Security Level assigned to this report

11. Whether this report is active or not.

12. Whether this report is a System (Happen Business) Report or an End User Report.

2.9.2.1 Report ExplorerToolbar

The Toolbar within the Report Designer contains a number of different buttons which all perform specific functions.

 Up one level (moves you up one folder level from where you are)

 Creates a New Report Folder

 Creates a New Report

 Opens the selected Report

 Copy's the selected Report to the same folder with a name specified by the user.

 Prints the selected Report

 Previews the selected Report

 Deletes the selected Folder or Report

 View – the Reports as a list (not details)

 View – the Reports in detail

 Select the Script you wish to assign to this Report

 Enter or change a Version number for this report

 Set whether this report is active or not. Reports that are set to active will be available within the Jim2 Business Engine for Printing.

 Select or change the Report Level Security.

 Change sort order of the reports - allows you to nominate the order in which reports will appear in the drop down selection.

2.9.2.2 Report Explorer Menus

The Report Designer Menu allows access to the following functions, via the respective headings:

Field	Explanation
File	
Open	Opens the selected report
New – Folder	Creates a New Folder
New – Report	Creates a New Blank Report
Print	Print the selected Report
Print Preview	Preview the selected Report
Delete	Deletes the selected Folder or Report
Rename	Renames the selected Folder or Report
Export	Export the selected Report
Import	Import a Report
Close	Close the Report Designer

If Scripts (and their associated forms), Reports (just the layout) and/or the complete Dataset (the script, forms and report) need to be updated for any reason, you can Import them from an external source (or site) and when updated Export them. The Import and Export functions are available via 'File' in the Menu.

Field	Explanation
View	
Toolbars	Select to view the toolbar (Buttons)
Status Bar	Select to view the Status bar (Information at the bottom of the screen)
List	View the reports in a list (without details)
Details	View the reports with detail showing

2.9.2.3 Open a Report for Redesign

The Jim2 Business Engine maintains Reports within the Report Explorer - it is the "portal" to the Report Designer.

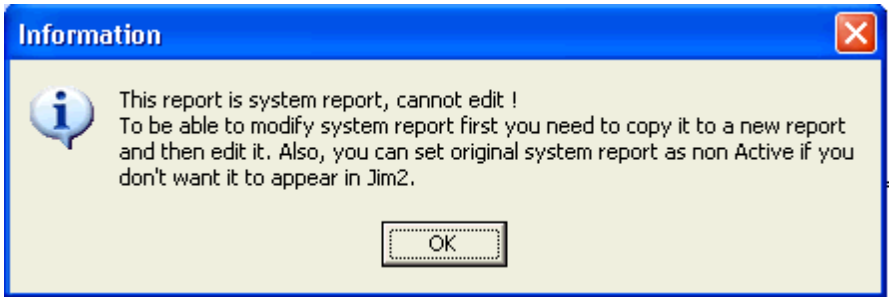
There are three ways to open a report from within the Report Explorer - opening a Report will launch the Report Designer application:

1. Locate the Report (root) subject folder in the navigation tree containing the report you wish to open . By expanding the root subject by clicking on the "+" beside each subject, the available Report folders will show as sub headings, and the Contents of those folders will be listed in the contents screen.

2. Move to the Report in the contents screen.

3. You can open that report by double clicking on the Report in the contents screen, using the Open button in the Toolbar or click File then select Open from the Menu.

If the Report is a System Report you will not be able to Edit it - you will need to copy the Report to a New Report and then you can edit it. This is simply a safety mechanism to prevent Users Editing a System Report which is required.



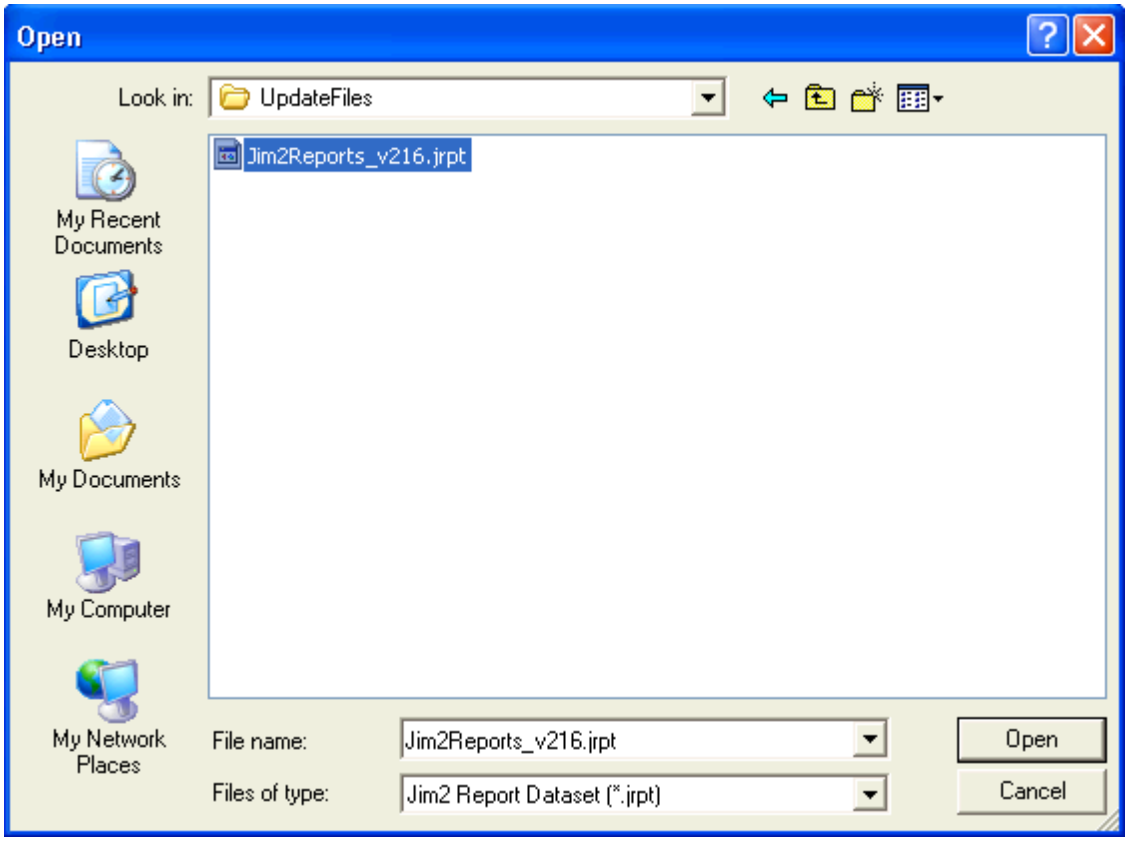
Jim2 - Report Designer Information message.

4. Click the Copy Icon and a dialogue box will appear for you to enter the name of the copied report. It will default to put the word New in front of the old Report name.

Because Report Designer is integrated with Jim2, the Reports selected as Active in Report Explorer will be available via the Print Option drop down boxes in Jim2 Object Toolbars - for example: the actual Invoice Report (layout, associated scripts and dataset) are maintained in the Report Explorer, and active (for use) within the Job Toolbar Print Option drop down box.

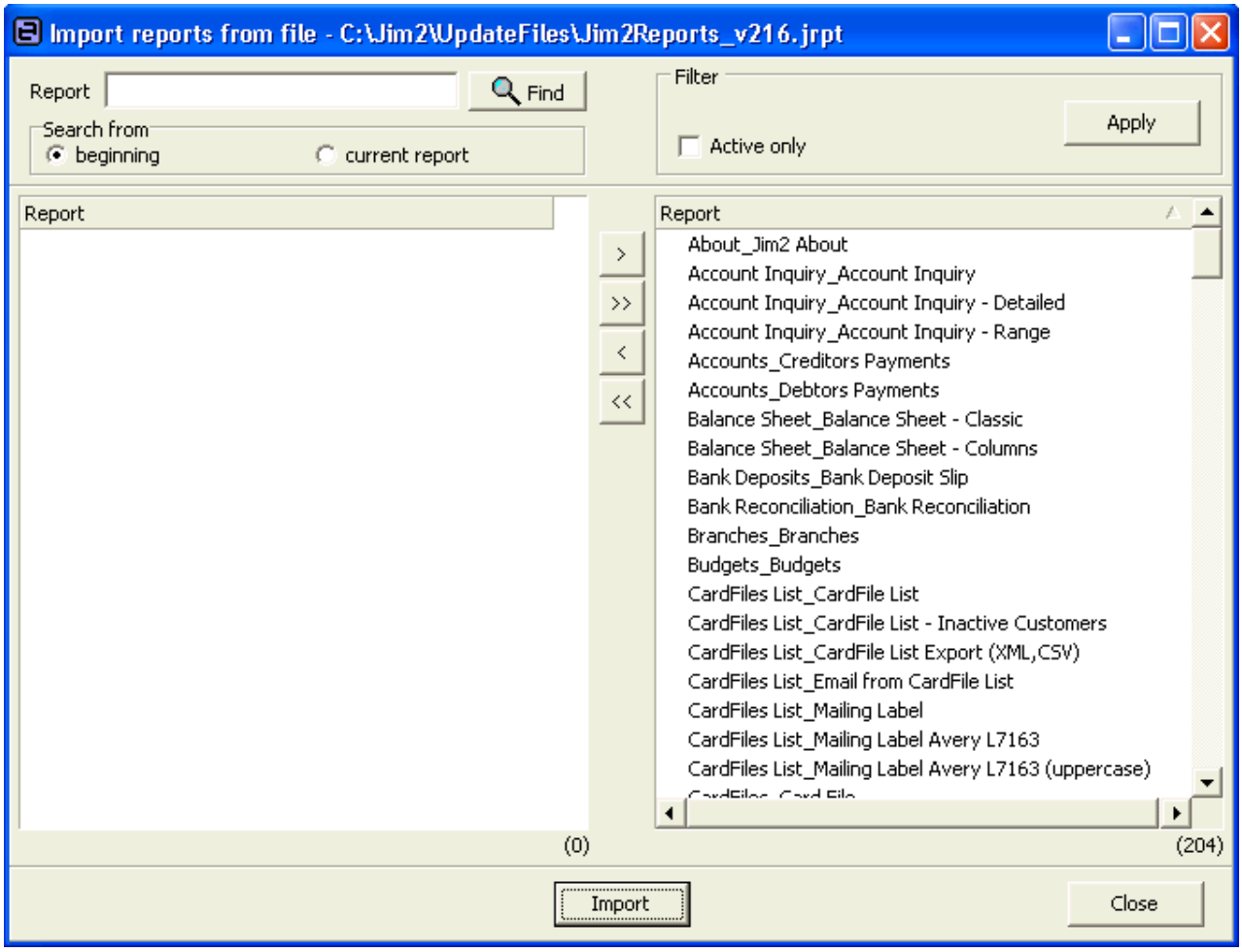
2.9.2.4 Import a Report

To Import - select the File Menu and click on Import. You will see an Open File window. Locate the file and select the Open button.



Jim2 - Report Import Open screen.

You will now see a list of available Reports and /or Groups of Reports available for Import.



Jim2 - Report Designer Import selection.

Select the Reports you wish to Import and now click the Import Button.

You do not need to use any of the '>' '>>' '<' '<<' buttons when importing a report. You need to simply click the Import button once you have selected the report and it is displayed on the right side of the import screen.

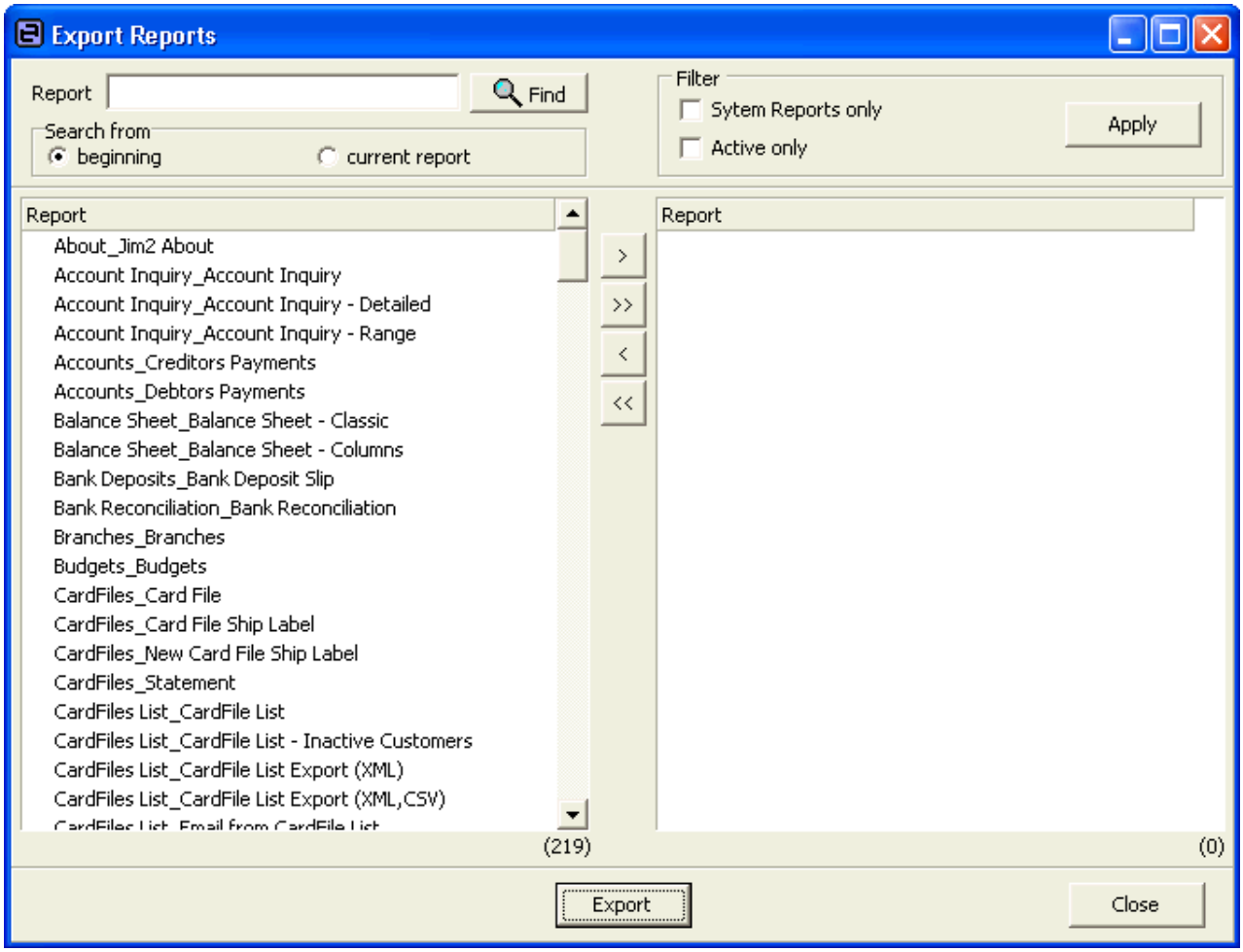
Once you have Imported the Report you will see the following Import Confirmation Box.



Jim2 - Report Import Complete.

2.9.2.5 Export a Report

To export out of Jim2 Report Designer you need to select the file menu and click on the Export option. You will now see a dialogue box asking which Reports you wish to Export. You can export one, many or all reports.

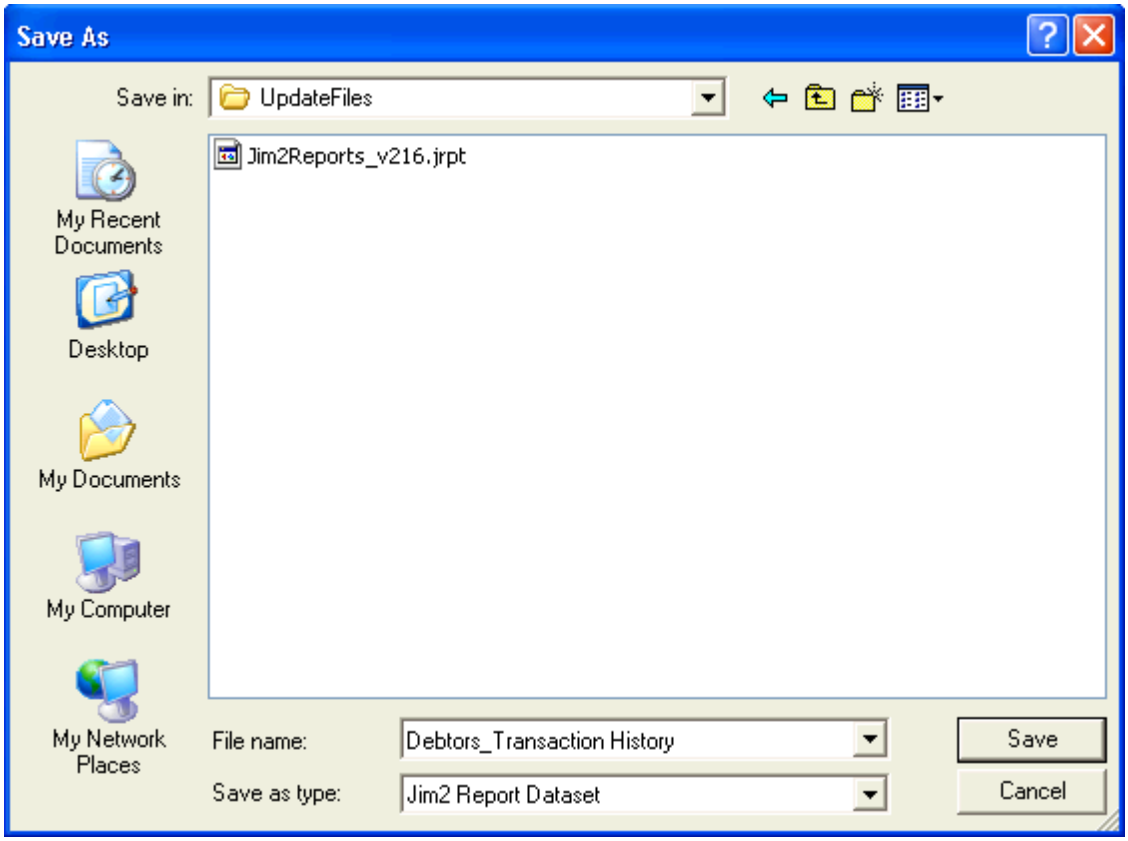


Jim2 - Export Reports selection screen.

If you highlight a report in the Report Explorer and then select File>Export - the report that was selected will automatically be placed in the Selected Reports side of the window.

To select other reports for Export - you can either use the slide bar to move up and down though the Reports List or you can use the search field to locate reports for export - see the Locating Reports for Export section.

Once you have selected the Reports you require to Export - you will see a dialogue box asking where on your PC or Network where you wish to Export these Reports to.



Jim2 - Export Dialogue box.

The 'Save as type' will automatically select 'Jim2 Report Dataset' - Do not change this setting. The file name will also default to the name of the Folder and Report - this is useful when you have reports with a similar name with different Scripts.

If you have selected to Export multiple Reports as one dataset you will need to enter a Name for this Group of Reports.

Once you have Exported the Report the following Export Complete confirmation box will be displayed.

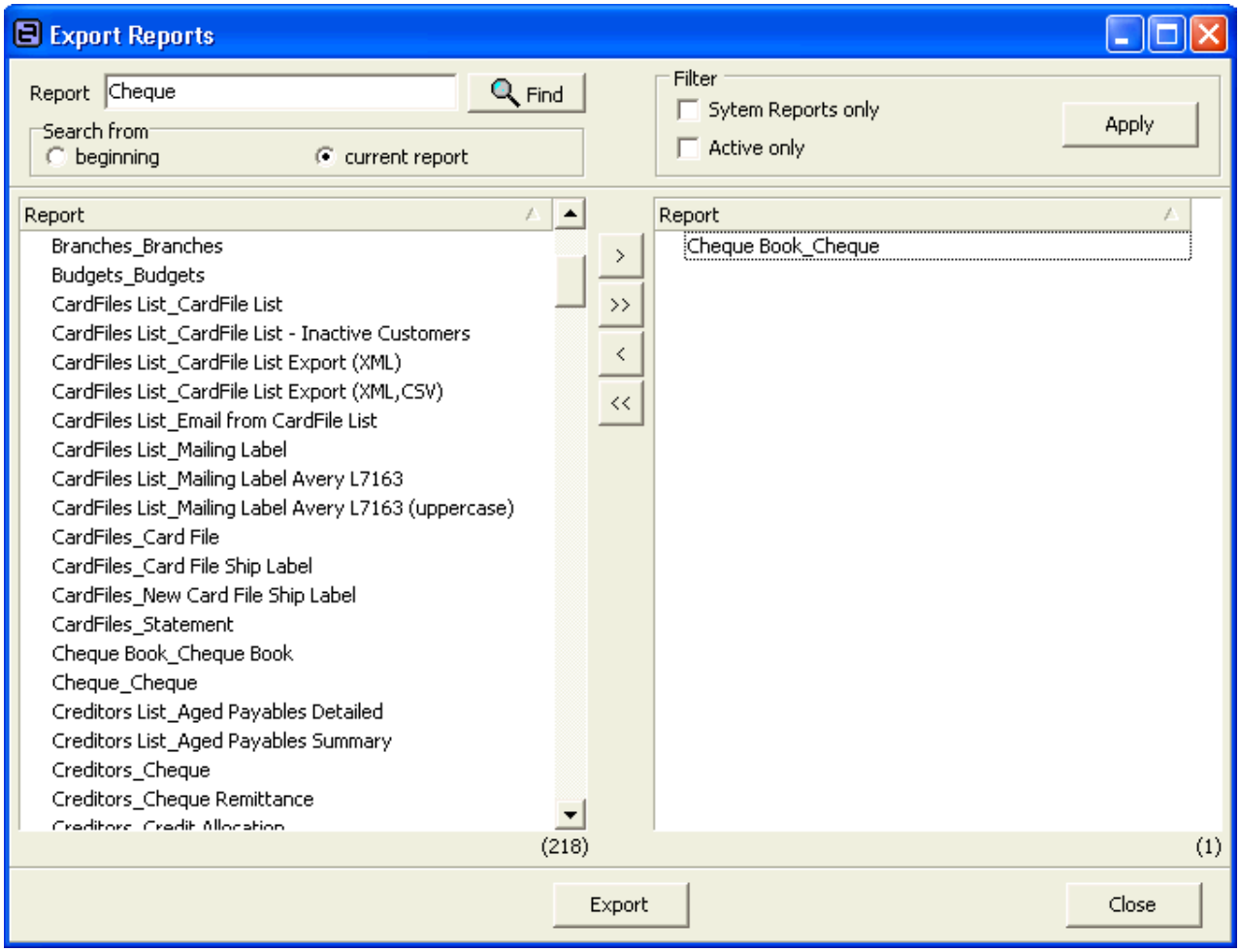


Jim2 - Report Export Complete.

2.9.2.6 Locating Reports to Export

For this example we will be trying to locate all the Cheque Reports to export.

Select the file menu and click on Export - this will bring the Export screen into view.



Jim2 Business Engine - Report Export showing search features.

Type Cheque into the Report field and select the Search From "current report" radio button - this will continue the search through the list of reports once you have located a required report, instead of returning the search to the beginning of the Report List.

Once you click the Find button Cheque Book _Cheque report will be located. You can select the report by either double clicking or using the > button. Now once you have select the Report for export simply click the Find button again to locate the next Cheque which will be the Cheque Book_Cheque Book.

Once you have located all the required reports, select the Export button and continue with a normal export session.

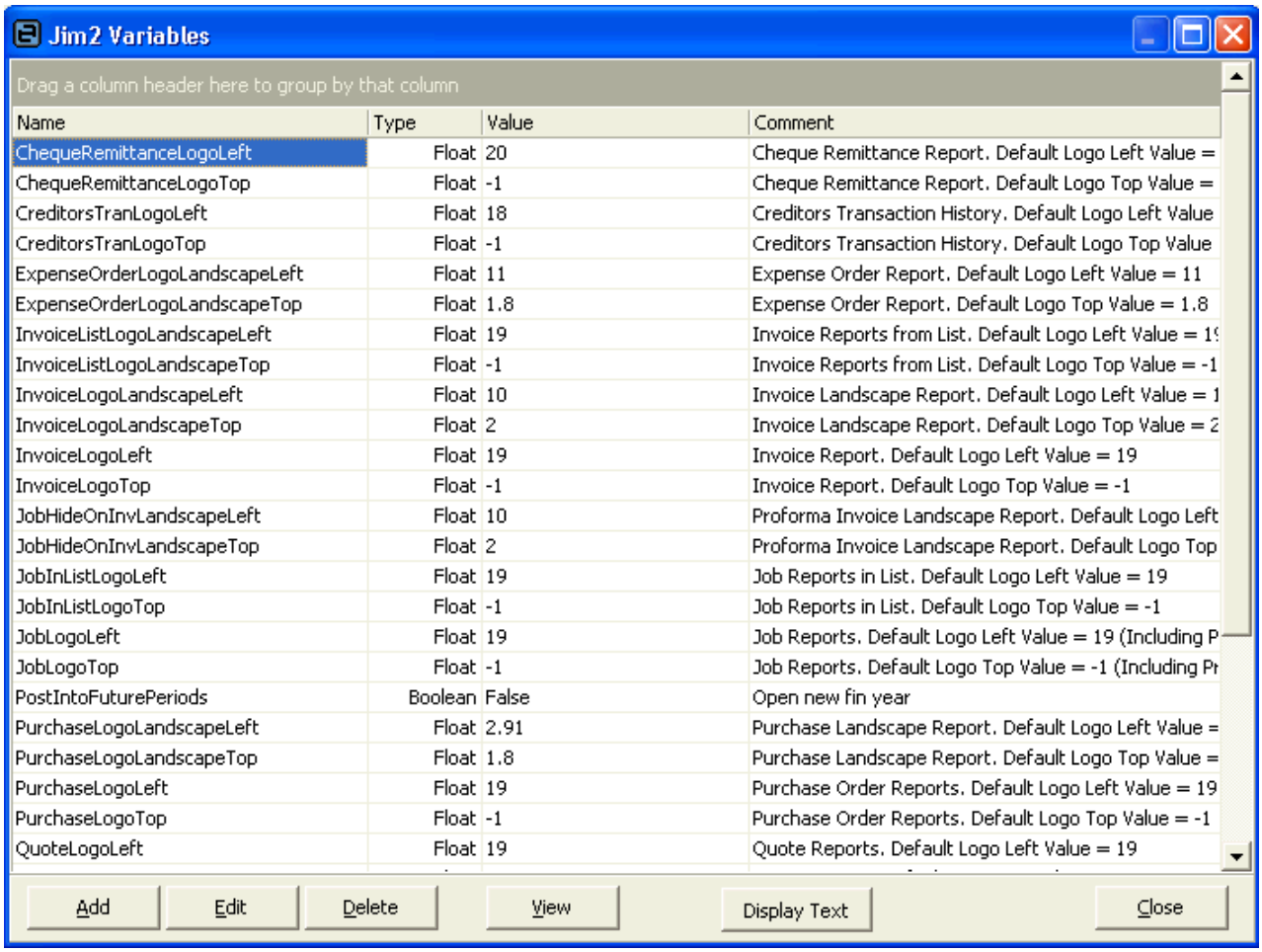
2.10 Global Variables

Jim2 has a unique way of including your Company Logo into selected Reports without having to setup your Company Logo within each report or using expensive pre-printed letterhead.

The position of the Company Logo is determined by a the Global Variables. You can specify how many Report Units (millimetres) from the Left (left edge of the Report) and how many Report Units from the Top of the Report you wish the logo to be printed.

Within the scripts we have selected a default position which is also documented in the Comments of each

Variable.



Jim2 - Global Variables

The following GLOBAL VARIABLES can be added and used to "default" changes into the Statement in List select:

Jim2 Global Variables	**{PRIVATE} Type**	**Value**
StatementHideDueNow	boolean	true
StatementHideFullyPaidCurrent	boolean	true
StatementExcludePrepaymentsInDueNow	boolean	true
StatementHidePayments	boolean	true

The following Global Variables can be now ADDED to change current defaults on existing Invoice & Quote Reports:

Jim2 Global Variables	**Type**	**Value**
InvoicePrice	string	PriceTP (change to TF to show ex GST)
InvoiceShowDiscount	boolean	PriceTP (change to TF to show ex GST)

And here are a couple of NEW Global Variables you can add to your database:

Jim2 Global Variables	Type	Value
HideKitHeaderColumnNames	boolean	True (by default the headers show – add this to hide Kit Header Column Names)
CubicWeightRate	float	250 (change this value to suit your industry standard for cubic weight if it differs from 250 kilograms per cubic metre)
ReversePaymentsOnInvoiceUnprint	boolean	False (make true to ALWAYS reverse payment on unprint Invoice)

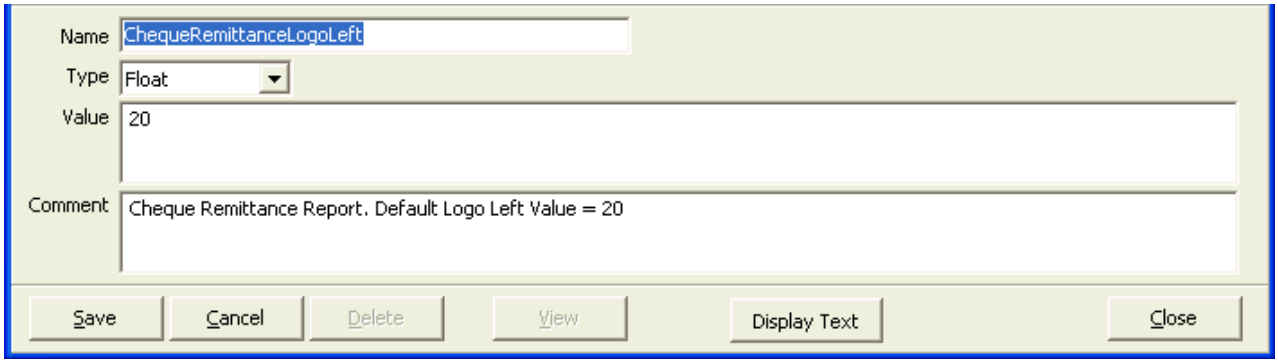
2.10.1 Editing a Global Variable

There is a Report called Company_Logo which is where you need to setup your Company Logo. Then within the scripts, Jim2 calls this Company Logo Report to be printed at a certain position. This position is determined from the Global Variables.

Each Report that requires a Logo to be printed will have an entry in the Global Variables - be aware that some of these Global Variables are used in more than 1 report.

For example: the JobLogoLeft and JobLogoTop are used in reports from Jobs which display a Logo including the Proforma Invoice (Portrait) but the Proforma Invoice Landscape has its own JobHideOnInvLandscapeLeft and JobHideOnInvLandscapeTop. Even though the Proforma Invoice Reports (portrait and landscape) both use the same script they have different Logo Variable settings.

The Comments of each Global Variable contain the Reports they relate to, and also the default settings, so that if a User changes the value and it is incorrect you can get the default value from the Comments.



Jim2 - Global Variable Editing

To Edit a Global Variable entry:-

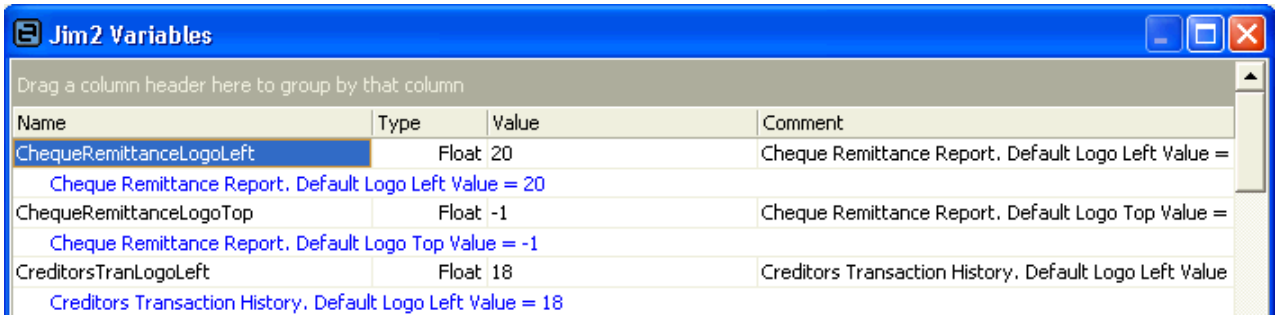
1. Click on the Tools Menu and select Global Variables.
2. Locate the Global Variable you need to edit and select it (by clicking on it) within this screen.
3. Click the Edit button at the bottom of this screen and the above fields will appear and are available for Editing.

Name	This is the variable name within the script.
Type	This is the Value in Report Units (millimetres).
Comment	This is a Text field where you can enter Comments related to this variable.

We have entered a description of which reports this variable is used in and also the default settings.

Buttons:-

Add	Add a Global Variable.
Edit	Edit a Global Variable.
Delete	Delete a Global Variable - if you delete a Global Variable the setting will be selected from the default which is setup within each script.
View	Allows you to view the entry in View mode not Edit Mode - useful to see the full Comment field.
Display Text	This button displays the Comment field in blue in a line that appears below the related entry.
Close	Closes this screen.



Jim2 - Global Variables Displaying Text.

2.11 Other Useful Information

Check the links below for further information:

- Function & Hotkeys
- Ability to run multiple copies of Jim2
- Zetafax Setup
- Error Logging

Publications for your information.

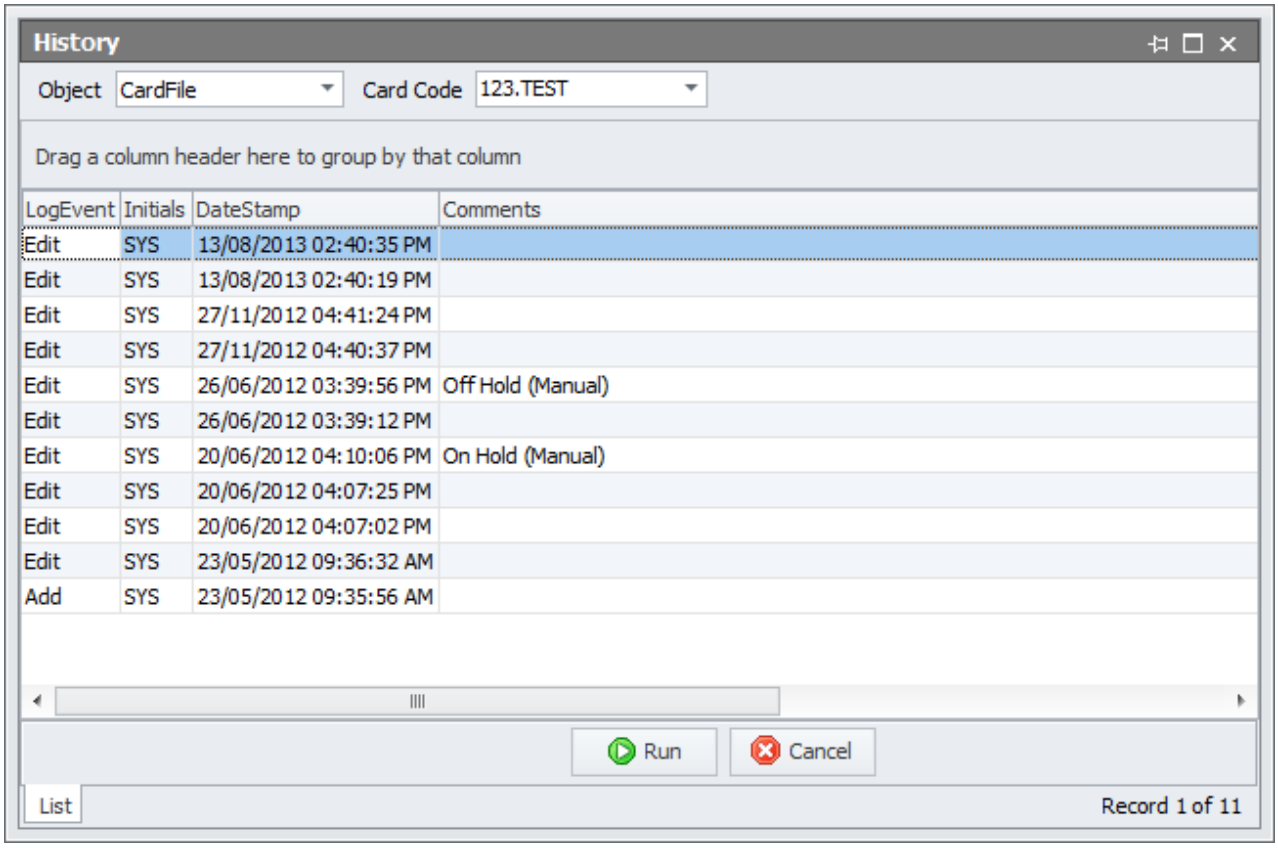
- Jim2 How To - support documentation.
- Release Notes from Jim2BE Version 2.05 through to the most current version.

2.11.1 History

To view the history of an Object within Jim2 access the history form by having the object on-screen in view mode and then click the History Button at the top left of the screen.



Jim2 - Object History Button.

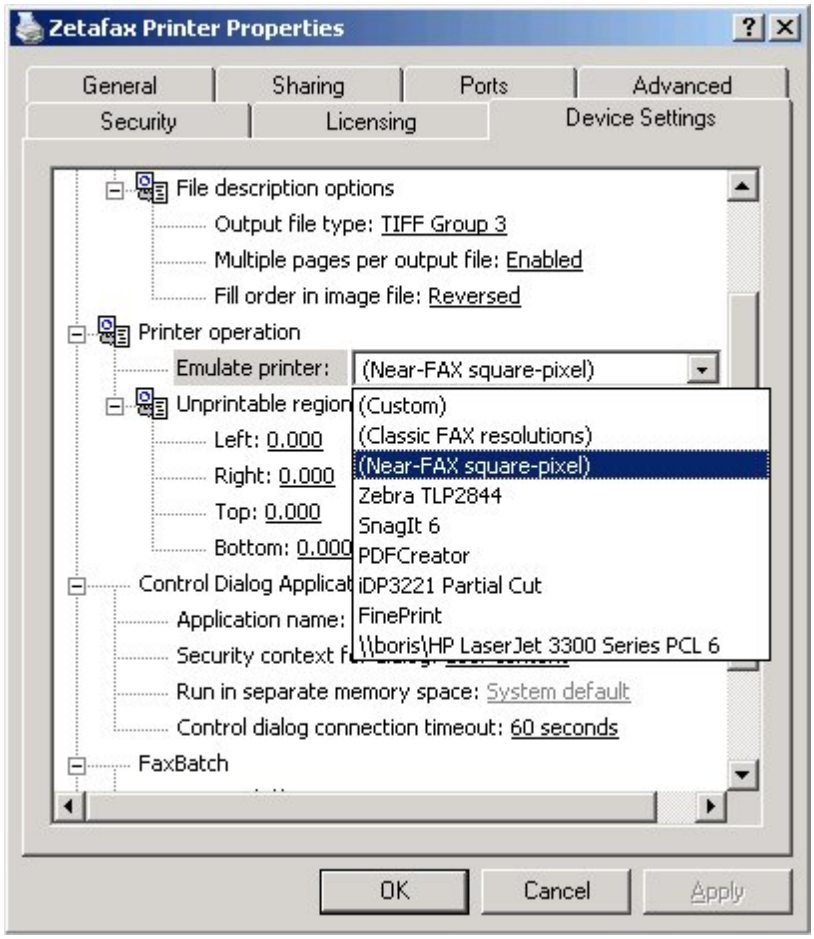


Jim2 Business Engine - History Window.

2.11.2 Zetafax Setup

It has come to our attention that the latest version of Zetafax can chop off the edges of some text fields when faxing Jim2 reports. We have looked through the Zetafax settings and found a setting to stop it eating the reports. On all machines which use Zetafax, access the properties of the Zetafax Printer from the printers and faxes folder, available through control panel.

In the Device settings tab, change *Emulate printer* to *Near-FAX square-pixel*. This will prevent the Zetafax printer from resizing the document, which has been causing the issue.



2.11.3 Error Logging

Additional error logging:
The Jim2 client now logs failed attempts, sending emails in the Jim2 log (History).

Topic 3

Jim2 BUSINESS ENGINE

3 Jobs

Jobs are an integral part of any business work flow. A Job records each event used to produce a product or service that is sold (invoiced) to your customers. A Job is designed to be invoiced to a customer, representing a sale of goods and services. A job can also be used to manufactured products to be included as stock on hand.

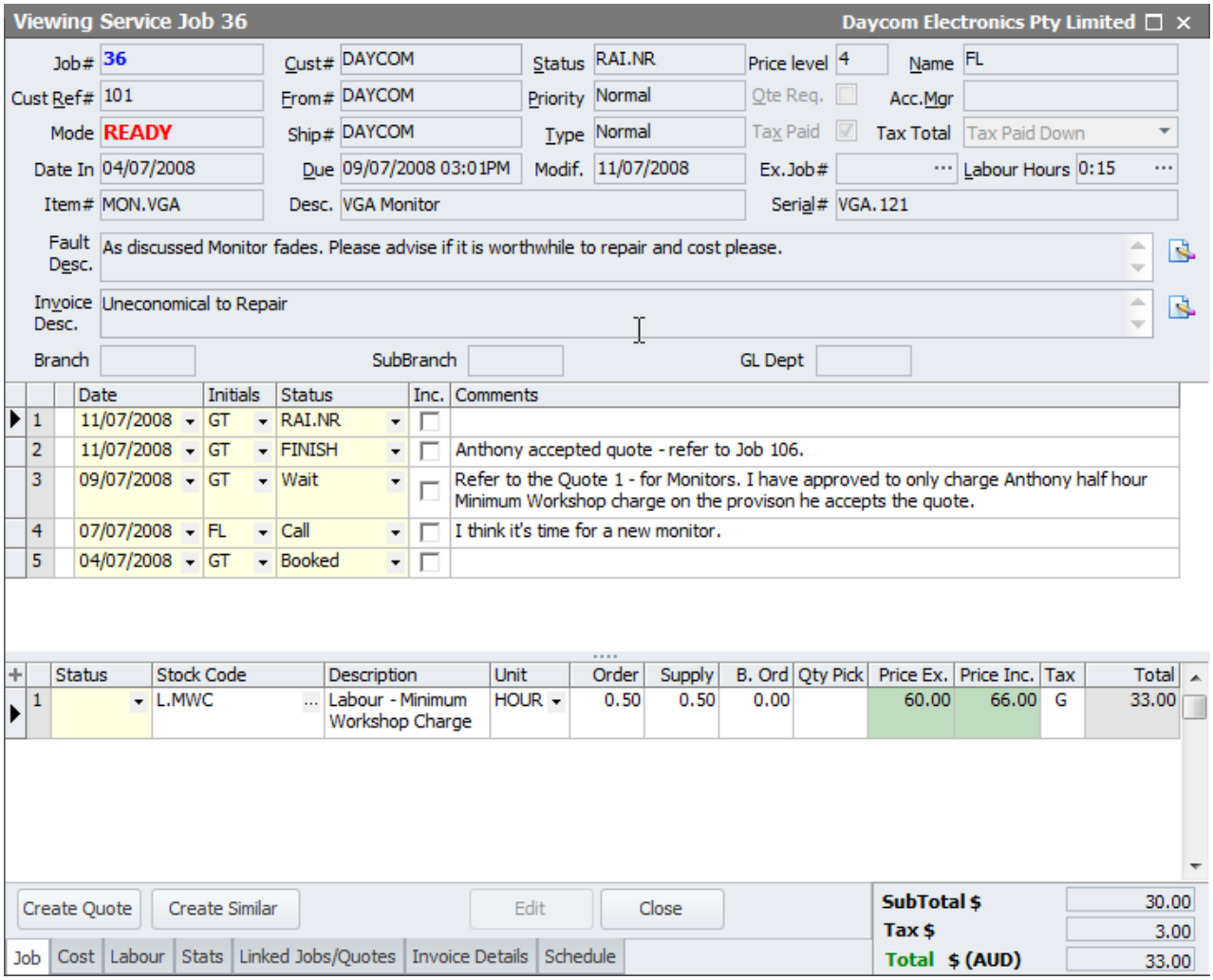
When working with jobs, The CardFile, Stock, Item and user information combines to define the method or rules of producing a product or service that is sold to your customers. For example, in a customer's CardFile, you are able to specify the number of hours/days required to complete a job or their payment terms. When adding a job for this customer, the due date of the job will automatically be determined by the CardFile details. Similarly, if that customer attracts specific Price Levels or discounts set in Stock records, Jim2 will apply that calculation to that Stock if it is used in a Job for that specific customer. This ensures the accurate and consistent application of customer pricing without the risk of user error.

Analysing the Job reports use a selection of information fields from Jobs to calculate the performance, productivity and profitability of your business inputs (time and materials). As with all Jim2 Business Engine Objects, the Job is tailored to your work flow by a series of predefined Statuses and defaults.

Job preferences can be configured in the Options and Setups menus.



It is strongly recommended that you create and define your Items, Stock (including Labour) and CardFiles prior to entering and using jobs



Jim2 - Active Job with Labour and Stock in the Stock grid.

3.1 Jobs at a Glance

This section outlines the terminology and layout of the Jim2 Job Operation. Effective job management provides accurate and relevant reports such as Invoices or Job Reports to be issued to customers or used internally.

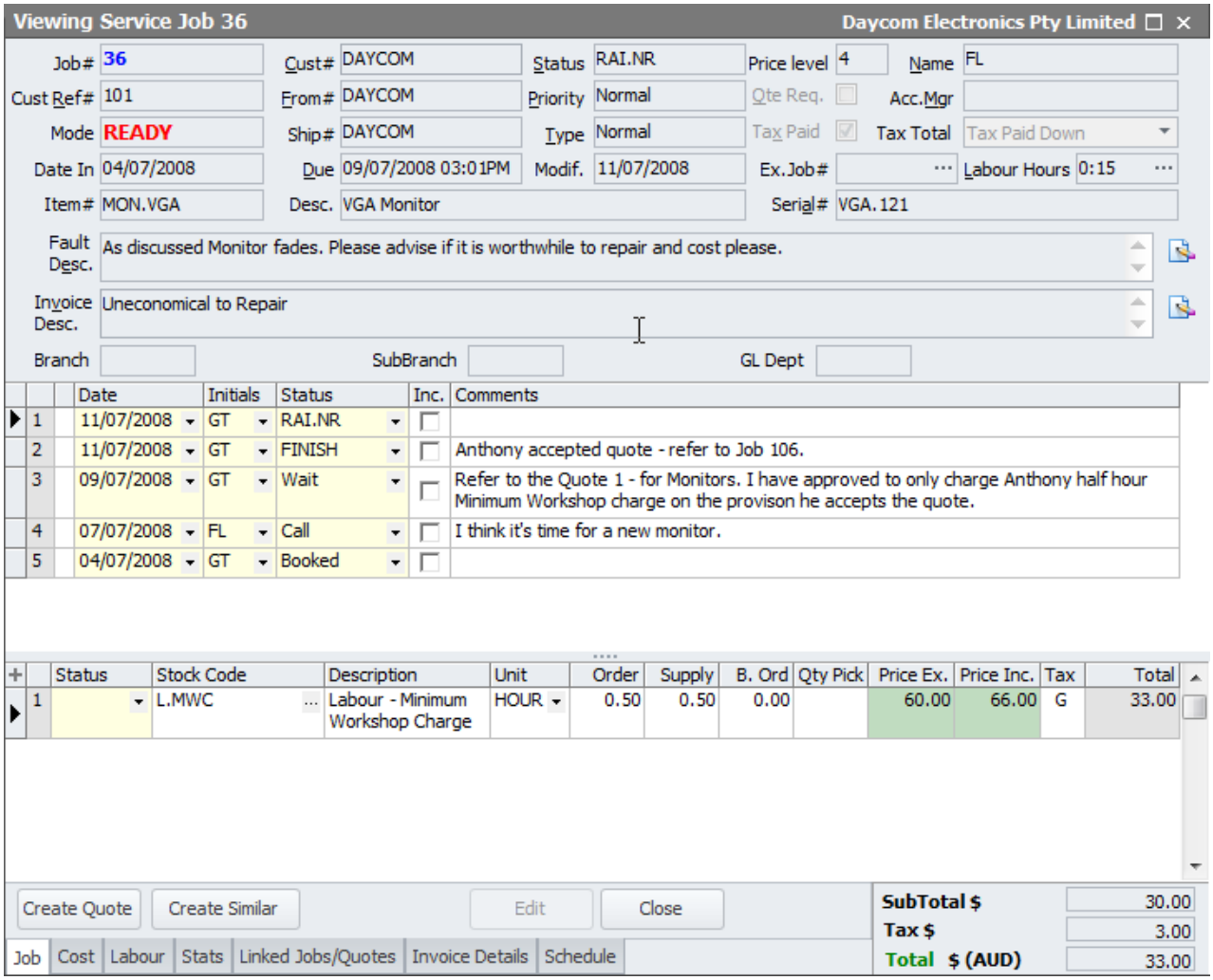
The Jim2 Job form is divided into the following specific information areas that will give you a complete detailed record of:

- The Customer and their specific requirements via the Job Header.
- Chronological records of status changes and client contact notes via the Comments Grid.
- The inputs of time, material and tests used via the Stock/Parts Grid.
- The Totals of the Job via the Job Footer.

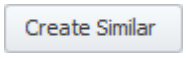
The Job Form Tabs provide access to additional information areas that will give you a complete detailed record of:

- Inputs of "actual" employee labour by time and labour type via the Labour Tab.
- Live pie charting, graphically representing the percentage of time versus status via the Statistic sTab.
- Links to related Jobs and / or Quotes from the Linked Jobs Tab.

Jobs add vital statistical data to your Jim2 Business Engine database to help you manage productivity, stock and customer contacts more effectively. The fields in the Job form have been chosen to collect Research and Development information for your business - be that product, productivity or services. Using the Status, General and Job Options you have selected, and combining those with the conditions of trade selected for each customer via the Stock and CardFile, the Job form acts to increase accuracy by calling on global and specific customer defaults to pre-empt or reduce user input.



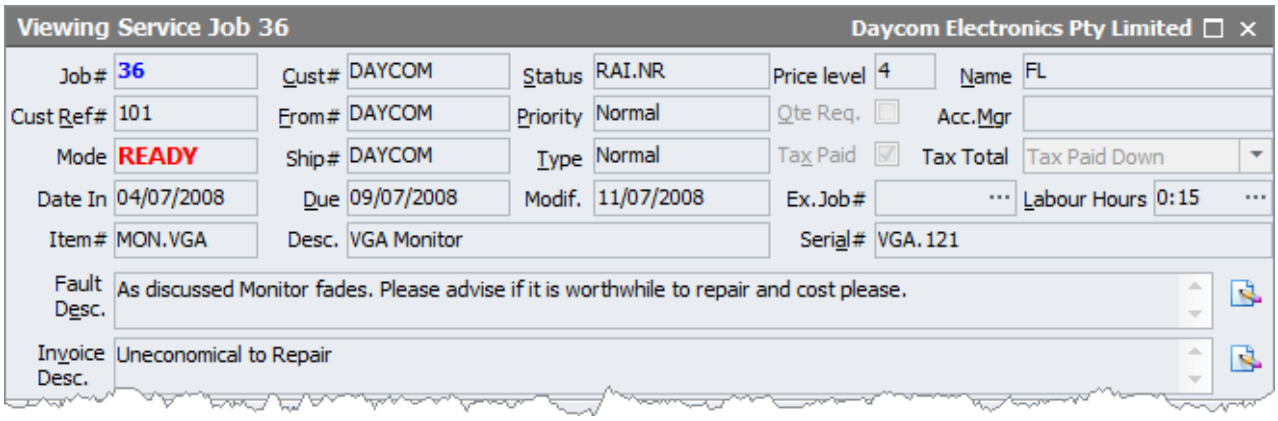
Jim2 - Job Form.



If you are adding multiple Jobs that are very similar, use this option rather than recreating each individual Job. This feature allows you to create Jobs with duplicate information on certain fields from creating similar Jobs. The "Create Similar" function can also be used from within any Job and is useful for re-works (Ex Job#) and maintaining the accuracy of data entry.

3.2 Job Header Fields

The top section of the Job form, called the Job Header, records information relating to the Job Number, Customer information, Status, Item and Dates. You can choose your default job to be either a sale or a service job in Tools/Options/Jobs. You can switch between the differing Job Forms by changing the Item field, selecting a Sales, Service or Manufacturing Item.

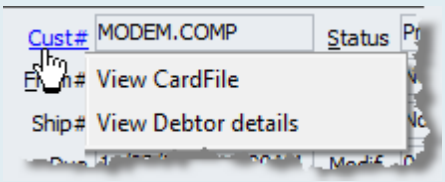


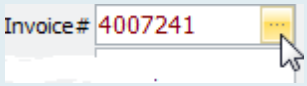
Jim2 - Service Job Header.

In a Service Job, the Fault Desc. field is used to make a record of the problem that needs to be resolved. This field will only appear in service jobs.

When entering information into the Job Header, using the Enter key will allow you to follow a logical data entry path. The logical path helps you to fill in all required fields.

Below is a detailed explanation of the fields that appear in the Job Header area:

Field Name	Description
Job#	This is a unique number generated automatically by Jim2 to identify a specific job.
Cust#	Enter the Card Code of the customer who will be invoiced for this job. The specific detail (contact/name/address) in that customer's CardFile will appear on all invoices subsequently generated. The complete CardFile or Debtor details for the shown Cardcode can be accessed by clicking the hyperlink that appears when you move the cursor over the Cust# field-name. 
Cust Ref#	Use this field if the customer requires their own reference number (customer's internal purchase order number or a contact name) to be recorded. Cust Ref# field can also be useful for "linking" multiple Jobs for the same customer when using Job Lists and for Batch Invoicing.

Field Name	Description
Mode	A Job in progress will display 'Active' in the Mode field. When a Job is marked as ready to invoice, the Mode field will display 'Ready'. When a Job is invoiced (no longer active in the system), this field will display the invoice number allocated to the job. Note that one invoice number might appear on several jobs where batch invoicing has been used. Clicking the browse button [...] in the field will display the invoice related to this Job. The Mode field will change to a Purchase# field in a Manufacturing Job. 
From#	Jim2 will automatically populate the From# field from the Cust# field. This field denotes the customer who requested the Job. You may override this default by selecting another CardFile in the usual way, if the From# (where the job originated) is different to Cust# to be invoiced. The complete CardFile for this code is available by clicking the hyperlink that appears when you move the cursor over the 'From#' field-name.
Ship#	Jim2 will automatically populate the Ship# field from the Cust# field. This field denotes the customer or site that this job will be shipped to, or collected by, upon completion. You may override this default by selecting another CardFile in the usual way, if the Shipping address (where the job originated) is different to Cust# to be invoiced. The complete Ship CardFile is available by clicking the hyperlink that appears when you move the cursor over the 'From#' field-name.
Date In	The date and time a job is entered is automatically recorded by Jim2. This field is Read Only and cannot be edited by users.
Date Due	This date is determined using the Default Due Date set for all jobs (in the Options menu). Customer specific Due Dates can be set up in a customer's CardFile, which will in turn override the system default. Users may change the Date Due manually using the pull down calendar which is available beside this field when in "edit" mode.
Last Mod/ Date Out	This field reflects the time/date the job was last Edited by a user. This is a system generated date and may not be modified. When the Job is Invoiced, this becomes the Date Out.
Item#	When adding a Job, the Item code identifies the product or service being sold. An Item code provides a template for the rules of a job (sale, service or manufacturing). Selections can be made from the Item records by clicking on the ellipsis [...] beside this field. A default item can be set up in the Job Options menu. The Item also defines the default Name (person nominated as responsible for this job), as well as any default stock that may apply.
Description	The description of the Item Code from the Item records is automatically placed in this field.
Serial#	If an Item requires a unique serial number, the user adding this job should note that number in this field. The Serial# field is an optional field and can be configured via the Item record. If the serial number is to be included (by default), then this Item must be allocated a serial number. Users will be prompted to enter the serial number if they try to save the Job without filling in this field.
Fault Desc.	This field only appears in a Service Job. The user entering a service job should enter, in this field, a description outlining the customer's request. If so desired, this field can be printed on the invoice of this job, for the customer's reference.
Invoice Desc.	This field is used to enter a description outlining work completed (for service jobs) or product supplied (for sales jobs). This field can be printed on the invoice of this job, for the customer's reference. The Invoice field is an optional inclusion to the job form and should

Field Name	Description
	be configured via the Item record.
Status	New jobs have a default Status of Booked. When work commences on the job, a user selects the appropriate status from the drop-down menu beside this field, to describe the progress of the job. Refer to the Job Status section for more detail on a specific Status.
Priority	The default priority reflects normal work flow. To escalate or downgrade the job importance, select from the drop-down menu beside this field.
Type	The default type of either the Sales or Service that you provide. To apply an alternate job type, override the default using the drop-down menu beside this field. Note: The job type field does NOT relate to whether the job is a sales or service job. Job type denotes the type of sale or the type of service. These Types can be defined in Jim2 Setups menu.
Price Level	A customer's price level is set in their CardFile. The price level is automatically populated when that Customer is selected in a Job. It is possible to override the price level for a particular job without changing the CardFile preferences for that customer.
Quote Required	Tick this tickbox if this Job requires a Quote. Use this tickbox in an advanced list to show all Jobs that require a Quote. This tickbox does not signify that this Job has been converted from a Quote.
Tax	GST eligibility is set in a customer's CardFile. Tax Paid preferences are therefore automatically populated in the job. It is dependent on whether or not tax applies to their purchases. This affects stock pricing, and can be used as a filter to identify tax records when making refund claims, etc. If you need to change the Stock Line Tax Codes for a particular Job (for example, the Job is for Export) you can untick the Tax Paid box and this will now allow the Stock Tax Codes to be edited on each line of the stock grid in that Job.
Name	This field remains blank until an Item# is added. Once added, the name of the staff member who is responsible for work on that item automatically appears. If required, users can override the default, using choices from the drop-down menu beside this field. Note: Available users must be ticked in the User Selection Grid in the Item record to be selected in the Job. The user name will only appear in the name drop down menu in jobs, when pre-configured in the Item. By defining either one specific person, or a team of people, who can perform work on an Item, you are ensuring that only those who are competent are assigned to a given job.
Acc Mgr	This field is updated with the Customer Account Manager as per the CardFile entered.
Ex Job#/ Quote#	If a job is returned for re-work, the original Job# should be added here to provide historical reference. Clicking the ellipsis [...] beside this field will instantly display the original Job record. If the Job was converted from a Quote this field will show as Quote # with the related Quote # showing in this field. You are able to view the Quote by clicking on the browse button within this field.
Labour Hours	This is a running tally of the actual time each User nominates as their input to the Job (in Hours/Minutes). Although it is preferable that "actual" labour hours spent on the job are billed to the customer (in the Stock/Parts grid), this is not always practical. However, Job records should be entered accurately, to reflect true productivity - regardless of what is actually billed to the customer.

Field Name	Description
	FYI: The ratio of Billable hours (in the Stock/Parts grid) vs Actual hours (in the Labour grid) should be considered a Key Indicator for your business.
Hyperlinked Fields	The following Job Fields provide hyperlink access to view associated information. Moving the cursor over the field-name, to the left of the field, will display the label name in blue, if it is hyperlinked. Simply click on the label and select the option you wish to view. • Cust# - links to the Customer CardFile or Debtors Record • From# - links to the CardFile the Job was From • Ship# - links to the CardFile of the Customer this job is being shipped to • Item# - links to the Item record • Name - links to the User's CardFile • Acc Mgr - links to the Account Manager's CardFile

3.3 Job Comments Grid

The middle section of the Job form contains a grid for recording relevant user comments to the Job record. Because these comments form part of the record for each Job, any additions by a user are automatically time/ date/user initial stamped for accuracy and provide an excellent record of events. Comments within the Grid are normally for internal use, and do not appear on most job reports transmitted to the customer.

		Date	Initials	Status	Inc.	Comments
▶	1	11/07/2008	GT	RAI.NR	☐	
	2	11/07/2008	GT	FINISH	☐	Anthony accepted quote - refer to Job 106.
	3	09/07/2008	GT	Wait	☐	Refer to the Quote 1 - for Monitors. I have approved to only charge Anthony half hour Minimum Workshop charge on the provison he accepts the quote.
	4	07/07/2008	FL	Call	☐	I think it's time for a new monitor.
	5	04/07/2008	GT	Booked	☐	

Jim2 - Comments Grid.

The fields within the Comments grid are described below:

Date	Date comment was added. The time of the comment appears if the cursor is placed over the date
Initials	Initials of the User that added the comment
Status	The Status of that comment or job
Inc.	A check box marked Inc. is included in the comment line. This should be checked if a comment is being used to describe any "inclusions" related to the Item in a Job – such as "customer supplied product" e.g., accessories. A description of the inclusions should be made in the comment text field.
Comments	Multi line text with word-wrap (limited to 8000 characters)

It is a requirement of the ISO9000 Quality standards that Customer Supplied Product be tracked and identifiable at all times. Jim2 uses the Item and "Inclusions" check in the comments grid to do this. Unique identifying numbers and serial number checks are in place for verification.

Right-clicking in the Comments grid enables several additional features, including:

Add new	Will add a new line
Delete	Will delete the line including the stock that has been added to the Job
Send comment via email	Will automatically send this particular comment via email
Send all comments via email	Will automatically send all comments of this Job via email
Grid Columns...	Set up the Grid Columns that will be displayed for this user or all users

See also:
Add Comments to a Job

3.4 Job Stock/Parts Grid

The third section of the Job form contains a grid that's used to record and automatically price any stock (parts, tests or labour) used in a job that will be invoiced to a customer. Price calculations are in direct relation to the Price Levels and Price Breaks (and tax requirements) as set in the customer's CardFile, and the Stock Pricing calculation as set in each stock record. The stock grid calculates the sub-total selling price, tax amount and total to be invoiced as stock is added to the grid.

If pre-configured in the stock tab of the Item, stock will be added to the Stock Grid automatically, when an Item is selected in the Job Header section. This is commonly used when adding stock where certain conditions are imposed on the job, such as running product tests prior to selling. You may also add additional lines of stock.

	Status	Stock Code	Description	Unit	Order	Supply	B. Ord	Qty Pick	Price Ex.	Price Inc.	Tax	Total
1	FINISH	SYS.P3.866	P2 Accelerator, P3-866, 128MB, 20 GB Serial#: ADT 123,ADT 124	UNIT	2	2	0		1686.00	1854.60	G	3709.20
2	FINISH	MON.SPECIAL	VGA APLUS 17" Flat Screen	UNIT	2	2	0		3606.00	3966.60	G	7933.20
3	FINISH	PRT.SPECIAL	Nexmark 550 printer	UNIT	1	1	0		2277.84	2505.62	G	2505.62

Click for more details (expand view)

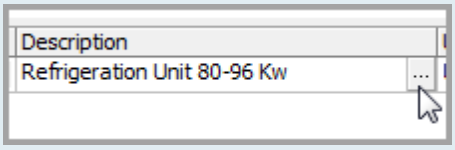
Jim2 - Job Stock Grid

	Date	Initials	Status	PO#	Location	Stock Code	Description	Unit	Order	Supply	B. Ord	Qty
1	01/07/2008	GT	FINISH	1	NSW	SYS.P3.866	P2 Accelerator, P3-866, 128MB, 20 GB Serial#: ADT 123,ADT 124	UNIT	2	2	0	
2	01/07/2008	GT	FINISH	1	NSW	MON.SPECIAL	VGA APLUS 17" Flat Screen	UNIT	2	2	0	
3	01/07/2008	GT	FINISH	1	NSW	PRT.SPECIAL	Nexmark 550 printer	UNIT	1	1	0	

Expanded View

Jim2 - Job Stock Grid (Expanded View)

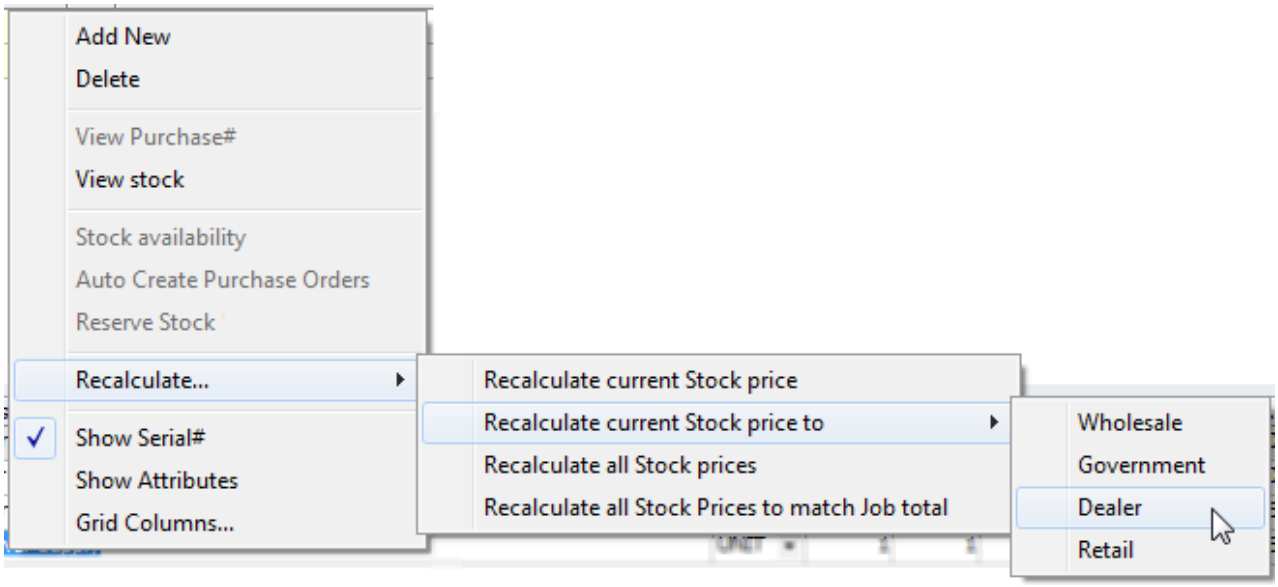
The fields within the Stock Grid are described below:

Date	The date the stock line was added to the Job.
Initials	Initials of User that added the Stock to the Job.
Status	Stock Status allows you to record a unique status for each stock line. This field will only show a Status, if one has been selected. The type of Status available will change depending on the type of Stock.
PO#	[optional] The Purchase Order number related to this line of Stock.
Location	The Location of the stock you are selling - this will default to the location set in the user CardFile. You can change the location using the drop down menu.
Stock Code	The user adding stock must select a Stock Code to identify the product or service being tracked by this Job. Selections can be made from the Stock records via the pull down menu beside this field.
Description	The description of the Stock Code from the stock records is automatically placed in this field. If you have set up multiple measures for this stock it will use the description appropriate for that measure. Tip: ▪ If the stock you are selling requires a serial number either on Purchase or Sale, the Description field in the Stock grid will include a browse button. If the stock requires serial number on the Sale you will be able to add the stock to the Job but you will be unable to invoice the Job until you have added or selected a serial number. To complete the details click on the grey box within the Description field and record the appropriate serial numbers. 
Unit	The Unit measure for that Stock Code is entered here. You are able to view the unit quantity by clicking on the unit field - the quantity will be displayed.
Order	Number of units ordered by the customer.
Supply	Number of units actually supplied to the customer.
B. Ord	
Qty Pick	
Price Ex.	Actual selling price excluding tax
Price Inc.	Actual selling price including tax
Disc %	
Tax	Tax Code applicable to that Stock
Hide (Checkb	

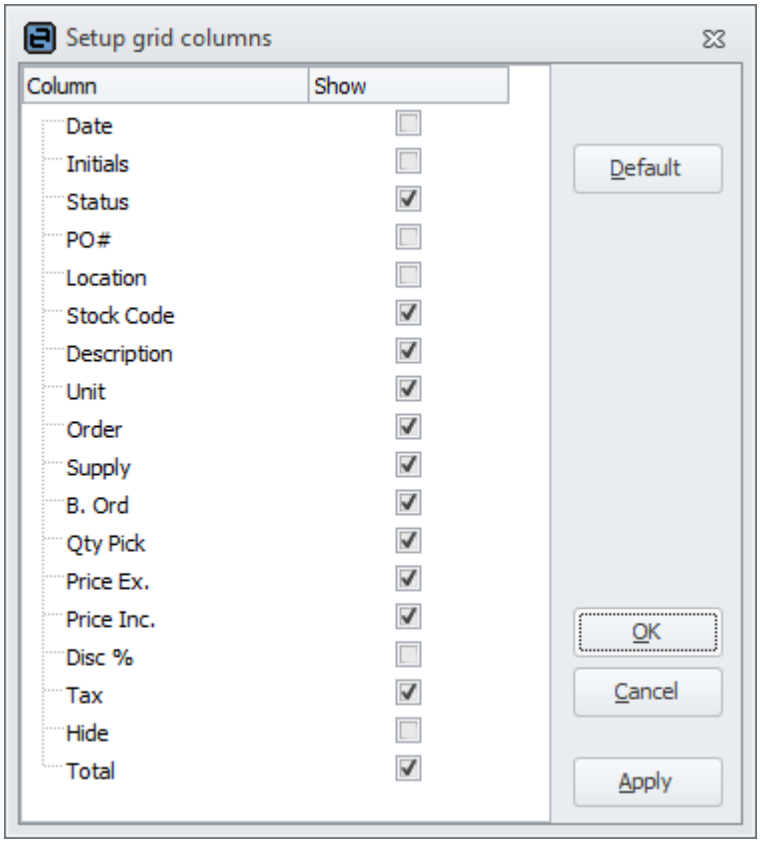
o x)	
Total	Line total (Supply Qty x Price inc.)

If the Stock you are selling has been purchased specifically for the Job (the Purchase Order Stock line has a Job Number link) the Line will show in a light blue colour in the PO and the Job. If the stock you are selling is Special (Type) Stock it will show with the Stock Code in RED and also the line in light blue.

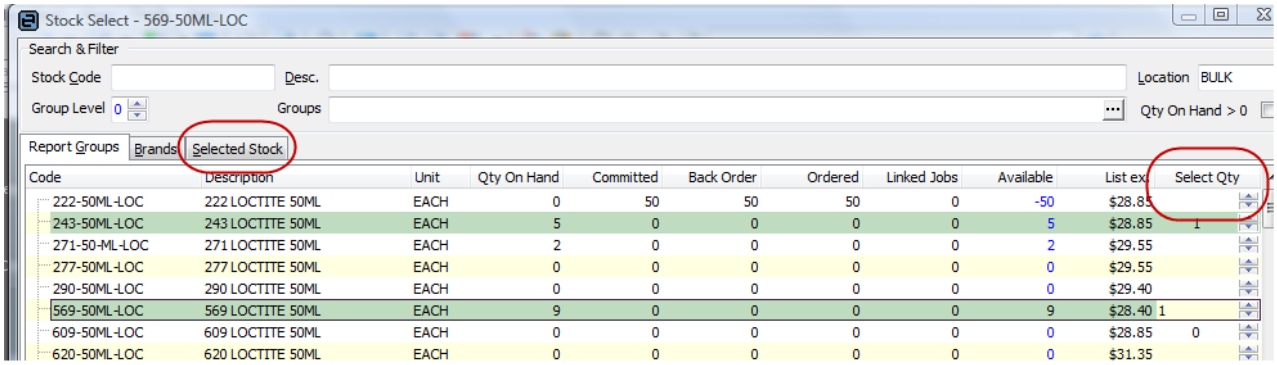
Right-clicking in the Stock grid enables several additional features, including:



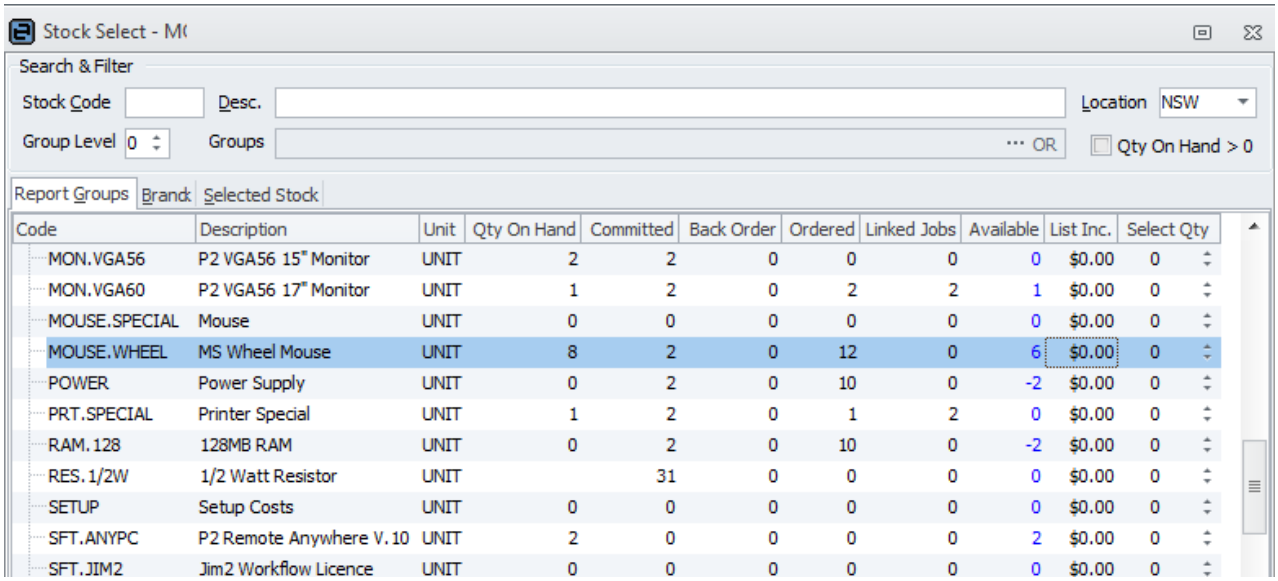
Add New	Will add a new line
Delete	Will delete the line including the stock that has been added to the Job
View Purchase#	Is a hyperlink and will take you to the Purchase Order that was used to order in that specific stock for this Job
View Stock	Is a hyperlink and will take you to that particular Stock Form. Available in Edit mode and View mode.
Stock Availability	
Auto Create Purchase Orders	
Reserve Stock	
Recalculate current Stock price	
Recalculate current Stock price to	This will recalculate the pricing for the Stock line you have selected to "Wholesale", "Government", Dealer" or "Retail".
Recalculate all Stock prices	
Recalculate all Stock Prices to match Job total	This will recalculate all Stock Prices in the grid - useful if you have applied an Expense to a Stock on a particular Job.

Show Serial#	In the Description field you can select to show the serial number of the stock item.
Show Attributes	
Grid Columns...	

Stock search facility is available from within the Stock Grid, by clicking on the browse icon in the stock code field (or by pressing F5 on your keyboard). This will assist you in refining what stock will be included in the stock grid. It will show the available quantity of each stock, at each stock location - this may affect which stock you choose to supply. In this screen you are also able to select multiple lines of stock by specifying the quantity required of each stock record in the "Select Qty" column. You are able to review your selection in the "Selected Stock" tab.



Stock Select Grid in Jim2

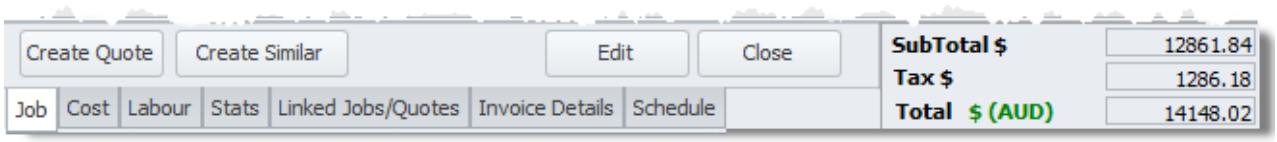


Code	Description	Unit	Qty On Hand	Committed	Back Order	Ordered	Linked Jobs	Available	List Inc.	Select Qty
MON.VGA56	P2 VGA56 15" Monitor	UNIT	2	2	0	0	0	0	$0.00	0
MON.VGA60	P2 VGA56 17" Monitor	UNIT	1	2	0	2	2	1	$0.00	0
MOUSE.SPECIAL	Mouse	UNIT	0	0	0	0	0	0	$0.00	0
MOUSE.WHEEL	MS Wheel Mouse	UNIT	8	2	0	12	0	6	$0.00	0
POWER	Power Supply	UNIT	0	2	0	10	0	-2	$0.00	0
PRT.SPECIAL	Printer Special	UNIT	1	2	0	1	2	0	$0.00	0
RAM.128	128MB RAM	UNIT	0	2	0	10	0	-2	$0.00	0
RES.1/2W	1/2 Watt Resistor	UNIT		31	0	0	0	0	$0.00	0
SETUP	Setup Costs	UNIT	0	0	0	0	0	0	$0.00	0
SFT.ANYPC	P2 Remote Anywhere V.10	UNIT	2	0	0	0	0	2	$0.00	0
SFT.JIM2	Jim2 Workflow Licence	UNIT	0	0	0	0	0	0	$0.00	0

Jim2 Stock Select Screen

3.5 Job Footer

The fourth section of the Job form (at the very bottom of the page) contains buttons and tabs, as well as information showing the dollar totals of the Job.



Jim2 - Job Footer.

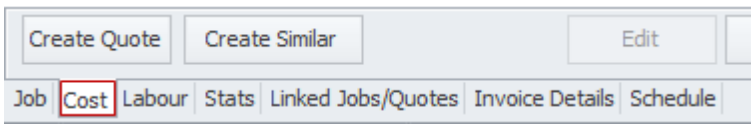
The Tabs within the Footer section are described in detail in subsequent Topic pages.

The fields within the footer are described below.

Sub Total $	Shows the Stock total not including the Tax component
Tax	This field shows the Tax component of this Job
Total	The Total of this Job including the Tax component

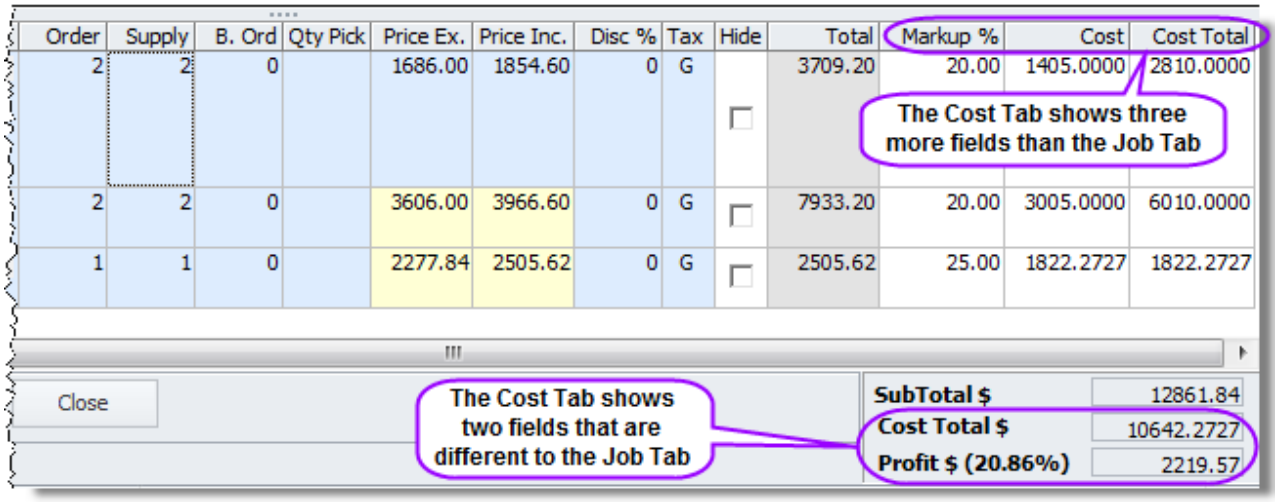
3.6 Cost Tab

The **Cost** Tab is located at the foot of the 'Job View' screen.



Clicking on the **Cost** Tab adds three extra fields to the Job Tab's expanded 'Parts Grid' view. These extra fields relate to the **Cost Price** of goods and/or services. Additionally, in the footer area, the 'Tax $' and 'Total $'

amounts are replaced with fields which show the Total Cost Price and Profit related to the job.



Jim2 Jobs - Cost Tab Selected

The Cost Tab's additional Parts Grid fields are explained below.

Parts Grid Extra Fields	Description
Markup %	The difference between the cost price (purchase price) of a specific good or service and its selling price, displayed as a percentage
Cost	The cost price of one unit of a specific good or service, excluding tax
Cost Total	The total cost price of one or multiple units of a specific good or service, excluding tax

The fields displayed in the footer of the Cost Tab, which are different to those in the Job Tab, are explained here.

Footer Extra Fields	Description
Cost Total $	The total cost price paid for all of the goods and/or services used, excluding tax
Profit $ (--.--%)	The profit made on the goods and/or services supplied to your customer, displayed as a dollar value, as well as a percentage

In Jim2, cost prices are always displayed to four (4) decimal places.

3.7 Labour Tab

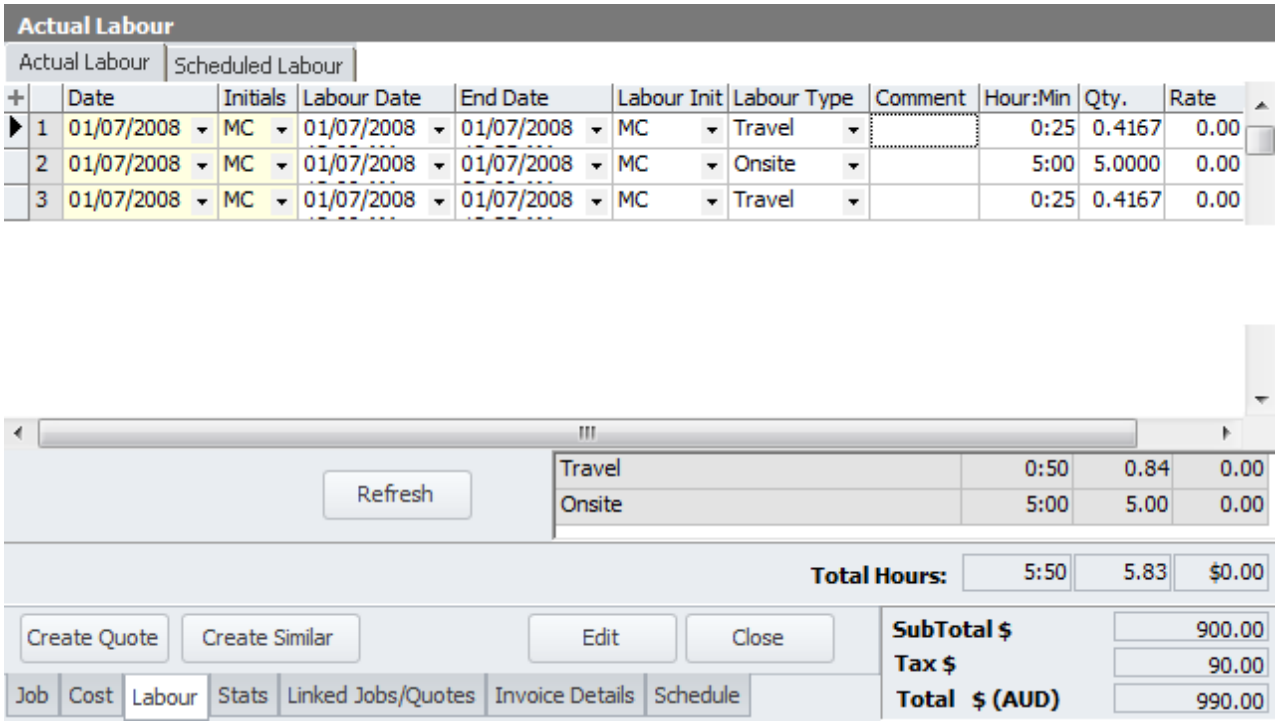
The Labour tab will open the Actual Labour grid into view for that Job. This is the area where users record and accumulate the "actual" time they spend to complete each job. A running tabulation of all entries can be seen in the Labour Hours field in the Job Header.

It is important to realise the difference between "actual" and "billable" labour on any Job. Actual labour

(actual time spent by users), can be added to any Job at any time, when significant input has been contributed on a job. The amount of time added to the Job Labour Grid is not automatically billed to the Customer. Actual labour is used to track time spent.

For example: if a new service is introduced by your company, users who make a contribution to that service should enter their actual time taken to complete each process. As a result, the company can determine the billable labour charges on the new service to a greater degree of accuracy.

Actual Labour can also be used to produce accurate productivity figures, showing individual or overall productivity gains or losses. If productivity is a key business indicator for your company, users should be encouraged to use the Actual Labour Grid.



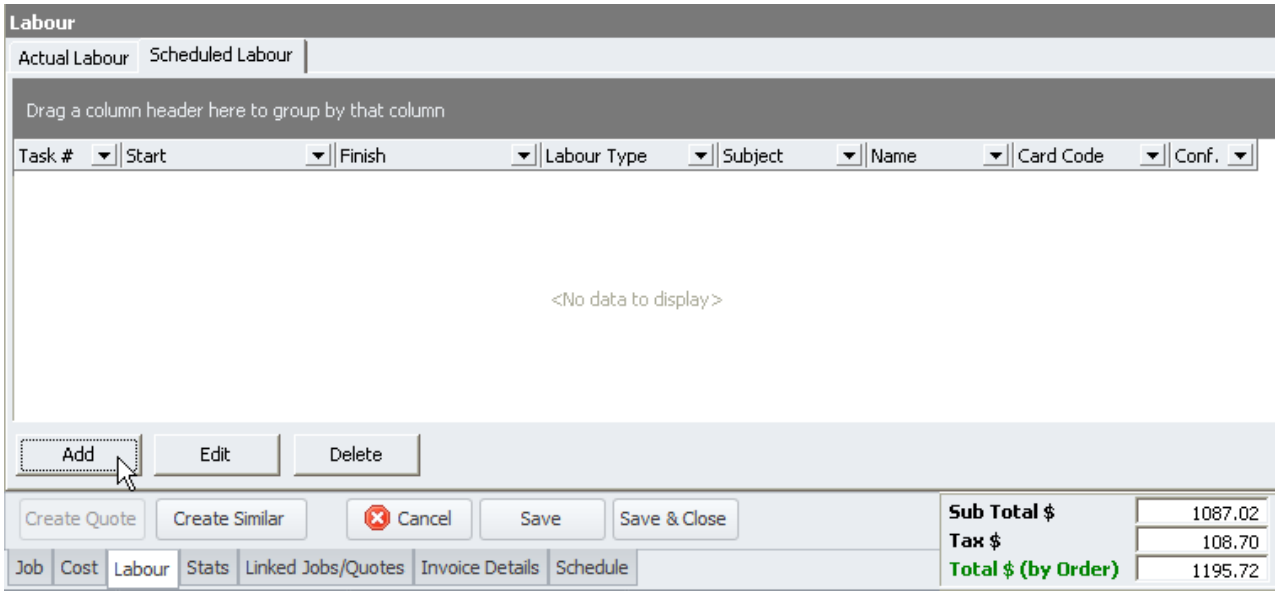
Jim2 - Job Labour Tab.

The fields within the Labour grid are described below:

Date	Time/Date labour was added
Initials	Initials of User that added the labour
Labour Date	Date that the labour was performed
Labour Init	Initials of the person who actually performed the labour
Labour Type	The user adding labour must select the type of labour that is being performed on this Job. Selections can be made via the pull down menu beside this field
Hours:Minutes	The actual hours and minutes of the labour that was performed on that Job. The minimum time entered must be greater or equal to 5 minutes, and all time spent must be entered in 5 minute increments
Qty	Jim2 will automatically work out the numeric value of the actual hours and minutes. This will aid the user when they want to work out billable hours for that Job

Remember that labour of any sort can be defined as Stock. Examples include administrative labour, onsite labour and so on. Your productivity monitoring and measurement should include actual vs billable labour records.

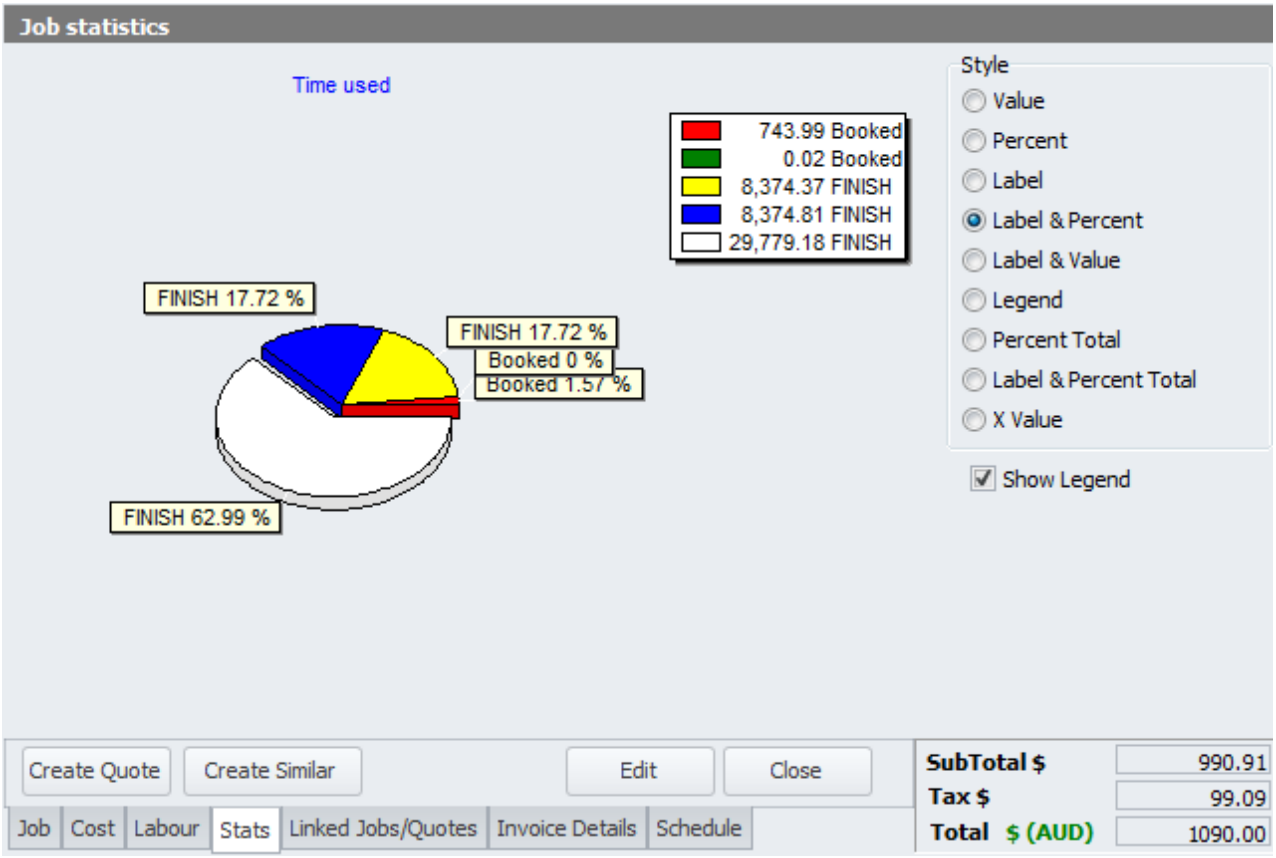
If you have purchased the Scheduling module as part of your Jim2 Business Engine licence, you can schedule labour on jobs from the Scheduled Labour Tab.



3.8 Stats Tab

The Stats Tab will open the Job Statistics chart for that Job. The Key Performance indicator used, is actual time spent as calculated by Jim2®, using status change (time/date/initial) records.

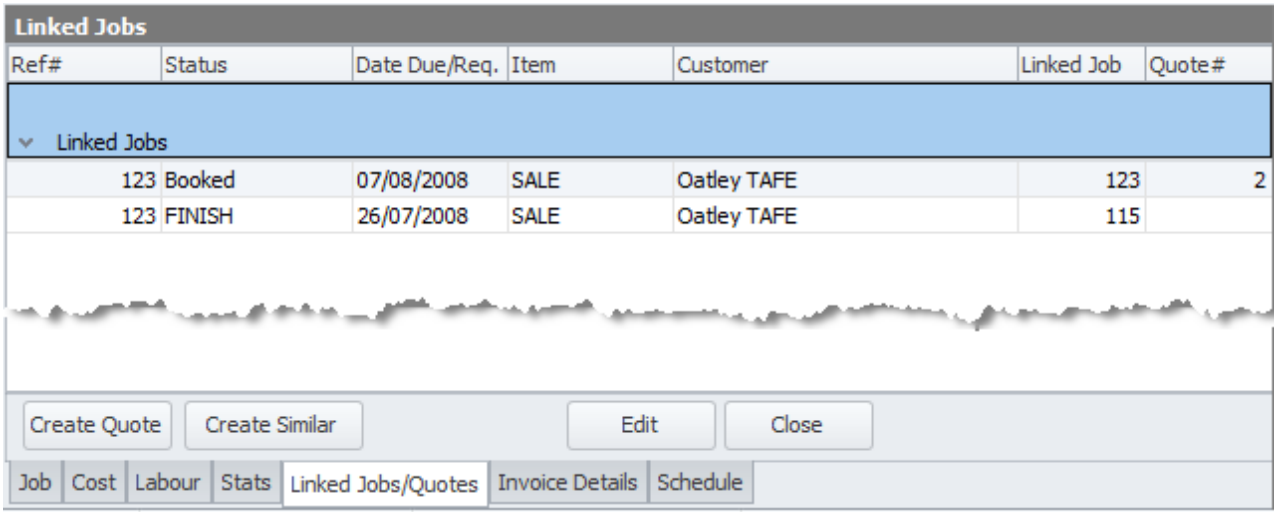
You can select which style of labelling and calculation suits your needs by clicking on one of the radio buttons.



Jim2 - Job Stats Tab.

3.9 Linked Jobs/Quotes Tab

The Linked Job tab displays any Quotes or other Jobs that are linked to this Job. A Quote is linked to a Job if it has been created from the job. A Job is linked to another Job by entering the Link Job number into the "Ex.Job#" field.

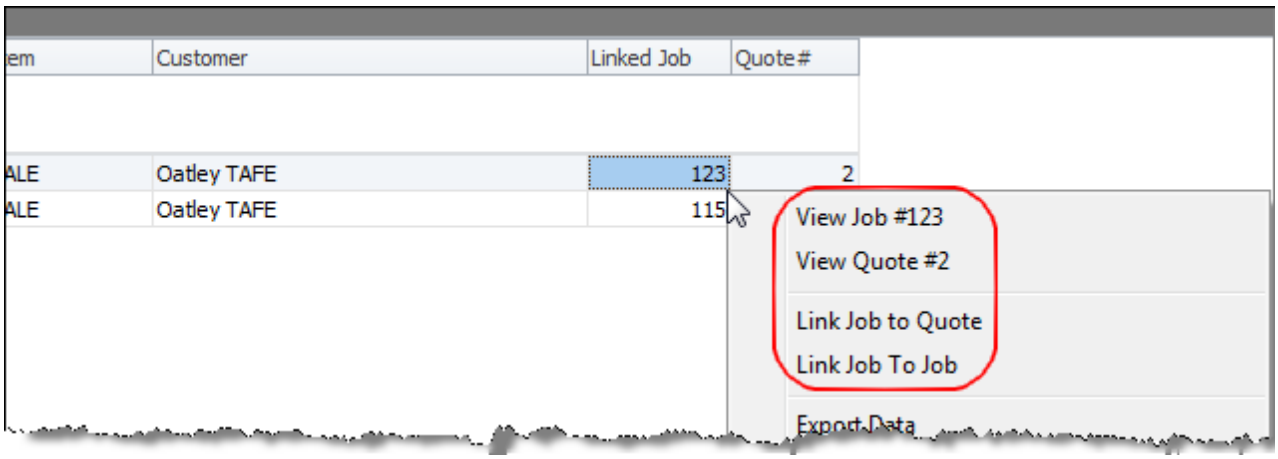


The fields in this tab are explained below.

Ref#	Displays the Linked Job Number. If the Job was created from a Quote, the Quote

	link line will actually display the current Job Number
Status	Displays the Status of the Job - not the Quote Status
Date Due/Req.	The Date the Job is due or required by
Item	The Item on the Job
Customer	The Customer on the Job
Linked Job#	The linked Job #. If this is the Linked Quote line, the current Job# is displayed
Quote#	Quote# if this Job was created from a Quote

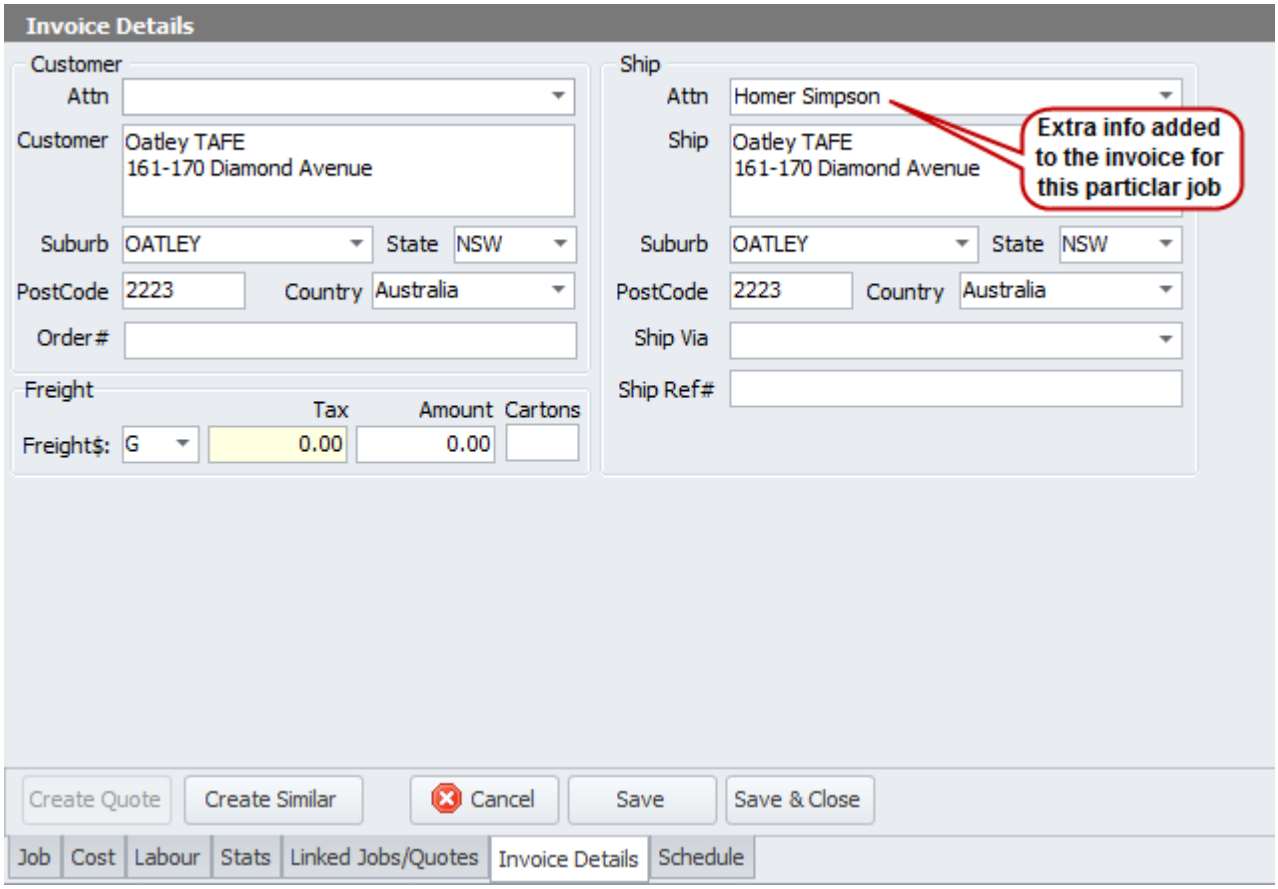
Right-clicking in the Linked Jobs field displays some additional options, including:



View Job#	If this Job has a linked Job you can view the Job from here
View Quote#	If this Job has a linked Quote you can view the Quote from here
Link Job to Quote	You can link a Job to a Quote - once you select this option, another window will appear, which is where you need to type in the related Quote Number
Link Job to Job	You can link a Job to a Job - once you select this option, another window will appear, which is where you need to type in the related Job Number

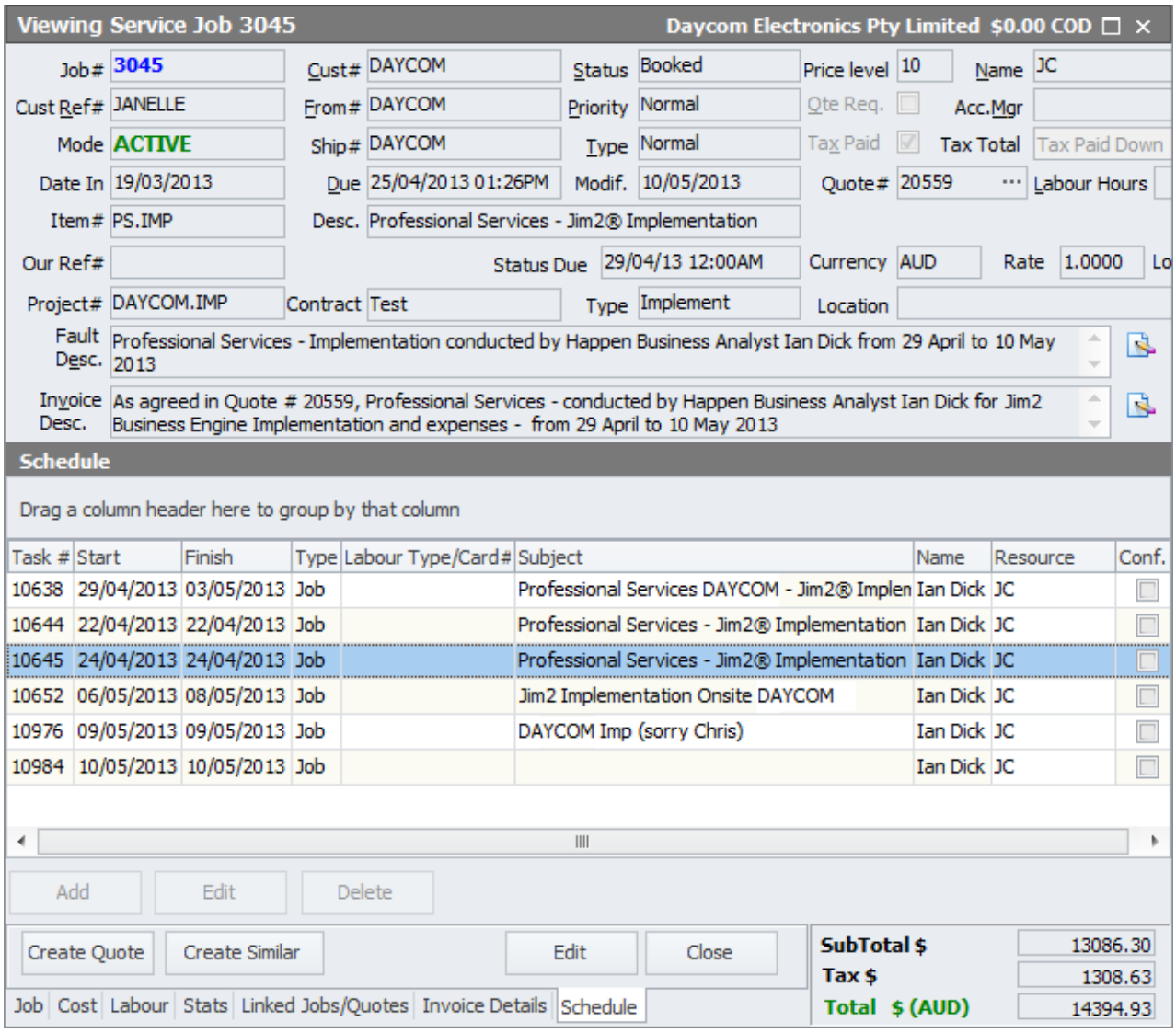
3.10 Invoice Details Tab

The Invoice Details Tab allows you to change the information that will appear on the Invoice for this specific job.


Invoice Details
Customer
Attn
Customer
Oatley TAFE
161-170 Diamond Avenue
Suburb
OATLEY
State
NSW
PostCode
2223
Country
Australia
Order#
Freight
Tax
Amount
Cartons
Freight$:
G
0.00
0.00
Ship
Attn
Homer Simpson
Ship
Oatley TAFE
161-170 Diamond Avenue
Extra info added to the invoice for this particlar job
Suburb
OATLEY
State
NSW
PostCode
2223
Country
Australia
Ship Via
Ship Ref#
Create Quote
Create Similar
Cancel
Save
Save & Close
Job
Cost
Labour
Stats
Linked Jobs/Quotes
Invoice Details
Schedule

3.11 Schedule Tab

The Schedule Tab allows you to see any entries in the Scheduler which relate to that particular job.



Jim2 Jobs - Schedule Tab

3.12 Job Status

Status can be set up to apply to Jobs, to signal the need to perform an action within your workflow. The responsibility to perform that action is monitored on a live basis. A change of Status by a User signals the need for a new action and then "passes" responsibility to perform that action along the workflow. Jim2 records time/ date/user initials data on Status changes for productivity reports, and to keep a secure Quality Control record for each Job. When a user changes the status of a Job, Jim2 will automatically prompt the User for a Comment by placing a new line in the comments grid of that Job.

Your choice of Status for certain points in your workflow, represents the need for an action to be taken (for example, if booked, an action is required to execute the prime objective of the Job). These decisions can be based on technical, financial or Customer related issues and procedures known to your staff. A given Status should signal the need for a decision to be made, and a subsequent Status change should indicate on the resolution decided.

Creating a Job List, defined by status, will give you an accurate record of all Jobs that are currently in particular status. By choosing specific search criteria for the Job List, you can monitor customer, user and stock trends (both active and historic).

Using Jim2 Job Status, you can monitor how successful your procedures are or your users perform.

You may edit or add a Status to match your workflow via Jim2 Tools/Status, accessed via the menu options.

The following Statuses are available to map your workflow for sales and service Jobs.
There may be others that have been added by your company in the Setup Defaults.

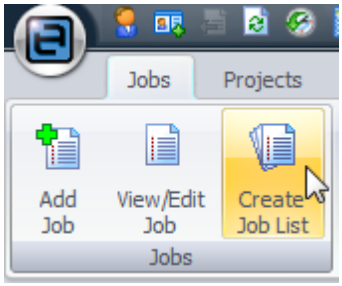
Status	Explanation
Booked	This is the default Status applied to a Job when first added. All Jobs begin with this Status. A Name has already been allocated to this Job. In the case of a service Job, the Item to be serviced would be placed on the relevant person's "Booked" shelf. In the case of a sales job, the Job is ready to be picked.
Burn In	Relates only to a Service Job - The Item has been serviced and is undergoing tests, the results of which affect the decision to return that item back into the workflow. After sufficient testing the Job would normally move onto FINISH.
Call	The Customer needs to be contacted to make or confirm a decision about the Job.
CANCEL	This Status is used internally by Jim2 when a Job is cancelled.
Checked	This would be regarded as a qualified Booked. It's useful, especially when doing bulk serving of the same Item, to have a quick pass through of all Jobs, and group the Jobs by the related faults. Example: A Junior technician, who would perhaps fix those Jobs that they could and mark the remainder as Checked, would typically do this.
FINISH	The final Status of successfully completed Jobs. For a Service Job - The Item has been repaired and fully tested. For a Sales Job - The Job has been picked/built and is now completed. For a Manufacturing Job - The Stock has been Manufactured.
Info	A Supplier related to this Item needs to be contacted or further technical information is required to assist the technician who's repairing this Item.
OKed	This would normally follow on from Call or Wait. The Customer has given approval to continue and the Job can return to the workflow.
Ordered	The Job is effectively on hold waiting for Stock/Parts to arrive. A Purchase Order has been raised.
Out	The Job is physically not in the building. Typical reasons would be that the customer has collected the Job and will return it shortly, the Item has been loaned to someone, the Item has left the workflow for intervention by a third party vendor and is outside the workflow.
Parts	The Job requires Stock/Parts to be completed. It is the responsibility of Purchasing to obtain the Stock/Parts necessary to complete the Job.
Problem	The Job cannot be completed for some reason outside the scope of all other Statuses. A management decision or internal second opinion needs to be made before the Item can return to the workflow.
Proceed	This would normally follow on from Ordered or Info. Stock/Parts have been received and the Job can return to the workflow.

Status	Explanation
RAI.NR	Return As Is: Not Repaired. The Job is finished but was not repaired for non-technical reasons. Typically this would be because the Customer has rejected the quote, Stock/ Parts are not available or the Item is deemed uneconomical to repair.
RAI.US	Return As Is: Unserviceable. The Job is finished but was not repaired for technical reasons. Typically this would be because the Item has been physically damaged in some way and has been deemed unserviceable by the Technician.
Wait	This would normally follow on from Call. The Customer is in the process of making a decision. The job cannot return to the workflow.

Job Parts/Stock Status	
Ordered	The Stock for this job has been Ordered from the Vendor.
Parts	This Job is flagged as requiring parts to be ordered by the Purchasing Office.
Proceed	This stock is ready to proceed to the next step in your workflow.

Job Parts/Applies	
Applies	This status is the default when Applies type stock is added to a Job.
Checked	The Check or Test was completed.
Done	The Check or Test requirement has been completed.
No	This Check does not apply to this Job.
Yes	This Check does apply to this Job.

3.13 Job List



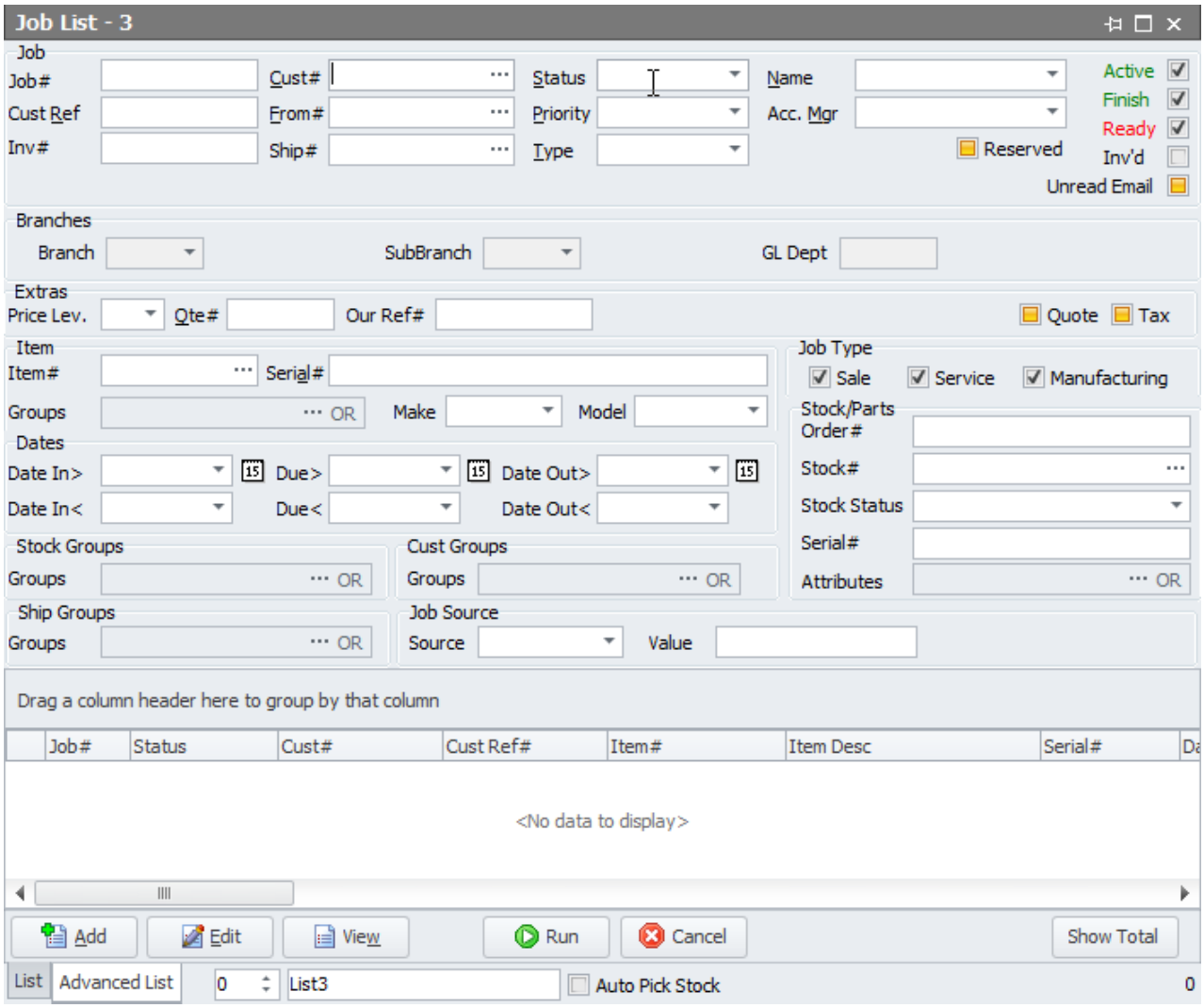
The Job List is a very powerful search function within the Jim2 Business Engine. Lists are also one of the easiest features to master, and the most practical way of searching for information in Jim2. Users can define their own Job responsibilities by creating lists that apply to their job function (for example, you can generate a list of all active Jobs using your user name, or using a Status to find what Jobs require action). Using Jim2 Job Status, you can monitor how successful your procedures or users perform.

Job lists can run "live" in the navigation tree, and will be refreshed at regular intervals (depending on how many minutes you stipulate) as jobs are updated across the network. You can even name your lists so that they represent what you are searching - this helps the user if they have multiple lists running at the same time.

The Jobs List can collate information from your Jobs, Stock, CardFile, Dates and Status records in real time for cross reference, and use archived data if required. Jim2 provides for searches on active and closed Jobs by selecting the Active and/or Finish field. You can then monitor current and historic trends in relation to customers, users, stock and status.

When using the Job List Jim2 gives you the unique function of being able to enter data into the fields to either search for or exclude that data - for example: you may search using a customers name or alternatively you may wish to exclude that customer and search for all others. You can select to exclude certain data within a field by double clicking on the field name, this will show that field in a green colour. In effect, you can search by "everything except that". Using Groups can further refine searches.

Configuring a job list can be done from either a standard List search or using the Advance List search selection. List or Advance List can be selected at the bottom of the Job List screen.



Jim2 - Job List (showing Advanced List)

The Job List tab is the default. In this screen you can select the following fields, and combinations of the following fields to generate a Job list:

Job#	Selects the specific job# entered
Cust Ref#	Selects jobs with the particular customer order or reference number entered
Inv#	Selects jobs with the invoice entered
Cust#	Selects jobs being invoiced to a customer entered
From#	Selects jobs from the particular customer entered
Ship#	Selects jobs being shipped to the particular customer entered
Status	Selects jobs with the job status entered
Priority	Selects jobs with the job priority entered
Type	Selects jobs with the job type entered
Name	Selects jobs with the user code entered
Acc Mgr	Selects jobs with the Account Manager code entered
Active	By selecting by clicking, active job records are selected
Finish	By selecting by clicking, finished jobs are selected
Ready	By selecting by clicking, jobs ready to invoice are selected
Inv'd	By selecting by clicking, archived job records can be included in the search

The Advanced List can collate information from your Job, Item, Stock and Card records in real time for cross reference, and use archived data if required. The Advanced List will allow you to search by the following criteria, in combination with any of the fields above:

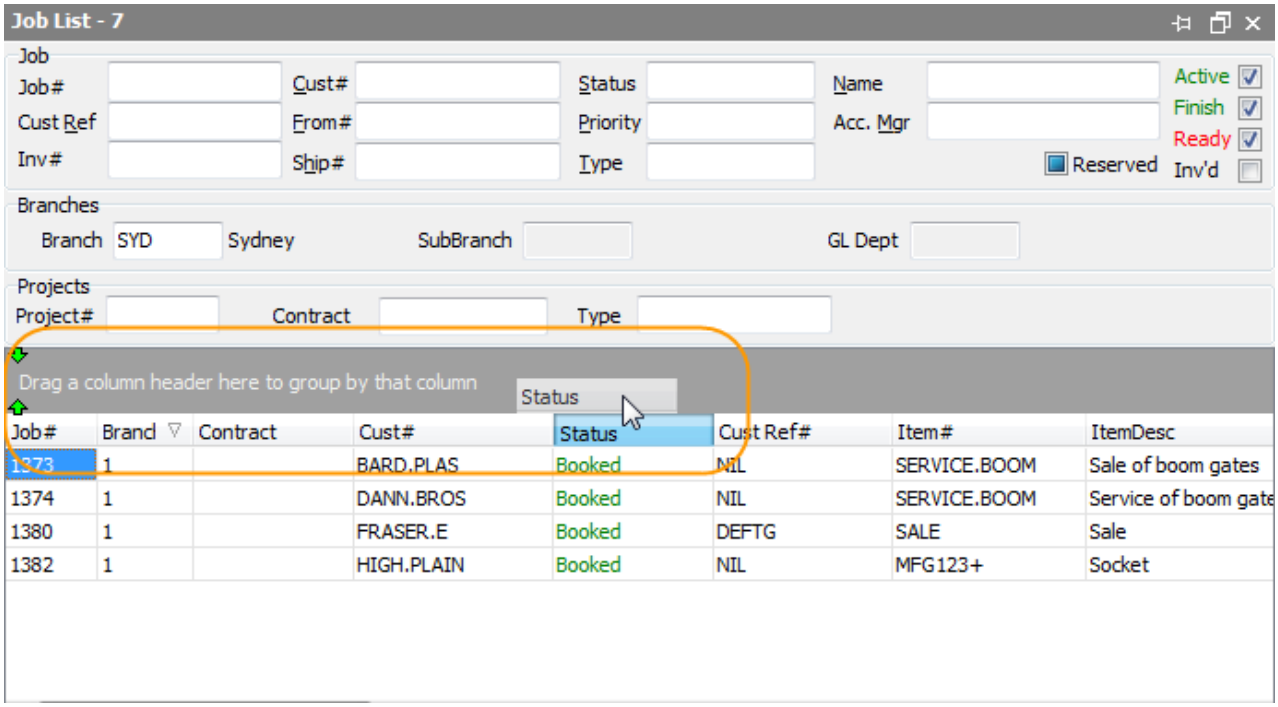
Item	
Item#	Selects jobs with the job item code entered
Ser#	Selects items with the serial number entered
Groups	Selects Item group/s.
Make	Selects items with the make entered
Model	Selects items with the model entered
Job Type	
Service	Selects Service Jobs only
Sales	Selects Sales Jobs only
Manufacturing	Selects Manufacturing Jobs only
Extras	
Price Level	Selects by customer price level code entered
Quote	Selects jobs that have the quote selection tick. This tick box relates to Job which require a Quote not jobs that have been converted from a Quote.
Tax	Selects customers that purchase tax included

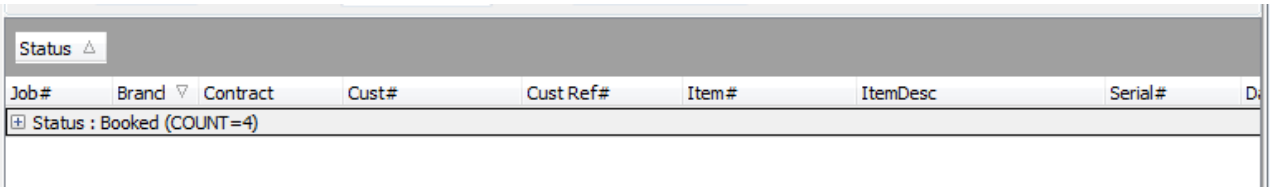
Dates	
Date In>	To search for jobs that were added on or after the date added here
Date In<	To search for jobs that were added on or before the date added here
Date Due>	To search for jobs due on or after the date added here
Date Due<	To search for jobs due on or prior to the date added here
Date Out>	To search for jobs that were invoiced on or after the date added here
Date Out<	To search for jobs that were invoiced on or before the date added here
Stock/Parts	
Order#	Selects stock/purchase by order# entered
Stock#	Selects by stock code entered
Stock Status	Selects by the status applied to stock entered
Serial#	Selects by Serial Number entered - you are able to enter part of the serial# and it will show any that match.
Attributes	Selects by Attribute entered
Stock Groups	Selects Stock group/s.
Cust Groups	Select Customer group/s
Buttons	
Display Text	On Service Jobs this will display the text in the Fault Description field.
Show Total	This will display the Job List Job Total.
Run	This will run the lists and any filters you have selected.
Cancel	This will close the list.



On the right hand side of the Groups selection within the list you will notice "OR" if you click on this button it will change to "and". This relates to how you want to use groups within your search, if you want to select 2 groups and find things that are only in both groups use the "and" selection, if you want to search 2 groups and find anything that is in either one of those groups select the "OR" option.

Your search results produce a list in a format that can be grouped even further. Dragging a given column header to the grey area at the top of the list results table will allow you to sort your results by that column header. This is normally known as grouping. The grouping area is clearly identified.

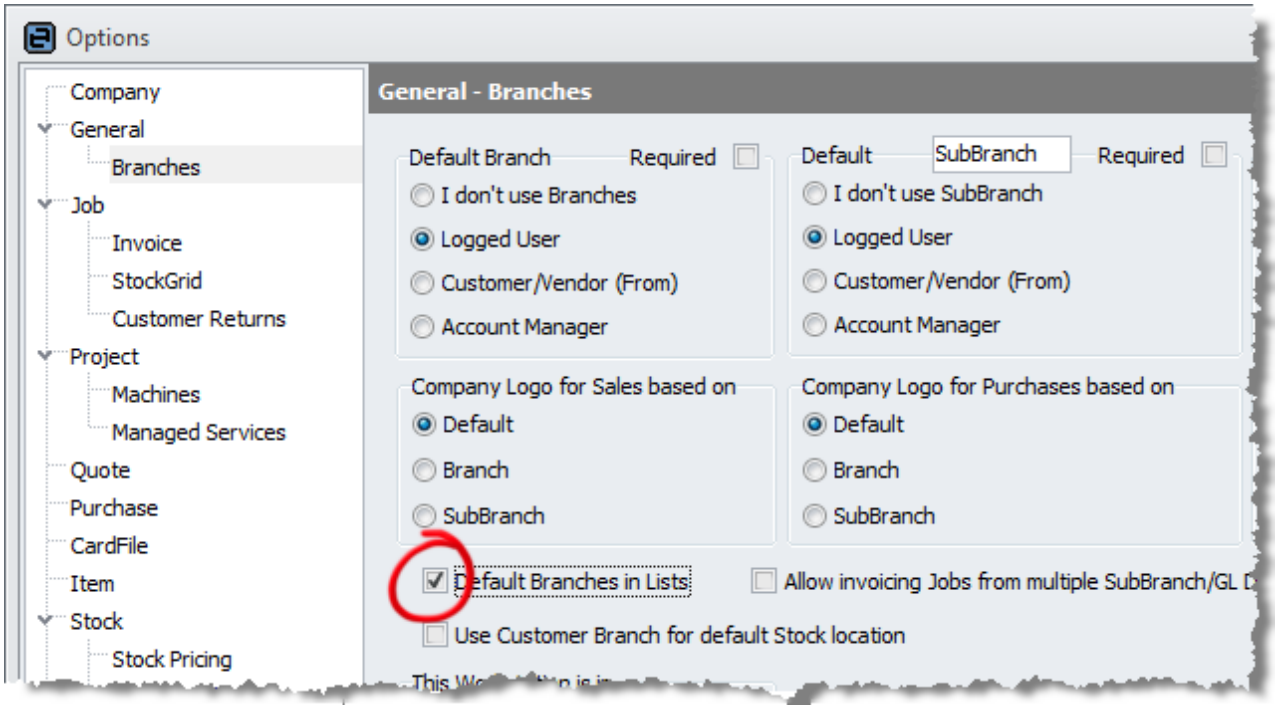


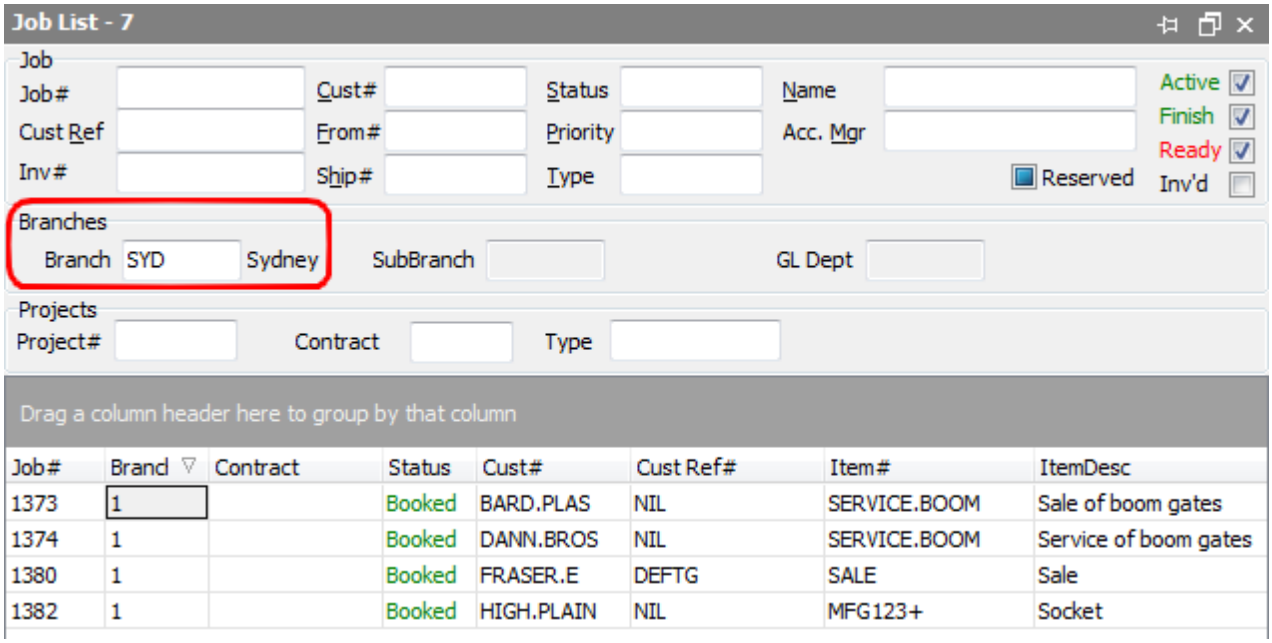


To view or edit any of the Jobs within the list, simply double click or use your F2 function key on any of the fields relating to the Job you wish to display.

3.14 Branches in Lists

Job lists can also display branch specific information. If you use branches in your database, the option of displaying branch-specific job lists can be configured in Tools/Options/General/Branches, as shown here.





You can override this selection by deleting the branch from the drop down on the list.

3.15 Jobs - How Do I ...?

This section of the manual answers the How do I? questions relating to the Jobs function within the Jim2 Business Engine. We will now walk through adding and creating a Job, adding comments and stock and returns from Customers.

- View or Edit a Job
- Add a new Sales or Service Job
- Add a new Manufacturing Job
- Unprint a Manufacturing Job
- Create a Job from a Similar or Previous Job
- Add Multiple Jobs
- Add Comments to a Job
- Use Comments to Track Work in a Job
- Add Stock to a Job
- Job Stock Select Screen
- Serial Numbers on a Job
- Reserving Stock for a Job
- Unreserving Stock for a Job
- Marking a Job as Ready
- Add Actual Labour to a Job
- Add Billable Labour to a Job
- Create a Job List
- Invoice a Single job
- Invoice a List of Jobs
- Receive Payments when Invoicing
- Applying a Credit Payment when Invoicing
- Create Back-Orders
- Print a Job
- Print a List of Jobs

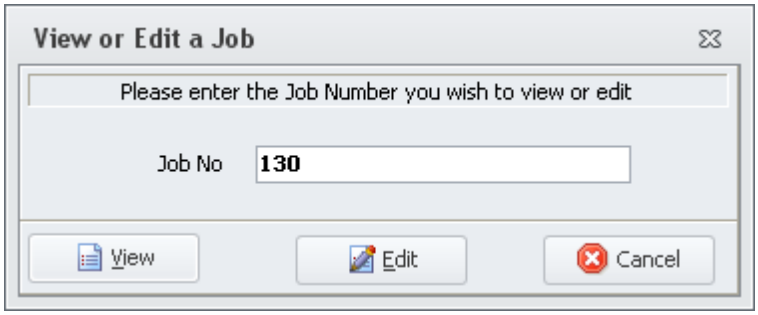
3.15.1 View or Edit a Job



1. View or Edit a Job by either:

- Press the F12 function key at any time, or
- Select the Jobs heading in the Jim2 Ribbon and click the View/Edit Job icon, or
- Right-click on Jobs in the Navigation Tree and select View/Edit Job

If you don't know the unique Job number you can use the search features of the Job List in Jim2 to find the Job. Double click the Job you wish to view/edit from the resulting list. This will bring the Job into View mode only. To Edit that Job, select the Edit button at the bottom of the Job form.



Jim2 - Job View/Edit Dialogue Box.

2. A dialogue box will appear and you can enter the Job number. Click on either View or Edit depending on what function you want to perform.

3. If you clicked on View, the Job will appear in view mode or if you click on Edit, the Job will appear in Edit mode.

Selecting the CANCEL BUTTON will NOT cancel the Job selected - it will only cancel your choice to view or edit that Job.

Within the Job Form Header, there is an EX JOB# field - indicating that the Item of this Job has been processed previously. By clicking on the Job number in this field, you will be taken to the record of that previous Job. Cancelling your view of that previous Job will take you back to the Job you linked from.

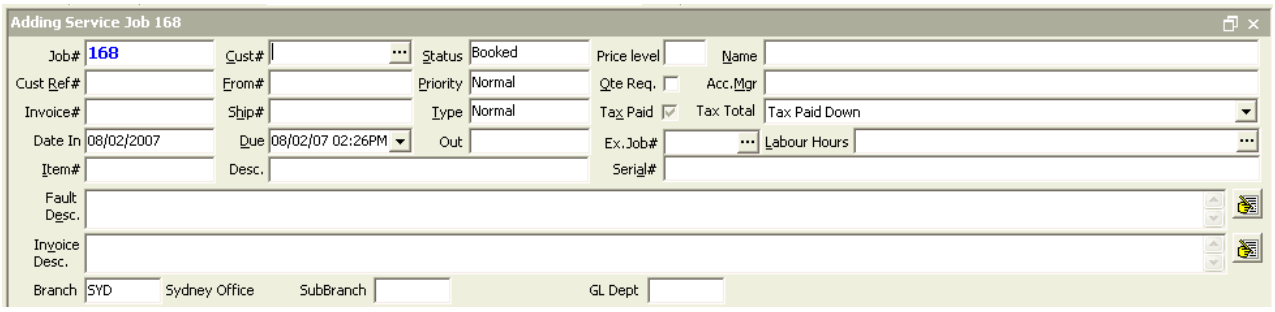
3.15.2 Add a new Sales or Service Job



Jim2 Add Job Icon

Select the Add Job icon. The Adding new service Job window is displayed, showing a Job Form made up of a Header, Comments Grid, Stock Grid and Footer.

Jim2 will default to adding either a Service or Sales Job (using the preference selected in Options). The Job form will include the fields selected to show/hide (again, determined by choices selected in Options) As well as this, Jim2 will automatically "convert" or change Job Forms (from Service to Sales and vice versa) in relation to the Item you enter.



Jim2 - Adding New Service Job - Form Header.



Jim2 automatically adds a unique Job# and records the Date In. These fields cannot be edited by users. Jim2 also updates the fields of Job Status, Priority, Type, and the DateDue (using the information selected in Options)

Jim2 places the cursor at the appropriate fields that the user is required to complete. The Enter key will move the text cursor to the next user input field in the job entry path. The path follows:

- Customer Cardcode#
- Customer Ref#
- Item#
- Serial# (if required)
- Fault Desc. as supplied by the customer (if it is a service job)

Select a customer in one of the following ways:

- Start to type the customer name. Jim2 "intuitive type" will begin to (numerically/alphabetically) pre-empt your choice of names from the Card Code list as you type
- Click the browse button beside the Cust# field to display the full list of customers and then click to select from the list

Jim2 provides you with the ability to use one customer contact for billing purposes and another customer contact for shipping purposes. You can select a Billing Card into the Cust field and a different Shipping card in the Ship field. You can obtain a list of the Child (Ship) Cards for this Parent Customer.



Jim2 uses the information from that Customers CardFile to set the Price Level, From#, Ship # , Due Date and the Tax Paid information from that specific customer's Card File. However, you may "override" this default information (if required) simply by using the TAB key or mouse to move the cursor to that field, highlight and edit.

Type a customer reference (for example: name of the person who requested the Job) in the Customer Ref# field.



This alpha/numeric reference should be supplied by the customer so that they can match this Job with their own internal procedures, personnel, purchase orders or work orders. If multiple Jobs are required for the same ref# (work order), you can use Job List to monitor the progress of the work order, and choose to invoice each Job separately or all on one invoice - depending on your customer's requirements.

Select the Item that is attached to this Job (remember Item is the prime objective of a Job) and the Desc. field will default to the text description as setup in that Item record.



Items can have Stock (such as status sensitive tests or checks) "apply" to them - if you enter an Item where such stock "applies", that Stock (with a stock status) will automatically default into the Stock Grid for that Job.

Type the serial number (if required) in the Serial# field.

Type in the fault description as supplied by the customer (this informs the User about the problem) in the fault description field. If no fault description is supplied, you should select a generic term suited to the Item - for example: reset or upgrade to factory specification.

You can use the Ex.Job# field or you can use the Quote# field to link to a Quote or a previous Jobs to this particular Job so that you form a link to the whole work history of that Item.

If an Item has an accessories or "inclusions", move to the Comments Grid and click the "inc" box and add a description of those inclusions.

This Job, as the Status indicates, is now "booked in" and becomes part of the Jim2 workflow. You are free to add comments or stock to this Job now. Select SAVE or Save and Close if you do not wish to process it immediately. Once you have saved/closed, the Job is available to other users on the network.

If you try to save your Job and the certain fields are not completed (Cust#, From#, Ship#, Cust Type, Item# and Item Desc.) Jim2 will prompt the User that "these fields should not be left empty but do you want to save anyway?".

3.15.3 Add a new Manufacturing Job

When you add a Manufacturing Item to a job there are 4 fields that will be added to the Sale or Service Job Form – Stock#, Description, Location and Qty of stock you wish to Manufacture. These fields are filled in from the Item setup information, except for the Qty and Location.



Jim2 Add Job Icon

Select the Add Job icon. The Adding new Service or Sale Job window is displayed, showing a Job Form made up of a Header, Comments Grid, Stock Grid and Footer.

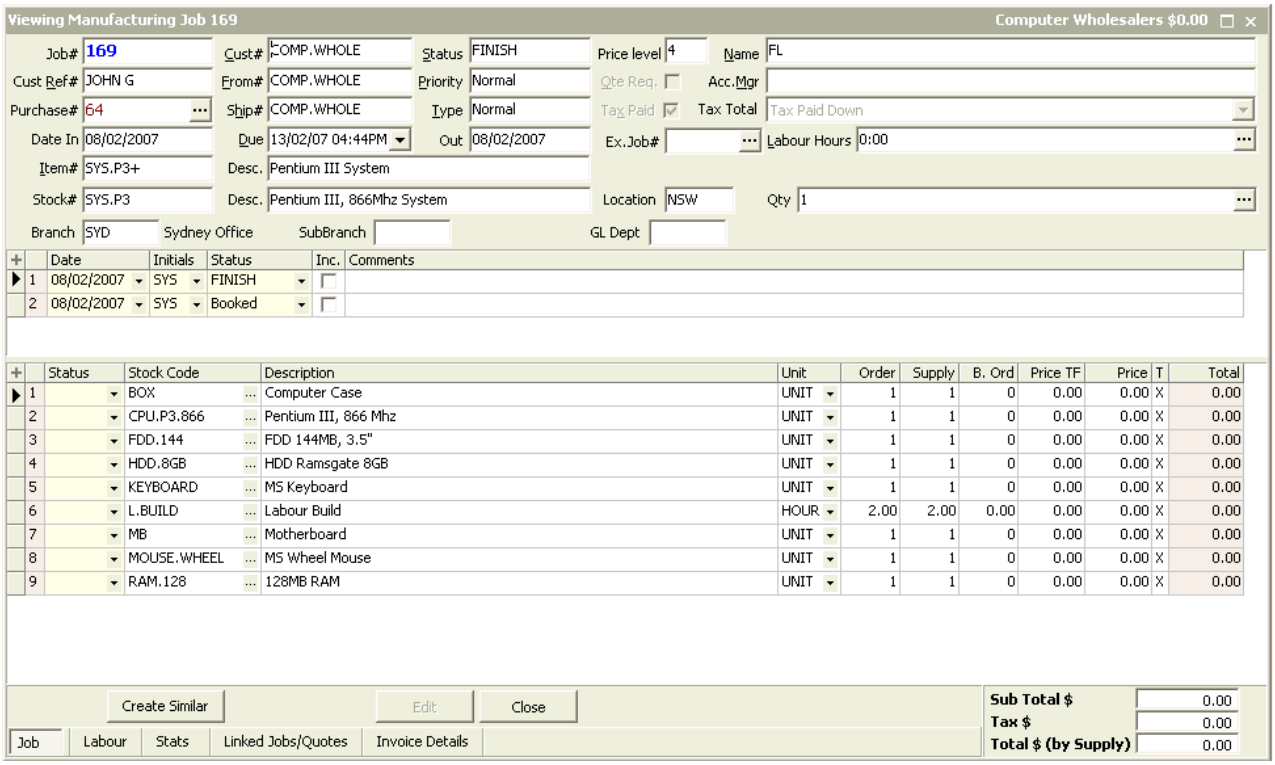
Jim2 will default to adding either a Service or Sales Job (using the choice selected in Options). This Job Type will change once you have added the Manufacturing Item.

Jim2 is designed to prompt user input by placing the cursor at the appropriate fields that the user is required to complete. The Enter key will move the text cursor to the next user input field in the job entry pattern. The pattern follows:

- Customer Cardcode#
- Customer Ref#
- Item#
- Qty
- Serial# (if required)

Jim2 automatically adds a unique Job# and records the Date In. These fields cannot be edited by users. Jim2 also updates the fields of Job Status, Priority, Type, and the DateDue (using the

information selected in Options)



Jim2 - Manufacturing Job.

Select a customer in one of the following ways:

- Start to type the customer name. The Jim2 Business Engine "intuitive type" will begin to (numerically/alphabetically) pre-empt your choice of names from the Card Code list as you type
- Click the browser button beside the Cust# field to display the full list of customers and then click to select from the list

Type a customer reference (for example: name of the person who requested the Job) in the Customer Ref# field.

This alpha/numeric reference should be supplied by the customer so that they can match this Job with their own internal procedures, personnel, purchase orders or work orders. If multiple Jobs are required for the same ref# (work order), you can use Job List to monitor the progress of the work order.

Select the Manufacturing Item that is attached to this Job (remember Item is the prime objective of a Job) and the Desc. field will default to the text description as setup in that Item record.

Also 4 new fields will be displayed - Stock Code, Stock Description, Location and Qty. These all relate to the Stock you are going to Manufacture. The Stock Code and Description will be added from the Link within the Manufacturing Item.

Use the Drop down menu to select the Location you are Manufacturing this stock to. The Location field will default to that setup in the user's CardFile.

Qty is the Quantity you wish to Manufacture. Enter the Qty and the Stock Grid fields will be filled with the required Stock and Qty's (Qty required to Manufacture 1 x by the Qty you wish to Manufacture). Type the serial number (if required) in the Serial# field.

Once the Job is ready to Manufacture - change the Status of the Job to Finish and select the Ready or Manufacture Button.

As you are able to sell Manufacturing stock in advance we allow you the option of manufacturing it for a specific Job/Customer and not automatically Backfilling any sold in advance. You only have 1 go at assigning the Job number – when you select to Manufacture the Job you will see a Job Number box displayed. Enter the related Job Number here, if there is no Job to be linked to simply enter 0.

Once you have Manufactured the Job - the Invoice # fields shows as the Purchase Order # field which you can click on to take you to the Manufacturing PO.

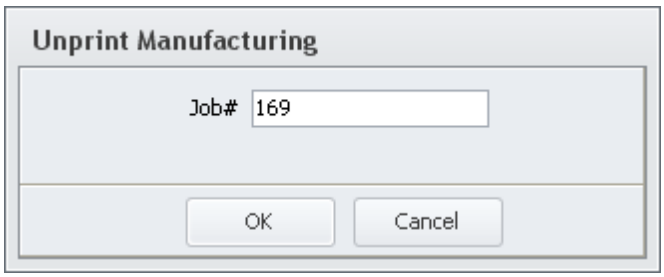
3.15.4 Unprint a Manufacturing Job

When you unprint a Manufacturing Job the Manufacturing Purchase Order will be placed on the status of Cancel - the Stock grid in the Purchase Order will be cleared - but the Manufacturing Job number will remain in the Notes Field for future reference.

To unprint the Manufacturing Job:-

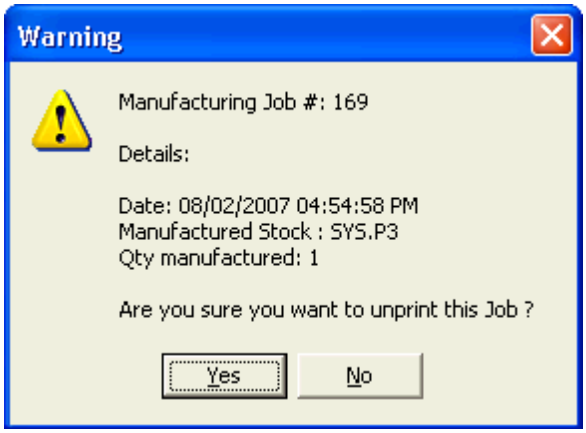
Locate the Manufacturing Job Number you wish to Unprint.

To Unprint, select the Jobs tab and then the Unprint icon in the Jim2 Ribbon. Three options will drop down, the last one being "Unprint Manufacturing Job". Select this option and you will see the following window where you need to enter the Job Number (this differs slightly from unprinting an Invoice, where you enter the Invoice number not the Job number).



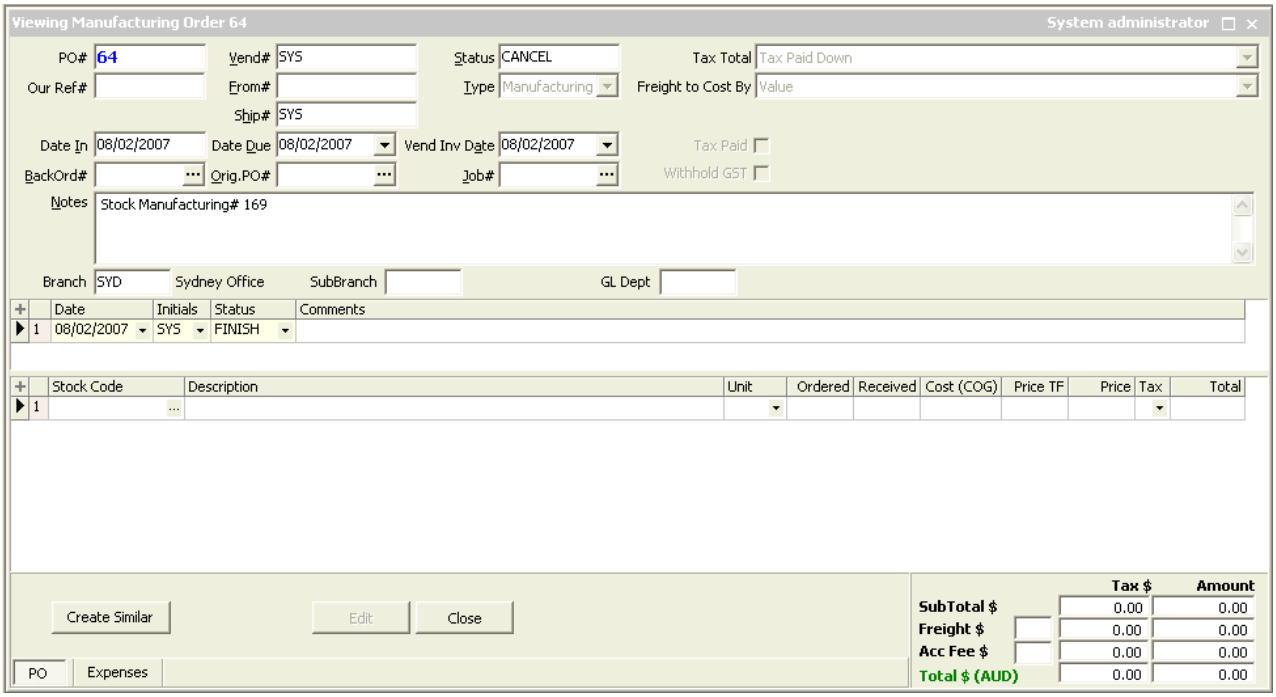
Jim2 - Unprinting Manufacturing Job.

You will then see a Dialogue box confirming the Manufacturing Job details. If these are correct select the Yes button.



Jim2 - Unprint Manufacturing Job Details.

Once the Manufacturing Job has been unprinted you will see the Unprint Confirmation Box. The Manufacturing Purchase Order will have its status changed to Cancel and the stock removed from the grid.



Jim2 - Manufacturing PO Unprinted.

If you reprint a Manufacturing Job you will have the option of using the Original PO or a new one.

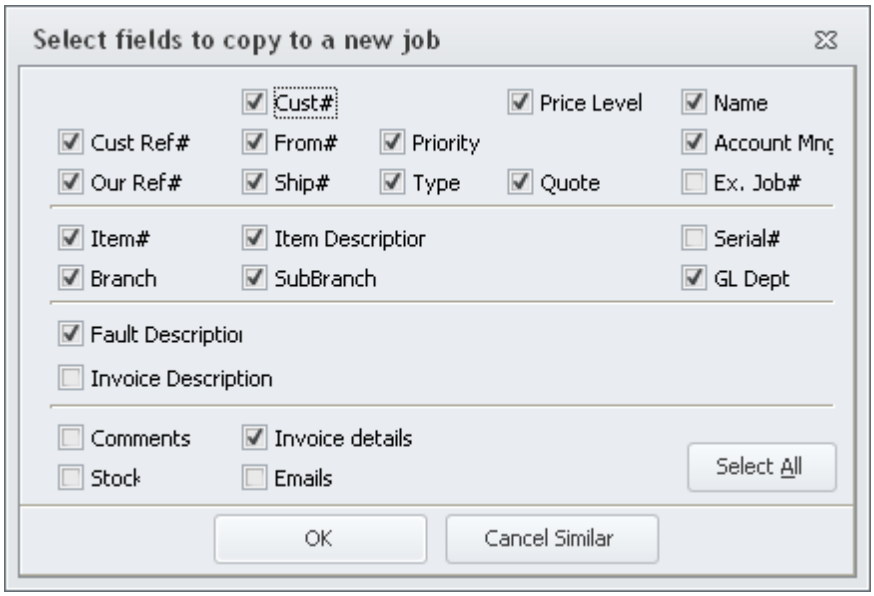
3.15.5 Create a Job from a Similar or Previous Job

Search for the Job that you want to duplicate by either:

- Clicking on the View/Edit Job icon in the Jim2 Ribbon and entering the Job# of the Job you wish to duplicate, or
- Clicking on the Create List icon in the Jim2 Ribbon and use the search criteria to narrow your choices. Select the Job you wish to duplicate from the search result by double clicking its Job#

The Job you wish to duplicate will now be in view.

Click on the Create Similar button in the Job Footer.



Jim2 - Job Create Similar Selection Box.

A selection box will appear. Choose which fields of that Job you would like duplicated on the next Job and click on OK.

The ALL button will exactly duplicate the fields from the chosen Job - with the exception of the Job# (a unique number for every Job is automatically generated by Jim2, regardless of how you are adding a Job), Status and time/date/initial fields.

You now will have a new Job that will be "similar" to the first. You can now edit the Job fields as normal.

The Create Similar button will automatically close the original Job when producing duplicate Jobs. The Cancel Similar button will abort the adding of the new Job (without affecting the original).

In a multi user environment where others could be adding Jobs at the same time, it is a function of Jim2 to monitor the sequence of unique Job numbers issued at all times. If a "Cancel Similar" is nominated by one user, and another user has been given the next sequential Job number already, the obsolete Job number is automatically given a system status of CANCEL to ensure the integrity of the database.

See Also

Add Multiple Jobs

3.15.6 Add Multiple Jobs

There are instances where you would want to add many or multiple Jobs in a session - for example: when you first install Jim2, or if a large work order is received. Remembering that Jim2 is a multi-user application, you can have many users adding Jobs at the same time - however, you do need to create or add Jobs into Jim2 one at a time, as each Job adds to your productivity and capacity reporting.

To speed Job entry and accuracy, Jim2 includes two specific features for adding multiple Jobs:

Create Similar	If you are adding multiple Jobs that are very similar, use this option rather than recreating each individual Job.
Continuously Adding	If you need to add a large volume of Jobs at once that are not very similar, by enabling the Continuously Adding In Option, after each save and close on a Job, a fresh Job form will appear automatically, ready to edit.

Click on Tools in Jim2 Menu bar and select Options.

Select the General tab.

Tick Jobs in the Continuously Adding box and click on OK. The new Option Default will be saved, and you will return to the previous active screen used.

Now when you have entered a Job and select the Save or Save and Close button, you will be prompted with a message box asking if you wish to add another Job.

3.15.7 Add Comments to a Job

When users change the overall Job Status they are prompted to add a comment as to why that change was made. However, comments can be added to a Job at any time to help track customer contact, or just to relay general information to other users regarding that job. Each line added or inserted to the Comment Grid contains very useful information for managing the workflow - and users should be encouraged to use the Comments Grid.

	Date	Initials	Status	Inc.	Comments
1	11/07/2003	GT	RAI.NR	☐	Anthony accepted quote - refer to Job 106.
2	09/07/2003	GT	Wait	☐	Refer to the Quote 1 - for Monitors. I have approved to only charge Anthony half hour Minimum Workshop charge on the provison he accepts the quote.
3	07/07/2003	FL	Call	☐	I think its time for a new Monitor.
4	04/07/2003	GT	Booked	☐	

Jim2 - Job Comments Grid.

Move to the Comments Grid by either:

- Using the F3 function key on your keyboard, or
- Left-click your mouse in the Comments field

To insert a Comment (without being prompted by Jim2), move to the top row of the grid and use the INSERT key on your keyboard. You can type any comment in the Comment field as it is a Multiline text with wordwrap (limited to 8000 characters). You can also apply a status to your comment - and Jim2 will prompt you whether you would like to change the overall status of the Job.

The Time/Date (Time and Date the Comment was added) and Init (Initials of the User editing) are defaulted by Jim2 and form part of the Quality record - as such they cannot be edited.

A time/date/initial Comment line will be added to the Comments grid whenever the Status of the Job is changed. If a user adds or changes a Comment Status, Jim2 will prompt the User if they would like to change the overall Status of the Job.

You may add comments at any time to the Comments Grid by moving to the top comment in the grid and using the Insert key from your keyboard. Such comments need not necessarily have a Status, but are automatically time/date/initial stamped.

There are a number of functions available if you right click within the Comments Grid - for more information see the Job Comments Grid section.

3.15.8 Use Comments to Track Work in a Job

All Status changes will open a new line in the Comment Grid and the User should add an appropriate Comment on "why" the Status has changed. Users should be encouraged to open a new Comment when Customer contact is made, and to add useful information for the Job record.

Because each Comment in the Comment Grid is time/date/initial stamped, Comments form a chronological record of work done and customer contact for immediate and future reference. The contents of the Comment Grid add to the Quality Record for each Job. The chronological order of Comments is preferred and should be added so that the latest comments appear at the top of the Comments grid.

The Comment Grid text need not appear on the Invoice for a job - but can be reported on if required.

3.15.9 Add Stock to a Job

The Stock/Parts Grid of any Job is designed to record and calculate the selling price of all the Labour, Depleting, Non Depleting, Special and Applied Stock for each Job - relative to the Customer's Price Level for Stock used.

Remembering that Jim2 is a "live" multi-user environment, it should be made clear that calculations of available quantities of Stock is affected by what is/has been received via Purchases and what has actually been sold (invoiced or specifically held for a Job).

Certain Items can have Stock (such as tests and checks) "apply" to them. The Applied Stock will automatically appear in the grid - you don't need to add it. If you have purchased stock specifically for a job (the Purchase order will show a job#) then that stock and a link to the purchase will automatically appear in the Stock grid of the job.

	Status	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	T	Total
1	Ordered	MON.VGA60	P2 VGA56 17" Monitor	UNIT	2	2	0	507.14	557.86	G	1115.72
2	Ordered	PRT.SPECIAL	OkiDokie Proline Laser S940	UNIT	1	1	0	0.00	0.00	G	0.00
3	Ordered	SFT.SPECIAL	MQ Web Designer - 3 User	UNIT	1	1	0	0.00	0.00	G	0.00
4		L.MWC	Labour - Minimum Workshop Charge	HOUR	1.00	1.00	0.00	72.73	80.00	G	80.00

Jim2 - Job Stock Grid.

	Date	Initials	Status	PO#	Location	Stock Code	Description
1	11/07/2003	GT	Ordered	11	NSW	MON.VGA60	P2 VGA56 17" Monitor
2	11/07/2003	GT	Ordered	11	NSW	PRT.SPECIAL	OkiDokie Proline Laser S940
3	11/07/2003	GT	Ordered	11	NSW	SFT.SPECIAL	MQ Web Designer - 3 User
4	06/02/2007	SYS			NSW	L.MWC	Labour - Minimum Workshop Charge

Jim2 - Job Stock Grid with Stock linked to a PO.

Select the Stock Grid by either:

- Pressing the F4 function key, or
- Left-click your Mouse in the Stock Code field

If adding multiple stock lines to the grid, the Enter key will take you to the next line in the grid, ready to insert another stock code.

To add Stock to a Job move to the Stock Code field of the Stock/Parts Grid and select stock in one of the following ways:

- Clicking on the Stock Code browser (or use F5) which then brings up the Stock Lookup screen. The Jim2 Stock Lookup helps you to locate and select stock and verify how many (Qty) of each Stock is in each Stock Location, or
- Start to type the Stock Code. The Jim2 Business Engine "intuitive type" will begin to pre-empt your choice of Stock Codes from the Stock records as you type each letter
- Scan the Stock Barcode to automatically add the correct Stock Code.

If you have purchased Special Stock for a Job you can add it to a Job by either:

- type the stock code and click on the grey button in the description field. Select which Special Stock to add to this Job, or
- adding the Job Number to the Purchase Order (this will automatically add the stock to the job).

When you type in the stock code the stock line will show with the Stock Code in RED indicating that this is special stock.

When you Purchase Stock specifically for a Job the Stock Line will show the PO and the Job in a light Blue colour.

Once you have selected the Stock the stock Description will be defaulted to that field automatically. Enter the Serial Numbers for the stock (if required) by clicking on the browser button within the Description field.

You can expand or reduce the number of fields viewed in the Stock Grid by clicking the "+" or "-" on the top left hand corner of the Stock Grid. This feature allows you to view all defaults for that Stock, including the stock location defaulted to the User. By expanding the grid to show all fields, you can override these defaults if required.

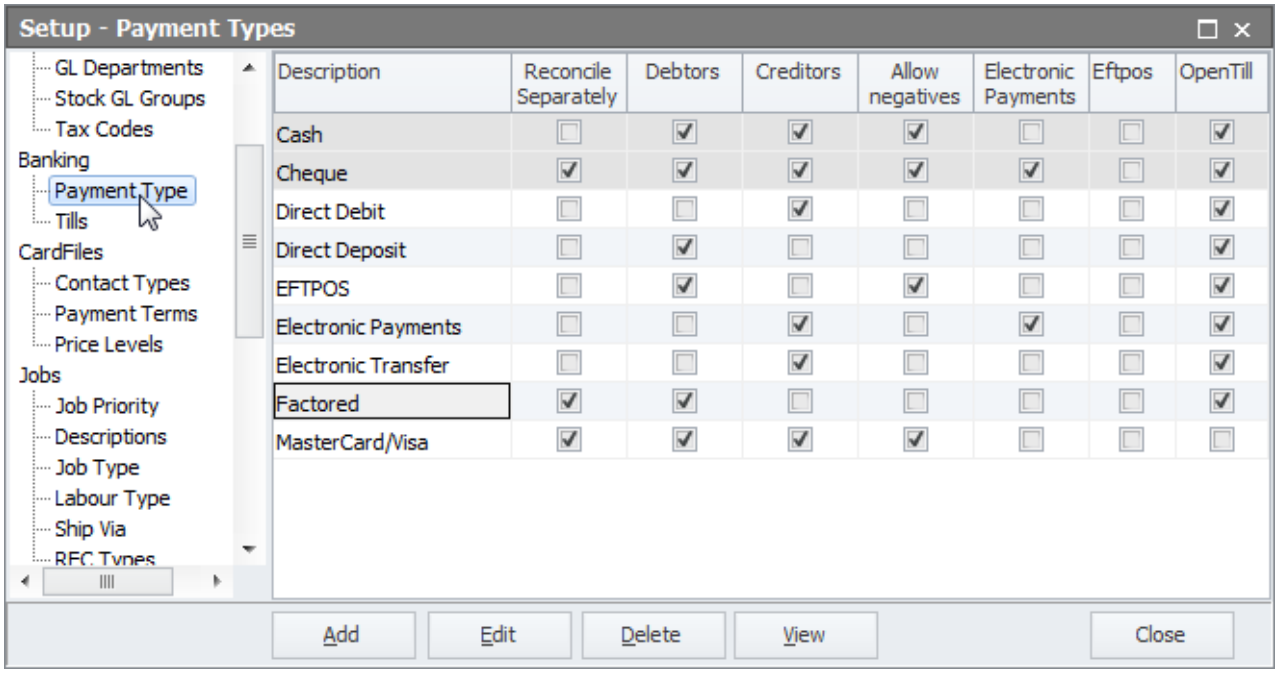
A default Unit measure of the Stock will be added. To select a different unit measure available for that Stock,

click the drop down menu button and re-select .

Enter the Quantity (of the measure) required for the Job. The Prices will default to those set up for that Price Level for that Customer - you can edit the prices at this point.

If the Stock you are adding to this Job is setup as either Serial on PO or Serial on Sell you will need to enter Serial numbers once you have enter the Qty's. You will not be able to Invoice this Job without the correct number of Serial Numbers having been entered or selected.

If the Qty entered is more than is available for sale on this job a Selling Stock in Advance screen will be displayed. This screen will have 6 options to choose from and will default to your Company selection in the Job Tab of Options.

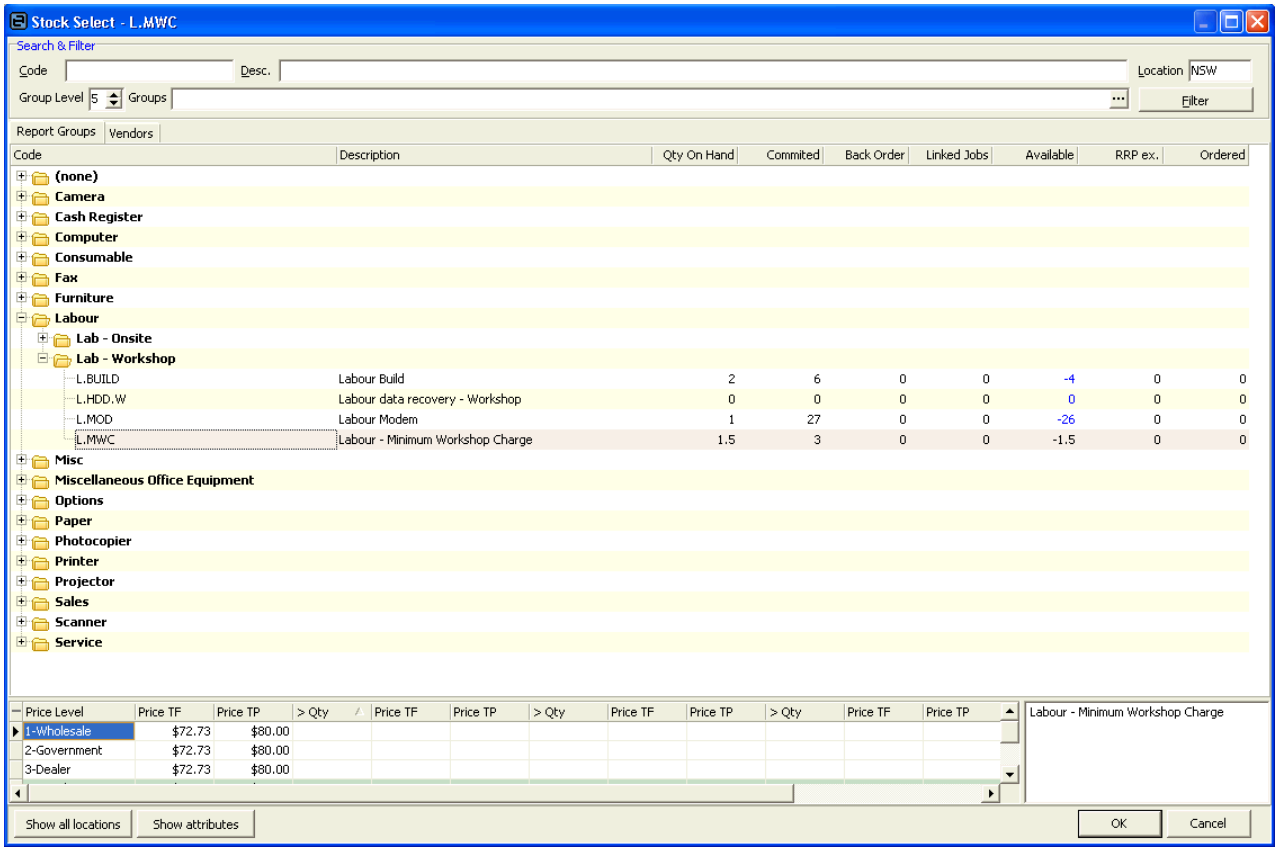


1. Supply in advance — No changes will be made to the Qty's entered.
2. Supply from committed on earlier Jobs — Will allow you to take stock from other jobs, if your security allows this.
3. Supply only available (backorder the rest) — The Supply Qty will be changed to the Qty available in Stock and backorder the rest
4. Supply only available (no backorder) — The Qty Ordered and Supplied fields will both be changed to the Qty available in Stock
5. Backorder all — Backorder all if the customer wants the entire order supplied together
6. None of the above — Will force you to make a decision on a job by job basis

There are a number of functions available if you right click within the Stock Grid - for more information see the Job Stock/Parts Grid section.

3.15.10 Job Stock Select screen

The Stock Lookup is available from within the Job Stock/Parts Grid. It will help you to search and narrow choices for inclusion in the stock grid. It will show the available quantity of each stock, at each stock location - this may affect which stock you choose to supply.



Jim2 - Job Stock Select screen.

Select which column you would like to search by - use the pull down beside this field to see and select your choices.

When you commence typing into the Search field, Jim2 will start to pre-empt your choice (intuitive type function)

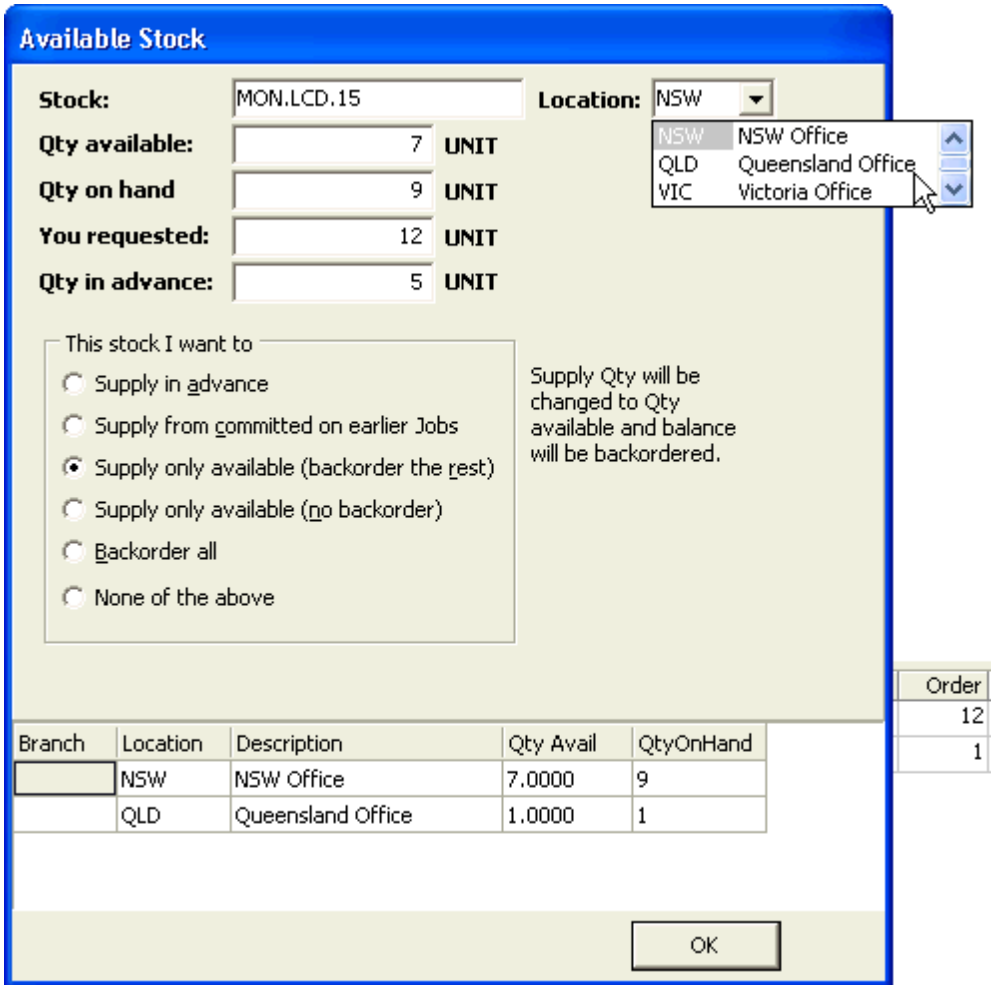
To narrow the choice further, clicking the Filter button will filter choices to only those containing the letters or numbers you have typed (whole or part words/numbers)

Selecting OK will add your narrowed choice to the Stock Grid. Selecting Cancel will cancel the lookup.

3.15.11 Stock Availability by Location (on the Fly)

If you have multiple stock locations and are adding Stock to a Job, we give you the choice to view Available Stock from a different location on the fly. By default, users are "linked" to one specific location when selling. As you add Stock quantity to the Stock Grid, Jim2 will calculate the available Stock from that location. However if there is insufficient in your default location, you can view stock levels in alternate locations.

On any entry in the Stock Grid you can use the Available Stock Lookup (F5) to show availability of that Stock in your default location. We also give you the choice to select an alternate Stock Location using the Location dropdown.

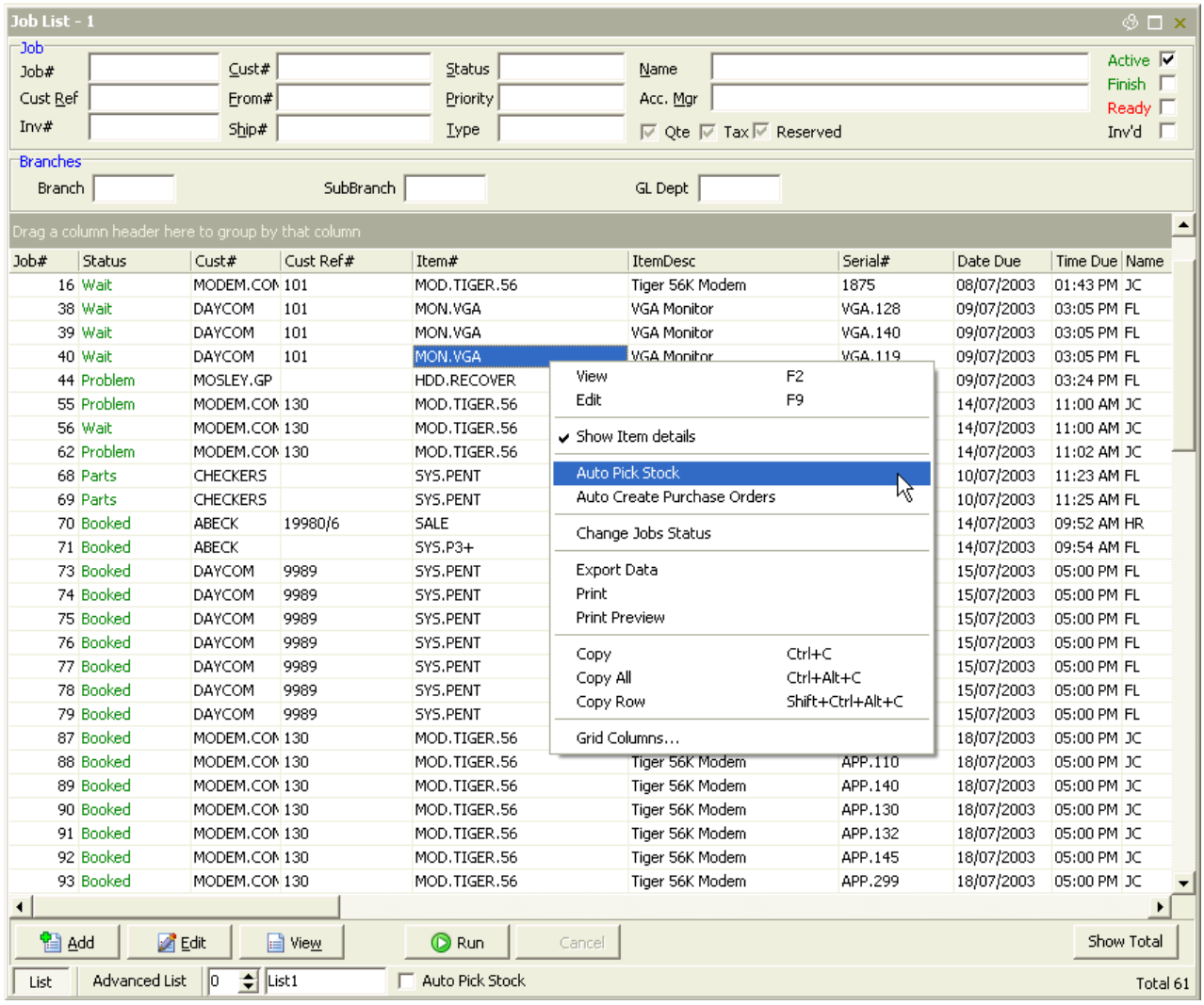


3.15.12 Auto Pick Stock

The "Auto Pick" function queries any List of Jobs and indicates (as a percentage) the availability of the Stock for each Job in the List.

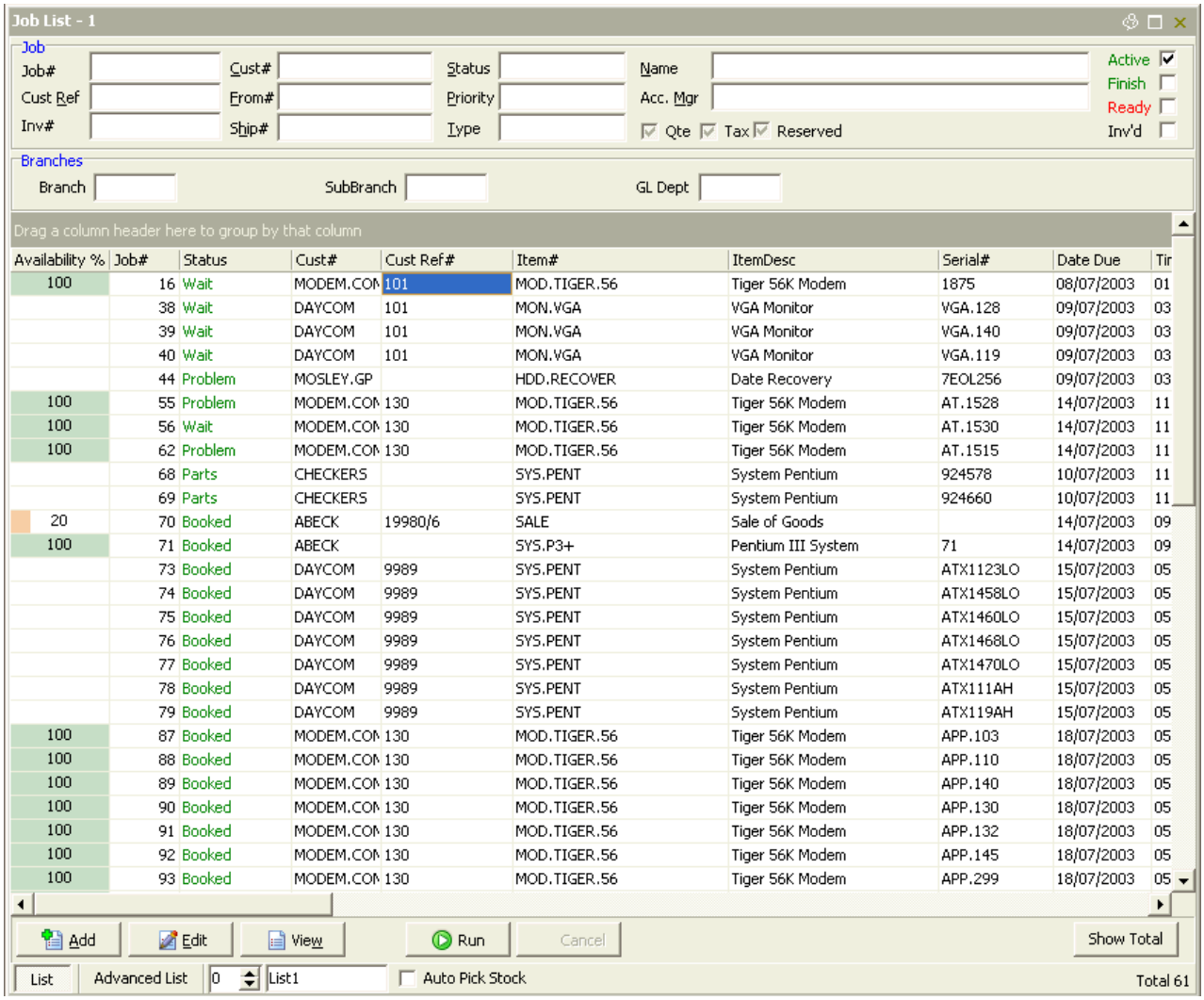
This is great for Distribution and Sales orientated sites where there would be a large number of active Sales Jobs entered by Sales staff, and the "pick and pack" responsibility is passed to warehouse staff. By creating a List of all Sales Jobs (by any selection criteria), you simply right click within the List result and choose "Auto Pick Stock". This will open a new "Availability" column in the List, and calculate the percentage of stock available against each Job.

You can also set a "Live List" to Auto Pick by checking the Auto Pick Stock checkbox at the bottom of the List screen and running your live List. On the timed refreshing of that List, the Auto Pick function will recalculate the availability of stock for the Jobs in the List. This process happens in the background and you are free to continue using JIM2 BE in other areas while this is happening. As Stock is "received" on Purchase orders, the refresh of your List will take this into consideration.



The Availability % score is calculated from the currently available Stock and allocates stock in FIFO (First In - First Out) based the order of the Job List and takes into account the stock requirements of previous Jobs in the list.

A score of 100% against any Sales Job would obviously indicate it is OK to pick and invoice a Job. However, with respect to backordering "unavailable" Stock, it would be wise to create some general rules for warehouse staff – example: "if stock availability score is 80% or greater, pick and invoice."



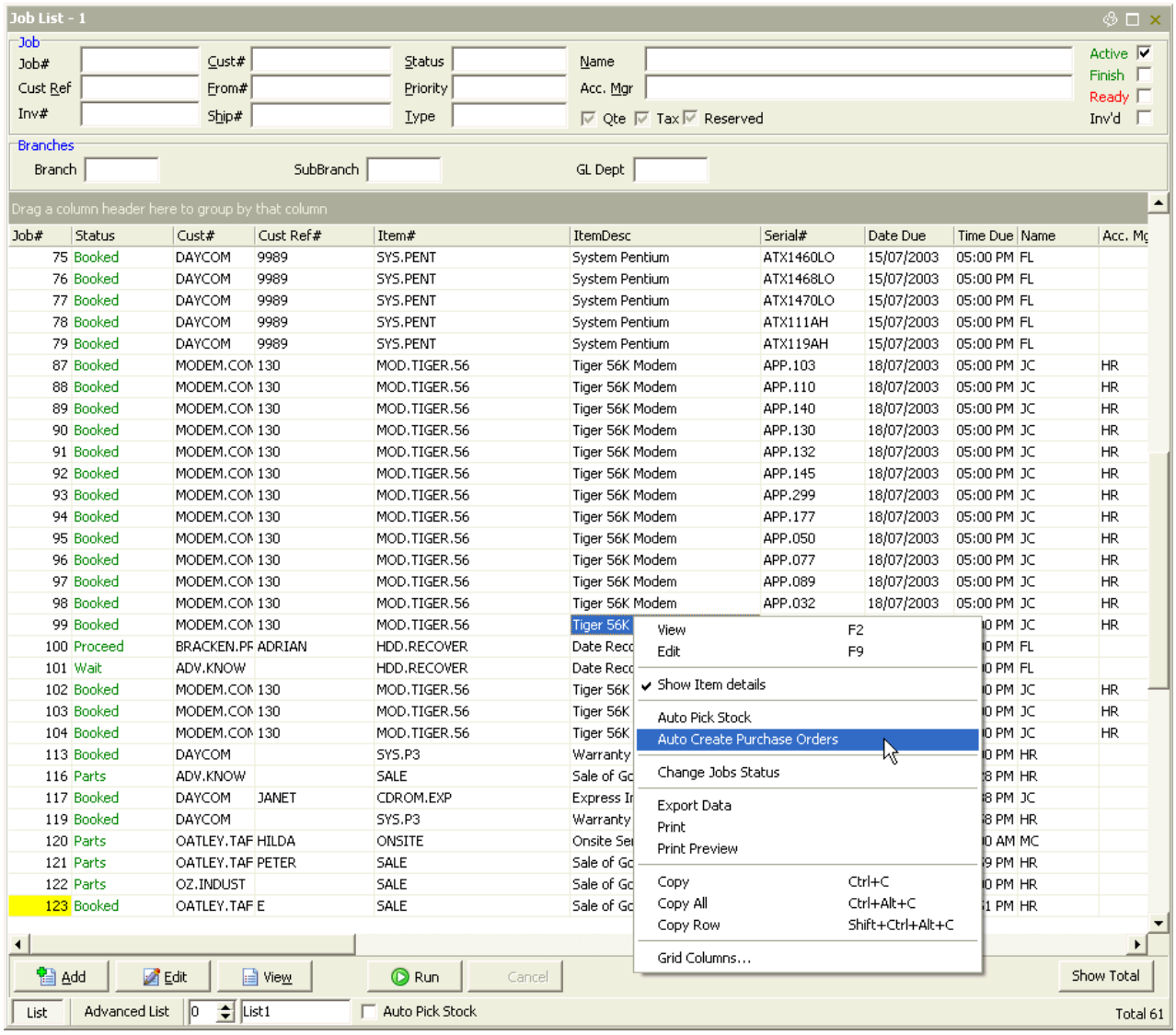
The default rules when back-ordering Jobs are set in Options --> Jobs --> Stock Grid Defaults, e.g., Supply Only Available (Backorder the rest). By setting these defaults to suit your supply model, in conjunction with the Auto Pick Stock function AND the Auto Create Purchase Order feature, JIM2 BE provides a powerful, efficient and accurate "live" Distribution tool.

3.15.13 Auto Create Purchase Orders

If you are leaning toward "Just In Time" (JIT) Stock Control, check this feature out. You can easily Auto Create Purchase Orders directly from a Job (or List of Jobs) by right clicking and selecting 'Auto Create Purchase Orders'.

- Add the Stock Codes to your Jobs "up-front" (the Job information will update the Purchase Order)
- Open "a" Job or create a List of Jobs (using any of your List criteria and run the List)
- Right click in the stock grid of "a" Job, or anywhere within the Job List result, to open the Auto Create Purchase Order form
- Click RUN to load the stock required from the Job or Job List.
- Make any alterations to the Selected Stock. You are able to over-ride the "Order Qty" column to bring in more stock, and/or change "Vendor" and so on.
  You can pick and choose which products to order using the "Order" column (check/ uncheck the tick box at a line level or use Select All/Deselect All).

- Press Order and you have just created Purchase Orders for exactly what you need. You can even EDIT the purchase orders themselves prior to sending them off to your vendors!

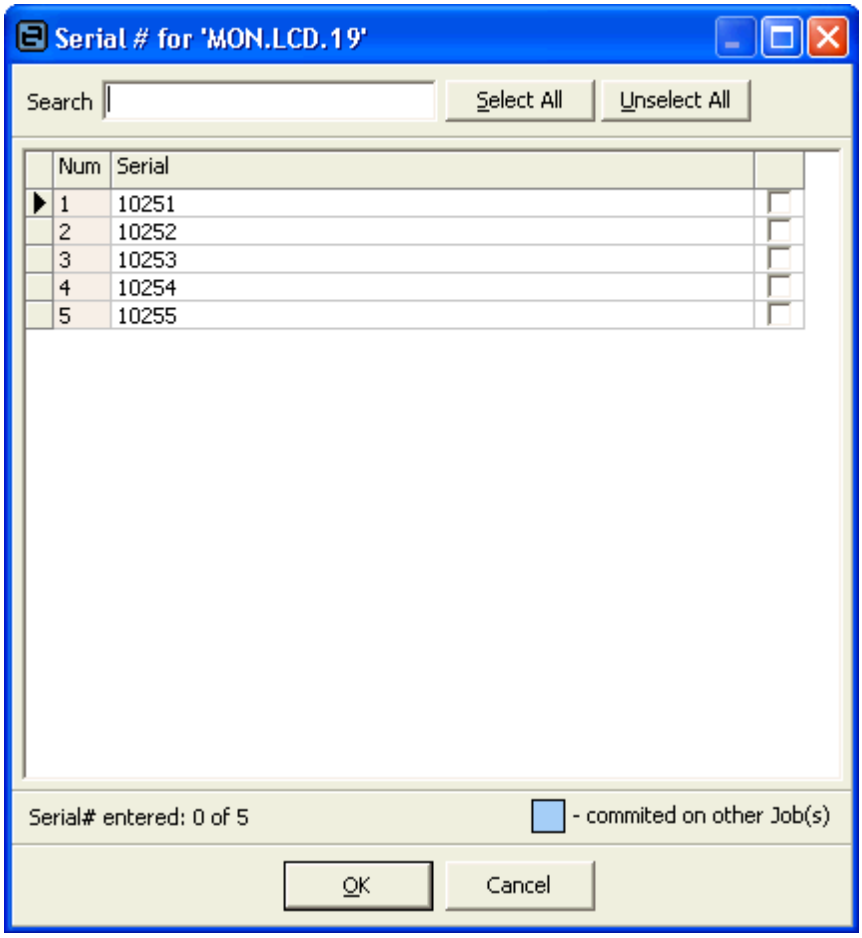


Refer to Purchases/Expenses - How Do I.....? Auto Create Purchase Order for full details.

3.15.14 Select Serial Numbers on a Job

If the Stock you are selling is setup with the Stock Record as Serial Number on Purchase, you will need to select which Serial Numbers - from what is in stock - you are selling to a particular customer. You cannot sell in Advance on a Job, stock which requires a Serial on Purchase .

When you enter this stock into the Parts Grid in a Job you will see a grey browser button within the Description field. Click this button to show the available Serial Numbers.

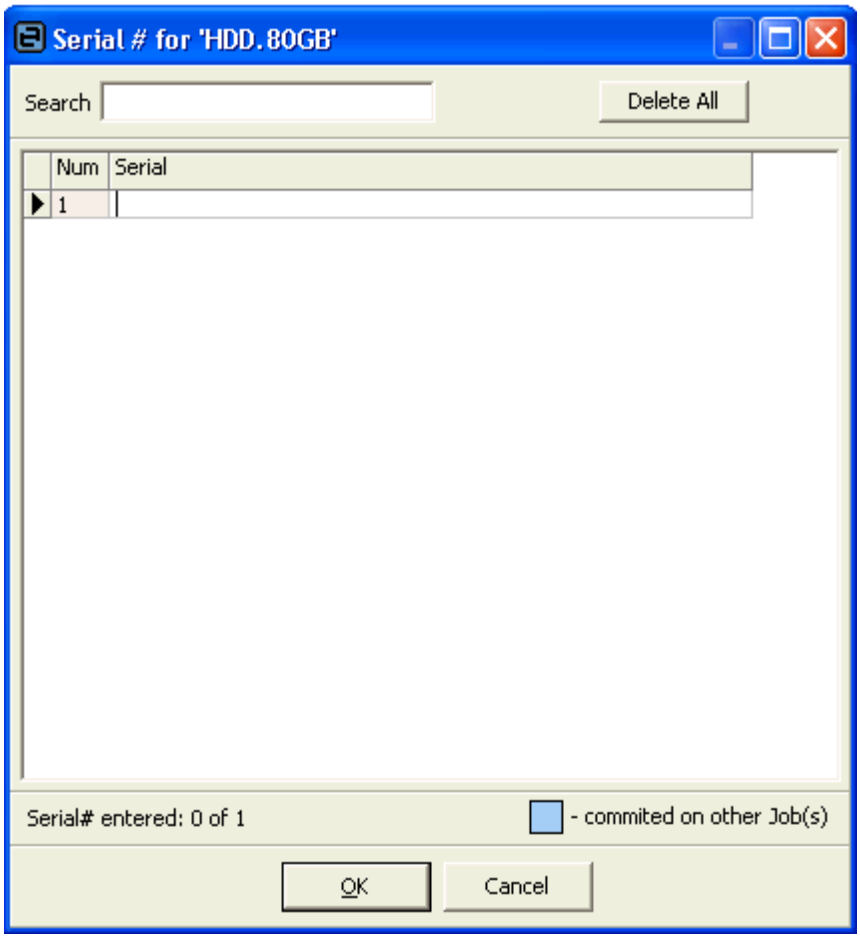


Jim2 - Serial On Purchase selection screen.

Serial numbers committed on other jobs are flagged with a light blue background.

If the stock you have added to a Job is setup as Serial Number on Sell, you will need to enter a Serial Number when trying to sell this stock. You can sell Serial on Sell stock in advance.

To enter the Serial Number for the Qty of Stock you are selling, click on the grey browser button within the Description field of the stock line and you will see the following screen for you to enter Serial Numbers into.



Jim2 - Serial on Sell Entry.

3.15.15 Reserving Stock for a Job

Once you have added stock to a job within Jim2 you can "reserve" that stock - effectively stopping other users from selling any of the Stock (and the quantity nominated) in the StockGrid of your job. You can reserve all Stock against a Job in two different ways:

- marking the Job as Ready to invoice, effectively preparing for immediate sale or
- marking the Stock as Reserved, and allowing the Job to be processed further

Jim2 is not a passive environment when it comes to Stock control. Jim2 can calculate Stock Quantity count "on the fly" using information on Stock Measures, Stock Locations, Stock Transfers, Returns From Customers, Returns to Vendors and Purchase Order Status. Jim2 will prompt users to create back-orders for part supply/receipt of Stock on Jobs and Purchases.

If you have Purchased Stock specifically for a Job, it is automatically unavailable to invoice to any other Job. If for any reason the sale does not go through, or you really need to use the Stock for another job, you can "unallocate" (from that Job) the Stock in question - freeing it up for sale - but you can of course re-order.

- If the Job involves the immediate sale of Stock, and no further processing or input is required, mark the Job as Ready to invoice. This will "lock" the whole Job (including its Stock) from further edit, and Jim2 will reduce the available Stock Quantity count.

- If the Job requires more processing or input prior to invoicing, use the Reserve Stock function to effectively "hold" the Stock in question until the Job is ready to invoice. This allows further edits on the Job, but Jim2 will reduce the available Stock Quantity count.

To reserve Stock entered or showing in the Stock Grid of an active Job: 

1. To Reserve the stock the Job must be in edit mode. Select Jim2 Reserve Stock icon, showing in the Job Toolbar.



In a multi user environment where others could be adding or editing that particular Stock at the same time, it is a function of Jim2 to monitor the transactions of Stock at all times. If the Stock record of what you are trying to reserve for the Job is already in Edit mode (another user may be receiving a Purchase, a Return from a Customer and so on) you will not be able to reserve the stock until their transaction is complete. You will see a wait message as Jim2 tries to "lock" the stock quantity. If you do not want to proceed with your Reserve immediately, you can select the cancel button and try again later. Otherwise, wait until Jim2 has performed the recalculation - a successful reserve will change the Reserve Stock icon colour to red.

2. The Inv# field in the Job Header changes to Reserved and the Stock/Parts Grid changes to a pale grey colour to specify that the stock has been reserved for this Job. In the Stock form the quantity is removed from the available balance of that stock and shows in the Reserved field.



Selecting the Reserve or Unreserve button will save the job and take you out of edit mode. You will need to select the edit button again to be able to edit the job further.

3.15.16 UnReserving Stock for a Job



Once you have reserved stock within a job you cannot edit, add or delete from the Stock/Parts grid unless you unreserve the stock first.

If the Job no longer requires the immediate sale of Stock, and further processing or input is required, mark the Job as UnReady to invoice. This will "unlock" the whole Job (including its Stock) to further edit, and Jim2 will increase the available Stock Quantity count.

If the Job requires more processing or input prior to invoicing, and you have activated a Reserve on its Stock but no longer need/or have a more immediate need for that Stock, you will have to "unlock" the Reserve. This allows you to remove Stock from the Job,and Jim2 will increase the available Stock Quantity count.

To UnReserve Stock entered or showing in the Stock Grid of an active Job: 

1. To Unreserve the stock the Job must be in edit mode. Select Jim2 Unreserve Stock icon, showing in the Job Toolbar.

2. The Inv# field in the Job Header changes to Active and the Stock/Parts Grid changes to its original colour. The Stock form is updated with the quantity unreserved added back to the available balance of that stock.

Selecting the Reserve or Unreserve button will save the job and take you out of edit mode. You will need to select the edit button again to be able to edit the job further.

3.15.17 Marking a Job as Ready

When users elect that there is no further work to be processed on a Job and it is ready to leave the workflow, the Job Status must be changed to suit the situation (either Finish, RAI-NR or RAI-US). Jim2 then allows for two variations on what should happen next - linked to your Stock control or stock picking/packing requirements. Choose which suits your work practices:

- The Job is finished and can be Invoiced. An invoice can now be produced for this Job. The Job may involve some Stock that could be backordered if it is unavailable at the time of invoicing.
- The finished Job is Ready to be invoiced. Jim2 needs to "hold" the Stock involved in this Job to ensure it is available at the time of invoicing and there will be no further input to this Job.

Marking a Job as Ready not only affects the Stock, but the entire Job. If you only need to "hold" stock on a Job, you should use the "Reserve Stock" option.

To Mark a Job as Ready to Invoice you need to use the Ready Icon : 

1. To mark a Job as Ready - edit the Job and change the status to FINISH, RAI.NR, RAI.US or CANCEL. If the Job is a Service Job you will need to enter a description into the Fault Description and/or Invoice field in the Job Header (these will appear on the invoice).

In a multi user environment where others could be adding or editing Stock at the same time, it is a function of Jim2 to monitor the transactions of Stock at all times. If any Stock record on the Job is being edited by another user, you will not be able to Mark the Job as Ready. You will see a wait message as Jim2 tries to lock the stock. If you do not want to proceed with Ready immediately, you can select the cancel button and try again later. Otherwise, wait until Jim2 has performed the recalculation.

2. Select the Mark Job as Ready icon, accessed in the Job Toolbar or press the F8 function key. The Inv# field in the Job Header changes to Ready.

Once you have Marked a Job as Ready you cannot edit the Job unless you Unmark the Job as Ready.

See Also

Unmarking a Job as Ready

3.15.18 Unmarking a Job as Ready

When a Job has been marked as Ready, it is locked from further edit by any user - in effect, it can only be invoiced. A Job that is marked as Ready contains Stock that no other Jobs or users can process. However, it is sometimes the case (albeit infrequently) that the Job does require further editing or the Stock needs to be used elsewhere. Jim2 provides for this scenario by allowing users to "unmark" the Job as ready. This can cater for instances where:

The Job record itself needs to be edited. To hold the Stock to the Job, you should "unmark" the Job and use

the Reserve Stock" function until the Job is ready to be invoiced again.

The Stock on the Job is needed elsewhere. To release the Stock for use elsewhere, you would need to "unmark" the Job, and either UnReserve the Stock or Unallocate the stock.

To Unmark a Job as Ready to Invoice you need to use the Unmark as Ready Icon: 

1. Select the Unmark Job as Ready icon, accessed in the Job Menu bar or press the ALT and F8 function key simultaneously.

2. The Inv# field in the Job Header changes to its previous status of Reserved or Active.

3.15.19 Add Actual Labour to a Job

Actual labour, or user's time, can be added to any Job at any time - if that user feels they have made a significant input. The amount of time added to the Job Labour Grid does not necessarily on-charge to the Customer, however it can be used to track processes. For example: a new service is introduced by your company. All users who make any contribution to that service should log their actual time needed to complete each process, along with any Stock being used. You will be better placed to cost out the new service, and devise a realistic "billable" charge to the Customer.

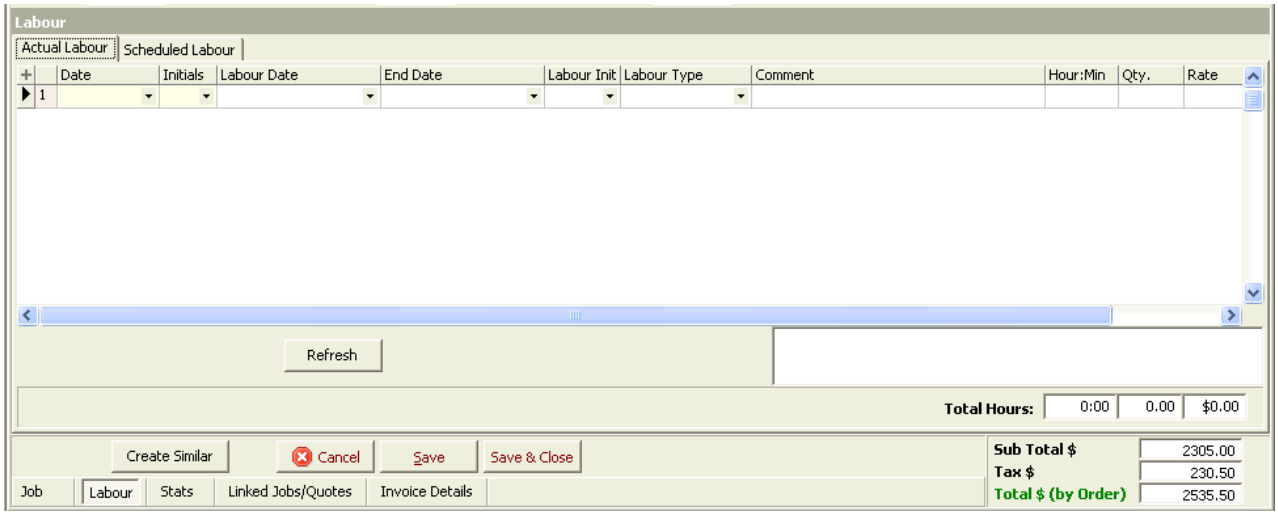


Actual Labour can be used to produce accurate productivity figures, showing individual improvement or overall process improvement. If productivity is a Key Business Indicator for your company, users should be encouraged to use the Actual Labour Grid.

You should only add appropriate "actual" labour to the Labour grid of the Job, and this will keep a running tally on all inputs (shown in the Labour Hours field in the Job Header). That total will guide you as to how much "billable" labour (Stock) should be added to the Stock/Parts grid of the Job, as this will be invoiced to the Customer at their Price Level.



It is important to realise the difference between "actual" and "billable" labour on any Job. "Billable" labour is actually a type of Stock that can be added (in defined measures) to the Stock/Parts grid of the Job, and be invoiced to the Customer at their Price Level. Measures of "actual" Labour (time) spent on a Job by your users is recorded and can be accessed via the Labour Tab on the Job Form. A running tally of all labour added in the Labour Tab is kept in the Labour Total field in the Job Header.

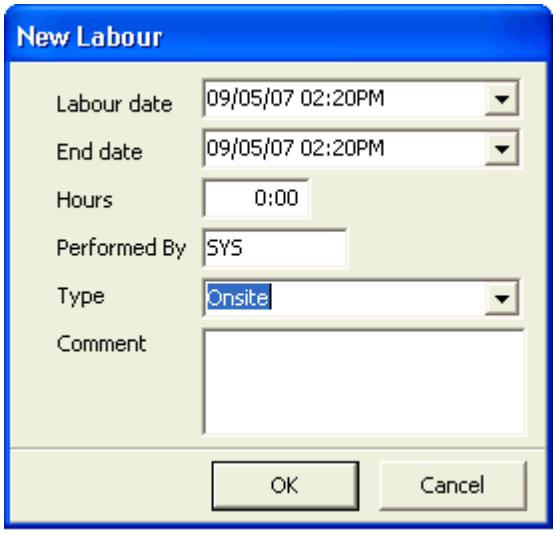


Jim2 - Labour Grid

1. Select the Labour Grid by either:

   - Pressing the F7 function key, or
   - Left-click the Labour tab at the bottom of the Job form

We recommend that you use the F7 function key as a Jim2 Selection box will automatically appear for you to start adding labour to the Job. If you click on the Labour tab you will then need to right click in the Labour grid to Add New or press the F7 function key to get the selection box.



Jim2 - Add New Labour Box.

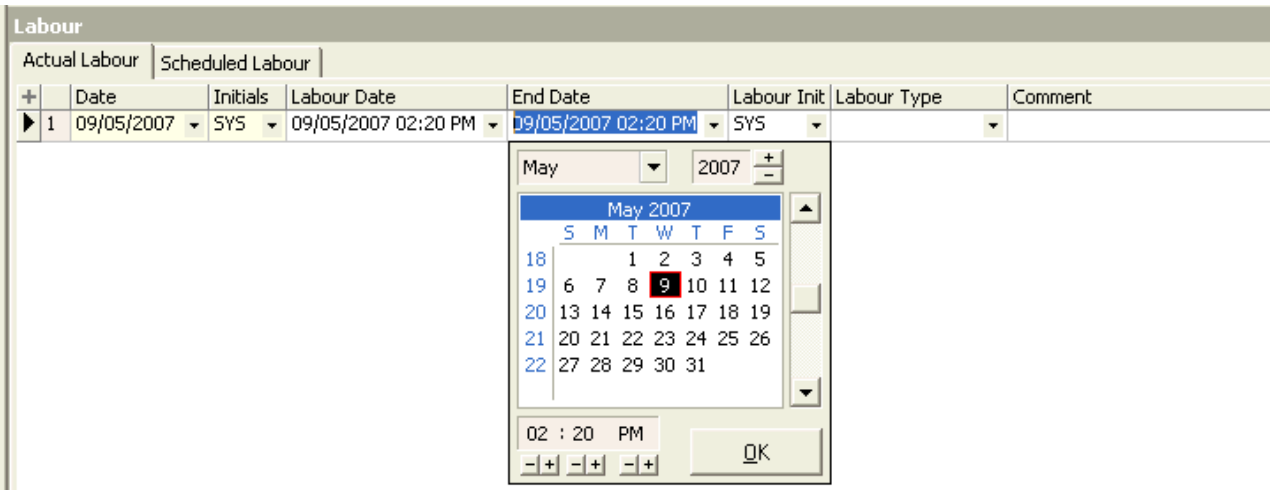
The Selection box will appear with the following fields already updated:

Labour Date	Which is the system date and time
End Date	Which is the system date and time
Performed by	The User's Initials from their CardFile
Type	The User's default Job Type from their CardFile

However, you may "override" this default information (if required) simply by using the TAB key or mouse to move the cursor to that field, highlight and re-select.

2. Type the actual labour hours and minutes in the Hours field within the Selection box. Type in Colon or use the space bar if you want to enter in minutes and then click on OK.

When adding your ACTUAL LABOUR (as opposed to billable) to a Job you can now specify a Start and End Date/Time and add a comment related to the time spent.



Jim2 - Labour From/To

You can still add labour the traditional way by simply adding the amount and type of time, or you can enter the start and end date/time and Jim2 BE will automatically calculate the difference in hours/ minutes.

The following features appear if you right click in some of the fields in the Labour grid while in edit mode.

Add New	Will add a new line
Delete	Will delete the line including the stock that has been added to the Job

See Also

Job Header Fields

3.15.20 Add Billable Labour to a Job

The goods and services your company supplies to Customers involves Stock, and Jim2 allows you define Stock as types depleting, non-depleting, applies, special and of course, Labour. The measures used and selling prices set for each Labour (Stock) you define, bears a direct relationship to what is being done, and by whom. For example: an hourly labour charge for all services provided onsite within 24 hours, an "express" hourly charge to provide that service onsite within 4 hours, or an "emergency" hourly labour charge to provide that service onsite at any time day or night.

By defining Labour to match the services you provide, you can use Jim2 to produce reports on which services are more popular or profitable, and in fact define your trading options to Customers. Remember, you can define specific Price Levels for Stock - and offer special customers "their own" rate on Labour!

It is important to realise the difference between "actual" and "billable" labour. See the Add Actual Labour to a Job section.

When adding Labour to the Stock Grid, you will need to evaluate how much of the actual time can be charged to the customer. For example: If all users have recorded a total of 1.75 hours to complete a Job, then it would be reasonable to charge at least that amount to the Customer. However, if all users have recorded a total of 5.25 hours to complete a similar job, you should look to the Labour Grid to work out why there is such a significant difference, and set the Customer's charge accordingly.

You can also define Labour charges in relation to a specific Item - that is every time product X is processed, the Labour charge will be this. You could even use a labour code that includes the Item code (L.ProductX). Again, this will help you define reports on productivity and profitability.

	Status	PO#	Location	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	T	Total
1	FINISH	69	NSW	MON.LCD.19	P2 LCD 19" Monitor Serial#: 10251,10252,10253,10254,10255	UNIT	5	5	0	437.00	480.70	G	2403.50
2			NSW	HDD.80GB	HDD Ramsgate 80GB	UNIT	1	1	0	120.00	132.00	G	132.00
3			NSW	'.MWC	Labour - Minimum Workshop Charge	HOUR	1.00	1.00	0.00	72.73	80.00	G	80.00

Jim2 - Stock Grid.

1. Calculate how much of the Labour Total can be billed to the customer (more, less or equal to the total shown in the Labour Total field at the top of the Job form). Then select the Stock Grid by either:

   - Pressing the F4 function key, or
   - Left-click your Mouse in the Stock Code field

2. To add Stock to a Job move to the Stockcode field of the Stock/Parts Grid and enter the Stockcode for that Labour in one of the following ways:

   - Clicking on the Stock Code browser which then brings up Jim2 Stock Lookup
   - Start to type the Stock Code. Jim2 "intuitive type" will begin to pre-empt your choice of Stock Codes from the Stock records as you type each letter

   Once you have selected the labour the stock Description will be defaulted to that field automatically.

Jim2 Stock Lookup (F5) screen allows you to search for and select certain stock to be added to the Job.

3. Enter the Unit count for that Labour (for example: 1.5 = 1 1/2 hrs) required for the Job. The Price calculations will be defaulted from the Stock records and Customer CardFile information - you can edit the prices at this point.

See Also

Add Stock to a Job

Stock Types

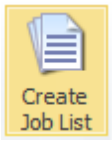
3.15.21 Create a Job List

Creating a List executes a query on the Jim2 database and users can define that query by selecting which information they are looking for. The Job List has two primary functions within Jim2:

- To help users find specific Jobs (if they aren't sure of the Job#)
- To provide a method of sorting Jobs by criteria and providing a count by criteria (for an overall view of work in progress)

The Job List function allows users to search using all the fields available from the Job Form, combined with date ranges (before, between, after this date, month, year), some Purchase, Stock and CardFile criteria and active and/or archived records. All in all, it's a very powerful but easy-to-use tool.

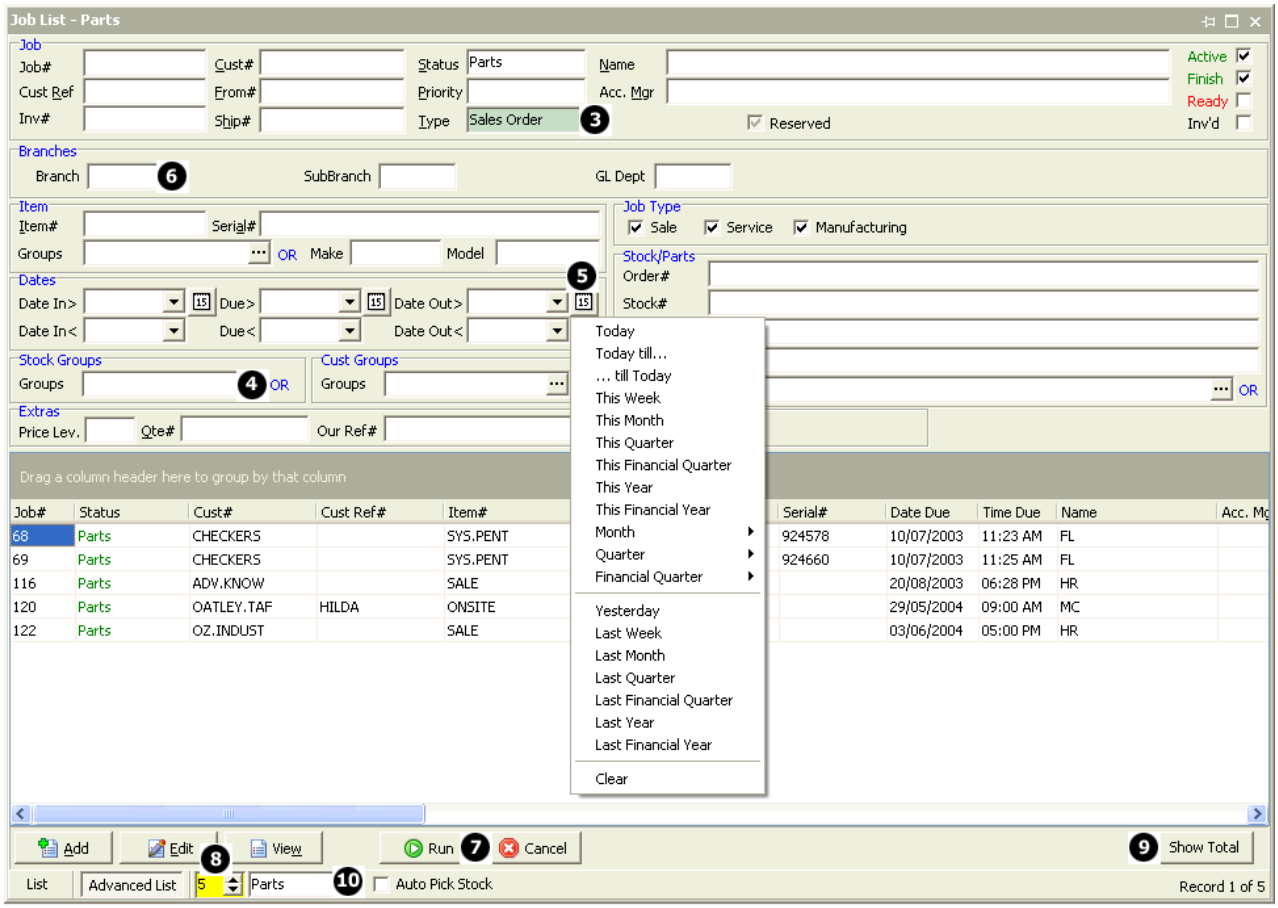
By combining criteria choices in the initial Job List selection, users can narrow choices. The search result (Job List) is displayed, and users can choose to view/edit one Job by clicking on the Job# or "drag and drop" column headers in the Job List to group results by the contents of that column.



Jim2 Icon: Create Job List

1.

- Click on the Jobs Tab of the Jim2 ribbon and then click on the Create Job List icon
- In the Nav Tree, right-click on Jobs and select Create Job List



Jim2 - Job List Advanced.

2. The Job List form is displayed. You can use any combination of the fields in List or Advanced List tab as your search criteria.

3. When using the Job List, Jim2 gives you the handy function of being able to either search 'using' or search 'excluding' that criteria entered in the Job Form fields. For example: You want to search for all Jobs except those to a specific Customer. To 'exclude' that customer, type their Cust# into the correct form field and then double click on the field name. The field will show in a shade of green, indicating you are choosing to exclude that Customer from the search.

4. On the right hand side of the Groups selection within the list you will notice 'OR' if you click on this button it will change to 'and'. This relates to how you want to use groups within your search, if you want to select 2 groups and find things that are only in both groups use the 'and' selection, if you want to search 2 groups and find anything that is in either one of those groups select the 'OR' option.

5. The date selection fields have a number of pre-defined selections available.

6. If you have selected in the General Options Tab that you use Branches, SubBranches and or GL Departments all these three fields will be displayed but only those you use will be accessible. If you don't use any of these or only use the GL Departments in Cheques and General Journals then none of these fields will be displayed.

7. Once you have selected your search criteria click on Run and the query will be executed. The Job List form will be updated with the search results.

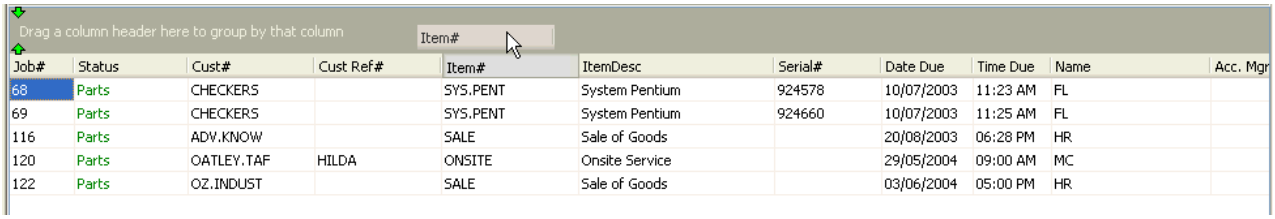
8. You are able to make a list live within Jim2, so that any new jobs or updated information that relates to the list you have created can be constantly updated as other users in Jim2 edit or add jobs. To set the Job List as 'live', you need to select the number of minutes between updates in the bottom left corner of the job list and run the job again. Once set this field will keep updating during the day every set number of minutes.

9. The Show Total button will display the total value of of all the jobs in the list.

10. You can name your Job lists so that they represent what you are searching - this helps the user if they have multiple lists running at the same time.

Jim2 BE's intuitive type functionality allows you to run a quick search through the list you have created. You can search through any field within the List simply by selecting any cell within the relevant column and beginning to type the search text, e.g., the Cust# or Item#. If the column contains a record that matches or partially matches the text you are typing, the focus will shift to the matching cell. When the first record is located you can continue searching. To search forward and backward, press the Ctrl+Down-Arrow and Ctrl +Up-Arrow keys respectively.

You can also 'drag' a column header to group the results by column content, and move the columns around to suit your requirements. If you 'pin' the list your sorting order will be saved. You just need to run the list when you next log into Jim2.



Job#	Status	Cust#	Cust Ref#	Item#	ItemDesc	Serial#	Date Due	Time Due	Name	Acc. Mgr
68	Parts	CHECKERS		SYS.PENT	System Pentium	924578	10/07/2003	11:23 AM	FL	
69	Parts	CHECKERS		SYS.PENT	System Pentium	924660	10/07/2003	11:25 AM	FL	
116	Parts	ADV.KNOW		SALE	Sale of Goods		20/08/2003	06:28 PM	HR	
120	Parts	OATLEY.TAF	HILDA	ONSITE	Onsite Service		29/05/2004	09:00 AM	MC	
122	Parts	OZ.INDUST		SALE	Sale of Goods		03/06/2004	05:00 PM	HR	

Jim2 - Job List grouped by Item#

3.15.22 Invoice a Single Job

The Job is pivotal in defining who, how, when and what work is performed, and at what cost. That work, and any related Stock used, is then "charged" or Invoiced to the Customer. In Jim2, an invoice is really only a report - generated using information from fields and grids within the Job Form combined with information and calculation methods derived from the CardFile of that Customer, and specific Jim2 Business Engine options and Job Options you have selected.

Invoice is a Jim2 Business Engine function - not a Status. The Invoice indicates the Job is about to leave the workflow, and return to the Customer. To create an Invoice, Jim2 will check that a Job, or a List of Jobs are either:

- At a Status of Finish, Return As Is - Not repaired or Return As Is - UnServiceable.
- Marked as Ready.

An Invoice adds vital accounting information to your company records in terms of Stock, Profit, Debtors and turn-over. Jim2 gathers the information from Invoices (as well as Purchases, Returns to Vendors, Returns From Customers and payments) and creates General Ledger Transactions to update your General Ledger, Debtors and Stock information.

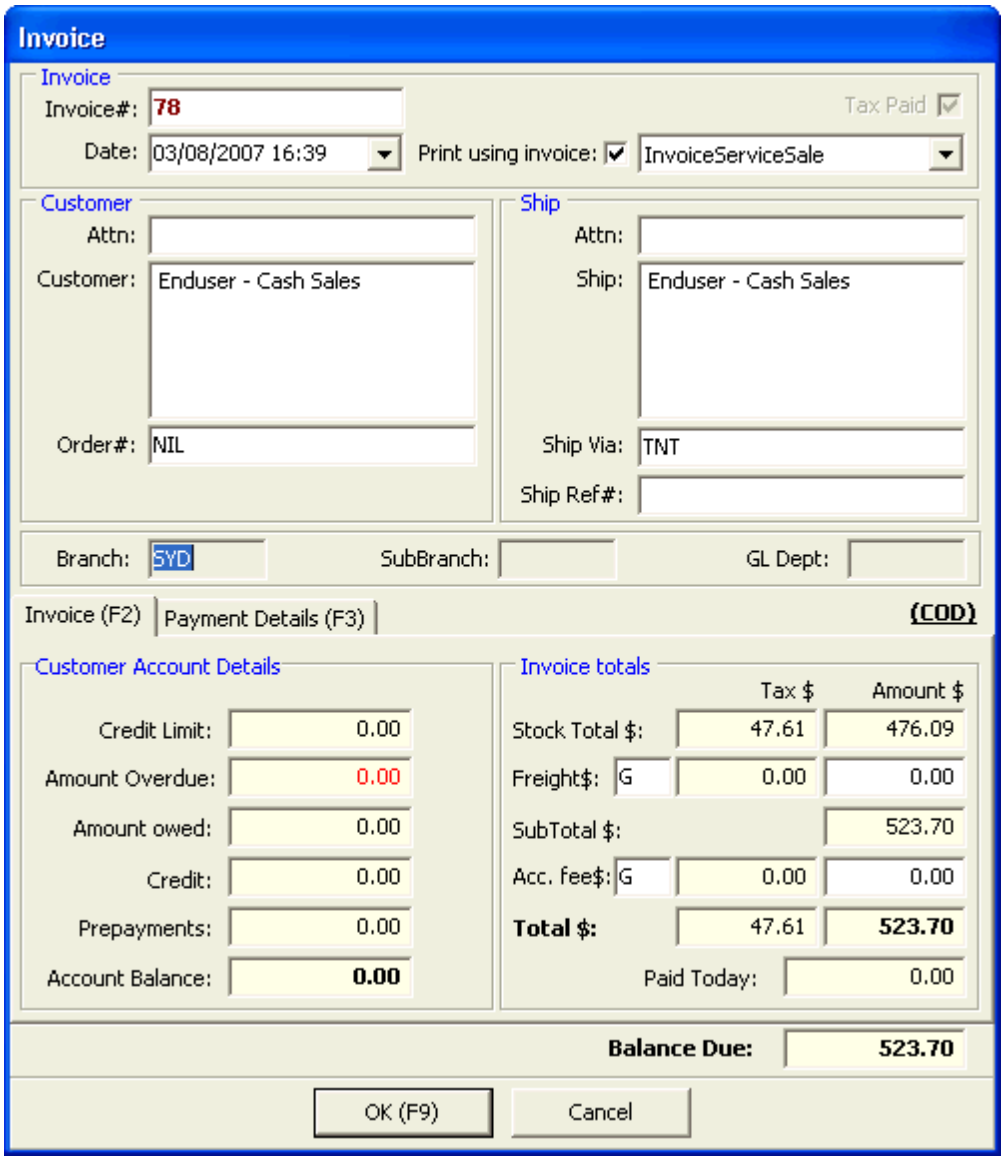
Jim2 manages the issues of recording and reporting GST requirements, and provides accurate and relevant BAS Support Documents to assist in fulfilling ATO specifications for the Tax System.



Jim2 - Invoice Job icon.

1. To Invoice a single Job it needs to be at a Status of Finish (or RAI-NR, RAI-US) or marked as Ready. If you try to Invoice a Job without it being Finished or Ready, Jim2 will pop a reminder to your screen to do so.

   Select the Invoice Job icon from the toolbar, this icon will only be accessible if the Job can be invoiced.



Jim2 - Invoice screen.

The Invoice form will now be updated with Invoice, Customer and Shipping details. However, you may "override" this default information (if required) simply by use the TAB key or mouse to move the cursor to that field, highlight and re-edit. The exception is the Invoice#, Branch, SubBranch, GL

Department and the Tax Paid tick box are not able to be edited - and form part of the secure Quality record for that Job.

2. Check all the details are correct and click on OK. This will generate the Invoice report - which will either print immediately, or be recorded only, depending on the Job Option you have set.

The Branch, SubBranch and GL Department fields will only be displayed if you have selected that you use them in Options. These fields are not editable at the time of Invoicing the Job - these fields must be selected in the Job and will then carry over to the Invoice. If the Branch, SubBranch or GL Department on the Invoicing screen is incorrect you will need to cancel the Invoice, Unmark the Job as ready and then edit to change the values.

Looking back to the original Job, The Inv# field in the Job Header is now updated with the invoice number. If you click the browser button in the Inv# field in the Job Header a Print Invoice Selection Box will appear and you can preview and/or reprint the invoice.

If the Customer has been set up with terms of COD you will not be able to invoice the Job until you receive payment.

See Also

Receive Payments when Invoicing

Invoice a List of Jobs

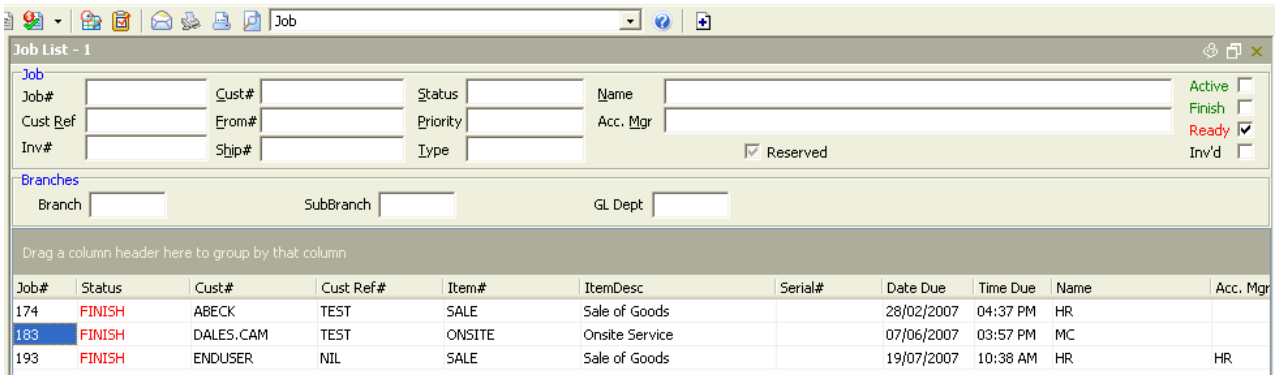
Report Designer

3.15.23 Invoice a List of Jobs

The Job List can be used to group Jobs belonging to one or several Customers, and produce 1 invoice per customer containing many Jobs. This is particularly useful if:

- You process high volumes of Jobs for those Customers and don't want to have to produce individual invoices for each Job - you'd rather produce 1 invoice containing their finished jobs.
- You need to invoice Jobs containing a specific Cust Ref# or Item# together so all Jobs can be included on the one invoice.

The Job List can help you filter finished Jobs that meet the above criteria. Choose the search fields that meet that need, and when the resulting Job List appears, use the Invoice Icon in the Toolbar to generate 1 invoice per customer.



Jim2 - Advanced List Header Form.

1. To invoice multiple jobs for one customer (or several customers) create a list. To filter your search for a single customer - type the Customer's Code in the Cust# field, choose any other relevant search criteria that meets your invoice requirement (for example Cust Ref#) and untick the Active and Finish tick boxes in the Job List Form. For multiple customers simply untick the Active and Finish tick boxes in the Job List Form, choose any other relevant search criteria but leave the Cust# field blank.



You cannot Invoice a list of one customer's Jobs where the SubBranch or GL Department values are different, unless you have enabled this in Options General - Branches.

2. Click on Run. This search will show any current jobs that are ready to be invoiced for that customer (or customers), and the invoicing icon will be enabled.

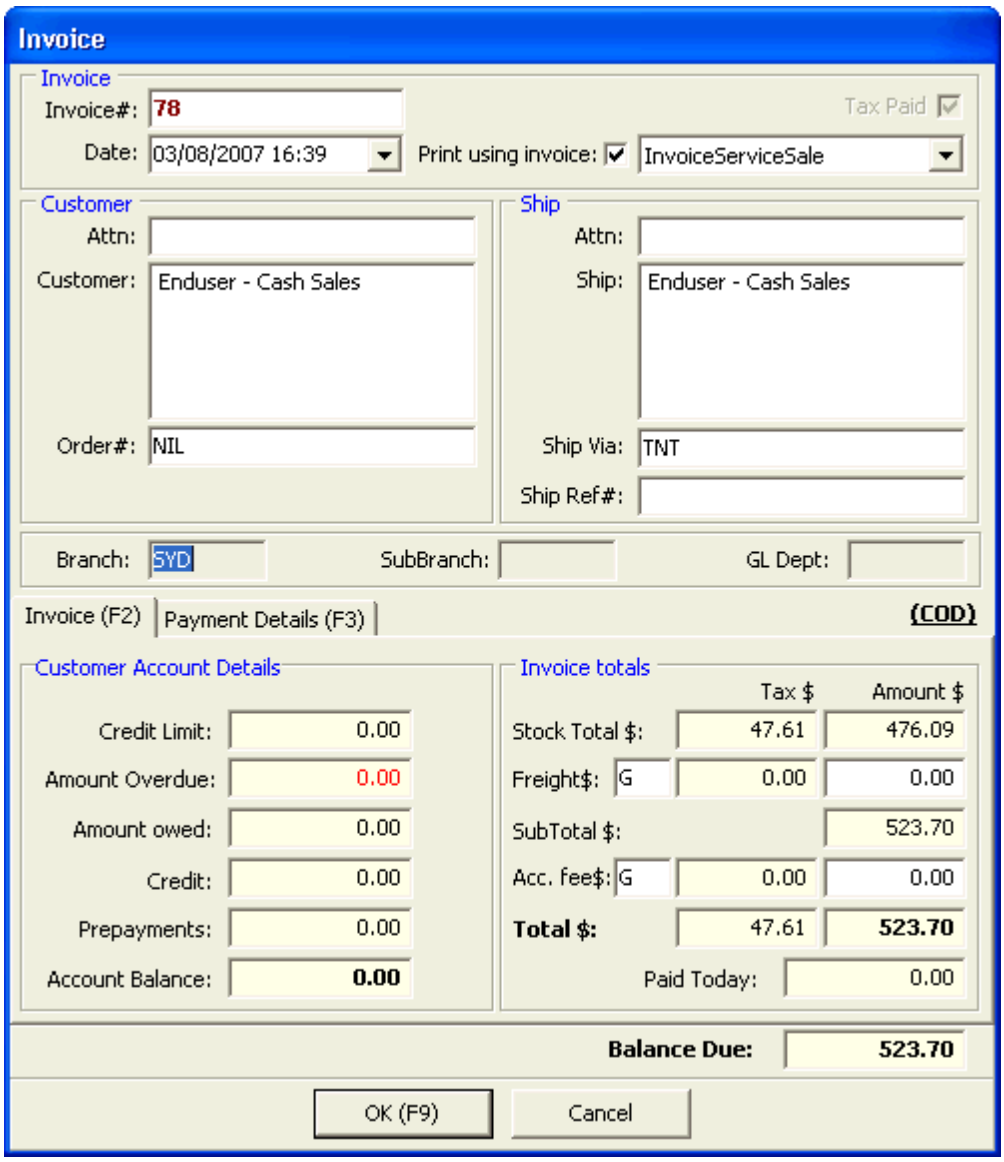


Jim2 - Invoice Job icon.

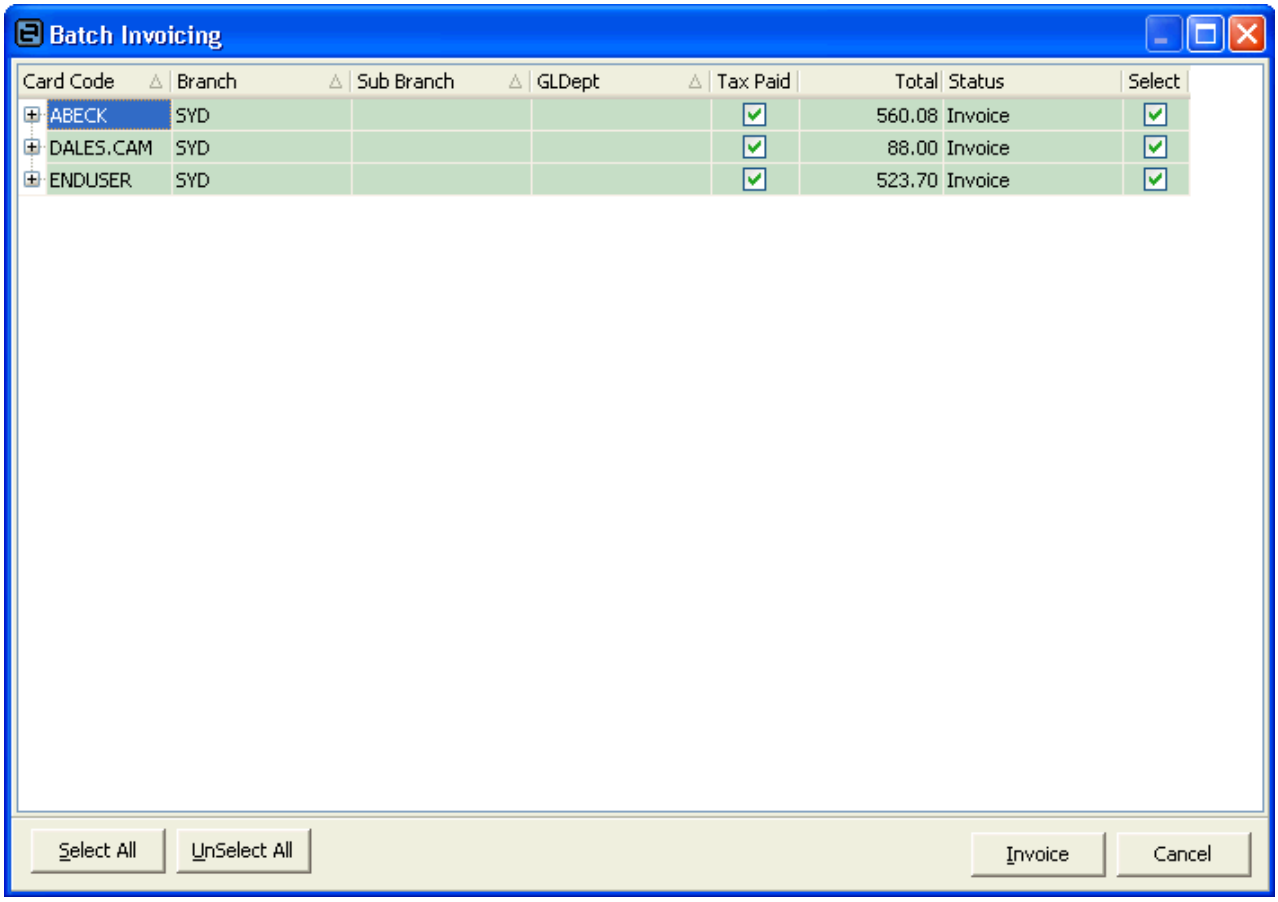
3. Select the Invoice Job icon and it will bring up the invoicing details for an individual customer, or the batch invoicing screen for a list of customers.



The Invoice form will now be updated with default Invoice, Customer and Shipping details.



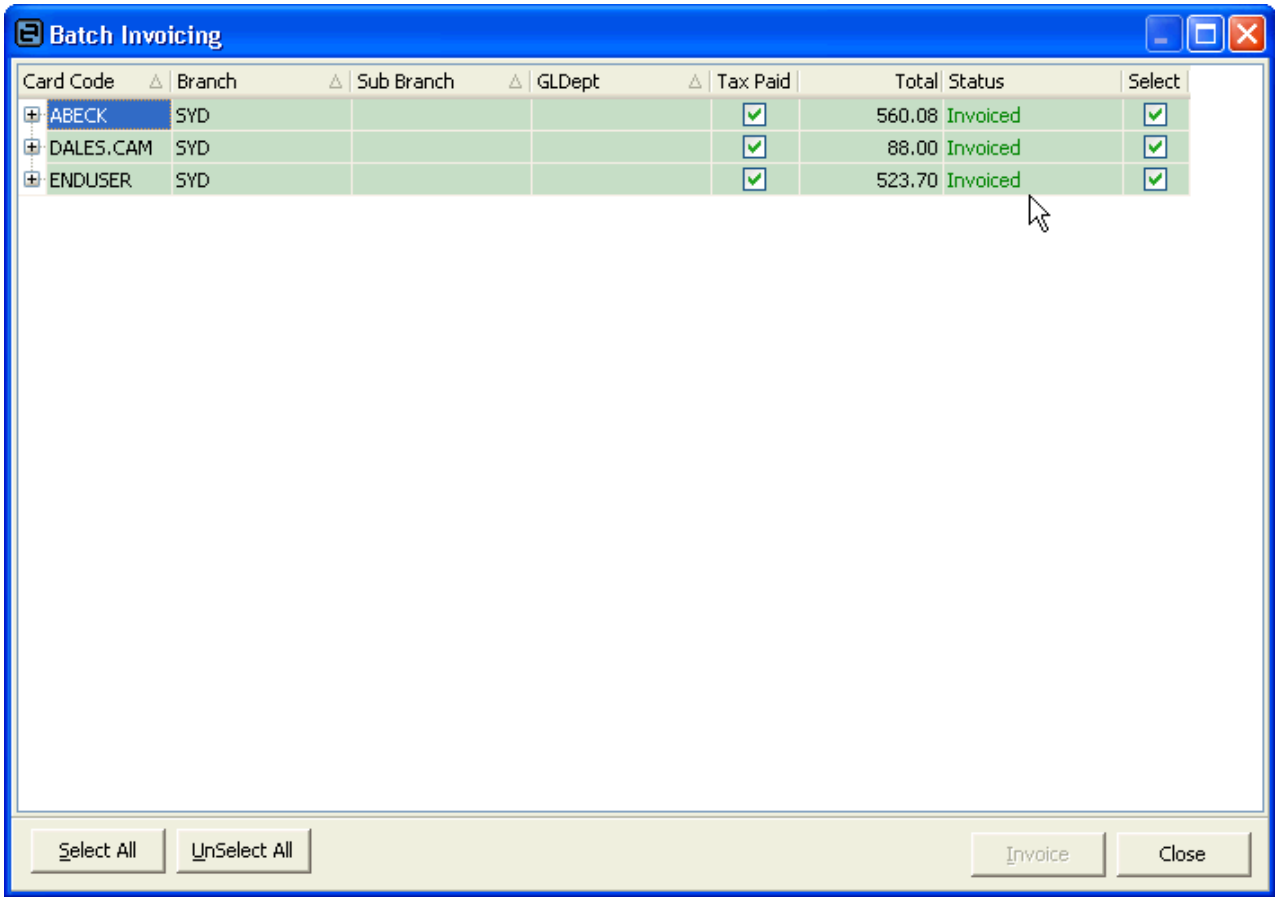
Jim2 - Invoice screen multiple jobs.



Jim2 - Batch Invoicing Screen before invoicing

With batch invoicing, you can choose not to invoice a particular customer from the list by unticking the 'Select' tick box prior to clicking the Invoice button.

4. Check all the details are correct and click on OK (for single customer) or Invoice (for multiple customers).



Jim2 - Batch invoicing screen after invoicing

The batch invoicing screen will show that that the customer has been invoiced at the completion of invoicing

You cannot batch invoice COD customers.

See Also

Receive Payments when Invoicing

Invoicing a Single Job

3.15.24 Receive Payments when Invoicing

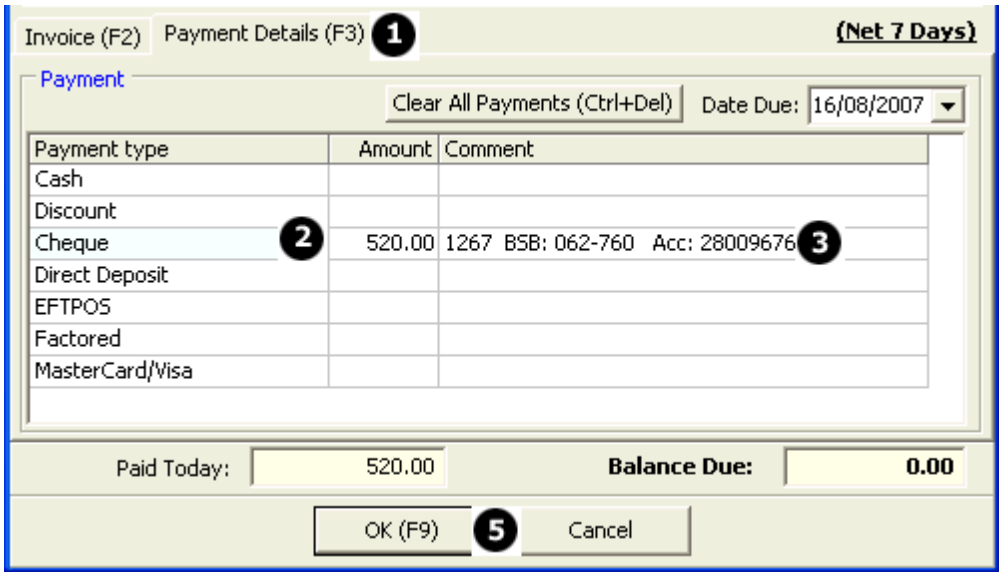
The trading terms you extends to your Customers are set via the CardFile. There are two instances where payment details should be recorded at the point of Invoicing:

- The "Payment is Due" field (terms) for that Customer has been set to COD - users cannot execute an Invoice for that Customer unless the Payment section of the Invoice has been completed, effectively ensuring payment is received before releasing the Job or Jobs being invoiced.
- Regardless of the selection used for trading terms for that Customer, the Customer provides payment at the time of Invoicing.

As users enter the Payment type(s), and amount received, the Balance Due will reduce.

If a Customer is paying in cash (currency), Jim2 provides for the calculations of change given if needed. As well as this, Jim2 allows users to check current "Account Balance" including details of

current Credits or Prepayments that might exist for that Customer via the "Payment Details Tab of the Invoice form.

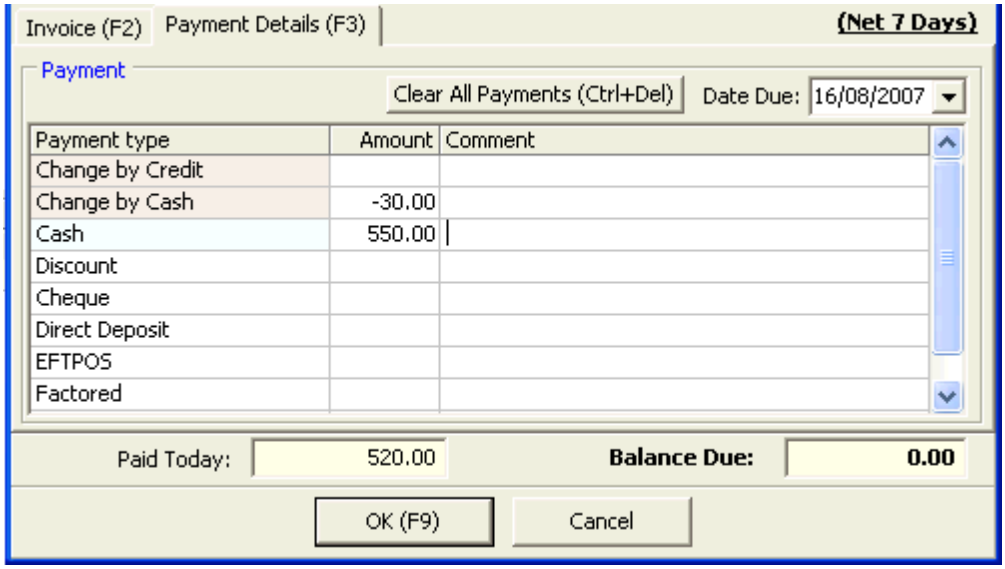


Jim2 - Invoice screen Paid.

1. To enter a payment - click on the method of payment in the payment grid, accessed in the invoice tab of the Invoice screen.

2. If the amount you wish to enter is the same as the Invoice you can click on the Payment Type and the amount will automatically be entered in the Amount column. If the amount you wish to enter is lower or higher than the Invoice you can click in the right column next to the type of payment and enter the amount being paid.

3. Enter a Comment next to the payment line if required. This comment will be displayed in the Debtors Record and Reports.



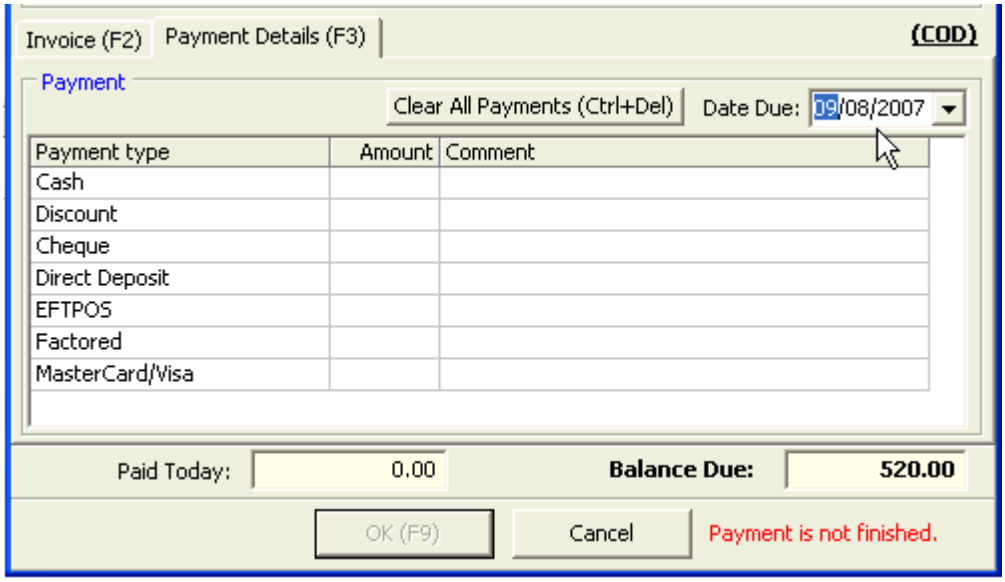
Jim2 - Invoice screen where Change is required.

4. If the amount is higher you will not be able to save the transaction until you give your Customer either a credit or cash change. Scroll to the top of the payment grid and 2 extra payment types will appear in grey: Credit or Cash - these relate to the extra amount of payment. You need to select how those extra amounts are to be dealt with - either Change by Cash or to add the "Credit" figure to that Customer's Debtor File for later use.

5. When Payment has been made, select OK to produce the Invoice. This will generate the Invoice report - which will either print immediately, or be recorded only, depending on the Job Option you have set.

By clicking on the payment type column the dollar amount will automatically be entered for either the Payment amount or the Credit/Cash Change amount. You need to use the right column if you want to manually enter amounts.

If the customer you are invoicing has Terms of C.O.D you will not be able to complete the invoice until the payment is made. However, there are times when this rule needs to be stretched a little. Although it is not preferred that users change known trading terms for Customers, you can nominate to alter the Due date by clicking on the Payment Details tab and moving the Due forward. You also have the option of cancelling the invoice and changing the customers terms in their CardFile and then re-invoicing. Your user name will show on the Invoice for verification.

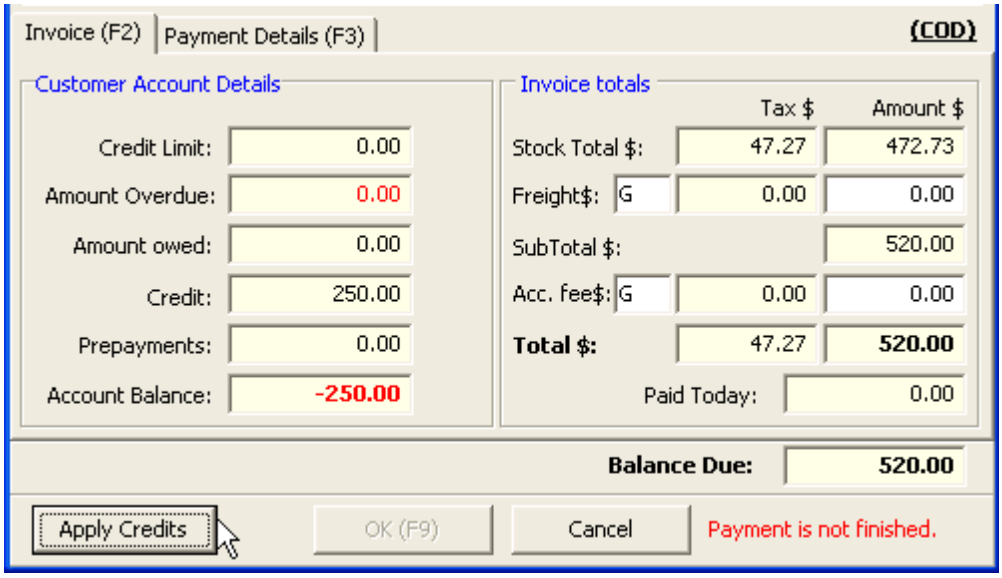


Jim2 - Invoice screen Payment Details screen - to change Date Due for COD Customer.

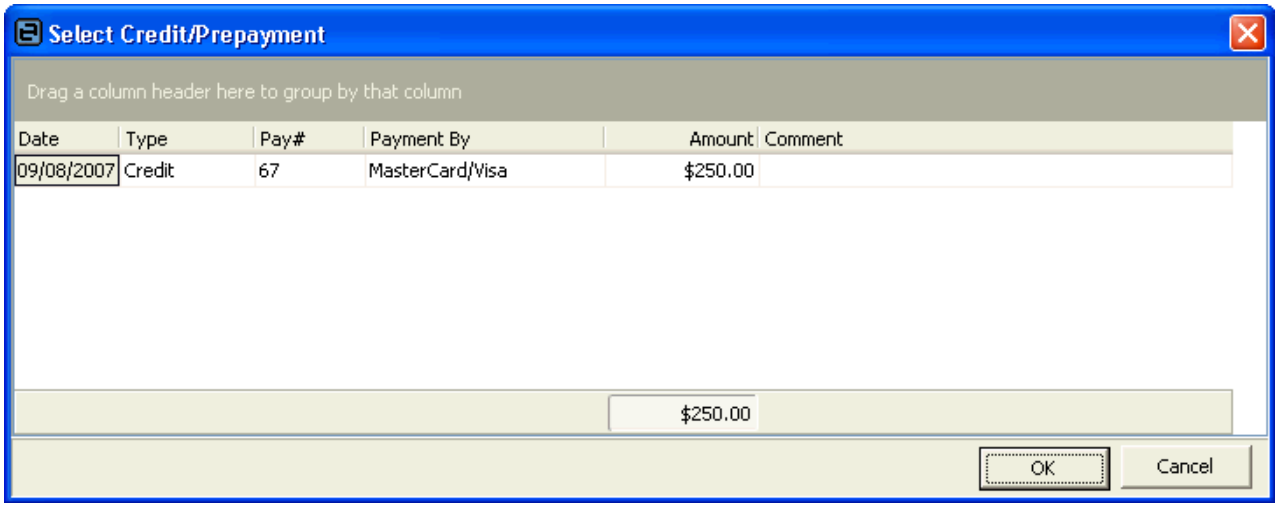
3.15.25 Applying a Credit Payment when Invoicing

When you are Invoicing a Job or a List of Jobs and the Customer has a Credit Balance, you can choose to apply a credit or multiple credits to this Invoice at the point of actually creating the Invoice.

When you see the Invoicing screen, if the Customer has a Credit Balance you will see the Apply Credits button on the bottom left of this window.

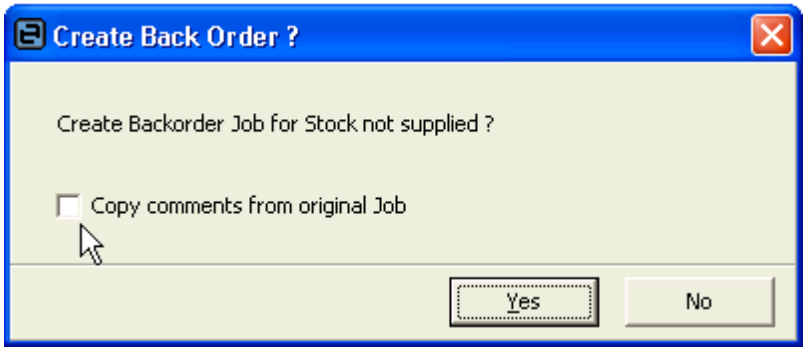


1. Click on the Apply Credits Button and the select Credit window will be displayed.



2. Select the Credit you wish to apply and either double click (using your left mouse button) or highlight and click on the OK button. This will apply this credit to this Invoice and the "Paid Today" Invoice field will show the total applied, and the Balance Due will reduce.

3.15.26 Create Back-Orders

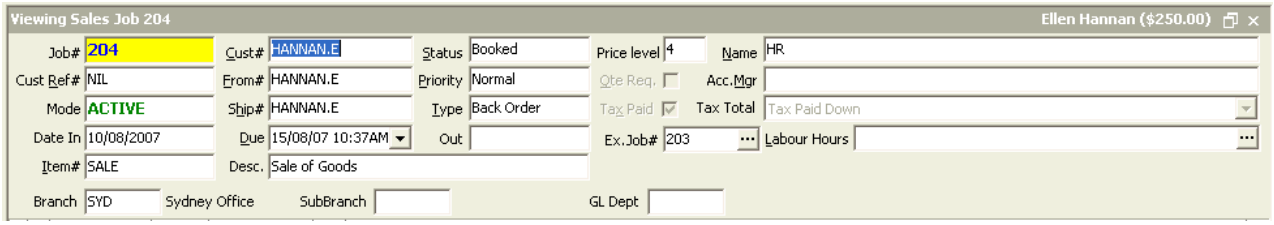


Jim2 - Job Back-Order message.

1. When you mark a Job as Ready to Invoice in Jim2 and the quantity supplied is lower than the quantity ordered you will be prompted to create a back-order. Click on Yes to create a back order. You also have the option to copy the comments from the original job - just tick the box if you wish to do so.

You will be prompted with the Job Back-Order message after you have selected to Mark the Job as Ready.

2. Jim2 will create the back-order (another Job) for you, showing the customer, item, comments and of course the stock that is on back-order. Also the Ex.Job# field will show the original Job number for your reference, and you are able to view that original Job by clicking on the browser button within this field.



Jim2 - Job on Back-Order showing Type and Ex.Job#.

The Job that is created will default BackOrd in the Type field of the Job Header. This indicates that it is a Back-Ordered job and is extremely useful when creating lists of back-ordered jobs. The background in the Job# will also be highlighted Yellow on backorder jobs, so they stand out in lists.

3.15.27 Print a Job

Once you have created a Job you may want to either fax, print or print preview any of your available Job reports.

1. Select the Job you want to appear in the report.

2. Once you have brought the Job that you want to print up on screen, click on Jim2 Toolbar Print drop down box and select which Job Report style you want to use for the list.

Jim2 is supplied with standard Job reports suited to most businesses. You are able to design your own Job reports via Jim2 Report Designer.



Jim2 - Print Toolbar.

3. Once you have selected which Job Report you wish to print, click on the print option you want to use - email, desktop Fax (if available), the available network printer(s) or preview to screen

The Job Report will now be printed. A standard Windows print option window will appear, showing the print default device set for your workstation (as defined in Jim2 Options), and any other print option available. You may select an alternate print option by choosing from that list.

3.15.28 Print a List of Jobs

Once you have created a Job List you can either fax, print or print preview your List in a variety of Job list Reports. The devices available to produce that report will have been defaulted at a workstation level via Print Options.

1. Create a Job List that suits your purpose.

2. Once the Job List you want to print is up on screen, click on Jim2 Toolbar Print drop down box and select which Job List Report style you want to use for the list.

Jim2 is supplied with standard Job List reports suited to most businesses. You are able to design your own Job List reports via Jim2 Report Designer.



Jim2 - Print Toolbar.

3. Once you have selected which Job Report you wish to print, click on the print option you want to use - desktop Fax (if available), the available network printer(s) or preview to screen

Remember - Reports available to print are context sensitive to which function you are accessing - if creating a List of Jobs, the available reports are suited to Job Lists.

3.16 Retail Jobs

To use the Retail Option in Jim2, you will need to:

- Identify which workstation(s) are to be used in your retail area. Using Options and Setups you can "link" specific workstations to your Till(s).
- The Till's cash drawer is activated once the Payment has been entered for each Invoice.
- You will be using specific shortcuts to expedite the invoicing process – default CARDCODES and ITEMS for the Job form itself, and keyboard shortcuts (F6) to FINISH and INVOICE in one step.
- The cash drawer docket printer will be setup as an "Extra Printer" – extra printer#3 for all linked workstations. The invoice report INVOICE.POS suits both 76mm or 80mm printers and will be set as the default report when invoicing through a POS workstation. You can of course choose to print/ reprint to any of your other network printers using the standard A4 format invoice reports.
- Performing a regular Till Reconciliation as part of your end-of-day routine, allows you to make minor adjustments to cater for any amounts over or under in your till, prior to completing a normal Banking Session against Unbanked Funds.

HARDWARE REQUIREMENTS

Your Retail Workstations would ideally include access to:

- A Cash Drawer (Till)
- A Docket/ Receipt Printer (76mm or 80mm roll)
- A barcode scanner

However, you could operate a Retail Station without these. Hardware specifications and recommendations can be made by contacting the Happen Sales Team on (02) 9570 4696.

For more information on the Setup of Retail Mode, refer to the following:

- Options - Retail

For more information on the Retail Mode, refer to the following sections:

- Quick Login Mode
- Receipt Printing Reports
- Invoicing Authentication Security
- Cash Drawer Control
- Recording Debtor Payments
- Reprinting Invoices
- Cash Rounding
- Cash Refunds

3.16.1 Quick Login Mode

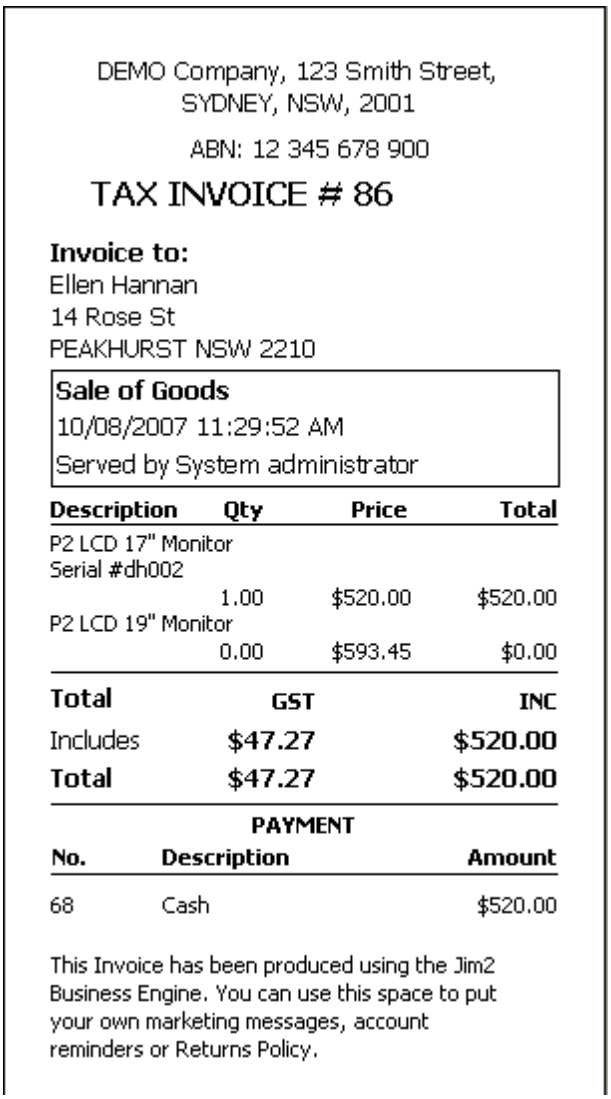
When operating Jim2 in Retail mode, you may need to regularly change users on the POS workstation.

Logging in and/or changing users loads the user's options and security settings, rather than reconnect to database and hence makes changing users much faster. By allowing you to use the space bar instead of the Tab key, to move between the Initials and the Password fields, we have been able to speed up the User Logon. This makes the Logon screen behave in the same way as Invoice Authentication.

3.16.2 Receipt Printing Reports

In line with the Retail Option, we have designed 2 standard report layouts to suit the most popular "receipt printer" formats.

- The 76mm report creates a point-of-sale receipt suited to DOT MATRIX printers (no graphics)
- The 80mm report creates a point-of-sale receipt suited to THERMAL printers (can contain graphics)



DEMO Company, 123 Smith Street,
SYDNEY, NSW, 2001

ABN: 12 345 678 900

TAX INVOICE # 86

Invoice to:
Ellen Hannan
14 Rose St
PEAKHURST NSW 2210

Sale of Goods
10/08/2007 11:29:52 AM
Served by System administrator

Description	Qty	Price	Total
P2 LCD 17" Monitor Serial #dh002	1.00	$520.00	$520.00
P2 LCD 19" Monitor	0.00	$593.45	$0.00

Total	GST	INC
Includes	$47.27	$520.00
Total	$47.27	$520.00

PAYMENT

No.	Description	Amount
68	Cash	$520.00

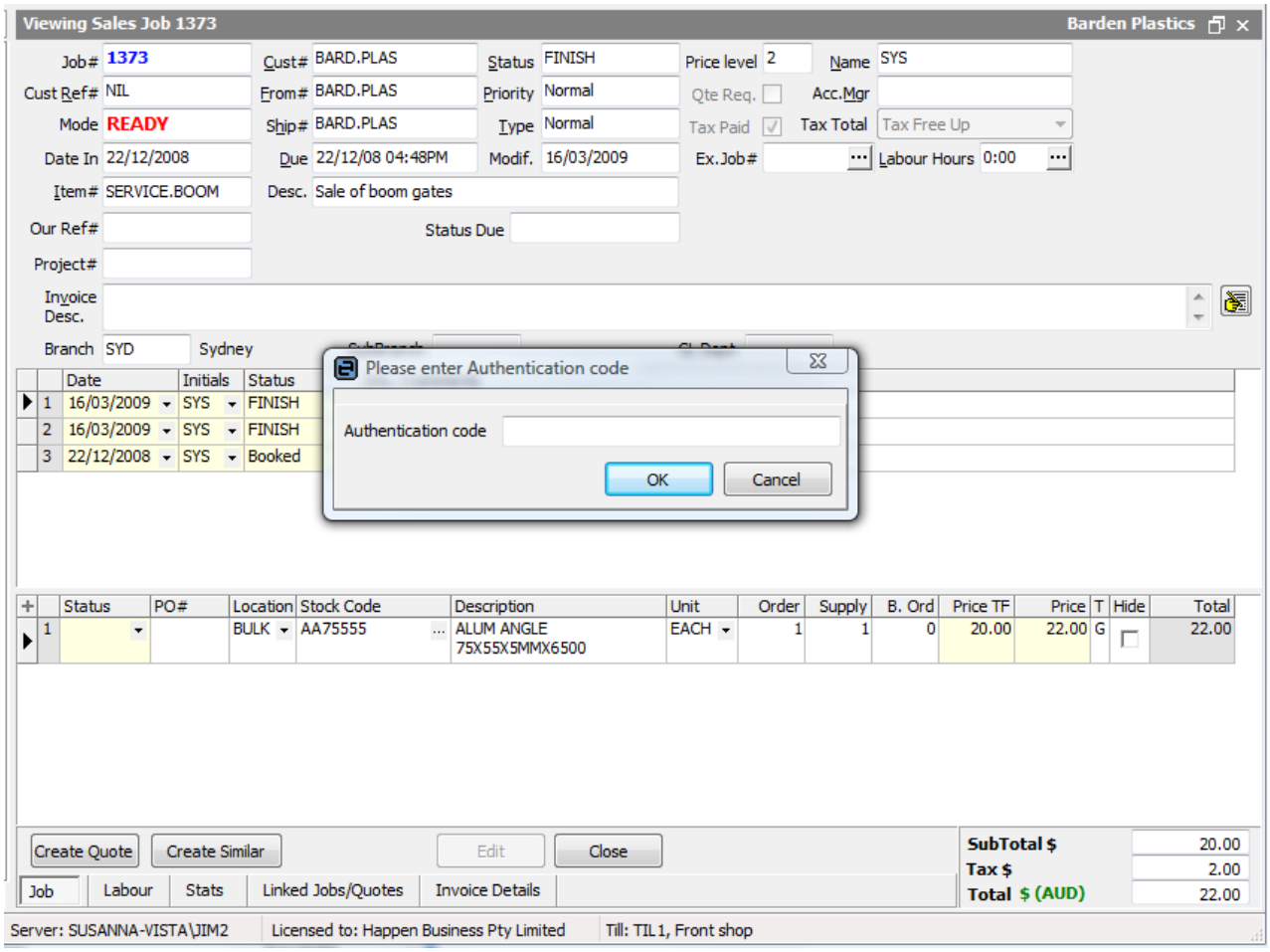
This Invoice has been produced using the Jim2 Business Engine. You can use this space to put your own marketing messages, account reminders or Returns Policy.

As with all JIM2 BE reports, if you wish to modify/ customise these reports, this can be done via Report Designer.

3.16.3 Invoicing Authentication Security

When using the Retail option in Jim2, the "Fast Invoicing", feature, prompts the Invoice Authentication security standard to ensure invoices are logged specifically to the user creating the invoice – without the need for the user to log into the workstation. The authentication code is the user's initials / space bar / password.

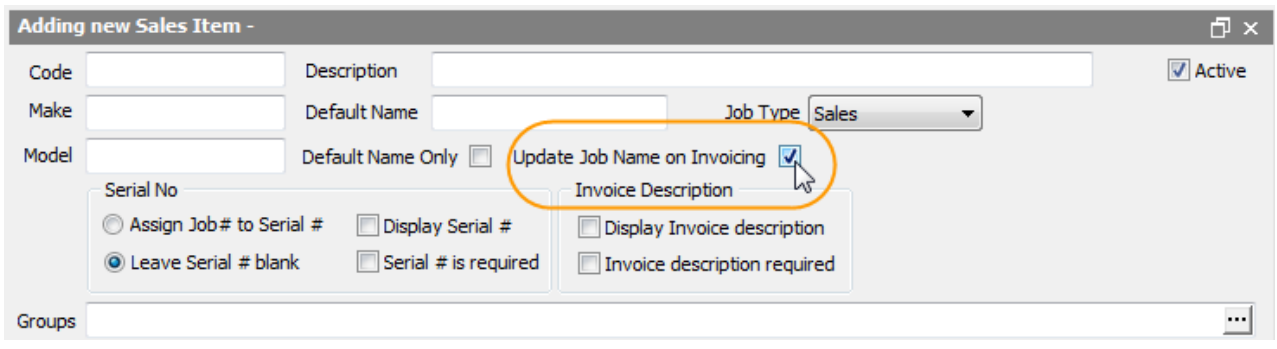
To enable Fast Invoicing, you must tick the Fast Invoicing box via the Jim2 Menu, in Tools>Options>Jobs.



3.16.4 Invoice Name on Job

The Retail function in Jim2 allows you the option of automatically changing the name on a job when it is invoiced.

This feature is only available in items where the Job Type is Sales and it must be enabled in the actual Item by ticking the 'Update Job Name on Invoicing' box. You must also have Invoicing Authentication turned on.

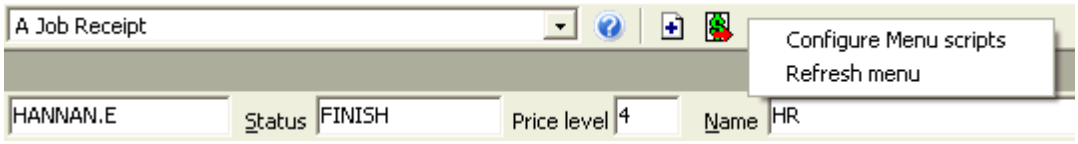


If you use Invoicing Authentication, at the point of invoicing the name on the job will change to the user who is invoicing the job. If you are not using Invoicing Authentication then the name on the job will not change.

3.16.5 Cash Drawer Control

If you are using the Retail option, a new menu icon and associated script is available to trigger the Till to open outside the Invoicing routine.

The Till-Drawer menu script will display a new Till icon  to the right of the report menu. You can activate the icon by right-clicking in the toolbar and choosing Configure Menu Scripts. Select the associated script from the menu and Save.



To open the Till drawer, click on the icon. Users will need to "authenticate" themselves to the workstation (regardless of who is currently logged in) by typing their user initials[space]password at the prompt – the drawer will open.



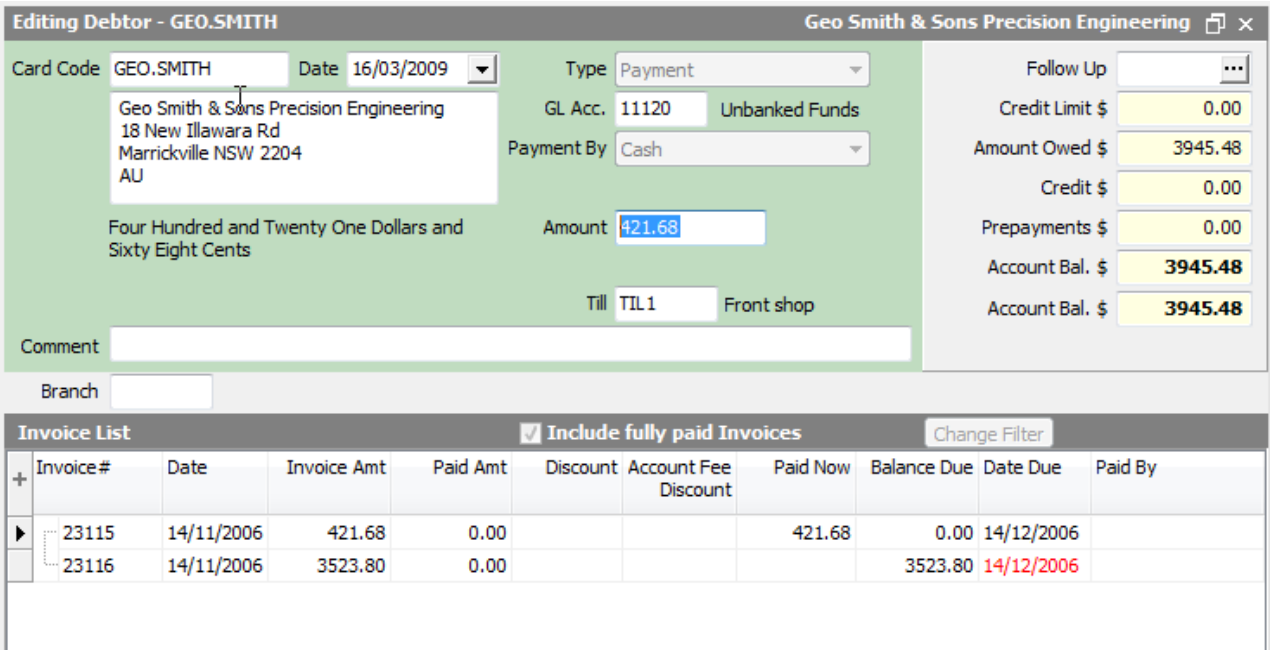
You may need to "import" the cash drawer script. If this is the case go to Tools> Scripting Engine> Script> Import. If you do not have this menu script, and you are using the Retail option in Jim2, please contact the Support Team at Happen Business on (02) 9570 4696.

3.16.6 Recording Debtor Payments

In Retail Mode, the Till (and the Till Reconciliation) can be used to record Debtor payments and refunds under the following conditions:

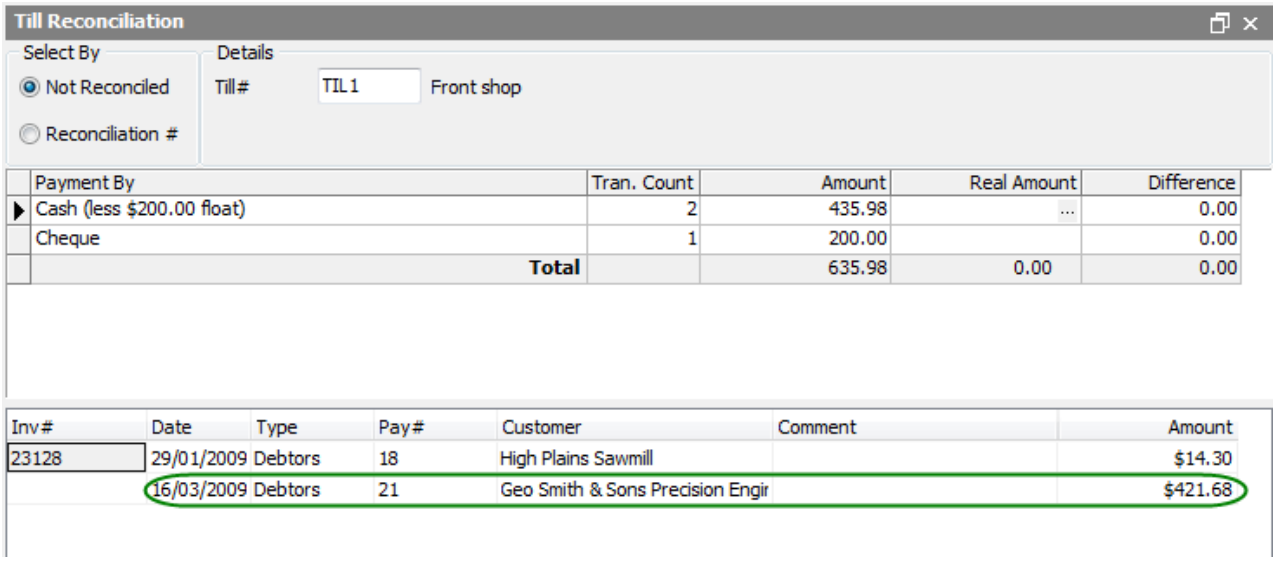
1. That the Payment Type being used for the payment or refund is setup to "allow negatives".

2. Automatic calculations for tendered change cannot be made by JIM2 BE within the Debtor record – you will need to record the "paying now" amount and then calculate any change required manually.



Jim2 - Debtor cash payment via Till

Users with the correct security rights to access Debtor records will be able to open Debtor records and record payments in the normal fashion via a Retail workstation. Payments recorded via a Retail Workstation will appear in the Till Reconciliation screen. Similarly, any refunds to debtors made via a Retail Workstation will show as negative takings to the Till.



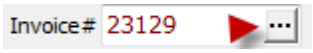
Jim2 - Till Reconciliation Screen

Note that the debtor payment does not show an invoice number but the cash sale does.

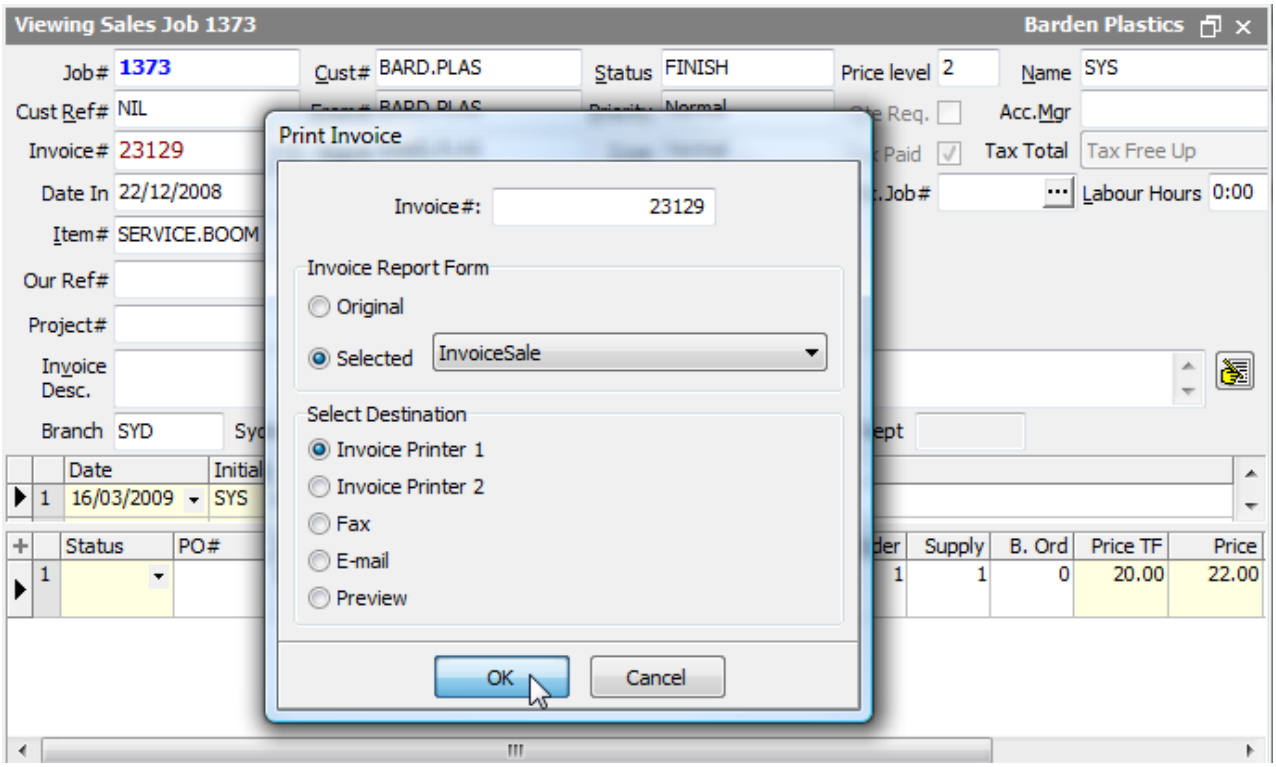
3.16.7 Reprinting Invoices

Any Invoice created at any workstation can be easily reprinted/faxed/emailed either via the Job form itself or via the Sales register. Although, retail or POS invoices are typically printed to the Docket printer and will be in a 76mm or 80mm format, if a customer requests a copy invoice, it may be reprinted using the following :

- Select the Invoice either via the Sales register or Job List.

- Click on the browse icon beside the invoice number 

- From the "Print Invoice" dialogue box, choose Invoice report Form SELECTED.
- Using the dropdown selection of Invoice layouts, choose an appropriate layout for the reprint.
- Select to either Print (to an A4 network printer), fax or Email.
- OK your choices.



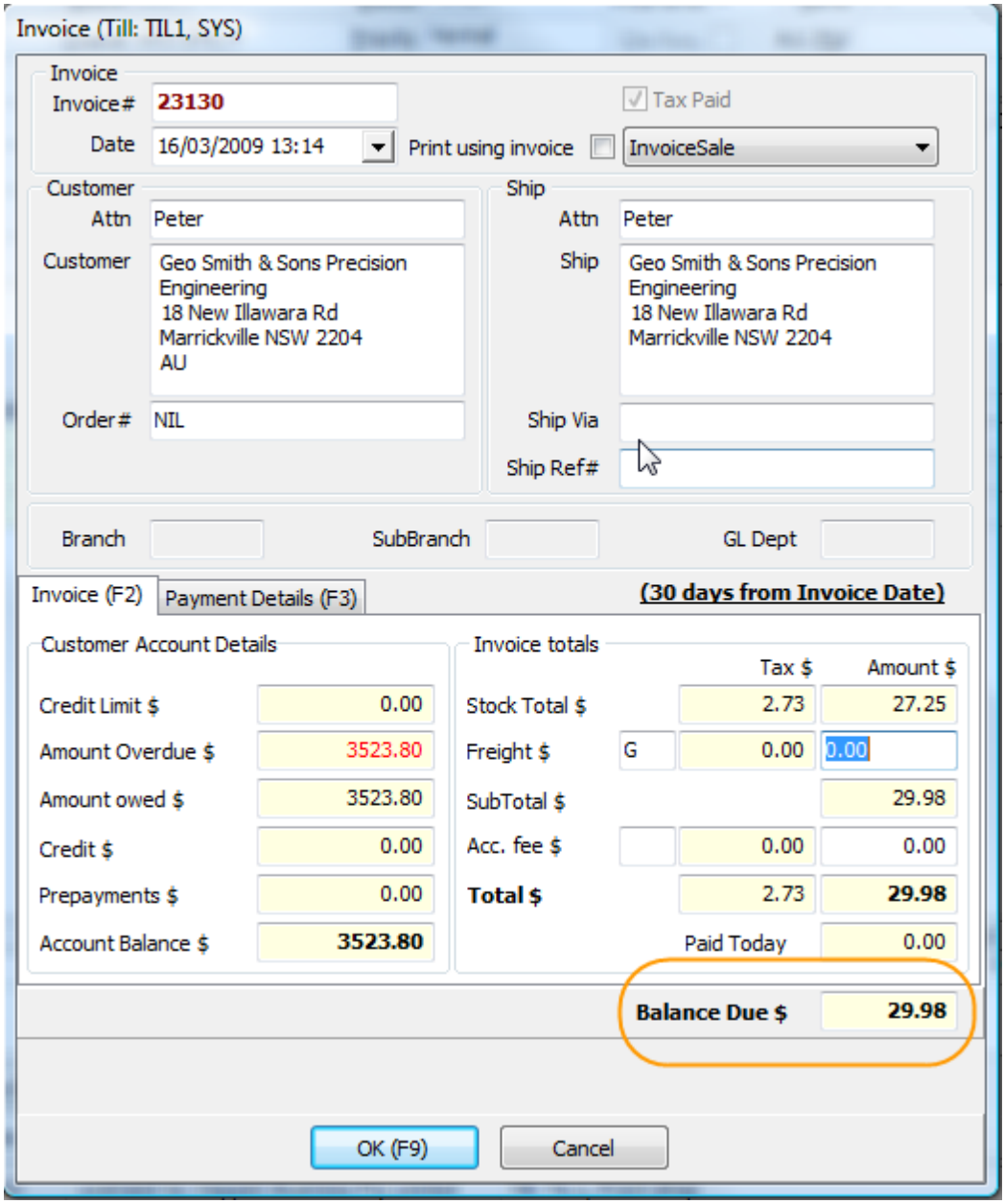
Similarly, if a customer requests that a "RETAIL" POS invoice (76mm or 80mm) be re-issued with different details, you will need to:

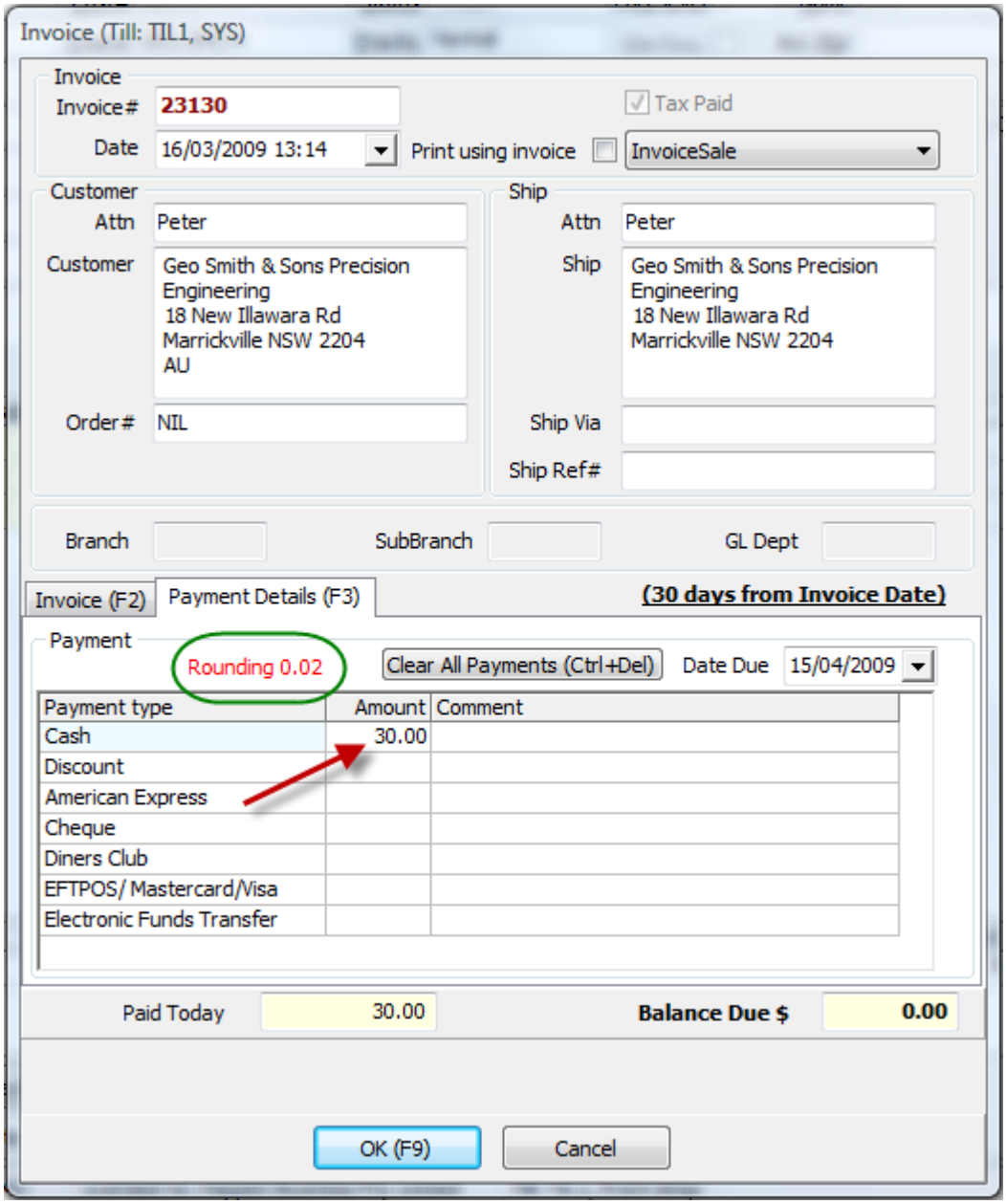
- Un-print the original Invoice.
- Open the associated Sales Job and make "un-ready" to allow editing.
- Change the required details (such as the CUST#, FROM# & SHIP#)
- Invoice the Job again.

If a "RETAIL" POS invoice that you unprint and change the customer details on has had a payment processed and applied to it, you will need to either reverse the payment, or move it to the correct debtor account using Debtor Adjustments.

3.16.8 Cash Rounding

When completing a retail sale in Jim2, sales are automatically rounded when selecting "cash" as the payment method. The value of the rounded cents are moved to a Rounding linked expense account.





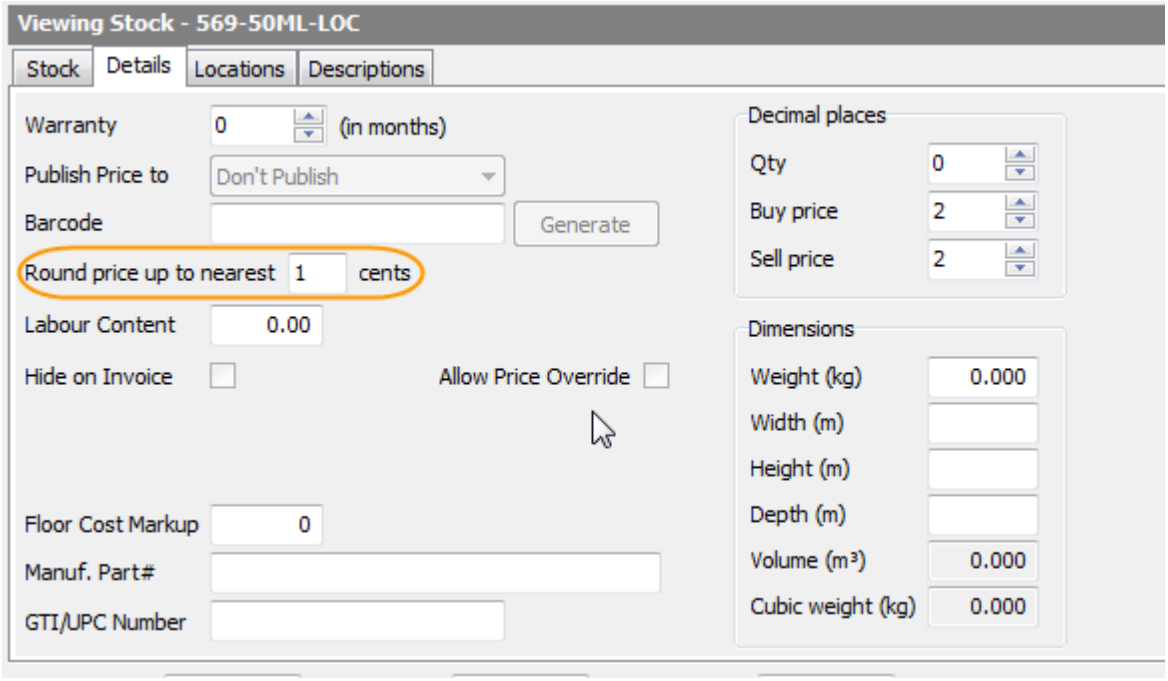
If an invoice total ends in 1, 2 or 6,7 cents and the customer is paying by cash, JIM2 BE will automatically round the transaction down to end in zero or 5 cents respectively and move the odd cents to the linked Rounding (expense) Account.

If an invoice total ends in 3, 4 or 8, 9 cents and the customer is paying by cash, JIM2 BE will automatically round the transaction up to end in 5 or zero cents respectively and move the odd cents to the linked Rounding (expense) Account.

This rounding does not affect the Invoice total (or Debtor records) and does NOT take place for other payment types – only cash.

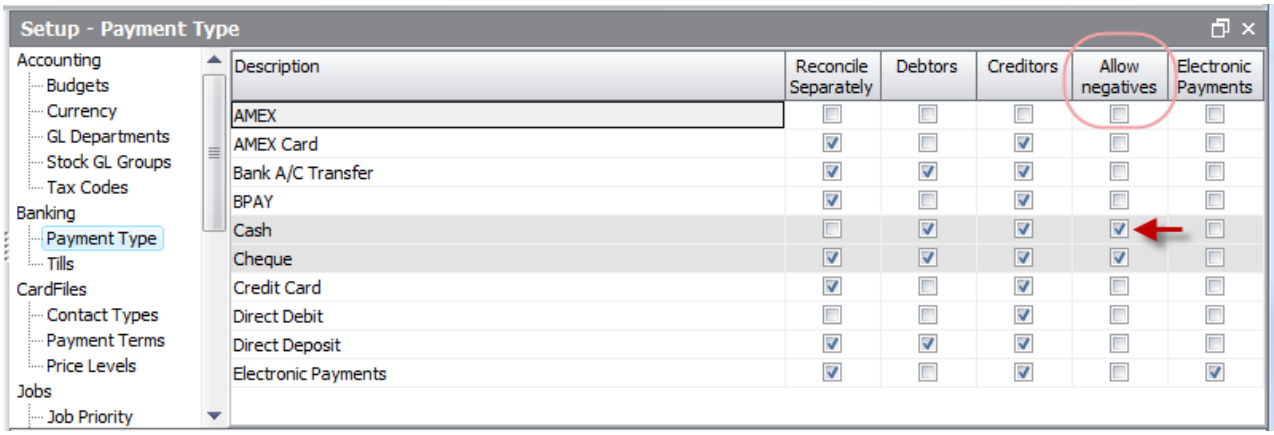
You can also configure appropriate rounding of each stock line when selling stock on jobs. To set the default rounding, go to Jim2 Menu>Tools>Options>Stock>Round sales price to the nearest "x" cents.

Select the rounding you require. This is a global setting, but can be overwritten by a different setting in the individual stock record, under the "Details" tab.



3.16.9 Cash Refunds

To support the processing of Refunds, you can now nominate to "allow negatives" transactions on any or all of your Payment Types. To change Payment Types to allow for negative transactions, open Tools>Setups>Payment Types and edit – tick the "allow negative" box and save.

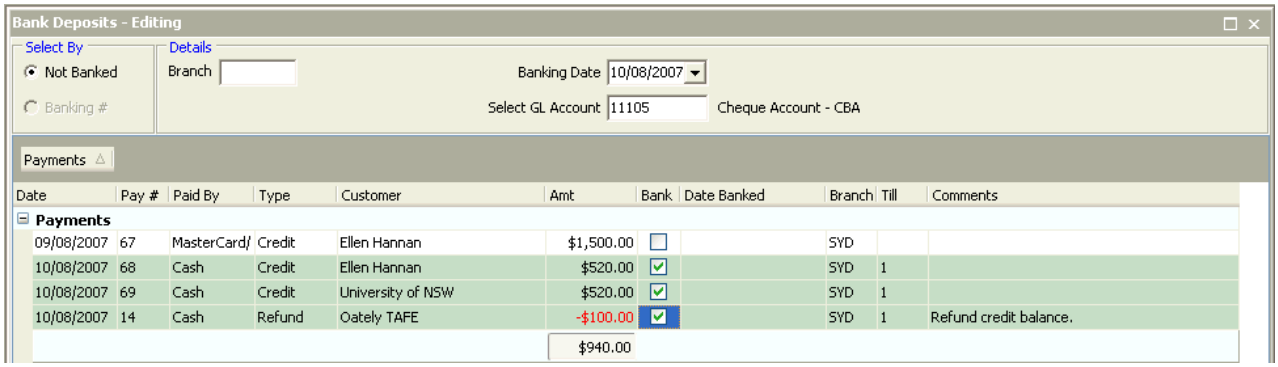


Jim2 - Setting a Payment Type to 'Allow Negatives'

Because payments (via Debtors or the Invoice Payments grid) move to Unbanked Funds, Debtor Refunds (negative dollar values) will reduce the total amount available to Bank. By setting up certain Payment Types to "allow negatives" you can now process a Debtor Refund using these Payment Types. The "negative" amount will appear in your Unbanked Funds list, ready to Bank to your nominated account.

EXAMPLE: If your Unbanked Funds of "cash" for the day is $1040 (+) and $100 (-), by checking both transactions you will be Banking $940 (+) cash. In this example, you would have recorded $1040 in Debtor

payments, and recorded $100 in Debtor Refunds.



Jim2 - Selecting Refunds in Banking

If you are processing a Debtor refund via a Retail Till, you can nominate "which Till" the refund is being made from. The negative transaction will appear in that Till Reconciliation. If the refund is being made via any other workstation (i.e. not connected to a Till), you do not need to nominate a Till, and the negative transaction will go into Unbanked Funds. There are on screen prompts to help you record these refunds correctly.

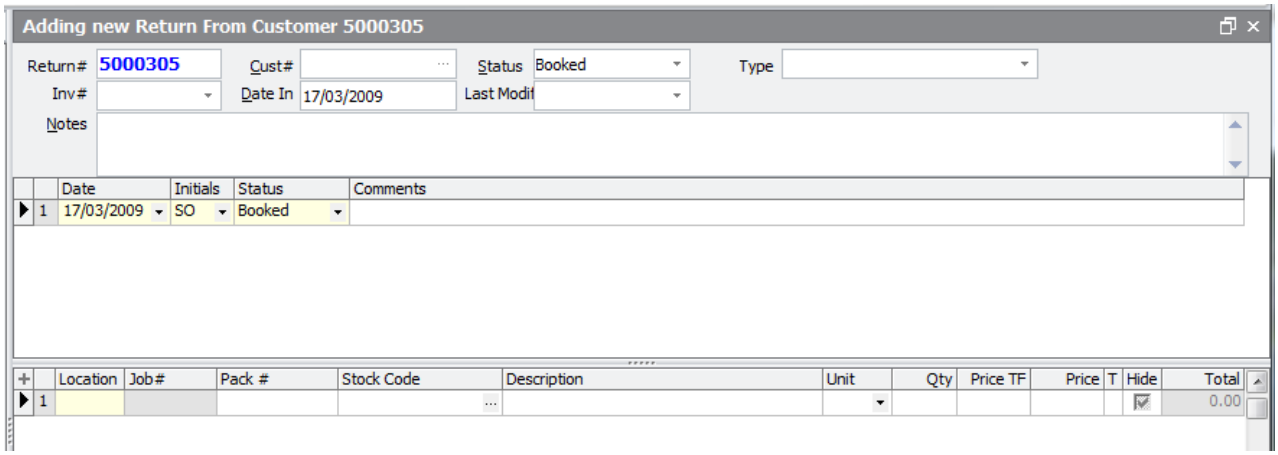
3.17 Return From Customer

As is the case with most businesses, there are times when certain stock items you have sold to customers need to be returned to your business, for various reasons such as, warranty issues or faulty parts. Jim2 has the facility to track stock and allow your customers to return goods to your business, maintaining thorough record of the events. Returns From Customers (RFC) are permitted only for Stock you have sold through Jim2 to that customer.

Creating a Return From Customer has the opposite effect on stock and invoice transactions.

The Jim2 Return From Customer Form is divided into the following specific information areas that will give you a complete detailed record of:

- The Return From Customer details via the Return Header
- The Stock information via the Return Stock Grid
- The Totals of the Return via the Return Footer
- List of Returns From Customers via the Return List

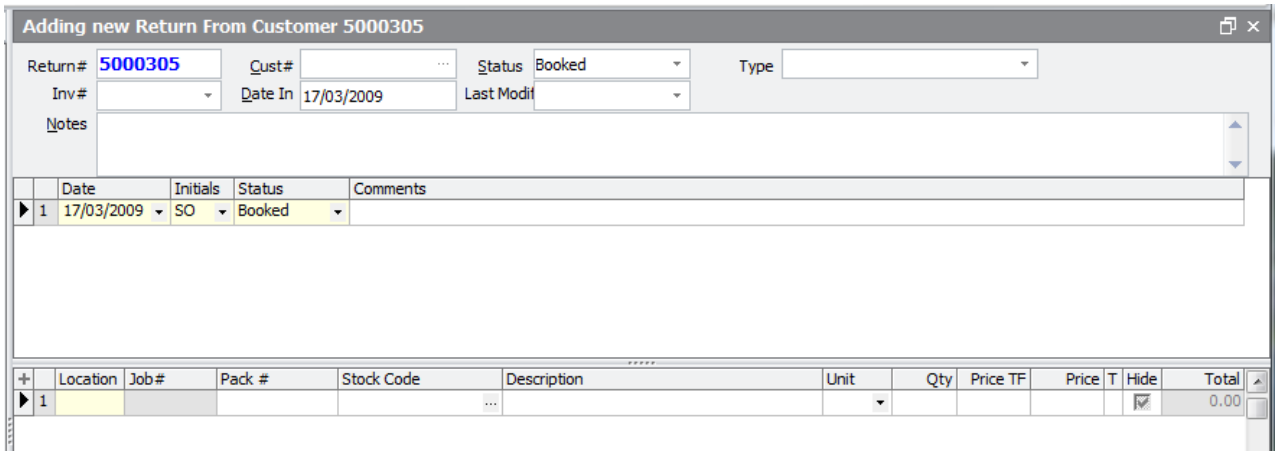


Jim2 - Return From Customer Form.

You can expand or reduce the number of fields viewed in the Return Stock Grid by clicking the "+" or "-" on the top left hand corner of the Grid.

3.17.1 Return Header Fields

The Return Header records information relating to the Return Number, Date, Customer information, the Status, Notes and original Invoice Number.



Jim2 - Return From Customer Header.

The fields within the Return Header are described below:

Return#	Unique number generated by Jim2.	
Cust#	The Customer Cardcode.	
Status	The status of the Return.	
Type	The Type of return, e.g., warranty (if you are using RFC Types)	
Inv#	The Invoice Number.	
Date In	The date the Return is entered (this field is autofilled by Jim2)	

Last Modif.	This field represents the Date the Return From Customer is last modified or Finished - you can nominate this date.	
Add All stock	Add all stock on that Invoice to the Return.	
Notes	Any notes to be added to the return.	
Branch	Enter Branch if you are using branches	
Cust#	You can choose either the Customers CardFile or Debtors Record.	Hyperlinked field
Inv#	Will display the related Invoice.	Hyperlinked field

3.17.2 Return Stock Grid

The middle section of the Return From Customer screen contains a grid used to record the Stock being returned from the Customer. Stock calculations are based on the Price Levels, Price Breaks and tax requirement set in the original Job. Stock returns adhere to strict inventory control, as such, customer returns are added by a user are automatically time/date/initial stamped for accuracy therefore providing a quality assured record of events.



Jim2 - Return Stock Grid.

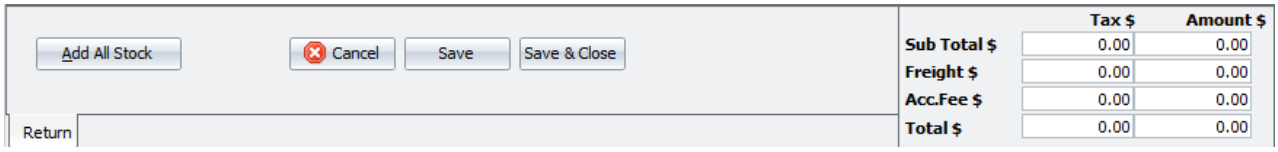
The fields within the Return Stock grid are described below:

Location	The stock location the goods will be returned into.	
Job#	Job number the Return relates to.	
Stock Code	The code within Jim2 for the stock.	
Description	The Stock description within Jim2.	
Unit	The unit measure of the stock.	
Qty	The quantity you wish to return.	
Price TF	Price of the stock Tax Free.	
Price	Price of the stock including Tax.	
T	Tax Code on that stock.	
Hide	You can tick to hide stock on the RFC if required - usually used to hide the contents of a kit.	
Total	The $ total of the stock line being returned.	

You can expand or reduce the number of fields viewed in the Return Stock Grid by clicking the "+" or "-" on the top left hand corner of the Return Stock Grid.

3.17.3 Return Footer Fields

The bottom section of the Return From Customer screen contains buttons, tabs and information relating to the dollar totals of the Return From Customer.



Jim2 - Return From Customer Footer.

The fields within the footer are described below:

Sub Total $	Shows the Stock dollar total being returned.
Freight $	This field shows the dollar Freight component of the Return.
Acc. Fee $	This field shows the dollar Acc. Fee component of the Return.
Total $	Dollar total of the Return.

Return From Customer Status

3.17.4 Return From Customer Status

The Status setup relating to Returns from Customers indicates a required action within your workflow. The responsibility to perform that action is therefore monitored on a live basis. A change of Status by a User signals the need for a new action and then "passes" responsibility to perform that action along the workflow. Jim2 records time/date/initial data on Status changes for productivity reports, and to keep a secure Quality Control record for each Job.

Using Jim2 Return From Customer Status, you can monitor the success off internal Returns procedure or User performance.

The following Status are available to map your workflow for Return from Customers. You may also add others in the Setup Defaults:

1. Booked

   This is the default Status applied to a Return from Customer when first added. All Return from Customers begin with this Status.

2. Cancel

   This Status signals that the Return from Customer has been cancelled.

3. Finish

   This Status signals that the Return from Customer is finished. Once you have set the status as FINISH the Return from Customer then creates the required Transactions Journals.

You may edit or add Status to match your workflow via Jim2 Tools/Status, accessed via the Jim2 menu. The Status that are underlined cannot be edited or deleted as they perform a core function in the Jim2 application.

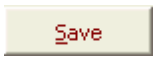
3.17.5 Return From Customer Form Buttons

The following features are located as buttons within a Return From Customer form.



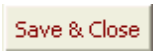
Cancel

If editing, Cancel will ignore all changes made and leave the Return in view mode. If adding, Cancel will attempt to abort adding this Return. The next Return added will be allocated the same unique Return# if it is still available. Because other users may be adding Returns at the same time this Return was created, the sequence of Return numbers may be interrupted by a Cancel. In this instance, it is an automated feature of Jim2 to create a "empty" Return with the Status of Cancel.



Save

All edits represent a change to the information in the Return From Customer form. By selecting the Save button, all changes made in that session of editing the Return will be saved and the Return will remain in the Navigation Tree.



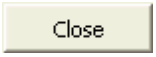
Save and Close

All edits represent a change to the information in the Return From Customer form. By selecting the Save and Close button, all changes made in that session of editing the Return will be saved and the Return itself will be closed from view and from the Navigation Tree.



Edit

By selecting the Edit button you are now able to make changes on the Return From Customer form. All changes made in that session of editing will not be saved until you click on Save or Save and Close buttons.

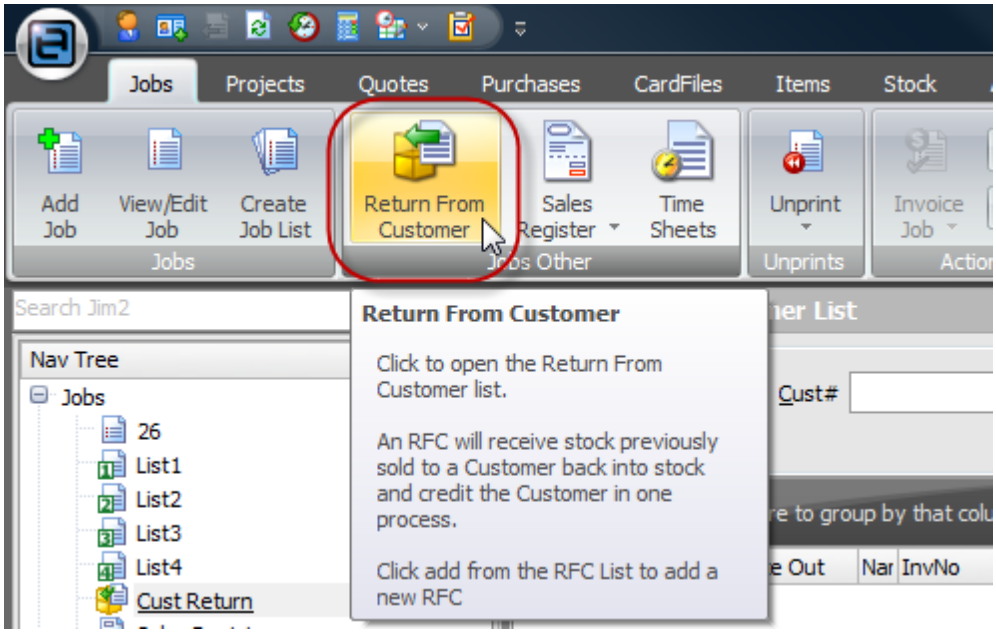


Close

By selecting the Close button you will close the current Return From Customer form.

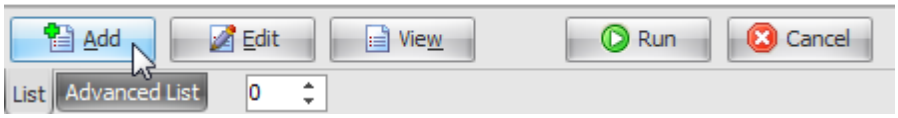
3.17.6 Add a Return

1. From the Jobs Tab > Click on Return from Customer



Jim2 > Jobs > Return from Customer

2. Click on Add. Several fields are automatically populated, including the Return#, Date In and Status.



Jim2 > Return From Customer > Add

3. Select a customer in one of the following ways:

- Begin typing the customer name. Jim2 "intuitive type" will begin to (numerically/alphabetically) pre-empt your choice of names from the Card Code list as you type
- Click the browse button beside the Cust# field to display the full list of customers and then click to select from the list

4. Type

- Using Return From Customer Types, you will select the type of return from the drop down selection, for example, Faulty. This is a useful means of tracking why goods are being returned.

5. Click on the drop down box in the Inv# field. If you have entered a customer as per step number 3, Jim2 will give you the complete list of invoices relating to that customer. Now select which invoice the stock is being returned from. When you click on the Inv# field the current invoices are listed at the top of the list. If you already know the number of the original invoice, you can also type it into this field.

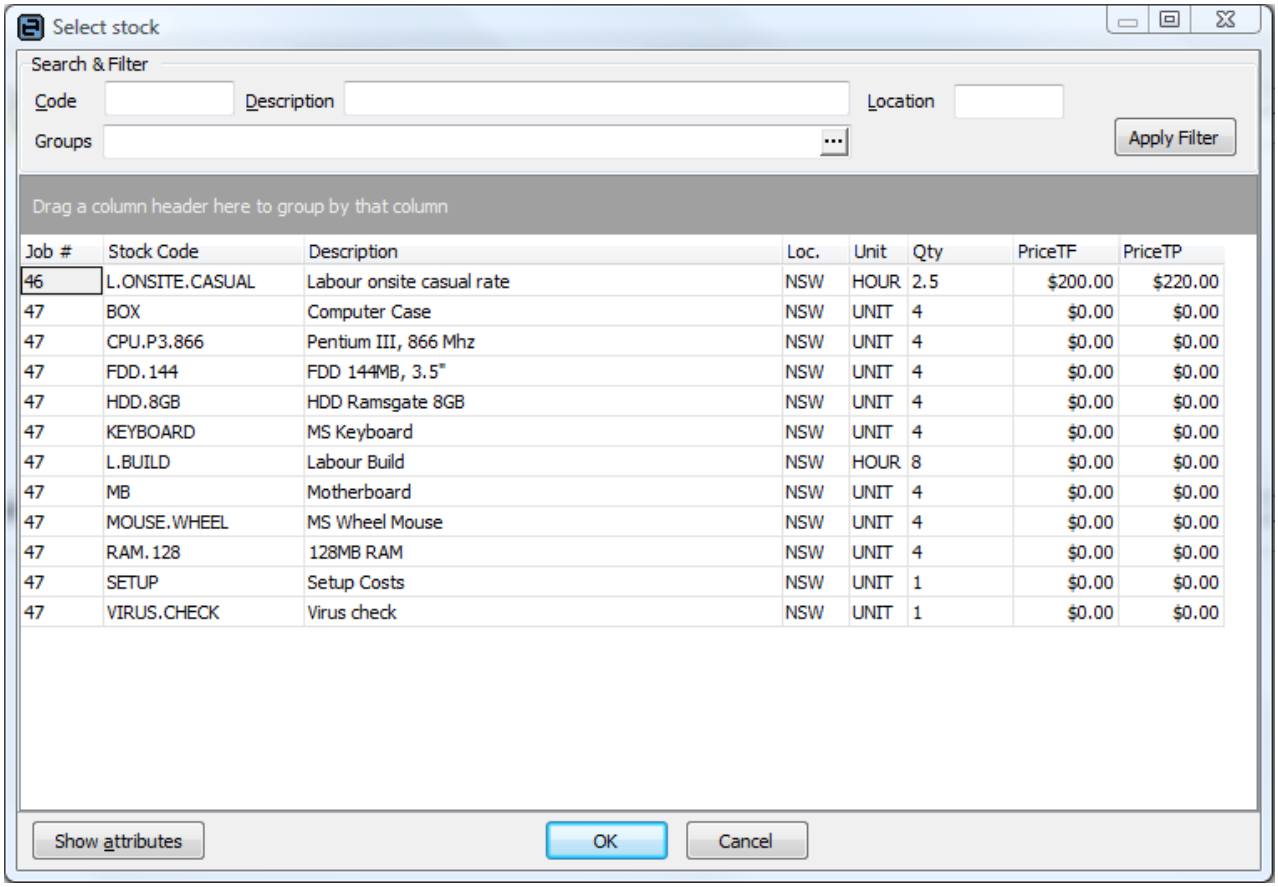
When adding a Return you can select the Invoice either by Customer Code or by Invoice Number. When you enter a Customer Code a list of all invoices (relating to that customer) will be displayed - choose the correct one this return relates to. When you enter a known Invoice Number, the Customer Code field will be filled in automatically. So if you swap steps 3 and 4 and enter the Invoice Number first this will then fill the Customer# field automatically.

6. Enter the details why the Stock is being returned in the Notes field.

7. You can add Stock to the Return From Customer 2 ways. If the customer is returning all stock on the original invoice, use the Add All Stock Button.

Clicking on the Add All Stock button will ensure that all the Stock supplied on that invoice will automatically be inserted into the Return Stock grid. You may override this default information by using the TAB key or mouse to move the cursor to that field and make the required changes.

8. If the customer is returning only one or part of the stock sold, click the browse icon in the stock code field in order to select the stock code required. This will open a "Select Stock" window displaying all Stock and Job numbers that belong to that Invoice. Select which Stock is being returned by double clicking on it. Repeat steps 6 and 7 if you are returning more than one line of stock.



Jim2 - Return From Customer Stock Select form.

The Select Stock screen will only display a list of stock sold on the original invoice. Use the Search & Filter fields in the screen header to locate which stock the customer is returning. Simply enter any relevant values into the filter fields and then click the Apply Filter button to refine your search.

To select a particular Stock line - you can either double click or highlight it and then click the OK button - this will add the Stock Line to the Return From Customer Stock grid.

If an an invoice has been forward dated and a Return From Customer is processed earlier than the original invoice date, upon saving the Return From Customer, where the status of Finish is used, the

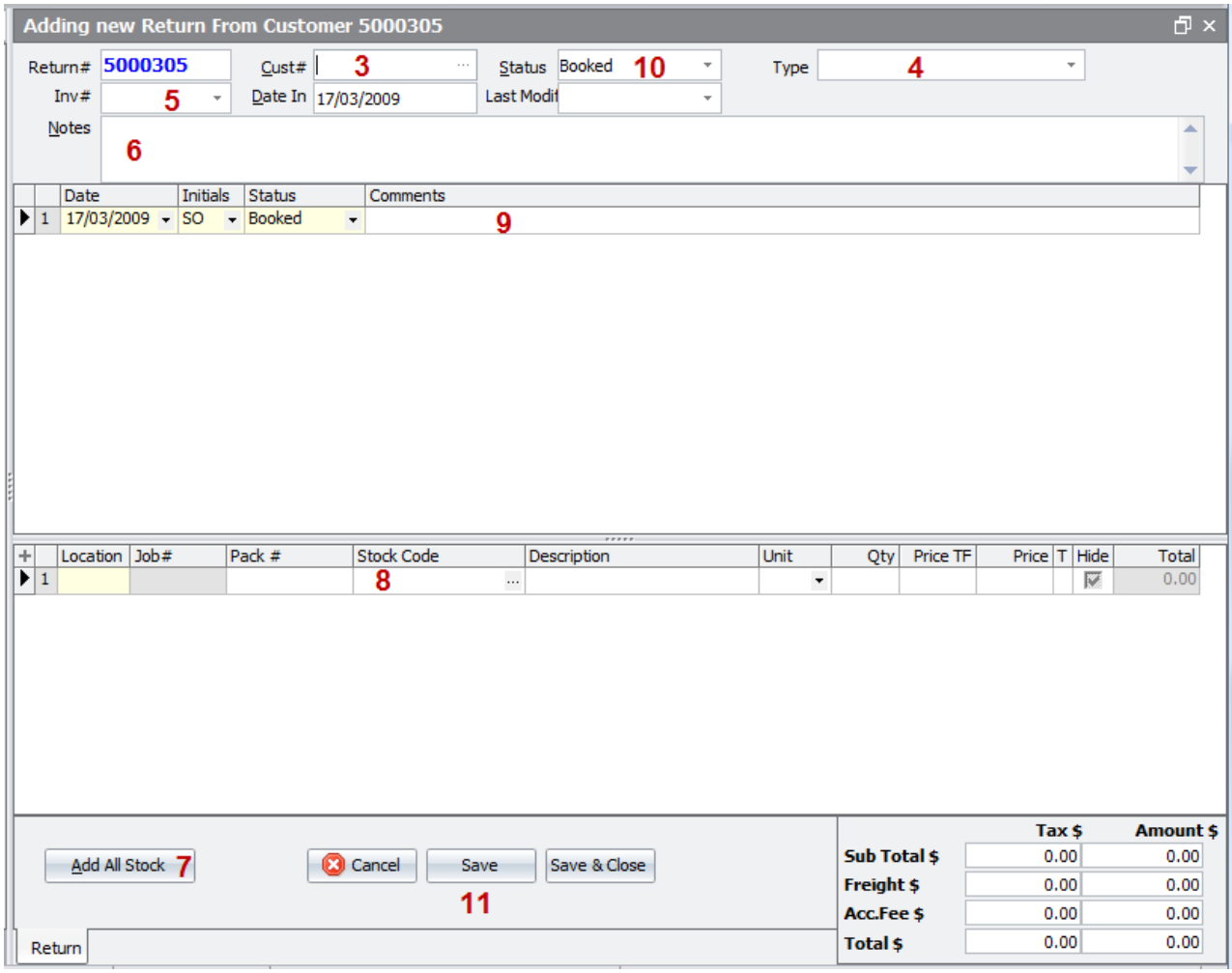
following message appears:

"Return From Customer date out cannot be less than Invoice Date of Invoice. Selected Invoice was created on: (Invoice Date). Date will be set to Invoice Date. OK".

The date of the Return will be changed in accordance with the original invoice date.

9. Click on Save or Save and Close once you have finished returning the Stock from your customer.

Once the Return has a status of Finish you cannot edit the Return. You will need to Unprint that Return From Customer to be able to edit or cancel the Return.



Jim2 Adding new Return From Customer Form.

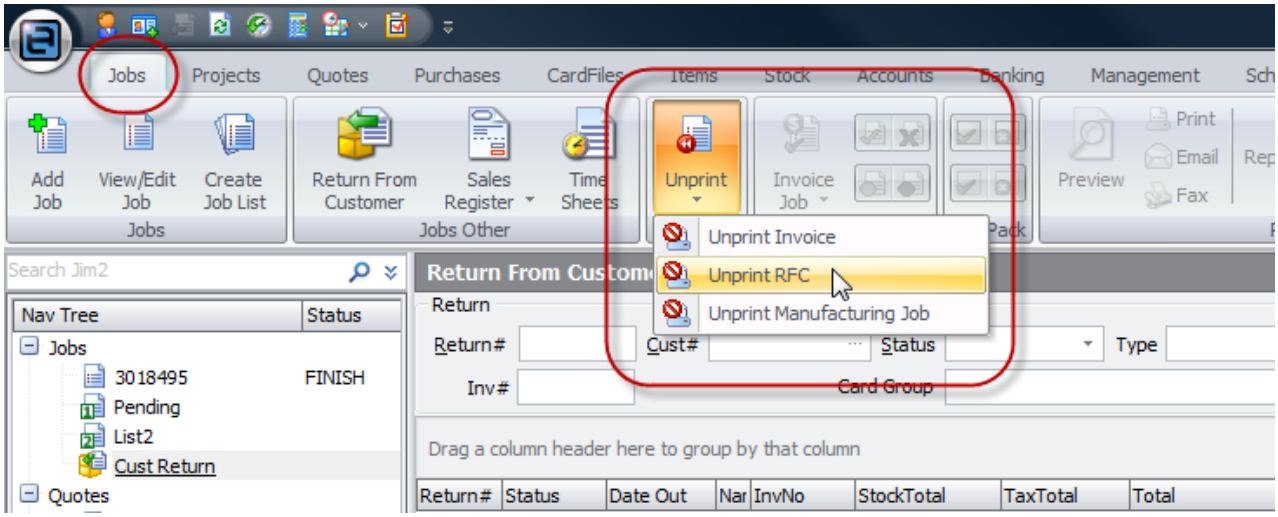
3.17.7 Unprint a Return

Unprint a Return is different from moving the status of the Return to cancel. Unprinting a Return effectively reverses the original return. Although this is not recommended, there are instances where you may wish to edit a Customer Return that has already been set to the status of Finished - to do so, you will need to unprint it.

You cannot Unprint a Return From Customer if a Refund has been given or the credit applied to

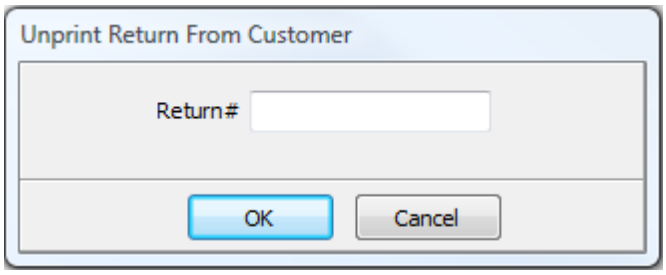
another Invoice.

1. From Jobs tab > Click the Unprint Icon > Unprint RFC (Return From Customer)



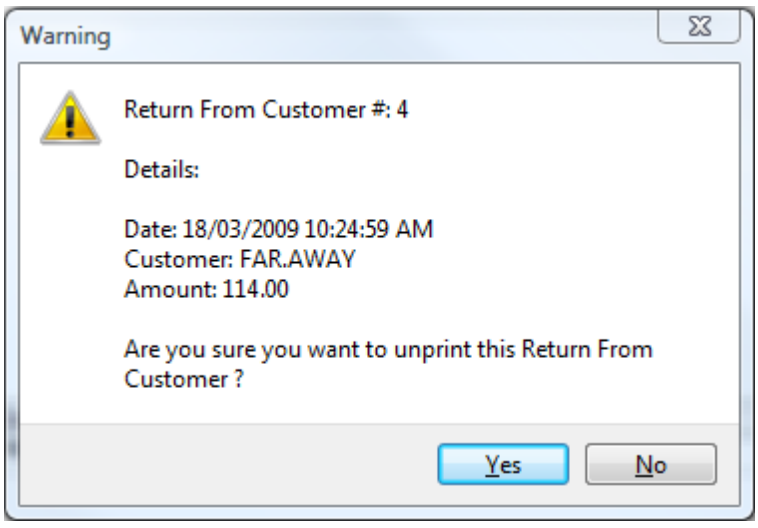
Jim2 - Unprint a Return From Customer

2. Enter the original return number into the Unprint RFC dialogue box and click OK



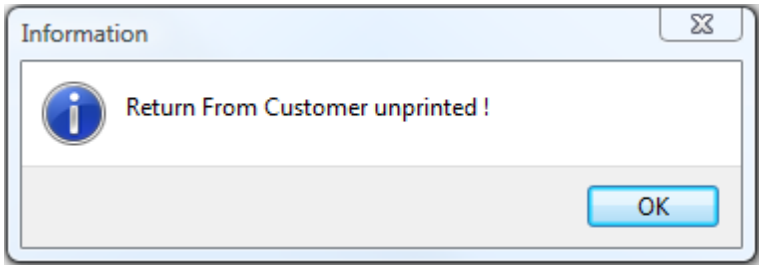
Jim2 - Unprint Return From Customer dialogue box.

3. The Unprint Return From Customer Warning box is displayed with details of the return, checking that this is the Return you want to cancel. If the details are correct click on Yes.



Jim2 - Unprint Return From Customer Warning box.

4. A confirmation box will be displayed, click on OK and the Return will now have a status of booked. The stock records will be updated. Depending on the reasons why you unprinted the Return, you can now edit or cancel that Return From Customer.

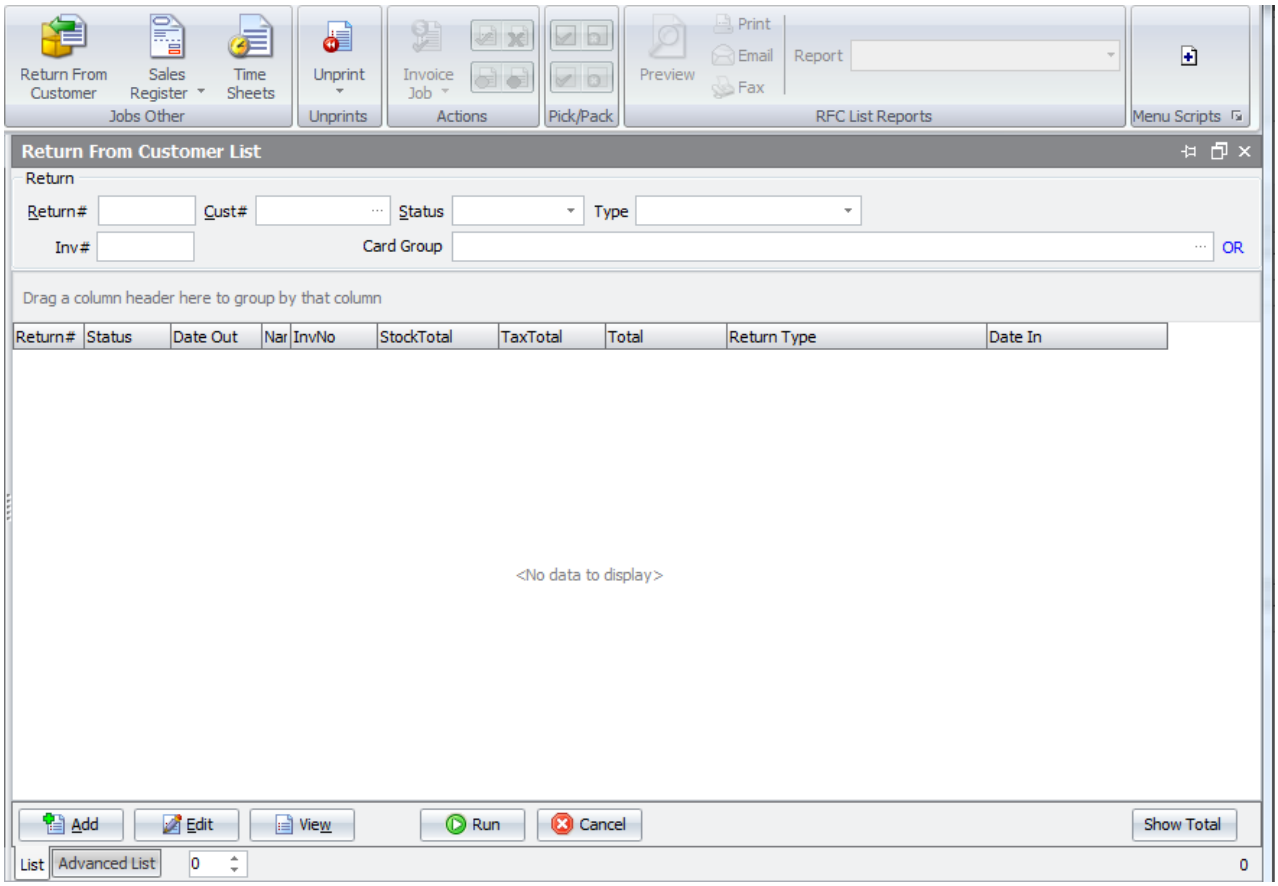


Jim2 - RFC Information dialogue.

3.17.8 Return List

The Return From Customer List provides a powerful search facility within Jim2. Lists are a practical way of searching for information in Jim2.

The Return List can collate information from your Returns, Stock, Customer, Dates and Status records as well as archived data if required.



Jim2 - Return List.

In this list you can select the following fields, and combinations of the following fields to generate a Return list:

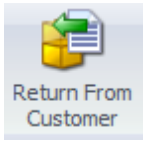
Return#	Return Order Number	
Status	The status of the Return Order	
Cust#	The Customer Card Code within Jim2	
Inv#	The Invoice Number	
Advanced List		
Date In >	The Date In is greater than the selected Date	
Date In <	The Date In is less than the selected Date	
Date Out >	The Date Out is greater than the selected Date	
Date Out <	The Date Out is less than the selected Date	
Stock Code	The Stock Code	
Stock Group	The Stock Group. On the right hand side of the Groups selection field, you will notice an "OR" icon. If you click on this button it will change to "AND". This allows you to refine your list using a selection of one or more Groups. For example, if you would like to include Returns belonging to one group AND another group, use the "AND" option.	
List Buttons		
Add	Add a Return From Customer Order.	
Edit	Edit an existing Return From Customer Order	
View	View an existing Return From Customer Order - you will have the option to edit the order once you have selected the view button.	
Show Total	When selected this button will display the $value of the RFC's in the List.	
Run	This will run the lists and any filters you have selected.	
Cancel	This will close the list.	

Once you have refined your list search, to view or edit any of the Returns within the list simply double click or use your F2 function key on any of the fields relating to the Return you wish to display. As with all lists in Jim2, you are able to name and pin this list according to the criteria selected.

Jim2 intuitive type functionality allows you to run a quick search through the list you have created. You can search through any field within the List simply by selecting any cell within the relevant column and beginning to type the search text, e.g., the Cust# or Item#. If the column contains a record that matches or partially matches the text you are typing, the focus will shift to the matching cell. When the first record is located you can continue searching. To search forward and backward, press the Ctrl+Down-Arrow and Ctrl+Up-Arrow keys respectively.

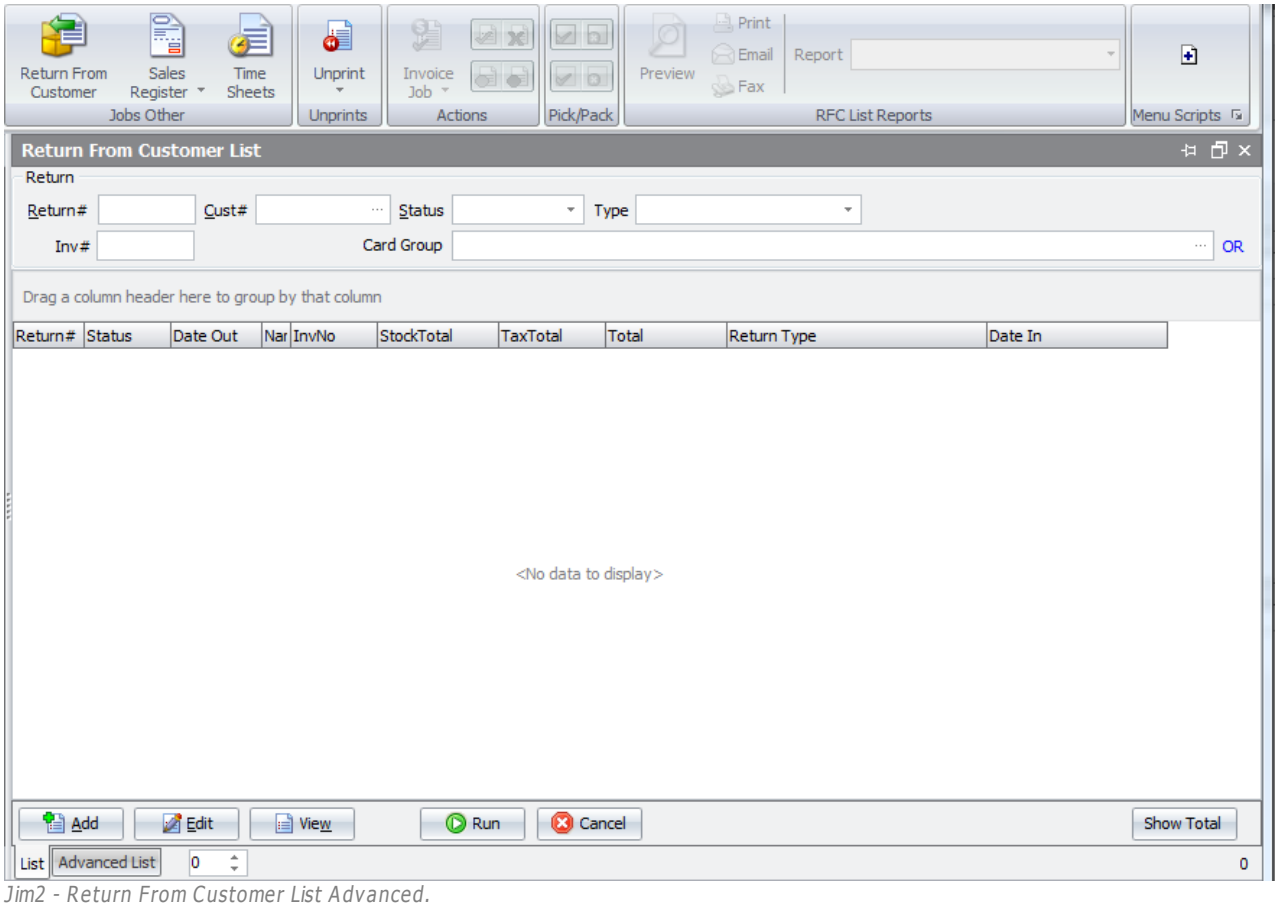
3.17.9 View or Edit a Return

You can edit or view a Return From Customer by selection from a Return list. Remember however - you can view but you cannot edit a Return on a Status of Finish. You will need to Unprint the Return first.



1. Select the Return From Customer icon by either:

   - Clicking on the Return From Customer icon under Jobs in the Jim2 Ribbon, or
   - Select return From Customer via Jim2/Jobs in the Menu.



Jim2 - Return From Customer List Advanced.

2. The Customer Return List is displayed. Use any of the fields in the Return List to narrow your search criteria, click on Run, and the query will be executed.

On the right hand side of the Groups selection within the list you will notice "OR", if you click on this button it will change to "and". This relates to how you want to use groups within your search. If you want to select 2 groups and find things that are only in both groups use the "and" selection, if you want to search 2 groups and find anything that is in either one of those groups select the "OR" option.

3. The Return List screen will be updated with the search results. Select the Return from the list by either:

   - Highlight the Return and click on either the Edit or View button at the bottom of the Return List form, or

- Double click on actual Return in the list

3.17.10 Debtors PO

Debtors PO's are used to return stock from customers purchased prior to your Jim2 implementation as well as recording customer Trade-In's.

A Return from Customer should only be used to credit a customer for stock sold to them from Jim2.

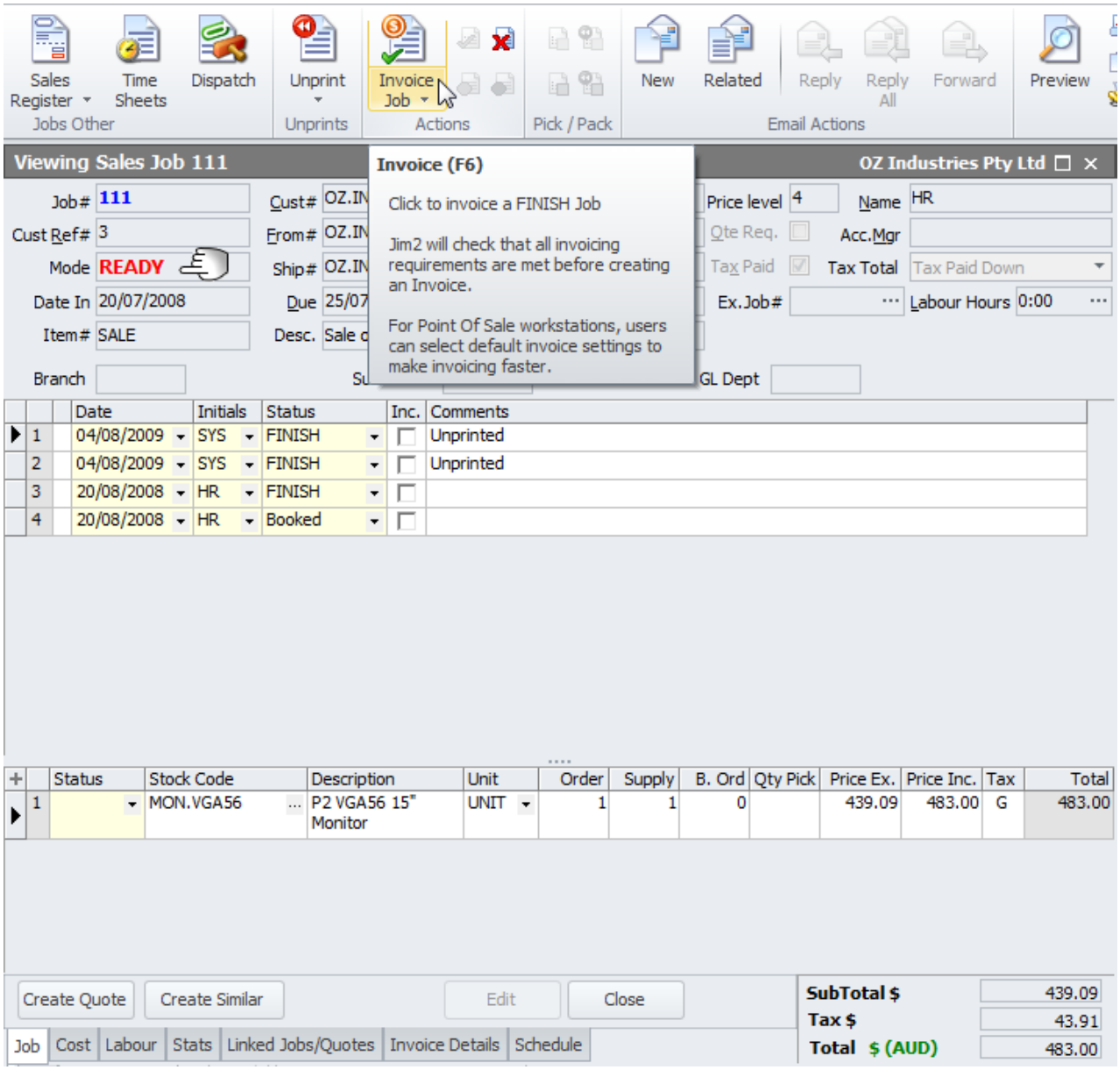
For Further information refer to Debtors PO under Purchases/Expenses - Debtors Purchase Orders.

3.18 Invoices

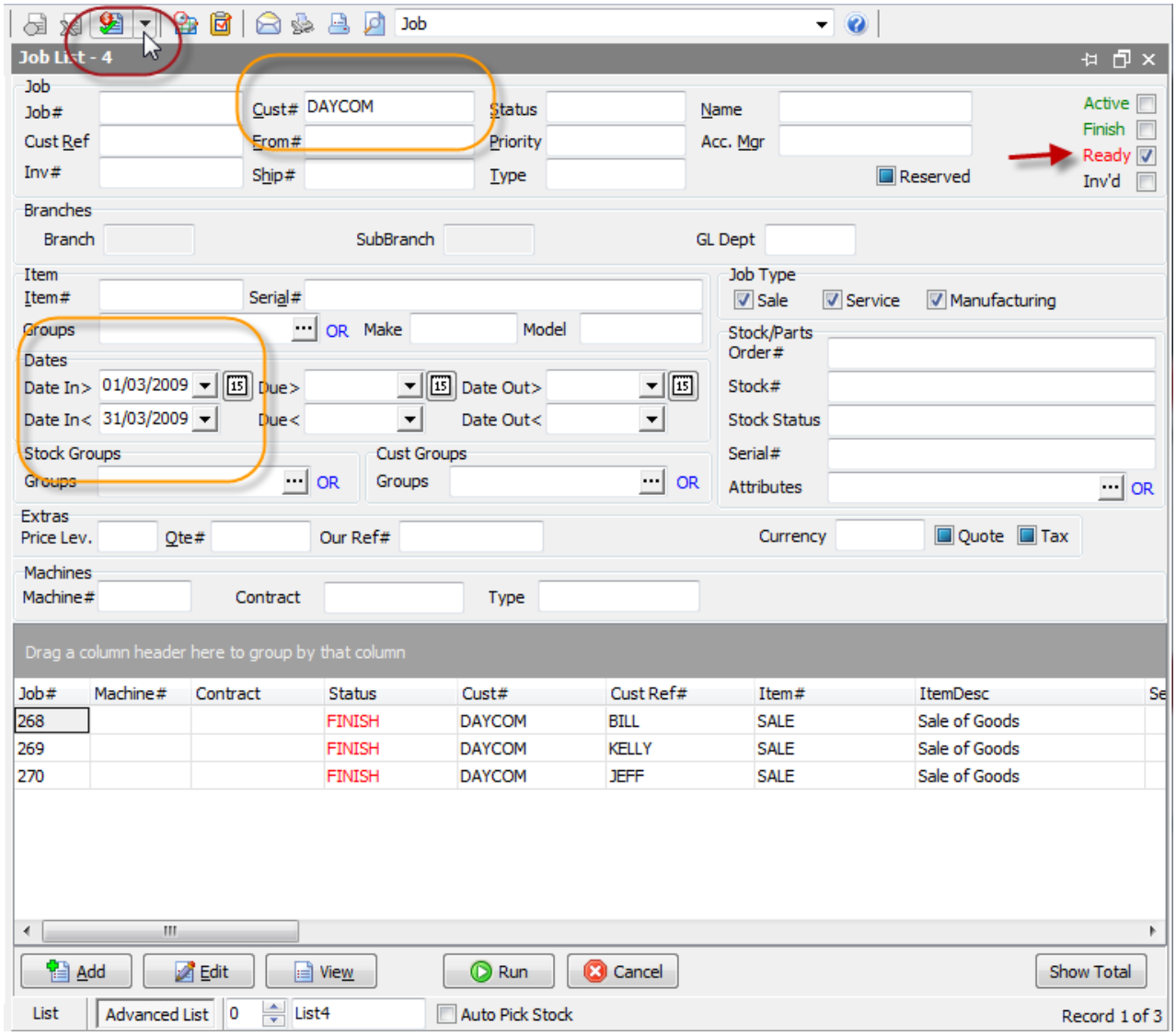
Jobs that are finished and "ready" to leave the workflow, to be charged to a Customer, need to be invoiced to produce an accurate record of what goods and/or services have been supplied and at what costs. Invoice forms or reports can be viewed using a selection of different Reports.

Invoicing Jobs

Jim2® offers the option of invoicing one Job at a time or a batch of jobs. Invoicing a single Job can be initiated when editing the actual Job, by clicking on the Invoice Job icon  or by pressing F6.



Jim2 also offers the option of batch invoicing. That is, invoicing a number of Jobs on the same invoice. This can be done through a Job list, refining your search to display only the Jobs you wish to appear on one invoice. For example, you may create a Job list, by customer, for a certain date range, refining your search for Jobs marked as Ready only.



When you select to Invoice one Job or a List of Jobs, Jim2 will:

- Mark all involved Jobs as no longer active (Invoiced) and update the invoice# field to the Invoice number Jim2 generates.
- Update the General Ledger - Debtors, Income, Tax Collected and COGS.
- Create an Invoice record (using data from the CardFile, Jobs and Stock involved)
- Print an Invoice Report

There is a choice of Invoice Report formats available in Jim2. The default invoice format for Sales and/or Services is selected via Job Options - Invoice - however, a drop down list of alternate Invoice formats is available using the browse button in the Invoice Field in the Job header. If you do not like the layout or wish to redesign existing Invoice Reports, you can do so using Report Designer. And you can limit user access to producing Invoices using Security. All invoice reports meet the current Taxation requirements for content inclusions.

Payments for Invoices can be allocated at the Point of Invoice for COD customers, or when the payment has been received, if the debtor is on account. Debtor account payments are allocated via the Debtors function in the Accounts centre of Jim2. You are able to produce Debtor Statements using

print options available in the Debtors List.

There is an option in each stock record, a tick box called - Hide on Invoice . If this is ticked this stock record will not be shown on Invoices. It will of course be included in the values but not actually listed - useful for any checks, labels, badges types of stock which you do not want listed on the invoice.

3.18.1 Print an Invoice

To print an Invoice you can either print the invoice when Jim2 creates the invoice, or re-print at a later stage.

- Job Option - Invoice - allows you to set whether an invoices is automatically printed once created.
- To print the invoice after it has been created there are 2 methods:

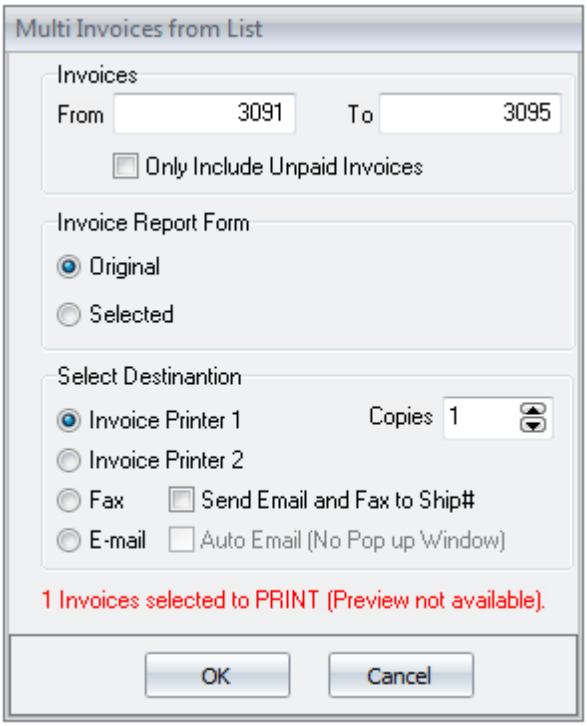
1. Select Jobs in the Jim2 Ribbon
   Create a Job List using the known Invoice#, customer or alternate search criteria
   Double click the Job to open it
   Select the browse button in the Invoice# field
   Select Preview or Print as required

2. Select Jobs in the Jim2 Ribbon
   Click on the Sales Register icon and immediately select the "Print Invoice" option
   Enter the invoice details required

3. From the Jobs tab, open the Sales Register.
   Search this list using any of the available search filters to find the Invoice you wish to print
   Double click on the Invoice or Job in the result List and then using the Browse button in the Invoice field print the required format. This method is often more useful when reprinting an invoice relating to multiple jobs.



Selecting the Invoice Report called "x - Invoice From List (Multi)" will allow you to print multiple invoices at a time. Choose either the original invoice layout that was used when the invoice was created or choose a different layout if required. You cannot preview the Multiple Invoice Report, it will be sent directly to the printer.



Jim2 - Multiple Invoice Printing Report selection.

3.18.2 Unprint an Invoice (and reverse payment)

An Invoice adds vital accounting information to your company records in terms of Stock, Profit, Debtors and turn-over. Jim2 gathers the information from Invoices (as well as Purchases, Returns to Vendors, Returns From Customers and payments) and creates entries into your Transaction Journal which updates your General Ledger.

It is preferable to process a Return From Customer to offset the Invoice, and then re-invoice if necessary. Unprinting an invoice should be used as a last resort and Users should consider all ramifications of proceeding with an Unprint. Unprint is only suggested for recently created invoices with minor errors.

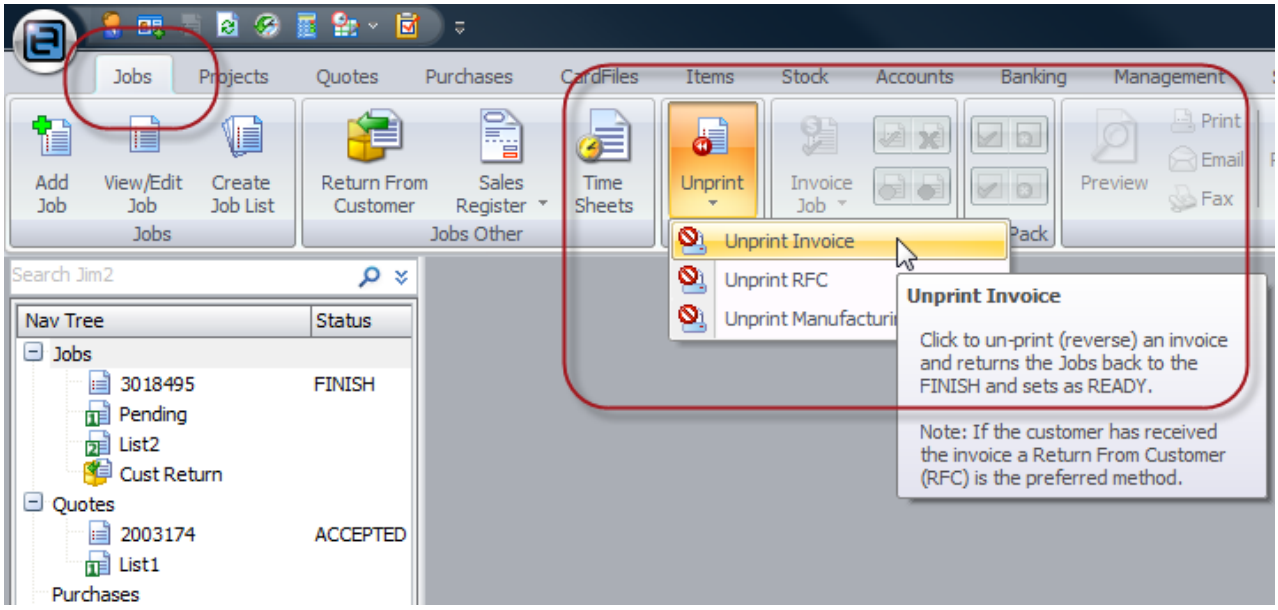
Unprinting aged invoices can impact on GST BAS reporting. Beware!

The following circumstances will not allow you to Unprint an invoice:

- A Return From Customers has been entered for that Invoice
- The related Period is closed
- The Invoice is in a previous Financial Year (this is calculated using information in Options not the current date).

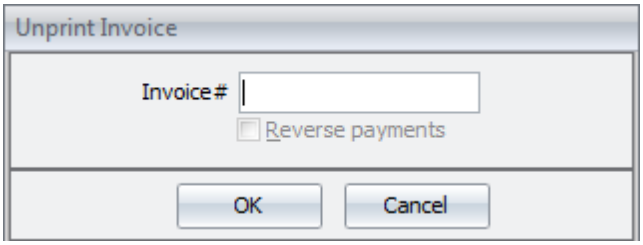
Jim2 will produce a warning for users attempting to Unprint an invoice if the Invoice is in a previous BAS/GST Period.

1. From the Jobs tab > click on the Unprint icon



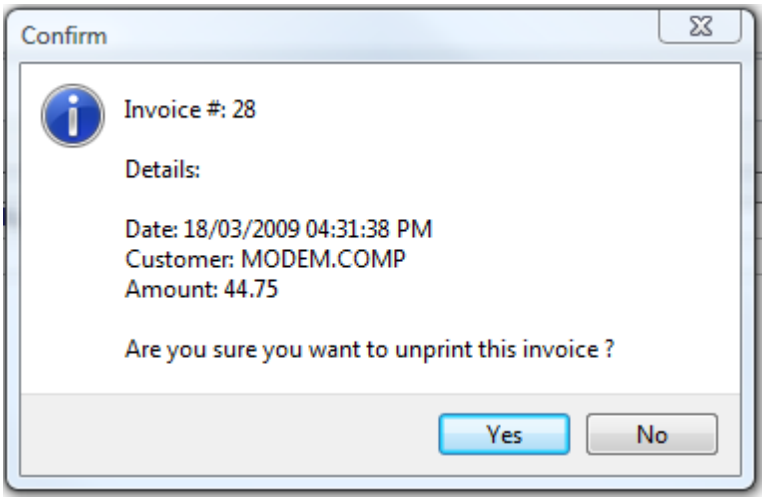
Jim2 - Unprint Invoice

2. The Unprint Invoice dialogue box will be displayed. Type the Invoice number to be unprinted and click OK. If the invoice has been paid, you can select whether to Reverse the Payment. If you reverse the payment it will be removed from Unbanked Funds, and if you do not reverse the payment, it will automatically be unallocated and saved as an unapplied credit.



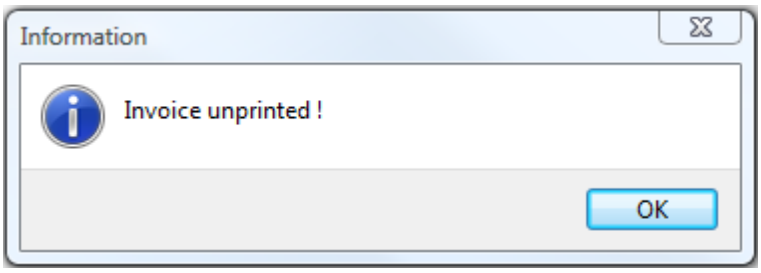
Jim2 - Unprint Invoice Dialogue Box

3. The Unprint Invoice Warning box is displayed with details of the invoice checking that this is the Invoice you want to re-edit or cancel. If the details are correct click on Yes.



Jim2 - Unprint Invoice Warning

4. A confirmation box will be displayed, click on OK. The General Ledger, Stock and Debtors records will now be updated by Jim2.



Jim2 - Unprint Invoice Confirmation

When an invoice has been Unprinted, the job mode will revert to Ready. You will need to make the job Active before you can edit it.

3.18.3 Personalise an Invoice

In Jim2, an invoice is generated from a nominated report. When creating and invoice, Jim2 uses the information entered in the Job screen, combined with information and calculation methods derived from the CardFile of that Customer. Additional invoice defaults can be setup in options and Job Options.

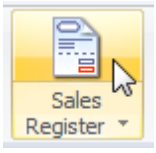
There are a selection of Invoice Reports (forms) supplied with Jim2 - and you can of course design your own using Report Designer.

You can personalise your Jim2 Business Engine supplied Invoices by either:

1. Type a specific message(s) in the Invoice field in the Job Header. This message will only apply to that Job, appearing on this Invoice, and/or

2. Type a message in the Invoice Memo field in the Job Options tab, accessed via Tools/Options in Jim2 Menu. This message will appear on all Invoices, in the lower left hand memo field. Typically, a memo of this sort would be a general marketing message or appropriate seasonal greeting.

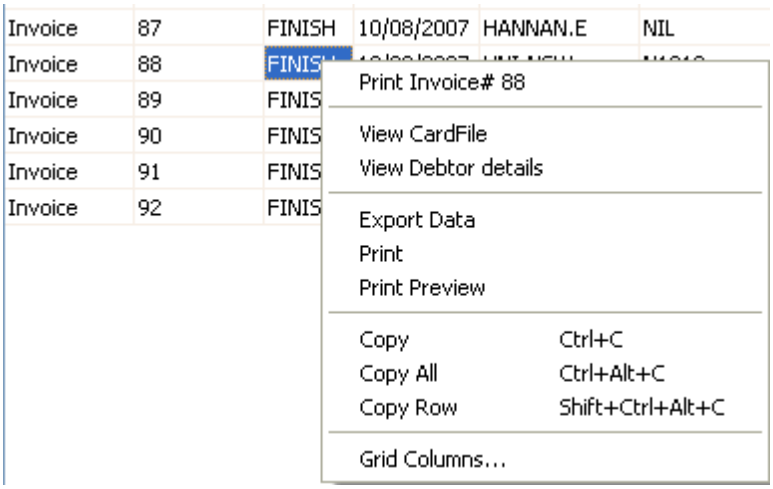
3.19 Sales Register



Jim2 - Sales Register Icon

Contained in the Jobs tab is the Jim2 Sales Register. This is a list of Sales related documents - Invoices, Returns From Customers and / or Dockets depending on the Search criteria you choose.

The Sales Register is an extremely useful tool for providing a snapshot of your Company's Sales and/or Returns, filtered by a certain Date Range, Customer, etc., thereby giving you live up-to-date revenue information at your finger tips. By selecting and right mouse clicking an entry, you can also drill down to the actual documents within this list, for further analysis.

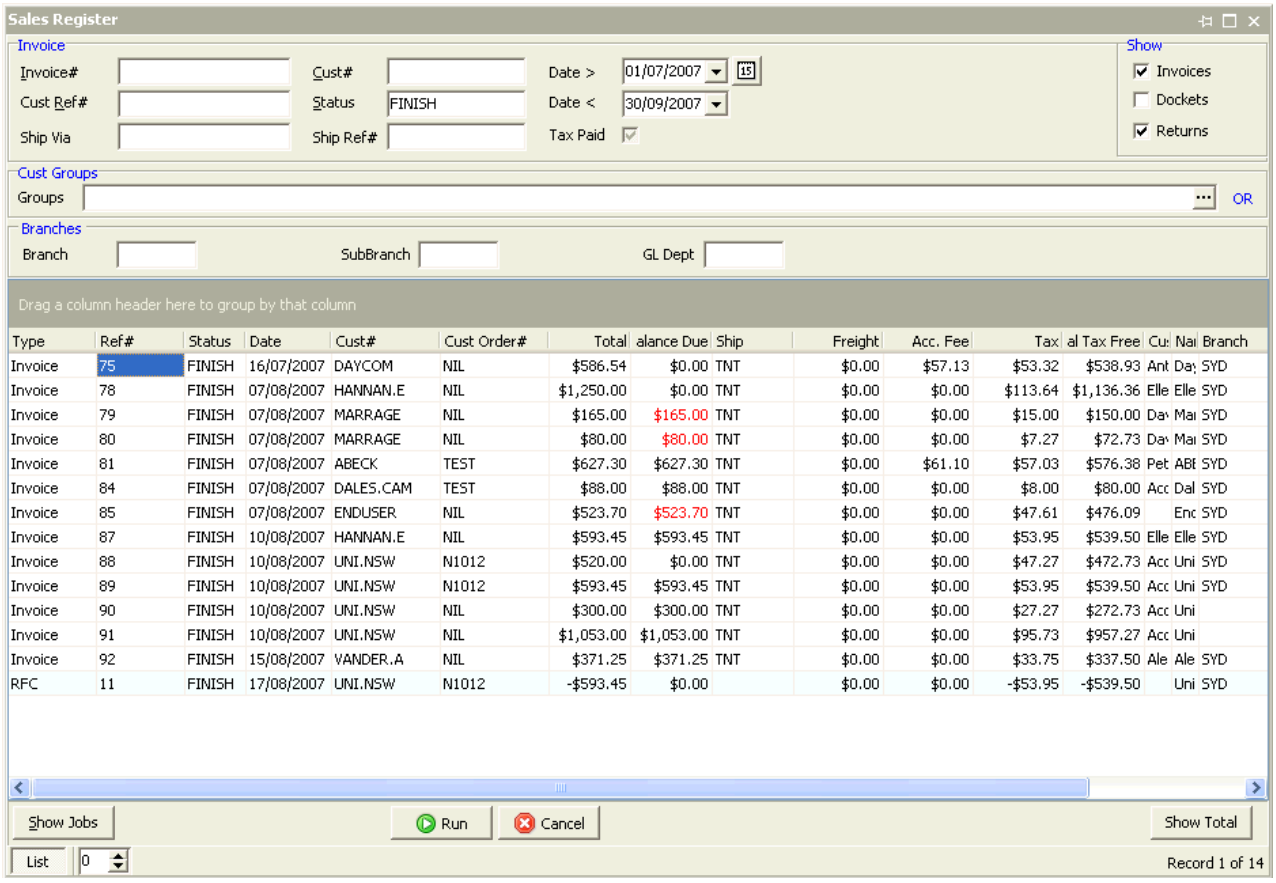


Jim2 - Sales Register Menu

3.19.1 Using the Sales Register

The function of the Sales Register allows you to use combinations of filtering criteria to create lists of invoiced jobs as well as finished Returns from Customers:

- Search for one particular or specific Sale Documents using any combination of available List search criteria (as below)
- View the total $ figures for the List you have generated - using the "Show Totals" button
- Access the Jobs making up Invoices showing in the List - using the "Show Jobs" button



Jim2 - Sales Register

Search fields available within the Sales Register are:

Invoice#	Enter the Invoice Number you are looking for.
Cust Order#	Enter the Customer Order Number.
Ship Via	Enter the Ship Via method to locate Invoices that used that method.
Cust#	Enter the Customer CardCode.
Status	Enter the Status of the Invoice either Finish or Cancel.
Ship Ref#	Enter a Ship Ref Number to locate an Invoice that was sent on that Reference Number.
Date>	Enter a Date to select Invoices created after the date entered.
Date<	Enter a Date to select Invoices created before the date entered.
Tax Paid	Select the Tick box for Invoices that are Tax Paid and leave blank for Invoices that are Tax Free
Document Type	Invoice, Docket or Returns. Invoices and Returns will be ticked by default.
Grid Fields	
Type	The Type of Document in the List - Invoice, Docket or Return
Ref#	The Document Reference Number - Invoice Number, etc.
Status	The Status of the Document - Finish, Cancel, etc.
Date	Date of the Document
Cust Order#	The Customer Order Number
Cust#	The Customer CardCode
Total	The Total '$-value' of the Document
Balance Due	The $Value Balance Due (remaining) on that Invoice (this field is blank for Returns and Dockets)
Ship	The Ship Via
Freight	The Freight '$-value'
Acc Fee	The Account Fees '$-value'
Tax	The Tax '$-value' component
Cust Attn	The Customer Attention for that Document
Name	The Name from the Customer CardFile.
Buttons	
Show Jobs	Displays Jobs relating to the selected Invoice
Show Total	Displays the Totals of the Invoices in the List
Display Text	Displays the Customer Name and Address
Run	Runs the List
Cancel	Closes the List.



Some of the above mentioned grid results are not in view, but can be shown using the slide bar to navigate to the fields (to the right of the viewing screen).

1. Locate the Invoice/Return within the List - A right mouse click will display the following options:

- Print Invoice
- View CardFile
- View Debtors Details

2. Depending on the document, if there is a 1 to 1 relationship, i.e. 1 Job for 1 Invoice/Docket then you can double click on the Invoice/Docket to display the related Job.

   If you double click on a Customer Return (these can only ever have a 1 to 1 relationship), the Return From Customer will be displayed.

   If the Invoice or Docket has more than 1 Job associated with it, click on the Show Jobs buttons and then double click on the Job you wish to view.

3. From this related Job you can re-print the Invoice report. Or for Returns re-print the Return From Customer form.

Topic 4

Jim2 BUSINESS ENGINE

4 Quotes

This section of the manual explains the function of Quotes within the business workflow, and the interaction of other Jim2 Business Engine objects in managing the information maintained within a Quote.

A Quote uses an interaction of information and calculations from Jim2 global, workstation and user defaults, the CardFile, Stock and user input to produce a record that can be reported to a customer prior to providing goods or services. As with all Jim2 Objects, the Quote is defined in terms of your workflow by a series of predefined status and system defaults.

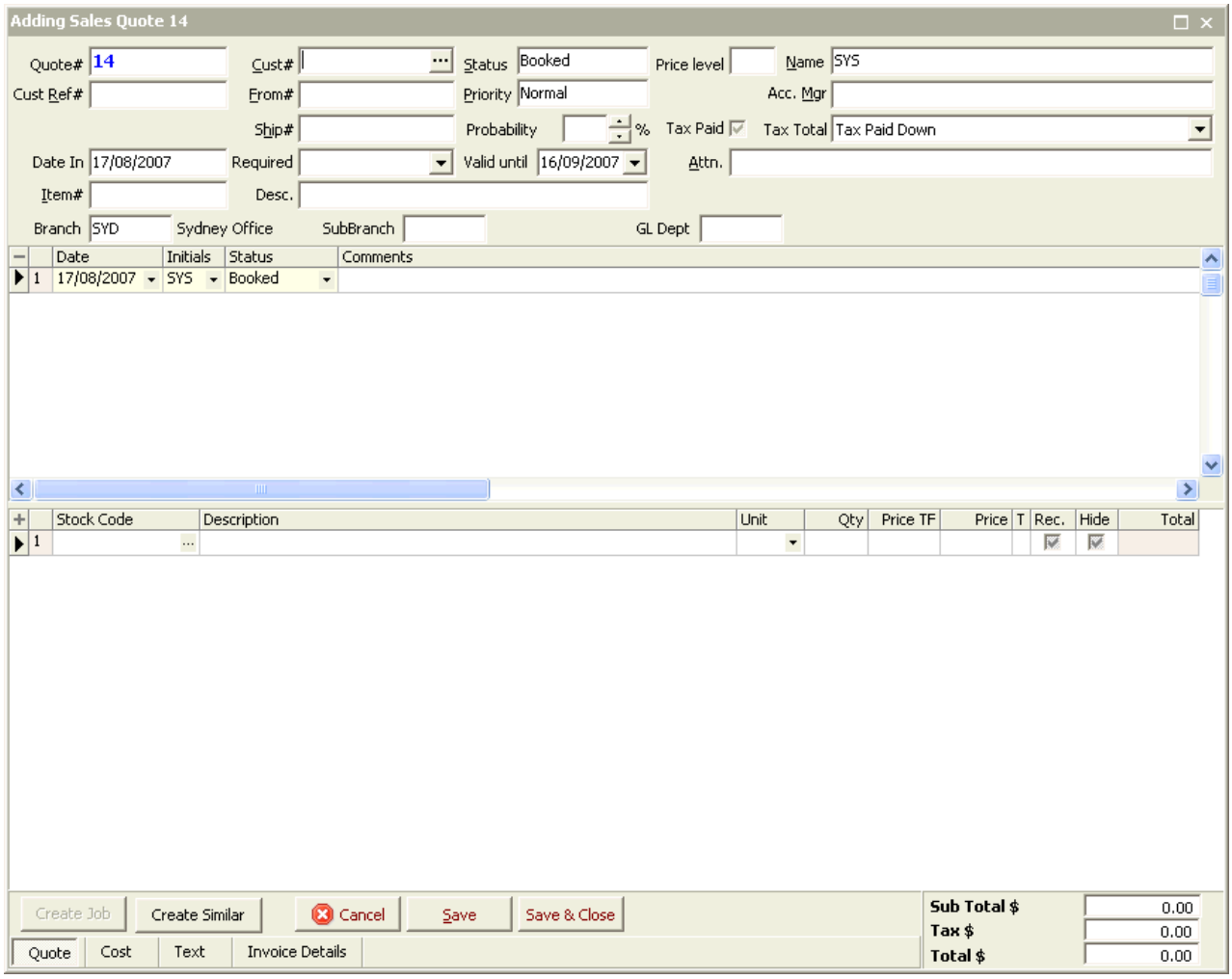
A Quote is designed to be either converted to a Job to indicate a sale of goods or services, or cancelled.

4.1 Quotes at a Glance

This page visually outlines and explains the terminology of the Jim2 Quotes Form. From the Jim2 Quote form and the interaction of other default information, accurate and relevant reports (like the Quote Report in Quotes) can be defined for transmission to your customer.

The Jim2 Quote form is divided into the following specific information areas that will give you a complete detailed record of:

- The Customer and Quote Requirement information via the Quote Header
- Chronological records of status changes and client contact notes via the Comments Grid
- The stock information via the Stock Grid
- The Cost of the Stock via the Cost Tab
- Personalisation of the Quote via the Text Tab
- The Totals of the quote via the Quote Footer



Jim2 - Quote Form.

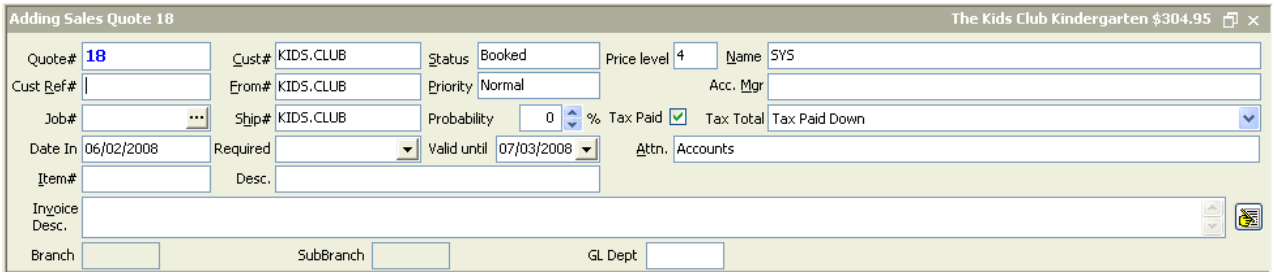
You can expand or reduce the number of fields viewed in the Comments and Stock Grid by clicking the "+" or "-" on the top left hand corner of the Grid.

There are a number of buttons and tabs at the bottom of this form which perform certain functions and contain other relevant information. These buttons and tabs are all explained in detail in the How Do I ...? section of this topic.

Jim2 includes provision to pre-define specific text to appear on all Quotes (such as your company terms and conditions) via Jim2 Tools/ Options for Quotes, accessed via the Jim2 menu. Users can also add specific text messages to a specific Quote via the Text form tab. In conjunction with the Quote Form as shown above, these form a consistent and complete record of your company Quote workflow. From this information, relevant reports can be defined for transmission to your customer. Quotes add vital statistical data to your Jim2 Business Engine database to help you manage productivity, stock and customer contact more effectively.

4.2 Quote Header Fields

The top section of the Quote form called the Quote Header records information relating to the Quote Number, Customer information, the Status, Item and Dates.



Jim2 - Quote Header.

The following information fields appear in the Quote header. When adding a Quote, Jim2 is designed to prompt user input by placing the cursor at the appropriate fields that the user is required to complete. The fields within the Quote header are described below and the typical entry pattern are underlined.

Quote#	This is a unique Quote number and is generated by Jim2.
Cust#	Enter the unique Customer Code from the Jim2 CardFile.
Status	The Status of this Quote.
Price Level	The Price Level of the Customers as setup in the CardFile.
Name	The Name of the User responsible for the Quote - this will default to the user adding the Quote and can be changed if required.
Cust Ref#	A Reference number from the Customer.
From#	Enter the Cardcode for the customer who requested the quote.
Priority	The Priority of the Quote.
Acc Mgr	This field is updated with the Customer Account Manager when the Cust# CardFile is entered.
Ship#	The Cardcode of the Customer you need the goods delivered to.
Probability	The probability (in numeric percentage) of the chance of obtaining a successful outcome to this quote.
Tax Paid	This box will be ticked if the Customer is Taxable (determined by the information on their cardfile).
Tax Total	This will default to either Tax Paid Down or Tax Free Up, according to what is setup in your Job Options
Date In	The date the Quote was added to Jim2 (automatic time/date stamp).
Required	The Date the Quote is required.
Valid Until	Use this date field to specify when a Quote is valid until - very useful for goods that have variable pricing depending on date of order, etc.
Attn.	Who this Quote is directed to at your Customer's office, etc.
Item	The Item attached to this Quote.
Desc.	The Description of the Item attached to this Quote.
Branch	Branch/SubBranch/GL Dept will be required if you have them enabled.
Cust#	Takes you to the Customer CardFile.
From#	Takes you to the Cardfile of the Customer requesting the quote.
Ship#	Takes you to the CardFile of the Customer this job is being shipped to.
Item#	Takes you to the Item record.
Name	Takes you to the User's CardFile.
Acc Mgr	Takes you to the Account Managers User CardFile.

Some of the fields within Jim2 are Hyperlinks and can take you from one form to another - from the Quote form you can move the cursor over the Cust# field and it will change to a Blue colour. If you click on this field you will be taken to that Customers CardFile, to go back to the Quote form simply close the CardFile.

4.3 Quote Comments Grid

The second section of the Quote form contains a grid for recording relevant user comments on the Quote record. Because these comments form part of the record for each Quote, any additions by a user are automatically time/date/initial stamped for accuracy and provide an excellent Quality record of events. Comments within the Comment Grid are normally for internal use, and as such will not form part of the Quote print copy (report) that is transmitted to the customer.

	Date	Initials	Status	Comments
1	06/02/2008	HR	Sent	Sent quote to Hilda.
2	06/02/2008	HR		They now want several other things.
3	06/02/2008	RM	Booked	Harry refer to Job # 23 - You need to Quote on a better UPS solution for Oatley Tafe.

Jim2 - Quote Comments Grid.

The fields within the Comments grid are described below:

Date	Date Comment was added.
Initials	Initials of User that added Comment.
Status	Status of the quote.
Comments	Multi line text with wordwrap (limited to 8000 characters).

A date/initial Comment line will be added to the Comments grid whenever the Status of the Quote is changed. Conversely, if a Comment with a Status is added to the Comments grid, Jim2 will ask the User if they would like to change the Status of the Quote.

See Also

Add Comments to a Quote

4.4 Quote Stock/Parts Grid

The third section of the Quote contains a grid used to record and automatically price Stock being Quoted to the Customer. Price calculations are in direct relation to the Price Levels and Price Breaks (and tax requirements) as set in the customer's Card File, and the Stock mark-up calculation as set in each Stock record.

	Stock Code	Description	Unit	Qty	Price	T	Rec.	Hide	Total
1	MON.LCD.19	P2 LCD 19" Monitor	UNIT	1	450.0000	G	☑	☐	450.0000
2	A400BUNDLE	Canon Powershot A400/iP2000	UNIT	1	349.00	G	☑	☐	349.00

Jim2 - Quote Stock Grid.

	Date	Initials	Location	Stock Code	Description	Unit	Qty	Price TF	Price	Disc %	T	Rec.	Hide	Total	Vendor
1	15/11/2007	SYS	NSW	MON.LCD.19	P2 LCD 19" Monitor	UNIT	1	409.0909	450.0000	0	G	☑	☐	450.0000	
2	18/12/2007	SYS	NSW	A400BUNDLE	Canon Powershot A400/iP2000	UNIT	1	317.27	349.00	0	G	☑	☐	349.00	

Jim2 - Quote Stock Grid - expanded.

The fields within the Stock/Parts grid are described below:

Date	The date the stock line was added to the Quote.	
Initials	The initials of the user who added the stock.	
Location	The location of the stock when Quoted.	
Stock code	The Stock Code will identify the product or service being ordered. Selections can be made from the Jim2 lookup - Stock records via the pull down menu beside this field.	
Description	The description of the Stock Code from the stock records is automatically placed in this field. If you have setup multiple measures for this stock it will use the description appropriate for that measure.	
Unit	The Unit measure you wish to sell for that Stock Code is selected.	
Qty	Qty Quoted.	
Price TF	This is the Price of the goods Tax Free (excluding GST).	
Price	This is the Price of the goods including Tax (including GST) - the tax code is setup within the stock record.	
Disc %	Discount given (if any)	
T	Tax Code.	
Rec.	Recommended Stock	
Hide	Hide gives you the option of 'hiding' individual quote lines or prices on the quote when printing.	
Total	Total Price of that stock line.	
Vendor	If you have just gotten a price for a stock from a particular vendor for your quote, you can record that vendor in this field.	
Pcnt %	Difference between cost and sell prices in percentage. You can get the percentage by entering in the price and letting Jim2 figure out your margin, or you can type in the cost, and a percentage (say 10% margin) and let Jim2 calculate the price.	
Cost	Cost of your stock.	
Cost Total	Total Cost of all stock on the quote.	
Add New	Will add a new line	
Delete	Will delete the line including the stock that has been added to the Quote	Right click in stock grid
View Stock	Is a hyperlink and will take you to that particular Stock Form	Right click in stock grid
Recalculate Current Stock Price	This will recalculate the value of the Stock you have selected in the grid.	Right click in stock grid
Recalculate All Stock Prices	This will recalculate the value of all the stock in the grid.	Right click in stock grid

See Also

Add Stock to a Quote

4.5 Quote Footer fields

The fourth (lowest) section of the Quote form contains buttons, tabs and information relating to the dollar totals of the Quote.



Jim2 - Quote Footer.

The fields within the footer are described below:

Sub Total	Shows the Stock total minus the Tax component.
Tax	This field shows the Tax component of the Quote.
Total	Total of the Quote including the Tax component.

There are additional tabs and buttons in the Quote Footer that are explained in detail in Quote Form tabs and Quote Form buttons.

4.5.1 Quote Cost Tab

This tab shows the Cost of the Stock you are Quoting and the related Vendor/Supplier. This information is automatically added to this tab when stock is added to the Quote.



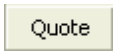
Jim2 - Quote Cost Tab.

Quote Cost Tab	
Stock Code	The Stock Code.
Description	The Stock Description.
Vendor	Select the Vendor to show Cost for related Stock.
Unit	Unit measure
Qty	Qty
Pcnt%	Markup Percentage
Cost	Cost of the Stock
Cost Total	Cost x Qty

Footer Fields	
SubTotal	Subtotal of Quoted Value
Cost Total	Cost of Stock total
Profit $ (%)	The Profit as a '$-value' in the field and as a percentage (in brackets)

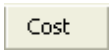
4.6 Quote Form Tabs & Buttons

The following tabs within a Quote form access the following relevant information for that Quote:



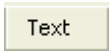
Quote

This tab will bring up the comments grid and stock grid - where users record their relevant comments to the Quote record and record Stock to be Quoted to the Customer. When opening any Quote, this is the active tab



Cost

This tab shows the Costs of the Stock you are Quoting on. Stock Cost and Vendor information will be added to this Quote automatically. See detailed topic on Cost Tab.



Text

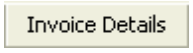
Jim2 allows you to pre-define specific text (such as terms and conditions) to appear on all Quotes (such as your company terms and conditions). This can be done through Jim2 Tools/ Options/ Quotes, accessed via the Jim2 menu. If you have setup default Header and Footer Text in the Quote Options they will be displayed here.

Users can also add personalised messages to a Quote in the Text tab. This will allow consistent quoting procedures in your business. From this information, relevant quote reports can be provided to your customer. Quotes add vital statistical data to your Jim2 Business Engine database to help manage your sales pipeline, forecasting and productivity.



Linked Jobs

This tab shows any job number created from this quote.



Invoice Details

This tab allows you to enter delivery details to be copied across to a job.

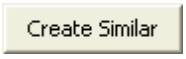
The following features are located as buttons within a Quote form:



Create Job

Once a Quote has been accepted by a Customer you can automatically create a Job from the Quote information. The information from the Quote will be added to the Job including Customer, Date (the Job is being entered), Item, Quote Number and Stock.

When a Job is created from a Quote, the Quote Number is bought forward to the Job to indicate that the job was initiated from a quote. The original quote can be accessed from the Job by clicking on the browse button in Quote# field in the Job Header.



Create Similar

If you are adding multiple Quotes that are very similar, use this option rather than recreating each individual Quote. This feature allows you to create Quotes with duplicate information on certain fields from similar Quotes.

4.7 Quote Status

Status in Quotes signals the need to perform an action within your workflow. The responsibility to perform that action can be monitored. A change of Status by a User signals the need for a new action and then "passes" responsibility to perform that action along the workflow. Jim2 records time/date/initial data on Status changes for productivity reports, and to keep a secure Quality record for each Quote.

Using Jim2 Quote Status, you can monitor how successful your Quoting procedure or users perform, in relation to accepted/rejected quotes. You can also keep track of your Sales/Account Managers contact with customers via the Comments Grid.

When a User changes the status of the Quote, Jim2 will automatically prompt the User for a Comment by placing a new line in the comments grid of the Quote.

Your choice of Status for particular points in your workflow can represent the need for an action to be taken (for example, if accepted, create a Job). These decisions can be based on technical, financial or Customer related issues and procedures known to your staff. You should choose which choice of Status are used to signal the need for a decision to be made, and a choice of Status to be used to indicate which resolution was decided.

Creating a Quote List by status will give you an accurate record of overall Quote work in progress. By choosing specific search criteria for the Quote List, you can monitor customer, user and stock trends (active and historic).

The following Status are available to map your workflow for Quotes. You may have added others in the Setup Defaults:

Accepted	This Status signals that the Quote has been accepted by the Customer and you are now able to create a Job from this Quote.
Booked	This is the default Status applied to a Quote when first added. All Quotes begin with this Status.
Cancel	This Status signals that the Quote has been cancelled.
Rejected	This Status signals that the Quote has been rejected by the customer.
Sent	This Status signals that the Quote has been sent to the Customer for approval.

You may edit or add Status to match your workflow, via Jim2 Tools/Status, accessed via the Jim2 menu. The Status that are underlined cannot be edited or deleted as they perform a function within the application.

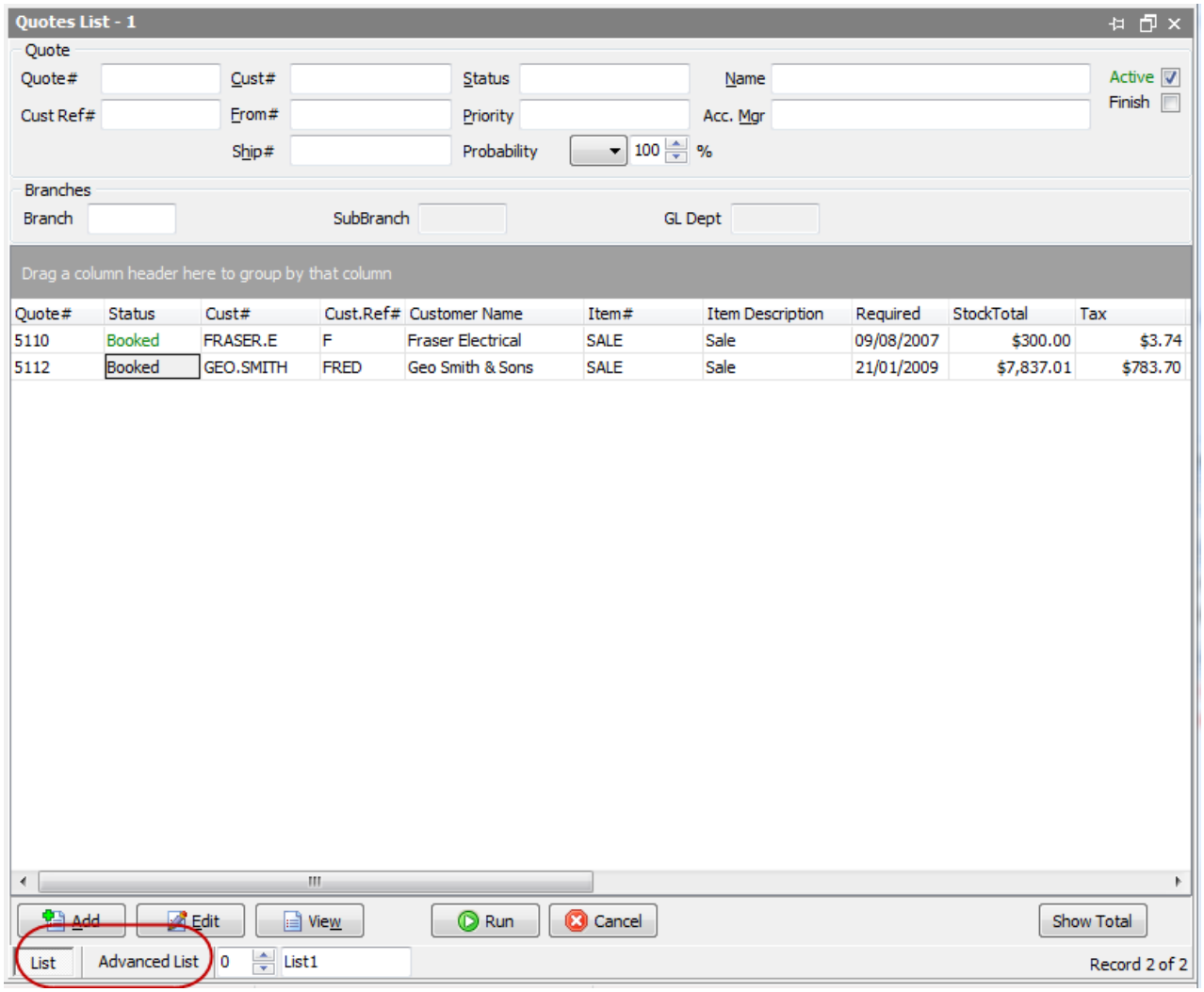
4.8 Quote List

The Quote List is a very powerful search facility within Jim2. The List is also one of the easiest features to master, and the most practical way of searching for information in Jim2. Users can define their own tasks by creating lists that apply to their job function (for example, you can generate a list of all active Quotes with a specific User or Customer).

The Quote List can collate information from your Quote, Item, Stock and Card records. Jim2 allows you to search both active and closed Quotes by selecting the Active and/or Finish tick boxes. You can then monitor current and historic trends in relation to customers, users, stock and status.

You can name your lists so that they represent what you are searching - this helps the User if they have multiple lists running at the same time.

There are two different styles of Quote lists as indicated in the image below. Select which type you need by using the tabs at the bottom of the Quote List form:



Jim2 - Quote List.

The Quote List tab is the default. In this screen you can select the following fields, and combinations of the following fields to generate a Quote list:

List fields	
Quote#	Selects the specific Quote # entered
Cust#	Selects Quotes with the Customer Code entered
Ship#	Selects Quotes being shipped to the particular customer entered
Status	Selects Quotes with that status
Priority	Selects Quotes with the Priority entered
Name	Selects Quotes with the Name entered
Acc. Mgr	Selects Quotes with the Account Manager selected
Active	Selects by clicking, Active Quote records
Finish	Selects by clicking, Accepted, Rejected and Cancelled Quotes
Advance List fields	Allows you to search by the following criteria, in combination with any of the fields above

Item	
Item#	Selects Quotes with the entered Item included
Make	Selects Quotes with the Item Make that is entered
Groups	Selects Quotes with the Item Group that is entered
Model	Selects Quotes with the Item Model that is entered
Dates	
DateIn>	To search for Quotes that were added on or after the date added here
DateIn<	To search for Quotes that were added on or before the date added here
Req>	To search for Quotes that are required on or after the date added here
Req<	To search for Quotes that are required on or prior to the date added here
Stock/Parts	
Stock#	Selects by stock code entered
Groups	Selects Stock group/s.
Customer	
Groups	Selects Customers by Groups.
Buttons	
Add	This will add a new quote.
Edit	This will open a selected quote in edit mode.
View	This will open a selected quote in view mode.
Run	This will run the lists and any filters you have selected.
Cancel	This will close the list.
Show Total	This will display the total '$-value' of the Quotes in the List.



On the right hand side of the Groups selection within the list you will notice "OR", if you click on this button it will change to "and". This relates to how you want to use groups within your search, if you want to select 2 groups and find things that are only in both groups use the "and" selection, if you want to search 2 groups and find anything that is in either one of those groups select the "OR" option.

Using the above information fields Jim2 produces a list in a format that can be sorted by dragging the column header of the format to the top of the list results table. To view or edit any of the Quotes within the list simply double click or use your F2 function key on any of the fields relating to the Quote you wish to display.

Jim2's intuitive type functionality allows you to run a quick search through the list you have created. You can search through any field within the List simply by selecting any cell within the relevant column and beginning to type the search text, e.g., the Cust# or Item#. If the column contains a record that matches or partially matches the text you are typing, the focus will shift to the matching cell. When the first record is located you can continue searching. To search forward and backward, press the Ctrl +DownArrow and Ctrl+UpArrow keys respectively.

4.9 Quote - How Do I ...?

This section of the manual answers the How do I? questions relating to the Quotes function within Jim2. We will now walk through adding and creating a quote, adding comments and stock and converting a quote to a job.

- View or Edit a Quote
- Create a Quote
- Add Comments to a Quote
- Use Comments to Track the Progress of a Quote
- Add Stock to a Quote
- Create a Quote from a Previous or Similar Quote
- Create a Job from a Quote
- Create a Quote List
- Personalise Quotes
- Print a Quote

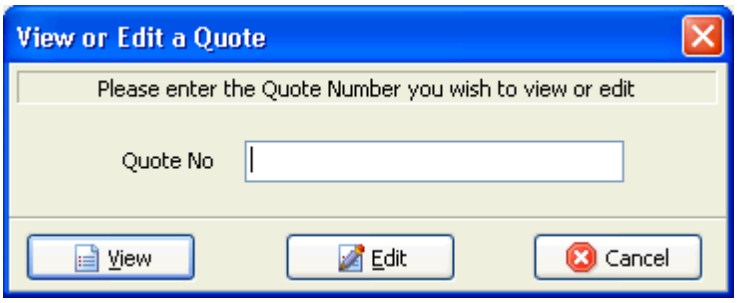
4.9.1 View or Edit a Quote



1. View or Edit a Quote by either:

- Clicking on the View/Edit Quote icon in the Jim2 Ribbon, or
- Clicking on the View/Edit Quote icon in the sub-menu Quotes under the Jim2 icon in Jim2 Toolbar

If you don't know the unique Quote number you must use the search features of the Quote List in Jim2 to find the Quote. Double click the Quote you wish to view/edit from the resulting list. This will bring the Quote into View mode only. To Edit that Quote, select the Edit button at the bottom of the Quote form.



Jim2 - View/Edit Dialogue Box.

2. A dialogue box will appear and you can enter the Quote number. Click on either View or Edit depending on what function you want to perform.

3. If you clicked on View, the Quote will appear in view mode or if you click on Edit, the Quote will appear in Edit mode.

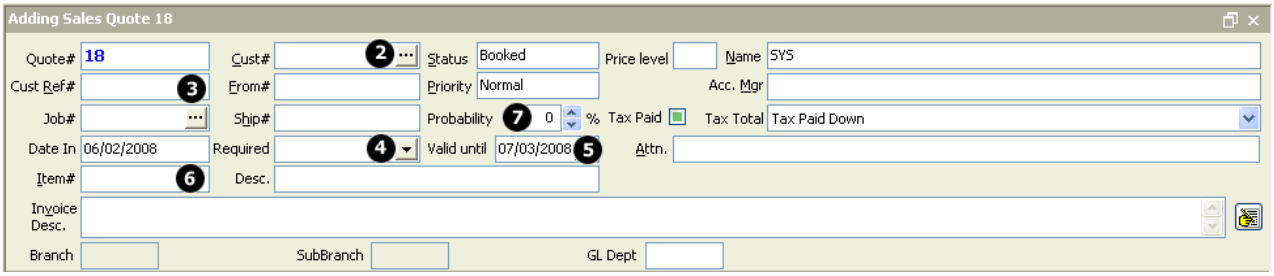
Selecting the CANCEL BUTTON will NOT cancel the Quote selected - it will only cancel your choice to view or edit that Quote. If you wish to cancel a Quote, you will need to be actively editing that Quote and apply the status of Cancel. Jim2 will time/date/initial stamp the cancellation and log the history of the cancellation.

While in View mode you can click on Edit to make any changes.

4.9.2 Create a Quote

1. From the Quotes Tab > Select the Add Quote icon. The Adding new Quote form is displayed showing the Quote Header.

Notice some fields will have information defaulted into them automatically by Jim2 including – The Quote#, Status, Name, Priority and the Date In.



Jim2 - Adding New Quote Form Header.

Jim2 is designed to prompt user input by placing the cursor at the appropriate fields that the user is required to complete. The Enter key will move the text cursor to the next user input field in the job entry pattern. The pattern follows Customer Cardcode#, Customer Ref# and Item fields.

2. Select a customer in one of the following ways:

- Start to type the customer name. Jim2 "intuitive type" will begin to (numerically/alphabetically) pre-empt your choice of names from the Card Code list as you type
- Click the browser button beside the Cust# field to display the full list of customers and then click to select from the list

The Quote header will now be updated with Price Level, Ship # and the Tax Paid information from that specific customer's Card File. However, you may "override" this default information (if required) simply by using the TAB key or mouse to move the cursor to that field, highlight and re-select. The exception is that Quote # and Date In are not able to be edited as they form part of the secure Quality record for that Quote.

3. Type a customer reference (for example: name of the person who requested the quote) in the Customer Ref# field.

This alpha/numeric reference should be supplied by the customer so that they can match this quote with their own internal procedures, personnel or work orders.

4. Enter the date the quote is requested in the Date Req field, by either typing the date or clicking on the drop down box to select a date.

When your users handle many quotes at once, this "date requested" field should be closely monitored to ensure effective customer service.

5. The date the quote is valid till will auto fill in the Valid Until field based on the default set in Options>Quotes. You can override this.

This is very useful for goods that have "on special until" (variable) pricing depending on date of order, etc.

6. Select the Item that is attached to this quote (remember Item is the prime objective of a Job) and the Desc. field will default to the text description as setup in that Item record.

7. Enter a numeric value for the Probability of this Quote being successful. This field will round the value entered up to the nearest 5.

8. You can now add comments or stock to this Quote. The F3 function key will take you to the Comments Grid of the Quote.
   Your F4 function key will take you to the Stock Grid.

See Also
Adding Comments to a Quote
Adding Stock to a Quote

4.9.3 Add Comments to a Quote

	Date	Initials	Status	Comments
▶ 1	06/02/2008	HR	Sent	Sent quote to Hilda.
2	06/02/2008	HR		They now want several other things.
3	06/02/2008	RM	Booked	Harry refer to Job # 23 - You need to Quote on a better UPS solution for Oatley Tafe.

Jim2 - Comments Grid.

1. Select the Comments Grid by either:

   - Using the F3 function key on your keyboard, or
   - Left-click your mouse in the Comments field

2. You can type any comment in the Comment field as it is a Multi line text with wordwrap (limited to 8000 characters).

The Time/Date (Time and Date the Comment was added) and Init (Initials of the User editing) are defaulted by Jim2 and form part of the Quality record - as such they cannot be edited.

A time/date/initial Comment line will be added to the Comments grid whenever the Status of the Quote is changed. Conversely, if a Comment with a Status is added to the Comments grid, Jim2 will prompt the User if they would like to change the overall Status of the Quote.

You may add comments at any time to the Comments Grid by moving to the top comment in the grid and using the Insert key from your keyboard. Such comments need not necessarily have a Status, but are automatically time/date/initial stamped.



You can expand or reduce the number of fields viewed in the Comments Grid by clicking the "+" or "-" on the top left hand corner of the Comment Grid. This feature allows you to view when and who entered the comment.

4.9.4 Use Comments to Track the progress of a Quote

All Status will open a new line in the Comment Grid and the User should add an appropriate Comment on "why" the Status has changed. Users should be encouraged to open a new Comment when Customer contact is made, and to add useful information for the Quote record.

The Comment Grid text only appears on the Quote Internal Report - but can be reported on and searched if required.



The chronological order of Comments is preferred and should be added so that the latest comments appear at the top of the Comments grid. You can re-order comments by holding the left mouse button down after clicking on the arrow next to the comment and dragging up or down to the require position.

	Date	Initials	Status	Comments
1	06/02/2008	HR	Sent	Sent quote to Hilda.
2	07/02/2008	SYS		Hilda called to discuss.
	06/02/2008	HR		They now want several other things.
4	06/02/2008	RM	Booked	Harry refer to Job # 23 - You need to Quote on a better UPS solution for Oatley Tafe.

Jim2 - Quote Comments grid - being re-ordered.

4.9.5 Add Stock to a Quote

	Stock Code	Description	Unit	Qty	Price TF	Price	T	Rec.	Hide	Total
1	MON.LCD.19	P2 LCD 19" Monitor	UNIT	1	409.0909	450.0000	G	☑	☐	450.0000

Jim2 - Stock Grid.

1. Select the Stock Grid by either:

   - Pressing the F4 function key, or
   - Left-click your Mouse in the Stock Code field

2. To add Stock to a Quote, move to the Stockcode field of the Stock/Parts Grid and select stock in one of the following ways:

   - Clicking on the Stock Code browser which then brings up Jim2 lookup. In this lookup you can also view Quantity in Stock field of the stock record
   - Start to type the Stock Code. Jim2 "intuitive type" will begin to pre-empt your choice of Stock

Codes from the Stock records as you type each letter
- Scan the Stock Barcode to automatically add the correct Stock Code.

You can expand or reduce the number of fields viewed in the Stock Grid by clicking the "+" or "-" on the top left hand corner of the Stock Grid. This feature allows you to view all defaults for that Stock, including the stock location defaulted to the User. By expanding the grid to show all fields, you can override these defaults if required.

Once you have selected the Stock, the stock Description will be defaulted to that field automatically.

Jim2 Lookup Stock screen allows you to locate and select certain stock to be added to the Quote. You can use the search field and filter button to enter a code, a description or a partial code or description (any field in the Search field selection), etc., and select filter. This will now only show stock which fits this filter (if you clear the search field and select filter again, you will see all stock again). You will also note that as you delete any part of the search field, the filtered list will be edited accordingly to match the new search filter. Note: The F5 function key will also show the Jim2 lookup - Stock Grid screen.

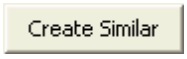
3. Select the Unit measure of the Stock being sold and enter the Quantity (of the measure) required for the Quote. The Prices will default to those setup for that Price Level or Customer - you can edit the prices at this point.

There are a number of functions available if you right click within the Stock Grid - for more information see the Quote Stock/Parts Grid section.

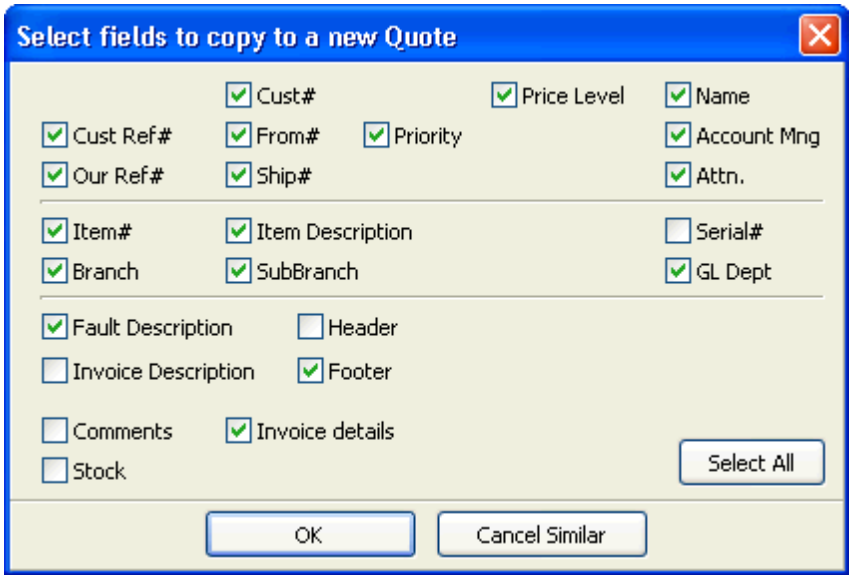
4.9.6 Create a Quote from a Previous or Similar Quote

1. Search for the Quote that you want to duplicate by either:

- Clicking on the View/Edit Quote icon in the Jim2 Ribbon, or
- Clicking on the Create List icon in the Jim2 Ribbon and use the search criteria to narrow your choices. Select the Quote you wish to duplicate from the search result



2. Click on the Create Similar button in the Quote Footer.



Jim2 - Selection Box.

3. A selection box will appear. Choose which fields of that one Quote you would like duplicated on the next Quote and click on OK.

The ALL button will exactly duplicate the fields from the chosen Quote - with the exception of the Quote# (a unique number for every quote is automatically generated by Jim2, regardless of how you are adding a Quote), Status and time/date/initial fields.

4. You now will have a new Quote that will be "similar" to the first. You can now edit the Quote fields as normal.

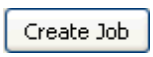
The Create Similar button will automatically save the original Quote. The Cancel Similar button will abort the adding of the new Quote (without effecting the original).

In a multi user environment where others could be adding Quotes at the same time, it is a function of Jim2 to monitor the sequence of unique Quote numbers issued at all times. If a "Cancel Similar" is nominated by one user, and another user has been given the next sequential Quote number already, the obsolete Quote number is automatically given a system status of CANCEL to ensure the integrity of the database. This is different to a user selecting a Quote Status of Cancel.

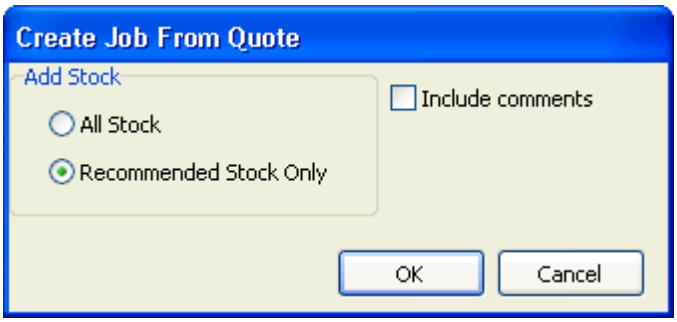
4.9.7 Create a Job from a Quote

1. Search for the Quote that you want to convert to a Job by either:

- Clicking on the View/Edit Quote icon in the Jim2 Ribbon, or
- Clicking on the Create List icon in the Jim2 Ribbon and use the search criteria to narrow your choices. Select the Quote you wish to create a Job from the search result.

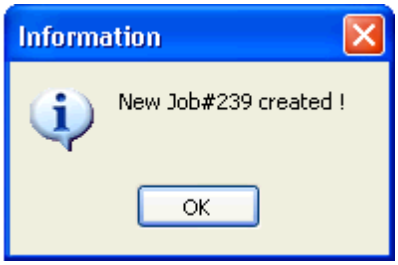


2. Once you have brought the Quote up on screen then click on the Create Job button in the Quote Footer.



Jim2 - Confirmation Box.

3. The Job confirmation box will appear. You need select either All Stock or Recommended Stock Only to bring accross onto the job, and also tick if you want to bring the comments across from the quote to the job. Click enter or OK to confirm your selections and that you want to create a Job from this Quote.



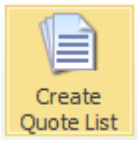
Jim2 - Information Box.

4. The Job information box will appear informing you that a new Job has been created and the new Job number. Once you click enter or Ok the new Job you have just created will appear on the screen. You are now able to remove or add stock to this job as required.

There is a Tab within Jobs called Linked Jobs - when a Job is created from a Quote a link is placed in the Linked Jobs tab of that job - where you can right click to display the Quote.

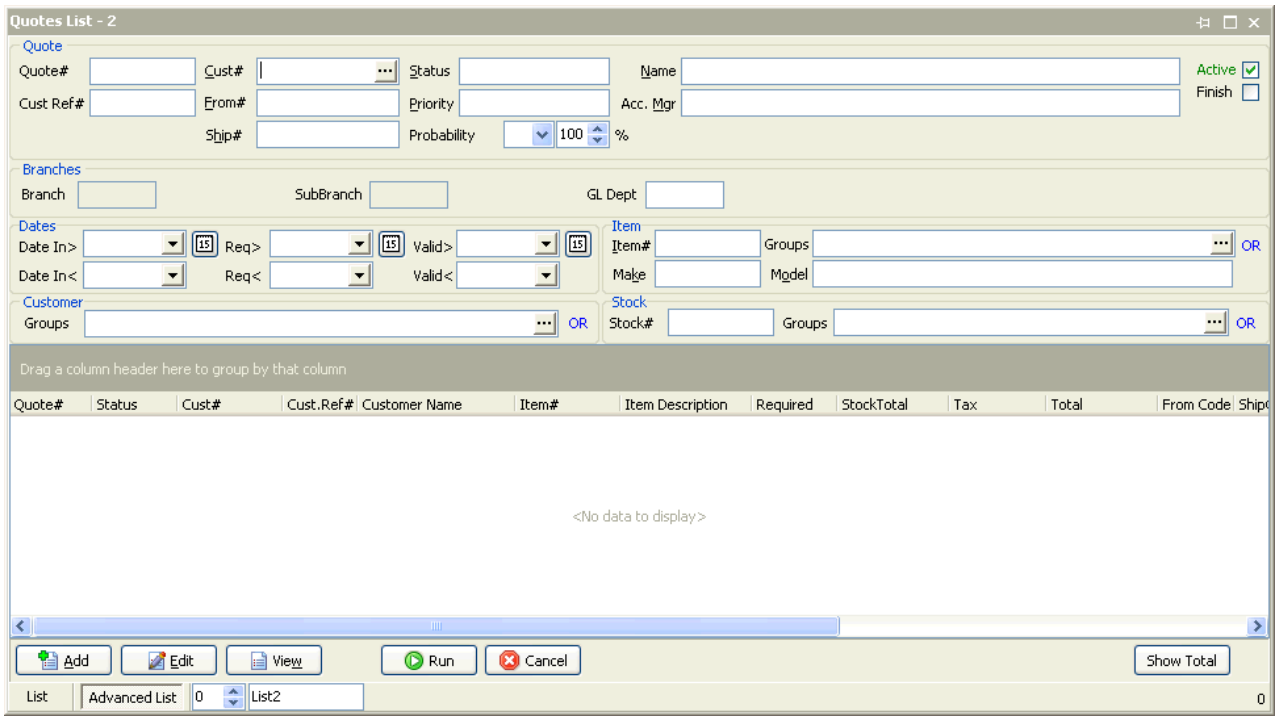
In a multi user environment where others could be adding Jobs at the same time, it is a function of Jim2 to monitor the sequence of unique Job numbers issued at all times. If a user creates a Job from a Quote and then wishes to Cancel that job for whatever reason, they may only do so by applying a Job Status of Cancel to that Job. Jim2 will time/date/initial stamp the cancellation, log the history of the cancellation and lock the Job from further edit. It will now only be available to view.

4.9.8 Create a Quote List



1. You can select the Create List icon in either one of these ways:

- Click on the Quotes Tab of the Jim2 Ribbon and then click on 'Create Quote List'
- In the Nav Tree, right-click on Quotes and select 'Add Quote'



Jim2 - Quote List Advanced.

2. The Quote List form is displayed. You can use any of the fields in List or Advanced List tab as your search criteria.

3. Once you have selected your search criteria, click on 'Run' and the query will be executed. The resulting Quote List will appear.

When using the Quote List, Jim2 gives you the unique function of being able to enter data into the fields to either search for or exclude that data. For example, you may search using a customer's name or alternatively you may wish to exclude that customer and search for all others. You can select to exclude certain data within a field by double clicking on the field name which will show that field in a green colour. In effect, you can search by 'everything except that'.

4. You can name your Quote lists so that they represent what you are searching for - this helps the user if they have multiple lists running at the same time.

4.9.9 Personalise Quotes

1. You can personalise your Quotes by either:

- Typing a specific message in the Header or Footer field, accessed via the text tab in the Quote form (this message will appear only on this Quote), or

- Type a message in the Header or Footer fields in the Quote Options tab, accessed via Tools/ Options in Jim2 Toolbar (this message will appear on all Quotes)



Jim2 - Quote Text Tab.

4.9.10 Print a Quote

Once you have created a Quote you will want to either fax, email, print or print preview your Quote.

1. Search for the Quote that you want to print by either:

   - Clicking on the View/Edit Quote icon in the Jim2 Ribbon, or
   - Clicking on the Create List icon in the Jim2 Ribbon

2. Once you have brought the Quote that you want to print up on screen, click on Jim2 print toolbar drop down box to select which Quote Report you want to use.

Jim2 is supplied with a standard Quote report suited to most businesses. You are able to design your own Quote reports via Jim2 Report Designer.



Jim2 - Quote Print Toolbar.

3. Once you have selected which Quote Report you wish to print, click on the print option you want to use.

Purchases/Expenses

Topic 5

5 Purchases/Expenses

This section of the manual explains the function of Purchases within your work process, and the interaction of other Jim2 Business Engine objects in managing the information maintained within a Purchase. The Purchase, Stock, CardFile and Job objects interact to ensure stock control is maintained, and issues of supplier responsibility and stock warranty are addressed.

A Purchase uses an interaction of default information and calculations from Jim2, global, workstation and user defaults, the CardFile, Stock, and user input to record a method of purchasing Stock or Expenses from your vendors. As with all Jim2 Objects, the Purchase Order is defined in terms of your workflow by a series of predefined status and system defaults.

A Purchase Order relates to the purchasing of Stock used in Jobs. Purchase orders are raised against Vendors if Stock records show a minimum requirement count has been reached or a Job Status signals the need to order.

The Purchase and Stock objects interact to ensure stock control is maintained, and issues of supplier responsibility and stock warranty are addressed.

Expense Orders relate to normal business expenses (consumables and so on) and the expenses attached to the cost of stock within a purchase which are not known at the time of receiving the stock or for standard office expenses. Expense orders are raised against Vendors and can be allocated to purchase orders to alter the Cost of the Stock within the Purchase Order and Stock records.

A Debtors Purchase Order is to be used for Stock that is being Returned from a Customer where it was not originally sold through Jim2. This type of Purchase Order will create a Transaction and also will update the Debtors Record.

An Opening Balance Purchase Order is used to enter your Opening Balance Stock Qty's and '$-values' to be placed into Stock Records and General Ledger Accounts - this type of Purchase Order does not create a Transaction but, is automatically added to the Opening Balance fields of the related Stock GL Assets and Cost of Goods Accounts.

A Consign. In Purchase Order allows receiving of Consignment Stock from suppliers.

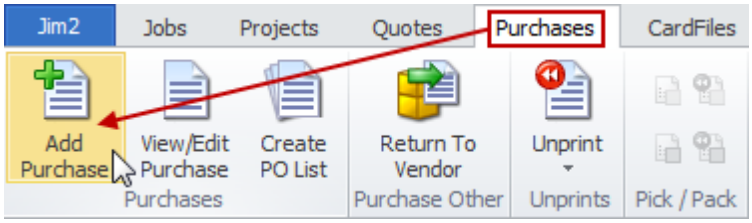
A Consign. Buy Purchase Order allows purchasing of stock received on Consignment, regardless of whether it has been sold or transferred.

Applying an Expense order ensures that the stock cost (cost of goods) held within the Purchase Order and Stock Record are correct including any extras not known at the time of placing or receiving the order.



In an effort to avoid the entry of duplicate Vendor Invoices, Jim2 BE will warn you when saving a Purchase Order if there is an existing Purchase Order from the same Vendor with the same Vendor Invoice#.

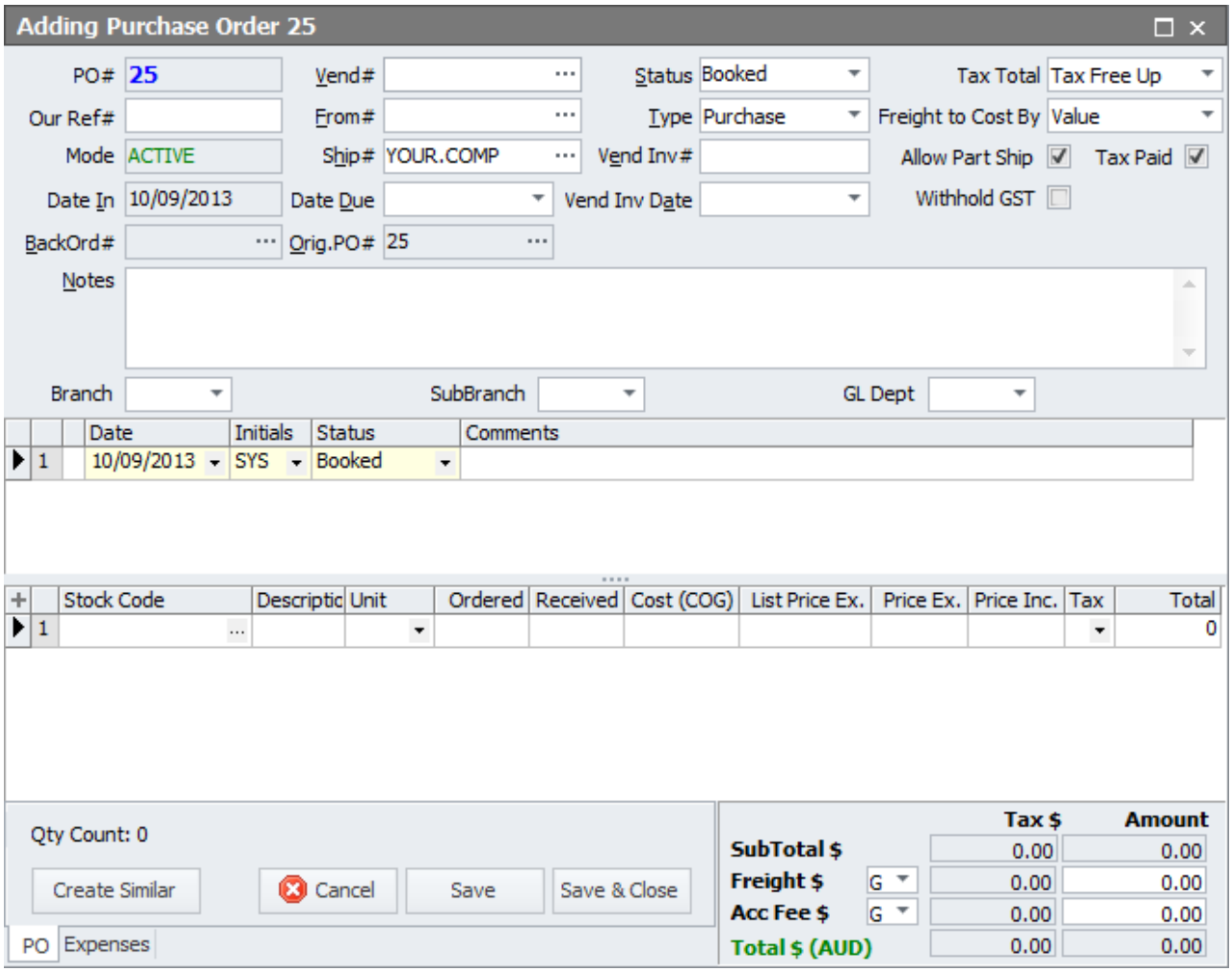
5.1 Purchases at a Glance



This page visually outlines and explains the terminology of Jim2 Purchase Order Form. From the Jim2 Purchase Order form and the interaction of other default information, accurate and relevant reports (like the Purchase Orders or Purchase Reports) can be defined for transmission to your vendor.

The Jim2 Purchase Order form is divided into the following specific information areas that will give you a complete detailed record of:

- The Vendor and Purchase Order information via the Purchase Order Header
- Chronological records of status changes and client contact notes via the Comments Grid
- The stock information via the Stock Grid
- The Totals of the Purchase Order via the Purchase Order Footer
- The Expense information via the Expenses Tab



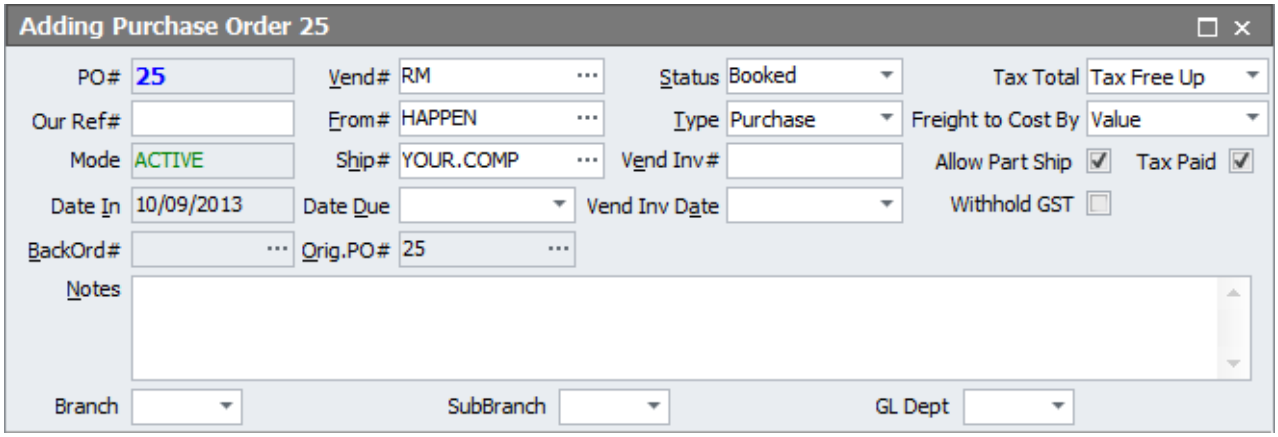
Jim2 - Purchase Order Form.

You can expand or reduce the number of fields viewed in the Comments and Stock Grid by clicking the "+" or "-" on the top left hand corner of the Grid.

Jim2 includes provision for users to add specific text messages to a specific Purchase Order via the Notes field in the Purchase Order Header. In conjunction with the Purchase Order Form as shown above, these form a consistent and complete record of your company Job workflow. From this information, relevant reports can be defined for transmission to your vendor. Purchase Orders add vital statistical data to your Jim2 Business Engine database to help you manage productivity, stock and vendor contact more effectively.

The VEND# nominated on any Purchase Order will ultimately become the "creditor" in a Purchase. However, the stock may be supplied 'FROM#' another company altogether. This feature has been included to help sites that need or use vendor "central billing".

Another great use for this feature is when you or your staff "purchase" stock using their own money. You can raise a Purchase order to them - "Vendor" - and nominate the place of purchase - "From". For example, Ros buys goods from Happen using her own money. Raise an Expense Order to Ros (she becomes the Creditor) where FROM = Happen. Reimburse Ros using your normal Creditor payment method.



By recording Purchases this way, you can then search and create Purchase Order Lists using the FROM# (rather than the VEND#). As such, we have moved the PO List search focus from VEND# to FROM#.

For central billing CREDITOR payments, you can use the FROM# column to quickly identify which FROM# supplier invoices you will be paying for any given period.

When you cancel a linked PO, the link to jobs will be cancelled.

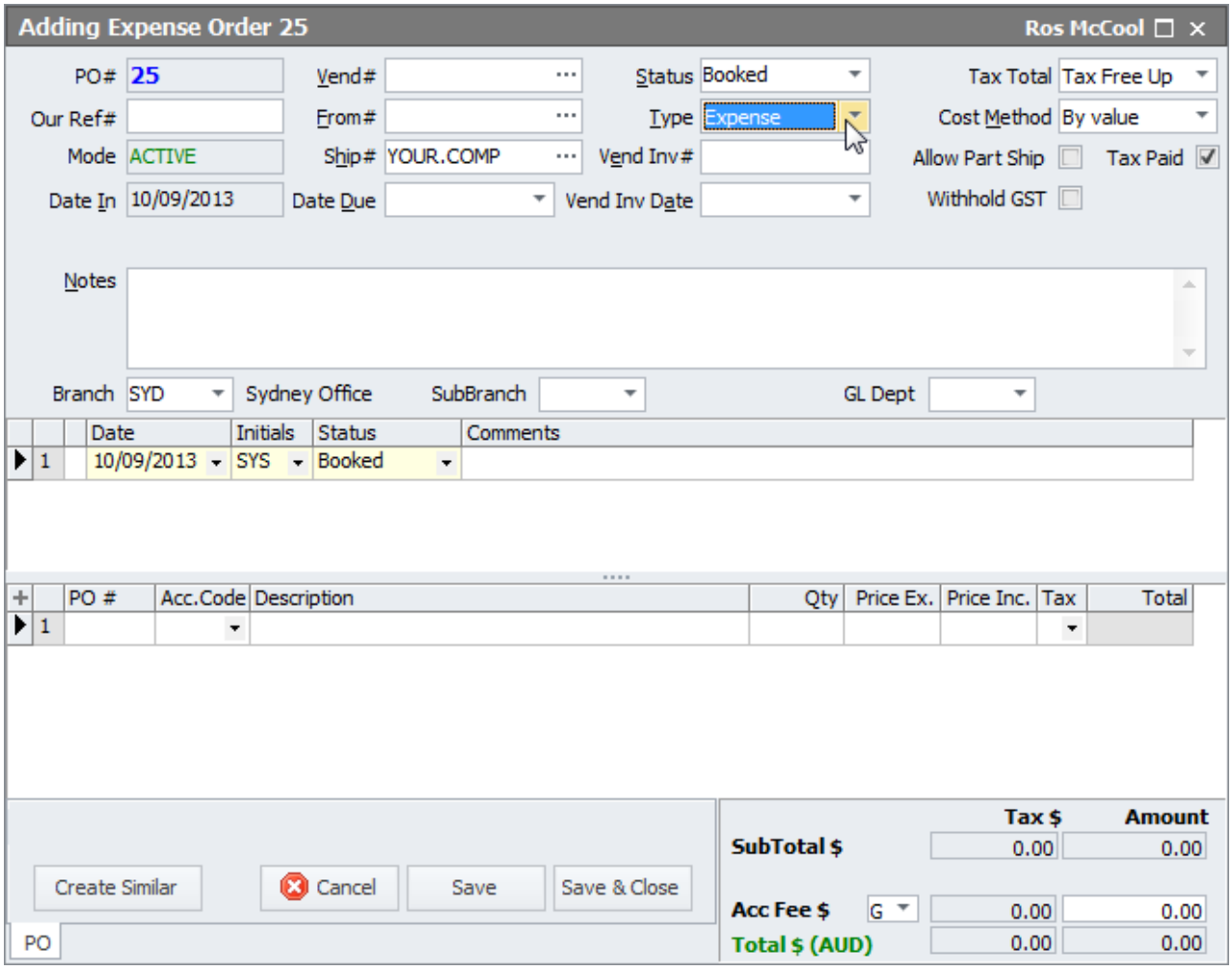
5.2 Expenses at a Glance

This page visually outlines and explains the terminology of Jim2 Expense Form. From Jim2 Expense form and the interaction of other default information, accurate and relevant reports (like the Purchase Orders or Expense Reports) can be defined for transmission to your vendor.

Jim2 Expense form is divided into the following specific information areas that will give you a complete detailed record of:

- The Vendor and Expense Order information via the Expense Order Header
- Chronological records of status changes and client contact notes via the Comments Grid
- The expense information via the Expenses Grid
- The Totals of the Expense Order via the Expense Order Footer

- Expense Orders have a very special functionality which Purchase Orders do not. You can add a negative Expense Order if required (this takes the place of Returns to Vendors for Expense Orders) and these negative Expense Orders can be applied to Stock on Purchase Orders if required. The negative Expense Orders will show in the Creditors Record like a Return/Credit, and can be applied to PO's.



Jim2 - Expense Order Form.

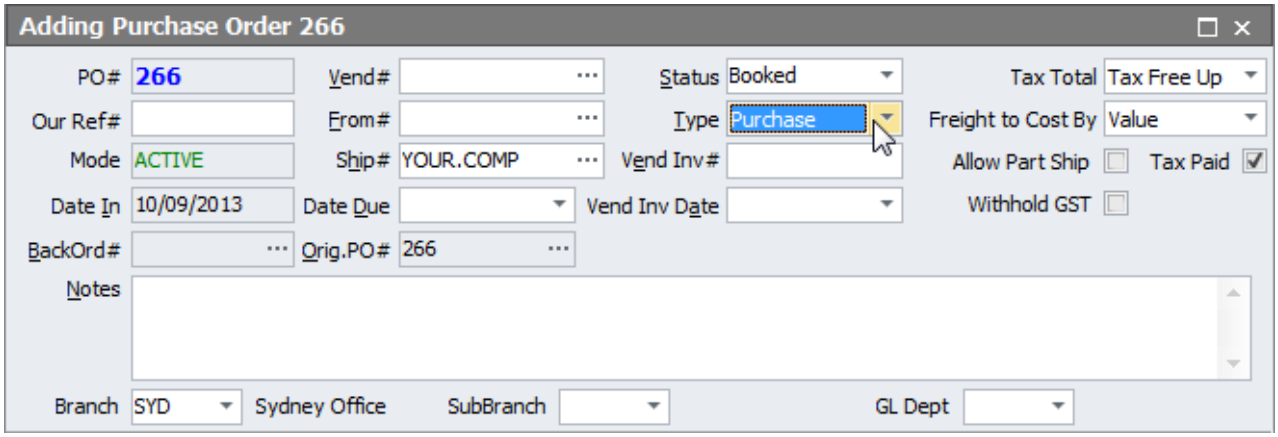
Importing goods requires a 'Lump Sum' GST value to be entered, usually a period of time after you have actually received the stock relating to the importing of the goods. In this case the original PO would be entered using the X Tax Code (exclude of GST/BAS Reports), and when you receive the invoice/documents relating to the 'Lump Sum' GST, it will need to be added through an Expense Order to the GST Paid Liability GL Account, usually using Tax Code Y.

When selecting the GST Paid Liability GL Account you will only have the option of the following Tax Codes: Y, Z and X.

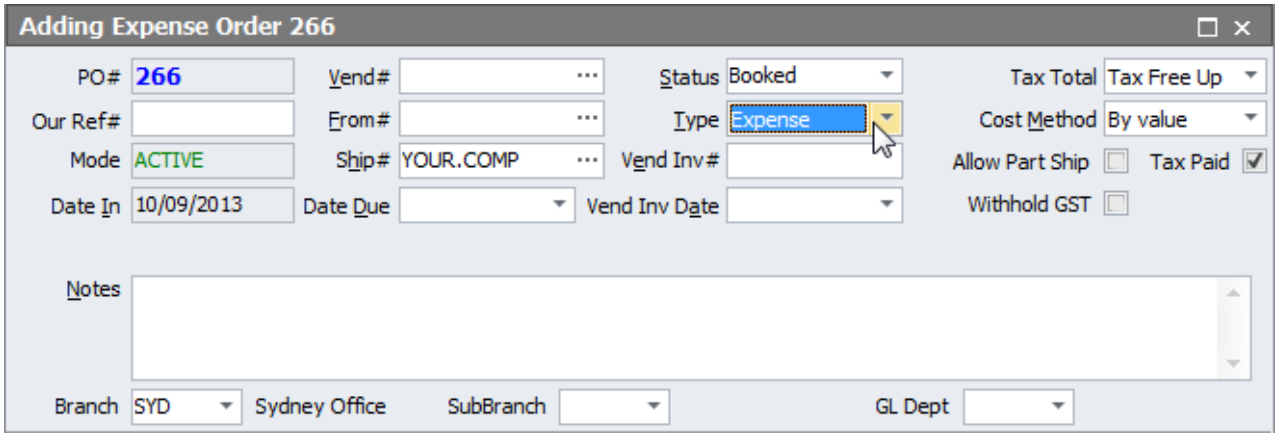
Y = Lump Sum Other Acquisition G11
Z = Lump Sum Capital Acquisition G10
X = Exclude from GST Reports

5.3 Purchase/Expense Order Header

The top section of the Purchase/Expense Order form called the Purchase/Expense Order Header records information relating to the Purchase Order Number, Vendor information, the Status, Dates and Notes.



Jim2 - Purchase Order Header Fields.



Jim2 - Expense Order Header Fields.

The following information fields appear in the Purchase/Expense Order Header. When adding a Purchase Order, Jim2 is designed to automatically prompt user input by placing the text cursor at the field the user should be using, following a typical job entry pattern. These user input fields are explained below.

The fields with * in front are only available on Purchase Orders, not Expense Orders.

Field Name	Explanation
PO#	This is a unique Purchase Order number and is generated by Jim2. The PO # field will be displayed in Yellow if this Order is a BackOrder
Vend#	Enter the Vendor# code within Jim2
Status	The status of this purchase order

Field Name	Explanation
Tax Total	The Method used to calculate prices: Tax Free Up or Tax Paid Down
Our Ref#	Your Reference number for this Purchase Order
From#	The name of the supplier of the goods (not necessarily the same as the Vendor#)
Type	The Type field relates to either a Purchase, Opening Balance or Expense Order
***Freight to Cost By**	**Used only for Purchase Orders.** This is the method used to split freight over the stock on the PO - by Value, Weight or Quantity. This will default to the option selected in Purchase Options
Cost Method	**Used only for Expense Orders.** This is the Method used to distribute the Expense over the Goods - by value, by weight, or by quantity. This will default to the option selected in Purchase Options
Mode	Shows as Active by default
Ship#	The Cardcode of the Customer that you want the goods to be delivered to
Vend Inv#	The Invoice number from the Vendor
Allow Part Ship	Allow partial shipment. If you tick this box, in-stock items will be shipped immediately. Out of stock items will be shipped as they become available
Tax Paid	Selects whether this PO is Tax Paid or Tax Free - this will default to the option set in the Vendor's CardFile
Date In	Purchase order date – this will default to 'today's' date
***Date Due**	**Used only for Purchase Orders,** you can select a date that the vendor has promised the goods are to be delivered. Or use the required days information entered in the Vendor's CardFile
Vend Inv Date	You will need to enter the date when the status is Received or Finish.
Withhold GST	Tick this box if the Vendor's Invoice does not have an ABN and you need to withhold 48.5% of the PO
***BackOrd#**	Original Purchase Order Number **(used only for Purchase Orders)**. If when you place a Purchase Order with a Vendor, you don't receive all of the goods within that Order, you can create a new Purchase Order and this field will show the Original Purchase Order Number. From this field you will be able to view the original purchase order
***Orig PO#**	Original Purchase Order Number **(used only for Purchase Orders)**. This field works the same as the Original Purchase Order field to allow for a purchase order to be continuing for a number of Orders before completion
Withhold GST	Tick this box if the Vendor's Invoice does not have an ABN and you need to withhold 48.5% of the PO
Notes	You are able to record any special delivery or payment details in this field



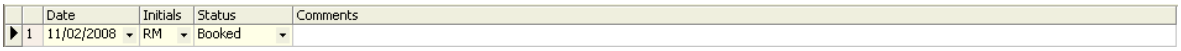
Some of the fields within Jim2 are Hyperlinks and can take you from one form to another - from the Purchase Order form you can move the cursor over the Vend# field and it will show in a Blue colour. If

you click on this field you will have the choice of viewing that Vendor's CardFile or Creditor's Record. The fields that are HyperLinks in a Purchase Order form are listed below:

VEND#	Takes you to the Vendor's CardFile or Creditors Record
FROM#	Takes you to the Supplier CardFile
SHIP#	Takes you to the CardFile of the Customer this job is being shipped to

5.4 Purchases/Expense Comments Grid

The second section of the Purchase/Expense Order form contains a grid for recording relevant user comments to the Purchase record. Because these comments form part of the Quality record for each Purchase, any additions by a user are automatically time/date/initial stamped for accuracy and provide an excellent Quality record of events. Comments within the Comment Grid are normally for internal use, and as such will not form part of the Purchase/Expense Order print copy (report) that is transmitted to the vendor.



Jim2 - Purchase Comments Grid.

A time/date/initial Comment line will be added to the Comments grid whenever the Status of the Purchase Order is changed. Conversely, if a Comment with a Status is added to the Comments grid, Jim2 will ask the User if they would like to change the Status of the Purchase Order.

The fields within the Comments grid are described below:

Field	**Explanation**
Time/Date	Time/Date Comment was added.
Initials	Initials of User that added Comment.
Status	Will show the current status of the Purchase Order
Comment	Multi line text with wordwrap (limited to 8000 characters).

The following features appear if you right click in some of the fields in the Comments grid while in edit mode.

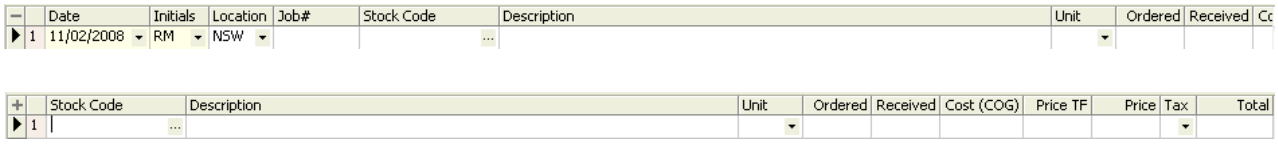
Add New	Will add a new line
Delete	Will delete the line including the stock that has been added to the Purchase
Send Comment via email	Will automatically send this particular comment via email
Send all Comments via email	Will automatically send all comments of this Purchase/ Expense via email

5.5 Purchase Order Stock grid

The third section of the Purchase Order form contains a grid used to record any Stock that will be ordered/ purchased from the Vendor. The stock grid contains a number of different fields, which can vary slightly depending on the Type of stock you are purchasing.

Within this grid you have at your fingertips information regarding the Cost of the goods, the Tax Free and the Tax Paid price of the goods, the tax code and total of the stock.

If you have stock items which have serial numbers on purchase selected in the stock record, you will need to enter these serial numbers in this screen before you can mark the Purchase Order as finished. The Serial Numbers entered here will be recorded within the stock record in Jim2 for use when selling that stock in a job.



Jim2 - Purchase Stock Grid.

The fields within the Stock/Parts grid are described below:

Field	Explanation
Date	The date the stock line was added to the Purchase Order.
Initials	The initials of the user who added the stock.
Location	The location of the stock when purchased.
Job#	The Job number, if this stock was specifically purchased for a job (special stock). When you enter a Job# in this field, the stock line within the Purchase Order will show in a pale blue colour and the stock line will be automatically added to the Job.
Stock code	The Stock Code will identify the product or service being ordered. Selections can be made from the Jim2 lookup - Stock records via the pull down menu beside this field.
Description	The description of the Stock Code from the stock records is automatically placed in this field. If you have setup multiple measures for this stock it will use the description appropriate for that measure.
Serial #'s	If the stock you are purchasing has a serial number on Purchase set in the stock record, you will need to fill in these details. Click on the grey box within the Description field and record the appropriate serial numbers.

If the stock you are purchasing has a serial number either on Purchase or Sale, the Description field in the Stock/Parts grid will have a browser button in the right hand corner. If the stock requires serial number on Purchase, you will be able to add the stock to the Purchase but you will be unable to receive the Stock on the Purchase Order until you have completed the serial number details. To complete the details click on the grey box within the Description field and record the appropriate serial numbers.

Unit	The Unit measure you wish to purchase for that Stock

	Code is selected.
Ordered	Number Ordered.
Received	Number Received from the Vendor.
Cost (COG)	This is the Cost of the Goods and will include any freight and/or expenses added.
Price TF	This is the Price of the goods Tax Free (excluding GST).
Price	This is the Price of the goods including Tax - the tax code is the setup within the stock record.
Tax	Tax Code
Total	Total cost of price of that stock line.

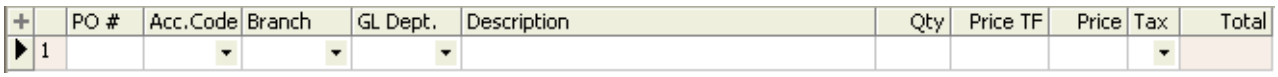
The following features appear if you right click in some of the fields in the Stock/Parts grid. The features that are underlined are only active in edit mode.

Add New	Will add a new line.
Delete	Will delete the line including the stock that has been added to the Purchase.
View Job#	Is a hyperlink and will take you to the Job that this Purchase Order was used to order in that specific stock for that Job.
View Stock	Is a hyperlink and will take you to that particular Stock Form.
Auto Update Qty Received	Will update the Qty Received to match the Qty Ordered.
Add new Stock	Is a hyperlink and will take you to adding new Stock form so that you can add a new stock item on the fly.
Show Serial#	Will display or hide the Serial Numbers for that Stock Line.
Show Attributes	Will display or hide the Attributes for that Stock Line.
Grid Columns	Allows you to customise which columns appear in your default view of the PO screen.

5.6 Expense Order Expenses Grid

The third section of the Expense Order form contains a grid used to record any Expenses that have been incurred in relation to a Purchase Order.

Within this grid you have at your fingertips information regarding the Cost of the goods, the Tax Free and the Tax Paid price of the goods, the tax code and total of the expense.



Jim2 - Expenses Grid.

The fields within the Expense grid are described below:

Field	Explanation
PO#	The Purchase Order number that the expense relates to

Field	Explanation
Account Code	General Ledger code for this expense
Branch	Enter the Branch if you use Branches
GL Dept	Select a GL Department if required
Description	This is a description of the expense
Qty	Number of the units incurred
Price TF	The price of the expense without Tax
Price	The price of the expense including the Tax component
Tax	Tax Code
Total	Total of the expense

If you are entering a negative Expense Order, the Qty is still entered as a positive number, as we do not keep track of Qty's for Expenses. Only the '$-values' should be entered as negative values.

If the Expense is applied to a Purchase Order it will disregard the General Ledger Account selected and use the Expenses on Unfinished POs account and from there be distributed to the correct Stock on Hand Stock GL Group Accounts. You cannot select a Branch, SubBranch or GL Department if the Expense is applied to a Purchase Order.

5.7 Purchase/Expense Order Footer

The fourth (bottom) section of the Purchase/Expense order form contains buttons, tabs and information relating to the dollar totals of the Purchase/Expense order.



Jim2 - Purchase Order Footer.

The fields within the footer are described below. You will note there are 2 columns within this area, the left column is the tax components of the corresponding fields on the right:

*The Freight Tax Code, Tax Amount and Amount fields are only available on a Purchase Order, not on Expense Orders.

Field	Explanation
Tax $	Column
Sub Total $	Tax component of the Stock in the left column .
*Freight $	Tax component of the Freight. You are able to adjust the '$-value' of the Tax component of the Freight by right clicking and selecting to either increase or decrease by 1 cent.

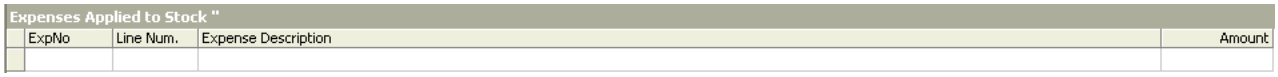
Acc Fee $	Tax component of the Account Fee value
Total $	Total Tax Component of the Purchase Order.

Amount Column	
Sub Total $	Shows the Stock total minus the Tax component.
*Freight $	This field is editable to enter a figure for Freight on the Purchase Order
Acc Fee $	This is an editable field to enter any Account Fees charged by the Vendor
Total $	Total of the Purchase Order

As freight and Account Fees are subject to GST, the box next to Freight $ and Account Fee $ is the Tax type defaulted from the Tax on Freight and Account Fee fields in the Purchase Options tab, accessed via Tools/Options in Jim2 Toolbar. There are additional tabs and buttons in the Purchase Order Footer that are explained in detail in Purchase Order Tabs and Buttons section.

5.8 Expenses Tab on PO's

The Expenses Tab of the Purchase order form displays any Expenses Applied to that Purchase Order, and the value of that Expense per Unit for the Stock selected in the Stock Grid in the Purchase Order.



Jim2 - Expenses Tab on Purchase Order.

The fields within the Expenses Tab are described below:

Field	Explanation
Exp No	Expense Order Number
Line Num	The Line number of this applied expense on that Expense Order
Expense Description	The Description of that Expense
Amount	The Amount of the Expense

The grey heading field shows the StockCode selected in the grid - this states which stock code this amount of expense relates to. As you can allocate expenses using Value, Weight and Qty they will not always have the same Expense $value distributed over the stock lines.

5.9 Purchases/Expenses Tabs & Buttons

The following tabs within a Purchase Order form access the following relevant information for that Purchase Order:

PO

PO

This tab is will bring up the comments grid and stock grid - where users record their relevant comments to the Purchase Order record and record Stock to be supplied by the Vendor. When opening any Purchase Order, this is the active tab

Expenses

Expenses - Purchase Orders only

This tab will show any Expenses Applied to this Purchase Order at the rate for the Stock line you have selected.

The following features are located as buttons within a Purchase or Expense Order form.



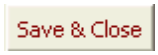
Cancel

If editing, Cancel will ignore all changes made and leave the Order in view mode. If adding, Cancel will attempt to abort adding this Order. The next Order added will be allocated the same unique Order# if it is still available. Because other users may be adding Purchase or Expense Orders at the same time this Order was created, the sequence of Order numbers may be interrupted by a Cancel. In this instance, it is an automated feature of Jim2 to create an "empty" Purchase or Expense Order with the Status of Cancel.



Save

All edits represent a change to the information in the Purchase or Expense Order form. By selecting the Save button, all changes made in that session of editing the Order will be saved and the Order will remain in the Navigation Tree.



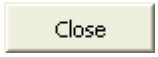
Save and Close

All edits represent a change to the information in the Purchase or Expense Order form. By selecting the Save and Close button, all changes made in that session of editing the Order will be saved and the Order itself will be closed from view and from the Navigation Tree.



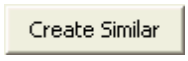
Edit

By selecting the Edit button you are now able to make changes on the Purchase or Expense Order form. All changes made in that session of editing will not be saved until you click on Save or Save and Close buttons.



Close

By selecting the Close button you will close the current Purchase or Expense Order form.



Create Similar

This feature allows you to create Purchase Orders with duplicate information on certain fields from similar Purchase or Expense Orders.

5.10 Purchases/Expenses Status

The Status you have setup to apply to Purchase Orders signals the need to perform an action within your workflow. The responsibility to perform that action is monitored in real time. A change of Status by a User signals the need for a new action and then "passes" responsibility to perform that action along the workflow. Jim2 records time/date/initial data on Status changes for productivity reports, and to keep a secure Quality record for each Purchase Order.

Using Jim2 Purchase Status, you can monitor how successfully your procedures or users perform.

When a user changes the status of the Purchase Order, Jim2 will automatically prompt the User for a Comment by placing a new line in the comments grid of the Purchase Order.

Creating a Purchase List by status will give you an accurate record of overall Purchases in progress. By choosing specific search criteria for the Purchase List, you can monitor vendor, user and stock trends (active and historic).

The following Status are available to map your workflow for Purchase Orders. You may have added others in the Setup Defaults:

Status	Explanation
Booked	This is the default Status applied to a Purchase when first added. All Purchases begin with this Status.
Cancel	This Status signals that the Purchase Order has been cancelled.
Finish	This Status signals that the Purchase Order is finished. Once finished it will create a General Ledger Transaction to update your GL Accounts, Stock and Creditors.
Ordered	This Status signals that the Purchase has been ordered. Once you have set the status as Ordered the quantities will show in the Stats tab of the stock record in the On Order field.
Received	This Status is used when you have received the stock and need the Quantities to move across to the Stock Record, but at this stage you may not have received the Vendor's Invoice with the final pricing. This status allows you to sell the stock before the Purchase Order is finalised. The value of the P/O will be placed into the General Ledger in P/O's on Received and Temp Creditors on Received until the Purchase Order is finished. Once the P/O is updated and Finished, the previous entry is reversed and the correct entry posted.

Within the Stock Records Buying tab, the Received Date field will show the PO Status up to the point of Marking the PO as Received and/or Finish. At this point it will put the Received date in RED and once finished show the Finish date in Black.

5.11 Purchases/Expenses List

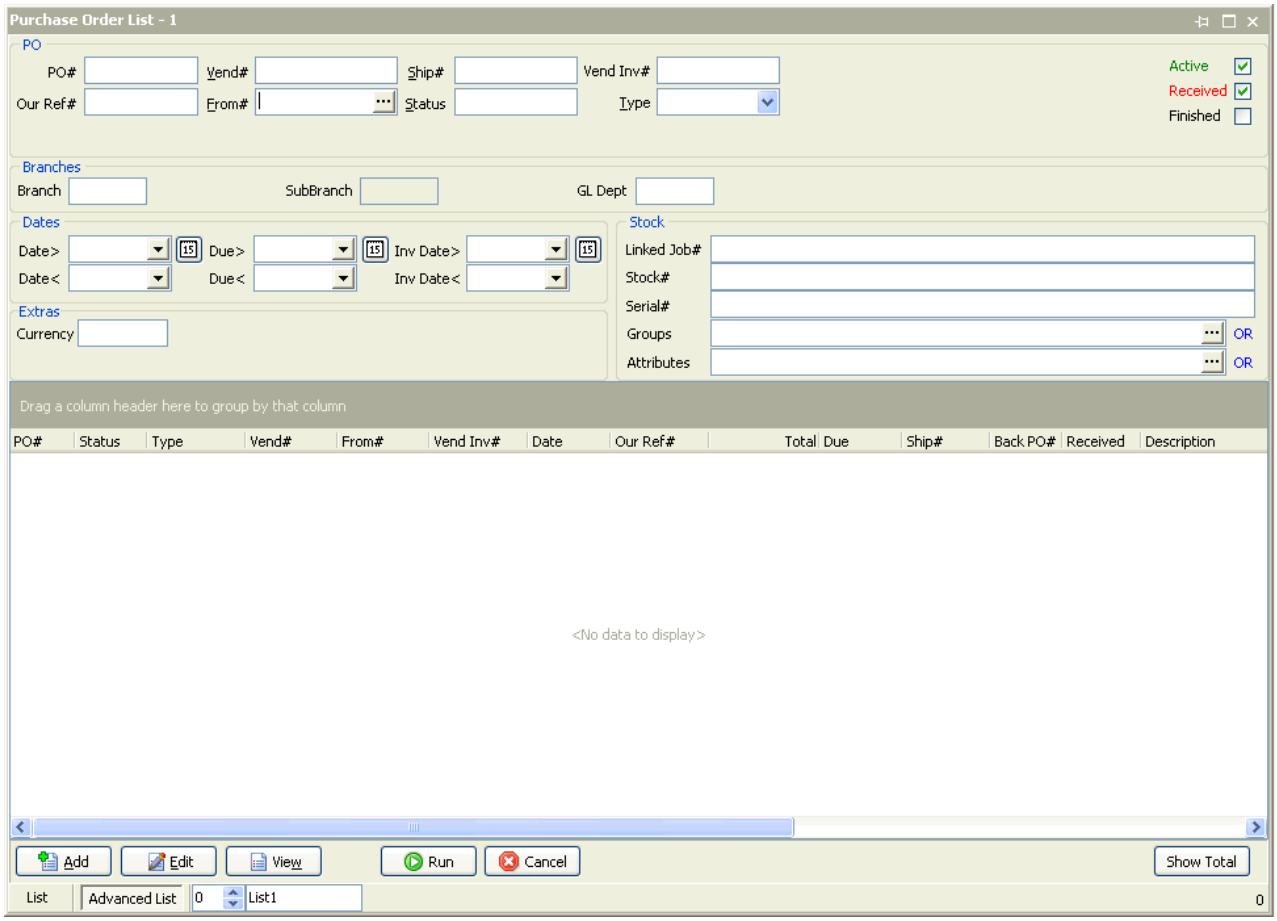
The Purchase/Expense Order List is a very powerful search function within Jim2. Lists is one of the easiest features to master, and the most practical way of searching for information in Jim2. Users can define their own Workload by creating lists that apply to their job function (for example: your purchasing officer can generate a list of all active purchase orders that require attention). Using Jim2 Purchase Status, you can monitor how successfully your procedures or users perform. In relation to Purchases you can track all contact with vendors via the Comments Grid and so on.

The Purchases List can collate information from your Purchases, Stock and Card records in real time for cross reference, and use archived data if required. Jim2 provides for searches on active and received purchases by selecting the Active and/or Received field. You can then monitor current and historic trends in relation to vendors, users, stock and status.

You can name your Purchase lists so that they represent what you are searching - this helps the user if they have multiple lists running at the same time.

Any BackOrder Purchases in the List will be displayed with the PO # field in Yellow.

There are two different styles of purchase/expense order list - select the type you need by using the tabs at the bottom of the Purchase/Expense Order List form:



Jim2 - Purchase List

The Purchase List tab is the default. In this screen you can select the following fields, and combinations of the following fields to generate a Purchase list:

Field	Explanation
PO#	Filters for the specific purchase/expense order # entered
	When you generate a Purchase Order List using a PO# as a search criteria, that PO plus any related Backorders will be displayed.
Our Ref#	Search by your Internal Reference Number
Vend#	Locate Purchase orders for the Vendor entered
From#	Locate Purchase orders for the Supplier (not necessarily the Vendor) entered
Ship#	Selects purchase orders being shipped to the particular CardFile entered
Status	Enter the Status of the Purchase order you wish to locate
Vend Inv#	Selects purchase orders with the Vendor's Invoice number entered

Type	Selects purchase orders with the type entered (Purchase, Expense, Open Balance, Debtors PO, Adjustment or Manufacturing)

Tick Boxes

Active	Select by clicking, active purchase/expense records are selected
Received	Select by clicking, received purchase/expense records are selected
Finish	Select by clicking, finished purchase/expense records are selected

The Advanced List can collate information from your Purchases, Stock and Card records in real time for cross reference, and use archived data if required. The Advanced List will allow you to search by the following criteria, in combination with any of the fields above:

Field	Explanation
Date>	To search for purchase/expenses that were added on or after the date added here
Date<	To search for that were added on or before the date added here
Due>	To search for purchase/expense due on or after the date added here
Due<	To search for purchase/expense due on or prior to the date added here
Inv Date>	To search for purchase/expense that were invoiced on or after the date added here
Inv Date<	To search for purchase/expense that were invoiced on or before the date added here
Linked Job#	Selects Purchase order by Linked Job Number entered
Stock#	Selects by stock code entered
Serial#	Selects Purchase by Serial Number entered
Groups	Selects Stock group/s
Attributes	Selects Attribute/s



On the right hand side of the Groups and Attributes selections within the list you will notice "OR",if you click on this button it will change to "and". This relates to how you want to use groups and attributes within your search. If you want to select 2 groups and find things that are only in both groups use the "and" selection, if you want to search 2 groups and find anything that is in either one of those groups select the "OR" option.

Using the above information fields Jim2 produces a list in a format that can be sorted by dragging the column header of the format to the top of the list results table. To view or edit any of the Purchases or Expenses within the list, simply double click or use your F2 function key on any of the fields relating to the Purchase or Expense you wish to display. There is also additional buttons at the bottom of this form as explained below:

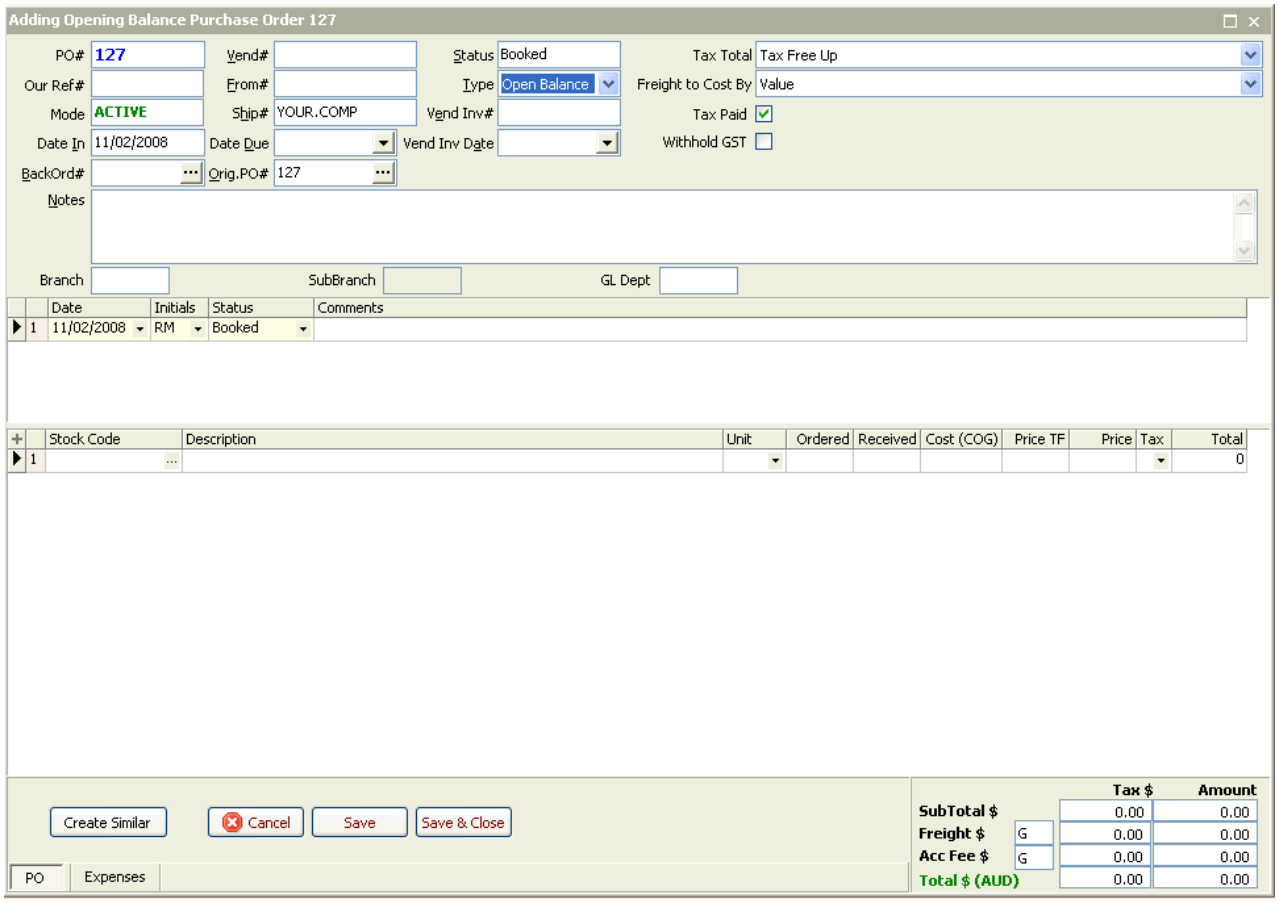
Buttons

Add	This will add a new PO
Edit	This will open a selected PO in edit mode
View	This will open a selected PO in view mode
Run	This will run the lists and any filters you have selected
Cancel	This will close the list
Show Total	This will display the Total of the PO's in the List

To run a quick search through the list you have created simply begin typing in the field you want to search on. Using intuitive type Jim2 will locate the value you are typing if it exists in the list.

5.12 Opening Balance Purchase Order

To enter your Opening Balance Stock Qty's and Values you need to add an Opening Balance Purchase Order. This Purchase Order is very similar to a standard PO when adding and finishing. The major difference is that no General Ledger transactions are created, but the Values are added to the Opening Balance of the Stock On Hand Asset and Cost of Goods Sold (Non Depleting) Accounts.



Jim2 - Opening Balance Purchase Order

This Purchase Order is different in a couple of ways:-

1. Upon finishing this Purchase Order it will update your Stock GL Accounts Opening Balance field
2. It will not adjust your Creditors Figures
3. It will not adjust your Taxation Accounts
4. It will not put an entry into the Transaction Journal

You cannot:-

1. You will not be able to add an Account Fee amount
2. You will not be able to add any Freight
3. You cannot apply an Expense
4. You cannot create similar from an Opening Balance PO

You can:-

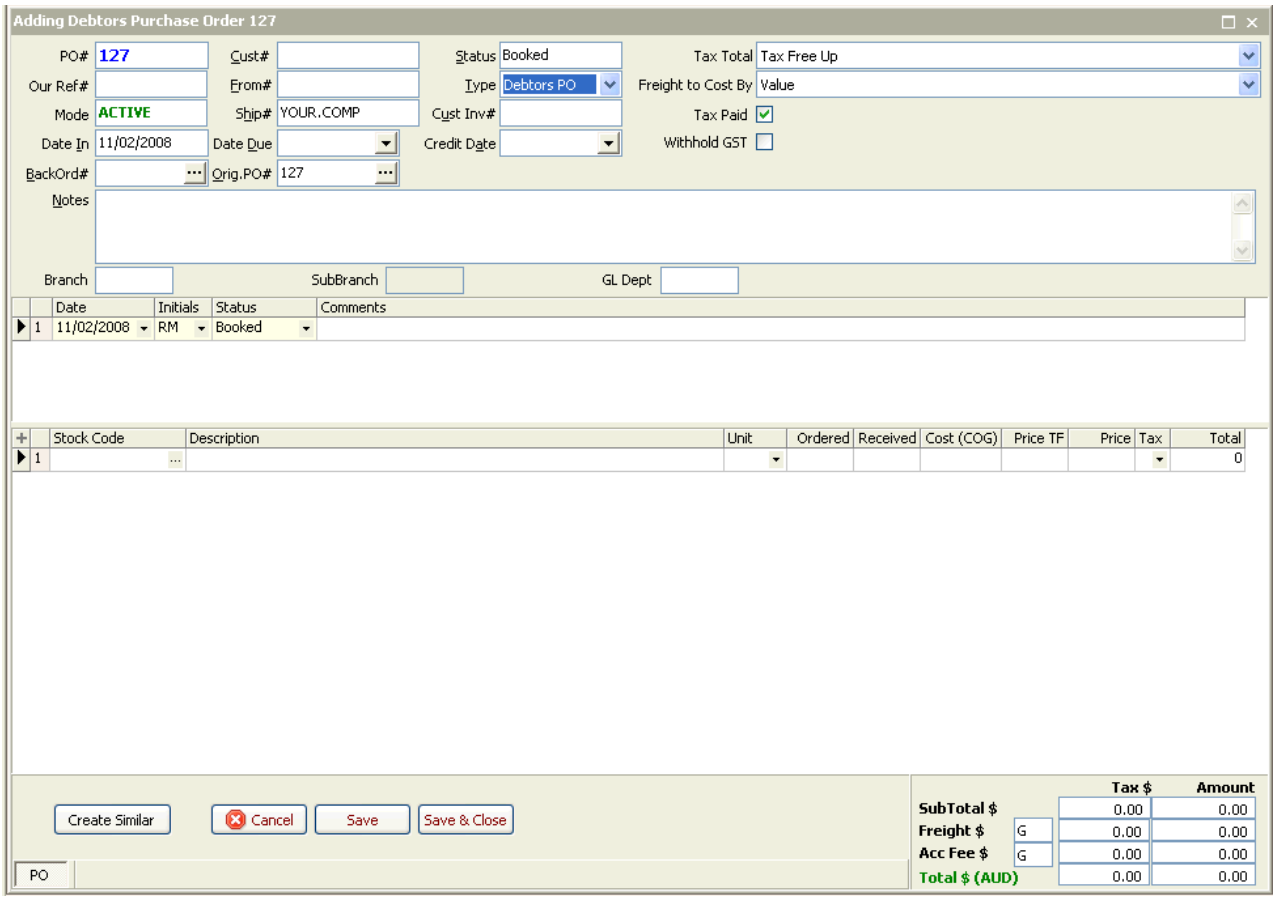
1. You can unprint the Opening Balance Purchase Order at any time - there are no period restrictions as long as no stock is sold, etc.
2. You can enter Stock Adjustments - Qty - Qty + and COGS for the Opening Balance PO if required.
3. You can enter Returns To Vendors for Opening Balance PO's
4. You can create Back Order Purchases from an Opening Balance Purchase Order. This is useful when you start using Jim2 and you have undertaken a Stocktake but the Qty's that you should have do not equal what you actually count at this point in time.



You will need to enter the values as COGS or the incorrect amounts will show in your pricing and when transferring amounts to Cost of Goods Sold accounts.

5.13 Debtors Purchase Orders

Whenever you begin using a new Business Software application there will be times when Customers need to Return goods which were originally sold through your previous system. The way Jim2 handles this situation is to use a different 'Type' of Purchase Order - a 'Debtors Purchase Order'. This works in a slightly different way to a normal purchase order - the main difference being that the fields within the Stock Grid of this Purchase Order have different meanings and functions. These fields are explained below:-



Jim2 - Debtors PO

Once you have changed the Type of the Purchase Order to a Debtors PO you will note the Vend# field changes to Cust#, Vend Inv# changes to Cust Inv#, Vend Inv Date changes to Credit Date.

Within the Stock Grid the Cost (COG) field is for you to enter the $value that you wish to Stock to be Returned into Stock On Hand at per unit. The Price TF and Price fields are for the Pricing Tax Free and Tax Paid that you wish to Credit this customer for. Most of the time this will be the original selling price.

The Transaction Journal entry created will, of course, differ from a standard PO. It will have the Reference Code of DPO (Debtors Purchase Order) and will be displayed in the Sales Tab.

The Transaction will include the Amounts relating to Crediting the Income, Tax and Debtors Accounts and also the Stock On Hand movement from Cost of Goods Sold back to Stock On Hand accounts. This will create a Credit Entry in this Customers Debtors Record that can be applied to Invoices the same as normal Credit Amounts.

Debtors PO can also be used to record customer trade-in's. Debtors PO essentially buys the stock from the customer and records it in Jim2 in SOH to later be sold.

RFC- reports as a negative sale / negative sale - P & L appears in the income section

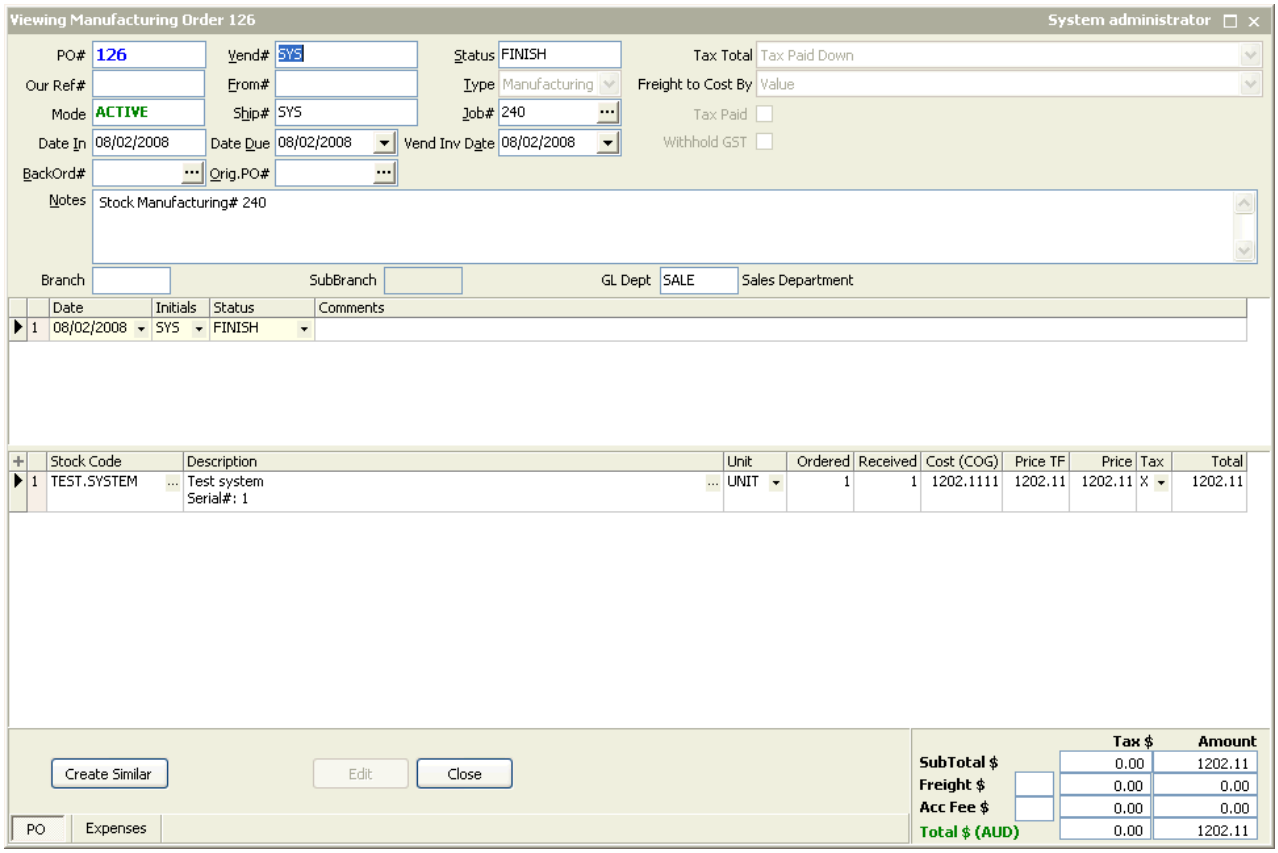
Debtors PO is not treated as negative income, but rather is taken as SOH



You cannot add Labour, Freight or Account fees on a Debtors Purchase Order, you cannot apply Expenses to Debtors Purchase Orders.

5.14 Manufacturing Purchase Orders

Another Type of Purchase Order is a Manufacturing Purchase Order - this is created from a Manufacturing Job when it is Manufactured. You cannot add a Purchase Order with the Type of Manufacturing.



Jim2 - Manufacturing Purchase Order.

When a Manufacturing Purchase Order is created it will automatically have the Status of Finish.

Manufacturing Purchase Orders will have the Tax Code X as they are not included in the BAS GST Report.

You can apply Expense Orders to Manufacturing PO's if required.

You can click on the grey browser button in the Job# field to take you directly to the Manufacturing Job.

COGS movements in relation to Manufacturing Stock.
Price field will show the Raw Material Cost - Depleting and Special Stock.

Cost of Goods is the Raw Material cost + Labour and/or Applies Costing to be used in Pricing Structure.

The Purchase Orders created from Manufacturing Jobs takes the COGS value for the Depleting and Special Stock included in Manufacturing that product, and moves it from their Stock On Hand Asset accounts and puts it into the Manufacturing Stock - Stock On Hand Asset account.

Unprint Manufacturing PO's.
You can only unprint the Manufacturing Purchase Order from the Manufacturing Job - you cannot unprint it through Unprint Purchase Orders.

If the Manufacturing Job is unprinted the Manufacturing PO status will be changed to CANCEL and the stock grid will be cleared. The Purchase Type will stay as a Manufacturing Purchase so you can re-use that PO if you re-manufacture that Job. You cannot unprint a Manufacturing Purchase Order from the Purchase Order itself – you have to unprint the Manufacturing Job to cancel the PO.

Assigning a Job Number to a Manufacturing PO

You can assign a Job number to the Manufacture PO – when the Manufacturing Purchase Order is being created you have the option of assigning a Job Number to that Manufactured product/s.

As you are able to sell Manufacturing stock in advance we had to allow you the option of manufacturing it for a specific Job/Customer and not automatically Backfilling any sold in advance. You only have 1 go at assigning the Job number – when you select to Manufacture the Job you will see a Job Number box displayed - enter the related Job Number here.

See Also

Add a New Manufacturing Job.

Unprint a Manufacturing Job.

5.15 How does Cost of Goods work

The Stock On Hand and Cost of Goods Sold functions in Jim2 are extremely flexible and reliable, to maintain an accurate Stock Control system.

As there are different Types of Stock in Jim2 we do not treat all stock in the same way when Purchasing and Selling.

As Labour and Applies types of Stock cannot be Purchased, they do not have any bearing on the Stock on Hand or the Cost of Goods Sold. Depleting, Special and Non Depleting can be purchased and therefore do create General Ledger entries.

Depleting and Special Stock

When Purchasing Depleting and/or Special Stock, the Purchase Values will be entered into your Stock On Hand Asset Accounts for each Stock Record, using the Stock GL Groups setup and added to each Stock Record. These Stock GL Groups will have a Purchase (Asset) Account, a Cost of Goods Sold (COGS) Account, and an Income Account for each Group.

Non Depleting Stock

As Non Depleting Stock is classed as a Stock for which you do not wish to track Quantities or Values, when this stock is purchased the value goes straight into the Cost Of Goods Sold account, selected in the Stock GL Group for that Stock, not a Purchase Asset Account. This method of dealing with Non Depleting stock allows us to keep an accurate Stock On Hand value within the General Ledger and Jim2.

NOTE: The use of Non Depleting stock within a business should be kept to a minimum as it does not keep an On Hand Qty or value.

Expenses Applied to Purchase Orders

If an Expense PO is applied to a Purchase Order, it will disregard the General Ledger Account selected (you must select a GL account as this is a mandatory field) and use the Expenses on Purchases account, and from there be distributed to the correct Stock on Hand Stock GL Group Accounts.

Once PO or Expense (which ever is last) is finished, the Expense amount goes into the Expenses On Unfinished PO's account - then we split the Expense into Depleting, Special and Non Depleting.

Depleting and Special Expense Amounts go into the related Asset Purchase Account/s.

Non Depleting Expense Amounts will be transferred to the Non Depleting Cost of Goods Sold (COGS) Account/s.

Once sold, the Depleting and Special COGS are transferred to the related COGS account for that Stock. This is the COGS (Price + Exp).

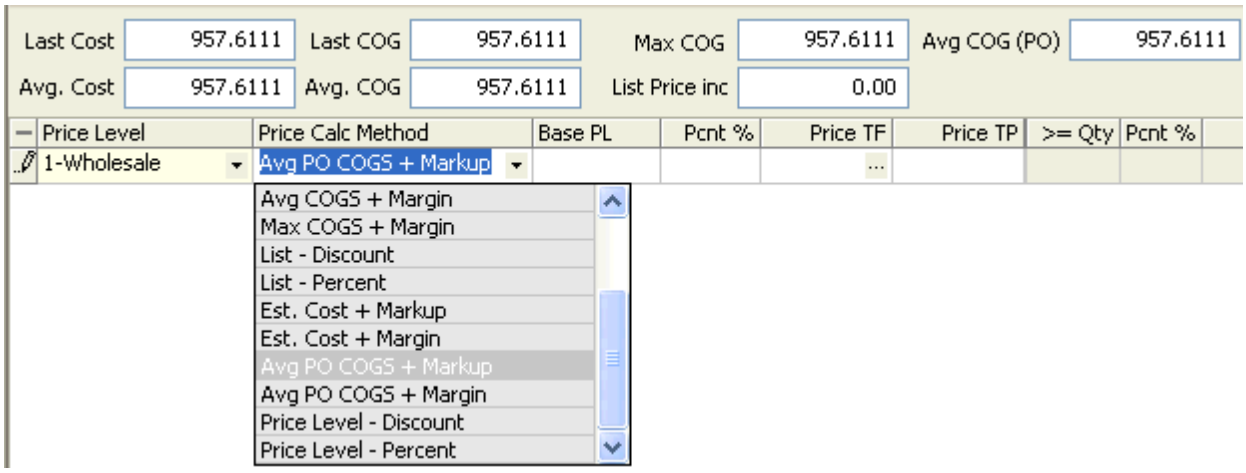
Manufacturing COGS

Once a Job is manufactured it creates a PO on the status of FINISH, which moves the Raw Material '$-values' into the related 'Stock On Hand' account for that Manufactured stock. We can display the COGS with Applies and Labour in the PO to use for pricing, but use Price (raw materials – Depleting and Special Stock only) for COGS.

Once the product is sold we transfer from Stock On Hand, the Price or Price + Expenses into the related COGS account.

Average COG (PO)

This Stock pricing calculation method allows you to set the selling price to be Average COG (PO)+ Markup or Average COG (PO) + Margin.



The **Average COG (PO)** changes only at point of purchase - not at point of selling as per the normal Avg COGS + Markup or Avg COGS + Margin methods.

To understand how this works follow the example below:

Action	Qty in Stock	Actual PO COGS	Average PO COGS
Purchase 10 units	10	$10.00	$10.00
Sell 5 units	5		$10.00
Purchase 10 units	15	$20.00	$15.00
Sell 10 Units	5		$15.00

This pricing method is only for the calculation of Actual selling prices. The COGS posted to the General Ledger at point of selling is the correct FIF0 (actual) cost of goods.

5.16 Purchases/Expenses - How Do I ...?

This section of the manual answers the How do I? questions relating to the Purchase Order function within Jim2. We will now walk through adding and creating a Purchase Order, adding comments and stock, and Returns to Vendors.

- View or Edit a Purchase/Expense Order
- Create a Purchase Order
- Create an Expense Order
- Add Comments to a Purchase Order
- Enter Serial Numbers
- Add Expenses to a Purchase Order
- Receiving Stock
- Create Purchase Back-Orders
- Create a PO from a Similar or Previous PO
- Create a Purchase List
- Unprint Purchase/Expenses
- Print a Purchase/Expense Order

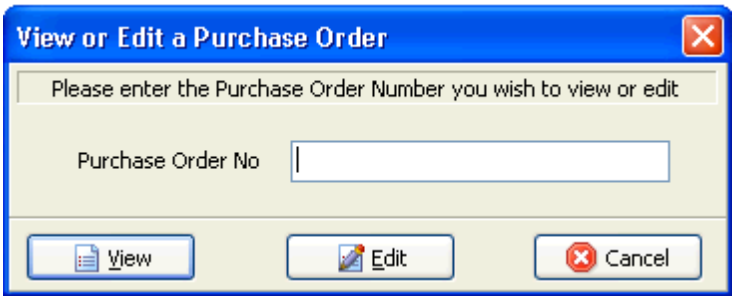
5.16.1 View or Edit a Purchase/Expense



1. View or Edit a Purchase Order by either:

- Clicking on the View/Edit Purchase icon in the Jim2 Ribbon, or
- Clicking on the View/Edit Purchase icon in the sub-menu Purchases under the Jim2 icon in Jim2 Toolbar

If you don't know the unique Purchase Order number you can use the search features of the Purchase List in Jim2 to find the Purchase. To open the Purchase in View Mode you can simply double click the Purchase you wish to view/edit from the resulting list, and to Edit that Purchase, select the Edit button at the bottom of the Purchase form. Or you can highlight the PO in the list and click on either the View or Edit buttons at the bottom of the list.



Jim2 Dialogue Box.

2. A dialogue box will appear and you can enter the Purchase number. Click on either View or Edit depending on what function you want to perform.

3. If you clicked on View, the Purchase will appear in view mode or if you click on Edit, the Purchase will appear in Edit mode.

Selecting the CANCEL BUTTON will NOT cancel the Purchase Order selected - it will only cancel your choice to view or edit that Purchase Order. If you wish to cancel a Purchase Order, you will need to be actively editing that Purchase Order and apply the status of Cancel. Jim2 will time/date/initial stamp the cancellation, log the history of the cancellation and lock the Purchase Order from further edit. It will now only be available to view.

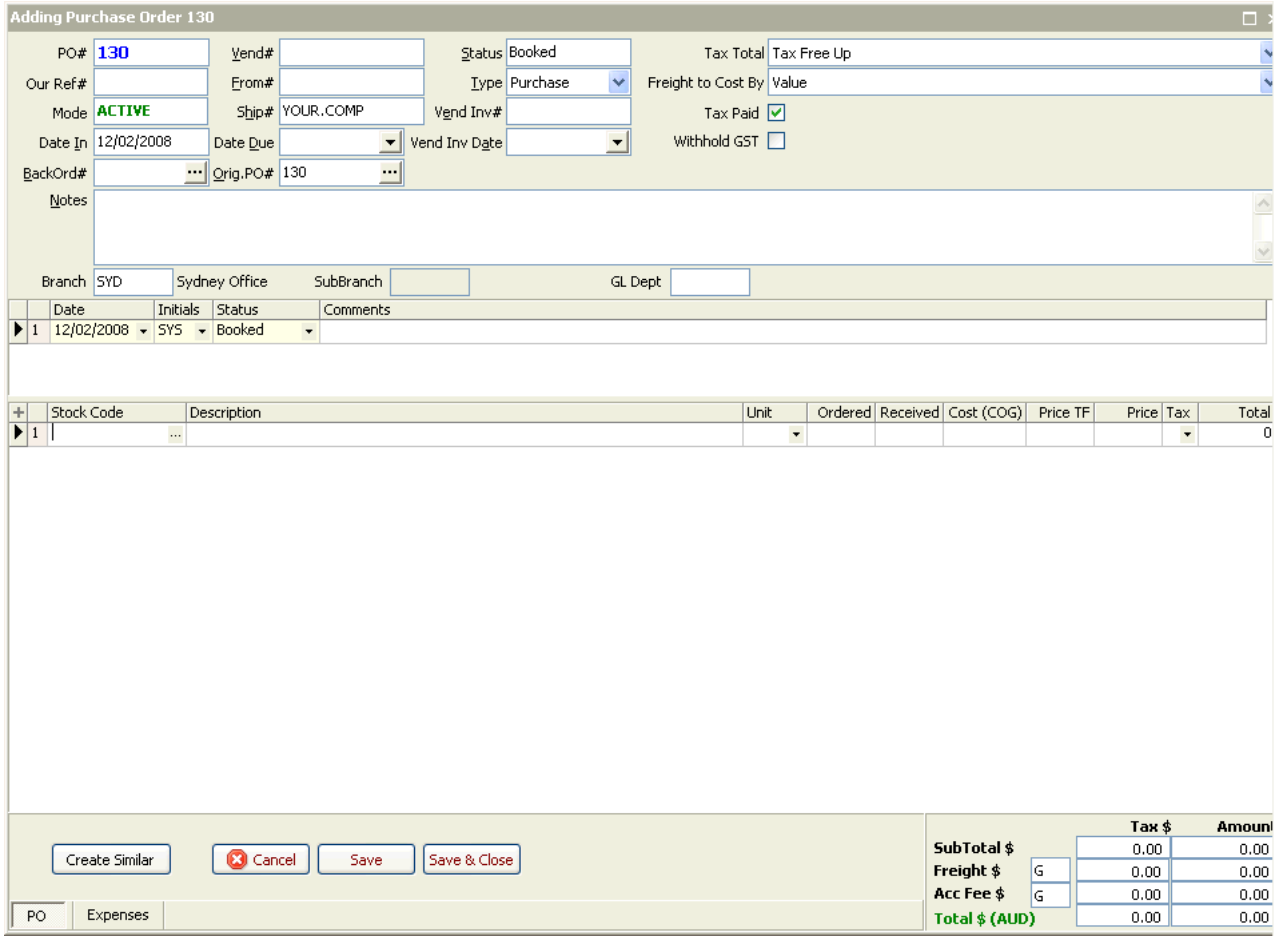
While in View mode you can click on Edit to make any changes. You are able to View both active and finished Purchase Orders. You cannot Edit Purchase Orders with a Status of Finish unless you have Unprinted the Purchase Order.

5.16.2 Create a Purchase Order



You will not be able to commence adding Purchase Orders into Jim2 until you have first setup the Option and Setup Defaults and entered information into User and Vendor CardFile.

1. Select the Add Purchases icon. The Adding Purchase Order form is displayed. Jim2 automatically fills some fields in the Purchase Header including the PO#, Status, the default Ship# (if set in Options>Purchases), Type, Date In, Orig. PO#, Tax Total,Freight to Cost, Freight and Account Fee Tax Codes.



Jim2 - Adding New Purchase Order Form

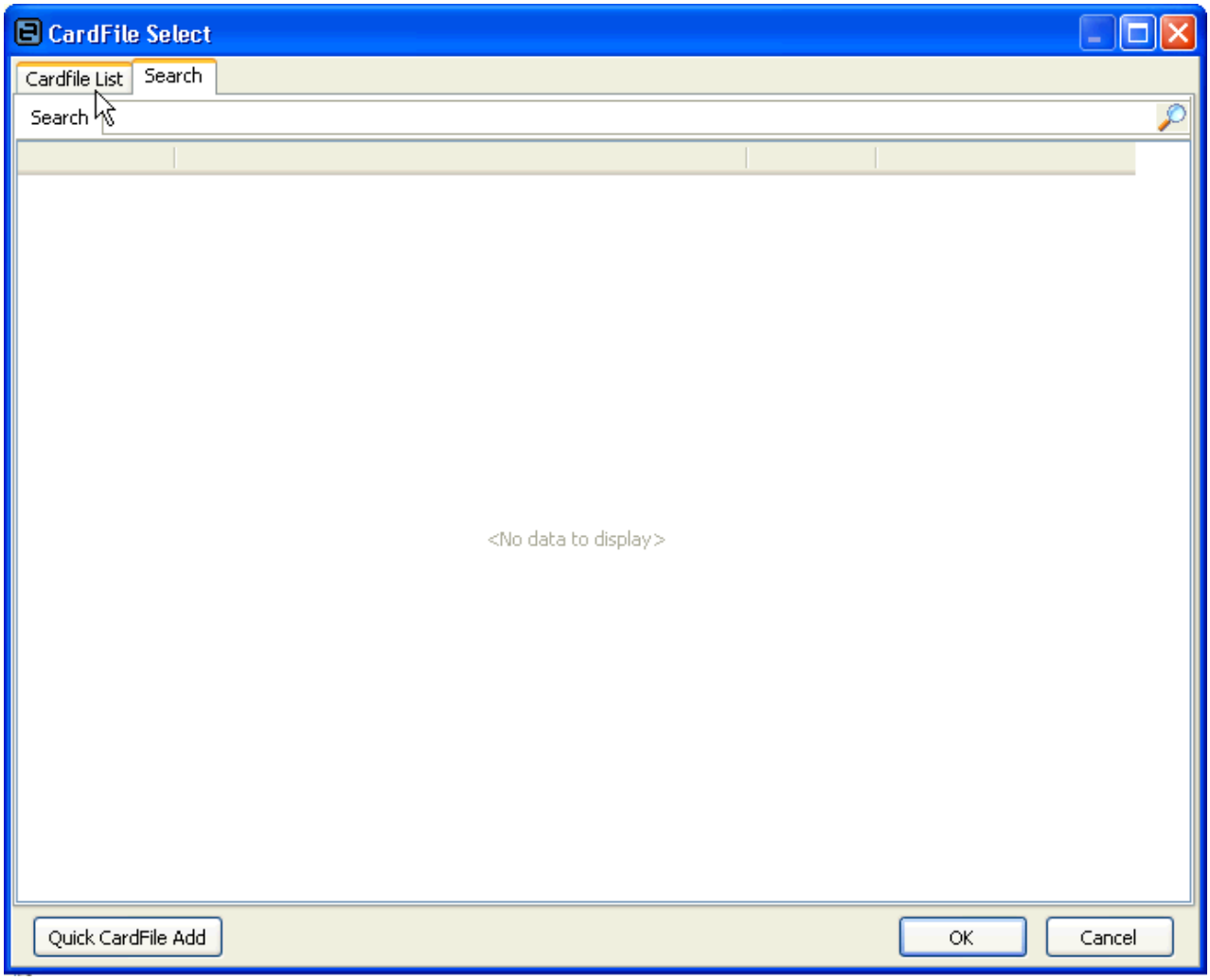
Jim2 is designed to prompt user input by placing the cursor at the appropriate fields that the user is required to complete. The Enter key will move the text cursor to the next user input field in the Purchase Order entry pattern. The pattern follows:

- Vendor Cardcode#
- Vendor Invoice Date
- Vendor Invoice#
- Notes - Shipping or payment notes

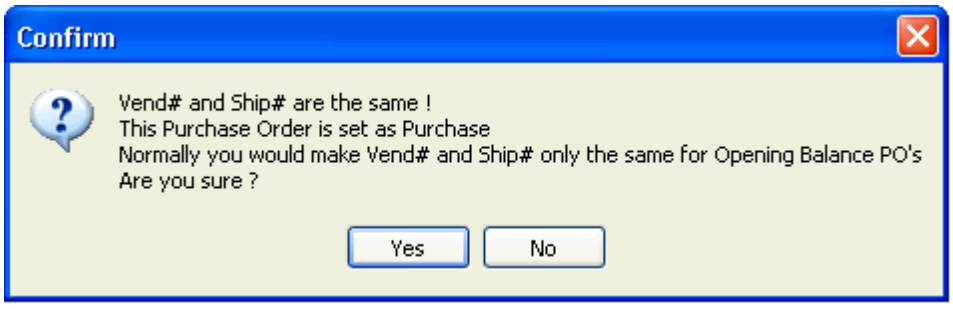
You may "override" some of this default information if required, simply by using the TAB key or mouse to move the cursor to that field, highlight and re-edit. The exception is that the PO# and Date In cannot be edited as they form part of the secure Quality record for each Purchase.

2. Select a vendor in one of the following ways:

- Start to type the vendor code. Jim2 "intuitive type" will begin to (numerically/alphabetically) pre-empt your choice of names from the Card Code list as you type
- Click the browser button beside the Vend# field to display the search window.
- By clicking on the Cardfile List tab you can access a full list of vendors and then click to select from the list



If the Vendor# and Ship# are the same on a PO, when Finishing you will see a confirm message if the PO is not an Opening Balance. It would be highly unusual for a Purchase Order that is not an Opening Balance PO to have the same Vendor# and Ship# therefore we prompt you to check.



Jim2 - Confirm Vend# and Ship# the same are correct.

Jim2 uses information and calculations from the Vendor CardFile records, to automatically add default information into certain fields of the Purchase Order. To change any of these default values, move to the field you want to change and use the pull down menu active with that field, or highlight and over type the entries.

3. You can select a date due by when the vendor has promised the goods are to be delivered, or use the required days information calculated using information from the Vendor's CardFile.

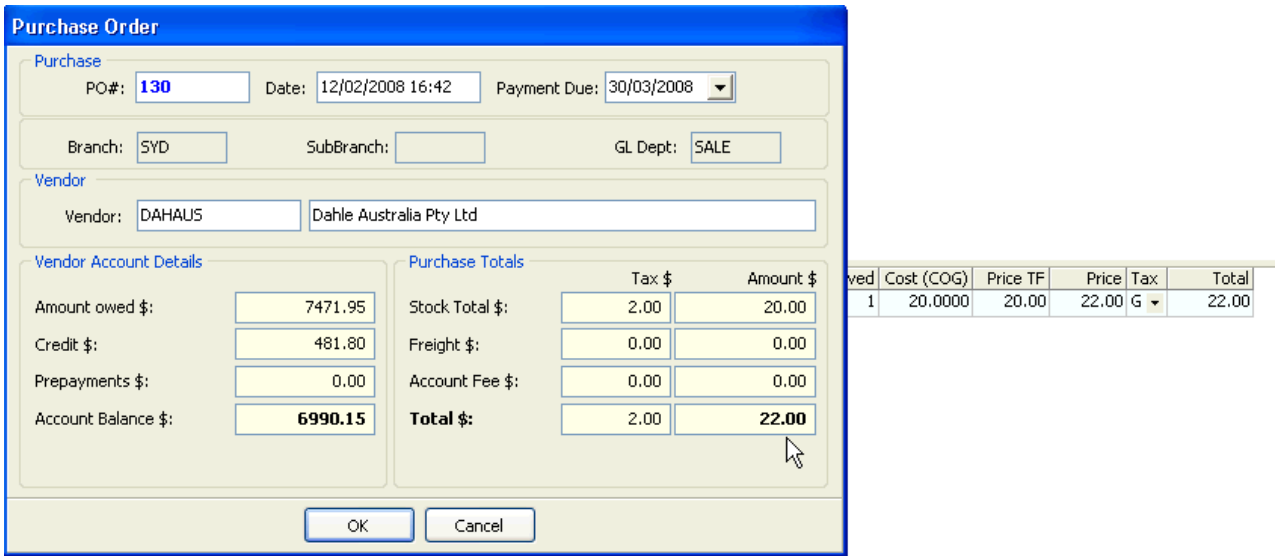
4. If required type a specific message in the Notes field in the Purchase Header - any special delivery or payment messages (this message will appear only on this Purchase Order).

5. You can now add comments or stock to this Purchase. The F3 function key will take you to the Comments Grid and the F4 function key will take you to the Stock Grid.

6. Once you have received the stock and marked off the units received against the Purchase Order, you should update any prices and change the status of the Purchase Order to Received. This will update the stock records, allow you to sell the stock to customers and enter an estimated value into the General Ledger Accounts 1-XXXX Stock on Hand - PO's on Received and 2-XXXX Temporary Creditors - PO's on Received.

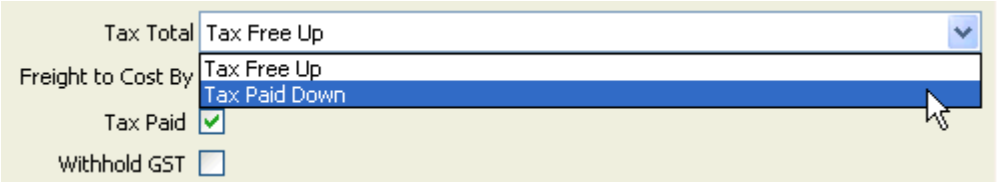
7. Once you receive the invoice from your vendor, you should check the prices and edit if necessary, add any freight charges to the freight field in the PO footer, check that the PO total agrees with the vendor invoice total, change the status to Finish and save the PO.

Once you have selected the status of Finish and select to save the PO you will see a message box which allows you to again confirm that the total figures in this Purchase Order match the Invoice that has been send to you from your Vendor.

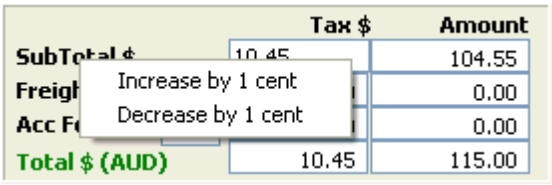


8. Sometimes you will find that there is a small difference between the total of the PO you have entered into Jim2 and the total of your vendor's invoice. This can be due to a different method of calculating GST (e.g., calculated at line level or on the invoice total) or due to rounding. You can adjust your PO total to match the vendor invoice using two different methods.

The first method to try is to change the Tax Total method on the PO. For example if your default method is Tax Free Up try changing to Tax Paid Down.



If you still have a small difference after changing the Tax Total method, then you can use the Increase (GST) by 1cent or Decrease (GST) by 1cent function. Simply right mouse click in the Tax SubTotal field in the footer of the PO (or Expense PO) and select to either Increase by 1 cent or Decrease by 1 cent. Repeat this as many times as required to balance the PO total to the vendor invoice total.



5.16.3 Auto Create Purchase Order

If you are leaning toward "Just In Time" (JIT) Stock Control, check this feature out. You can easily Auto Create Purchase Orders directly from a Job (or List of Jobs) by right clicking and selecting 'Auto Create Purchase Orders'.

Add the Stock Codes to your Jobs "up-front" (the Job information will update the Purchase Order)

Open "a" Job or create a List of Jobs (using any of your List criteria and run the List)

Right click in the stock grid of "a" Job or anywhere within the Job List result to open the new Auto Create Purchase Order form

Click RUN to load the stock required from the Job or Job List.

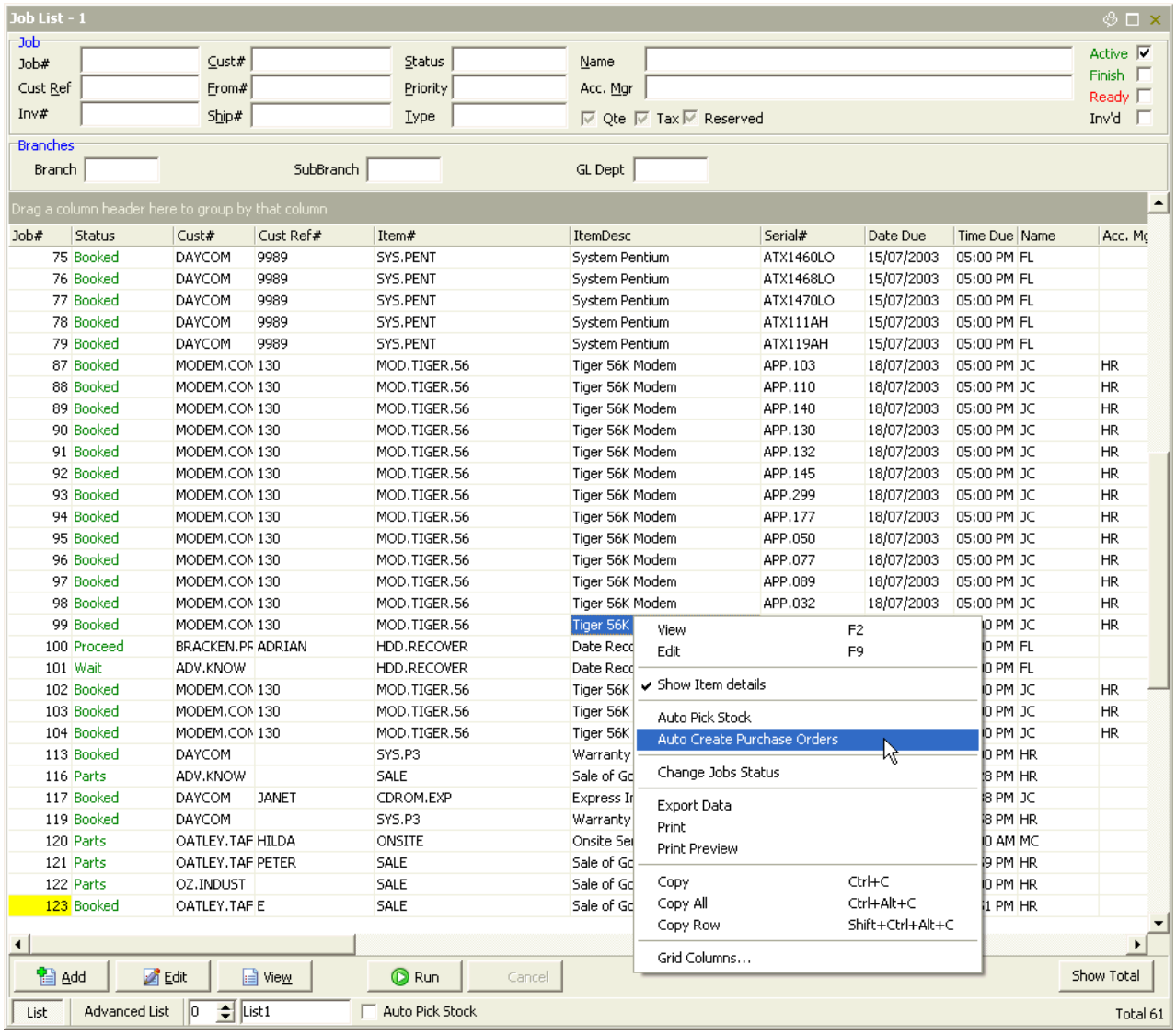
Make any alterations to the Selected Stock.

You are able to over-ride the "Order Qty" column to bring in more stock, and/or change "Vendor" and so on.

You can pick and choose which products to order using the "Order" column (check/ uncheck the tick box at a line level or use Select All/Deselect All).

Press Order - you have just created Purchase Orders for exactly what you need.

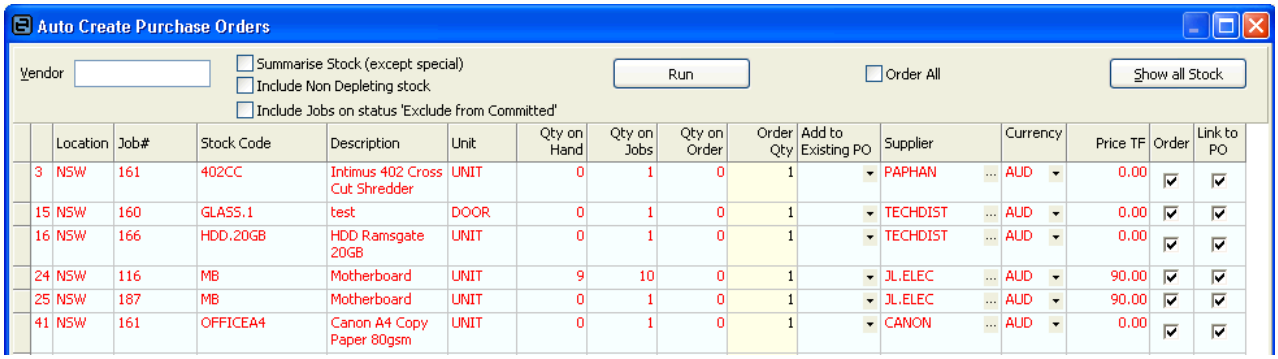
You can EDIT the purchase orders themselves prior to sending them off to your vendors if necessary.



Jim2 - Using Auto Create Purchase Orders on Job List

This feature uses many existing JIM2 BE rules with respect to Stock records to take a whole lot of "guess work" out of Purchasing. Auto Create Purchase Order will run through your choice of Jobs and calculate:

- Exactly how many need to be ordered of each Stock (Qty On Hand – Qty On Jobs + Qty On Order already)
- Of what needs to be ordered, which Vendors to raise the PO's to.

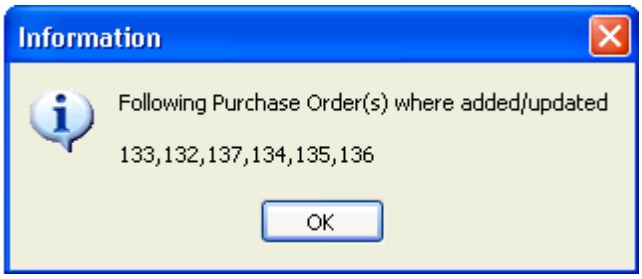


Jim2 - Auto Create PO screen

The Auto Create Purchase Order Form allows the following criteria to be selected in any combination:

- Enter a VENDOR code in the form **only** if you want to create a Purchase Order to one specific Vendor (just for the stock they typically supply you). If you do not enter a Vendor code, JIM2 BE will create multiple Purchase Orders to multiple vendors to fulfil the whole stock requirement. This function is based on the Vendor Ranking for each Stock Code. You can select a different vendor against a stock.
- Tick 'Summarise Stock' (default from Job List) if you do not wish to link Purchase Orders directly to the related Job. If you do not tick the Summarise Stock checkbox, JIM2 BE will automatically "link" (allocate) stock, line by line, on the Purchase Orders to their respective Jobs.
- Tick the "Include Non Depleting Stock" if you would like the form to pick up non depleting stock codes. Note: As non depleting stock quantities are not tracked in JIM2 BE, it cannot calculate how many you need (on hand versus supplied). The "Order Qty" will always equal the total count for that stock as per Qty Ordered on each Job.
- You can display **all** stock (depleting and non-deleting) from the Job List (Requiring ordering or not) by clicking 'Show all Stock'. This may help you decide on whether to "top up" certain stock lines before they run out.

Click ORDER and let JIM2 BE generate PO's to match your criteria choices. Once the PO' are created, a pop up message will give you the List of PO's that were just created, and once you click on OK the first PO will open. Now you can edit/send these to your vendors ASAP.



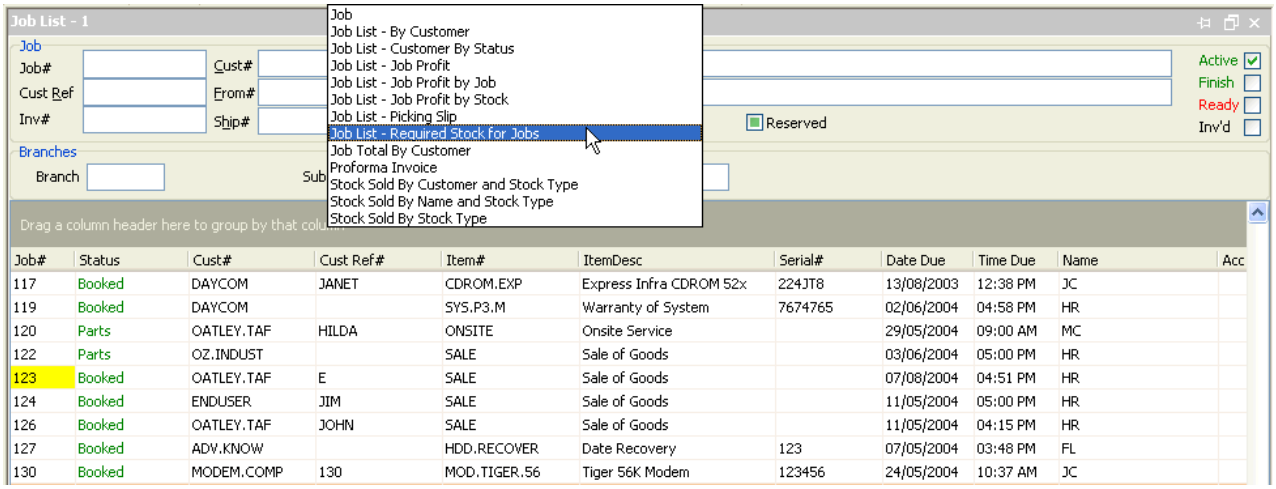
Jim2 - Auto Create PO confirmation

Stock displayed in RED needs to be ordered (there is not enough stock on hand or on order to fill current Job requirements).

Where you have certain vendors that you order from "every day" or very regularly, you can create a running Purchase Order to that Vendor then use the "Add to existing PO" column to continuously update the open PO until you are ready to close and place the order. The status of the running PO would remain on "Booked" (active) until it was "Ordered" (still active – e.g., verbal additions made to supplier) then "Received" (no longer active – open a fresh order).

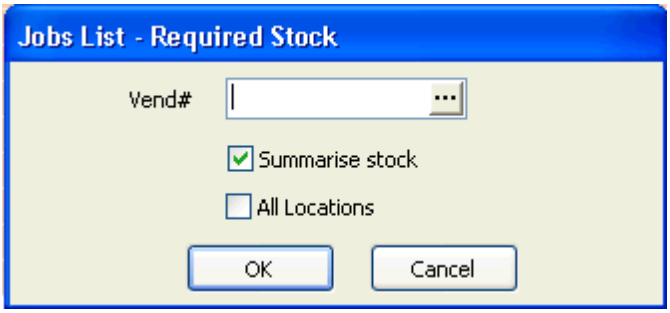
As with all "Lists", once RUN you have a specific snapshot of information to work with. The Auto Create Purchase Order form only works from this information (is not live).

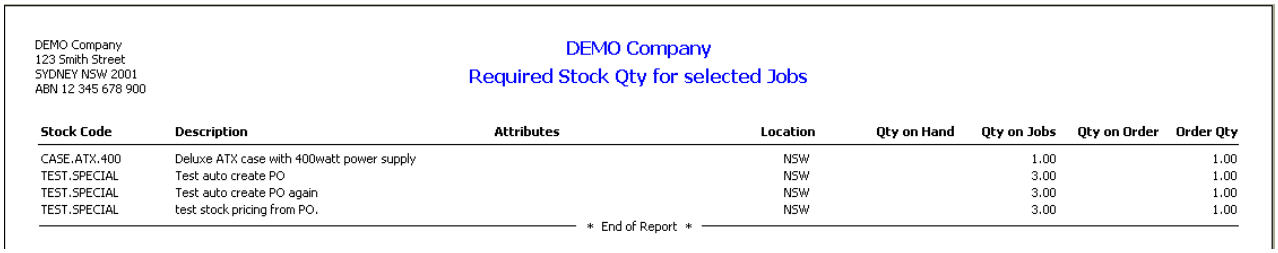
We have created a matching "manual" report that uses the same calculation methodology as the Auto Create Purchase Order form. If you'd rather review the results of the report, or raise PO's manually, run your Job List and choose the "Job List – Required Stock For Jobs" report.



A window will open allowing you to select:

- A specific vendor, or leave the selection blank to include all vendors.
- To summarise stock, or display in detail by job.
- A specific stock location or all stock locations.





DEMO Company
123 Smith Street
SYDNEY NSW 2001
ABN 12 345 678 900

DEMO Company
Required Stock Qty for selected Jobs

Stock Code	Description	Attributes	Location	Qty on Hand	Qty on Jobs	Qty on Order	Order Qty
CASE.ATX.400	Deluxe ATX case with 400watt power supply		NSW		1.00		1.00
TEST.SPECIAL	Test auto create PO		NSW		3.00		1.00
TEST.SPECIAL	Test auto create PO again		NSW		3.00		1.00
TEST.SPECIAL	test stock pricing from PO.		NSW		3.00		1.00

* End of Report *

The Auto Create Purchase Order form works with specific Job information, as does the Required Stock Qty for selected Jobs report. The Stock Re-Order report (Management Report) uses stock record information such as minimum stock on hand counts, manufacturing requirements and so on. Your site may require a "combination" of reporting methods to cover all stock control needs.

Refer also to the section on Stock Procurement as using this functionality can automate all your stock ordering requirements.

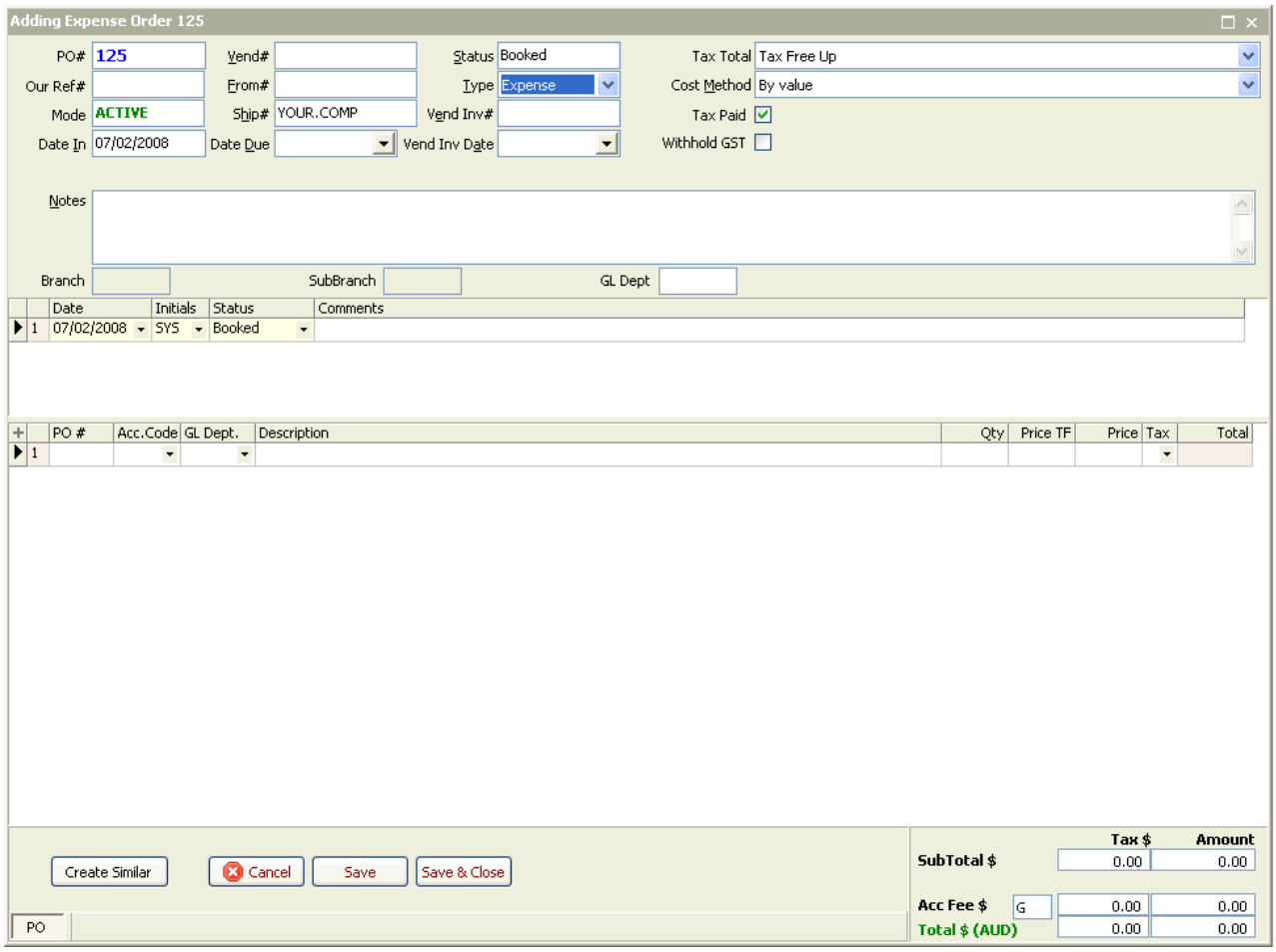
5.16.4 Create an Expense Order



You will not be able to commence adding Expenses into Jim2 until you have first setup the Option and Setup Defaults and entered information into Vendor CardFile.

1. Select the Add Purchases icon. Jim2 automatically defaults to adding a Purchase Order. However, you will need to override this by selecting Expense in the Type field of the Purchase Header. The Adding Expense Order form will now be displayed showing the Expenses Header.

The adding Expenses form will display default fields including – The PO#, Status, Ship#, Type, Date In, Orig.PO#, Method and Tax Total. However, you may "override" this default information (if required) simply by using the TAB key or mouse to move the cursor to that field, highlight and re-edit. The exception is that PO# and Date In are not able to be edited as they form part of the secure Quality record for that Expense.



Jim2 - Adding New Expense Order Form.

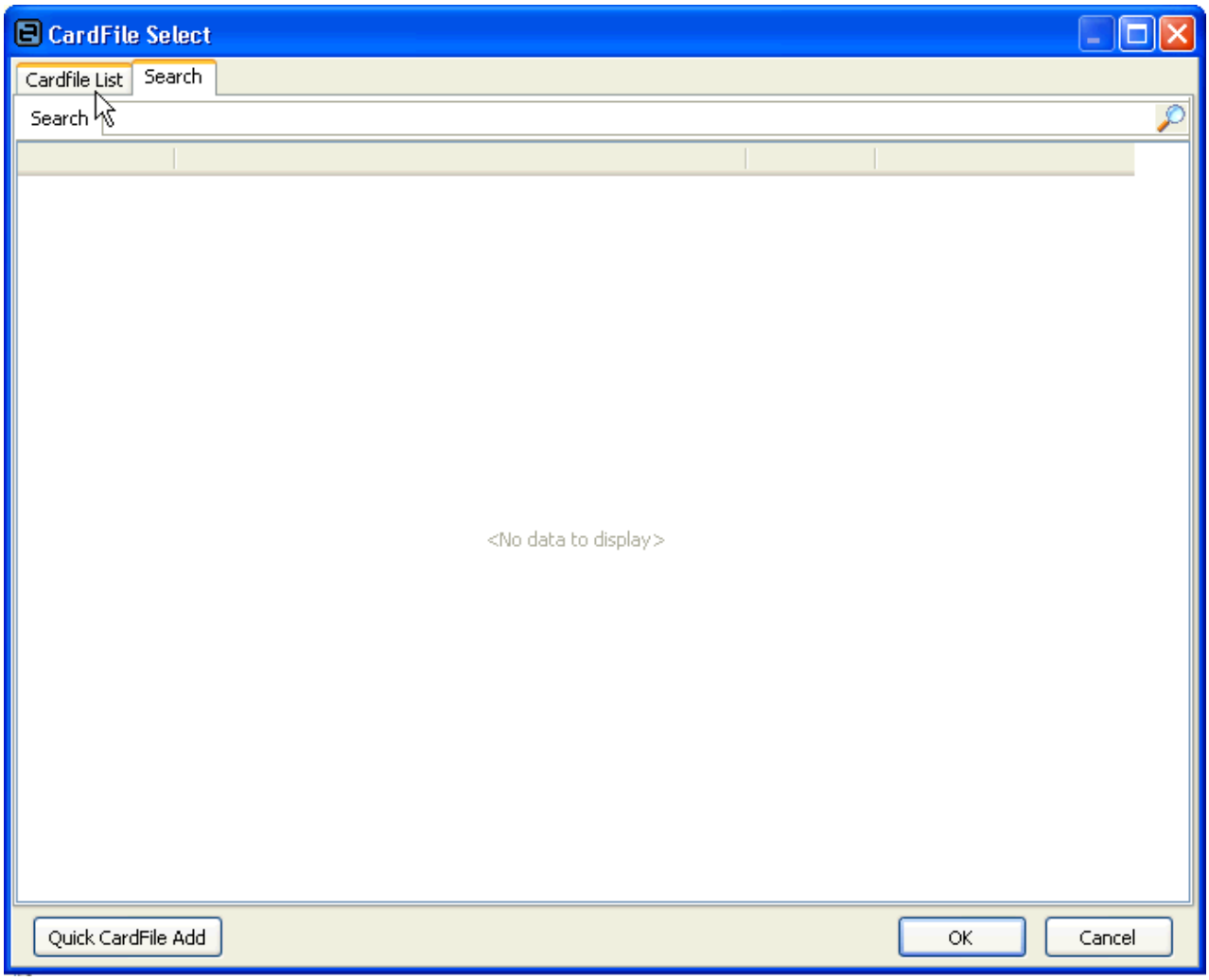
Jim2 is designed to prompt user input by placing the cursor at the appropriate fields that the user is required to complete. The Enter key will move the text cursor to the next user input field in the Purchase Order

entry pattern. The pattern follows:

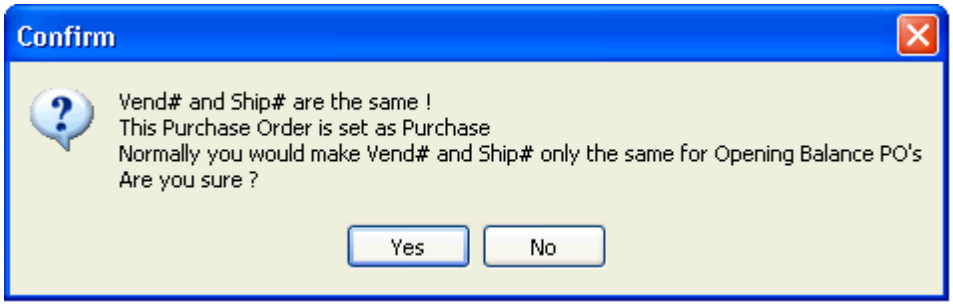
- Vendor Cardcode#
- Vendor Invoice Date
- Vendor Invoice#
- Notes - Shipping or payment notes

2. Select a vendor in one of the following ways:

- Start to type the vendor code. Jim2 "intuitive type" will begin to (numerically/alphabetically) pre-empt your choice of names from the Card Code list as you type
- Click the browser button beside the Vend# field to display the search window
- By clicking on the Cardfile List tab you can access a full list of vendors and then click to select from the list



If the Vendor# and Ship# are the same on a PO, when Finishing you will see a confirm message if the PO is not an Opening Balance. It would be highly unusual for a Purchase Order that is not an Opening Balance PO to have the same Vendor# and Ship# therefore we prompt you to check.



Jim2 uses information and calculations from the Vendor CardFile records, to automatically add default information into certain fields of the Purchase Order. To change any of these default values, move to the field you want to change and use the pull down menu active with that field, or highlight and over type the entries.

3. You can select a date that the vendor has promised the goods are to be delivered, or use the required days information entered in the Vendor's CardFile.

4. If required type a specific message in the Notes field in the Expense Header - any special delivery or payment messages (this message will appear only on this Purchase Order)

5. You can now add comments or stock to this Expense. The F3 function key will take you to the Comments Grid and the F4 function key will take you to the Expenses Grid.

Once you have selected the status of Finish you will see a message box appear asking you to confirm whether the total figures in this Purchase Order match the Invoice that has been send to you from your Vendor - this feature is extremely useful when Vendors calculate Tax amounts, etc., differently for example Line level or Overall.

Placing an Expense Order on the status of Received will not update the linked PO or the General Ledger until the status is Finish.

You cannot create a Return to Vendor for goods and services purchased on an Expense Order. You have to create a negative Expense PO. Create an Expense PO as above with the Qty as a positive amount, but enter the '$-value' as a negative, e.g., -$100.00.

5.16.5 Add Comments to a Purchase Order

		Date	Initials	Status	Comments
▶	1	11/02/2008	RM	Booked	

Jim2 - Comments Grid.

1. Select the Comments Grid by either:

- Using the F3 function key on your keyboard, or
- Left-click your mouse in the Comments field

You can expand or reduce the number of fields viewed in the Comments Grid by clicking the "+" or "-" on the top left hand corner of the Comment Grid. This feature allows you to view when and who entered the comment.

2. You can type any comment in the Comment field as it is a Multi line text with wordwrap (limited to 8000 characters).

The Time/Date (Time and Date the Comment was added) and Init (Initials of the User editing) are defaulted by Jim2 and form part of the Quality record - as such they cannot be edited.

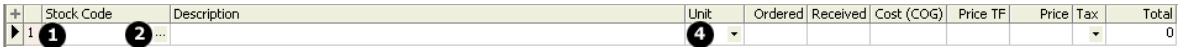
You may add comments at any time to the Comments Grid by moving to the top comment in the grid and using the Insert key from your keyboard. Such comments need not necessarily have a Status, but are automatically time/date/initial stamped.

There are a number of functions available if you right click within the Stock Grid - for more information see the Purchase/Expense Comments Grid section.

5.16.6 Add Stock to a Purchase Order

The Stock/Parts Grid of any Purchase Order is designed to record and calculate the Quantity and Cost price of all the

Depleting, Non Depleting, and Special Stock.



Jim2 - Purchases Stock Grid.



Jim2 - Purchases Stock Grid extended.

1. Select the Stock Grid by either:

- Pressing the F4 function key, or
- Left-click your Mouse in the Stock Code field

If adding multiple stock lines to the grid, the Enter key will take you to the next line in the grid, ready to insert another stock code.

2. To add Stock to a Purchase order, move to the Stock Code field of the Stock/Parts Grid and select stock in one of the following ways:

- Clicking on the Stock Code browser which then brings up Jim2 lookup. In this lookup you can also view Quantity in Stock field of the stock record
- Start to type the Stock Code. Jim2 "intuitive type" will begin to pre-empt your choice of Stock Codes from the Stock records as you type each letter
- Scan the Stock Barcode to automatically add the correct Stock Code.

Jim2 Stock Lookup screen allows you to locate and select certain stock to be added to the Purchase Order. You can use the search field and filter button to enter a code, a description or a partial code or description (any field in the Search field selection), etc., and select 'filter'. This will now only show stock which fits this filter - if you clear the search field and select filter again you will see all stock again. You will also note that as you delete any part of the search field, the filtered list will be edited accordingly to match the new search filter. Note: The F5 function key will also show the Jim2 lookup -

Stock Grid screen.

3. Once you have selected the Stock Code the stock Description will be defaulted to that field automatically. Enter the Job number if required. ❸ The parts will be added to the job automatically and show the status of the Purchase Order.

If you have purchased Stock for a Job you can add it to a Job by entering the Job number in the Job# field of the Stock grid. Expand the Stock grid fields by clicking the "+" on the top left hand corner of the Stock Grid and this shows you all defaults for that Stock, including the Job# field. When adding the Job Number to the Purchase Order this will automatically add the stock to the Job showing the Purchase Order Status. If you purchase stock which is linked to a Job it will show the Stock line with a light blue colour background. If you have ordered special stock, the stock code will show in RED colour indicating that this is special stock.

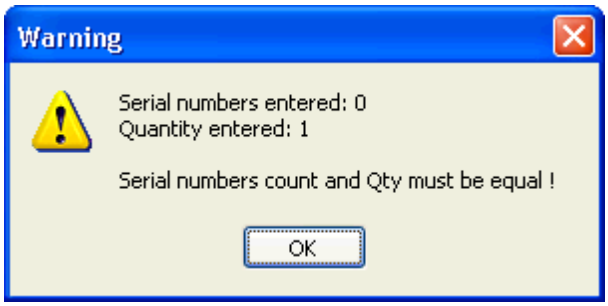
4. Select the Unit measure of the Stock being Purchased and enter the Quantity (of the measure) ordered from the vendor. ❹

5. The stock grid will pickup the default stock location ❺ for purchases as set in the user's CardFile or you can specify a different stock location if required. You are able within this stock grid to select another location - to view this area of the grid click the top left hand corner of that grid and it will show the expanded view.

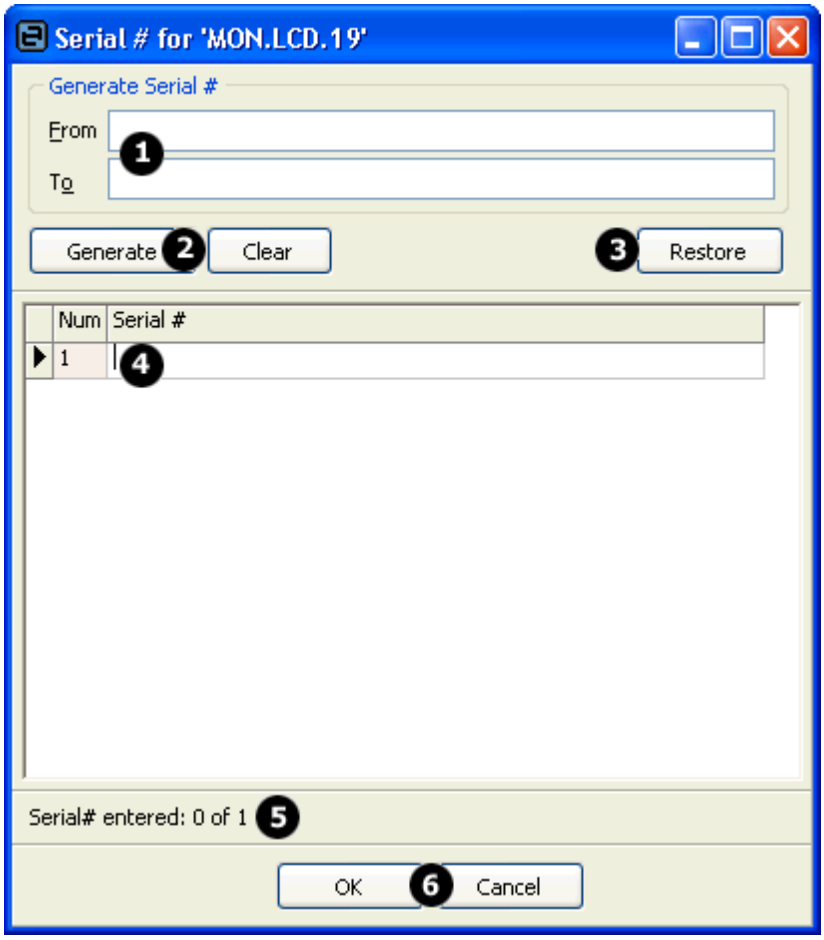
There are a number of functions available if you right click within the Stock Grid - for more information see the Purchase Order Stock Grid section.

5.16.7 Enter Serial Numbers

If on your Stock Record the Serial On Purchase option is selected, once you have entered a Quantity into the Received field on the PO you will get the following warning.



1. Once you click OK, the Serial Number Entry form will be displayed. The From and To fields can be used when you have consecutive Serial Numbers to be entered.



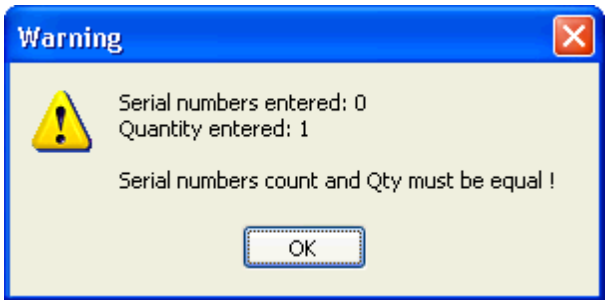
Jim2 - Serial on Purchase Entry screen

2. Click the Generate Button to generate the list of Serial Numbers - if this is incorrect you can select the Clear button and start again. This will only clear the generated grid not the From and To fields.

When using the Generate button you cannot generate more than 1000 serial numbers.

3. If you have entered Serial Numbers and then they are changed - you can click the Restore button 3 to restore the originally entered Serial Numbers.

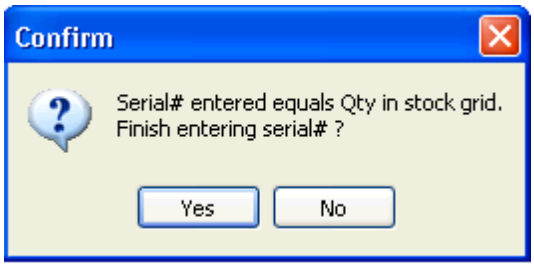
4. This grid displays the generated Serial Number 4 - the Qty of Serial Numbers entered must match the Qty Received on the Purchase Order.



Jim2 - Warning when Serial# count is not equal Qty

If you enter Serial Numbers which are more than the Qty Ordered, the Received Qty column in the Purchase Order will be changed.

5. Once the correct Number of Serial Numbers have been entered ❺ the following message will be displayed.



6. Select either the OK or Cancel button ❻ once you have finished entering Serial Numbers.

5.16.8 Add Expenses to a Purchase Order

The Expenses Grid of any Expense Order is designed to record and calculate the Quantity and Cost price of all the expenses attached to the cost of stock within a purchase, which are not known at the time of receiving the stock, or for standard office expenses.

You can enter positive or negative Expense Orders into Jim2 and both of these types can be applied to Purchase Orders. If you have any Expense Order which has a positive and negative value and they balance out to 0.00 value no Creditors entry will be created.



Jim2 - Expenses Grid.

1. Select the Expenses Grid by either:

- Pressing the F4 function key, or
- Left-click your Mouse in the Expense Code field

If adding multiple expense lines to the grid, the Enter key will take you to the next line in the grid, ready to insert another expense code.

2. Enter the Purchase Order number if required. You can go direct to the linked Purchase Order by clicking, using your Right Mouse button and then selecting the View Purchase Order# option.

If you have expenses attached to the cost of stock within a purchase, which are not known at the time of receiving the stock, you can add it to a Purchase Order by entering the PO number in the PO number field of the Expense grid. When adding the PO Number to the Expense Order, this will automatically allocate the expense to the stock in the Purchase Order (that is increase the COGS on the PO) once the status of the Expense Order is finish. You can expand or reduce the number of fields

viewed in the Expense Grid by clicking the "+" or "-" on the top left hand corner of the Expense Grid.

3. To add expenses to a Purchase order, move to the Expense Code field (3) of the Expenses Grid and select expenses in one of the following ways:

- Click on the Expense Code drop down box and select the Expense Code
- Start to type the Expense Code. Jim2 "intuitive type" will begin to pre-empt your choice of Expense GL Accounts from the General Ledger.

Once you have selected the Expense GL Account, the GL Account Description will show.

4. Enter the Quantity (4) of the Expense ordered from the vendor, this will be used when calculating the totals.

If you are entering a negative Expense Order the Qty is still entered as a positive number, as we do not keep track of Qty's for Expenses only, the $Values are to be entered in as negative values.

5. Enter either the Tax Free Price (5) or the Tax Paid Price of the expense. If you are entering a Negative Expense Order you will need to enter these Dollar Values as negatives. The Qty entered should always be a positive Number regardless of whether the '$-values' are negative or positive.

6. Now the Tax Code field (6) may have been already filled, from either the default on that General Ledger Account or the Vendor selected is Tax Free, in which case the Tax Free code (specified in Purchase Options) will be used.

Importing Goods requires a Lump Sum GST Value to be entered usually a period of time after you have actually received the stock relating to the importing of the goods. In this case the original PO would be entered using the X Tax Code (exclude of GST/BAS Reports). When you received the Paperwork relating to this Lump Sum GST it will need to be added through an Expense Order using the GST Liability GL Accounts - You will not be able to apply this Expense Order to a PO. When selecting either of these Tax Accounts you will only have the option of the following Tax Codes: Y, Z and X :-

Y = Lump Sum Other Acquisition G11
Z = Lump Sum Capital Acquisition G10
X = Exclude from GST Reports

For further information on transactions relating to imported goods refer to the section on Handling Imported Goods and Import Charges in Jim2 How To.

5.16.9 Receiving Stock

	Location	Stock Code	Description	Unit	Ordered	Received	Cost (COG)	Price TF	Price	Tax	Total
1	NSW										0

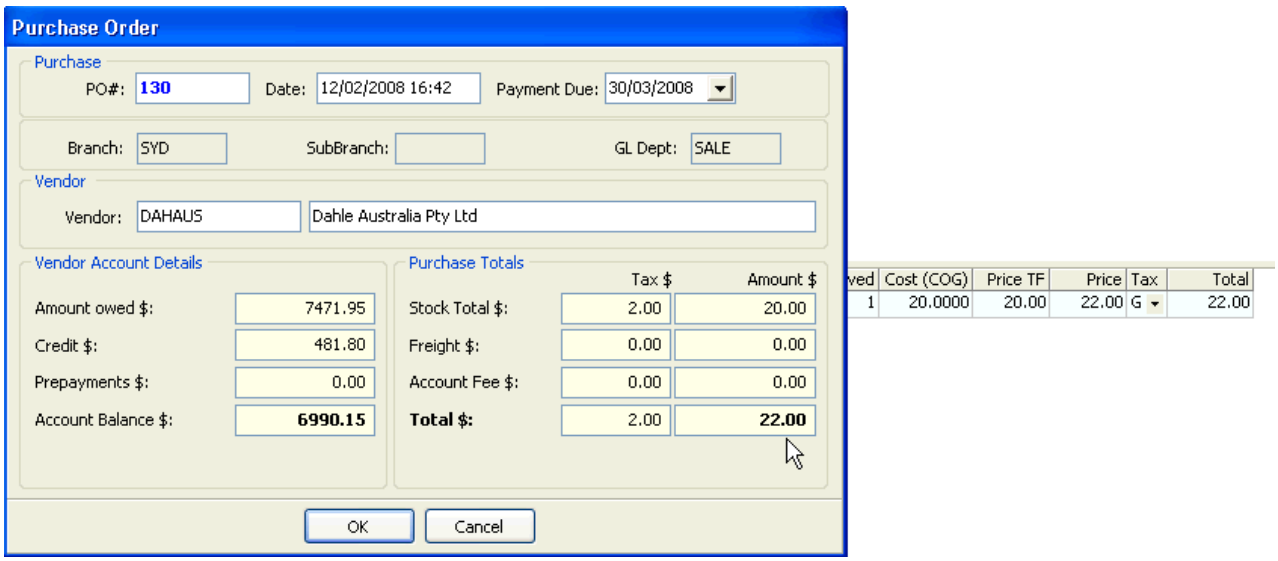
Jim2 - Purchases Stock Grid.

1. You must first select the Stock Grid to be able to enter the Quantity Supplied from the Vendor in the received field of the Stock Grid by either:

- Pressing the F4 function key and tab to the Received field, or
- Left-click your Mouse in the Received field

2. Enter the quantity supplied from your vendor and check the price is correct.

If the Stock you have received requires Serial Numbers on Purchase, Jim2 will automatically prompt you to enter the serial numbers as you move off the Received field.



Jim2 - Purchase Order $Totals Confirmation message.

3. Once you have checked all the details are correct you can change the Status of the Purchase Order to Finish. A message box will appear, asking you to confirm whether the total figures in this Purchase Order match the Invoice that has been send to you from your Vendor. This feature is extremely useful when Vendor calculate Tax amounts differently for example Line level or Overall.

5.16.10 Create Purchase Back-Orders



Jim2 - Purchases Back-Order message.

1. When you receive stock from a vendor in Jim2, and the quantity supplied is lower than the quantity ordered, you will be prompted to create a back-order. Click on Yes to create a back order.

You will be prompted with the Purchases Back-Order message after you have received the Stock.

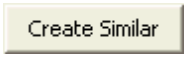
2. Jim2 will create the back-order (another Purchase Order) for you, showing the same information as the original Purchase Order except that it blanks out the Vendor Invoice number, and also adds the original Purchase Order number to the Orig.PO field. You can view the original Purchase Order by clicking on the browser button within this field. You can change any of the fields within this Purchase Order if required and also add or remove any stock lines.

If you have any Stock which is linked to a Job but not received the link will flow through to the New BackOrder Purchase Order.

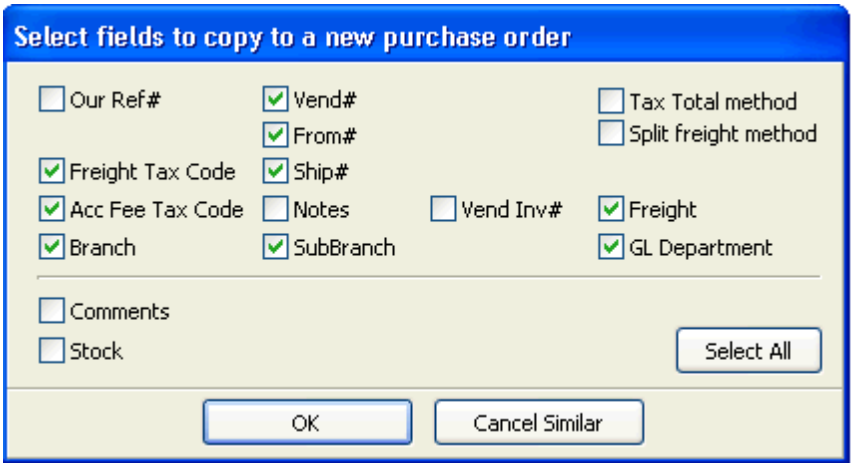
5.16.11 Create a PO from a Similar or Previous PO

1. Search for the Purchase or Expense Order that you want to duplicate by either:

- Clicking on the View/Edit Purchase icon in the Jim2 Ribbon, or
- Clicking on the Create List icon in the Jim2 Ribbon and use the search criteria to narrow your choices. Select the Purchase you wish to duplicate from the search result.



2. Click on the Create Similar button in the Purchase or Expense Footer.



Jim2 - Selection Box.

The Create Similar function has the same options for Purchases and Expenses, except for the freight fields are only active in Purchases, and method (of allocating the expense to the stock) field is only active for Expenses.

3. A selection box will appear. Choose which fields of that PO you would like duplicated on the next Purchase and click on OK.

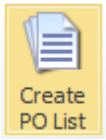
The ALL button will exactly duplicate the fields from the chosen Purchase or Expense - with the exception of the PO# (a unique number for every Purchase is automatically generated by Jim2, regardless of how you are adding a Purchase), Status and time/date/initial fields.

4. You now will have a new Purchase or Expense that will be "similar" to the first. You can now edit the Purchase or Expense fields as normal.

The Create Similar button will automatically close the original Purchase or Expense Order when producing multiple Purchases or Expenses. The Cancel Similar button will abort the adding of the new Purchase or Expense (without effecting the original).

In a multi user environment where others could be adding Purchases or Expenses at the same time, it is a function of Jim2 to monitor the sequence of unique Purchase Order numbers issued at all times. If a "Cancel Similar" is nominated by one user, and another user has been given the next sequential Purchase Order number already, the obsolete Purchase number is automatically given a system status of CANCEL to ensure the integrity of the database. This is different to a user selecting a PO Status of Cancel.

5.16.12 Create a Purchase List



Jim2 - Create PO List icon

1. You can select the 'Create PO List' icon in either one of these ways:

- Click on the Purchases Tab of the Jim2 Ribbon and then click on 'Create PO List'
- In the Nav Tree, right-click on Purchases and select 'Create PO List'

2. The Purchase List form is displayed. You can use any of the fields in List or Advanced List tab as your search criteria.

When you generate a Purchase Order List using a PO# as a search criteria, that PO plus any related Backorders will be displayed.

On the right hand side of the Groups field within the list form you will notice "OR". If you click on this button it will change to "and". This relates to how you want to use groups within your search. For example: If you want to search 2 groups and find Purchases that belong in both groups, use the "and" selection. If you want to search 2 groups and find Purchases belong in either group, select the "OR" option.

3. Once you have selected your search criteria, click on Run and the query will be executed. The resulting Purchase List will appear.

Any Back-Order Purchases in the List will be displayed with the PO # field in Yellow.

4. You can name your Purchase lists so that they represent what you are searching - this helps the user if they have multiple lists running at the same time.

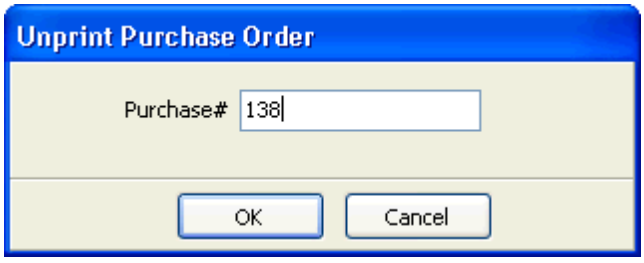
5.16.13 Unprint Purchase /Expenses

To unprint a Purchase or Expense is different from moving the status of the Order to cancel. To edit a Purchase that has already been set to the status of Received or Finish you will need to unprint it. However, you cannot unprint a Purchase if it has a Stock Adjustment, a Return to Vendor, a Stock Transfer, the stock has been sold, or it was backfilling stock that was sold in advance.

Select Jim2 from the top menu selection and move to Purchases, now click on Unprint Purchase Order - enter the Purchase Order number and check the details against those shown on the screen. Once a Purchase Order has been unprinted you can edit it.

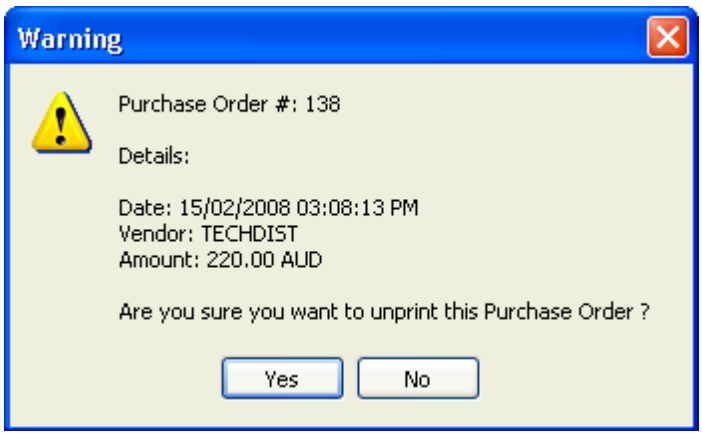
1. Click on the Unprint Purchases icon in the sub-menu Purchases under the Jim2 icon in Jim2 Toolbar

2. The Unprint Purchases dialogue box will be displayed. Type the Purchase number that you want to edit or cancel and press OK.



Jim2 - Unprint Purchases dialogue box

3. The Unprint Purchase Warning box is displayed with details of the Purchase, checking that this is the Purchase you want to edit or cancel. If the details are correct click on Yes.

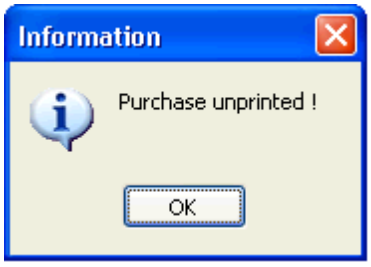


Jim2 - Unprint Purchase Order Warning box

If the Purchase Order was on the Status of Finish and therefore had created a General Ledger Transaction, an Unprint (Reversal) entries will be added.

You will not be able to unprint a Purchase Order if there are Expenses Linked, there is a RTV, a Stock Adjustment or the stock has been sold.

4. A confirmation box will be displayed, click on OK and the Purchase will now have a status of Ordered. The stock records will be updated. Depending on the reasons why you unprinted the Purchase you can now edit or cancel that Purchase.



Unprint Manufacturing PO's

You can only unprint the Manufacturing Purchase Order from the Job - you cannot unprint it through Unprint Purchase Orders.

If the Manufacturing Job is unprinted, the Manufacturing PO status will be changed to CANCEL and the stock grid will be cleared. The Purchase Type will stay as a Manufacturing Purchase so you can re-use that PO if you re-manufacture that Job. You cannot unprint a Manufacturing Purchase Order from the Purchase Order itself – you have to unprint the Manufacturing Job to cancel the PO.

5.16.14 Print a Purchase/Expense Order

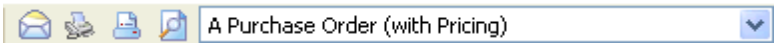
Once you have created a Purchase you may want to either fax, email, print or print preview any of your available Purchase reports.

1. Search for the Purchase that you want to print by either:

- Clicking on the View/Edit Purchase icon under Purchases in the Jim2 Ribbon, or
- Clicking on the Create List icon under Purchases in the Jim2 Ribbon.

2. Once you have brought the Purchase that you want to print up on screen, click on Jim2 print toolbar drop down box to select which Purchase Report you want to use.

Jim2 is supplied with standard Purchase Order reports suited to most businesses. You are able to design your own Purchase reports via Jim2 Report Builder.



Jim2 - Purchases Print Toolbar.

3. Once you have selected which Purchase Report you wish to print, click on the print option you want to use.

You can fax, email, print or print preview any of Jim2 Reports by selecting the appropriate icon in the Print Toolbar. A standard Windows print option list will appear, showing the print default device set for your workstation, and any other print option available (as defined in Jim2 Options). You may select an alternate print option by choosing from that list.

5.16.15 Receive Consignment Stock

Consignment stock belongs to your supplier until you actually purchase it.

You receive consignment stock from your Vendor using a 'Consign. In' purchase order type.

This is like a normal Purchase Order and when the stock arrives is placed on FINISH.

The stock is now available to sell but no accounting (COGS or Income) will occur until the consignment stock is actually purchased.

This can be thought of as very similar to a Purchase Order that is on a status of RECEIVED except no temporary creditors journal is generated.



It is important to recognise the fact that you do not actually own the stock at this point, and that any sales of this stock are at 100% profit until it is purchased.

Consignment stock can be sold and transferred and even returned to the Vendor (RTV) but can not be stock adjusted. In fact RTV is the correct way to return unsold consignment stock.

5.16.16 Purchase Consignment Stock

To '**purchase**' the consignment stock 'received' on a 'Consign. In' Purchase Order, create another Purchase Order with a type of 'Consign. Buy'.

Enter the stock, quantity and pricing of the consignment stock you wish to purchase, noting the original stock location that the consignment stock was originally received into (regardless as to whether it has subsequently been transferred).

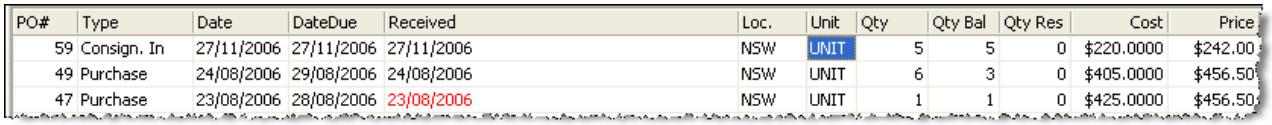


You can purchase more or less than the consignment stock that has been sold, but no more than the total amount of consignment stock that you have received and not purchased. Once the 'Consign. Buy' Purchase Order is placed on FINISHED all related consignment stock will be 'moved' to the 'Consign. Buy' Purchase Order. At this point Creditors will be updated and any COGS journals related to the sale of the consignment stock will automatically be generated.

Reconciling your Consignment Stock

'Consign. In' and 'Consign. Buy' can easily be identified by their type on the stock's Stats, Buying and Transaction tabs.

A new Consignment Stock report allows easy reconciliation of stock on consignment. This report called 'Consignment Required Report' can be printed from a Stock List.



PO#	Type	Date	DateDue	Received	Loc.	Unit	Qty	Qty Bal	Qty Res	Cost	Price
59	Consign. In	27/11/2006	27/11/2006	27/11/2006	NSW	UNIT	5	5	0	$220.0000	$242.00
49	Purchase	24/08/2006	29/08/2006	24/08/2006	NSW	UNIT	6	3	0	$405.0000	$456.50
47	Purchase	23/08/2006	28/08/2006	23/08/2006	NSW	UNIT	1	1	0	$425.0000	$456.50

5.17 Return to Vendor

This page outlines and explains the terminology of the Jim2 Return To Vendor Form. From the Jim2 Return To Vendor Form and the interaction of other default information, accurate and relevant reports can be defined for transmission to your vendor.

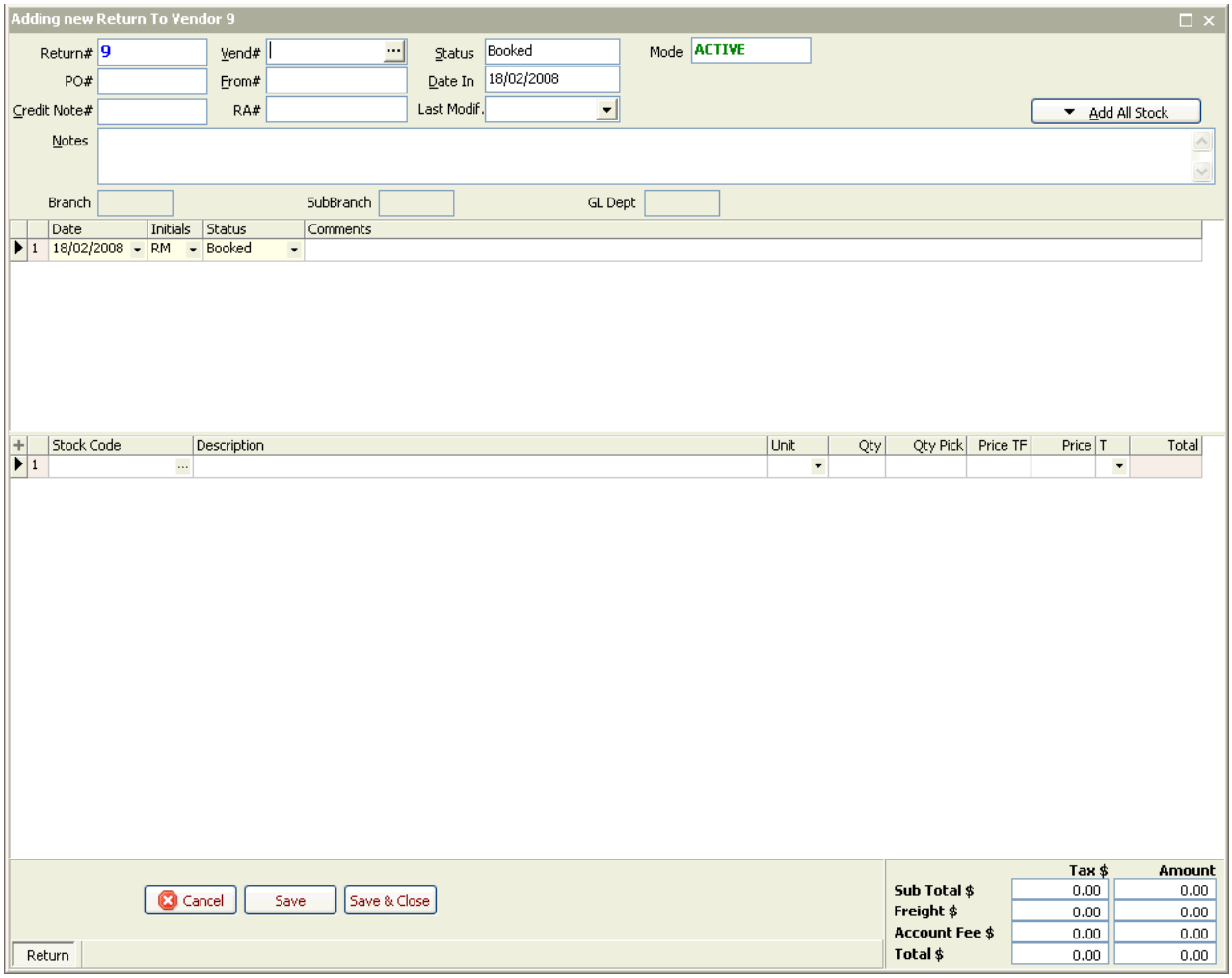
As within most businesses, there are times when certain stock items need to be returned to the Vendor for various reasons - Warranty issues, faulty parts, incorrect quantity ordered, etc. Jim2 has the facility to track stock and allow you to Return goods to the Vendor if required and keep a complete stock control record. Returns to Vendors are only allowed on Stock you have purchased through Jim2 and have not sold to customers as yet. Jim2 system tracks all stock to enable you the easiest method for Returning stock, without having to hunt through Purchase Orders or Vendor Invoices to locate the details for the Stock Return.



You cannot use Return to Vendor against an Expense PO, you have to create a negative Expense PO. The qty is entered as a positive amount, but the '$-value' is entered as a negative. See Create an Expense Order, Add Expenses to a Purchase Order

Jim2 Return To Vendor Form is divided into the following specific information areas that will give you a complete detailed record of:

- The Return To Vendor details via the Return Header
- The Stock information via the Return Stock Grid
- The Totals of the Return via the Return Footer



Jim2 - Return To Vendor Form.

The reverse process to a Purchase Order is the Return To Vendor. In strict FIFO fashion, you should not be able to "return" stock from a Purchase until you have finalised (Finish) the Purchase. However there are circumstances where you may have "received" the Purchase Order and would like to RTV immediately.

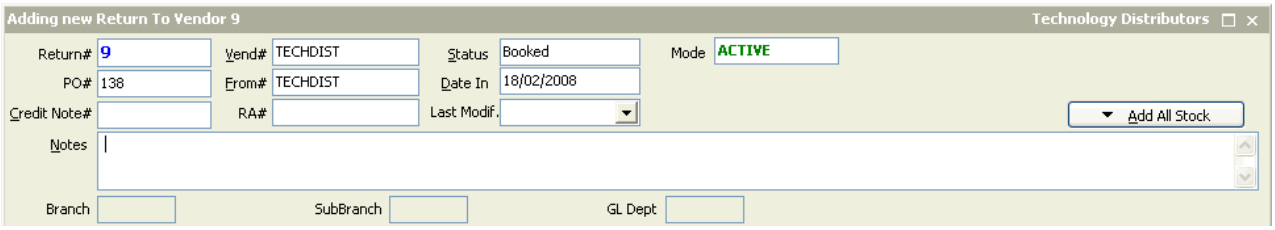
What you need to be very clear on here is that:

Receiving a PO	Qty count for stock increases but COGS, GST and Creditor are pending until PO is Finished
Finishing a PO	COGS, GST and Creditors is updated
Return to Vendor	Qty on hand reduces, GST paid is reversed, creates a Creditor credit

However we do allow you to ADD a Return To Vendor against a PO that is still on "received" BUT you won't be able to FINISH the RTV until the PO is also finished.

5.17.1 Return Header Fields

When adding, editing or viewing, the top section of the Return To Vendor Form, called the Return Header, records information relating to the Return Number, Date, Vendor information, the Status, Notes and PO Number.



Jim2 - Return To Vendor Header.

The fields within the Return Header are described below:

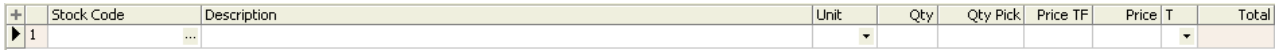
Field	Explanation
Return#	Unique number generated by Jim2
Vend#	The Vendor Card code
Status	The status of the Return
Mode	This only applies to the Advanced Warehouse Management Feature Option
PO#	The Purchase Order Number
From#	The Supplier Card code (may not be the same as the Vendor)
Date In	The date the Return is entered
Credit Note#	The credit note number from your supplier
RA#	The RA# provided by your supplier
Last Modif.	The date the Return To Vendor is completed or last modified
Add All Stock	When clicked this button will add all available stock to be returned
Notes	Any notes to be added to the return

Some of the fields within Jim2 are Hyperlinks and can take you from one form to another - in the Return To Vendor form there are 3 Hyperlink fields:-

Vend#	You can choose either the Vendor's CardFile or Creditor's Record
From#	Will take you to the From# (supplier) CardFile
PO#	Will display the related Purchase Order

5.17.2 Return Stock Grid

The middle section of the Return To Vendor form contains a grid used to record the Stock being returned to the Vendor. Stock calculations are in direct relation to the Pricing (and tax requirement) as set in the original Purchase. Because the Stock being returned forms part of the record for each Return, any additions by a user are automatically time/date/initial stamped for accuracy and provide an excellent Quality record of events.



Jim2 - Return To Vendor Stock Grid.

The fields within the Return Stock grid are described below:

Field	Explanation
Stock Code	The code within Jim2 for the stock
Description	The Stock description within Jim2
Unit	The unit measure of the stock
Qty	The quantity you wish to return
Qty Pick	This only applies to the Advanced Warehouse Management Feature Option
Price TF	Price of the stock Tax Free
Price	Price of the stock including Tax
T	Tax Code on that stock
Total	The $ total of the stock line being returned

You can expand or reduce the number of fields viewed in the Return Stock Grid by clicking the "+" or "-" on the top left hand corner of the Return Stock Grid.

5.17.3 Return Footer Fields

The bottom section of the Return To Vendor form contains buttons, tabs and information relating to the dollar totals of the Return To Vendor.



Jim2 - Return To Vendor Footer.

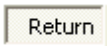
The fields within the footer are described below:

Field	Explanation
Tax $ Column	
Sub Total $	Tax component of the Stock in the left column .
Freight $	Tax component of the Freight.
Account Fee $	Tax component of the Account Fee.
Total $	Total Tax Component of the Return.
Amount Column	
Sub Total $	Shows the Stock dollar total being returned.
Freight $	This field shows the dollar Freight component of the Return.
Account Fee $	This field shows the dollar value of the Account Fee charged.
Total $	Dollar total of the Return.

There are additional tabs and buttons in the Return To Vendor Footer that are explained in detail in Return To Vendor Form tabs and Return To Vendor Form buttons.

5.17.4 Return To Vendor Tabs & Buttons

The following tabs within a Return To Vendor form access the following relevant information for that Return:



Return

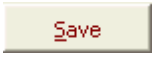
This tab will bring up the Return Stock grid - where users record the Stock being returned to the Vendor. When opening any Return, this is the active tab

The following features are located as buttons within a Return To Vendor form.



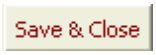
Cancel

If editing, Cancel will ignore all changes made and leave the Return in view mode. If adding, Cancel will attempt to abort adding this Return. The next Return added will be allocated the same unique Return# if it is still available. Because other users may be adding Returns at the same time this Return was created, the sequence of Return numbers may be interrupted by a Cancel. In this instance, it is an automated feature of Jim2 to create an "empty" Return with the Status of Cancel.



Save

All edits represent a change to the information in the Return To Vendor form. By selecting the Save button, all changes made in that session of editing the Return will be saved, and the Return will remain in the Navigation Tree.



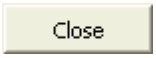
Save and Close

All edits represent a change to the information in the Return form. By selecting the Save and Close button, all changes made in that session of editing the Return will be saved and the Return itself will be closed from view and from the Navigation Tree.



Edit

By selecting the Edit button you are now able to make changes on the Return To Vendor form. All changes made in that session of editing will not be saved until you click on Save or Save and Close buttons.



Close

By selecting the Close button you will close the current Return To Vendor form.

5.17.5 Return To Vendor Status

The Status you have setup to apply to Return To Vendor signals the need to perform an action within your workflow. The responsibility to perform that action is monitored in real time. A change of Status by a User signals the need for a new action and then "passes" responsibility to perform that action along the workflow. Jim2 records time/date/initial data on Status changes for productivity reports, and to keep a secure Quality record for each Return.



Using Jim2 Return To Vendor Status, you can monitor how successful your Return procedure is or how well your users perform.

Your choice of Status for particular points in your workflow can represent the need for a decision to be made (for example: if this happens, do that). These decisions can be based on technical, financial or supplier related issues known to your staff. You should choose which choice of Status are used to signal the need that a decision needs to be made, and a choice of Status to be used to indicate which resolution was decided.

The following Status are available to map your workflow for Return To Vendors. You may have added others in the Setup Defaults:

Status	Explanation
Booked	This is the default Status applied to a Return To Vendor when first added. All Return To Vendors begin with this Status.
Cancel	This Status signals that the Return To Vendor has been cancelled.
Finish	This Status signals that the Return To Vendor is finished. Once you have set the status as FINISH the Return To Vendor will then create the required Transaction Journal.



You may edit or add Status to match your workflow via Jim2 Tools/Status, accessed via the Jim2 menu. The Status that are underlined cannot be edited or deleted as they perform a function within the application.

5.17.6 View or Edit a Return

You can only edit or view a Return from a Return list. Also you cannot edit any Returns with a status of Finish - refer to unprint a Return regarding editing Returns with a status of Finish.



1. Select the Return To Vendor icon by either:

- Clicking on the Return To Vendor icon under Purchases in the Jim2 Ribbon, or
- Clicking on the Return To Vendor icon in the sub-menu Purchases under the Jim2 icon in Jim2 Toolbar

2. The Vendor Return List is displayed. Use any of the fields in the Return List to narrow your search criteria, click on Run and the query will be executed.



On the right hand side of the Groups selection within the list you will notice "OR", if you click on this button it will change to "and". This relates to how you want to use groups within your search, if you want to select 2 groups and find things that are only in both groups use the "and" selection, if you want to search 2 groups and find anything that is in either one of those groups select the "OR" option.

3. The Return List form will be updated with the search results. Select the Return from the list by either:

- Highlight the Return and click on either the Edit or View button at the bottom of the Return List form, or
- Double click on actual Return in the list

5.17.7 Add a Return



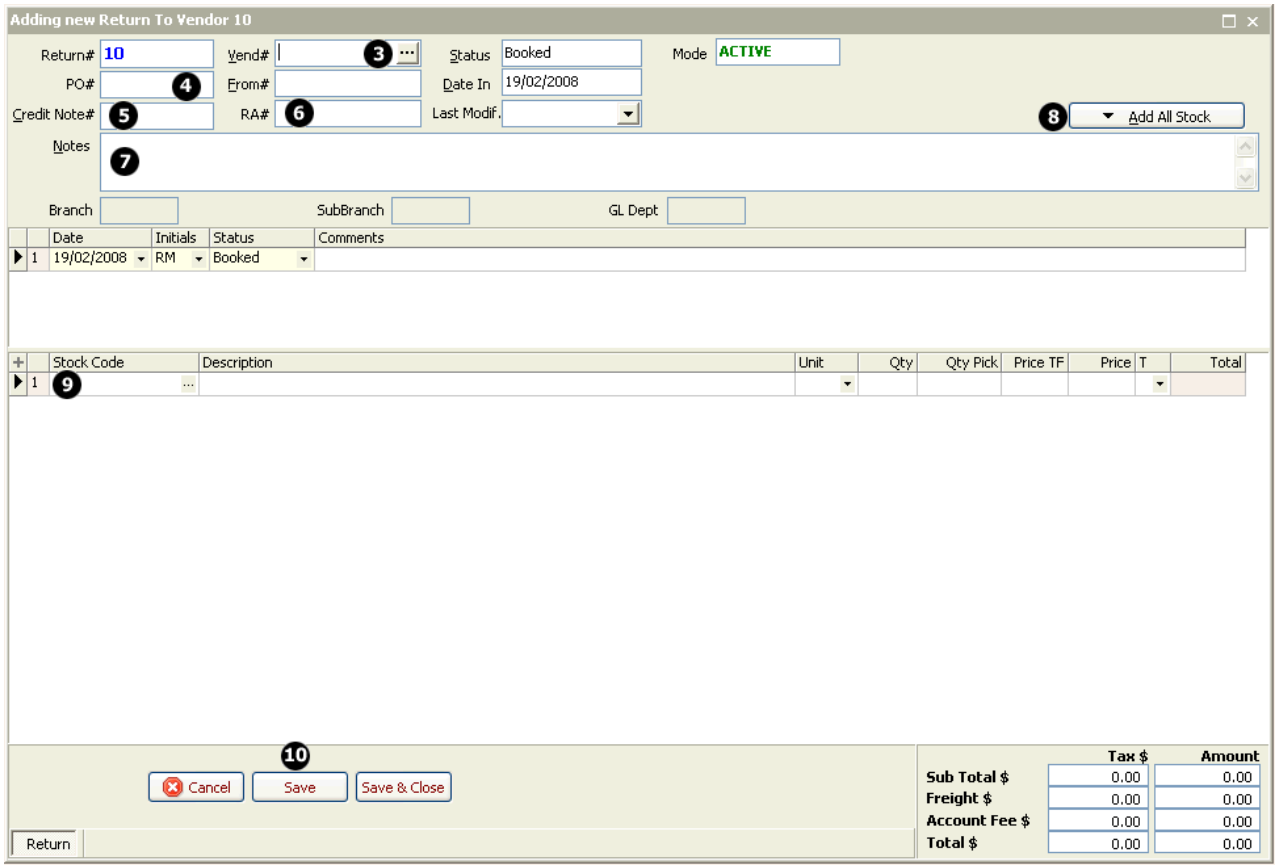
1. Select the Return To Vendor icon by either:

- Clicking on the Return To Vendor icon under Purchases in the Jim2 Ribbon, or
- Clicking on the Return To Vendor icon in the sub-menu Purchases under the Jim2 icon in Jim2 Toolbar

You cannot use Return to Vendor against an Expense PO, you have to create a negative Expense PO. The qty is entered as a positive amount, but the '$-value' is entered as a negative. See Create an Expense Order, Add Expenses to a Purchase Order

You cannot finish a return to vendor if the original P.O. is still on received.

2. The Vendor Return List is displayed. Click on the Add button at the bottom of the Return List form.



Jim2 - Adding new Return To Vendor Form.

Notice some fields will have information defaulted into them automatically by Jim2 including – The Return#, Date and Status.

3. The Adding new Return To Vendor form is displayed. Select a vendor (3) in one of the following ways:

- Start to type the vendor name. Jim2 "intuitive type" will begin to (numerically/alphabetically) pre-empt your choice of names from the Card Code list as you type
- Click the browser button beside the Vend# field to display the full list of vendors, and then click to select from the list

When adding a Return you can select the stock 2 ways either by Vendor Code or by Purchase Order Number. When you enter a Vendor Code a list of All Purchase Orders will be displayed. If you enter an Purchase Order Number the Vendor Code field will be filled in automatically.

4. Click on the drop down box in the PO# field. (4) Jim2 will give you the complete list of All Purchases. Now select which Purchase Order the stock is being returned from.

When you click on the PO# field you may need to scroll down to the purchase order (the current purchase orders are listed at the top of the drop down box).

5. Enter the Vendor's Credit Note Number (5) which will be carried over to the Vendor's Creditor Record.

6. Enter the Vendor's RA number (6) if they have given you one.

7. Enter the details why the Stock is being returned in the Notes field (7) This can form part of your Quality record.

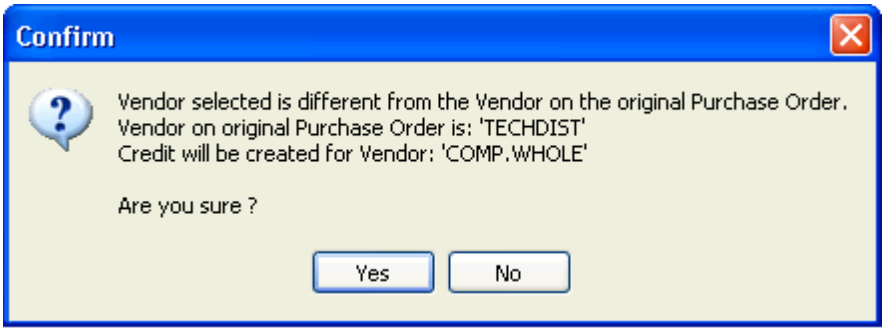
8. To select the Stock that is being returned, click on the Add All Stock button (8) or the browser button in the Stock Code field, accessed via the Return Stock grid.

If all the Stock is being returned from this purchase click on the Add All Stock button. All the Stock relating to that purchase will automatically default to the Return Stock grid. However, you may "override" this default information (if required) simply by using the TAB key or mouse to move the cursor to that field, highlight and re-edit.

9. The Return to Vendor Select Stock form will appear, (9) displaying all Stock and Purchase Order numbers that belong to that Purchase. Select which Stock is being returned by double clicking on it. Repeat step 8 if you are returning more than one Stock item.

10. Click on Save or Save and Close once you have finished returning the Stock to your vendor. However, you will need to change the status of the Return to FINISH - this will update the stock records, the General Ledger Account and Creditors Record.

11. If the Vendor selected in this Return To Vendor is different from the Vendor on the Original Purchase Order you will see the following confirmation message when finishing and saving the PO.



Jim2 - RTV Vendor difference confirm message.

Once the Return has a status of Finish you cannot edit the Return. You will need to unprint that Return To Vendor to be able to edit or cancel the Return.

5.17.8 Add Stock to a Return

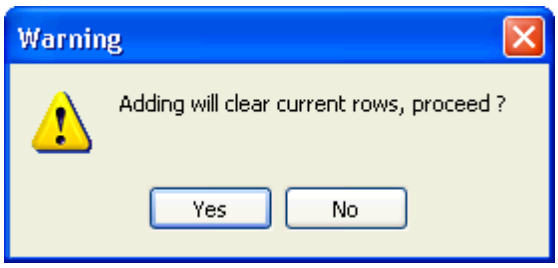
When adding a Return you can select the stock to be returned in two ways, either by Vendor Code or by Purchase Order Number.

- If you enter a Vendor Code a list of all Purchase Orders from that Vendor will be displayed.
- If you enter an Purchase Order Number the Vendor Code field will be filled in automatically from the information on the PO.

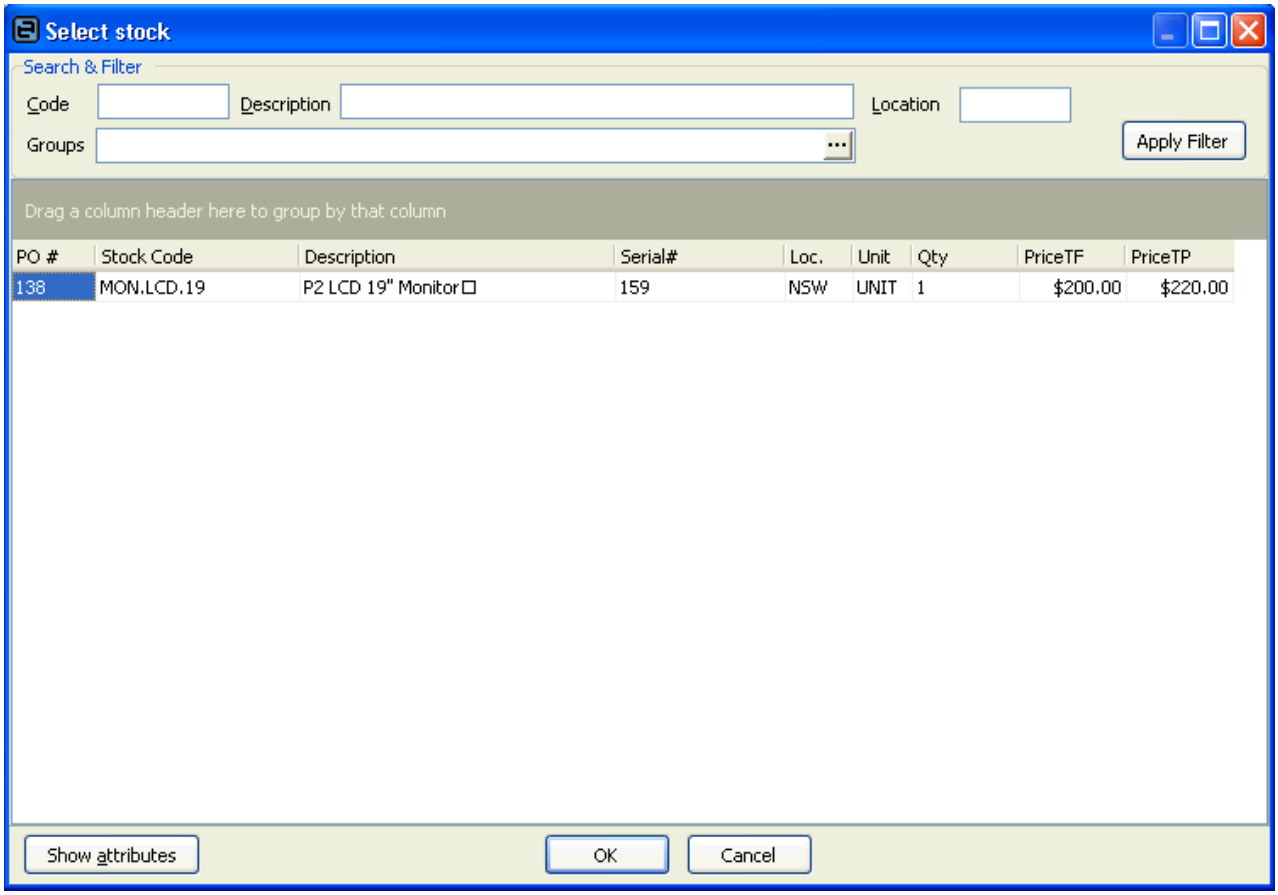
If all or most of the stock supplied on the PO is being returned, then use the Add All Stock button in the right of the header.



A message will appear to warn you that "Adding will clear current rows, proceed?" Once you click on 'Yes' all the stock from the PO that has not previously been sold or returned will auto fill the stock grid.



If only one or a few lines of stock from the PO are being returned, you may prefer to simply select them from the Stock Select screen by clicking on the Browse button in the stock code field.



Jim2 - Return To Vendor Stock Select form.

You can use the filters in this screen to search for the Stock you need to Return. Simply enter any relevant values into the filter fields and then click the Apply Filter button.

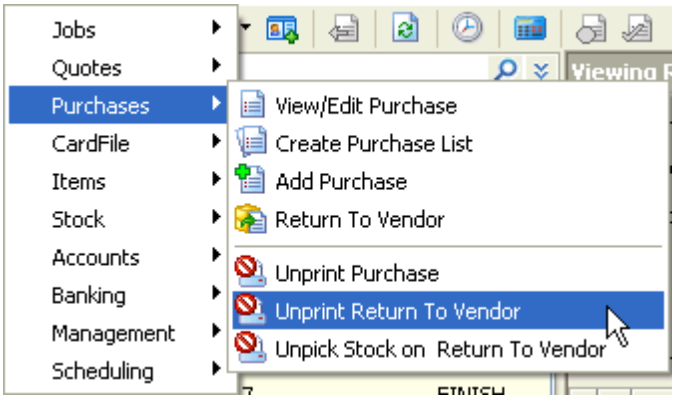
To select a particular Stock line you can either double click on it or highlight it and then click the OK button, and the selected stock will appear in the stock grid.

You have the option within the Select Stock form, to search for the Stock being returned using the filter fields at the top of the list. Once you have filled in these fields click on the apply button to apply your search.

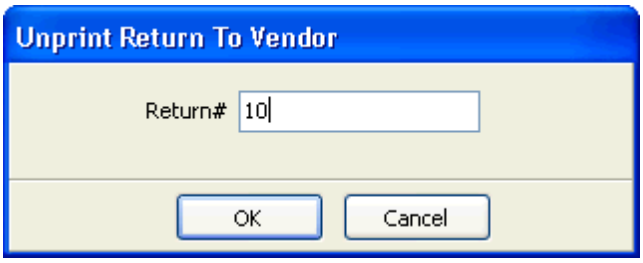
5.17.9 Unprint a Return

To unprint a Return is different from moving the status of the Return to cancel. To edit a Return that has already been set to the status of Finished you will need to unprint it. However, you cannot unprint a Return To Vendor if a Refund has been given or the credit has been applied to another Purchase.

1. Click on the Unprint Return To Vendor icon in the sub-menu Purchases under the Jim2 icon in Jim2 Toolbar

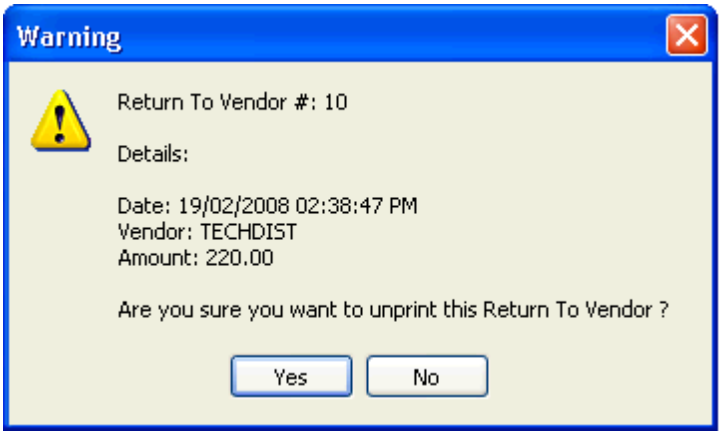


2. The Unprint Return To Vendor dialogue box will be displayed. Type the Return number that you want to unprint and press OK.



Jim2 - Unprint Return To Vendor dialogue box.

3. The Unprint Return To Vendor Warning box is displayed with details of the return, to confirm that this is the Return you want to cancel. If the details are correct click on Yes.

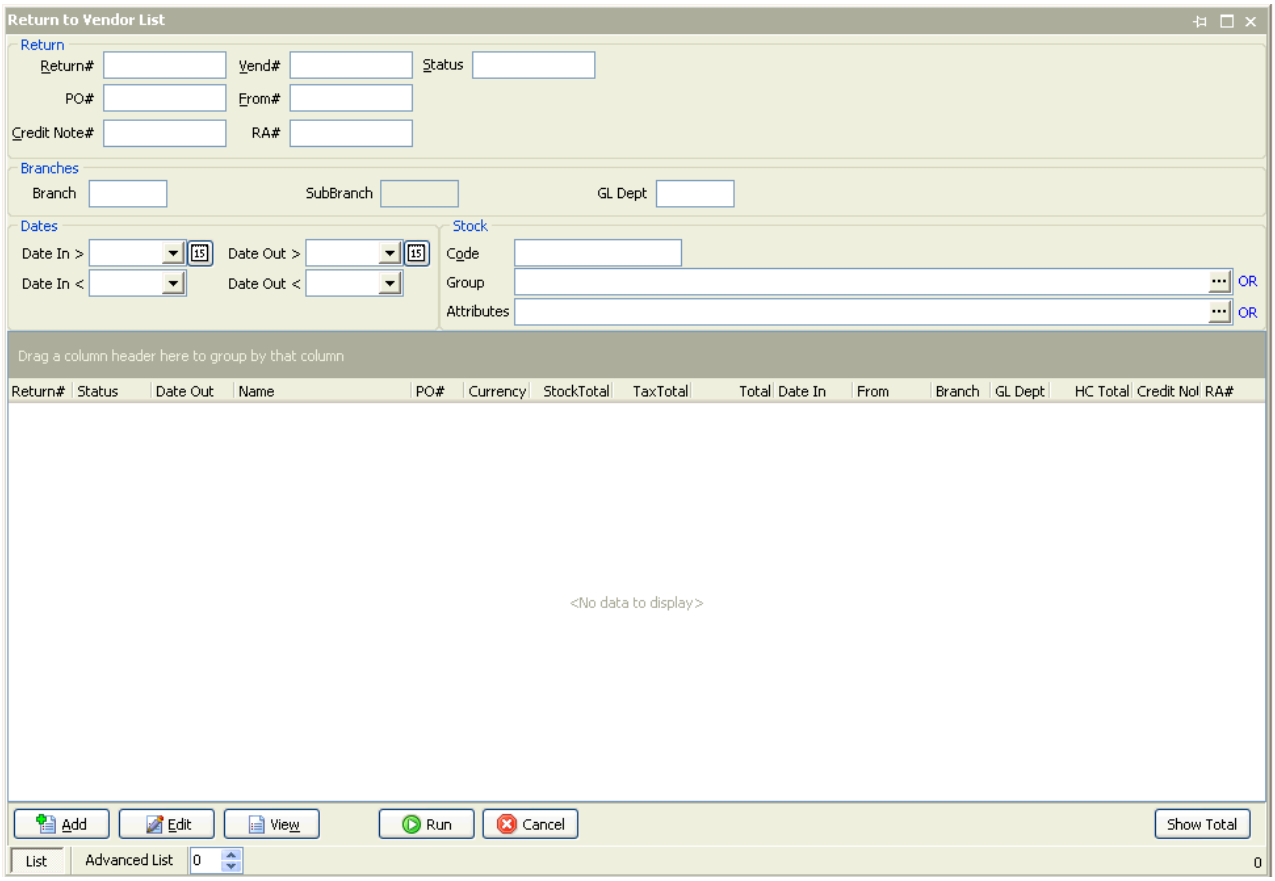


Jim2 - Unprint Return To Vendor Warning box.

4. A confirmation box will be displayed, click on OK and the Return will now have a status of booked. The stock records will be updated. Depending on the reasons why you unprinted the Return you can now edit or cancel that Return To Vendor.

5.17.10 Return List

The Return To Vendor List is a very powerful search function within Jim2. Lists are also one of the easiest features to master, and the most practical way of searching for information in Jim2.



Jim2 - Return To Vendor List.

The Return List can collate information from your Return records in real time for cross reference, and use archived data if required. In this list you can select the following fields, and combinations of the following fields, to generate a Return list:

Field	Explanation
Return#	Return Order Number
Vend#	The Vendor (person you owe) Card Code within Jim2
Status	The status of the Return Order
PO#	The Supplier (person who supplied the goods) Card Code within Jim2
Credit Note#	The vendor's credit note number
RA#	The vendor or supplier's RA number
Date In	Use this to select the Date In to locate a Return To Vendor
Date Out	Use this to select the Date Out to locate a Return To Vendor
Code	The Stock Code to locate a Return Order
Group	The Stock Group to locate a Return Order
Attributes	The Attributes to locate a Return Order

On the right hand side of the Groups selection within the list you will notice "OR", if you click on this button it will change to "and". This relates to how you want to use groups within your search, if you want to select 2 groups and find things that are only in both groups use the "and" selection, if you want to search 2 groups and find anything that is in either one of those groups select the "OR" option.

Using the above information fields, Jim2 produces a list in dragging the column header of the format to the top of the list results table. There are also additional buttons at the bottom of this form as explained below:

Buttons	Explanation
Add	Add a Return to Vendor Order.
Edit	Edit an existing Return to Vendor Order
View	View an existing Return to Vendor Order - you will have the option to edit the order once you have selected the view button.
Show Total	When selected this button will display a total '$-value' of the RTV's in the List.
Run	This will run the lists and any filters you have selected.
Cancel	This will close the list.

Topic 6

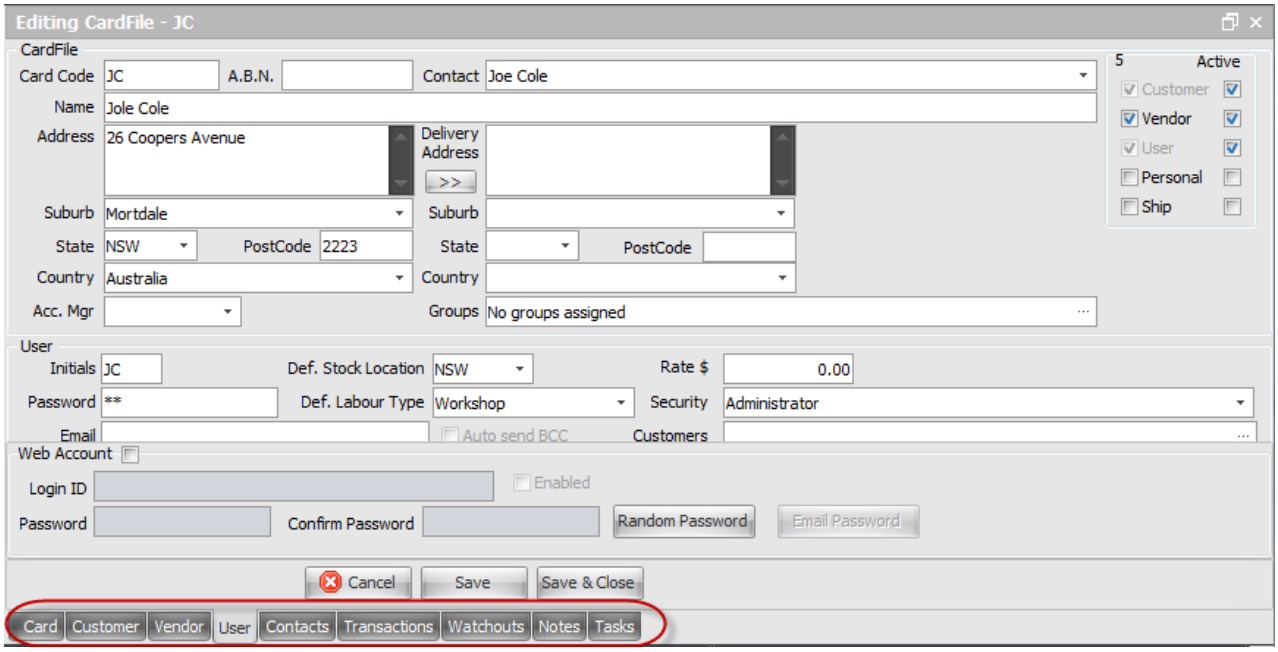
Jim2 BUSINESS ENGINE

6 CardFiles

This section of the manual explains the function of CardFiles within your work process, and the interaction of other Jim2 Business Engine objects in managing the information maintained within a CardFile.

The CardFile stores information about your internal and external Customers. The information in the CardFile is used to identify the Customers in Jobs, is linked to the pricing those customers attract in the sale of Stock, their Debtors Terms and influences Scheduling of work. Your Users and your Vendors are also considered as customers. The customer CardFile records are available for immediate view from within the Job screen, for contact information, using HyperLinks.

One CardFile can be a Customer, Vendor and/or User if required. It is simply a matter of using the CardFile Tabs to include the details Jim2 will need to deal with in terms of them being a Customer, Vendor and User.



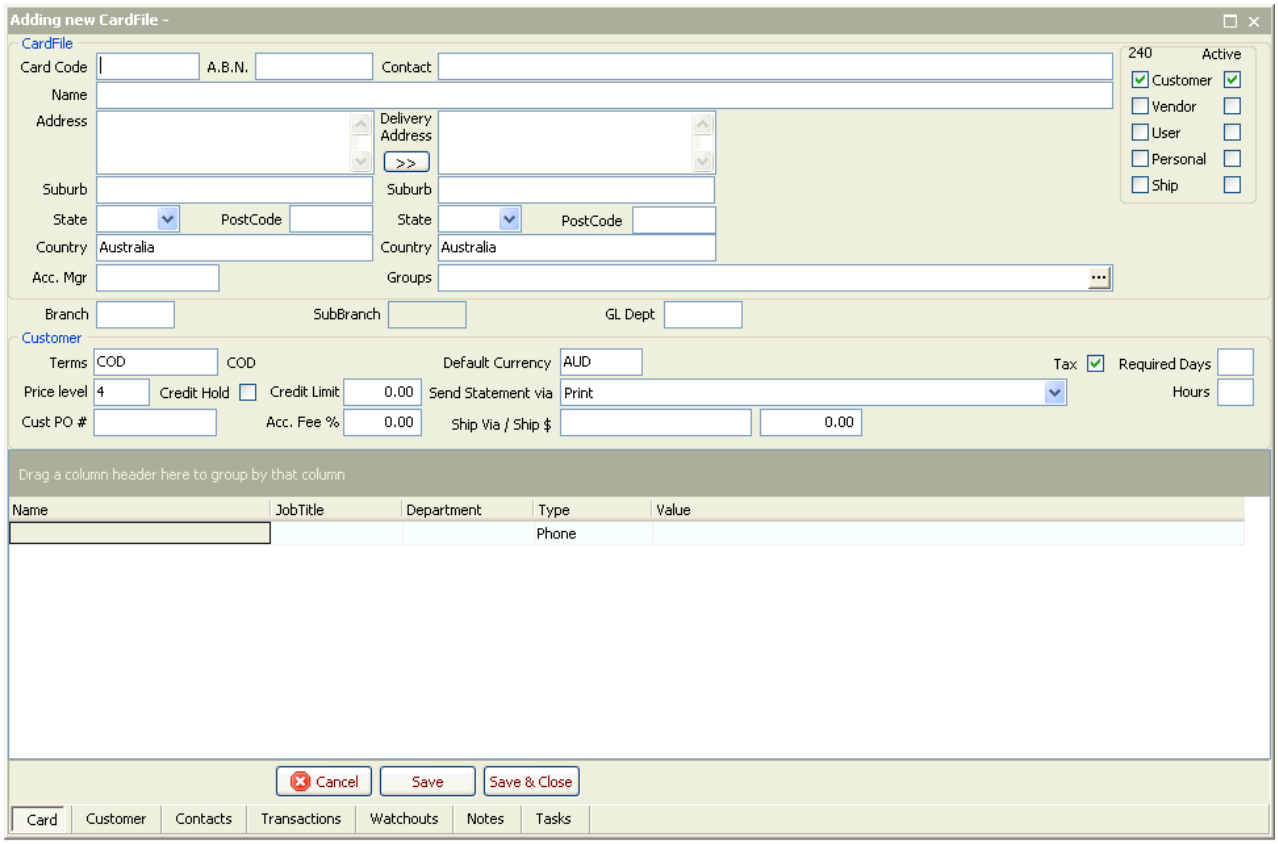
Jim2 CardFile Tabs

6.1 CardFiles at a Glance

This page visually outlines and explains the terminology of the Jim2 CardFile Form. A CardFile is a record of Customer, Vendor, User and Personal information. CardFiles hold name, address, delivery address, customer type, debtor terms, contacts, user names and passwords, etc., within Jim2. When you setup these CardFiles you specify a unique Card Code, the information contained within the Card is then used within other areas of Jim2. When adding a Job in Jim2 you are required to enter the customer code, from that code Jim2 can find the name, address, etc., for that customer. This information is used when printing reports and invoices without having to type in address, names, etc.

Jim2 CardFile form is divided into the following specific information areas that will give you a complete detailed record of:

- The CardFile information via the CardFile Header
- The active Tab information, additional Tabs and Buttons in the CardFile Footer



Jim2 - CardFile Form.

6.2 CardFile Types

When setting up or maintaining your CardFiles within Jim2, you have the option of making a CardFile more than one type of Card, e.g., a CardFile set as a Customer and a Vendor. This eliminates the need for multiple CardFiles for one Company if they are both a Customer and a Vendor. The five different selections available can be used individually or all together and are explained below:-

Customers	Select this box if your company Sells to this customer.
Vendors	Select this box if your company Buys from this customer.
Users	Select this box if this customer is a User of Jim2 in your company.
Personal	This tick box is a search flag only.
Ship	Tick this box is this CardFile is for Ship (Delivery) addresses only. This is not a Customer or Vendor.

Ship Cards - how do they work within the Jim2 Business Engine?

Ship Cards (or Child Cards) can be linked to Parent Cards (other Cust or Vend CardFiles).

Within a Job you can select the Parent Card (whoever will be paying for the goods) in the Cust field and then select the Ship Card (whoever is receiving the goods) within the Ship field. By clicking in the ship field and then on the browse button you can get a list of all the child cards for this Parent Customer. This is very useful if you deal with Companies which have a Head Office for Billing but the goods need to be shipped to various locations. You would setup the Head Office as the Parent Card and then link multiple Ship Cards (Shipping Addresses) to this Parent Card.

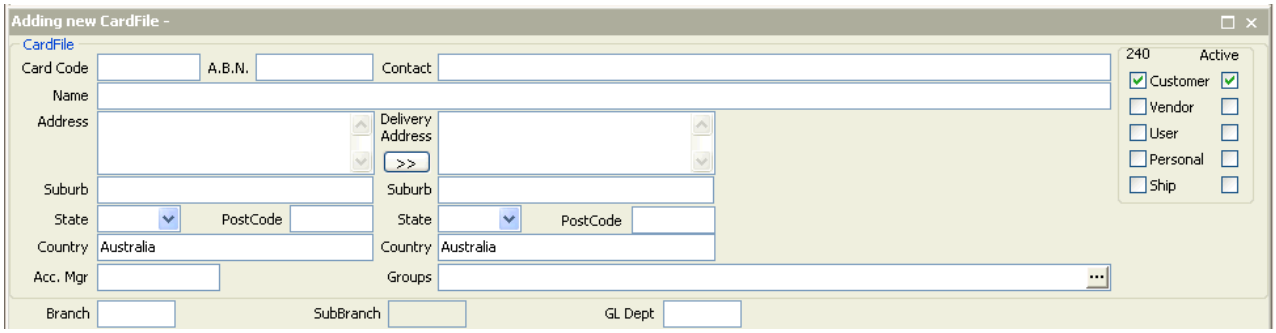
Within a CardFile List you can search field for Ship Cards. You can enter the Parent Card in the list and then

click the Ship tick box and view Child Cards of this Parent.

You can add a CardFile as a Ship Only without a linked Parent card - this is useful if you are using Custom Logo Reports.

6.3 Cardfile Header Fields

The top section of the CardFile form, called the CardFile Header, records information relating to the Card Code, Name, Addresses, Contact information and Type.



Jim2 - CardFile form Header.

The following fields appear in the CardFile Header and are described below:

Field	Explanation
CardCode	Unique CardCode – up to 10 characters
ABN	Customer or Vendor's ABN number
Contact	The Name of the main Contact of the Customer and/or Vendor
Name	The Customer, Vendor or User's Name
Address	The street address of the Customer, Vendor or User
Suburb	The suburb of the Customer, Vendor or User's street address
State	The state of the Customer, Vendor or User's street address
Postcode	The postcode of the Customer, Vendor or User's street address
Country	The country of the Customer, Vendor or User's street address
Acc Mgr	The Account Manager assigned to the Customer (if you use account managers)

Use the >> button to save data entry if the street address is the same as the delivery address.

Delivery Address	The same fields as above for the Customer and/or Vendor's delivery address.
Groups	Any Groups attached to this CardFile.
Branch	If you use Branches select from the drop down menu.
SubBranch	If you use SubBranches - select from the drop down menu.
GL Department	If you use GL Departments - select from the drop down menu.
Type	Tick the check box if the CardFile is a Customer, Vendor, User and/or Personal cardfile.
Active	Select whether this Customer, Vendor and/or User is Active or not.

It is very important for any business to be able to stop contact with their customers, for many and varied reasons. Users may leave your company, customers may show poor Debtors movements and vendors may show poor supplier relationships. Provisions are made in the card record to make any CardFile type Active or Inactive. By doing so, whenever a User tries to use the Card within Jim2 they will be prompted with a confirmation message that you wish to proceed using a Customer/Vendor that is not active.

Once you have selected a CardFile Type - Customer, Vendor or User - in the CardFile, and saved the CardFile, you cannot untick that selection. You can mark that selection as Inactive.

Some of the fields within Jim2 are Hyperlinks and can take you from one form to another - on the form if you move the cursor over a field it will show in a Blue colour if hyperlinked. If you click on this hyperlink you will be taken to the related Object form and to go back to the original form simply click on close in the current form. If the CardFile is a Customer then the Card Code field is hyperlinked to that Customers Debtors screen.

6.4 Cardfile Footer

The bottom section of the CardFile form contains tabs and buttons. The tabs in the cardfile contain information relating to the type of CardFile plus other related information.



Jim2 - CardFile Footer.

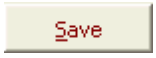
These tabs are explained in the CardFile Form tabs section.

The following buttons are located within the CardFile form.



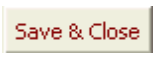
Cancel

If editing, Cancel will ignore all changes made and leave the CardFile in view mode. If adding, Cancel will attempt to abort adding this CardFile.



Save

All edits represent a change to the information in the CardFile form. By selecting the Save button, all changes made in that session of editing the CardFile will be saved and the CardFile will remain in the Navigation Tree.



Save and Close

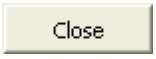
All edits represent a change to the information in the CardFile form. By selecting the Save and Close button, all changes made in that session of editing the CardFile will be saved and the CardFile itself will be closed from view and from the Navigation Tree.



Edit

By selecting the Edit button you are now able to make changes on the CardFile form. All

changes made in that session of editing will not be saved until you click on Save or Save and Close buttons.



Close

By selecting the Close button you will close the current CardFile form.

6.5 Cardfile Form Tabs

The following tabs within the CardFile form access the following relevant information for that CardFile:

You will only see the required tabs displayed in each CardFile - a CardFile selected as a Customer only will not show the Vendor or User Tabs. Information stored on cardfiles may be sensitive, and access to this information can be controlled by security settings. For further information see the section on Security.



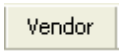
Card

This tab will bring up the card grid where all the cardfile details including name, addresses and main contact of this cardfile are listed. When opening any CardFile, this is the active tab.



Customer

This tab will only be active if the cardfile is a customer cardfile. Selecting this tab will display the Customer information for that CardFile. This is the area where users record the Terms for that customer.



Vendor

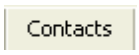
This tab will only be active if the cardfile is a vendor cardfile. Selecting this tab will display the Vendor information for that CardFile. This is the area where users record the Terms for that vendor.



User

Selecting this tab will display the User information for that CardFile. This is the area where details for that user are recorded. In addition to normal contact information, the user is identified to the Jim2 system as having a User log on code and password, Stock Location for Purchasing and Selling, and a particular type of Labour which can be applied to Jobs and a Security Group. You will have setup your various Stock Locations and Labour Types in your Setup Defaults and Security Groups.

The user has the option of changing the Location or Labour default type when editing an individual Purchase Order or Job record. This will not change the default Location or Labour type for that user.



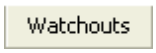
Contacts

Selecting this tab will display the Contact information for that CardFile. This is the area where users record and keep track of contacts they have for that customer and record direct phone numbers, e-mail addresses, mobile phone numbers, etc., of that contact.



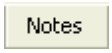
Transactions

Selecting this tab will display all current (active) activities such as Jobs, Purchases, Quotes, and any recent transactions that have occurred in the past 90 days.



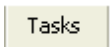
Watchouts

Selecting this tab will display all Watchouts related to this CardFile.



Notes

Selecting this tab will display all Notes related to the CardFile including the Contact the Note is related to.



Tasks

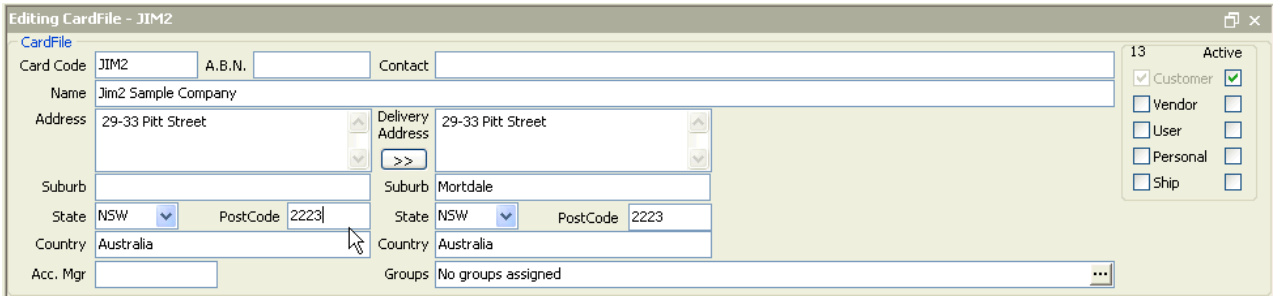
Selecting this tab will display all Tasks (Appointments, Phone Calls, To Do's, etc.) related to this CardFile.



The CardFile SYS (System Administrator) will default to the security group of Administrator - you will not be able to change this group. This ensures that if security is accidentally placed on security itself then you can log on as SYS (System Administrator) and be able to rectify the problem. Due to this default security group you will need to **change the password** for the User SYS - **by default it is a globally known password**.

6.6 Auto Postcode/ Suburb Lookup

When entering new Cardfiles (or editing existing ones), you have the choice to either type in a SUBURB and Jim2 will fill in the POSTCODE for you, or vice versa – you type in a POSTCODE and Jim2 will give you the Suburb.



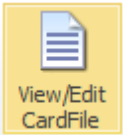
Where one postcode may have multiple Australia Post designated suburbs, you may have to over-type the default suburb selection with the correct suburb.

6.7 CardFiles - How Do I ...?

This section of the manual answers the How do I? questions relating to the CardFile record within Jim2. We will now walk through adding, printing and lists in CardFile.

- View or Edit a CardFile
- Create a CardFile
- Add Groups to a CardFile
- Add Customer Terms
- Add Vendor Terms
- Add User Details
- Add Contact Details
- Add Multiple CardFiles
- Print a CardFile Record
- CardFile List
- Print a CardFile List

6.7.1 View or Edit a CardFile



Regardless of which Jim2 Business Engine Object or Form is in view, you are able to open CardFiles to view/ edit.

1. You can select the 'View/Edit CardFile' icon in either one of these ways:

   - Click on the CardFiles Tab of the Jim2 Ribbon and then click on 'View/Edit CardFile'
   - In the Nav Tree, right-click on CardFiles and select 'View/Edit CardFile'



Jim2 - Dialogue Box.

2. A dialogue box will appear and you can enter the Card Code#. Click on either View or Edit depending on what function you want to perform.

3. If you clicked on View, the CardFile will appear in view mode or if you click on Edit, the CardFile will appear in Edit mode.

⚠ Selecting the CANCEL BUTTON will NOT cancel the CardFile selected - it will only cancel your choice to view or edit that CardFile and closes the dialog box.

While in View mode you can click on Edit to make any changes.

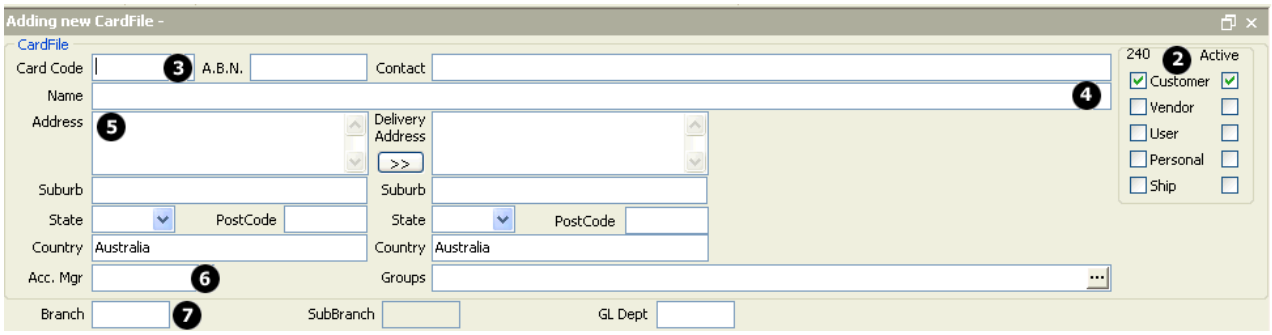
Once in Edit mode the availability of editing fields will depend on your User Security Group settings.

6.7.2 Create a CardFile

The CardFile SYS - System Administrator will default to the security group of Administrator - you will not be able to change this group. This ensures that if security is accidentally placed on security itself then you can logon as SYS - System Administrator and be able to rectify the problem. Due to this default security group you need to change the password for the User SYS - by default it is a globally known password.



Select the Add Card icon. The Adding new CardFile form is displayed showing the CardFile Header.



Jim2 - Adding New CardFile Form Header.

Choose what type of CardFile it is - Customer, Vendor and/or User - by ticking the applicable check box.

Your internal and external customers can be identified as belonging to one or more of the following types by clicking on the boxes beside each field:

Customers	Select this box if your company Sells to this customer.
Vendors	Select this box if your company Buys from this customer.
Users	Select this box if this customer is a User of Jim2 in your company.
Personal	This tick box is a search flag only.
Ship	Tick this box is this CardFile is for Ship (Delivery) addresses only. This is not a Customer or Vendor.

Only required Tabs within the CardFile will be displayed and accessible. If a CardFile is a Customer only, you will not see the Vendor or Users Tabs.

3. Type in a unique Card Code that will identify this CardFile (up to 10 characters long – any spaces entered will show as a full stop).

4. In the Name field enter the full name of the company or person that this CardFile is being created for.

5. Enter the address details in the applicable fields.

When entering the delivery address you can use the >> button to copy the street address details over to the delivery address fields.

6. Use this drop down to display a list of users who can be selected as this Customer's Account Manager.

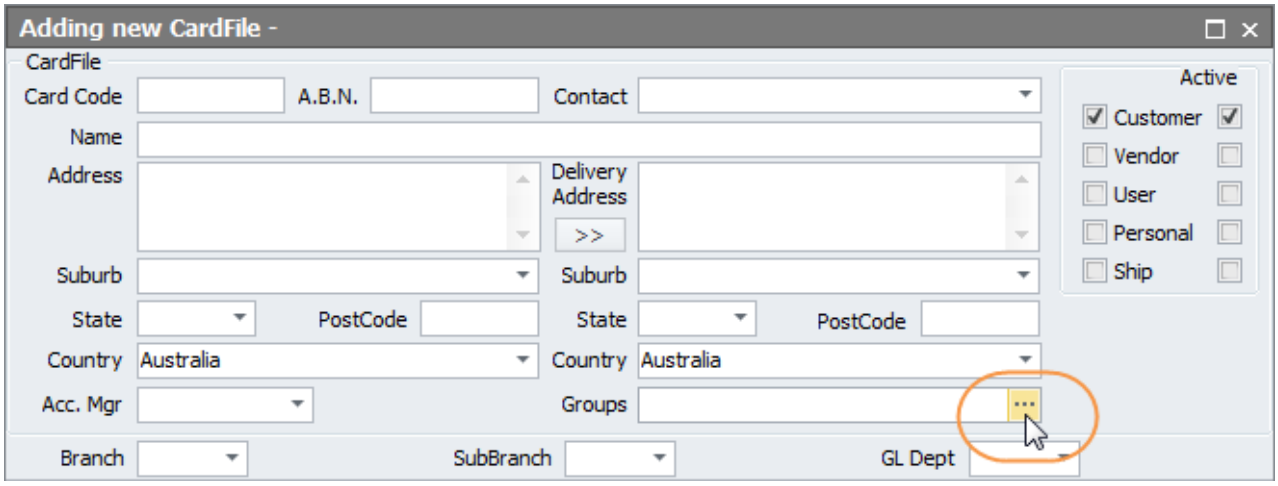
7. If you use Branches, SubBranches or GL Departments you can select from the drop down menus. Depending on what type of CardFile you have created you will now need to click on the applicable tab to complete this CardFile.

The drop down box for both the State and Country fields get built up over time, as you keep on adding CardFiles with new State and Country details.

Your users (staff) may purchase from your firm, and/or your company may purchase from your users (staff). If so, select customer, user and vendor for their CardFile. You may also wish to add immediate family contact details for your users (staff). If so, select personal as well and record details there.

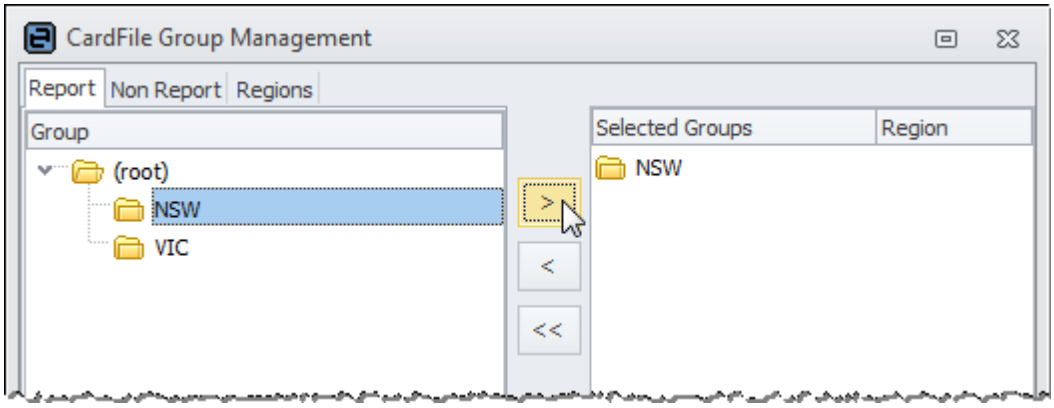
6.7.3 Add Groups to a CardFile

1. Assign the Groups to a CardFile by clicking the browser button on the right hand side of the group field.



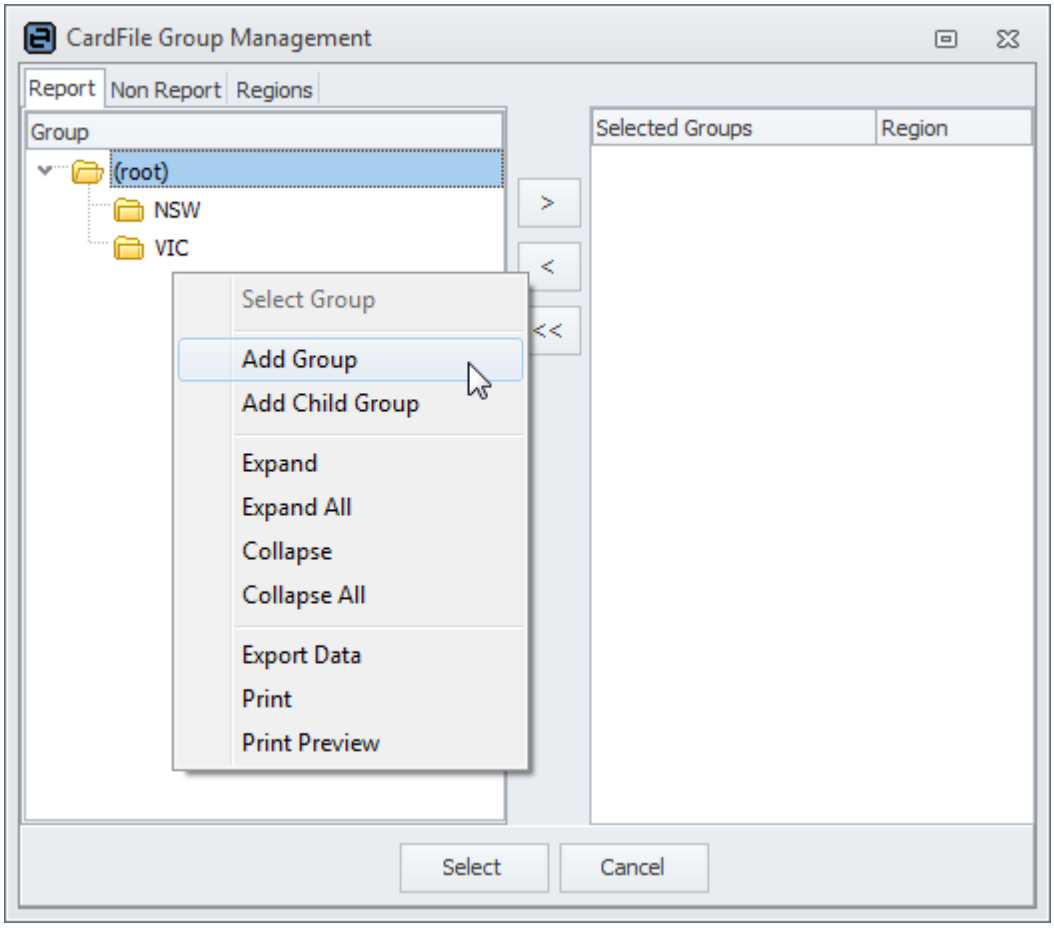
New Cardfile Creation: Groups Selection

2. The Cardfile Group Management box will appear, showing you a list of all groups that are currently available. Use the scroll bar and arrows to select the groups for that CardFile and click on 'Select' at the bottom of the screen..



CardFile Group Management: Add an Existing Group

3. If a suitable group is not available, you may Add a Group while still editing the CardFile. Right click in the left hand side of the Cardfile Group Management box and select either Add Group or Add Child Group from the drop down menu.



CardFile Group Management: Add a New Group

4. A new (blank) Group will appear. Type the new Group name in the empty text box. The new group will now be available and you can apply it immediately by using the > button to move the new group into the Selected Groups box.

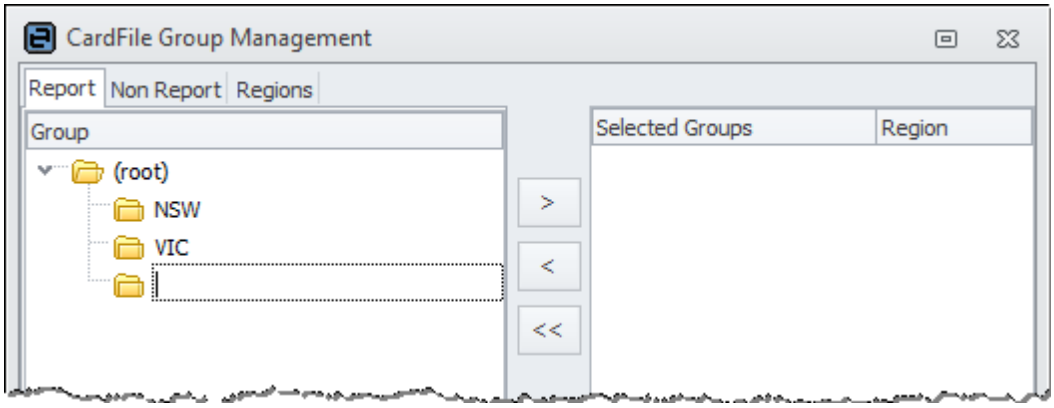


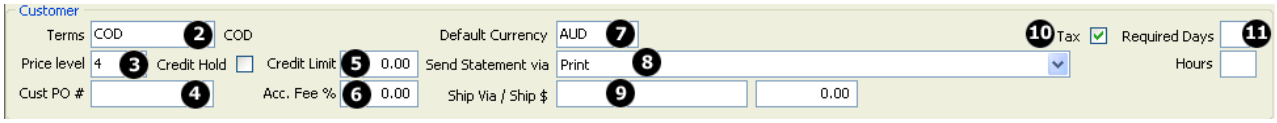
Figure 4.

5. When you have applied the Group to the CardFile, click on select at the bottom of the screen to return to the CardFile screen.

When adding the Report Level Groups to CardFiles you can only have one group for each level assigned to that CardFile - they must be consecutively ascending - that is: to assign a level 2 group you must first have assigned a level 1 group.

6.7.4 Add Customer Terms

The Customer tab will be inactive and you will not be able to add your Customer Terms until you have ticked the Customer check box in the CardFile Header.



Jim2 - Customer Tab Fields.

Left-click on the Customer tab at the bottom of the CardFile form and click on Edit.

In the Terms field from the drop down box select one of the Customer payment terms from the list.

The 'payment is due' drop down box has the selection from your Payment Terms Setups under the Tools>Setups menu.

3 Select the Customer's Price Level – this will be used as the default on jobs but can be changed at any point.

4 If you have a standing Order Number from a Customer which you need to display on every Invoice, enter the Order Number value into this field. This is not related to the Customer Reference field on a job - it is only related to an Invoice.

5 From time to time you may have to put your customer on Credit Hold. If you tick the Credit Hold check box Jim2 will warn the user every time they try to invoice that customer, with a message advising that the customer is on credit hold. However, the user can choose to proceed with the invoice.

6 You may want to charge your Customers an Account Fee which varies from the % entered into their selected Payment Terms. You can enter a % here which will overwrite the default % when Invoicing this Customer.

7 Default currency - this will always be AUD unless you have purchased the Multicurrency feature option as part of your Jim2 BE subscription.

8 You can choose what method you wish to use for the distribution of your Customers Statements - either Print (Statement Print), Fax (Fax Printer and Fax number from contacts) and email (statement email in contacts).

9 You can enter the Ship Via delivery details (their preferred delivery method) and default charge in the Del Details field. The Customer's invoice will show these details in the Shipped Via details of the invoice.

The Tax checkbox should be ticked if the country is Australia, as the customer should be paying GST on the majority of purchases. This can be altered on each Job/Invoice if required as this is only a default setting.

A Customer's turnaround time may be different from your normal turnaround time setup in the Job Options, accessed via Tools in Jim2 Toolbar. You can overwrite your normal turnaround time for this particular Customer by typing their turnaround time in the Required Days and the Hours fields of the Customer tab.

You can either click on Save or Save and Close to save your details, or Left-click on the other applicable tabs to enter more details to complete this CardFile.

6.7.5 Add Vendor Terms

⚠ The Vendor tab will be inactive and you will not be able to add your Vendor Terms until you have ticked the Vendor check box in the CardFile Header.



Jim2 - Vendor Tab Fields.

Left-click the Vendor tab at the bottom of the CardFile form and click on Edit.

In the Terms field from the drop down box select one of the Vendor payment terms from the list.

The 'payment is due' drop down box has the selection from your Payment Terms Setups under the Tools>Setups menu.

3 Enter your Account Number with this Vendor into this Account No field.

4 Default currency - this will always be AUD unless you have purchased the Multicurrency feature option as part of your Jim2 BE subscription.

5 Credit Limit - if you have a credit limit with the vendor enter it in this field. The credit limit shows in the creditor list, and the creditor record will show as red in the list if what you owe them exceeds the set credit limit.

6 The Tax checkbox should be ticked if the country is Australia, as the you should be paying GST to the supplier on the majority of purchases. This can be altered on each Purchase/ Expense Order if required as this is only a default setting.

7 In the Required Days and Hours fields record the Number of days after the ordered was placed that you would expect delivery. Jim2 will automatically calculate the Date Due on your Purchase Orders to that Vendor.

8 You can either click on Save or Save and Close to save your details or Left-click on the other applicable tabs to enter more details to complete this CardFile.

6.7.6 Add User Details

The User tab will be inactive and you will not be able to add the User details unless you have ticked the User check box in the CardFile Header.



Jim2 - User Tab Fields.

The CardFile SYS - System Administrator will default to the security group of Administrator - you will not be able to change this group. This ensures that if security is accidentally placed on security itself then you can logon as SYS - System Administrator and be able to rectify the problem. Due to this default security group you need to change the password for the User SYS - by default it is a globally known password.

Left-click the User tab at the bottom of the CardFile form and click on Edit.

Enter the User's Initials (this can be up to 3 characters and is the initials the User enters when they first login to Jim2) in the Initials field.

3. Enter the User's Password (this can be up to 10 characters and is the User's password they enter when they first login to Jim2) in the Password field.

4. Enter the User's Email address (this is used when emailing reports from Jim2).

5. Enter the User's Stock Location (this is the default Stock Location for that user when selling or purchasing stock) in the Def. Stock Location field.

The user has the option of changing the Location or Labour default type when editing an individual Purchase Order or Job record. This will not change the default Location or Labour type for that user.

6. Enter the User's Labour Type (this is the default Labour Type for that user when applying their labour to a Job) in the Def. Labour Type field.

You can change a users location by clicking on the "diamond" located at the bottom of User Interface – by Left Mouse clicking the diamond you will see a list of Locations for your selection or select the File Menu and the option of Change User Location. You will see a grid of available locations displayed. When the User logs out the User Location will be changed back to the default location setup in their CardFile.

The various Stock Locations and Labour Types are setup in Setups, accessed via Tools in Jim2 Menu bar.

7. You have the option to automatically Blind Carbon Copy (BCC) anything emailed from Jim2 BE directly to your nominated email address. To activate the BCC option, check the Auto Send BCC tick box.

This function is dependant on how Microsoft Exchange has been configured for your network. You may wish to discuss this with your network administrator – or contact us via www.happen.biz for some technical hints and tips on settings for MS Exchange.

8. You can enter a Rate (Cost) of this User to your business which will be used when producing certain Profit Reports.

9. Select the appropriate Security Group for this user from the drop down box in the Security Group field.

You can restrict the customers that a User is allowed to deal with in Jim2BE, by selecting specific customers from the dropdown selection. You can set security to prevent user groups entering transactions for All Customers. This option would only be used in a tightly controlled sales team environment.

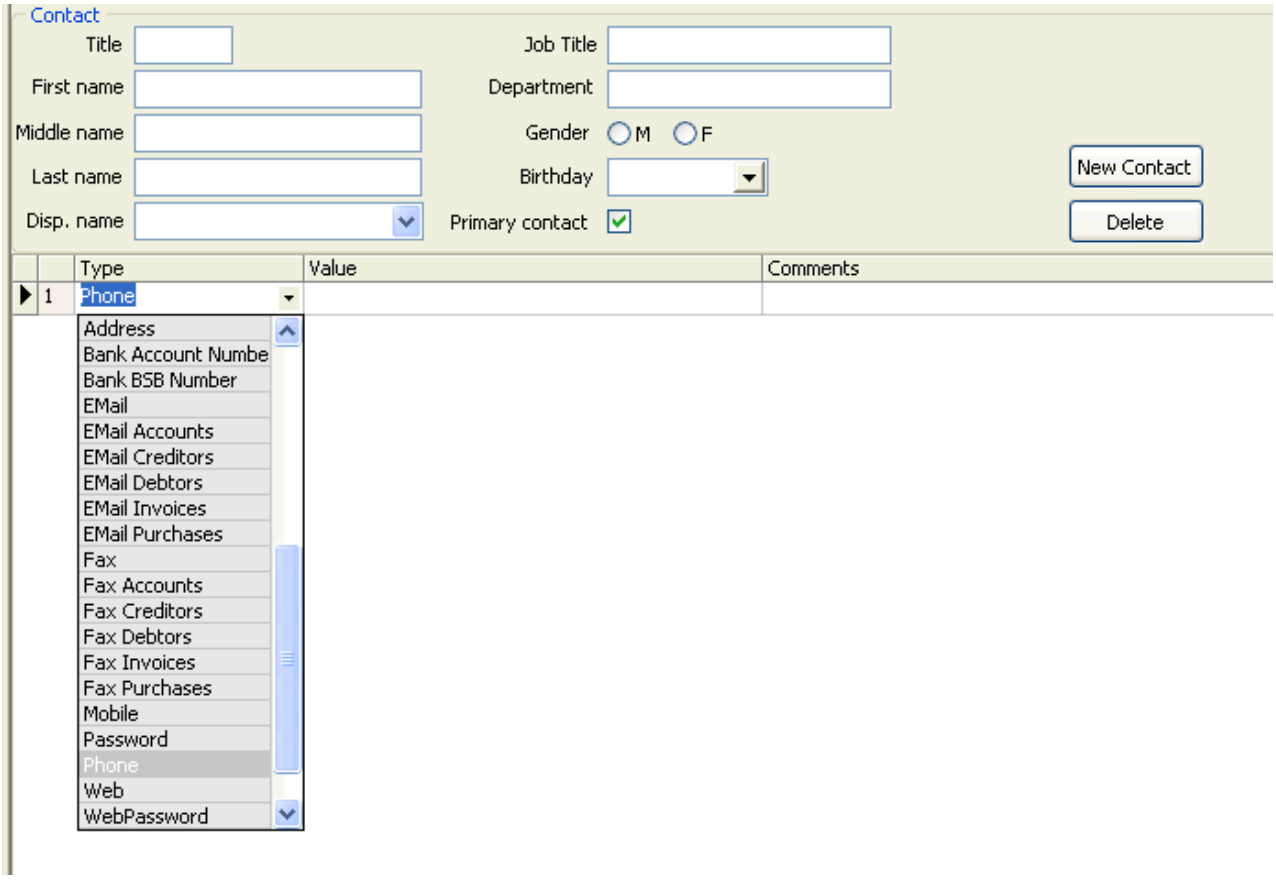
You can either click on Save or Save and Close to save your details or Left-click on the other applicable tabs to enter more details to complete this CardFile.

6.7.7 Add Contact Details

This area allows you to enter and keep track of contacts you have for that customer (or Vendor) and record direct phone numbers, Fax numbers, e-mail addresses, mobile phone numbers, etc., of that contact.

1. To add a Contact – Open the CardFile and click on the Contacts Tab. You must be in edit mode to be able to Add or Edit a Contact. Select the New Contact button and start entering.

2. To edit an existing contact locate the contact on the card tab and double click on it to take you to the contacts tab. Now click on the Edit button to edit the contact.



Jim2 - Contact Tab Fields.

There are a number of fields within this tab which are explained below:

Contact Details	
Title	The Title of the Contact
First Name	The Contacts First Name
Middle Name	The Contacts Middle Name
Last Name	The Contacts Last Name
Disp. Name	The Display Name – this drop down menu will display a select of alternatives from the names supplied above. You can type over this field if you wish.
Job Title	The Contacts Job Title
Department	The Contacts Department
Gender	Select whether the contact is male or female
Birthday	You can enter a Birthday for contacts

Primary Contact	Select this tick box if you want this current contact to be your Primary contact. This contact will show on reports such as Jobs, Invoices, etc.

Contact Grid

This grid is where you enter the Phone, Fax, etc., details of the Contact:

Type	The Type of information Phone, Fax, etc.
Value	The Information the Phone Number, Fax Number, etc.
Comments	Any comments related.

The Contacts Type of Password has a Security setting – View Contacts Passwords. If you are not selected to be able to view contacts passwords you will not be able to add any and also they will be displayed as ***. If you are a user who has rights you can add and view in readable format.

When you add a Contact, Jim2 will prompt you to select a primary contact for this CardFile. This main contact and their information will show in the contact list in a slightly different colour for easier viewing.

When you select to either Save or Cancel this will Save or Cancel any work you have done on this CardFile not just in the contacts.

6.7.8 Add Mulitple CardFiles

1. Click on Tools in Jim2 Menu bar and select Options.

2. Select the General Tab.

3. Tick Cardfile in the Continuously Adding box and click on OK. The new Option Default will be saved, and you will return to the previous active screen used.

Now when you have entered a CardFile and select the Save or Save and Close button, you will be prompted with a message box asking if you wish to add another CardFile Record.

6.7.9 Print a CardFile Record

Once you have created a CardFile you may want to either fax, email, print or print preview any of your available CardFile reports.

1. Search for the CardFile that you want to print by either:

   - Clicking on the View/Edit Card icon under CardFiles in the Jim2 Ribbon, or
   - Clicking on the Create List icon under CardFiles in the Jim2 Ribbon

2. Once you have brought the CardFile that you want to print up on screen, click on Jim2 print toolbar drop down box to select which CardFile Report you want to use.

Jim2 is supplied with a standard CardFile report suited to most businesses. You are able to design your own CardFile reports via Jim2 Report Designer.



Jim2 - CardFile Print Toolbar.

3. Once you have selected which CardFile Report you wish to print, click on the print option you want to use.

You can fax, print or print preview any of Jim2 Reports by selecting the appropriate icon in the Print Toolbar. A standard Windows print option list will appear, showing the print default device set for your workstation, and any other print option available (as defined in Options). You may select an alternate print option by choosing from that list.

6.7.10 CardFile List

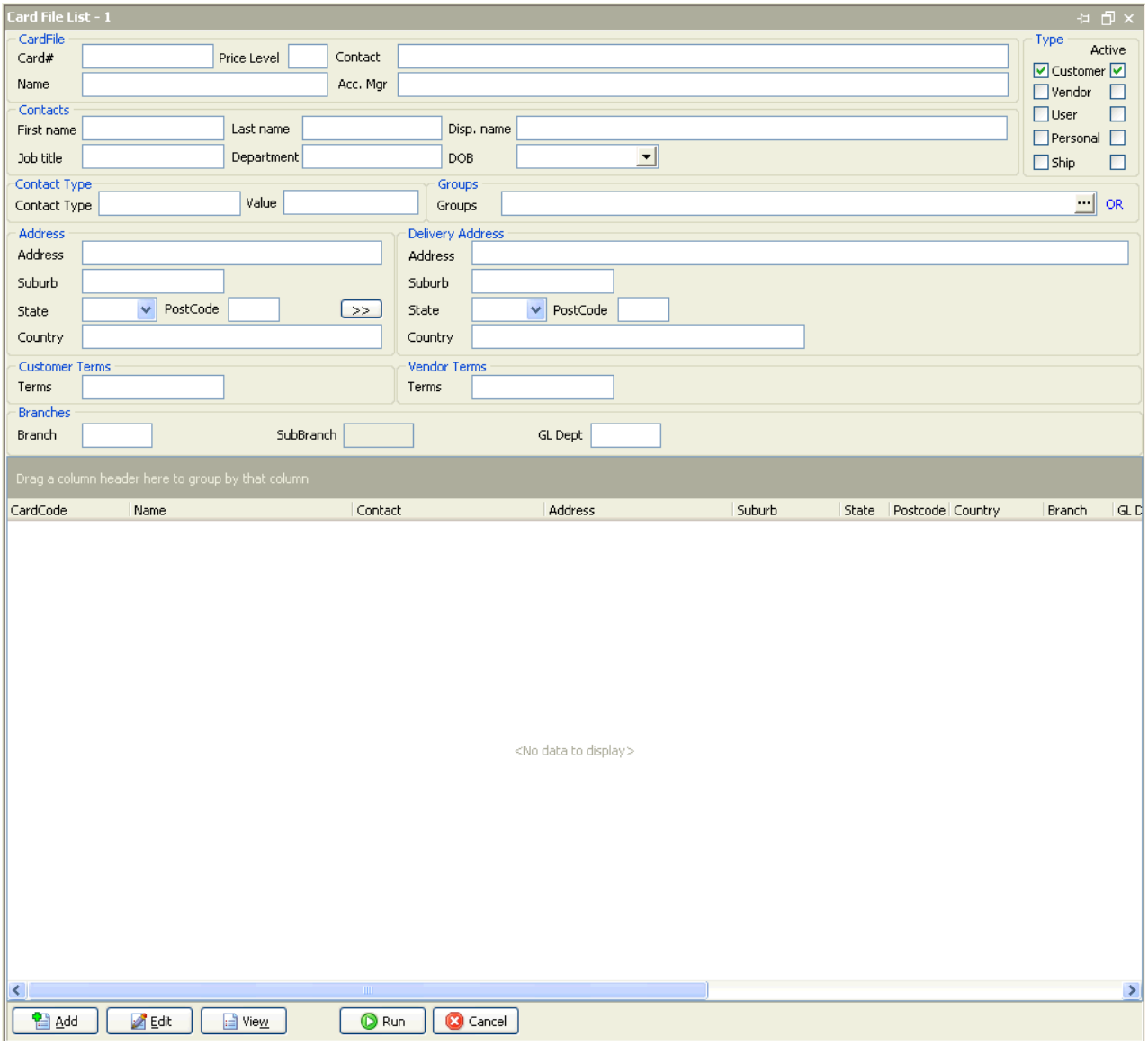


The CardFile List is a very powerful search function within Jim2. It is also one of the easiest features to master, and the most practical way of searching for information in Jim2. Users can define their own CardFile lists by creating lists that apply to their function.

The CardFile List can collate information from your Customer, Vendor, User and Personal Card records in real time for cross reference, and use archived data if required. Jim2 provides for searches on type and active cardfile by selecting the Type and/or Active check boxes.

You can name your lists so that they represent what you are searching - this helps the user if they have multiple lists running at the same time.

There are two different styles of CardFile list - select the type you need by using the tabs at the bottom of the CardFile List form.



Jim2 - CardFile Advanced List.

The CardFile List tab is the default, and the Advanced List tab provides you with many more fields to search on. In this screen you can select the following fields, and combinations of the following fields to generate a CardFile list:

Field	Explanation
CardFile	
Card#	Selects the specific CardFile# entered
Name	Selects the CardFile/s with this name entered
Price Level	Selects the CardFile/s with this Price Level
Contact	Selects the CardFile/s with this contact entered
Acc. Mgr	Selects the CardFile/s with the Account Manager entered
Type	
Customers	Select this box if your company Sells to this customer
Vendors	Select this box if your company Buys from this customer

Users	Select this box if this customer is a User of Jim2 in your company
Personal	This tick box is a search flag only.
Active	Select this box if they are still active

Contacts

First Name	Selects the CardFile/s with a contact with the entered first name
Last Name	Selects the CardFile/s with a contact with the entered last name
Disp. Name	Selects the CardFile/s with a contact with the entered display name
Job Title	Selects the CardFile/s with a contact with the entered job title
Department	Selects the CardFile/s with a contact with the entered department
Value	Selects the CardFile/s with a contact with the entered values (phone, fax, email, etc.)

Groups

Groups	Selects the CardFile/s with the select Group or Groups



On the right hand side of the Groups selection within the list you will notice "OR", if you click on this button it will change to "and". This relates to how you want to use groups within your search, if you want to select 2 groups and find things that are only in both groups use the "and" selection, if you want to search 2 groups and find anything that is in either one of those groups select the "OR" option.

The Advanced List will allow you to search by the following criteria, in combination with any of the fields above:

Address

Address	Selects the CardFile/s with this entered address
Suburb	Selects the CardFile/s with this entered suburb
State	Selects the CardFile/s with this entered state
Postcode	Selects the CardFile/s with this entered postcode.

Delivery Address

Address	Selects the CardFile/s with this entered delivery address
Suburb	Selects the CardFile/s with this entered delivery suburb
State	Selects the CardFile/s with this entered delivery state
Postcode	Selects the CardFile/s with this entered delivery postcode.

Using the above information fields, Jim2 produces a list in a format that can be sorted by dragging the column header of the format to the top of the list results table. To view or edit any of the CardFiles within the list, simply double click or use your F2 function key on any of the fields relating to the CardFile you wish to display. There are also additional buttons at the bottom of this form as explained below:

Buttons

Display Text	This will display the line of text in the address field of the CardFile.
Run	This will run the lists and any filters you have selected.
Cancel	This will close the list.



To run a quick search through the list you have created put the cursor in the relevant column and

begin to type the word you are looking for.

6.7.11 Print a CardFile List

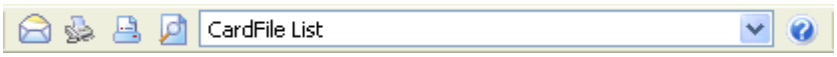
Once you have created a CardFile List you can either fax, email, print or print preview your List.

1. Search for the CardFile List that you want to print by either:

   - Clicking on the Create List Card icon under CardFile in the Jim2 Ribbon, or
   - Clicking on the Create List icon in the sub-menu CardFile under the Jim2 icon in Jim2 Toolbar

2. Once you have brought the CardFile List you want to print up on screen, click on Jim2 print toolbar drop down box and select which CardFile List Report you want to use for the list.

Jim2 is supplied with some standard CardFile List reports suited to most businesses. You are able to design your own CardFile reports via Jim2 Report Builder.



Jim2 - CardFile List Print Toolbar.

3. Once you have selected which CardFile Report you wish to print, click on the print option you want to use.

Topic 7

Jim2 BUSINESS ENGINE

7 Items

This section of the manual explains the function of Items within your work process, and the interaction of other Jim2 Business Engine objects in managing the information maintained within an Item. The Item in a Job interacts with the Stock, and can be assigned as the responsibility of a Single or Multiple User/s. The Item describes what is to be serviced in a Service Job, what is to be Manufactured in a Manufacturing Job and describes what sort of Sales Job is to be executed.

An item represents the prime objective of a Job. One job is added for each item entering your workflow. A list of Items your company uses will show your areas of competence – you should be capable of selling, servicing or manufacturing each item on that list.



Be careful not to confuse STOCK with ITEMS. If you can identify an item as applicable to both SALES and SERVICE Jobs, you should add that item as a SALES ITEM and a SERVICE ITEM.

Let's use a Computer Sales and Service company as a working example of Items. This company has various sales methods (Items) including door-to-door, by telephone, over the counter and via the web. They also Manufacture PCs from multiple parts and their Service division also services (Items) computers, hard disk drives, and monitors. Therefore, their workflow involves producing a Computer Sale, Manufacturing a Computer and Servicing a Computer - how did they make that sale (WEB) is a Sales Item, what they manufactured parts into (PC.P3.20) is a Manufacturing Item, what they serviced is a Service Item (SYS.IBM).

If the company wanted to track how they sell Stock they would create an Item code for each Sale method i.e. Sale.Door would represent all door to door Sales Jobs. As for Servicing they may want or have different procedures for servicing a range of computers. In this case they would create an Item code for each computer in the range i.e. SYS.IBM would represent an IBM computer.



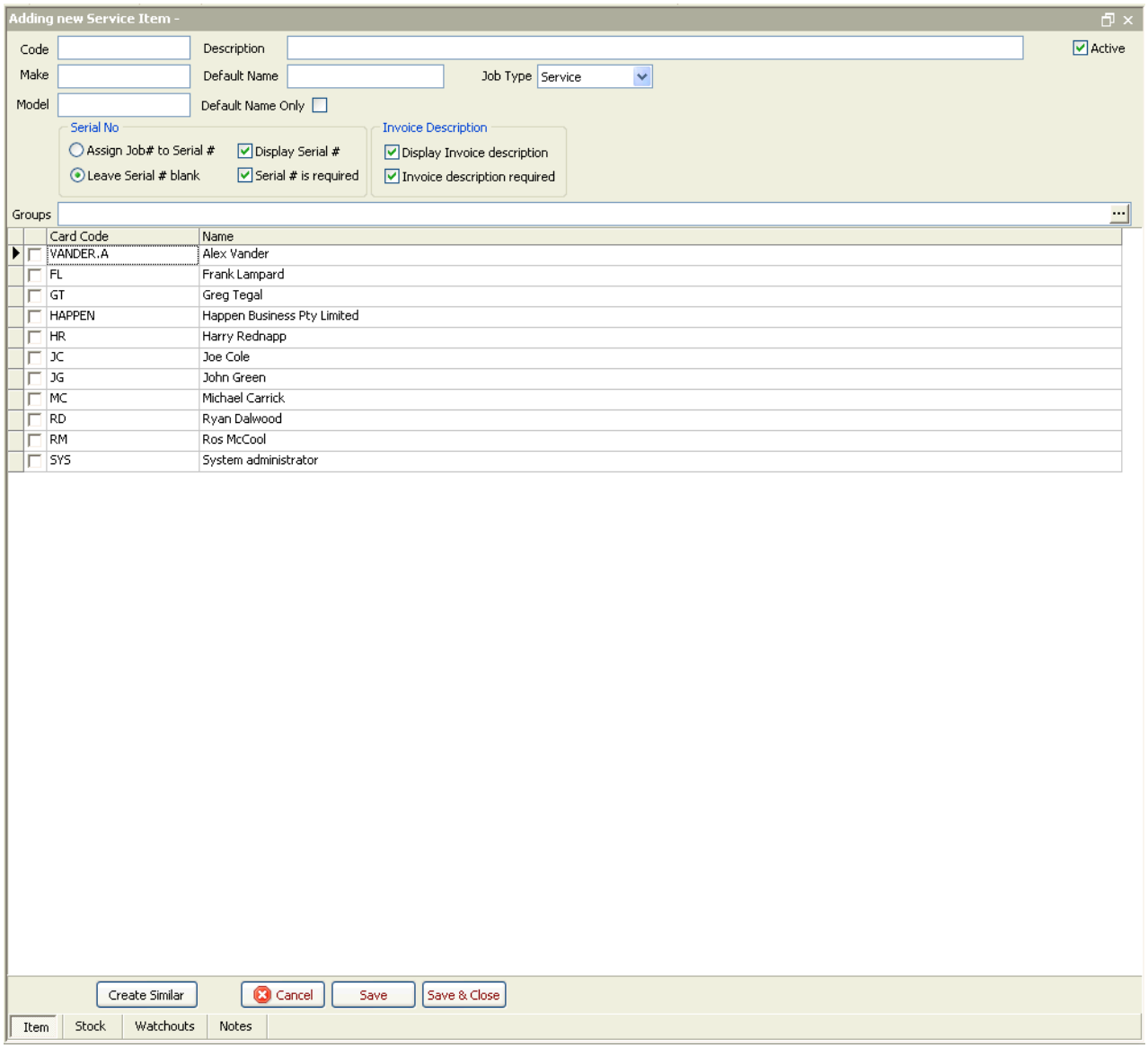
It is important to select item codes carefully. Consideration needs to be given to what sort of Sales or Service items pass through your workflow, and how to differentiate between them in a meaningful way. Remember Items represent the prime objective of a Job.

7.1 Items at a Glance

This page visually outlines and explains the terminology of the Jim2 Item Form. When a Job is added, the user most capable of performing that objective is given the responsibility to execute the objective (via the default in the item record). The Job records details of what was needed/used to sell or service an Item, and the Job Invoice is the selling cost of Stock used to sell or service an Item.

Jim2 Item form is divided into the following specific information areas that will give you a complete detailed record of:

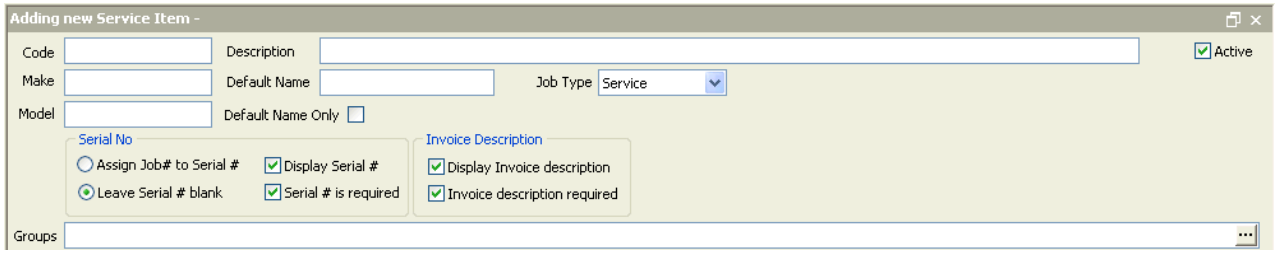
- The Item information via the Item Header
- The Users responsible for that Item via the User Selection Grid (on the Item Tab)
- Additional Tabs and Buttons in the Item Footer
- The inputs of time, material and tests used via the Stock/Parts Grid
- Watchouts relating to this Item
- Notes relating to this Item



Jim2 - Item Form.

7.2 Item Header Fields

The top section of the Item form, called the Item Header, records information relating to the Item Code, Item information, whether it applies to a Sales or Service Job, Serial number information and Invoice Description.



Jim2 - Item form Header for Service Item.

The following fields appear in the Item Header and are described below:

Fields	Explanation
Item Section	
Code	The Code of that Item (up to 15 Characters).
Description	The Description of that Item (up to 32 Characters).
Make	[optional] The manufacturer of the item can be identified here.
Model	[optional] The model of the item can be identified here.
Default Name	Use the drop down menu to the user you consider most capable of this sale or service Item.
Default Name Only	Select this box if only 1 user is capable of this sale or service Item.
Job Type	Sales or Service (Manufacturing must be setup from Stock).
Active	Whether this Item is active within your workflow.
Groups	To assign Groups to an Item click on the grey button on the right side of the group field - this will show you a list of all groups that are currently available. Select a suitable group for that Item.

If the Item is a Sales Item there is an additonal tick box field.

Update Job Name on Invoicing	Tick this box if you want the invoice authentication identification to override the name on the job at the point of invoicing.

If the Item is a Manufacturing Item there are 2 extra tick box fields.

Must Match Manufacturing Req	Tick this box if when you Manufacture the product it must match the stock requirements entered into the Stock Tab of the Item.
Manufacture Qty 1 only	Tick this box if you only want to be able to Manufacture Qty of 1 at a time.



The MAKE and MODEL field is NOT shown in the JOB screen. Text can be added in these fields and is stored within Jim2 for reference and reporting purposes. These fields create lists "on the fly" – as MAKES and MODELS are added, they are then available via the drop down menu beside these fields for duplication by mouse click.

Job Section

Service or Sales Job	Select whether this Item is a Service Job or Sales Job.

Serial No Section

Assign Job number to Serial#	Use the current Job number as a Serial Number.
Leave Serial# Blank	Leaves the Serial Number field Blank.
Display Serial#	Displays the Serial Number field.
Serial# is Required	The Serial Number is required before the Job can be invoiced.

Invoice Description

Display the Invoice Desc	Shows the Invoice Description field on the Job.

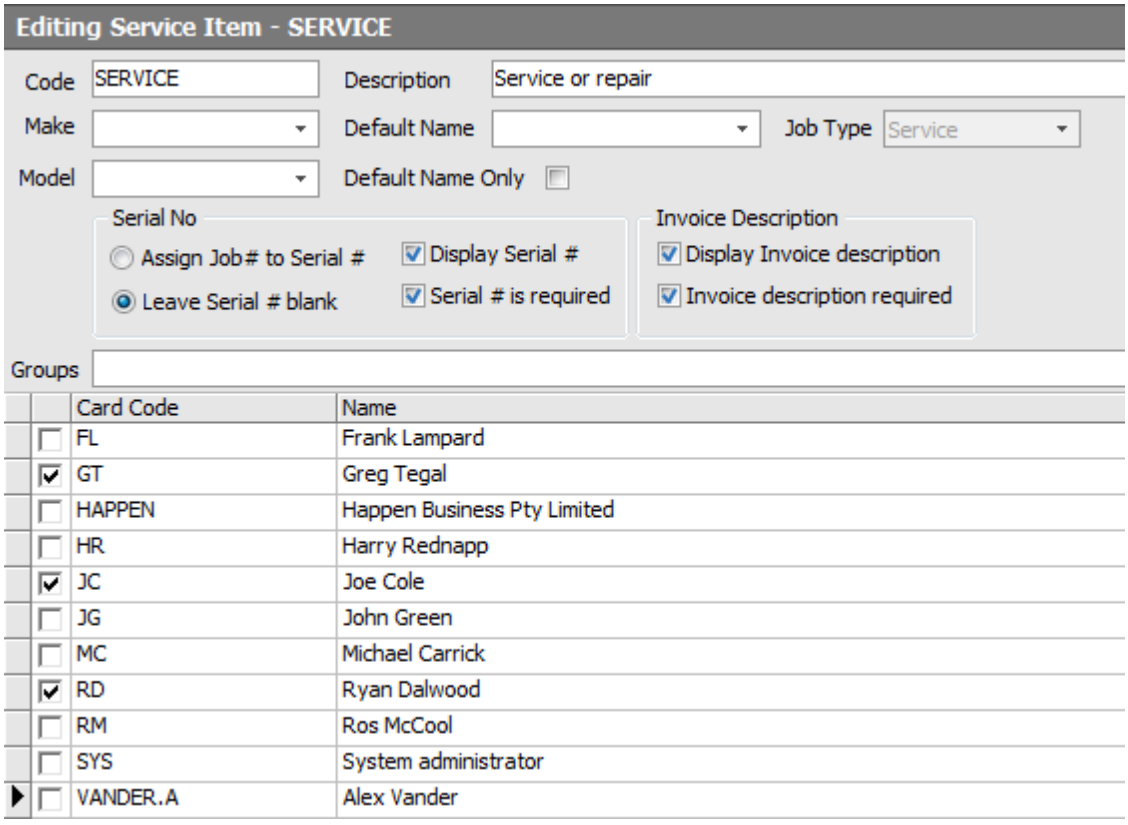
Invoice Desc Required	You will not be able to Invoice the Job without an Invoice Description.

Some of the fields within Jim2 are Hyperlinks and can take you from one form to another - on the Item form if you move the cursor over a field it will show in a Blue colour if hyperlinked. If you click on this hyperlink you will be taken to that Object form and to go back to the original form simply click on close in the current form. The Default Name field is hyperlinked to that user's CardFile.

7.3 Item User Selection Grid

The second section of the Item form contains a grid for recording the User or Users that are capable of producing this sale or servicing this Item. The Selection Grid contains the CardCode and Name of all User CardFiles so that you can select which Users, other than the Default User, are able to sell or service this Item.

Remember - you are able to select one user, or a group of users, as trained or able to sell this way, or service this Item.



Jim2 - Item User Selection Grid

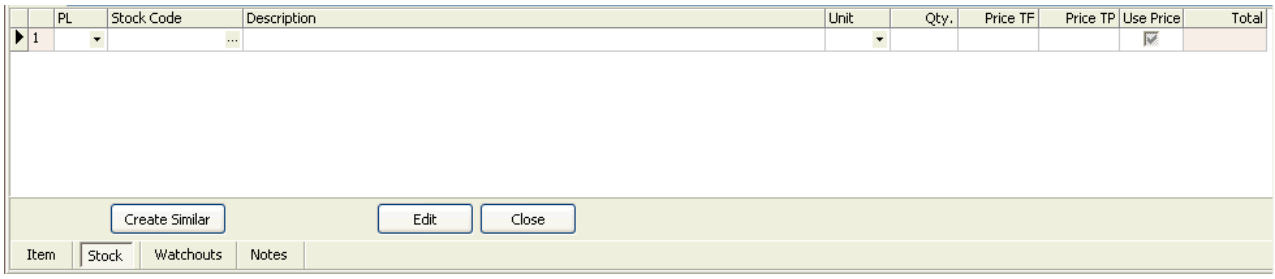
Select the users you want to be available or nominated against this Item, by ticking the box next to their Card Code.

If a User name is not ticked in an Item, the user name will not appear in the drop down selection in the name field in jobs.

7.4 Item Stock Selection Grid

The Stock tab will open the Stock Selection grid into view for that Item. When setting up an Item, this is the area where you can assign or "apply" certain stock to that item automatically. Stock of any type can be linked to Items via this tab - including tests and checks. This Stock Grid allows you to automatically add "multi-part" stock to Items - as an example: a Sales Item may need to include accessories that are (or can be) sold separately, but need to belong to this Item.

✓ Tests and Checks you would like performed every time this Item is processed, are applied to the Item as Stock - the Stock Type will be "applies". You are able to apply a Stock Status to these tests and checks, ensuring Jobs containing applies Stock cannot be Finished until users have completed these tests/checks.



Jim2 - Stock Selection Grid - Sale or Service Item.

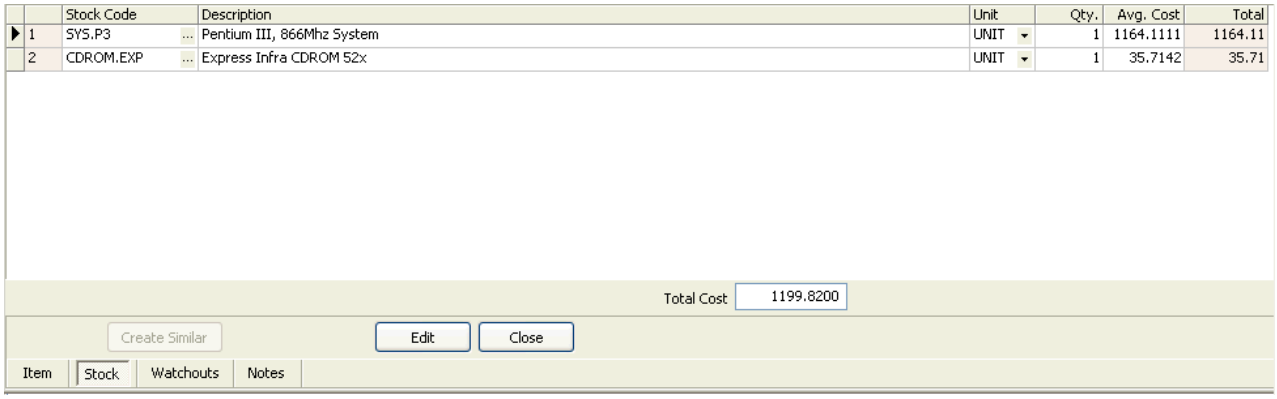
Service or Sale Item Stock Grid

The fields within the Stock Selection grid are described below:

Field	Explanation
PL	Price Level – the Price Level entered here will be the price that is shown when you enter the Stock Code. You can either use this pricing or enter your own for this item.
StockCode	StockCode
Description	Stock Description
Unit	Unit Measure
Qty	Qty of this Stock attached to this Item
Price TF	The Price Tax Free
Price TP	The Price Tax Paid
Price	Select this Tick box to use the Pricing entered into the Item record, instead of using the Price level Pricing within the Stock Record
Total	Total '$-value' of that stock line

The fields within the footer are described below:

Field	Explanation
Create Similar	Allows you to create a similar Item#.
Edit	Allows you to edit the Item if your security permits
Close	Closes the Item



Jim2 - Stock Selection Grid - Manufacturing Item.

Manufacturing Item Stock Grid

The fields within the Stock Selection grid are described below:

Field	Explanation
StockCode	StockCode
Description	Stock Description
Unit	Unit Measure
Qty	Qty of this Stock attached to this Item
Avg Cost	The Average Cost of this Stock (ex GST)
Total	Total '$-value' of that stock line

The fields within the footer are described below:

Field	Explanation
Total Cost	Shows the total Cost of the Stock used to Manufacture this Item

7.5 Item Form Tabs & Buttons

The following tabs within an Item form access the following relevant information for that Item:

Item

Item

This tab will bring up the User Selection grid - where users record the Users that are able to sell or service this Item. When opening any Item, this is the active tab.

Stock

Stock

Selecting this tab will open the Stock Selection grid into view for that Item. This is the area where users record and accumulate any stock that they are assigning to that Item.

Watchouts

Watchouts

Selecting this tab will allow you to Add, Edit, View or Delete Watchouts relating to the Item.

Notes

Notes

Selecting this tab will allow you to Add, Edit, View or Delete Notes relating to the Item.

The following features are located as buttons within an Item form.



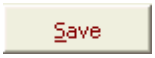
Create Similar

If you are adding multiple Items that are very similar, use this option rather than recreating each individual Item. This feature allows you to create Items with duplicate information on certain fields, e.g., stock.



Cancel

If editing, Cancel will ignore all changes made and leave the Item in view mode. If adding, Cancel will attempt to abort adding this Item.



Save

All edits represent a change to the information in the Item form. By selecting the Save button, all changes made in that session of editing the Item will be saved, and the Item will remain in the Navigation Tree.



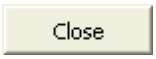
Save and Close

All edits represent a change to the information in the Item form. By selecting the Save and Close button, all changes made in that session of editing the Item will be saved, and the Item itself will be closed from view and from the Navigation Tree.



Edit

By selecting the Edit button you are now able to make changes on the Item form. All changes made in that session of editing will not be saved until you click on Save or Save and Close buttons.



Close

By selecting the Close button you will close the current Item form.

7.6 Items - How Do I ...?

This section of the manual answers the How do I? questions relating to the Item function within Jim2. We will now walk through adding and creating an Item as well as adding groups and stock to an Item.

- View or Edit Item
- Create an Item
- Create a Manufacturing Item
- Add Groups to an Item
- Add Stock to a Sales or Service Item
- Add Multiple Items
- Print an Item Record
- Item List

- Print an Item List

7.6.1 View or Edit Item



Regardless of which Jim2 Business Engine Object or Form is in view, you are able to open Items for view/edit. The Item Object can be opened in one of two different ways:

- Click on the Items Tab of the Jim2 Ribbon, then click on View/Edit Item, or
- Right-click on Items in the Jim2 NavTree and select View/Edit Item

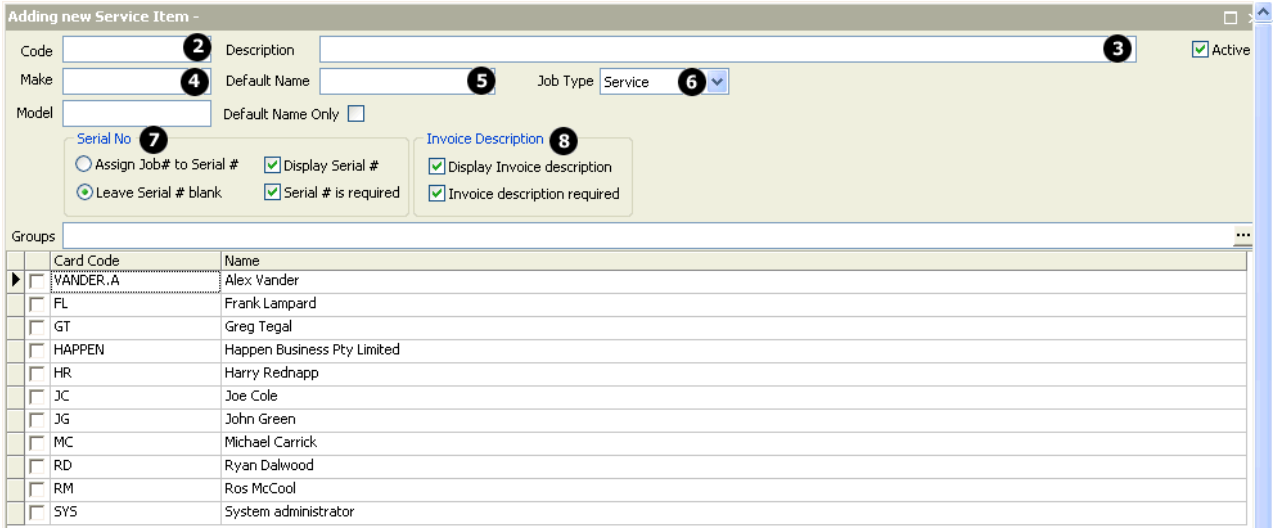
7.6.2 Create an Item



Select the Add Item icon. The Adding new Item form is displayed showing the Item Header.

Notice some fields will have information defaulted into them automatically by Jim2. However, you may "override" this default information (if required) simply by using the TAB key or mouse to move the cursor to that field, highlight and re-edit.

You can only create Sales and Service Items from the Add Item selection. Manufacturing Items are created when creating a Manufacturing Stock.



Jim2 - Adding New Item Form Header.

Type in an Item Code that will identify this Item.

At this stage you can save the Item. However, Jim2 will prompt the User that they should also complete the Description, Make and Model information fields.

3. Type in the description of this Item in the Description field.

4. If required either type or click on the drop down box to select the Make and Model of the Item in the Make and Model fields.

The drop down box for both the Make and Model lists get built up over time as you keep on adding Items with new Makes and Models.

5. Enter the User who is primarily responsible for selling or servicing this Item, depending on what type of Job this Item is related to. If there is only one person capable of this function, tick the Default Name Only check box.

6. In the Job section of the Item Header choose if this Item relates to a Sales or Service Job by selecting the drop down menu.

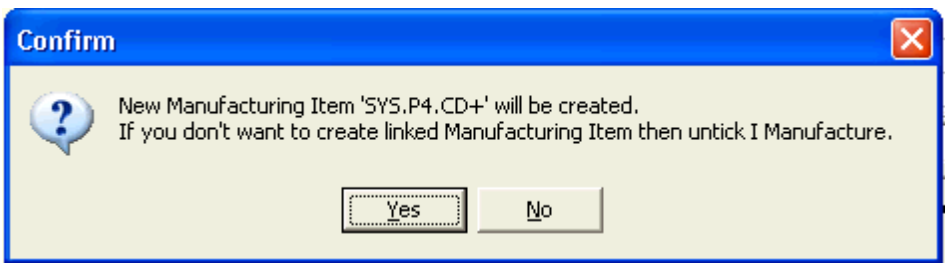
If you select that the Item relates to a Sales Job you will see an additional checkbox to Update Job Name on Invoicing, which would update the NAME on the job to the person invoicing the job. This would be used in a sales environment where commission is paid, and the person who added the job is not necessarily the person who should be credited with the sale. You also need to turn on Invoice Authentication Required in Retail Options for this to work correctly.

7. In the Serial number section of the Item Header click on the Radio button and tick the check boxes that apply to this Item.

8. In the Invoice Description section of the Item Header tick the check boxes if for this Item you want an invoice description, and you want to display it.

7.6.3 Create a Manufacturing Item

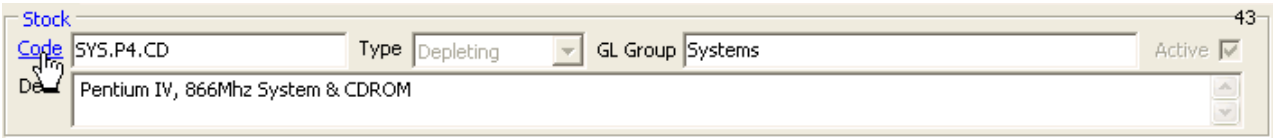
To create a Manufacturing Item you need to first create a Manufacturing Stock, which will then create the Manufacturing Item automatically using the same code as the Stock with a plus (+) sign at the end of the Code - this is to avoid double ups with Service Stock that creates an Item as there may be stock you Sell, Service and Manufacture.



Confirm message when Manufacturing Stock creates a Manufacturing Item.

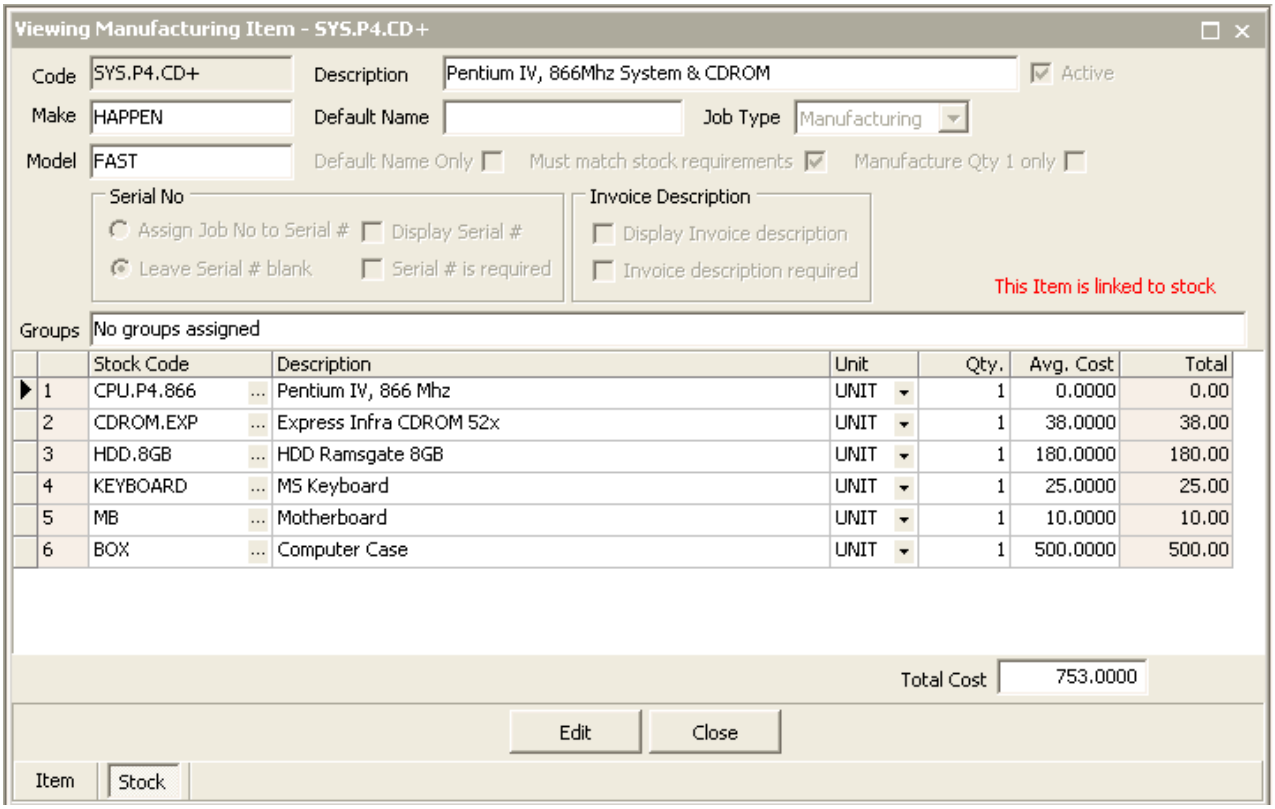
There are 2 fields in the Manufacturing Item header which are specifically for Manufacturing Items:-

Must Match Stock Requirements	When Manufacturing this Stock the requirements setup within the Manufacturing Item must be fully available. If a Manufacturing Item requires Qty 4 of stock A you cannot manufacture until the entire Qty 4 is available.
Manufacturing Qty 1 only	When Manufacturing this Item/Stock you can only Manufacture Qty 1 per job.



Once you have created the Manufacturing Stock and agreed to the creation of the Manufacturing Item, there will be a Hyperlink to the Manufacturing Item from the Stock Code, and of course back again from the Item code to the Manufacturing Stock.

The Stock required to Manufacture this Stock is added to the Stock Tab of the Manufacturing Item, and is dealt with in the Add Stock to an Item topic of this section.



Jim2 - Manufacturing Item with Stock.

7.6.4 Add Groups to an Item

1. Assign the Groups to an Item by clicking on the browser button on the right side of the group field. The Select Group box will appear showing you a list of all groups that are currently available. Use the scroll bar and arrows to select the groups for that Item and click on OK.

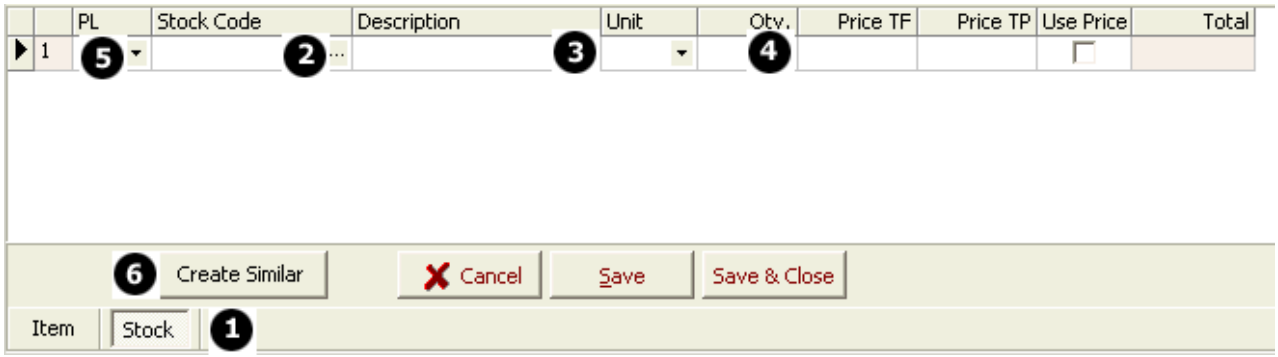
2. If a suitable group is not available, you may Add a Group while still editing the Item. In the Select Group box click on the Manage Groups button.

3. A secondary window will appear. Type the new Group name in the empty text box at the top of the list and select Add and then Save. The new group will now be available and you can apply it immediately by using the > button to move the new group to the Selected Group box.

4. When you have applied all the groups to the Item select Save.

When adding the Report Level Groups to Items, you can only have one group for each level assigned to that CardFile - they must be consecutively ascending - that is: to assign a level 2 group you must first have assigned a level 1 group.

7.6.5 Add Stock to a Sales or Service Item



Jim2 - Item Stock Selection Grid Sales or Service Item.

Stock that "applies" to an Item will be added automatically to the Stock Grid of a Job when that Item is used in the Job.

1. Left-click the Stock tab at the bottom of the Item form and click on Edit.

If adding multiple stock lines to the grid, the Enter key will take you to the next line in the grid, ready to insert another stock code.

2. To add Stock to an Item, move to the Stockcode field of the Stock Selection Grid and select stock in one of the following ways:

- Clicking on the Stock Code browser which then brings up Jim2 lookup. In this lookup you can also view the Quantity in Stock field of the stock record
- Start to type the Stock Code. Jim2 "intuitive type" will begin to pre-empt your choice of Stock Codes from the Stock records as you type each letter
- Scan the Stock Barcode to automatically add the correct Stock Code.

Jim2 Lookup Stock screen allows you to locate and select certain stock to be added to the Item. You can use the search field and filter button to enter a code, a description or a partial code or description (any field in the Search field selection), etc. and select filter - this will now only show stock which fits this filter - if you clear the search field and select filter again you will see all stock again. You will also note that as you delete any part of the search field the filtered list will be edited accordingly to match

the new search filter. Note: The F5 function key will also show the Jim2 lookup - Stock Grid screen.

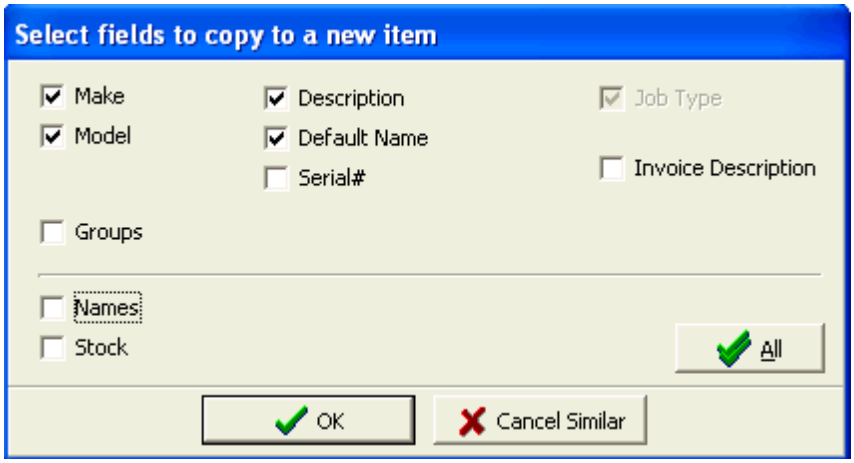
3. Once you have selected the Stock, the stock Description ❸ will be defaulted to that field automatically.

4. Select the Unit measure of the Stock being applied to the Item and enter the Quantity (of the measure) required for the Item. ❹

Select the Price Tick box if you have edited the Price Level pricing and wish to use this new pricing for the Stock attached to this item.

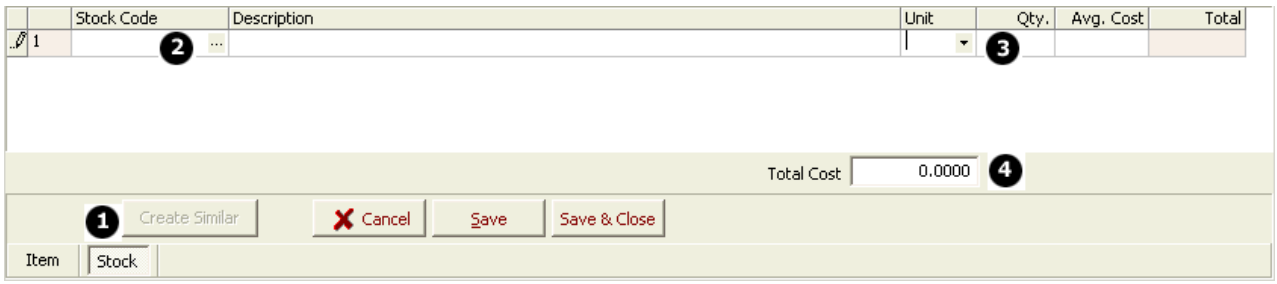
5. Select the Price level ❺ that will apply to the stock or leave blank and it will default to those setup in Stock and Customer CardFiles. However, you may "override" this default information (if required) simply by using the TAB key or mouse to move the cursor to that field, highlight and re-edit.

6. Click on Create Similar ❻ to create a similar Item, saving time on data entry. Just tick the fields you want to copy to the new item and click OK.



Jim2 - Options to copy to new Item.

7.6.6 Add Stock to a Manufacturing Item



Jim2 - Item Stock Selection Grid Manufacturing Item.

1. Left-click the Stock tab at the bottom of the Item form and click on Edit.

If adding multiple stock lines to the grid, the Enter key will take you to the next line in the grid, ready to insert another stock code.

2. To add Stock to an Item, move to the Stockcode field of the Stock Selection Grid and select stock in one of the following ways:

- Clicking on the Stock Code browser which then brings up Jim2 lookup. In this lookup you can also view Quantity in Stock field of the stock record
- Start to type the Stock Code. Jim2 "intuitive type" will begin to pre-empt your choice of Stock Codes from the Stock records as you type each letter
- Scan the Stock Barcode to automatically add the correct Stock Code.



You cannot add Manufacturing Type Stock to a Manufacturing Item or Manufacturing Job.



Jim2 Lookup Stock screen allows you to locate and select certain stock to be added to the Item. You can use the search field and filter button to enter a code, a description or a partial code or description (any field in the Search field selection), etc. and select filter - this will now only show stock which fits this filter - if you clear the search field and select filter again you will see all stock again. You will also note that as you delete any part of the search field the filtered list will be edited accordingly to match the new search filter. Note: The F5 function key will also show the Jim2 lookup - Stock Grid screen.

3. Enter the Qty 3 required to Manufacture Qty 1 of the Stock.

4. This field 4 will show the Avg Cost of the Manufactured product. Non Depleting Stock will not show any Avg Cost, as Non Depleting stock used in Manufacturing Stock is not included in the Cost of the Manufactured Product.

7.6.7 Add Multiple Items

1. Click on Tools in Jim2 Menu bar and select Options.

2. Select the General tab.

3. Tick Items in the Continuously Adding box and click on OK. The new Option Default will be saved, and you will return to the previous active screen used.



Now when you have entered an Item and select the Save or Save and Close button you will be prompted with a message box asking if you wish to add another Item Record.

7.6.8 Print an Item Record

Once you have created an Item you may want to either fax, email, print or print preview any of your available Item reports.

1. Search for the Item that you want to print by either:

- Clicking on the View/Edit Item icon under Items in the Jim2 Ribbon, or
- Clicking on the Create List icon under Items in the Jim2 Ribbon

2. Once you have brought the Item that you want to print up on screen, click on Jim2 print toolbar drop down box to select which Item Report you want to use.

Jim2 is supplied with a standard Item report suited to most businesses. You are able to design your own Item reports via Jim2 Report Builder.



Jim2 - Item Print Toolbar.

3. Once you have selected which Item Report you wish to print, click on the print option you want to use.

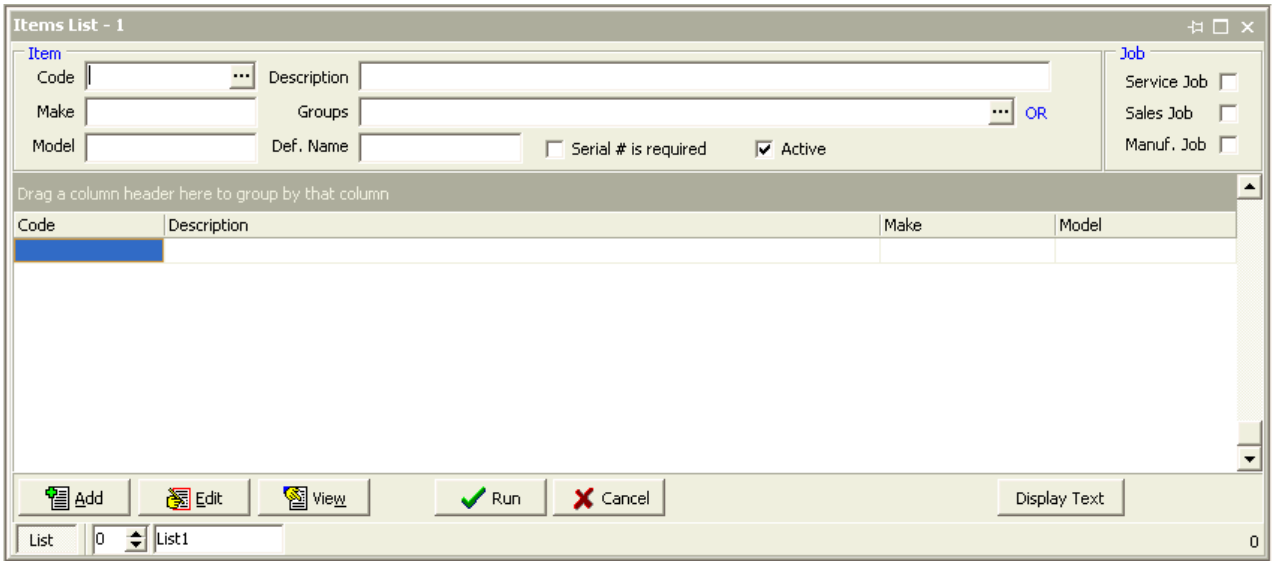
There is a new report called Manufacturing Requirements. This report is printed from the Item, and when selected requires you to enter the Qty (you want to manufacture) and the Location (this is the location you are manufacturing from – where the parts are coming from. The report will show Qty of Required Stock, Qty in Location selected, Qty in Stock overall, Qty on Reserved Jobs and then the Qty you need to Manufacture this Qty of this product.

7.6.9 Item List

The Item List is a very powerful search function within Jim2. It is also one of the easiest features to master, and the most practical way of searching for information in Jim2. Users can define their own Workload by creating lists that apply to their function.

The Item List can collate information from your Customer, Vendor, User and Personal Card records in real time for cross reference, and use archived data if required.

You can name your lists so that they represent what you are searching - this helps the user if they have multiple lists running at the same time.



Jim2 - Item List.

In this screen you can select the following fields, and combinations of the following fields to generate a Item

list:

Field	Explanation
Code	Selects the specific Item Code entered
Make	Selects the Item/s with this make
Model	Selects the Item/s with this model
Description	Selects the Item/s with this description
Group/s	Selects the Item/s with the group/s entered
Def. Name	Selects Item/s with this Default (user) Name entered
Serial# is required	This is a tick box which selects items with the Serial# required ticked.
Active	If this is ticked it will show only Active Items.
Sales, Service or Manufacturing Job	These are tick boxes which select items that are either Sales, Service or Manufacturing Items/Jobs.

On the right hand side of the Groups selection, within the list, you will notice "OR". If you click on this button it will change to "and". This relates to how you want to use groups within your search, if you want to select 2 groups and find things that are only in both groups use the "and" selection, if you want to search 2 groups and find anything that is in either one of those groups select the "OR" option.

Using the above information fields, Jim2 produces a list in a format that can be sorted by dragging the column header of the format to the top of the list results table. To view or edit any of the Items within the list, simply double click, or use your F2 function key, on any of the fields relating to the Item you wish to display. There are also additional buttons at the bottom of this form as explained below:

Button	
Run	This will run the lists and any filters you have selected.
Cancel	This will close the list.

To run a quick search through the list you have created, put the cursor in the relevant column and begin typing.

7.6.10 Print an Item List

Once you have created an Item List you can either fax, email, print or print preview your List.

1. Search for the Item List that you want to print by either:

   - Clicking on the Create List Item icon under Items in the Jim2 Ribbon, or
   - Clicking on the Create List icon in the sub-menu Items under the Jim2 icon in Jim2 Toolbar

2. Once you have brought the Item List you want to print up on screen, click on Jim2 print toolbar drop down box and select which Item Report you want to use for the list.

Jim2 is supplied with a standard Item report suited to most businesses. You are able to design your own Item reports via Jim2 Report Builder.



Jim2 - Item List Print Toolbar.

3. Once you have selected which Item Report you wish to print, click on the print option you want to use.

Topic 8

Jim2 BUSINESS ENGINE

8 Stock

This section examines the role of Stock within your work process, and the interaction of Stock with other Jim2 Business Engine activities. Jim2 Stock is one of the most feature-packed and powerful stock control applications available.

The Stock function in Jim2 provides your business with very strict inventory control. Jim2 can calculate Stock Quantities on a live basis, integrating information on Stock Measures, Stock Locations, Stock Transfers, Returns From Customers, Returns to Vendors and Purchase Order Status. Jim2 will prompt users to create back-orders for incomplete supply/receipt of Stock on Purchases and Jobs.

✓ In Jim2, Stock includes normal Depleting and Non-Depleting inventory as well as Labour Stock, Applies Stock (to apply certain tests and checks) as well as Journal Stock. The diversity of stock types ensures the real costs of inputs are able to be on-charged to your Customers - accurately and consistently.

✓ Please be sure to read through and understand the Stock Object. It is advised to seek additional advice or support from your Jim2 Business Engine consultants prior to implementing Jim2 Stock Control - as peripheral devices such as bar code readers, scanners, label printers and point-of-sale front-ends can be enabled using Scripting.

Stock can include labour, actual products, manufactured products or quality checks/test procedures. The Stock Records you setup carry cost calculations to the Jobs for your customers. Stock can be linked to specific Items to ensure the job item (sales or service) carries default labour, products or quality checks/test procedures. If you wish to implement stock control within your business, your Jim2 Purchases will link directly to Stock records. You may also set varying stock selling costs and price breaks for the different customers you have identified by customer Price Level Codes. Customer specific pricing also features in Jim2, where you can set unique pricing for cus tomers at the stock code level regardless of their overall Price Level.

- Jim2 has a provision for one-off purchasing of "Special Stock". This Stock Type identifies stock lines that aren't normally part of your normal stock inventory lines, but when you purchase them, they are completely traceable and of course form part of your stock value.
- Jim2 also has the power of Manufacturing - you can purchase parts and manufacture them into a completely different product.
- Jim2 also allows for ranking of multiple Vendors and their specific Stock ordering codes to be used when purchasing stock.

✓ Warranty issues and Stock recall are easily handled by Jim2. Invoiced (archived) sales of Stock can be found using the Job List, Purchase List and/or Transactions Tab. Serial number tracking is also enabled on "buy" or "sell" of Stock for product verification. Vendor performance reporting can be performed accurately - and Vendors made active/inactive (via their CardFile) to ensure Stock Purchased meets your specific Quality criteria.

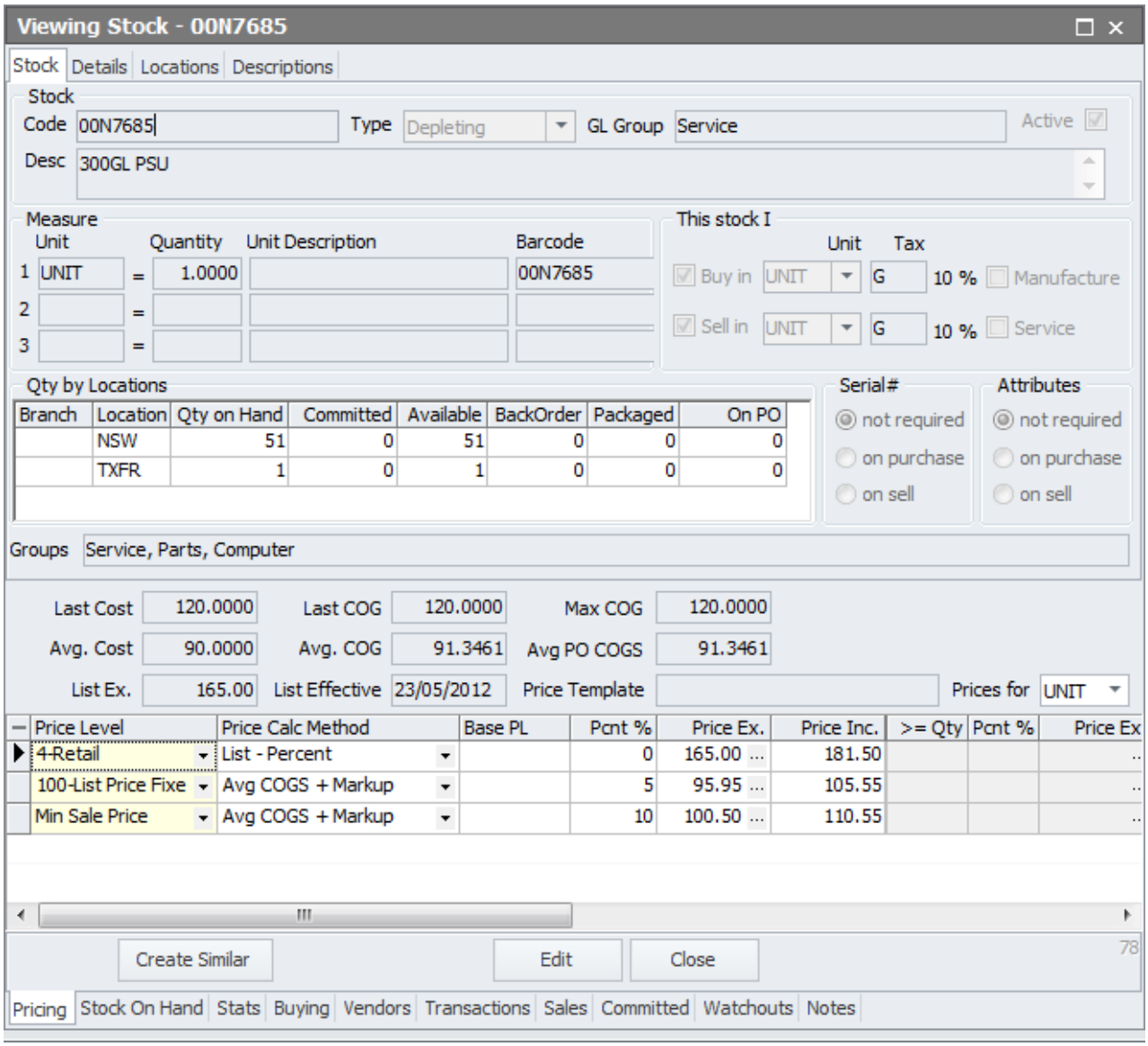
⚠ Remembering that Jim2 is a "live" multi-user environment, it should be made clear that calculations of available quantities of Stock is affected by what is/has been received via Purchases and what has actually been sold (invoiced or specifically for a Job).

8.1 Stock at a Glance

As you view the Stock record, each of these Tabs hold literally up-to-the-minute information about selling, buying, quantity and location available, current movements, preferred vendors, past movements and who has been accessing the record of this Stock.

Jim2 Stock Record has 10 tabs which hold different information relevant to this stock:

- Pricing
- Stock on Hand
- Stats
- Buying
- Vendors
- Transactions
- Sales
- Committed
- Watchouts
- Notes



Jim2 - Stock Record.

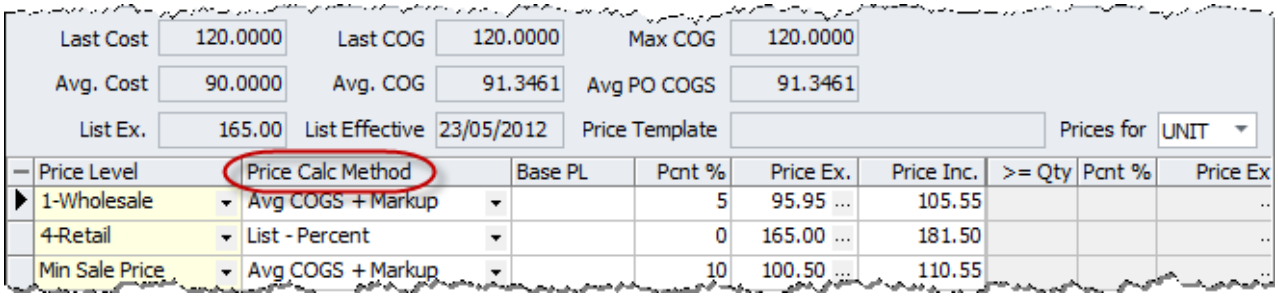
The Type selected for a particular Stock Record, will determine which Tabs are displayed. If the Type of stock is Labour you will not see the Buying, Stock on Hand, Stats or Vendors Tabs as they are not relevant to Labour Type Stock.

8.1.1 Stock Pricing Grid

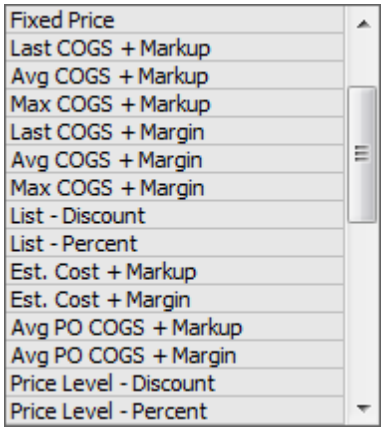
The Stock Price Level Grid allows you to set the selling price of stock for each of your Price Levels and/or particular Customer#. This information will be taken across to the Job Stock Grid, as stock is added to Jobs.

As well as this, the Stock Price Level Grid will carry over nominated Price Breaks if you require, so that large quantities of stock sold to specific Price Levels (or particular Customers that you nominate) will attract calculated price breaks.

You would have already setup your default price calculation method in the Stock Pricing section of the Tools --> Options screen. You can now view and/or change the *Price Calc Method* from within the grid. If in the Stock Pricing setup screen you have elected not to *Hide extra columns in Stock Prices grid,* you will see the Price Calc. Method field, otherwise you will need to click on the + symbol in top left corner grey button on the grid, this will show the method selected for price calculation. If you use the Fixed Price method, the prices will not be updated by any Purchase Prices. If you use either Last Cost or Avg Cost to calculate your price, these will be constantly updated in relation to any Purchase Orders for that stock. If you use the RRP -% there is a grey button which shows when you click on that field, which is used for Recalculating the RRP pricing levels if you have had to change the RRP value.

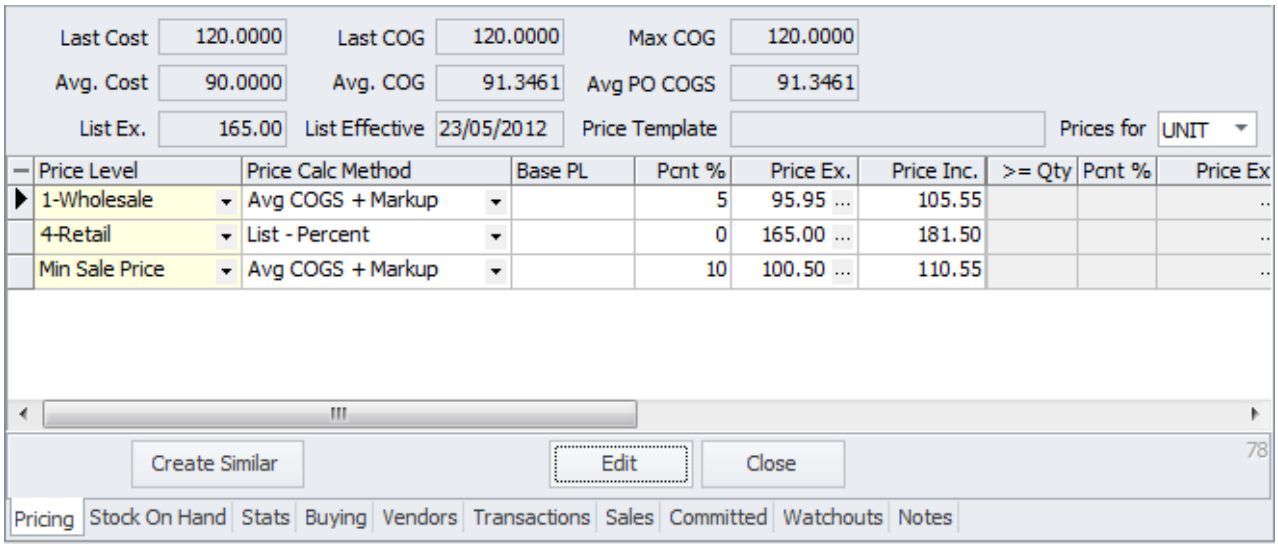


The available *Price Calc. Methods* are detailed below.



Price Calculation Method	Explanation
Fixed Price	A fixed price which is not changed regardless of a new Purchase Price, etc.
Last COGS + Markup	The Last COGS of the stock plus a percentage markup.
Avg COGS + Markup	The Average COGS of the stock plus a percentage markup. (Usually the default selection).
Max COGS + Markup	The Max COGS of the stock plus a percentage markup.

Price Calculation Method	Explanation
Last COGS + Margin	The last COGS of the stock plus a margin.
Avg COGS + Margin	The average COGS of the stock plus a margin.
Max COGS + Margin	The Max COGS of the stock plus a percentage margin.
List - Discount	
List - Percent	
Est Cost + Markup	The Vendor Tab Estimated Cost plus a percentage Markup.
Est Cost + Margin	The Vendor Tab Estimated Cost plus a percentage Margin.
Avg PO COGS + Markup	
Avg PO COGS + Margin	
Price Level - Discount	
Price Level - Percent	



Jim2 - Stock Pricing Tab

Within the Price Grid some fields are not editable and are shown in a light grey colour. These are calculated fields and are dependent on other field values to calculate these values.

In the Stock tab of the Options screen you would have selected your default "calculate tax on" 'Actual Selling Price', this selection will affect how your prices are calculated.

You will need to add each Price Level code to the grid, and the Cust# of anyone you wish to give "special" pricing to.

If a CUST# is nominated in the price level grid, each JOB for that customer with that STOCK will attract the "special" price and price breaks automatically. To signal that special prices apply, the JOB

STOCK GRID line on jobs for that customer will be coloured green.

The Stock Price Level Grid has the option of showing in the minimised format, or the expanded format, by clicking the top left hand corner of that grid.

The pricing entered is based upon your Base Unit Measure. By default when you view the Selling Tab in a Stock Record it will default to show the pricing based on your Selling Unit. You can use the drop down menu at the top of the pricing grid to switch between your different unit measures to view the Selling price of those.



Within this grid you can right click and you will have the option to 'Show Custom Pricing' and 'Show Stock Cost'. The 'Show Custom Pricing' relates to Custom Pricing for certain CardCodes and whether you wish it displayed in view mode or not. The 'Show Stock Cost' relates to the Cost fields above this pricing grid.

This is the minimised grid format - to enter the Tax Paid prices you will need to click on the grey box within the field to access the "Calculate Sale Price" window.

Price Level	Add the Price Level code. A drop down menu is available.
Price T/P	Add the Tax Paid selling price and unit measure
> Qty	Add the Qty of the first price break (for example: 10 or greater)
Price T/P	Add the Tax Paid selling price of each unit in the first price break
> Qty	Add the Qty of the second price break (for example: 20 or greater)
Price T/P	Add the Tax Paid selling price of each unit in the second price break
> Qty	Add the Qty of the third price break (for example: 30 or greater)
Price T/P	Add the Tax Paid selling price of each unit in the third price break
> Qty	Add the Qty of the fourth price break (for example: 40 or greater)
Price T/P	Add the Tax Paid selling price of each unit in the fourth price break

The expanded Stock grid shows as follows:

Price Level	Add the Price Level code. Click on the required code to select or enter the Price Level number.
Price Calc	The method for Price Calculation.
Pcnt%	Percentage of Markup.
Price T/F	Add the Tax Free selling price of each unit measure
Price T/P	Calculated Tax Paid selling price of each unit measure
> Qty	Add the Qty of the first price break (for example: 10 or greater)
Pcnt%	Percentage of Markup
Price T/F	Add the Tax Free selling price of each unit measure
Price T/P	Calculated Tax Paid selling price of each unit in the first price break
> Qty	Add the Qty of the second price break (for example: 20 or greater)
Pcnt%	Percentage of Markup
Price T/F	Add the Tax Free selling price of each unit measure
Price T/P	Calculated Tax Paid selling price of each unit in the second price break

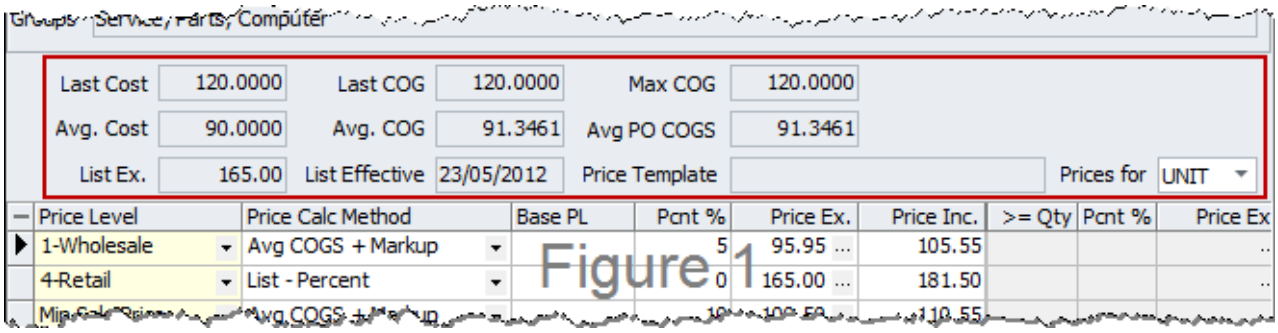
> Qty	Add the Qty of the third price break (for example: 30 or greater)
Pcnt%	Percentage of Markup
Price T/F	Add the Tax Free selling price of each unit measure
Price T/P	Calculated Tax Paid selling price of each unit in the third price break
> Qty	Add the Qty of the fourth price break (for example: 40 or greater)
Pcnt%	Percentage of Markup
Price T/F	Add the Tax Free selling price of each unit measure
Price T/P	Calculated Tax Paid selling price of each unit in the fourth price break

In previous versions of Jim2 BE, sales pricing was calculated as required and was not stored in the database (except for Fixed pricing). From version 2.11 onwards, Jim2 pre-calculates and stores ALL pricing in real-time as pricing changes. This allows immediate and easy updating of Web sites, production of Price Lists and bulk price updates, etc.

8.1.2 Stock Costs

The Stock Costs Grid displays information about a specific stock item.

The displayed fields are shown in Figure 1 and explained in the table below.



Jim2 Stock Costs Grid Fields

Field	Description
Last Cost **	This field will display the Cost of the Stock from the last received Purchase Order.
Avg. Cost **	This field will display the Average Cost of the stock item based on what is in stock.
Last COG **	This field will display the Last Cost Of Goods.
Avg. COG **	This field will display the Average Cost Of Goods based on what is in stock.
Max COG	This field will display the Maximum Cost Of Goods.
Avg PO COGS	This field will display the Average Cost of Goods based on PO (only changes on Purchase not on Sales).
List Ex. (or Inc.)	The List Price that you've set for this stock item. This is a text field and can be edited at any time. Whether the field is displayed as Inc. or Ex. is determined by your settings
List Effective	
Price Template	

** These fields are linked to Purchase Orders and will be updated automatically.

If you right click within the Pricing Grid you have the option of whether you want to 'Show Stock Cost'. This 'Show Stock Cost' relates to the Cost fields that are displayed above this pricing grid. If you untick this option, these fields will not be displayed. If desired, you can right click on the grid and choose to display these fields again.

8.1.3 Stock Groups

Adding Groups to your Stock Records allows for Stock Reports by Groups to sort your data logically and also allows for greater search facilities. There are 2 different types of groups you can add to Stock Records – Report Level Groups and Groups. You can add combinations of Groups.

Report Level Groups have a distinct relationship to each other, and are structured to form "ascending" levels (1 down to 5 levels) that can be used to create reports to "analyse" Stock trends.

Example: Stock records for the different printers you Stock could have the following Report Level Groups applied:

Level 1 Group - Sales	Reports on all sales (includes printer sales info in reports)
Level 2 Group - Printers	Reports will separate Printer Sales from other sales
Level 3 Group - HP, Epson	Reports will separate sales of HP and Epson from other printer sales
Level 4 Group - Laser, Inkjet	Reports will separate sales of HP Laser printers, HP Inkjet printers, Epson Laser printers and Epson Inkjet from other printer sales
Level 5 Group - Colour	Reports will separate sales of HP Colour Laser printers, HP Colour Inkjet printers, Epson Colour Laser printers and Epson colour inkjet printers from other printer sales.

In a Level 5 monthly Stock Profit Report, Jim2 will include the above HP Colour Laser printer sales.

Report Levels must be applied in ascending in order to give you the analysis or report breakdown you require. Using the above Stock example, a HP Colour Laser Printer will belong to the Groups (in order) Sales, Printers, HP, Laser and Colour. Jim2 will not let you apply "just" a Group of Colour (Report of Group Level 5) to a Stock - you need to have applied level 1-4 first.

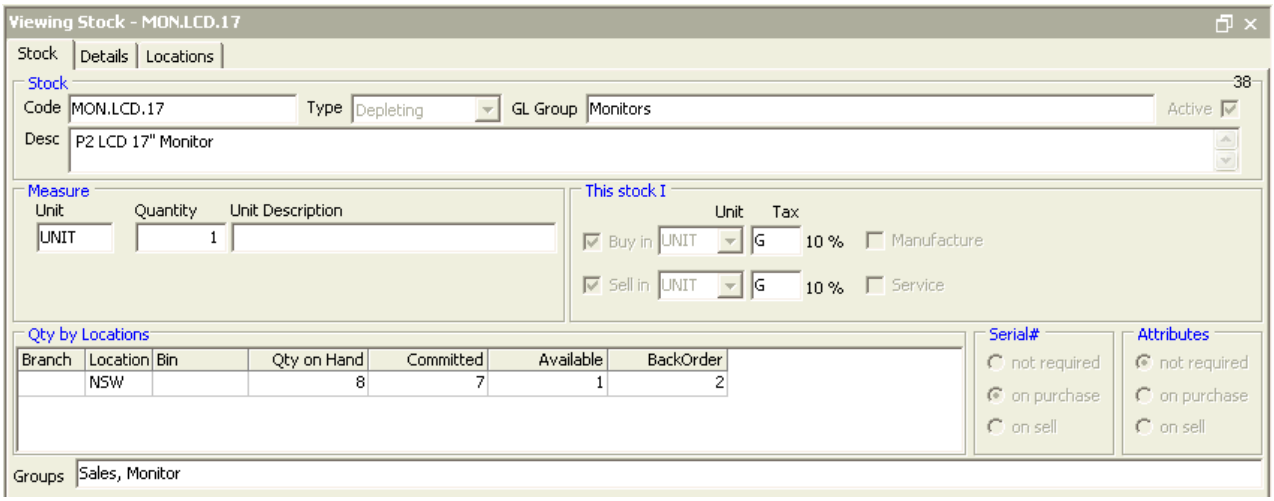
Non Level Groups are very general and very useful for gathering slightly more "fluid" information from your Stock records. Non Level groups can include useful generalisations (level 0). Non Level Groups can be used when creating Lists of CardFiles, Items and Stock.

Example:	Stock records could have the following Non Report Level Groups applied:
Catalogue	All Stock in this Group appears in the current sales catalogue
Flammable	All Stock in this Group should be stored according to OHS requirements.

8.1.4 Stock GL Groups

Every stock record in your Jim2 database is assigned to a Stock GL Group. Stock GL Groups are the mechanism that Jim2 uses to record all transactions relating to stock.

For example, when you purchase stock on a PO, once the status of the PO is FINISH the value of the stock on that PO will automatically flow to the SOH Asset account assigned to the Stock GL Group that the stock belongs to. Similarly when you sell that stock the SOH account will reduce by the amount of the stock sold, the COGS account will increase by that amount and the Income account will record income received for that stock.



Jim2 - Stock Record showing Stock GL Group

In the example above, the stock MON.LCD.17 belongs to the GL Group 'Monitors'.



The set up of the Stock GL Group 'Monitors' shows that it is linked to the following accounts:

- SOH - Sales - Monitors
- COGS - Sales - Monitors
- Income - Sales - Monitors

Therefore all transactions that occur relating to this stock will be recorded in those GL Accounts.

NOTE: You cannot change the Stock GL Group a stock record is assigned to once there are transactions against this stock.

8.1.5 Attribute Requirements

For reporting, control and recall purposes, you may wish to categorize your stock using attributes. The following choices are available to each stock record via these choices: you can select one of these choices by clicking

Not Required	To be used if you do not require stock attributes to be recorded.
On Purchase	This option will require attributes to be entered for each stock item on receipt of the purchase order and attributes to be selected for each stock item on sale of the goods within a Job.
On Sell	This option will require attributes to be added for each stock item on sale of the goods within a Job.

You can have Attributes on sell for all stock types, but you cannot have Attributes on purchase for stocks types you do not purchase (for example, non depleting, kits, labour, applies to stock).

8.1.6 Serial # Requirements

For Quality control and recall purposes, you may wish to trace serial numbers of stock. The following choices are available to each stock record via these choices: you can select one of these choices by clicking

Not Required	To be used if you do not require stock serial# to be recorded.
On Purchase	This option will require a serial# to be entered for each stock item on receipt of the purchase order and a serial# to be selected for each stock item on sale of the goods within a Job.
On Sell	This option will require a serial# to be added for each stock item on sale of the goods within a Job.

You can only select Serial Numbers for Depleting Stock. You cannot select Serial on Purchase for a Stock where you have not selected you Buy or Manufacture. You cannot select Serial On Sell for a Stock which is not selected as *I Sell*.

8.1.7 Qty Location Grid

This grid shows the Qty you have for this stock record in each location. This grid calculates its information from the Purchase Order and Jobs added to Jim2. The grid shows the following fields:-

Branch	The Branch code is for if you use Branches
Code	The Location code.
Description	The Description of that location.
Qty	The Qty of this stock in that location.

Qty by Locations

Location	Bin	Qty on Hand	Committed	Available	BackOrder
NSW		13	3	10	1

Jim2 - Stock Qty by Location Grid

8.1.8 This Stock I

There are different things you do with different stock - within Jim2 you can Buy, Sell, Service and/or Manufacture Stock. Some of these choices are already made for you by Jim2 - for example: you cannot Buy Labour or Applies Stock, you can only Manufacture Depleting type of Stock, etc.

Also once you have selected what you do with this stock, you need to select what Unit Measure you do some of those things in - sell and buy.

If you select to Manufacture a Stock, it will automatically untick the I Buy selection - you can retick if required. If you Buy and Manufacture the same stock it is advisable to setup 2 different Stock Records as you cannot add Manufacturing Stock to a Manufacturing Job or Item.

8.1.9 Stock Tax Codes

The different types of tax that apply on purchase or sale of stock should be entered here. You will have setup Tax Codes prior to adding your Stock, and the list of tax codes is available via the pull down menus beside these fields:

When adding a new Stock Record, you will see the default tax codes as set in options displayed. If you need to changes these codes, use the drop down menus.

On Purchase	Type the tax code that applies to this stock or select a code using the pull down menu
On Sale	Type the tax code that applies to this stock or select a code using the pull down menu

8.1.10 Stock Types

Within each Stock Record you have to select what type of stock it is. There are 5 different types of stock to select from. These Stock types are contained a drop down menu that allows you to mark the new Stock as:

Depleting	This options allows full Stock control – Selling and Purchasing monitoring
Non Depleting	Use this option if you don't require Stock control monitoring
Labour	Use this option for your labour Stock
Applies	Select this type if you wish to use this stock as a Test with an Item.
Special	Select this type if when purchasing stock specifically for a job and/or stock you do not normally purchase.
Virtual	Use virtual for stock that you anticipate you might sell, but do not yet intend to purchase. This allows you to use them in quotes. You can make them 'real' at any time by changing the stock type.
Kitting	Kitting allows you to bundle up your stock in kits to sell.

The Tabs visible for a particular Stock Record depend on the Type selected for this Stock. You will not see the Stats, Buying, Stock on Hand or Stats tab for Labour or Applies types of stock as they are not relevant.

Stock with the type Special works in a slightly different way to other types of stock. The description entered on the Stock record does not show when Selling the stock, instead you will see a description asking you to select the stock you wish to add to this job. When you click on the grey button within the description field of the stock line you will see the Select Special Stock to Sell window. You will note that any descriptions entered when purchasing this stock are shown in this window to help selection. Also the Cost of the Goods will be taken across to the job when that particular stock is added.

Tests and Checks you would like performed every time this Item is processed are applied to the Item as Stock - the Stock Type will be "applied". You are able to apply a Stock Status to these tests and checks, ensuring Jobs containing applied Stock cannot be Finished until users have completed these tests/checks. They can have the normal Stock attributes such as unit measures, quantities and

price.

Depending on which Stock type you select, different fields will be available:

Depleting	Shows all fields
Non Depleting	Excludes the Serial Number requirements field
Special	Excludes the Serial Number requirements field
Labour	Labour excludes all fields relating to Purchasing and Serial Numbers.
Applies	Applies excludes all fields relating to Purchasing and Serial Numbers.
Virtual	Excludes the Serial On Sell fields.
Kitting	Kitting excludes all fields relating to Purchasing.

Active It is very important for any business to be able to stop users purchasing or selling certain stock items. Provisions are made within Jim2 to select whether a certain stock is active or non active. If the box is not ticked the stock is classed as being non active and you will not be able to Purchase or Sell this stock.

As you are not able to Purchase stock type Labour or Applies, yet will need to allocate a cost to these stock to be able to report on your profit correctly, we have included in the stock record for these types a field called COST.

8.1.11 Stock Measures

The Stock Measure grid allows you to define the quantities you consider this stock is held in. This allows for stock that can be described as "pack" or "carton". By identifying how many units make up a quantity measure, you can still sell partial measures without effecting stock control.

The three fields required here are:

Unit	this is the measure used - such as unit, packet, box or pallet
Quantity	type the actual number of stock units in the measure 1, 6, 24, etc.
Description	this Stock Description will be shown in front of this unit description. Use this unit description to describe the Unit measure not the actual stock.

For example : Keyboards - purchases by a Box of 10.

Unit	BOX
Qty	10
Desc	Box of 10 - (will show in Jobs, etc., with the description as) Keyboards - Box of 10

When the Stock Records are in view mode, the pricing will be displayed based on your Selling Unit Measure.

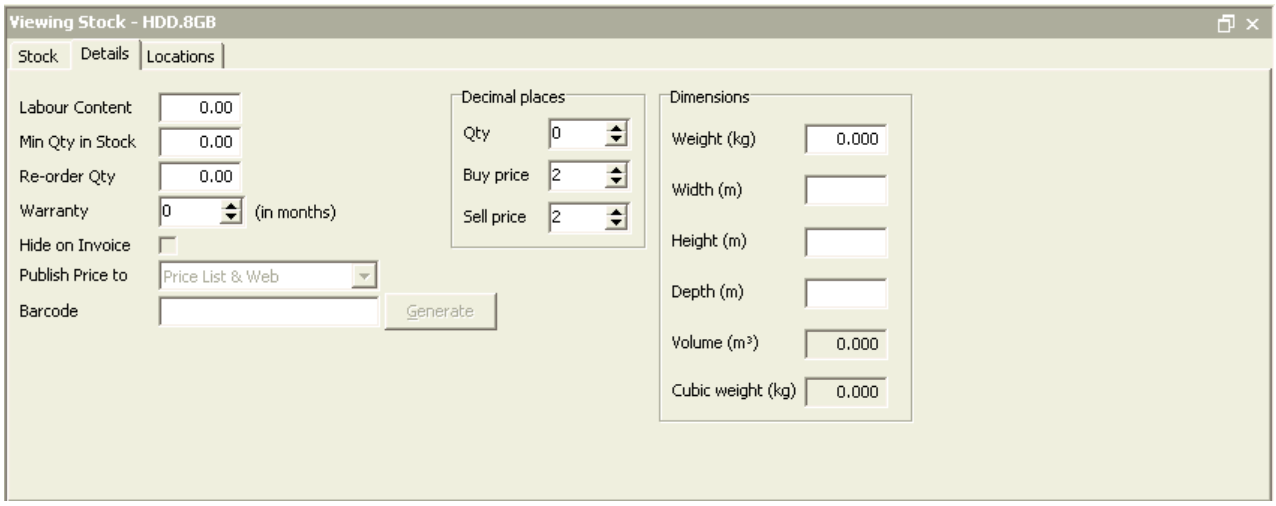
8.1.12 Stock Code & Description

This field is the unique Stock Code and can be up to 24 characters. When entering the Stock Code any spaces entered will be replaced with a full-stop (.).

The Description field allows up to 1000 Characters. Enter a description belonging to that code. The description field will show when purchasing or selling, and can be edited at that point without changing the stock record.

8.2 Details Tab

The contents and use of the Details Tab of the stock record are covered in the following topics.



Jim2 - Stock Record - Details Tab

8.2.1 Labour Content

Labour Content Use this field to enter the default labour content for that Stock.

From an "accounting" point of view, you can use the LABOUR CONTENT field in your LABOUR STOCK records to help calculate and report on a "cost of goods" for your billed labour.

Practical Example: a STOCK PROFIT REPORT shows your billed Labour Stocks making 100% profit because there is no real association between the expense of staff wages and billing your customers. You can nominate a "cost" of Labour at the Details Tab of your Labour Stocks in the following way:

Open the Labour Stock Record

Click on the DETAILS Tab at the top of the record

At the Labour Content field , nominate the expected quantity of real labour units used to supply one unit measure of billable labour

In the Cost field enter your real costs to provide each real labour hour

Save & Close

Your "real costs to provide each real labour hour" should NOT be the hourly rate your staff are paid – more so it should be an actual running cost for providing one hour of time, taking into account the costs of such things as overheads, support & admin staff and so on. Think of it as what it costs to run your business for an hour!

Now when you sell each unit of Labour Stock, Jim2 will calculate the equivalent "cost to do so" in your Stock Profit reports. This does NOT affect the General Ledger – it is purely a way to show running costs in your Profit Reports.

Where you have nominated an HOURLY RATE in your USER CARDFILES, the JOB PROFIT report will in fact pickup both the Labour Content (as above) AND the User rate for the NAME on the Job in question. You would be doubling up on costs!

8.2.2 Decimal Places

These fields should be used if you wish to implement full stock control on depleting stock, and to report on stock for purchasing:

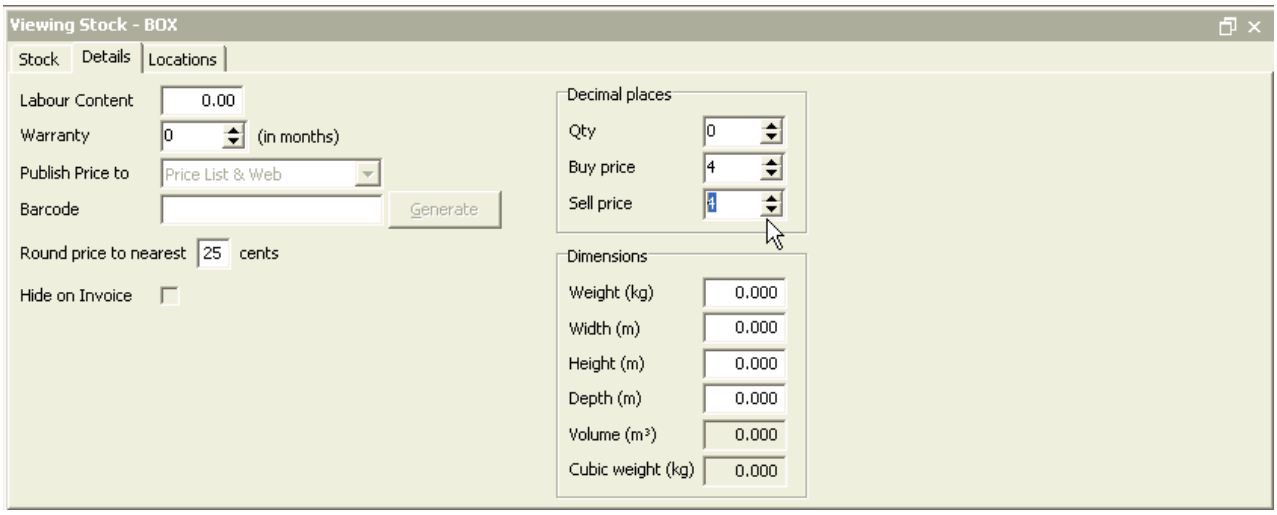
Decimal Places In Qty

Set the number of decimal places you wish to be able to buy and sell in.

The maximum number of decimal places available is 4 – that is, you can divide the UNIT MEASURE to four decimal places (0.0001)

Decimal Places in Buy Price

Set the number of decimal places you wish to Purchase your stock in - up to 4 decimal places. The default set by Jim2 is 2 decimal places, but you may wish to increase it, e.g., for rounding purposes.



Practical Example: Your typical LABOUR is billed in one hour increments – this needs to be divisable because you could or might sell ¼ hour. The UNIT MEASURE for Labour is 1. To sell ¼ of an hour, you would be selling 0.25 of the Stock Unit for Labour. To do this, you will need to:

Open the Labour Stock Record

Click on the DETAILS Tab at the top of the record

At the Decimal Places in QTY field move the counter to 2 (allowing for two decimal places)

Save & Close.

Now to sell ¼ hour of Labour:

In the Job stock Grid enter the Labour Stock code

In the QUANTITY field you will now be able to type .25 (1/4 of an hour)

Jim2 will divide the hourly charge by .25 to calculate the selling price for the labour.

HOWEVER - If you onsell a Stock like labour specifically in 15 minutes increments (Unit Measure for Labour = 1, description = 15 minutes of labour), to sell one whole hour you would need to sell a quantity of 4. You would not need to set decimal places as the smallest unit measure is NOT divisable. Your Customers would expect an Invoice with 4 x labour on it – and not think that you were billing them for 4 hours!

8.2.3 Barcode

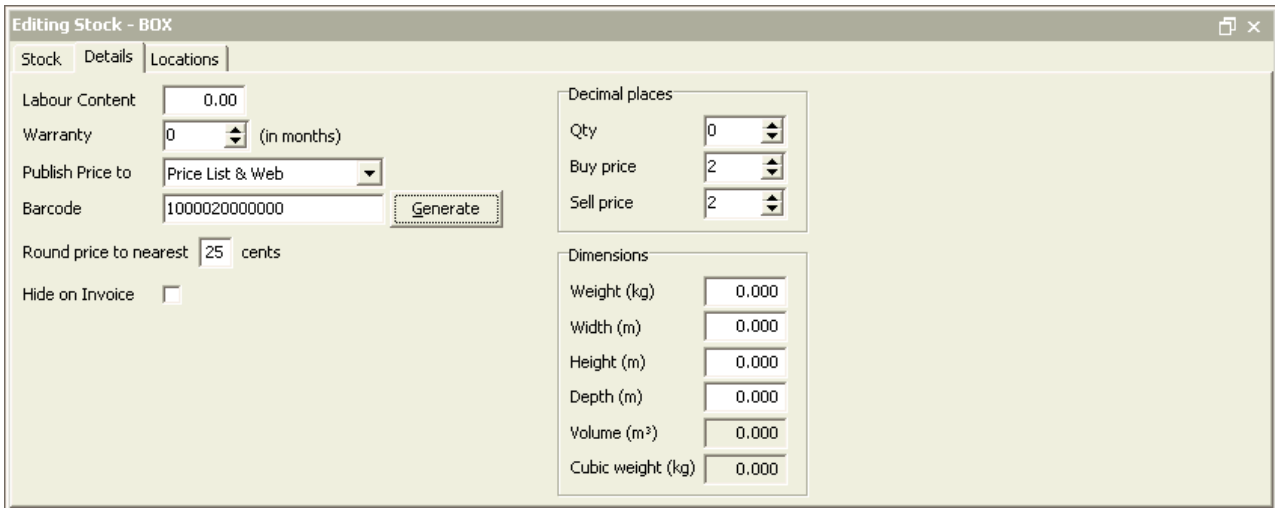
Barcode

Add the unique bar code identifier if required.

Use the BAR CODE field to record the unique bar-code number for your Stock. Once entered (either typed in, scanned in or GENERATED) into the Stock Record you can then "scan" this product into a Job to sell it by passing it by a barcode scanner. Workstations can be configured to act as a point-of-sale terminal (just like a grocery store).

A barcode is a unique identifier for a particular product – much in the same way that a serial number differentiates each stock line. Be aware that products can have up to 3 bar coded identifiers on them – make sure you are using the UNIQUE identifier for this product (not its OEM number)

We have introduced a new barcode scheme for use on Stock stickers, etc. A new 'Generate' button to the right of the Stock Barcode field will automatically generate a barcode for a product that (i) may not actually have a barcode or (ii) has an unacceptably long barcode.



The format of the barcode is as follows: 13 digit number formatted as follows USSSSSSAAAAAA, (e.g., 1003215000000)

U	Sell unit measure (1, 2 or 3)
SSSSSS	Internal Jim2 Stock ID number with leading zero's (Stock ID number is displayed in the top right corner of stock form)
AAAAAA	Internal Jim2 Stock attribute configuration number (typically Zero for not attributed stock)

You may still use StockCodes or the Manufacturers Product barcode as required. The advantage of using Jim's default barcode is the barcode is a standard size and will always fit on the Price/Stock stickers.

If your sales staff have bulky product to invoice, or even service charges, you can print Stock Stickers

from Jim2 and create & laminate "scan sheets" for your staff to save time – and backs!

8.2.4 Warranty

Warranty

Use this field to enter the number of months this stock has warranty for.

This would be the standard manufacturers offering for warranty. It is not a caculated field – just a reference field.

IMPORTANT: if you need to track remaining warranty/warranty start dates, etc., at a TRANSACTION LEVEL, you could do so using ATTRIBUTES.

8.2.5 Calc Tax On

Calc Tax On

This field is not editable - it will show Actual Selling Price because GST is calculated on the Actual Selling Price.

IMPORTANT: Whether or not to "charge " tax is governed by the Customer's cardFile, and dealt with at a transaction level.

8.2.6 Hide On Invoice

Hide on Invoice

If ticked this stock will not be printed on Invoices.

You have a choice of three conditions here:

UNTICKED – the Stock Code, Stock Description and Stock Price will all show on a detailed Invoice report.

GREY TICK – the Stock Code and Stock Description only will show on a detailed Invoice report (the prices showing in the Job Stock grid will be greyed out & not printed at all). Its selling price will still be part of the overall Job Total.

BLACK TICK – the Job Stockgrid will show this entire line as greyed out – it will not print out. Its selling price will still be part of the overall Job Total.

8.2.7 Publish Price to

Publish Price to

Select from the Drop Down menu how and where you wish to pricing to show

Price Lists - Price List Reports
Web - Pricing on Web Pages

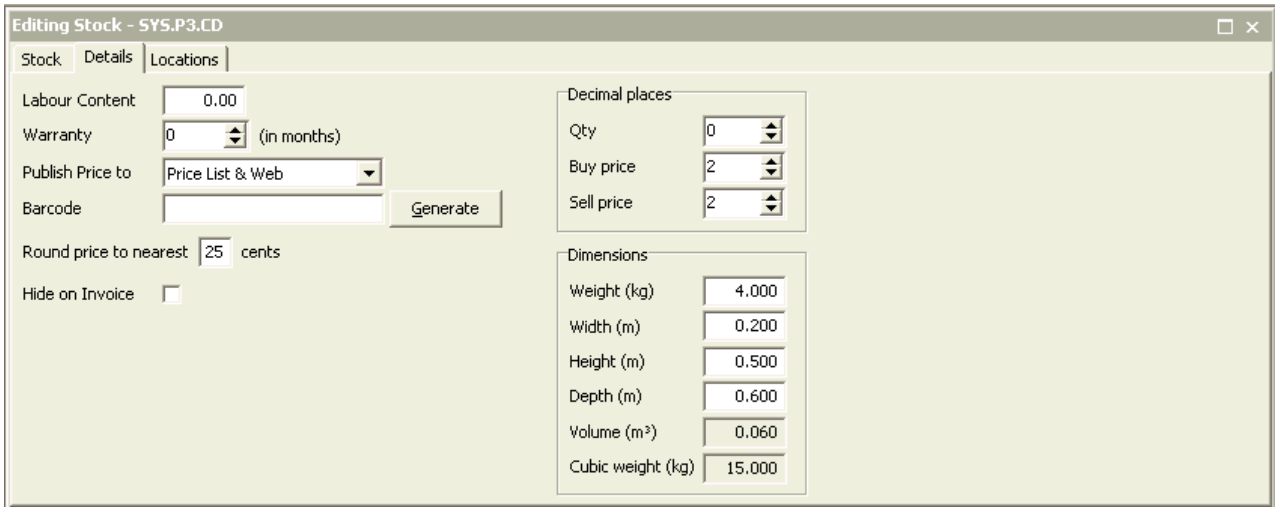
Both - Pricing List Reports and Web Pages
None - Neither

8.2.8 Dimensions

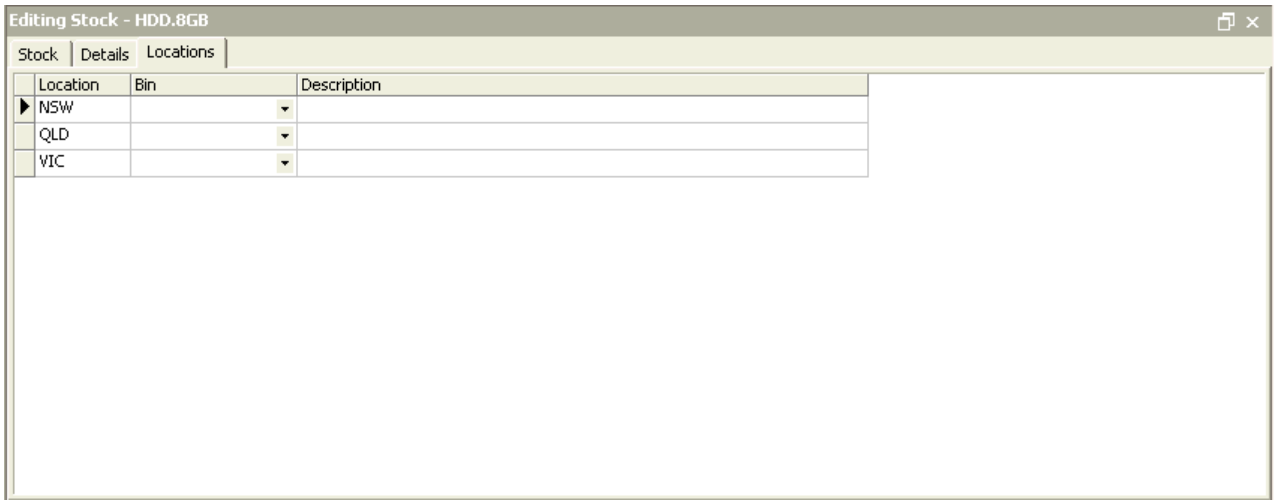
The Stock form has been reorganised to handle Cubic weight measurements and also provides the volume (m3) of the item. By default Jim2 using the standard calculation method of 250Kg per m2. This default can be changed by adding/editing the CubicWeightRate Global Variable.

For Jim2 to calculate the VOLUME (m3) and CUBIC WEIGHT (kg) of a Stock, please nominate the "boxed" product:

- Net weight (in kilograms – use decimal points for grams)
- Width (in metres – use decimal points for centimetres)
- Height (in metres – use decimal points for centimetres)
- Depth (in metres – use decimal points for centimetres)



8.3 Locations Tab



Use this to select the location that this stock is stored at.
The stock locations and bins are added via Tools>Setups Stock Locations and Stock Bins Tabs.

If you are using Stock Procurement for auto re-ordering, you will set up your Min Qty and Re-order Qty requirements here.

NOTE: Stock can be held in multiple locations, but only ONE bin per location.

8.3.1 Min Qty In Stock

Min. Qty In Stock Add the minimum quantity you would like to be in stock at any time. This will prompt re-order when stock reports are generated.

The Minimum Qty in Stock numeral/ integer you nominate in this field is a "trigger" for Jim2 to prompt re-ordering on Stock Lines. It should be used for your very popular depleting stocklines that you prefer didn't run out!

To help you make the decision about how "many" to re-order , the Jim2 STOCK RE-ORDER report will list the following for you – you then create Purchase Orders to suit.

The Recommended RE-ORDER quantity in the Stock **Re-Order** report takes into account

The **I Buy** unit measure

The **Minimum Quantity** you would like to keep in Stock (as above)

The current quantity **On Hand**

The current quantity on open **Purchase Orders** (not received) or in **Manufacture**

The current quantity reserved/allocated/**Committed** on active Jobs

The current quantity on **Back-Order** (unable to be supplied) on Jobs

8.3.2 Re-order Qty

Re-order Qty

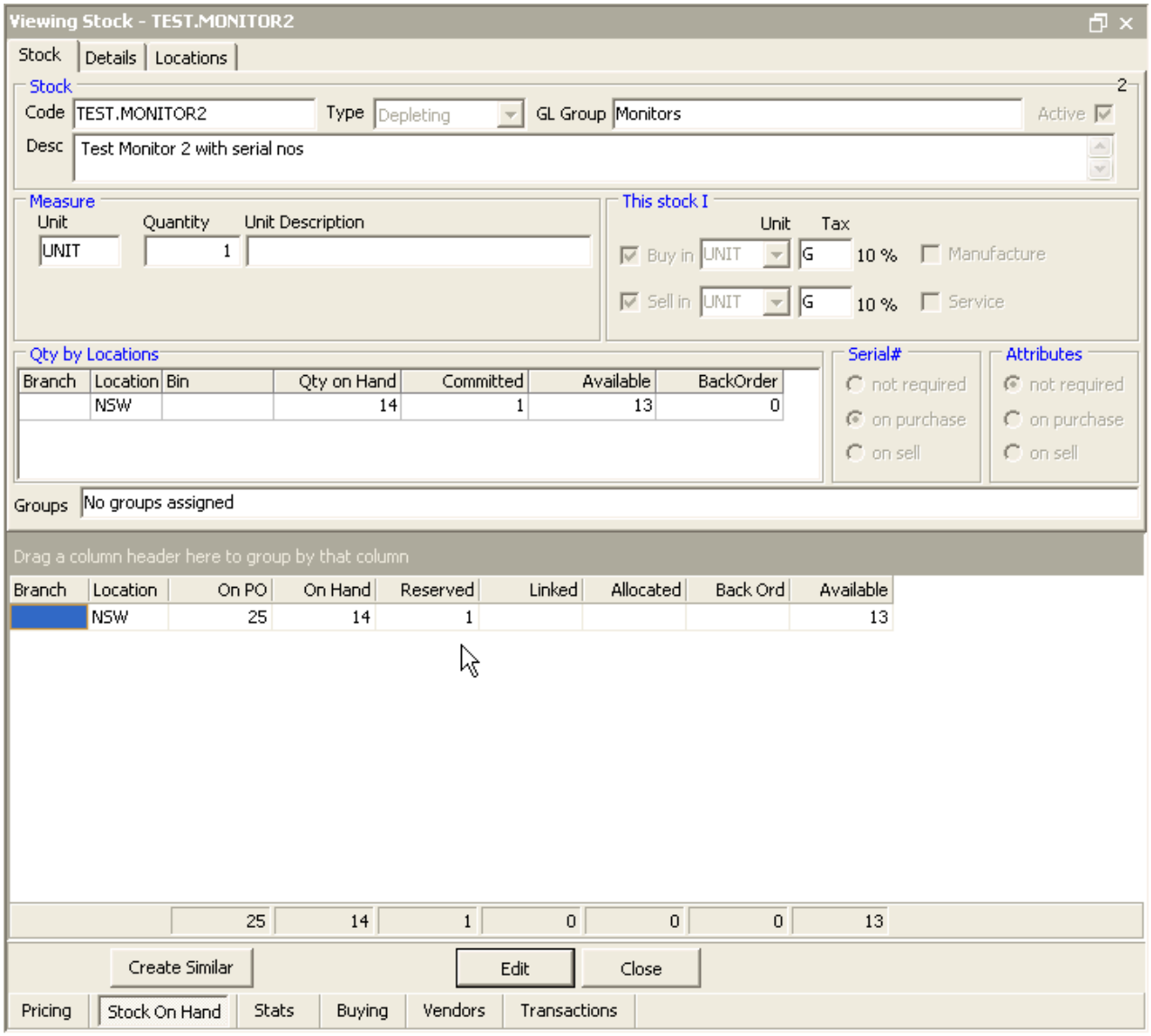
Enter the re-order Qty.

The Re-Order Stock numeral/ integer you nominate in this field is a "trigger" for Jim2 to update the QTY ORDER field on a Purchase Order for this Stock. If your preference is to always order "at least" 6 of a particular stock, placing the number 6 in the Re-Order quantity field on the Stock record ensures that each time you raise a PO and add this Stock Code, the Quantity field will default to 6 – you may edit this quantity on the PO if you wish.

IMPORTANT: The Re-Order Quantity should be the UNIT COUNT – not the multiple unit measure for I Buy on this stock. If the Stock is typically "I Buy" in DOZEN (multiple unit measure = 12 units), then the re-order should be in multiples of 12. When you raise a PO for this stock, Jim2 will calculate how many dozen to order. (e.g., if re-order is set to 48, when you raise a PO it will automatically choose 4 DOZ).

8.4 Stock On Hand Tab

By selecting this Tab from the bottom of the Stock record, you can identify your current Stock On PO, Stock on Hand, Reserved, Linked, Allocated, Sales Backorder and Available quantities.



Jim2 - Stock On Hand tab - Depleting Stock.

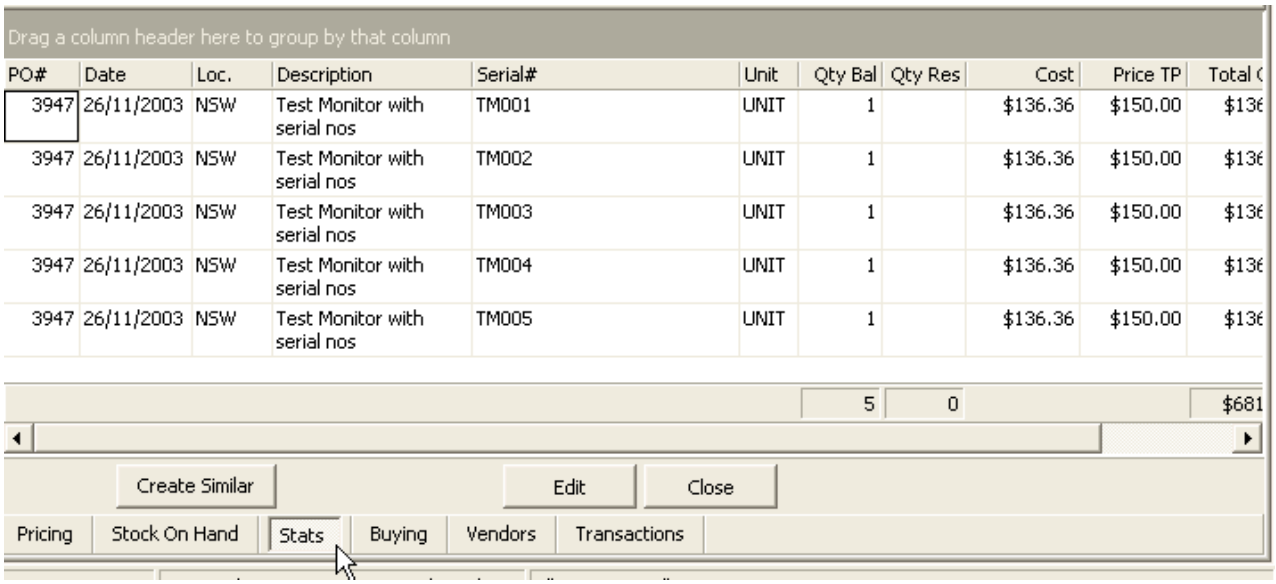
Remembering that Jim2 is a "live" multi-user environment, it should be made clear that calculations of available quantities of Stock is affected by what is/has been received via Purchases and what has actually been sold (invoiced or specifically held for a Job).

8.5 Stats Tab

This tab will show details of stock available by PO#. On the example shown, the stock was Serialised on Purchase, so it shows each item with serial number. For none serialised stock, there would only be one line with the Qty's summarised.

Qty Bal	The Quantity of this stock available for sale.
Qty Res	The Quantity of stock you have allocated to Ready jobs not yet invoiced.

Total '$-value'	The '$-value' of the Quantity in stock. The figure is calculated at cost price and includes only stock that is available and reserved, any stock allocated to jobs or on order is not included.



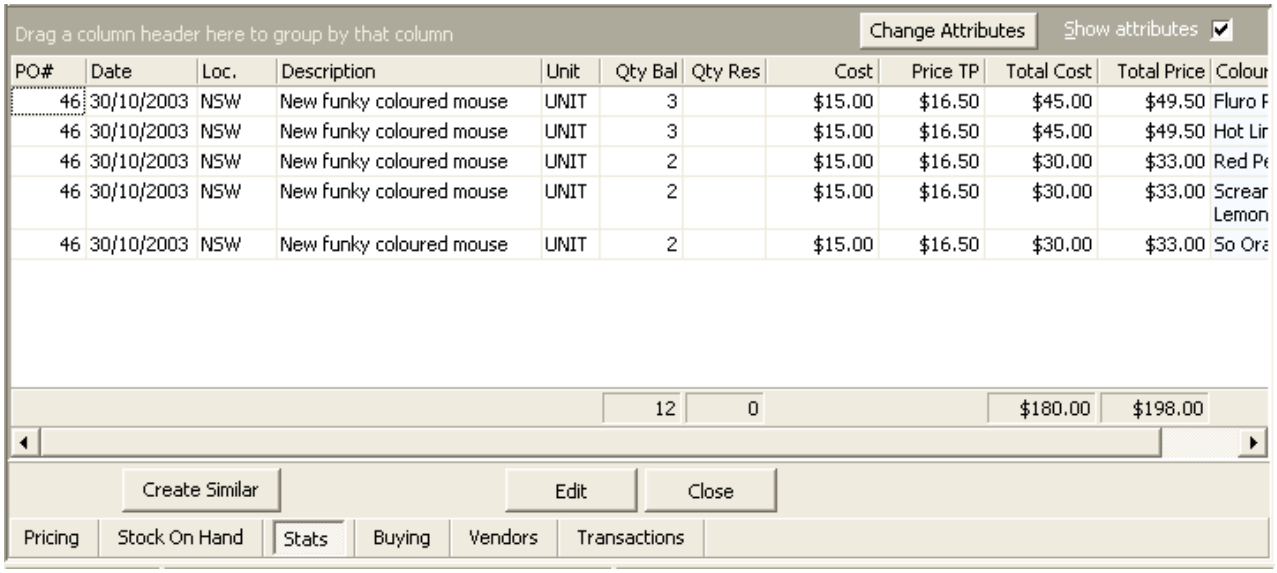
Jim2 - Stock Stats Tab - serialised stock.

The fields shown in this tab are explained below:-

Field	**Explanation**
PO#	The Purchase Order number.
Date	The Date of the Purchase Order.
Loc	Location the Stock was Purchased to
Description	Description of the Stock
Serial#	Serial Number if Serial on PO.
Unit	Unit measure.
QtyB	The Qty Balance left on that Purchase Order.
QtyR	The Qty on Reserved Jobs.
Cost	The Cost of the goods.
Price	The Price of the goods.
Total	The Total $.

If you use Stock Attributes, you can show Attributes on the Stock On Hand tab if you tick the 'Show Attributes' box.

You can view any of the listed Purchase Orders by clicking with your Right Mouse button on that Purchase Order line and selecting to 'view Purchase# ??'.



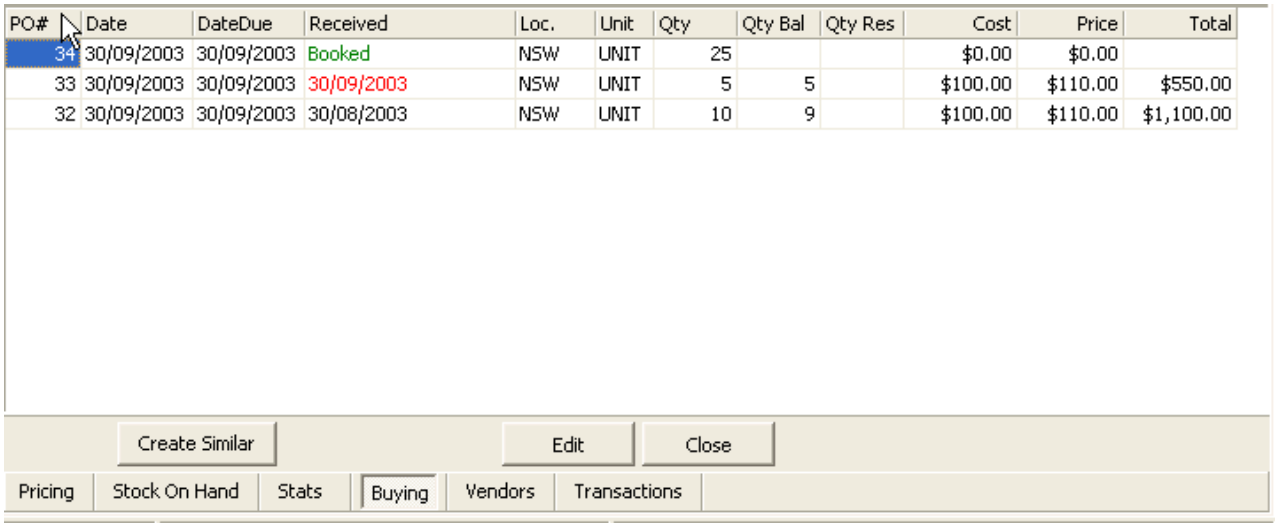
Jim2 - Stock Stats Tab - stock with attributes.

Stock which is Serial On Purchase will show a separate line for each Serial Number Purchased.

When the Stock type is Special, the Stock On Hand tab will show a separate line for each entry, also displayed will be the unique description given to that entry in the Purchase Order.

8.6 Buying Tab

By selecting this Tab from the bottom of the Stock record, you can identify the details of Purchases of this stock:



Jim2 - Stock Record Buying Tab.

You are able to view the Purchase Orders by using your mouse. Right click within the Grid to view the relative Purchase Order.

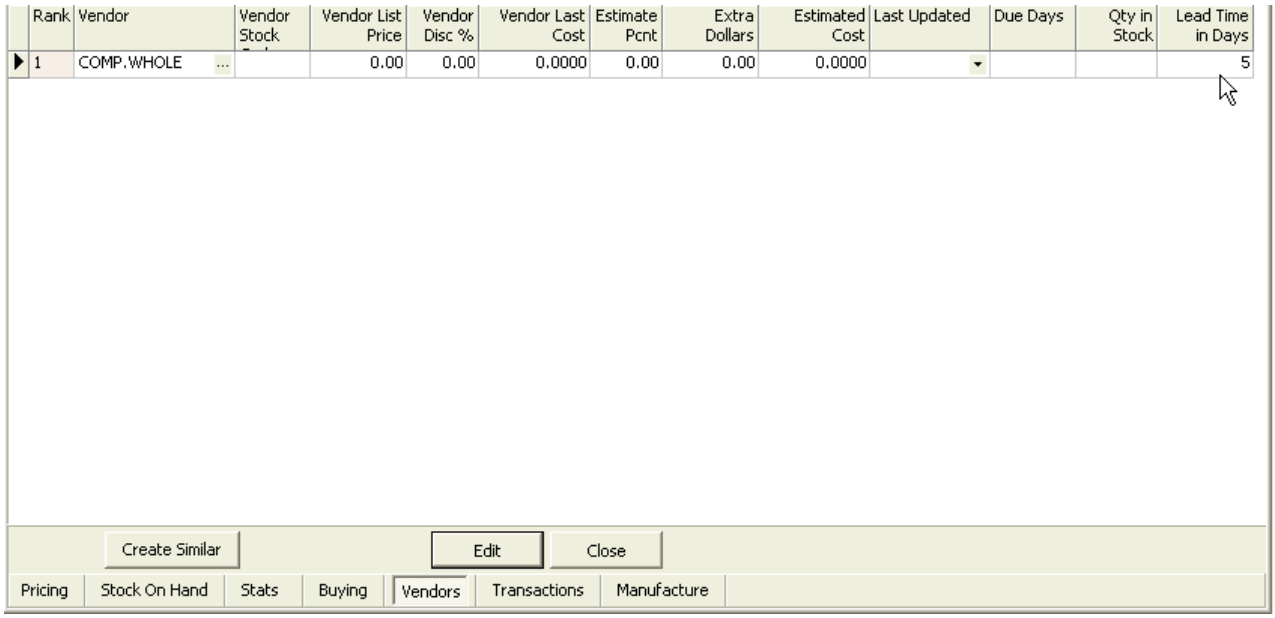
This tab shows all purchases relating to this stock item.

Field	Explanation
PO#	Purchase Order Number.
Date	The date the purchase order was entered.
Date Due	The date the goods are due to be delivered.
Received	The date the goods were received.
Loc	Location the Stock was Purchased to.
Unit	The Unit measure purchased.
Qty	The Quantity Ordered.
QtyB	The Quantity Balance remaining on that Purchase Order.
QtyR	The Quantity of that Purchase Order which is on Reserved Jobs.
Cost	The Cost of the goods.
Price	The Price of the goods.
Total	Total of the Purchase Order

The Received field - will show the PO Status until it is place on Received - it will then show the Date in RED until Finished when the date will change to Black.

8.7 Vendors Tab

This tab holds information relating to the Stock and the Vendors you purchase from. Within this tab you can select Vendor CardCodes and enter that Vendor's Stock Code (this will then be used when printing certain Purchase Order reports) also enter that Vendor's most recent Cost and date of that Cost. You can add as many Vendors and Vendor Stock Codes as you wish.



Jim2 - Stock Vendors Tab

The fields within this tab are explained below:-

Field	Explanation
Rank	If you purchase the stock from more than one Vendor, you rank the Vendors in order of Preference.
Vendor	Vendor CardCode

Vendor Stock Code	Vendor's Stock Code of this stock
Vendor List Price	The Vendor List Price
Vendor Disc%	Vendor Discount amount off the Vendor's List Price
Vendor Last Cost	This field is calculated from the Vendor List Price - Vendor Disc%
Estimate Pcnt	Estimate a percentage for your Costs on this Stock (freight, expenses, etc.)
Estimated Cost	This field is calculated from the Vendor Last Cost + Est Pcnt
Last Updated	Date field for the last update on this Vendor Stock information
Due Days	Day until it is due at the Vendor's location
Qty in Stock	Qty in Stock with the Vendor at this point in time.
Lead Time	Number of days before order will be supplied (used for Stock Procurement).

You are able to list your Vendors in order of preference by Ranking them. This Ranking and Cost fields are used by Jim2 for Depleting and Non Depleting stock Pricing/Costing depending on the Stock. If you have none in Stock the Last Cost, Avg Cost, Last COG, Avg COG and Max COG fields will be updated with this Cost to help with your Pricing Structure. If you have some in Stock it will only update the Last COGS and Last Cost fields until you Purchase.

When Jim2 is calculating the Pricing for Jobs and Price Lists - it will compare the dates of the last purchase and the last updated in the Vendors tab and uses the most recent pricing. The Last Updated field is used when there is none in stock but is has been purchased previously.

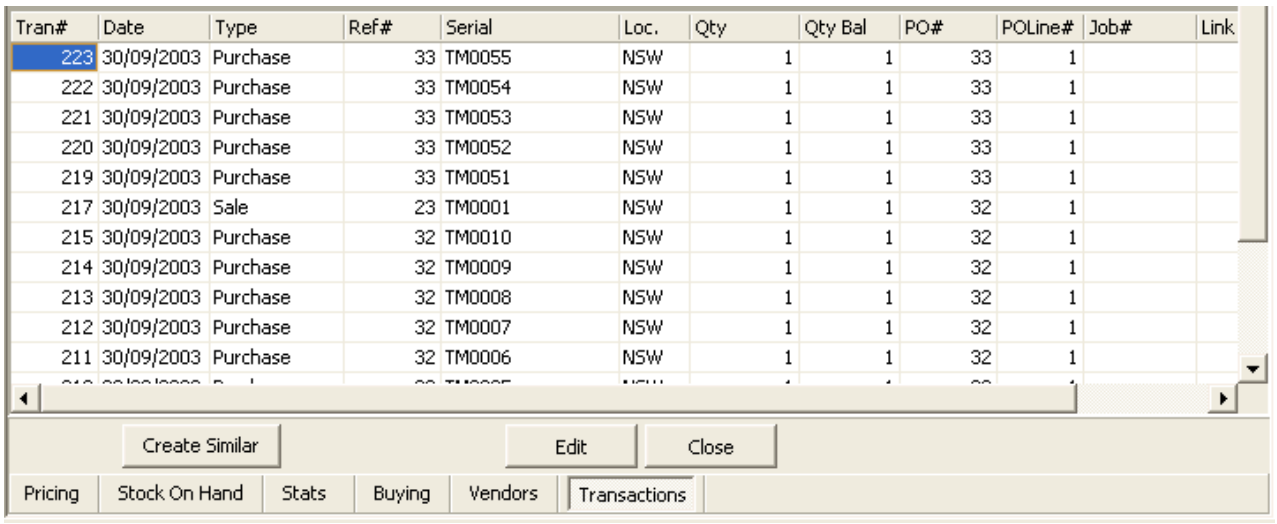
If in Options --> Purchase you have selected to use 'Auto Fill from Last Purchase with Same Vendor', it will use this Vendor Last Cost if it is the most recent.

You can right click on the grid in this tab and three options will become available:- (these are all available in Edit mode but when in view mode only the 'View Vendor' option is available)

Add New	Add a new Vendor entry
Delete	Delete the currently selected Vendor Entry
View Vendor 'VendorCode'	By selecting this you will be taken to the Vendor CardFile Record.

8.8 Transactions Tab

The Transactions tab within the Stock Record holds all information relevant to all transactions your stock – this will include certain fields relating to purchasing due to the simple fact that you have to purchase the stock prior to selling it.



Jim2 - Stock Record Transactions Tab - Serialised Stock.

The fields shown in this tab are explained below:-

Field	Explanation
Tran#	The Transaction No in Jim2
Date	The Date of the Purchase Order.
Type	States if the transaction was a Sale or a Purchase
Ref#	PO# or Job#
Serial#	Serial Number if Serial on PO.
Loc	Location the Stock was Purchased to or sold from
Qty	Qty of stock ordered on this Purchase Order.
Qty Bal	The Qty Balance left on that Purchase Order.
PO#	The PO# the stock was purchased on
PO Line	The line# of the PO the goods were on
Job#	The job number, if the stock is linked to a job
Link Tran	The transaction no the stock was sold on Link G/L

If you use Stock Attributes, you can show Attributes on the Stock On Hand tab if you tick the 'Show Attributes' box.

You can view any of the listed Purchase Orders by clicking with your Right Mouse button on that Purchase Order line and selecting to 'view Purchase# ??'.

You can enter up to 50 Characters in a Serial Number - in the Stats and Transactions Tabs where the serial numbers are displayed, we right justify the field to show you the last 15 Characters entered. These fields are re-sizeable to display the entire serial number if required.

8.8.1 Transactions Grid

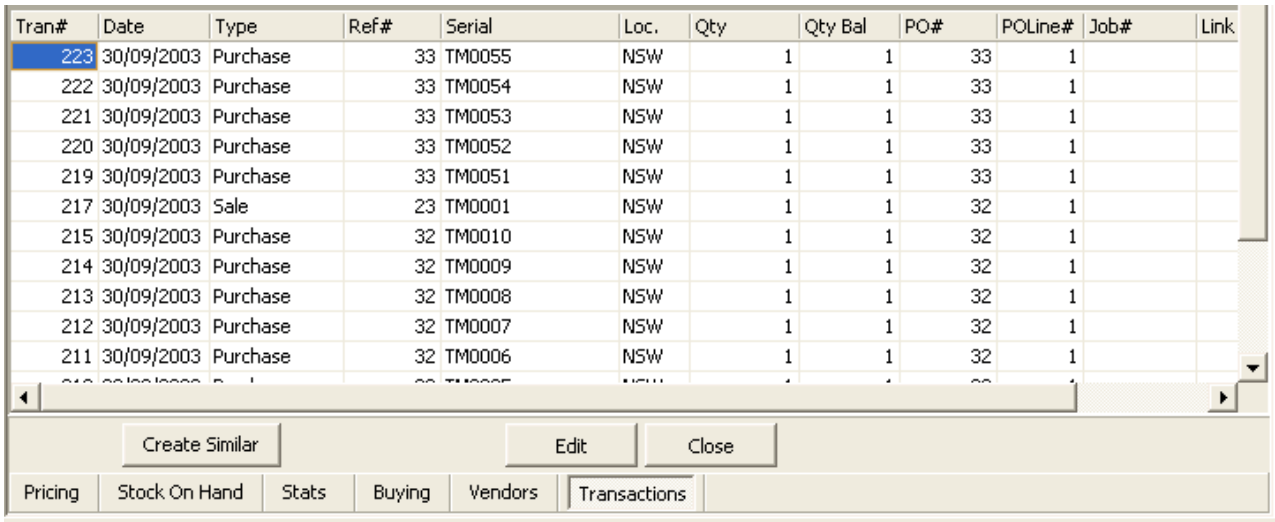
The Transactions tab of a Stock Record will show a record of the Cost Price and Sell Pricing of the stock. This table will show information relating to your Purchases, Sales and Transfers of that stock, including a Quantity Balance of that document column.

This grid applies the stock sold or transferred to the purchase order they relate to. This is useful when you have stock being purchased at different cost prices, by using this grid you can locate the correct cost prices of the stock.

Field	Explanation
Tran#	Transaction Number
Date	Date of the transaction
Type	Purchase, Sale, Stock Transfer, Return From Customer and Return To Vendor.
Serial #	Serial Numbers of Stock items - this lists both Purchase and Sale serial number information.
Location	The location of the stock movement
Qty	Qty involved in that movement
Qty Balance	Quantity Balance left on that document.
Ref #	Purchase Order, Job# or Transfer Number
PO #	Purchase Order Number (or Job# in the case of Return From Customers).

Within this grid you can access the Sales, Purchase, Return or Transfer documents by using your mouse. If you right click within the grid you will have the option to View the relative document, show the Top 100 transactions or show all transactions.

The transaction screen will record Serial Number information depending on what is selected in the Stock record. If the Stock Record has selected Serial Numbers, a separate line will show for each movement. If no serial number is required for this item, any Purchases or Sales will show in one line only.



Jim2 - Stock Transactions Tab showing Serial#'s.

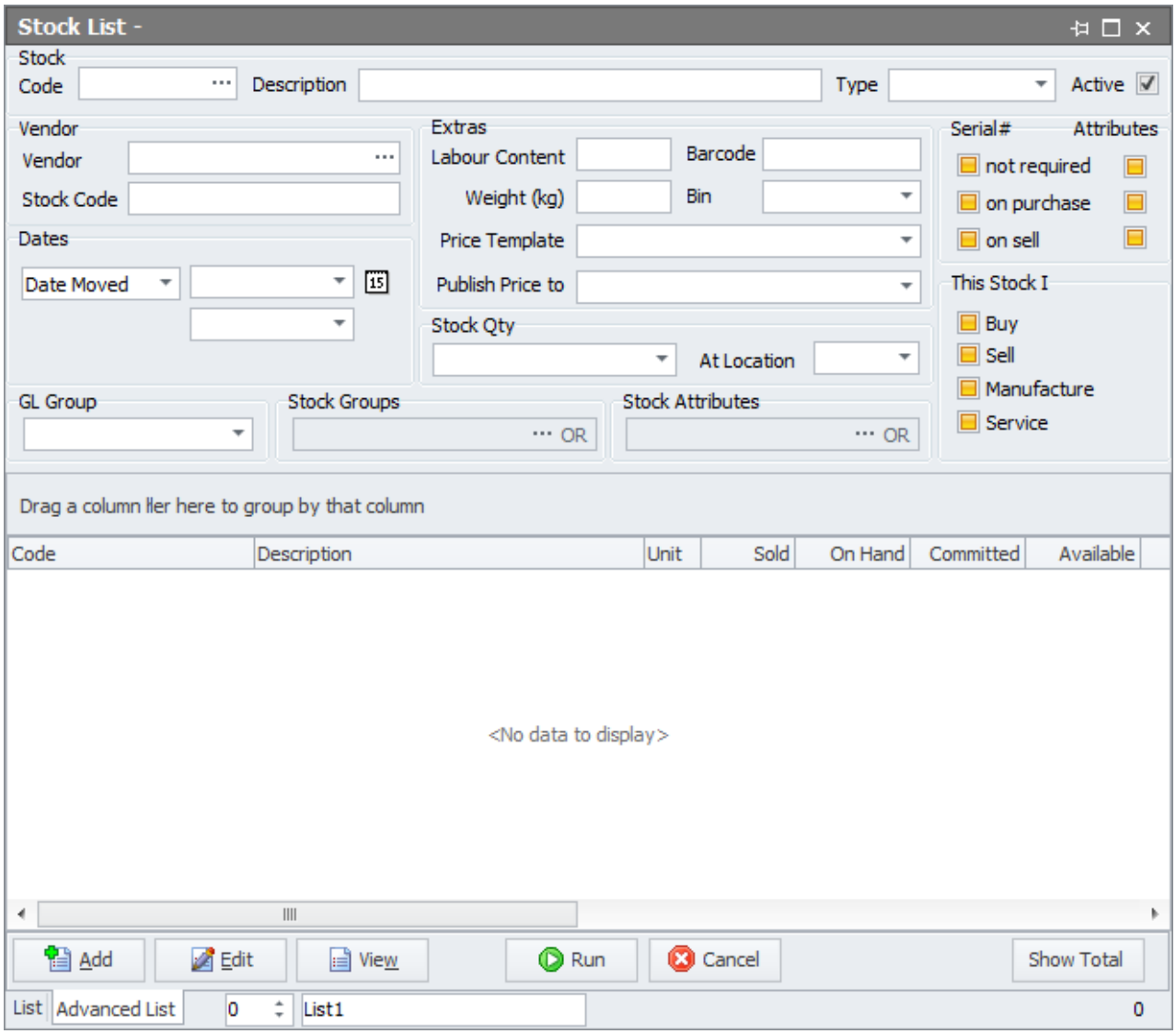
You can enter up to 50 Characters in a Serial Number - in the Record and Stock On Hand Tabs where the serial numbers are displayed we right justify the field to show you the last 15 Characters entered. These fields are re-sizeable to display the entire serial number if required.

8.9 Stock List

The Stock List is a very powerful search function within Jim2. Lists is also one of the easiest features to master, and the most practical way of searching for information in Jim2. Users can define their own responsibilities by creating lists that apply to their function.

The Stock List can collate information from your Jobs, Purchase Orders, Stock Movements in real time for cross reference, and use archived data if required. Jim2 provides for searches on active and not active Stock by selecting the Active field. You can then monitor current and historic trends in relation to customers, users, stock and status.

Any Stock which is marked as Not Active will show in this list in grey text (greyed out).



Jim2 - Stock List (Advanced).

The fields and usage of this List are explained in detail in the Create a List of Stock section of this topic.

8.10 Stock - How Do I ...?

This section of the manual answers the 'How do I ...?' questions relating to the Stock record within Jim2. We will now walk through these stock procedures.

- View or Edit Stock
- Add New Stock
- Add Manufacturing Stock
- Add Service Stock
- Adding Multiple Stock Records
- Set Up Pricing
- Add Groups to Stock
- Adding Vendor Codes
- Create a List of Stock
- Unallocate Stock
- Backfill Stock Sold in Advance
- Stock Lookup
- Printing Stock Reports

8.10.1 View or Edit Stock



You can select the 'View/Edit Stock' icon in either one of these ways:

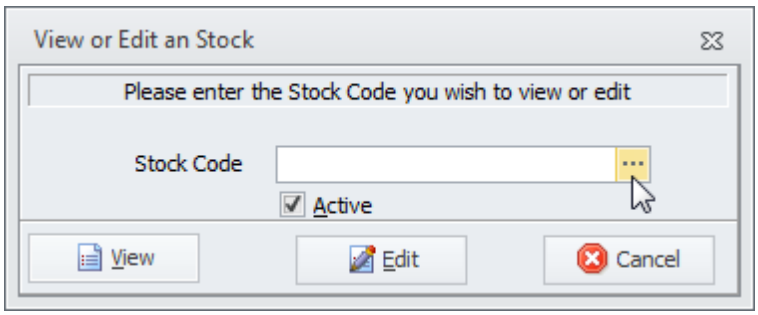
- Click on the Stock Tab of the Jim2 Ribbon and then click on 'View/Edit Stock'
- In the Nav Tree, right-click on Stock and select 'View/Edit Stock'

If you don't know the unique Stock code you can use the search features of the Stock List in Jim2 to find the Stock. Double click the Stock you wish to view/edit from the resulting list. This will bring the Stock into View mode only. To Edit that Stock, select the Edit button at the bottom of the Stock form.

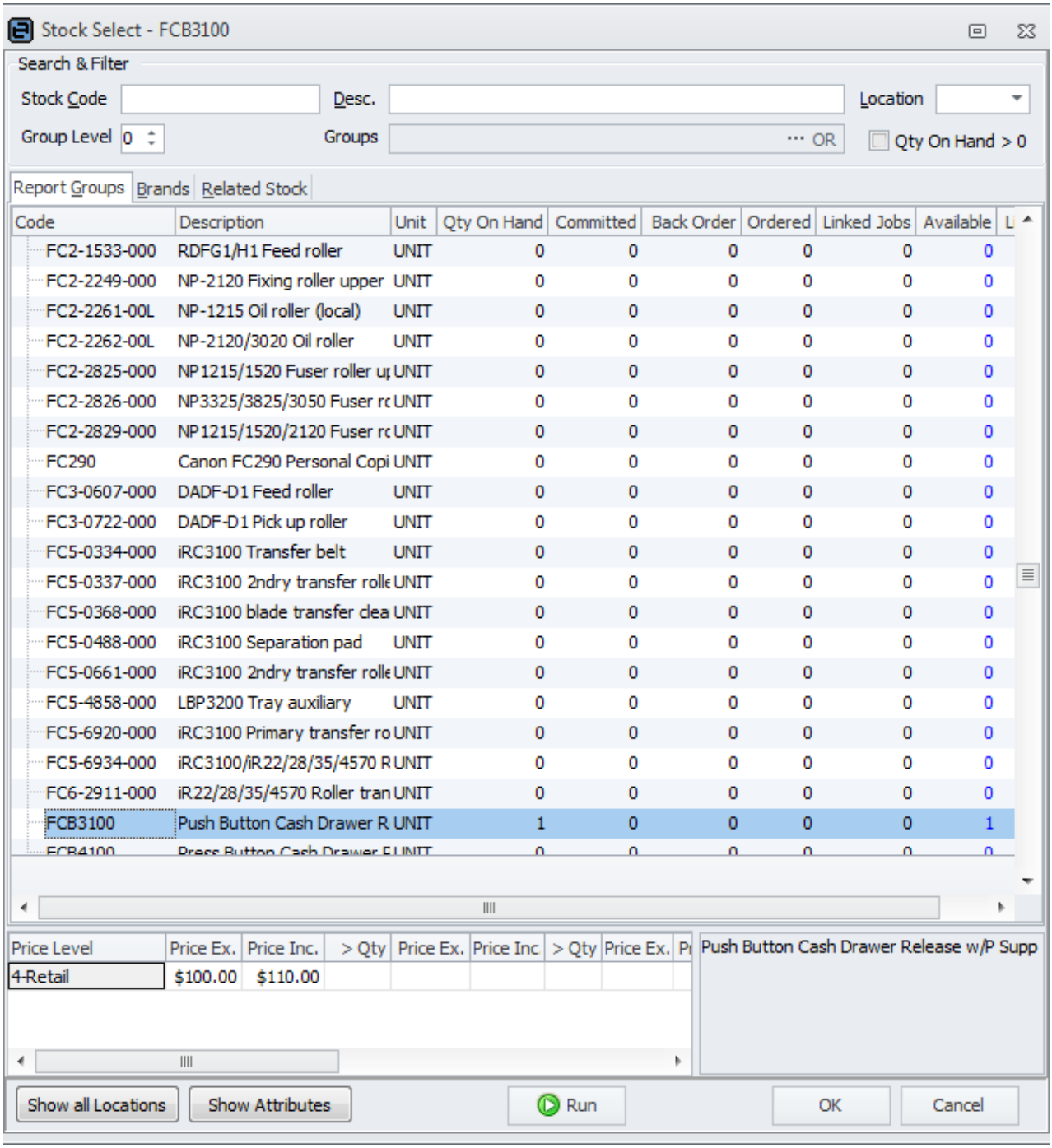
A dialogue box will appear and you can enter the Stock code - click on either View or Edit depending on what function you want to perform.

Selecting the CANCEL BUTTON will NOT cancel the Stock Record selected - it will only cancel your choice to view or edit that Stock Record.

You can click on the browse button to be taken to the Stock Lookup Screen.



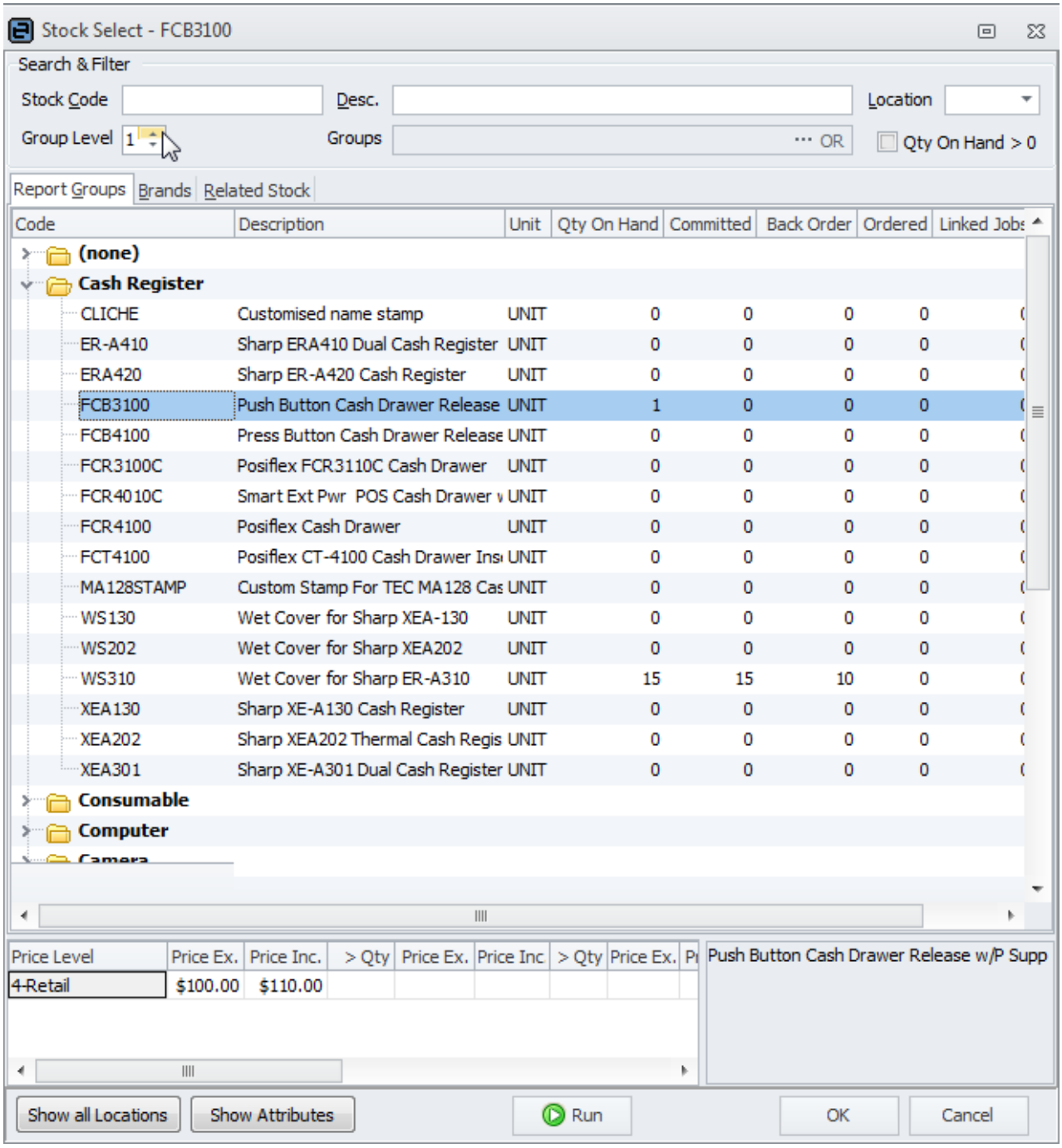
The Stock Lookup screen has been completely redesigned to make better use of Stock groups. The stock lookup list is now displayed in a 'tree' fashion based on your Stock report level groups. You can specify the default number of levels you wish to display in Options/Stock or change the default on the fly from the stock lookup screen.



Jim2 Stock Select Screen - Level 0

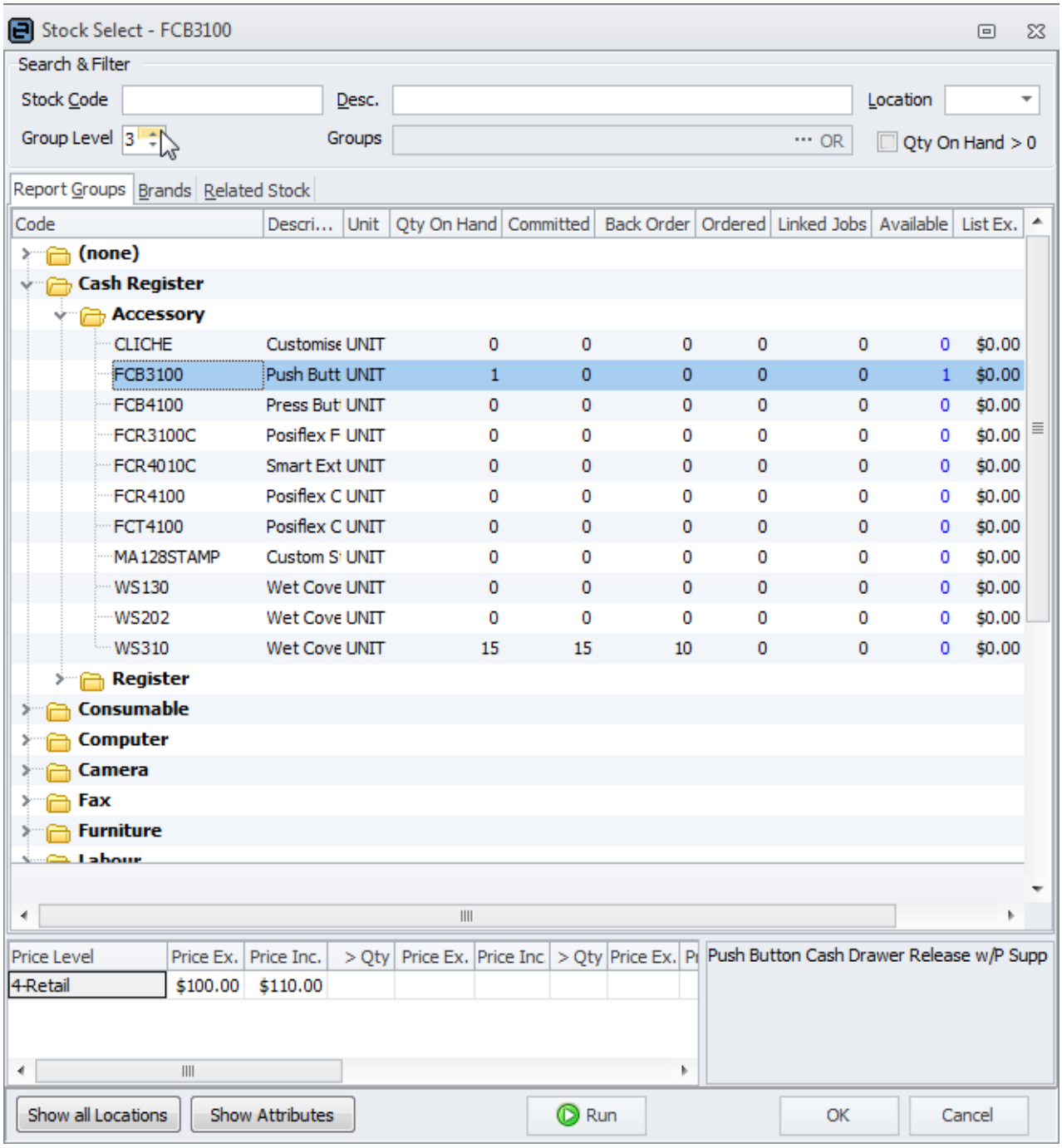
Pricing and the full stock description of the current stock you are focused on are displayed in the lower part of the Stock Lookup screen.

In the above screen shot, I have "browsed" to the Stock Lookup straight from the Stock Grid in a Job. Because I have NOT specified a "Group Level" in OPTIONS, the default lookup is alpha/numeric by stock code. You have the choice to set the lookup to default to a particular level via Options, or just use the Group Level up/down arrow each time.



Jim2 Stock Select Screen - Level 1

Once the Stock Lookup screen is activated, you can move up/down using the arrow keys. Press left/right arrow to collapse/expand a branch. Simply start typing to take you straight to the stock you are searching for. You can even go straight to a stock category by typing in the category name into the StockCode field then activating the Stock Lookup screen!



Jim2 Stock Select Screen - Level 3

The Stock Lookup functionality works particularly well with your KITTING CONFIGURATOR – to add stock "on the fly" to dynamic kits, you can browse to products in the Stock Groups that suit your needs.

8.10.2 Add New Stock



You can select the 'Add Stock' icon in either one of these ways:

- Click on the Stock Tab of the Jim2 Ribbon and then click on 'Add Stock'
- In the Nav Tree, right-click on Stock and select 'Add Stock'

When adding a Stock Record not all the fields mentioned in the 'How Do I' section are required to be completed. The required fields are:

Field	Explanation
Type	Which will default to Depleting
GL Group	You need to select a Stock GL Group
Tax Codes	Which will default to those selected in Options
Serial Requirements	Which will default to 'Not Required'
Buy measure	Which will default to Unit
Sell measure	Which will default to Unit

The Code and Description are the only fields you will actually need to enter data into as all other required fields will show defaults.

When you add new Stock in Jim2 - there are certain fields which show default selections which are not editable once you have transactions relating to this Stock Record - these are the Stock Type and the Serial Number requirements. For this purpose we have included a feature which, at the point of Saving the Stock Record, will prompt you with a message box confirming your selections. If you have made incorrect selections here, you will need to rectify them before any transactions are entered using this stock.



Jim2 - Stock Details confirmation message.

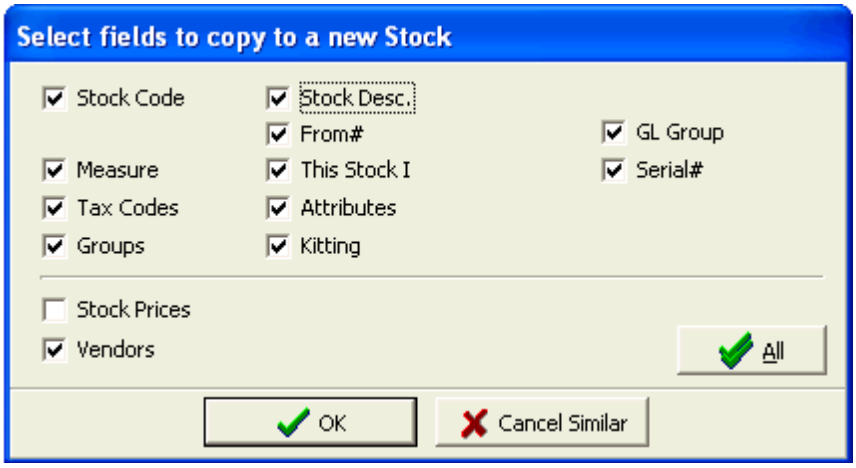
Any or all of the other fields within this stock record can now be added.

Depending on which Stock type you select, different fields will be available:

Depleting	Shows all fields
Non Depleting	Excludes the Serial Number requirements field
Special	Excludes the Serial Number requirements field
Labour	Labour excludes all fields relating to Purchasing, Serial Numbers
Applies	Applies excludes all fields relating to Purchasing and Serial Number
Virtual	Excludes the serial on sell fields

Kitting	Kitting excludes all fields relating to Purchasing

Stock Records now have a Create Similar function - to speed up data entry.



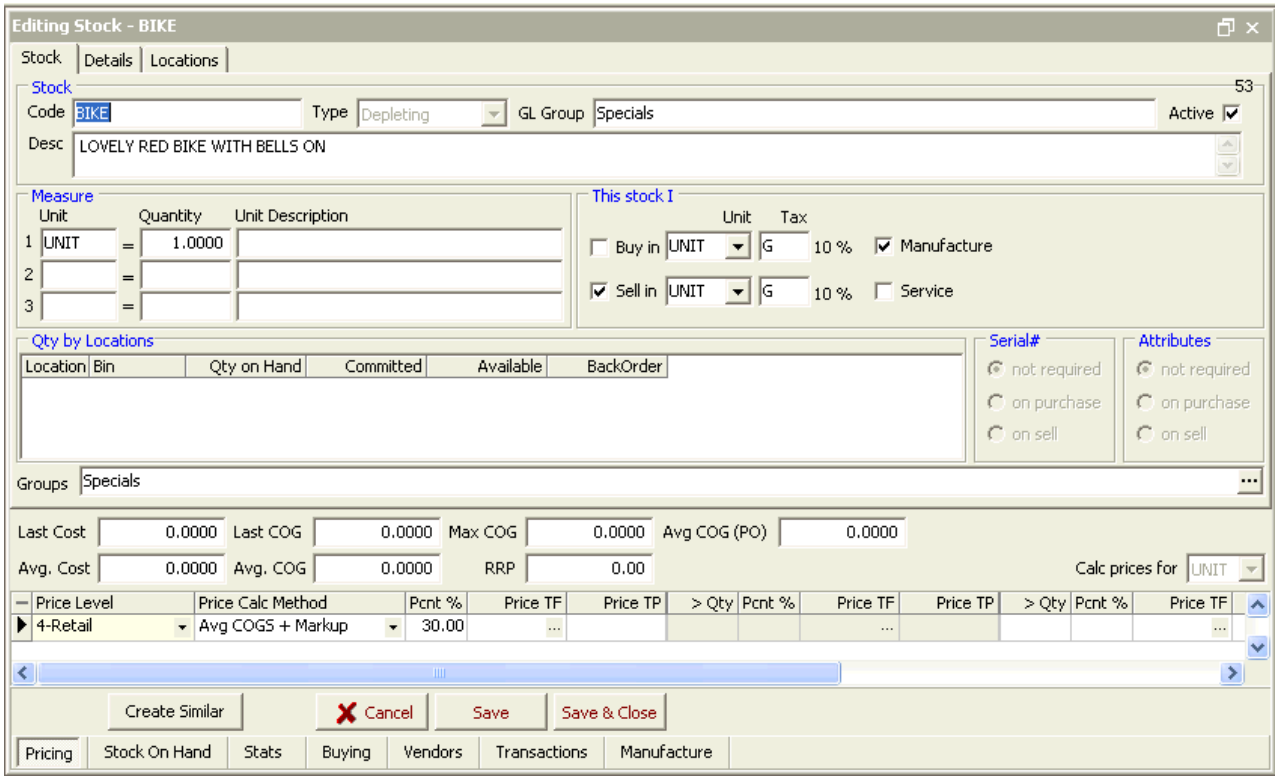
Jim2 - Stock Create Similar Message.

8.10.3 Add Manufacturing Stock

Manufactured Stock is stock that you produce yourself. If you manufacture stock, you must set up a stock in Jim2, as well as link an item to it. You use this item to create the stock whenever you manufacture. Business rules in Jim2 regarding Manufactured stock is that you cannot choose the manufactured stock as an 'ingredient' in your manufacturing process - since you cannot use the finished product as a component of the product! You can buy Manufacturing Stock as well as Manufacture it if required.

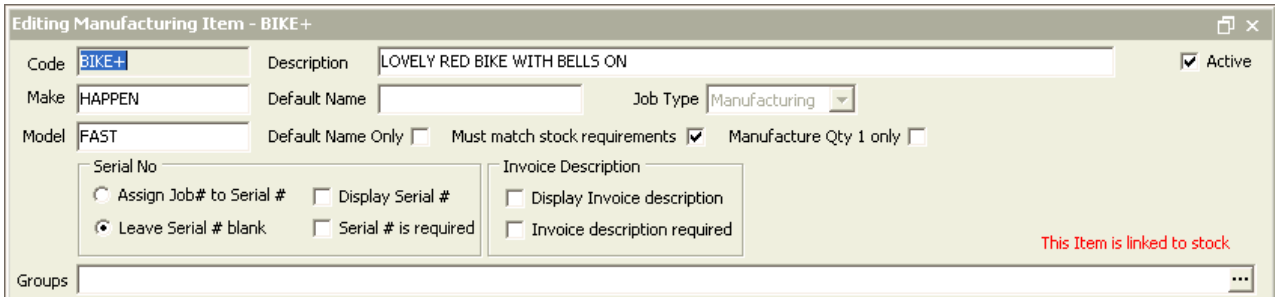
To create a manufacturing item:

Navigate to **STOCK** then **ADD NEW STOCK**. Enter in the Stock Code of your desired finished product (In this case the stock code is BIKE and the finished product is a bike). Select the appropriate GL Group and also check **"I Manufacture and I Sell"**. These are the minimum mandatory fields, but you may fill in others as needed. Click **SAV**E and confirm by clicking **YES**.

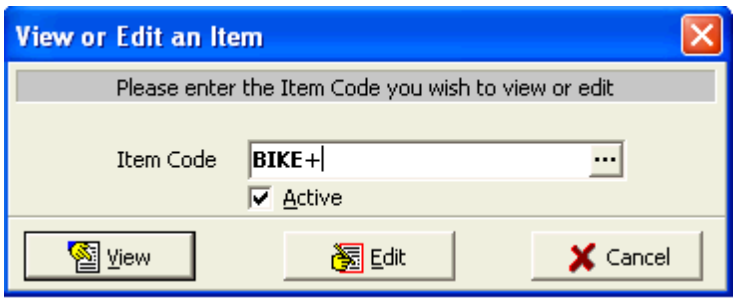


Jim2 - Manufacture Stock

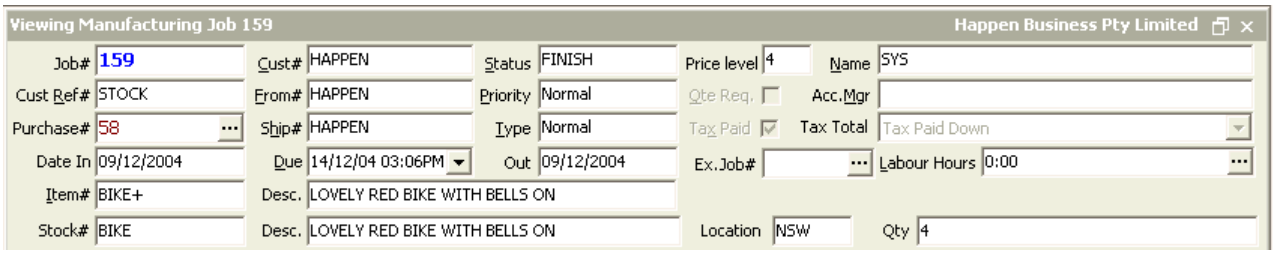
Jim2 will create a new Manufacturing Item **STOCKCODE** followed by a +(Plus) sign. The Plus sign indicates that this is a manufacturing item. Click **YES**.



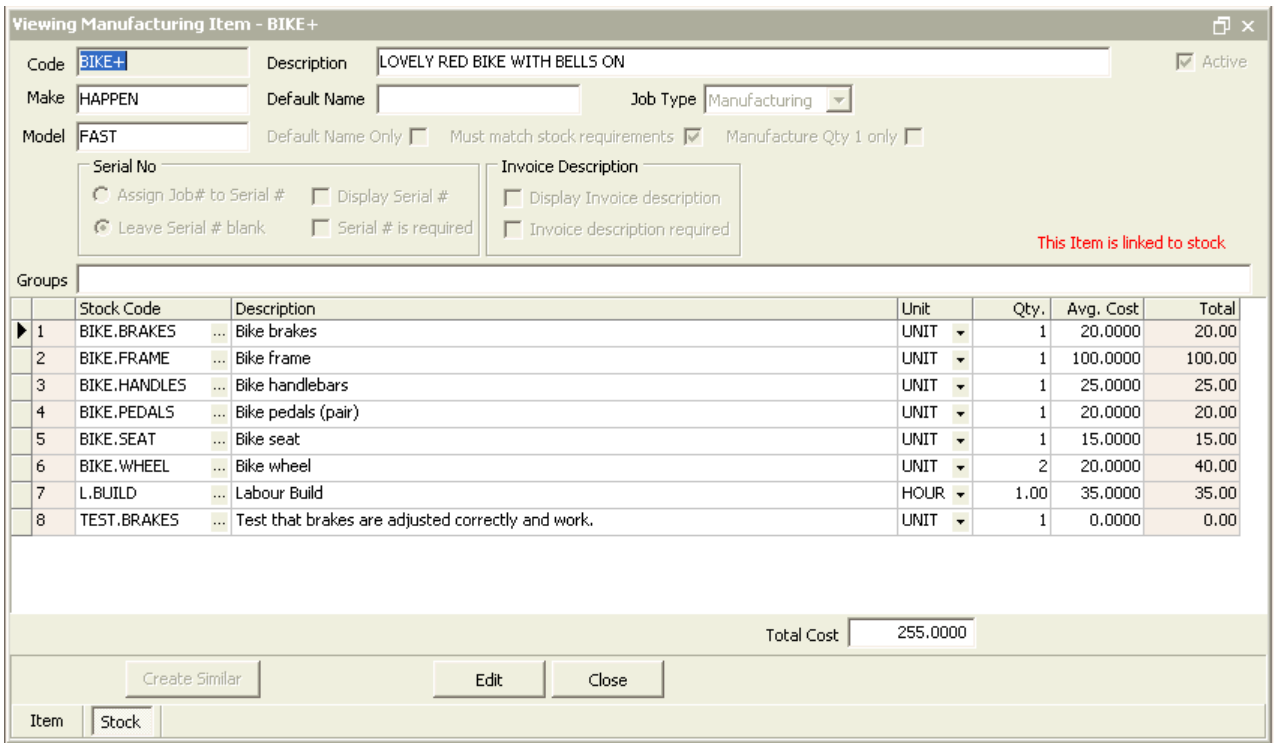
You can get to the newly created BIKE1+ by clicking on the hyperlink code next to Bike in the Stocks Module or by choosing **VIEW/EDIT ITEM** on the Jim2 Sidebar, then entering the Manufacturing Item Code.



Note that the **JOB TYPE** is set to MANUFACTURING .



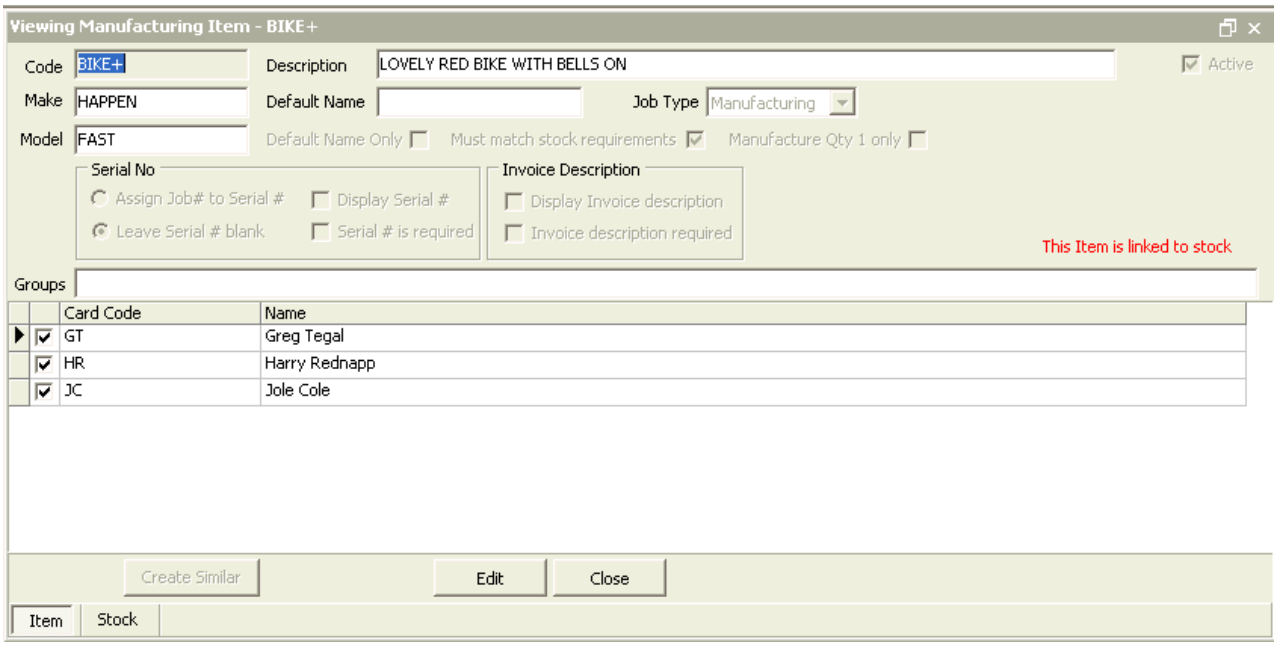
Click the **EDIT** button to edit this manufacturing item and to add stock required to produce this product



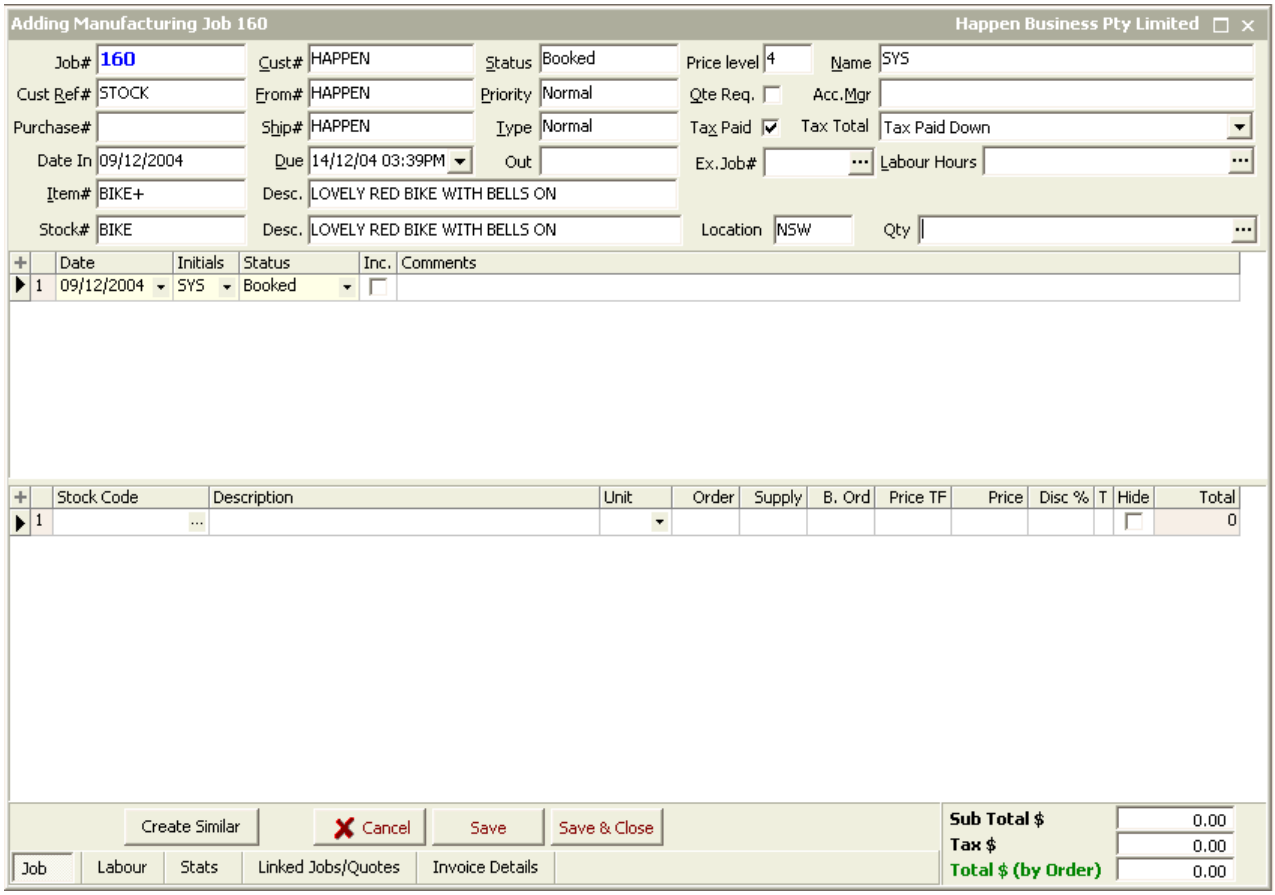
In the Manufacturing Item header, you may enter in the **Make and Model** of your Manufactured Product, as well as a **Default Name** of the person authorized to produce this particular product (For example you may wish to limit this task to a teamleader, or a trained technician). Check **Default Name Only** if you want only the Default Name to be able to work on this product. You may also choose how you would like to deal with serial numbers (if they apply to the item at all) and if you want the invoices to display descriptions.

There are also two fields specific to the Manufacturing Item card: **"Must Match Stock Requirements"** which means that you cannot start manufacturing til you have all the stock needed for this Manufacturing Item in inventory. **"Manufacture Qty 1 Only"** means that manufacture only 1 unit per job.

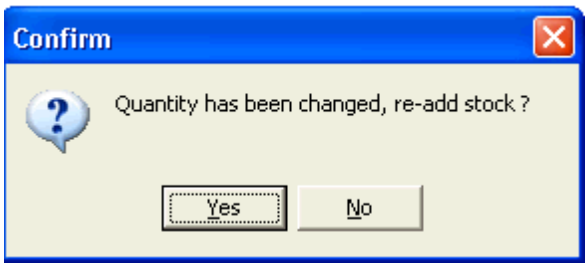
You will note two tabs relating to this Item, the **ITEM** and the **STOCK** tab. The **ITEM** tab will show a list of your users from cardfiles, and you can check next to their names if you would like to specify who specifically can work on manufacturing this item. To add stock, switch to the **STOCK** tab. By editing the lines you can add required stock and quantity. You may also add Applied Stock. Click on **SAVE** to save Manufacturing Item details.



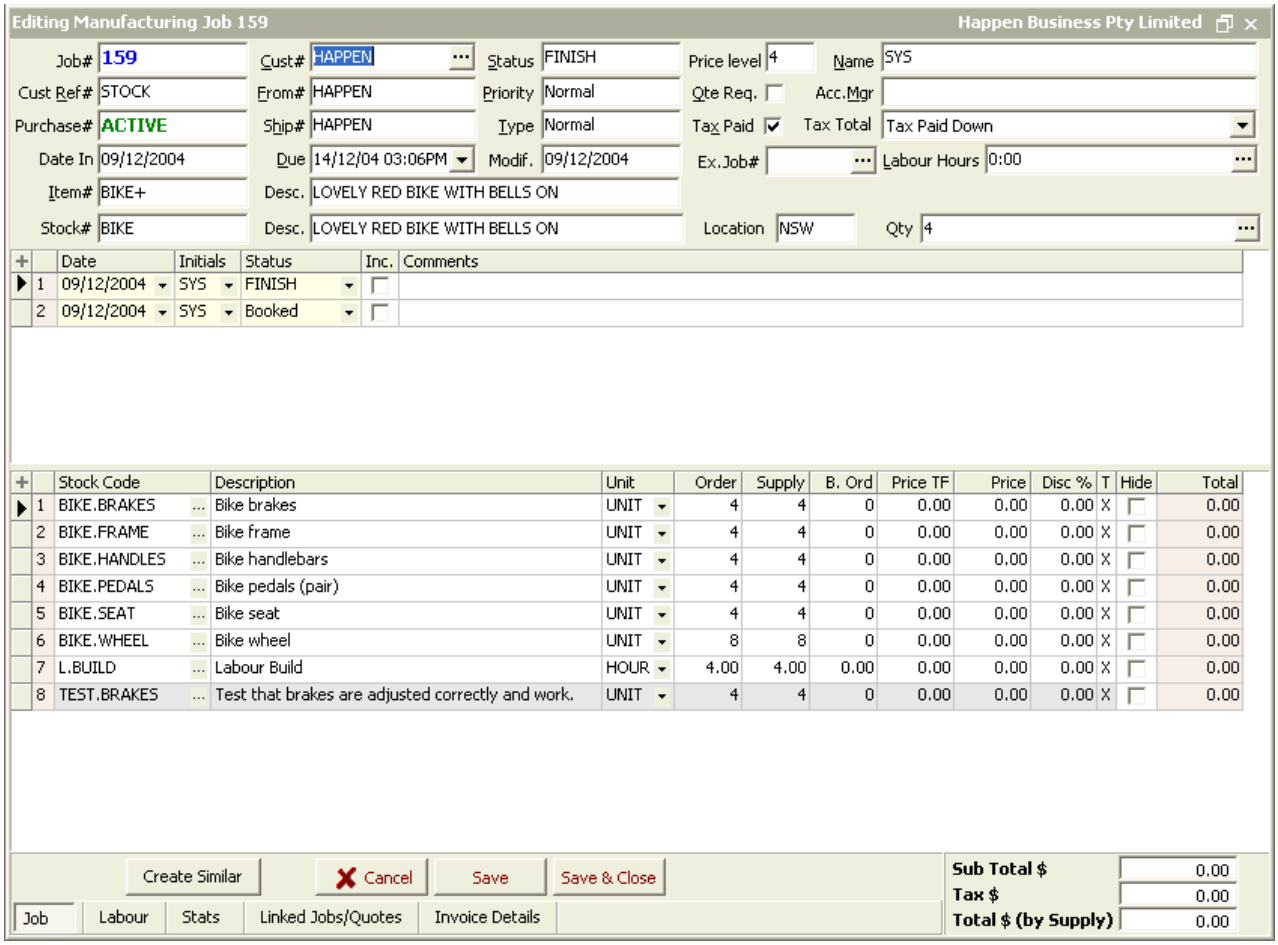
To create a manufacturing job to product quantities of product (BIKE1+), create a new job in Jim2, fill in **Cust#** and other fields as usual. When you get to the **ITEM#** field type in the Manufacturing Stock Code. When you tab your cursor off the field, you will notice Jim2 has changed the Job card to display the description and Stock Code details of the desired Manufacturing Item, and is now prompting you for the Quantity that you want to manufacture.



Enter desired **QTY**, and then tab off. When you do, this dialog window will appear, asking if you would like to add the bits of stock that are needed to make up this Manufacturing Item to this Manufacturing Job. Click **YES**.



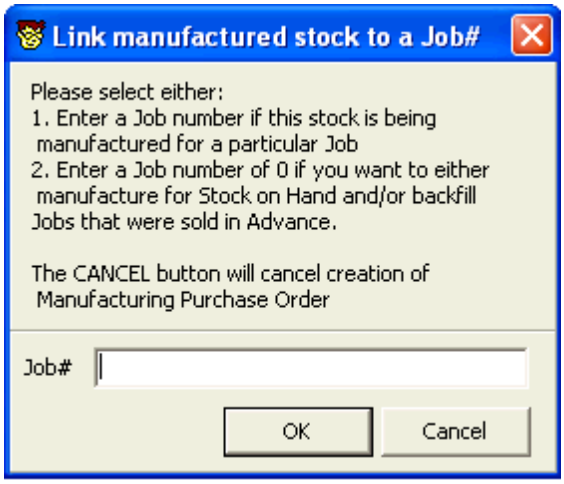
Jim2 will automatically add the appropriate stock and its quantities.



Set **STATUS** to **FINISHED**. Remember to complete any **APPLIED TO STOCK**. Then look up on the Jim2 icon bar to the **MANUFACTURE** icon (this icon looks like a toolbox). Click this.



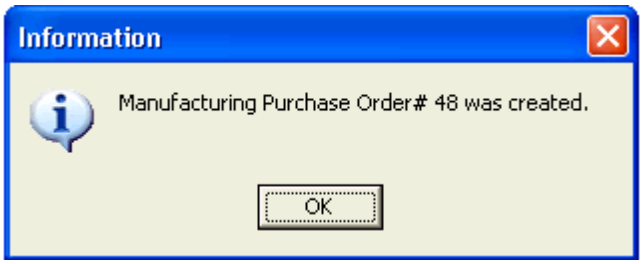
This window will pop up when the Manufacture Icon is clicked. You choose:



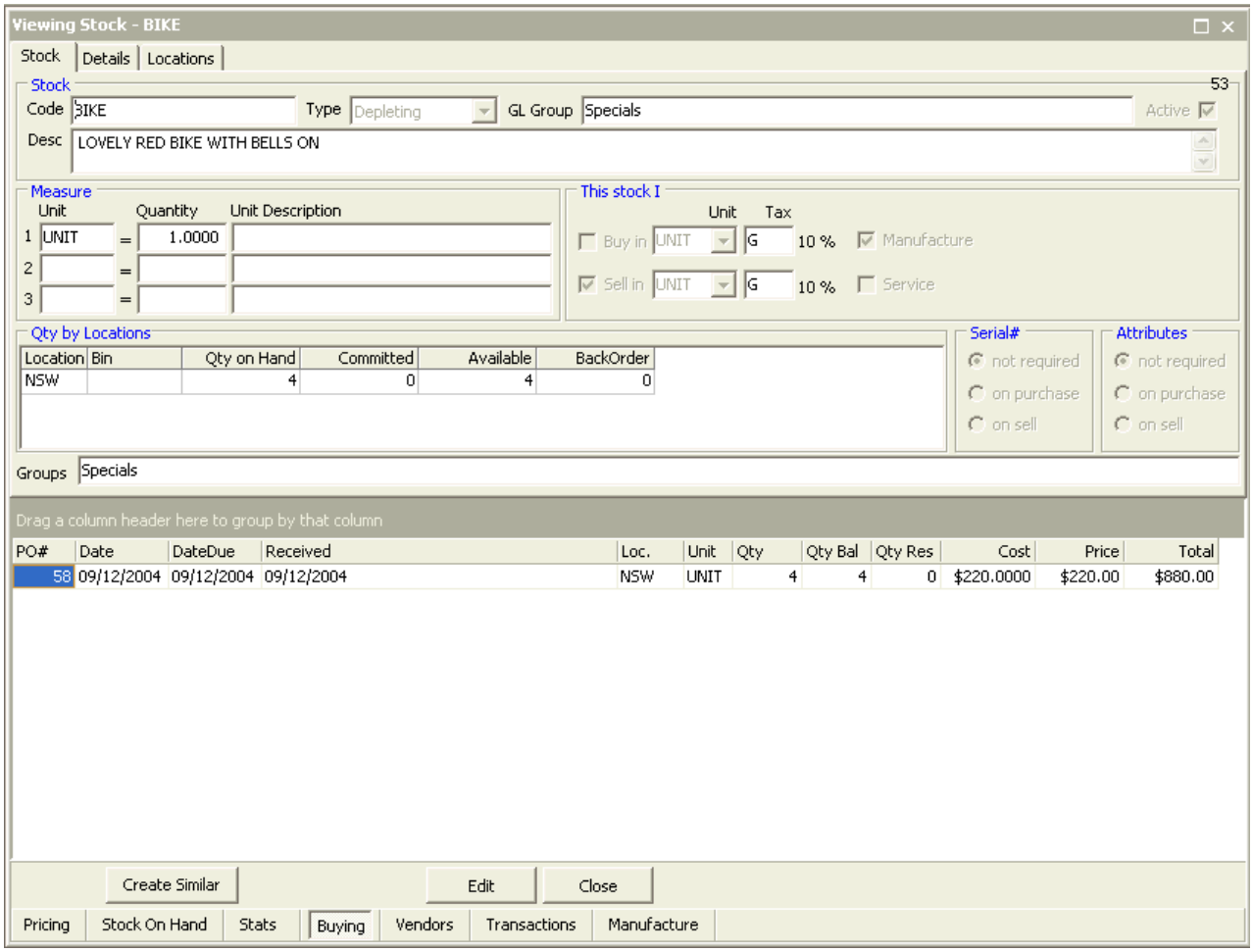
This window will pop up when the Manufacture Icon is clicked. You choose:

- **Enter in a Job Number** – If you want this Manufacturing Job is to be linked to a particular Job Sales Order. A Manufacturing Purchase Order will be created.
- **Enter In 0 As a Job Number** – If you want to just place the Manufactured Product straight into Stock On Hand. A Manufacturing Purchase Order will be created.
- **CANCEL** – If you are not ready to manufacture. The Manufacturing Job will go to status **READY**, and will hold the stock ready to start manufacturing. You will need to go back to the Manufacturing Job and click on **SET JOB AS NOT READY** in order to free your stock components. (This icon is a picture of a file with a red cross)

If you applied a Job Number or entered 0 and clicked **OK**, a Manufacturing Purchase Order will be created.



Now when you go look at STOCK, you will see that some lovely new red bikes have been manufactured!



8.10.4 Add Service Stock

Adding a Service Stock is not very different from adding any other Type of Stock. The only real difference from a Stock Record point of view is that 'This stock I Service' is ticked.

If you tick 'This stock I Service', it will create a linked Service Item with the same code as the Stock Record or will link to an existing Item if the Code is the same and it is set up as a Service Item. If you have an Item with the same code but a different type you will have to either change Type or Code on the Item or untick 'This stock I Service' for this stock.

Any Stock required to Service that particular Item is added in the Item Record Stock tab.

8.10.5 Add Multiple Stock Records

If you are adding a large amount of Stock to Jim2, you can set the Option Default to Continuously Adding. To enable this default:

1. Click on Tools in Jim2 Menu bar and select Options.

2. Select the General tab.

3. Tick Stock in the Continuously Adding box and click on OK. The new Option Default will be saved, and you will return to the previous active screen used.

Now when you have entered a Stock and select the Save or Save and Close button you will be prompted with a message box asking if you wish to add another Stock Record.

8.10.6 Set Up Pricing

You will need to add each Price Level code to the grid, and the CardCode of anyone you wish to give "special" pricing to.

When adding Pricing to your Stock Records the method used will show as the default selected in the Stock tab of Options. You can edit this default method for each Stock and Price Level. The method chosen will then dictate how you enter the prices. If you have selected either Last Cost or Average Cost + % or RRP -% then you will not be able to enter any $ figures only %. If you have selected Fixed Price you will not be able to enter % only $values. All pricing will round itself dependent on the Rounding setup within the Stock Tab of Options.

If a CardCode is nominated in the price level grid, each JOB for that customer with that STOCK will attract the "special" price and price breaks automatically. To signal that special prices apply, the JOB STOCK GRID line on jobs for that customer will be coloured green.

The Stock Price Level Grid has the option of showing in the minimised format or the expanded format by clicking the top left hand corner of that grid.

If you use the RRP -% there is a grey button which shows when you click on that field which is used for Recalculating the RRP pricing levels if you have had to change the RRP value.

The pricing entered is based upon your Base Unit Measure. By default when you view the Selling Tab in a Stock Record it will default to show the pricing based on your Selling Unit. You can use the drop down menu at the top of the pricing grid to switch between your different unit measures to view the Selling price of those.

This is for viewing purposes only your selection on a stock record will have no bearing on selling, purchasing or reporting on.

This is the **minimised grid** format - to enter the Tax Paid prices you will need to click on the grey box within the field to access the "Calculate Sale Price" window.

Price Level	Add the Price Level code. A drop down menu is available. Click on the required code to select.
Price T/P	Add the Tax Paid selling price a unit measure
> Qty	Add the Qty of the first price break (for example: 10 or greater)
Price T/P	Add the Tax Paid selling price of each unit in the first price break
Also with a further 3 Qty breaks	

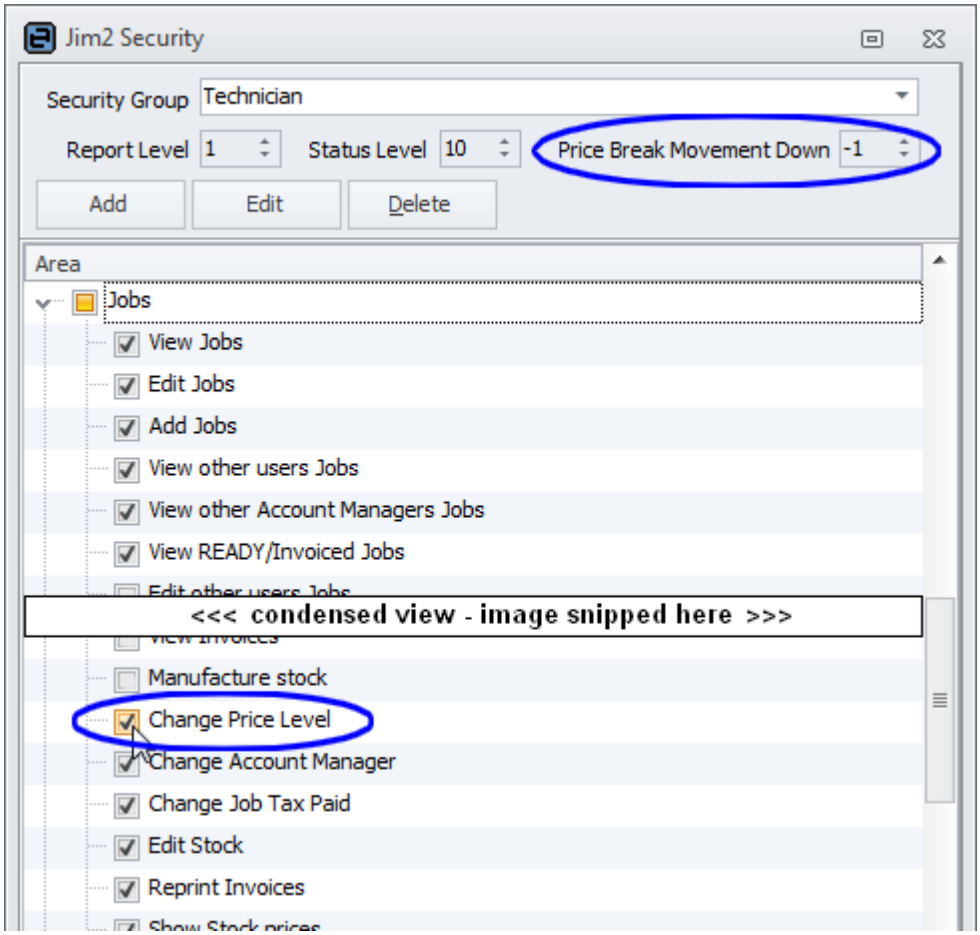
The expanded Stock grid shows as follows:

Price Level	Add the Price Level code. A drop down menu is available. Click on the required code to select or enter the Price Level number.
Price Calc	The method for Price Calculation.
Pcnt%	Percentage of Markup.
Price T/F	Add the Tax Free selling price a unit measure
Price T/P	Calculated Tax Paid selling price a unit measure
> Qty	Add the Qty of the first price break (for example: 10 or greater)
Pcnt%	Percentage of Markup
Price T/F	Add the Tax Free selling price a unit measure
Price T/P	Calculated Tax Paid selling price of each unit in the first price break
Also with a further 3 Qty breaks	

If you have no Qty in Stock but have setup a Vendor Stock Code and Cost in the Vendor's Tab that will be used for Pricing Calculations.

8.10.7 Security on Selling Price Levels and Movement

The combined use of these two features allows for very strict control over pricing. The security option, '**Change Price Level**', allows you to lock out price level changes. So if a customer is nominated as Price Level 1, you can be sure that Stock will always be sold to him at that Price Level, that is, you can effectively stop users changing price Levels at a Job Level. Simply tick this security option under Tools -> Security -> Jobs to enable or disable this option for individual security groups.



Jim2 Security Options - Jobs

The second security option with respect to selling price is '**Price Break Movement Down**'. This allows you to set a unit price as well as volume/quantity price breaks for each price level, but gives you the option to restrict which staff can give which quantity break "discounts" or movements.

Each Stock Price Level can be set with a "unit price" and up to 4 additional "volume" price breaks.

If you had a Price Level set as follows…

Break 1	**Break 2**	**Break 3**	**Break 4**	**Break 5**
1 off	10 to 19	20 to 49	50 to 99	100 +
$100.00	$95.00	$90.00	$85.00	$80.00

'Price Break Movement Down' setting	**Price Break Movement allowed**	**Meaning**
-1	Unlimited (default)	Unlimited price movement (default)
0	No movement	No Price break movement – always sells at unit price

1	One level down	One level down only, from Break 1 to 2, from 2 to 3, etc. Users restricted to PBM1 could sell 20 units at the Break 4 price – but not the Break 5 price.
2	Two levels down	Two levels down, from Break 1 to 2 or 3, from 2 to 3 or 4, etc. Users restricted to PBM1 could sell 10 units at the Break 4 price – but not the Break 5 price.
3	Three levels down	Three levels down, from Break 1 to 2, 3 or 4, from 2 to 3, 4 or 5, etc. Users restricted to PBM1 could sell 10 units at the Break 5 price.
4	Four levels down	Four levels down, from Break 1 to 2, 3, 4 or 5, from 2 to 3, 4 or 5, etc.

8.10.8 Add Groups to Stock

1. Assign the Groups to a Stock by clicking on the browser button on the right side of the group field. The Select Group box will appear showing you a list of all groups that are currently available. Use the scroll bar and arrows to select the groups for that Stock and click on OK.

2. If a suitable group is not available, you may Add a Group while still editing the Stock. In the Select Group box click on the Manage Groups button.

3. A secondary window will appear. Type the new Group name in the empty text box at the top of the list and select Add and then Save. The new group will now be available and you can apply it immediately by using the > button to move the new group to the Selected Group box.

4. When you have applied all the groups to the Stock select Save.



When adding the Report Level Groups to Stock you can only have one group for each level assigned to that Stock - they must be consecutively ascending - that is: to assign a level 2 group you must first have assigned a level 1 group.

8.10.9 Add Vendor Codes

Open the Stock into Edit mode and select the Vendors Tab.

1. You can either type in the Vendor# or use the Lookup window by clicking on the grey button within the Vendor Code field.

2. Now enter the Vendor Stock Code.

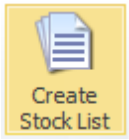
3. Enter the Last Cost for this Vendor - the Cost for the Vendor with the #1 ranking will be used when calculating pricing if there is none in stock. The Last Updated field is used when there is none in stock but is has been purchased previously - we compare the dates and use the most recent.

You can rank these Vendors by preference by clicking on the grey button on the left of the Vendor line and (while holding down the mouse button) move the Vendor to the required position.

When printing a Purchase Order the correct Vendor code will be displayed next to the Jim2 Stock Code.

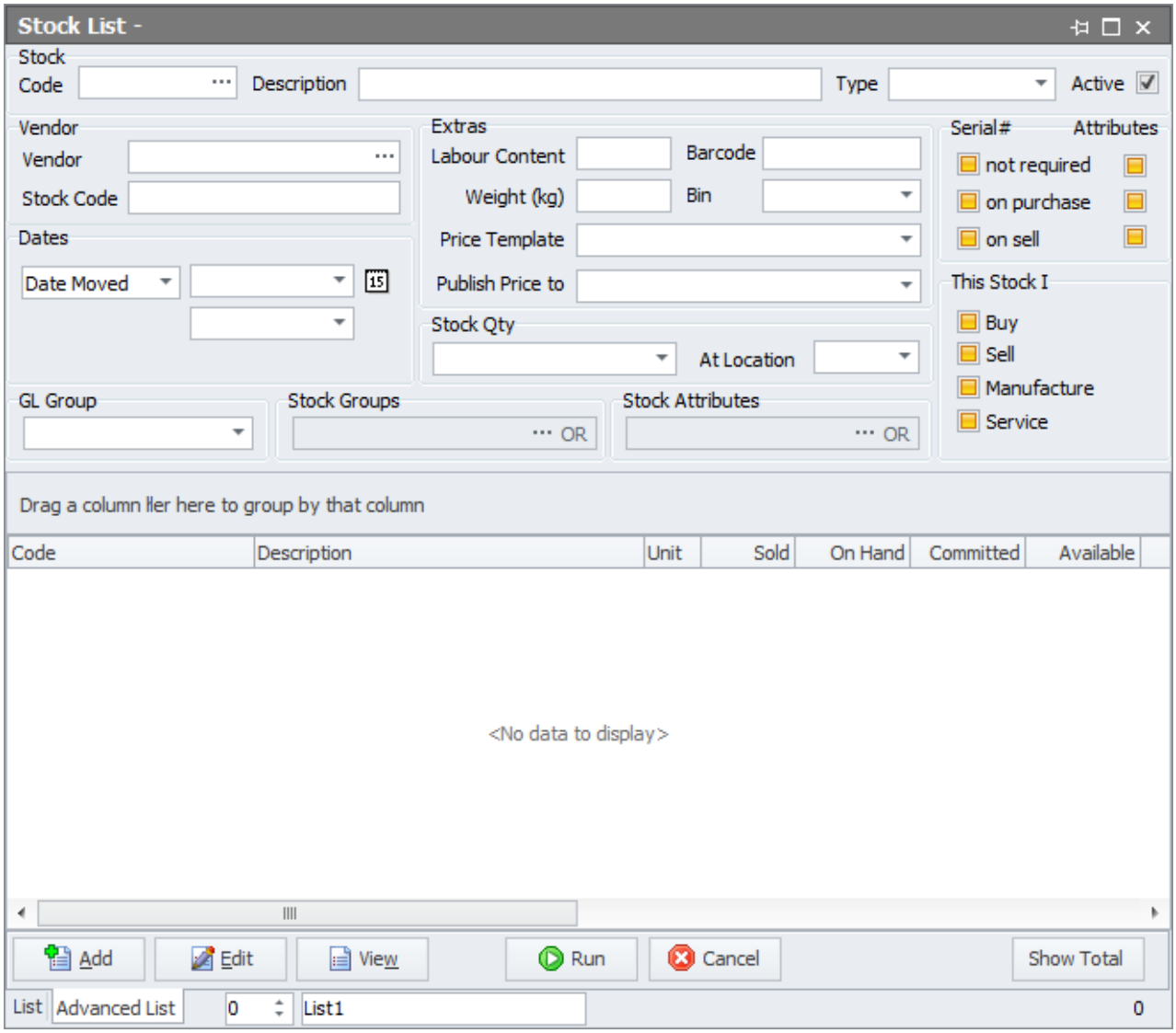
8.10.10 Create a List of Stock

The Stock List is a very powerful search function within Jim2. It is also one of the easiest features to master, and the most practical way of searching for information in Jim2.



You can select the 'Create Stock List' icon in either one of these ways:

- Click on the Stock Tab of the Jim2 Ribbon and then click on 'Create Stock List'
- In the Nav Tree, right-click on Stock and select 'Create Stock List'



Jim2 - Stock List Advanced.

There are two different styles of Stock list - select the type you need by using the tabs at the bottom of the Stock List form:

Any Stock which is marked as Not Active will show in this list on grey.

The Stock List tab is the default. In this screen you can select the following fields, and combinations of the following fields to generate a Stock list:

Field	Explanation
Stock	
Code	Selects the specific Stock code entered
Description	Selects the Stock with this description
Type	Selects the Stock with the selected type
Active	Selects Stock that is either Active or Non Active.

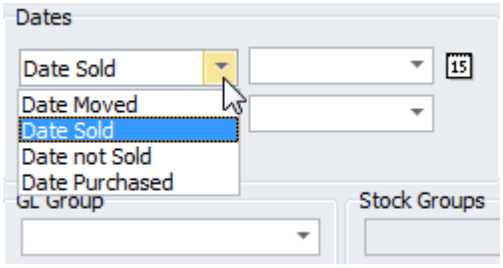
The Advanced List will allow you to search by the following criteria, in combination with any of the fields above:

Vendor	
Vendor	Selects the Stock with this Vendor
Vendor Code	Selects the Stock with this Vendor Stock Code

Dates

You have 4 options to choose from here -

Date Moved	Any Stock that has a movement (transaction) for the dates you have selected.
Date Sold	Any Stock that has been sold for the dates you have selected.
Date Not Sold	Any Stock that has not been sold for the dates you have selected.
Date Purchased	Any Stock that has been Purchases for the dates you have selected.



Jim2 - Stock List Date selection.

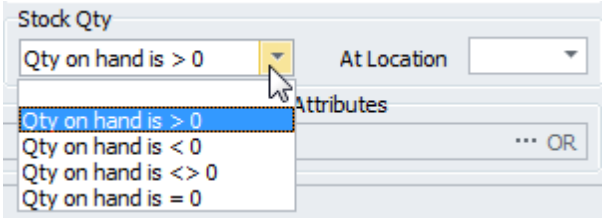
Extras

Labour Content	Selects Stock with this value of Labour Content entered
Min Sale Price	Selects Stock with this value as Min Sale Price
Min Qty in Stock	Selects Stock with this value as Min Qty in Stock
Barcode	Selects Stock with this value for the Barcode
Bin	Selects Stock with this value as Bin
Weight (kg)	Selects Stock with this value as the Weight

Stock Qty

You have 4 options to choose from here-

Qty in stock is >0	Selects Stock with the Quantity greater than 0
Qty in stock is <0	Selects Stock with the Quantity less than 0
Qty in stock is <>0	Selects Stock with the Quantity other than 0
Qty in stock is =0	Selects Stock with the Quantity equal to 0
Location	Selects Stock in this location using the Qty selection



Jim2 - Stock List Qty selection.

Serial #

There are three tick boxes here to select from. You will note when you first open the advanced list these selections are greyed out with ticks in the boxes. When these boxes are greyed out it means that are not an active part of the selection criteria, once you have clicked on the boxes they change to a white colour this means that are now active in the search and you can now either leave them ticked or untick them to apply to your search.

This Stock I

Use these 4 tick boxes to search the Stock List for stock which you Buy, Sell, Service and/or Manufacture. You can use either 1 or all of these search fields.

Stock GL Groups

Use the Drop Down menu to search for Stock attached to a particular Stock GL Group.

Groups

Select Stock with this Group/s selected.

On the right hand side of the Groups selection within the list you will notice "OR". If you click on this button it will change to "&". This relates to how you want to use groups within your search, if you want to select two groups and find things that are only in both groups use the "&" selection, if you want to search two groups and find anything that is in either one of those groups select the "OR" option.

To view or edit any of the Stocks within the list simply double click or use your F2 function key on any of the fields relating to the Stock you wish to display.

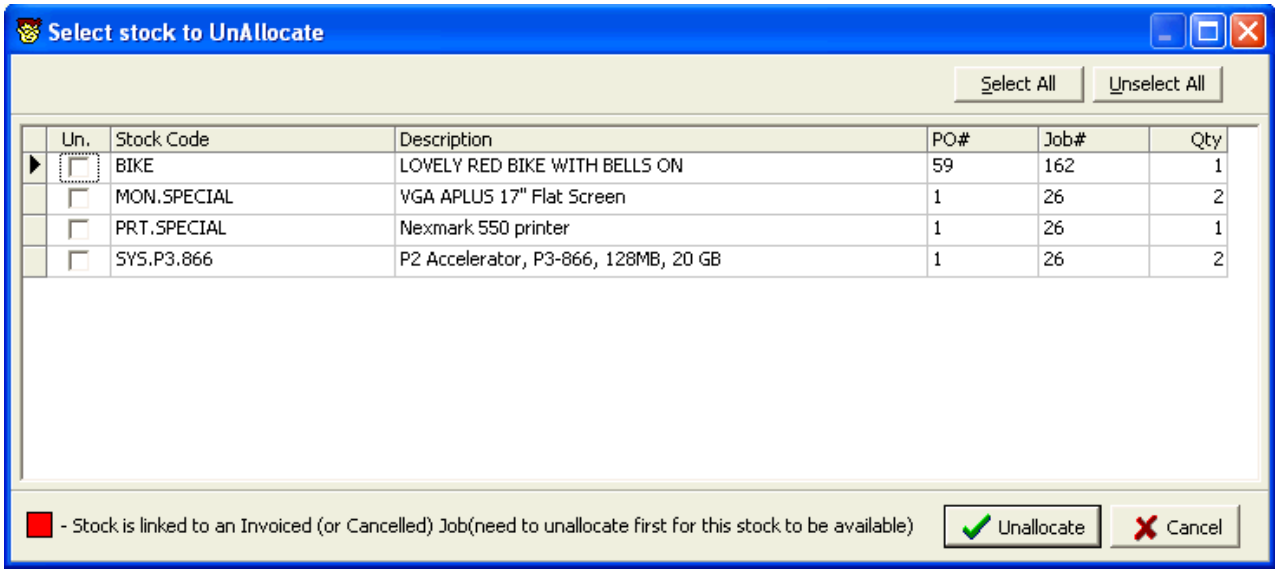
8.10.11 Unallocate Stock

Within the Purchasing section of Jim2 you are able to purchase stock specifically for a job by entering the Job number on that stock line in the Purchase Order. If for any reason the customer eventually doesn't want this stock - you will need to unallocate it before you can sell it on another job number.

To Unallocate Stock:-

Select the Jim Menu - and go to the Stock Heading.

Click on the UnAllocate Stock Option. You will see the following screen.



Jim2 - Unallocate Stock screen.

3. Select the Stock you wish to unallocate by putting a Tick in the Un. column.

4. Now click the Unallocate Button and this stock will be unallocated and available for other jobs.

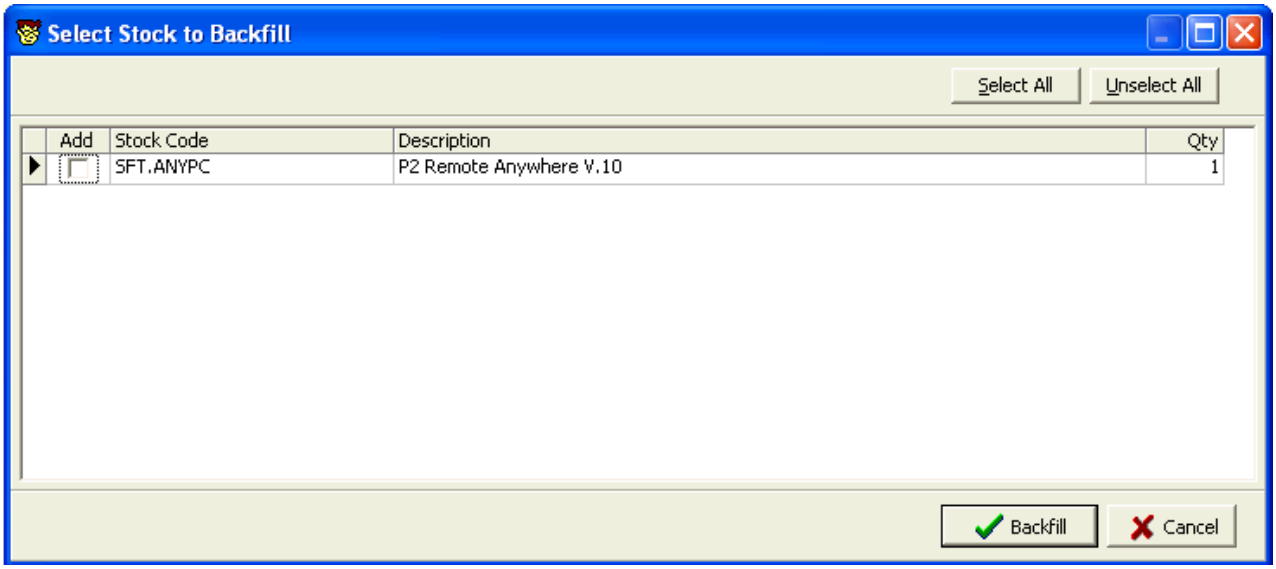
8.10.12 Backfill Stock Sold In Advance

Within Jim2 you are able to Sell Stock in Advance on a job. Then if your Options are set to not Backfill automatically you will need to Manually Backfill the Stock.

To Manual Backfill Stock Sold in Advance:-

Select the Jim Menu - and go to the Stock Heading.

Click on the Backfill Stock Sold in Advance Option. You will see the following screen.



Jim2 - Backfill Stock Sold in Advance screen.

3. Select the Stock you wish to unallocate by putting a Tick in the Add.

4. Now click the Backfill Button and this stock will be Backfill any Stock Sold in Advance for the selected Stock.

8.10.13 Stock Lookup

The Stock Lookup is available from within the Job Stock/Parts Grid and the Purchase Stock Grid, as well as the View/Edit stock icon. It will help you to search and narrow choices for inclusion in either stock grid. It will show the available quantity of each stock, at each stock location - this may affect which stock you choose to supply.

1. Select which column you would like to search by - use the pull down beside this field to see and select your choices.

2. When you commence typing into the Search field, Jim2 will start to pre-empt your choice (intuitive type function)

3. To narrow the choice further, clicking the Filter button will filter choices to only those containing the letters or numbers you have typed (whole or part words/numbers)

Selecting OK will add your narrowed choice to the Stock Grid. Selecting Cancel will cancel the lookup.

8.10.14 Printing Stock Reports

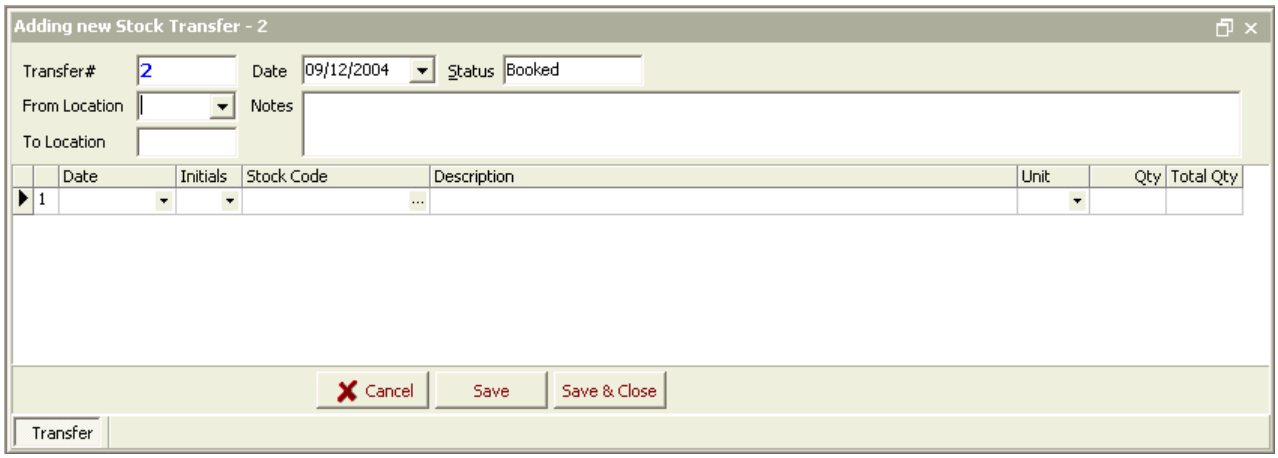
There are 3 different areas you can print different stock reports from.

- Reports that are based upon a single stock record are printed from the Stock Record itself - available via the print option selection at the top of the Stock record
- Reports that are list based are printed from the Stock List to allow the use of the filters to create the list you require - available via the print option selection at the top of the Stock record

- Management Reports that are Profit or calculation based are printed from the System Reports.

8.11 Stock Transfers

As within most businesses there are times when certain stock items need to be transferred from one location to another. Jim2 has the facility to track stock and allow you to transfer goods from location to location and keep a complete stock control record. Transfers are only allowed on depleting stock you have on hand within Jim2 in that location. Jim2 systems tracks all stock to enable you the easiest method for transferring stock without having to hunt through reports to determine what quantity of your stock is in which location.



Jim2 - Stock Transfer.

Jim2 Stock Transfer form is divided into the following specific information areas that will give you a complete detailed record of:

- The Stock Transfer List
- The Stock Transfer Header
- The Stock Transfer Stock Grid

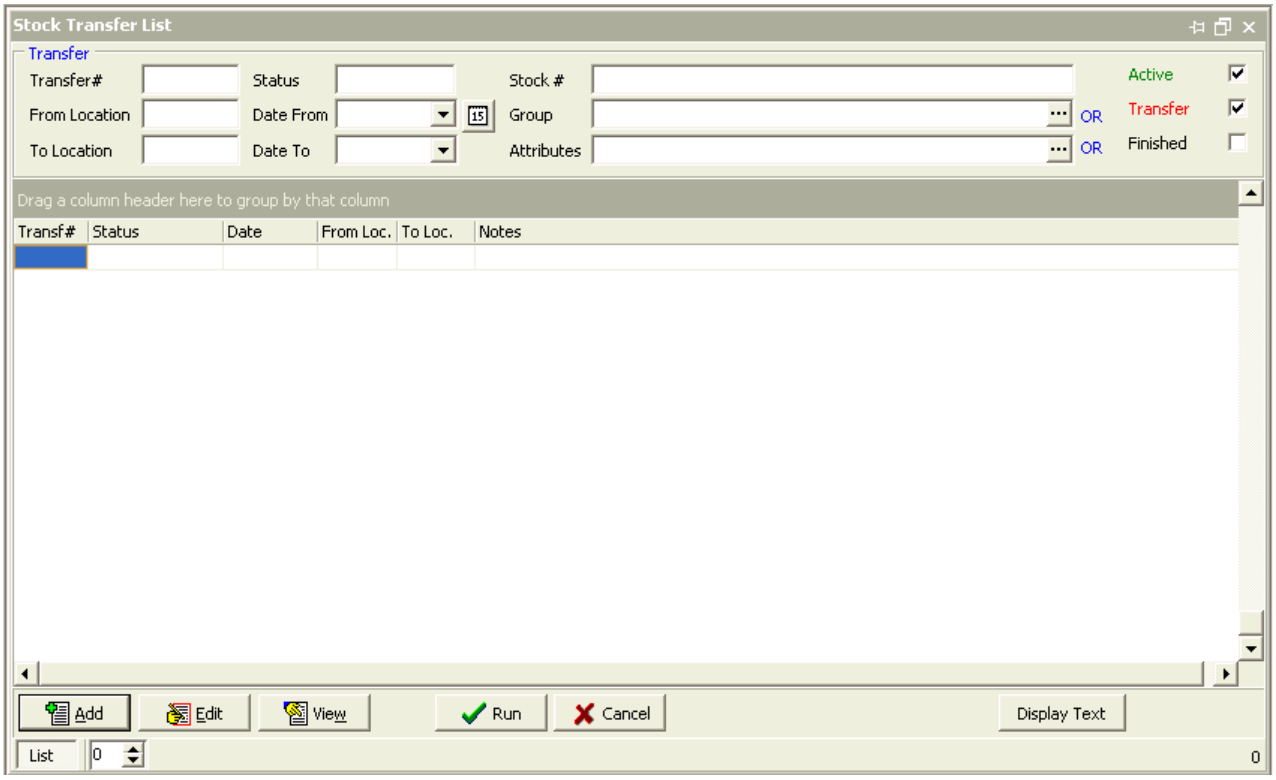
8.11.1 Stock Transfer List

To create a new Stock Transfer form you first need to access the Stock Transfer List.



To access the 'Stock Transfer List' you will need to select the 'Transfer Stock' icon in either one of these ways:

- Click on the 'Stock' Tab of the Jim2 Ribbon and then click on 'Transfer Stock'
- In the Nav Tree, right-click on 'Stock' and select 'Transfer Stock'



Jim2 - Stock Transfer List.

You will now see the Stock Transfer List - there are a number of fields within this screen which are detailed below:

List Header Fields

Transfer#	Stock Transfer Number.
Status	The status of the Stock Transfer.
From Location	The location you wish to transfer stock from.
To Location	The location you wish to transfer stock to.
Date	Use this to select the dates you wish to locate the Stock Transfer for.
Stock	Stock information the Code or Group to locate a Stock Transfer.

Stock Transfer Grid

TransNo	Stock Transfer Number.
Status	The status of the transfer.
TransDate	Date the Transfer was entered or finished.
From Location	The location the stock was transferred from.
To Location	The location the stock was transferred to.

Buttons

There are 5 buttons at the bottom of the Stock Transfer List:

Add	Adds a New Stock Transfer
Edit	Opens the selected Transfer in Edit mode
View	Opens the selected Transfer in View mode
Run	Runs the List using any filters selected in the Header

Cancel	Closes the Stock Transfer List

8.11.2 Stock Transfer Header

The Stock Transfer form records the location of the stock to be transferred from and to and the stock information. The stock grid within the screen links transfers and stock information to stock records, purchases and sales for stock control.



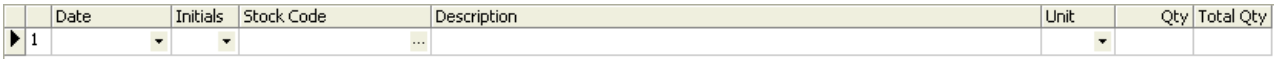
Jim2 - Stock Transfer Header.

The fields within the Transfer header are described below:

Field	Explanation
Transfer#	Unique number generated by Jim2.
Date	The date the Transfer is entered.
Status	The status of the Transfer.
From Location	The location being transferred from.
To Location	The location being transferred to.
Notes	Any notes to be added to the Transfer.
Branch	If you use Branches, you will need to select which branch.

8.11.3 Stock Transfer Stock Grid

The Stock Transfer Grid holds the Stock information for the Transfer:



Jim2 - Stock Transfer Stock Grid.

Field	Explanation
Date	The date the stock was entered into the transfer.
Initials	The initials of the user who added the stock to the transfer.
Stock Code	The code within Jim2 for the stock.
Description	The Stock description within Jim2.
Unit	The unit measure of the stock.
Qty	The quantity you wish to Transfer.
Total	The total qty of the Transfer.

8.11.4 Stock Transfer Status

Stock Transfer has 4 default status that can apply:

Status	Explanation
Booked	Transfers always begin with this status

Cancel	Use this Status to cancel a Stock Transfer
Transfer	Use this Status when stock is in transit between locations, e.g., Sydney and Brisbane.
Finish	Use this Status to mark this Stock Transfer as finished

8.11.5 Open Stock Transfer



To open Stock Transfer you can do either of these things:

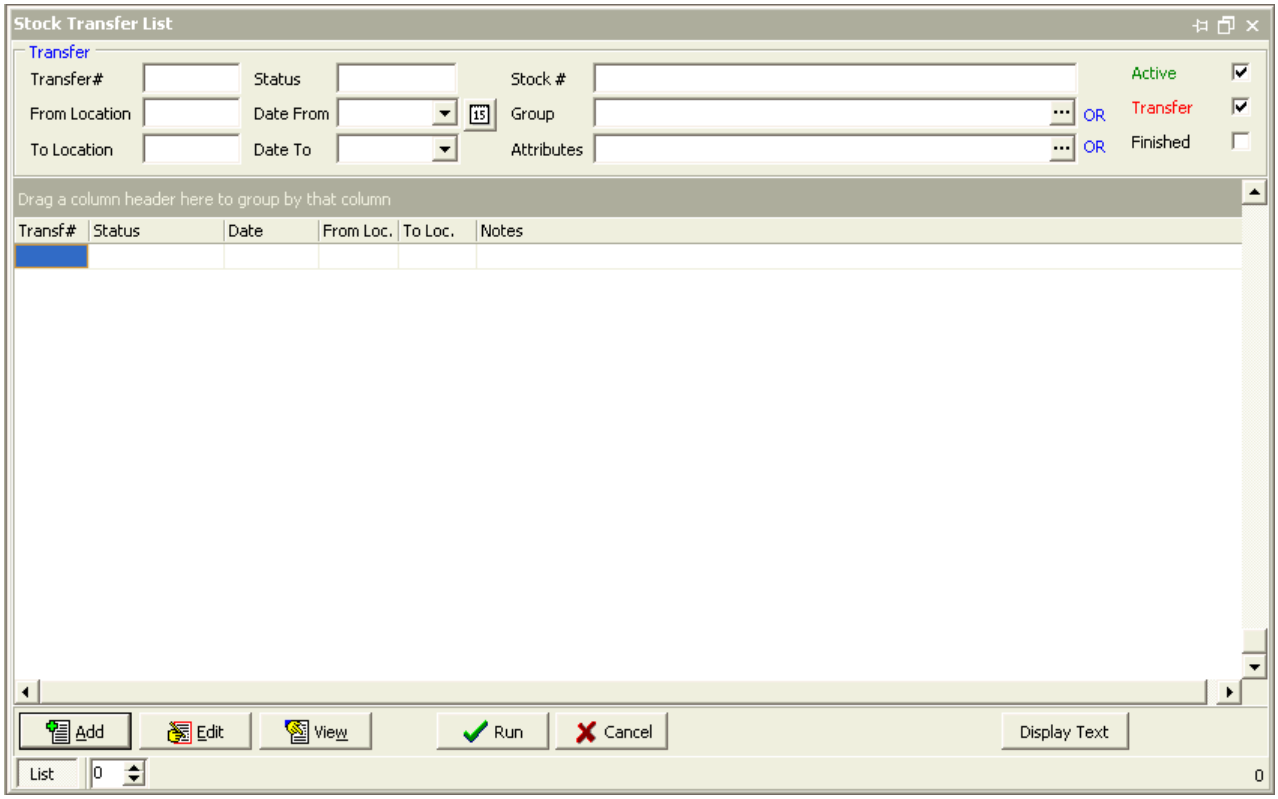
- Click on the 'Stock' Tab then click on the 'Transfer Stock' icon in the Jim2 Ribbon
- Right-click on Stock in the Jim2 Nav Tree, and select 'Transfer Stock'

8.11.6 Add a Stock Transfer



To access the 'Stock Transfer List' you will need to select the 'Transfer Stock' icon in either one of these ways:

- Click on the 'Stock' Tab of the Jim2 Ribbon and then click on 'Transfer Stock'
- In the Nav Tree, right-click on 'Stock' and select 'Transfer Stock'



Jim2 - Stock Transfer List.

You will now see the Stock Transfer List.

1. Select the Add Button at the bottom of the List.

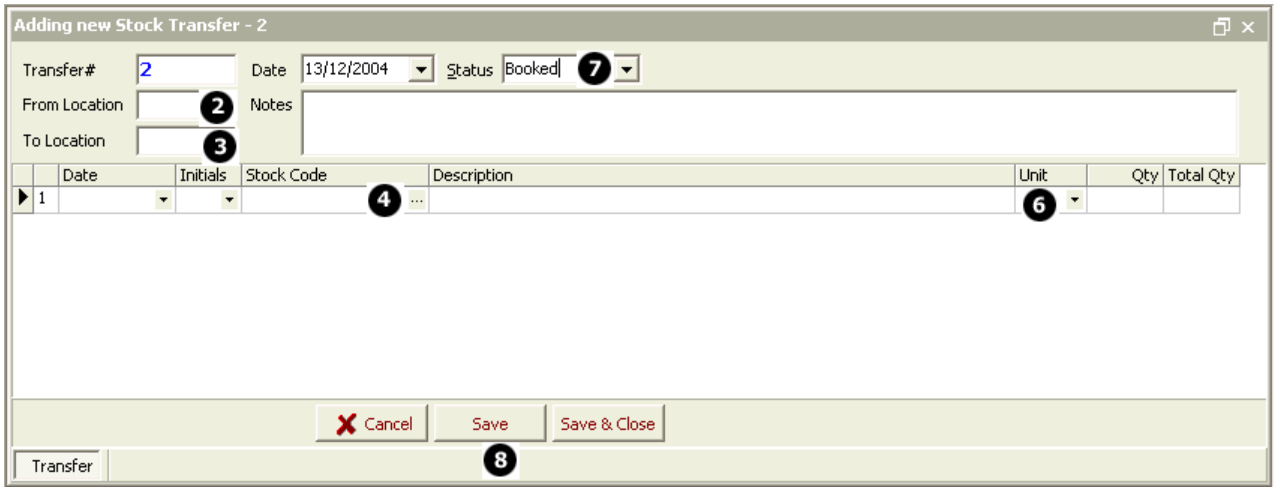
You cannot transfer Non Depleting stock or Stock that is linked to a Job (by a Job Number on the Purchase Order).

The Stock Select screen will show the stockcode, description, Qty on hand and prices. You are able to run searches through this screen to locate the stock you require by setting up search filters, once you have setup the search filters click on the apply button to apply the filters.

Once you have located the correct stock highlight the stock and select the Show All Locations button this will show you the Quantity of that stock in each different location. You should now choose which location you wish to transfer from and to.

8.11.7 Add Stock to a Stock Transfer

Now once you have the Stock Transfer in Add mode:-



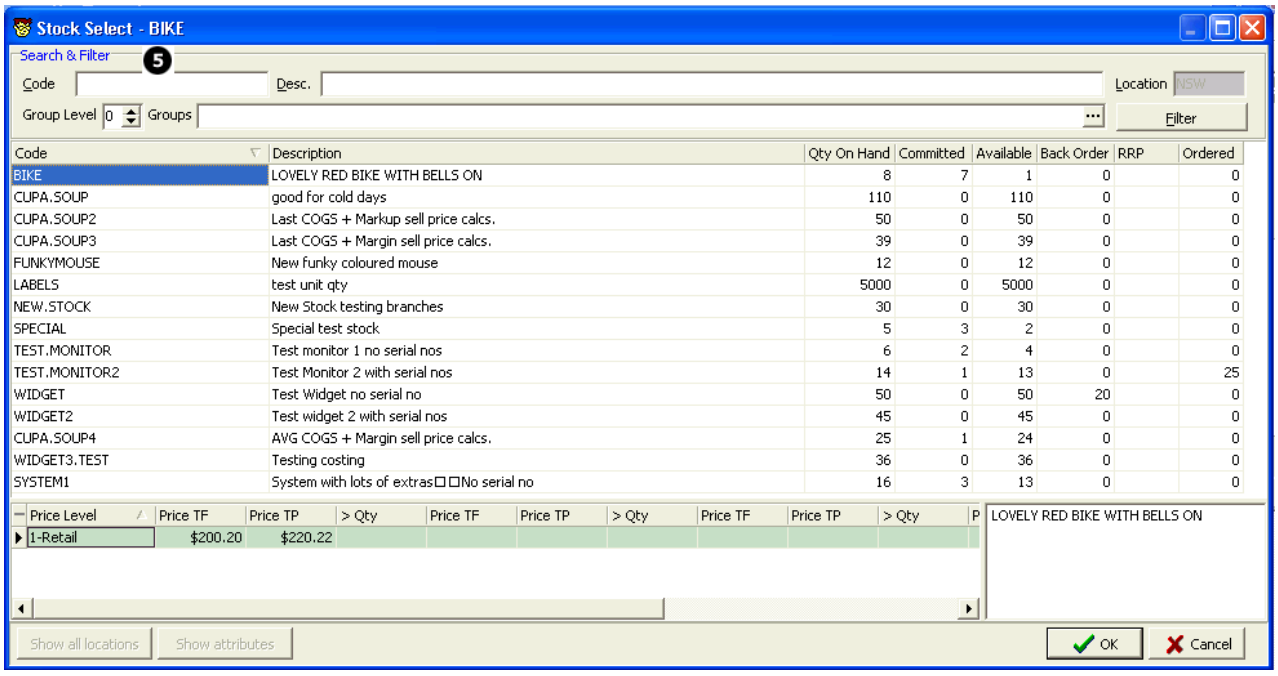
Jim2 - Stock Transfer Form.

2. Select the Location you wish to Transfer Stock From. This will be used to filter your available Stock Selections to display only Stock which has a Qty in that selected location.

3. Now select the Location 3 you wish to transfer the stock to.

4. To add stock to a transfer you have a number of options:

- Type in the stockcode 4 you wish to add to the transfer or
- You can click on the grey button within the stockcode column to show a Stock Select screen
- Scan the Stock Barcode to automatically add the correct Stock Code.



Jim2 - Stock Transfer Stock Select screen.

5. You can use the Filters at the top of this Stock Select screen to filter the list to locate a particular stock.

6. Enter the Unit Measure 6 and Qty's you wish to Transfer.

7. Select the Status 7 - if the Transfer is not complete leave it on Transfer - the stock location for this stock will show as Transfer until you change the status to Finish. If the Stock Transfer is completed change the Status to Finish to create the required Transactions in the Stock Record.

8. Now select either the Save, 8 Save & Close or Cancel button.

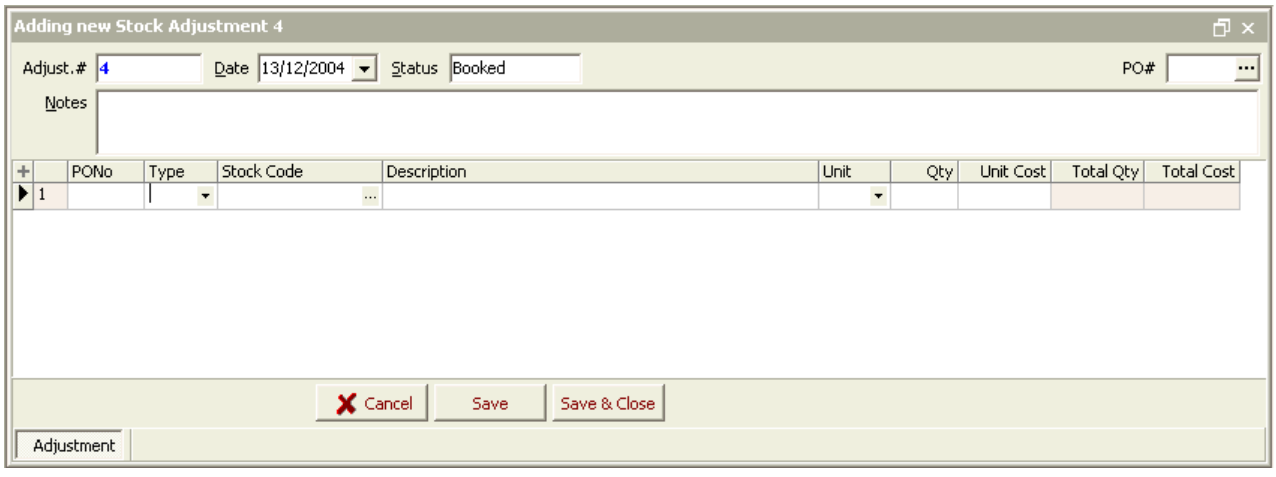
8.11.8 Cancel a Stock Transfer

To cancel a Stock Transfer – use the Stock Transfer List to locate the Stock Transfer you wish to cancel. Open the Stock Transfer in Edit mode and change the status to Cancel. This will then cancel that Stock Transfer.

8.12 Stock Adjustments

There are times within the course of business when you need to adjust your Stock Quantities and/or the Cost of your Goods for various reasons. Within Jim2 you have the function of Adjusting your Stock Quantities either Up or Down and also to adjust the Cost Of Goods for a Stock on a certain PO.

Before you add a Stock Adjustment take a minute and check that this is really required - if you are adjusting a Stock Qty+ because a Purchase Order wasn't entered or Qty- because a Return To Vendor wasn't entered do not use the Stock Adjustment function - as this will not reflect correctly in your General Ledger - instead create a Purchase Order or a Return To Vendor.



Jim2 - Stock Adjustment Form.

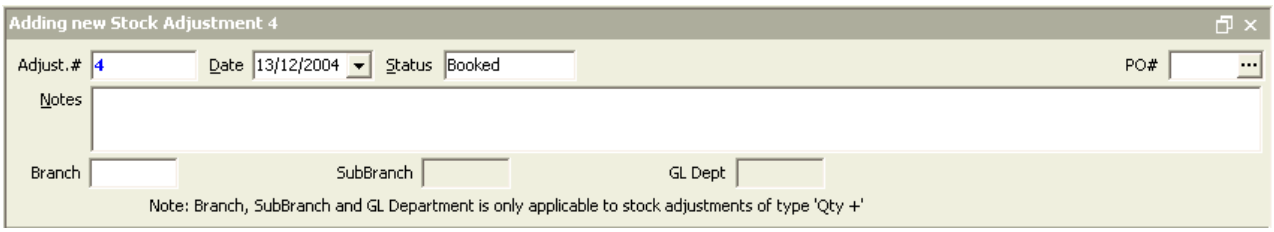
Jim2 Stock Adjustment is divided into the following specific information areas that will give you a complete detailed record of:

- Stock Adjustment List
- Stock Adjustment Form Header

- Stock Adjustment Form Stock Grid

8.12.1 Stock Adjustments Header

The Stock Adjustment header records the Adjustment #, Date and status.



Jim2 - Stock Adjustment Header.

The fields within the Stock Adjustment Form Header are described below:

Field	Explanation
Adjust. #	The Adjustment Number
Date	The Date of the Stock Adjustment
Status	The Status of the Stock Adjustment
GL Department	Select the related General Ledger Department
PO #	This will automatically be updated once you have save the Stock Adjustment - this field is updated only if there are Qty + Adjustments that require a Purchase Order to be created.
Notes	Any Notes for this Stock Adjustment

Branch, SubBranch and GL Department.

Stock Adjustments has Department field for Qty +.

Stock Adjustments Qty - and COGS entries will use the values selected on the original PO.

8.12.2 Stock Adjustments Stock Grid

The Stock Adjustment form records the stock to be adjusted and what Type of adjustment is to be made. The stock grid within the screen links stock information to stock records, purchases and sales and of course Adjustments for stock control.

You cannot enter a Stock Adjustment Qty + for Special Stock.

You cannot enter a Stock Adjustment Qty +, Qty – or COGS for Non Depleting Stock.

If you are entering a Stock Adjustment Qty + for stock which you have not purchase through Jim2 as yet - you will need to enter a $value (+ or -) into the Cost field to create the appropriate Transaction Journal Entry.



Jim2 - Stock Adjustment Stock Grid.

The fields within the Stock Adjustment Form Stock Grid as described below:

Field	Explanation
Type	The Type of Adjustment Qty+, Qty- or COGS

Stock Code	The Stock Code you wish to adjust
Description	The Description of the Stock you wish to adjust
Unit	The unit measure for adjustments
Qty	The Qty to adjust (blank when adjusting COGS)
Cost	The Cost - when adjusting COGS use this field to add or minus $ from a particular stock and Purchase Order. The $ you enter here will adjust each unit measure of stock in the selected Purchase Order by this amount. The Cost - when adjusting Qty+ this cost will be picked up from the Last Cost The Cost - when adjusting Qty- this cost will be picked up from the Purchase Order for this Stock.
Total Qty	This field only relates to Qty+ or Qty- adjustments and will display the Qty total of that stock line.

These fields are available within the Stock Adjustment Form Stock Grid from the extended view, by clicking on the grey tick in the left corner of the Stock Adjustment Form Stock Grid:

Date	The Date this stock line was added to the Adjustment
Initials	The Initials of the User who added that stock line to the Adjustment
Location	The Location of the Stock related to this adjustment
PONo	The Purchase Order number - only used when Qty- adjustment type, this field will show the corresponding PONo.

When entering a Stock Adjustments different Stock Selection grids will be shown depending on what Type of Adjustment you are entering:

The Stock Select Grid for Qty +	
StockCode	Stock Code
StockDesc	Stock Description
MinQty	The Minimum Qty of that Stock
StockLineGroup	The Type of Stock
QtyInStock	The Qty in Stock.

The Stock Select Grid for Qty – and COGS

Ref#	**Reference #**
Type	Type of Transaction
StockCode	Stock Code
Description	The Stock Description
Locat.	The Location of the Stock
Unit	The unit Measure
Qty	The Qty on that Document – shows in the "I Buy In" Unit Measure
Cost	Cost of the Stock

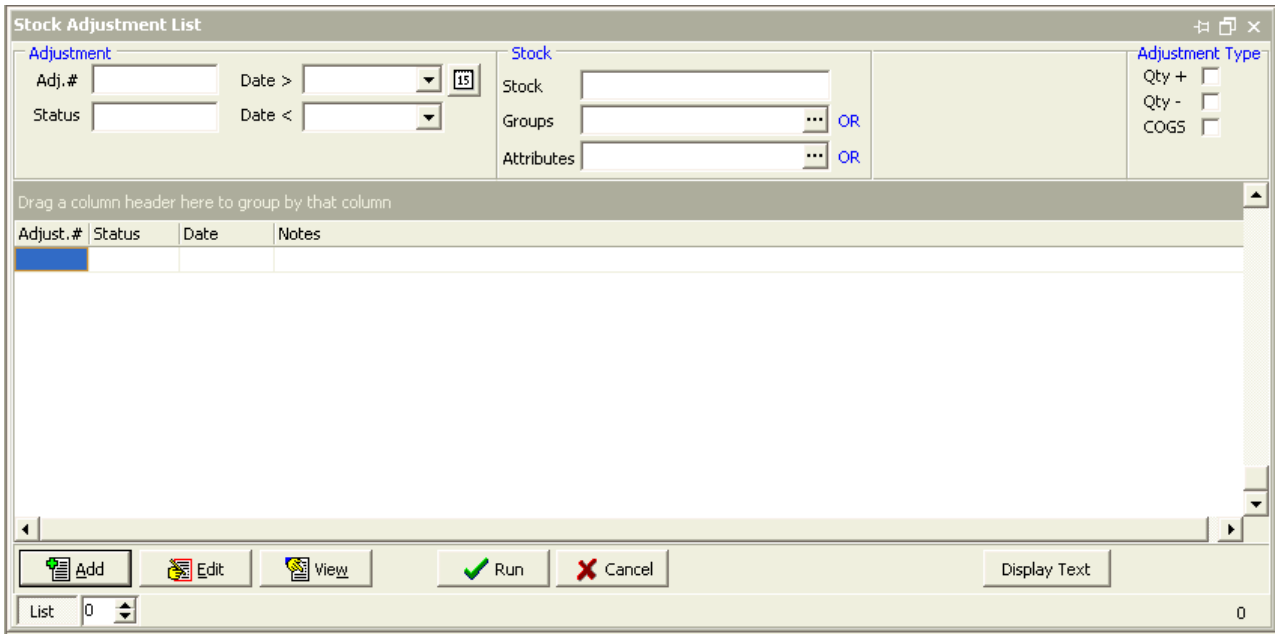
8.12.3 Stock Adjustments Status

Stock Adjustment has 3 default status that can be applied:

Status	Explanation
Booked	Adjustments always begin with this status
Cancel	Use this Status to cancel a Stock Adjustment
Finish	Use this Status to mark this Stock Adjustment as finished.

8.12.4 Stock Adjustments List

To create a new Stock Adjustment you first need to access the Stock Adjustment List.



Jim2 - Stock Adjustment List.

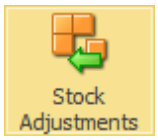
You will now see the Stock Adjustment List - there are a few fields within this list which are explained below:-

Field	Explanation
Header	
Adj.#	Selects Stock Adjustments with this Number
Status	Selects Stock Adjustments with this Status
Date	Selects Stock Adjustment in between this date range.
Adjustment Type	Use the Tick boxes to search for Adjustment of a specific type.
Grid	
Adjust#	Adjustment Number
Date	The Date of the Adjustment
Status	The Status of the Adjustment
Notes	Any Notes on that Adjustment

There are also additional buttons at the bottom of this form, as explained below:-

Buttons	
Add	Add a Stock Adjustment.
Edit	Edit an existing Stock Adjustment
View	View an existing Stock Adjustment - you will have the option to edit the adjustment once you have selected the view button.
Run	This will run the lists and any filters you have selected.
Cancel	This will close the list.

8.12.5 Add a Stock Adjustment



To add a Stock Adjustment:

1. From the Jim2 Ribbon Tabs Select Stock -> Stock Adjustments

2. You will now see the Stock Adjustment List - click on Add.

3. Select which Stock Adjustment is required:
   Qty +
   Qty –
   COGS - or +

Qty +
To enter a Qty + Stock Adjustment – open the Stock Adjustment form and select the Type of Qty +.

To add the Stock you can either Type the Code into the Stock Code field or use the grey button within that field to show the Stock Select Grid.

Using either the Tab or Enter key to move off the Stock Code field and the Description, Unit and Cost will automatically be filled in. You are able to change the Unit measure if required. Now simply enter the number of units you need to increase this stock record by.

Once you have changed the Status of this Adjustment to Finish the movement of the Stock will be completed.

Qty –
To enter a Qty – Stock Adjustment – open the Stock Adjustment form and select the Type of Qty -.

To add Stock you can either Type in the Stock code which will bring up the Stock Select grid, displaying any Purchase Orders for this Stock which have a balance remaining. Or you can click on the grey button within the Stock Code field to display the Stock Select Grid and use the Filters and the Apply button to locate the Stock.

Once you have located the Stock Code and the Purchase Order, you need to reduce click the OK button. Using

either the Tab or Enter key to move off the Stock Code field and the Description, Unit measure and Cost will automatically be filled in. Now simply enter the number of units you need to reduce this Stock Record and Purchase Order by.

Once you have changed the Status of this Adjustment to Finish the movement of the Stock will be complete.

COGS

To enter COGS Adjustment – open the Stock Adjustment form and select the Type of COGS.

You can enter either a + or – COG adjustment.

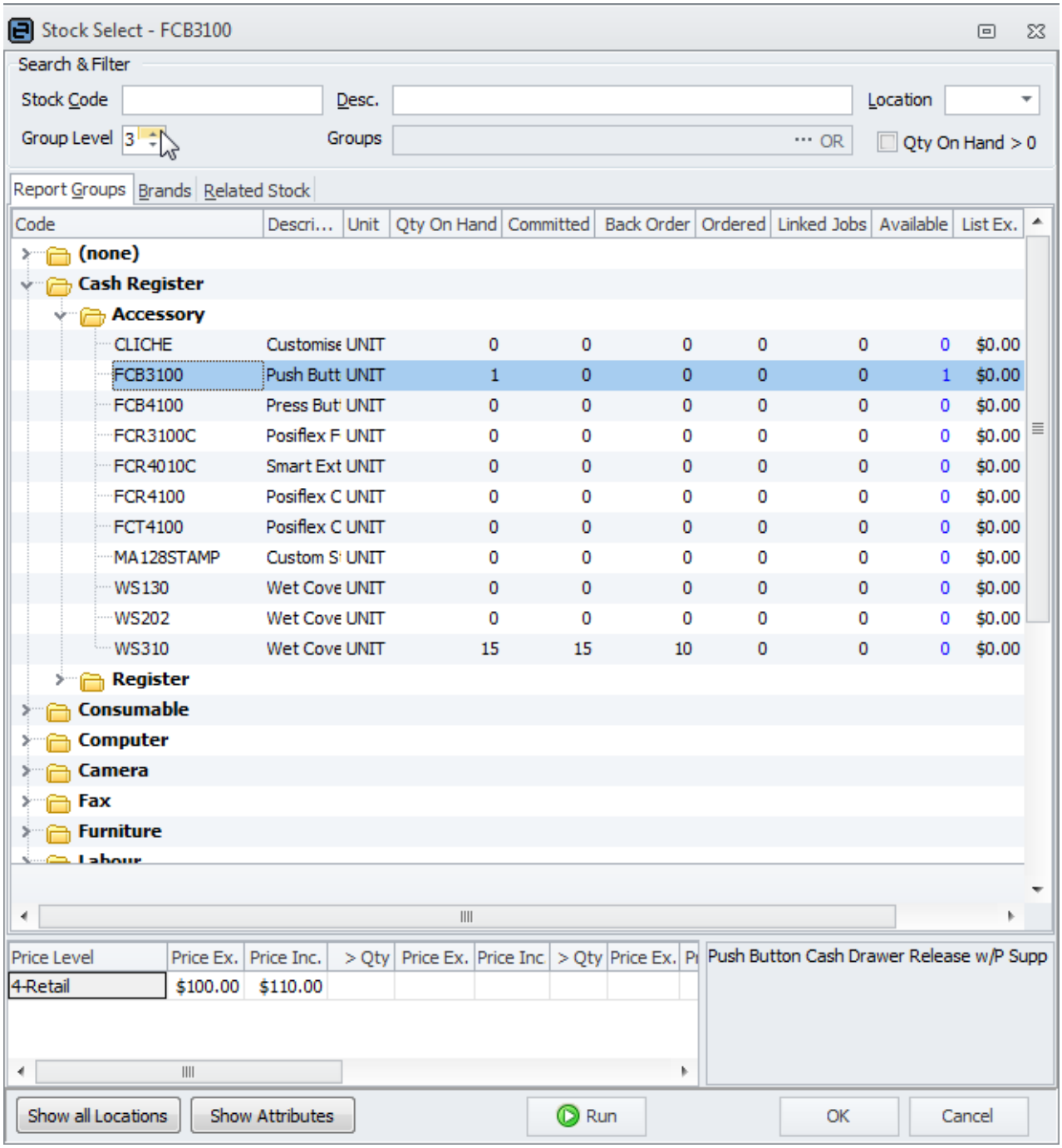
The amount entered is 1 unit '$-value' increase or decrease (excluding GST). Any Qty left on that PO for that Stock will have their COG changed to the new value.

If you have sold some of the stock which you are wishing to Adjust the COGS – then the original PO will show the stock line split into 2 - 1st line for Stock that is sold – this Qty will not be adjusted by the COGS adjustment – 2nd line for Stock Qty that is not sold – showing the new COGS value. This value change will be reflected in the Buying and Stock on Hand tabs within the Stock Record. Once you sell from this 2nd line the new COGS value will be moved from your Stock On Hand asset account to the related COGS account.

To add Stock you can either Type in the Stock code field or click on the grey button within that field to display the Stock Select grid. This grid is the same as the Qty – which will show Stock which has Purchase Order with a Balance remaining. Use the filters to locate the Stock/Purchase Order you need to update the COGS for. When you move off the Stock Code field the Description and Unit measure fields will automatically be filled in. The Qty field will remain as 0.00 if you are not able to enter a Qty in this type of Adjustment. Move to the COGS field and enter the amount you need to adjustment these COGS by. The amount you enter will be applied to each unit of that Purchase Order.

Once you have changed the Status of this Adjustment to Finish the movement of the Stock will be complete.

8.12.6 Add Stock to a Stock Adjustment



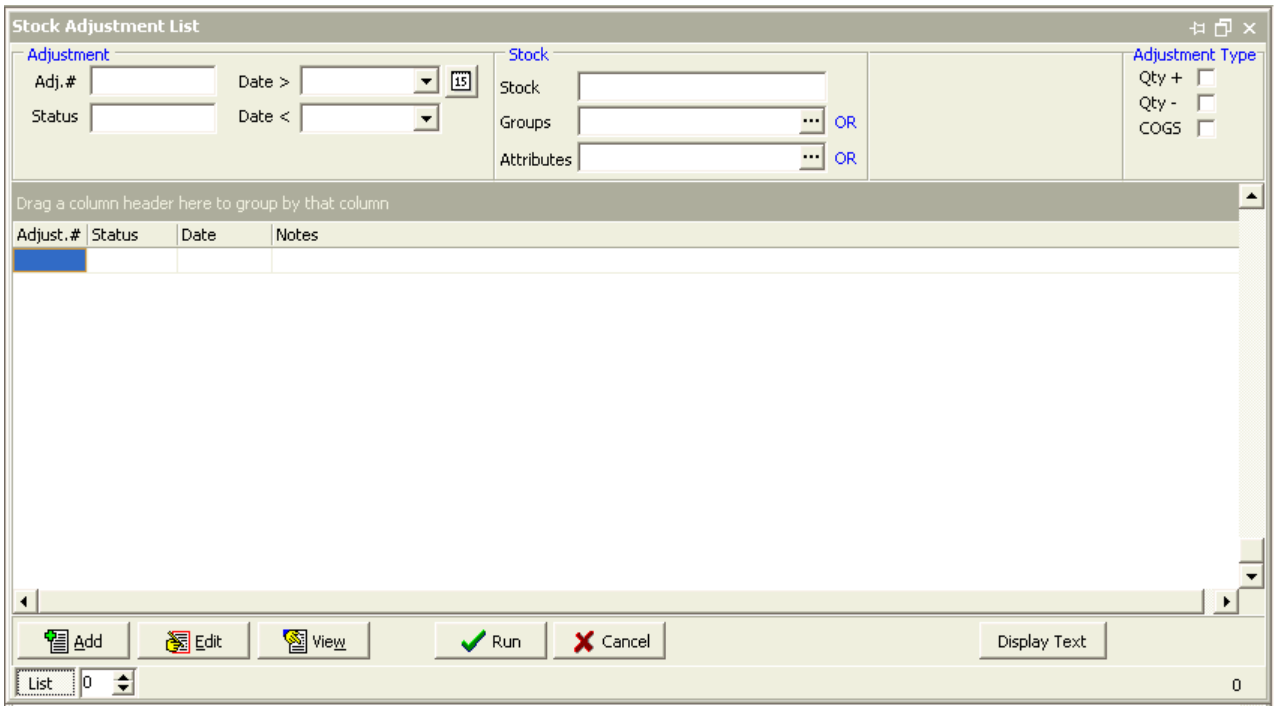
Jim2 - Stock Adjustment Stock Select form.

To add Stock you can either Type in the Stock code, which will bring up the Stock Select grid displaying any Purchase Orders for this Stock which have a balance remaining. Or you can click on the grey button within the Stock Code field to display the Stock Select Grid and use the Filters and the Apply button to locate the Stock.

Once you have located the Stock Code and the Purchase Order you need to reduce click the OK button.

8.12.7 View Stock Adjustments

On the Side bar select Stock>Stock Adjustments to open a list.



Jim2 - Stock Adjustment List

Click on Run to bring up ALL stock adjustments, or filter by Date Range, Status or Adjustment Type, etc.

8.12.8 Cancel a Stock Adjustment

Open the Stock Adjustment in Edit mode and change the status to Cancel. This will then cancel that Stock Adjustment.

You cannot cancel COGS Adjustments.

8.13 Stock Attributes

Stock Attributes are simply bits of information that are attached to a piece of stock. They allow you to further track stock and to categorise it into groups that you specify, such as Colour, and Size. This allows you, if you owned a clothing store for example, to identify that the most popular size sold is 14, or the most popular colour is blue. next time you are ordering, you could use this information to purchase extra quantities of that particular combination. You specify attribute "fields" to identify what information you want to track about your stock, and then when purchasing/selling stock, put in values for your attributes about what you are buying or selling. Attributes allow you to further tailor Jim2 to your particular business, as you can use stock criteria that is relevant to you.

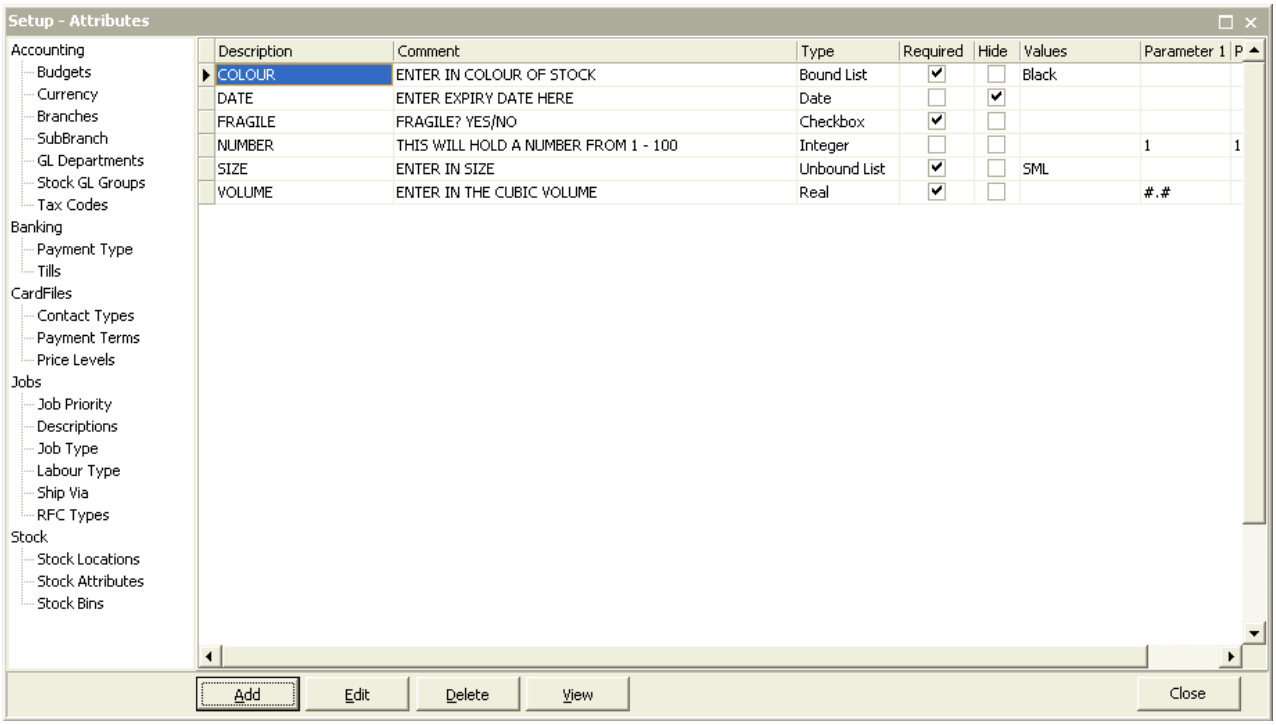
Attributes are specified in Jim2 setups, (here you would set up the possible attribute qualities that could describe your stock) and then you can apply them individually to your new stock lines. For each stock item you can choose to not use attributes, enter them on purchase or enter them on sell, and choose whether they are optional, or the user is required to enter some information. The important rule to remember in Jim2 is that once you start making transactions with the stock, you will not be able to go back and change how you use your attributes for that particular stock. You can however change the attributes used (for example decide that you don't want to track Colour any more, but you want to start tracking Fabric). However once you have selected attributes then you must use at least one. You can always set it to be optional though.

Attribute Rules In Summary:

- Attributes are bits of information relating to a stock item.
- They are set up by selecting Tools in the Ribbon Tab, then clicking on Options. Now choose Stock —>Stock Attributes.
- You can choose to use enter attributes in 'On Sell', 'Purchase' or not at all.
- Once you have started stock transactions, you cannot switch attribute options around (On Sell, Purchase, Not to Use).
- If you have selected to use attributes you must use at least one. You can make the attribute optional though.

8.13.1 Setting Up Attributes

You can set up attributes in Jim2 by selecting Tools/Setups - You will be taken to the Stock Attributes Setup Screen:



From here you can Add, Edit and Delete your Stock Attributes. When you set up attributes they are available to use for all stock in Jim2.



There are a couple of fields which are common to every attribute:

Description: Type in the name of your Attribute.

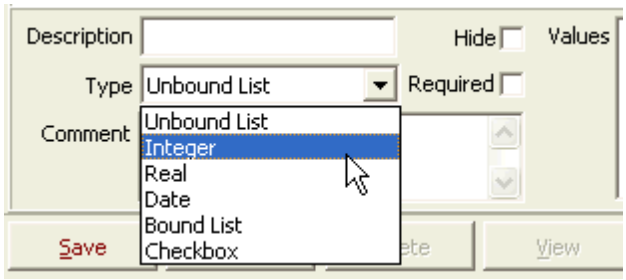
Type: select what type of data type your Attribute would fit into. If you give some foresight into the values of planned Attributes, you can narrow down what the user can enter as a valid Attribute value., for example if you want the user to only be able to enter dates, whole numbers, or choose from specific options.

Hide: This toggles the default of whether the particular attribute is shown on the invoice.

Required: This toggles the default of whether this attribute defaults to Required on the stock card.

Comments: Allows you to enter an extra description to define the attribute further.

Values: Here you can enter a default value that appears in the attribute selection box. This field is optional, except in the case of Type = Bound List, in which case you must enter in a list of possible values for the user to choose from.

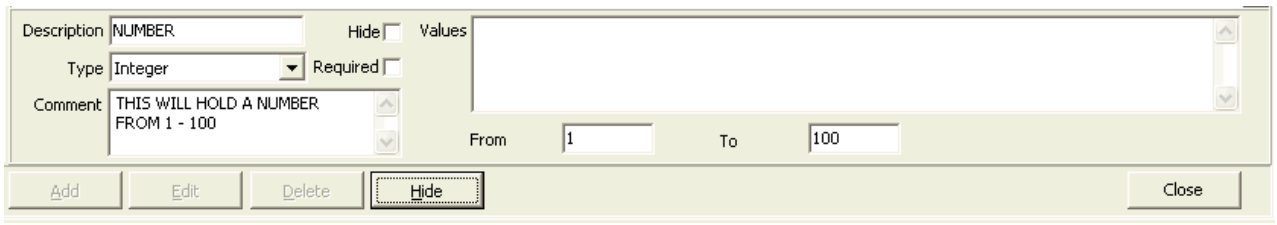


There are 6 attribute types available:

1. Unbound List: Unbound list will create a drop down list for the user to select what value to choose as well as being able to type in their own values if none of the values are appropriate. You can type in a list of suggested values, or you can leave it totally blank.



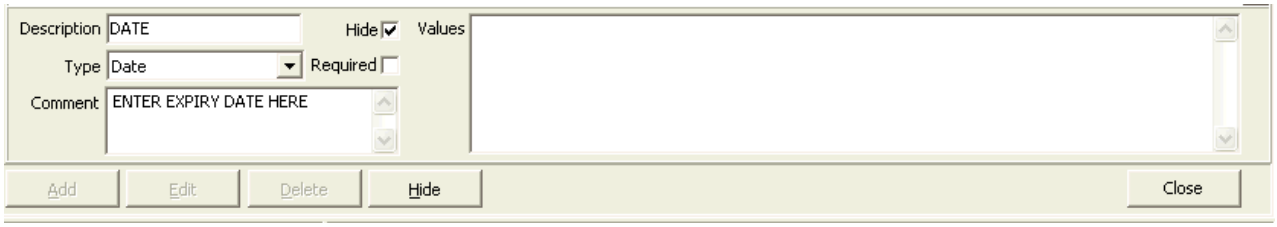
2. **Integer**: Data Type Integer means that the user needs to enter a whole number (i.e. no decimals) numeric attribute. In this case, Values is where you may enter in a default value for the attribute (here it is 2) and range is if you want to limit the number the user enters to a minimum and maximum value.



3. **Real**: Real data types are for numbers that require decimal points. You can apply an optional 'mask' from the drop down menu to further validate the values entered by the user. For example, a mask of #.## will only allow the user to enter in numbers with 2 decimal place , and -#.### will only allow your users to enter in a negative number rounded to 3 decimal points.



4. **Date**: Choosing Date data type means that you need to put a date in as an attribute value.



5. **Checkbox**: You should use Checkbox data type for attributes that will have a true or false value, for example, fragile: yes/no.

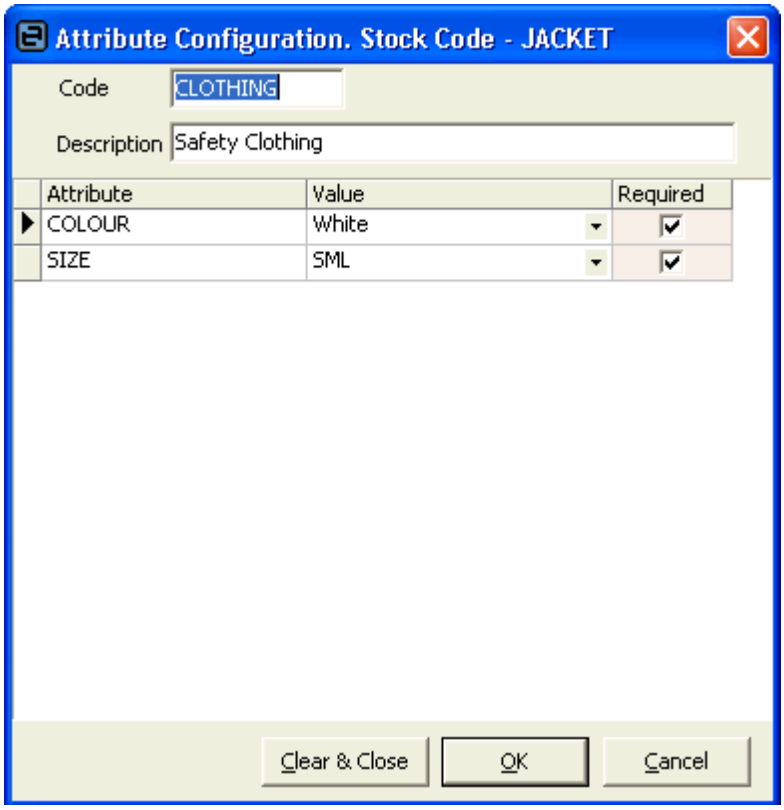


6. **Bound List**: Bound lists will create a drop down list of values for the user to choose from, however the user will not be able to type in their own values if none match. You can amend your values at any time.

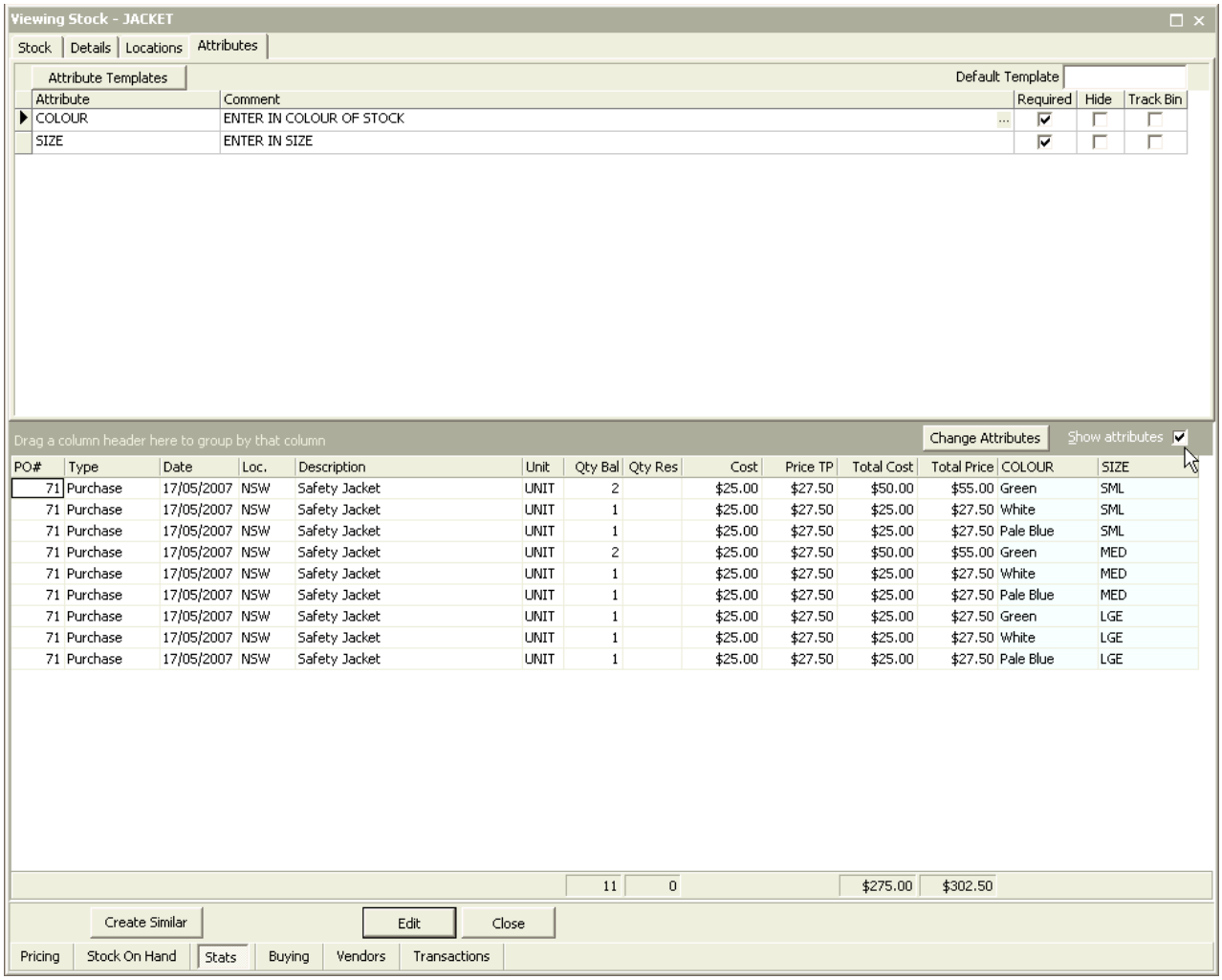


Attribute Selection can now be done "in advance" from the Job Form – that is, you can effectively pre-select the Stock Attributes you would like to sell – and this information will come forward into the Purchase Order.

The Attribute Configuration grid and Attribute Template grid ensures all users can only select and sell specific attributes for specific stock.

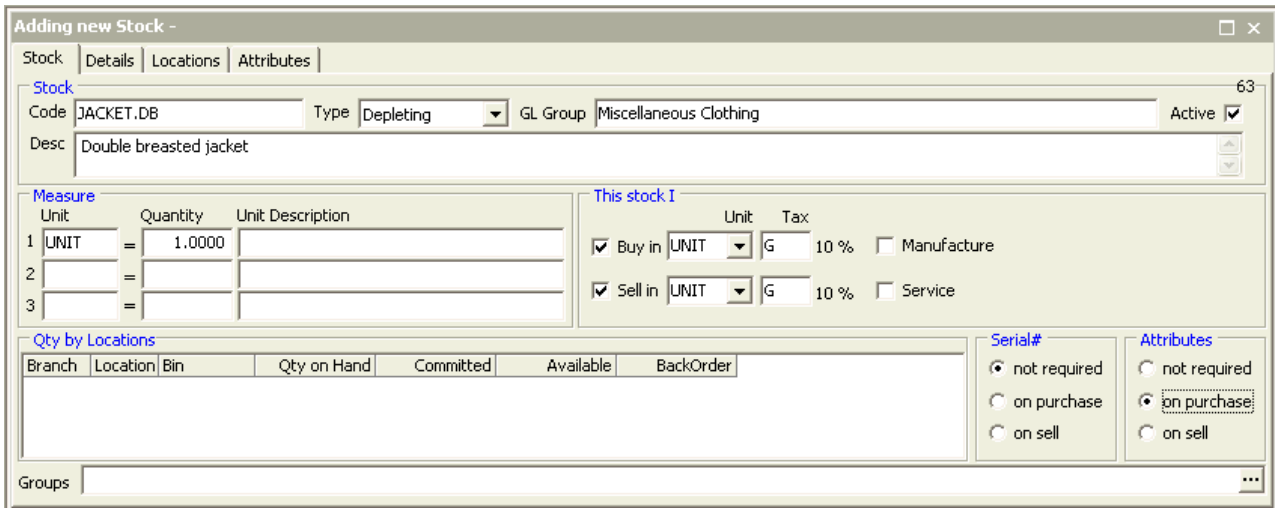


The Stock Form STOCK ON HAND and STATS tab can be set to "show attributes" or not.



8.13.2 Adding Attributes To Stock

Adding Attributes to individual stock lines:

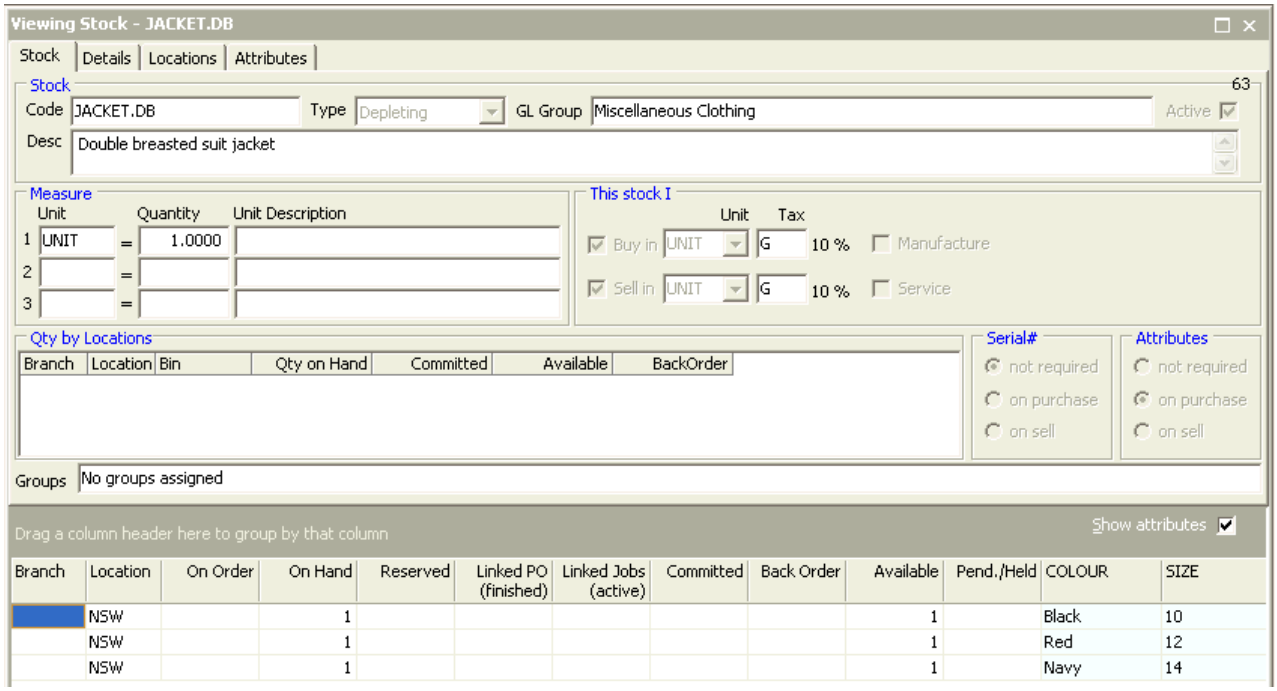


To apply the attributes that you have set up, you need to create a stock (Jim2 will not allow you to change your

attribute settings once you have started transactions for a stock). It pays to think long and hard about whether you will need attributes in the future and how you would like to use them! There are 3 possible Attribute setting choices:

- Attributes not required is the default setting for stock, and it means that you will not be prompted to enter attributes for this stock.
- Attributes on purchase means that you will need to enter in attributes for this stock at purchase time, on the purchase order stock line, and also select stock with particular attributes on sell.
- Attributes on sell means that you will buy in 'generic' stock, and will enter in attributes to identify your stock on the job order stock line when selling. Obviously you will need to look at and plan your business processes to decide which option is best for you.

Once you have clicked on either Attributes On Purchase or Attributes On Sell, then the Attributes tab will appear. If you have selected to use attributes (either Attributes on Purchase or Attributes on Sell) you must select at least one attribute to use from this list. You can always add more later, or delete an attribute provided that you have no active orders open with that stock.

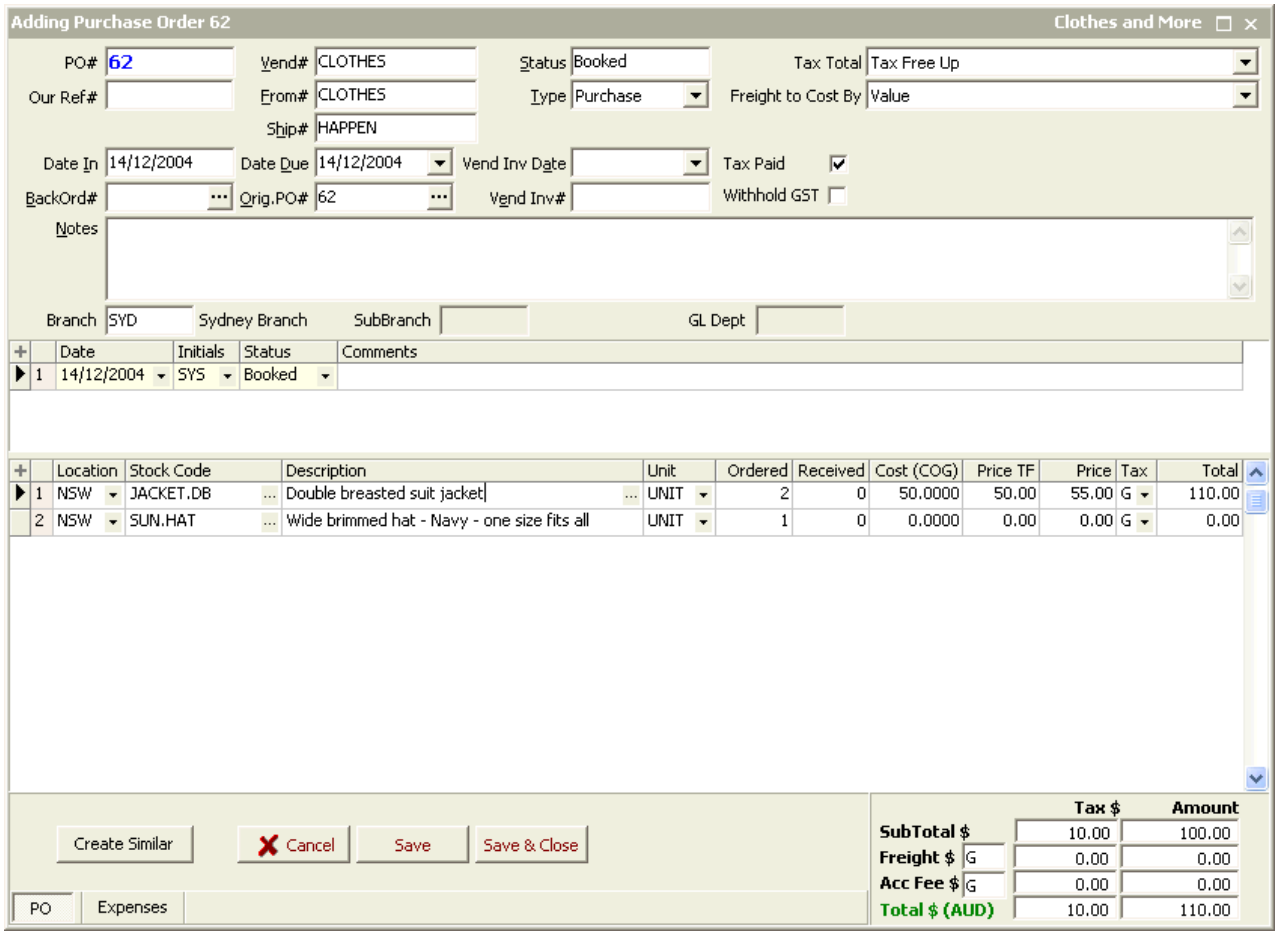


Remember the HIDE and REQUIRED checkboxes from Attribute Setup? Here you can specify for individual stock whether you want that particular attribute to show up for that particular stock on the invoice, and also whether you want to make entering it compulsory. So from this screen, check all the attributes that you would like to use, as well as whether you would like them to be required and/or hidden. For example, in this screenshot for this particular stock we have said that we would like to use the attribute colour and size, and also make them compulsory, an optional attribute of date, and also that we would like a compulsory attribute of test that we would not like to show up on our invoices.

Once you have selected all the attributes that you would like, then save your stock.

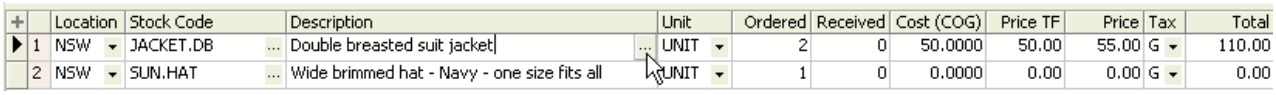
8.13.3 Attributes On Purchase

If you have selected the Attribute On Purchase option when creating your stock, you will need to enter in attributes for it when purchasing, as well as select stock with specific attributes when selling.

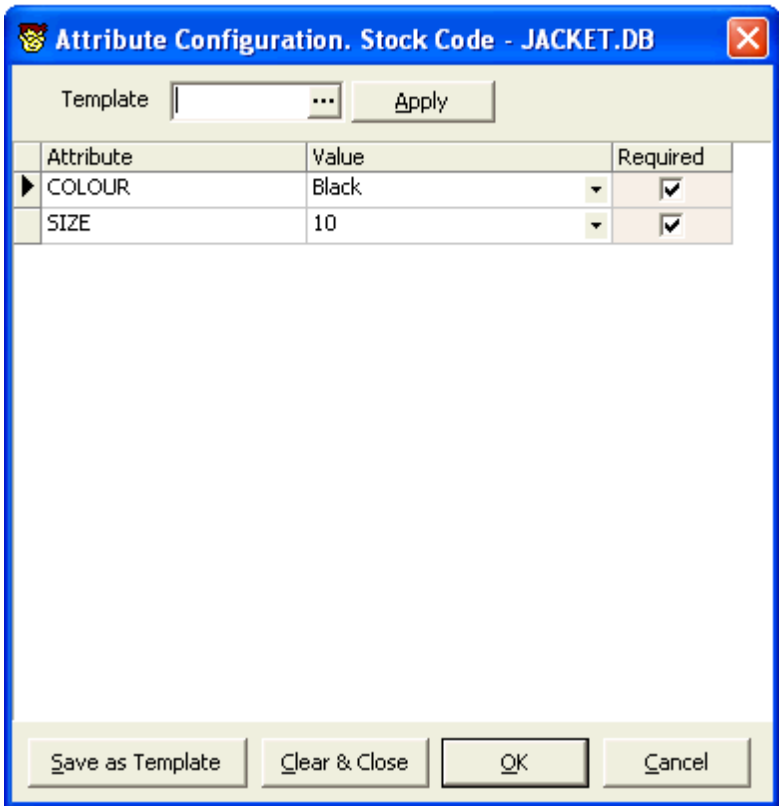


Do you see how in the stock lines, Stock code JACKET.DB has an ellipsis ... button in the Description field, whereas SUN.HAT, a straight depleting stock doesn't? This is Jim's way of telling you that there are attributes that apply to this stock, and you should apply them in the purchase order

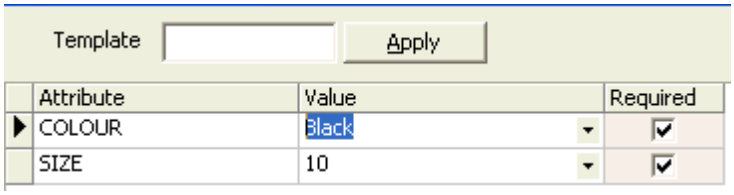
You can do this by clicking the ellipsis ... button on the stock line (next to the description field.



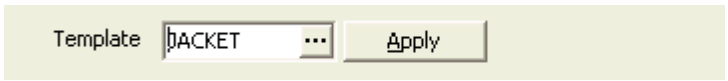
And we come back to the Attribute Configuration window! This time however you will notice some additions: the Save as Template button which will allow you to save your Attribute value selection as a template, and the Template Apply option that will let you apply previously saved templates for this stock.



You may enter in attributes manually; by just selecting/typing in values and then clicking okay, but this time we've decided that we would like to apply our previously created template of Jacket for this stock. You can enter in the name of the attribute template if you know it:



Or you can click on the ellipsis ··· button to search for attribute templates available for this stock, highlight the desired template name, and then click OK to select it.



When you have entered your template name, click APPLY for Jim2 to apply the template values to your stock.

To view the attributes you have just entered, you have to be in order view mode as opposed to order edit mode., so click on the SAVE button to save your order. Your PO is now ready to finish off and invoice.

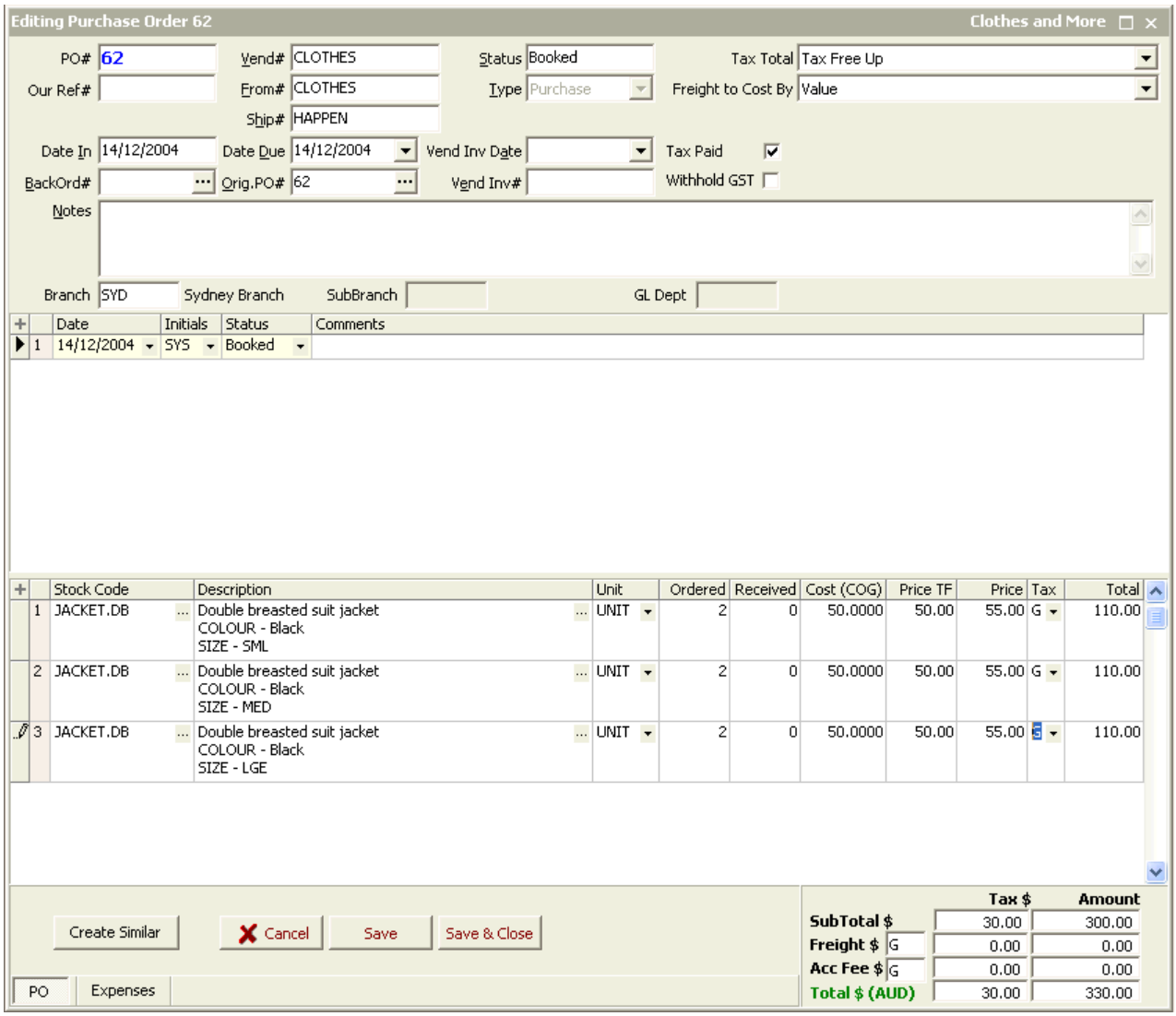
	Stock Code	Description	Unit	Ordered	Received	Cost (COG)	Price TF	Price	Tax	Total
1	JACKET.DB	Double breasted suit jacket COLOUR - Black SIZE - 10	UNIT	2	0	50.0000	50.00	55.00	G	110.00
2	SUN.HAT	Wide brimmed hat - Navy - one size fits all	UNIT	1	0	0.0000	0.00	0.00	G	0.00

If you forget to apply attributes, and try to finish off a PO, Jim2 will alert you with an error message, along with the stock requiring attributes.

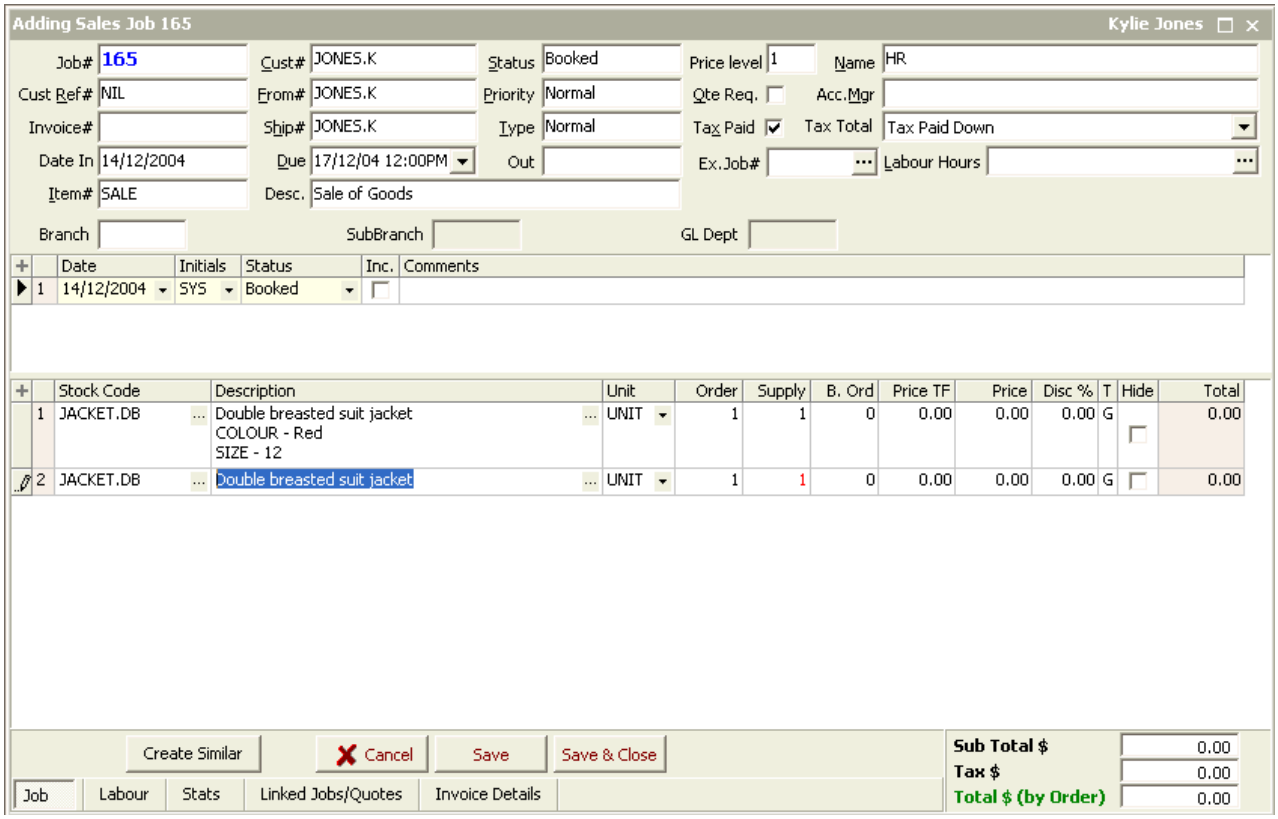


You can only enter one set of attributes per line – this applies to both purchase and sales orders.

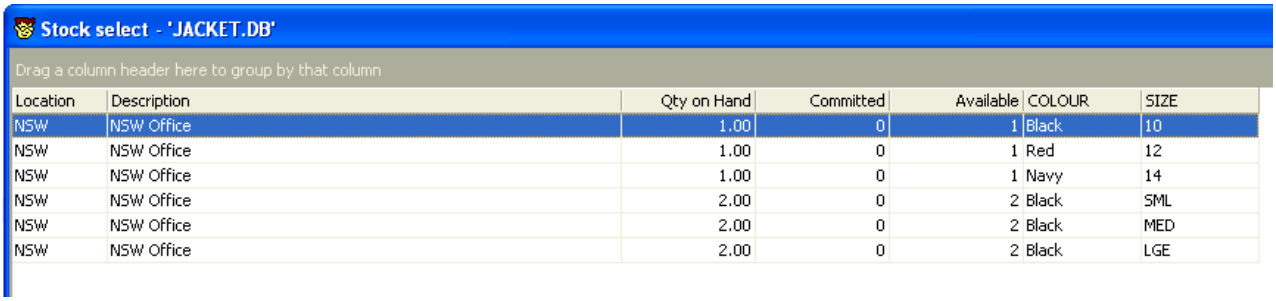
For example, if we were buying 5 red jackets and 5 black jackets, they will have to be entered in Jim2 like so:



Selling Stock with Attributes on Purchase



When you have stock that you have entered in attributes for on purchase, you must select which stock with which attributes you are going to sell out on the sales order. Here we have 2 jackets on a sales order (JACKETS.DB remember, being created as an Attribute On Purchase stock). Before Jim2 will allow you to sell your jacket, you must click on the ellipsis ... button to select what stock with what attributes you are selling:

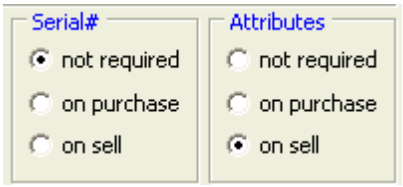


So when we look up on Attributes we can see that we have 7 jackets available in black, 1 available in red and 1 jacket available in navy. Note that because we entered our attributes on purchase, all this screen lets us do is highlight the lines with different attributes, and not actually enter in any new attributes.

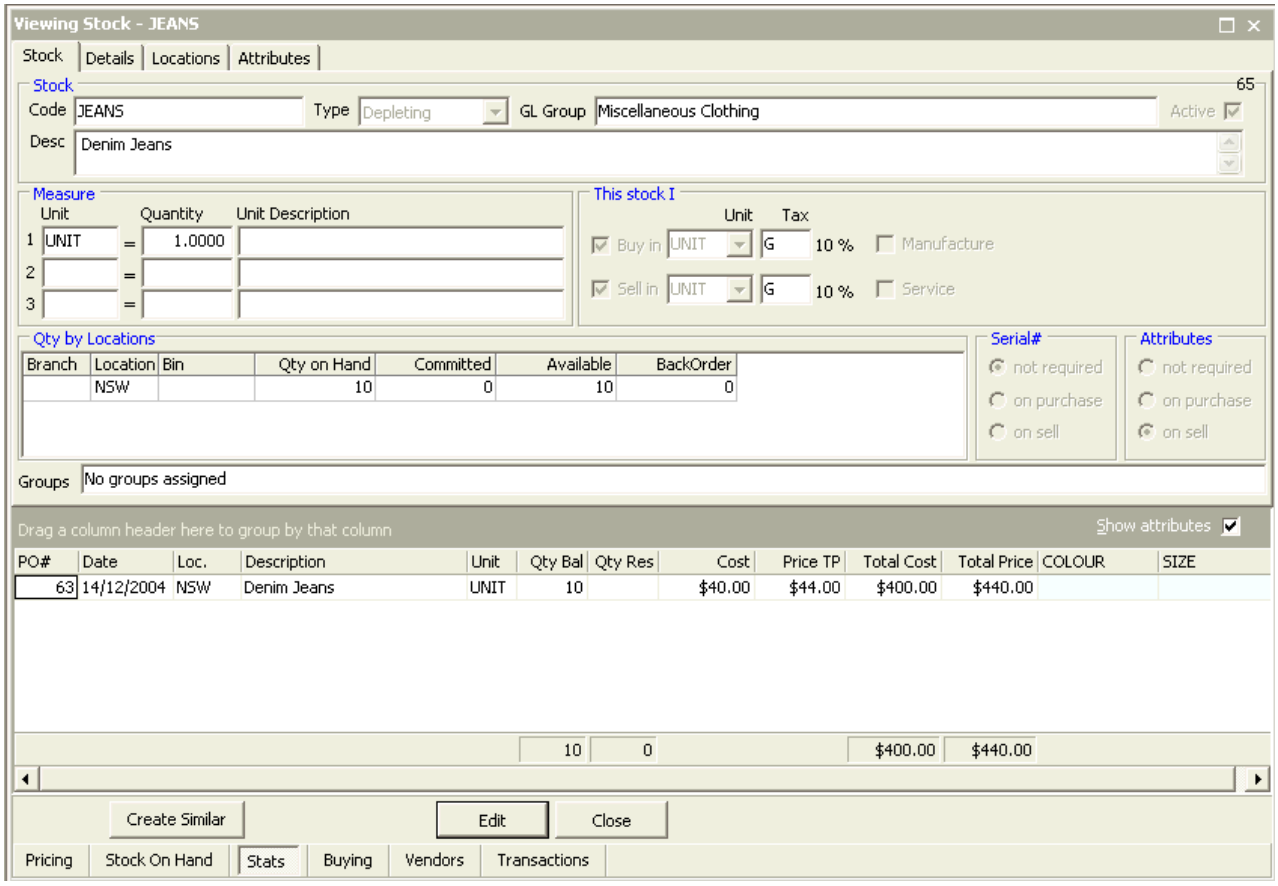
Once we have chosen the attributes, we are able to invoice the stock out correctly.

8.13.4 Attributes On Sell

Selecting attributes on sell means that you will be able to purchase as normal, but will enter in attributes when you are selling stock.

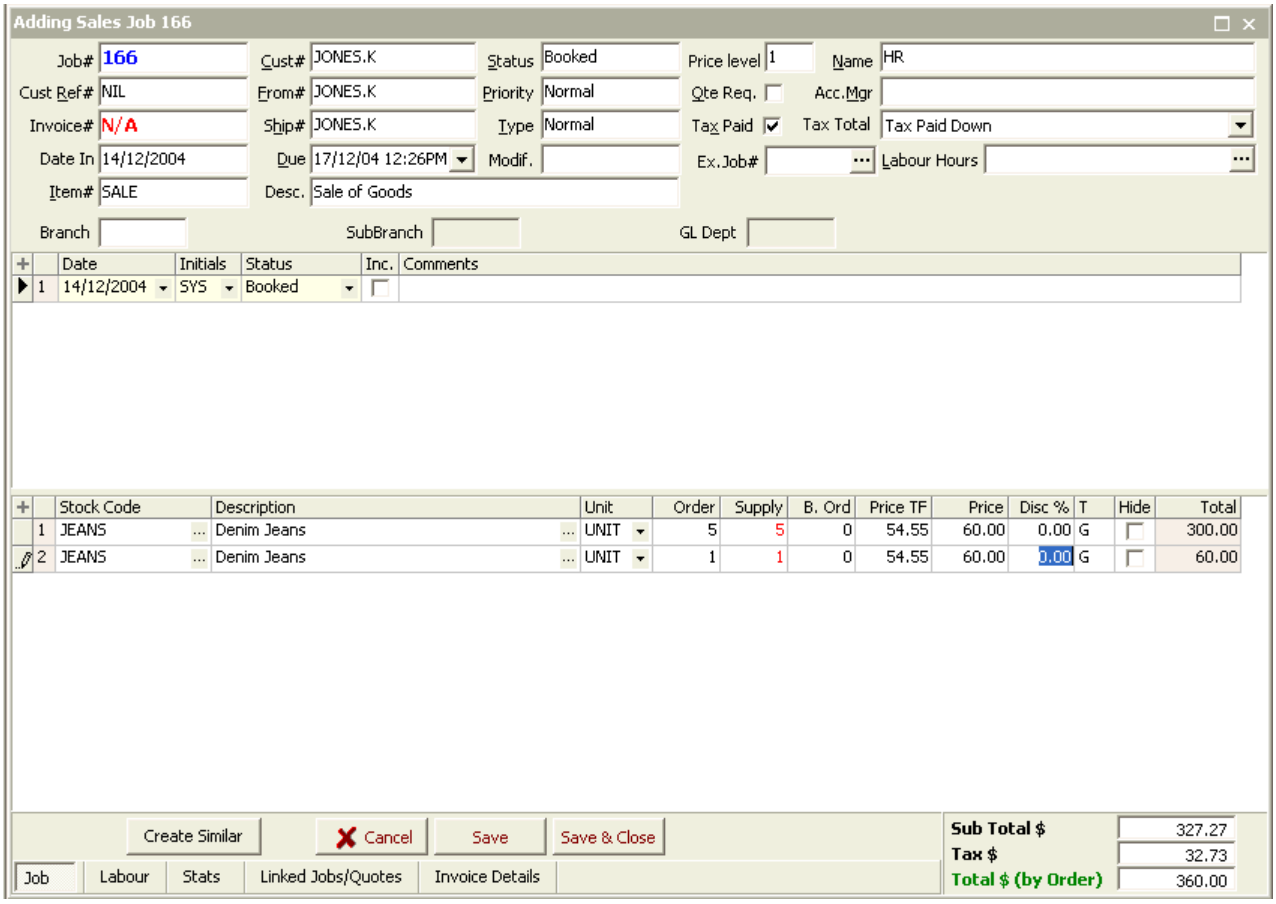


Let's create a new stock of Jeans, with no serial required, and attributes (Colour and Size) required on sell. Keep in mind that even though we won't be using attributes until on job orders, we still need to set them up! (By going to the Attributes tab and adding attributes) We purchased 10 pairs of jeans and we are now viewing the buying tab on stock:



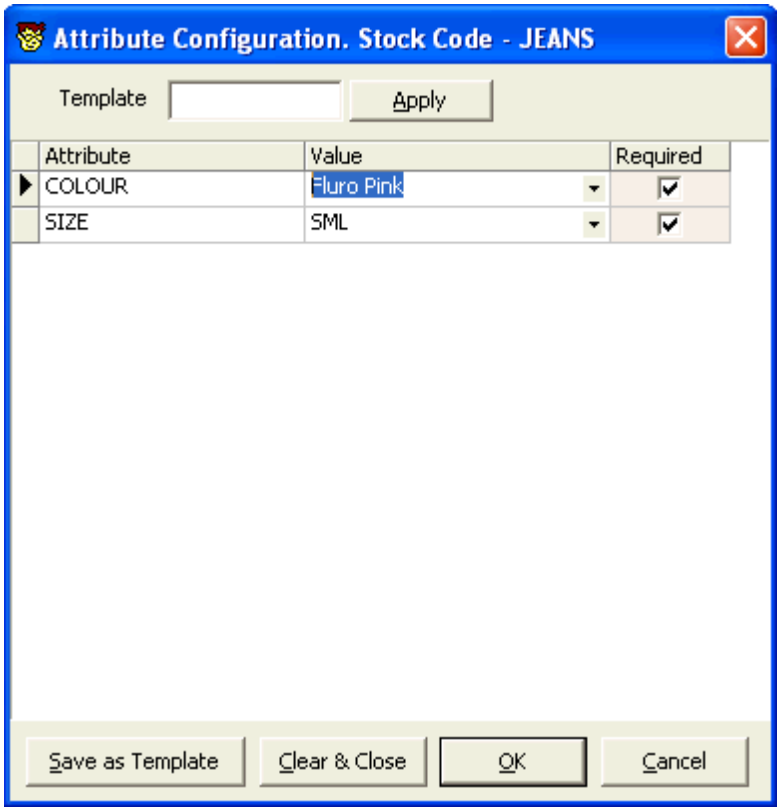
Jim2 - Stock with no Attributes on Purchase

Notice that even though Jim2 recognizes that we have attribute functionality applying to the stock, because we have purchased it with no attributes, the attribute columns show up as blank. Now let's try to sell our stock Jeans. In this example we want to sell 5 pairs of blue jeans, size 10 and 1 pair of black jeans, size 12.

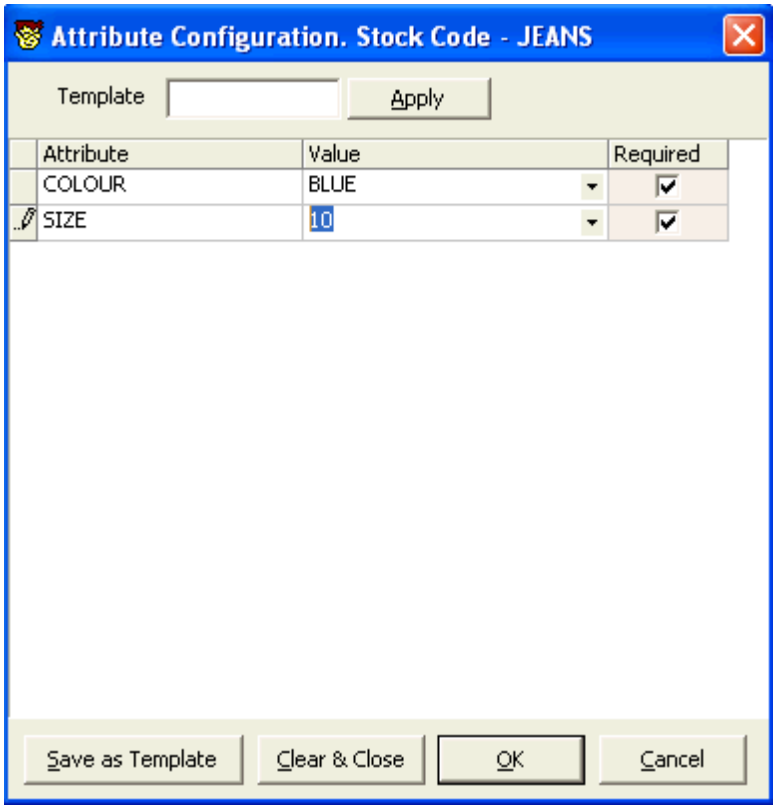


Jim2 - Stock with Attributes on Sell

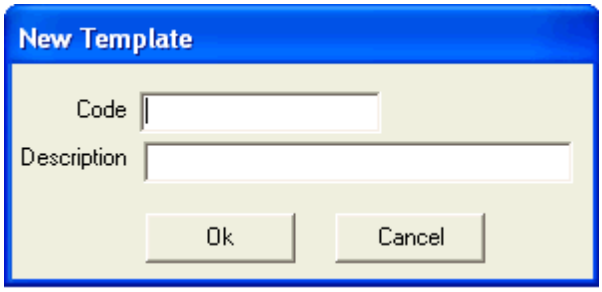
We will need to click on the ellipsis ··· button to select attributes for the first line to get the attribute entry window:



There are no attribute templates set up for Stock Code Jeans, so we will need to type in our attributes manually.



However, after we enter in our values, we have a choice to save them, (for example if this was a particularly popular combination of values) as an attribute template by clicking Save as Template. Let's save 'Size 10 Colour Blue' as a template.



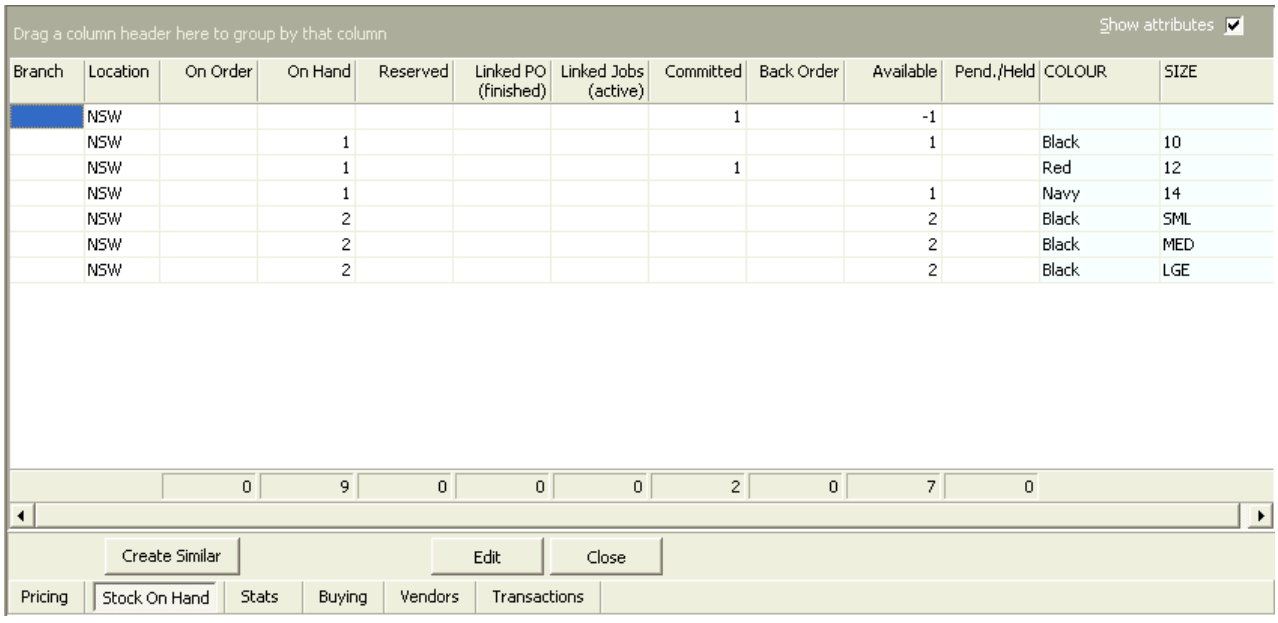
You will be prompted to enter in a name for your new template, as well as a more lengthy description. Then click OK. Now we follow the same procedure to enter in our attributes for the pair of black size 12 jeans in the 2nd line.

	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
1	JEANS	Denim Jeans COLOUR - BLUE SIZE - 10	UNIT	5	5	0	54.55	60.00	0.00	G	☐	300.00
2	JEANS	Denim Jeans COLOUR - Black SIZE - 12	UNIT	1	1	0	54.55	60.00	0.00	G	☐	60.00

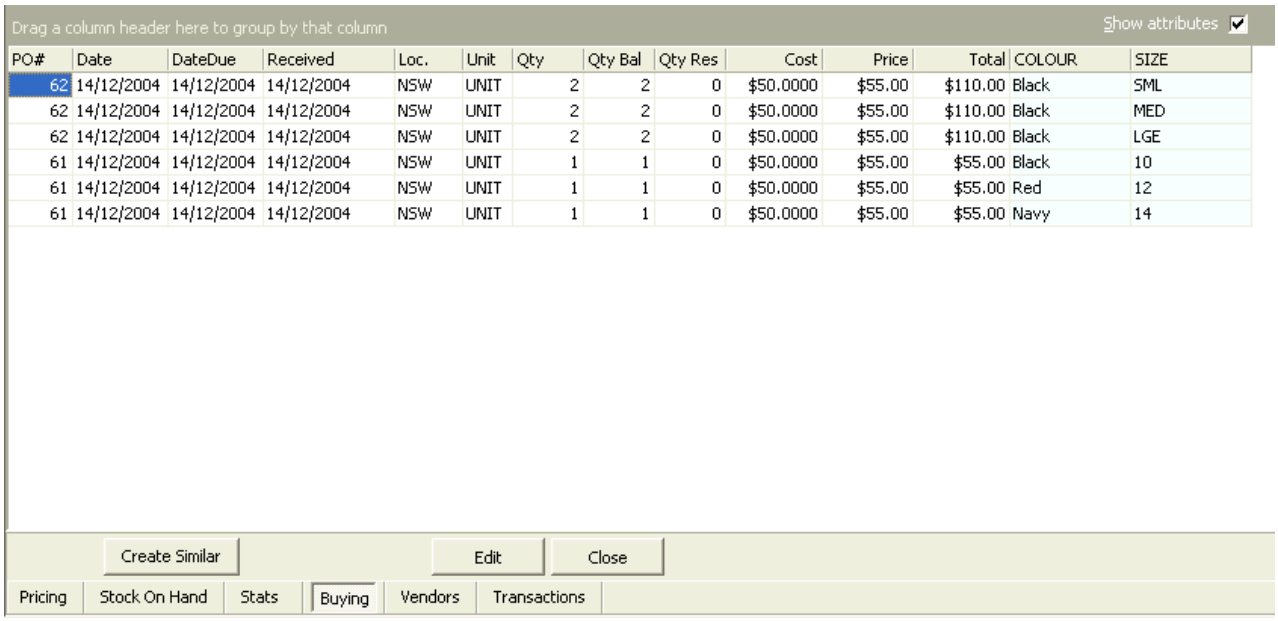
Now we can hop out of edit to see the attributes we have entered. This job is ready to finish off and invoice.

8.13.5 Viewing Attributes SOH

You can look at what attributes your stock on hand have (this is assuming of course your stock has been designated Attributes On Purchase and they are entered in the system.) Simply navigate to the appropriate stock card:



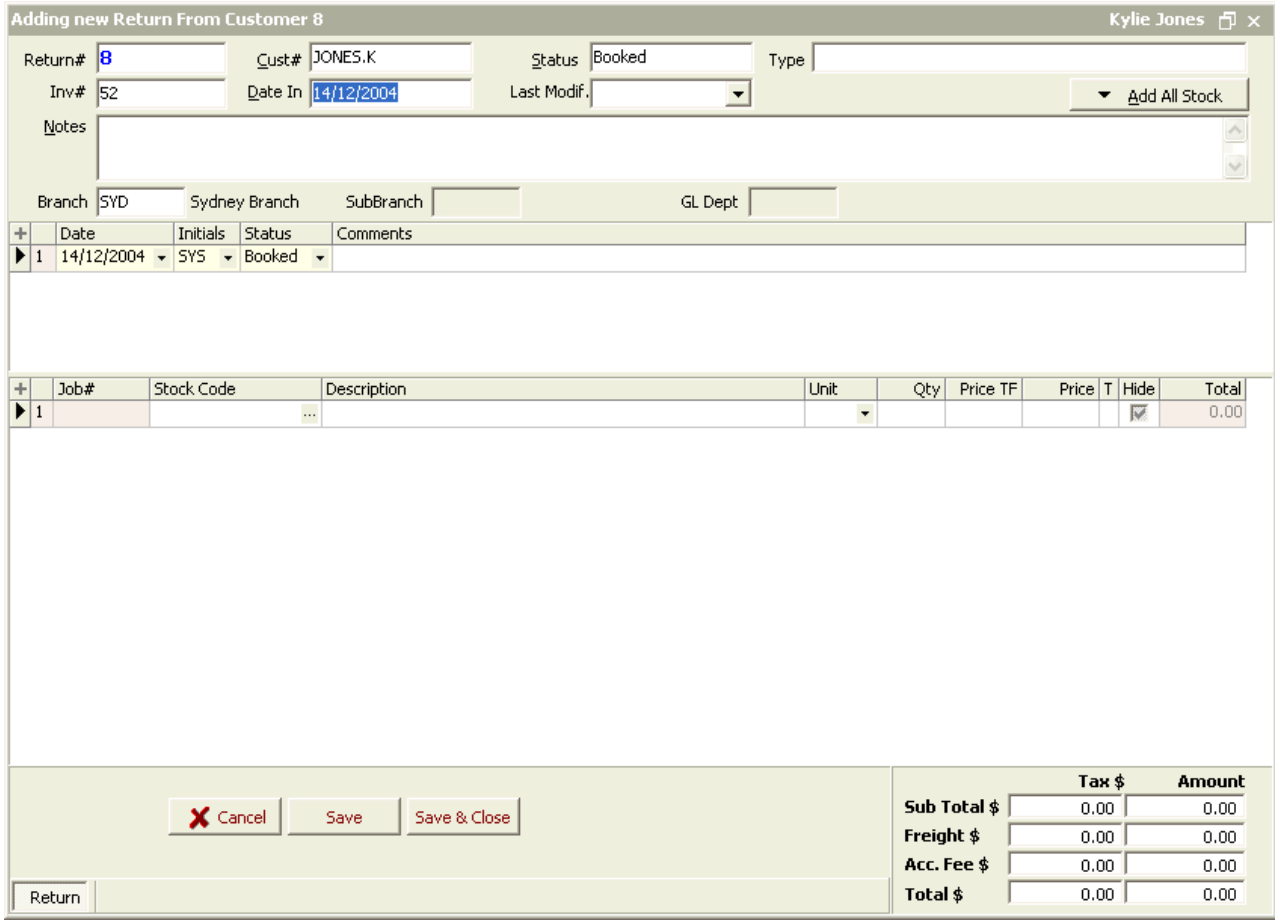
Can you see the Show Attributes checkbox? If we click on this and scroll our screen to the right, we will see that Jim2 has added a few extra columns to our lines:



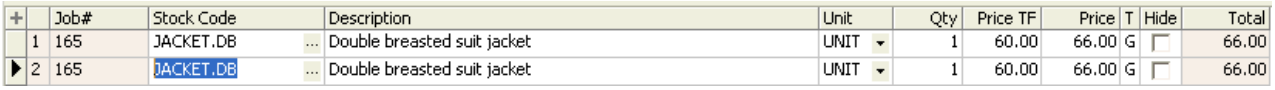
You can also view attributes from the Buying and Stock On Hand tabs.

8.13.6 Returns & Attributes

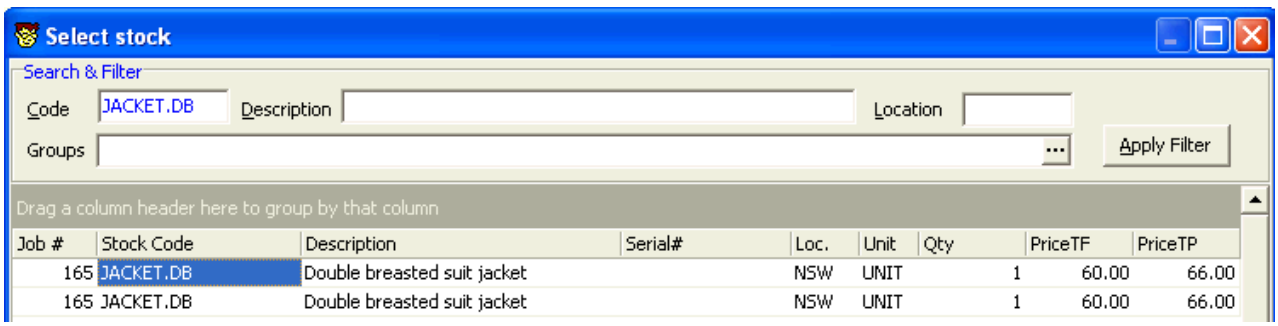
Making a customer return for stock with attributes is easy: simply add a new customer return from Jobs/ Return From Customer/Add.



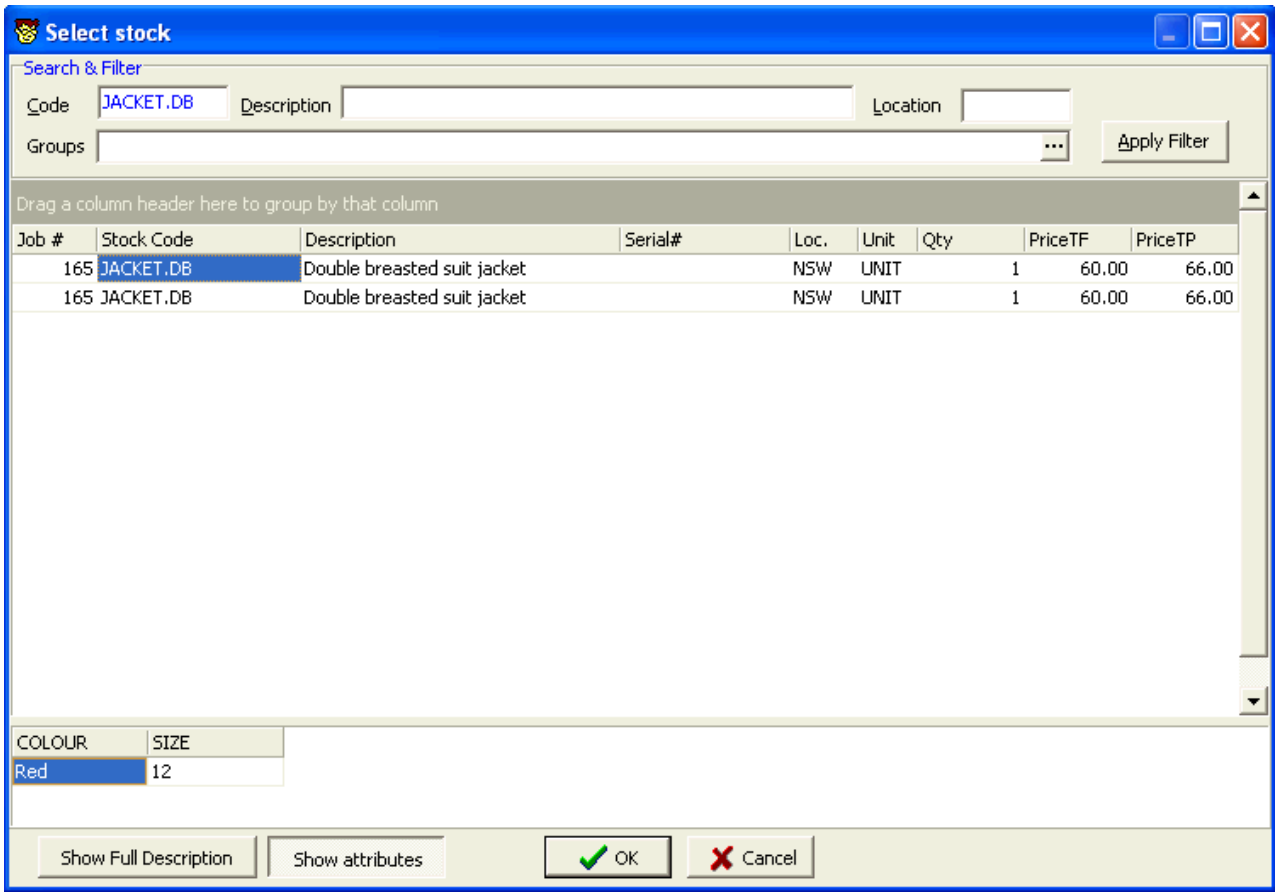
Enter in the invoice number, and Jim2 will auto fill in the customer name. From here you may enter in individual stock items, (and select the attributes for them), or select Add All Stock, in which case Jim2 will add in all the stock lines with attributes.



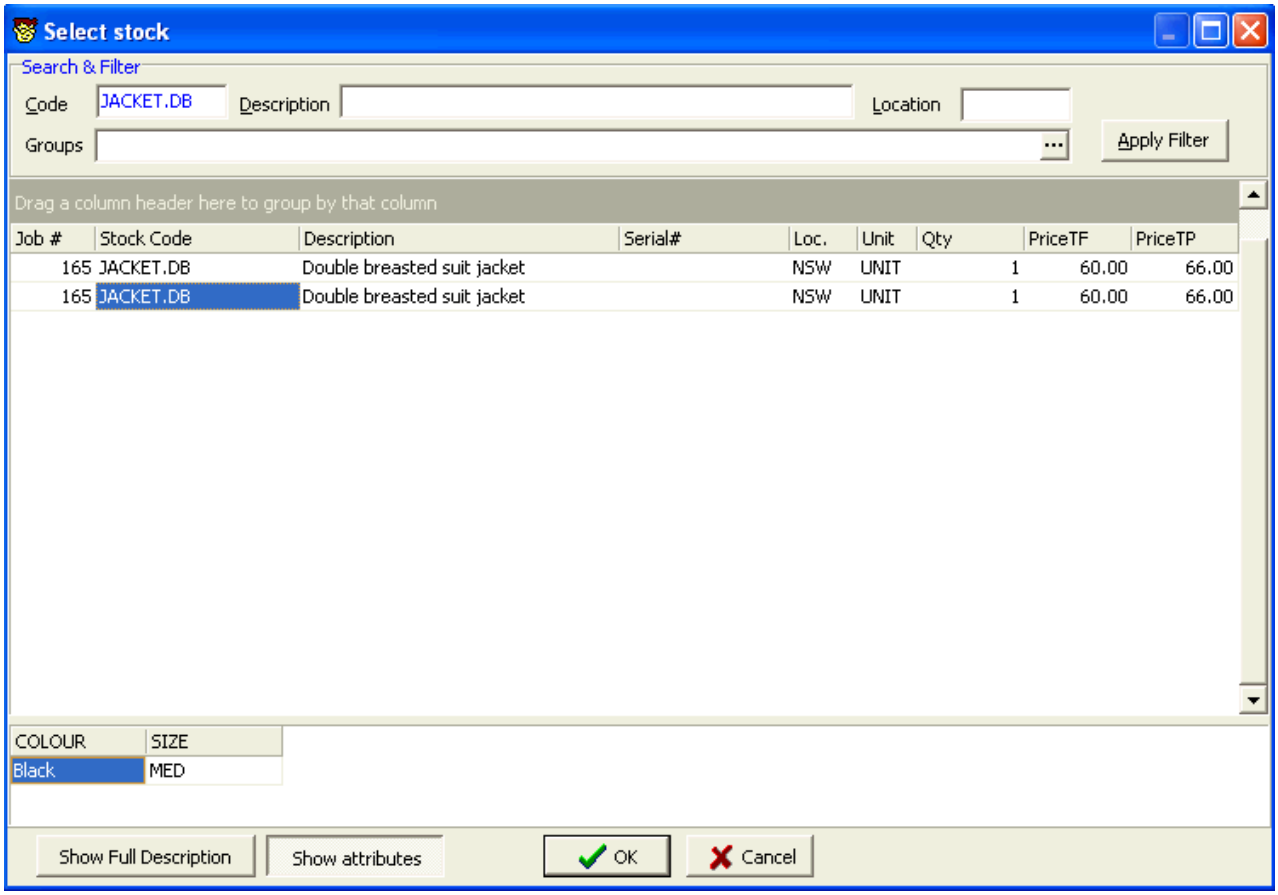
We want to enter in our stock manually (The customer only wished to return 1 jacket), so to look up the stock codes, click on the ellipsis ... button in the stock code field.



A window will pop up with all of the stock lines on the invoice. But when we have two stock lines with the same code but different attributes, how can we be sure we are selecting the right line? By clicking the Show attributes button it will show you the attribute values of the stock:



When we highlight the first line, it says there is one jacket, colour red, size 12 available for return.



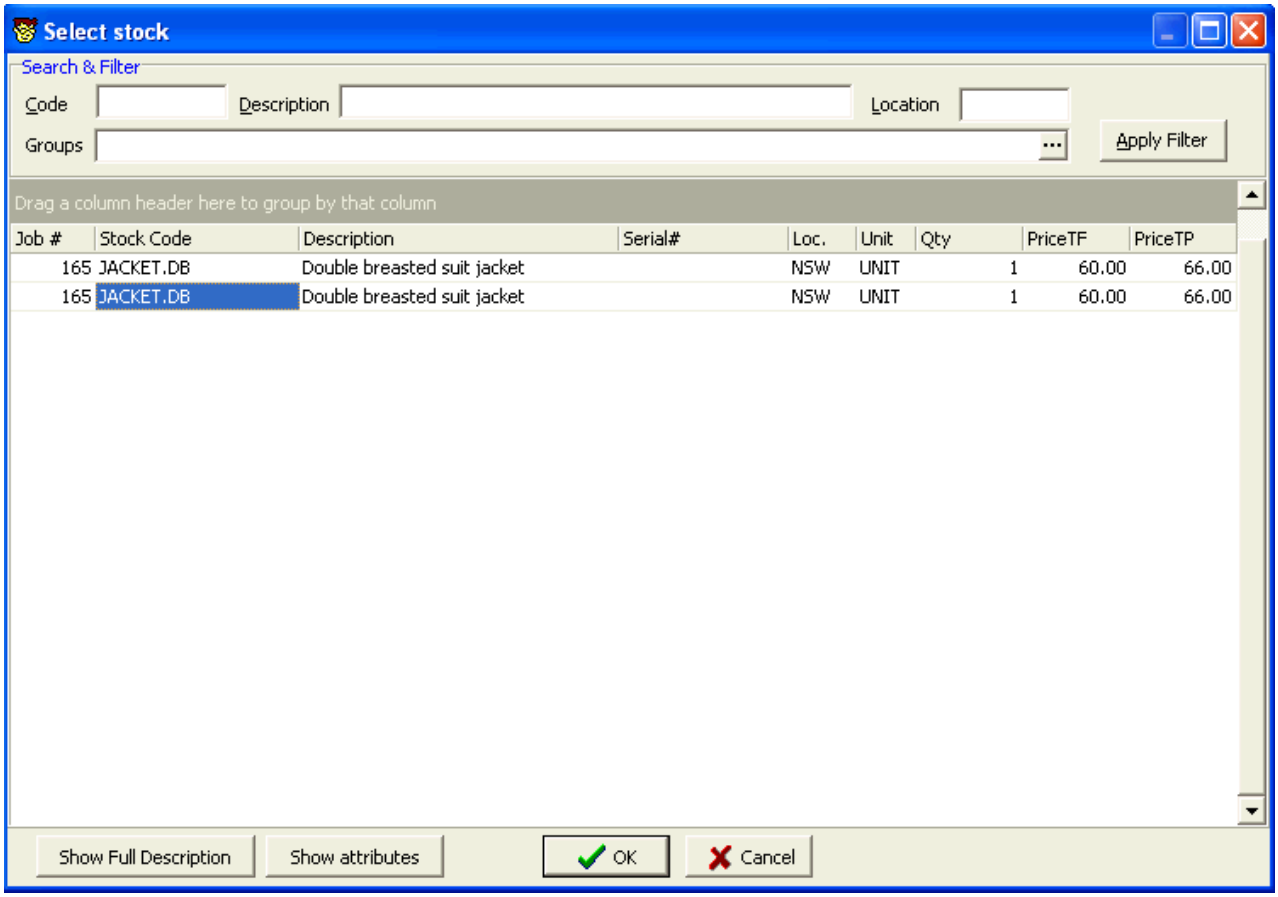
When we highlight the second line, it says that there is one jacket, colour black, size MED available to return. So let's select the first line:



Then tab forward and change the quantity:



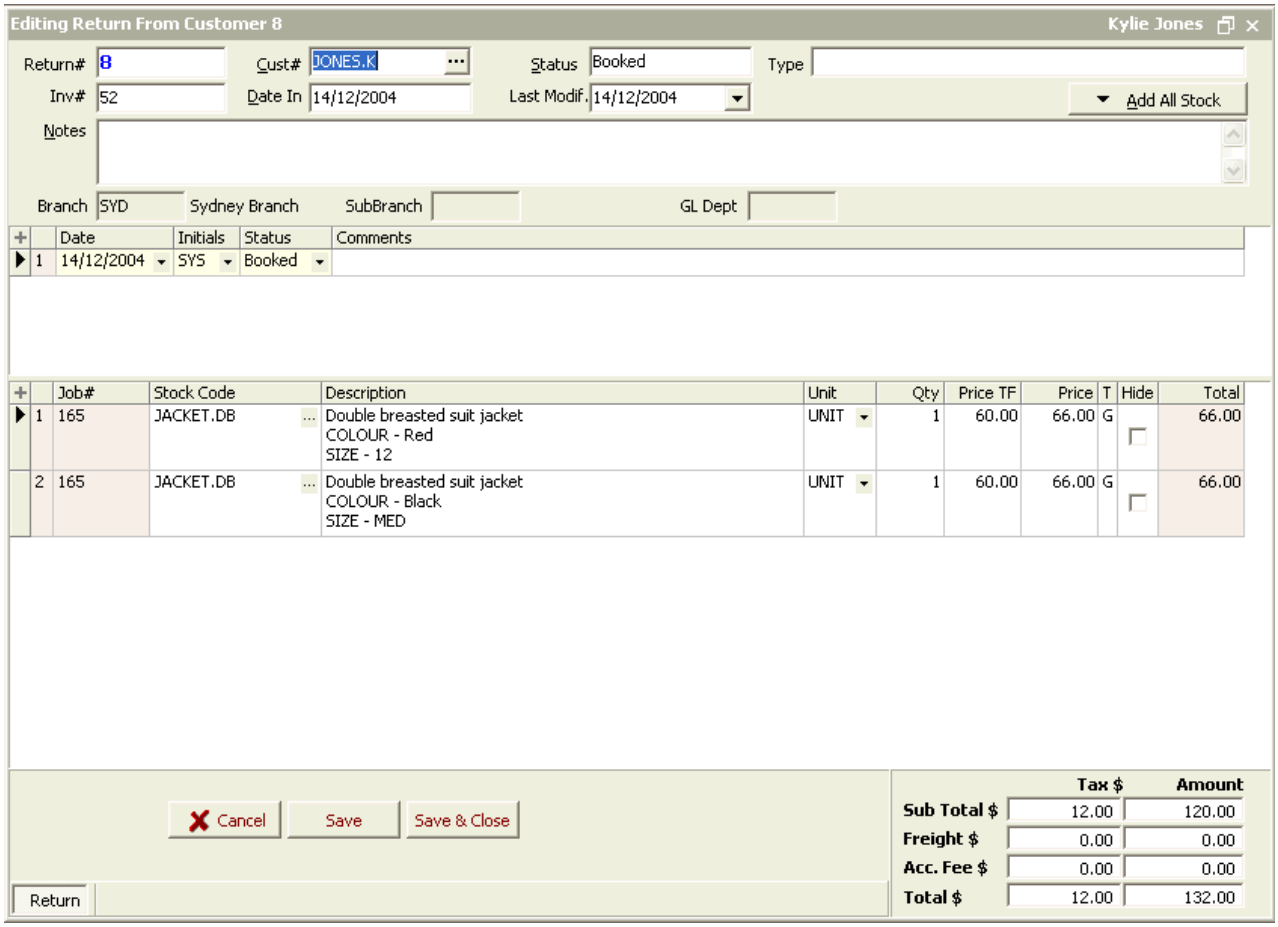
If the customer also wanted to return the Black jacket, size MED, we would just tab to a new line and click on the ellipsis ....



Select the second line and then OK.

	Job#	Stock Code	Description	Unit	Qty	Price TF	Price	T	Hide	Total
1	165	JACKET.DB	Double breasted suit jacket COLOUR - Red SIZE - 12	UNIT	1	60.00	66.00	G		66.00
2	165	JACKET.DB	Double breasted suit jacket COLOUR - Black SIZE - MED	UNIT	1	60.00	66.00	G		66.00

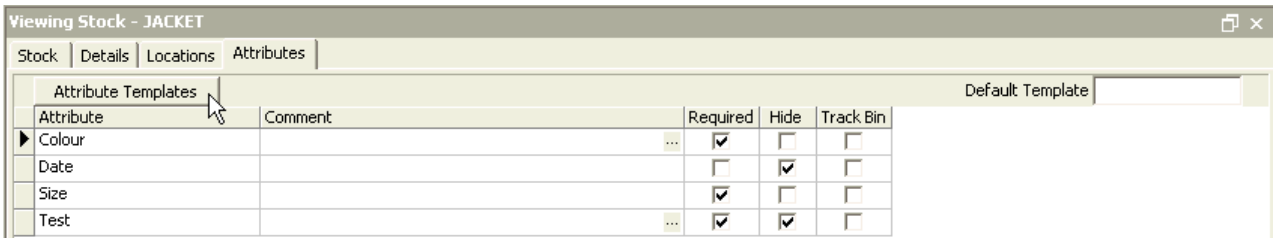
Adjust desired quantity:



And voila, our return from customer is ready to finish!

8.13.7 Attribute Templates

To save time entering in attributes values, you can set up attribute templates that you can quickly apply to a particular stock. You can access attribute templates from the stock (attributes tab), purchase and job screens. This is how attribute templates work:

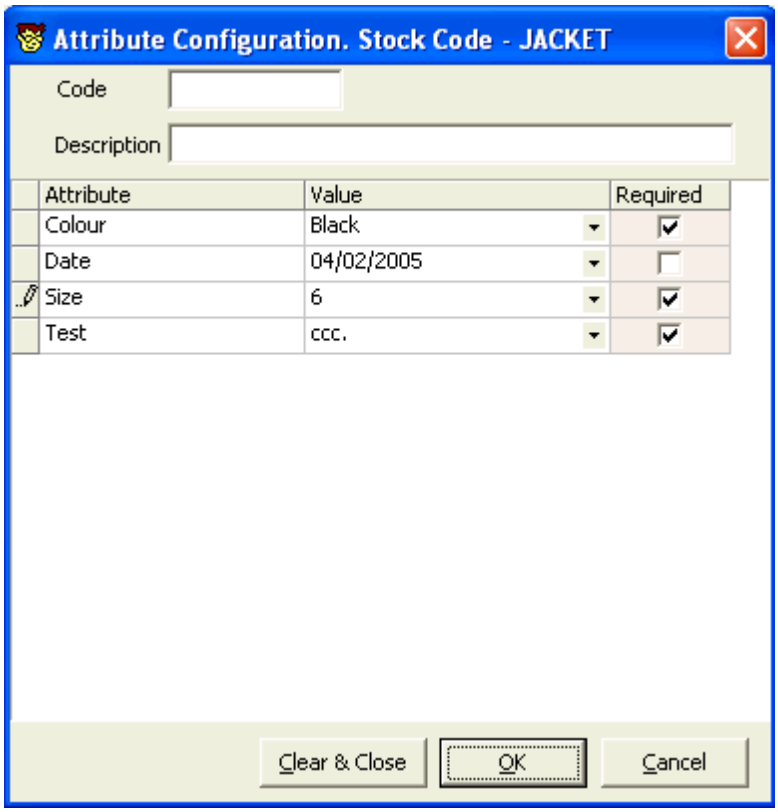


From our stock card for our jacket, we click Attribute Templates.

Code	Decription	Colour	Date	Size	Test
JACKET1	Jacket Size 6 Colour Black	Black	04/02/2005	6	ccc.

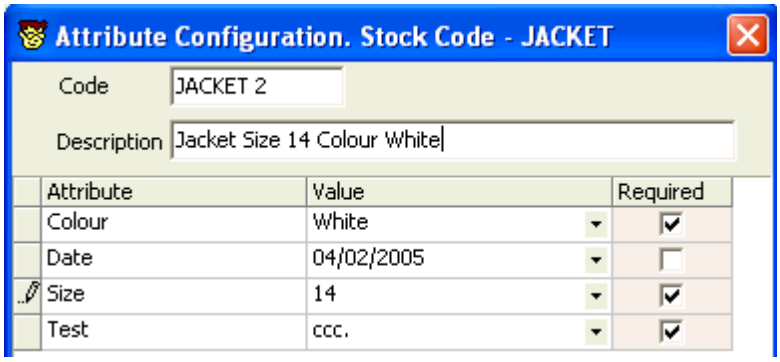
Here we can see that we already have one template set up, called Jacket1, which will auto fill attribute values – Colour: Black, Size: 6, Date: 04/02/2005 and Test: ccc. We are going to create a new template by clicking

on Add.

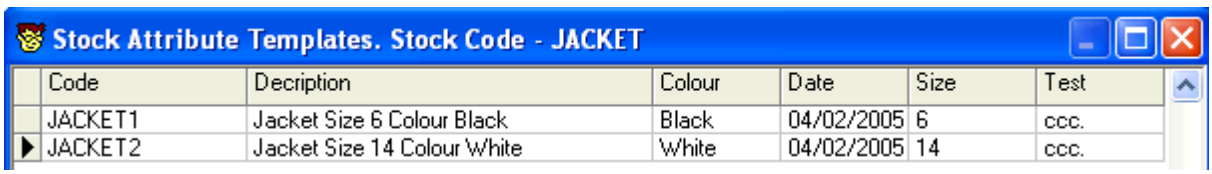


unA

This is the add Attribute Template screen. Notice that the Colour, Size, Date and Test are already filled in, because we set default values earlier.



We are creating another Attribute Template called Jacket2 with attribute values of Colour: White, Size: 14, Date: 04/02/2005 and Test: ccc. We fill in the fields as shown and then click OK to save and close off our window.



We have just created a new stock attribute template! We will learn how to apply our templates later in this tutorial.

8.13.8 Attribute Rules

Possible Attribute Setups (And Some Impossible Ones!)

Attributes can get quite complex, as you can use them in conjunction with serial numbers, and with manufacturing, special and kitting stock as well as 'normal' depleting stock. These are all the possible configurations of how you may use attributes:

SERIAL	ATTRIBUTES
For Stock Type = Depleting	
Not Required	On Sell
Not Required	On Purchase
On Purchase	Not Required
On Purchase	On Sell
On Purchase	On Purchase
On Sell	Not Required
On Sell	On Sell
On Sell	*On Purchase*
For Stock Type = Non Depleting/ Labour/Applies To/Kitting	
Not Required	On Sell
Not Required	*On Purchase*
On Purchase	Not Required
On Purchase	On Sell
On Purchase	*On Purchase*
On Sell	Not Required
On Sell	On Sell
On Sell	*On Purchase*
For Stock Type = Special	
Not Required	On Sell
Not Required	On Purchase
On Purchase	Not Required
On Purchase	On Sell
On Purchase	On Purchase
On Sell	*Not Required*
On Sell	*On Sell*
On Sell	*On Purchase*

* Combinations in *Red Italics* cannot be set up in Jim2.

You will notice that for stock types Non-Depleting/Virtual/Labour/Applies To/Kitting, you cannot have Serials or

Attributes on Purchase. This is because attributes need to apply to a quantity purchased, and Kitted, Applies To, Virtual and Labour stocks are not purchased, and Non-Depleting do not have quantities of stock applied to them. However you may have Attributes on Sell.

8.14 Stock Kitting

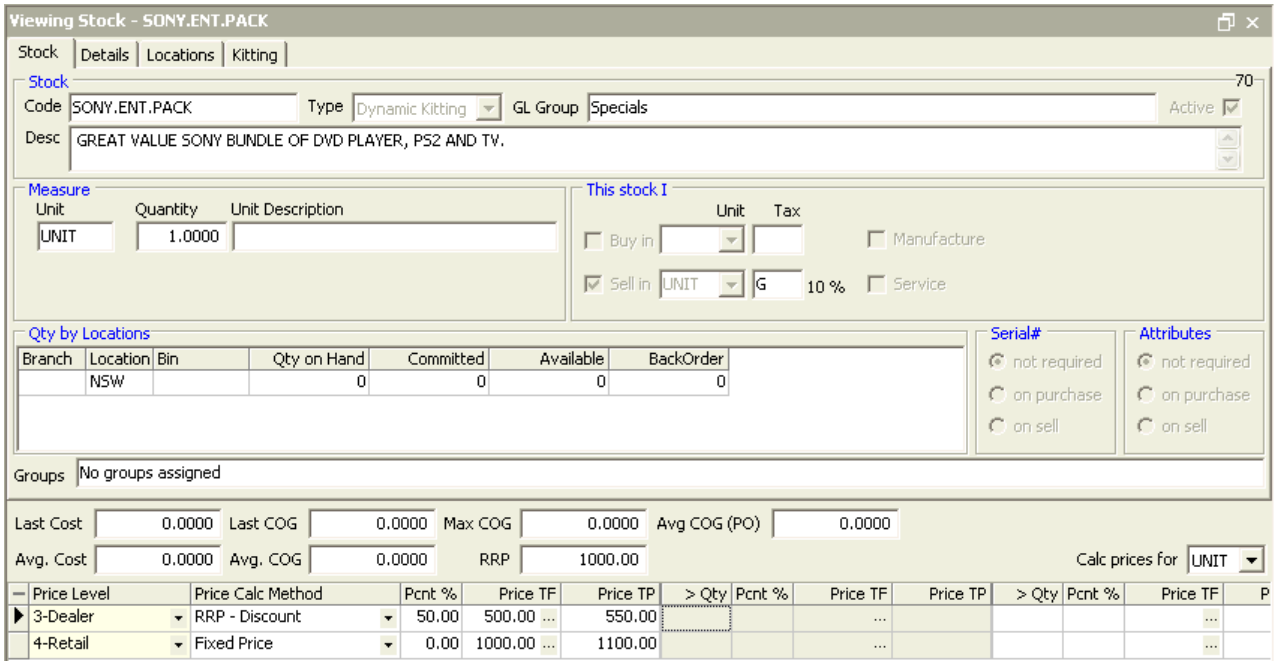
The Least You Need to Know

The kitting functionality in Jim2 allows you to bundle up items for sales in kits. You must create the kit as a stock before you use it, with components, but once made, and on the sales line, you can sell as is, or you can delete/add more components. In kitting you can also set special bundle prices for the overall kit, or how much individual stock costs within the kit. Jim2 will take the price proportions of the stock, and if you then change the price of the kit on the sales order, Jim2 can then adjust the prices sensibly (for example, Jim2 will know that a DVD player is many times more expensive than the DVD it is bundled with). Rules with Jim2 are virtual stocks and kits cannot form part of a kit.

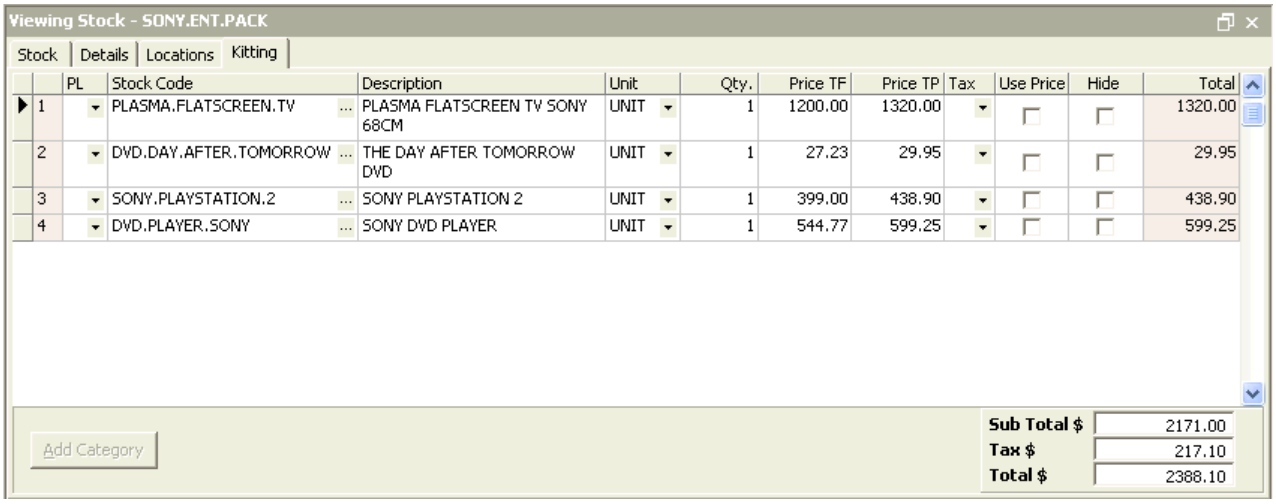
- Creating A Kit
- Kitting Configurator
- Pricing & Kitting
- Multiple Tax Codes in Kitted Stock
- Kitting and Discounts
- Using Kits in Jobs
- Using Kits in Quotes
- Returning Kits
- The Hide Function

8.14.1 Creating A Kit

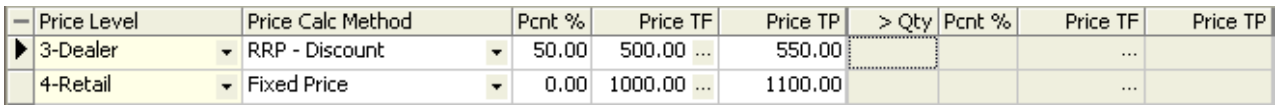
You must actually create a stock with stock type kitting before you can use it. Here we are creating a Kit called SONY.ENT.PACK with a GL group of Specials, and a stock type of Dynamic Kitting. (You will notice that when you select type Dynamic Kitting that a new Kitting tab will appear.) With Kitting stock you cannot have serials or attributes on purchase. You will also notice that the check boxes I Buy and I Manufacture have been fainted out.



This is the kitting tab on which you can enter various stocks that belongs to the kit. You can also delete, and drag and drop extra stocks into the bundle during the sales job.



There are several ways of calculating the total kitting price in Kitting, but the fundamental rule in Jim2 is that you must have prices entered for the stock components to begin with (on the individual stock cards), at the price levels that you would like to sell at. Jim2 needs this information to calculate the "proportioning" of the kit – i.e. to know that the plasma TV is many times more expensive than the DVD. This way, when you then change the price of the overall kit, Jim2 can adjust the prices of the components sensibly.



The first is using price levels. You can select a Price Level (PL), to correspond to a price entered for that stock card, for example, retail, wholesale, and Jim2 will total up the price of the kit using that price for that stock line. Checking the Hide checkbox will mean that line of stock will be hidden on the invoice.

1	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1200.00	1320.00		☑	☐	1320.00

The second is to enter a price that is specific to the stock being used in that kit. Here we are telling Jim2 that for this SONY.ENT.PACK kit, the TV is selling for $1200 within the kit. We also need to tick the Use Price checkbox. If both Price Level and the Price TF columns are filled in (with Use Price checked) then the Price TF price will override the Price Level.

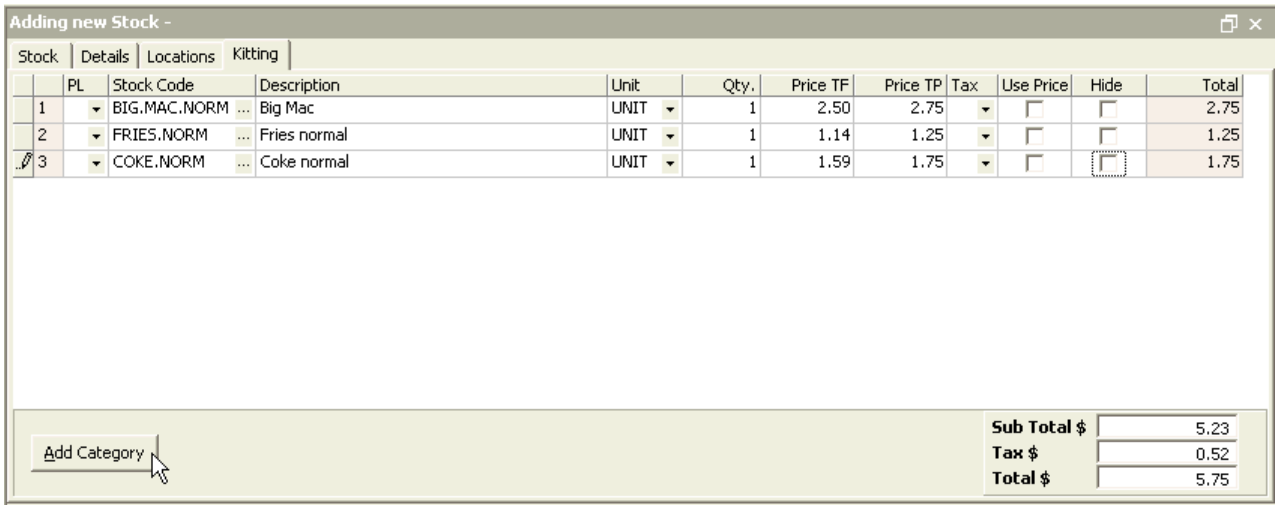
	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1000.00	1100.00	0.00	G	☐	1100.00
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	552.69	607.96	0.00	G	☐	607.96
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	12.56	13.82	0.00	G	☐	13.82
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	183.82	202.20	0.00	G	☐	202.20
5	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	250.93	276.02	0.00	G	☐	276.02
6	.										☑	1100.00

The third is to enter an overall price for the kit. When you enter in an overall price for the kit, this price will override both Price Level totals, and Use Price totals. (Even though you set up the price on the Kitting stock card, like other stock in Jim2 you can set prices on the fly on the sales job line). Once this is done, you can save the stock.

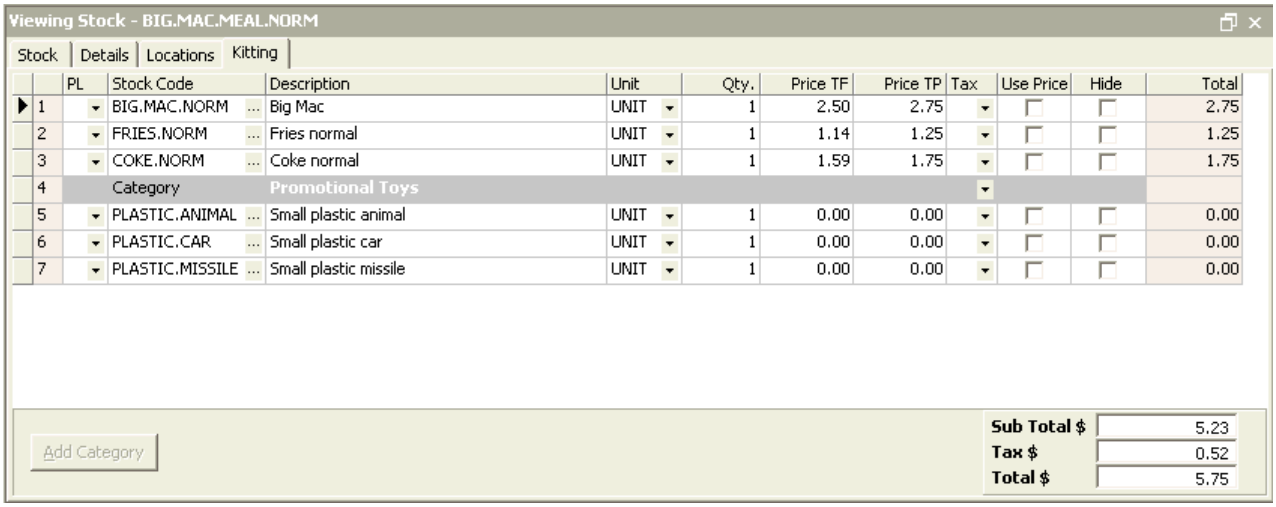
8.14.2 Kitting Configurator

The Kitting Configurator provides an easy 'kitting wizard' that allows you to select from any number of preconfigured kit options. Great for use in the IT industry but suitable for any industry.

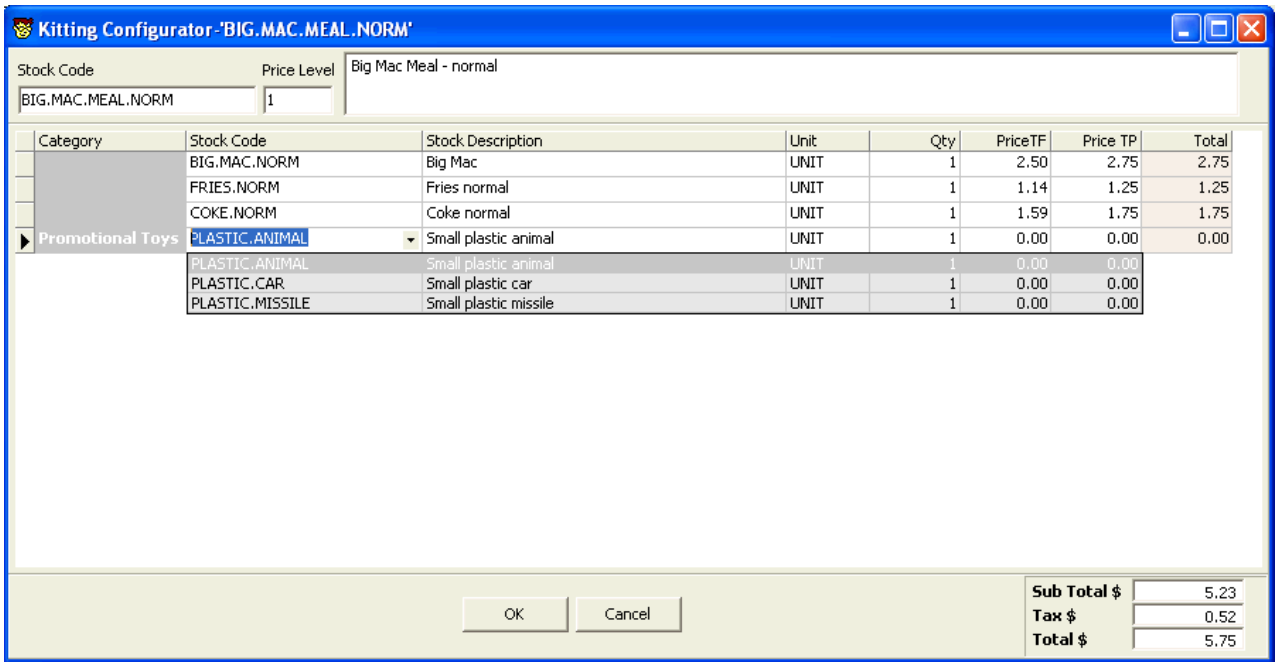
From the Kitting tab click the Add Category button to add a Category and select from the available Categories (Stock Groups).



You can now add any number of stock to that category by simply adding them below the Category header. The first Stock under the Category will be considered the default for that Category.



When adding the kit to a Job/Quote Jim2 BE will detect that there are choices of product in that category (Promotional Toys in this instance) and will automatically invoke the "Kitting Configurator" wizard!



8.14.3 Pricing & Kitting

You can adjust the prices of the stock within a kit, and the price of a kit itself. For example, if we wanted to adjust the price of the plasma TV to $600, you can type it into the line directly.



When you tab forward, Jim2 will recalculate the totals.



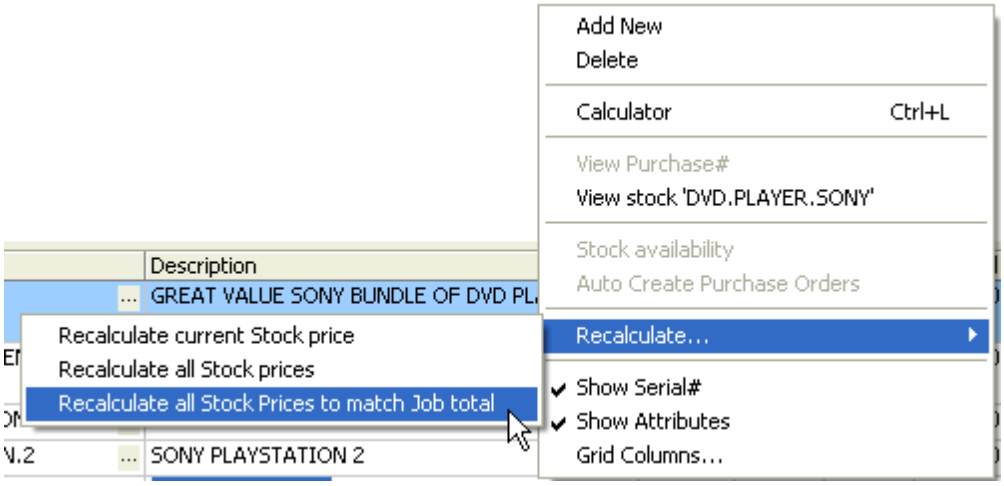
You can also adjust the price of the total kit, by editing the Price TF or the Price field.

1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1047.31	1152.04	G	☐	1152.04
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	600.00	660.00	G	☐	660.00
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	12.56	13.82	G	☐	13.82
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	183.82	202.20	G	☐	202.20
5	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	250.93	276.02	G	☐	276.02
6	.									☑	1152.04

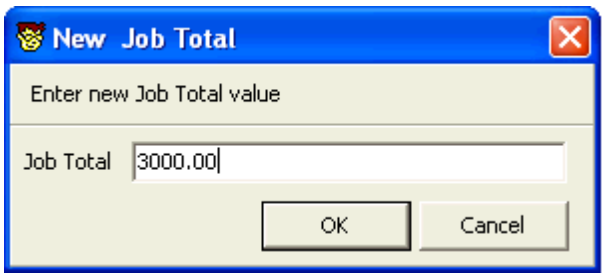
When you tab forward, you will notice that Jim2 will have automatically readjusted all the prices in the kit, proportionately to match the total kit price. Jim2 calculates the price difference by noting the percentage of price change, and then adjusting the price change to this percentage.

1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1500.00	1650.00	G	☐	1650.00
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	859.35	945.28	G	☐	945.28
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	17.99	19.79	G	☐	19.79
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	263.27	289.60	G	☐	289.60
5	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	359.39	395.33	G	☐	395.33
6	.									☑	1650.00

To proportionately adjust the stock to match a job order total (ALL stock, not just the kit), right click on the kit and select 'Recalculate all Stock Prices to match Job total':



Type in the new job total:



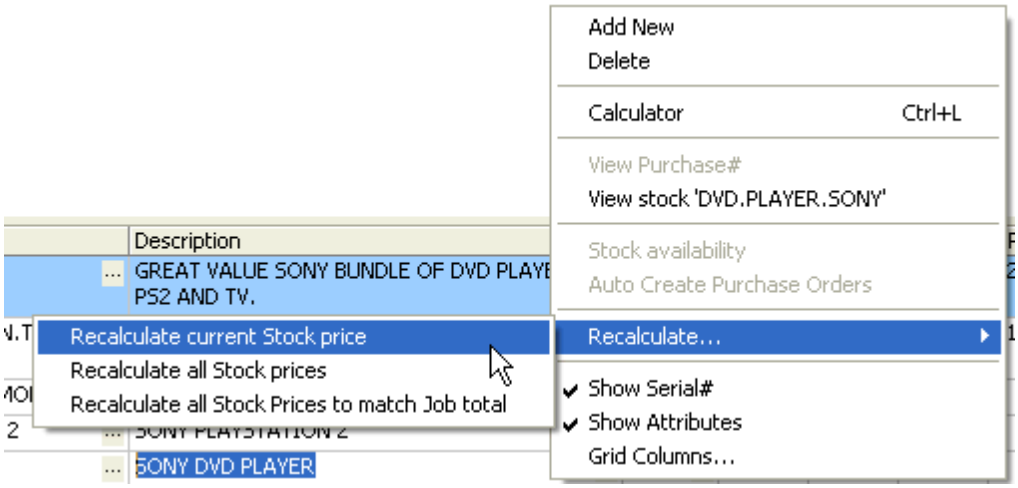
Then click OK. Jim2 will automatically calculate the stock prices to match the job total.

1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	2727.27	3000.00	G	☐	3000.00
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	1562.45	1718.69	G	☐	1718.69
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	32.71	35.98	G	☐	35.98
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	478.68	526.55	G	☐	526.55
5	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	653.44	718.78	G	☐	718.78
6	.									☑	3000.00

You may also change the price of the individual components in the kit. Jim2 will automatically recalculate the total price of the kit to adjust to the new price:

1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	2164.83	2381.31	G	☐	2381.31
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	1000.00	1100.00	G	☐	1100.00
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	32.71	35.98	G	☐	35.98
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	478.68	526.55	G	☐	526.55
5	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	653.44	718.78	G	☐	718.78
6	.									☑	2381.31

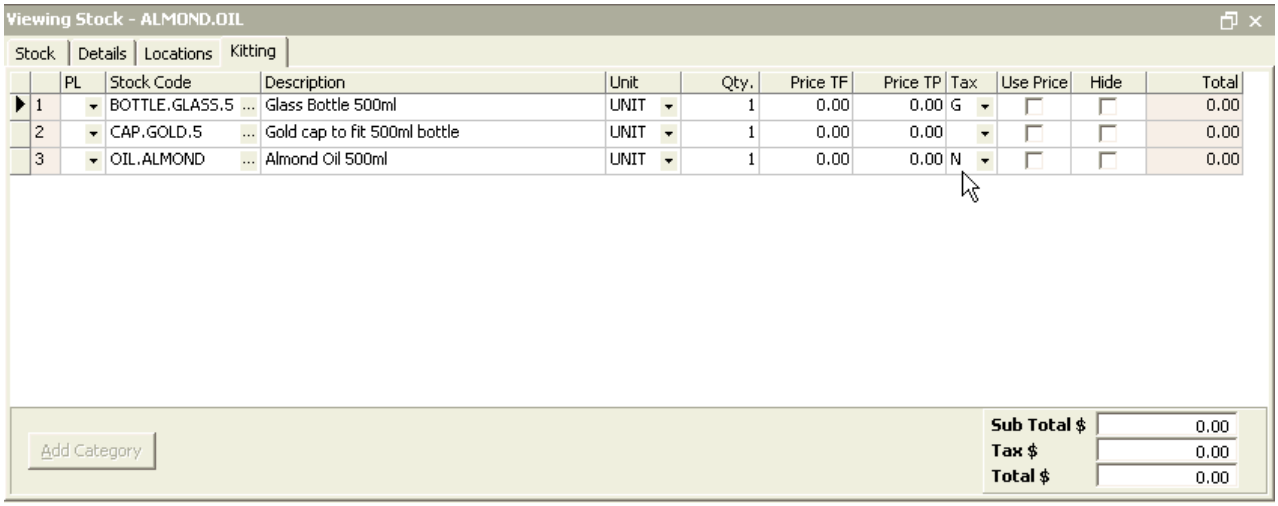
If you have adjusted the price of a particular stock, and want to reset back to the original price, then you can do this by right clicking on the particular line of stock to reset, then selecting 'Recalculate current Stock price'



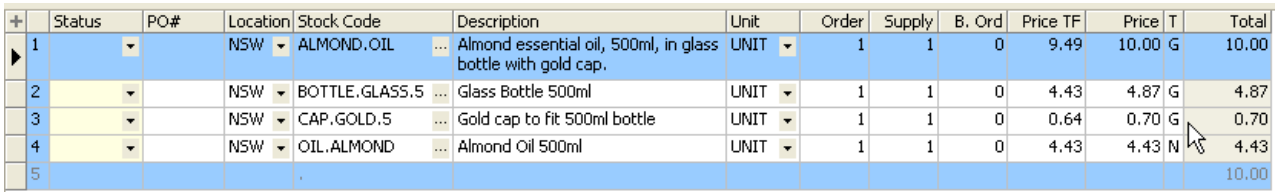
You can reset the prices of all stock by selecting 'Recalculate all Stock prices'.

⚠ The qty of components within a kit MUST be divisible by the qty in the kit header.

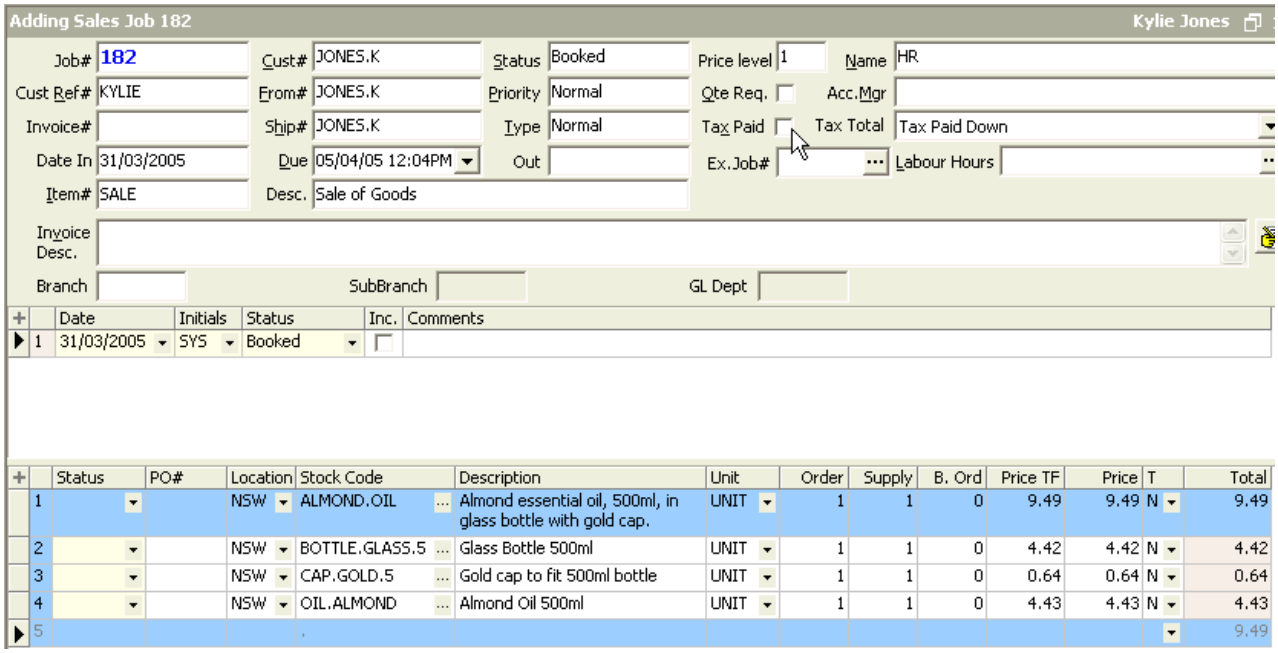
8.14.4 Multiple Tax Codes in Kitted Stock



To allow more flexibility, we have added another Column 'TAX' on the Kitting Tab of Kitted Stock. Here you can nominate the Tax Code by Stock line, or leave it blank. If you nominate a Tax Code, when you add the kit to a job it will pull the tax code nominated here. However, if you leave the tax code blank the default tax code on the stock record will be used.



If you change the Tax Code on the kit header in a job, the tax code on the kit contents will all change to match the header. You need to untick the Tax Paid box in the job header before you can change the tax code on the kit header.



8.14.5 Kitting & Discounts

	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	T	Hide	Total
1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	2164.83	2381.31	G	☐	2381.31
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	1000.00	1100.00	G	☐	1100.00
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	32.71	35.98	G	☐	35.98
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	478.68	526.55	G	☐	526.55
5	DVD.PLAYER.SONY	SONY DVD PLAYER	UNIT	1	1	0	653.44	718.78	G	☐	718.78
6	.									☑	2381.31

By clicking on the Plus (+) sign in the top left hand corner of the stock grid, you can expand on the columns viewed. Scroll right until you see the Discounts column.

Status	PO#	Location	Stock Code	Descriptic	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
		NSW	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	2164.83	2381.31	0.00	G	☐	2381.31
		NSW	PLASMA.FLATSCREEN.TV	PLASMA FLATSCR EEN TV SONY 68CM	UNIT	1	1	0	1000.00	1100.00	0.00	G	☐	1100.00

At the moment we have no discounts. We can add discounts by going back to the kitting stock card in edit mode and down to price levels, and then on the pricing tab, and then clicking the "+" to show all the columns:

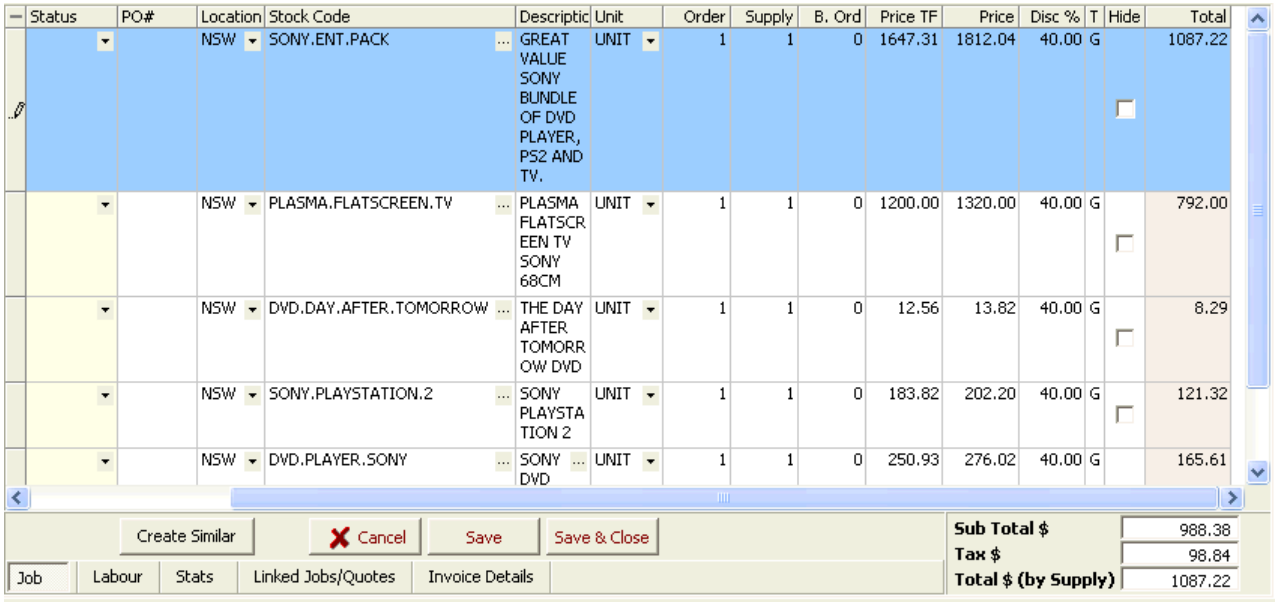
Price Level	Price Calc Method	Pcnt %	Price TF	Price TP	> Qty	Pcnt %	Price TF	Price TP
3-Dealer	RRP - Discount	40.00	600.00	660.00				
4-Retail	Fixed Price	0.00	1000.00	1100.00				

You can also add a discount for a particular price level of customer or indeed for a specific customer. Here we are adding a price level for dealer given 40% off the RRP of 1000.

Lastly, you can manually give a discount to the whole kit, by typing the discount on the kit header, or to individual components of the kit, by changing the discount percentages on line level.

Status	PO#	Location	Stock Code	Descriptic	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
		NSW	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1647.31	1812.04	40.00	G	☐	1087.22

When you do this, you will see that Jim2 will automatically take the typed discount and then apply it to the kit components.



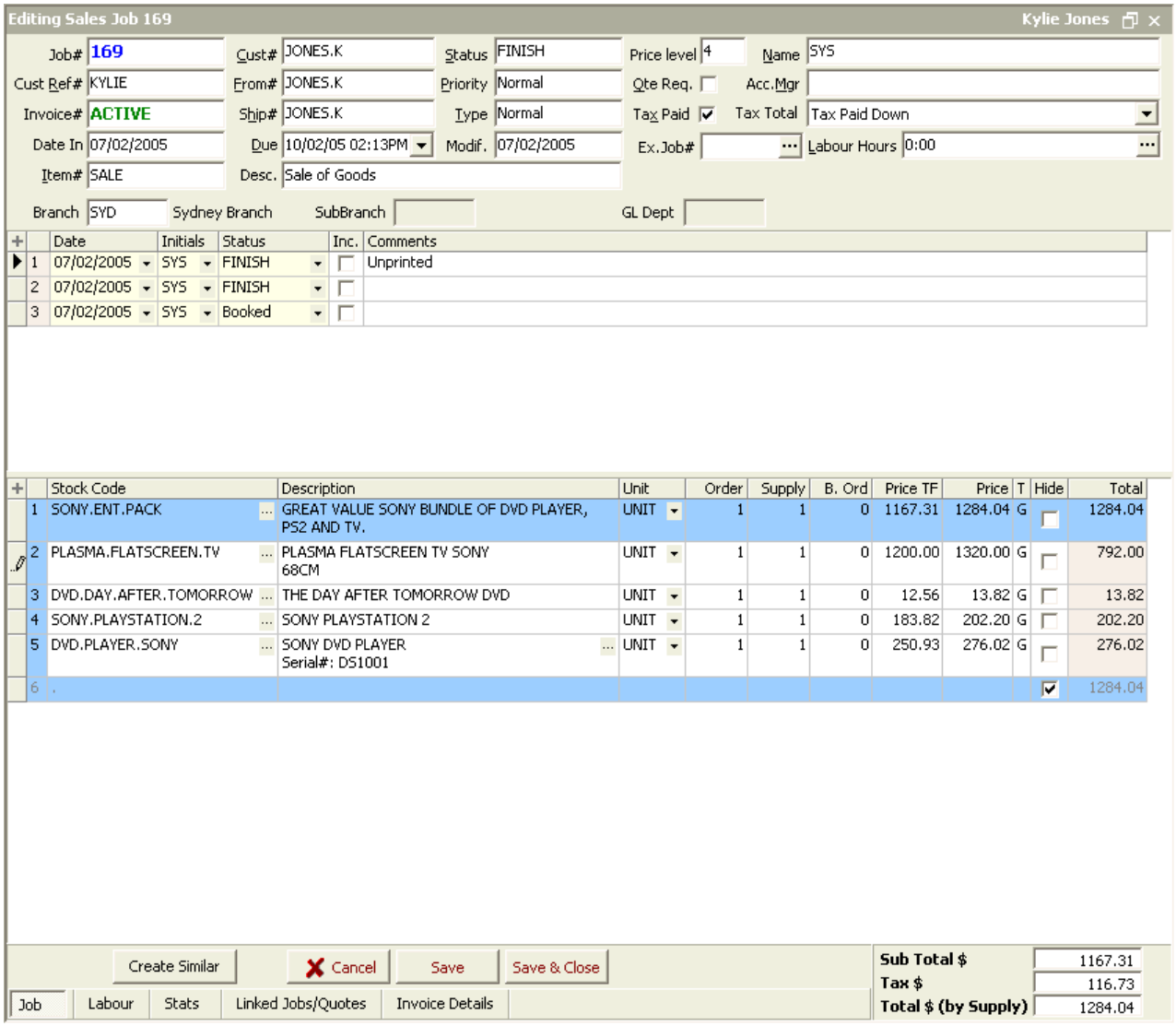
Status	PO#	Location	Stock Code	Descriptic	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
		NSW	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1647.31	1812.04	40.00	G		1087.22
		NSW	PLASMA.FLATSCREEN.TV	PLASMA FLATSCR EEN TV SONY 68CM	UNIT	1	1	0	1200.00	1320.00	40.00	G		792.00
		NSW	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORR OW DVD	UNIT	1	1	0	12.56	13.82	40.00	G		8.29
		NSW	SONY.PLAYSTATION.2	SONY PLAYSTA TION 2	UNIT	1	1	0	183.82	202.20	40.00	G		121.32
		NSW	DVD.PLAYER.SONY	SONY DVD	UNIT	1	1	0	250.93	276.02	40.00	G		165.61

Create Similar | Cancel | Save | Save & Close

Job | Labour | Stats | Linked Jobs/Quotes | Invoice Details

Sub Total $	988.38
Tax $	98.84
Total $ (by Supply)	1087.22

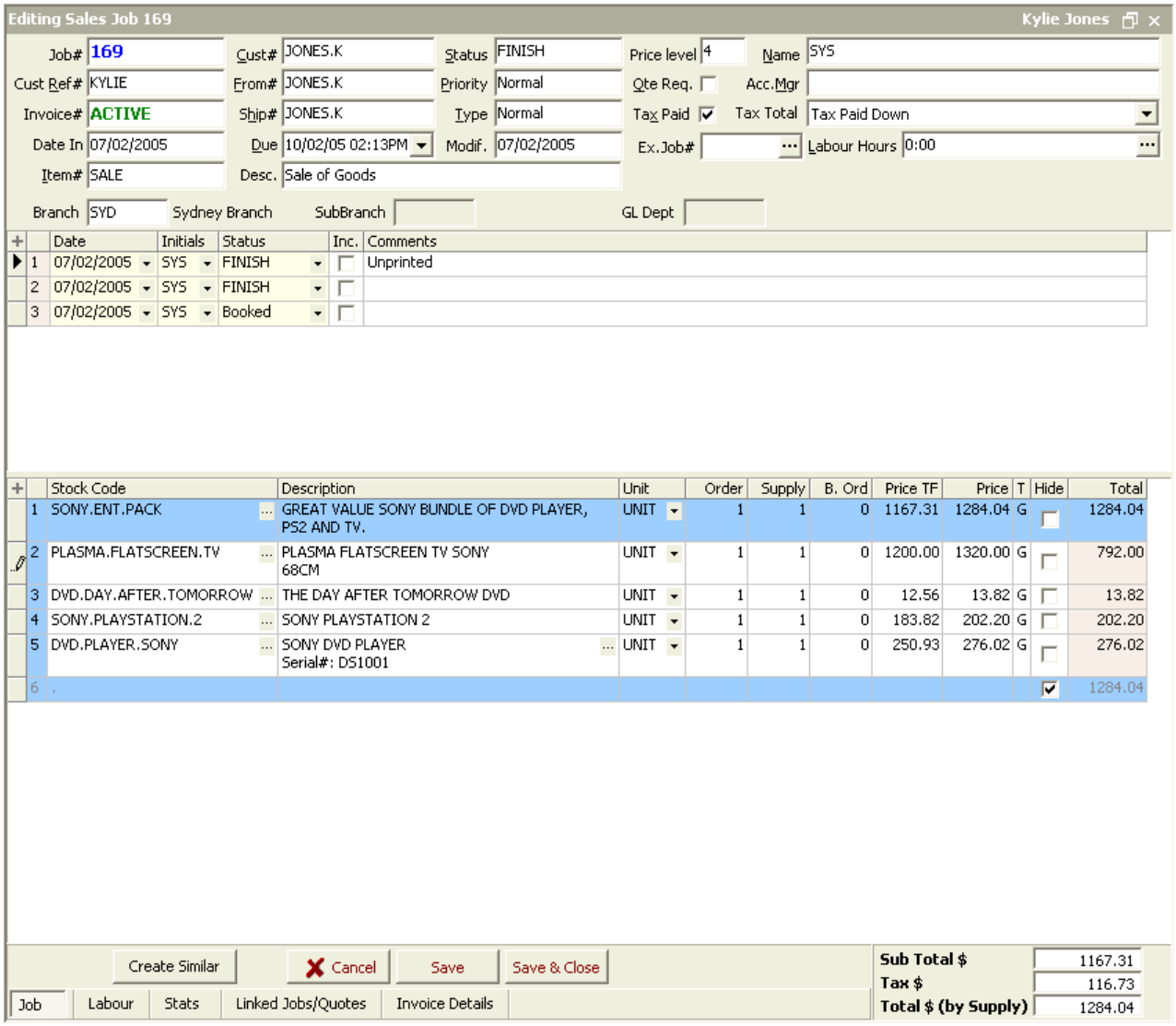
You can also apply a discount to an individual stock in the line itself:



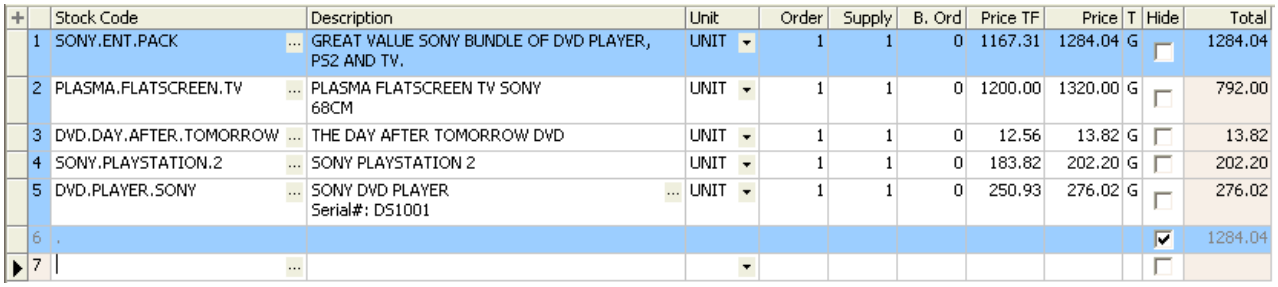
The business rule in Jim2 is that you cannot apply a discount to a kit and a line at the same time. You can either key in a discount on the kit, which will apply itself to the whole kit, or to a kit line, which means that Jim2 will calculate the discounts on the kit lines individually.

8.14.6 Using Kits In Jobs

You can add kits to jobs just like any other stock. You will notice that Jim2 encloses blue lines around the items included in the bundle.



To add extra stock to the bundle, do this by adding a new line to your sales lines. Then click on the grey area to the left of the line # and drag the new line up between the kit blue lines. This will enclose it within your kit bundle.



	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	T	Hide	Total
1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1167.31	1284.04	G		1284.04
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	1200.00	1320.00	G		792.00
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	12.56	13.82	G		13.82
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	183.82	202.20	G		202.20
5											
6	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	250.93	276.02	G		276.02
7	.									☑	1284.04

	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	T	Hide	Total
1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1167.31	1284.04	G		1284.04
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	1200.00	1320.00	G		792.00
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	12.56	13.82	G		13.82
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	183.82	202.20	G		202.20
5	DVD.REMOTE	4 IN ONE DVD REMOTE	UNIT	1	0	1	54.55	60.00	G		0.00
6	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	250.93	276.02	G		276.02
7	.									☑	1284.04

To swap stock in your bundle kit, delete the stock code that you want to swap. Then type in the new stock, and tab forward for the new descriptions and prices to refresh.

	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	T	Hide	Total
1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1167.31	1284.04	G		1284.04
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	1200.00	1320.00	G		792.00
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	12.56	13.82	G		13.82
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	183.82	202.20	G		202.20
5											
6	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	250.93	276.02	G		276.02
7	.									☑	1284.04

	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	T	Hide	Total
1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1420.95	1563.04	G		1563.04
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	1200.00	1320.00	G		792.00
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	12.56	13.82	G		13.82
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	183.82	202.20	G		202.20
5	0076643	NOKIA 2100 GSM MOBILE PHONE	UNIT	1	0	1	253.64	279.00	G		279.00
6	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	250.93	276.02	G		276.02
7	.									☑	1563.04

Did you know that you can collapse and expand your kit by double clicking on the Line # like so?

	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	T	Hide	Total
1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1167.31	1284.04	G		1284.04

	Stock Code	Description	Unit	Order	Supply	B. Ord	Price TF	Price	T	Hide	Total
1	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1	0	1167.31	1284.04	G		1284.04
2	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	1	0	1200.00	1320.00	G		792.00
3	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	1	0	12.56	13.82	G		13.82
4	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	1	0	183.82	202.20	G		202.20
5	0076643	NOKIA 2100 GSM MOBILE PHONE	UNIT	1	0	1	253.64	279.00	G		0.00
6	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001	UNIT	1	1	0	250.93	276.02	G		276.02
7	.									☑	1284.04

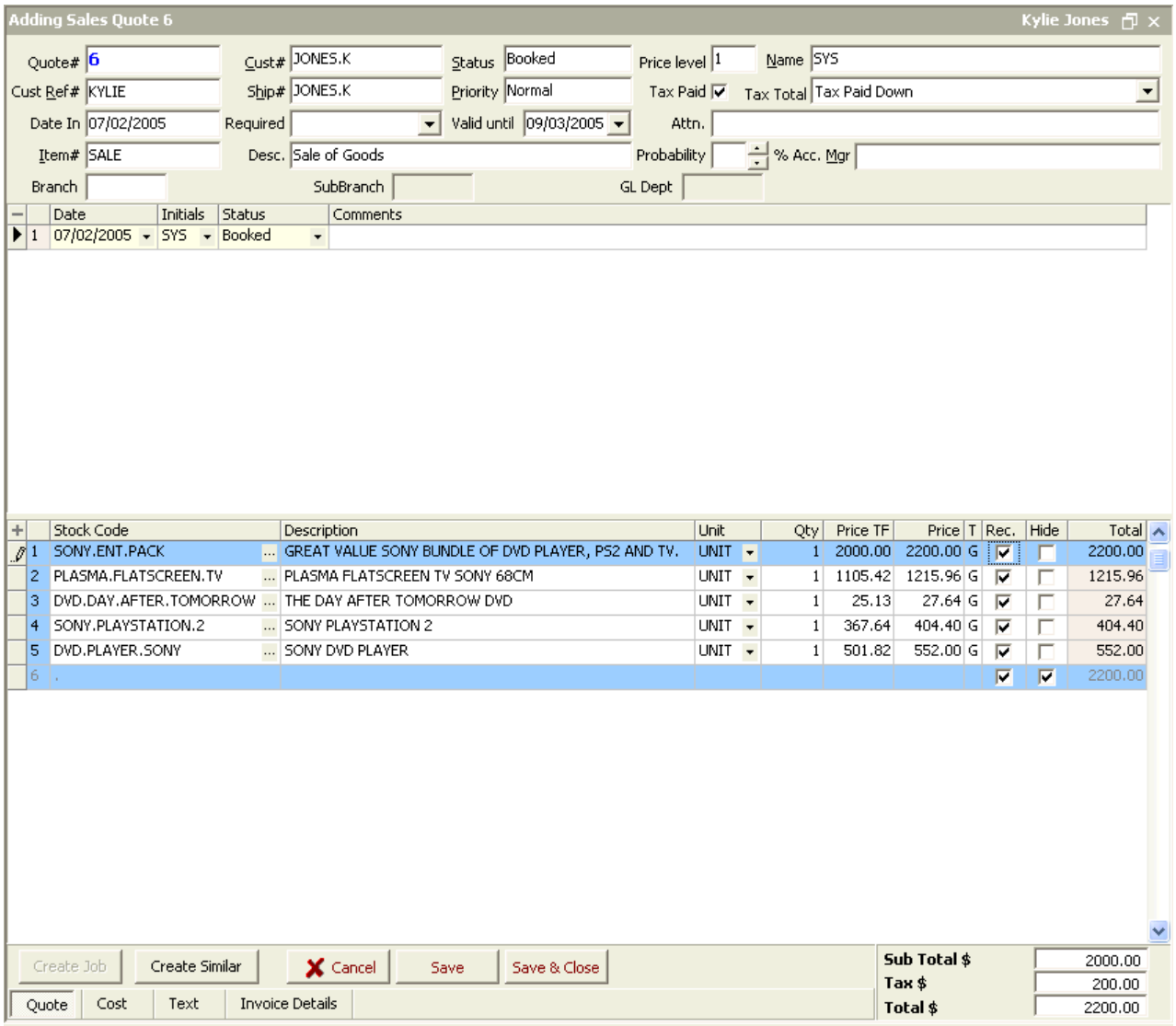
Double click to expand the kit again!



The qty of components within a kit MUST be divisible by the qty in the kit header.

8.14.7 Using Kits In Quotes

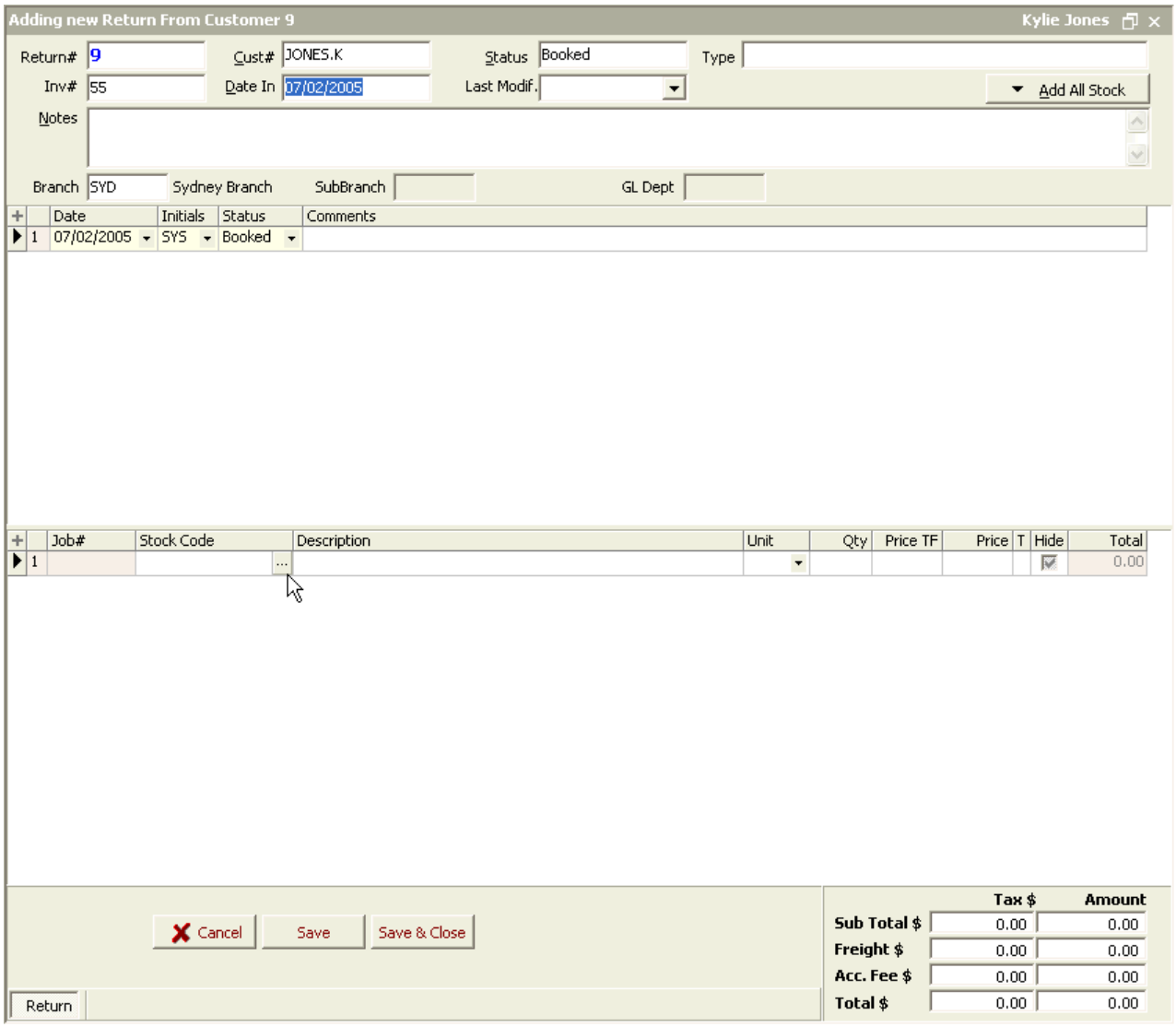
You can add kits to quotes like any other type of stock. Refer to Using Kitting In Jobs for more information!



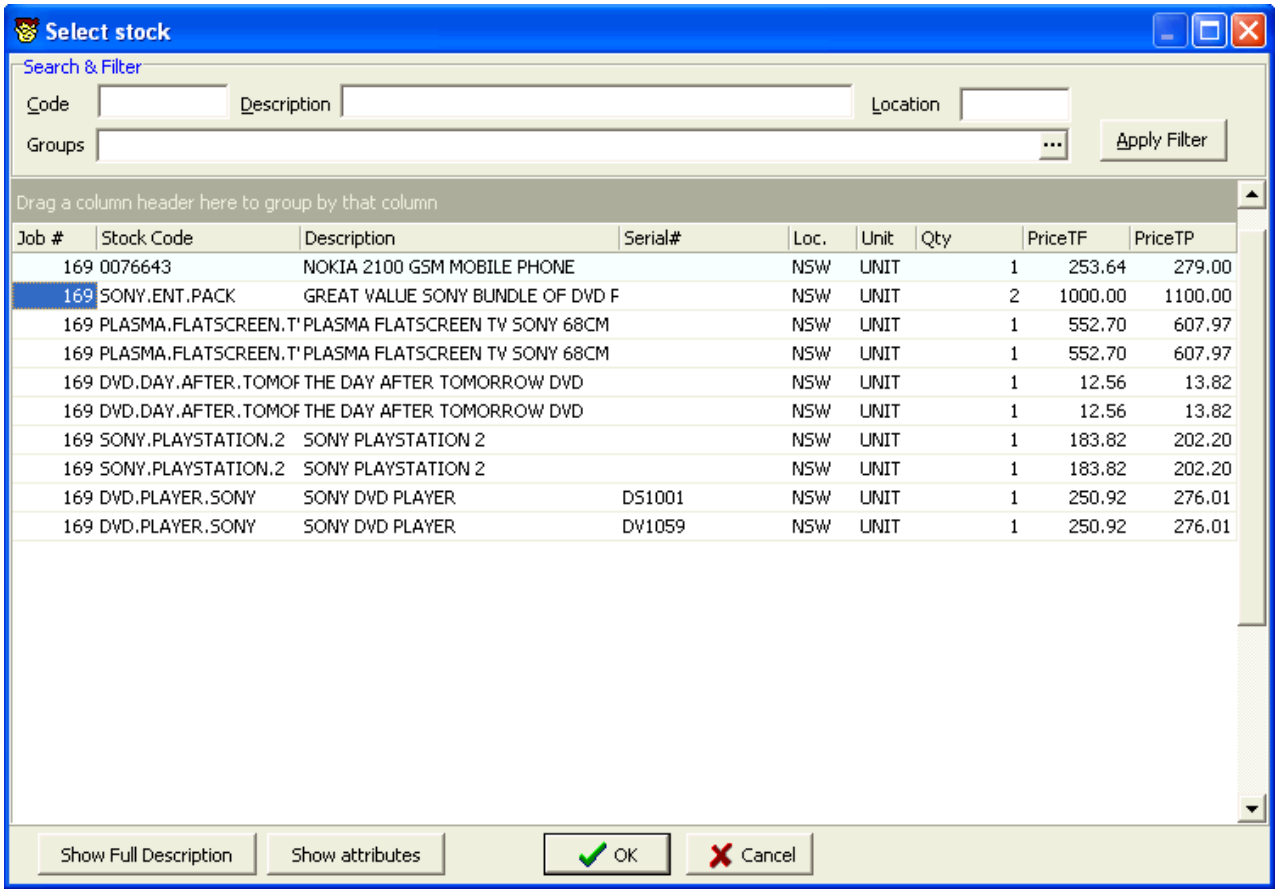
The qty of components within a kit MUST be divisible by the qty in the kit header.

8.14.8 Returning Kits

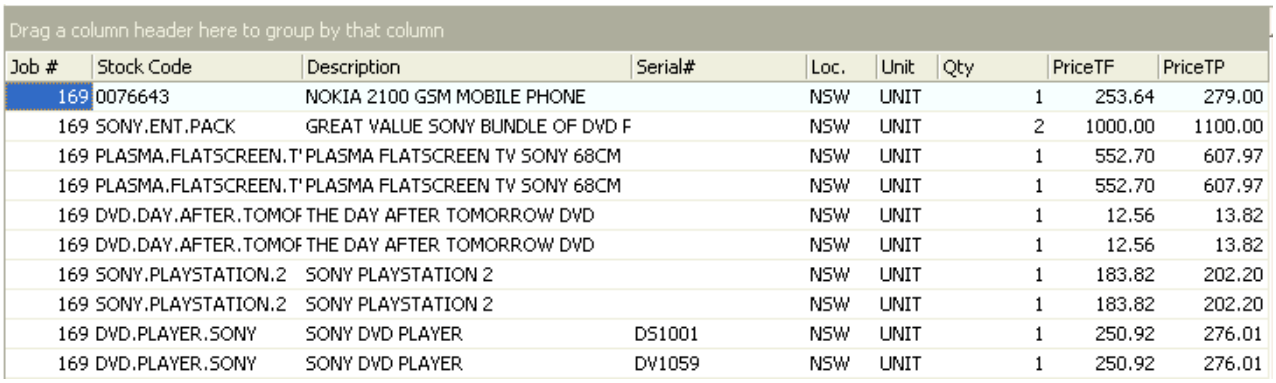
Returning kits is like returning anything else in Jim2:



Create a Return From Customer, enter invoice number and then either click on the ellipsis to select stock, or click on Add All Stock.



As usual, Jim2 will return a list of stock sold on that invoice.



On this invoice we have actually sold 2 SONY.ENT.PACK kits, comprising of 2 flatscreen televisions, 2 dvds, 2 playstation 2s, and 2 dvd players, and 1 nokia mobile phone. Jim2 lists the 2 dvd players on separate lines as they have different serial numbers, but all the other stock quantities can be grouped together or listed separately, depending on if they were all sold from the same PO or not.

When in kits, Jim2 will list the kit as well as the components, to give you the choice of returning either the whole kit or just a portion of the kit. It makes no difference in the Customer Return at all, as Jim2 calculates the kit value based on kit components, and the kit "shell" itself has no value. However for sales and reporting purposes, it's best if returning a whole kit to select the kit "shell" as well as the kit components. Here we want to return 1 SONY.ENT.PACK so we select the kit and component lines:

1	169	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	2	1000.00	1100.00	G	☐	2200.00
2	169	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	2	552.70	607.97	G	☐	1215.94
3	169	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	2	12.56	13.82	G	☐	27.64
4	169	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	2	183.82	202.20	G	☐	404.40
5	169	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001; DV1059	UNIT	2	250.92	276.01	G	☐	552.02
6		.							☑	2200.00
7	169	0076643	NOKIA 2100 GSM MOBILE PHONE	UNIT	1	253.64	279.00	G	☐	279.00

and then manually adjust the quantities to match.

1	169	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	1	1000.00	1100.00	G	☐	1100.00
2	169	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	1	552.70	607.97	G	☐	607.97
3	169	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	1	12.56	13.82	G	☐	13.82
4	169	SONY.PLAYSTATION.2	SONY PLAYSTATION 2	UNIT	1	183.82	202.20	G	☐	202.20
5	169	DVD.PLAYER.SONY	SONY DVD PLAYER Serial#: DS1001; DV1059	UNIT	1	250.92	276.01	G	☐	276.01
6		.							☑	1100.00

From here change the status of the Return, and you can save and finish.

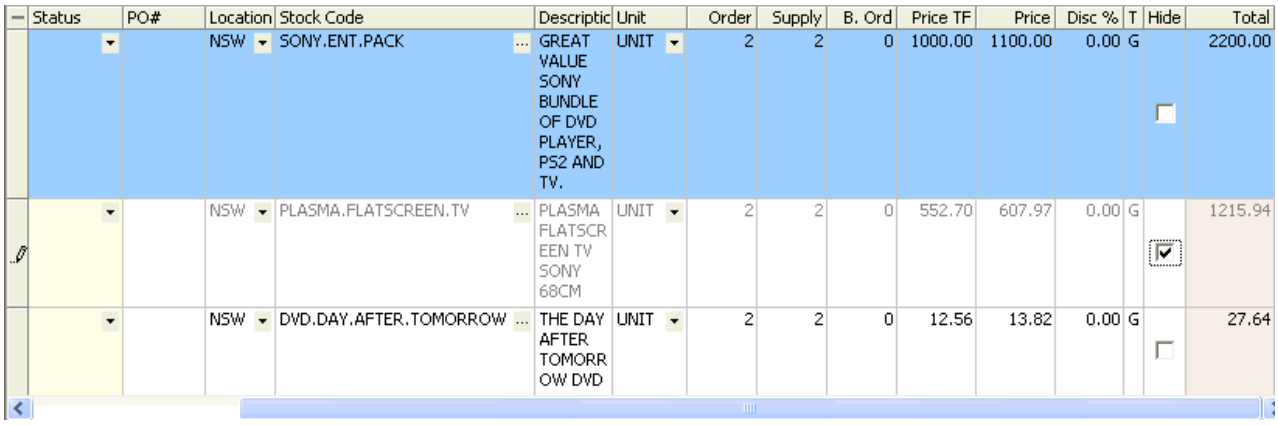
8.14.9 The Hide Function

Sometimes you don't want the customer to see the individual kit components, or prices of the components on their invoice. This is where the Hide function comes in. You can get to the Hide column by clicking on the "+" on the top left hand corner of the sales lines to show all columns.

Status	PO#	Location	Stock Code	Descriptic	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
		NSW	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	2	2	0	1000.00	1100.00	0.00	G	☐	2200.00
		NSW	PLASMA.FLATSCREEN.TV	PLASMA FLATSCREEN TV SONY 68CM	UNIT	2	2	0	552.70	607.97	0.00	G	☐	1215.94
		NSW	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORROW DVD	UNIT	2	2	0	12.56	13.82	0.00	G	☐	27.64

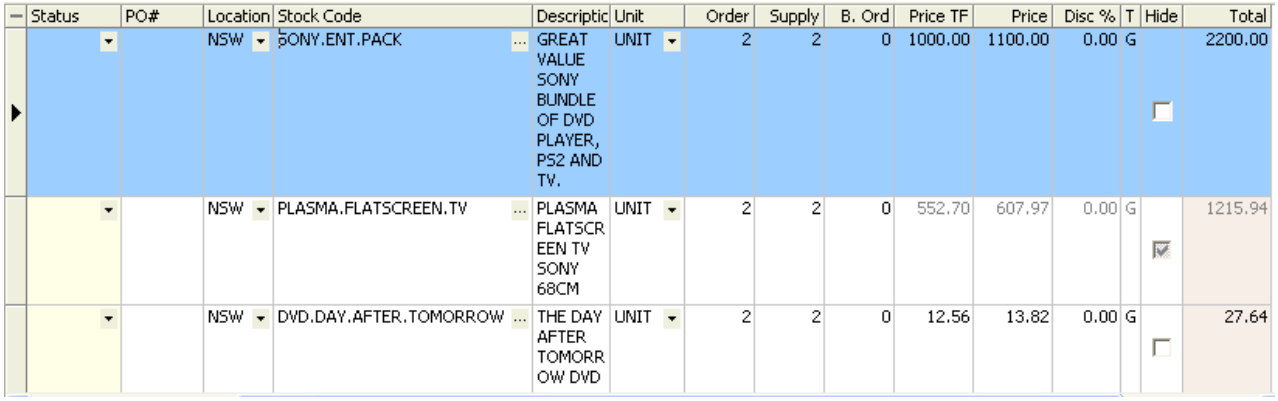
Here you can specify what the user will see on their invoice. At the moment you will notice that all the text in

the stock lines are in black, meaning that all the text will be printed on the invoice. If we click the Hide checkbox for the Plasma TV, we can see that the whole line grays out:



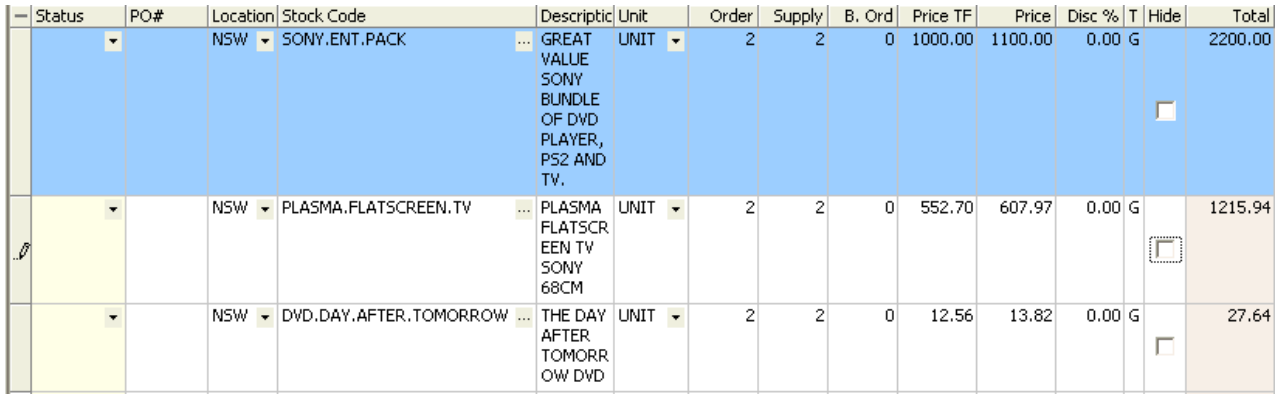
Status	PO#	Location	Stock Code	Descriptic	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
		NSW	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	2	2	0	1000.00	1100.00	0.00	G	☐	2200.00
		NSW	PLASMA.FLATSCREEN.TV	PLASMA FLATSCR EEN TV SONY 68CM	UNIT	2	2	0	552.70	607.97	0.00	G	☑	1215.94
		NSW	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORR OW DVD	UNIT	2	2	0	12.56	13.82	0.00	G	☐	27.64

This means that this line will not be printed on the invoice. If we click on the box again we can see that the component stock, unit of measurement and quantity is in black, but the prices are in gray. This means that the kit component details will show up on the invoice, but not the price.



Status	PO#	Location	Stock Code	Descriptic	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
		NSW	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	2	2	0	1000.00	1100.00	0.00	G	☐	2200.00
		NSW	PLASMA.FLATSCREEN.TV	PLASMA FLATSCR EEN TV SONY 68CM	UNIT	2	2	0	552.70	607.97	0.00	G	☑	1215.94
		NSW	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORR OW DVD	UNIT	2	2	0	12.56	13.82	0.00	G	☐	27.64

Clicking the checkbox again will turn all the line text back to black, showing all on the invoice.



Status	PO#	Location	Stock Code	Descriptic	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
		NSW	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	2	2	0	1000.00	1100.00	0.00	G	☐	2200.00
		NSW	PLASMA.FLATSCREEN.TV	PLASMA FLATSCR EEN TV SONY 68CM	UNIT	2	2	0	552.70	607.97	0.00	G	☐	1215.94
		NSW	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORR OW DVD	UNIT	2	2	0	12.56	13.82	0.00	G	☐	27.64

The checkbox selection below will show the kit only, and none of the included components.

Status	PO#	Location	Stock Code	Descriptic	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
		NSW	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	2	2	0	1000.00	1100.00	0.00	G	☐	2200.00
		NSW	PLASMA.FLATSCREEN.TV	PLASMA FLATSCR EEN TV SONY 68CM	UNIT	2	2	0	552.70	607.97	0.00	G	☑	1215.94
		NSW	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORR OW DVD	UNIT	2	2	0	12.56	13.82	0.00	G	☑	27.64
		NSW	SONY.PLAYSTATION.2	SONY PLAYSTA TION 2	UNIT	2	2	0	183.82	202.20	0.00	G	☑	404.40

The following checkbox selection will show the kit and its components, but not the component prices.

Status	PO#	Location	Stock Code	Descriptic	Unit	Order	Supply	B. Ord	Price TF	Price	Disc %	T	Hide	Total
		NSW	SONY.ENT.PACK	GREAT VALUE SONY BUNDLE OF DVD PLAYER, PS2 AND TV.	UNIT	2	2	0	1000.00	1100.00	0.00	G	☐	2200.00
		NSW	PLASMA.FLATSCREEN.TV	PLASMA FLATSCR EEN TV SONY 68CM	UNIT	2	2	0	552.70	607.97	0.00	G	☑	1215.94
		NSW	DVD.DAY.AFTER.TOMORROW	THE DAY AFTER TOMORR OW DVD	UNIT	2	2	0	12.56	13.82	0.00	G	☑	27.64
		NSW	SONY.PLAYSTATION.2	SONY PLAYSTA TION 2	UNIT	2	2	0	183.82	202.20	0.00	G	☑	404.40

8.15 Stock Packaging

The least you need to know.

Kitting

A kit is a combination of stock codes that can be priced as a whole – e.g. a Notebook PC, a carry bag and a digital camera. In Jim2, these are 3 stock codes, but can be bundled into a "kit".

Jim2 views the "kit" as its individual components (you and I see a bundle of things, Jim2 sees the 3 individual items), not the combination. So while the customer invoice displays a kit, Jim2 records that you are selling the individual components. Because of this, you cannot raise a purchase order for a "kit".

The stock codes in a kit can include products, labour, and applied stock (tests and checks). If you sell a kit, the individual components can be returned – e.g. return the digital camera, but retain the other products.

Kits can be combined "on the fly", allowing you to modify the combination of stock codes in a kit, within a job or quote.

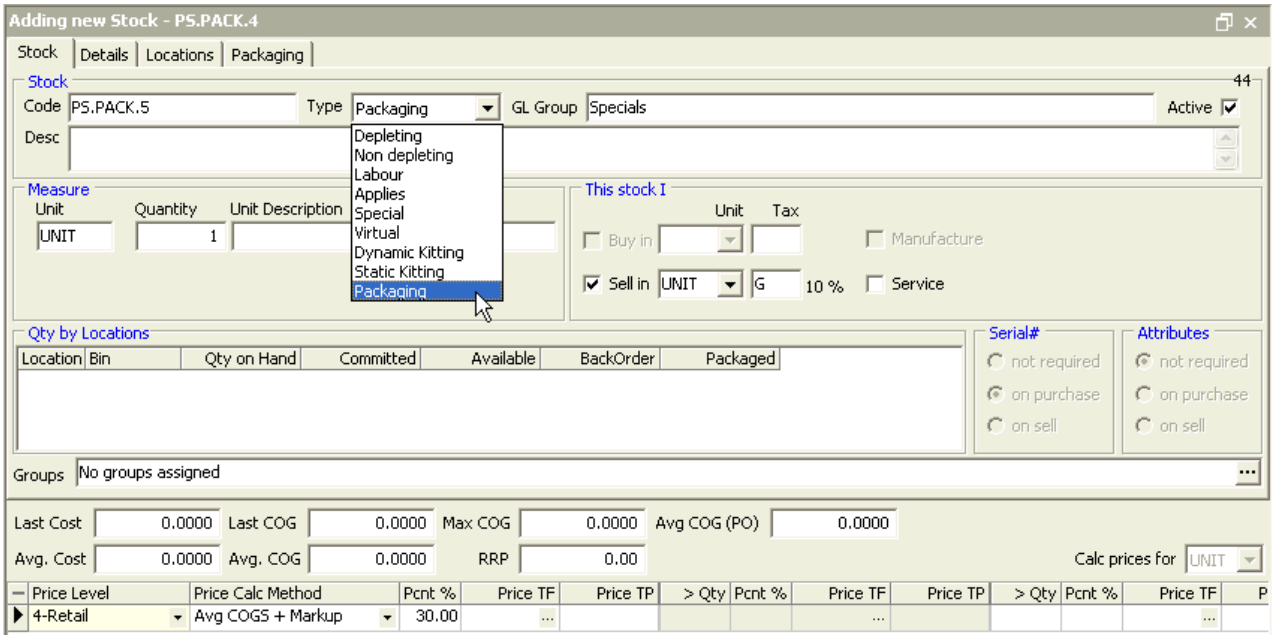
Packaging

Packaging is, in effect, creating a kit, then storing the created kit as stock – i.e. you can create the package and Jim2 understands that the individual components have now been locked away, unavailable for another job. This then means that Jim2 knows you have "packaged kits" on hand for sale.

- Creating the Package Stock
- Packaging your Package
- Selling Packages
- Transferring Packs
- Unpackaging a Package
- Returning Package from Customer

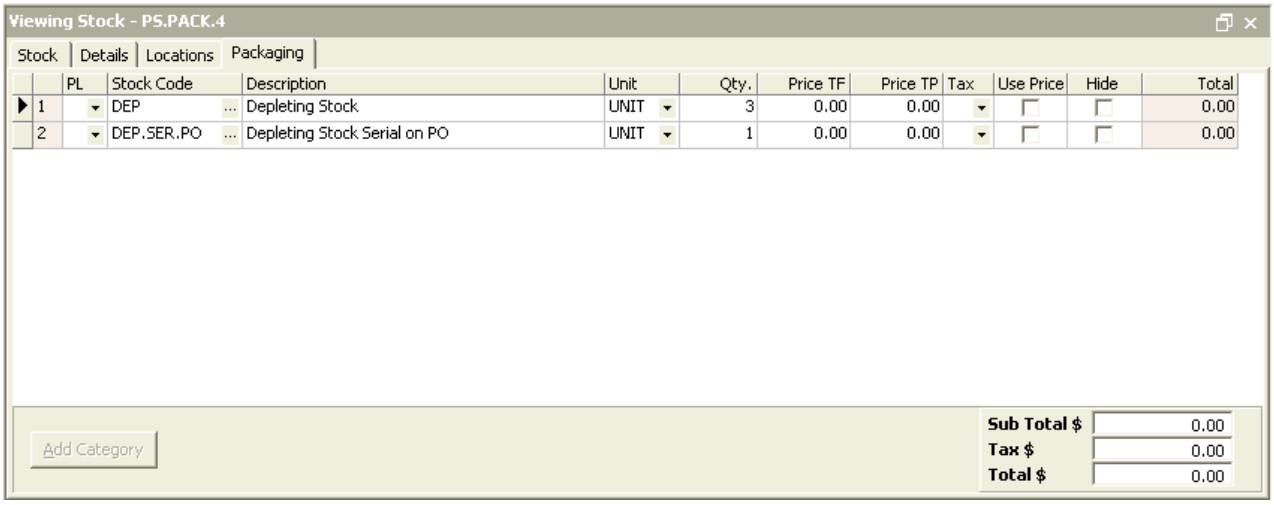
8.15.1 Creating the Package Stock

Add a new stock record, and select that it is a package from the stock type dropdown.



Fill in the Stock GL Group, stock description, pricing and stockgroup as normal.

Click on the Packaging Tab, to add the typical contents to a package. This is the default stock inside the package.



In this case we have a depleting stock and a depleting stock with a serial number on purchase. Regarding pricing in kits, please see the section in Jim2 Help for Creating a Kit for the rules regarding price setups, etc.

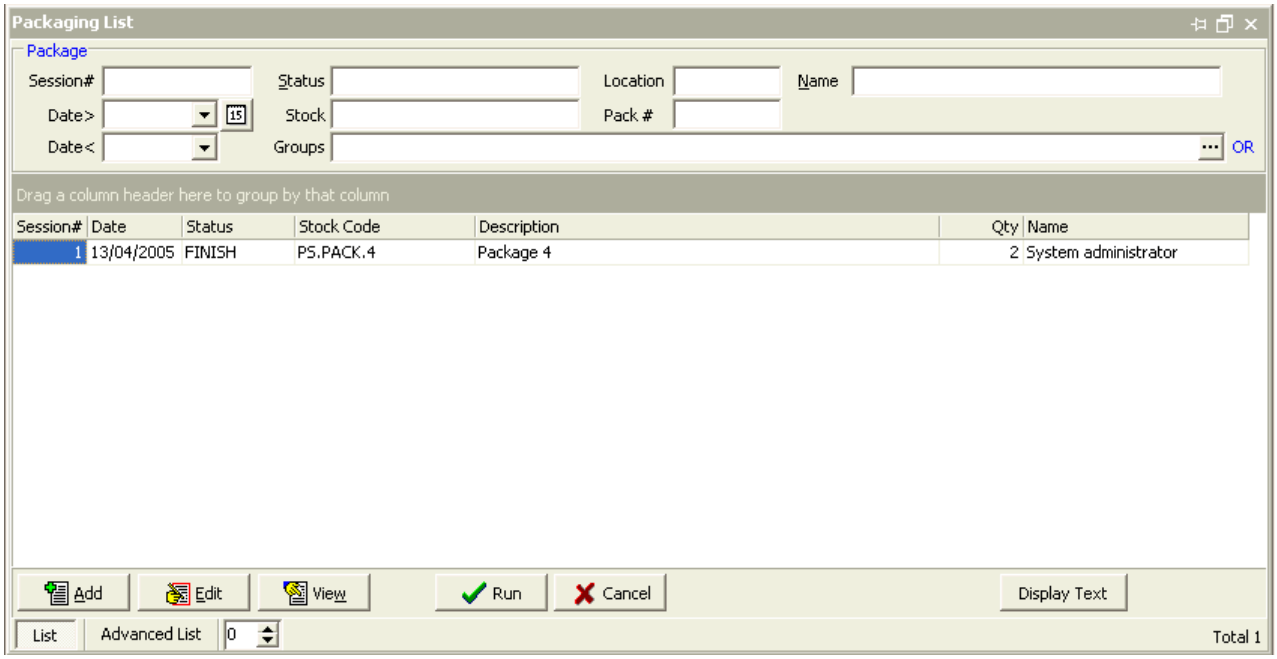
8.15.2 Packaging your Package

To add this package to stock on hand, we have to create a packaging session. We do this in the Packaging section of the stock options.



Jim2 - Packaging Icon

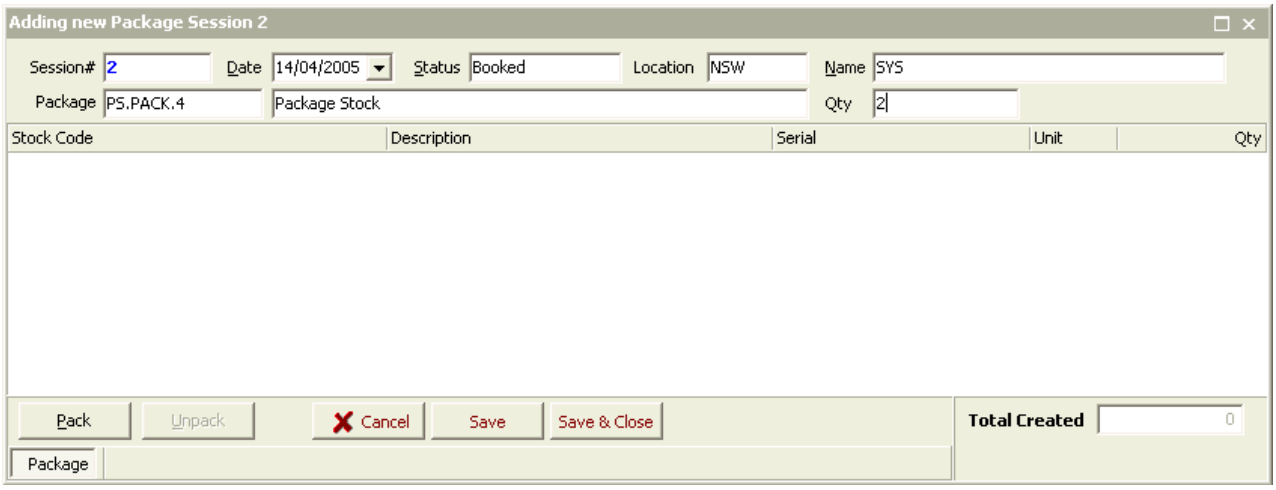
Click on the Packaging Icon which takes you to the Packaging List screen. If you click on Run, the list will show all of the previously done packaging sessions, and fields to search by serial number, pack number, etc.



Jim2 - Packaging List

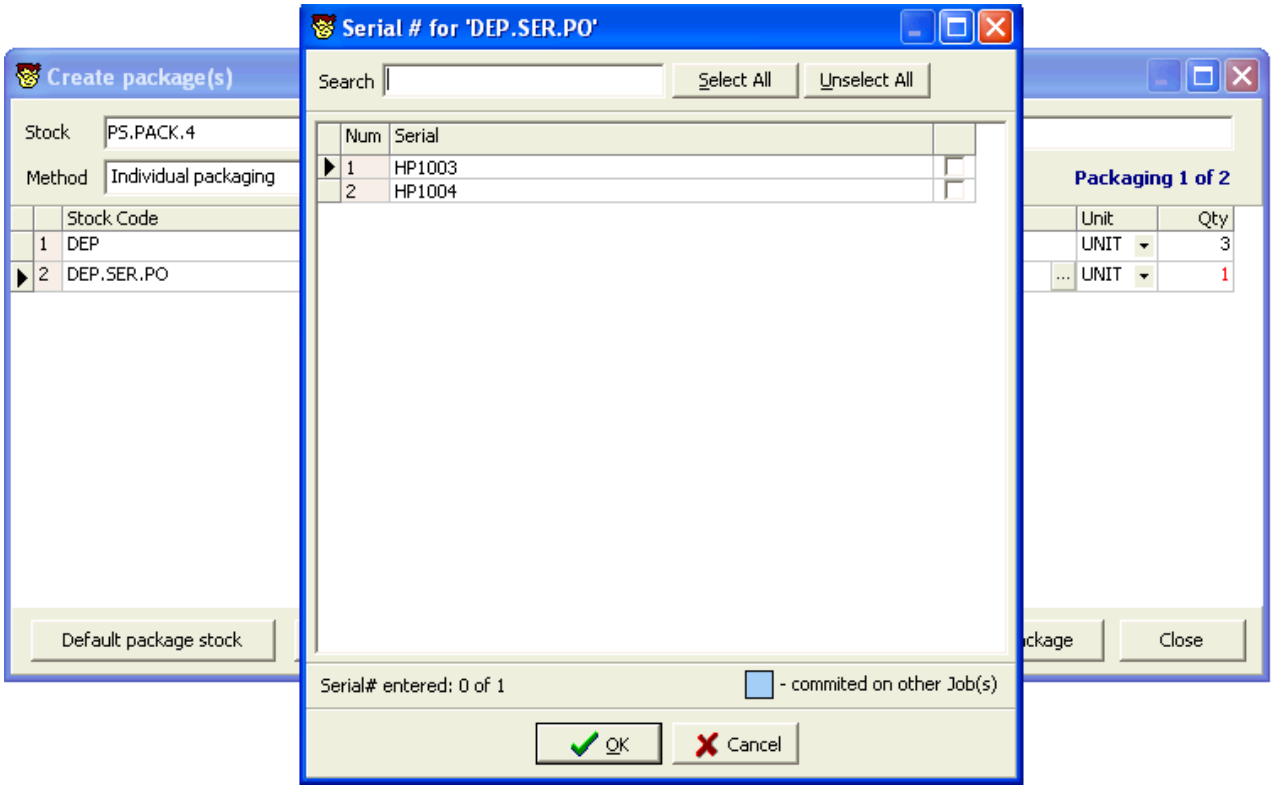
Click the Add button on the bottom left to create a new packaging session.

In the packaging session window, type in the package stock code into the Packaging box, and then set the Qty.



Jim2 - Add Packaging Session

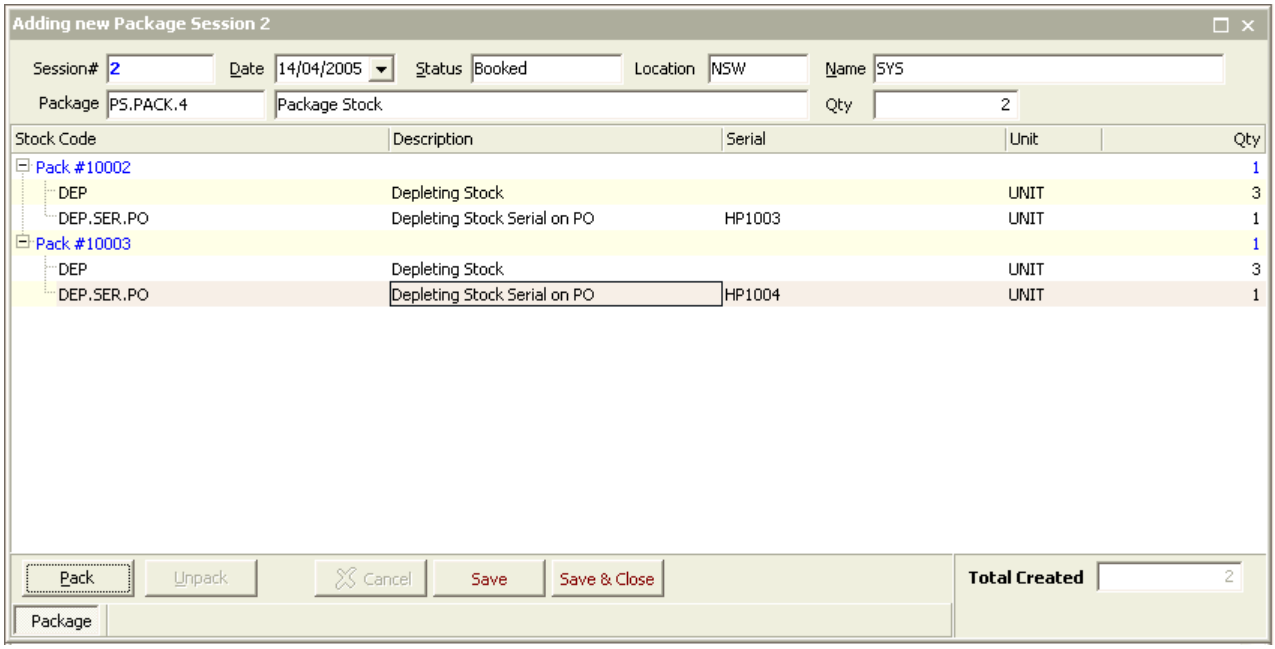
Clicking Enter twice, or pressing on the Pack button in the bottom left will bring up the Create packages screen. If you have any stock which require serial numbers or attributes the selection screens will pop up automatically for the stock.



Jim2 - Select Serial numbers in Packaging Session

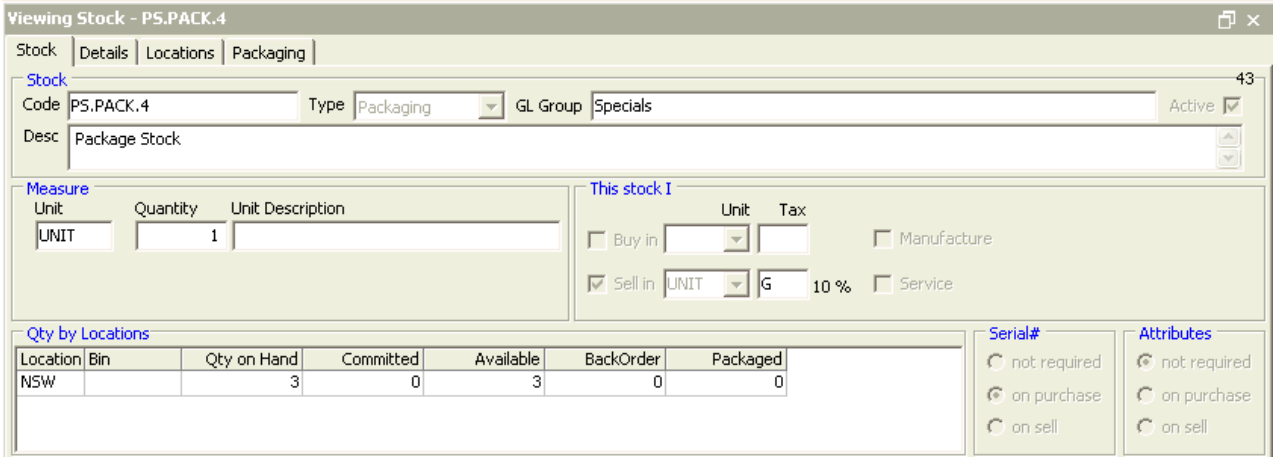
Select or scan the serial number and click enter. Clicking enter again will create the package, this process will continue until the Qty created equals the Qty specified on the packaging screen.

When the status is booked, stock inside the package has been taken out of stock, but the packages are not yet available for sale. Changing the status to 'finished' and saving will put the packages into stock.



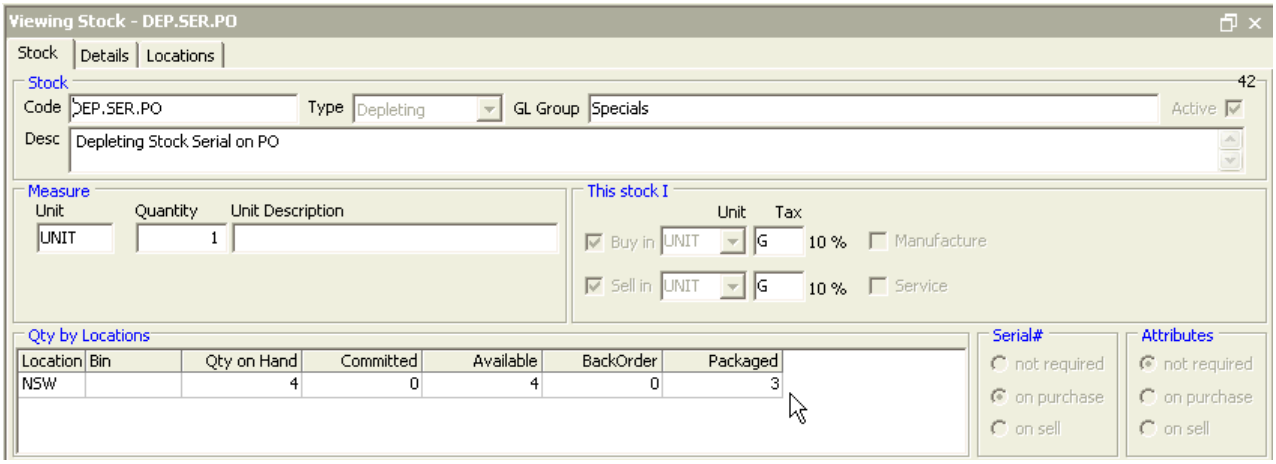
Jim2 - Packaging Session on status of Booked

Checking the Package stock we can see there are some on hand in the Qty by location box,



Jim2 - Packaged Stock record

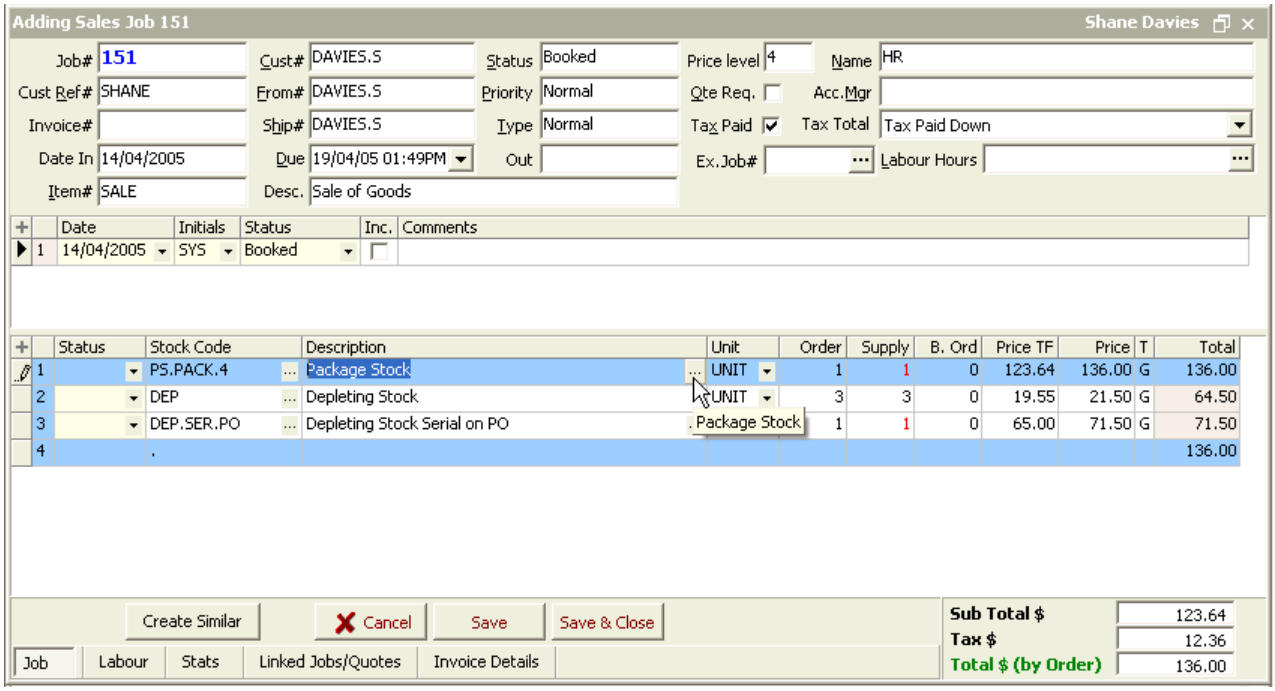
and in the packaged stock codes we can see that the qty on hand has been reduced, and there is a column called 'Packaged' showing how many are sitting in packages.



Jim2 - Stock on Hand by location, including units in Packages

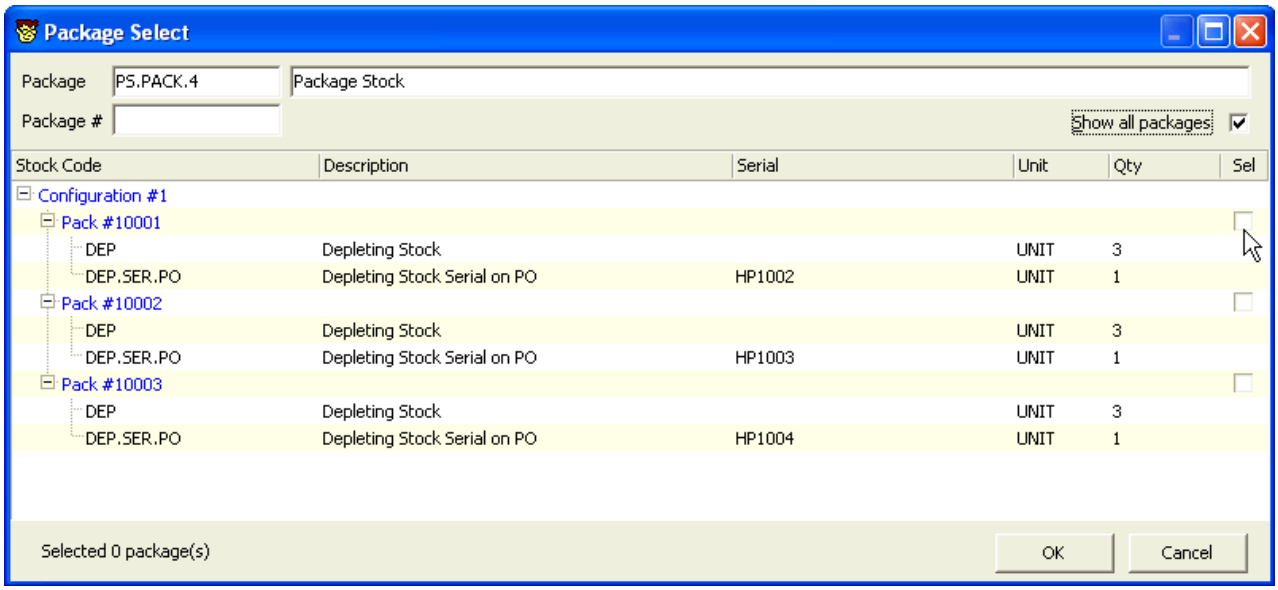
8.15.3 Selling Packages

Add your job as per normal (Add a new Sales or Service Job), and add the package stock to the stock grid. Key the quantity ordered, and click the ellipsis button [...] in the description of the pack header to select your packages.



Jim2 - Add Packaged Stock to Job

The package select screen will pop up. Scan or key the Package # into the box on the top left, or click the Show all packages tick box on the right and Select the appropriate package by ticking in the Sel field as below.



Jim2 - Package Select Screen

This will fill the serial numbers for the stock on the job, including marking the package header's pack#, to address this package. Continue with finishing and invoicing the job as per normal.

8.15.4 Transferring Packs

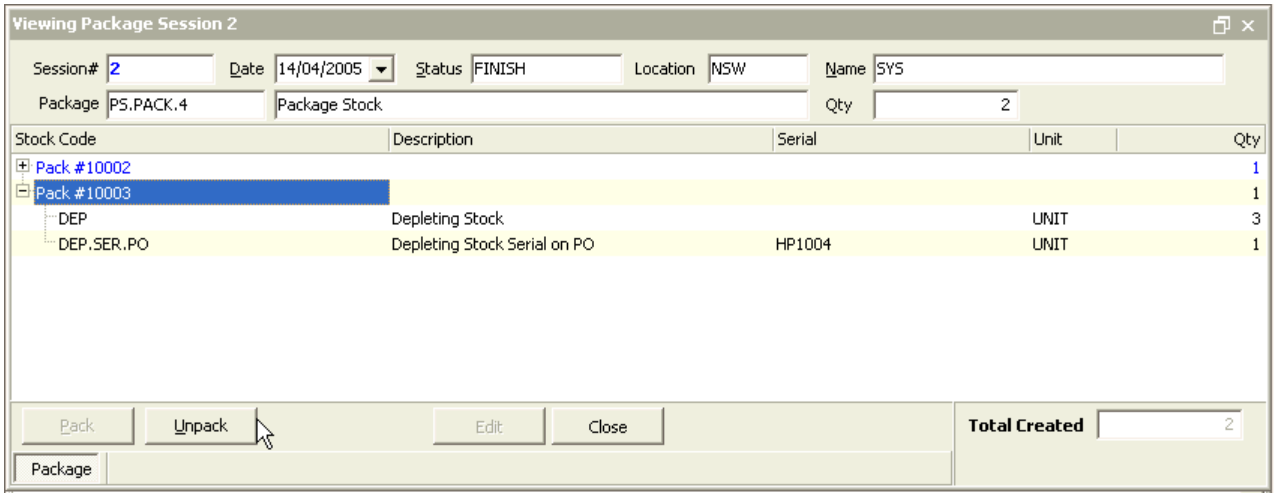
Packaged stock can be transferred in the same way as Depleting Stock.

A stock transfer with a pack is the same as selling the pack.

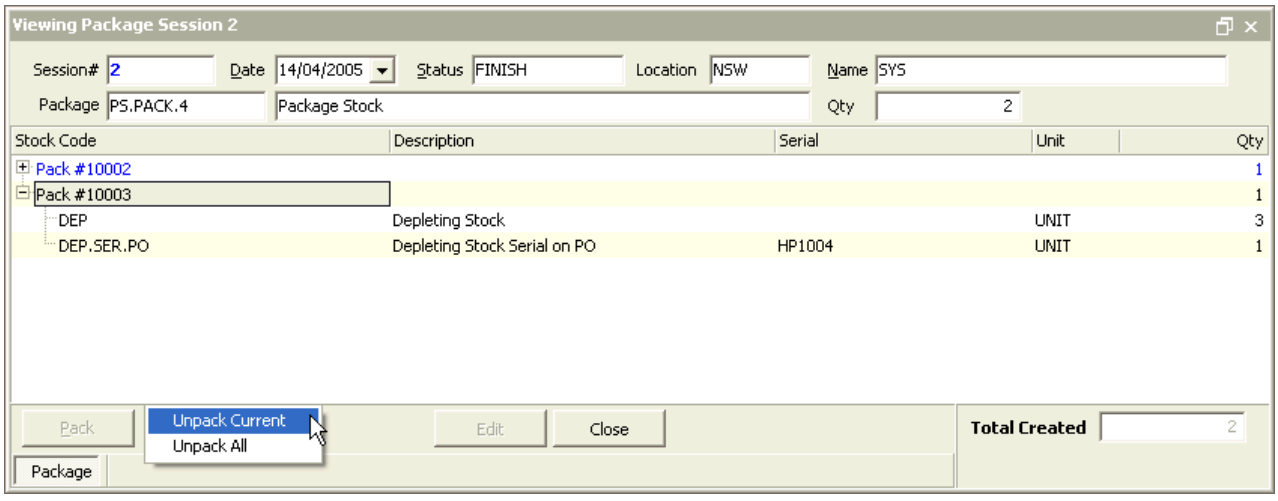
Refer to Stock Transfers for additional information.

8.15.5 Unpackaging a Package

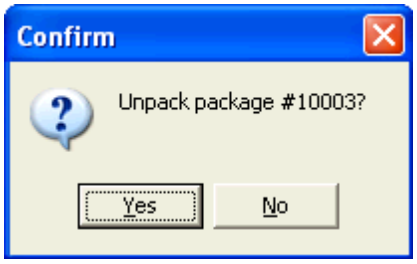
There may be an occasion when you want to sell a component from a packaged stock - perhaps if you do not have any separate stock on hand and a customer needs this component NOW. We allow you to unpackage - either an entire packaging session, or just one package from a packaging session.



Open the packaging session containing the package(s) you wish to unpack, and select the package. Click on the Unpack button at the bottom left of the screen.



You must select to Unpack Current (the selected package) or Unpack All. You will then see the confirmation message, so click on Yes to unpack.



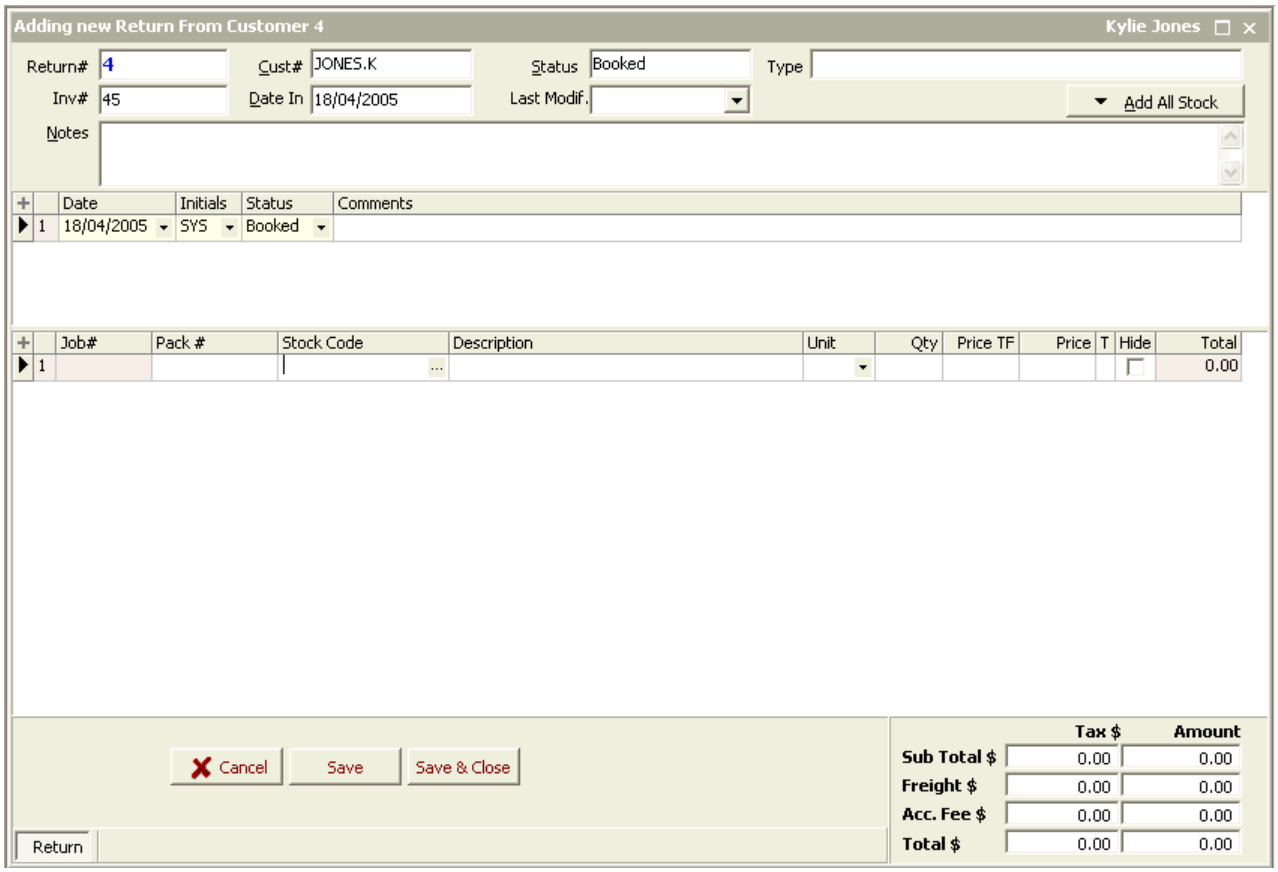
8.15.6 Returning Package from Customer

There are two ways to return packages.

1. Part of a package

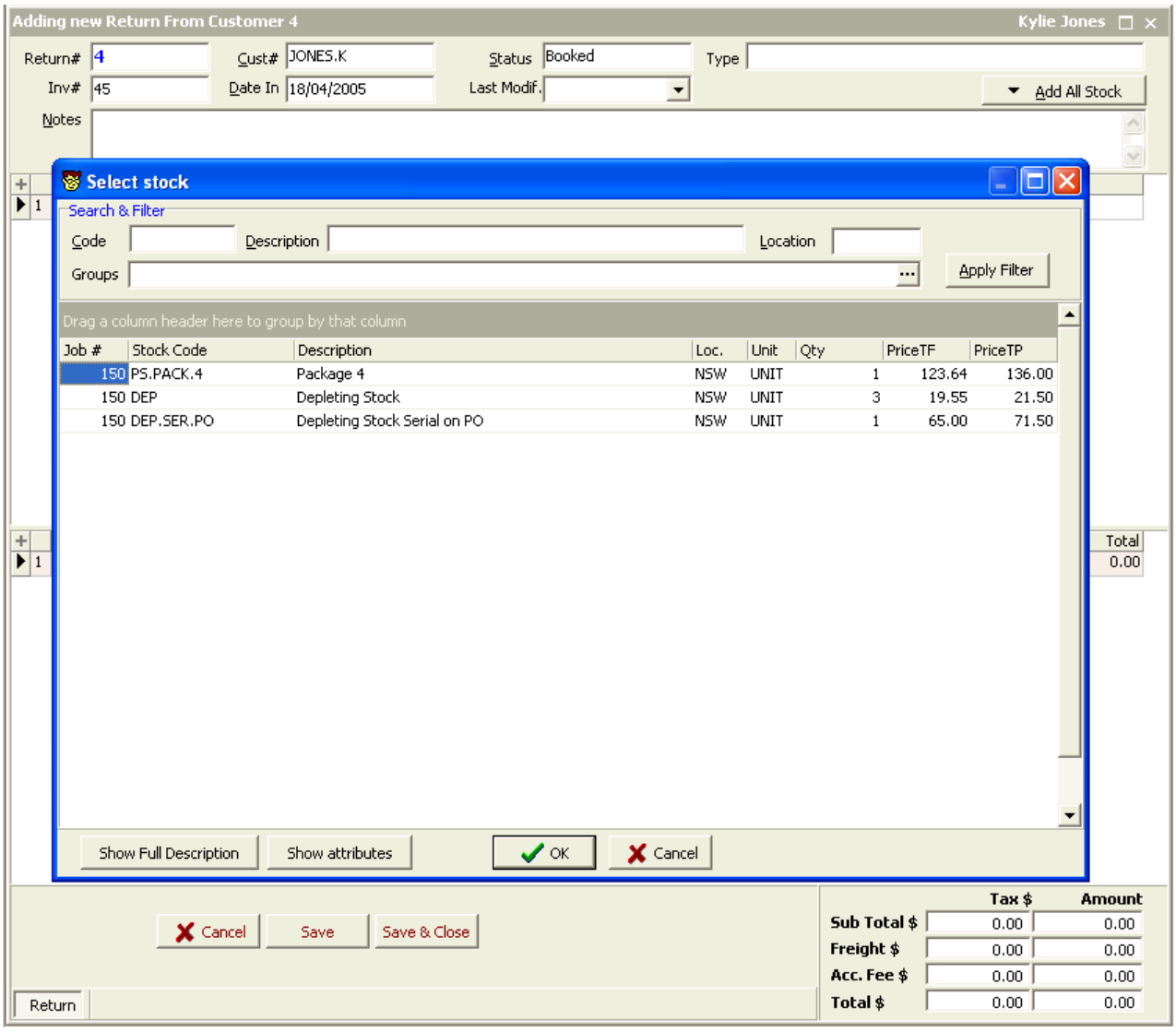
   You do not have to return the entire package. To return part of a package, simply type the stock code into the return from customer screen. If the components being returned are serialised, Jim2 will not request a package number. If the components were not serialised, you will then be asked to specify which package the stock was sold from; if this is known, enter in the value. If not, leave as zero.

   Once part of a package is returned you can no longer return the complete remainder of the package.

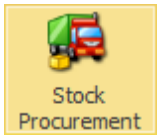


2. A full package

   To return a full package, enter the package header into a RFC (Return from Customer). It will require the selection of the appropriate package, in the same way as entering the package onto a job.



8.16 Stock Procurement



Stock Procurement is a feature of Jim2 which can be used to estimate, or nominate, the minimum quantity of units required for a specific stock code, then raise a Purchase Order or Stock Transfer. Stock Procurement is particularly useful when applied to your best selling stock codes.

Stock Procurement has three parts:

a. Add or Edit stock locations to meet the requirements of Stock Procurement.
b. Edit the relevant Stock Codes.
c. Utilise the Stock Procurement feature to prepare the required purchase orders from suppliers, or transfers between stock locations.

Purchase orders are used to purchase stock from suppliers.

Stock transfers are a method of nominating locations where stock can be moved from and to, which assists in balancing stock across the business. These locations may be branches, warehouses, or more specialised places such as company vans.

Stock Procurement calculations review:

a. the nominated minimum quantity required of the stock code (per location)
b. the sales history of that stock code over a nominated trading period (per location),
c. the quantity of that stock code (in that location) required for Jobs,
d. the nominated minimum reorder quantity for that stock code,
e. and the nominated Lead Time for supply of that stock code.

Once Stock Procurement has been run, quantities can be reviewed, and purchase orders and/or transfers created. Once these Purchase Orders and Transfers have been created, they will then need to be managed in the same way as all other Purchase Orders and Transfers, including sending the Purchase Orders, and using statuses.

Some of the more advanced options include filtering Stock Procurement results to define Stock Groups, Vendors, or Stock Descriptions.

Follow these links for detailed help:

Quick Start Stock Procurement

Stock Locations

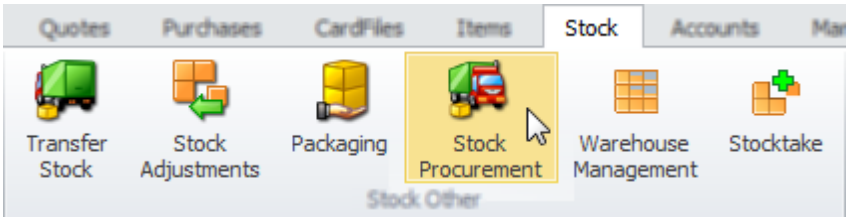
Min Qty Stock Procurement

Days Supply Stock Procurement

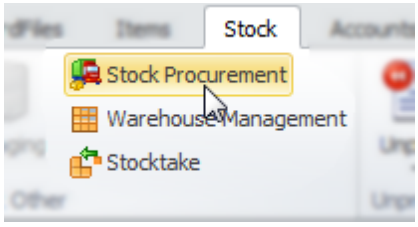
Stock Procurement Session

8.16.1 Quick Start

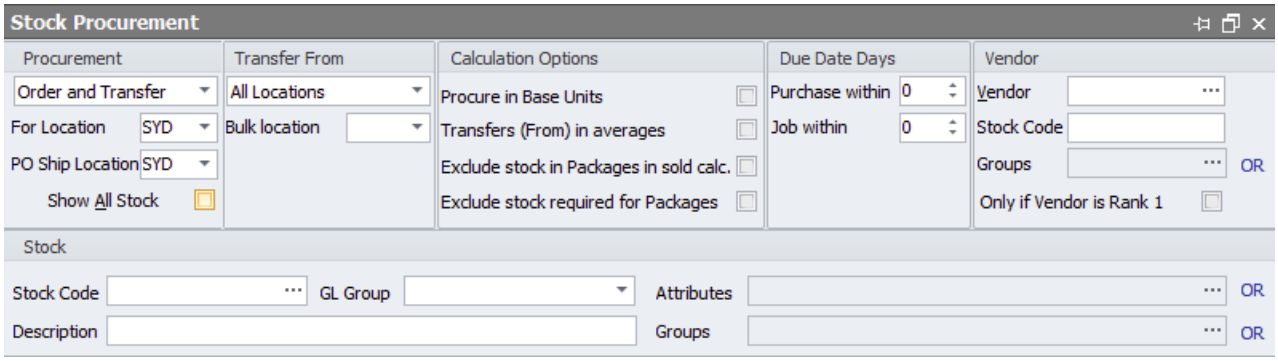
From the Jim2® "Ribbon Tabs" select **Stock** ⇨**Stock Procurement**



Depending on your screen resolution, the Icon's appearance may be different.

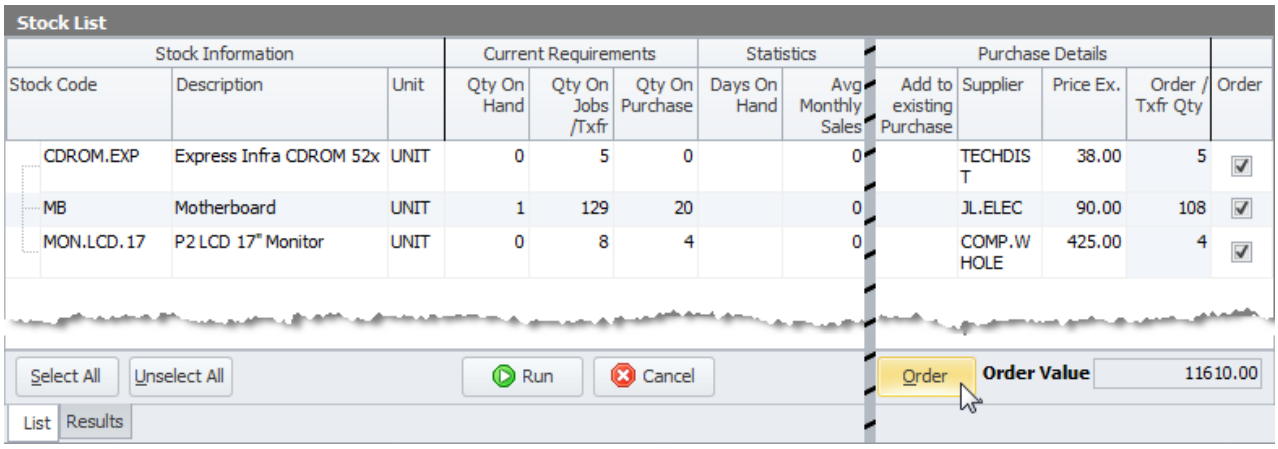


The Stock Procurement window opens as shown here.



Enter any required selection criteria (Location, Vendor, Stock Code, etc.) and click on Run, near the bottom of the screen.

A list of stock codes which need to be ordered or transferred will appear. Review/Edit the quantities suggested and untick (in the order column) any unwanted orders or transfers.



Click on the **Order** button (bottom right) and the appropriate Purchase Orders and Transfers will be created.

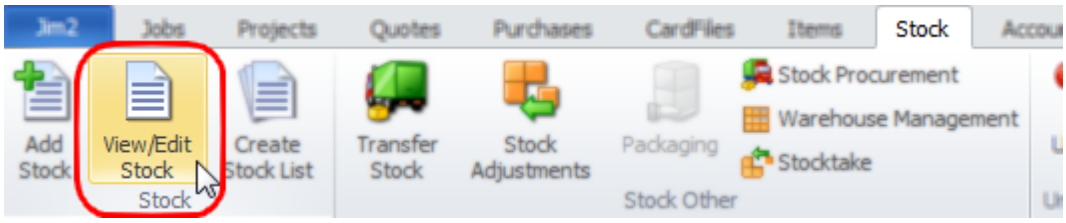
8.16.2 Min Qty Stock Procurement

Estimating quantities for Stock Procurement can be completed using a nominated Minimum Quantity required, a Calculated Quantity to meet the requirements of a stated number of days, or a comparison of the two methods, with the higher unit calculation being used to create the resulting Purchase Order.

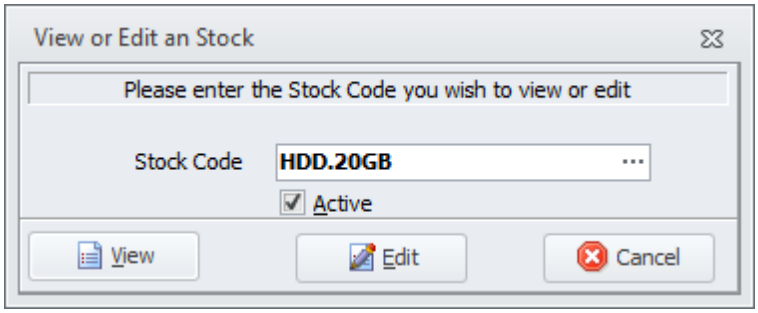
If you wish to combine both methods for nominated stock codes, simply enter a minimum required quantity and the number of days supply required.

Min Qty Method

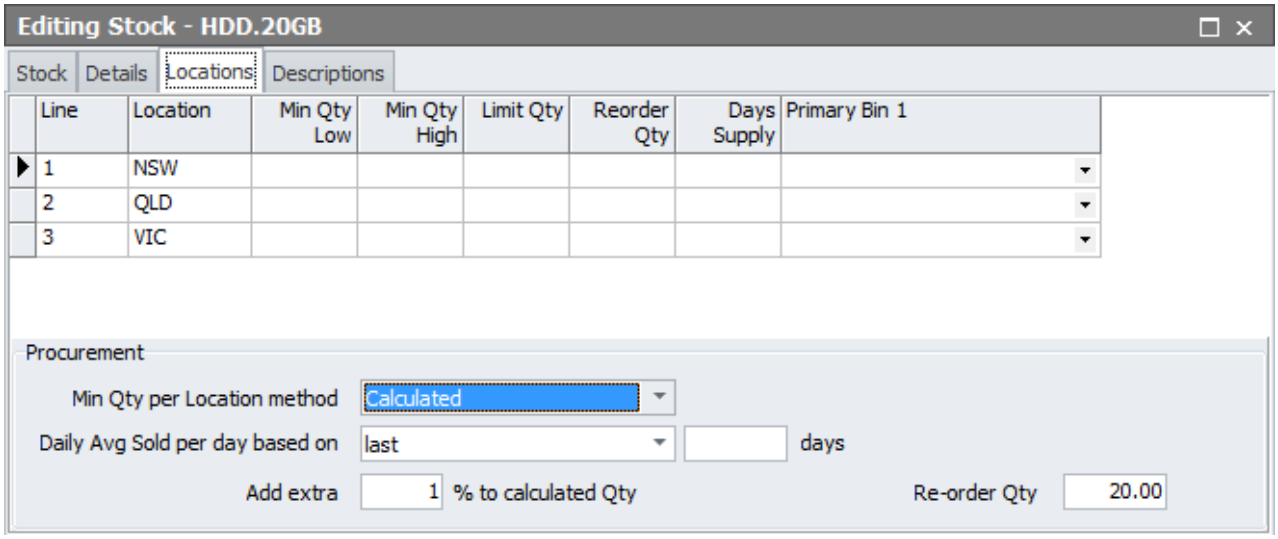
1. From the **Jim2® "Ribbon Tabs"** select **Stock ⇨View/Edit Stock**



2. Either enter the Stock code that you want to View or Edit, or click on the ellipsis (...) to open the Stock Select screen and locate the Stock Code from there.



3. When the correct Stock code is shown, click the Edit button to open the "Editing Stock" screen and then click the Locations tab at the top left of the window.



4. Move to the Min Qty per Location method field and select Calculated.
5. For each required location, enter a minimum quantity in base units (i.e., Unit Measure 1 Terms) in the various fields, Min Qty Low, Min Qty High, etc.
6. If applicable, enter a Re-order Qty for the Stock code. This would most likely be the preferred minimum order required by the Vendor.
7. If applicable, enter a number to the Add extra % Qty field. This will have the effect of a "loading".
8. When finished, click "Save" or "Save & Close".

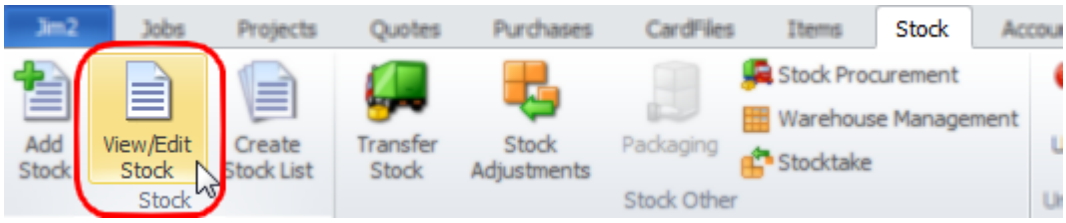
8.16.3 Days Supply Stock Procurement

Estimating quantities for Stock Procurement can be completed by using a nominated Minimum Quantity required, a Calculated Quantity to meet the requirements of a stated number of days, or a comparison of the two methods, with the higher unit calculation being used to create the resulting Purchase Order.

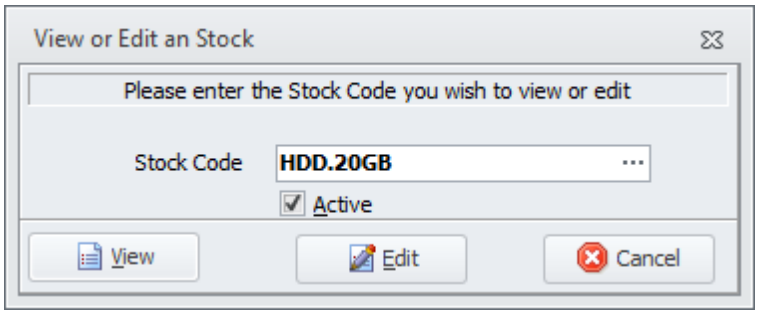
If you wish to combine both methods for nominated stock codes, simply enter a minimum required quantity and the number of days supply required.

Days Supply Method

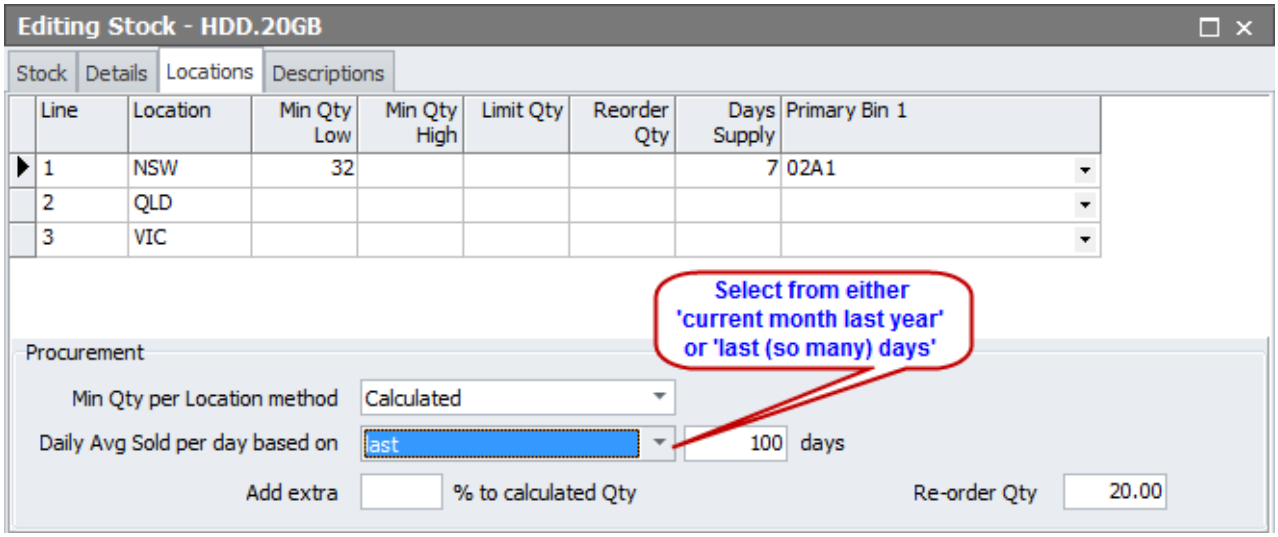
1. From the **Jim2® Ribbon Tabs** select **Stock ⇨View/Edit Stock**



2. Either enter the Stock code that you want to View or Edit, or click on the ellipsis (...) to open the Stock Select screen and locate the Stock Code from there.



3. When the correct Stock code is on screen, click Edit and click the Locations tab at the top left of the window.



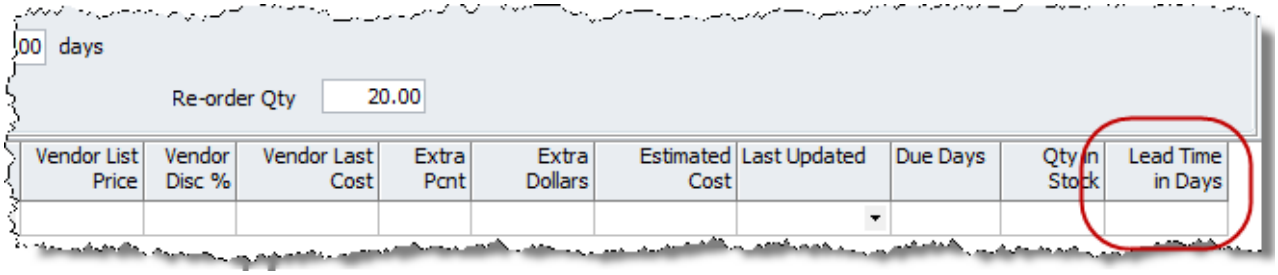
Step 4. Move to the Min Qty per Location method field and select Calculated.

Step5. In the field called "Daily Avg Sold per day based on", choose either "current month last year", or "last" (days), and nominate how many days.

Step 6. If applicable, enter a "Re-order Qty" for the Stock code. This would be the preferred minimum order required by the Vendor.

Step 7. If applicable, enter a number to the Add extra % Qty field. This will have the effect of a "loading".

In the Vendor's Tab at the bottom of the screen, there is a column/field called "Lead Time in Days", which is used to tell Jim2 how long it takes for delivery of this stock from the nominated Vendor. Accurate lead times are particularly important if using the "Days Supply" Stock Procurement method.



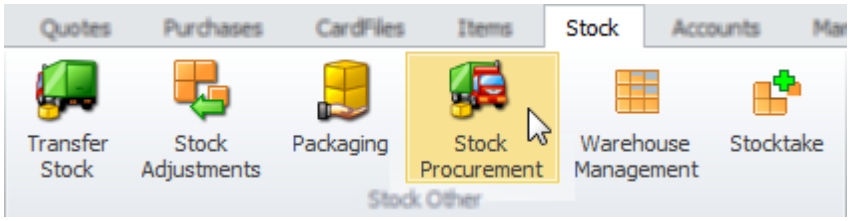
8.16.4 Stock Procurement Session

The Stock Procurement session can be run on an "ad hoc" basis, to ensure Purchase Orders or Stock Transfers are raised to manage the replenishment of Stock codes. Each session is based on an individual stock location, so businesses with multiple locations will need to run separate sessions for each location.

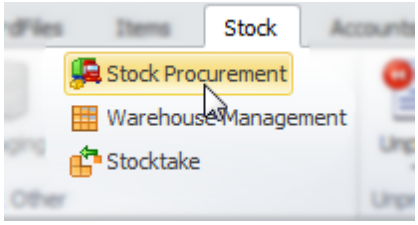
Additional criteria can be set, including Order or Transfer, specific Vendor, selected Stock Groups, etc.

Stock Procurement Session

From the Jim2® "Ribbon Tabs" select **Stock** -> **Stock Procurement**



Depending on your screen resolution, the Icon may appear smaller.



1. The default stock location will appear in the "For" and "Ship" locations.
2. Click Run at the bottom of the screen, and the required quantities for Purchase or Transfer will appear in the resulting list.
3. Click Order at the bottom of the screen to create the appropriate Purchase Orders and Transfers.

Once these Purchase Orders and Transfers have been created, they will then need to be managed in the same way as all other Purchase Orders and Transfers, including sending the Purchase Orders, and using statuses.

8.17 Stocktake



Knowing the value of your 'stock on hand' is an essential part of running any business.

The integrated stocktake facility enables high-level, real-time stock control and reconciliation, with the ability to handle multiple rolling stocktakes based on extensive criteria. Jim2® caters for serial and batch numbers, kits, packages, consignment stock, and multiple unit measures.

Although the ultimate goal is the same, stocktake procedures vary from industry to industry and business to business. A small family operated business operates differently to a multi-site corporation, just as a retail store operates differently to a factory.

Jim2 adequately caters for all of these varied business requirements to cover all the general stocktake requirements of the Distribution, Manufacturing, Service, and Retail sectors.

This is a very flexible facility supporting multiple stocktake sessions, each with multiple counts, per stock at the same time. Stock integrity is ensured by automatic stock locking while stocktake is in progress and a full audit trail with ability to see who counted what and where. All types of stock including serialised, special, attributed, and consignment are included as are multiple stock unit measures.

Back order sessions handle unresolved count issues and stock adjustments are automatically generated at the end of a session, making the whole stocktake process very easy. 'Full drill down' to related stock and stock adjustments, plus the real-time snapshot of the value of stock discrepancies, ensures you are in complete control of your stock.

Some of the more advanced options include informed or blind method of stocktake, scanning and portable stocktake, and strict serial number control.

Follow these links for detailed help:

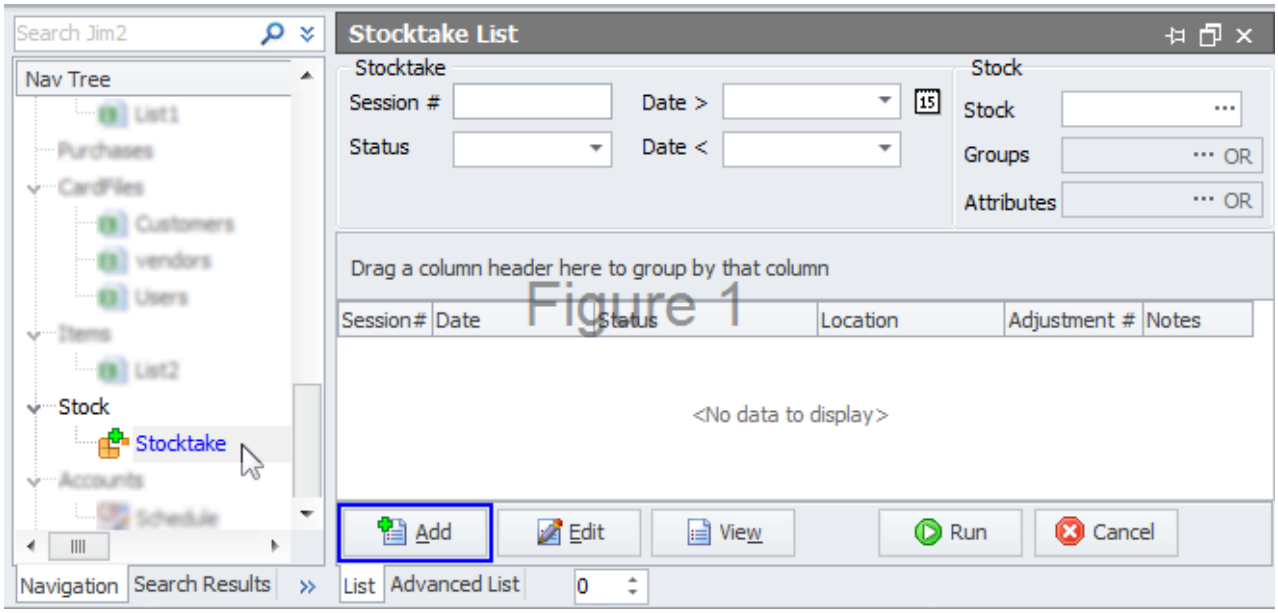
- Quick Start Stocktake
- Stocktake Methodology
- Stocktake Options
- Stocktake Security
- Stocktake Session
- Stocktake Count Modes
- Confirming and Finishing your Stocktake
- General Stocktake Rules
- How To...

8.17.1 Quick Start

This section is a quick-start guide to creating a stocktake session and adding stock in Jim2®.

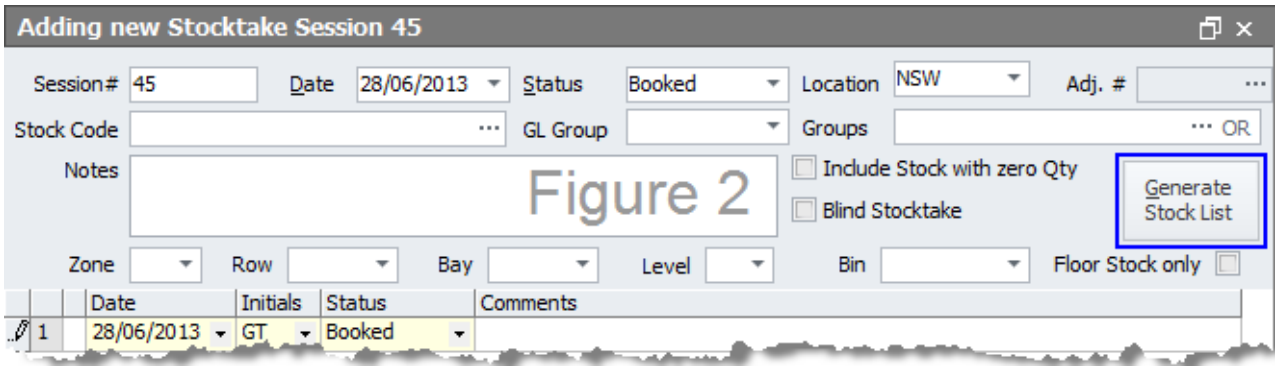
1. From the Jim2 Ribbon at the top of the screen, or from the Nav Tree on the left hand side, select: **Stock -> Stocktake.**

   An empty 'Stocktake List' will be displayed.



2. Press **Add** at the bottom left of the window, as shown in Figure1, above.

   A new Stocktake Session will open, as shown in Figure 2, below.



3. Enter any required selection criteria; Groups, Location, etc.

4. Press **Generate Stock List** (on the right of screen in Figure 2, above).

   The Session is created in View mode and populated with the selected stock (Figure 3 below).

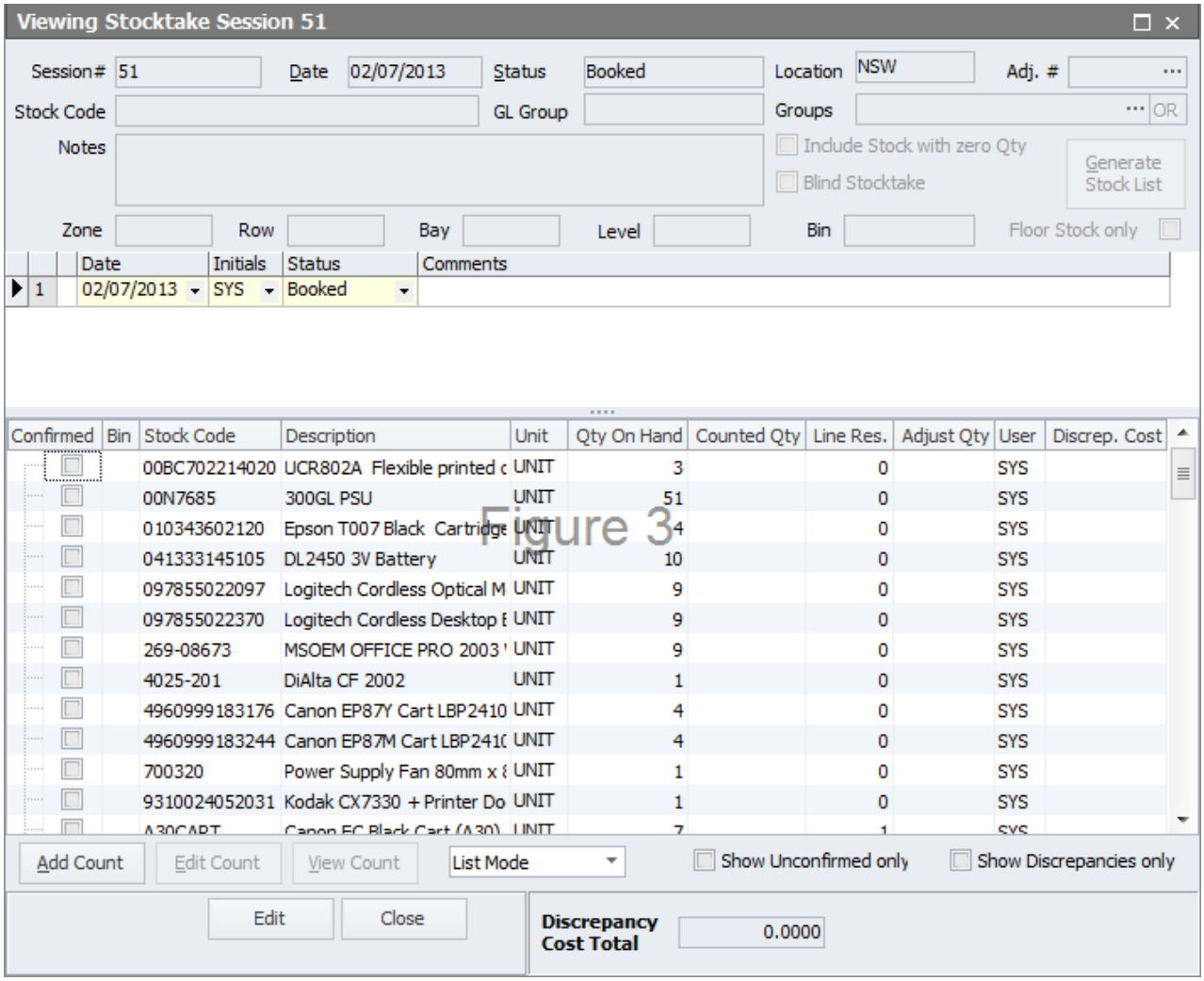


Figure 3

5. Print **Stocktake Count List** (from Stocktake Reports in the Jim2 Ribbon).

6. Count the stock.

7. View (not Edit) the Stocktake session.

8. Press **Add Count.**
   Add Count dialogue box will be displayed.

9. Enter the count for each Stock Code.
   An **OK** box is displayed.
   Correct stock lines are confirmed (black text on green background).
   Incorrect stock lines are unconfirmed (red text on white background).
   See Confirming and Finishing for more information

10. Edit and change Status to FINISH.

11. Save and Close.

8.17.2 Stocktake Methodology

There are two basic methodologies which can be used when performing stocktakes in Jim2®.

Informed Stocktake

With this method, you tell your 'counters' how many pieces of each stock item there should be and allow them to simply verify this.

This is helpful when, for instance, Jim2 says there should be 10 of this stock in this location but when the counter looks on the shelf there are only 9. A disciplined counter will take the initiative to recount and find the missing stock.

While many businesses prefer this method, it is dependent on the vigilance of the counter. The down side is that sloppy counters simply type in 10 and move on, or worse still, find 11 and 'lose' one.

This is the normal and recommended way to count stock but it is purely up to you which mode suits your staff and your business.

Blind Stocktake

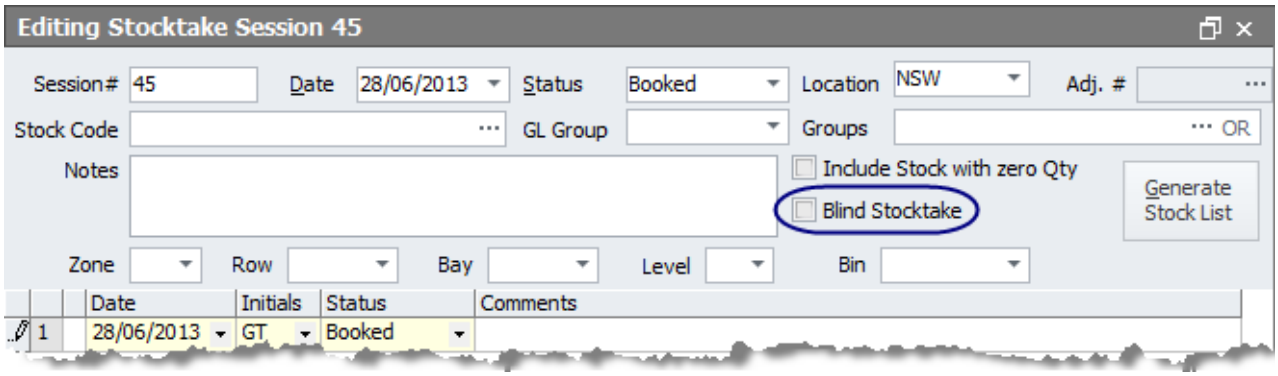
With the blind method, quantities are NOT displayed or given to the counter.

Counters simply record whatever number they find and move onto the next stock. In the case of serialised stock, serial numbers are only shown once they have been scanned.

The upside to using a blind Stocktake is that you are telling Jim2 what stock you actually found, rather than confirming what you were expecting to find. The downside is there will probably be more work at the end of the Stocktake session to resolve miscounts, etc.

HOW TO

Tick the Blind Stocktake box to perform a Blind Stocktake. The default is unticked (for Informed Stocktake).



Stocktake Session Options

Include Stock with zero Qty

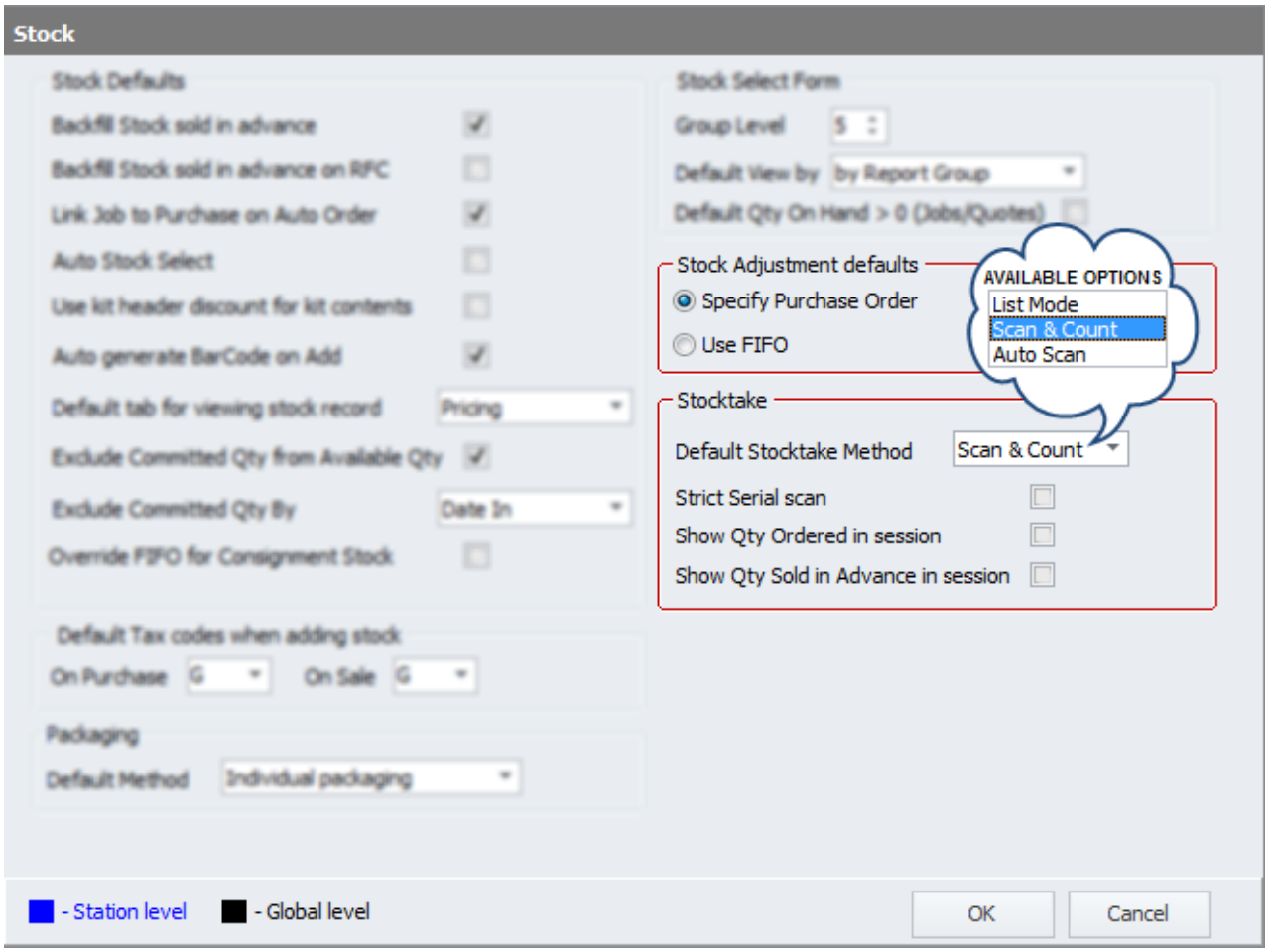
When generating a stock list, you can choose to include items that according to the system, should have nil stock.

This will allow your counters to confirm this, or if they find some stock of an item, record the actual quantity found.

8.17.3 Stocktake Options

Before starting a new Jim2® Stocktake Session, you should take a moment to configure the default options for both the Stocktake session and the Stock Adjustment it will eventually generate.

From **Tools -> Options -> Stock**, configure the appropriate options (bottom right of screen).



Stock Adjustment Options

Option	Description
Specify Purchase Order	This option forces users to specify the exact Purchase Order that any Stock Adjustment Down (Qty-) will use.
Use FIFO	This option allows Jim2 to automatically select the Purchase Order(s) used for Stock Adjustment Down using FIFO (First In First Out). That is, the stock on the oldest Purchase Orders will be used (excluding stock specifically purchased for Jobs).

Stocktake Options

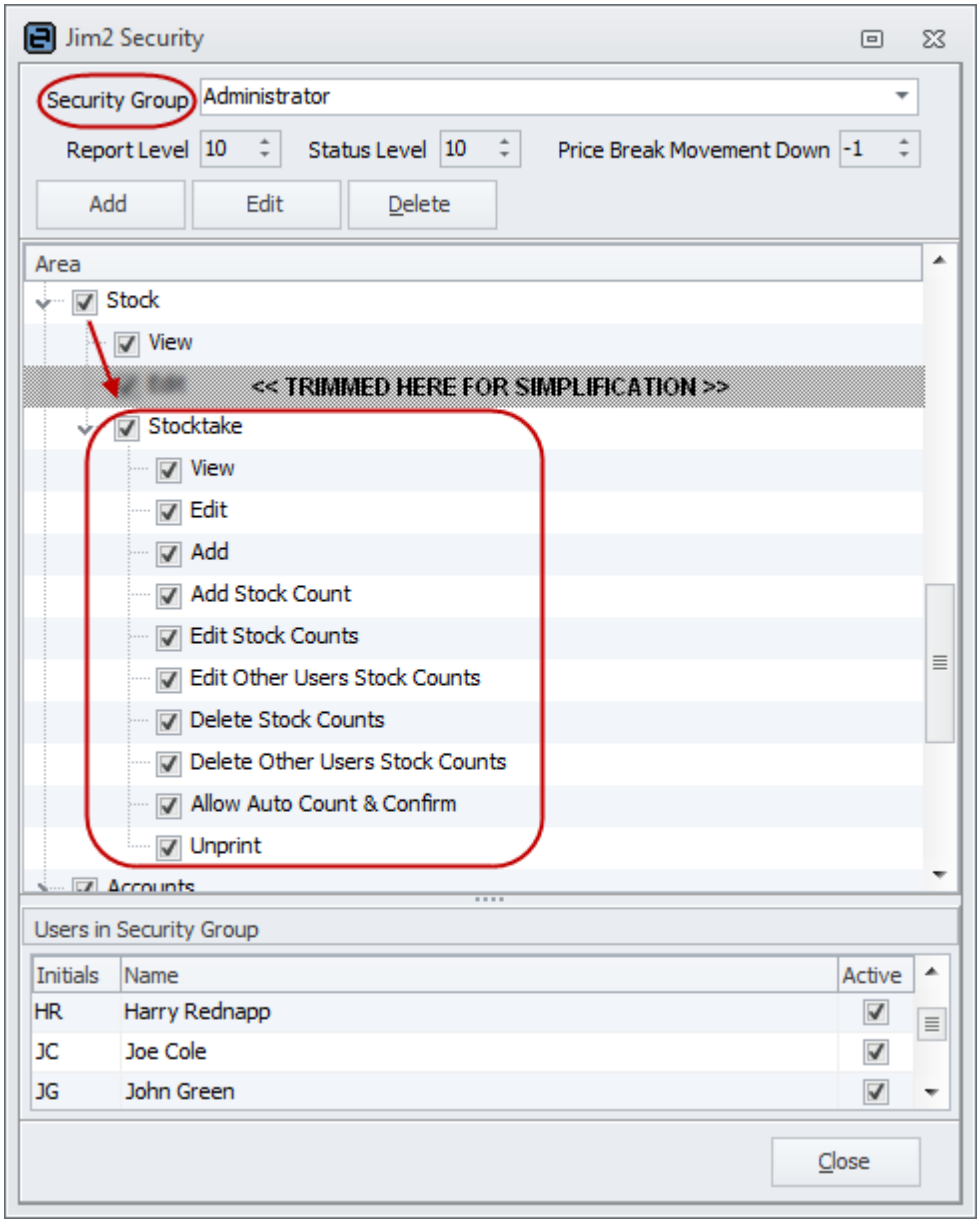
Option	Description
Default Stocktake Method	Stocktake allows three unique methods to count stock. The method selected here is the default method that will be used whenever a new Stocktake session is created. Note: This is only the default method and can be overridden on the session

Option	Description
	once it has been created. Refer to: Stocktake Count Modes
Strict Serial Scan	This option forces counters to not only specify the number of stock counted, but to verify the serial numbers of the stock counted. This option is only applicable to stock that is marked as Serial On Purchase
Show Qty Ordered in session	This option displays an additional column in the Stocktake session list that displays the Qty of stock on order for that location for reference purposes only. This figure is calculated whenever a session is opened and the session is still active.

8.17.4 Stocktake Security

Before starting a new Jim2® Stocktake Session, it is advisable to configure who will be allowed to do what.

From **Tools -> Security**, configure Stocktake security (under the Stock node) for each security group.



Typically you would configure the Stocktake security options for three (3) types of personnel.

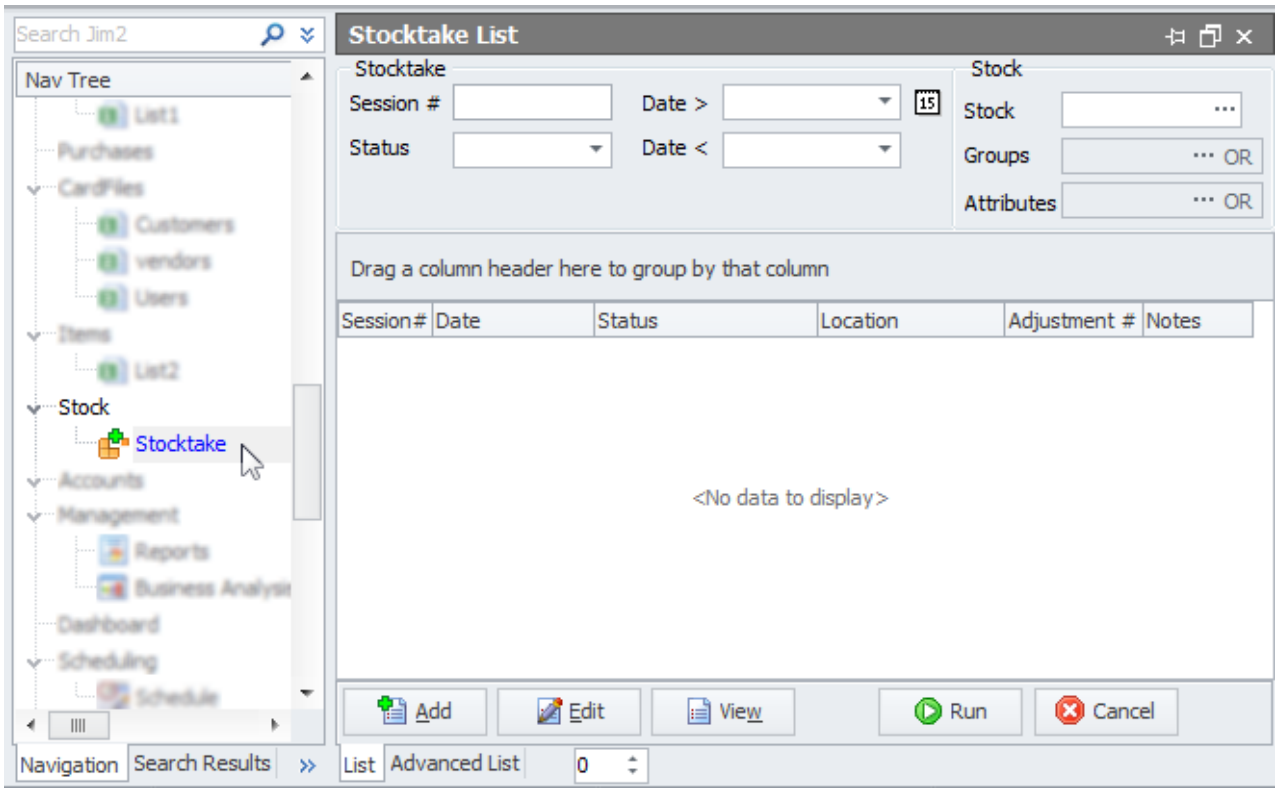
User type	Security settings
Complete control (Jim2 administrators) For complete control, ALL items under Stocktake should be ticked.	Stocktake View Edit Add Add Stock Count Edit Stock Counts

User type	Security settings
Counting control For 'count controllers', only these five security options need to be ticked.	☑ Add Stock Count ☑ Edit Stock Counts ☑ Edit Other Users Stock Counts ☑ Delete Stock Counts ☑ Delete Other Users Stock Counts
Counters Your 'counters' normally only need to be have these two security options ticked.	☑ Add Stock Count ☑ Edit Stock Counts ☐ Edit Other Users Stock Counts ☐ Delete Stock Counts ☐ Delete Other Users Stock Counts

8.17.5 Stocktake Session

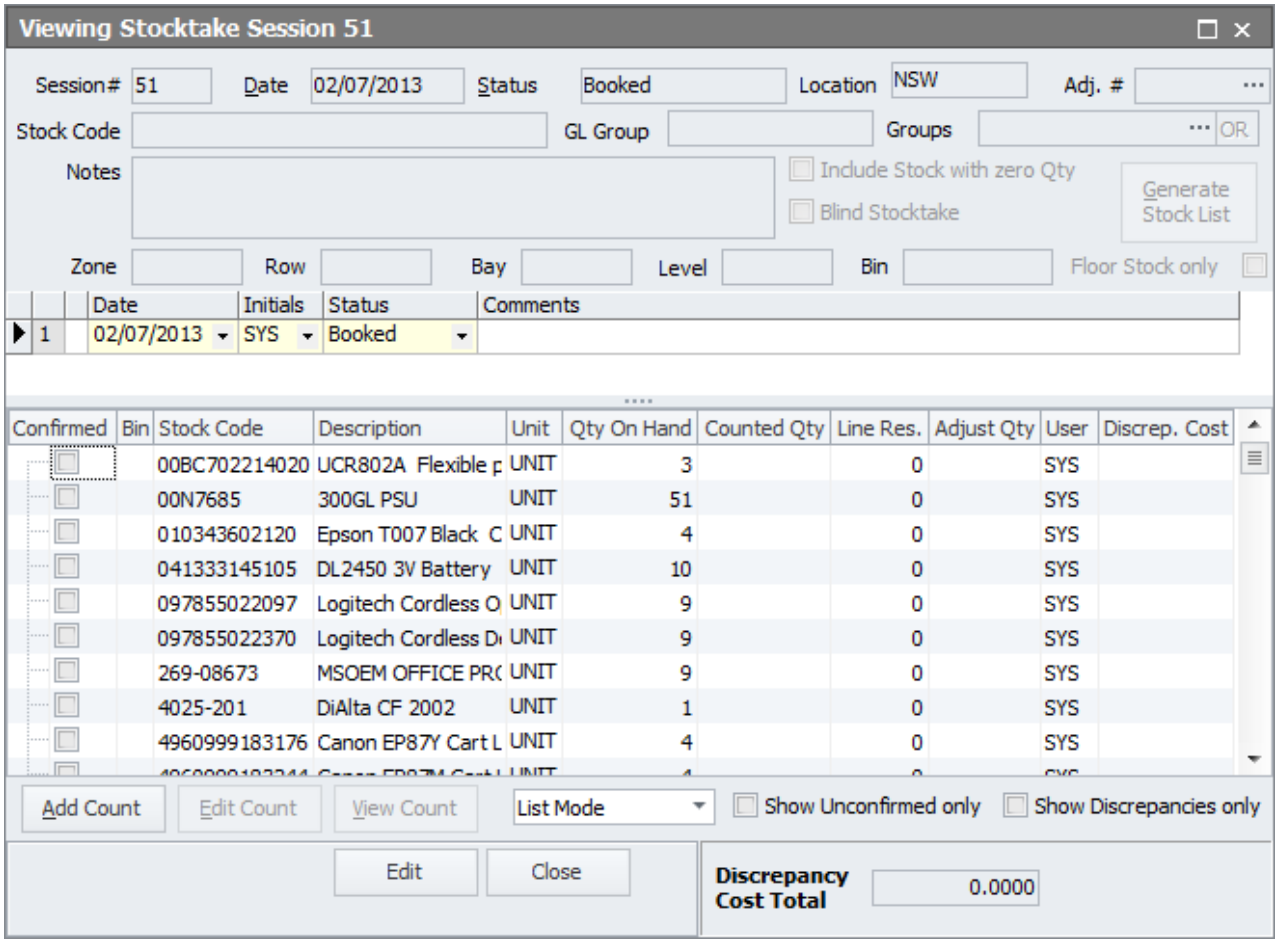
Like most other functions in Jim2®, 'Stocktake' has a Stocktake session list.

This is accessed by clicking **Stock -> Stocktake.**



From the Stocktake List you can generate a list of active and completed Stocktake sessions based on your selection criteria, add new sessions or view/edit existing sessions.

Add: The purpose of adding a new Stocktake session is to generate a list of stock that you wish to count for a specific stock location. Additionally, you can restrict the list to a specific Stock Code or Stock within a specific Stock Group or Groups. Clicking the Generate Stock List will populate the session with the stock that is known to be in that location, filtered by your additional selection criteria (if applicable).



Once the Stocktake session has been generated, you can produce count sheets and commence adding stock counts. Once all the stock counts have been added and confirmed, the session can move along the work flow and its status changed to FINISH. This then generates a Stock Adjustment and gives the option of creating a Backorder session for any unconfirmed counts allowing these to be resolved at a later stage and free up all resolved stock for use.

Once a 'Stock List' is generated, ALL stock in that list will be LOCKED. You will NOT be able to perform ANY transactions whatsoever until you either complete the stocktake and set the status to FINISH or abandon the stocktake and change the status to CANCEL.

For the above reason, it is good practice to create a number of smaller Stocktake sessions rather than one large one. This is easily achieved by using a combination of Locations and Groups.

Furthermore, it is recommended that you perform any major stocktake outside of normal business hours, to prevent impacting your normal business activities.

8.17.6 Stocktake Count Modes

Jim2® allows you to count stock in three distinct ways depending on the type of stock involved and your business requirements. The default count method is specified in Options but can be overridden at any time within a session.

Count Mode	Explanation
List Mode	'List mode' is the traditional way of doing a stocktake. You generate a Stocktake list, hand out the count sheets and then enter the counts straight off the hand written stock count sheets. Clicking the 'Add Count' button will pop up the stock count form, defaulting to the currently focused stock code in the session. Simply type in the count and press Enter. The count will be added to the session and you then continue this process until all stock is counted.
Scan & Count	'Scan & Count' mode enables barcode scanning of the stock. Clicking on Add Count displays the stock count form with the cursor on the Stock Code field ready for you to type or scan either the stock code or a barcode. The focus then automatically moves to the 'Counted Now' field, ready for you to type in the count and press Enter, ready for the next count.
Auto Scan 	'Auto Scan' mode allows for full barcode scanning of stock, straight into the Stocktake session. This allows for complete scanning of stock with little or no keyboard interaction. For example, in a retail environment, you could simply walk around the store scanning barcodes and the count will automatically increment by one. As this is intended to be a 'keyboard free' process and since each scan increments by one (1), it is important that the personnel doing the counting scan every piece of stock.

 **Remote Counting**. Physical counting, using any of the above modes, can be improved by using wireless notebooks or tablet PCs with an attached barcode scanner.

8.17.7 Confirming and Finishing

As you count stock it will be automatically marked as confirmed once the correct count has been entered; that is the count (or total of the counts) entered matches the stock on hand figure for that location.

If the count does not equal the stock on hand figure, the text for that line will appear in red and the line will not be automatically confirmed. In the case of serialised, attributed or special stock, the count will not match until the exact serial numbers, attributes or special stock has been entered.

For example, if Jim2® shows 10 pieces of serialised stock on hand but you only counted 9, you need to tell Jim2 which one is missing by specifying the serial numbers of the nine that you have. In this case you need to edit the Stocktake session and manually confirm the line of stock.

Once you have confirmed all the stock that you can (hopefully all) change the status of the session to FINISH and click Save. A linked stock adjustment will be automatically created for any discrepancies. You are given the option to create a 'backorder' Stocktake session for any stock that is not confirmed.

 A Backorder Stocktake session is a new Stocktake session for just the stock that was not confirmed; it is NOT going to order the missing stock

Auto Add Count and Confirm

This time-saving feature saves you from having to confirm each line of stock individually for when the Counted Quantity equals the Session Quantity for the whole session.

It is controlled by Security and is only made available as required.

Open the Stocktake Session in View mode.
Right click on the Stocktake Session and select **Auto Add Count and Confirm**.
This will automatically make all counts match the Stock On Hand Qty and then mark as Confirmed.
Edit the session, change Status to FINISH, **Save and Close**

Because the Count equals the Stock On Hand, it would be possible to simply mark the session as CANCEL. While this is an expedient, it defeats the integrity of your overall stock control process. When the Count equals the Stock On Hand, it is best practice to complete the session by Auto Add Count and Confirm because that will create an audit trail of the Stocktake session, showing that the stock was in fact counted.

Stocktake Session Colour Code

Text colour	Background	Meaning	Include in Stock Adjustment
Black	**White/ Beige**	Untouched No count recorded	n/a
Black	**Green**	Count confirmed Count matches	No
Red	**White/ Beige**	Count unconfirmed Count does not match	No - Will be excluded from current session and transferred to Backorder Stocktake session (basically unresolved)
Red	**Green**	Count confirmed Count does not match	Positive count will create a Stock Adjustment Qty + Negative count will create a Stock Adjustment Qty --

8.17.8 General Stocktake Rules

For All Stock Types

- If Qty counted is less than Qty on Hand, it will be marked in red text and final confirmation is required.
- Blank counts are not allowed e.g. something has to be entered to Qty Counted field.
- If Qty counted is 0 (zero), it is a valid count and confirmation is required.
- If Qty counted is more than Qty on Hand confirmation is required.
- If Qty counted equals Qty on Hand it will confirm automatically upon saving count, except for serial, special or attributed stock, when Qty counted of on hand stock equals new stock found.

e.g. Stock On Hand = 2, Qty Counted = 1 and New Stock found = 1

Total counted would be 2 and equal to Qty on hand, but Jim2® should create A Stock Adjustment Qty+ for 1 and Qty- for 1 as well. In this case stock will not be confirmed and displayed in red colour even if Adjust Qty = 0.

Serial and Special stock, when Qty- in Stock Adjustment should have PO# assigned which means that Qty should be taken from exact PO, no FIFO will be applied.

Depleting Stock

- No specific rules, just check that the Qty on hand is calculated properly when generating list.

 Important! When doing a Stock Adjustment with Qty-, linked stock is skipped when using FIFO (if any).

Serialised Stock (might be with or without Attributes and/or Special stock)

- There are two ways to count Serialised stock in a Stocktake depending on the setting of: Strict Serial scan (Tools > Options... > Stock)

1. If the option is not enabled then the user can skip counting if the Qty on Hand matches Qty the counted.
2. If enabled the user must scan all serial numbers regardless of the Qty counted.

- On a Stock Adjustment with Qty- and stock on PO is linked, a warning message will be displayed and the Adjustment will not be allowed to be finished.

Special Stock

- Special can be counted in two ways as serial - exact match or scan individual.
- On a Stock Adjustment with Qty- and stock linked to a PO, a warning message will be displayed and the Adjustment will not be allowed to be finished.

Packages

- Packages can only be counted but not adjusted. Stocktake for packages is only for informational purposes.
- To adjust you must unpack a Package. The individual stock that make up the Package are not included in the Stocktake session as they are considered part of the Package (as per its Stock record).

Consignment Stock

- Stock that has been purchased on a Consign.In Purchase Order is included in the Stocktake session for counting purposes.
- When finishing a Stock Adjustment for Consignment stock on Qty-, Jim2 will check if there is enough 'real' stock to do the adjustment. If there is not enough a message will be displayed suggesting that you first purchase some of the stock on a Consign.Buy to allow for the adjustment.
- Qty+ is simply a Qty+ adjustment and is not related to any specific Consign.In Purchase Order.

Reserve and Linked Stock

- Reserve and Linked stock (stock linked to a Job via a PO) are included in Qty On Hand figures but the resulting Stock Adjustment will fail in which case the stock will be required to be unreserved or unlinked.

8.17.9 How To ...

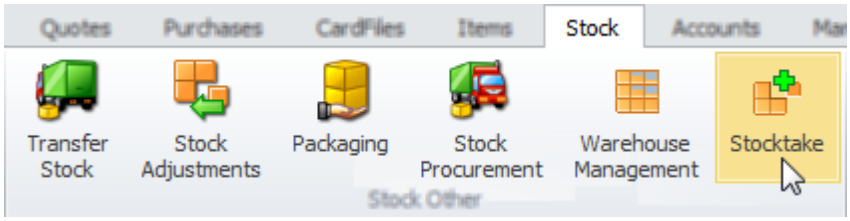
Step by step instructions follow:

1. Create a Session
2. Print Count List
3. Enter Count
4. Edit Count
5. Confirm Count

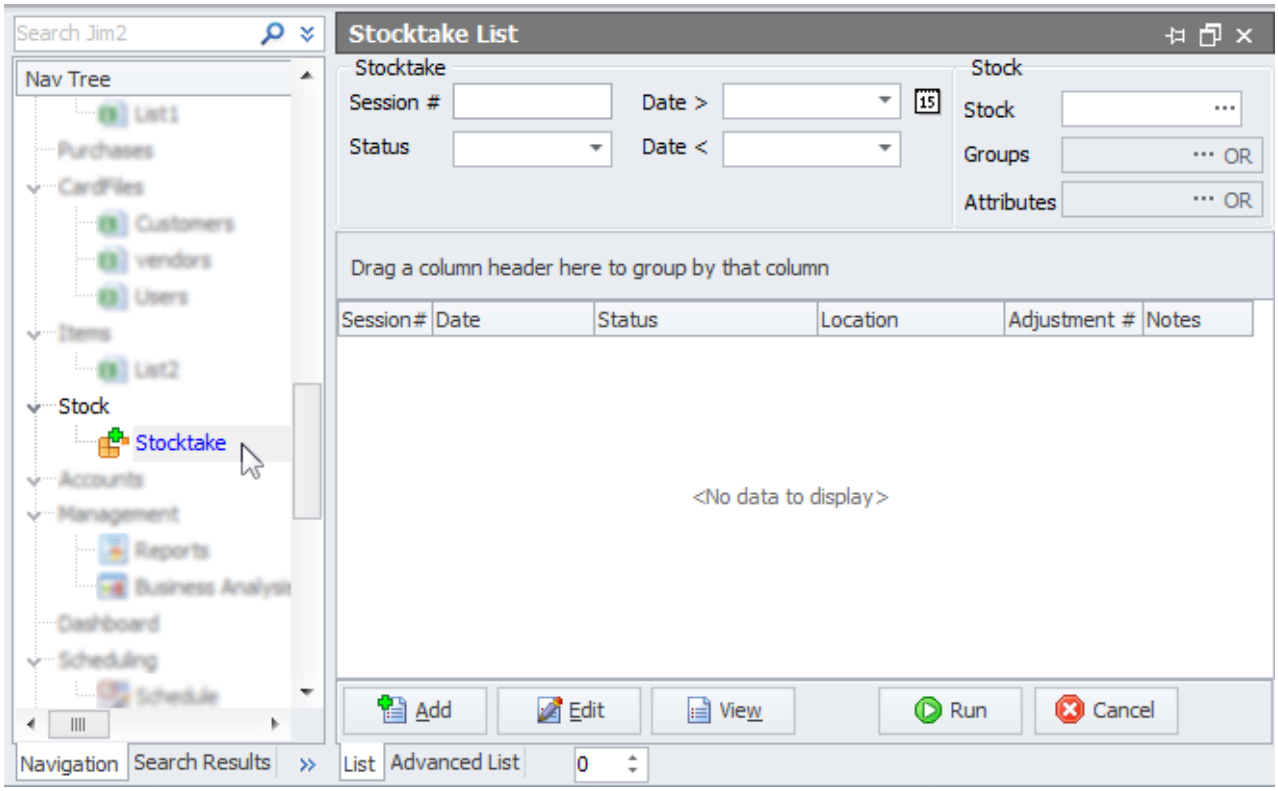
8.17.9.1 1. Create a Session

Run a Stocktake Session using List Mode

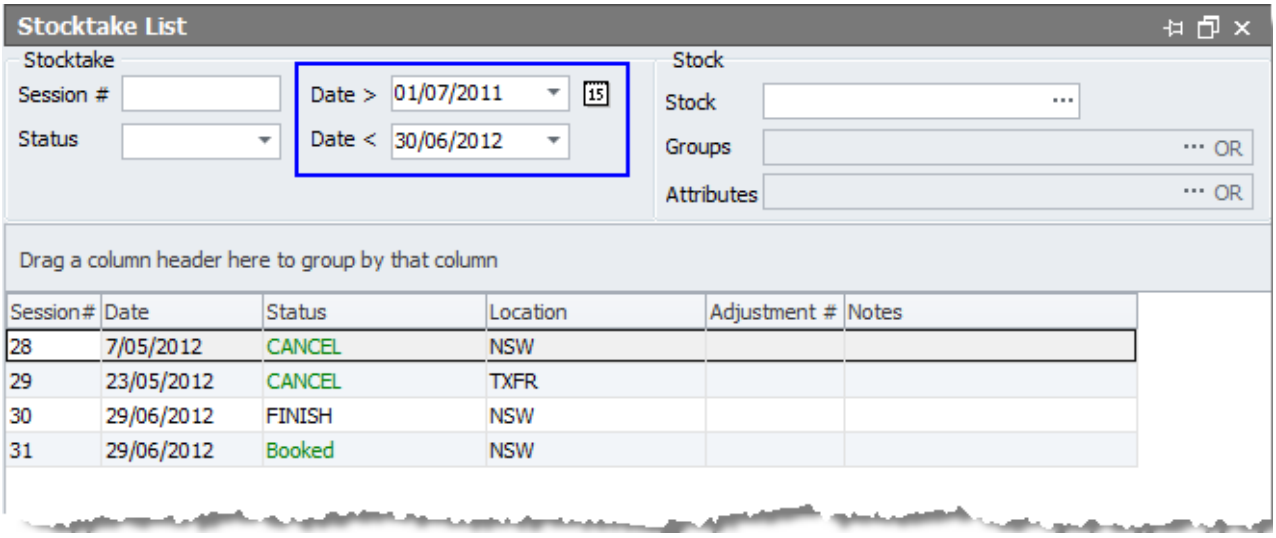
1. Click the Stock Tab then click on Stocktake.



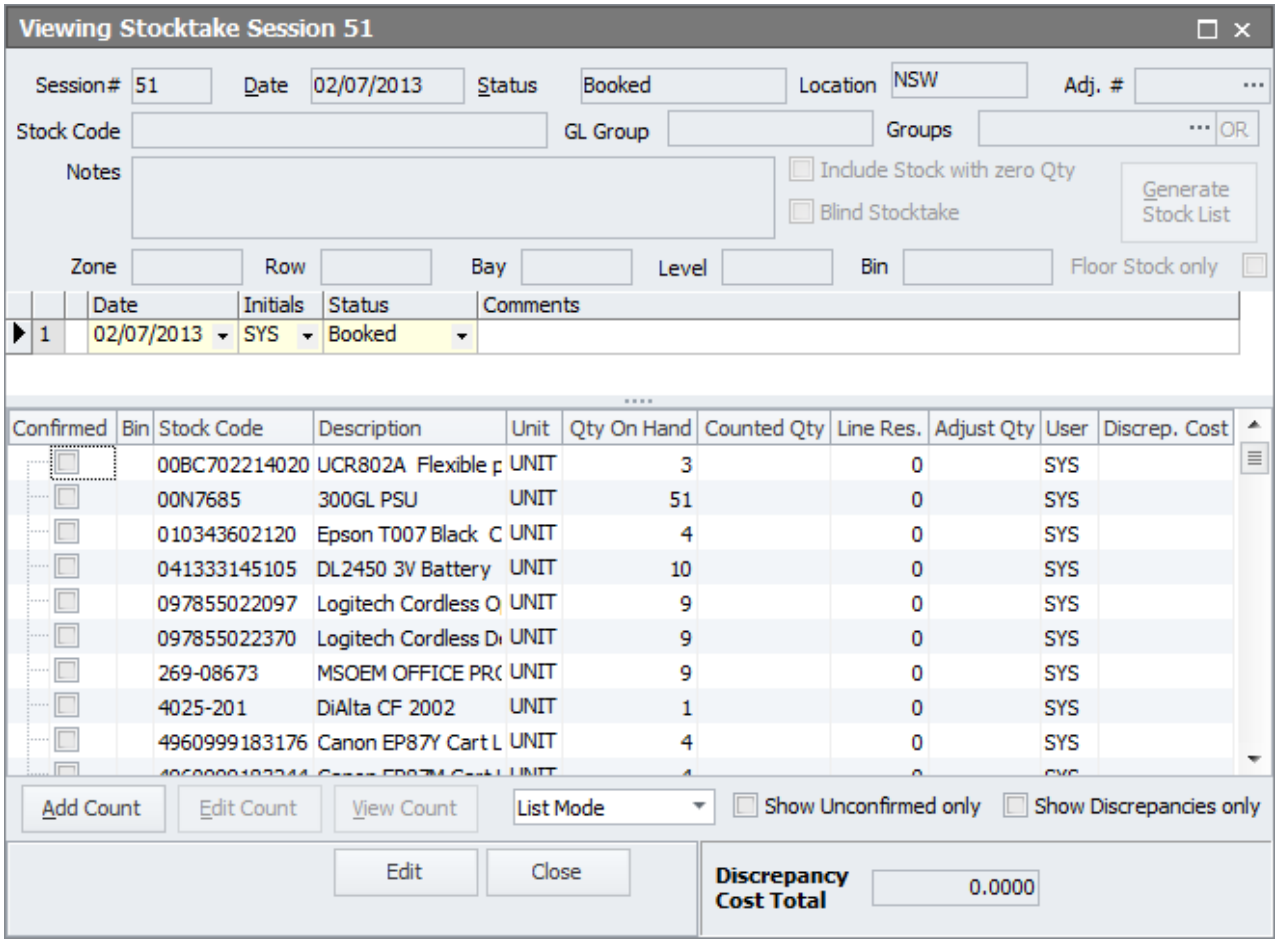
Alternatively, click on Stock -> Stocktake in the Nav Tree.
The Stocktake session list will appear.



As with all other Lists in Jim2®, pressing Run will display all Stocktake Sessions, while various criteria entered in the selection area will filter the display, as shown in the example below.



Click 'Add' to create a new Stocktake session which will look similar to the example below.



A new Stocktake session will be created defaulting to your current stock location.

Confirm location and date and enter any additional selection criteria such as:
Stock Code, GL Group, Stock Groups, etc. This uses normal Jim2 group methodology.

Select Blind Stocktake if required.

Click **Generate Stock** List.

Click **Save**.

Once a 'Stock List' is generated, ALL stock in that list will be LOCKED. You will NOT be able to perform ANY transactions whatsoever until you either complete the stocktake and set the status to FINISH or abandon the stocktake and change the status to CANCEL.

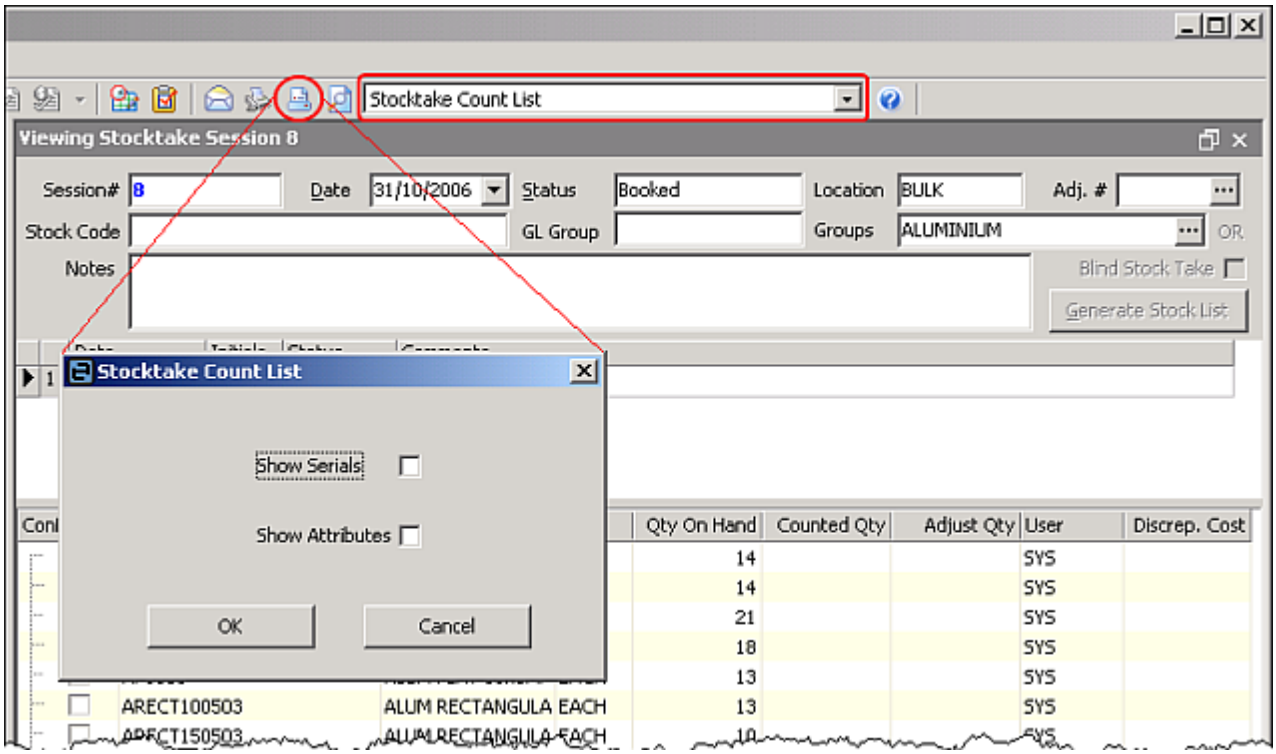
For the above reason, it is good practice to create a number of smaller Stocktake sessions rather than one large one. This is easily achieved by using a combination of Locations and Groups.

Furthermore, it is recommended that you perform any major stocktake outside of normal business hours, to prevent impacting your normal business activities.

See Also:
Stock Locations
Groups

8.17.9.2 2. Print Count List

1. From the Report Toolbar select the Stocktake Count List report.



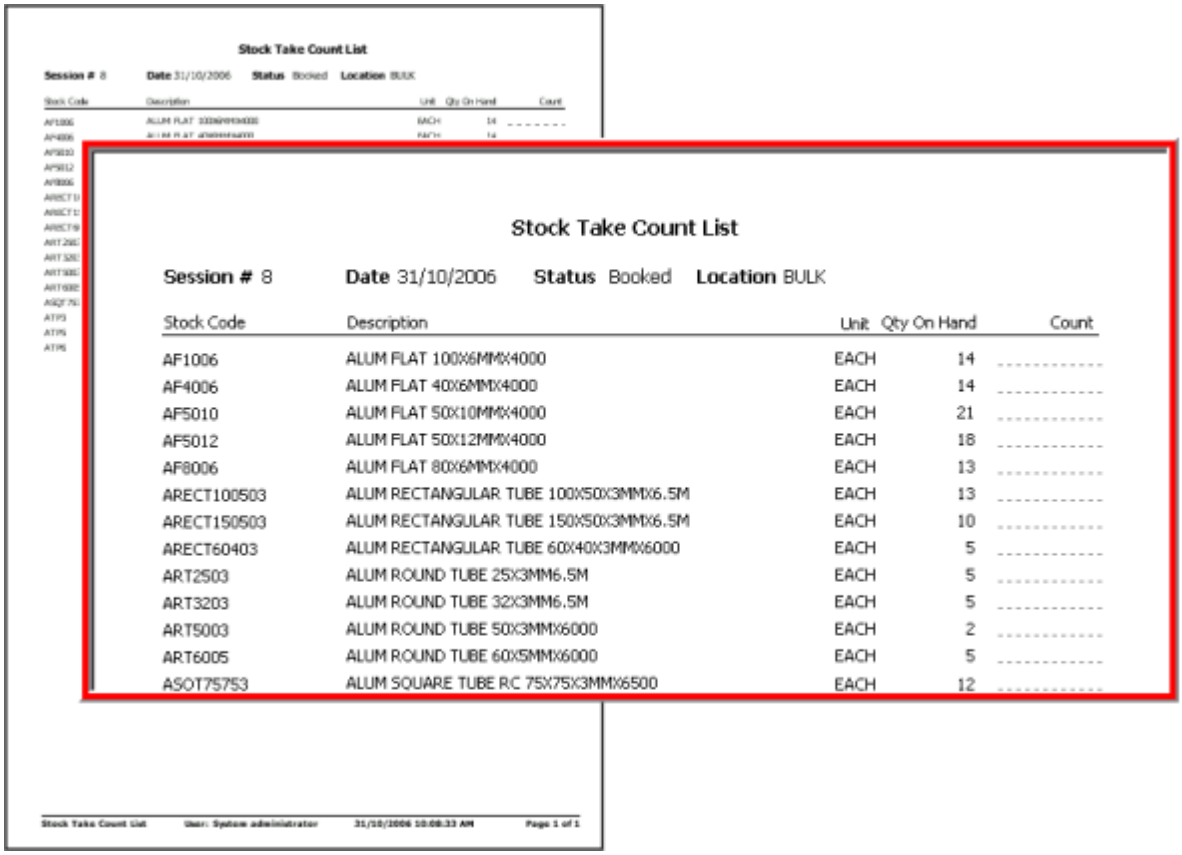
Click **Print**.

A dialogue box appears asking if you want to include Serial Numbers and/or Attributes

Select accordingly or leave blank depending on the type of stock being counted.

Click **OK**.

2. Hand out printed report and complete manual counts.



Stock Take Count List

Session # 8 **Date** 31/10/2006 **Status** Booked **Location** BULK

Stock Code	Description	Unit	Qty On Hand	Count
AF1006	ALUM FLAT 100X6MMX4000	EACH	14	
AF4006	ALUM FLAT 40X6MMX4000	EACH	14	
AF5010	ALUM FLAT 50X10MMX4000	EACH	21	
AF5012	ALUM FLAT 50X12MMX4000	EACH	18	
AF8006	ALUM FLAT 80X6MMX4000	EACH	13	
ARECT100503	ALUM RECTANGULAR TUBE 100X50X3MMX6.5M	EACH	13	
ARECT150503	ALUM RECTANGULAR TUBE 150X50X3MMX6.5M	EACH	10	
ARECT60403	ALUM RECTANGULAR TUBE 60X40X3MMX6000	EACH	5	
ART2503	ALUM ROUND TUBE 25X3MM6.5M	EACH	5	
ART3203	ALUM ROUND TUBE 32X3MM6.5M	EACH	5	
ART5003	ALUM ROUND TUBE 50X3MMX6000	EACH	2	
ART6005	ALUM ROUND TUBE 60X5MMX6000	EACH	5	
ASQT75753	ALUM SQUARE TUBE R.C 75X75X3MMX6500	EACH	12	

Make sure that zero quantities (none in stock) are entered as zero (0).

Additional stock found that is not on the count sheet should be added manually to the count sheet including Stock Code Code and quantity.

8.17.9.3 3. Enter Count

Once sheets are returned with the stock counts, they will need to entered into Jim2®.

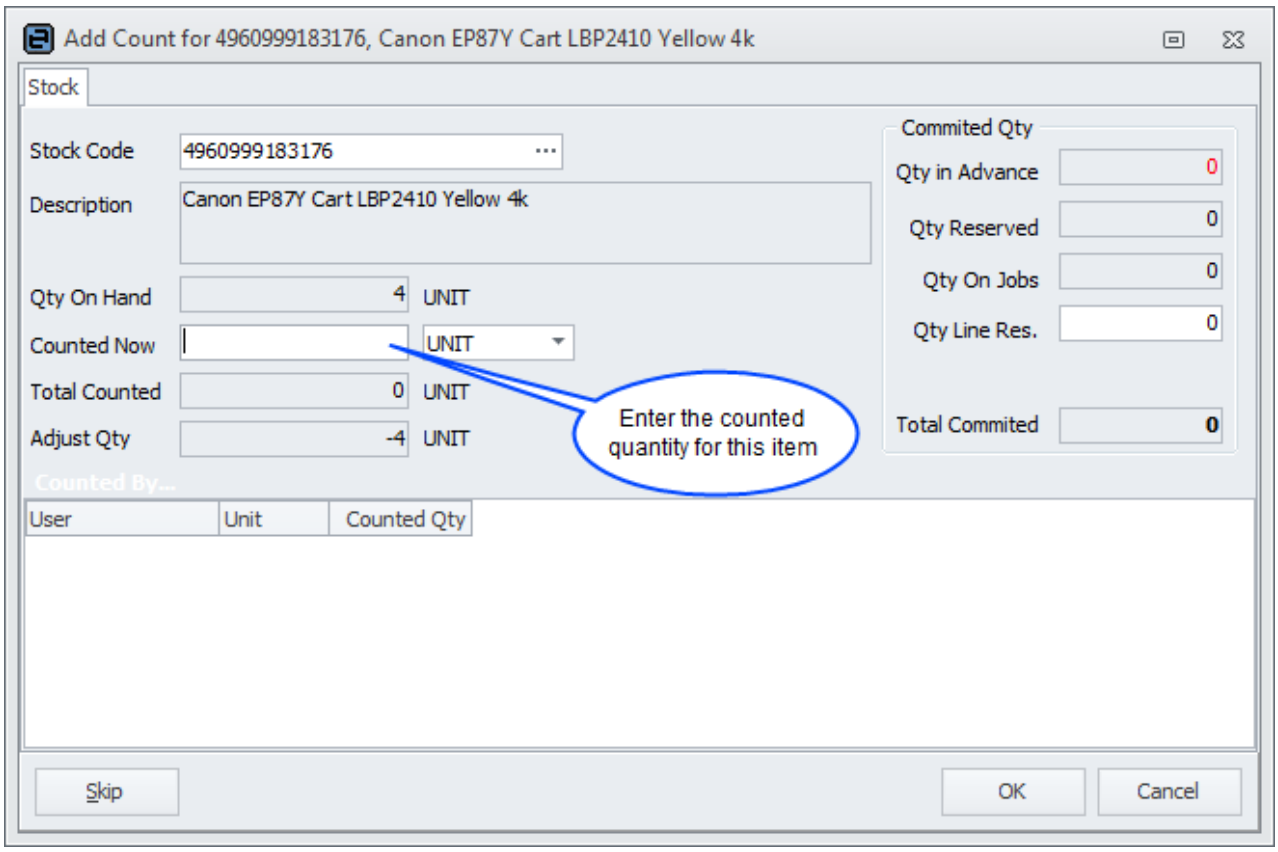
1. Open the Stocktake session by clicking on **Stock** in the Ribbon Tabs, then on **Stocktake,** then click the 'Run' button.

   Now select the session that you want to work on and double-click it, or use the 'View' button at the bottom of the screen.

   The chosen Stocktake Session will open in View mode.

2. Click Add Count.

   The Add Count input window appears for the first line of stock.



Jim2 - Add Count Window

If you have worked on this particular session previously and have some items already confirmed, you will need to select the first stock line for which the count has not yet been entered.

3. Key the counted quantity into the **Counted Now** field.

4. Press **Enter** to add count and move to the next line of stock.

1) If Counters find extra stock in the allocated area they are counting that is not on the count sheet, they should add it to their sheet, giving Stock Code, Description and Quantity. Stock added manually to the count sheets can then be added to the Stocktake Session by simply overriding the Stock Code on the Stock Count form and adding the counted quantity.

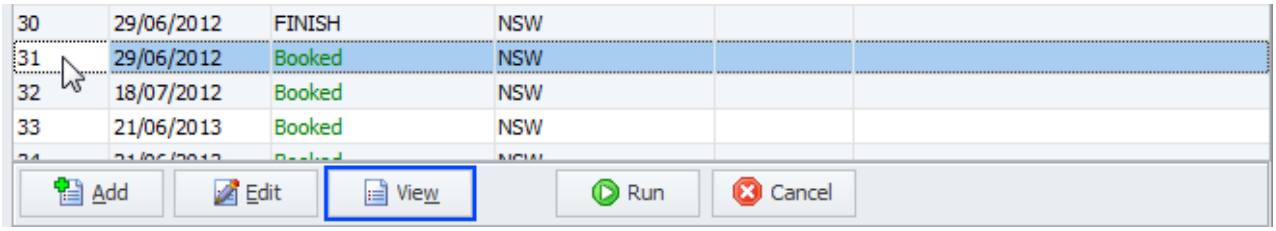
2) Stock not found that is listed on the count sheet should be entered as Qty Counted zero (0)

3) If serialised stock is included in the session and the Strict Serial Scan is enabled, serial number will be required to be confirmed on the serial tab of the stock count form.

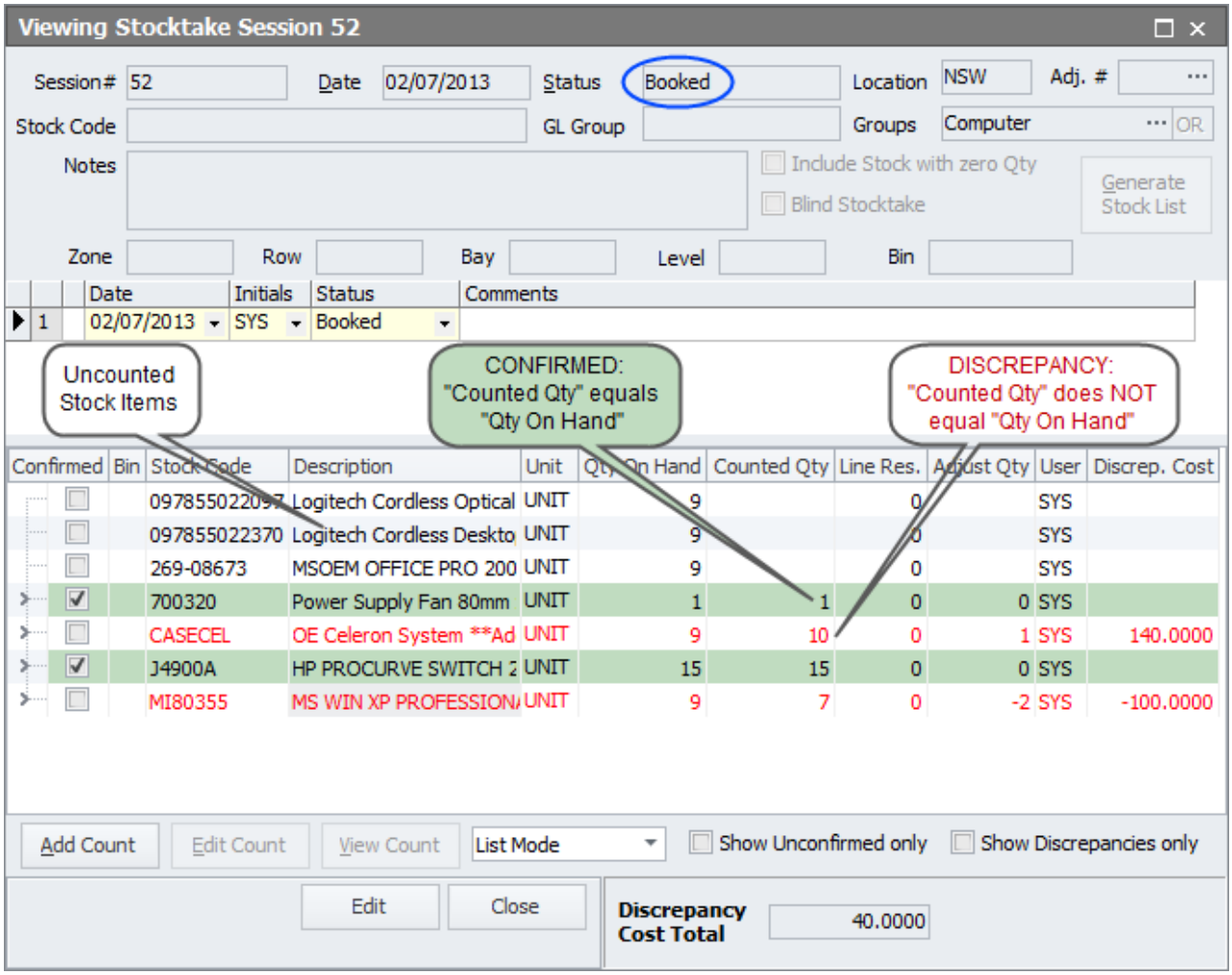
4) If it is necessary to have more than one person counting the same stock in different areas (i.e. multiple count sheets), additional counts can be included later (before FINISH)
(see Edit Count)

8.17.9.4 4. Edit a Count

From the Stocktake List, select the desired Stocktake Session and click **View**.



A window similar to that shown below will open.

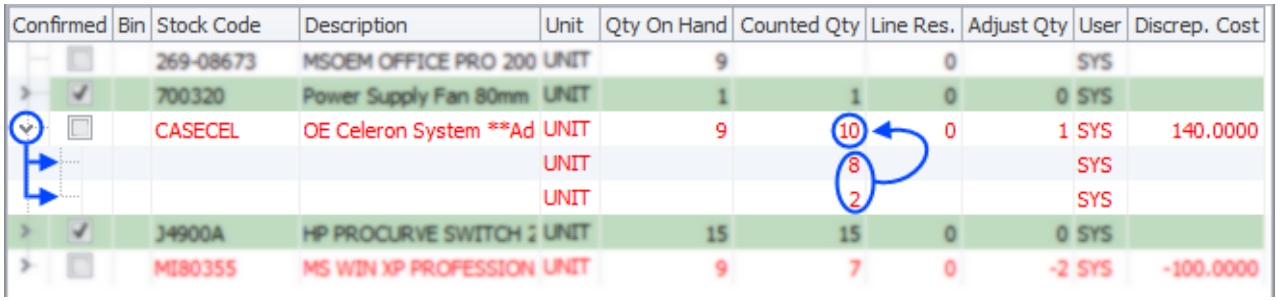


Explanation of the screen shown above. (This session has a Status of Booked and some stock has already been counted and entered).

- Where the count for a particular Stock Code has not yet been entered, that line is displayed in black text on a blank background.
- For stock items which have been counted, if the 'Counted Qty' entered is the same as the calculated 'Qty On Hand', Jim2 automatically confirms the count and highlights that line in turquoise.
- For stock where the 'Counted Qty' is more or less than the 'On Hand' quantity, these items are not yet confirmed and are shown in red text. The difference (whether positive or negative) is displayed in the

'Adjust Qty' column and the resultant value adjustment is displayed in the 'Discrep. Cost' column.

Details of the count entered can be displayed by clicking on the ➢ symbol at the left edge of any line.



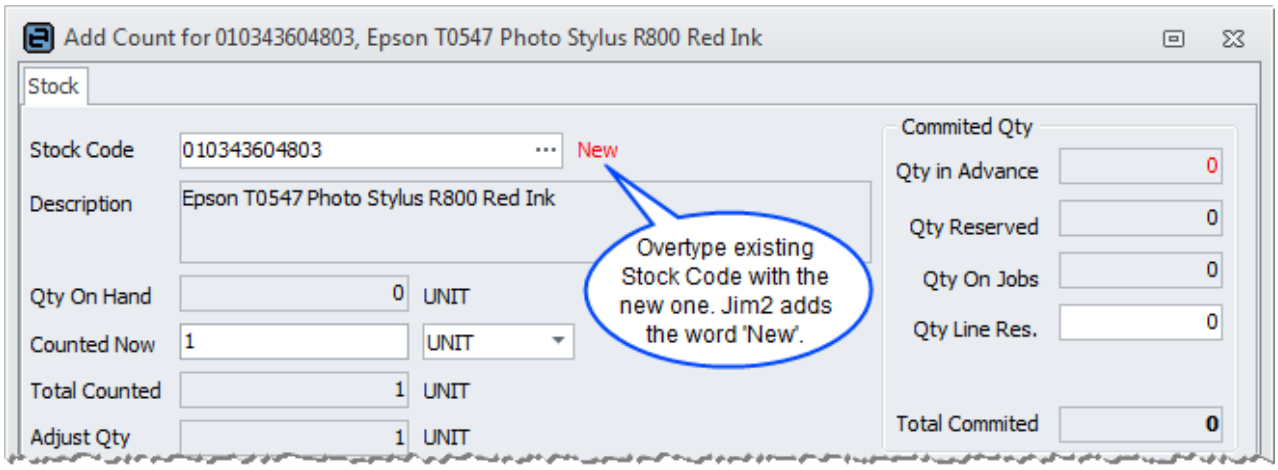
Confirmed	Bin	Stock Code	Description	Unit	Qty On Hand	Counted Qty	Line Res.	Adjust Qty	User	Discrep. Cost
☐		269-08673	MSOEM OFFICE PRO 200	UNIT	9		0		SYS	
☑		700320	Power Supply Fan 80mm	UNIT	1	1	0	0	SYS	
☐		CASECEL	OE Celeron System **Ad	UNIT	9	10	0	1	SYS	140.0000
				UNIT		8			SYS	
				UNIT		2			SYS	
☑		J4900A	HP PROCURVE SWITCH 2	UNIT	15	15	0	0	SYS	
☐		MI80355	MS WIN XP PROFESSION	UNIT	9	7	0	-2	SYS	-100.0000

In the example above, on the third line, the ➢ symbol has been clicked (it now becomes ➘), which expands the view to reveal that two separate counts have been entered: the first one being 8, the second, 2, giving a total of 10. Note that both confirmed and unconfirmed stock counts can be expanded in this manner.

Add Count

Click on the line required and press Add Count.

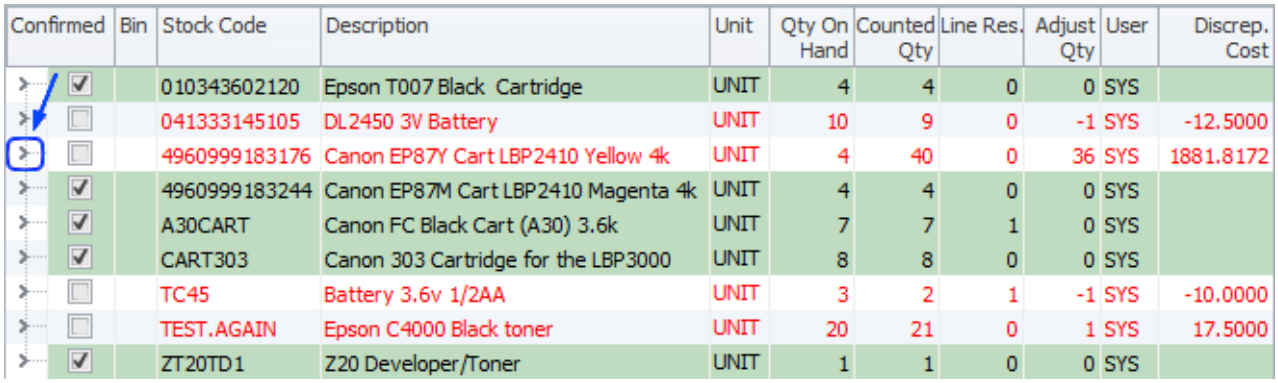
If you generate a Stock List and don't tick 'Include Stock with zero Qty', then you may find stock during the count which is not on the Stocktake list. To record this stock, simply **Add Count** then over-type the Stock Code with the new one and press return. Jim2 will add the word new.



Sometimes mistakes may be made during counting or when entering a count in a stocktake and this will need to be corrected before finishing the Stocktake Session in Jim2. Items which are in discrepancy are displayed in red text on a white background.

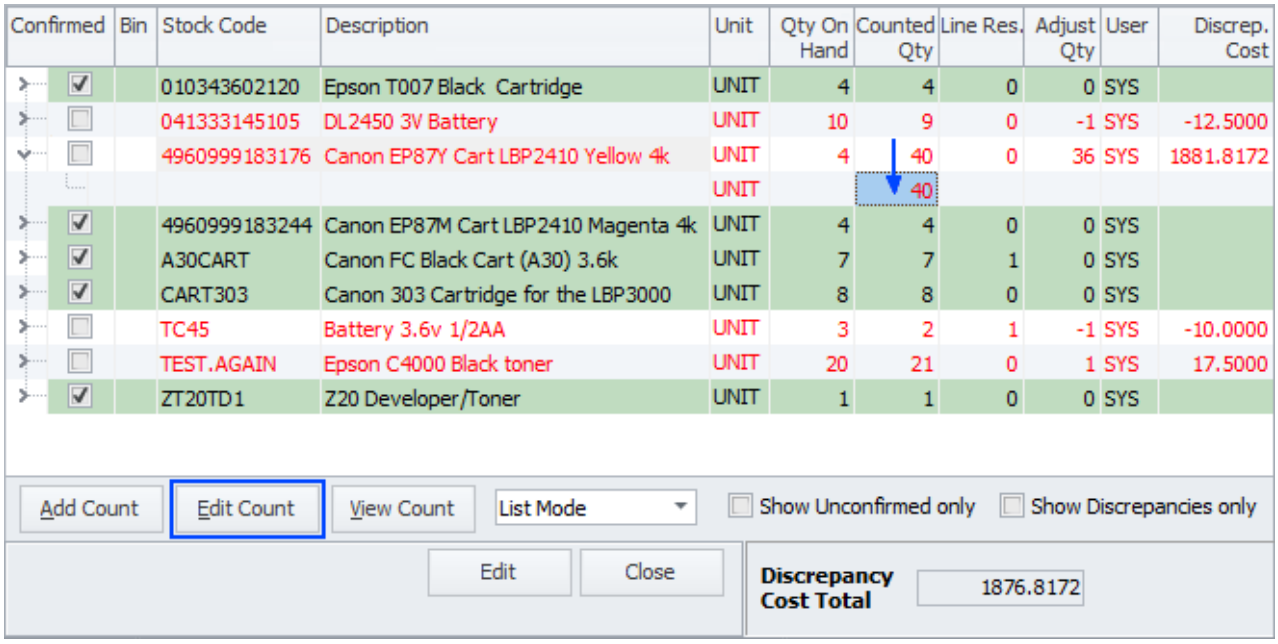
To edit the count, open the desired stocktake session in VIEW mode (DON'T click on Edit).

In the example shown below, we are going to correct the second stock item in discrepancy. Click on the ➢ to the left of the stock record where you want to edit the count (in blue below).



Confirmed	Bin	Stock Code	Description	Unit	Qty On Hand	Counted Qty	Line Res.	Adjust Qty	User	Discrep. Cost
☑		010343602120	Epson T007 Black Cartridge	UNIT	4	4	0	0	SYS	
☐		041333145105	DL2450 3V Battery	UNIT	10	9	0	-1	SYS	-12.5000
☐		4960999183176	Canon EP87Y Cart LBP2410 Yellow 4k	UNIT	4	40	0	36	SYS	1881.8172
☑		4960999183244	Canon EP87M Cart LBP2410 Magenta 4k	UNIT	4	4	0	0	SYS	
☑		A30CART	Canon FC Black Cart (A30) 3.6k	UNIT	7	7	1	0	SYS	
☑		CART303	Canon 303 Cartridge for the LBP3000	UNIT	8	8	0	0	SYS	
☐		TC45	Battery 3.6v 1/2AA	UNIT	3	2	1	-1	SYS	-10.0000
☐		TEST.AGAIN	Epson C4000 Black toner	UNIT	20	21	0	1	SYS	17.5000
☑		ZT20TD1	Z20 Developer/Toner	UNIT	1	1	0	0	SYS	

This will expand the view. While in this expanded view, select the field that you want to edit (blue arrow below) and either right click and select 'Edit Count' from the dropdown menu or click on the Edit Count button at the bottom left.



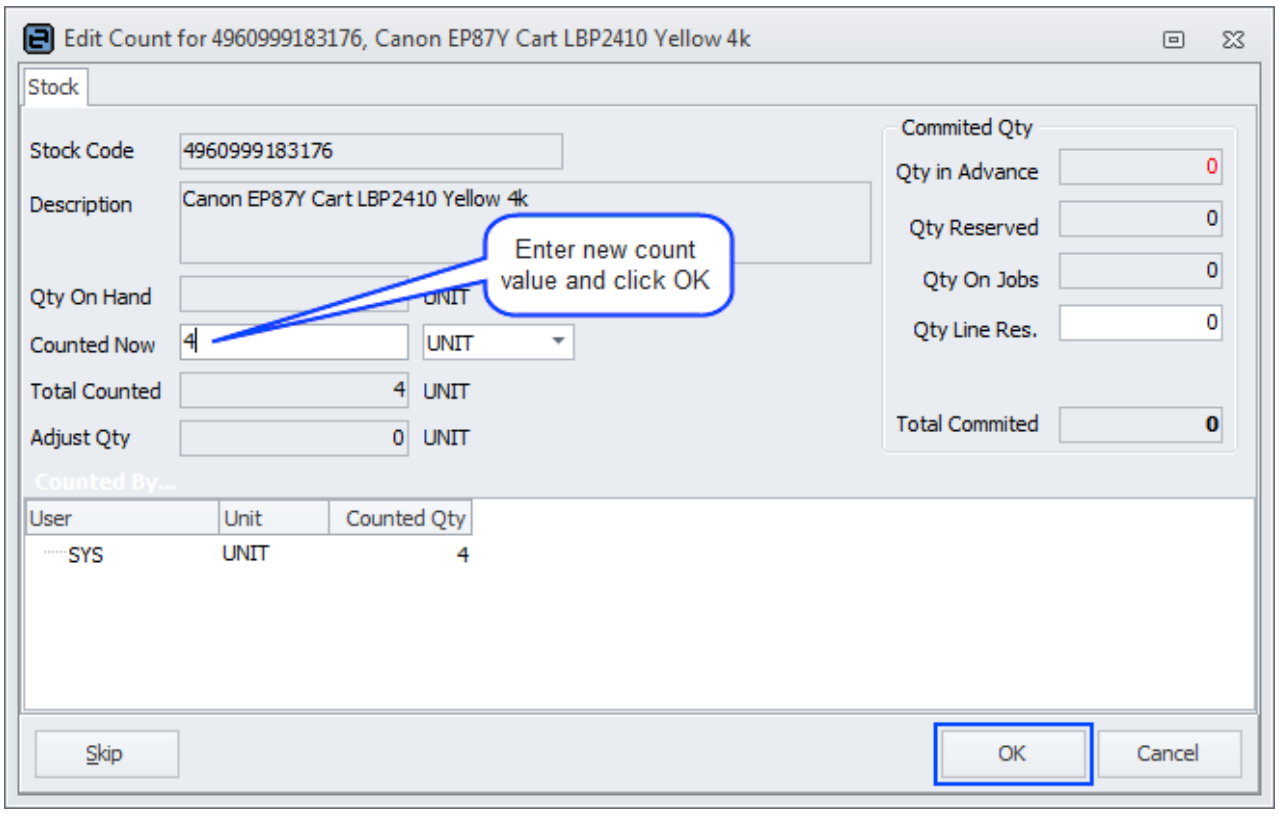
Confirmed	Bin	Stock Code	Description	Unit	Qty On Hand	Counted Qty	Line Res.	Adjust Qty	User	Discrep. Cost
☑		010343602120	Epson T007 Black Cartridge	UNIT	4	4	0	0	SYS	
☐		041333145105	DL2450 3V Battery	UNIT	10	9	0	-1	SYS	-12.5000
☐		4960999183176	Canon EP87Y Cart LBP2410 Yellow 4k	UNIT	4	40	0	36	SYS	1881.8172
				UNIT		40				
☑		4960999183244	Canon EP87M Cart LBP2410 Magenta 4k	UNIT	4	4	0	0	SYS	
☑		A30CART	Canon FC Black Cart (A30) 3.6k	UNIT	7	7	1	0	SYS	
☑		CART303	Canon 303 Cartridge for the LBP3000	UNIT	8	8	0	0	SYS	
☐		TC45	Battery 3.6v 1/2AA	UNIT	3	2	1	-1	SYS	-10.0000
☐		TEST.AGAIN	Epson C4000 Black toner	UNIT	20	21	0	1	SYS	17.5000
☑		ZT20TD1	Z20 Developer/Toner	UNIT	1	1	0	0	SYS	

Add Count | Edit Count | View Count | List Mode | Show Unconfirmed only | Show Discrepancies only

Edit | Close

Discrepancy Cost Total 1876.8172

The edit count window will open, simply type in the count you require and click OK.



Notice that the stock line has been updated to reflect the changes. The discrepancy has been resolved and the item count is now confirmed.

Confirmed	Bin	Stock Code	Description	Unit	Qty On Hand	Counted Qty	Line Res.	Adjust Qty	User	Discrep. Cost
☑		010343602120	Epson T007 Black Cartridge	UNIT	4	4	0	0	SYS	
☐		041333145105	DL2450 3V Battery	UNIT	10	9	0	-1	SYS	-12.5000
☑		4960999183176	Canon EP87Y Cart LBP2410 Yellow 4k	UNIT	4	4	0	0	SYS	
☑		4960999183244	Canon EP87M Cart LBP2410 Magenta 4k	UNIT	4	4	0	0	SYS	
☑		A30CART	Canon FC Black Cart (A30) 3.6k	UNIT	7	7	1	0	SYS	
☑		CART303	Canon 303 Cartridge for the LBP3000	UNIT	8	8	0	0	SYS	
☐		TC45	Battery 3.6v 1/2AA	UNIT	3	2	1	-1	SYS	-10.0000
☐		TEST.AGAIN	Epson C4000 Black toner	UNIT	20	21	0	1	SYS	17.5000
☑		ZT20TD1	Z20 Developer/Toner	UNIT	1	1	0	0	SYS	

8.17.9.5 5. Confirm a Count

The final step in the process is to Confirm and Finish the Stocktake Session.

You would have noticed when entering the counts, that stock lines are confirmed automatically (green highlighted and ticked) when the quantity Counted matches the Quantity On Hand.

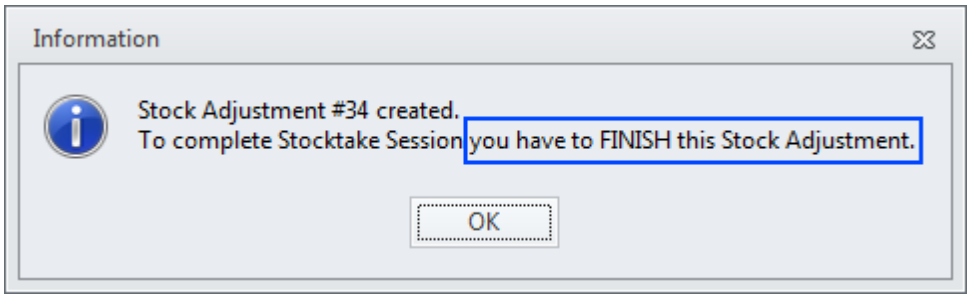
To Finish the Stocktake Session, every Unconfirmed line must now be Confirmed.

This means:

- You agree that counted quantities which are more or less than the 'On Hand' figures are correct and Tick the check box, and
- You agree than any line that has nothing entered is 0 so you enter 0, via the **Add Count** process and then Tick the check box.

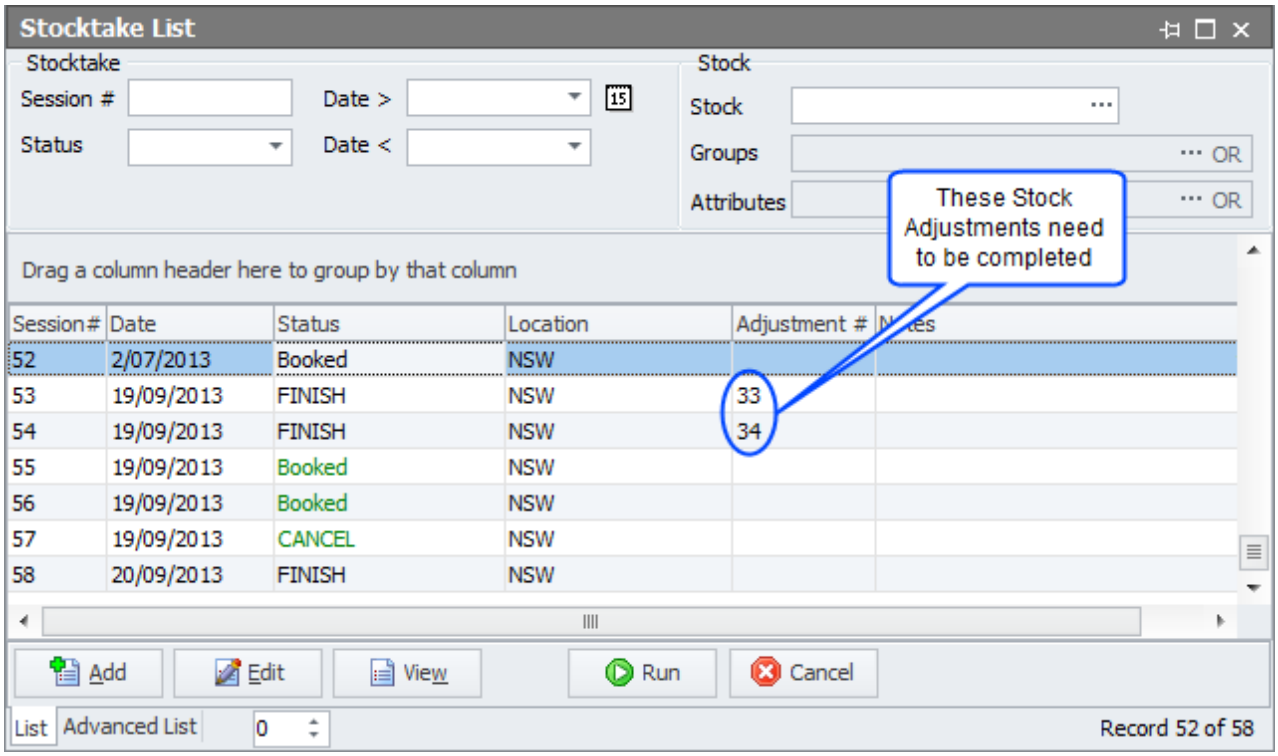
Change Status to **FINISH** and **Save**

If there were variations in any of the lines, Jim2 will bring up a window asking you to confirm.
It will then create the necessary Stock Adjustment session which can be viewed and completed by going to Stock --> Stock Adjustment List.



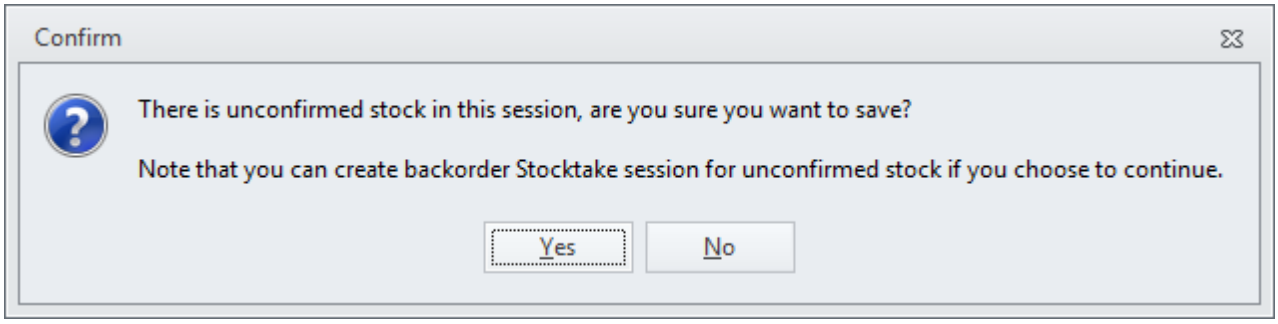
You must FINISH the Stock Adjustment.

Just run a Stocktake List if you are unsure of which particular stock adjustment to finish.
The Stock Adjustment number is displayed to the right of each Stocktake Session.



You can leave stock as unconfirmed and resolve at a later time once the Session is completed by creating a 'Back order' Stocktake session.

This happens automatically if you decide to 'FINISH' a session which has unconfirmed counts.



Now, the unresolved stock lines are on a new Stocktake Session that must be processed in the normal way.

Topic 9

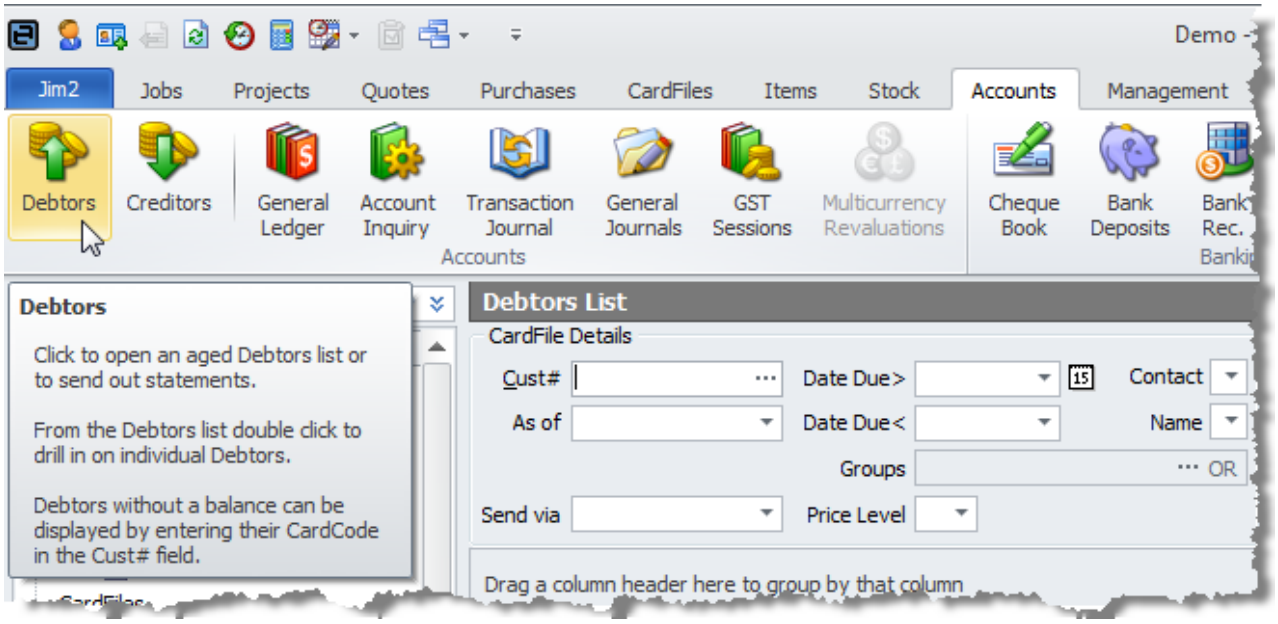
Jim2 BUSINESS ENGINE

9 Accounts

This is the heart of Jim's accounting functionality. From here you can query and trace financial transactions, accounts and make adjustments if needed.

- Debtors
- Creditors
- General Ledger
- Account Inquiry
- Transaction Journal
- General Journals
- GST Sessions and the BAS
- Multicurrency Revaluation

9.1 Debtors



Debtors in Jim2® is included under the Accounts heading and manages information relating to a specific Customer's Opening Balances, Invoices, Payments and Credits. It is linked to and controlled by account information held within each Customer's CardFile, such as the Customer Terms, Discounts and Credit information.

Debtors within Jim2 allows you to maintain a constant real-time balance on each of your customer's accounts, showing any outstanding invoices, prepayments and credit amounts. This information is accessed using the Debtors List , as well as by hyperlinks on the Job form, at the point of invoicing via the "payment details" tab, and of course via their CardFile code. Each transaction is easily viewed/edited within the Debtors Form window.

From Jim2 Debtors and the interaction of other Customer information, accurate and relevant reports (like the Detailed Aged Analysis Report in Debtors) can be produced.

Jim2 Debtors is divided into the following specific information areas that will give you a complete detailed

record of:

- The Debtors List - giving you the option to select one, or a specific group of Debtors, using criteria shown
- Individual Customer record and their summarised Debtors position via the Debtors Form
- The outstanding transactions via the Debtors Allocate Payments Grid
- The Customers Payment history via the Payments Tab
- Communication with the customer via the Notes Tab

You can generate your Debtor Statements using the Print Options available in the Toolbar of the Debtor List.



It is very important to use appropriate Security Levels when users are accessing and/or editing information that directly affects your company's financial records.

9.1.1 Debtors Opening Balances

Unless you are opening a new business, i.e., no customers owe you anything yet, you will have to carry forward Debtors balances for your customers in your old accounting system, which need to be set up in Jim2. The General Ledger should already show the starting point TOTAL of the amount of money "receivable" to you from Debtors as a GL opening balance figure. Just "how" that figure is balanced is made by entering individual Debtor Opening Balance Invoices (money they owed to you) and Credits (credit amounts you owe to a customer). Entering these Opening Balance Invoices/Credits allows you to report on and apply customer payments correctly within your new Jim2 Business Engine accounting system.

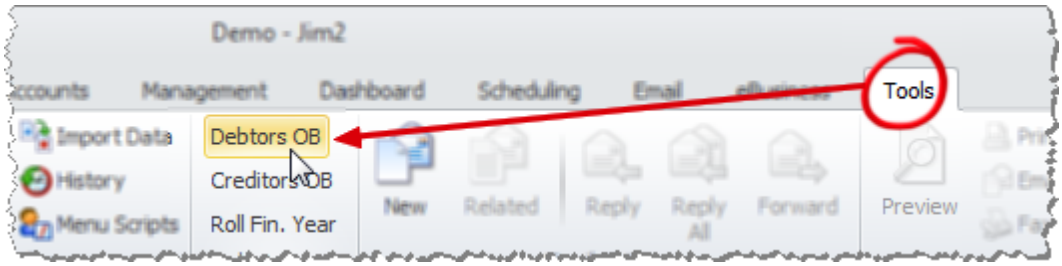


You have not "created" these Opening Balance invoices/credits from any Jim2 Business Engine workflow (job information, stock information and so on). These entries are a "one-off" reconciliation between your old system and Jim2. Therefore, it is very important that any "Out of Balance" amounts between the carry forward GL Debtors Balance (from your old software) and the Debtors Opening Balance Invoices/Credits are clarified. You do not necessarily have to enter the Debtor Opening Balances immediately to commence using Jim2 - however, it is recommended that Debtor Opening Balance Invoices/Credits are entered as soon as possible to make processing customer payments more accurate.



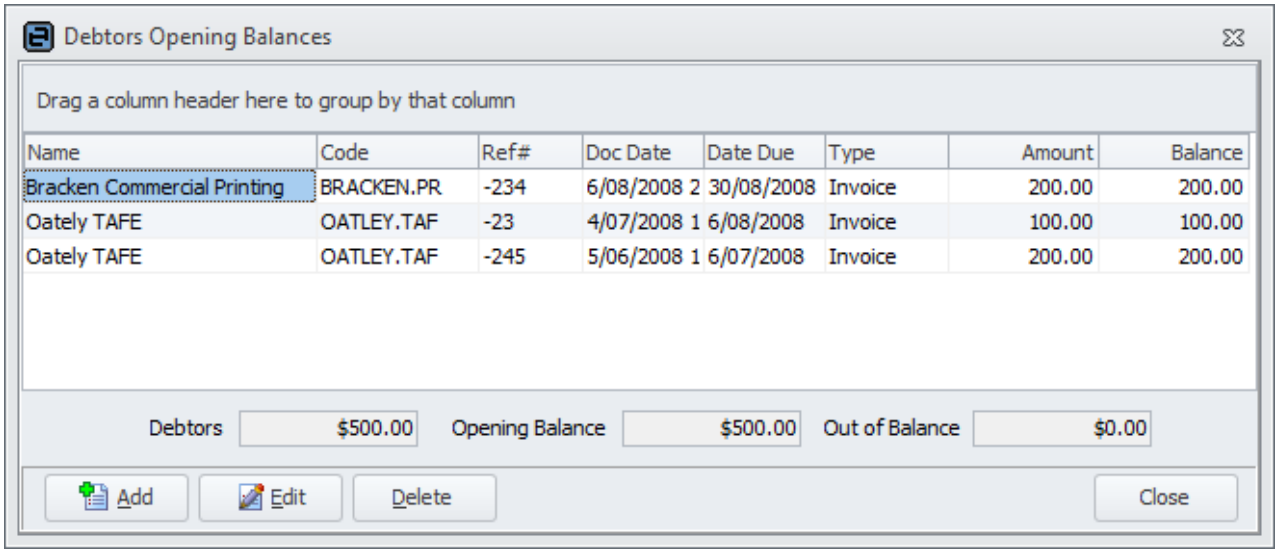
Once entered, Opening Balance Debtors are then aged correctly and will appear on statements. Once a payment is applied to an Opening Balance Debtor invoice/credit, the original entry in the Debtors Opening Balance list will change to a grey shade and can no longer be edited or deleted.

To access the Debtors Opening Balances screen you need to select from the file menu: **Tools** >> **Debtors OB**.



Jim2 Debtors - Selecting Opening Balances

This will display the Debtors Opening Balances screen.



At the bottom of the Debtors Opening Balance screen you will see three '$-value' fields. These are:-

Field	Explanation
Debtors	This is the General Ledger Debtors Account Opening Balance.
Opening Balance	This is the calculated value from the entries entered into this list.
Out of Balance	This is the difference between the Value entered into the General Ledger Debtors Account as the Opening Balance and what has been entered here - this field should show $0.00 once all Debtors Opening Balance entries are entered.

The Debtors General Ledger Account will also display its own Opening Balance, the Calculated Opening Balance and any Out of Balance amounts to minimise errors when used to update the Opening Balance in one place only.

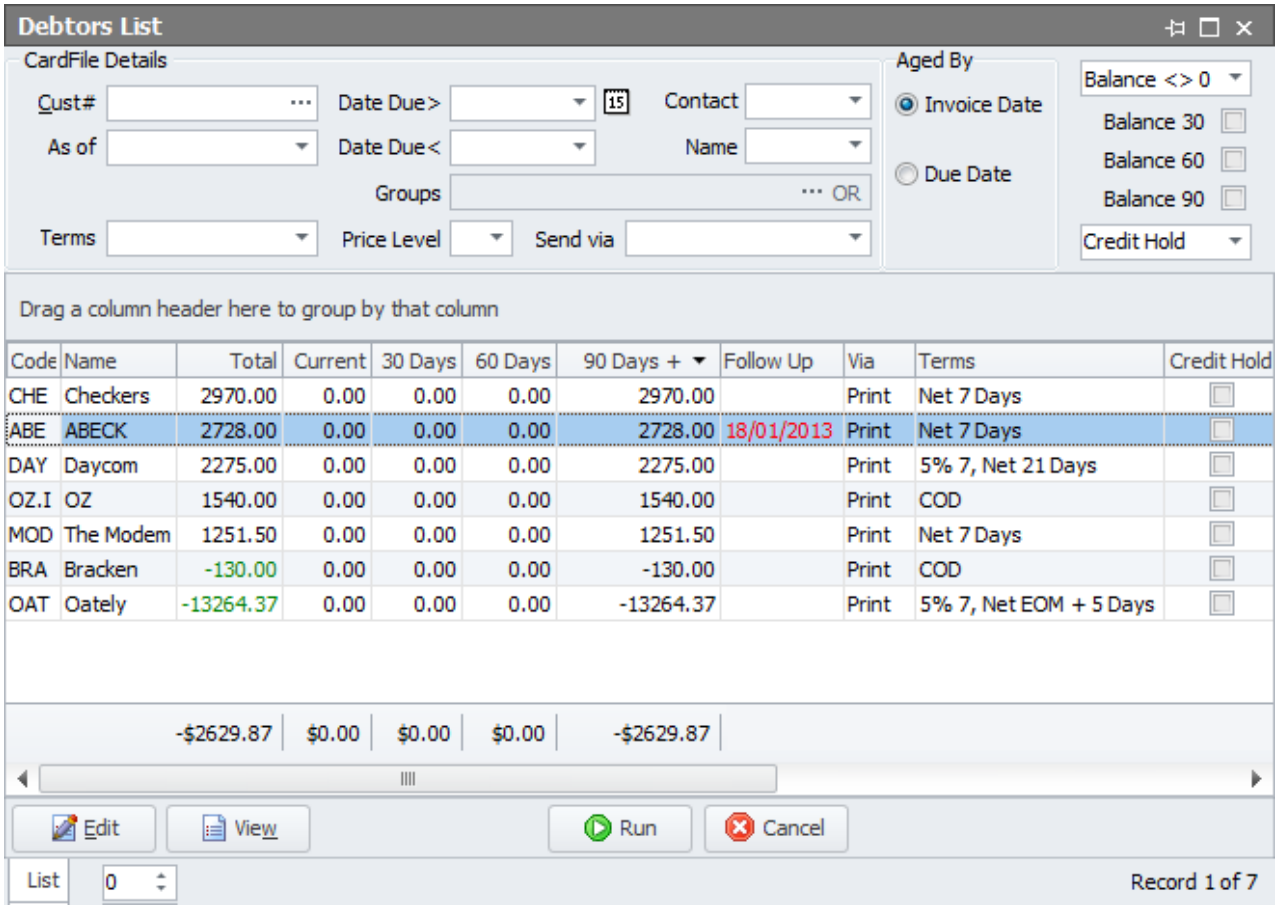
Whenever you update a Debtors Opening Balance you need to make sure that any changes are reflected in the General Ledger Debtors Account Opening Balance value. **N.B. This is not updated automatically**, so you must update this value manually.

Also see the Topic Enter Debtors Opening Balance.

9.1.2 Debtors List

To Edit (add payments), View or report on a Debtor, a group of Debtors or produce your Debtor Statements, you need to filter the available Debtors using the Debtors List. The Debtors List comes to active view when you select Debtors: **Accounts** --> **Debtors** in the Ribbon Tabs.

Jim2 includes a hyperlink from the Customer's CardFile straight to their Debtor record - this hyperlink can be accessed by moving through the Customer# link in a Job, and then choosing the Debtor link. When Invoicing, Jim2 also provides access to the current Debtor balance (for the customer being invoiced) by choosing the Payment Details Tab in the Invoice screen.



Jim2 - Debtors List.

You can use this list to locate a certain Customer, or a group of Customers, using the filters in the top section of the form. The filters (from top to bottom, left to right) are explained below.

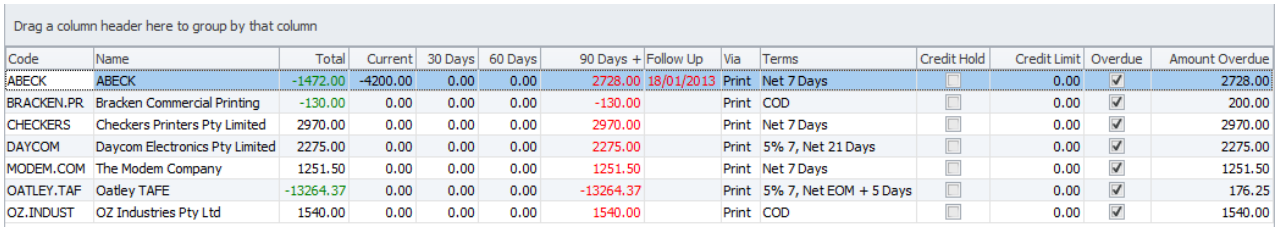
CardFile Filter	Explanation and/or Note
Cust#	Customer's CardFile Code.
As of	Select a specific date
Terms	Search for a customer by their terms of payment, e.g., "COD", "Net 7 days", etc.
Date Due>	Date due is greater (later) than the date selected.
Date Due<	Date due is less (earlier) than the date selected.
Groups	Any CardFile groups for filtering.
Price level	Search for customers within a particular Price Level.
Contact	Contact name from the CardFile.
Name	The Customer's Name.
Send via	Print, Fax, Email.
Aged By	Select either aged by Invoice Date or aged by Due Date

The right hand side of the form header contains the following options.

Balance Filter	Explanation and/or Note	
Balance	In the drop-down list, select from one of the six options below.	
	Balance <> 0	Debtors with a balance not equal to 0.
	Balance > 0	Debtors with a balance greater than 0.
	Balance < 0	Debtors with a balance less than 0.
	Unallocated	
	All Creditors	View all Debtors, whether they are owe money or not.
	Overdue	
Balance 30 checkbox	Select Debtors who still owe money after 30 days, but less than 60 days.	
Balance 60 checkbox	Select Debtors who still owe money after 60 days, but less than 90 days.	
Balance 90 checkbox	Select Debtors who still owe money after after 90 days or more.	
Credit Hold	If you need to, you can select from one of these seven options: OFF (Auto), ON (Auto), OFF (Manual), ON (Manual), ALL ON, ALL OFF, ALL	

After clcikcing

Grid Result groups


Drag a column header here to group by that column

Code	Name	Total	Current	30 Days	60 Days	90 Days +	Follow Up	Via	Terms	Credit Hold	Credit Limit	Overdue	Amount Overdue
ABECK	ABECK	-1472.00	-4200.00	0.00	0.00	2728.00	18/01/2013	Print	Net 7 Days	☐	0.00	☑	2728.00
BRACKEN.PR	Bracken Commercial Printing	-130.00	0.00	0.00	0.00	-130.00		Print	COD	☐	0.00	☑	200.00
CHECKERS	Checkers Printers Pty Limited	2970.00	0.00	0.00	0.00	2970.00		Print	Net 7 Days	☐	0.00	☑	2970.00
DAYCOM	Daycom Electronics Pty Limited	2275.00	0.00	0.00	0.00	2275.00		Print	5% 7, Net 21 Days	☐	0.00	☑	2275.00
MODEM.COM	The Modem Company	1251.50	0.00	0.00	0.00	1251.50		Print	Net 7 Days	☐	0.00	☑	1251.50
OATLEY.TAF	Oatley TAFE	-13264.37	0.00	0.00	0.00	-13264.37		Print	5% 7, Net EOM + 5 Days	☐	0.00	☑	176.25
OZ.INDUST	OZ Industries Pty Ltd	1540.00	0.00	0.00	0.00	1540.00		Print	COD	☐	0.00	☑	1540.00

Column Headers	Explanation and/or Notes
Code	The Customer's CardFile Code
Name	The Customer's Name
Total	The Customer's Total Balance
Current	The Current Balance
30 Days	The 30 Days Balance
60 Days	The 60 Days Balance
90 Days +	The 90 Days and over Balance
Follow Up	The follow up date of any Notes that may have been entered for this customer

Via	The method by which statements are sent
Terms	The Terms of Trade for each listed customer
Credit Hold	This checkbox is ticked if any listed customer is on Credit Hold
Credit Limit	This column displays a listed customer's Credit Limit, if applicable
Overdue	This checkbox is ticked if there are any overdue payments
Amount Overdue	Any overdue amount appears in this column



In the Debtors List, the Total Column will show in **Red** if there are Unallocated Credits.

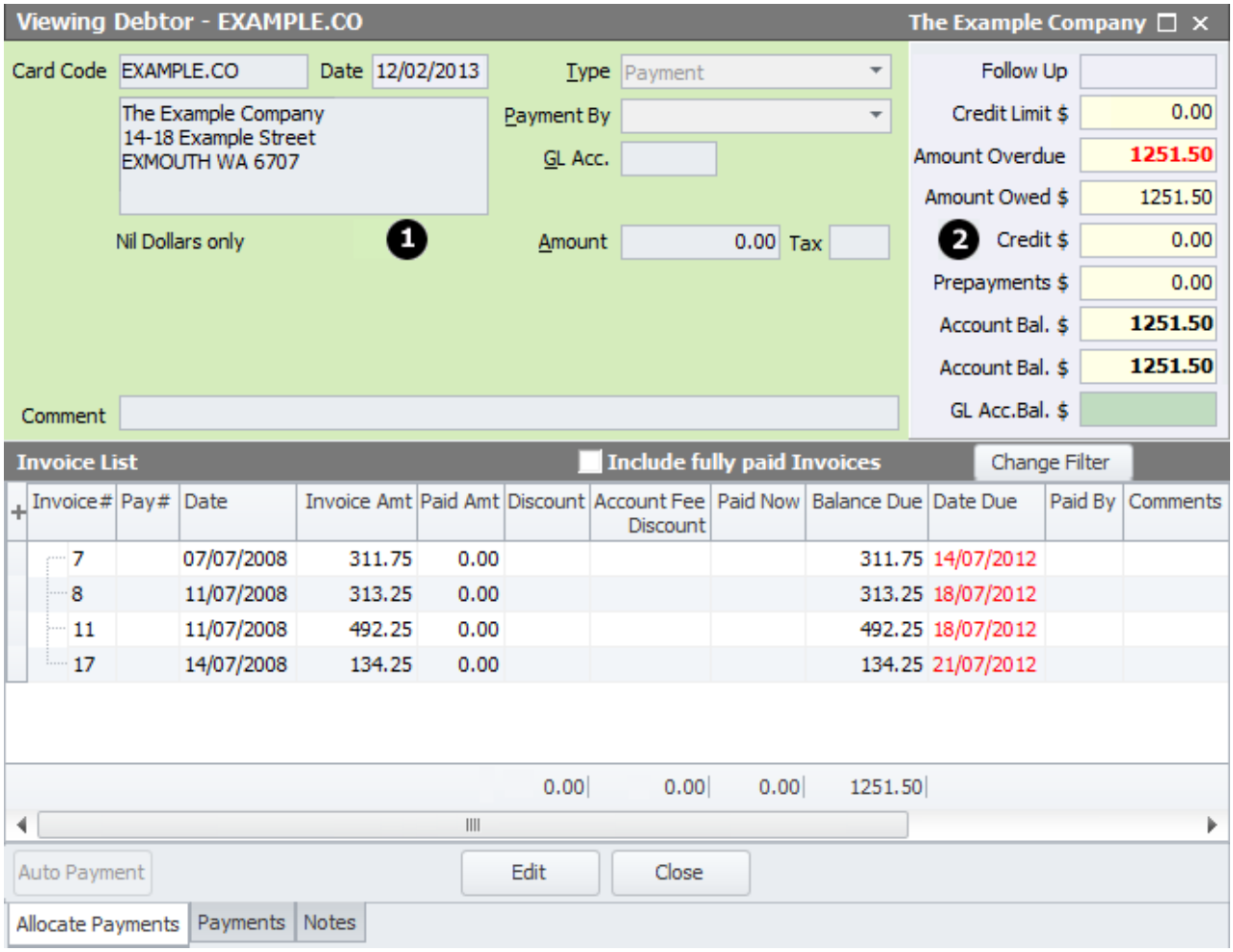
At the very bottom of the form (the footer) are the following buttons.

Button	Function
	Opens the selected Debtor in Edit mode
	Opens the selected Debtor in View mode
	Runs the List using any filters selected in the Header
	Closes the Debtors List



Any Customers who are marked as Not Active in their CardFile will be displayed in this list in a grey colour (i.e., greyed-out).

9.1.3 Debtor's Form



Jim2 - Debtors Form.

The Debtor's Form contains several areas which display a customer's information and transactions.

The top, left-hand section of the Debtors form displays a customer's information and is used to record a transaction.

Field	Explanation/Notes
Card Code	The Customer's Code. The Customer's Name and address will be displayed under the Card Code field. If you click on the field name 'Card Code', you will be taken directly to the CardFile for that Debtor.
Date	The Date of the entry that you're making. The default is today's date (displayed in black text). You can change this date if required, in which case it will be displayed in red text.
Type	The Type of entry - Payment, Pre-payment, Refund, Bad Debts, Discount, Account Fee, Debtors Adjustment Up or Debtors Adjustment Down.
GL Acc.	The GL Bank Account for this transaction. When entering a Refund, you need to select the GL Bank Account that you are refunding from.
Payment By	Payment Type - Cash, Cheque, etc. This field is only displayed when the transaction

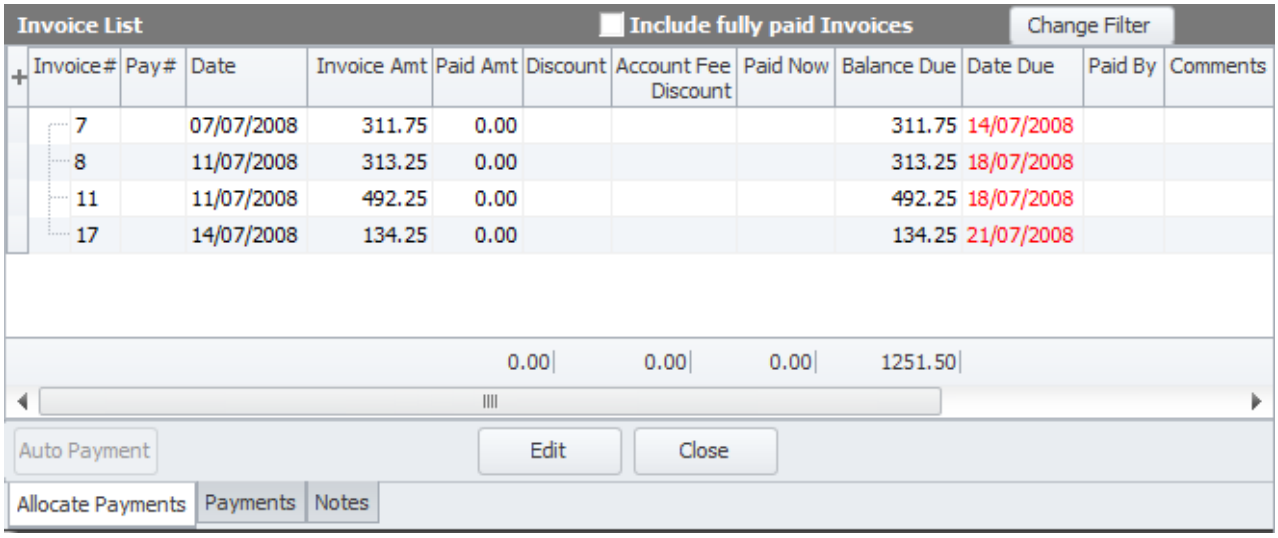
Field	Explanation/Notes
	type is Payment, Prepayment or Refund.
Cheque No	This field is only displayed/used when the transaction Type is a Debtor's Refund. It shows the next available Cheque Number depending on the GL Bank Account.
Amount	The Amount of the transaction.
Tax	This field is only shown when entering a Debtors Adjustment Up or Down. Use the drop-down menu to select the appropriate Tax Code.
Comment	Enter a comment for the transaction.

The top, right hand side of the form is the balances section.

Field	Explanation/Notes
Follow Up	This field is normally blank, however if there is a note or comment recorded for this customer that was not followed up by its due date, then that date is shown here in red.
Credit Limit	The Credit Limit for this customer as set up in their CardFile.
Amount Overdue	The total of any Invoices which were not paid within the period set by 'Terms' in the customer's CardFile.
Amount Owed	The total Amount Owing on this Customer's Account, current and overdue, before any Credits.
Credit	The balance of any Credit entries that are not yet applied to an Invoice
Prepayments	The balance of any Prepayments that are not yet applied to an Invoice.
Account Bal.	The total Balance outstanding for the Customers Account including any Credits or Prepayments not applied to Invoices.
Account Bal.	
GL Acc Bal	The General Ledger Account Balance when entering Refunds or Debtors Adjustments Up or Down.

9.1.4 Debtors Allocate Payments Grid

When Editing the Debtor Form, the Payment Grid is enabled (Allocate Payments Button active) showing information relating to the Customer Invoices partially or fully outstanding invoice amounts.

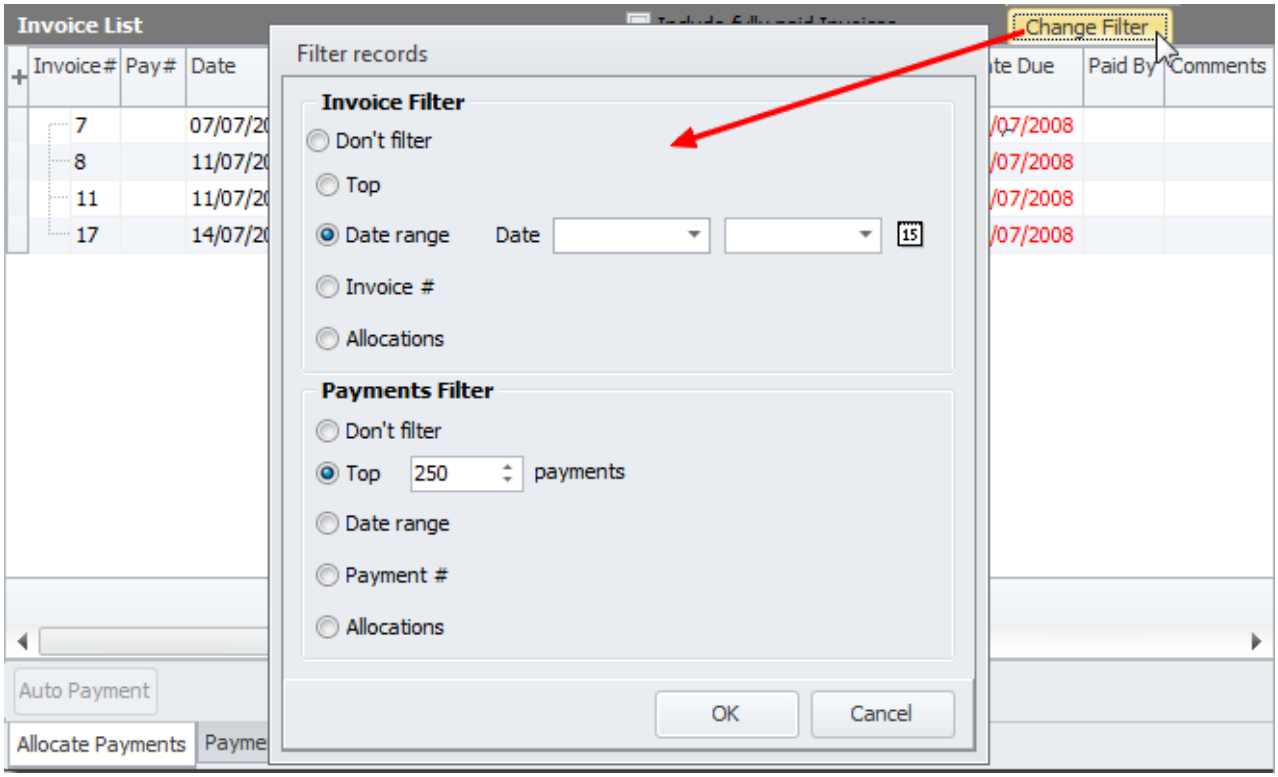


Jim2 - Debtors Allocate Payments Grid.

The Allocate Payments Grid Tab of the Debtors screen records information relating to the Payment information

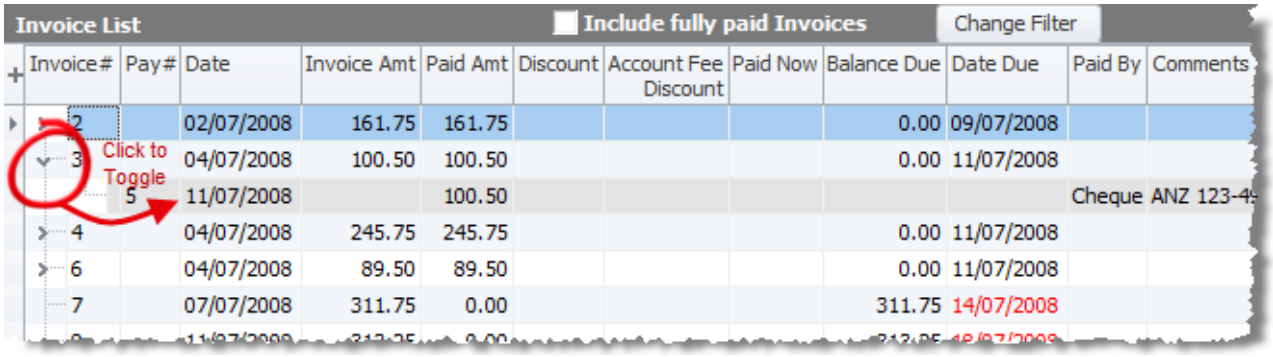
Field	Explanation	Notes
Invoice#	Invoice Number	
Date	The date of the Invoice	
Invoice Amt	The total Amount of the Invoice	
Paid Amt	The amount that has been paid	
Discount	The amount of Discount on that invoice	
Account Fee Discount	The amount of the account fee on that invoice	
Paid Now	The amount that has been applied to be paid against that invoice in the current session	
Balance Due	The balance due on that invoice	
Date Due	The Date that the Invoice is due for payment	If the due date has already passed, text in this field will be displayed in **red**
Paid By	The method of payment - Cash, Cheque, etc.	
Comment	Any comment that is attached to the payment	

Change Filter Button This allows you to filter the view on the grid by various criteria.



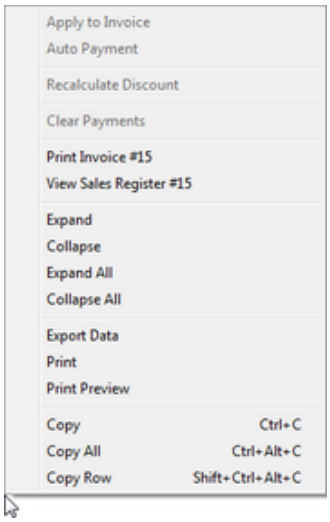
You also have the following option buttons to:

Additional Options	Explanation
Include fully paid invoices	Check this box to show paid Invoices.
➢ or ⩛ (see *Invoice List* screen-shot below)	Click on the ➢ in the "Invoice#" field to show Payments and Returns that have been applied against this invoice. Click on ⩛ to hide these details.
Auto Payment	Click on this button once you have entered payment information and do not wish to manually allocate it to the invoices. This method will allocate the payment to the oldest outstanding amounts first.
Clear Payments	This button will clear any payment entry allocations. Your payment information - type, amount, etc., will remain. Only the allocations will be cleared.



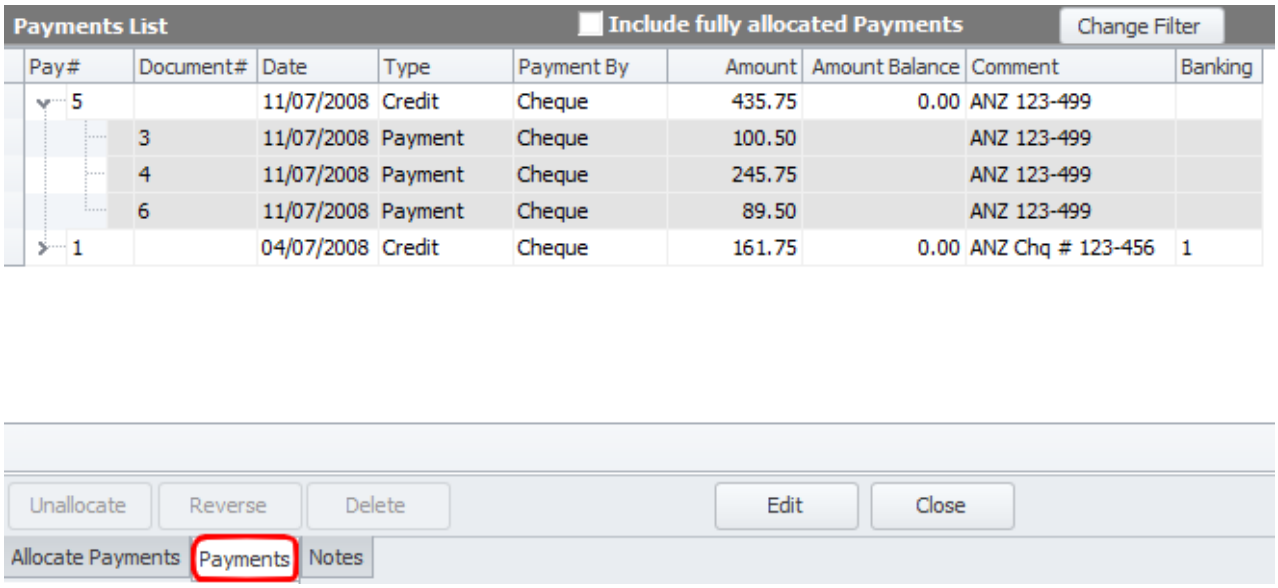
Jim2 - Debtors Invoice List

If you click using your Right Mouse button within the Grid you will have the following options:-

Drop-down Option	Purpose	
Apply to Invoice	Apply the payment to this selected Invoice	
Auto Payment	Auto apply payment to the oldest Invoice first	
Recalculate	Recalculate the Discount of this selected line	
Clear Payments	Any Payment Allocations will be removed	
Print Invoice #	Print a copy of the selected Invoice	
View Sales Register		
Expand	Expands view to Show Payments and Returns that have been applied against this Invoice	
Collapse	Restores the single row view for that Invoice	
Expand All	Expands view to Show Payments and Returns that have been applied against all Invoices	
Collapse All	Restores the single row view for all Invoices	

9.1.5 Debtors Payments Tab

You can "toggle" to the Payments view of that Debtor, using the Payments Tab at the bottom of the screen.



Jim2 - Debtors Payments Grid.

This will give you a payment history for that Debtor showing the following fields:

Field	Explanation
Pay#	Payment Number (automatically generated by Jim2 when a payment is entered)
Document#	Either the Invoice number or Return From Customer number
Date	Date of payment entry
Type	Type of entry: Credit, Payment, Prepayment, refund, etc.
Payment By	Type of payment: Cash, Cheque, etc.
Amount	The amount of the entry
Amount Bal.	The amount remaining on that payment to be allocated
Comment	Any comments attached to that entry
Banking#	The Banking Session Number. You can right click on a payment to view the banking session

You also have buttons for the following functions:

Button	Explanation
Include fully allocated Payments	Check this box to show those Payments which have been fully allocated
Unallocate	Click this button to unallocate a Payment from an Invoice
Reverse	Click this button to Reverse Account Fees, Discounts and delete any unallocated Debtors Payments

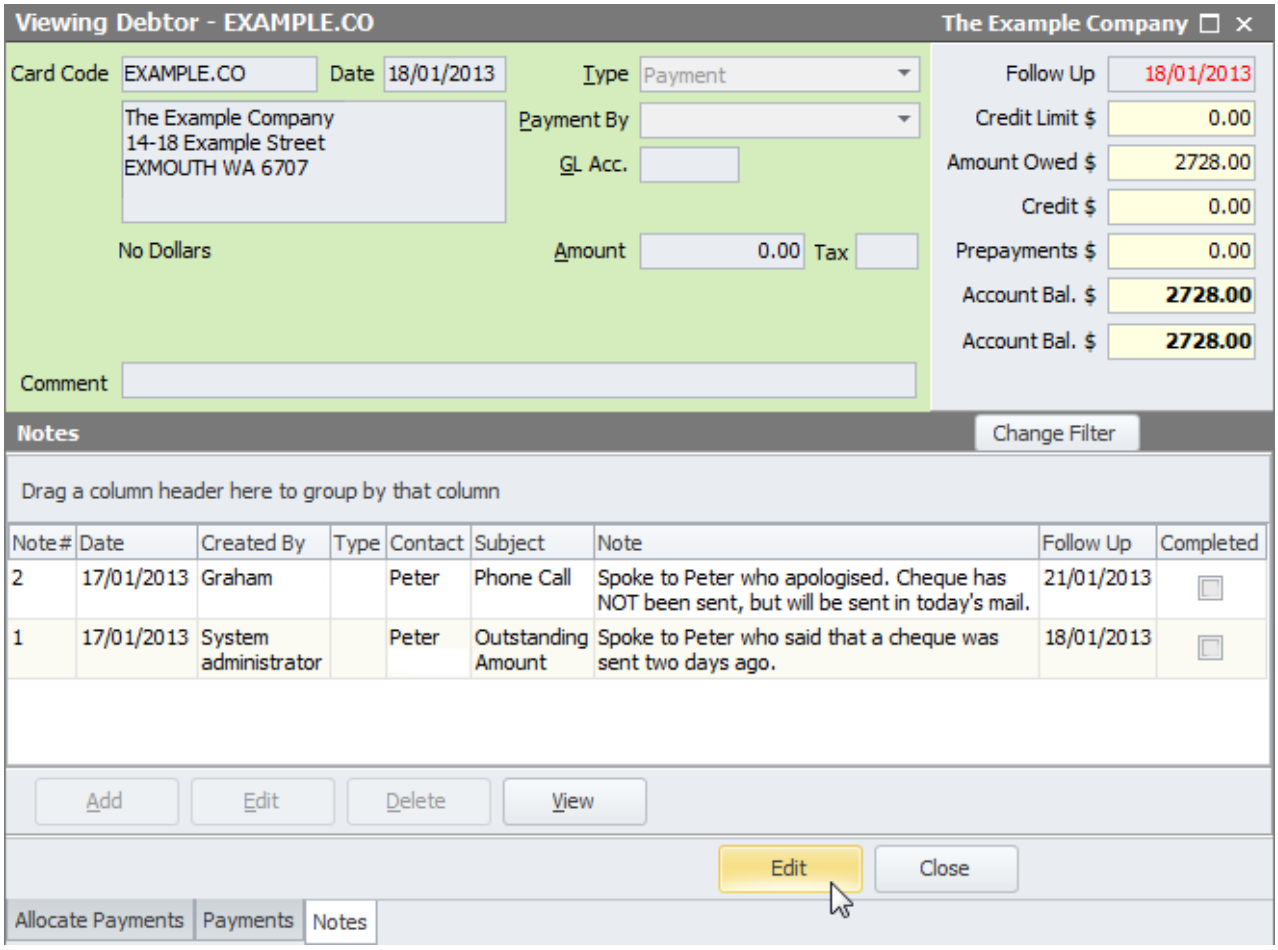
Button	Explanation
➢ or ⩛	Click on these buttons at the left of the Pay# field, to Hide or show Payment Allocations

9.1.6 Debtors Notes Tab

The Debtors Notes Tab contains a grid for recording relevant user notes on the Debtor record. Because these notes form part of the record of each Debtor, any additions by a user are automatically date and user name stamped for accuracy and will provide an excellent Quality record of events.

To edit existing notes, or to add additional ones, click on the Edit Button at the bottom of the screen, then right click in the grid area.

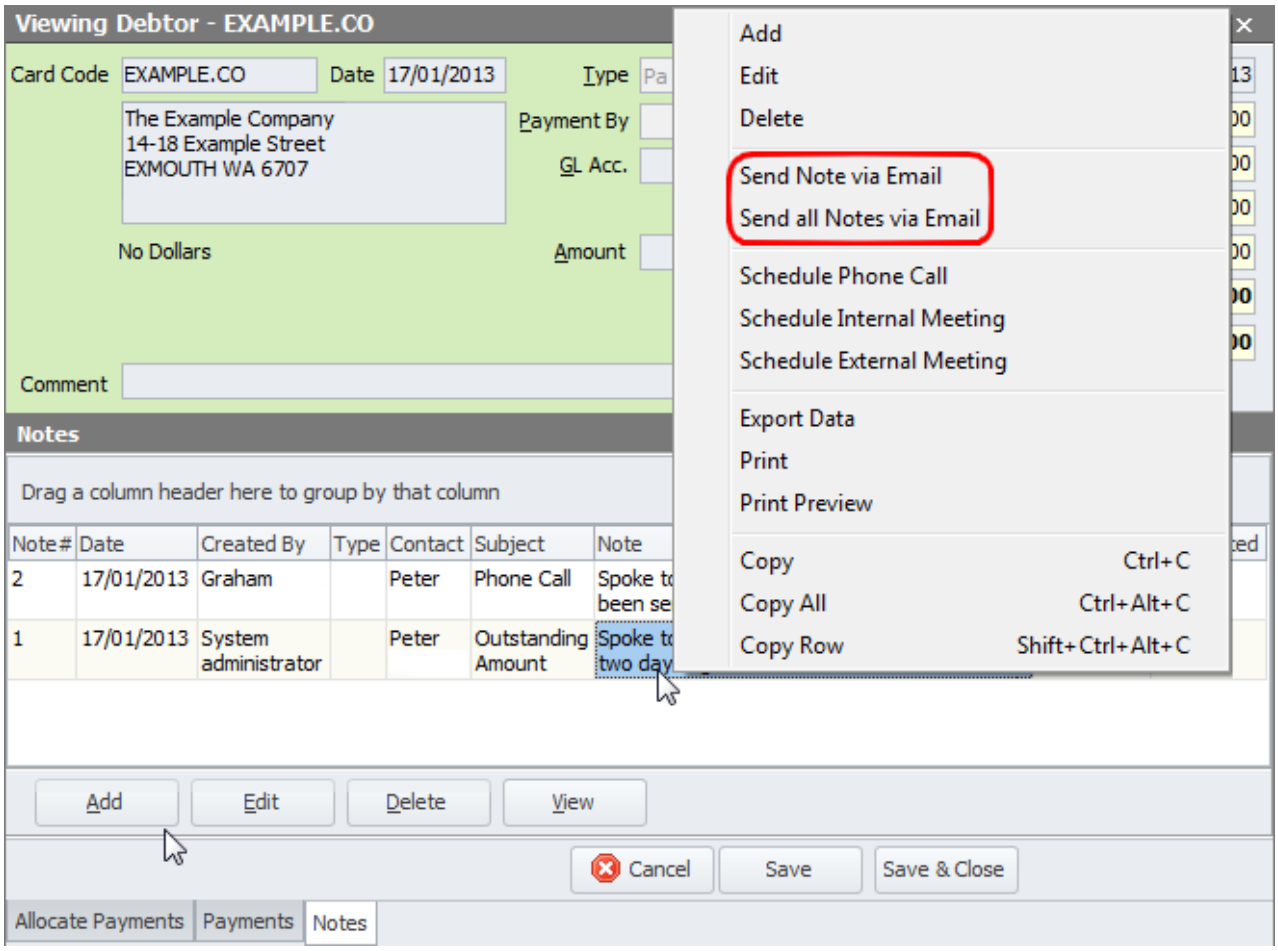
The Follow Up field assists in the management of collections. If you set a follow up date when entering a note, it will be displayed in the Debtors List, in the "Follow Up" column. Once the date is reached, the text of that field will change to red in the Debtors List and in the individual record.



Jim2 - Debtors Notes Tab

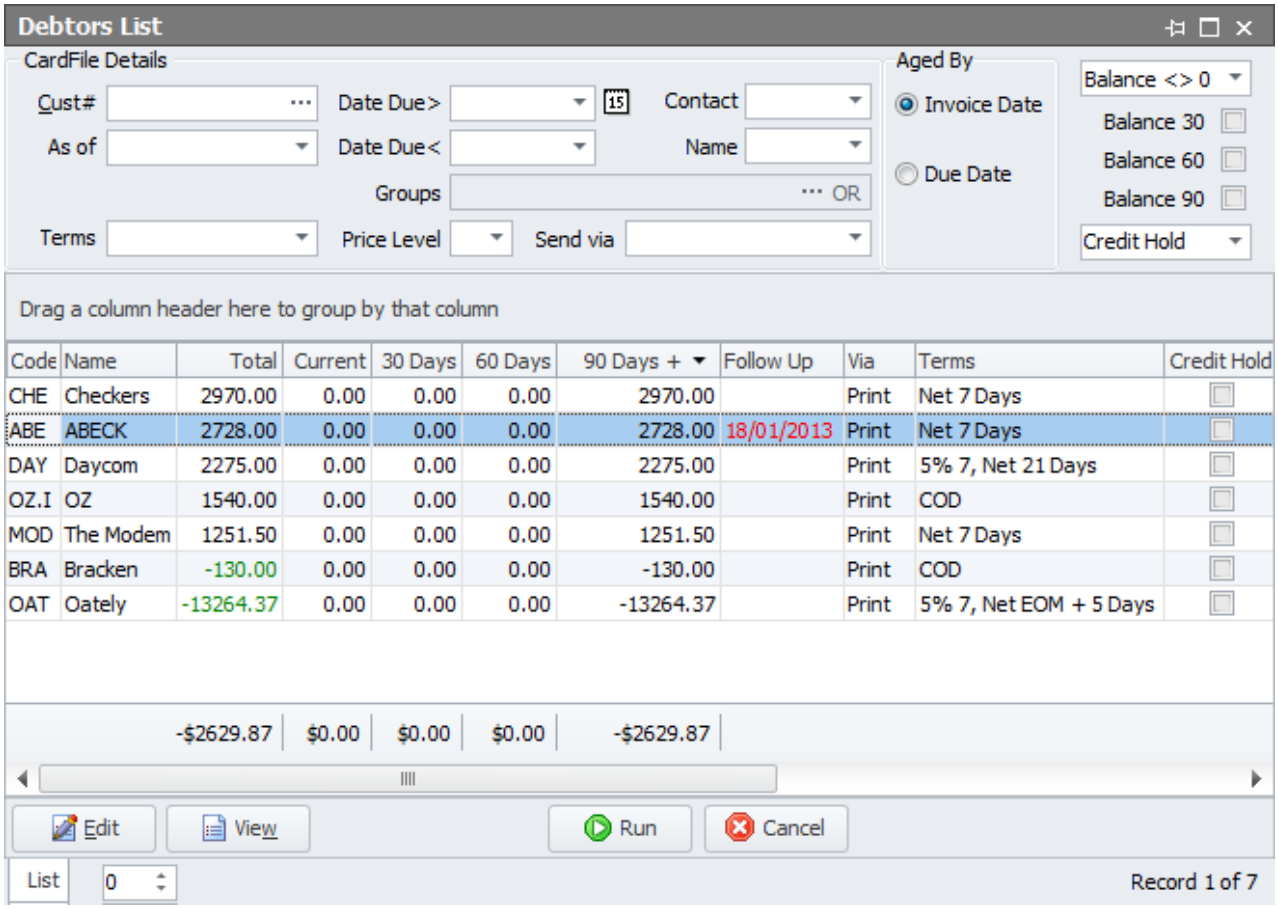
Any comments within the Notes Grid are normally intended for internal use, but if required, they can

be emailed. Just right click in the grid area and you can email an individual note or all notes.



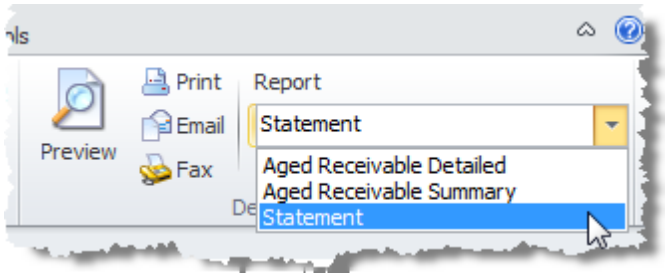
Jim2 - Debtors Notes Tab (Right-click Options)

9.1.7 Debtors Statement Printing

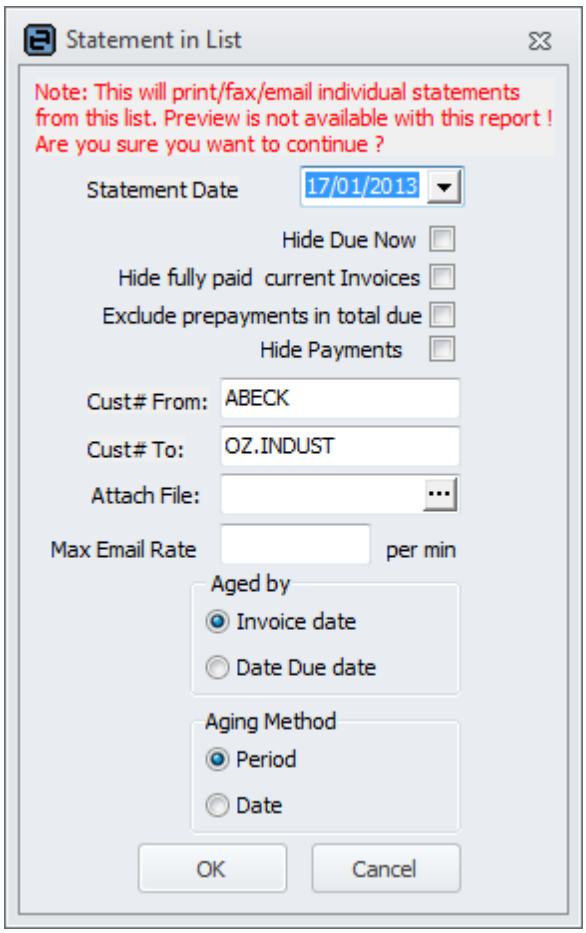


From the **Accounts Tab** ⇨ **Debtors**, you are able to filter your Debtors List to suit your Statement requirements - for a typical statement period, just select "Run" - as the default filter will show any Debtor whose balance is greater than $0.

From the Jim2 Ribbon Bar select the Statement Report



⚠ You are not able to Preview the Statements in the Debtors List because Jim2 is creating an individual statement report for each Debtor "on the fly". A warning will pop up on screen to remind you that Preview is not an option here.



When you Print your Statement Run you will see the above window advising that Statements in a List cannot be previewed. A selection for the Statement Date - this field will default to today's date but can be changed using the Date Drop down in the Statement Date field.

You can select to print only a selection of the available statements, using the the First Customer CardCode and the Last Customer CardCodes - this is useful if you need to restock your printer during the run or you simply don't want to stop everyone else from being able to print while you do the statement run. This way there can be a break during the run so that other uses may print.

The enhancements to the Debtor statement methodology allows you to effectively pre-select the range and information on Debtor Statements prior to sending them out. Looking at the selection criteria above, they can be used in ANY combination to produce all or batched Statement runs. You can set any combination of these new checkboxes as "default" using Global Variables.

Select Print - Jim2 will now refer to the CardFile of each Debtor for the default Statement print option (set via the Customer Tab) as either print a hard copy, desktop fax or email.

The Statement report can be personalised to contain a message - which can be changed to suit your marketing or seasonal needs. You can of course pre-sort Statements using the Debtor List criteria, then use these Statement List criteria to further personalise your Statement information.

9.1.8 Entering Debtor Transactions

To enter Transactions into Debtors you need to open the required customer with the Debtors Form. To do this, Open the Debtors List and using the list filters locate the required customer and select either the Edit or View button, or alternatively double click on the customer to open in view mode.

There are various types of transaction that occur in Debtors and the steps of entry differ slightly from one type to another.

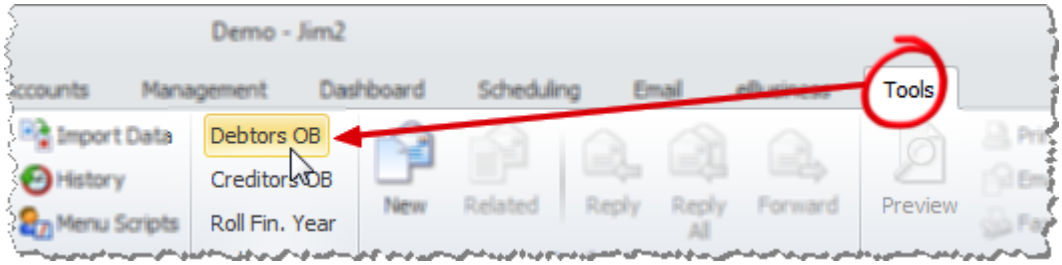
There are a number of different types of transactions that can be entered into Debtors:

- Enter Debtors Opening Balances
- Payment
- Prepayment
- Apply a Prepayment
- Entering a Credit
- Applying a Credit to an Invoice
- Unallocating Payments
- Reversing or Deleting a Payment
- Refunds
- Writing Off Bad Debts
- Discounts and Account Fees
- Reverse Discounts
- Return From Customer Entries
- Reversal Entries
- Dealing with Bounced Payments
- Debtors Adjustments Up and Down

Each of these transaction are entered slightly differently and are covered in detail in the following sections of this document.

9.1.8.1 Enter Debtors Opening Balances

Open the Debtors Opening Balances List, by clicking on **Tools** ⇨ **Debtors OB**.

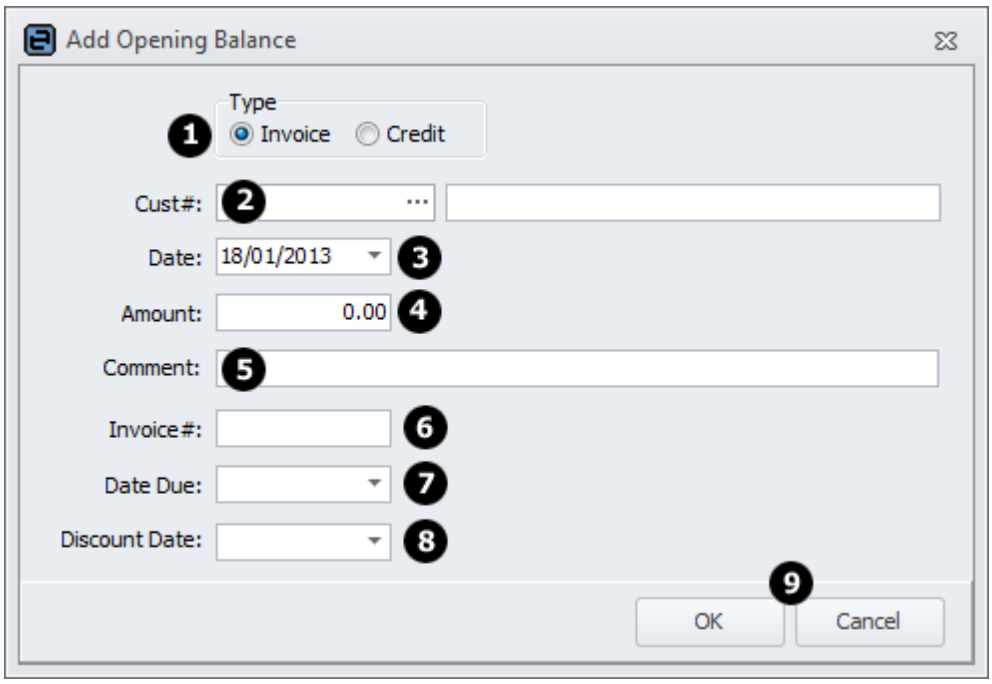


Jim2 Debtors - Selecting Opening Balances

When the Debtor Opening Balances window opens, click the Add Button at the bottom left.

You will now see the Add Opening Balance entry form.

Add opening Balance [Invoice]



Jim2 Debtors - Add Opening Balance [Invoice]

Step 1. You must select what type of Opening Balance you are entering for this customer. For this exercise we will select Invoice.

Step 2. Select the Customer Code by either typing it in the Cust# field or using the Customer Lookup Grid (...).

Step 3. Use the Drop down calendar to select the date of the Invoice. 3 This date will be used in the aging of your Debtors.

Step 4. Now enter the Amount 4 of the Invoice.

Step 5. Add a Comment 5 if required

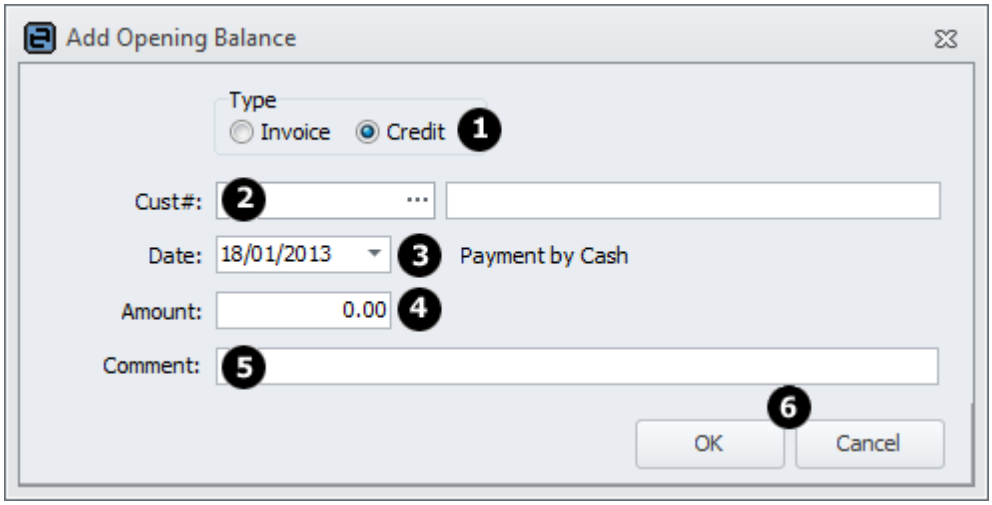
Step 6. Enter the Invoice Number. 6 This is a required field.

Step 7. Select the Date 7 that this Invoice is/was due.

Step 8. Select a Discount date 8 if appropriate. The discount amount will be reflected from the Terms in the Customer CardFile.

Step 9. Select the OK or Cancel Button. 9

Alternatively, you can use:
Add Opening Balance [Credit]



Jim2 Debtors - Add Opening Balance [Credit]

There are only minor differences between entering an Opening Balance Invoice and an Opening Balance Credit for your customers. To add a Credit Opening Balance entry;

Step 1. Select the Add Button and within the Entry screen select Credit.

Step 2. Select the Customer Code by either typing it in the Cust# field or using the Customer Lookup Grid (...).

Step 3. Use the Drop down calendar 3 to enter the Date of this credit.

Step 4. Enter the Amount of the Credit. 4

Step 5. Type in a Comment if required. 5

Step 6. Select the OK or Cancel Button. 6

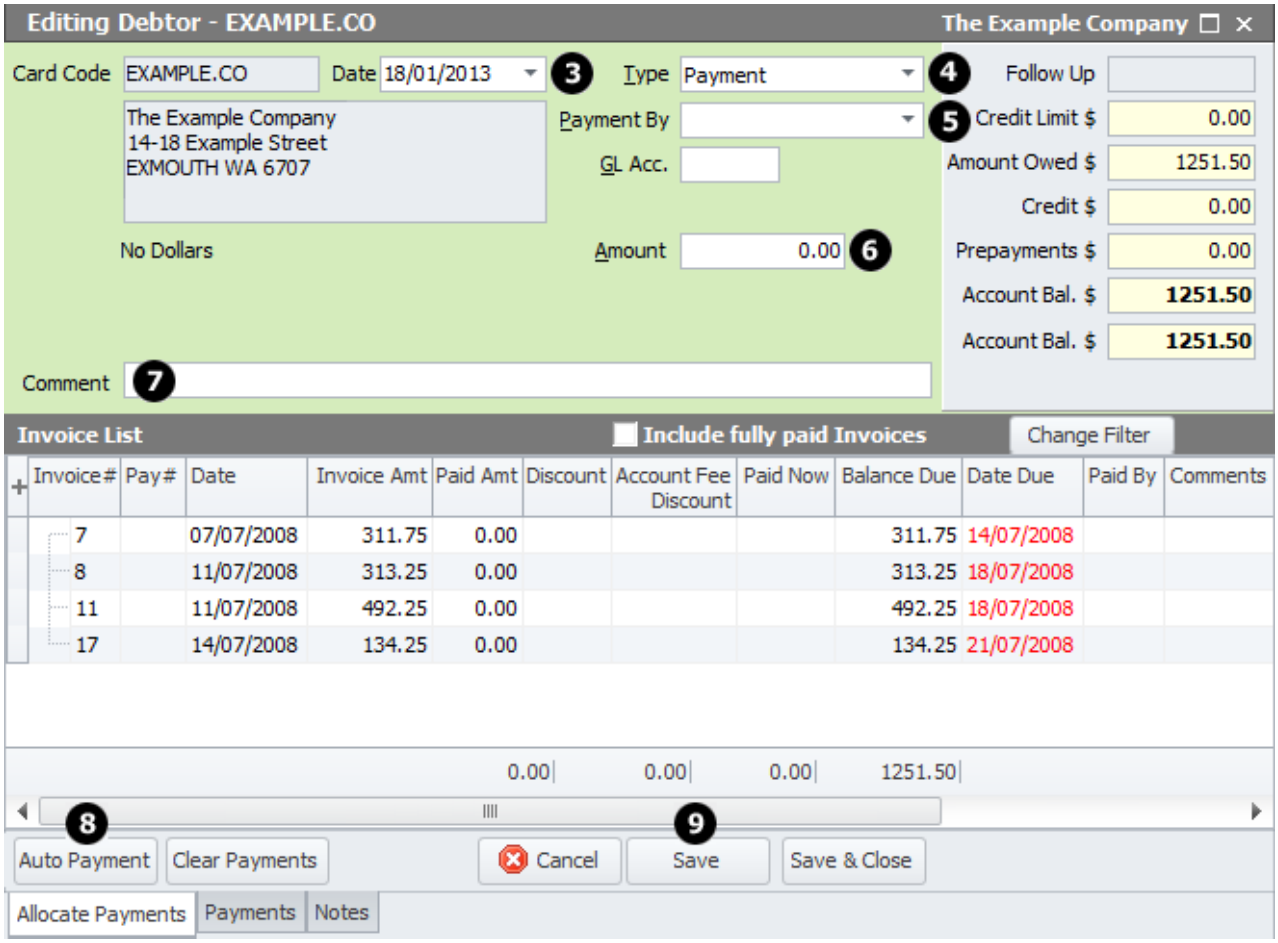
Regardless of the actual Credit Type, Jim2 always records this as "Payment By Cash".

You have the option at the bottom of the Opening Balance List to 'Show Total', once selected this will show the current balance of Opening Balance entries. This is a useful tool to use when checking you have entered all the appropriate Opening Balances against a previous Debtors figure.

Aside from Add, the option is included to **Edit** or **Delete** entries in the Debtor Opening Balance grid. These options should be used with caution - especially if you are trying to maintain a balance forward from your old accounts system. You CANNOT edit or delete a balance which has had a payment allocated to it.

Once you have entered a payment or part payment against an opening balance entry, the entry will show in a grey colour, to indicate that this opening balance entry cannot be deleted or edited.

9.1.8.2 Enter a Payment



Jim2 - Enter a Debtors Payment.

To enter a payment using the Debtors Payment screen.

Step 1. Select the customer you wish to enter the payment for.

Step 2. Select the edit button at the bottom of the window.

Step 3. The date field 3 will default to today's date and can be changed if required.

Step 4. The Type (Payment Type) field 4 will default to Payment and does not need to be changed for this type of entry

Step 5. You will need to select by what method the payment was made: 5 Payment By Cash, Cheque, CreditCard, etc.

Step 6. Enter the Amount 6 of the payment.

Step 7. Add a comment 7 to this payment if required - a useful note to enter is the Cheque No., etc.

Step 8. Now you need to select the method you wish to use to apply the payment. There are 3 methods;

You can click on the "Auto Payment" 8 button, and the payment will be allocated to the oldest Invoice first.

Or you can double click on the Paid Now column of the Invoice you wish to pay with this payment entry, it will allocate the amount to the selected invoice and any monies left over can then be allocated to other invoices.

Alternatively you can select multiple Invoices and allocate the $ amount you wish from that payment to each invoice selected by typing the Amount into the Paid now field.

There is another Button called Clear Payments - this button will simply clear any allocations made while you are still in Edit mode.

Step 9. Now select either the "Cancel", "Save" or "Save and Close Button". ❾

If you unprint an Invoice which has not been paid, a Reversing entry will be shown for that invoice. If you unprint an invoice that has been paid, a Reversing entry will be shown for the Invoice and any payments will become credits.

9.1.8.3 Enter a Prepayment

Prepayments are a slightly different type of entry within the Debtors Payments section. In certain business situations it is extremely useful to be able to enter a Payment as a Prepayment, with an identifying comment, and then be able to select that exact Prepayment to allocate to the relevant invoice once it is completed.

To enter a prepayment, you should follow the same steps as for entering a Normal Payment, except for two things.

1. You need to change the Type of payment from Payment to Prepayment, at Step 4.

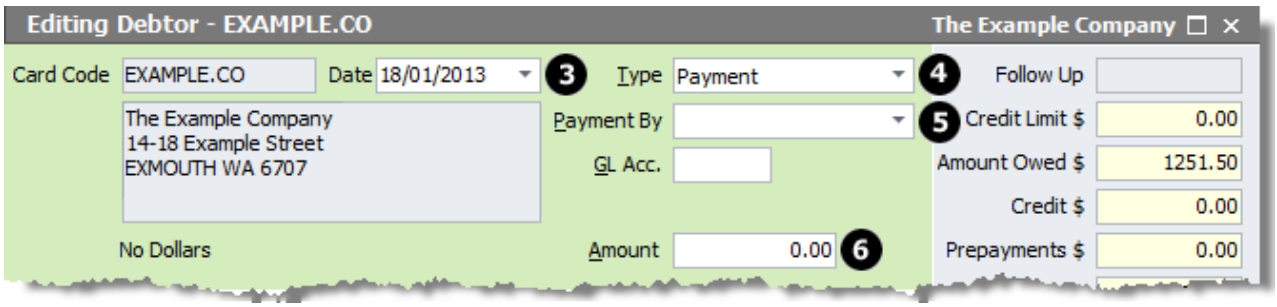
2. You should enter a comment at Step 7, indicating that it is a Prepayment.

9.1.8.4 Apply a Prepayment

To apply a Prepayment, only the action at Step 5 ('Payment By' field) is different from a Standard Payment entry.

Step 1. Select the customer you wish to enter the payment for.

Step 2. Select the edit button at the bottom of the window. The 'Editing Debtor' window will open.

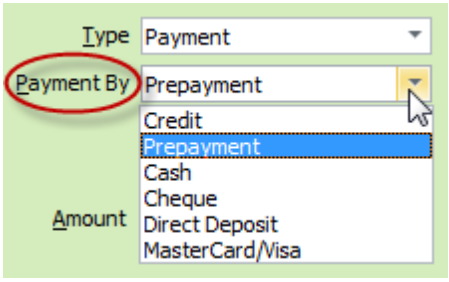


Jim2 - 'Editing Debtor' window

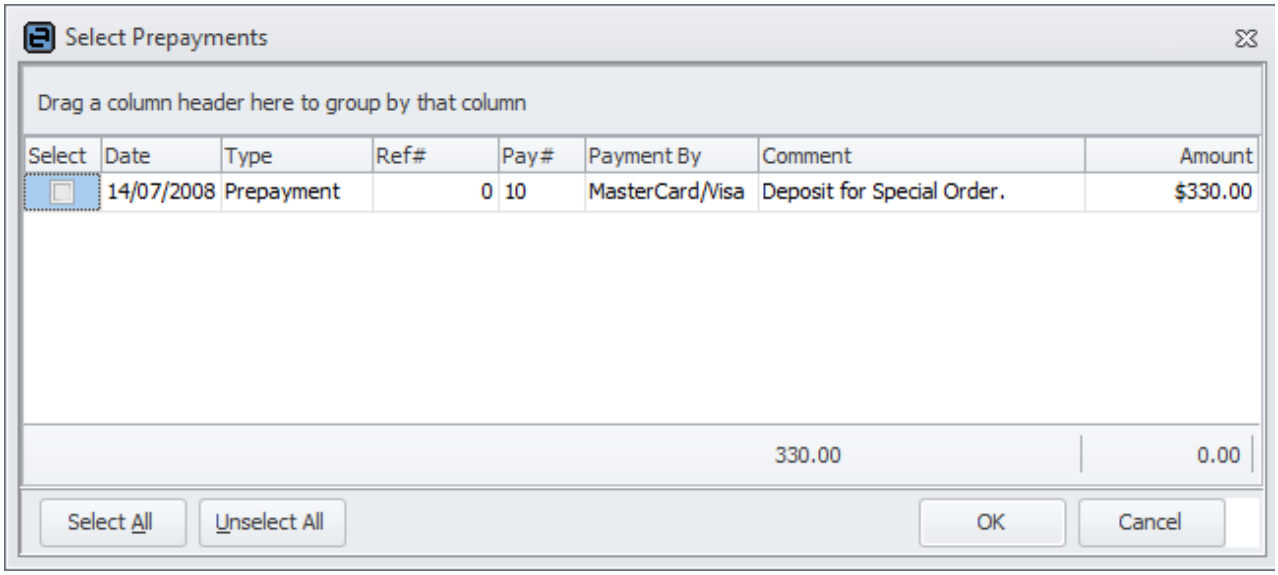
Step 3. The date field ❸ will default to today's date and can be changed if required.

Step 4. The 'Type' field (Payment Type) ❹ will default to Payment and does not need to be changed for this type of entry.

Step 5. Select 'Payment By' ❺ and use the Drop down menu within this field to select the Prepayment option.



The 'Select prepayments' window will now open.



Jim2 - Select Prepayments window

Step 6. Simply select the Prepayment that you wish to apply and click on the OK button. You can now allocate the Prepayment and this can be applied to a single invoice or to multiple invoices.

⚠ You are not allowed to apply an amount that is greater than the value of the Prepayment entry.

9.1.8.5 Entering a Credit

Credit entries will automatically be created by Jim2® when:

- A Return From Customer is made.
- The amount tendered as payment is greater than the amount due/owing.
- A Debtors Adjustment Down is entered.
- A Debtors Purchase Order is completed.
- A Payment has been made but not applied to an Invoice.

A Return From Customer Credit will need to be applied to an outstanding account, or left as an outstanding credit in that customer's debtor record.

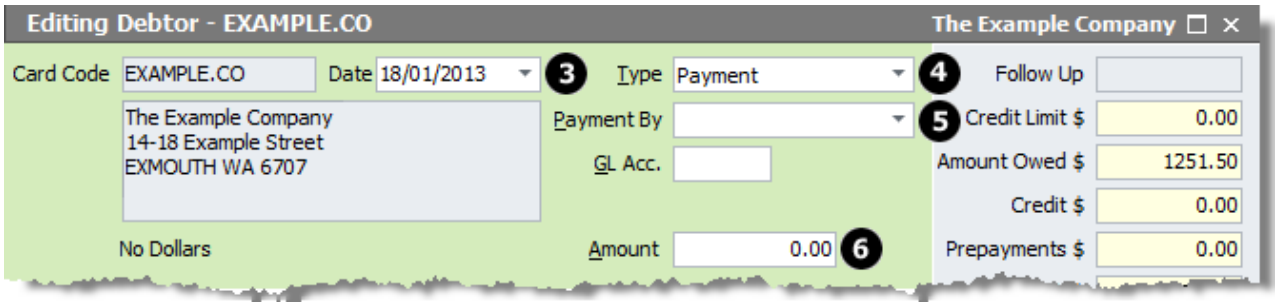
If the amount you receive from a Debtor is greater than the amount owed to you by that Debtor, allocate what you can. When you select to save the entry, you will be prompted with a Message box asking if you wish the amount entered to be applied as a Credit.

Debtors Adjustments Down are to be used if you need to increase a Customers Credit Balance. Debtors adjustments can be applied to Invoices in the same manner as a Credit/Return From Customer.

Debtors Purchase Order is to be used if a Customer/Debtors is returning stock which has been sold using a previous package to Jim2. Debtors Purchase Orders can be applied to Invoices or Adjustments Up the same as a normal credit.

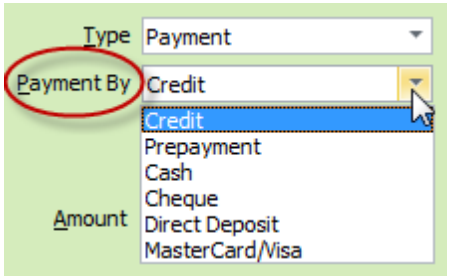
9.1.8.6 Applying a Credit

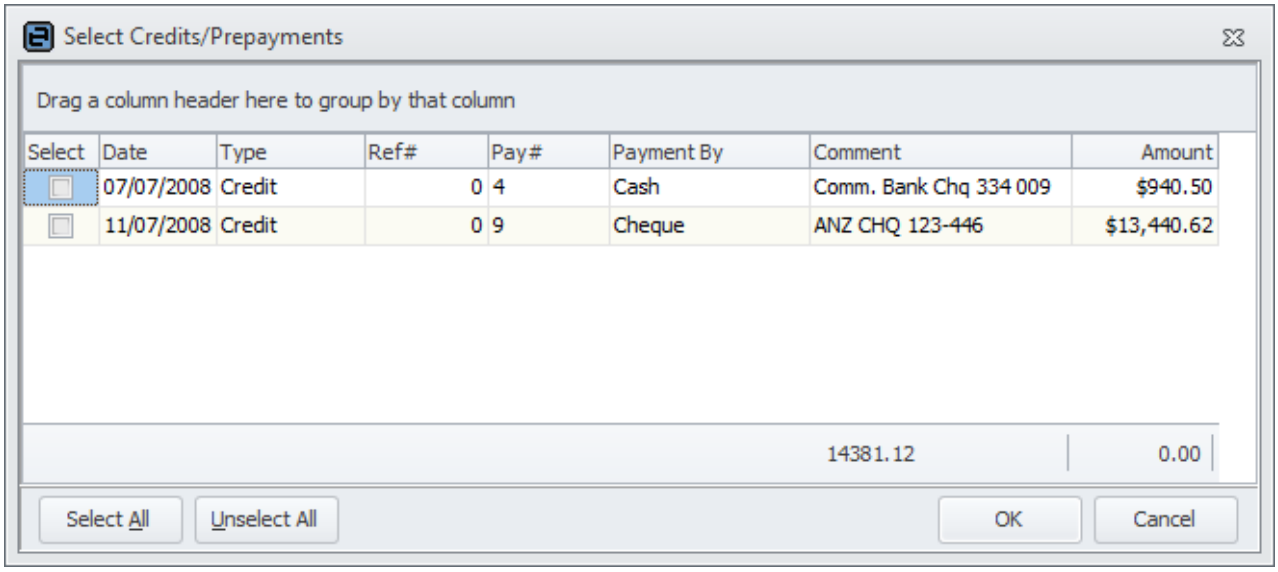
To apply a Credit, only Step Number 5 is changed from applying a Prepayment entry.



Jim2 - 'Editing Debtor' window

Select 'Payment By' 5 and use the Drop down menu within this field to select the Credit option.





Jim2 - Select Credits window

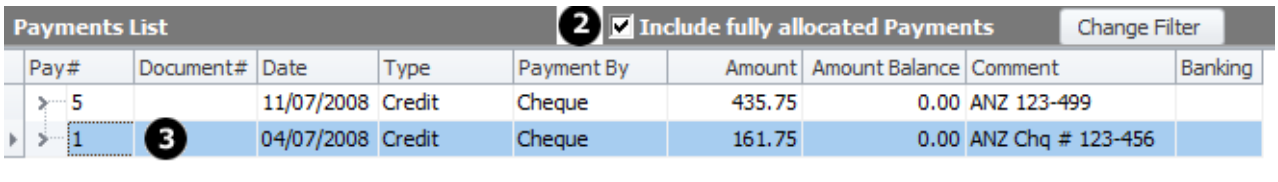
A Select Credit window will open with a list of all un-applied Credit entries for this Customer. Simply select the Credit that you wish to apply and click on the OK button. You can now allocate the Credit which can be applied to a single invoice or to multiple invoices.

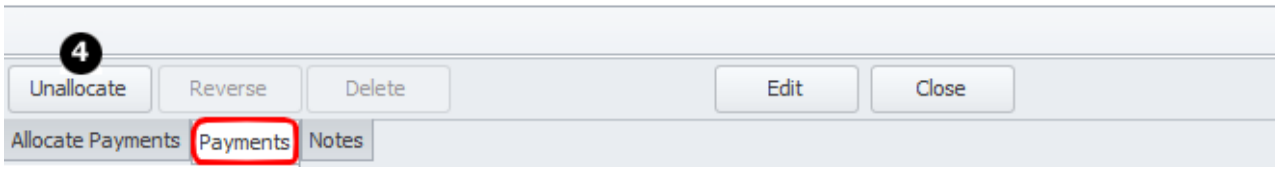
⚠ You are not allowed to apply an amount of credit that is greater than the customer has available.

9.1.8.7 Unallocate a Payment

Step 1. To unallocate a payment, open the Debtors List (**Accounts Tab ⇨ Debtors**), find the Debtor for whom you wish to unallocate a payment and double-click the Debtor's name. This will open the Debtor window in View mode.

⚠ **You must be in View mode to unallocate a payment.**
You cannot unallocate a payment while in Edit mode.



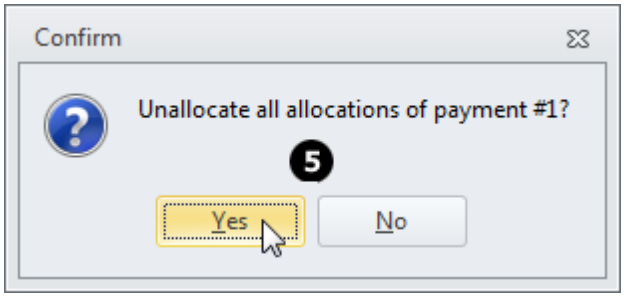


Step 2. Click on the Payments Tab and then Tick the box to 'Include fully allocated Payments'.

Step 3. Now click on the Credit line of the payment that you wish to unallocate. ❸

Step 4. Click on the Unallocate button. ❹

Step 5. You will now see a dialog box (below) ❺ confirming the Payment # to be unallocated. If you wish to proceed click 'Yes'.



Once you have selected 'Yes', you will see a confirmation message that the payment has been unallocated. The Amount Balance on the credit line will be updated to show a negative amount. The amount of the payment will now be included within the Credit balance for this customer.

9.1.8.8 Reversing or Deleting a Payment

Within the Accounts Tab of Options there is a tick box - Allow to Delete Payments - this relates to users being able to delete Payments from Debtors - there is also, of course, a security setting for this.

To Delete a Payment, open the Debtors screen (**Accounts Tab** --> **Debtors**) and select the customer you wish to delete the payment from.

The payment must first be unallocated from any invoices. To do this, see the Unallocate a Payment section of this topic.

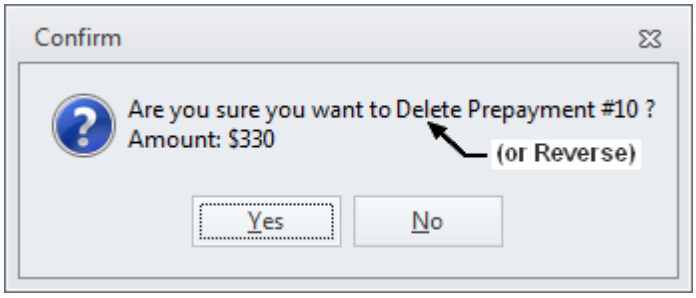
Once the payment is unallocated:

1. Click the Payments tab at the bottom of the screen.

2. Select the credit line of the payment

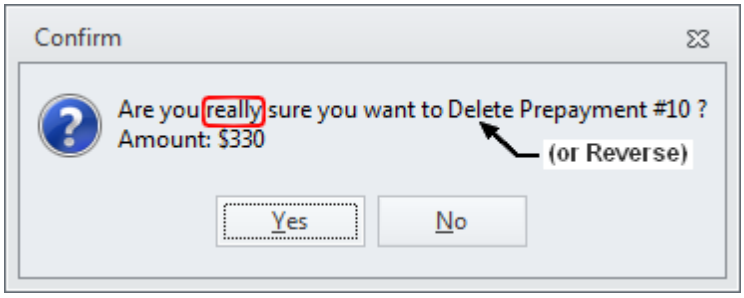
3. Click on either the Reverse or the Delete button - the following message will be shown if you have enabled Deleting Payments in **Options** ⇨ **Accounts**.

4. You will see a warning message displaying the details of the Payment you wish to either Reverse or Delete with a Yes or No button.



Jim2 Warning Message - Delete (or Reverse) a Payment .

5. You will now see a similar window displayed, just to make sure this is what you really want to do.



Jim2 Second Warning Message - Delete (or Reverse) a Payment .

6. Selecting Yes to this message will remove the payment entry - if the entry was already allocated, any information relating to this allocation will also be deleted.

⚠ If you would like to keep an Audit trail for all Payments, it is advisable to **use the Refund or Reverse facility instead of Delete a Payment**. The Refund and Reverse facilities will keep a complete audit trail of any entries made and/or refunded.

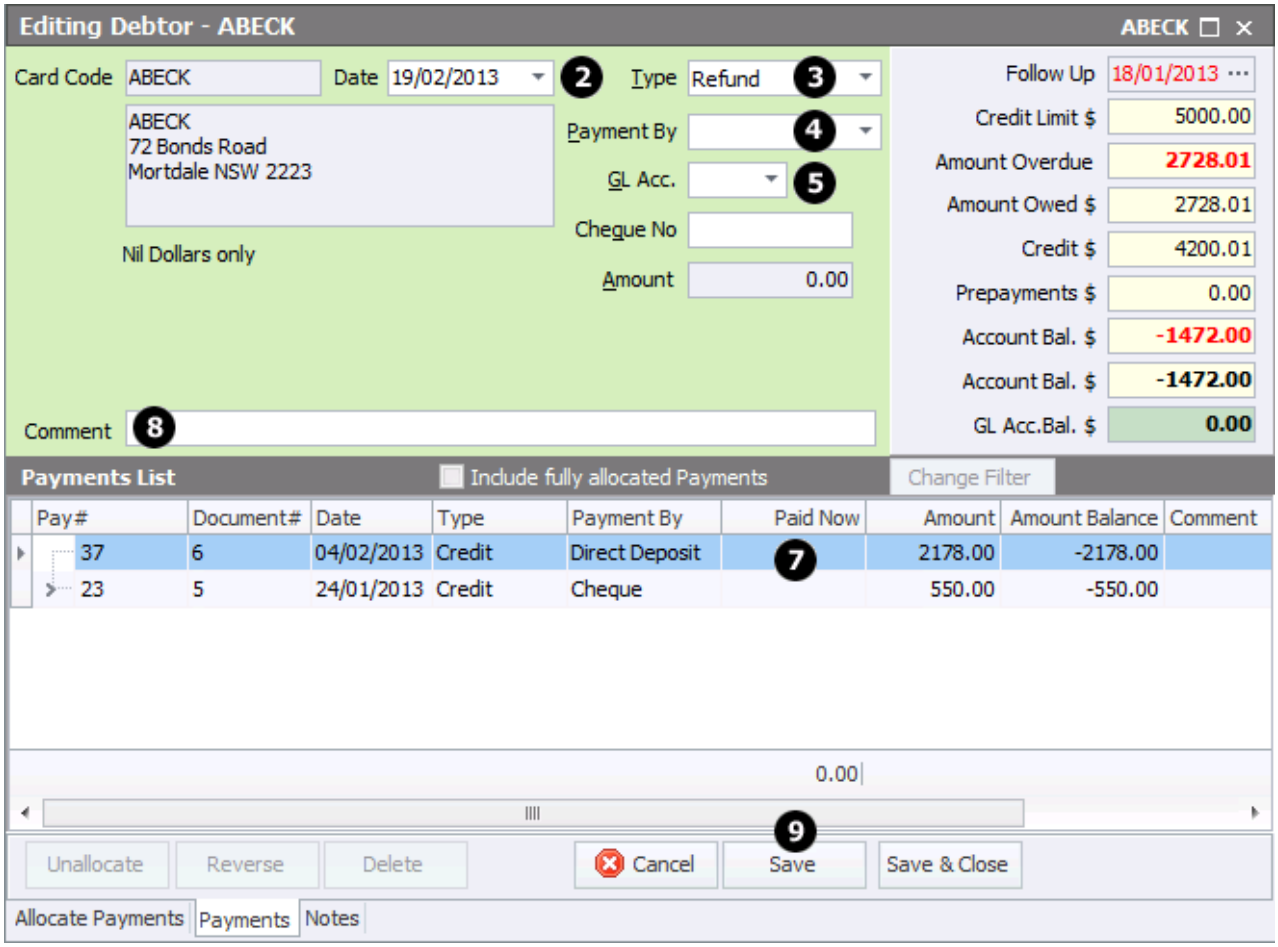
9.1.8.9 Create a Refund

Refunds can be given on either a Return From Customer entry or on any Credit amount within the Customer's debtors balance.

1. To create a Refund you must be in **Edit Mode**.

2. Enter the **Date** of the Refund.

3. Now select Refund as the transaction 'Type'. ❸
This will automatically take you to the Payments screen.



Jim2 - Debtor's Record when entering a Refund.

4. Select the appropriate "Payment By" for this Refund. 4
You are able to specify the method of Refund - Cash, Cheque, etc.

5. Select the **GL Bank Account** that you are writing this Refund from. 5

If you have enabled Payment Types via Setups to 'Allow Negatives', you can select the GL Account Unbanked Funds once you have selected the Payment By method. If you are refunding by Cash or Eftpos, this means your Unbanked Funds will show the refunds, and your banking in Jim2 will match your bank statement.

6. Within this screen you need to locate the particular Return/Credit. 6
To Refund a Credit it needs to have an amount in the Amount Bal field.

7. Enter the **amount of the Refund** into the **Paid Now** field. 7
When you move from the Paid Now field, the Amount field in the header will be filled in.

8. You **must** enter a comment into the comment field in the header of the form. 8

9. Click on the Save button to complete the Refund entry. 9

Jim2 will not allow you to save without adding a Comment in Step 8.

9.1.8.10 Write off a Bad Debt

To Write off a Bad Debt follow these steps:

1. Click on the Edit button

2. Enter the required Date.

3. Select the Type of Bad Debts. The Payment By field is not editable.

4. To enter the amount, you need to click on the Paid Now field of the Invoice line - this will remove any Discounts and/or Account Fees and enter the amount required to be written off.

5. You must enter a comment when entering a Bad Debt.

6. Now select the Save Button.

You are able Write Off single Invoices, part of an Invoice or multiple Invoices at one time.

The 'Payment By' field and 'Amount' field are not editable. The Payment By fields is not required when entering Bad Debts and the Amount field is filled once the amount are entered into the Paid Now fields.

To Reverse a Bad Debt:-

1. Do not go into Edit mode

2. Click on the Payments Tab of the Debtors Record

3. Locate the Bad Debt you need to reverse

4. Click on the Reverse button

5. You will be prompted with a message box to confirm this action.

6. Click on the Yes button

You need to be in View mode to Reverse a Bad Debt. You will not be able to reverse a Bad Debt when in Edit mode.

7. Now the Bad Debt will not be shown and the Invoice Balance has been amended.

9.1.8.11 Enter Discounts & Account Fees

If you need to give a Discount or Account Fee at the time of payment you would use the standard payment entry and type the amounts in the Discount or Account Fee column.

But if you need to enter a Discount or Account Fee on its own you will need to follow these steps:

1. Select the Edit Button

2. Enter the Date.

3. Select the Type of Discount or Account Fee - you will note the Payment By field has been deactivated.

4. To enter the amount you need to click on the Paid Now field of the Invoice line - this will remove any Discounts and/or Account Fees and enter the amount required to be Discounted or entered as Account Fees.

5. Click on the Save button



You cannot apply Account Fee discounts to Opening Balance Invoices or Debtors Adjustments Up.

9.1.8.12 Reverse Discounts & Account Fees

You have the option to Reverse a Discount or Account Fee entry in Debtors.

1. Do not go into Edit mode

2. Click on the Payments Tab of the Debtors Record

3. Locate the Discount or Account Fee you need to reverse

4. Click on the Reverse button

5. You will be prompted with a message box to confirm this action.

6. Click on the Yes button



You need to be in View mode to Reverse a Discount or Account Fee. You will not be able to reverse a Discount or Account Fee when in Edit mode.

7. You're done! Now the Discount or Account Fee will not be shown and the Invoice Balance has been amended.

9.1.8.13 Return From Customer Entries

When a Return From Customer is entered it will put an entry into the Customer's debtor record as a Credit, regardless of whether the Invoice has been paid or not. You have a number of options in relation to this Return/Credit.

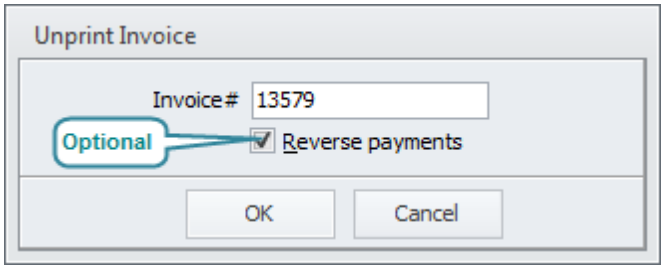
- You can allocate the Credit to the Invoice - if it has not already been paid.
- You can allocate the Credit to one or more Invoices
- You can give the Customer a Refund

If the customer is returning goods purchased prior to your Jim2 implementation, you will need to add a Debtors PO to create a credit.

9.1.8.14 Reversal Entries

There are times when an Invoice needs to be reversed (unprinted) regardless of whether it has been paid or not. Jim2 handles this action by entering a Reversal entry for the Invoice, a reversal entry for any discounts applied and the payment becomes a credit amount which can be applied to another Invoice at any time.

The Payment Entry is not reversed by default, it simply becomes a Credit on that Debtors Record. However you do have the option to select that the payment is reversed at the point of unprinting the invoice, by ticking the Reverse payments box.



If you don't choose to Reverse the Payment, the Bank account and Debtors balances in respect of that payment entry have not changed. Only Jim2 is changed in relation to that payments entry, to make it show as a credit not an applied payment.

Reversal entries are created from Invoices that are Unprinted

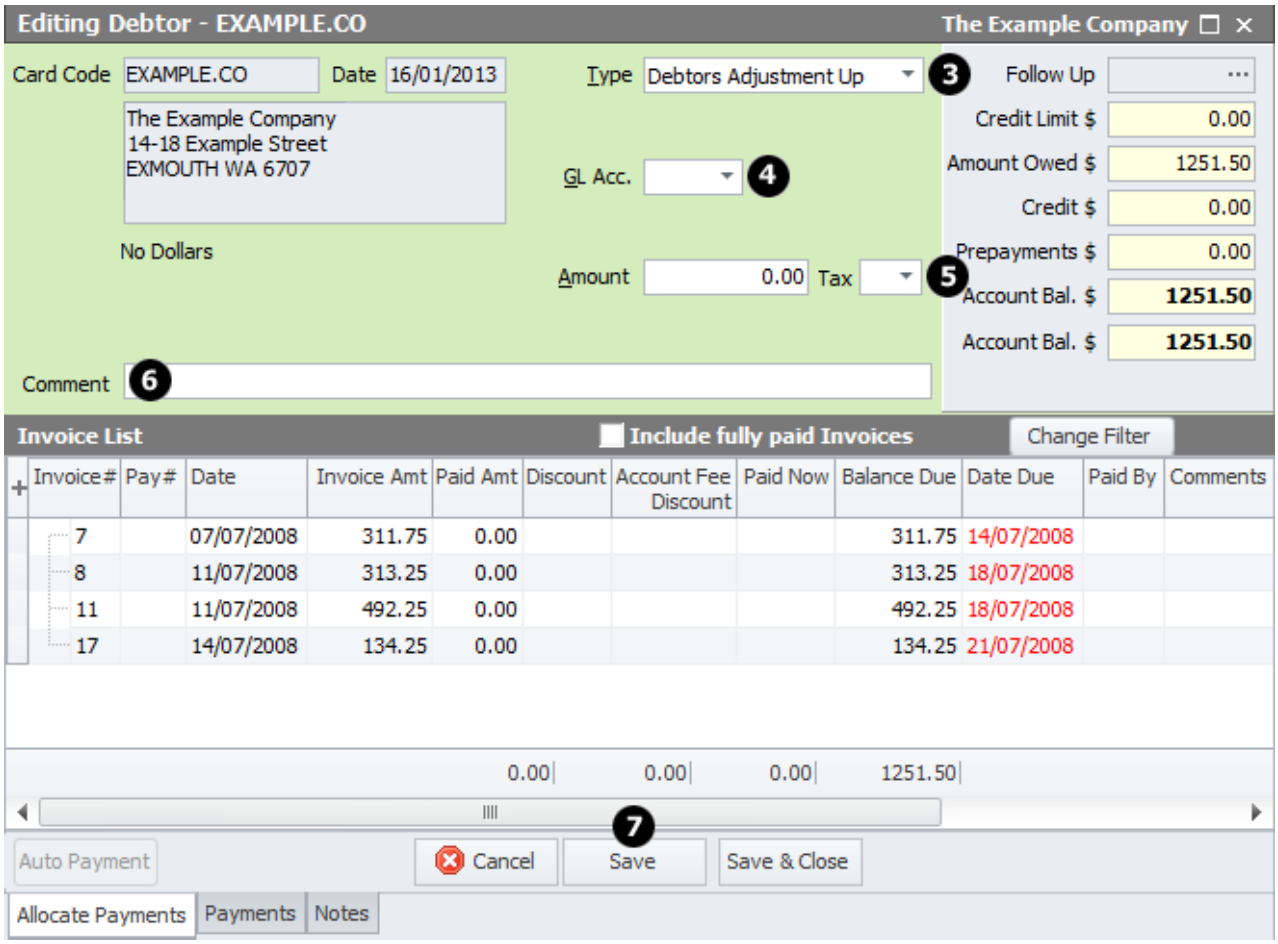
9.1.8.15 Debtors Adjustments Up and Down

You can also add amounts to your Debtors record without having to Invoice the Customer. This is useful when, for example, you need to add Bank Fees for a bounced cheque, etc.

There is a new type of transaction - Debtors Adjustment. Once this is selected, the cursor will be placed at the GL Account Field for you to select the required General Ledger account. Enter the Amount into the Amount field - if this transaction includes Tax you will need to enter the amount as Tax Inclusive and then select the appropriate Tax Code. A comment is required when entering Debtors Adjustments.

Step 1. Open the Debtors List.

Step 2. Locate and open the Debtor. Select the Edit button to put the Debtor into Edit mode.



Jim2 - Debtors Form entering Debtors Adjustment Up.

Step 3. Select the Type 3 Debtors Adjustment Up or Debtors Adjustment Down.

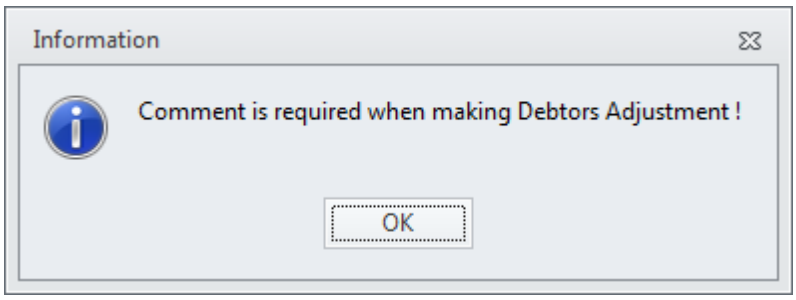
Step 4. Use the drop down menu to select the General Ledger Account 4 that you wish to be affected by this entry.

DO NOT use the Debtors Account - this GL Account selection is for the other side of the Debtors transaction for example the Expense Account. Debtors will offset the account selected here.

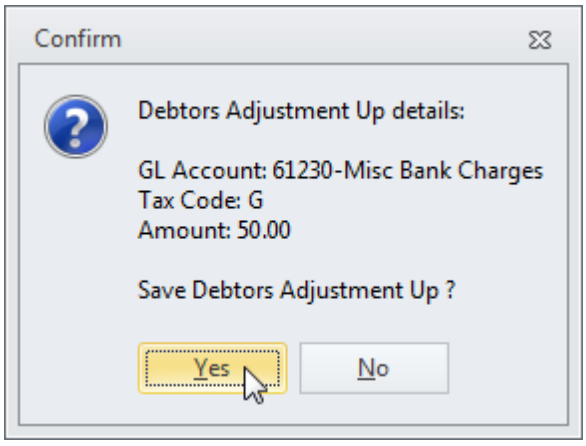
Step 5. Enter the Amount of the Adjustment 5 and select a relevant Tax Code.

This adjustment will have the following results; increase the Debtors Balance, increase the selected GL Account, increase the Tax account - this adjustment can be paid the same way as an Invoice.

Step 6. You MUST enter a comment 6 before saving a Debtors Adjustment Up or Down.



Step 7. Now click the appropriate button 7 from Save, Save and Close or Cancel. If saving, a confirmation message will appear.



Jim2 - Debtors Adjustment Up Confirm Details dialogue box.

Step 8. The Adjustment Up entry will now be created.



Invoice#	Date	Invoice Amt	Paid Amt	Discount	Account Fee Discount	Paid Now	Balance Due	Date Due	Paid By	Comments
-1000000	18/04/2005	50.00	0.00				50.00	18/04/2005		Cheque bounced

Jim2 - Debtors Adjustment Up Entry.

9.1.8.15.1 Dealing with Bounced Payments

There are times within the course of business when a Customer will give you payment for an Invoice, and for various reasons, the payment has bounced. You will need to alter the Debtors Record to reflect that the Payment is longer valid - remove the payment from the Debtors Record.

There are two important concepts that need addressing when a cheque bounces - the customer now OWES you the money again, and your bank will have made a NEGATIVE transaction for the cheque amount and charged you a fee for the privilege. First things first:

The cheque was banked and needs to be reconciled as normal. "Unbanking" the payment doesn't solve the problem, which is why we put that warning in Jim2 for you! You need to create the negative transaction in Jim2 to match what will appear on your actual bank statement, so you can reconcile correctly. You also need to create a transaction for the fee that will also appear on your actual bank statement AND you need to add a Debtors adjustment to show that they do in fact now owe you that money again, along with the Bank Dishonour fee in most cases.

Step 1. Go to that Debtors record. Add a **"Debtors Adjustment Up"** for the amount of the cheque that bounced. It needs to be allocated to the GL account for the BANK ACCOUNT you banked it to - use that GL code in the account field and select a TAX CODE of X (as no GST applies - it is there in the invoicing, and doesn't need repeating here). Remember to adjust the transaction date to match your bank statement. Saving this transaction will do two things: (i) The Debtor record will now show an amount outstanding for you to deal with as per any normal debtor transaction and (ii) the Bank Account you selected for the Debtors Adjust will now show a negative figure for you to reconcile the "bounce" against.



You don't need to move this transaction from Jim2 Banking - it goes straight to Jim2 Bank Reconciliation.

Step 2. Your bank will have charged you a dishonour fee. Add this in, using the Bank Entry button when doing the normal Jim2 Bank Reconciliation, selecting the GL account that you'd normally use (e.g., 6XXXX Miscellaneous Bank Fees). You may need to check with your bank whether a tax applies to this fee - some banks include it in the fee, others don't bother. Make sure you use the right tax code for the transaction.

Step 3. If you want to on-charge the dishonour fee to your customer, add this final step to the above. Add a "Debtors Adjustment Up" for the dishonour amount, allocating it to the GL account you'd normally use (e.g., 6XXXX Miscellaneous Bank Fees). As above, check the tax situation on the fee. When saved, this adjustment will then show this additional amount in the Debtors record. When they make payment against this amount, the funds will be correctly allocated back to the 6XXXX GL account, effectively showing that the customer has paid this amount and it has not been an expense incurred to your firm.

By handling the "bounce" this way, you will see that the Debtor has an outstanding amount(s) that does not use the normal invoice or RFC numbering. It will show clearly in the Debtor transaction reports and on their Debtor Statement, also. When they do make payment for this and any other transactions, allocate the new payment as usual.

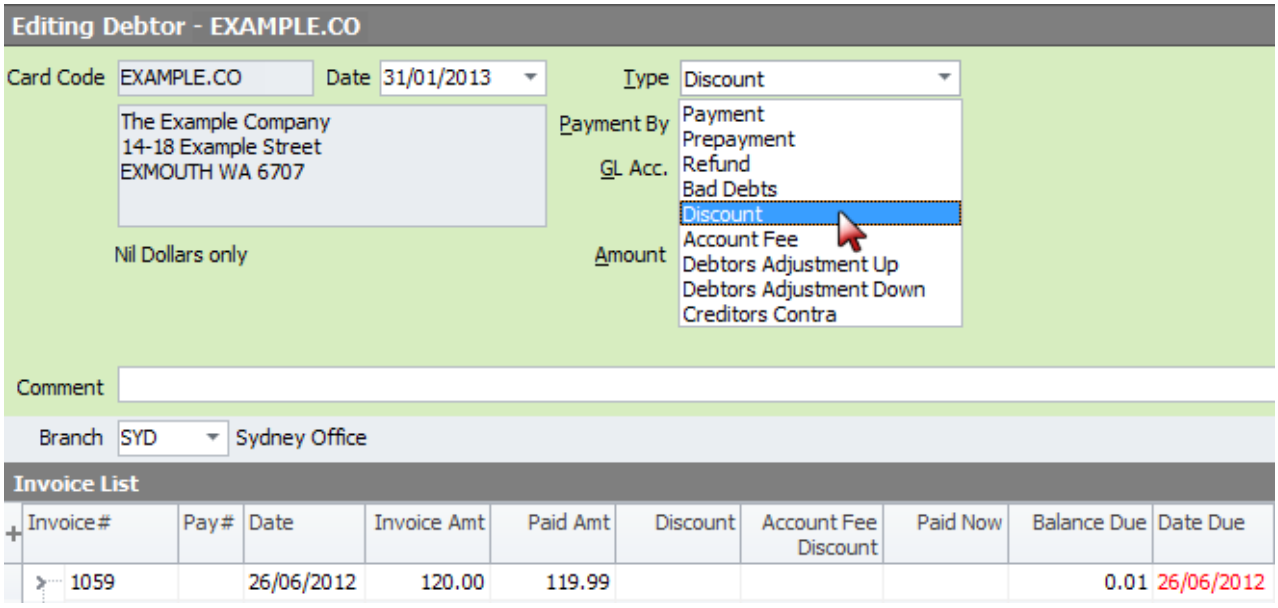
9.1.8.15.2 Clearing Small Debtor Balances (Debits)

From time to time your debtor accounts may end up with small rounding balances of just a few cents, either owing or in credit, and you just want to clean these up.

For example, if a debtor owes you one cent ($ 0.01), you can use the Discount function to clear this.

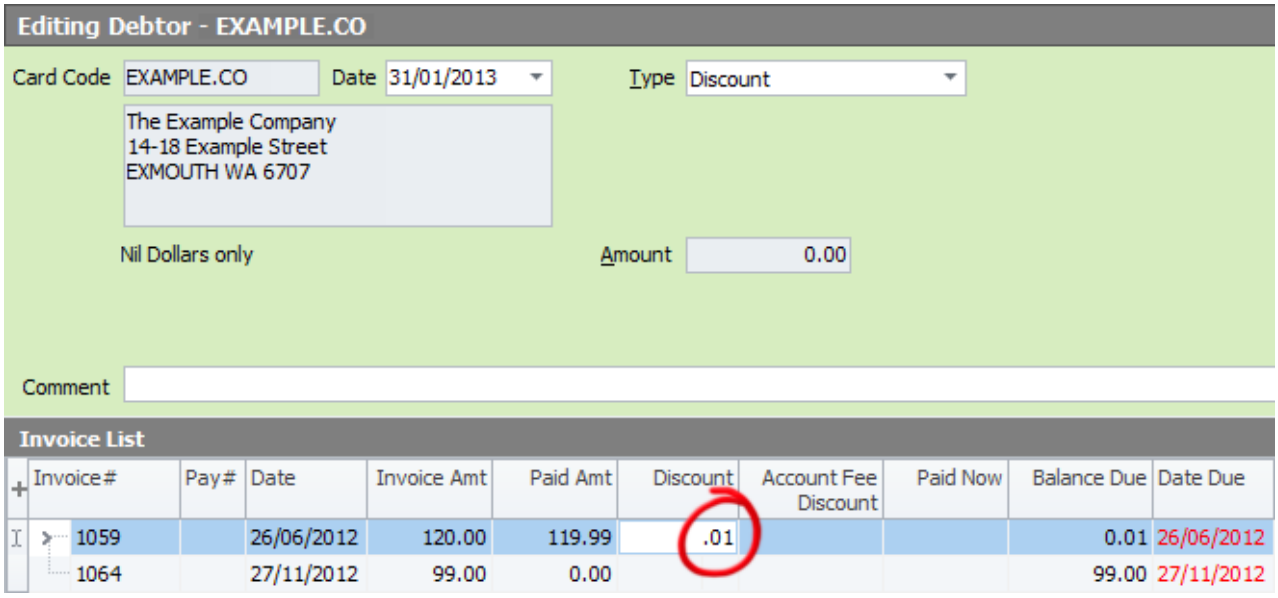
1. Select the Debtor record and click on the "Edit" button.

2. From the dropdown menu in the (Transaction) Type field , select Discount.



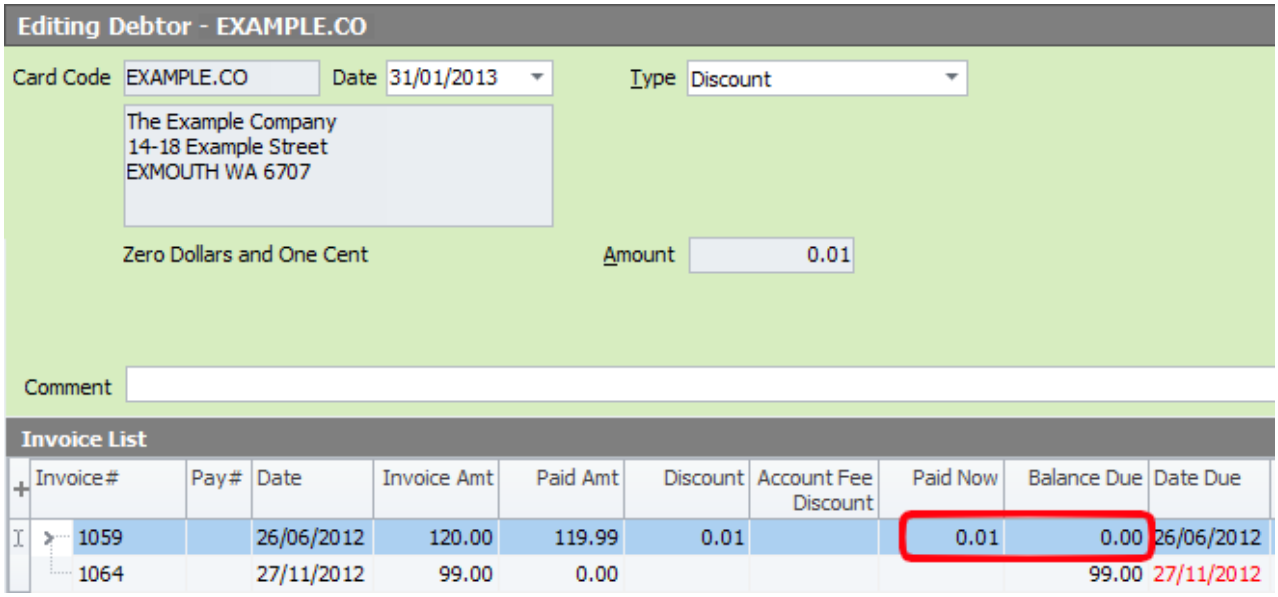
Jim2 - Selecting Discount Type for this particular Debtor

3. Type the amount (in this case, .01) in the Discount field of the line where the Balance Due is 0.01.



Jim2 - Entering the Discount Amount

4. Press Enter to record the Discount. The Paid Now field will show 0.01 and the Balance Due should be 0.00.



Jim2 - Showing the Discount applied and the Resulting Balance Due

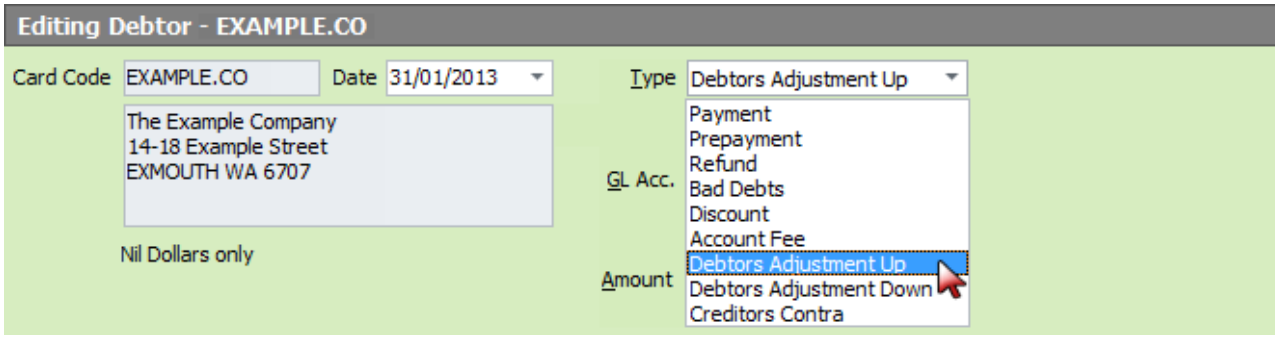
5. Click "Save and Close".

If the small discrepancy is a credit amount, e.g., -0.01, then it is a two-step process to clear this and is explained in detail on the next page.

9.1.8.15.3 Clearing Small Debtor Balances (Credits)

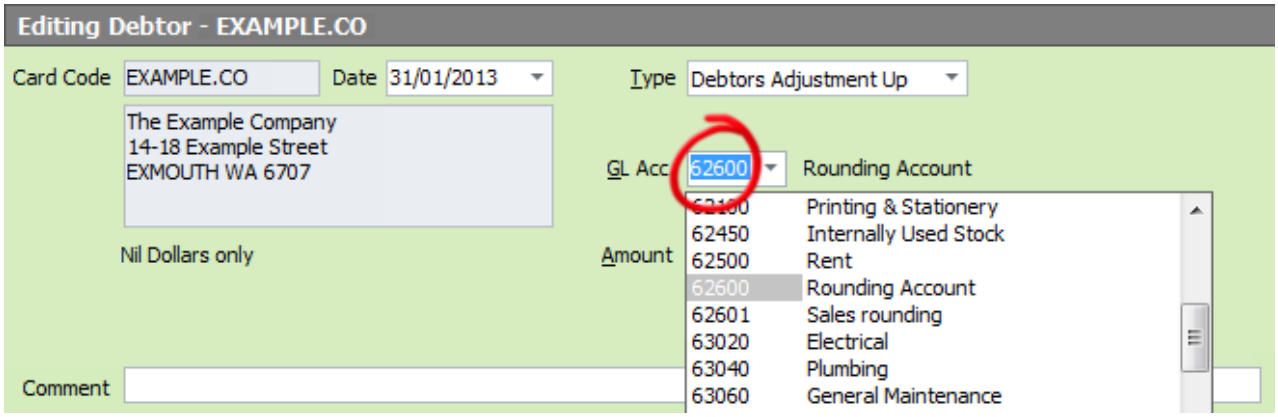
On the previous page we showed you how to create an adjustment for situations where the amount to be adjusted is a debit. If, however, the amount is a credit, e.g., -0.01, then it becomes a two-step process to clear this.

- Firstly, you need to add a 'Debtors Adjustment Up' to offset the credit.



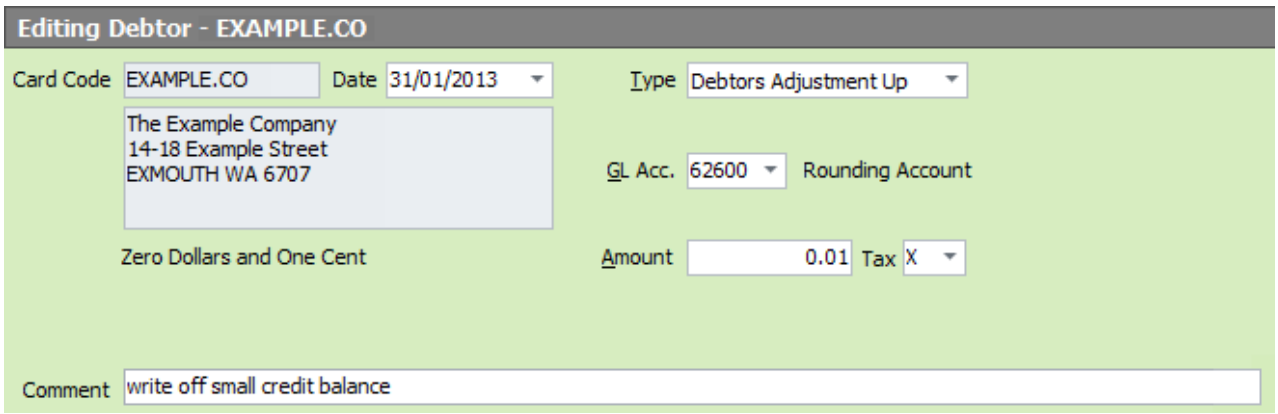
Jim2 - Selecting Debtors Adjustment Up as the Transaction Type

- Next, select the 6-xxxx 'Rounding Account' and use Tax Code X, as you are simply writing off a small 'rounding' credit balance, with no GST reporting required.



Jim2 - Selecting the Rounding GL Account

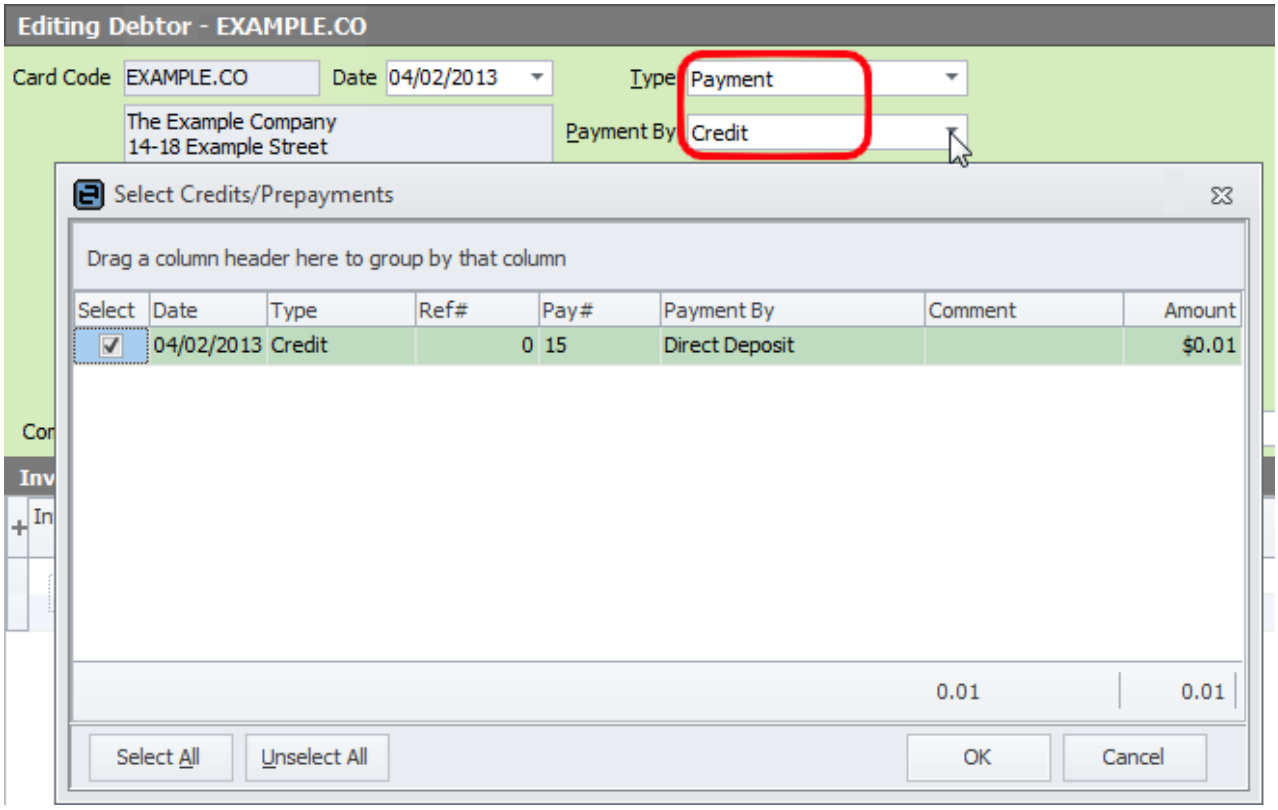
- Enter a comment and click Save.



Jim2 - A Comment must be entered before you can Save

- As a result of the above procedure, you will have created an "Invoice" for 1 cent, to which you can now apply a credit.

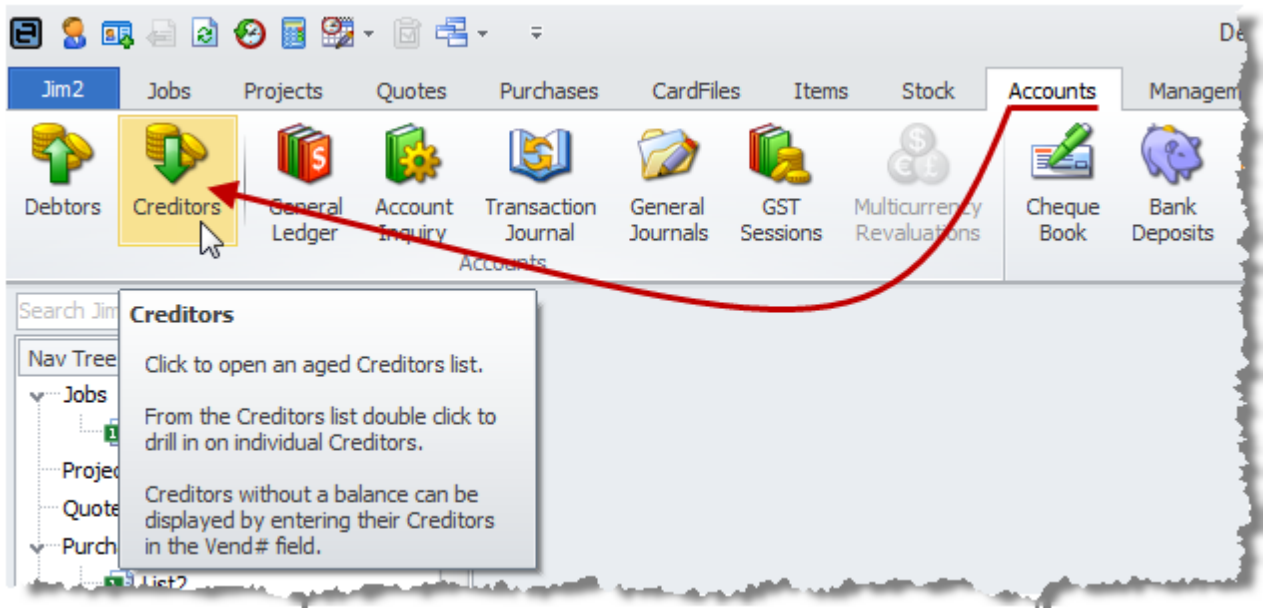
- The last step is to add a 'Payment By - Credit' to apply the 1-cent credit to the 1-cent 'Invoice' (the 'Select Credits/Prepayment' window will open). Select the credit and then click Save.



Jim2 - Applying the Credit to the 1-cent 'Invoice'

- After doing all of the above, your debtor account will now be clean!

9.2 Creditors



"Creditors" in Jim2® is included under the Accounts heading and manages information relating to specific Vendors' Opening Balances, Purchases, Payments and Credits. It is linked to, and controlled by, account information held within each Vendor's CardFile, such as the Vendor Terms and Discounts.

"Creditors" within Jim2 allows you to maintain a constant real-time balance on each of your Vendor's accounts, showing any outstanding purchases, prepayments and credit amounts. This information is accessed using the Creditors List , as well as by hyperlinks on the Purchase form, at the point of Finishing the PO via the " Purchase Order Details" screen, and of course via their CardFile code. Each transaction is easily viewed/edited within the Creditors Form window.

From Jim2 Creditors and the interaction of other Vendor information, accurate and relevant reports (like the Detailed Aged Analysis Report in Creditors) can be produced.

Jim2 Creditors is divided into the following specific information areas that will give you a complete detailed record of:

- The Creditors List - giving you the option to select one or a specific group of Creditors using criteria shown
- Individual Vendor record and their summarised Creditors position via the Creditors Form
- The outstanding transactions via the Creditors Allocate Payments Grid
- The Vendor's Payment history via the Payments Tab
- Communication with the creditor via the Notes Tab



It is very important to use appropriate **Security Levels** when users are accessing and/or editing information that directly affects your company's financial records.

9.2.1 Creditors Opening Balances

Unless you are opening a new business (and consequently have no Vendors that you owe money to) you will have to carry forward Creditors' balances in your old accounting system for your vendors, which need to be set up in Jim2. The General Ledger should already show the starting point TOTAL of the amount of money "payable" by you to Creditors as a GL opening balance figure. Just "how" that figure is balanced is made by entering individual Creditors Opening Balance Purchases/Invoices (money owed by you) and Credits (credit amounts owed to you by a vendor). Entering these Opening Balance Purchases/Invoices/ Credits allows you to report on and apply vendor payments correctly within your new Jim2 Business Engine accounting system.

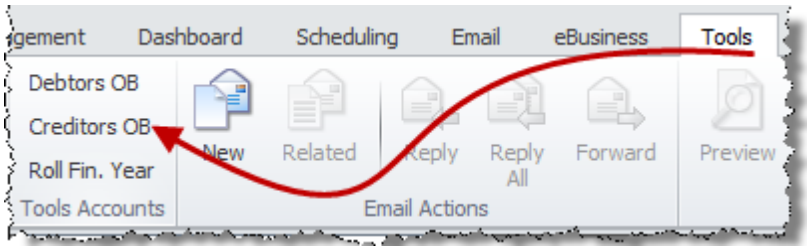


N.B. You have not "created" these Opening Balance purchases/credits from any Jim2 Business Engine workflow (purchase information, stock information and so on). These entries are a "one off" reconciliation between your old system and Jim2. Therefore, it is very important that any "Out of Balance" amounts between the carry forward GL Creditors Balance (from your old software) and the Creditors Opening Balance Purchases/Credits are clarified. You do not necessarily have to enter the Creditors Opening Balances immediately to commence using Jim2 - however, it is recommended that Creditor Opening Balance Purchases/Credits are entered as soon as possible to make processing Vendor payments more accurate.



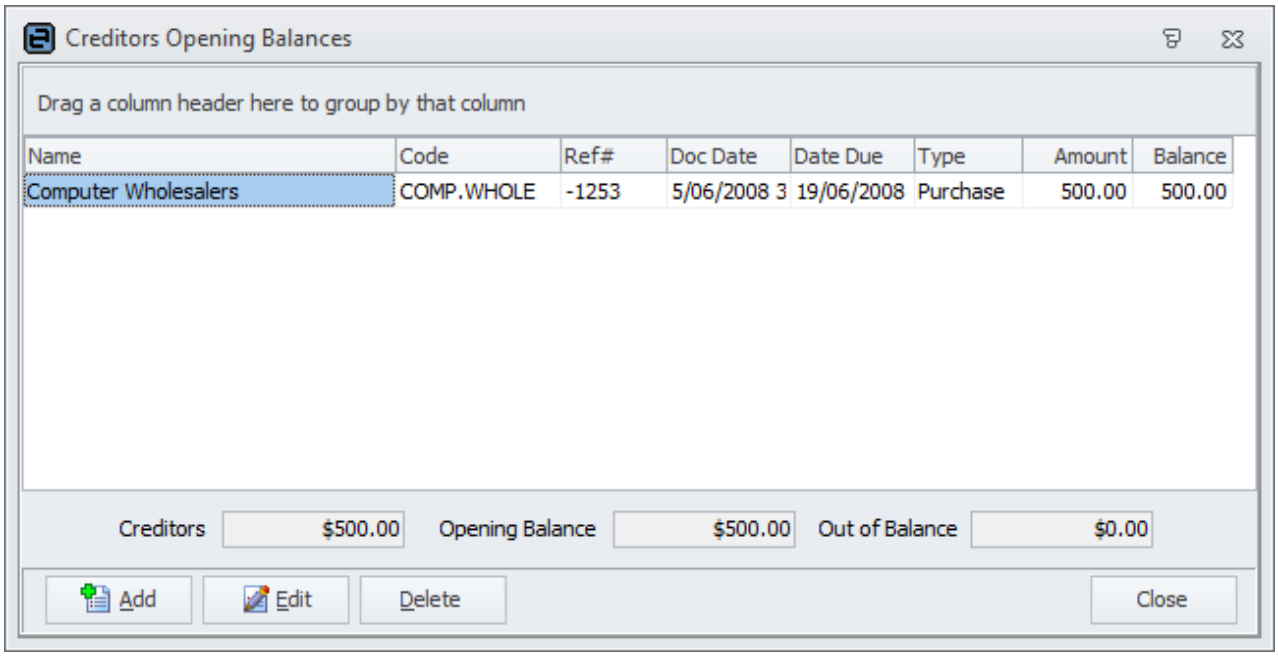
Once entered, Opening Balance Creditors are then aged correctly. Once a payment is applied to an Opening Balance Creditor's purchase or credit, the original entry in the Creditors Opening Balance list will change to a grey shade and can no longer be edited or deleted.

To access the Creditors Opening Balances screen, click on the tab marked **Tools** then click on **Creditors OB.**



Jim2 - Selecting Creditors OB (opening balances).

This will display the Creditor Opening Balances screen.



Jim2 - Creditors Opening Balances Screen

At the bottom of the Creditors Opening Balance screen you will see three '$-value' fields. These are:-

Creditors	This is the General Ledger Creditors Account Opening Balance.
Opening Balance	This is the calculated value from the entries entered into this list.
Out of Balance	This is the difference between the Value entered into the General Ledger Creditors Account as the Opening Balance and what has been entered here - this field should show 0.00 once all Creditor Opening Balance entries are entered.

The Creditors General Ledger Account will also display its own Opening Balance, the Calculated Opening Balance and any Out of Balance amounts to minimise errors when used to update the Opening Balance in one place only.

Whenever you update a Creditors Opening Balance, you need to make sure that any changes are reflected in the General Ledger Creditor's Account Opening Balance value.

N.B. This is not updated automatically, so you must update this value manually.

See Also:

Enter Creditors Opening Balances.

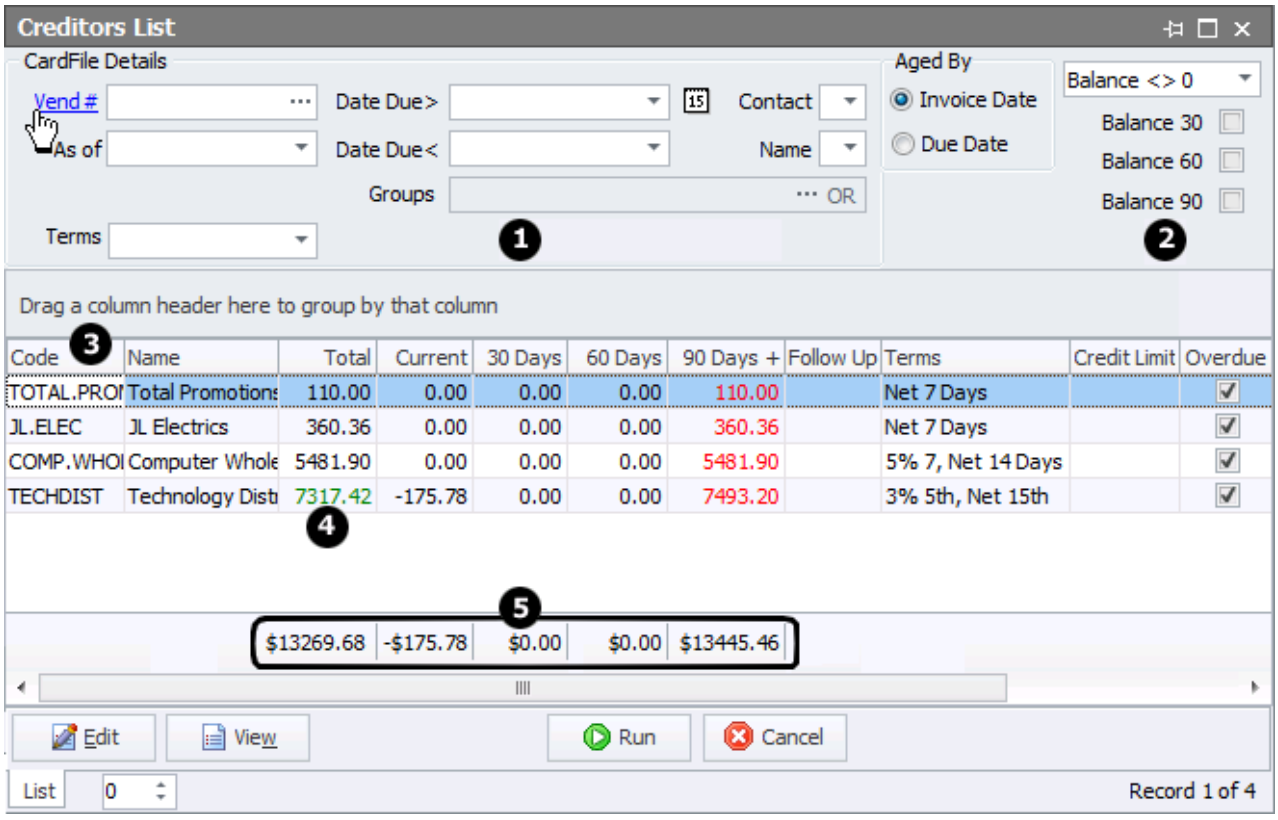
9.2.2 Creditors List



To Edit (add payments), View or report on a Creditor, or a group of Creditors, you need to filter the available Creditors using the 'Creditors List'.
To access the 'Creditors List' you will need to select the 'Creditors' icon in either one of these ways:

- Click on the 'Accounts' Tab of the Jim2 Ribbon and then click on 'Creditors'
- In the Nav Tree, right-click on 'Accounts' and select 'Creditors'

Jim2 includes a hyperlink from the Vendors CardFile straight to their Creditor record - this hyperlink can be accessed by hovering over the Vendor# link in a PO, and then choosing the Creditor link. When Finishing a PO, Jim2 also provides access to the current Creditor balance (for the Vendor being Purchased from).



Jim2 - Creditors List

You can use this list to locate a certain Vendor, or a group of Vendors, by using the filters in the top section of the form.
The filters (from top to bottom, left to right) are explained below.

CardFile Filter	Explanation and/or Note
Vend#	Vendor's CardFile Code.
As of	Select a specific date
Terms	Search for a vendor by their stated terms of payment, e.g., "COD", "Net 7 days", etc.
Date Due>	Date due is greater (later) than the date selected.
Date Due<	Date due is less (earlier) than the date selected.
Groups	Any CardFile groups for filtering.
Contact	Contact name from the CardFile.
Name	The Vendor's Name.
Aged By	Select either aged by Invoice Date or aged by Due Date

The right hand side of the form header , contains the following options.

Balance Filter	Explanation and/or Note	
Balance	In the drop-down list, select from one of the six options below.	
	Balance <> 0	Creditors with a balance not equal to 0.
	Balance > 0	Creditors with a balance greater than 0.
	Balance < 0	Creditors with a balance less than 0.
	Unallocated	
	All Creditors	View all Creditors, whether they are owed money or not.
	Overdue	
Balance 30 checkbox	Select Creditors who are still owed after 30 days, but less than 60 days.	
Balance 60 checkbox	Select Creditors who are still owed after 60 days, but less than 90 days.	
Balance 90 checkbox	Select Creditors who are still owed after 90 days or more.	

Grid Result groups

After running the query, the results are displayed with the following headers, highlighted here in red.



Code	Name	Total	Current	30 Days	60 Days	90 Days +	Follow Up	Terms	Credit Limit	Overdue	Amount Ov
COMP.WHO	Computer Who	5481.90	0.00	0.00	0.00	5481.90		5% 7, Net 14		☑	5481.90
JL.ELEC	JL Electrics	360.36	0.00	0.00	0.00	360.36		Net 7 Days		☑	360.36
TECHDIST	Technology	7317.42	-175.78	0.00	0.00	7493.20		3% 5th, Net		☑	7493.20
TOTAL.PRO	Total Promotior	110.00	0.00	0.00	0.00	110.00		Net 7 Days		☑	110.00

Column Headers	Explanation and/or Notes
Code	The Vendor's CardFile Code

Column Headers	Explanation and/or Notes
Name	The Vendor's Name
Total	The Vendor's Total Balance
Current	The Current Balance
30 Days	The 30 Days Balance
60 Days	The 60 Days Balance
90 Days +	The 90 Days and over Balance
Follow Up	The follow up date of any Notes that may have been entered for this Creditor
Terms	The Terms of Trade for each listed customer
Credit Limit	This column displays any credit limit imposed by the Vendor, if set up in the Vendor's Card File
Overdue	Checkboxes in this column are ticked if there are any overdue invoices
Amount Overdue	Any overdue amount appears in this column

For those Creditors listed, the 'Total' column will show any Unallocated Credits in green text. 4

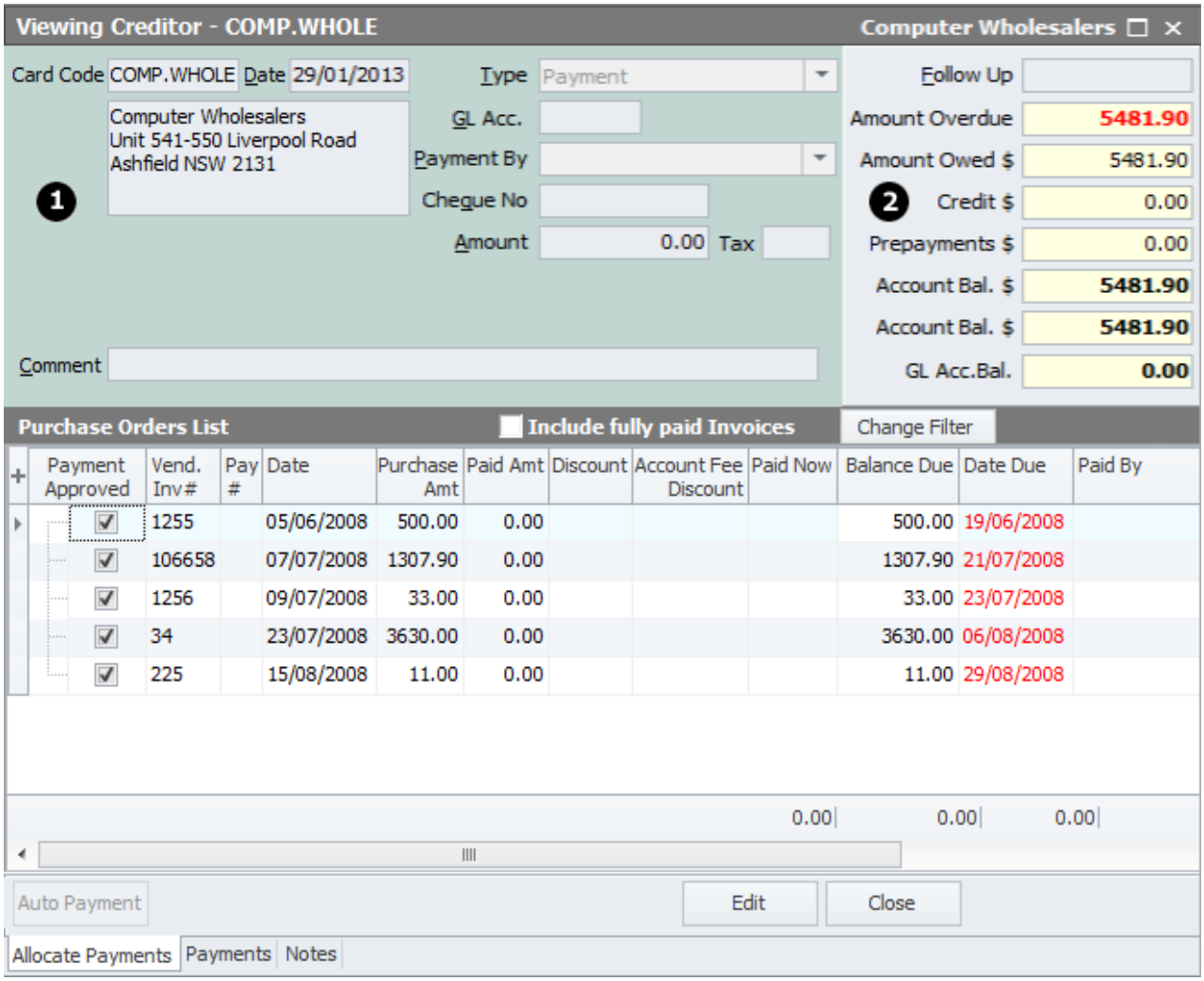
Also, the bottom of the Creditors List shows the total '$ amount' for several columns of the list. 5

The footer of the form contains the following buttons:

Footer Button	Explanation
	Opens the selected Vendor's 'Creditors Form' in Edit mode.
	Opens the selected Vendor's 'Creditors Form' in View mode.
	Runs the List using any filters selected in the Header.
	Closes the Creditors List.

Any Vendors who are marked as 'Not Active' in their CardFile will be displayed in this list in a grey colour (i.e., greyed-out).

9.2.3 Creditors Form



Jim2 - Creditors form

The header section of a particular Creditor's form records information relating to the Vendor.

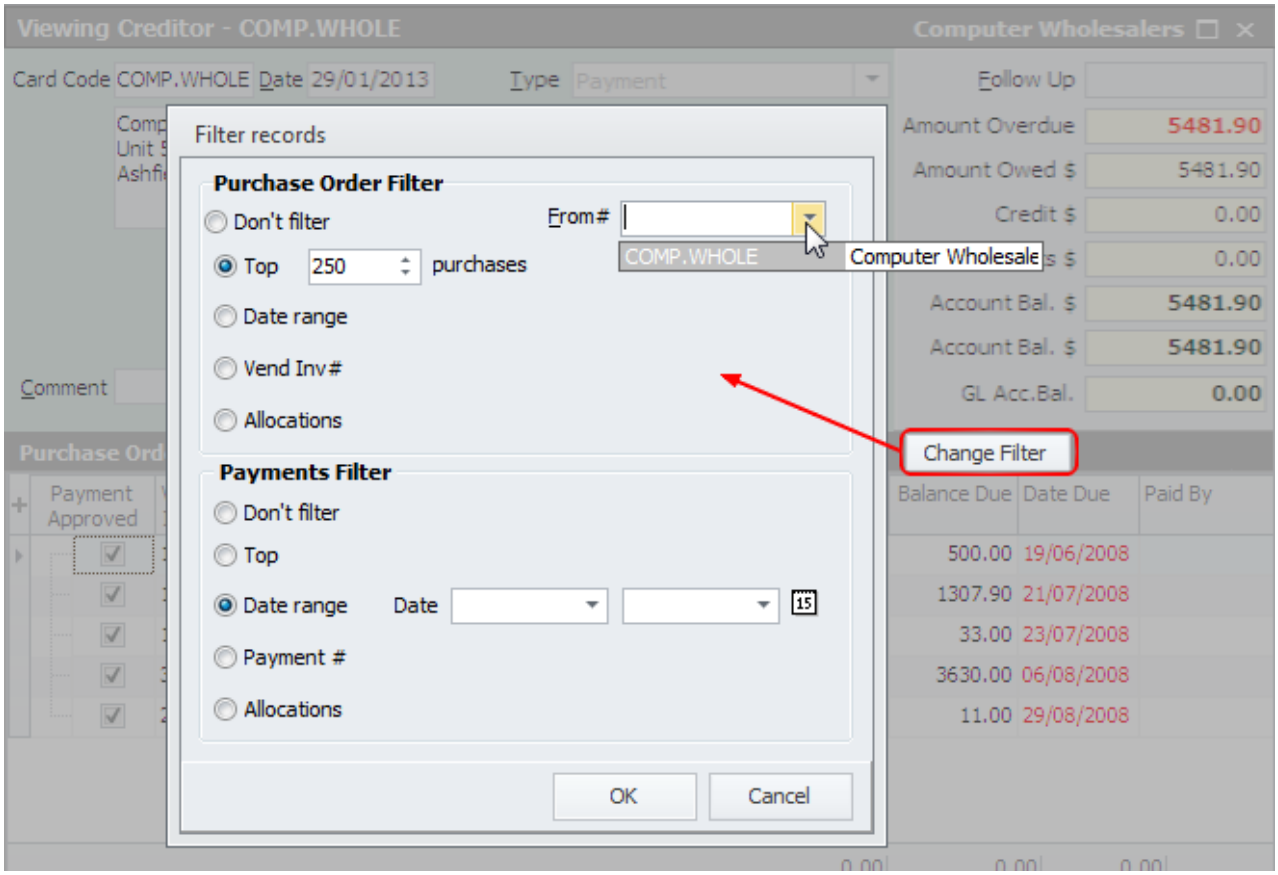
The fields on the left hand side are detailed below.

Field	Explanation
Card Code	The Vendor Code. The Vendor and their address will appear under the Card Code field. Clicking the field header 'Card Code' will take you directly to the Vendor's CardFile.
Date	The Date of the entry.
Type	The Type of entry - Payment, Pre-payment, Refund, Bad Debts, Discount, Account Fee, Creditors Adjustment Up or Creditors Adjustment Down.
GL Acc.	GL Bank Account when entering a Creditors Payment - you need to select the GL Bank Account you are Paying from.
Payment By	Payment Type - Cash, Cheque, etc.
Cheque No	Displays the next available Cheque Number depending on GL Bank Account and Payment Type.

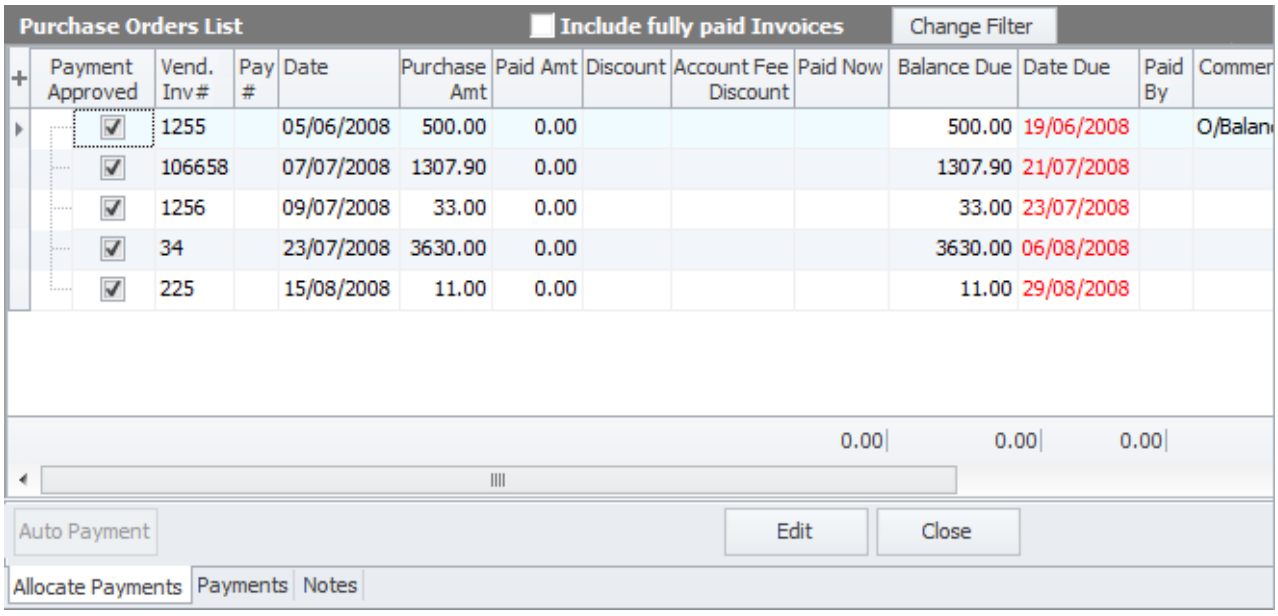
Field	Explanation
Amount	The Amount of the entry.
Tax	This field is only shown when entering a Creditors Adjustment Up or Down.
Comment	Enter a comment for the transaction.

The display fields on the right hand side are detailed below.

Field	Explanation
Follow Up	If the Notes Tab for this Vendor includes comments with a 'Follow Up' date now reached or passed, the 'Follow-Up' date is displayed here in red text.
Amount Overdue	The amount owed that is past the Due Date
Amount Owed	The Amount Owing on this Vendor's Account before any Credits.
Credit	The balance of any Credit entries that are not yet applied to a Purchase.
Prepayments	The balance of any Prepayments that are not yet applied to a Purchase.
Account Bal.	The total Balance outstanding for the Vendors Account including any Credits or Prepayments not applied to Purchases. If Multicurrency is enabled, the amount shown here will be in the alternate currency.
Account Bal.	The total Balance outstanding for the Vendors Account including any Credits or Prepayments not applied to Purchases.
GL Acc. Bal.	The General Ledger Account Balance for the GL Acc. that you've selected.
Change Filter Button. (See screen shot below.)	This allows you to filter the view on the grid by various criteria, which is especially useful for those sites that have Central Billing Vendors.



9.2.4 Creditors Allocate Payments Grid



Jim2 - Creditors Allocate Payments Grid

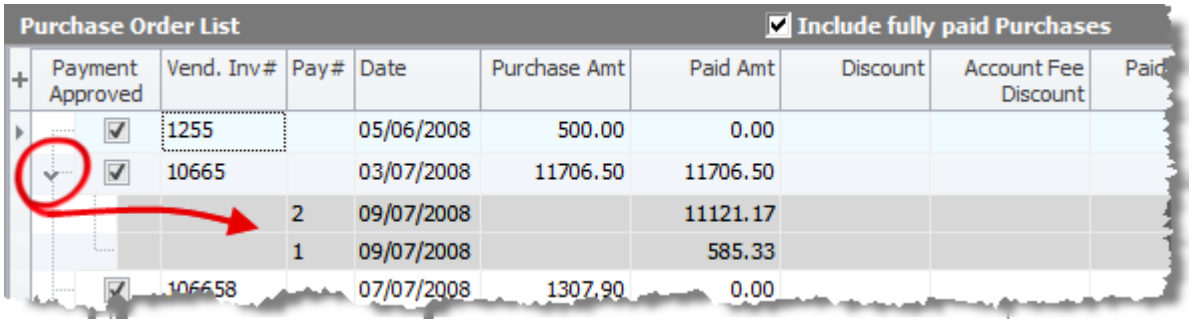
The Allocate Payments Tab of the Creditor screen displays the Purchase Order List and records information relating to the Payment information, i.e.

Field	Explanation	Note
Payment Approved	Ticked if Payment for this PO is approved	
Vend Inv#	Vendor's Invoice Number	See "Jim2 advises" below
Purchase#	Jim2 Purchase Order Number	See "Jim2 advises" below
Date	The date of the Purchase	
Purchase Amt	The total Amount of the Purchase	
Paid Amt	The amount that has been paid	
Discount	The amount of Discount on that Purchase	
Account Fee Discount	The amount of the account fee on that Purchase	
Paid Now	The amount that has been applied to be paid to that Purchase in the current session	
Balance Due	The balance due on that Purchase	
Date Due	The Date that the Purchase is due for payment	If the due date has already passed, the text in this field will be displayed in **red**
Paid By	The method of payment - Cash, Cheque, etc.	
Comments	Any comment that is attached to the payment	

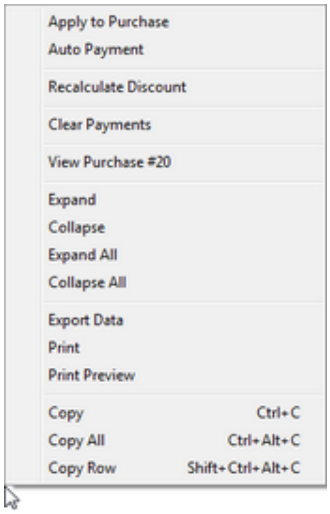


Whether you see the **Vend Inv#** or the **Purchase#** field in the collapsed view depends on the selection you made in Tools ⇨ Options ⇨ Purchase. However, if you click on the [+] sign at the top left of the grid, then both of these fields will be shown, as well as the From# field.

Additional Options	Explanation
Include fully paid Purchases	Check this box to show Paid Purchases.
➢ or ⩛ (See graphic below)	Click on the ➢ at the left of the "Payment Approved" field to show Payments and Returns that have been applied against this invoice. Click on ⩛ to hide these details.
Auto Payment	Click on this button once you have entered payment information and do not wish to manually allocate it to the invoices. This method will allocate the payment to the oldest outstanding amounts first.
Clear Payments	This button will clear any payment entry allocations. Your payment information - type, amount, etc., will remain. Only the allocations will be cleared.

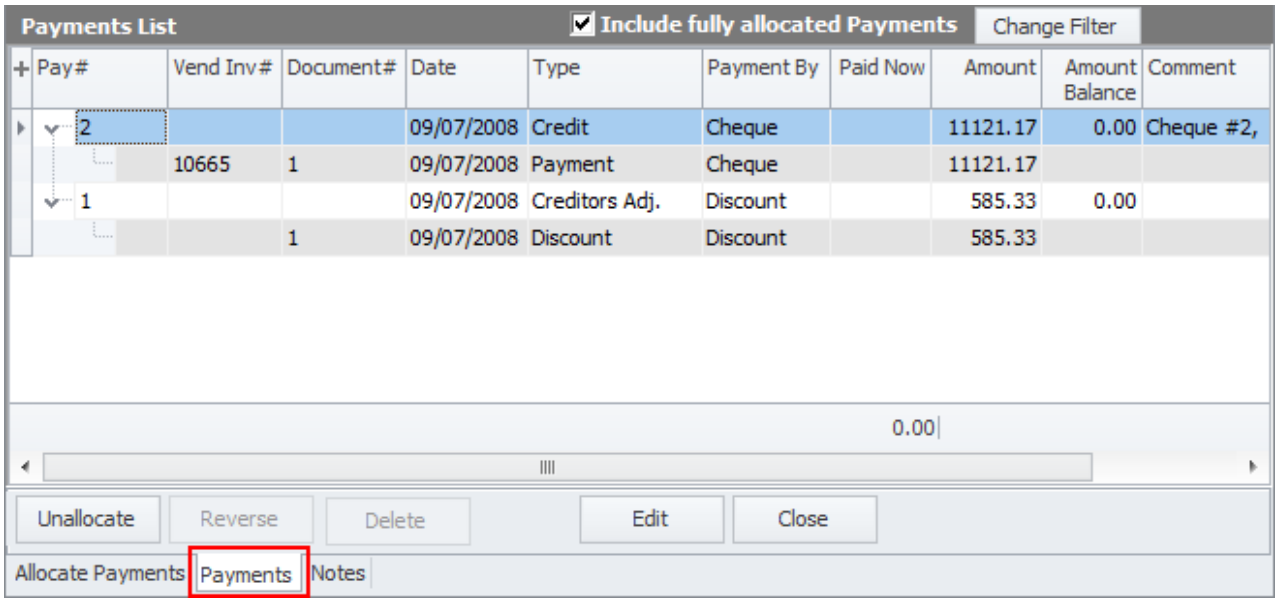


If you click your Right Mouse button within the Grid, you will see more options, some of which are explained hereunder.

Drop-down Option	Explanation	
Apply to Purchase	Apply the payment to this selected Purchase	
Auto Payment	Auto apply a payment to the oldest Purchase first	
Recalculate Discount	Recalculate the Discount of this selected line	
Clear Payments	Any Payment Allocations will be removed	
View Purchase #	View the selected Purchase Order	
Expand	Expands view to Show Payments and Returns that have been applied against this Invoice	
Collapse	Restores the single row view for that Invoice	
Expand All	Expands view to Show Payments and Returns that have been applied against all Invoices	
Collapse All	Restores the single row view for all Invoices	

9.2.5 Creditors Payments Tab

You can "toggle" to the Payments view of that Creditor, using the Payments Tab at the bottom of the screen.



Jim2 - Creditor's Payment Grid

This will give you a payment history for that Creditor showing:

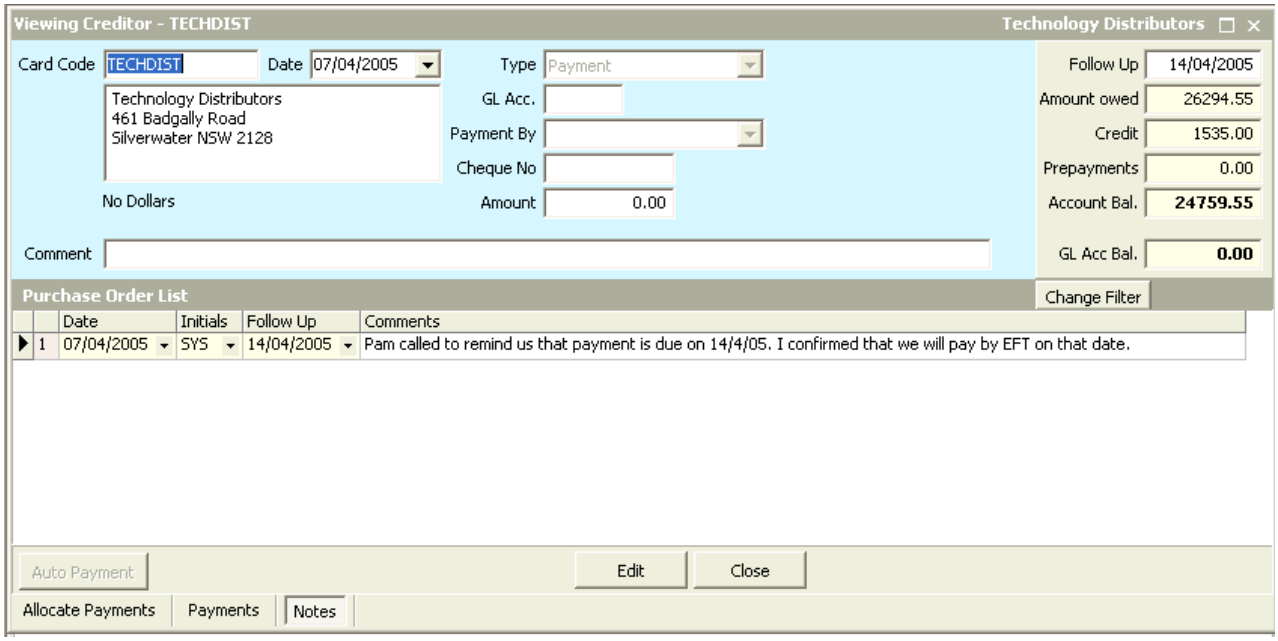
Field	Explanation	Note
Pay#	Payment Number	This number is automatically generated by Jim2 when a payment is entered.
Document#	Either Purchase number or Return To Vendor number.	
Date	Date of payment entry.	
Type	Type of entry: Credit, Payment, Prepayment, refund, etc.	
Payment By	Type of payment: Cash, Cheque, etc.	
Exchange Rate	The exchange rate in effect at the time of the transaction (not shown above)	Only applies if you are using the multicurrency module
Amount	The amount of the entry.	
Amount Bal.	The amount remaining on that payment to be allocated.	
Comment	Any comments attached to that entry.	

You also have the following options to:

Option	Explanation
➢ or ➧	Click on the ➢ or ➧ symbol at the left of the Pay# field to show or hide Payment Allocations.
Include fully allocated Payments	Click this button to unallocate a Payment from a Purchase
Unallocate	Check this box to show fully allocated Payments.
Reverse	Click this button to Reverse Account Fees, Discounts and delete any unallocated Creditors Payments (once the actual payment has been cancelled via Banking>Cheque book).

9.2.6 Creditors Notes Tab

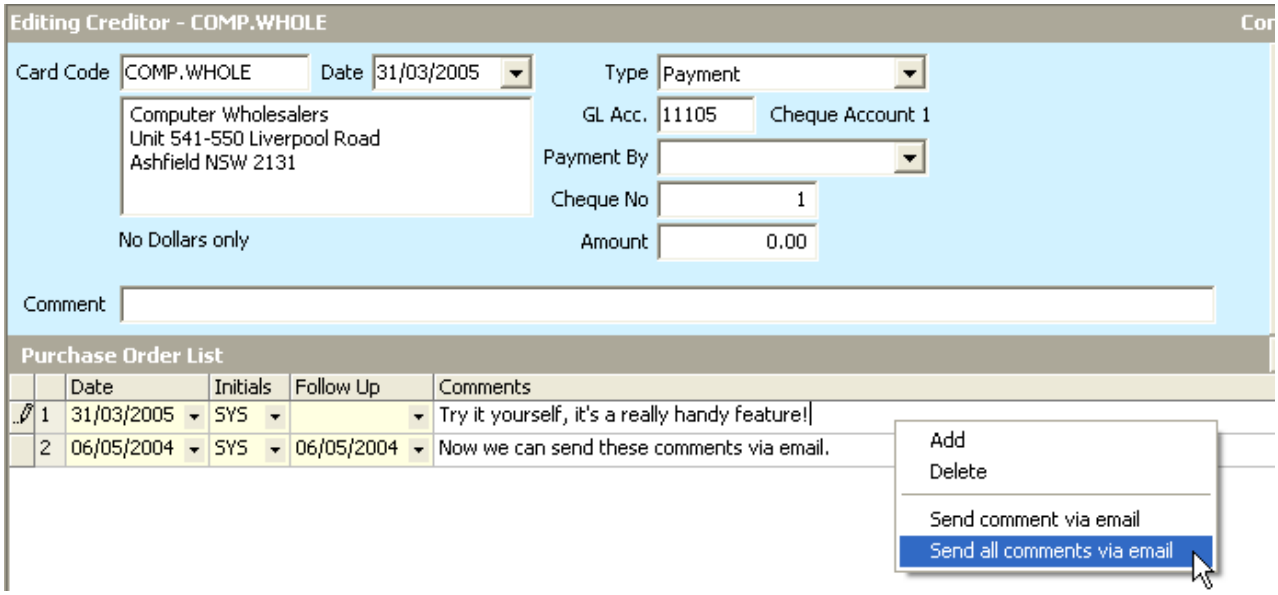
The Creditors Notes Tab contains a grid for recording relevant user comments on the Creditor record. Because these comments form part of the record for each Creditor, any additions by a user are automatically date/ initial stamped for accuracy and provide an excellent Quality record of events.



Jim2 - Creditors Notes Tab

The Follow Up field assists in the management of payments. Set a follow up date and it will display in the Creditors List - once the date is reached it will change to red.

Comments within the Notes Grid are normally for internal use, but can be emailed. Just right click in the grid and you can email an individual comment or all comments.



9.2.7 Entering Creditors Transactions

To enter Transactions into Creditors you need to open the required vendor with the Creditors Form. To do this, Open the Creditors List and using the list filters locate the required Vendor and select either the Edit or View button, or alternatively double click on the vendor to open in view mode.

There are various types of transaction that occur in Creditors and the steps of entry differ slightly from one type to another.

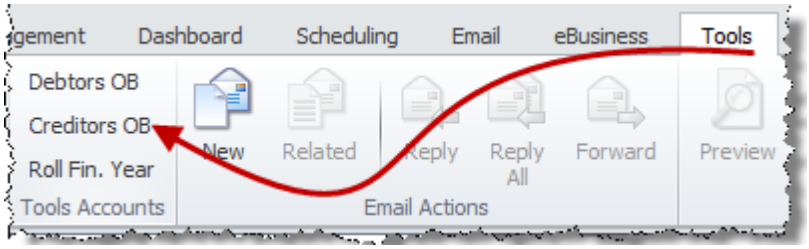
There are a number of different types of transactions that can be entered into Creditors:

- Enter Creditors Opening Balances
- Payment
- Prepayment
- Apply a Prepayment
- Central Billing in Creditors
- Entering a Credit
- Applying a Credit to a Purchase Order
- Unallocating Payments
- Deleting a Payment/Cheque
- Refunds
- Bad Debts write offs
- Discounts & Account Fee Entries
- Reverse Discounts & Account Fees
- Return to Vendor Entries
- Reversal Entries
- Creditors Adjustments Up and Down

Each of these transactions are entered slightly differently and are covered in detail in the following sections of this document.

9.2.7.1 Enter Creditors Opening Balances

To enter Creditors Opening Balances, click on the tab marked **Tools** then click on **Creditors OB.**

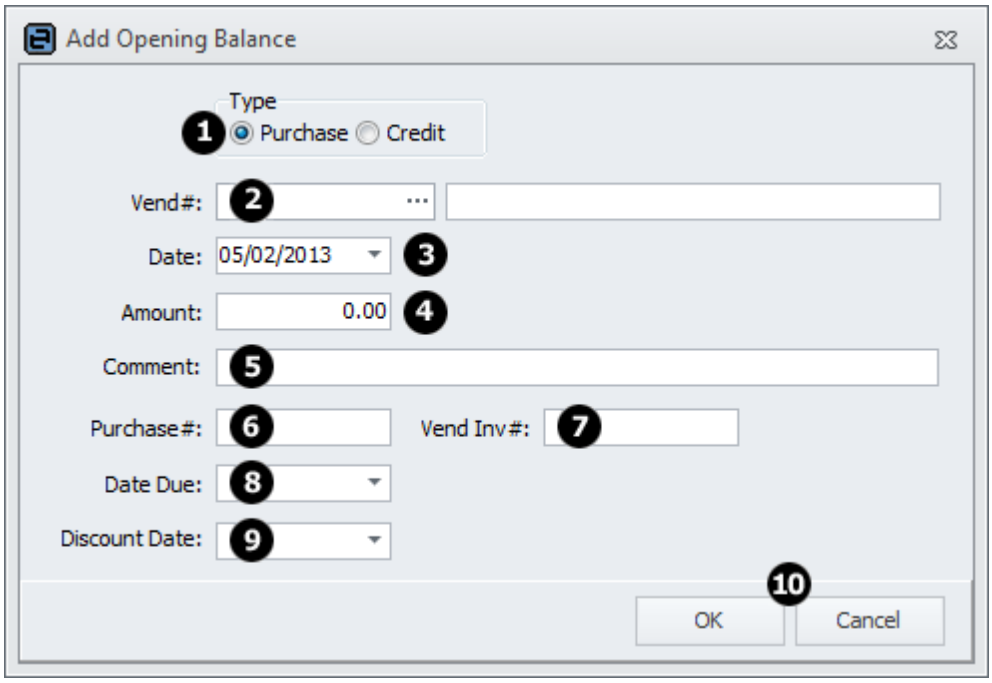


Jim2 - Selecting Creditors OB (opening balances).

Once you have Opened the Creditors Opening Balances List, select the Add Button at the bottom of the Window.

Opening Balance Entry [Type: Purchase]

You will now see the Opening Balances entry form.



Jim2 - Add Creditors Opening Balance [Type: Purchase]

1. You must choose what type of Opening Balance you are entering. For this exercise we will use the default option of 'Purchase'.
2. Select the Vendor Code by either typing in the field or using the Vendor Lookup grid.
3. Use the Drop down calendar 3 to select the date of the Purchase. This date will be used in the aging of your Creditor.
4. Now enter the Amount of the Purchase. 4
5. Add a Comment 5 if required.

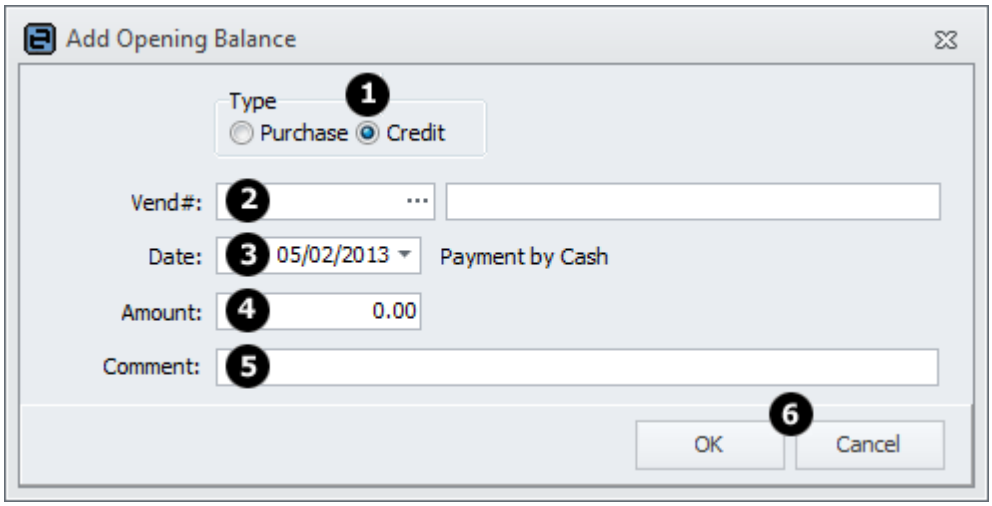
6. Enter the Purchase Number. ❻ This is a required field.
7. Enter the Vendors Invoice Number. ❼ This too is a required field.
8. Select the Date this Purchase is/was due. ❽
9. Select a Discount Date ❾ if appropriate. The discount amount will be reflected from the Terms in the Customer CardFile.
10. Select the OK or Cancel Button.

Opening Balance Entry [Type: Credit]

There are only a few differences between entering an Opening Balance Purchase or an Opening Balance Credit for your Vendors. To add a Credit Opening Balance entry:

1. Within the Opening Balances form that you opened above, click on the Credit 'Radio Button'.

The screen will change slightly, showing different fields.



Jim2 - Add Creditors Opening Balance [Type: Credit]

2. Select the Vendor Code by either typing it in the field or using the Vendor Lookup Grid.
3. Use the Drop down calendar to enter the Date of this credit.
4. Enter the Amount ❹ of the Credit. Note: Jim2 always records this as a "Payment By Cash".
5. Type in a Comment, if required. ❺
6. Select the OK or Cancel Button. ❻

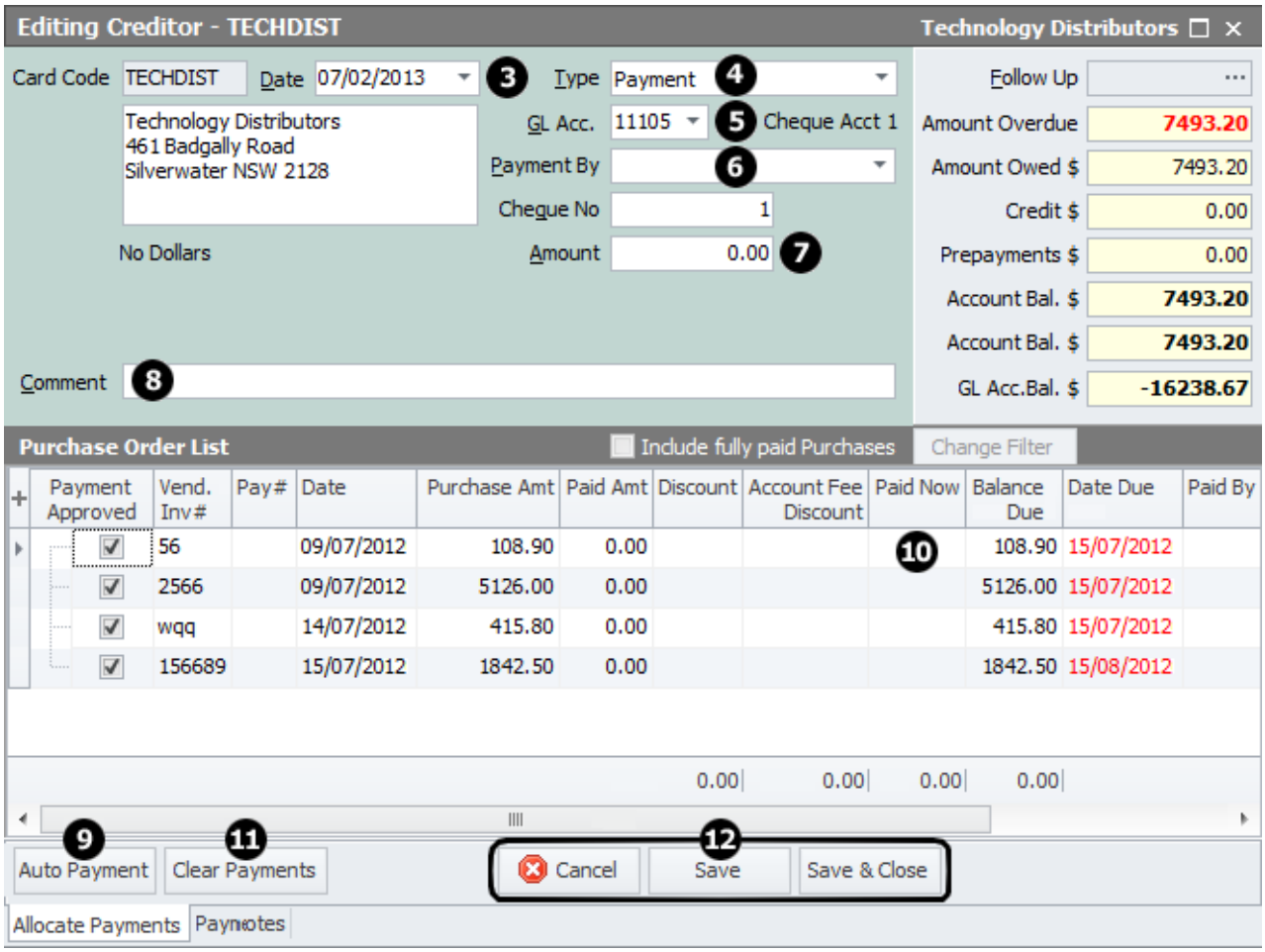
⚠ Aside from ADD, the option is included to EDIT or DELETE entries in the Creditors Opening Balance grid. These options should be used with caution - especially if you are trying to maintain a balance forward from your old accounts system. You **CANNOT** edit or delete a balance which has had a

payment allocated to it.

9.2.7.2 Enter a Payment

There are 2 methods of entering payments for Creditors.

1. Method 1 requires you to enter an Amount into the Amount field and then allocate it to Purchase Orders.
2. Method 2 allows you to double-click the 'Paid Now' field for Purchases and Jim2 will calculate the total in the Amount field.



Jim2 - Enter a Creditors Payment.

METHOD 1

To enter a payment using the Creditors Payment screen and Payment Method 1:

1. Select the Creditor you wish to enter the payment for.

2. Select the edit button at the bottom of the window.

3. The date field 3 will default to today's date and can be changed if required.

4. The (Transaction) Type field ❹ will default to Payment and does not need to be changed for this type of entry.

5. The General Ledger Account ❺ will be the default one selected in Cheque Options

6. You will need to select what method the payment was made, ❻ Payment By Cash, Cheque, Credit Card, etc.
   The Cheque Number field will be automatically entered using the GL Bank Account and the Payment Type. You can edit this if required.

7. Enter the Amount of the payment. ❼

8. You can add a comment ❽ to this payment if required

9. Now you need to select the method you wish to use to apply the payment.
   There are 3 ways.

i. You can click on the "Auto Payment" ❾ button and the payment will be allocated to the oldest Invoice first.

ii. Or you can click on the Paid Now column of the Invoice you wish to pay with this payment entry, and it will allocate the amount to the selected invoice and any monies left over can then be allocated to other invoices.

iii. Alternatively you can select multiple Invoices and allocate the $ amount you wish from that payment to each invoice selected by typing the value into the Paid Now field.

10. There is another Button called Clear Payments. This button will simply clear any allocations made while you are still in Edit mode.

11. Now select either the Cancel, Save or Save & Close Button.

METHOD 2

Entering a Creditors Payment using Method 2 is not all that different from method 1 entry.

Complete steps 1 - 6 the same as Method 1

7. Then instead of entering a Value into the Amount Field simply double click on the Paid Now fields of the Purchase Orders you wish to Pay.
   This will then create a Total in the Amount field in the header of this creditor's window.

This second method is extremely useful if you are paying a number of Vendor Invoices by their Invoice Numbers or Date and therefore are not paying a set amount, but rather, an accumulated amount.

8. You can add a comment if required. ❽

9. Now click on either the "Cancel", "Save" or "Save & Close" Button, whichever is appropriate.

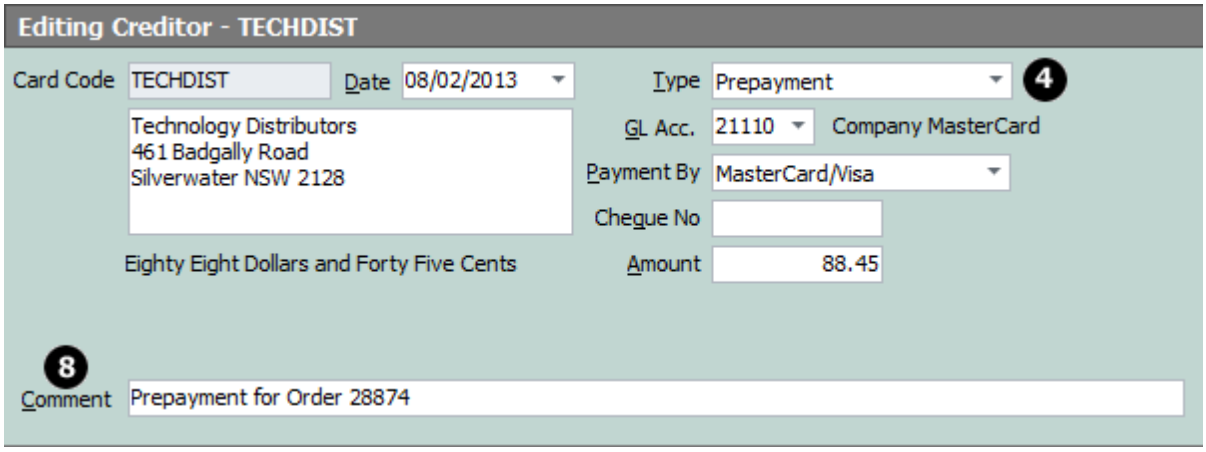
If you unprint a Purchase which has not been paid, a Reversing entry will be shown for that Purchase. If you unprint a Purchase that has been paid, a Reversing entry will be shown for the Purchase and any payments will become credits.

9.2.7.3 Enter a Prepayment

Prepayments are a slightly different type of entry within the Creditors Payments section. In certain business situations it is extremely useful to be able to enter a Payment as a Prepayment with an identifying comment and then be able to select that exact Prepayment to allocate to the relevant Purchase Order, once it is completed.

To enter a prepayment you follow the same steps as entering a Normal Payment except for the following:

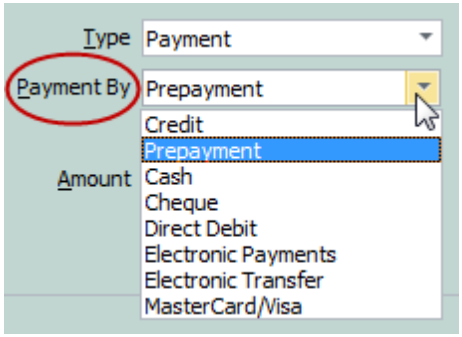
1. You need to change the Type of payment from Payment (the Default) to PrePayment. 4
2. It is advisable to enter a comment when adding a Prepayment entry. 8



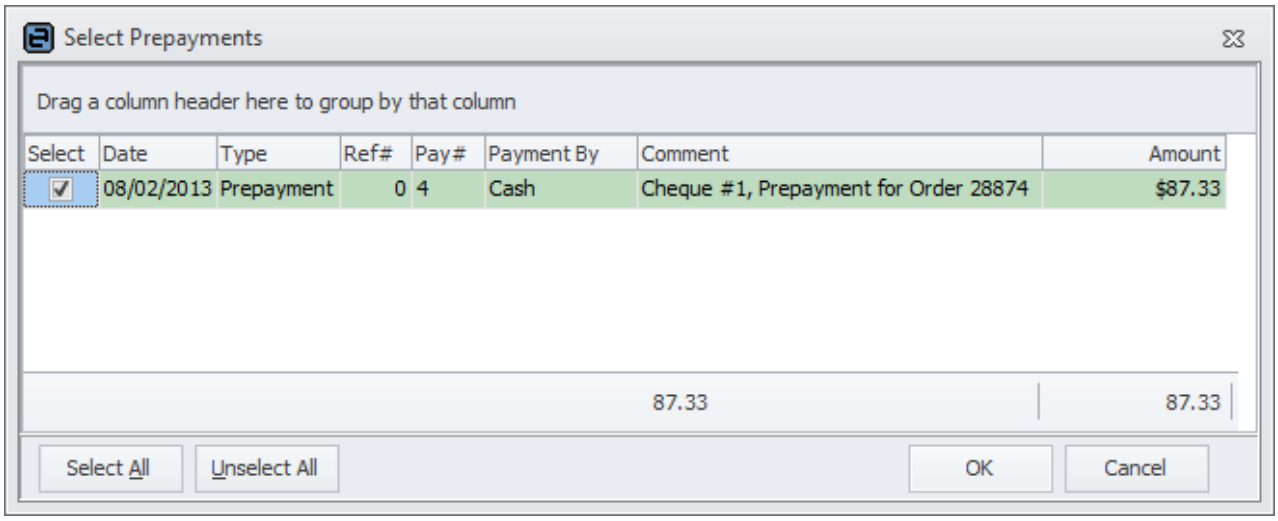
9.2.7.4 Apply a Prepayment

To apply a Prepayment, only Step Number 5 is changed from a Standard Payment entry.

1. Select the Vendor you wish to enter the payment for.
2. Select the edit button at the bottom of the window.
3. The date field will default to today's date and can be changed if required.
4. The (Transaction) Type field will default to Payment and does not need to be changed for this type of entry.
5. Select 'Payment By': Prepayment. (Use the Drop down menu within this field and select the 'Prepayment' option).



The 'Select Prepayments' window will open.



Jim2 - Select Prepayments window

6. Simply select the Prepayment you wish to apply and click on the OK button. You can now allocate the Prepayment.

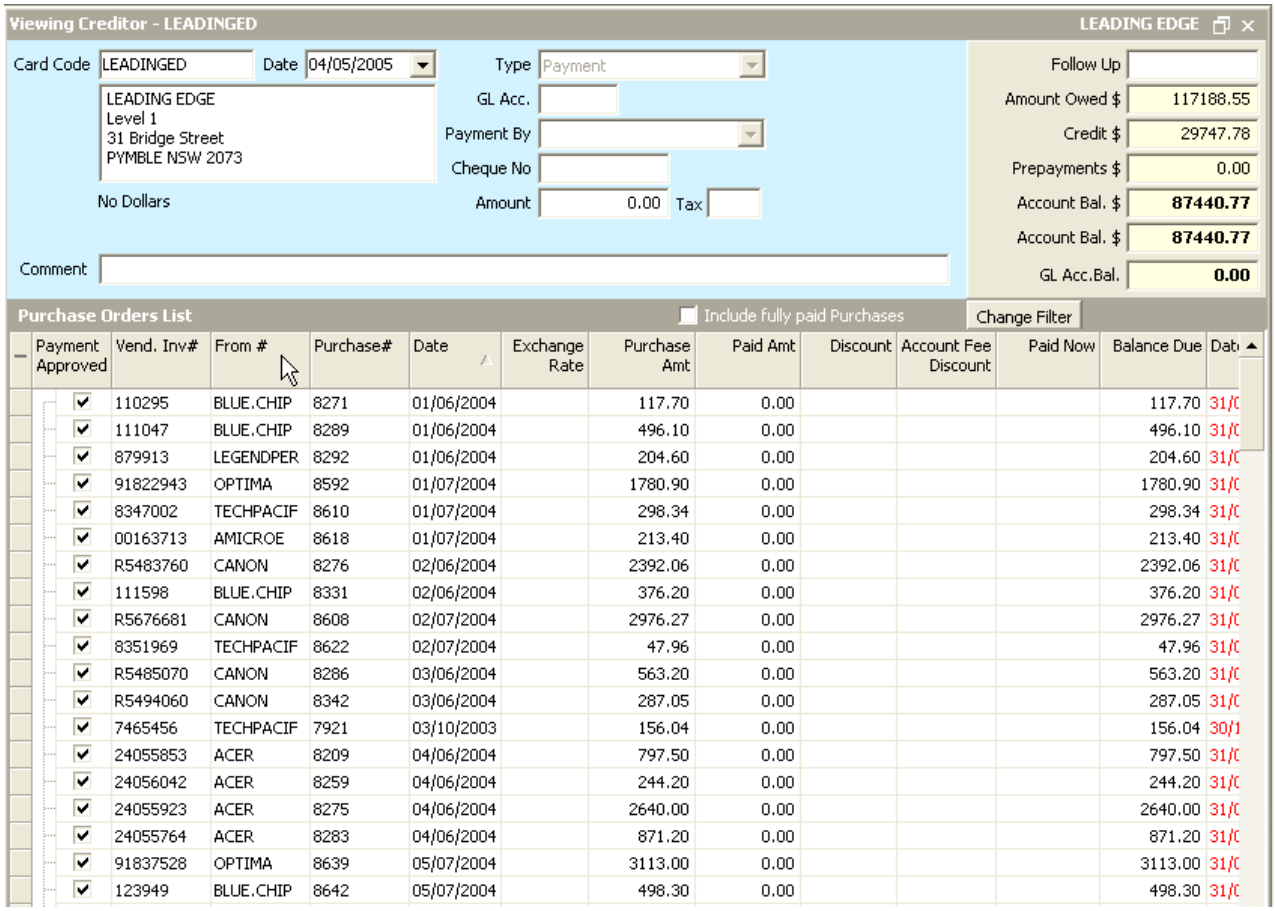
   You can allocate the Prepayment to a single invoice or multiple invoices.

You are not allowed to apply an amount which is greater than the amount of the Prepayment entry.

9.2.7.5 Central Billing in Creditors

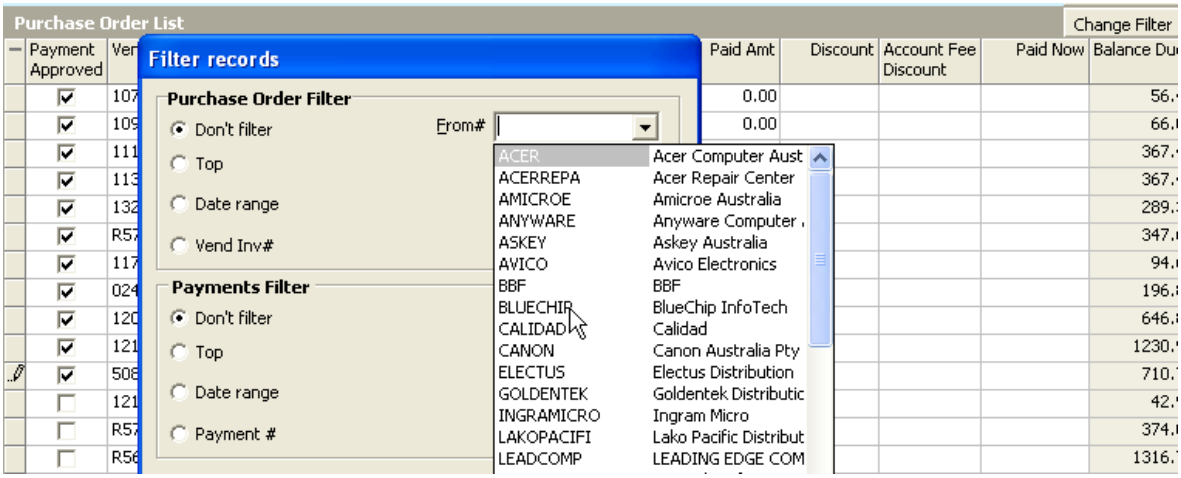
We have many Jim2 sites that deal with "central billing" in Creditors – that is, at the point of purchasing you nominate who is going to get PAID (VENDOR#) and who the goods came in from (FROM#).

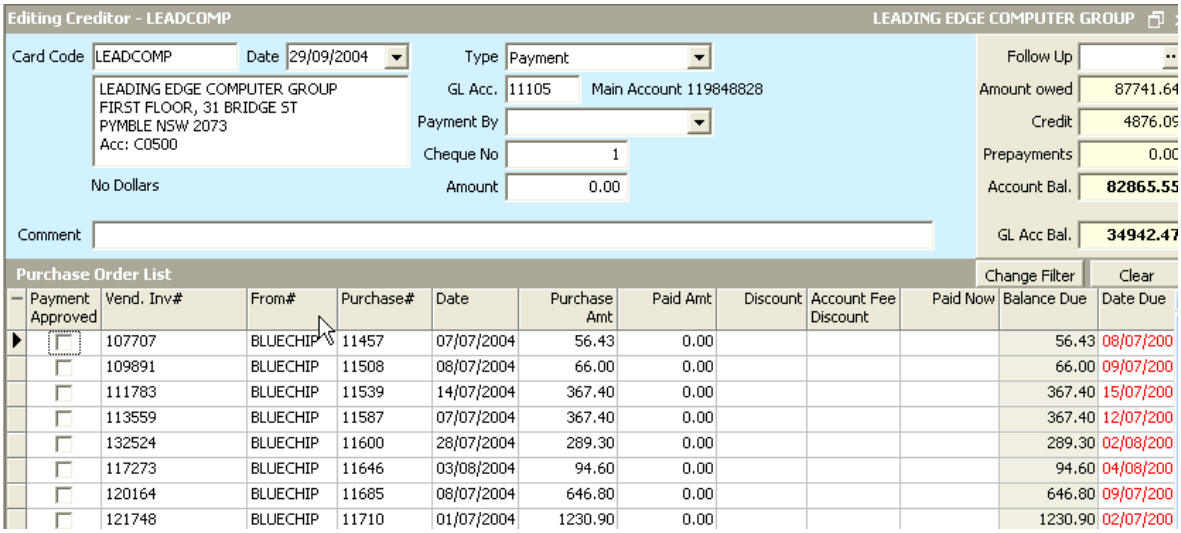
The expanded view of the Creditor grid (click the small + in the top left hand corner of the payment grid) will allow you to view your Creditor grid with the "Vendor" (FROM#) column in view as below:



You can sort by Vendor Invoice #, From #, Date, etc., simply by clicking on the column header

While the expanded view allows you to see which Vendor the goods were supplied from, if you use the Change Filter function, you can filter the grid to show, for example, only one vendor's transactions at a time, as in the views below:





If you have a high volume of transactions through a central billing account, filtering the view by vendor can make it easier to reconcile your purchases and apply the payment. If you know the total of the payment to the Central Billing Vendor, you can enter the payment amount, filter by your first vendor, apply the payment to the invoices you are paying and then SAVE - the unapplied amount will be saved as a credit.

Now edit and change the filter to the next vendor and select Payment By CREDIT. Select the credit balance from the payment you have just saved and apply to the next invoices and Save. Continue in this way until you have applied the entire payment to all the invoices from the various vendors. When you produce the Cheque Remittance, you will see that Jim2 has recognised ALL invoices that the payment was applied to.

HINT OF THE DAY: When making payments to a Central Billing Vendor, it is a VERY, VERY good idea to "apply" credits in the account first - then record your payment. You can also nominate the "Payment By" first, (e.g., Cheque) and then simply click in the PAID NOW column against each of the entries you would like to pay – and get Jim2 to calculate the payment total for you.

9.2.7.6 Enter a Credit

Credit entries will automatically be created by Jim2 when:

- A Return To Vendor is made
- The amount tendered as payment is greater than the amount due/owing
- A Creditors Adjustment Down is entered
- A Payment has been made, but not applied, to a Purchase Order.

A Return To Vendor Credit will need to be applied to an outstanding account, or left as an outstanding credit in that Vendor's Creditor Record.

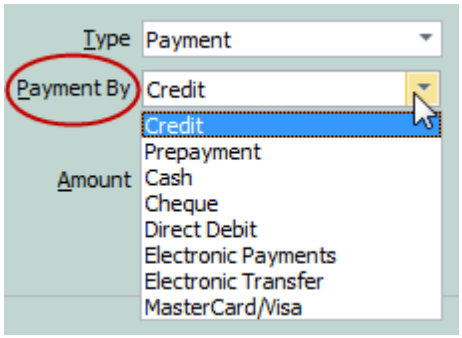
If the amount you pay a Creditor is greater than the amount you owed that Creditor, allocate what you can - when you select to save the entry you will be prompted with a Message box asking if you wish the amount entered to be applied as an Credit.

Creditors Adjustments Down are to be used if you need to increase a Vendors Credit Balance - extremely useful when you need to Return Stock to a Vendor that was not purchased using Jim2 and therefore a Return To Vendor cannot be entered. Creditors adjustments can be applied to purchases in the same manner as a

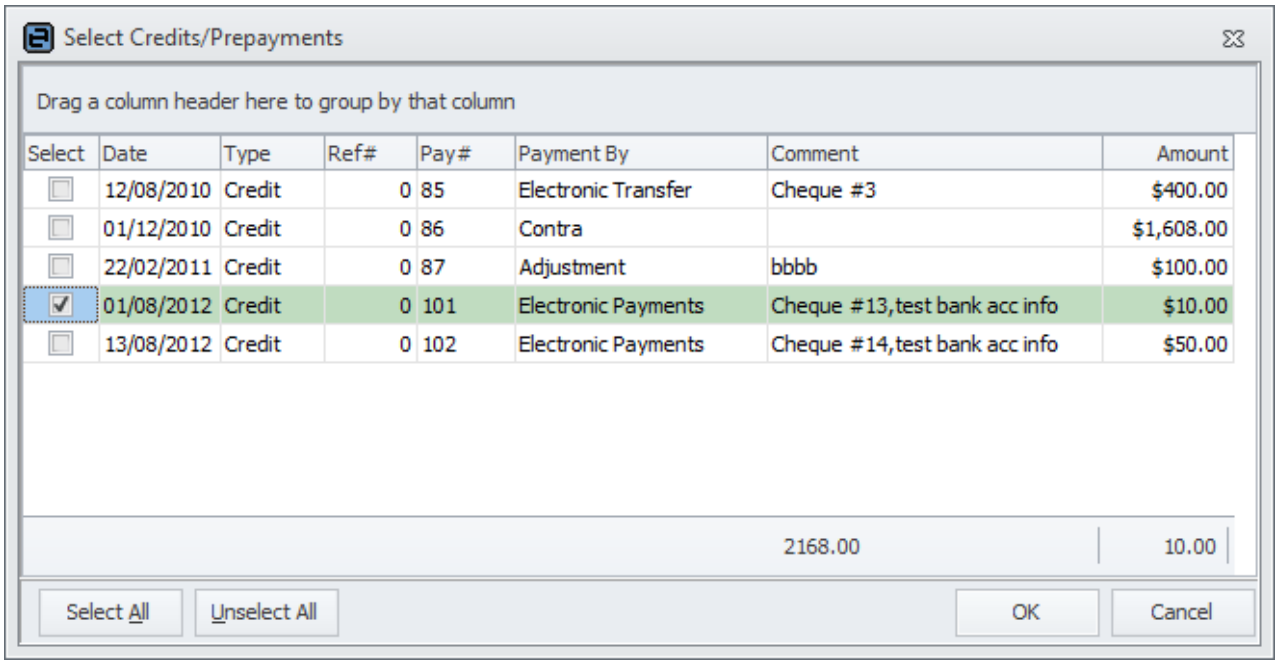
Credit/Return To Vendor.

9.2.7.7 Apply a Credit

To apply a Credit, only Step Number 5 is changed from the process of Applying a Prepayment entry.



A Select Credit box will appear with a list of all Credit entries for this Vendor. Simply select the Credit you wish to apply and click on the OK button. You can now allocate the Credit. You can allocate the Credit to a single purchase or multiple purchases.



Jim2 - Select Credits window

You are not allowed to apply a higher amount of credit than the vendor has available.

9.2.7.8 Unallocate a Payment

To unallocate a payment you need to have the Vendor Creditors form and be in View mode only. You cannot unallocate a payment in edit mode:

1. Click on the Payment Tab

2. Now click on the line of the payment

3. Click on the Unallocate button

4. You will now see a dialog box confirming the Payment # to be unallocated.

Once you have selected 'Yes', you will see the payments screen with another line attached to that payment with negative $ amounts and a comment of unallocated. Also the Amount Balance on the credit line will updated. The amount of the payment will now be included within the Credit balance for this Vendor.



You need to be in View mode to unallocate a payment. You will not be able to unallocate a payment when in Edit mode. Unallocating does NOT delete a payment. Refer to Deleting a Payment for instructions.

9.2.7.9 Delete a Payment/Cheque

Within the Accounting Tab of Options there is a tick box - Allow to Delete Payments - this relates to users being able to delete Payments from Creditors' Records - there is of course a security setting for this.

To Delete a Payment - open the Creditors screen and select the Vendor you wish to delete the payment from. Check that this Payment is Unallocated - you cannot delete a Creditor's Payment unless it is unallocated from any purchases and also cancelled in the Cheque Book.

CANCELLING THE CREDITOR'S CHEQUE

1. Open the Cheque Book List and enter the Payment# to locate the correct cheque.

2. Open the Creditor's Cheque by either double clicking with your left mouse button or select the View button.
   This will bring the Creditor's cheque into view.

3. At the bottom of the Cheque screen you will see the Cancel Cheque button.

4. Click the Cancel Cheque button - you will see a confirmation message - click OK and now the Creditor's Cheque is Cancelled.

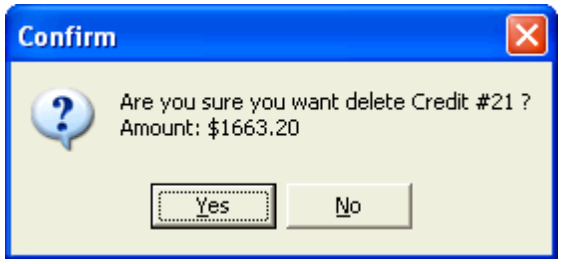
DELETING THE PAYMENT

5. Locate the Vendor's Creditors Record and open in view mode, then click on the Payments Tab.

6. Select the credit line of the payment.

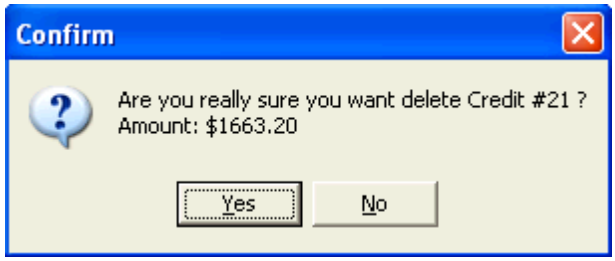
7. Click on the 'Reverse' button - the following message will be shown if you have enabled Deleting Payments in Options --> Accounting.

8. You will see a warning message displaying the details of the Payment you wish to delete with a Yes or No button.



Jim2 - Warning Message - Deleting a Payment.

9. You see a similar window displayed again, just to make sure that this is what you really want to do.



Jim2 - 2nd Warning Message - Deleting a Payment.

10. Selecting Yes to this message will remove the payment entry - if the entry was already allocated, any information relating to this allocation will also be deleted.

If you would like to keep an Audit trail for all Payments, it is advisable to use the Refund or Reverse facility instead of 'Delete a Payment'. The Refund and Reverse facilities will keep a complete audit trail of any entries made and/or refunded.

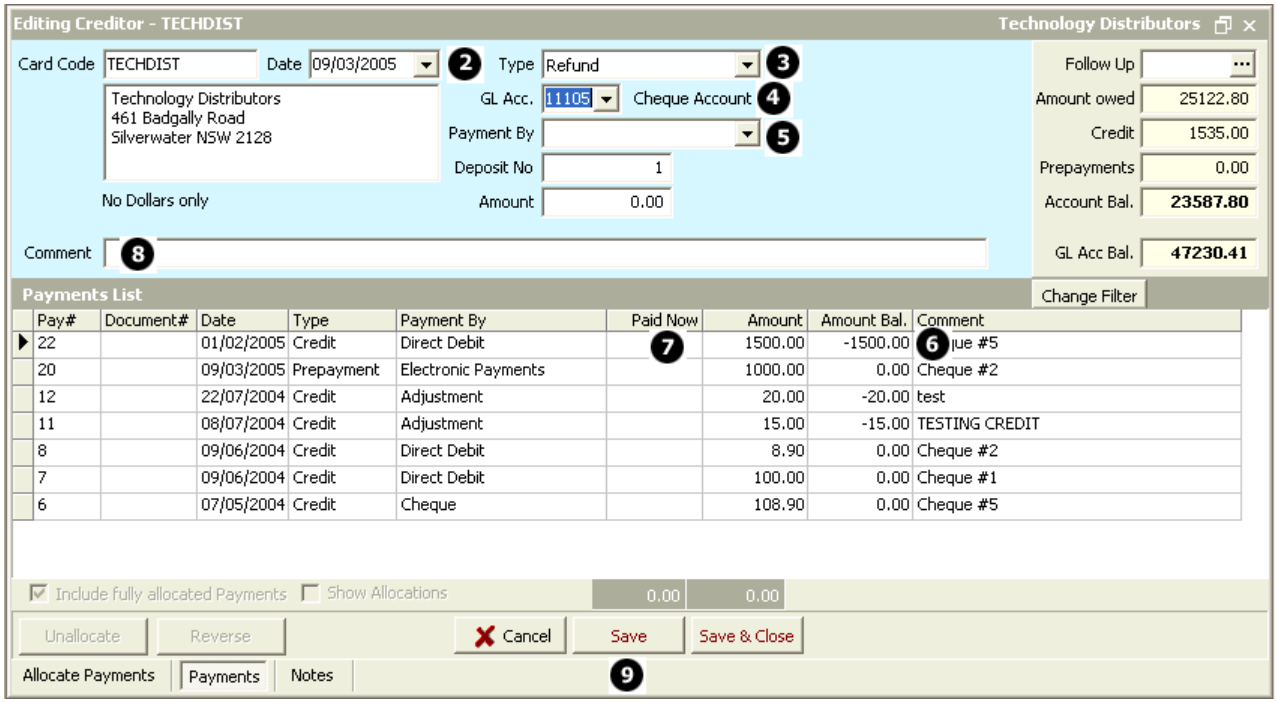
9.2.7.10 Create a Refund

Refunds can be given on either a Return To Vendor entry or on any Credit amount within the Vendors creditors balance.

1. To create a Refund you must be in Edit Mode.

2. Enter the Date of the Refund.

3. Now select the Type of Refund. (3) This will automatically take you to the Payments screen.



Jim2 - Creditors Record when entering a Refund.

4. Select the GL Bank Account (4) you are writing this Refund from. This will default to the GL Bank Account setup in Cheque Options.

5. Select the appropriate Payment By (5) for this Refund - you are able to specify the method of Refund - Cash, Cheque, etc.

6. Within this screen you need to locate the Return/Credit - (6) to Refund a Credit it needs to have an amount in the Amount Bal field.

7. Enter the amount of the Refund into the Paid Now field. (7) When you move from the Paid Now field the Amount field will be filled in.

8. You must enter a comment into the comment field (8) in the header of the form.

9. Click on the Save button (9) to complete the Refund entry.

You will not be able to save without adding a Comment.

9.2.7.11 Write Off a Bad Debt

To Write off a Bad Debt follow these steps:

1. Click on the Edit button

2. Enter the required Date.

3. Select the Type of Bad Debts. The Payment By field is not editable.

4. To enter the amount, you need to click on the Paid Now field of the Purchase line - this will remove any Discounts and/or Account Fees and enter the amount required to be written off.

5. You must enter a comment when entering a Bad Debt.

6. Now select the Save Button.

You are able Write Off single Purchases, part of an Purchase or multiple Purchases at one time.



The Payment By field and Amount field are not editable. The Payment By fields is not required when entering Bad Debts and the Amount field is filled once the amount are entered into the Paid Now fields.

To Reverse a Bad Debt:-

1. Do not go into Edit mode

2. Click on the Payments Tab of the Creditors Record

3. Locate the Bad Debt you need to reverse

4. Click on the Reverse button

5. You will be prompted with a message box to confirm this action.

6. Click on the Yes button



You need to be in View mode to Reverse a Bad Debt. You will not be able to reverse a Bad Debt when in Edit mode.

7. Now the Bad Debt will not be shown and the Purchase Balance has been amended.

9.2.7.12 Discounts & Account Fee entries

If you need to receive a Discount or Account Fee at the time of payment you would use the standard payment entry and type the Discount or Account Fee amount in the Discount or Account Fee column.

But if you need to do a Discount or Account Fee on its own, you will need to follow these steps:

1. Select the Edit Button

2. Enter the Date.

3. Select the type of Discount or Account Fee - you will note the Payment By field has been deactivated.

4. To enter the amount you need to click on the Paid Now field of the Purchase line - this will remove any Discounts and/or Account Fees and enter the amount required to be discounted.

5. Click on the Save button.



You cannot apply Account Fee discounts to Opening Balance Invoices or Creditors Adjustments Up.

9.2.7.13 Reverse Discounts & Account Fees

You have the option to Reverse a Discount or Account Fee entry in Creditors.

1. **Don't** go into Edit mode

2. Click on the Payments Tab of the Creditors Record.

3. Locate the Discount or Account Fee you need to reverse.

4. Click on the Reverse button.

5. You will be prompted with a message box to confirm this action.

6. Click on the Yes button.



You need to be in View mode to Reverse a Discount or Account Fee . You will not be able to reverse a Discount or Account Fee when in Edit mode.

7. Now the Discount or Account Fee will not be shown and the Purchase Balance has been amended.

9.2.7.14 Return To Vendor Entries

When a Return To Vendor is entered, it will put an entry into the Vendor's creditor record as a Credit regardless of whether the Purchase has been paid or not. You have a number of options in relation to this Return/Credit.

- You can allocate the Credit to the Purchase - if it has not already been paid.
- You can allocate the Credit to one or more Purchases
- You can give yourself a Refund

9.2.7.15 Reversal Entries

There are times when a Purchase needs to be reversed (unprinted) regardless of whether it has been paid or not. Jim2 handles this action by entering a Reversal entry for the Purchase, a reversal entry for any discounts applied and the payment becomes a credit amount which can be applied to another Purchase at any time.

The Payment Entry is not reversed it simply becomes a Credit on that Creditors Record. The Bank account and Creditors balances in respect of that payment entry have not changed. Only Jim2 is changed in relation to that payments entry to make it show as a credit, not an applied payment.

Reversal entries are created from Purchases that are Unprinted

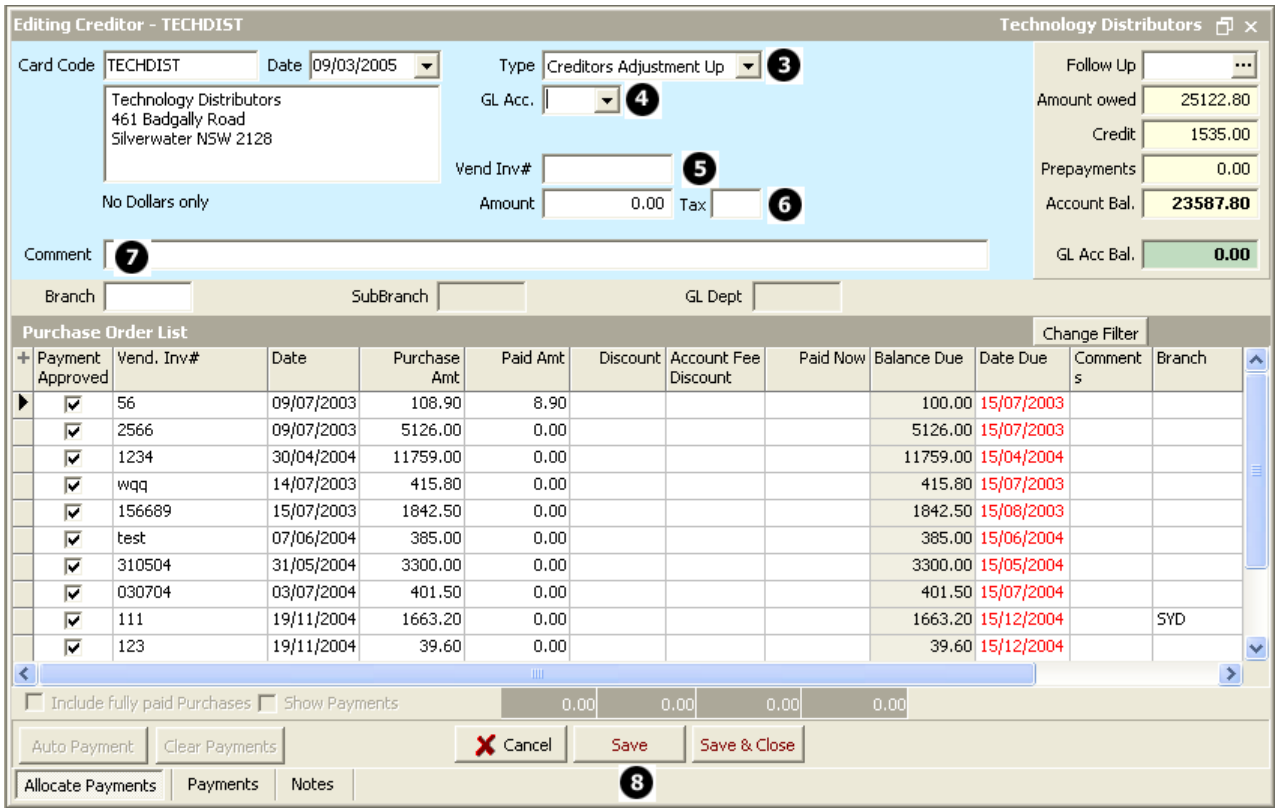
9.2.7.16 Creditors Adjustments Up and Down

You can now add amounts to your Creditors record without having to Purchase from the Vendor. This is useful when you need to add Bank Fees for a bounced cheque, etc.

There is a new type of transaction - Creditors Adjustment. Once this is selected the cursor will be placed at the GL Account Field - for you to select the required General Ledger account. Enter the Amount into the Amount field - if this transaction includes Tax you will need to enter the amount as Tax Inclusive and then select the appropriate Tax Code. A comment is required when entering Creditors Adjustments.

1. Open the Creditors List.

2. Locate and open the Creditor. Select the Edit button to put the Creditor into Edit mode.



Jim2 - Creditors Form entering Creditors Adjustment Up.

3. Select the Type of Creditors Adjustment Up or Down. 3

4. Use the drop down menu 4 to select the General Ledger Account you wish to be affected by this entry.

DO NOT use the Creditors Account - this GL Account selection is for the other side of the Creditors transaction for example the Expense Account. Creditors will offset the account selected here.

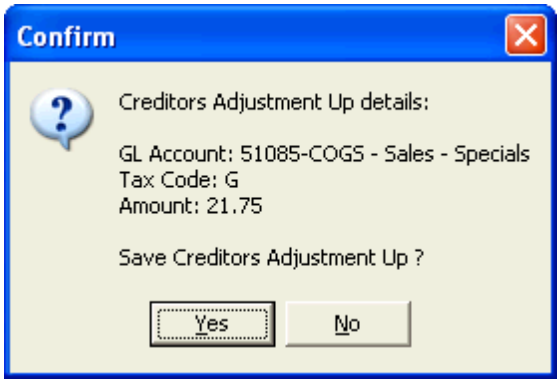
5. Enter a Vendors Invoice number ❺ for your Reference.

6. Enter the Amount of the Adjustment and select a relevant Tax Code. ❻

This adjustment will then increase Creditors Balance, increase the selected GL Account, increase the Tax account - this adjustment can be paid the same way as a Purchase.

7. You will need to enter a comment ❼ before saving a Creditors Adjustment Up or Down.

8. Now select the Save, Save and Close or Cancel ❽ button.



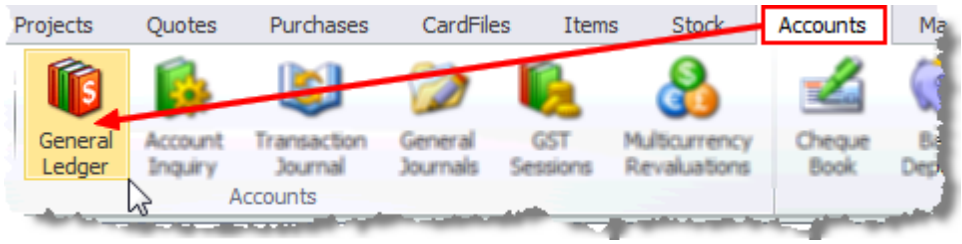
Jim2 - Creditors Adjustment Up Confirm Details dialogue box.

9. The Adjustment Up entry will now be created.

Payment Approved	Purchase#	Date	Purchase Amt	Paid Amt	Discount	Account Fee Discount	Paid Now	Balance Due	Date Due	Comments	Branch
☑	-10000003	09/03/2005	150.00	0.00				150.00	09/03/2005	Incorrect total on	
☑	-10000002	09/03/2005	21.75	0.00				21.75	09/03/2005	wrong total	

Jim2 - Creditors Adjustment Up Entries.

9.3 General Ledger



This section of the manual explains the function of the General Ledger.

The General Ledger function in Jim2 is to record and hold balances for transactions created through Jim2. When you Finish a Purchase Order or Invoice a Job, a General Ledger Transaction is created to update the appropriate Accounts and their Balances, to record that a particular action took place within your Business.

Jim2 General Ledger is divided into the following specific information areas that will give you a complete detailed record of:

- The General Ledger form - listing all General Ledger Accounts and their position within that General Ledger Structure
- Single General Ledger Account Information from the Add or Edit forms.
- The functions included in the General Ledger via the General Ledger Footer buttons.

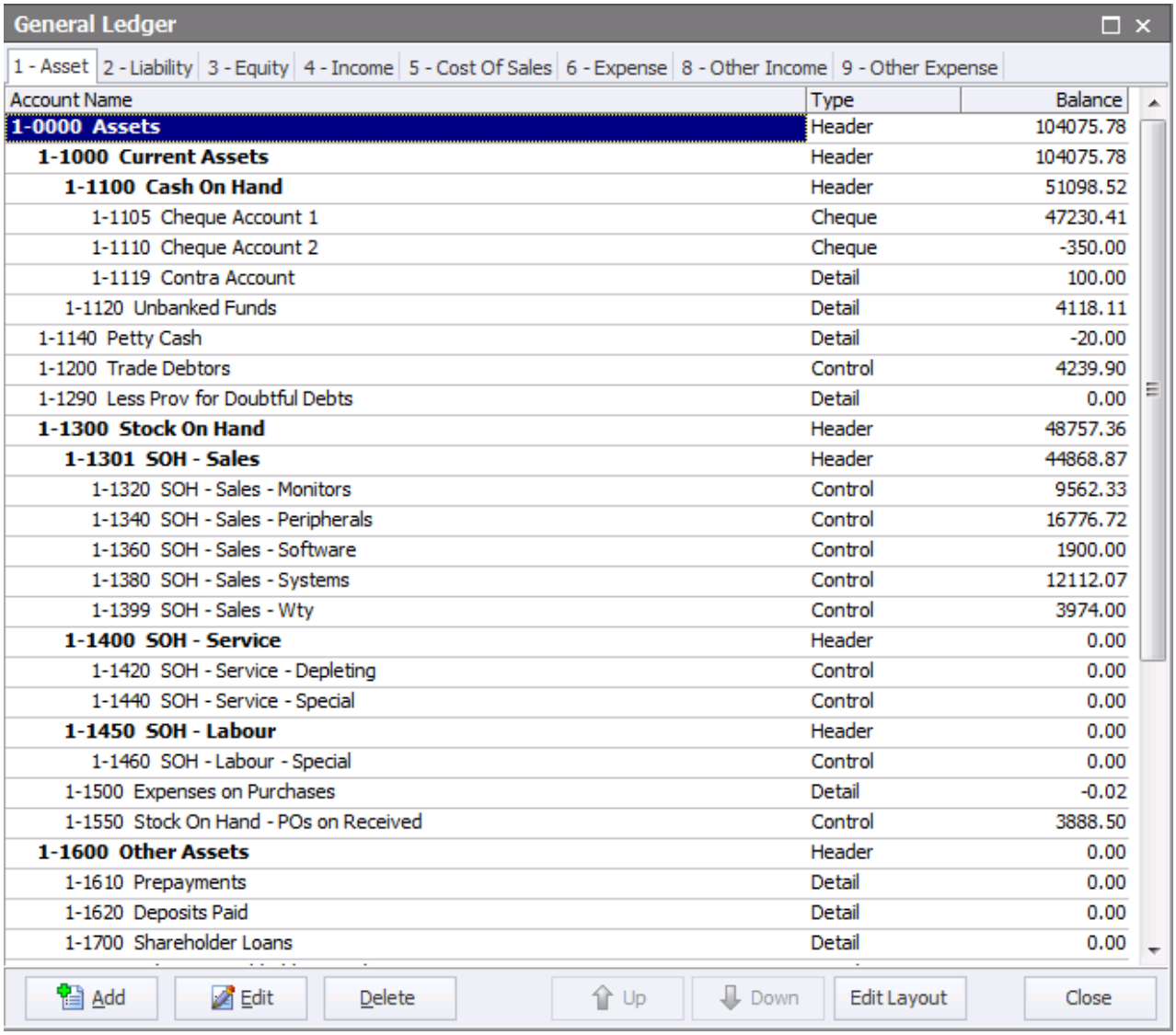


It is extremely important to use appropriate Security Levels when users are accessing and/or editing information that directly affects your company financial records.

9.3.1 General Ledger at a Glance

General Ledgers by nature are the core of your Business Accounting structure and play a major role in how your business operates. The way a General Ledger is setup can reflect in your Financial Reporting exactly how your business is running at any point in time. If your General Ledger is setup incorrectly it can cause problems later on down the track, and of course there are certain area within the GL you cannot change once there are entries.

It is advisable to seek help from your Accountant when setting up your General Ledger.



Jim2 - General Ledger form

If you right-click on any General Ledger account, you will see the Option - 'Account Inquiry'. Selecting this option will run an Account Enquiry using that account number and then open the Account Enquiry screen.

9.3.2 General Ledger Footer Buttons

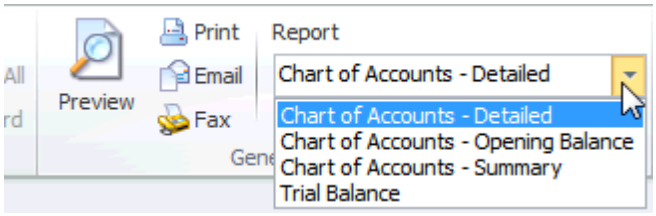
At the bottom of the General Ledger form there are a number of buttons which are explained below.

Purpose	Button	Explanation
Setup and Edit an Account	Add	Add General Ledger Account.
	Edit	Edit a General Ledger Account.
	Delete	Delete a General Ledger Account.
Edit the Layout of Accounts	Edit Layout	Click this button to activate the Up and Down Layout editing buttons. This button will become highlighted, as shown below.

Purpose	Button	Explanation
	Edit Layout	Re-click this button to cancel editing of the Layout. For more details see the section Editing the Layout of your General Ledger.
	Up	Click this button to move a General Ledger Account up 1 level.
	Down	Click this button to move a General Ledger Account down 1 level.
Other	Close	This button closes the General Ledger Form.

9.3.3 General Ledger Reports

There are a number of General Ledger Reports available from the General Ledger print toolbar.



Jim2 - General Ledger Print Toolbar

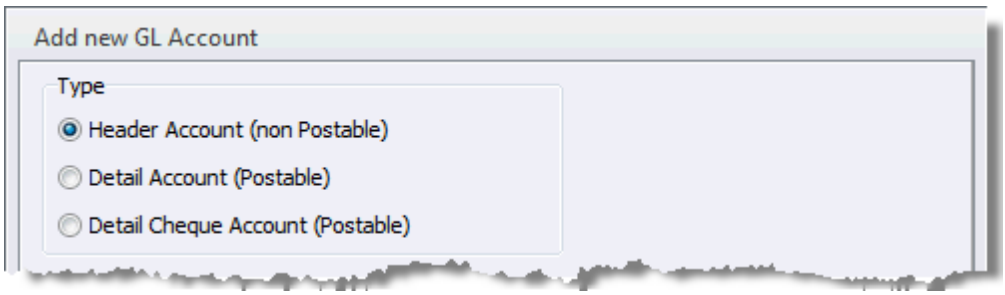
The available reports are:

Report name	Description
Chart of Accounts - Detailed	Detailed List of your Chart of Accounts
Chart of Accounts - Opening Balance	Detailed List of your Chart of Accounts showing the Opening Balances
Chart of Accounts - Summary	Summary List of your Chart of Accounts
Trial Balance	Lists all accounts which had movement within the selected period/date range.

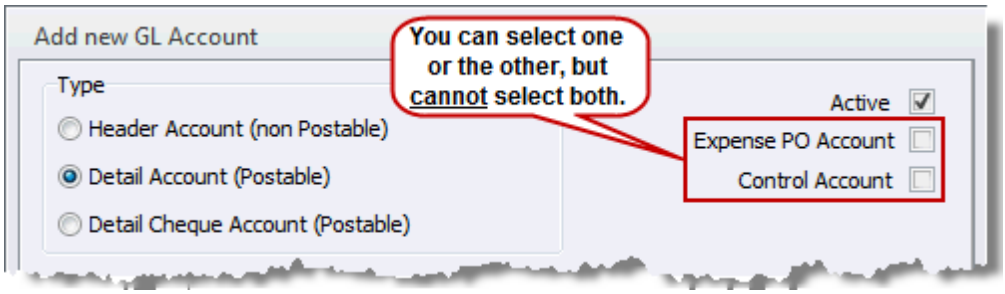
'Profit and Loss' and your 'Balance Sheet' can be found under Business Analysis in the Management Tab.

9.3.4 General Ledger Account Types

When setting up your General Ledger there are a number of fields relating to what Type of Account this is, and where you wish to be able to use it within Jim2. Depending on the type of account being set up, there are several options selectable by check-box. The details are shown in the tables below.



Jim2 - Adding a GL Header Account



Jim2 - Adding a GL Detail Account



Jim2 - Adding a GL Detail Cheque Account

Account Type	Description	Notes
Header	Non-postable Account	These Accounts cannot have transactions posted to them. They are only intended to show the SubTotal of accounts below them.
Detail	Postable Account	These Accounts can have transactions posted to them and carry live balances.
Detail Cheque	Postable Cheque Account	These Accounts are also postable accounts, but the difference is that they can be selected in Cheque Book, Creditors Payments, etc., and can also be reconciled in the Bank Reconciliation section. This Account Type is typically only used for Bank Accounts, including Credit Card accounts.

Checkbox Name	Description / Use	Notes
Active	Sets 'Account Active' Status	Determines if this General Ledger is Active (can it be used within Jim2?)

Checkbox Name	Description / Use	Notes	
Expense PO	Tick this box if you would like to make this account available for use in Expense Purchase Orders	Cannot be set to Expense PO if GL account is any of these:	A Header Account
			A Cheque or Credit Card Account
			A Linked GL Account
			A Control Account
Control Account	Tick this box if you would like to restrict users from posting transactions to this account	Cannot be enabled if GL Account is any of these:	A Header Account
			A Cheque or Credit Card Account
			An Expense Account

Control Accounts cannot be used in the following entries:-

1. General Journals
2. Cheques or Deposits
3. Bank Fees or Interest
4. Debtors or Creditors Adjustments.

9.3.5 General Ledger - How do I ...?

This section of the manual answers the How do I? questions relating to the General Ledger function within Jim2. We will now walk through setting up and maintaining your General Ledger.

- Setup My General Ledger
- Editing the Layout of My General Ledger
- Add Opening Balances
- Maintain the General Ledger
- Automatically Calculated Accounts
- Linked GL Accounts

9.3.5.1 Setup My General Ledger

It is advisable to contact your Accountant for advice when setting up your General Ledger Chart of Account Structure.

The General Ledger within Jim2 goes 6 levels deep - this relates to a Header Account with up to 5 detail accounts below to show SubTotals.

There are 3 different types of Accounts within the General Ledger:-

Header (Non Postable)

Detail (Postable)

Detail Cheque Account / Credit Card (Postable and Reconcilable)

There are 3 Tick boxes within each GL Account relating to the Type of GL Account -

1. Active tick box to allow or disallow users to enter values into those Accounts.

2. Expense PO Accounts - this account can be used in Expense Orders within Jim2.
3. Control Account - this stops users from being able to use this particular Account in Journal entries in Jim2.

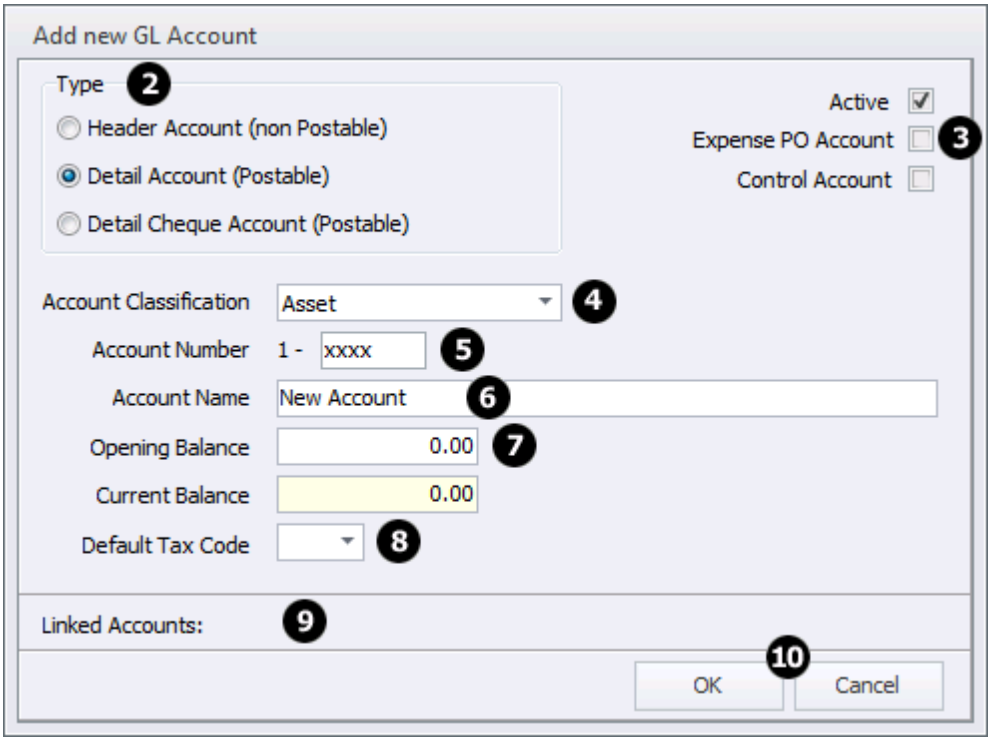
We have set up Jim2 with the basic Chart of Accounts General Ledger Structure divided into 8 sections listed as follows:-

- 1 – Assets
- 2 – Liabilities
- 3 – Equity
- 4 – Income
- 5 – COGS
- 6 – Expenses
- 8 – Other Income
- 9 – Other Expenses

The number 7 is not used and is kept in case of major changes in the basic Chart Structure in the future.

The First digit it set depending on the section your are adding the General Ledger Account to, for example: If you add an Asset Account it will have the Number 1-xxxx (you enter these last 4 digits).

To Add a General Ledger account - Open the General Ledger form (Accounts Tab ⇨ General Ledger) and click the Add Button at the bottom of the page.



Jim2 - Adding a General Ledger Account form

You will now see the above form. Select the Type of Account that you are adding: Header, Detail or Detail Cheque.



Please choose the Account Type 'Header, Detail or Detail Cheque' very carefully as it cannot be changed. If you have selected a Type incorrectly you will need to delete the Account and re-add.

- All General Ledger Accounts have 3 Tick boxes. ❸Active - if this is NOT ticked, users will NOT be able to use that General Ledger Account in transactions. General Ledger accounts also have an Expense Account Tick Box - tick this box if the account you are setting up or editing is an Expense Account that needs to be used in Expense PO's.
  Also whether this Account is a Control Account or not. Refer to the General Ledger Account Types section.

- The Account Classification ❹ is selected by which tab of the General Ledger you are on when selecting the Add button. You can change the classification by using the drop down menu.

- The Account Number will show the first digit relating to the Account Classification and then you need to enter the next 4 digits.❺

- Enter an Account Name for this Account.❻

- The Opening Balance ❼ can be entered at any point in time and is dealt with in the Add Opening Balances section. Only enter a negative Opening Balance if the closing balance of that account is actually a negative figure.

- All General Ledger accounts have a default Tax Code field ❽ which is used when adding General Journals, Cheques, Deposits or Bank entries.

- If this General Ledger Account is linked to any Stock GL Groups or selected in the Accounting or Cheque Options the links will be displayed here.❾ You will not be able to delete a linked account.

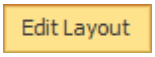
- Select either the OK or Cancel button for this General Ledger Account.

9.3.5.2 Editing the Layout of Your General Ledger

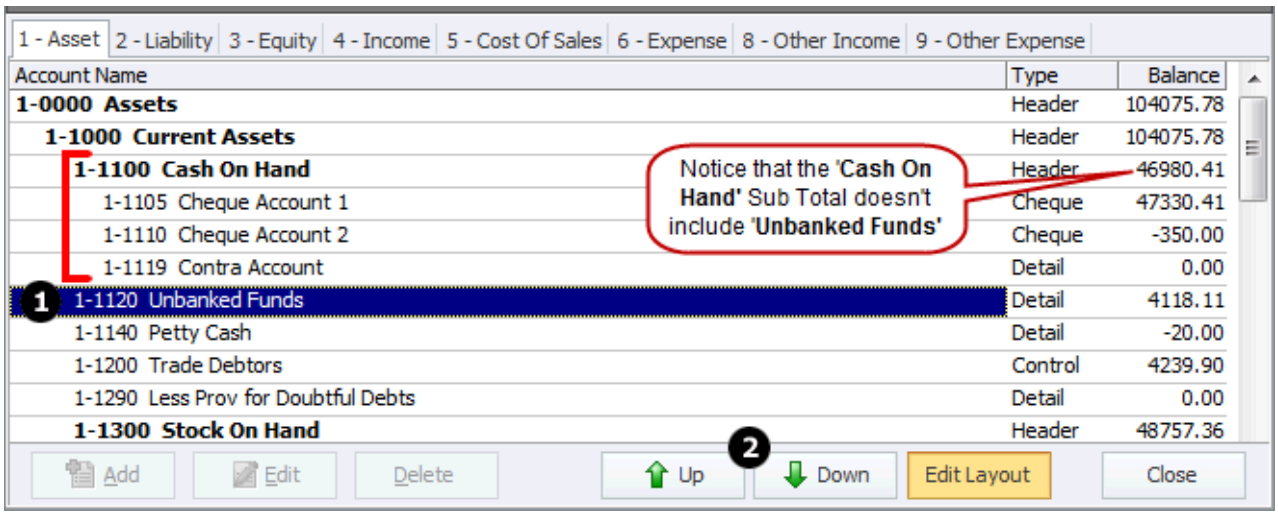
The structure of your General Ledger usually takes a few go's to get absolutely correct. The area that usually causes these issues is the Layout - which Detail Accounts are supposed to SubTotal to which Header Accounts.

To adjust the Layout so that a Detailed Account Balance is included in a particular Header Sub Total you will need to do the following:-

- Open the General Ledger by selecting Accounts Tab --> General Ledger

- Click on the 

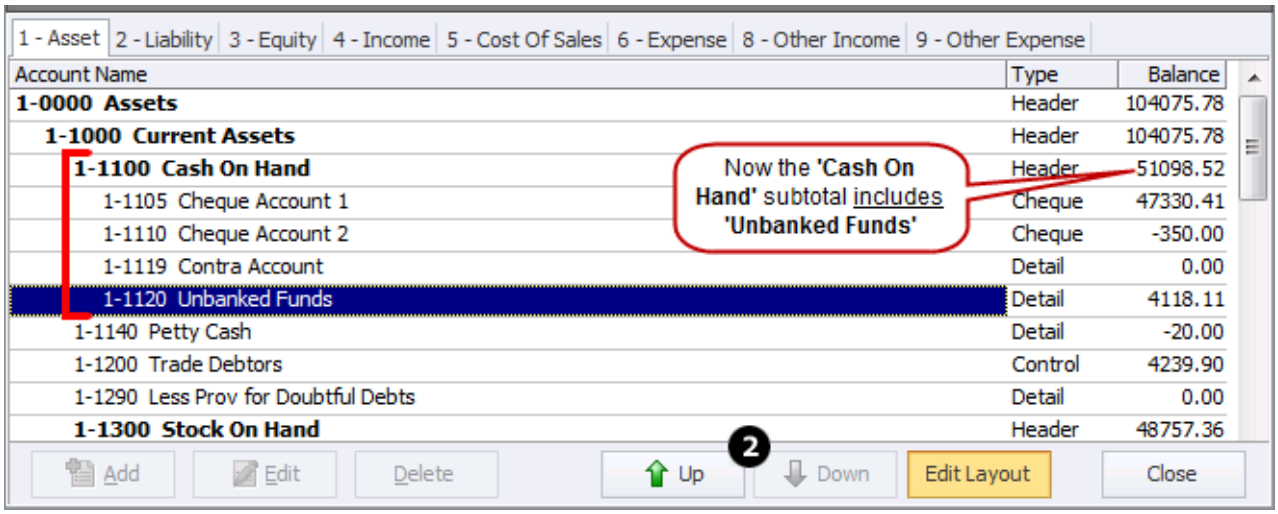
Button. This will disable the Add, Edit and Delete buttons and enable the Up and Down 'Layout Movement' buttons.



Jim2 - General Ledger Layout Edit.

- Locate the GL Account you wish to Move. For this exercise, we are using the 'Unbanked Funds' Account. Notice how the Account is not under the 'Cash On Hand' Header Account and the 'Cash On Hand' subtotal doesn't include the 'Unbanked Funds' Balance.

- Click on the Up or Down Button. In the example below, we have clicked on the Down button. Having moved the position of the 'Unbanked Funds' account, the Down button is now disabled, as this account cannot be moved any deeper.



Jim2 - General Ledger Layout Movement.

- Notice how the 'Unbanked Funds' Account is now listed underneath the 'Cash On Hand' Header Account, and the 'Cash On Hand' Subtotal now includes the 'Unbanked Funds' Balance.

- When you have finished, click again on the Edit Layout button to exit this function.

The 'Edit Layout' button will be highlighted while ever the Edit Layout Mode is enabled.

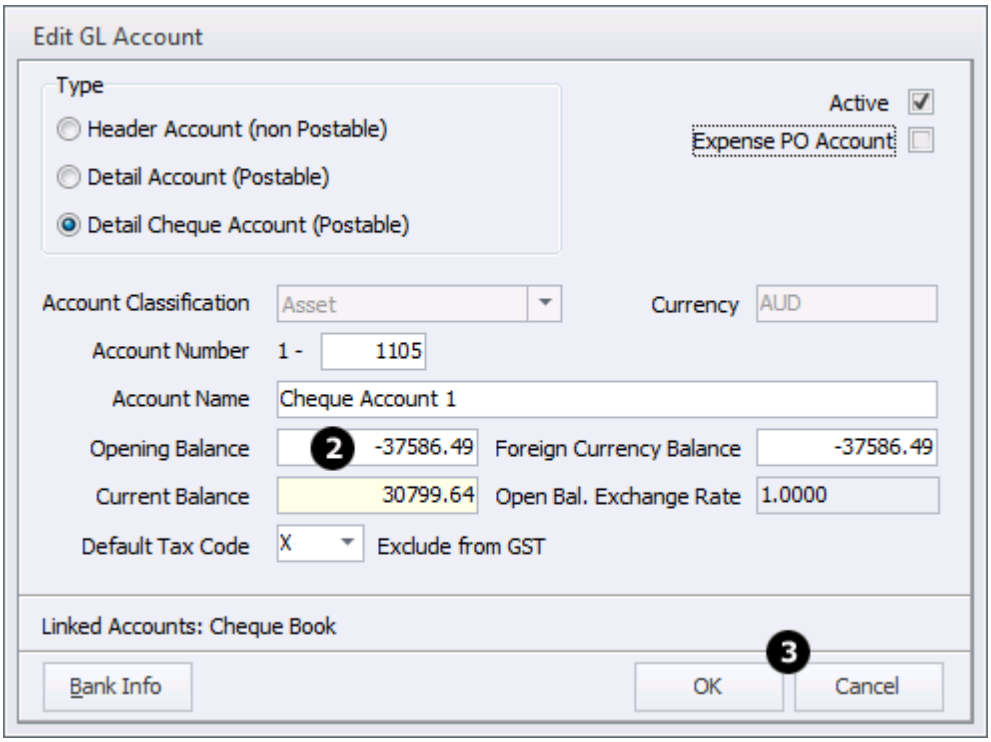
9.3.5.3 Add Opening Balances

Adding Opening Balance to General Ledger Accounts is a very simple process and can be done at any point in time.

Remember the Opening Balances in your Jim2 Business Engine General Ledger must correspond with your previous General Ledger closing Balances.

1. Open the General Ledger by selecting the Accounts Tab --> General Ledger and locate the required Account. Click on the Edit button or double click the Account.

If you are adding the Opening Balance at the time of setting up your General Ledger you will not need to do the above step of Opening the General Ledger (it will already be open).

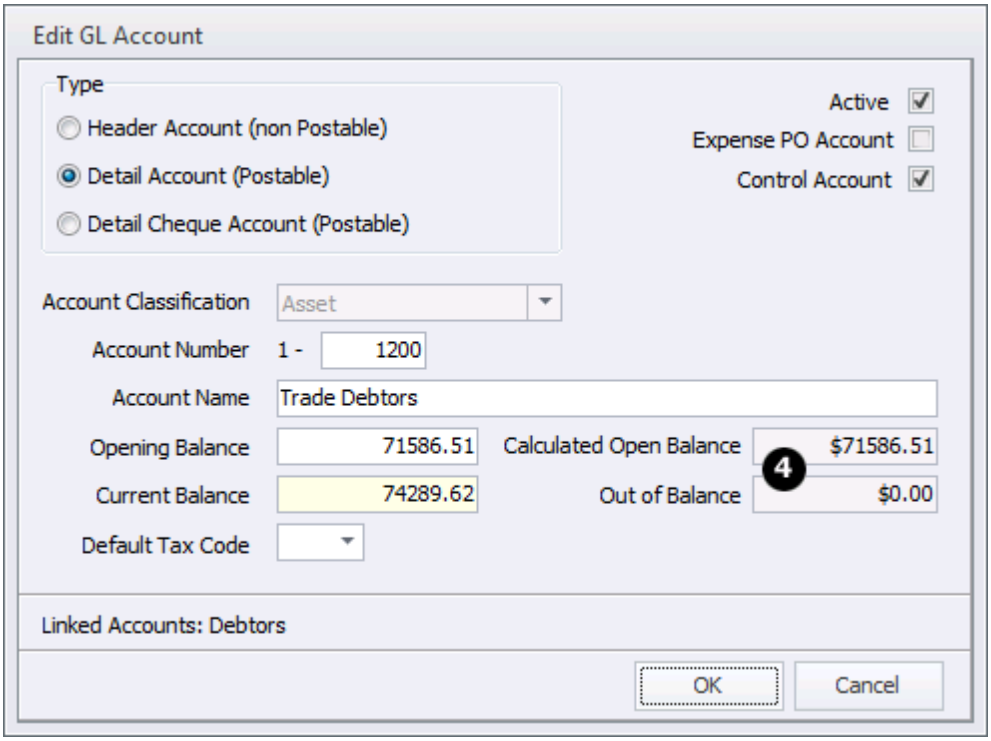


Jim2 - Edit GL Account Form.

2. Enter the Opening Balance Value into the Opening Balance field.

3. Select the OK or Cancel Button. 3

Remember that your Stock On Hand (depleting and special) and Cost of Goods (non depleting) Opening Balance Accounts will be updated from your Opening Balance Purchase Order - if you enter Opening Balances into these General Ledger accounts manually they will be doubled up when updated from your Opening Balance Purchase Order.



Jim2 - Edit GL (debtors or Creditors) Form.

4. If the General Ledger Account, which you are adding or editing the Opening Balance for, is the Debtors or Creditors Account, you will see 2 extra fields. These relate to the Opening Balance Lists for Debtors and Creditors within Jim2. If the Opening Balance you enter as individual entries in the List does not match the Opening Balance on the General Ledger Account, your Debtors and Creditors balances will not equal the General Ledger Balances. So to make balancing these accounts a little easier, we have included the Calculated Opening Balance (from the individual entries list) and an Out Of Balance field, to hold any differences. 4

   The Debtors Opening Balance List of entries also show the GL Account balance.

There is an Account called Historical Balancing which will hold any differences between your Assets - Liabilities Opening Balances. This Account should have a 0.00 balance once all your Assets and Liabilities Opening Balance figures are entered. If this Account has a Balance and you are sure you have entered all your Opening Balances correctly you will need to seek advice from your Accountant as something is not correct in your entries or your Closing balances from last Financial Year. When you Finish up your Last Financial Year your Balance sheet has to balance therefore your Assets - Minus Liabilities Opening Balance should Balance.

9.3.5.4 Maintain the General Ledger

Once your General Ledger is setup there is not much that needs to be done to maintain it, as it will not change in any dramatic way until the end of a Financial Year. If you need to change your General Ledger during the Financial Year it is advisable to seek guidance from your Accountant prior to making any changes.

There are a number of things you cannot do with General Ledger Accounts once:-

- There are transactions posted or a balance you cannot Delete or Edit a General Ledger Account.
- If the General Ledger Account is linked - through Setups or Options you cannot Delete the Account.

9.3.5.5 Automatically Calculated Accounts

There are two (2) Accounts within the General Ledger to which you cannot post any Transactions and cannot enter Opening Balances for. They are the **Historical Balancing** and **Current Year Earnings** Accounts.

There is also an Account to which you cannot post any Transactions, but can enter an Opening Balance for, in the first year that you use Jim2. That account is the **Retained Earnings** Account.

Historical Balancing Account

This account is the difference between your Opening Balance Assets and Liabilities. This account shows that your Assets and Liabilities did not balance when entered. This account will change each time you change a Asset or Liability Opening Balance.

This account will also hold a negative figure offsetting any Profit and Loss opening balances entered, if starting Jim2 mid Financial Year.

Profit and Loss accounts - opening balances can only be entered if you are starting Jim2 after the traditional Start of the Financial Year. These figures will add a balance into the Current Year Earnings account - and also a reversing figure into the Historical balancing account as these opening balance Profit and Loss figures should in theory be within the Balance sheet accounts already.

Current Year Earnings Account

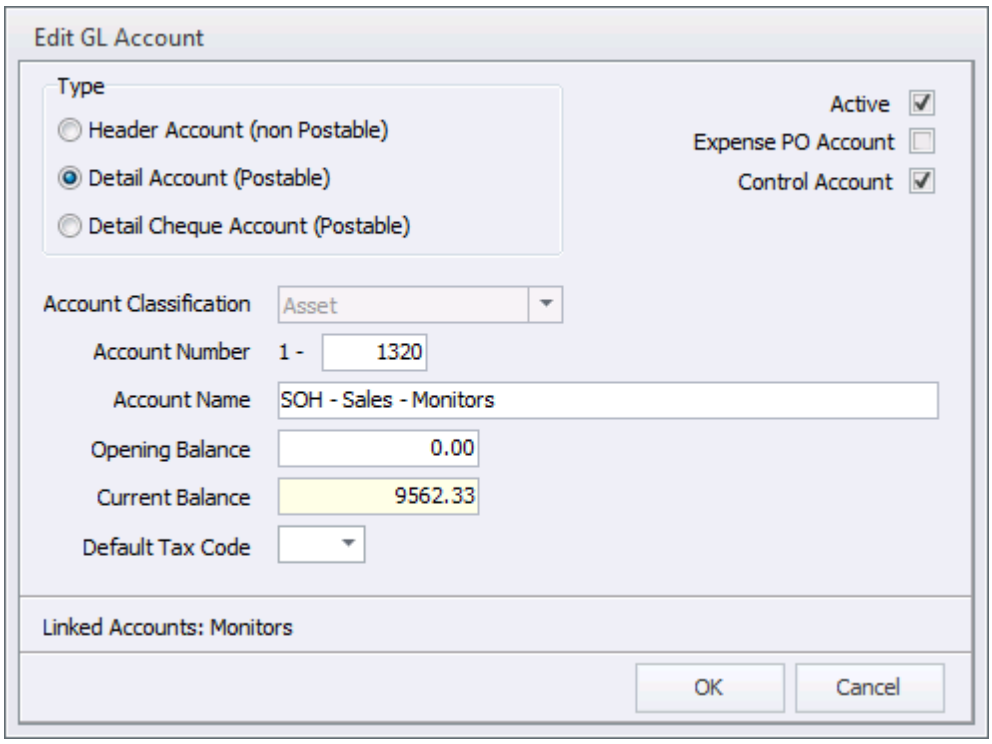
This account holds your Profit or Loss figure from your transactions and any Opening Balance entries. This account figure is calculated continually - as each transaction relating to the Profit and Loss accounts is entered.

Retained Earnings Account

This account is for your Last Year's Profit or Loss figure. This account will need to be manually updated for your First Year using Jim2, and from then on when you roll over a Financial Year, the Profit or Loss calculated in your Current Year Earnings account will be moved to the Retained Earnings account.

9.3.5.6 Linked GL Accounts

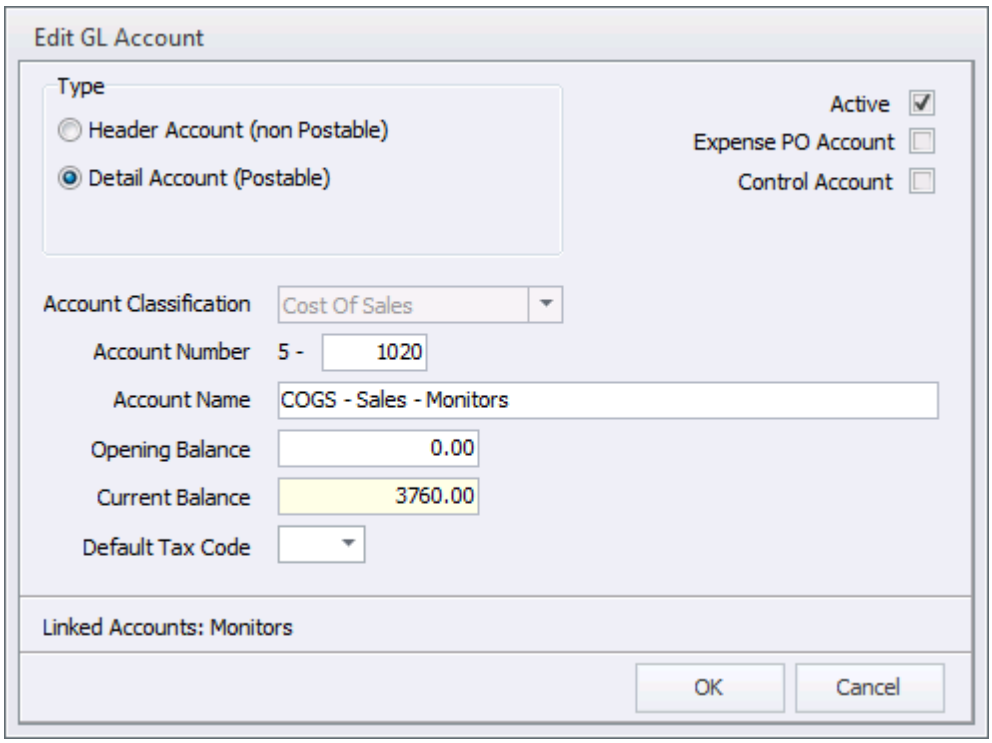
You would have noticed on the General Ledger Account add and edit windows, a section at the bottom of that window for Link Accounts.



Jim2 - General Ledger Account showing Link for Stock On Hand (Purchases).

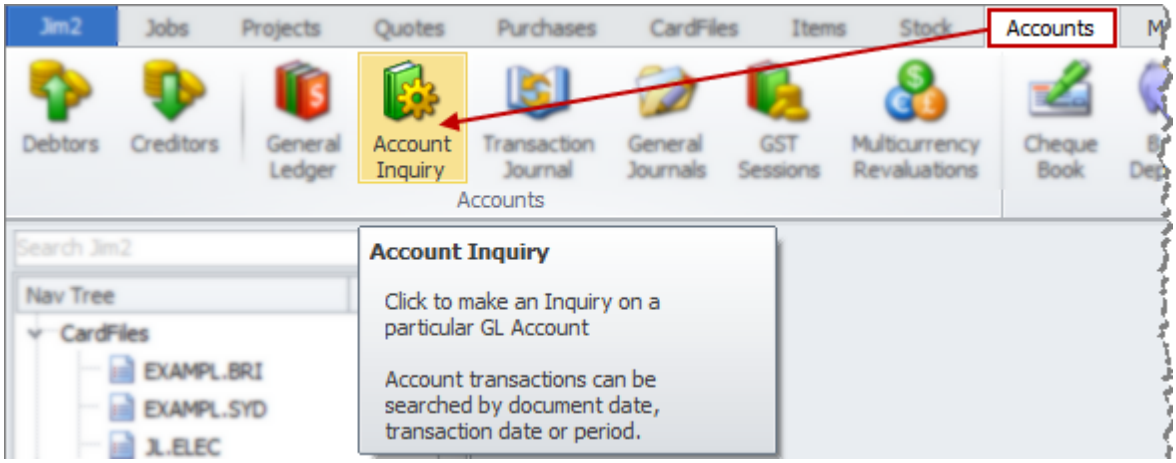
This Linked Account is related to this General Ledger Account being selected in a Setup or Accounting Options to instruct Jim2 where to post particular parts of transactions.

The above example is for a Stock GL Group link. This GL Group is then linked to the Stock Record, so that when users purchase this stock, Jim2 knows that the Stock Value is to go to General Ledger Account 1-1320 SOH - Sales - Monitor. Also when you then sell that stock, Jim2 knows to remove it from that 1-1320 Stock On Hand asset account and then move it to the Cost of Sales Linked Account for that Stock Record.



Jim2 - General Ledger Account showing Link for Cost of Goods Sold.

9.4 Account Inquiry



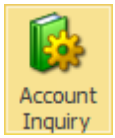
The purpose of the Account Inquiry function in Jim2® is to Inquire on a selected General Ledger Account and display the entries that make up the Balances for a select date range.

Jim2 Account Inquiry is divided into the following specific information areas that will give you a complete detailed record of:

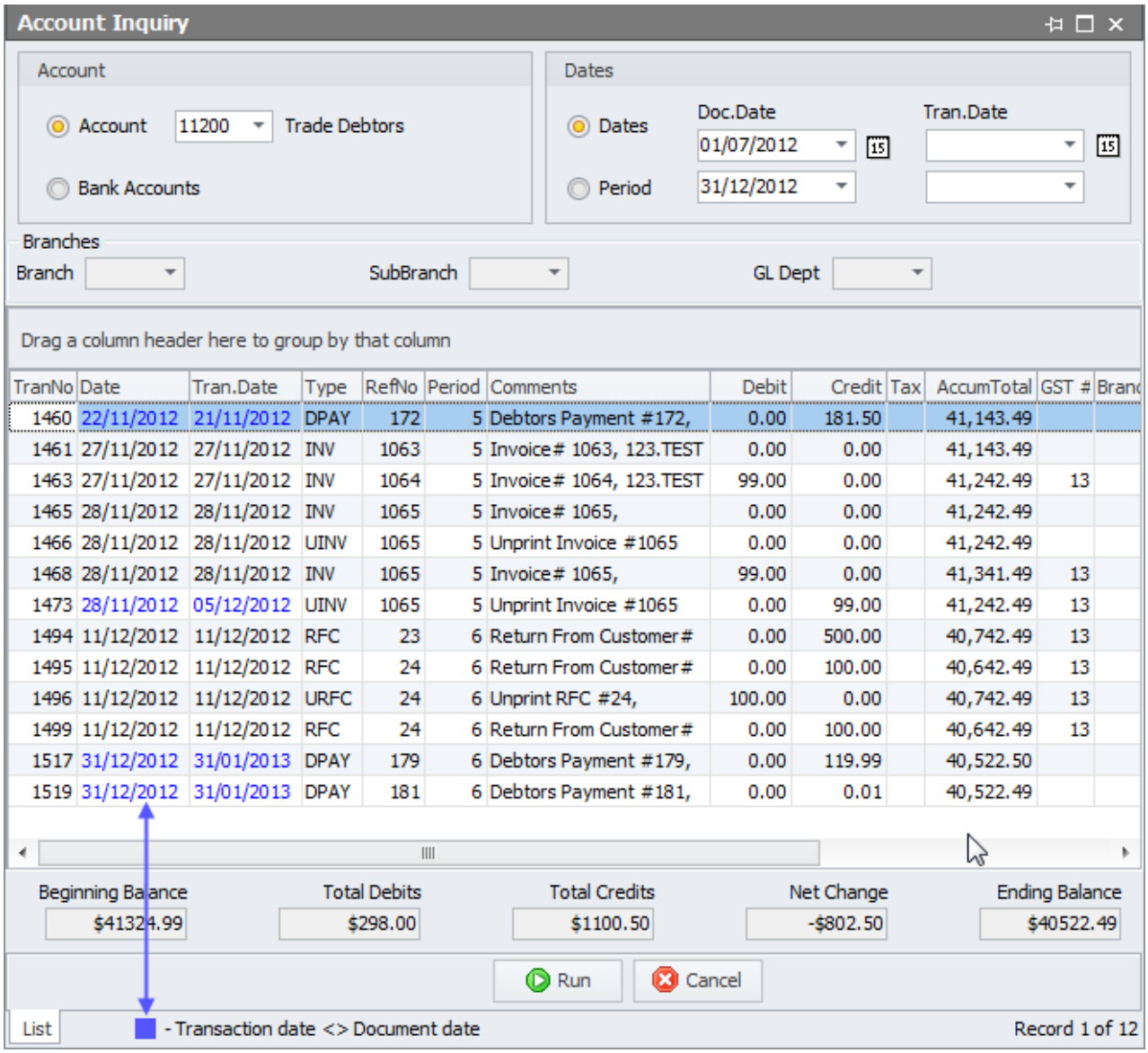
- The Account Inquiry Screen - listing all Transactions for the selected GL Account
- The Account Inquiry Header filters - used to filter the entries
- The Account Inquiry Grid - shows the individual transactions
- The Account Inquiry Footer - show the related Balances

It is very important to use appropriate Security Levels when users are accessing and/or editing information that directly affects your company's financial records.

9.4.1 Account Inquiry Screen



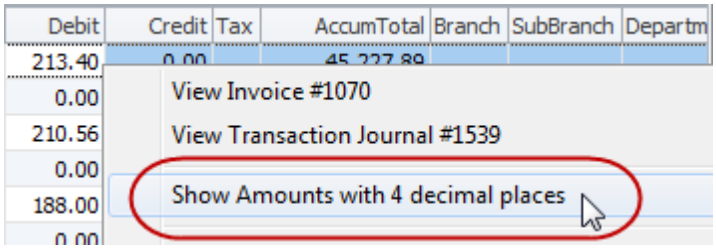
Account Inquiry is where you can view the transactions that went into or out of a particular General Ledger Account.



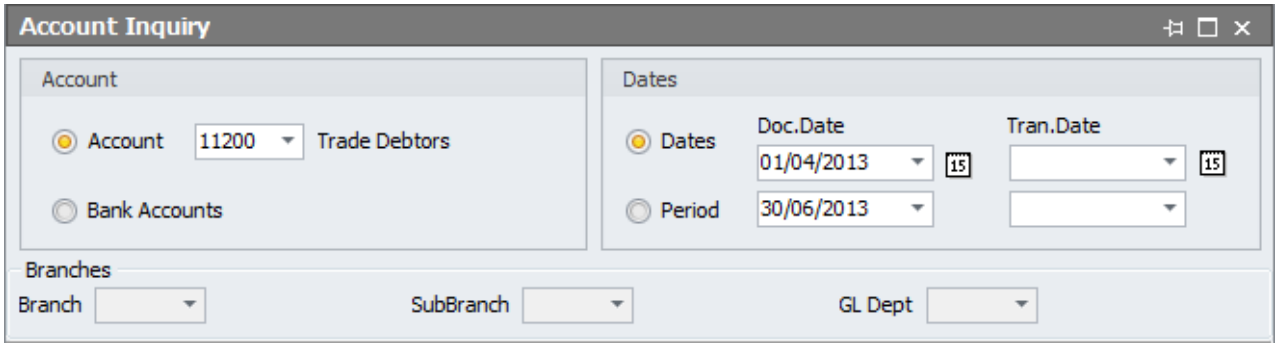
Jim2 - Account Inquiry screen.

You can't do an Account Inquiry on Retained Earnings, Current Year Earnings, Historical Balancing or any Header Accounts, as all these accounts are only calculated balances, not transaction created balances.

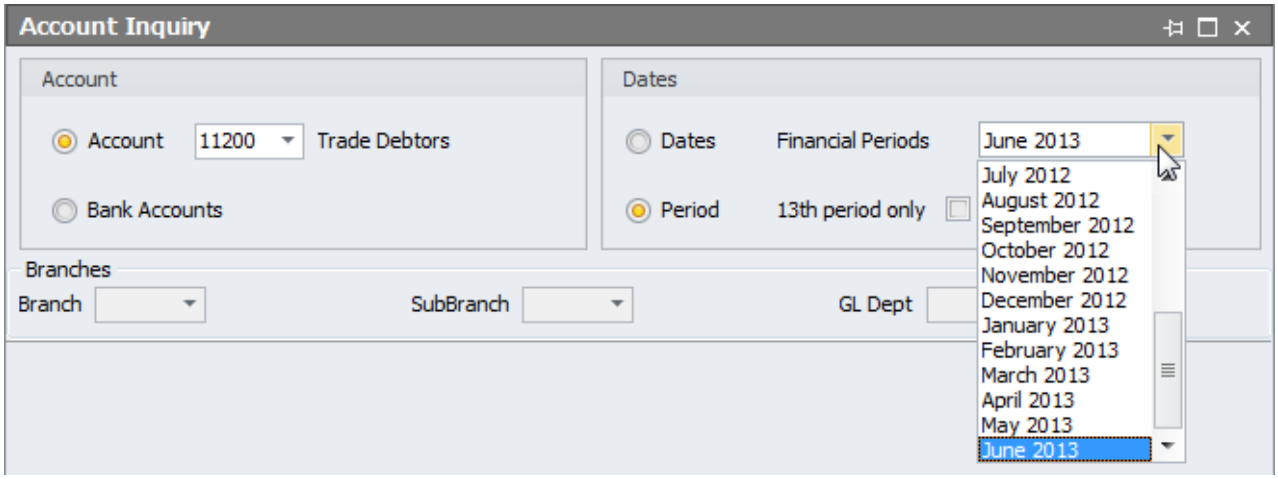
While viewing the Account Inquiry screen, you can choose to display dollar amounts to either 2 or 4 decimal places (the default is 2). Click your right mouse button and you'll see an option to 'Show amounts with 4 decimal places'. If you choose this setting, it will remain active until you close the Account Inquiry screen.



9.4.2 Account Inquiry Filters



Jim2 - Account Inquiry Header Filters [by Date].



Jim2 - Account Inquiry Header Filters [by Period].

The Filter fields are described below:-

Field	Explanation
Account	Select the Account you wish to view
GL Dept	Select the Department you wish to view
Date	Select the date range for the transactions

Document - Document Date - will default to today's date.
Period - Period selection - select the Tick Box to include 13th Period transactions.

9.4.3 Account Inquiry Grid

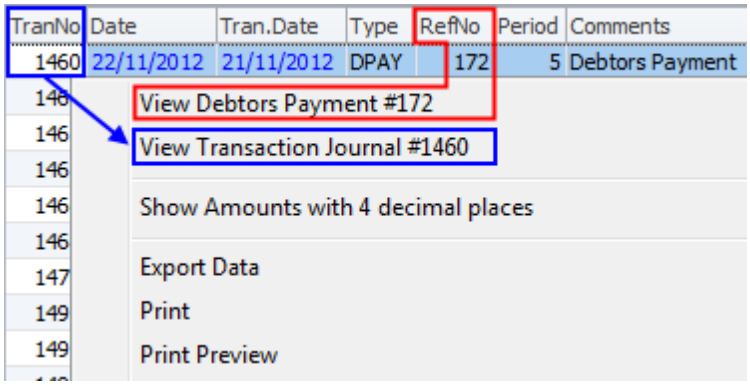
TranNo	Date	Tran.Date	Type	RefNo	Period	Comments	Debit	Credit	Tax	AccumTotal	Branch	Department	GST #
378	13/01/2005	13/01/2005	DPAY	51	7	Debtors Payment #51,	0.00	10.00		3286.85			
383	13/01/2005	13/01/2005	DPAY	52	7	Debtors Payment #52,	0.00	150.00		3136.85			
373	13/01/2005	13/01/2005	DREF	30	7	Debtors Refund Chequ	1071.00	0.00		4207.85			
374	13/01/2005	13/01/2005	DREF	30	7	Reverse of Refund Che	0.00	1071.00		3136.85			
375	13/01/2005	13/01/2005	DREF	14	7	Reverse of Refund Che	0.00	118.70		3018.15			
376	13/01/2005	13/01/2005	DREF	31	7	Debtors Refund Chequ	20.00	0.00		3038.15			
379	13/01/2005	13/01/2005	DREF	31	7	Reverse of Refund Che	0.00	20.00		3018.15			
380	13/01/2005	13/01/2005	DREF	32	7	Debtors Refund Chequ	20.00	0.00		3038.15			
381	13/01/2005	13/01/2005	DREF	33	7	Debtors Refund Chequ	10.00	0.00		3048.15			
384	13/01/2005	13/01/2005	DREF	34	7	Debtors Refund Chequ	10.00	0.00		3058.15			
414	01/02/2005	09/02/2005	DPAY	54	8	Debtors Payment #54,	0.00	132.00		2926.15			
386	02/02/2005	02/02/2005	INV	54	8	Invoice# 54, ABECK (J	66.00	0.00		2992.15			-1
390	07/02/2005	07/02/2005	INV	55	8	Invoice# 55, JONES.K	1100.00	0.00		4092.15			-1
392	07/02/2005	07/02/2005	UINV	55	8	Unprint Invoice #55, J	0.00	1100.00		2992.15			-1
395	07/02/2005	07/02/2005	INV	55	8	Invoice# 55, JONES.K	1839.06	0.00		4831.21			-1
397	07/02/2005	07/02/2005	UINV	55	8	Unprint Invoice #55, J	0.00	1839.06		2992.15			-1
400	07/02/2005	07/02/2005	INV	55	8	Invoice# 55, JONES.K	3399.12	0.00		6391.27			-1
402	07/02/2005	07/02/2005	UINV	55	8	Unprint Invoice #55, J	0.00	3399.12		2992.15			-1
404	07/02/2005	07/02/2005	INV	55	8	Invoice# 55, JONES.K	2479.00	0.00		5471.15			-1

Jim2 - Account Inquiry Grid.

The Account Enquiry screen has the following columns:-

Field	Explanation
TranNo	Transaction Journal Number
Date	Document Date
Tran.Date	Transaction Date
Type	Type of transaction
RefNo	Reference Number
Period	Period of the transaction
Comments	Description of the transaction
Detail Comments	
Debit	Debit Value
Credit	Credit Value
Tax	The Tax Code used (N.B. - Debtor transactions are X)
AccumTotal	The Accumulated Total
Branch	The Branch used (this column is only displayed if you have set up Branches in Tools --> Options --> Branches).
SubBranch	The SubBranch used (this column is only displayed if you have set up SubBranches in Tools --> Options --> Branches)
Deptartment	The GL Department (this column is only displayed if you have set up GLDepartments in Tools --> Options --> Branches)
GST #	The GST Session number that the transaction was included in

If you right-click in the grid area you will see several options, including those detailed here:

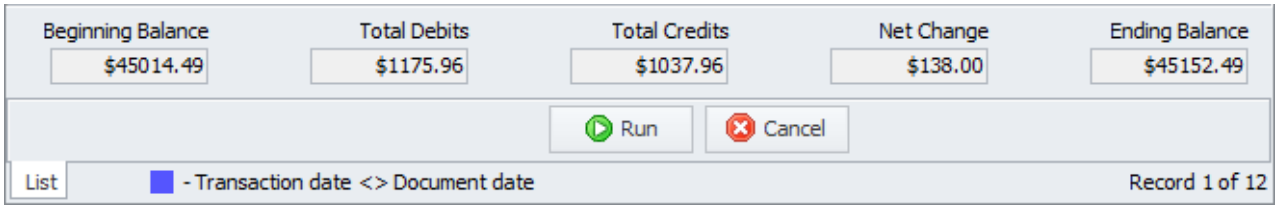


Drop-down Option	Explanation
View xxxxx #	Allows you to view the original transaction, e.g. View Invoice #, View Debtors Payment #, View Return from Customer #, etc.
View Transaction Journal #	This will take you to the relevant Transaction Number in the Transaction Journal
Show Amounts with 4 decimal places	This will display the Account Inquiry grid results with 4 decimal places (the default is 2). You can toggle between 2 or 4 decimal places and the setting will remain active until you close the Account Inquiry screen.

Any transactions where the Document Date doesn't match the Transaction Date will be shown in a light blue colour.

The grid is always ordered by transaction number - you can click on a column and order by that column, but this will make your Accumulated Total column out of order.

9.4.4 Account Inquiry Footer



Jim2 - Account Inquiry Footer.

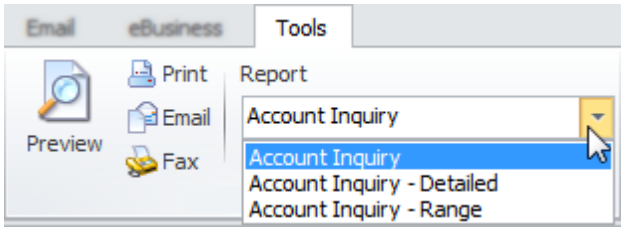
The Footer's Balance Fields and Buttons are explained below:

Fields / Buttons	Explanation
Beginning Balance	The Balance of this account at the beginning of the selected Date Range or Period
Total Debits	Total Debits for this account within the selected Date Range or Period
Total Credits	Total Credits for this account within the selected Date Range or Period
Net Change	Net Change for this account within the selected Date Range or Period
Ending Balance	The Balance at the end of the selected Date Range or Period for this account

Fields / Buttons	Explanation
Run	Runs the list enquiry based on the filters are selected
Cancel	Close the Account Inquiry form
- Transaction date <> Document date	For any Transactions where the Transaction date does not match the Document date, those dates will be shown in blue text

9.4.5 Account Inquiry Report

Account Inquiry reports can be run for information currently shown on screen. If you change the date range or date selection type, these reports will be disabled until you run the selection again.



Jim2 Account Inquiry - Print Reports

Account Inquiry for: 11200 Trade Debtors

from 01/07/2012 through 31/12/2012

Tran#	Date	Tran Date	Type	Ref#	Period & Comment	Debit	Credit	Tax	Total
1460	22/11/12	21/11/12	DPAY	172	5 Debtors Payment #172, FABF	$0.00	$181.50		$41,143.49 .50
1461	27/11/12	27/11/12	INV	1063	5 Invoice# 1063, 123.TEST (Job# 356)	$0.00	$0.00		$41,143.49 .00
1463	27/11/12	27/11/12	INV	1064	5 Invoice# 1064, 123.TEST (Job# 357)	$99.00	$0.00		$41,242.49 .00
1465	28/11/12	28/11/12	INV	1065	5 Invoice# 1065, CAM.BURGE (Job# 358	$0.00	$0.00		$41,242.49 .00
1466	28/11/12	28/11/12	UINV	1065	5 Unprint Invoice #1065	$0.00	$0.00		$41,242.49 .00
1468	28/11/12	28/11/12	INV	1065	5 Invoice# 1065, CAM.BURGE (Job# 358	$99.00	$0.00		$41,341.49 .00
1473	28/11/12	05/12/12	UINV	1065	5 Unprint Invoice #1065	$0.00	$99.00		$41,242.49 .00
1494	11/12/12	11/12/12	RFC	23	6 Return From Customer# 23, DACA	$0.00	$500.00		$40,742.49 .00
1495	11/12/12	11/12/12	RFC	24	6 Return From Customer# 24, KIDS.CLUI	$0.00	$100.00		$40,642.49 .00
1496	11/12/12	11/12/12	URFC	24	6 Unprint RFC #24, KIDS.CLUB	$100.00	$0.00		$40,742.49 .00
1499	11/12/12	11/12/12	RFC	24	6 Return From Customer# 24, KIDS.CLUI	$0.00	$100.00		$40,642.49 .00
1517	31/12/12	31/01/13	DPAY	179	6 Debtors Payment #179, 123.TEST	$0.00	$119.99		$40,522.50 .99
1519	31/12/12	31/01/13	DPAY	181	6 Debtors Payment #181, 123.TEST	$0.00	$0.01		$40,522.49 .01

Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
$41324.99	$298.00	$1,100.50	-$802.50	$40522.49

* End of Report *

Jim2 Account Inquiry - Example Report

9.5 Transaction Journal



This section of the manual explains the function of the Transaction Journal.

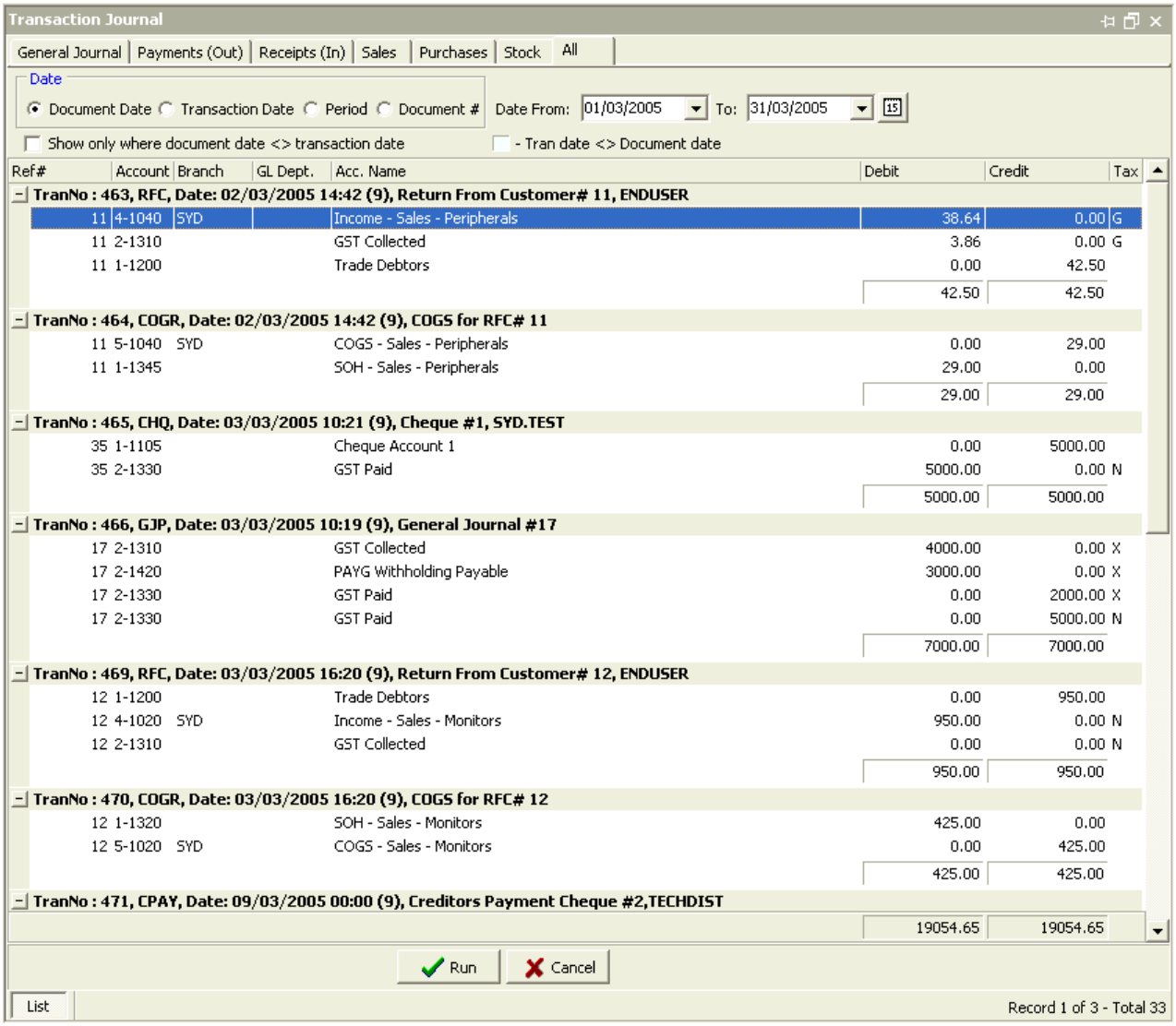
The Transaction Journal function in Jim2 is to record and List transactions created through Jim2. When you Finish a Purchase Order or Invoice a Job, a Transaction is created and placed in the Transaction Journal to update the appropriate Accounts and their Balances to record that a particular action took place within your Business.

Jim2 Transaction Journal is divided into the following specific information areas that will give you a complete detailed record of:

- The Transaction Journal List - listing all Transactions created through Jim2 Business Engine.
- Separate Tabs to locate specific transactions
- List Filters via the Transaction Journal Filters
- The functions included in the Transaction Journal via the Transaction Journal buttons.

9.5.1 Transaction Journal at a Glance

The Transaction Journal is a list of all the transactions created through Jim2. When each transaction is created and added to the Transaction Journal it will show with a Unique Transaction Journal Number these cannot be duplicated or edited. Each Transaction will have a Header showing information relating to the transaction and the Details showing the General Ledger accounts altered by the entry.



Jim2 - Transaction Journal All Tab

Header Fields	**Explanation**
Field	
Tran#	Transaction Journal Number
Code	Transaction Journal Code for that Type of transaction
Date	Document Date
TranDate	The Transaction Date - this will only be displayed if the Document Date is different to the Transaction Date (date entered into the document versus the date the document was entered).
Memo	Description of the Transaction and a comment if the transaction had a comment attached.
Detail Fields	
Ref#	Reference number of that Document/Transaction
GL Code	General Ledger Account Code
GL Acc Name	General Ledger Account Name/Description
Debit Amount	The Debit Amount

Credit Amount	The Credit Amount
Tax	Displays the Tax Code used (X does not display on system transactions)

Total Debit and Credit fields at the bottom of each Tab show the total values for the entries being displayed.

All Transactions created are fully balanced double sided entries. You cannot enter single sided journals into Jim2.

The Buttons at the bottom of this form are explained in detail in the Transaction Journal Buttons section.

If the Transaction is in a light Blue colour this means that the Transaction Date does not match the Document Date. If any of the transactions lines are in RED this means that particular line of the transaction has been reconciled.

If you Right Click in the grid there are a number of selections available to you.

View Invoice#	Select this to take you to the document related to that Transaction
View Account Inquiry	This will open the Account Inquiry window for the selected General Ledger Account.
Expand Current	Expand the currently selected Transaction - shows header information only
Collapse Current	Collapse the currently selected Transaction - shows header and detail information
Expand All	Expand All Transactions
Collapse All	Collapse All Transaction
Show Amts 4 decimal pls	You can view Transactions with 4 decimal places showing (useful where Expenses have been linked to PO's and the split incorporates 4 decimal places).

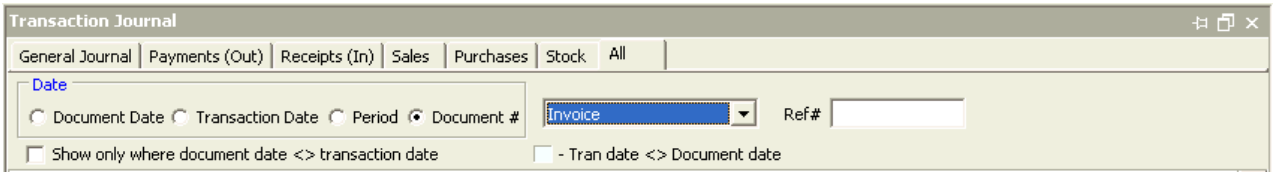
9.5.2 Transaction Journal Filters

The Transaction Journal has a number of filters in the top section of the screen. There is a slight difference between the All Tab and the other Tabs - the All Tab is the only place where the Document# filter field is available.

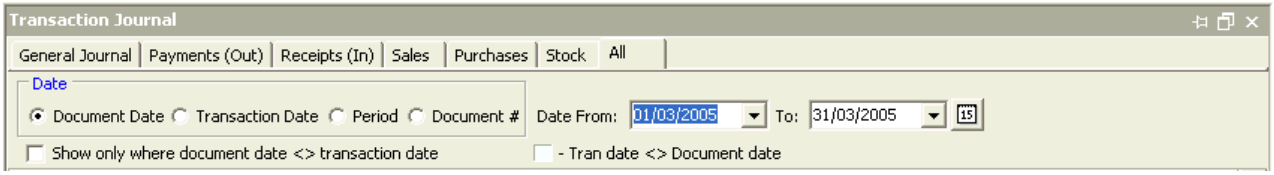
The Filters fields are explained below:-

Document Date	The Date on the Document
Transaction Date	The Date the transaction was created
Period	Select a Period to view
Document#	Select a Document Type and then type the document number

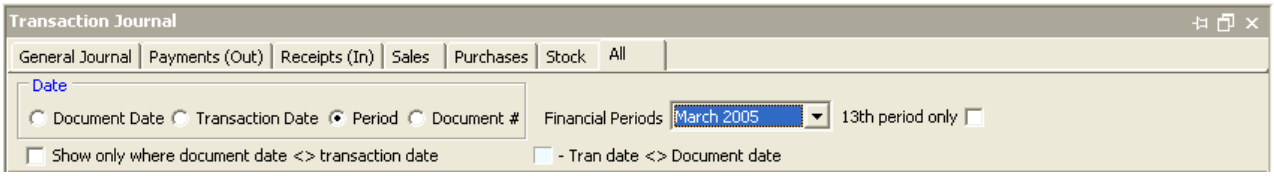
The Date Range drop downs offer selections of today, yesterday, this week, last week, etc.



Jim2 - Transaction Journal Filters using Document# Filter.



Jim2 - Transaction Journal Filters using Date Range.



Jim2 - Transaction Journal Filters using Period selection.

Also there is a Tick Box relating to whether you wish to Display transaction where the Transaction Date does not Match the Document date. n - Tran Date <> Document Date.

This means that any Transactions where the Transaction Date does not match the Document date will show in this colour.

9.5.3 Transaction Journal Tabs

The Transaction Journal is split into 7 Tabs to make locating a particular entry easier.

Following is a Table of the entries within the Transaction Journal.

These following tables show the Transaction Journal Codes, which Tabs are they located on, and an explanation of their Reference#'s and Header Reference#'s.

General Tab

GJS	General Journal Sales	GJ#	GJ#
GJP	General Journal Purchases	GJ#	GJ#
RGJS	Reversed General Journal Sales	GJ#	GJ#
RGJP	Reversed General Journal Purchase	GJ#	GJ#

Payments (Out) Tab

CPAY	Creditors Payments	CHQBK TRAN#	CHEQUE#

CDIS	Creditors Discounts	PAYMENT#	PAYMENT#
CACC	Creditors Account Fee Discounts	PAYMENT#	PAYMENT#
CBAD	Creditors Bad Debts	PAYMENT#	PAYMENT#
CADD	Creditors Adjustment Down	PAYMENT#	PAYMENT#
CHQ	Cheque	CHQBK TRAN#	CHEQUE#
BFEE	Bank Fees	CHQBK TRAN#	CHEQUE#
DREF	Debtors Refund	CHQBK TRAN#	CHEQUE#

Receipts (In) Tab

DPAY	Debtors Payment	PAYMENT#	PAYMENT#
DDIS	Debtors Discounts	PAYMENT#	PAYMENT#
DACC	Debtors Account Fee Discount	PAYMENT#	PAYMENT#
DBAD	Debtors Bad Debt	PAYMENT#	PAYMENT#
DADD	Debtors Adjustment Down	PAYMENT#	PAYMENT#
BANK	Banking of Debtors Payments	BANKING#	BANKING#
DEP	Deposit (ChequeBook)	CHQBK TRAN#	DEPOSIT#
BINT	Bank Interest	CHQBK TRAN#	DEPOSIT#
CREF	Creditors Refund	CHQBK TRAN#	DEPOSIT#

Sales Tab

INV	Invoice	INV#	INV#
UINV	Unprint Invoice	INV#	INV#
RFC	Return From Customer	RFC#	RFC#
URFC	Unprint Return From Customer	RFC#	RFC#
DADJ	Debtors Adjustment Up	ADJUSTMENT#	ADJUSTMENT#
DPO	Debtors Purchase Order	PO#	PO#
UDPO	Uprinted Debtors Purchase Order	PO#	PO#

Purchase Tab

PO	Purchase Order	PO#	PO#
POE	Purchase - Expense Breakup	PO#	PO#
UPO	Unprint Purchase Order	PO#	PO#
PON	Negative Expense Order	PO#	PO#
UPON	Unprint Negative Expense Order	PO#	PO#
RTV	Return To Vendor	RTV#	RTV#
RTVE	RTV - Expenses Breakup	RTV#	RTV#
URTV	Unprint Return To Vendor	RTV#	RTV#
CADJ	Creditors Adjustment Up	ADJUSTMENT	ADJUSTMENT

		#	#
RECP	PO on status of Received	PO#	PO#

Stock Tab

SADJ	Stock Adjustments	ADJ#	ADJ#
COGI	Invoice - Cost of Goods Sold	INV#	INV#
COGU	Unprint Invoice - Cost of Goods Sold	INV#	INV#
COGR	RFC - Cost of Goods Sold	RFC#	RFC#
COGV	Unprint RFC - Cost of Goods Sold	RFC#	RFC#

When printing the Transaction Journal Report if you are on a particular Tab for example Sales only the Sales tab transactions will be printed. To print all you need to be on the All Tab of the Transaction Journal.

9.5.4 Transaction Journal Buttons

At the bottom of the Transaction Journal form there are two buttons which are explained below:-



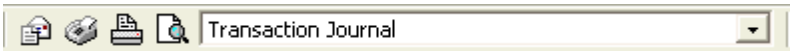
This button will Run your Transaction Journal once you have setup filters. If you run your Transaction Journal and then select a filter you will not be able to print or preview the report until you have re-run the list with the filters.



This button closes the Transaction Journal

9.5.5 Transaction Journal Report

There is a Transaction Journal Report - which will report on what you have on screen. It will use the selected Filters and also preview/print the information for the Tab you have selected.



Jim2 - Transaction Journal Print Toolbar.

9.5.6 Transactions created

Any Documents that are able to be unprinted or reversed will simply reverse the Debit and Credit entries of the original document transaction.

Transaction	Account	Description	Debit	Credit

Payments (Out) Tab

CPAY	Creditors	Decrease in Creditors Account	Yes	
	Bank Account	Decrease in Bank Account		Yes

CDIS	Creditors	Decrease in Creditors Account	Yes	
	Discount	Increase in (neg exp) Discount Account		Yes

CACC	Creditors	Decrease in Creditors Account	Yes	
	Account Fee	Decrease in Account Fee Account		Yes
	Tax Paid	Decrease in (neg) Tax Paid Account		Yes

CBAD	Creditors	Decrease in Creditors Account	Yes	
	Bad Debts	Increase in (neg exp) Bad Debts		Yes

CHQ	Tax Paid	Increase in Tax Paid Account	Yes	
	Expense Acc	Increase selected GL Expense Acc	Yes	
	Bank Account	Decrease Bank Account		Yes

BFEE	Tax Paid	Increase in Tax Paid Account	Yes	
	Expense Acc	Increase in Expense Account	Yes	
	Bank Account	Decrease in Bank Account		Yes

DREF	Debtors	Increase in Debtors Account	Yes	
	Bank Account	Decrease in Bank Account		Yes

DPAY	Unbanked Funds	Increase in Unbanked Funds Account	Yes	
	Debtors	Decrease in Debtors Account		Yes

BANK	Bank Account	Increase in Bank Account	Yes	
	Unbanked Funds	Decrease in Unbanked Funds Account		Yes

DDIS	Discount	Increase in Discount Account	Yes	
	Debtors	Decrease in Debtors Account		Yes

DACC	Account Fees	Decrease Account Fee	Yes	
	Tax Collected	Decrease Tax Collected Account	Yes	
	Debtors	Decrease in Debtors Account		Yes

DBAD	Bad Debts	Increase Bad Debts Account	Yes	
	Debtors	Decrease Debtors Account		Yes

DEP	Bank Account	Increase Bank Account	Yes	
	Tax Collected	Increase Tax Collected Account		Yes
	Income Acc	Increase selected GL Income Account		Yes

BINT	Bank Account	Increase Bank Account	Yes	
	Tax Collected	Increase the Tax Collected Account		Yes
	Interest Acc	Increase selected GL Interest Acc		Yes

CREF	Bank Account	Increase Bank Account	Yes	
	Creditors	Increase Creditors Account		Yes

Tab

INV	Debtors	Increase Debtors Account	Yes	
	Income	Increase Income Account		Yes
	Tax Collected	Increase Tax Collected Account		Yes
	Account Fee	Increase Account Fee Account		Yes
	Freight	Increase Freight Account		Yes

RFC	Income	Decrease Income Account	Yes	
	Tax Collected	Decrease Tax Collected Account	Yes	
	Account Fee	Decrease Account Fee Account	Yes	
	Freight	Decrease Freight Account	Yes	
	Debtors	Decrease Debtors Account		Yes

DPO	Income	Decrease Income Account	Yes	
	Tax Collected	Decrease Tax Collected Account	Yes	
	Debtors	Decrease Debtors Account		Yes
	Stock	Increase Stock On Hand Account	Yes	
	COGS	Decrease Cost of Goods Sold Account		Yes

se Tab

PO	Stock	Increase Stock On Hand Accounts	Yes	
	Tax Paid	Increase (neg) Tax Paid Account	Yes	
	Account Fee	Increase Account Fees Account	Yes	
	Freight	Increase Expense on Unfinished PO's	Yes	
	Creditors	Increase Creditors Account		Yes



Any Freight on a Purchase Order or Expense on an Expense Order applied to a PO - will first be added to the Expenses On Unfinished PO's Account. Then the following transaction will be created to distribute the Freight over the Stock.



You may see a line in the entry for Rounding - this will usually show as 0.00 unless viewed in 4 digits.

POE	Stock	Increase in Stock on Hand Accounts	Yes	
	Expenses on Unfinished PO	Decrease in Expenses on Unfinished PO's Account		Yes

RTV	Creditors	Decrease in Creditors Account	Yes	
	Stock	Decrease in Stock On Hand Accounts		
	Tax Paid	Decrease in (neg) Tax Paid Account		
	Account Fee	Decrease in Account Fee Account		
	Freight	Decrease in Freight Account		



The following transaction RECP is used for Purchase Orders placed on the Status of Received to balance your Balance Sheet Accounts. There are 2 linked accounts for this transaction PO's on Received (Stock) and PO's on Received (Creditors).

RECP	Stock	Increase PO on Received Stock Account	Yes	
	Creditors	Increase PO on Received Creditors Acc		Yes

Tab

SADJ (Qty+)	Stock	Increase Stock on Hand Account	Yes	
	Adjustments	Increase Stock Adjustment Account		Yes
*Qty Up Stock Adjustment				
SADJ (Qty-)	Adjustments	Decrease Stock Adjustment Account	Yes	
	Stock	Decrease Stock on Hand Account		Yes
*Qty Down Stock Adjustment				
SADJ (COGS)	Stock	Increase Stock on Hand	Yes	

	Adjustments	Increase Stock Adjustment Account		Yes
*Cost Of Goods Up Stock Adjustment				

COGI	COGS	Increase Cost of Goods Sold	Yes	
	Stock	Decrease Stock on Hand		Yes

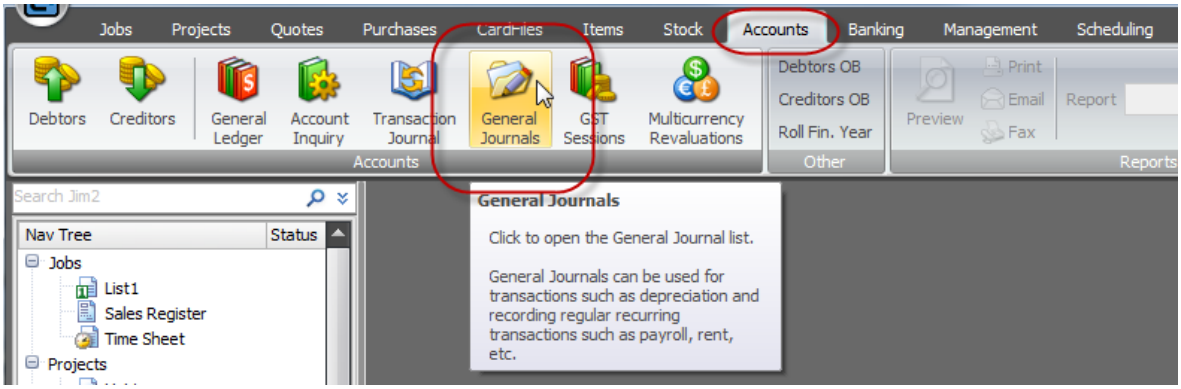
COGR	Stock	Increase Stock on Hand	Yes	
	COGS	Decrease Cost of Goods Sold		

Any Documents that are able to be unprinted or reversed will simply reverse the Debit and Credit entries of the original document transaction.

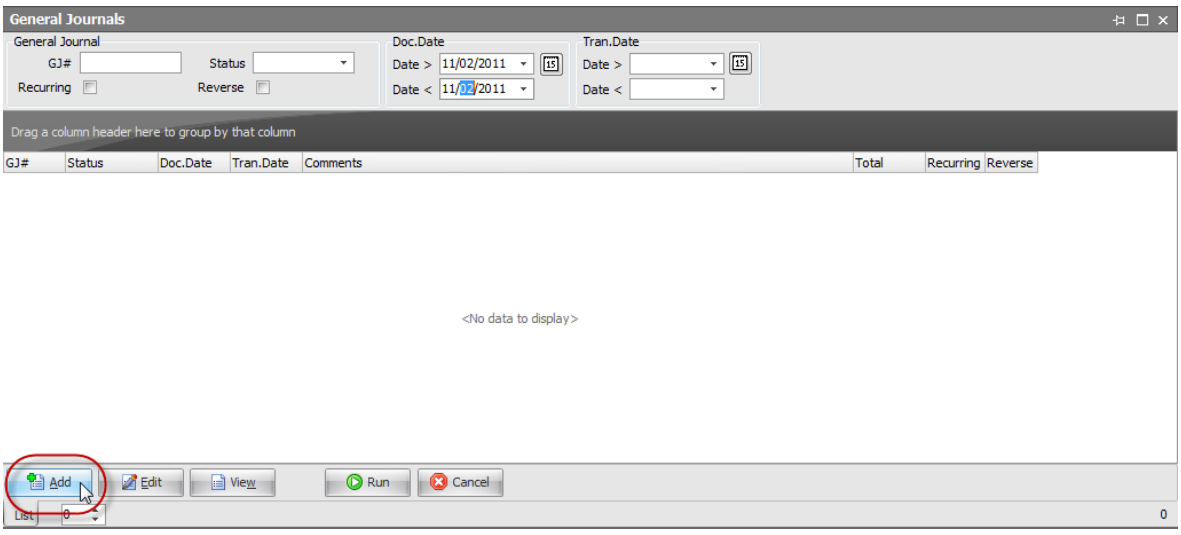
9.6 General Journals

This section provides an explanation on General Journal Entries.

General Journals can be accessed from the Accounts Tab > General Journals Icon >General Journal List> select Add at the bottom left.



Accounts Tab and General Journals Icon in Jim2



General Journals List - Add Button

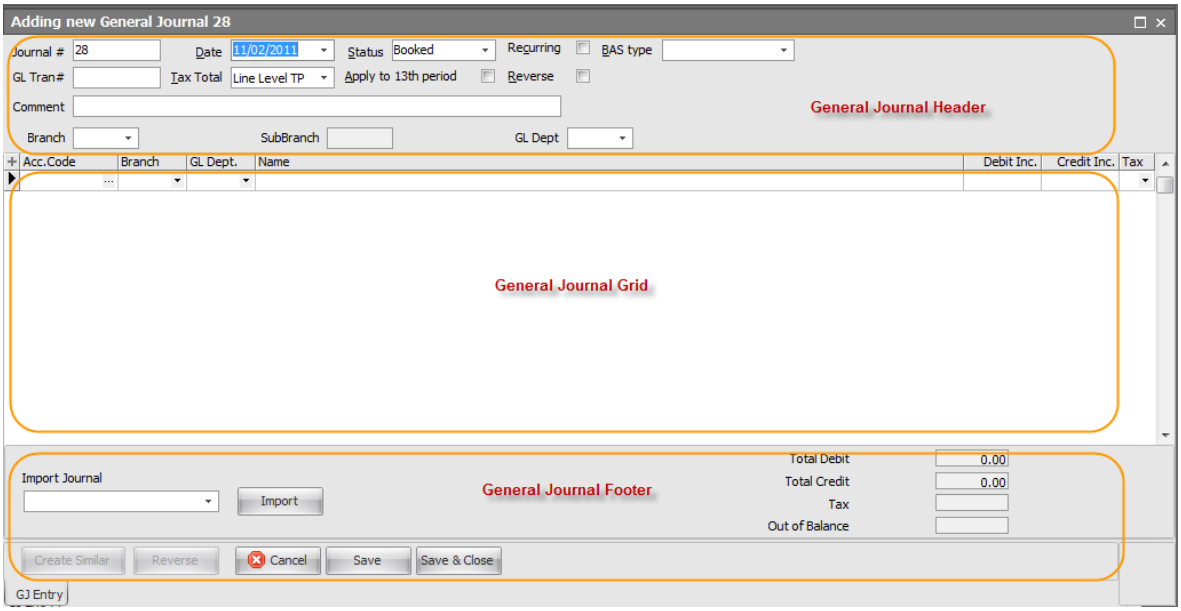
The General Journal (GJ) function in Jim2 is to record transactions which are not created by an activity within Jim2 such as a Job, Purchase or Chequebook transaction. Examples of GJ entries include:

- Entering a Payroll Journal into Jim2
- Entering end of year adjustments such as depreciation
- Entering movements between General Ledger accounts
- Entering direct debit/credit transaction from your bank statements
- Entering a BAS payment

The Jim2 General Journal Form is divided into the following areas:

- General Journal Header - includes all administration information about the General Journal
- General Journal Grid - includes all General Ledger account allocations
- General Journal Footer - includes all totals and buttons

A printed record of your transaction via the General Journal Report.



Jim2 General Journal Form

For more detailed instructions, refer to the General Journals - How Do I...? section.



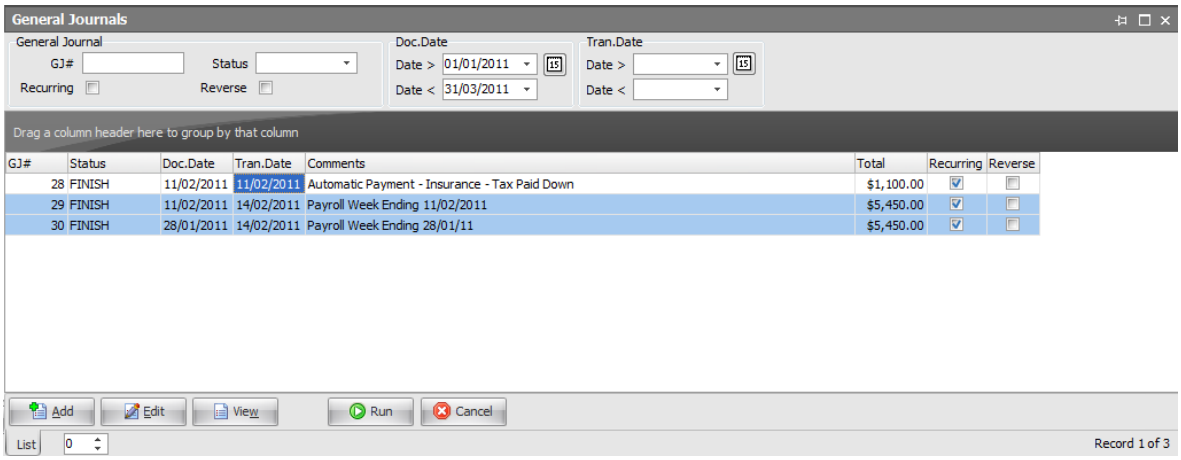
It is very important to establish appropriate Security settings for users accessing and/or editing information that directly affects your company financial records. General Journal Entries should only be used by users who understand the Debits and Credits within the General Ledger.

9.6.1 General Journal List

Creating a List executes a query on the Jim2 database and users can define that query by selecting which information they are looking for. The General Journal List has three primary functions within Jim2:

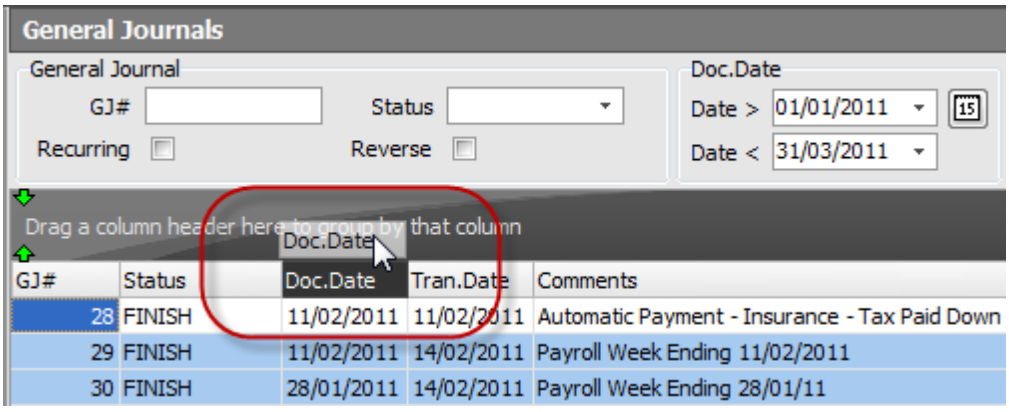
- To add new General Journals (refer to Adding a General Journal)
- To enable users find specific General Journals
- To provide a method of sorting General Journals by criteria

The General Journal List function allows users to search and filter using all the fields in the List Header, combined with date ranges (before, between, after this date, month, year). It is a very powerful tool - but very easy to use.



Jim2 - General Journal List

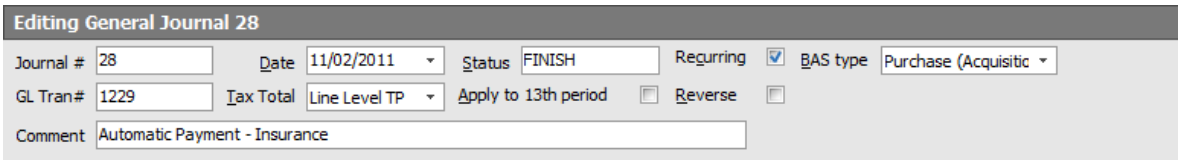
By combining criteria choices in the General Journal List selection, users can narrow choices. The search result (General Journal List) is displayed, and users can choose to view/edit one General Journal by clicking on the GJ#, or "drag and drop" column headers in the General Journal List to group results by that column contents.



Jim2 - Grouping a General Journal List

The blue highlighting on some entries in a General Journal list simply indicates that the Document Date (the date the entry impacts on your General Ledger accounts) and the Transaction Date (the date you entered the transaction into Jim2) are not the same.

9.6.2 General Journal Header



Jim2 - General Journal Header

The General Journal Header fields are explained below:

General Jnl#	The General Journal Number created by Jim2
GLTran#	The General Ledger Transaction # used in the Transaction Journal - created by Jim2
Date	The Date of the entry - the 'document' date you require, not the Transaction Date
Tax Total	How you wish to calculate your Tax Value - Tax Free Up or Tax Paid Down (Ex GST or Inc GST)
Status	When adding a General Journal the default status is Booked. A GJ has no effect on the General Ledger until Finished.
Apply the 13th	Tick this box if you wish an entry to be allocated to the 13th Period.
Recurring	Tick this box if you wish to flag this General Journal as a 'recurring' entry.
Reverse	Tick this box if you wish to reverse this General Journal at a later date.
BAS type	Sale (Supply) or Purchase (Acquisition) - You must select the BAS type for the General Journal. It is important you understand the transaction you are entering and where it reports on the BAS. The Purchase BAS type is used when entering transactions where you are spending money. Sales BAS type is used when recording money received. For further information on this, seek advice from your Accountant.
Comment	Enter a comment relative to this General Journal - any comment entered will be displayed in the Comments field in the Grid of an Account Enquiry, and in the Header of the entry in the Transaction Journal.
Branch	This is only enabled if you are using Branches.
SubBranch	This is only enabled if you are using SubBranches.
GL Dept	This is only enabled if you are using GL Departments.

You will see two dates in many areas of Jim2:

- The DOCUMENT date is the date that the transaction will impact on your General Ledger accounts.
- The TRANSACTION date is the date you entered the transaction into Jim2.

9.6.3 General Journal Details Grid



Jim2 - General Journal Details Grid showing view with 4 decimal places

The fields within the details grid are explained below:

Acc. Code	General Ledger Account Code
Branch	Select correct branch if you are using Branches
GL Dept	Select correct GL Dept

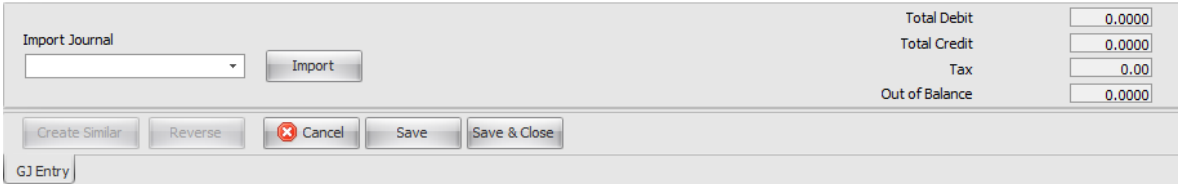
Name	The General Ledger Account Name

Depending on what Tax calculation method you have selected, it will vary which of these following value fields you will see. If you choose the Tax Free Up Tax Calculation, you will see the Tax Free fields only. If you chose Tax Paid Down Tax Calculation, you will only see the Tax Paid fields.

Debit Ex	Debit Value Tax Free (Ex GST)
Debit Inc	Debit Value Tax Paid (Inc GST)
Credit Ex	Credit Value Tax Free (Ex GST)
Credit Inc	Credit Value Tax Paid (Inc GST)

If you right click on the grid you also have the option of displaying and entering values as 4 decimal places.

9.6.4 General Journal Footer



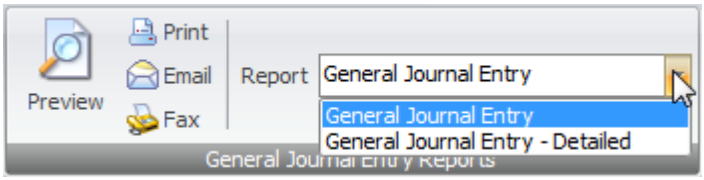
Jim2 - General Journal Footer

The fields within the General Journal Footer are explained below:

Total Debit	Total of Debit Column
Total Credit	Total of Credit Column
Tax	Amount of GST included in the General Journal
Out of Balance	An Out of Balance field will appear directly beneath the Total fields if the debit side does not balance with the credit side of the General Journal. The out of balance amount does not relate to the Tax value field under any circumstances.
Buttons	
Cancel	Cancel Adding or Editing the General Journal
Save	Save the General Journal but leave it in view mode
Save and Close	Save and Close the General Journal

9.6.5 General Journal Report

The General Journal Reports Toolbar provides a selection of either a General Journal summary or detailed report. Select the desired report from the drop-down Toolbar Menu, then select to preview, print, send via email or fax the report.



Jim2 - General Journal Reports Toolbar Menu

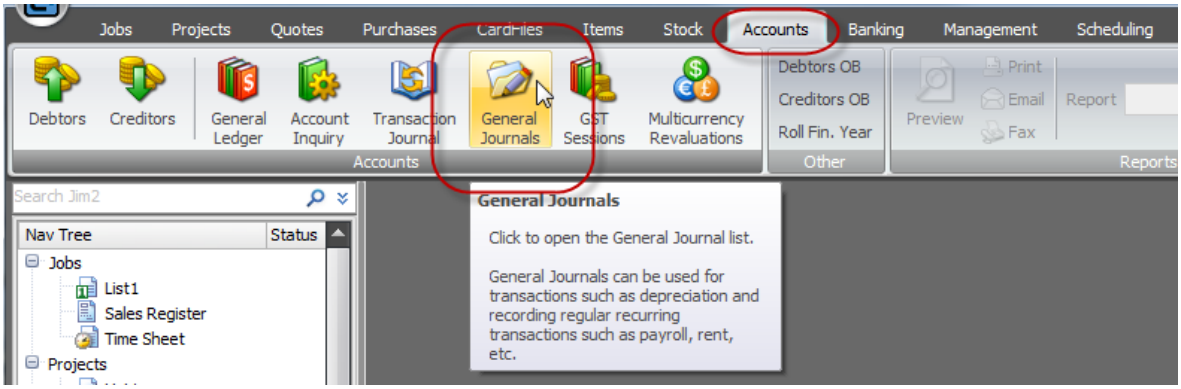
9.6.6 General Journal - How Do I ...?

This section of the manual answers the How do I? questions relating to the General Journal entry and function within Jim2. We will now walk through:

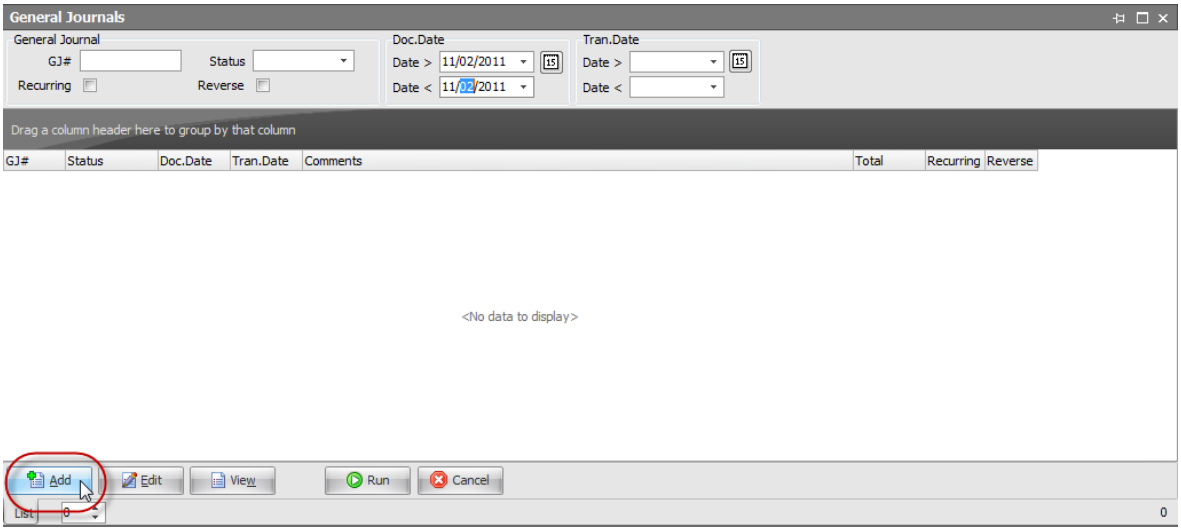
- Adding a General Journal
- Using Create Similar and Recurring General Journals
- Adding a Payroll General Journal
- Editing a General Journal
- Deleting/Reversing a General Journal.

9.6.6.1 Adding a General Journal

1. From the Accounts Tab > Click on the General Journals Icon > and click Add at the bottom left.

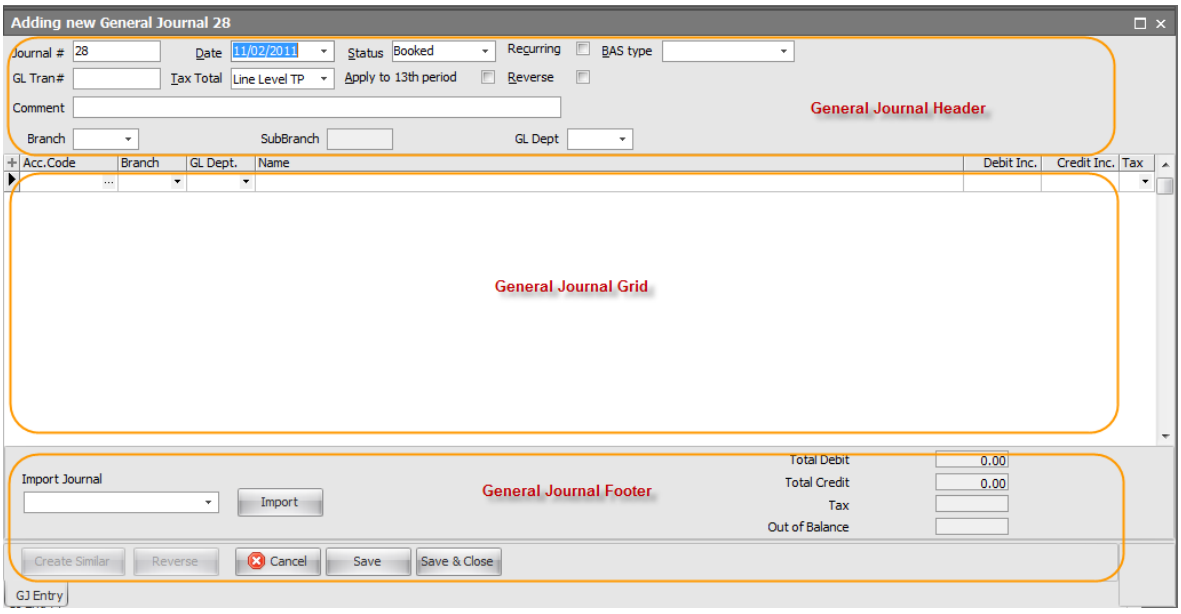


Jim2 Accounts > General Journals



Jim2 General Journals > Add

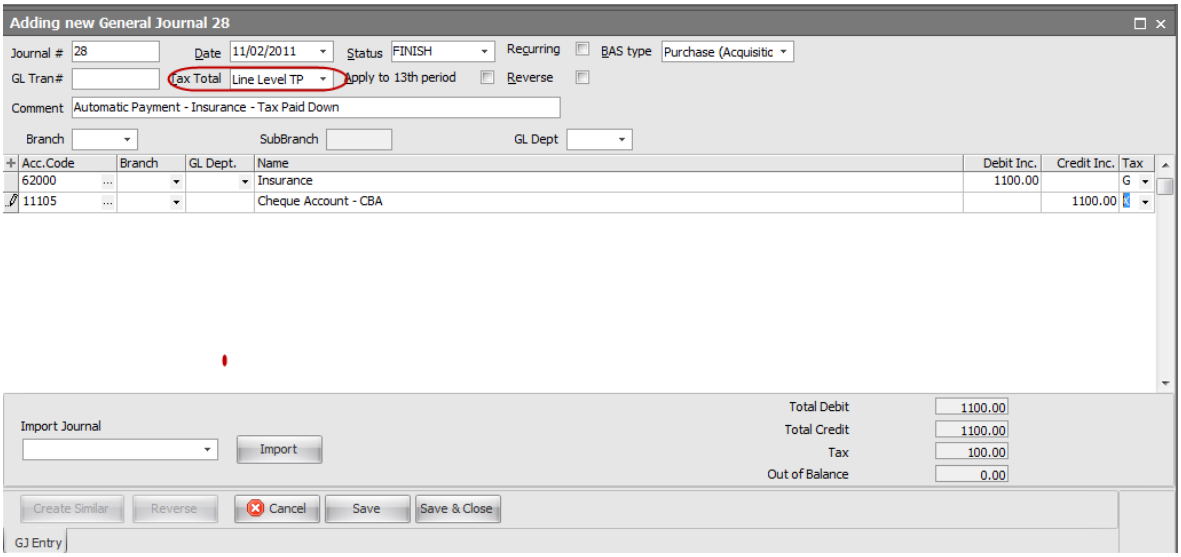
Complete all the required information in the General Journal Header and Details grid.



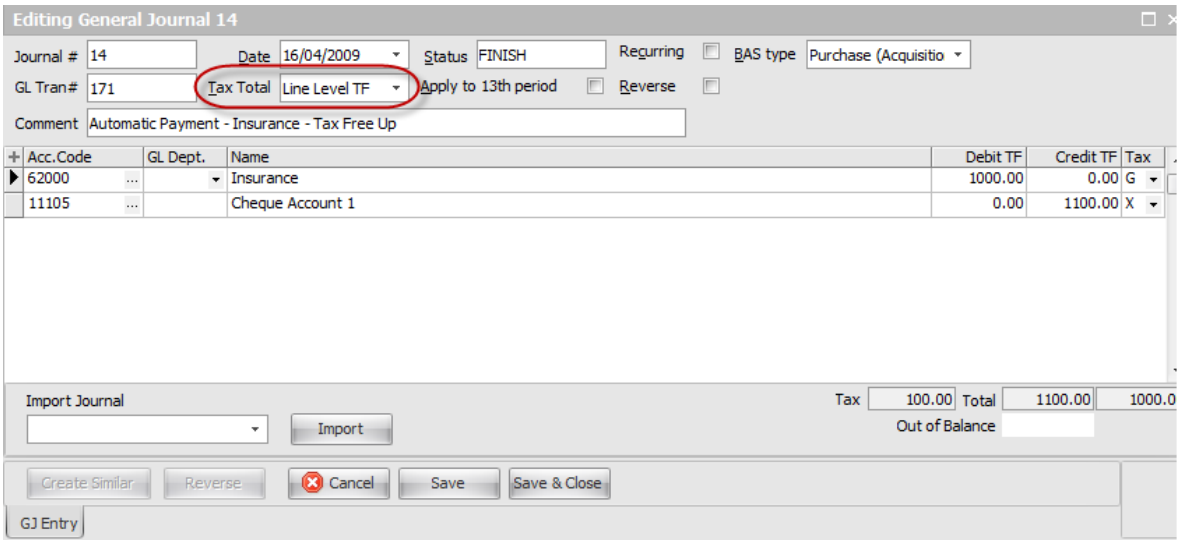
Jim2 General Journal - all fields

2. Select the Date of the General Journal. This is the 'document' date - the date you want this entry to impact on your General Ledger accounts.

3. Select the method you wish to use in relation to Tax Calculations - enter the Tax Free price and Jim2 will work out the Tax Paid or enter the Tax Paid price and Jim2 will work out the Tax Free for you.



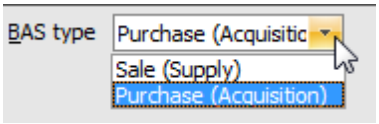
Jim2 General Journal - Tax Paid



Jim2 General Journal - Tax Free entry

If you are creating a General Journal for your Payroll entries, ensure that you use Tax Code P against Gross Wages and Salaries and Tax Code Q against the PAYG Liability, so these figures report correctly into W1 and W2 in GST Sessions. Jim2 will allow you to include entries using Tax Code G in the same General Journal as the wages. For example, if you pay 'Consultancy Fees' which incur GST at the same time as you run your payroll, you can include this information on the same General Journal.

4. BAS Type - make this selection very carefully as this selection alters your BAS report and also determines where the Tax Values go in the General Ledger - the Tax Collected or Tax Paid accounts.



Jim2 General Journal - BAS Type

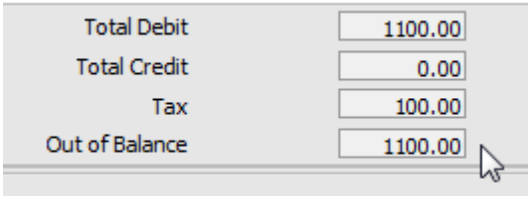
5. Enter a relevant Comment to this General Journal - this comment will be displayed in the Comments field in the grid of an Account Enquiry and in the Header for the Transaction Journal.

6. Select the General Ledger Account that this part of the General Journal relates to. You can enter as many detail lines into a General Journal as required.

7. Enter the '$-values' for each line of the General Journal. If you have chosen to calculate your values Tax Free Up you will only have access to the Tax Free field. Also once you have entered a value into the Debit field you will not have access to the Credit fields, as you can only enter a Debit OR a Credit per line (not both in 1 line).

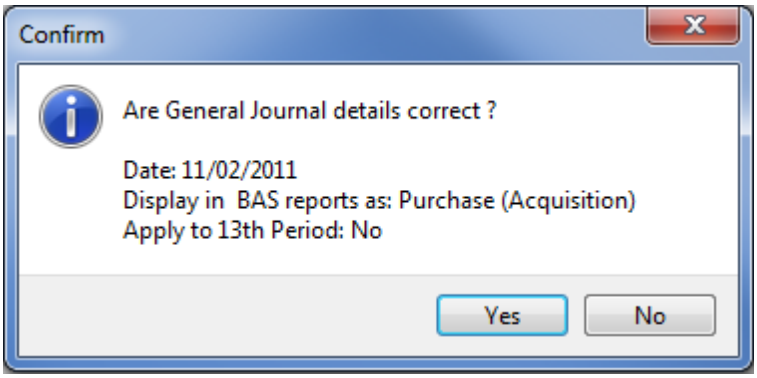
8. Use the drop down selection on each line to select the appropriate Tax Code - once again check that this is the correct code as this will adjust your GST Accounts and BAS Report. If you are unsure please seek advice from your Accountant.

9. To be able to Finish a General Journal all the values must balance between the Debit and Credit side of the entry. If they don't balance as you will see in the example below, you will not be able to save the General Journal. This out of balance amount is due to the fact that I have only entered the Debit side of the General Journal so therefore it has a value in the Out of Balance field.



Jim2 - General Journal Footer showing Out of Balance value

10. When you select either Save or Save and Close you will see the following message confirming the details of this General Journal prior to saving.

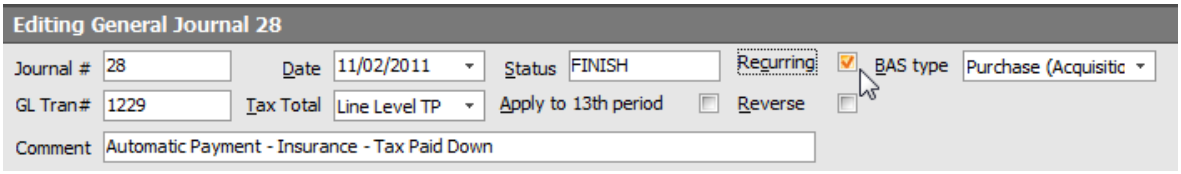


Jim2 - Saving a General Journal details Confirmation

9.6.6.2 Create Similar or Recurring General Journals

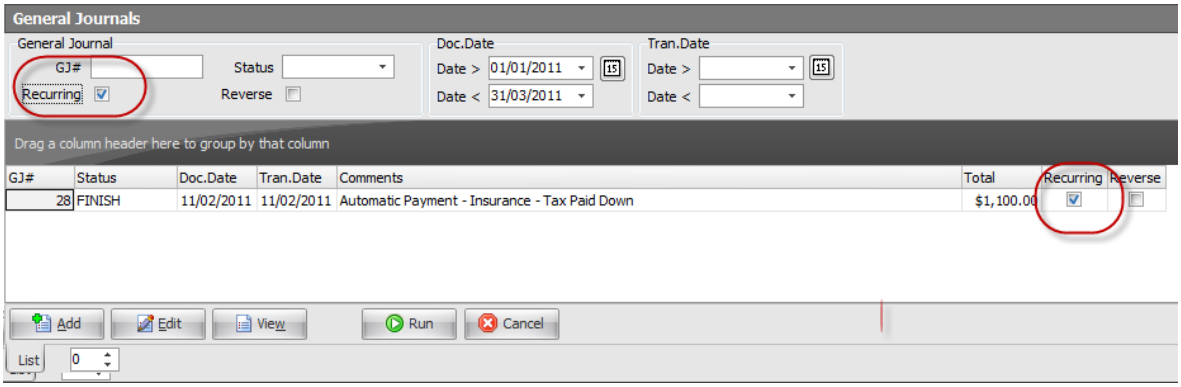
Some General Journals require entry on a regular basis, such as the Payroll Journal or monthly insurance payments. To save time, you can use the Recurring and Create Similar function in Jim2.

To do this, first tick the Recurring box in the General Journal Header of the Journal that requires regular entry.



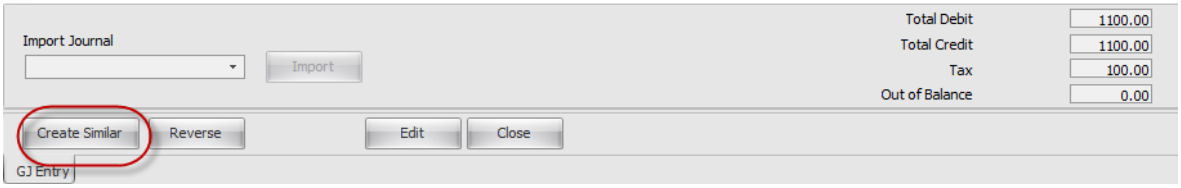
Jim2 - General Journal Header - Recurring

Now, go to General Journals from the accounts Tab > Tick the Recurring box in the list header > and Run the list. The list results will display all General Journals where the Recurring tick box has been selected. You can name and pin the list for future reference.



Jim2 - General Journal List

Double click on the General Journal you wish to make an entry for. You can use the Create Similar button at the bottom left to create a duplicate transaction and then edit the details as necessary such as date, amount or comments.



Jim2 - General Journal from Create Similar

9.6.6.3 Adding a Payroll General Journal

Jim2 does not include a Payroll Calculation engine. As such, you will need to move totals from your Payroll software and record the accumulations and liabilities of each payroll session in your corresponding Jim2 General Ledger accounts using a General Journal. For information on how to add a General Journal, please see the section on Adding a General Journal.

The TOTAL EXPENSE of the payroll is typically recorded in two accounts:

- Gross wages (net wages plus the tax component)
- Superannuation expense (Superannuation Guarantee Levy)

Therefore, your chart of accounts must include Wages and Superannuation Expense accounts.

The other side of the accounting equation also needs to be recorded. HOW the total expense was met (liability), which is typically recorded in three accounts:

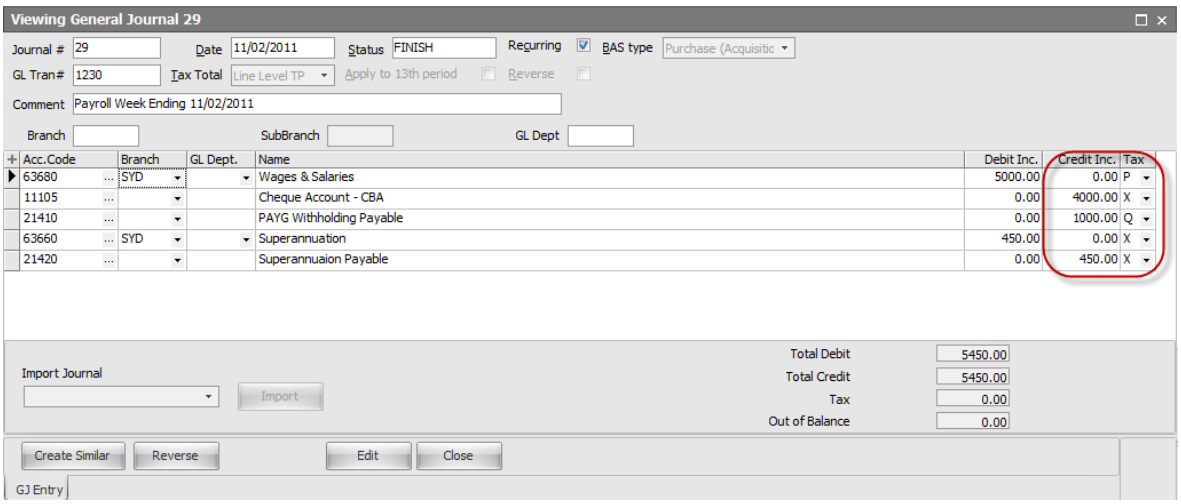
- The total amount of net wages or actual money withdrawn from the Bank Account (Asset) to pay everyone
- The total amount of PAYG Withholding (Liability) to be paid to the ATO
- The total amount of Superannuation (Liability) to be paid into your employee's SuperFunds

Therefore, your chart of accounts must include the Bank, PAYG Withholding and Superannuation Asset and Liability accounts.



It is very important that you use the appropriate tax codes for Wages & Salaries (P), PAYG Withholding Payable (Q), Superannuation expense, liability and money from the bank account (X). These tax codes determine the values that in turn appear in your Jim2 GST Session on the Summary Tab and the PAYG Tab.

A completed Payroll Journal example is displayed below.

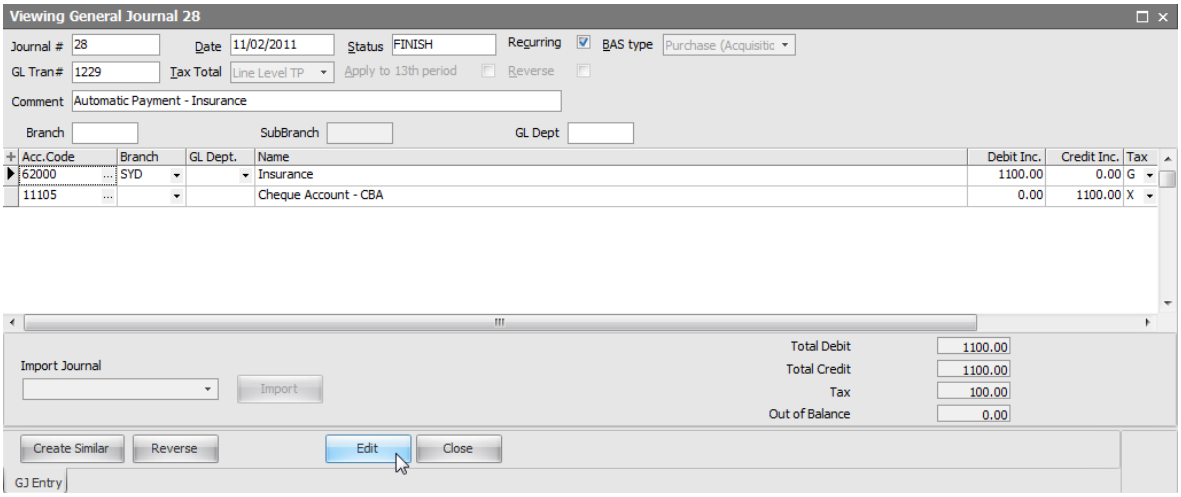


Jim2 - Sample Payroll General Journal

9.6.6.4 Editing a General Journal

You can Edit a General Journal by locating it in General Journal List and selecting the Edit button.

You can edit any of the information contained within a General Journal.



Jim2 - Edit a General Journal

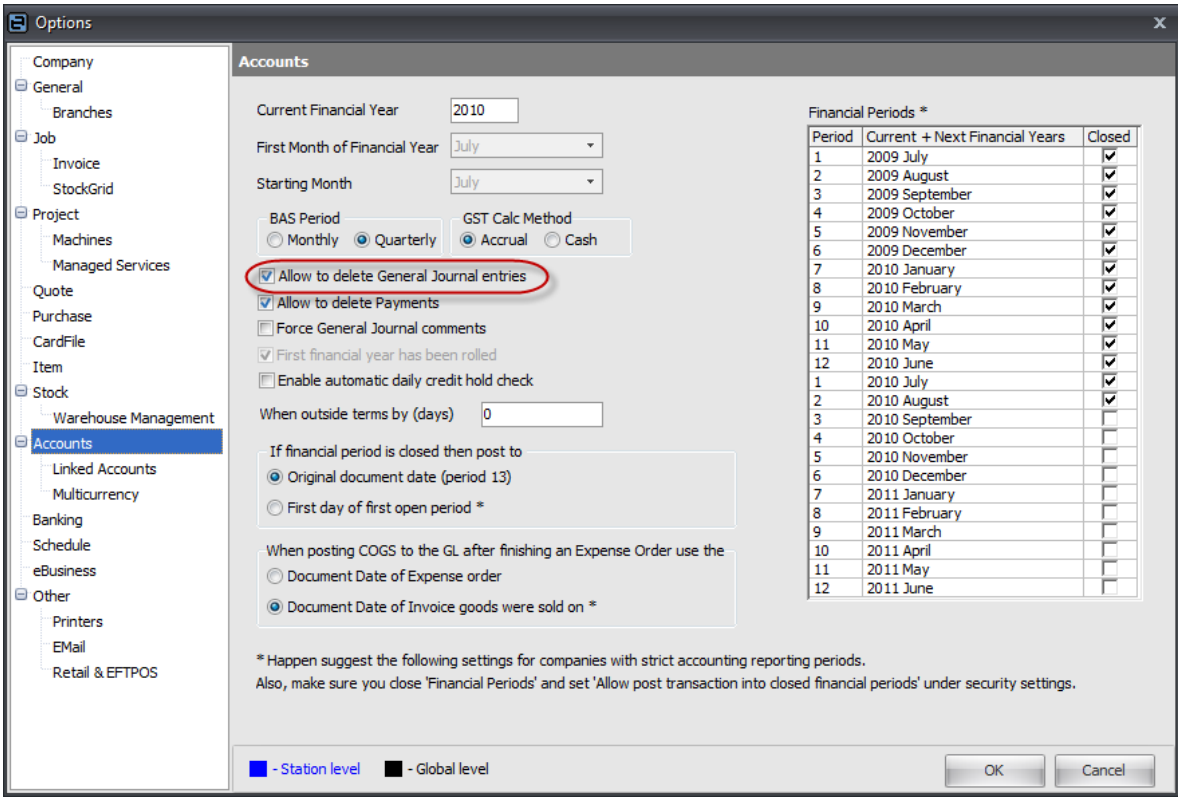
You may NOT Edit a General Journal if:-

- The Period of that General Journal is closed.
- The General Journal is in a previous Financial Year.
- Part or all of the Transaction has been reconciled in a Bank Reconciliation or a GST Session.

9.6.6.5 Deleting/Reversing a General Journal

Deleting and reversing a General Journal (GJ) in Jim2 must always be done cautiously.

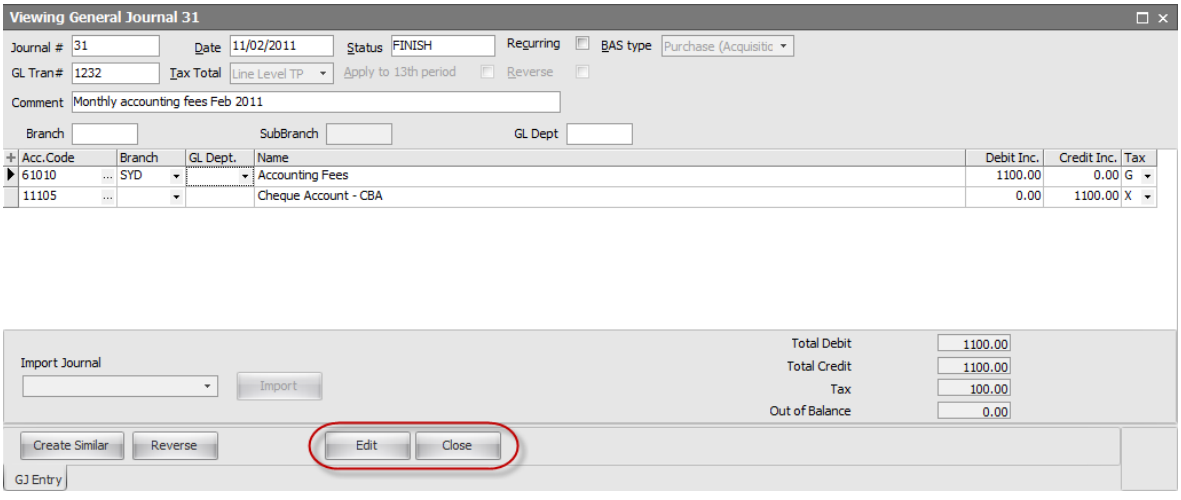
The ability to delete a GJ must be configured in Tools > Options > Accounts and is also controlled by the user's security settings.



Jim2 Options > Accounts Screen > Allow to Delete General Journals

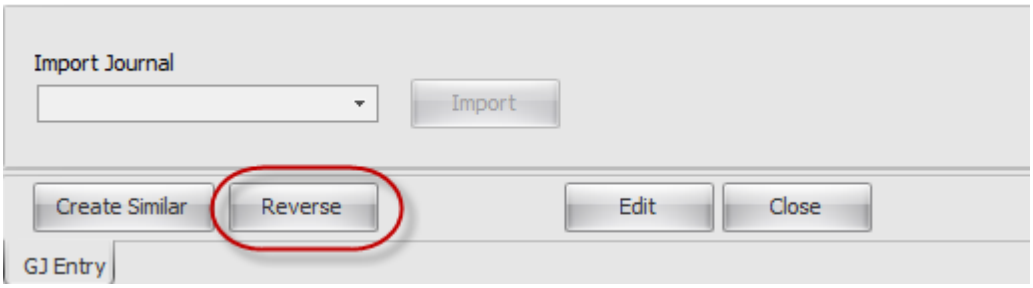
Deleting General Journals

1. Open the GJ you wish to delete in View Mode i.e. you will see the Edit and Close buttons at the bottom of the GJ screen. Do NOT click Edit.



Jim2 - Viewing General Journal

2. Click on the Reverse button to initiate the GJ reversal.

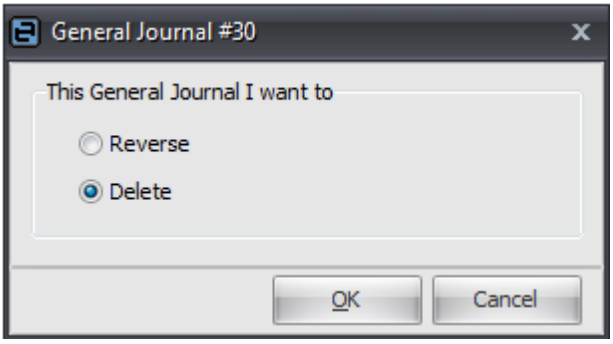


Jim2 - General Journal Reverse Button

3. You will then be asked to select whether you wish to Reverse or Delete the selected GJ.

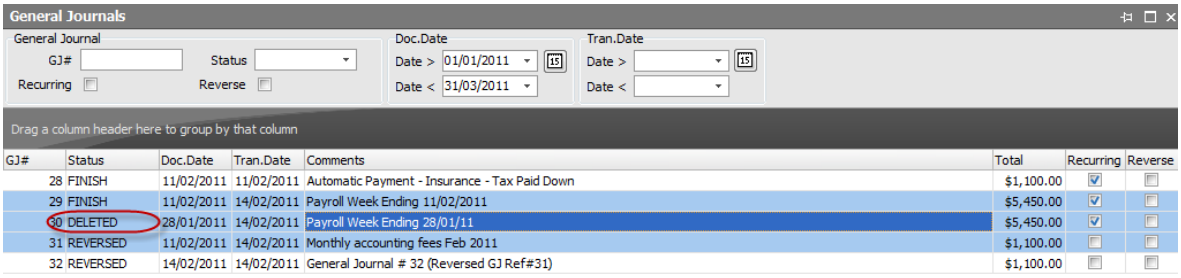
Remember, you must have Options > Accounts > Allow to Delete General Journal Entries ticked in order to complete this task.

4. Select the Delete option.



Jim2 - General Journal Delete

5. Clicking OK will delete the GJ from the General Ledger Transaction Journal, however, the transaction history will remain. All deleted transactions have a status of Deleted and are still available to view, but are shown as DELETED when viewed in a list.



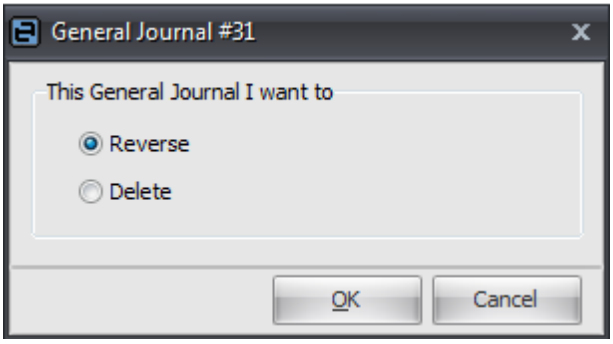
Jim2 - Deleted General Journal

Reversing General Journals

1. Open the GJ you wish to reverse in View Mode i.e. you will see the Edit and Cancel buttons at the bottom of the GJ screen. Do NOT click Edit.

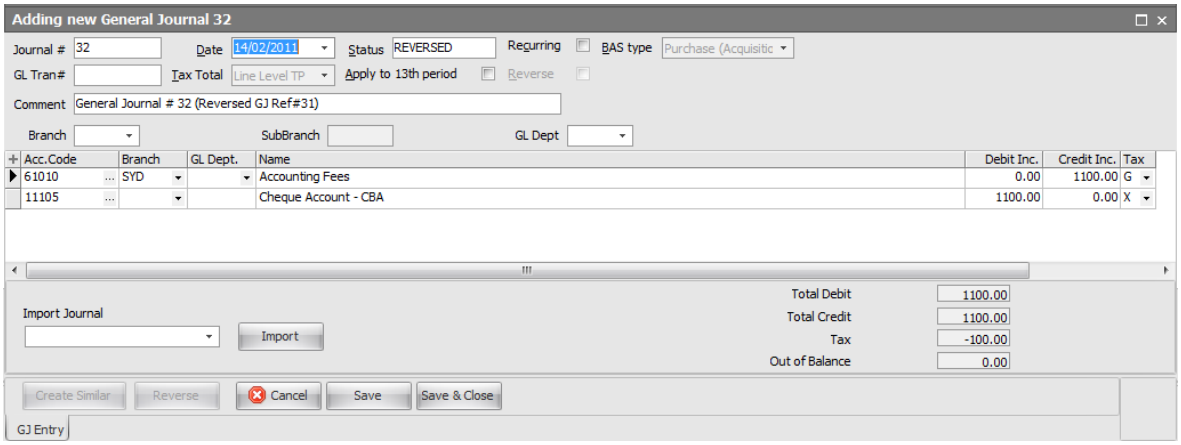
2. Click on the Reverse button to initiate the GJ reversal.

3. Select the Reverse option.



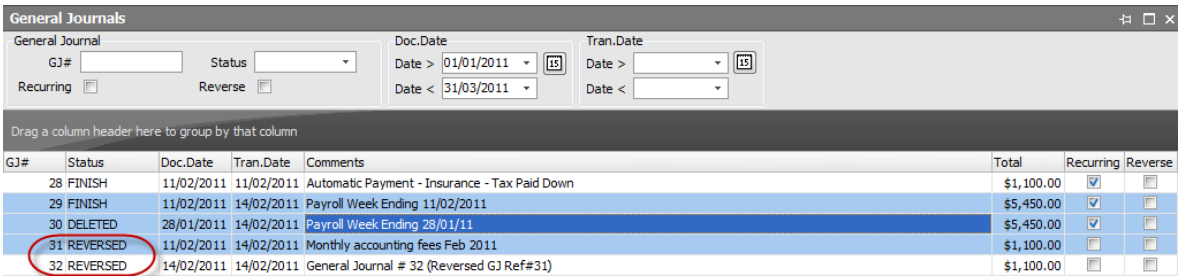
Jim2 - General Journal Reverse

4. A reversing General Journal will automatically be created by Jim2. Check and confirm the date of the reversal, and then either Save or Cancel the Reversing General Journal.



Jim2 - Reversed General Journal

The General Journal will still be available to view, and both the original GJ and the reversing GJ will be shown as REVERSED when viewed in a list.

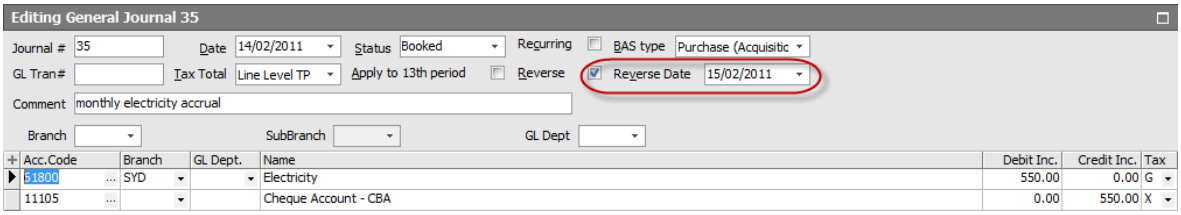


Jim2 - Reversed General Journal

Reverse Tick-Box and Reverse Date

To reverse a GJ you must always view the GJ and click on the Reverse button at the bottom of the GJ screen. This is the only way to complete a GJ reversal.

The Reverse tick box acts ONLY as an identifier to mark the GJ for a future reversal. That is, you can create a List of GJ's that have been marked to be reversed. Once you have ticked the Reverse box, the Reverse Date field appears, which allows you to nominate a date for this GJ to be reversed. Completing the actual GJ reversal must be done manually.



Jim2 - General Journal Reverse Selection

- You cannot Reverse a Reversed General Journal. You have to add another General Journal to 'reverse' the reversed journal.
- If you add General Journals that you know will need to be reversed at a later date, at the time of adding the General Journal tick the reverse tick-box and set the reversing date to minimise date errors.
- If you Reverse a General Journal and the Period of that General Journal is closed you will be asked if you wish to place the Reversing Transactions into the 13th Period.

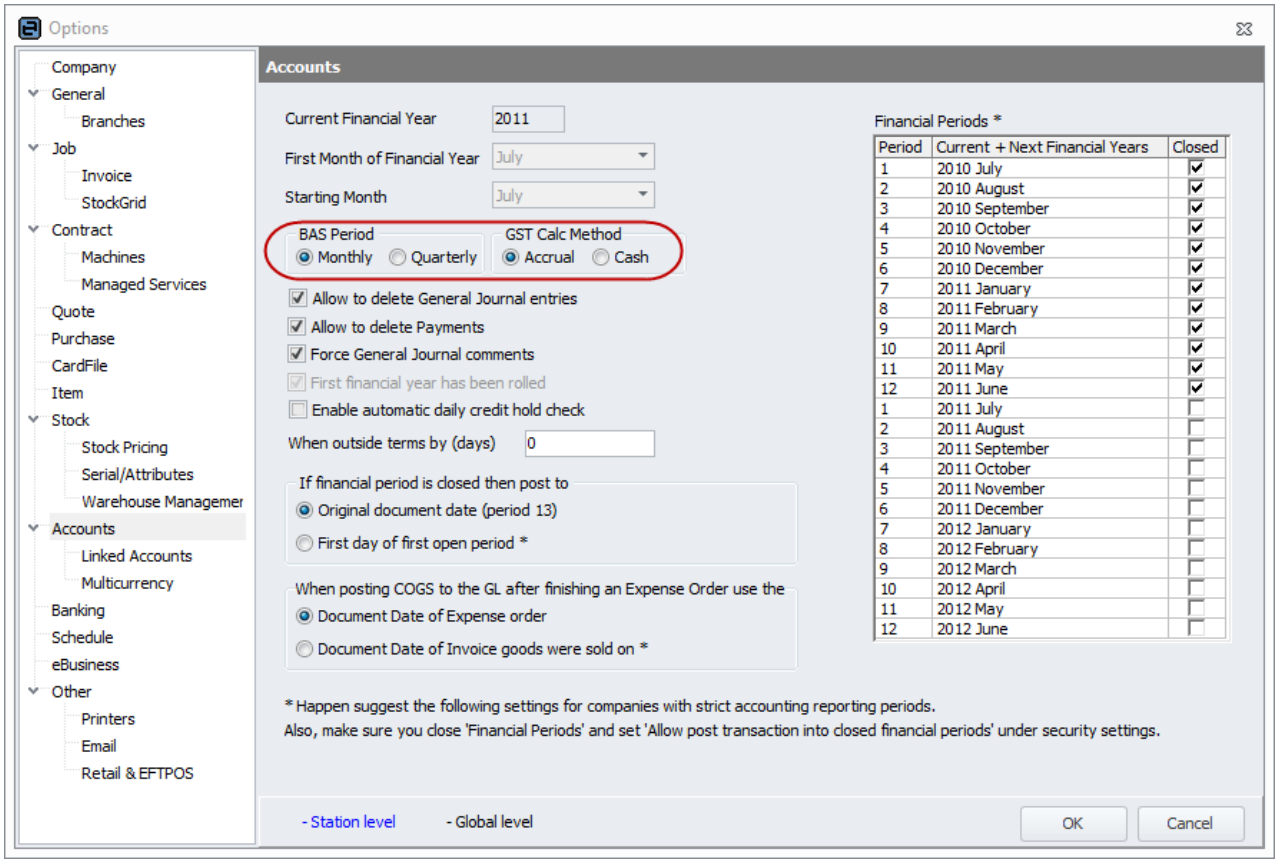
9.7 GST Sessions and the BAS

GST Sessions is the means of selecting the transactions to report on your BAS, and all transactions you enter into Jim2 appear in GST Sessions. How and if they are to be reported in your BAS depends on the Tax Codes used in the Transactions (refer to Tools —> Setups —> Tax Codes for more information). Once completed, each GST Session is reconciled and the transactions are flagged with the GST session number they were included in.

Jim2 is an accrual accounting system, however it allows GST reporting on either a Cash or Accrual basis.

For more information on Cash or Accrual GST reporting, please visit the Australian Taxation Office website, by clicking: Australian Taxation Office - Cash and Non-Cash Accounting

You must configure your GST reporting basis in Tools>Options> Accounting> BAS Period and GST Calc Method.



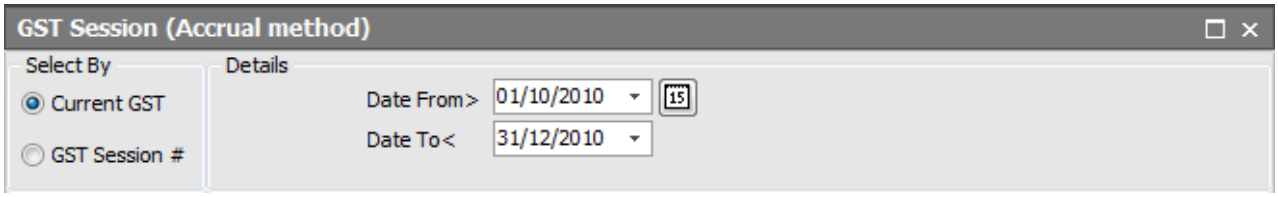
Jim2 - GST Reporting Basis Configuration

To access GST Sessions, go to the Accounts Tab on the Ribbon and click on the GST Sessions Icon.



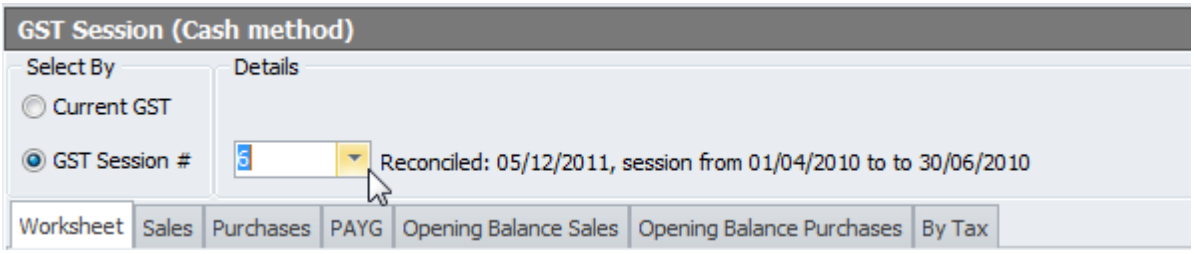
Jim2 - GST Sessions Icon

The default view when you access GST Sessions is 'Current GST', and the date range will reflect the expected Current BAS period. You can manually select the date range as required. You must ensure that the previous GST Session has been reconciled before commencing a new one.



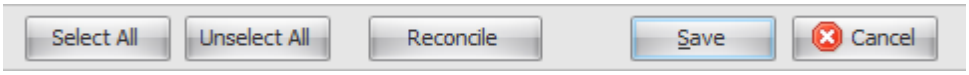
Jim2 - GST Session Header - Current GST

By clicking on GST Session# in the 'Select By' area, you are able to select and open previously reconciled GST Sessions.



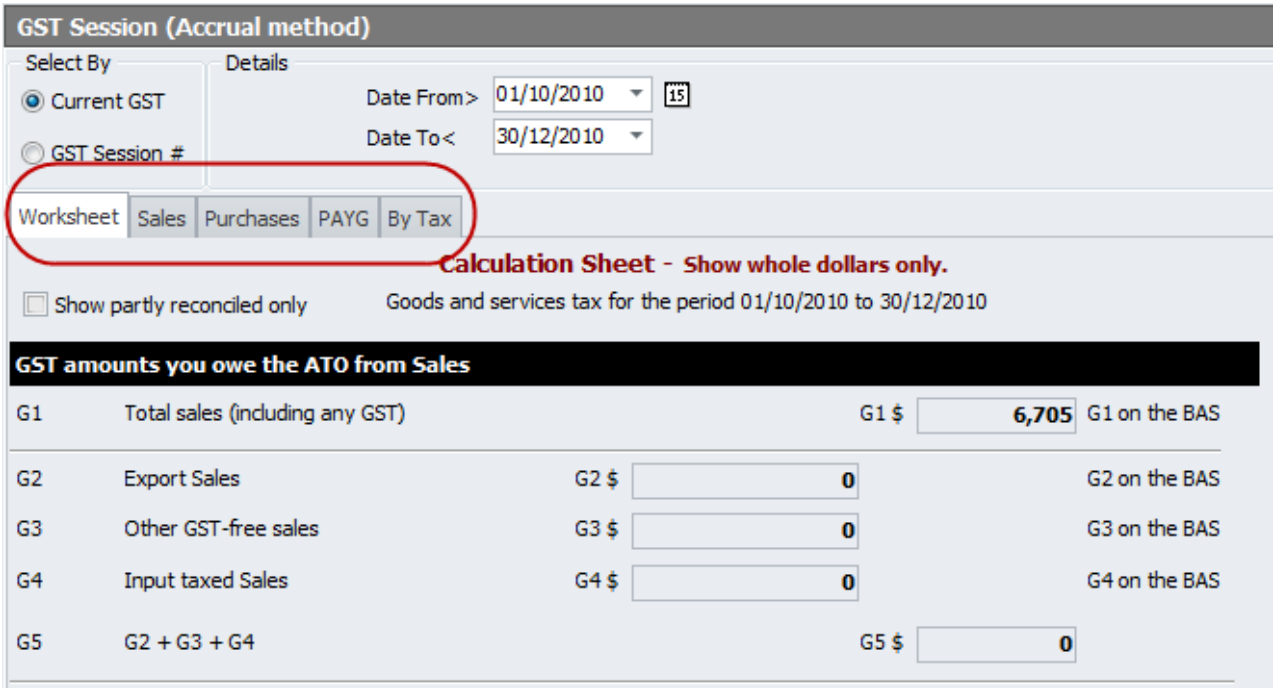
Jim2 - GST Session Header - GST Session #

To commence a GST Session, ensure you have selected the required date range, then click on the Edit button. The GST buttons are:



Jim2 - GST Session Buttons

The Accrual GST Session contains five Tab Headings: Worksheet, Sales, Purchases, PAYG and By Tax (the Cash GST Session contains seven tab headings as there are two additional tabs for Opening Balance Sales and Opening Balance Purchases - refer to the section on Completing a GST Session: Cash Method for further information).



Jim2 GST Session - Tab Display

The BAS period nominated in Options determines the dates displayed in the GST Session. These dates can be changed manually by the User. For example, if you report GST on a quarterly basis and PAYG Withholding on a monthly basis, you can narrow the date range in the GST session.

The purpose of the GST Session (Cash or Accrual) is to select (or tick off) all transactions associated with a certain BAS period. These selected transactions are "Reconciled" and then form a unique GST Session (with a sequentially allocated session number) from where all included transactions can be viewed, by selecting a particular session number. For example, if your Go-Live date for Jim2 was 1/07/2010 and you report GST on a quarterly basis, GST Session # 1 will contain all transactions relating to 1/7/2010 - 30/09/2010. Reconciled transactions will no longer appear in the current GST Session.

Any backdated transactions that are entered after the GST Session for the relevant period has been completed, will automatically be included in the next GST Session.

You must reconcile each GST Session once you complete and lodge your BAS or the saved transactions will automatically be included in your next GST Session.

For information on how to use GST Sessions when completing your BAS, refer to:

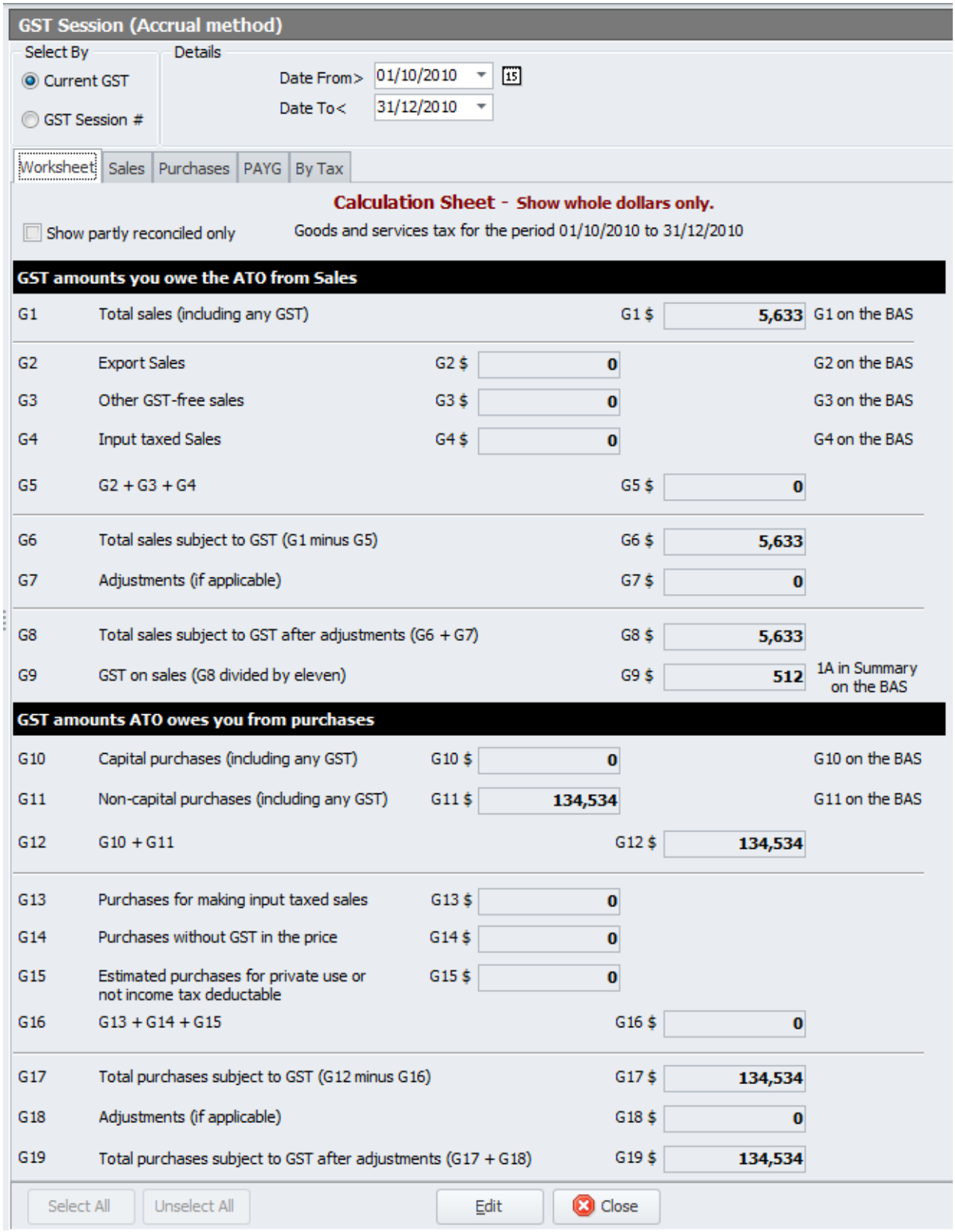
- GST Sessions Accrual Method
- GST Sessions Cash Method
- IAS Monthly PAYG Lodgement
- Initial GST Session

9.7.1 GST Session: Worksheet Tab

The GST Worksheet Tab includes a range of fields that form your GST Calculation Worksheet. Each field is labelled with codes equivalent to those that appear on your ATO issued BAS Statement, as displayed below. Most of the Worksheet Tab values are calculated from the transactions you have selected to include in a GST Session, and are based on the Tax Codes allocated in every transaction in Jim2. Therefore all tax code

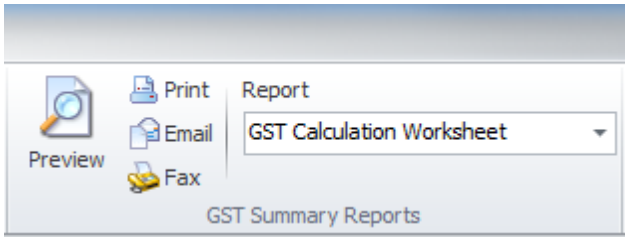
allocations must be selected with careful consideration.

For more information on the Tax Codes used in Jim2, see Setup Screens —> Tax Codes.



Always take a few minutes to review the figures in your Worksheet before completing your BAS. Do they look correct? Are there any values in fields where there should not be values, such as G2 when you do not have any export sales?

From the Worksheet Tab, you can print a hard copy of the GST Calculation Worksheet report and transfer your figures to your BAS.



Jim2 GST Session Worksheet Tab - Report Menu

Jim2 can calculate a BAS on a MONTHLY or QUARTERLY basis using either the CASH or ACCRUAL method. For more information on how to configure the GST calculation basis see the section on GST Sessions and the BAS. Your calculation basis is normally provided to you by the Australian Taxation Office (ATO).

You or your Company Accountant will have registered your business with the ATO advising them of your business activity. You will have the option of lodging the BAS as a written document or as an electronic form. Your BAS layout will differ depending on which taxes are applicable to your registration, and when they are actually payable.

For businesses who lodge a monthly Instalment Activity Statement (IAS) for PAYG Withholding on wages, please see the Help section on IAS Monthly PAYG Lodgement.

GST amounts you OWE the ATO from Sales

Field	Description	Source
G1	Total Sales (invoiced) and any additional income	Jim2
G2	Any of those sales that were Export Sales (no GST)	Jim2
G3	Any of those sales that were Other GST free sales	Jim2
G4	Any of those sales that were Input taxed sales (no GST)	Jim2
G5	Total of Sales that did NOT include GST (G2+G3+G4)	Jim2
G6	Total of Sales subject to GST (G1–G5)	Jim2
G7	This is for manually calculated adjustments as advised by your accountant.	Other
G8	Total Sales subject to GST after Adjustments (G6 + G7)	Jim2
G9/1A	GST on Sales (G8 divided by eleven)	Jim2

The amounts for G1, G2, G3, G4, G5, G6 and G8 are automatically calculated in the Worksheet Tab of your GST Session. You can view the details of these values in the Sales Tab and By Tax Tab of the GST Session.

GST amounts the ATO owes you from Purchases

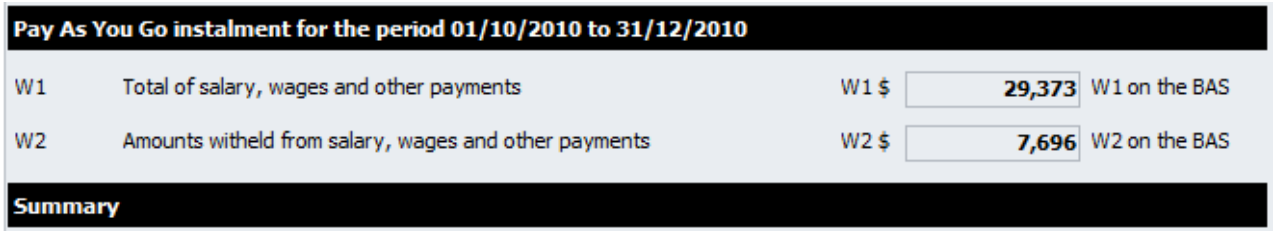
Field	Description	Source
G10	Capital Purchases (including GST)	Jim2
G11	Non-Capital purchases (from Jim2 Purchase Orders)	Jim2
G12	Total of all GST inclusive Purchases (G10+G11)	Jim2
G13	Purchases for making input taxed sales	Jim2
G14	GST free purchases	Jim2
G15	Estimated purchases for private use or purchases that are not income tax deductible	Jim2
G16	Total of all purchases that do not include GST (G13+G14+G15)	Jim2
G17	Total purchases subject to GST (G12-G16)	Jim2
G18	This is for manually calculated adjustments as advised by your accountant.	Other
G19	Total Purchases subject to GST after adjustments (G17+G18)	Jim2
G20/1B	GST on Purchases (G19 divided by eleven)	Jim2

The amounts for G10, G11, G12, G13, G14, G15, G16, G17 and G19 are automatically calculated in the Worksheet Tab of your GST Session. You can view the details of these values in the Purchases Tab and By Tax Tab of the GST Session.

PAYG Tax Withheld (from Wages) amounts you owe the ATO

Field	Description	Source
W1	The total of all Salary and Wages recorded (gross amount)	Jim2
W2	The total of all (PAYG) tax withheld (from W1)	Jim2
W3	Other amounts withheld (excluding any amount shown at W2 or W4)	Other
W4	Any GST withheld where no ABN is quoted by a supplier	Jim2
W5/4	The Total amount of PAYG withheld (W2+W4 +W3)	Jim2

The amounts for W1 and W2 are automatically calculated in the Worksheet Tab of your GST Session. You can view the details of these values in the PAYG Tab and By Tax Tab of the GST Session.



Jim2 —> GST Sessions —> Summary Tab —> W1 and W2

PAYG Income Tax Instalment

There are several options for paying your PAYG Income Tax Instalment. You either pay an Instalment Amount (written at T7 on your BAS) issued by the ATO or you can calculate your PAYG Instalment using income times rate (written at T1 / T2 / T11). You need to calculate this amount manually, based on the income for the period which is reported on the Profit & Loss report x % rate advised by the ATO.

- The T1 value is derived from the total reportable income eligible for Instalment Tax
- T2 is an ATO issued rate, expressed as a percentage (can be varied if required)
- T11 is your calculated instalment (income x % rate)

Jim2 is able to calculate specific taxes for you, depending on the activity your business is involved in. The BAS frequency, Tax Types and Tax Codes you have selected in the Jim2 Options and Setups are used to create the totals you will enter in specific fields on your BAS form. Simplified BAS Summary reports and detailed BAS Support Documents are available in Jim2 but are suited to the ACCRUAL method ONLY.



Reportable amounts on your BAS such as PAYG Instalment Income Tax, Fringe Benefits Tax, and Wine Equalisation Tax must be calculated on a manual basis.

The following fields in the Summary section of the Worksheet Tab are editable, allowing you to enter your manually calculated liabilities so they are included in the calculated totals in 8A and 8B:

- Field 5A - PAYG income tax instalment
- Field 6A - FBT instalment
- Field 7 - Deferred company/fund instalment

The **GST Session Worksheet Summary** is effectively telling you two things: Amounts you owe the ATO and Amounts the ATO owes you.

Summary

Amounts you owe the ATO			Amounts the ATO owes you		
GST on Sales	1A $	512	GST on purchases	1B $	12,230
Wine Equalisation Tax	1C $	0	Win equalisation tax refundable	1D $	0
Luxury car tax	1E $	0	Luxury card tax refundable	1F $	0
PAYG tax witheld	4 $	7,696			
PAYG income tax instalment	5A $	0	Credit from PAYG instalment	5B $	0
FBT instalment	6A $	0	Credit from FBT instalment variation	6B $	0
Deferred company/fund instalment	7 $	0			
GST deferred on imported goods	7A $	-100			
1A + 1C + 1E + 4 + 5A + 6A + 7 + 7A	8A $	8,108	1B + 1D + 1F + 5B + 6B	8B $	12,230

Amounts you OWE the ATO made up of:

Field	Description	Source
1A:	Any GST you have collected via Sales (Invoices) or Income	Jim2
1C:	Any Wine Equalisation tax you have collected via Sales	Other
1E:	Any Luxury Car tax you have collected via Sales	Jim2
4:	Any PAYG tax Withheld (W2+W4+W3)	Jim2
5A:	Any PAYG income tax instalment that is due (either T7 or T11)	Other
6A:	Any FBT instalment that is due (F3)	Other
7:	Any deferred company/fund instalment that is due	Other
7A:	Any GST deferred on imported goods	Jim2
8A:	The total of all of the above	Jim2

Amounts the ATO owe you made up of:

Field	Description	Source
1B:	Any GST you have paid via Purchases	Jim2
1D:	Any refundable Wine Equalisation tax	Other
1F:	Any refundable Luxury Car tax	Jim2
5B:	Any credit PAYG income tax instalment variation	Other
6B:	Any credit from FBT instalment variation	Other
8B:	The total of all of the above	Jim2
9:	Payment or Refund?	Jim2

If the amount at 8A is more than 8B this amount is payable to the ATO

If the amount at 8A is less than 8B this amount is refundable to you (or offset against other tax debt you have).

If you have any further questions or require any clarification regarding the GST and the BAS Report - please contact your Accountant or the Australian Taxation Office.



The GST Reports found under Management Reports pre-date the introduction of GST Sessions and were designed for ACCRUAL method ONLY. All transactions are automatically included to calculate your liability and these reports do not "reconcile" transactions. These legacy GST reports have been renamed as reportname(old). **Happen advises you to use GST Sessions to calculate your GST liability.**

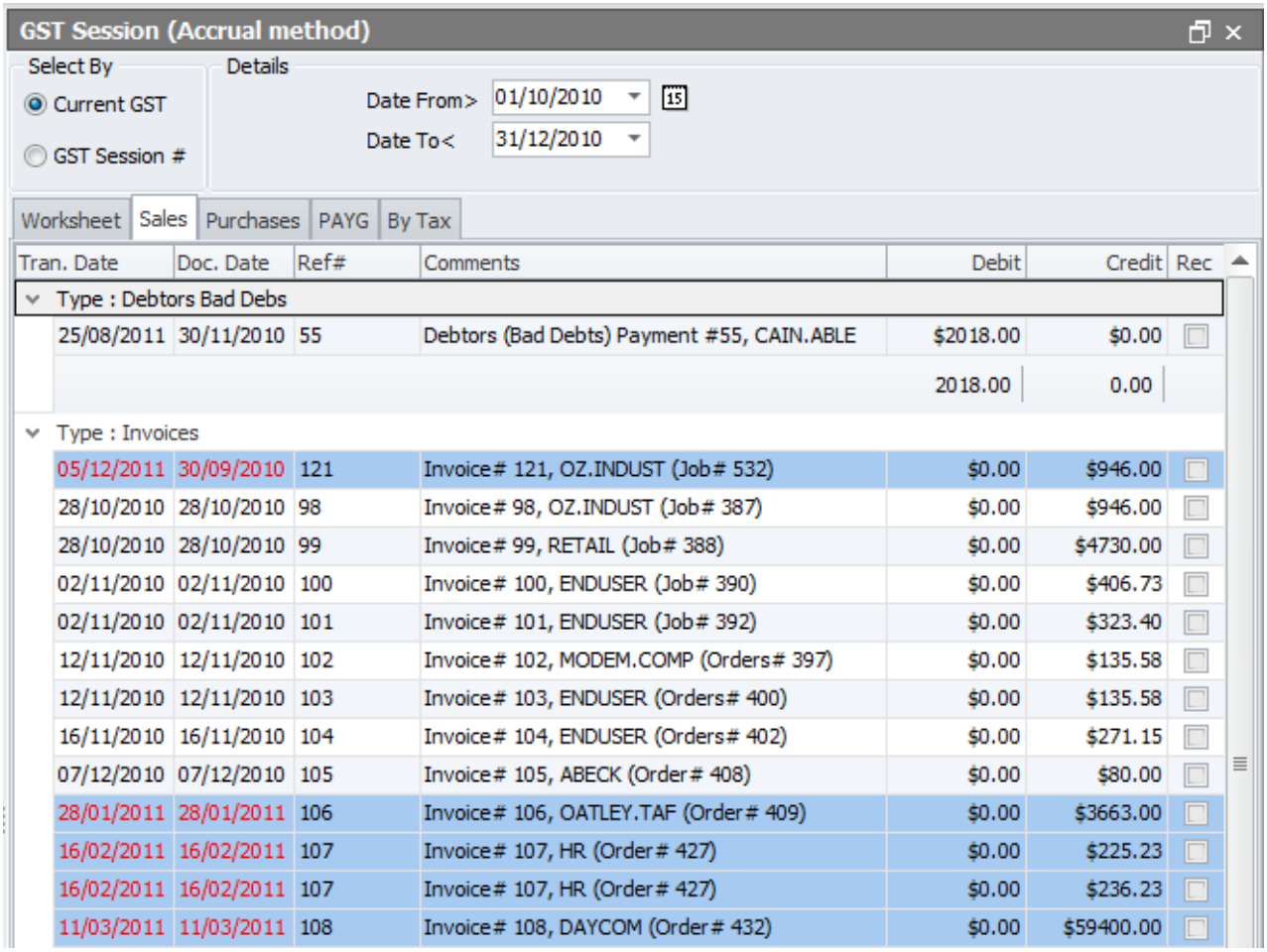
9.7.2 GST Session: Sales Tab

Each time the GST Session is accessed (Accounts > GST Sessions), it will open up on Current GST at the Sales Tab. The Sales Tab consists of a grid containing a listing of all Sales invoices and transactions that have been nominated as a BAS Type of Sales. Transactions displayed here have not been included in a previously reconciled GST Session.

The fields within the details grid are:

Tran Date	Date the transaction was entered into Jim2.
Doc Date	Date of the actual document.
Ref#	The document number, e.g., the invoice number.
Comments	Description of the document entered into Jim2, or the comment entered onto a General Journal.
Debit	Debit Value including any GST.
Credit	Credit Value including any GST.
Rec	When selected to be included in a GST session, this box will contain a tick.

In the examples below, we can see different types of Sales related transactions in Jim2 that are both within the specified date range, and outside the specified date range. Those transactions outside the specified date range have a blue background with the date in red font, whereas those within the date range have a white background and black font. Once ticked as selected the transactions are highlighted with a green background.

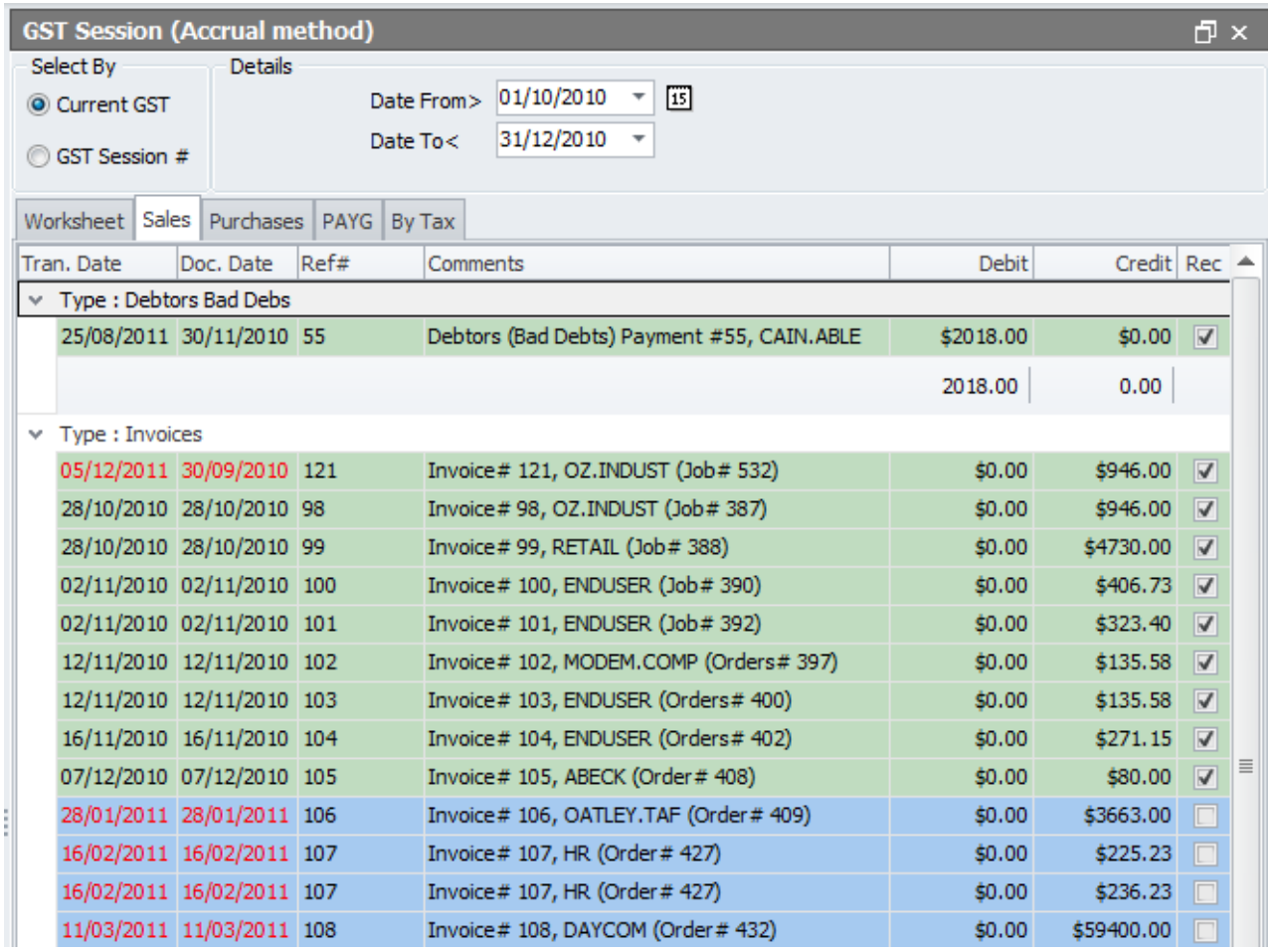


Tran. Date	Doc. Date	Ref#	Comments	Debit	Credit	Rec
Type : Debtors Bad Debs						
25/08/2011	30/11/2010	55	Debtors (Bad Debts) Payment #55, CAIN.ABLE	$2018.00	$0.00	
				2018.00	0.00	
Type : Invoices						
05/12/2011	30/09/2010	121	Invoice# 121, OZ.INDUST (Job# 532)	$0.00	$946.00	
28/10/2010	28/10/2010	98	Invoice# 98, OZ.INDUST (Job# 387)	$0.00	$946.00	
28/10/2010	28/10/2010	99	Invoice# 99, RETAIL (Job# 388)	$0.00	$4730.00	
02/11/2010	02/11/2010	100	Invoice# 100, ENDUSER (Job# 390)	$0.00	$406.73	
02/11/2010	02/11/2010	101	Invoice# 101, ENDUSER (Job# 392)	$0.00	$323.40	
12/11/2010	12/11/2010	102	Invoice# 102, MODEM.COMP (Orders# 397)	$0.00	$135.58	
12/11/2010	12/11/2010	103	Invoice# 103, ENDUSER (Orders# 400)	$0.00	$135.58	
16/11/2010	16/11/2010	104	Invoice# 104, ENDUSER (Orders# 402)	$0.00	$271.15	
07/12/2010	07/12/2010	105	Invoice# 105, ABECK (Order# 408)	$0.00	$80.00	
28/01/2011	28/01/2011	106	Invoice# 106, OATLEY.TAF (Order# 409)	$0.00	$3663.00	
16/02/2011	16/02/2011	107	Invoice# 107, HR (Order# 427)	$0.00	$225.23	
16/02/2011	16/02/2011	107	Invoice# 107, HR (Order# 427)	$0.00	$236.23	
11/03/2011	11/03/2011	108	Invoice# 108, DAYCOM (Order# 432)	$0.00	$59400.00	

Jim2 GST Session - Transactions unselected

To select transactions in the Sales Tab, click on the Select All Button. You will have a choice of either Select All Types or Select Sales only.

'Select All Types' will select all transactions in the nominated period in the Sales, Purchases and PAYG tabs. To select Sales transactions only, use 'Select Sales Only'. Once transactions have been selected, you will see that your screen has changed - the transactions within the date range now have a green background and the box at the right of the transaction has been ticked.



Tran. Date	Doc. Date	Ref#	Comments	Debit	Credit	Rec
Type : Debtors Bad Debs						
25/08/2011	30/11/2010	55	Debtors (Bad Debts) Payment #55, CAIN.ABLE	$2018.00	$0.00	☑
				2018.00	0.00	
Type : Invoices						
05/12/2011	30/09/2010	121	Invoice# 121, OZ.INDUST (Job# 532)	$0.00	$946.00	☑
28/10/2010	28/10/2010	98	Invoice# 98, OZ.INDUST (Job# 387)	$0.00	$946.00	☑
28/10/2010	28/10/2010	99	Invoice# 99, RETAIL (Job# 388)	$0.00	$4730.00	☑
02/11/2010	02/11/2010	100	Invoice# 100, ENDUSER (Job# 390)	$0.00	$406.73	☑
02/11/2010	02/11/2010	101	Invoice# 101, ENDUSER (Job# 392)	$0.00	$323.40	☑
12/11/2010	12/11/2010	102	Invoice# 102, MODEM.COMP (Orders# 397)	$0.00	$135.58	☑
12/11/2010	12/11/2010	103	Invoice# 103, ENDUSER (Orders# 400)	$0.00	$135.58	☑
16/11/2010	16/11/2010	104	Invoice# 104, ENDUSER (Orders# 402)	$0.00	$271.15	☑
07/12/2010	07/12/2010	105	Invoice# 105, ABECK (Order# 408)	$0.00	$80.00	☑
28/01/2011	28/01/2011	106	Invoice# 106, OATLEY.TAF (Order# 409)	$0.00	$3663.00	☐
16/02/2011	16/02/2011	107	Invoice# 107, HR (Order# 427)	$0.00	$225.23	☐
16/02/2011	16/02/2011	107	Invoice# 107, HR (Order# 427)	$0.00	$236.23	☐
11/03/2011	11/03/2011	108	Invoice# 108, DAYCOM (Order# 432)	$0.00	$59400.00	☐

Jim2 GST Session - Transactions Selected

Any transactions that fall before the specified date range will automatically be included in the current GST Session when you 'select all', as Jim2 recognises those transactions have not been included in a previous reconciled GST Session.

Selecting transactions in a 'later' GST Session does not change the document date of the original transaction and has no impact on the General Ledger.

Any transactions that fall after the specified date range will not automatically be included in the current GST Session when you 'select all'.

9.7.3 GST Session: Purchases Tab

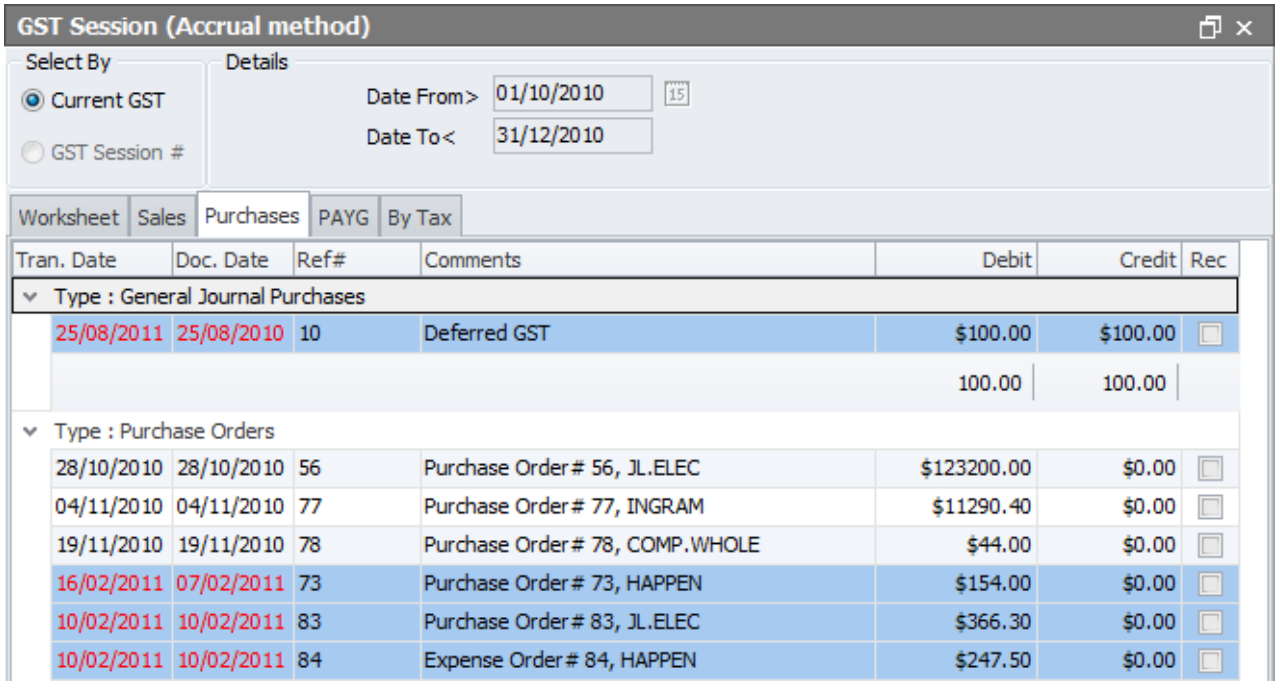
The Purchases Tab consists of a grid containing a listing of all Purchases and transactions that have been nominated as a BAS Type of Purchase. Transactions displayed here have not been included in a previously reconciled GST Session.

The fields within the details grid are:

Tran Date	Date the transaction was entered into Jim2.
Doc Date	Date of the actual document.
Ref#	The document number, e.g., the purchase order number.

Comments	Description of the document entered into Jim2, or the comment entered onto a General Journal.
Debit	Debit Value including any GST.
Credit	Credit Value including any GST.
Rec	When selected to be included in a GST session, this box will contain a tick.

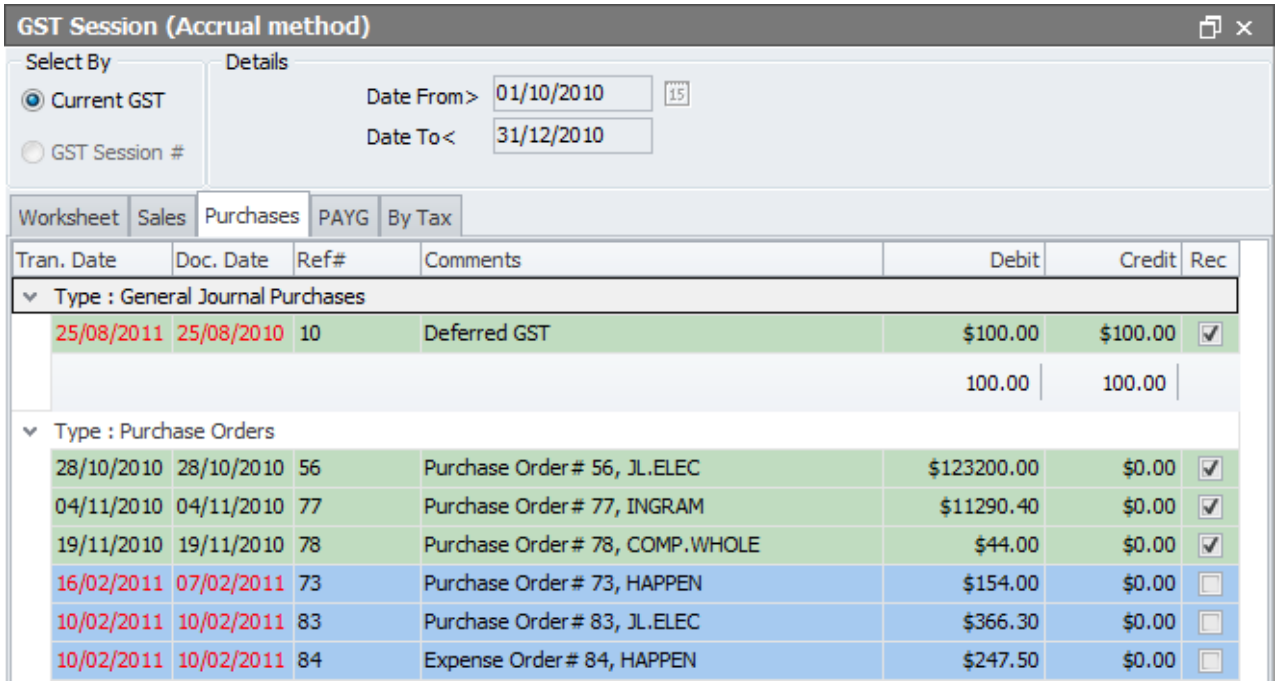
In the examples below, we can see different types of Purchases related transactions in Jim2 that are both within the specified date range, and outside the specified date range. Those transactions outside the specified date range have a blue background with the date in red font, whereas those within the date range have a white background and black font. Once ticked as selected the transactions are highlighted with a green background.



Jim2 GST Session - Transactions unselected

To select transactions in the Purchases Tab, click on the Select All Button. You will have a choice of either Select All Types or Select Purchases only.

'Select All Types' will select all transactions in the nominated period in the Sales, Purchases and PAYG tabs. To select Purchases transactions only, use 'Select Purchases Only'. Once transactions have been selected, you will see that your screen has changed - the transactions within the date range now have a green background and the box at the right of the transaction has been ticked.



Jim2 GST Session - Transactions selected

Any transactions that fall before the specified date range will automatically be included in the current GST Session when you 'select all', as Jim2 recognises those transactions have not been included in a previous reconciled GST Session.

Selecting transactions in a 'later' GST Session does not change the document date of the original transaction and has no impact on the General Ledger.

Any transactions that fall after the specified date range will not automatically be included in the current GST Session when you 'select all'.

9.7.4 GST Session: PAYG Tab

The PAYG Tab displays all transactions that have been nominated as a BAS Type of PAYG, where Tax Codes P and Q have been used. This should only include Payroll related General Journals and not payments to the ATO. Transactions displayed here have not been included in a previously reconciled GST Session.

For more information on how to enter Payroll Journals, see the section on General Journals > Adding a Payroll Journal

The fields within the details grid are:

Tran Date	Date the transaction was entered into Jim2.
Doc Date	Date of the actual document.
Ref#	The document number, e.g., the General Journal number.
Comments	Description of the document entered into Jim2, or the comment entered onto a General Journal.
Debit	Debit Value including any GST.
Credit	Credit Value including any GST.

Rec	When selected to be included in a GST session, this box will contain a tick.

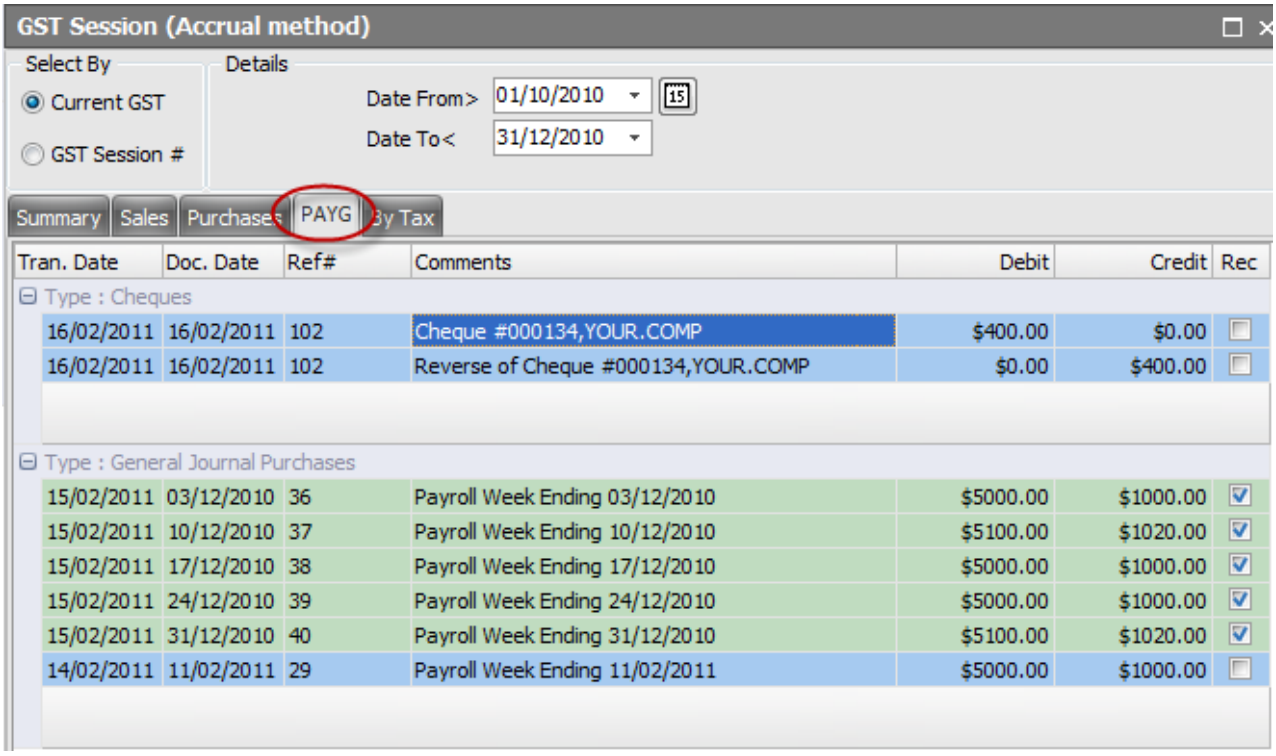
Tax Code P flags transactions to report into W1 (Gross Wages & Salaries) on the Worksheet Tab in GST Sessions.

Tax Code Q flags transactions to report into W2 (PAYG Withheld from wages) on the Worksheet Tab in GST Sessions.

Incorrect use of either Tax Code P or Tax Code Q will impact on the figures reporting into W1 or W2.
Refer to Tools —> Setups —> Tax Codes for further information.

In the examples below, we can see different types of PAYG related transactions in Jim2 that are both within the specified date range, and outside the specified date range. Those transactions outside the specified date range have a blue background with the date in red font, whereas those within the date range have a black font and a green background when they are ticked as selected.

NOTE: the transactions in the 'Type:Cheques' area - these are the result of the incorrect use of Tax Codes P and Q and the subsequent reversal.



Jim2 GST Sessions - PAYG Tab

To select transactions in the PAYG Tab, click on the Select All Button. You will have a choice of either Select All Types or Select PAYG only.

'Select All Types' will select all transactions in the nominated period in the Sales, Purchases and PAYG tabs. To select PAYG transactions only, use 'Select PAYG Only'.

Any transactions that fall before the specified date range will automatically be included in the current

GST Session when you 'select all', as Jim2 recognises those transactions have not been included in a previous reconciled GST Session.

Selecting transactions in a 'later' GST Session does not change the document date of the original transaction and has no impact on the General Ledger.

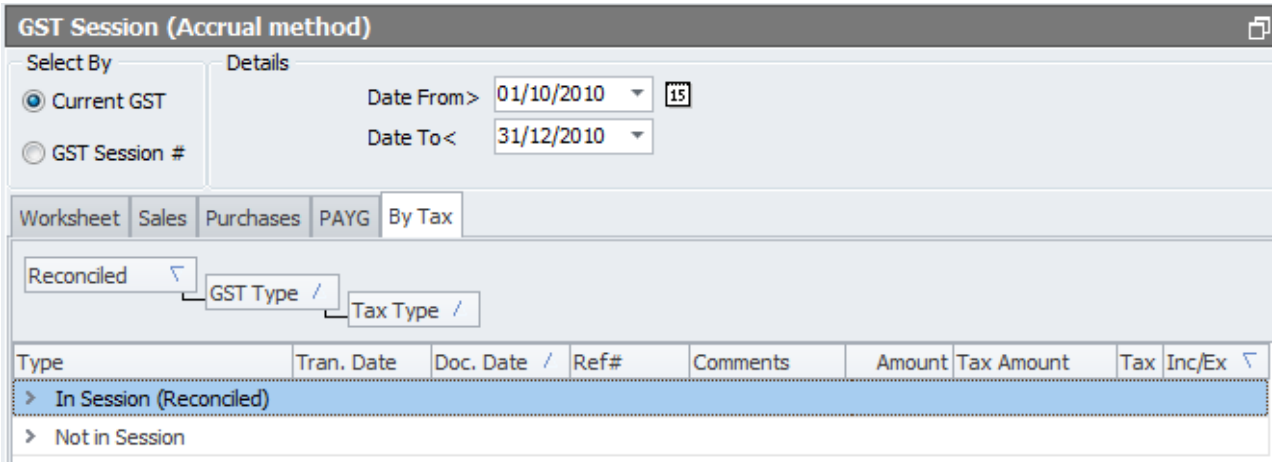
Any transactions that fall after the specified date range will not automatically be included in the current GST Session when you 'select all'.

9.7.5 GST Session: By Tax Tab

The By Tax Tab of a current GST Session shows all transactions that have not been reconciled in a previous GST Session, including those falling outside of the specified date range. It is split into two sections, the 'In Session (Reconciled)' transactions (those that are ticked to be included) and the 'Not in Session' transactions (those that are not ticked to be included). The 'In Session' transactions generate the totals in the fields in the Worksheet.

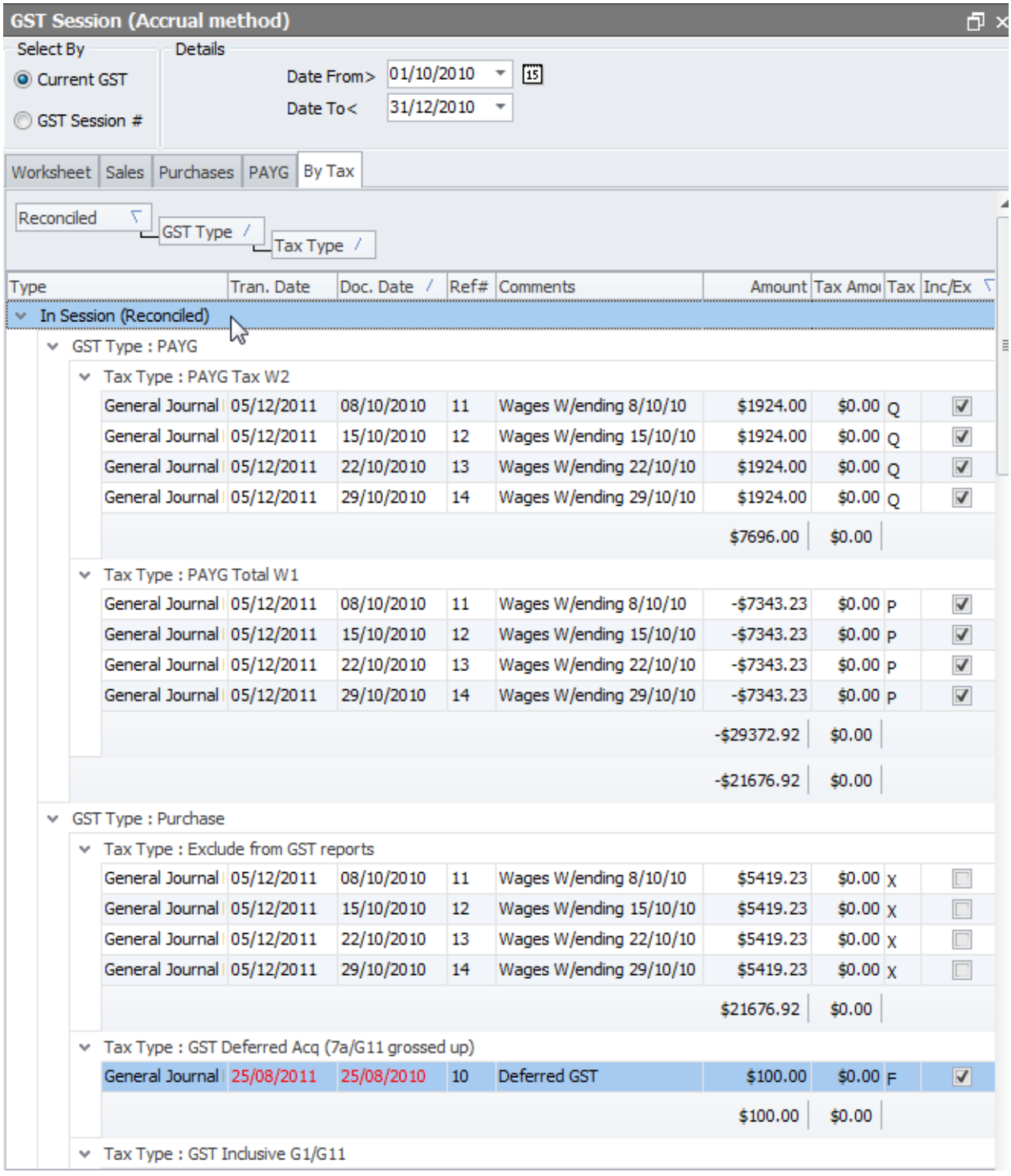
This detailed information allows you to:

- Review the transactions that make up the totals in the fields on the Summary Tab
- Verify that the correct tax code was used
- Identify where incorrect tax codes may have been used and make any corrections prior to completing and reconciling the GST Session.



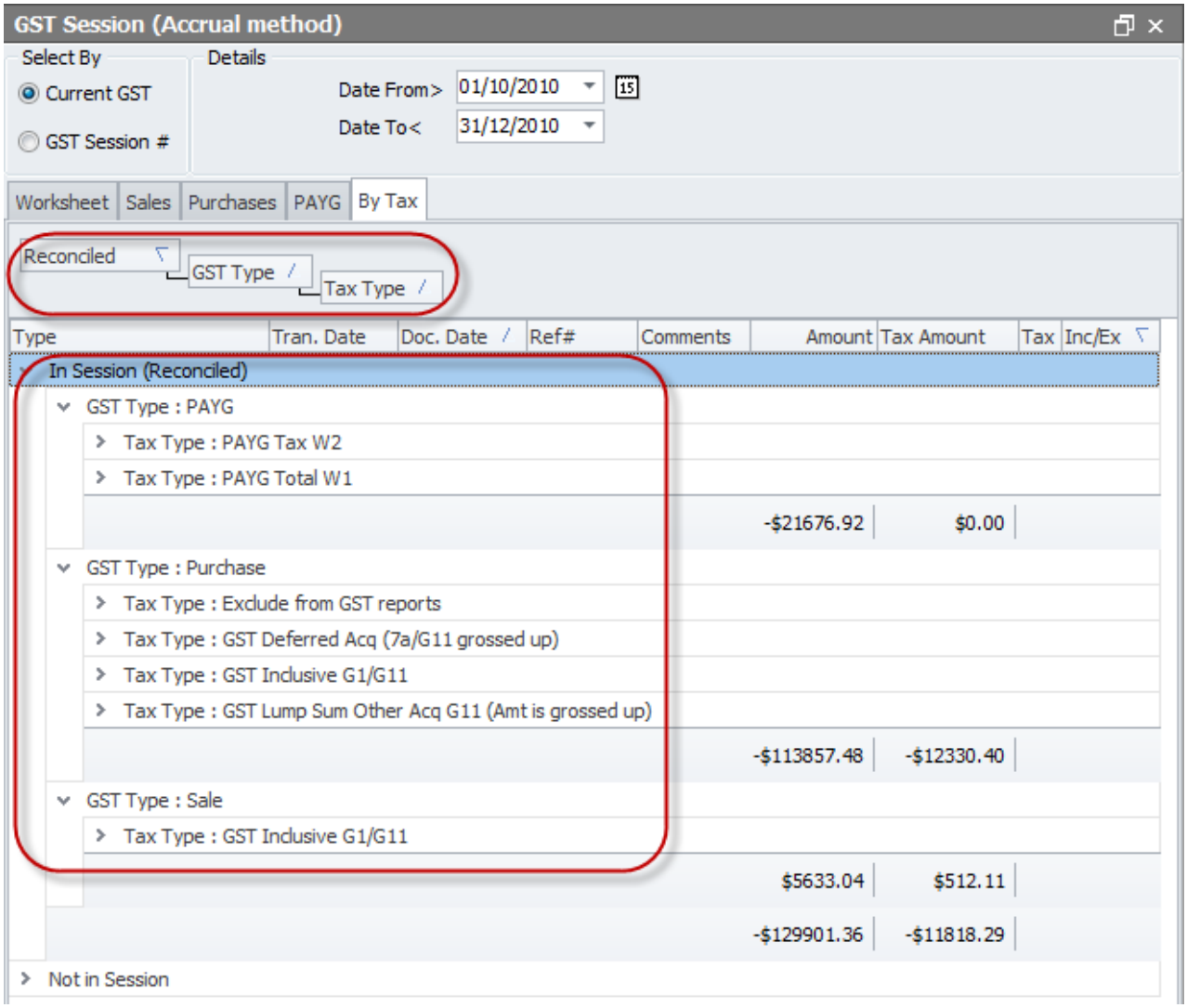
Jim2 - GST Sessions By Tax tab

When you select the By Tax Tab it opens with the 'In Session (Reconciled)' section of the grid open, as these are the transactions selected to be included in the GST Session and reviewed prior to reconciling the GST Session.



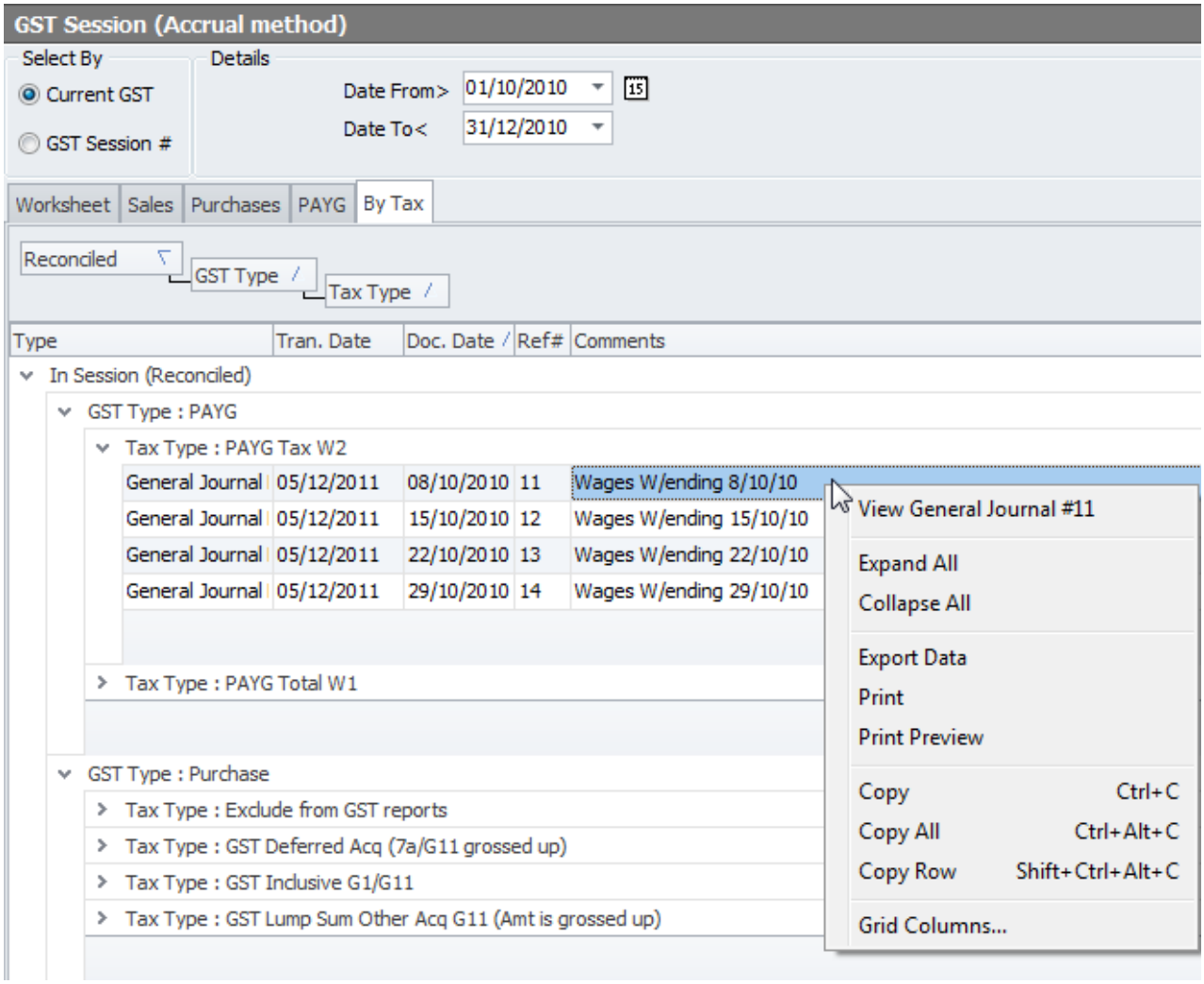
Jim2 - GST Sessions By Tax tab expanded

Within each section the transactions are further grouped, by GST Type> Tax Type with a reference to the relevant field in the summary tab. Simply click on the > at the left of each section to open the group of transactions and view the individual transactions, or click on the ? to close up the group once you have finished.



Jim2 - GST Sessions By Tax tab grouping

The transaction grouping allows you to easily review any transactions which you feel could be incorrectly coded. For example, if you do not have any overseas customers you would not expect to see a figure in G2. A figure in G2 means that Tax Code E (for Export Sales) has been used on a sale. You can right click on any transaction and view/edit it as required. Refer to Tools —> Setups —>Tax Codes for further information on Tax Codes in Jim2.



Jim2 - GST Session Viewing Transactions

Once you have reviewed your transactions and made any required amendments, you should undo and re-do the GST Session to pick up the changes, review and reconcile the GST Session and lodge your BAS.

To complete the GST Session, refer to Completing a GST Session: Accrual Method or Completing a GST Session: Cash Method.

9.7.6 Completing a GST Session: Accrual Method

The GST **Accrual** method combines the total value of Sales, Purchases and PAYG transactions completed in a selected period, and reports them according to the tax codes used.

Before commencing the first GST Session in Jim2, you must configure your GST reporting basis in Tools —> Options —> Accounts —> GST Calc Method = ACCRUAL.

To ensure that transactions are included in the relevant BAS period, before commencing a GST Session you should ensure that your bank account and credit card account reconciliations are up to date.

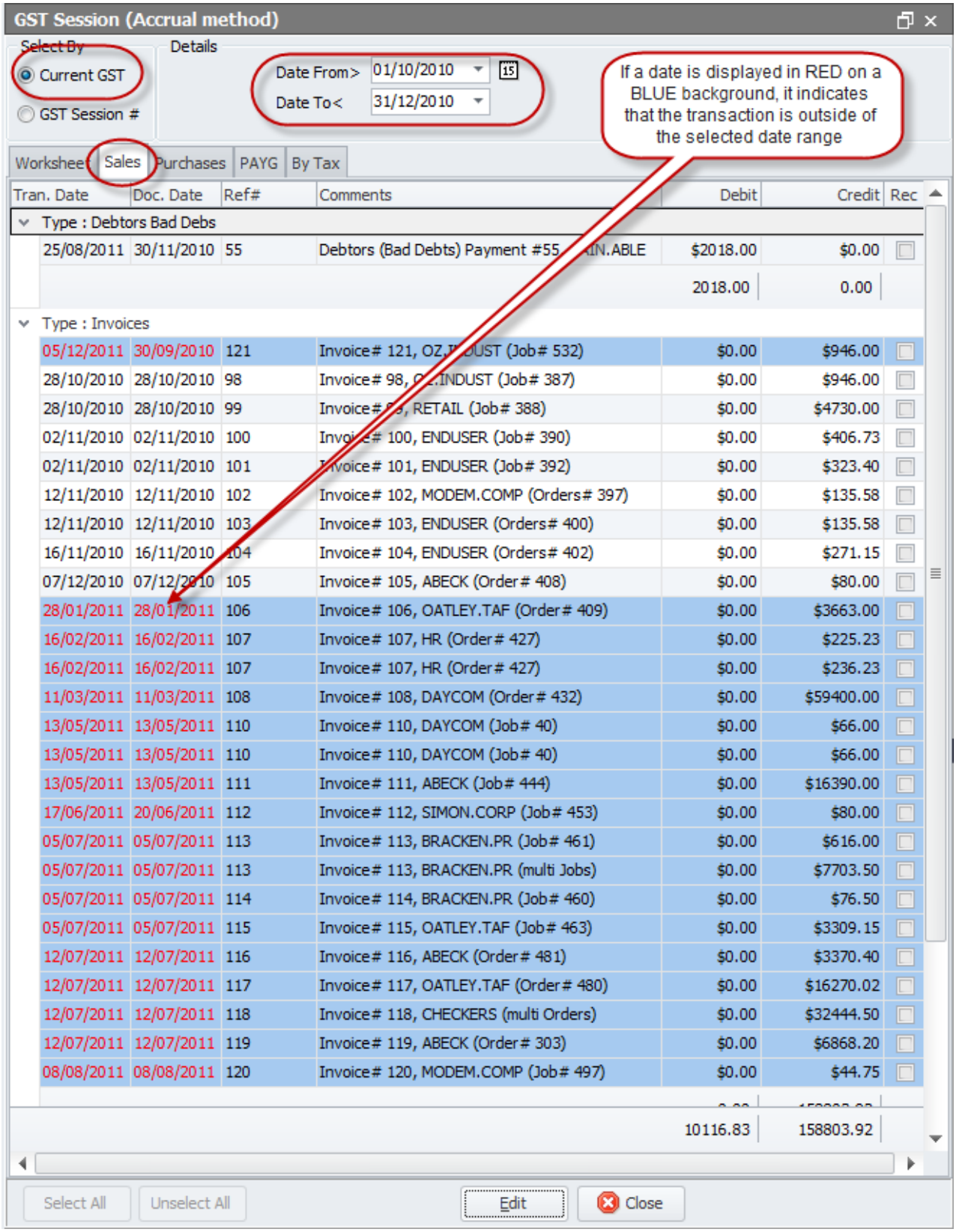
1. To begin a GST Session, click on the Accounts Tab in the Jim2 Ribbon and then click on GST Sessions.



Jim2 GST Sessions Icon

2. The GST Session opens at 'Current GST' on the Sales Tab, displaying all transactions that have not been included in a previously reconciled GST Session. Transactions with a white background and black font fall within the selected date range of the GST Session. Transactions with a blue highlighted background and the dates in red font fall outside the selected date range (they may fall before or after the date range).

   In the example below the BAS Period has been set for the period 1/10/2010 - 31/12/2010.



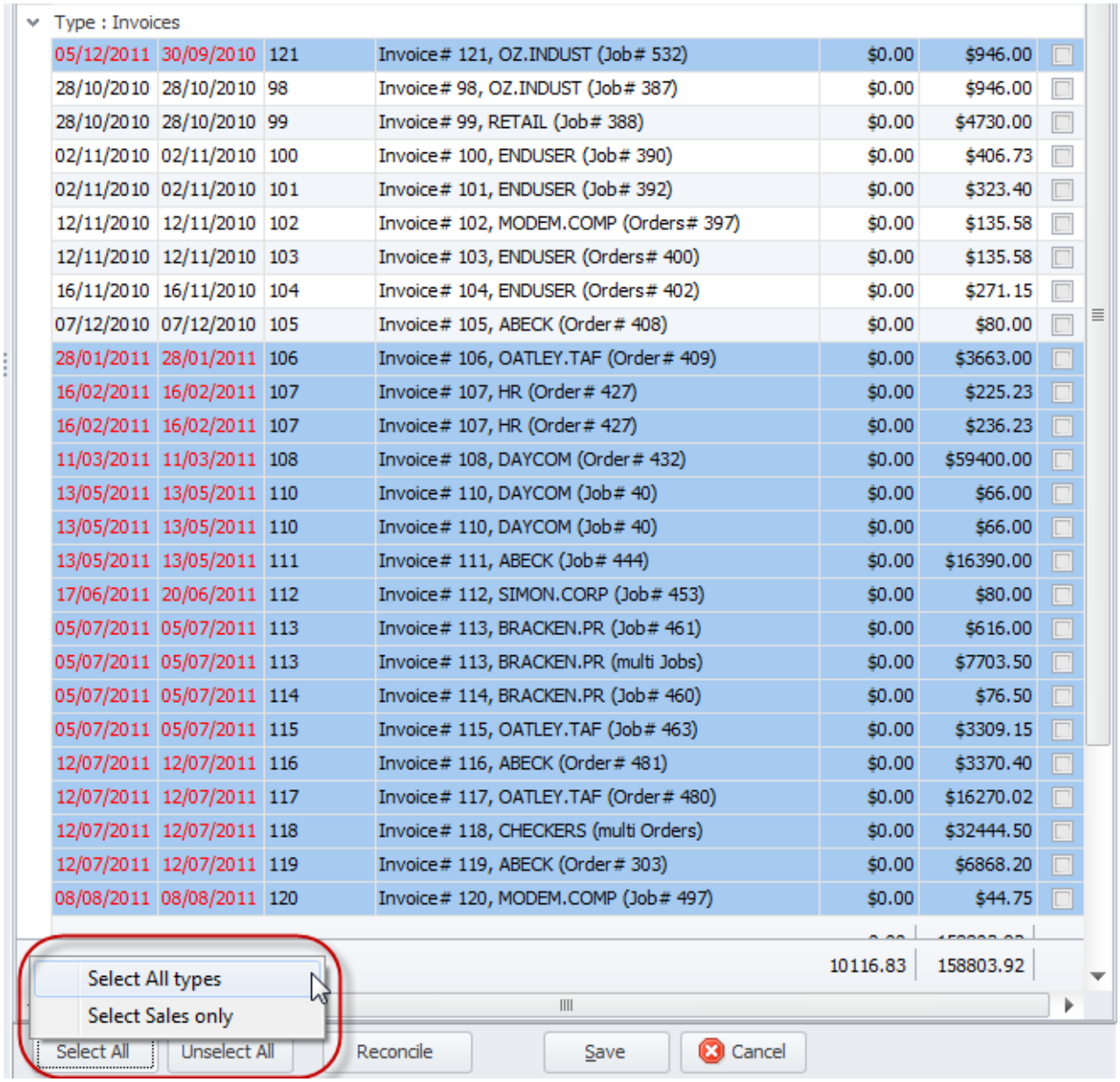
Jim2 GST Session — Accrual Method

When using GST Sessions, the default BAS Period set in Tools —>Options —>Accounts will default the current GST reporting dates to the next expected GST session. You can override the default dates if required, so if you need to report GST "quarterly" and PAYG "monthly", your BAS Period "default" can

match one or the other, and the session/report date range can be changed as required.

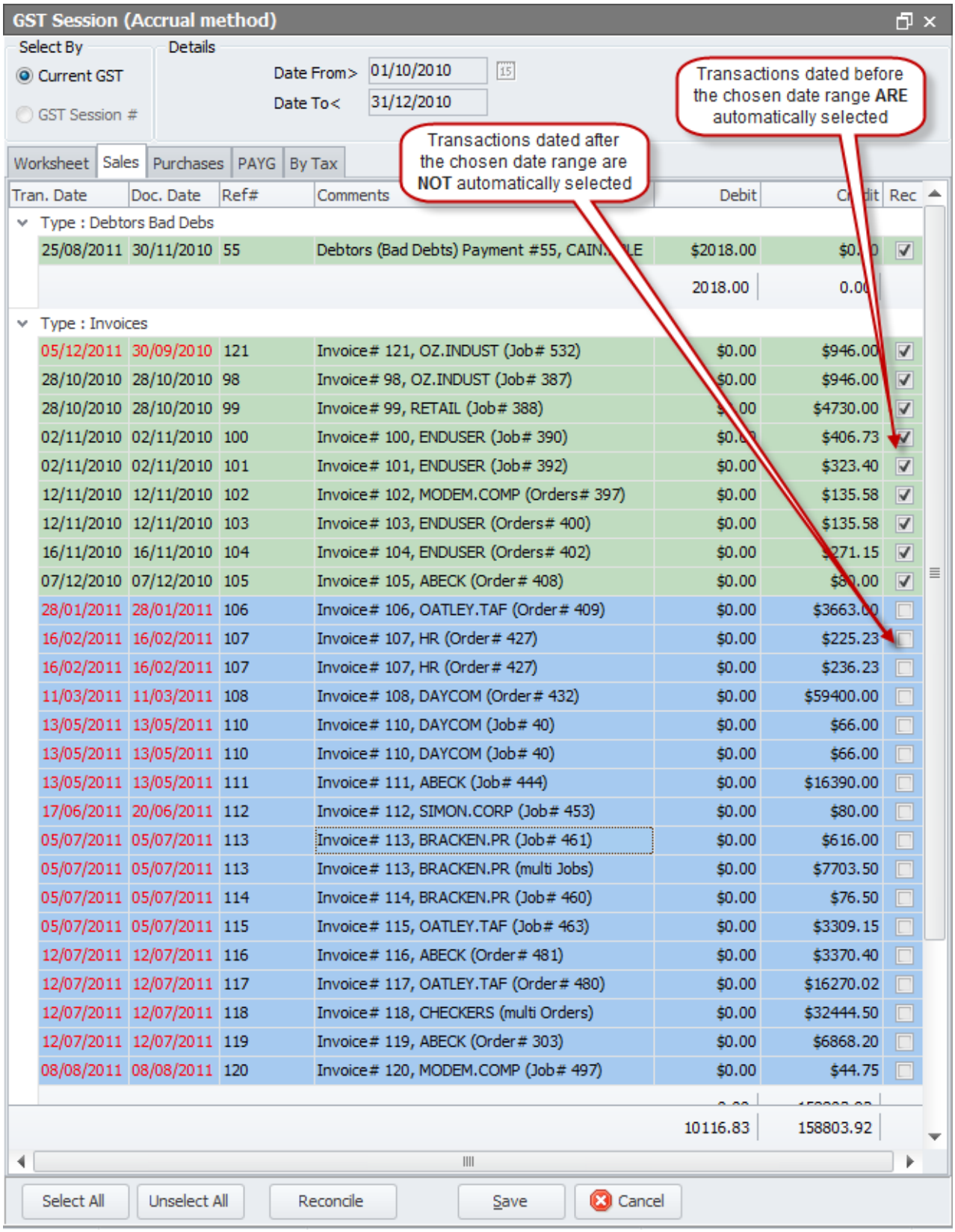
3. To commence a GST Session, click on the Edit button. You must now select the transactions. To make the selection process as easy as possible, we give you the options to:

- Select ALL Types of transactions (Sales, Purchases, and PAYG) found for the specified period by clicking on the 'Select All' button at the bottom left of any tab, OR
- Select all Sales, then all Purchases, then all PAYG transactions found, that need to be reported for the selected date range, by clicking on the individual Tab and then clicking on the 'Select All' button at the bottom left.



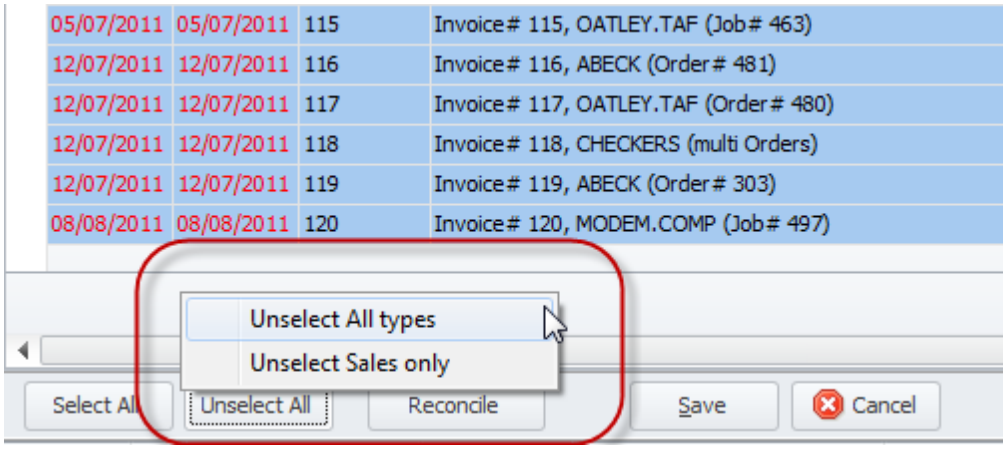
Jim2 GST Session — select transactions

4. Your GST Session will now display all transactions that have been selected with a green background, and a tick in the 'Rec' column at the right of the screen. Note that any transactions dated before the selected date range are automatically included, but transactions dated after the selected date range are NOT automatically selected.



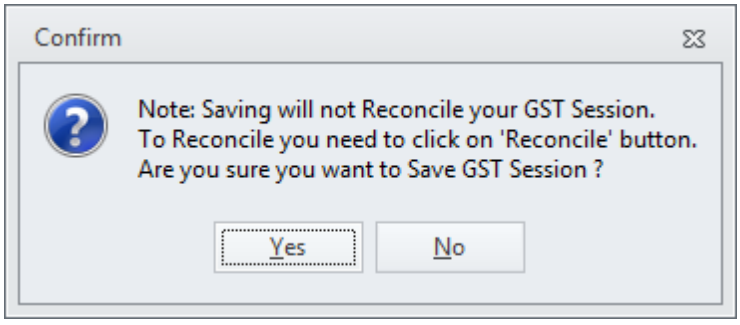
Jim2 GST Session — Transactions Selected

You can choose to Unselect specific Sales, Purchases or PAYG transactions by un-ticking the tick box at the right of the transaction you wish to Unselect. Unselected transactions will NOT be included in the Worksheet calculations, and will move to the next GST
Session. You can also choose to Unselect All as per the below example.



Jim2 GST Session — Unselect All

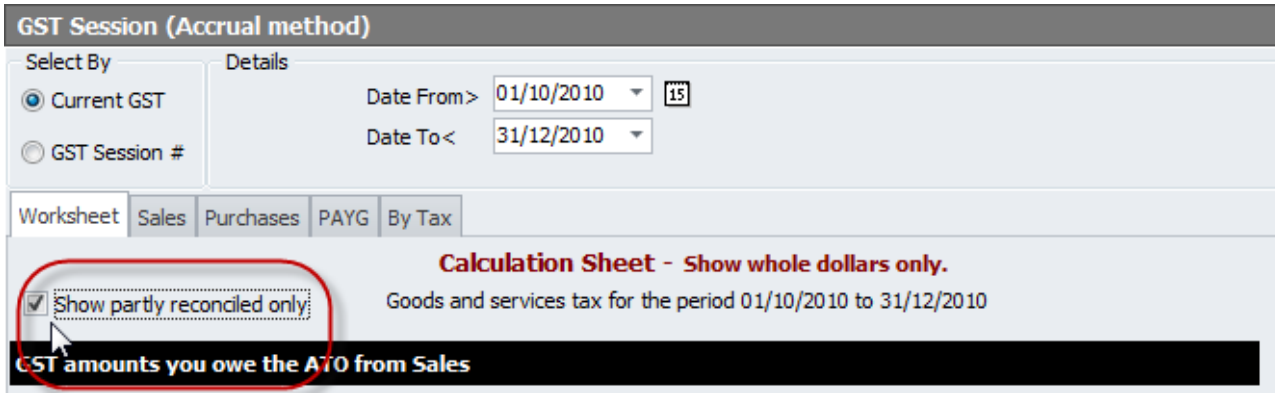
5. Once you have selected all transactions to be included in the GST Session, click on Save to review your final figures on the Worksheet and via the By Tax Tab before Reconciling the GST Session. You will see the confirm message reminding you that 'Saving will not Reconcile your GST Session' - this is important as you must reconcile the GST Session once you lodge your BAS. Once you have saved a session, the selected transactions will recalculate the totals in the Worksheet Calculation Sheet and should be checked prior to Reconciling.



Jim2 -— Saving GST Session confirmation message

Once you have saved your GST Session you can return to it later, or Reconcile it.

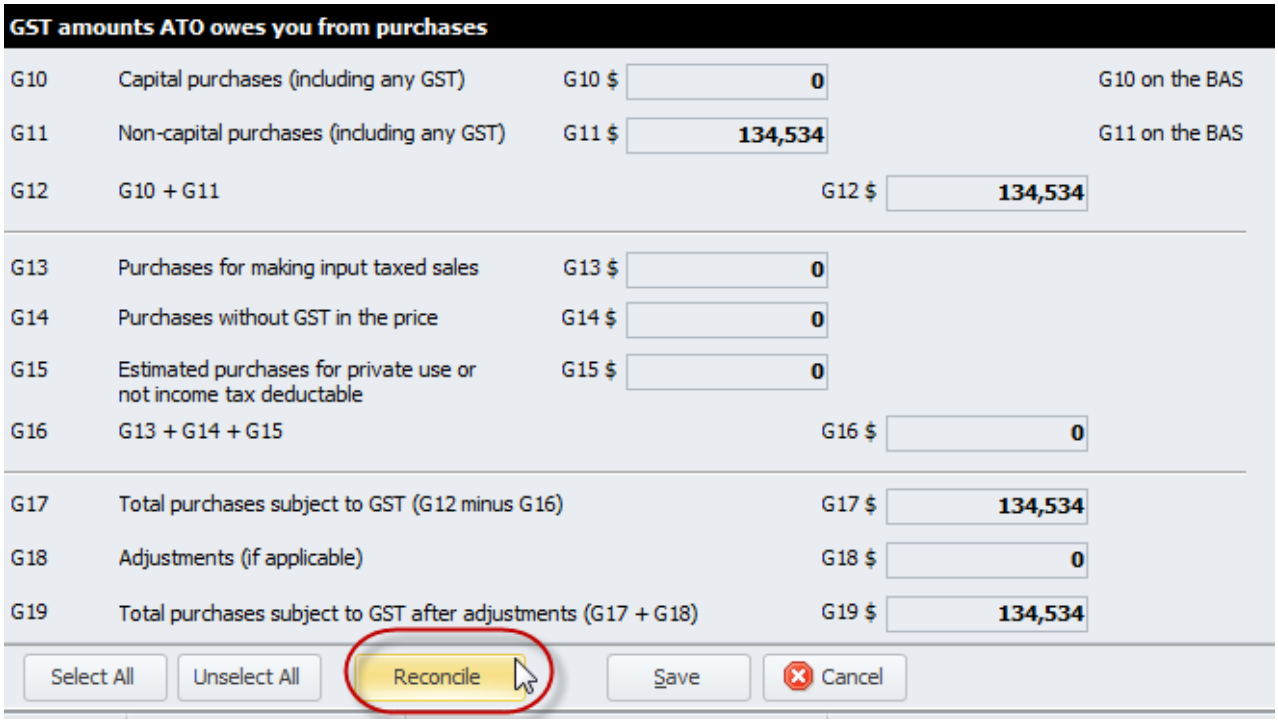
6. Once a GST Session is saved, users can check the worksheet calculations. Go to the Worksheet Tab and tick the "Show partly reconciled only" box, so that only the selected transactions will be included in the totals.



Jim2 GST Sessions — Show Partly Reconciled

7. Check that you do not have figures showing in incorrect areas. For example, if you do not export goods you should not have a value in G2 Export Sales. If you do have figures showing in incorrect areas, you can review which transactions are reporting into these field and the Tax Codes used on these transactions using the By Tax tab . From there you can drill down to the individual transactions to review and/or amend them.

8. Once you are satisfied with the accuracy of the Calculation Sheet, click on Edit and then Reconcile.



Jim2 GST Session >Reconcile

9. You will be asked to confirm that you wish to reconcile the GST Session. Click Yes.

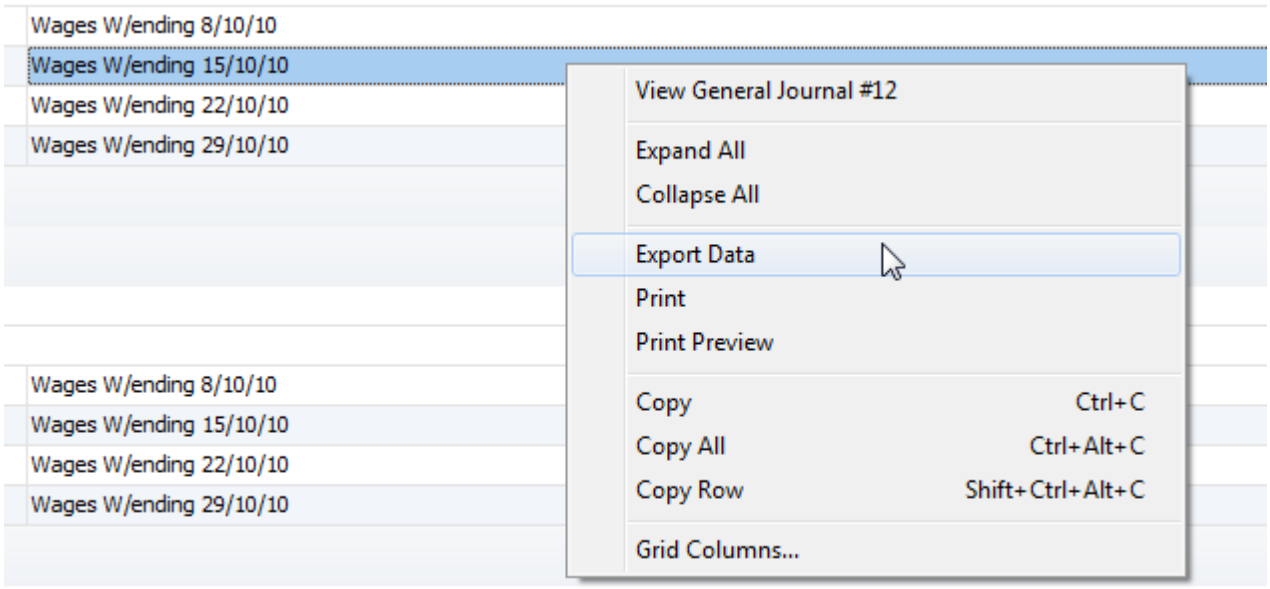


Jim2 GST Session — Confirm GST reconciliation

10. The Reconciled GST Session will be saved and allocated a GST Session Number. The Session can be viewed at any time and the relevant reports printed.

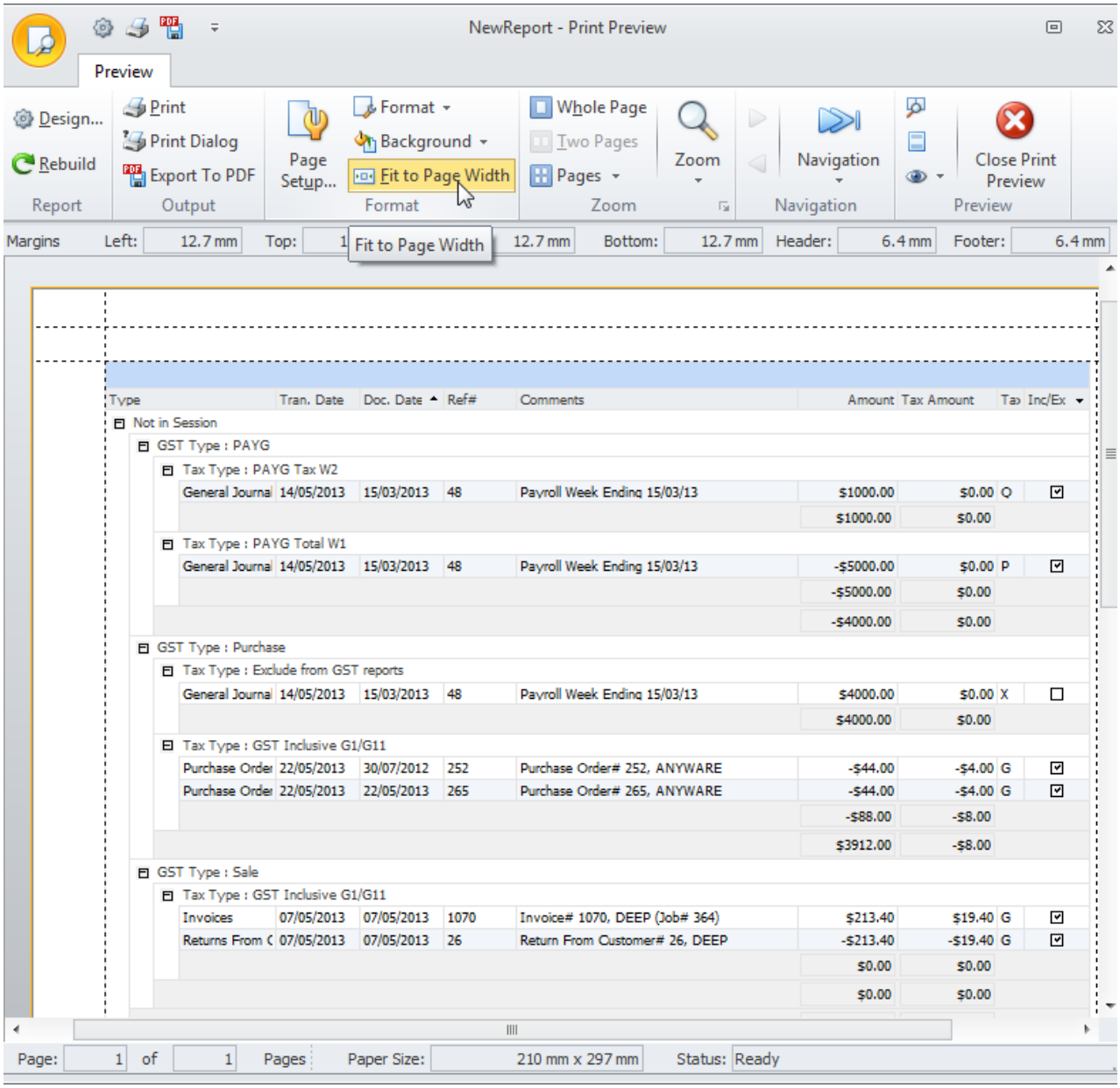
11. From the Summary Tab you can print either the GST Calculation Worksheet report or the GST Summary report, which you will use to complete your BAS. The information in both reports is identical, but the layout is slightly different.

12. From the By Tax Tab you can Right Click>Export Data and save the detailed transaction information as an excel file, which you can print if required or email to your accountant.



Jim2 GST Session — Export Data from the By Tax Tab

You can also print the detailed transaction information in a report by Right Clicking and selecting 'Print Preview' then click 'Fit to Page width' to print a Detailed GST Report. This report shows ALL transactions that are included in the GST Session grouped according to the field they report into on the Worksheet. You can use the Page Setup and Format Icons in the Report editor to select the page orientation, print order, give the report a title and page numbering as required.



Jim2 GST Session — Printing a Detailed Report from the By Tax Tab

To view a previous GST Session, change "Select By" to "GST Session#" and choose a session from the drop down list. When viewing a previous session, you can choose to DELETE that session using the Delete Session button. This will return all those transactions back to Current GST allowing you to re-do the session.

You can Delete a GST Session if you find something is incorrect, however we strongly advise you NOT to delete a GST Session once you have lodged the BAS. Any changes can be included in the next GST Session.

The Detailed Reports found on the Sales and Purchases tabs simply list the transactions from each tab that have been included in the GST Session, and do not report in a manner that directly corresponds to the fields on the Worksheet. Refer to point 12 above for instructions on printing detailed reports.

The GST Reports found under Management Reports pre-date the introduction of GST Sessions and were designed for ACCRUAL method ONLY. All transactions are automatically used to calculate your liability and do not "reconcile" transactions. These legacy GST reports have been renamed as reportname(old). **Happen advises you to use GST Sessions to calculate your GST liability.**

9.7.7 Completing a GST Session: Cash Method

The GST Cash method combines the total value of Sales, Purchases and PAYG transactions paid in a given period. In Jim2 Cash GST is calculated from payments that are applied to debtor and creditor invoices in a selected period, plus cheque book entries and general journals, and reports according to the tax codes used on those transactions.

For Cash GST reporting so that transactions are included in the relevant BAS period, before commencing a GST Session you should ensure that your bank account and credit card account reconciliations are up to date, and that all debtor and creditor payments and credits are applied to the relevant invoices.
Refer to Creditors>Entering Creditor Transactions and Debtors>Entering Debtor Transactions for more information on applying credits.

When you are on Cash GST reporting, the GST on your Opening Balance Debtors and Creditors invoices (and credits) that were brought across into Jim2 must be calculated manually and added to the figures generated from the GST Sessions, as Jim2 has no way of calculating the GST on these Opening Balance entries. Payments applied to Opening Balance invoices will be listed on the Opening Balance Sales and Opening Balance Purchases tabs in the GST Sessions.

1. To begin a GST Session, click on the Accounts Tab in the Jim2 Ribbon and then click on GST Sessions.

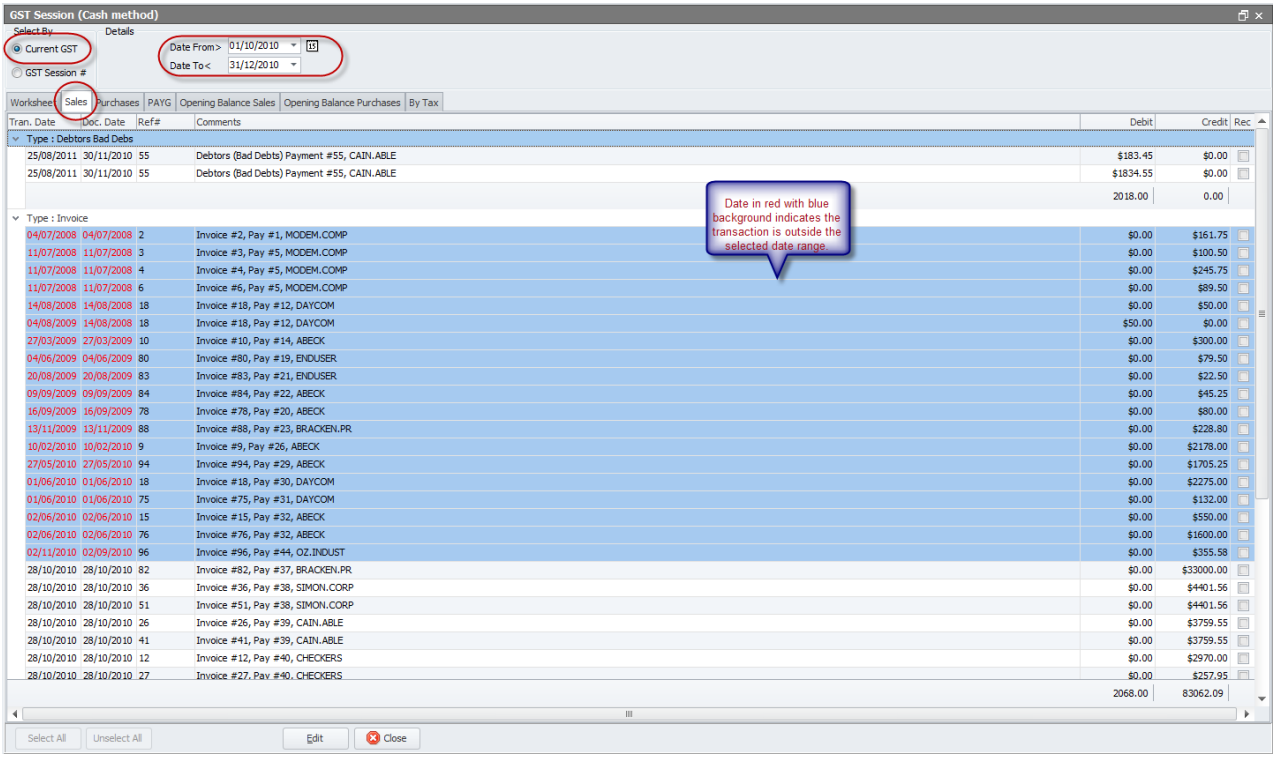


Jim2 - GST Sessions Icon

Remember, you must select your BAS period and Calculation Method in the Tools Tab > Click on Options > Click on Accounts > Ensure Cash GST Calculation is selected.

2. The GST Session opens at 'Current GST' on the Sales Tab, displaying all transactions that have not been included in a previously reconciled GST Session. Transactions with a white background and black font fall within the selected date range of the GST Session. Transactions with a blue highlighted background and the dates in red font fall outside the selected date range (they may fall before or after the date range).

   In the example below the BAS Period has been set for the period 1/10/2010 - 31/12/2010.

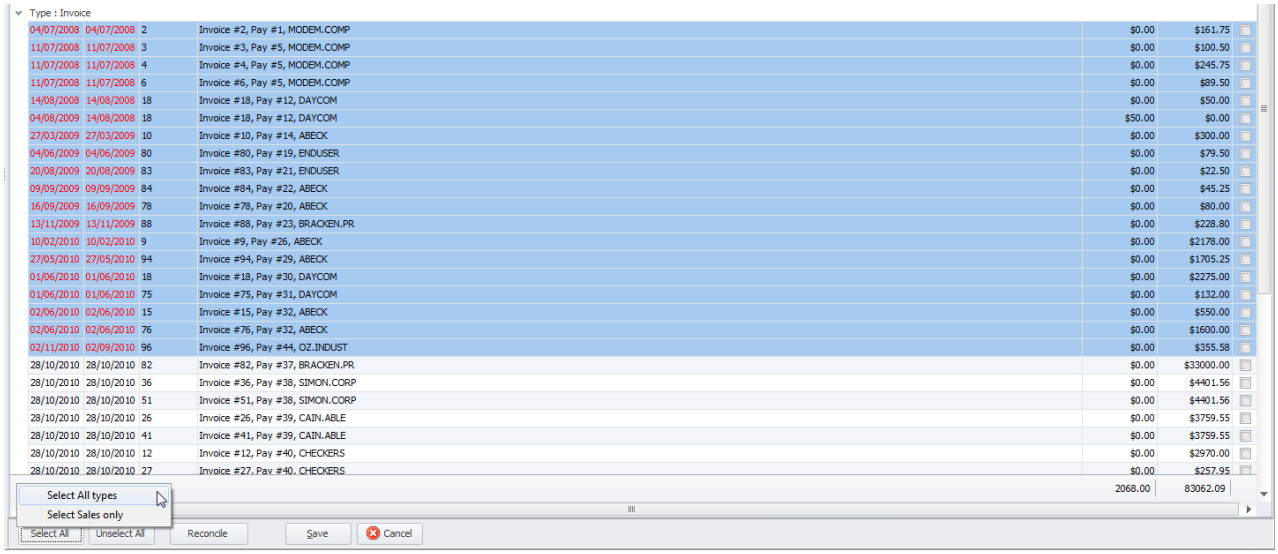


Jim2 - GST Session Cash Method

When using GST Sessions, the default BAS Period set in Tools>Options>Accounts will default the current GST reporting dates to the next expected GST session. You can over-ride the default dates if required, so if you need to report GST "quarterly" and PAYG"monthly", your BAS Period "default" can match one or the other, and the session/report date range can be changed as required.

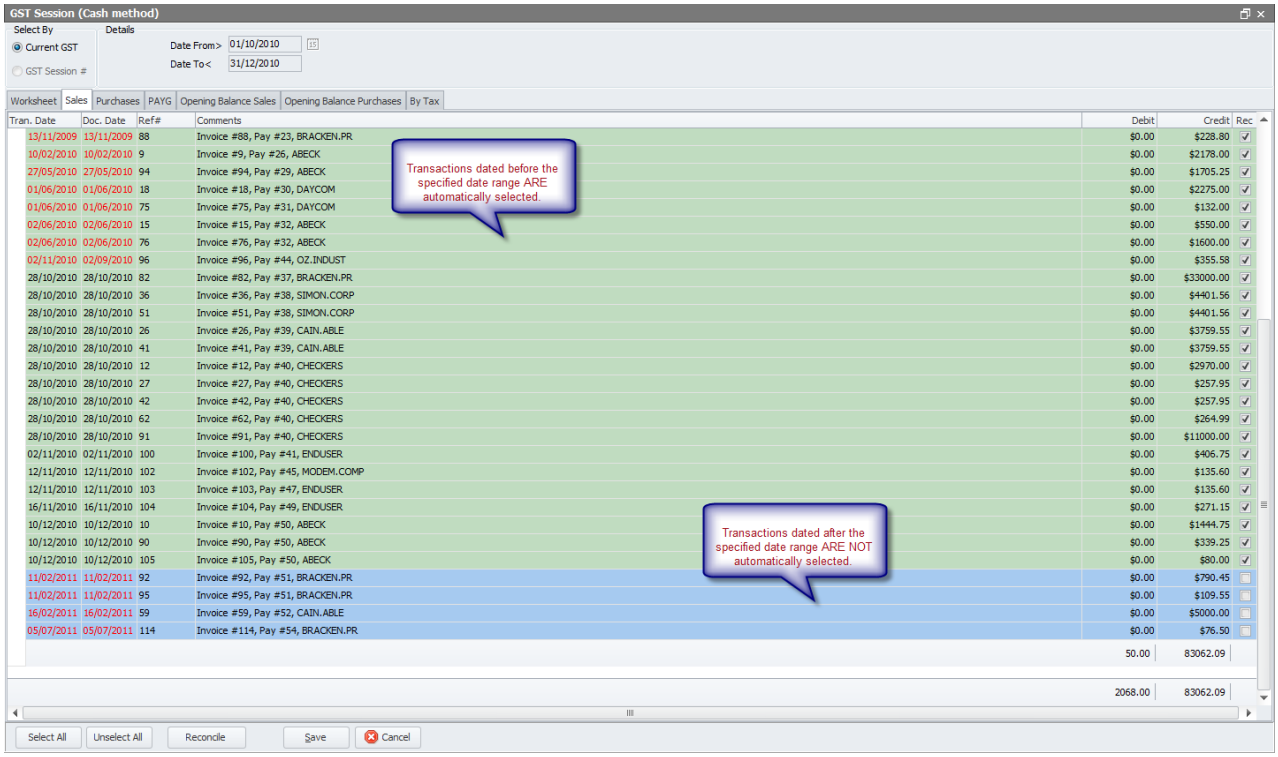
3. To commence a GST Session, click on the Edit button. You must now select the transactions. To make the selection process as easy as possible, we give the options to:

   - Select ALL Types of transactions (Sales, Purchases, and PAYG) found for the specified period by clicking on the 'Select All' button at the bottom left of any tab, OR
   - Select all Sales, then all Purchases, then all PAYG transactions found, that need to be reported for the selected date range, by clicking on the individual Tab and then clicking on the 'Select All' button at the bottom left..



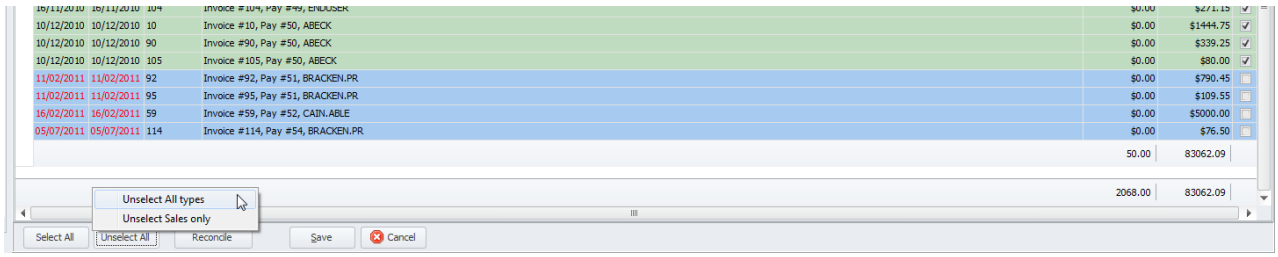
Jim2 - GST Session - select transactions

4. Your GST Session will now display all transactions that have been selected. Note that transactions outside the selected date range are NOT selected when using the Select All Types option.



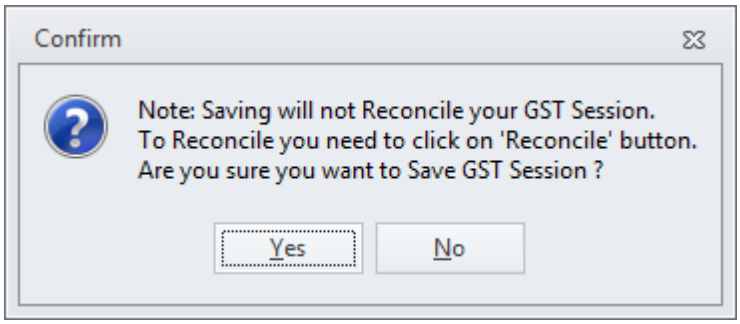
Jim2 GST Session > Transactions Selected

You can choose to Unselect specific Sales, Purchases or PAYG transactions by un-ticking the tick box at the right of the transaction you wish to Unselect. Unselected transactions will NOT be included in the Worksheet calculations, and will move to the next GST Session. You can also choose to Unselect All as per the below example.



Jim2 GST Session > Unselect All

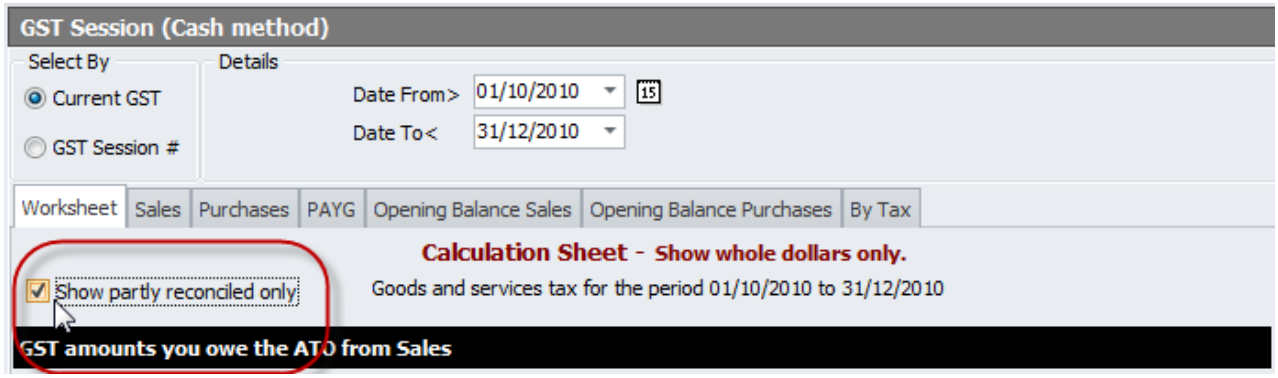
5. Once you have selected all transactions to be included in the GST Session, click on Save to review your final figures on the Worksheet and via the By Tax Tab before Reconciling the GST Session. You will see the confirm message reminding you that 'Saving will not Reconcile your GST Session' - this is important as you must reconcile the GST Session once you lodge your BAS. Once you have saved a session, the selected transactions will recalculate the totals in the Worksheet Calculation Sheet and should be checked prior to Reconciling.



Jim2 - Saving GST Session confirmation message

Once you have saved your GST Session you can return to it later, or Reconcile it.

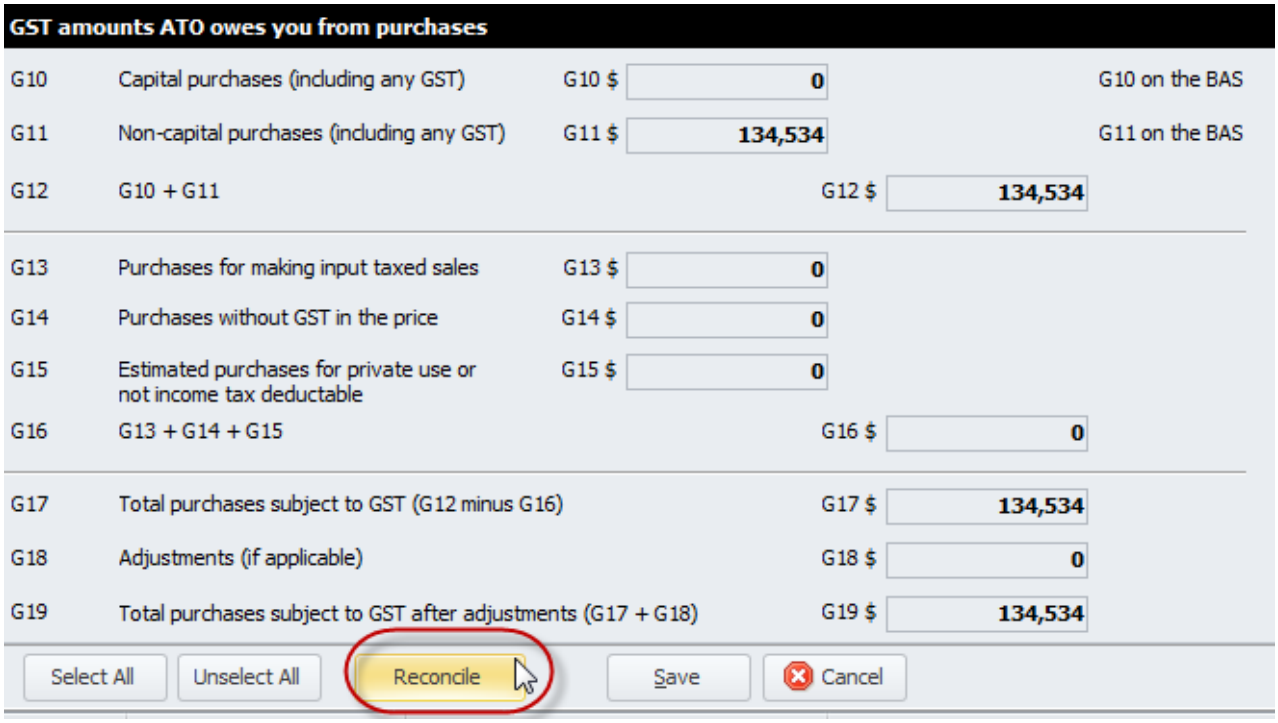
6. Once a GST Session is saved, users can check the worksheet calculations. Go to the Worksheet Tab and tick the "Show partly reconciled only" box, so that only the selected transactions will be included in the totals.



Jim2 > GST Sessions > Show Partly Reconciled

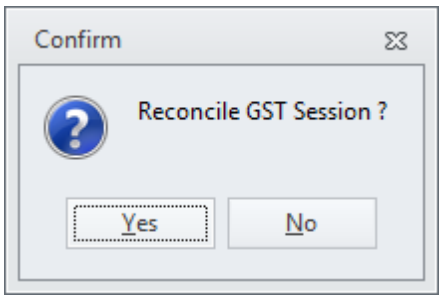
7. Check that you do not have figures showing in incorrect areas. For example, if you do not export goods you should not have a value in G2 Export Sales. If you do have figures showing in incorrect areas, you can review which transactions are reporting into these field and the Tax Codes used on these transactions using the By Tax tab . From there you can drill down to the individual transactions to review and/or amend them.

8. Once you are satisfied with the accuracy of the Calculation Sheet, click on Edit and then Reconcile.



Jim2 GST Session >Reconcile

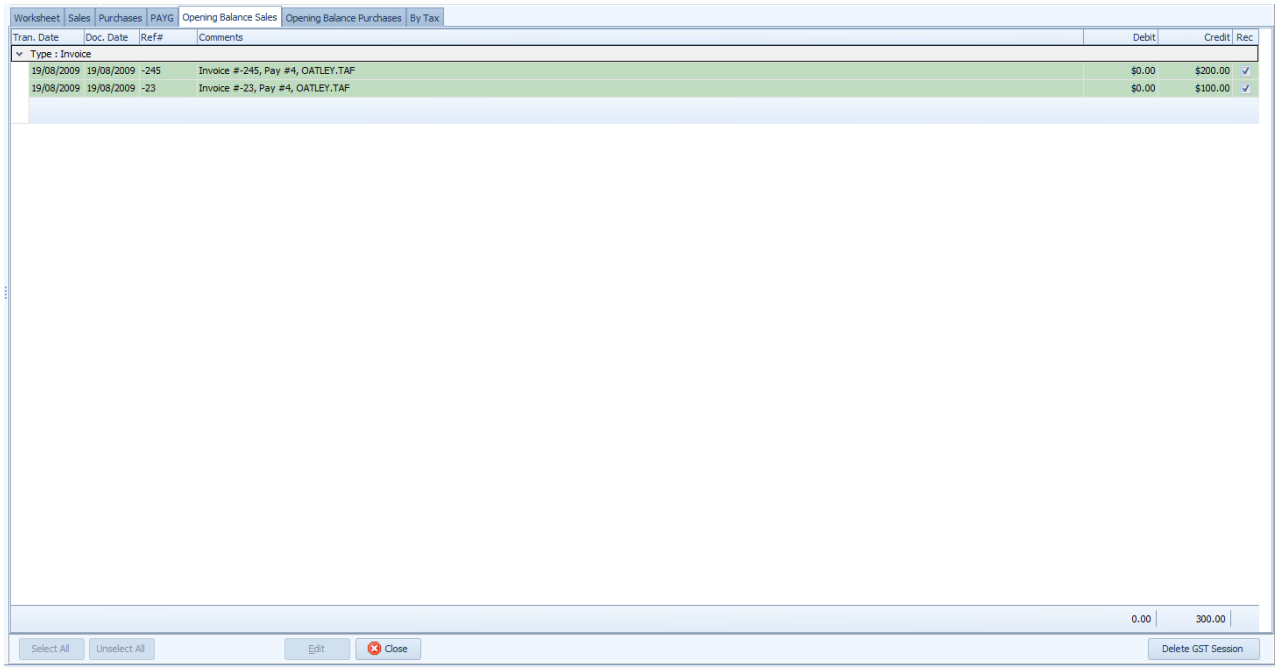
9. You will be asked to confirm that you wish to reconcile the GST Session. Click Yes.



Jim2 GST Session > Confirm GST Reconciliation

10. The Reconciled GST Session will be saved and allocated a GST Session Number. The Session can be viewed at any time and the relevant reports printed.

11. View the Opening Balance Sales and Opening Balance Purchases tabs to see if there are any entries included in your reconciled GST Session. Remember that these figures ARE NOT included in the figures on the Worksheet, you must handle these separately and add them to the figures on the Worksheet report to lodge your BAS.

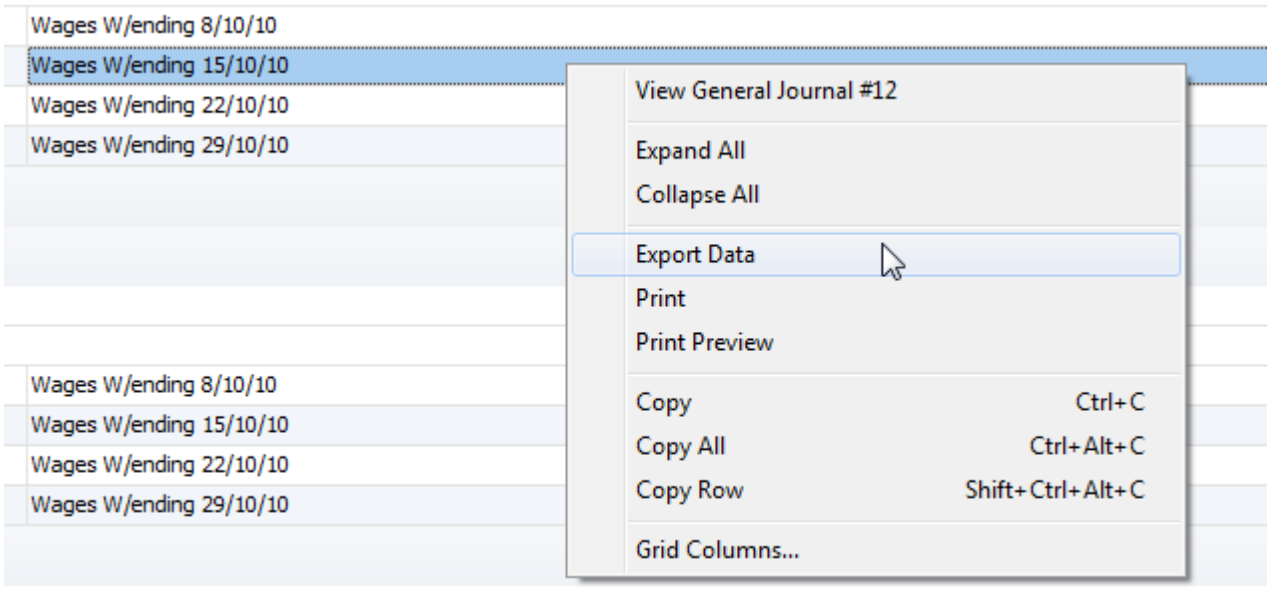


Jim2 GST Session > Opening Balance Sales Tab

Jim2 will report the entire transaction amount. You will need to check in your retired software "how much" of the transaction total attracted GST and adjust your BAS report accordingly. *Check the entries to see if they are all subject to GST and assuming they are then divide the gross figure by 11 to calculate the GST component.Add the Gross amount and the GST amount to the figures in the relevant fields on the GST Calculation Worksheet Report to lodge your BAS.*

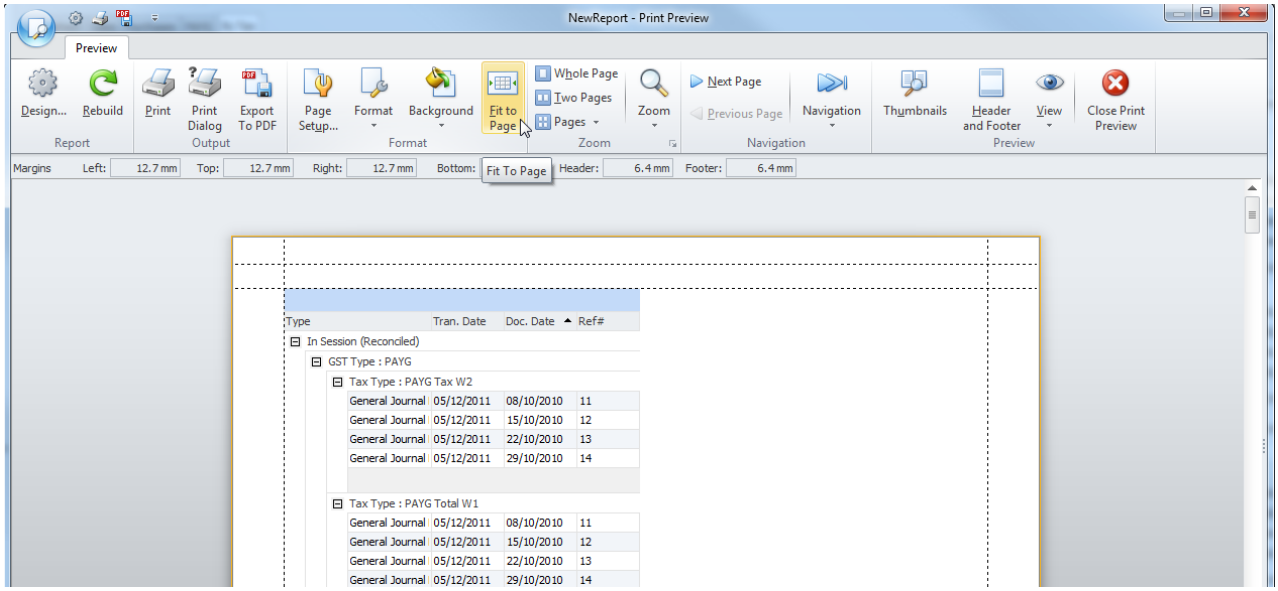
12. From the Summary Tab you can print either the GST Calculation Worksheet report or the GST Summary report, which you will use to complete your BAS. The information in both reports is identical, but the layout is slightly different.

13. From the By Tax Tab you can Right Click>Export Data and save the detailed transaction information as an excel file, which you can print if required or email to your accountant.



Jim2 GST Session > Export Data from the By Tax Tab

You can also print the detailed transaction information in a report using Right Click>Print Preview>Fit to Page to print a Detailed GST Report. This report shows ALL transactions that are included in the GST Session grouped according to the field they report into on the Worksheet. You can use the Page Setup and Format Icons in the Report editor to select the page orientation, print order, give the report a title and page numbering as required.



Jim2 GST Session > Printing a Detailed Report from the By Tax Tab

To view a previous GST Session, change "Select By" to "GST Session#" and choose a session from the drop down list. When viewing a previous session, you can choose to DELETE that session using the Delete Session button. This will return all those transactions back to Current GST allowing you to re-do the session.

You can Delete a GST Session if you find something is incorrect, however we strongly advise you NOT

to delete a GST Session once you have lodged the BAS. Any changes can be included in the next GST Session.

The Detailed Reports found on the Sales and Purchases tabs simply list the transactions from each tab that have been included in the GST Session, and do not report in a manner that directly corresponds to the fields on the Worksheet. Refer to point 12 above for instructions on printing detailed reports.

The GST Reports found under Management Reports pre-date the introduction of GST Sessions and were designed for ACCRUAL method ONLY. All transactions are automatically used to calculate your liability and do not "reconcile" transactions. These legacy GST reports have been renamed as reportname(old). **Happen advises you to use GST Sessions to calculate your GST liability.**

9.7.8 Recording your BAS Payment (or Refund) to the ATO

In the majority of cases you will need to make a payment to the Tax Office each BAS period, and that payment is made up of what you owe them, less what they need to credit you.

First ensure there is a CardFile for the ATO in your Jim2 database, and add one if not, so you can easily track all payments made to the ATO.

The actual amount of each payment needs to be recorded correctly and reflect how it is apportioned against the GL Liability accounts to accurately debit and credit those running balances - you will record the payment to reflect what was actually lodged on your BAS.

You should ensure that the GST liability figures from your previous system are entered as opening balances against the relevant GST Liability accounts in Jim2. Your payment (or Refund) in Jim2 will simply clear these out.

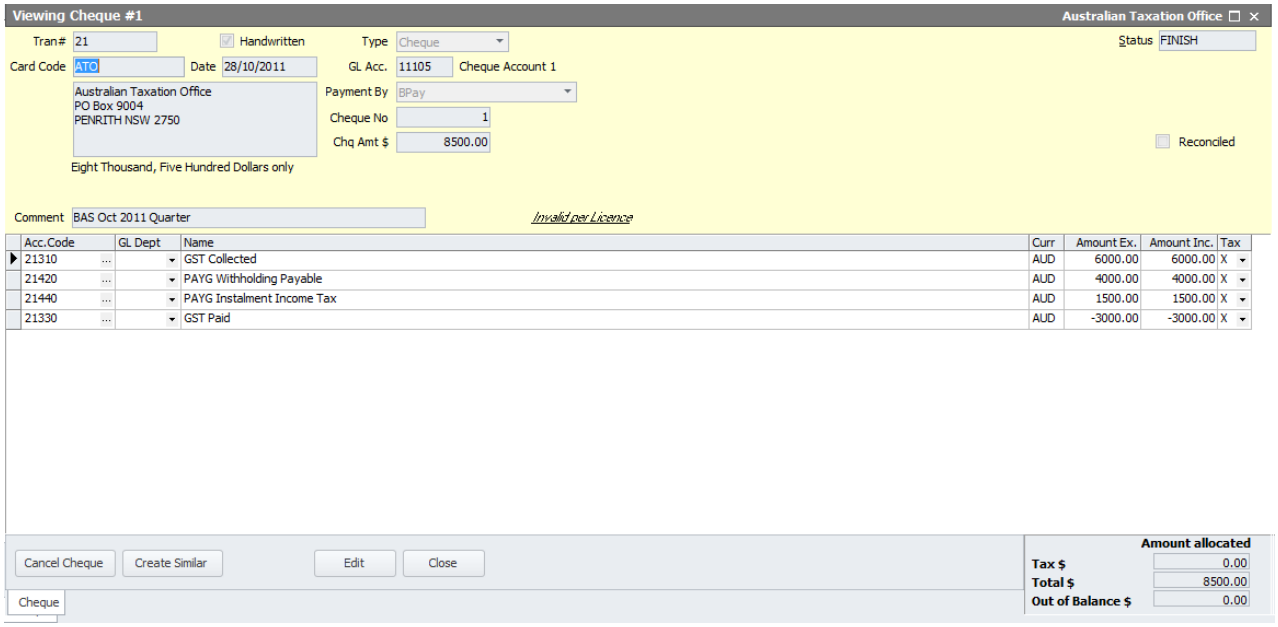
Recording your BAS Payment

For this example, the GST Calculation Worksheet report shows a total due of $8500.00 made up of:

GST Collected on Sales	6000.00
PAYG Withholding Payable	4000.00
PAYG Instalment Income Tax	1500.00
GST Paid on Purchases	-3000.00

Go to Accounts>Banking>Chequebook, add a 'Cheque' and select the cardfile for the ATO.

Record the amount of the payment and allocate the amounts exactly as lodged on your BAS to the relevant General Ledger accounts as shown in the screenshot below.



Jim2 - Entering your BAS Payment

Enter the "negative" liability last to balance the cheque amount, finish and save.

You must use Tax Code X on every line of the cheque entry when paying the ATO.

You must only use Tax Code Q against the PAYG Payable account in the Payroll General Journal, as this code flags the transaction to report into W2 in GST Sessions. If you use Tax Code Q when recording a payment to the ATO, it will distort the figure in W2 in your next GST Session.

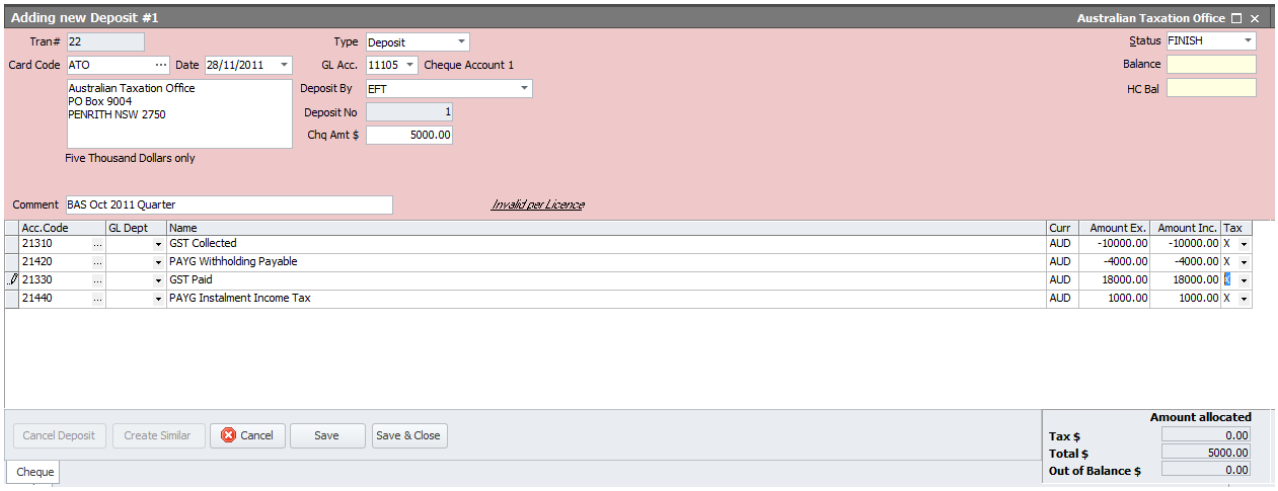
Recording your BAS Refund

For this example, the GST Calculation Worksheet report shows a refund due of $5000.00 made up of:

GST Collected on Sales	-10000.00
PAYG Withholding Payable	-4000.00
GST Paid on Purchases	18000.00
PAYG Instalment Income Tax	1000.00

Go to Accounts>Banking>Chequebook, add a 'Deposit' and select the cardfile for the ATO.

Record the amount of the refund and allocate the amounts exactly as lodged on your BAS to the relevant General Ledger accounts as shown in the screenshot below.



Jim2 - Entering your BAS Refund

Enter the "positive" liability last to balance the deposit amount, finish and save.

You must use Tax Code X on every line of the deposit entry when entering a refund from the ATO.

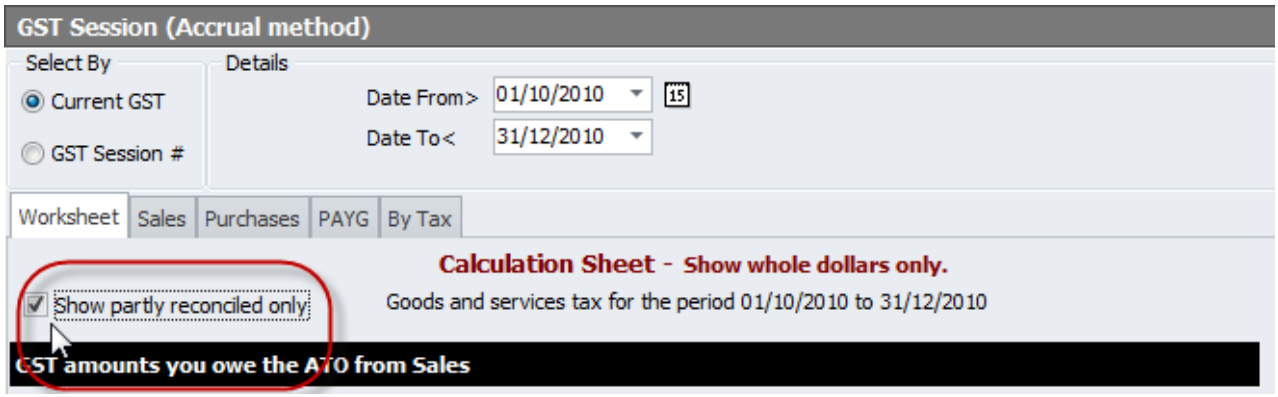
You must only use Tax Code Q against the PAYG Payable account in the Payroll General Journal, as this codes flags the transaction to report into W2 in GST Sessions. If you use Tax Code Q when recording a refund from the ATO, it will distort the figure in W2 in your next GST Session.

9.7.9 IAS Monthly PAYG Lodgement

Some businesses are required to lodge a **Monthly IAS** (Instalment Activity Statement) for PAYG Withholding (from wages and salaries), while still reporting GST/BAS on a quarterly basis.

If this is the case for your business, you will have to complete a Monthly GST Session, selecting and reconciling **only** those transactions that appear in the PAYG Tab - relating to payroll entries. You may also be required to report amounts at W4 (amount withheld where no ABN is quoted) and W3 (other amounts withheld excluding any amounts shown at W2 and W4).

Once you have selected the PAYG entries for your nominated period, you are effectively doing a partial GST Session reconciliation. To print out a GST Session summary displaying a total of the selected PAYG transactions only, ensure that the "Show partly reconciled only" box is ticked in the summary tab.



Jim2 > GST Sessions > Show Partly Reconciled

The GST Calculation Report when printed will display the W1 and W2 totals only.

To complete the GST Session, you will use the same Selection method against PAYG transactions only, as described in GST Session Accrual Method or GST Sesion Cash Method.



When entering your payment to the Australian Taxation Office, ensure that the Tax Code X is used when allocating the amount remitted for PAYG withheld. Tax Code Q is ONLY for use in the Payroll General Journal to ensure that the PAYG Tax appears in the correct area in GST Sessions. **If you use Tax Code Q on the ATO payment entry, it will incorrectly appear in the PAYG Tab of the GST Session.**

9.7.10 Initial GST Session

You may have changed over to Jim2 part way through a BAS period and are not sure how to calculate the figures to be lodged on the next BAS. If so, you will need to combine figures generated from the GST Reports from your previous system up until the changeover, with figures generated from the initial GST Session completed in Jim2. Fortunately you will only need to do this once!

Learning how to complete and review a GST Session, and interpret the the detailed information via the By Tax tab, is a useful means of picking up errors and identifying potential training issues for your staff.

This detailed information allows you to:

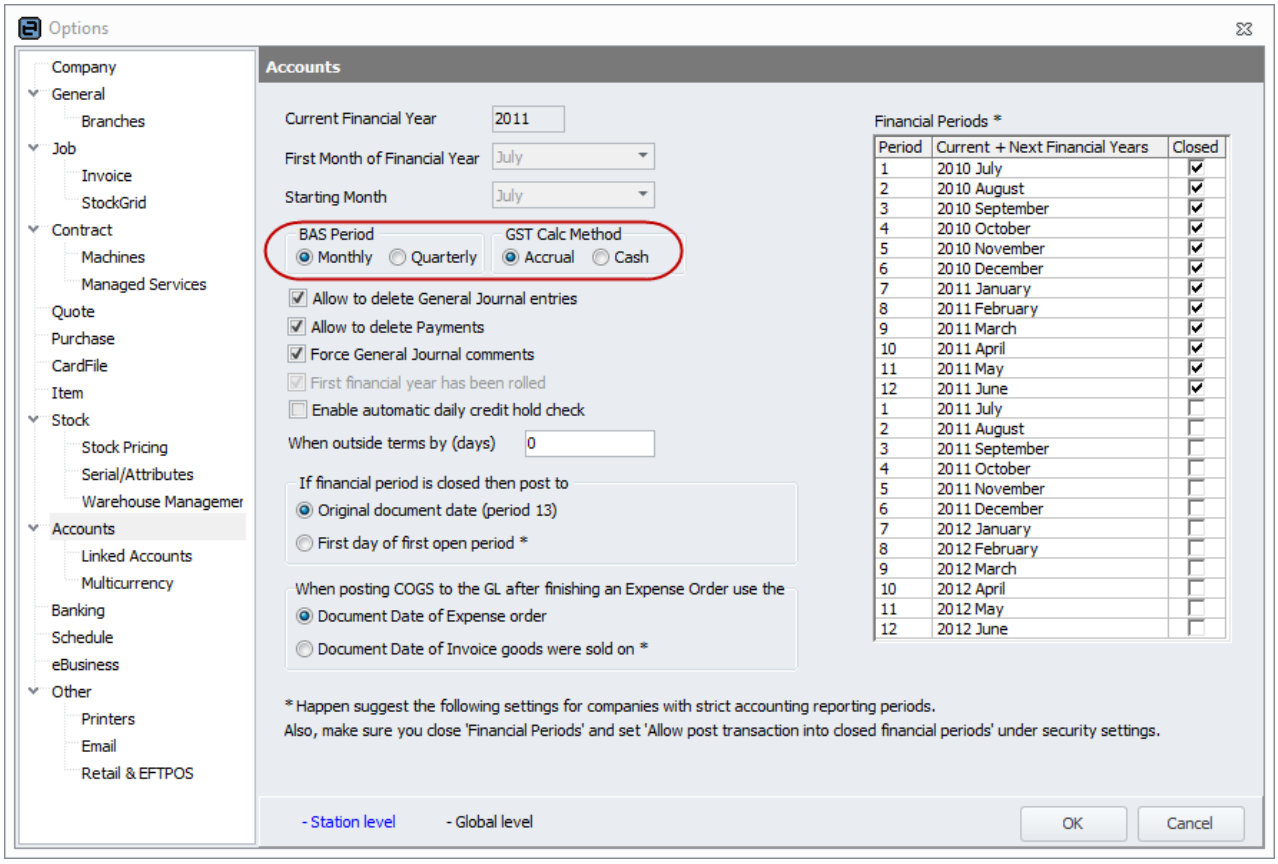
- Review the transactions that make up the totals in the fields on the Summary Tab
- Verify that the correct tax code was used
- Identify where incorrect tax codes may have been used and make any corrections prior to completing and reconciling the GST Session.
- Be confident that what you are reporting on your BAS is accurate.



We strongly advise you to contact the support team at Happen Business on 02 9570 4696 or support@happen.biz to book your initial GST Session with a support team member.

Before commencing the initial GST Session, we suggest that you read through the GST Sessions section of this helpfile.

Ensure the Options for the GST Calc Method have been correctly selected, as this will have a direct effect on the information presented in the GST Session grid.



Jim2 > Options > Accounts

9.7.11 GST Sessions FAQ

1. If you are on Accrual GST and the GST Figures in the GST Session do not agree with the Balance Sheet GST Liability Account balances

The figures generated in GST Sessions should agree with the balance in the GST Liability accounts for the same period. Where to look if not?

The problem is most likely to be caused by something 'out of the ordinary' as the regular transactions will be reporting correctly.

- Were the correct opening balances brought across into Jim2?
- Have the BAS payments (or refunds) been applied to the relevant Liability Accounts correctly?
- Have any General Journals (or Expense PO's) been posted directly against the GST Accounts using tax code X?
- Did you pay the BAS in full? (if not refer to **4. Updating your Liability Accounts when you have an instalment payment plan with the ATO)**

To check for GJS, GJP or Expense PO entries directly to the GST Liability Accounts, run an account enquiry against each of the GST Liability accounts for the relevant period and investigate as follows:

- Group the transactions by the 'Type' column header to identify anything out of the ordinary, e.g., a GJP or GJS. If you find GJS or GJS entries you should review each entry as you may need to reverse them and record the entry differently.
- Remove the grouping.
- Group the transactions by the 'Tax' column header to identify anything out of the ordinary, e.g., the use of Tax Code X on an Expense PO or Tax Code C in the GST Collected on Sales account (C should only be used for Capital Acquisitions which are Purchases).

- Make any corrections as necessary then re-run the GST Session.

2. If the Payroll figures do not agree with the figures reporting into W1 and W2 in the GST Session

The figures in W1 and W2 are generated from using Tax code P and Tax Code Q on your Payroll General Journals

Tax Code P flags transactions to report into W1 (Gross Wages & Salaries) on the Summary Tab in GST Sessions.

Tax Code Q flags transactions to report into W2 (PAYG Withheld from wages) on the Summary Tab in GST Sessions.

Incorrect use of either Tax Code P or Tax Code Q will impact on the figures reporting into W1 or W2. Refer to Tools>Setups>Tax Codes for further information.

Review the PAYG Tab in the GST Session to see if there are any payments to the ATO appearing there - this will most likely indicate the use of Tax Code Q on a payment, instead of Tax Code X. If so, add a General Journal to reverse the use of Q and select tax code X to correct the entry then re-run the GST Session.

Run an account enquiry against the Wages and Salaries expense account for the relevant period and investigate as follows:

- Group the transactions by the 'Tax' column header to identify anything out of the ordinary, e.g., the use of Tax Code X instead of P.
- Make any corrections as necessary then re-run the GST Session.

Run an account enquiry against the PAYG Liability account for the relevant period and investigate as follows:

- Group the transactions by the 'Tax' column header to identify anything out of the ordinary, e.g., the use of Tax Code X instead of Q.
- Make any corrections as necessary then re-run the GST Session.

3. Calculating the PAYG Instalment Income Tax amount payable

Jim2 does not calculate this figure for you, it must be calculated manually and then entered into Field 5A on the Worksheet Tab before the GST Session is reconciled.

- Go to Management --> Business Analysis --> Profit & Loss --> select the date range for the relevant period and run.
- Right click and select 'Export Data' from the drop down menu, select the location to save the file and save as an excel file.
- Edit the excel file to calculate the amount payable by taking the gross income total and multiplying by the rate notified by the ATO.

4. Updating your Liability Accounts when you have an instalment payment plan with the ATO

You should add a 2-XXXX Liability account, such as 'GST Clearing' or 'ATO Liability' account, to track your total debt to the ATO when not paying your BAS in full or if you have an instalment arrangement.

- When you complete a GST Session, add a General Journal to record the amount payable against the 2-XXXX ATO Liability account and allocate the amounts exactly as lodged on your BAS to the relevant General Ledger accounts to keep the running balances correct, in the same way you would

record a payment to the ATO.
- When you make a payment to the ATO record the amount of the payment against the 2-XXXX ATO Liability account to reduce the balance owing.



For further assistance with completing a GST Session, contact the support team at Happen Business on 02 9570 4696 or support@happen.biz

9.8 End of Financial Year

End of Financial Year processes are integral to maintaining an accurate Jim2 Database. We recommend that you complete a series of tasks when approaching the End of Financial Year. A comprehensive checklist can be found in the End of Financial Year Checklist page.

Once you are ready to close a financial year, Jim2 provides a easy-to-use Close Financial Year Wizard. Please refer to the section on Close Financial Year Wizard.

Please note that an End of Financial Year Roll Over is NOT reversible. Therefore we strongly recommend that all checks be completed and your Accountant has approved the financial year roll over.

9.8.1 End of Financial Year Checklist

Jim2 Workflow

- ☑ Review all active Quotes and check status. Cancel any expired or duplicated Quotes.
- ☑ Review all active Purchase Orders and check status. Chase supplier invoices for all those on RECEIVED and finish them once invoice is received. Cancel any expired or duplicated orders.
- ☑ Review all active jobs and invoice any that can be invoiced. Cancel any expired or duplicated jobs.
- ☑ Check your Bank Deposits and resolve any old unbanked transactions. Check for duplicate entries (to be deleted or reversed) and review your debtor records. If they are current, complete the banking session as normal.
- ☑ Check there is no stock sold in advance. Go to Management > Reports > Stock Reports > Stock in Advance. Display the report up to the end of the Financial Year you wish to close.
- ☑ Perform a Stocktake – please refer to the section on Preparation for Stocktake

Jim2 Accounting

- ☑ Reconcile all accounts:
  - Debtors
  - Creditors
  - Bank Accounts/Credit Cards
  - Petty Cash
  - Resolve any old entries that are still outstanding as they may be impacting on your debtor and creditor records
- ☑ Tax/GST compliance has been completed and lodged
- ☑ All Multicurrency Valuations have been completed
- ☑ Adjusting General Journals issued by your Accountant have been entered

- ☑ Print Reports:
- ☑ Stock Valuation by COGS at close of business on June 30
  (NB: you cannot backdate this report)
- ☑ Detailed Aged Receivables (as soon as all June transactions are complete)
- ☑ Detailed Aged Payables (as soon as all June transactions are complete)
- ☑ Ensure you have closed off any previous financial years. You can have two financial years running concurrently in Jim2, but no more.

For newer Jim2 users - Opening Balance Debtors/Creditors reconcile with Opening Balance General Ledger entries – ensure the Historical Balance (3-9999) account is $0.00

Jim2 Stocktake Preparation

In Jim2, a stocktake session can be run at any time, and for any selection of stock. This means that you can stocktake the whole showroom, or just one stock code, and report the results in both the accounting and stock control sections of Jim2. This functionality allows you to conduct regular, cyclical stocktakes, which are easier than one annual stocktake.

When a stocktake session is commenced, all stock involved in the session is locked, ensuring accounting transactions can't be passed against these stock codes. When the count has been completed, the results of the count are confirmed, and the session is saved with a FINISH status.

The FINISH status of the stocktake session creates a stock adjustment, which you can view, investigate, and then FINISH. The finished stock adjustment will have either an expense or income value, which will be posted to your stock adjustment account. The asset account in your balance sheet will also be adjusted, to account for the variance of stock on hand.

Once the stocktake session has been finished, and the stock adjustment has been finished, you will have accurate stock quantities in Jim2.

Managing your work practices after completing a Stocktake Session

Once completing a stocktake, your company's work practices will then influence the accuracy of your stock records. Accurate management will then allow you to accurately report stock valuations based on the information contained in a number of Jim2 reports, as well as the Jim2 General Ledger. Poor work practices will quickly lead to incorrect stock valuation reporting.

Preparation for Stocktaking

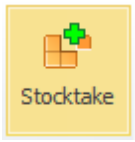
Stocktaking requires planning and preparation. It is important that the stock included is tidied and made available for counting. Here is a checklist for Stocktake Preparation in Jim2:

- ☑ As many jobs as possible need to be invoiced.
- ☑ Minimal number of jobs with stock committed in them.
- ☑ Received Purchase Orders (with appropriate tax invoices) should be Finished.
- ☑ Backfill all stock sold in Advance. Go to Jim2 in the Menu bar > Stock > Backfill stock sold in Advance. Click Select All and click Backfill.
- ☑ Run a stock list, sorted by Stock On Hand. It is advisable to fix the negatives prior to conducting a stocktake session (transfer stock, or stock adjust, or finish a PO).
- ☑ Re-run the Backfill stock sold in Advance.
- ☑ Print a list of Stock Sold in Advance that cannot be backfilled. Go to the Management Tab > Reports >

Stock Reports > Stock in Advance Liability. These stock codes will need to be excluded from the Stocktake session.

As stocktake sessions are conducted by stock location, it is important to suitably arrange the stock in each location. These locations typically include stores, showrooms, warehouses, damaged goods areas, company vehicles, warehouses, etc. Poor layout of stock will lead to a poor count. Areas of concern are stock on display (away from the general stock), stock that is in cabinets or drawers, stock on Point of Sale counters, stock in offices, stock on loan to customers or staff, etc.

Adding or managing a Stocktake Session



Once the preparation has been completed, a stocktake session can be commenced. To access the 'Stocktake List' you will need to select the 'Stocktake' icon in either one of these ways:

- Click on the 'Stock' Tab of the Jim2 Ribbon and then click on 'Stocktake'
- In the Nav Tree, right-click on 'Accounts' and select 'Creditors'.

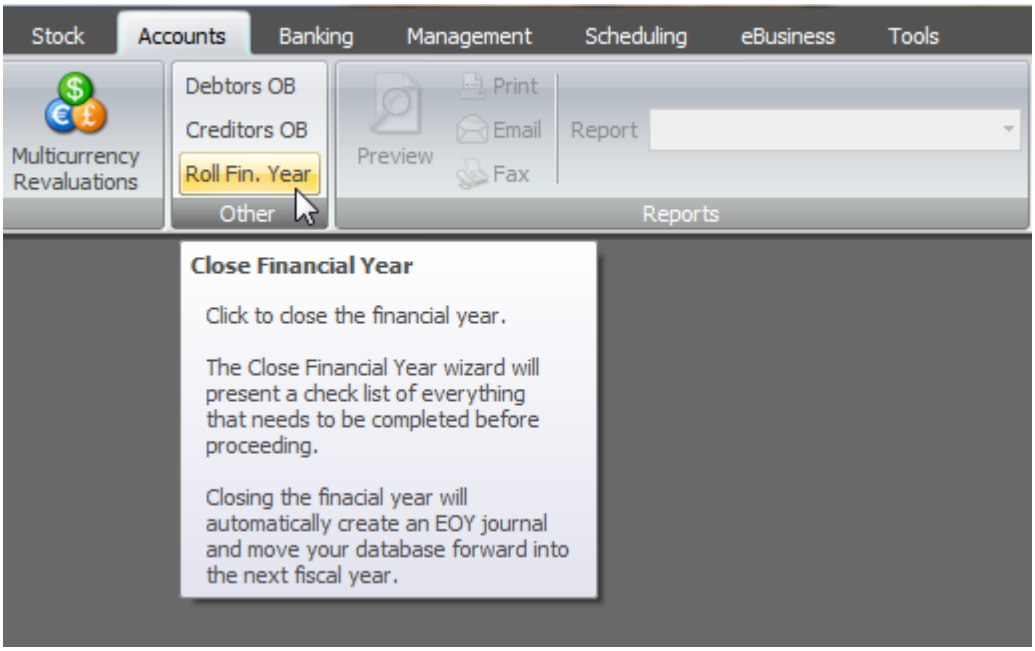
A stocktake session is first by location, and then further filtering can be applied. This filtering can include Report Level groups, allowing you to only require counting of particular product groups.

For further assistance or information please call happen support on 02 9570 4696 or email support@happen.biz

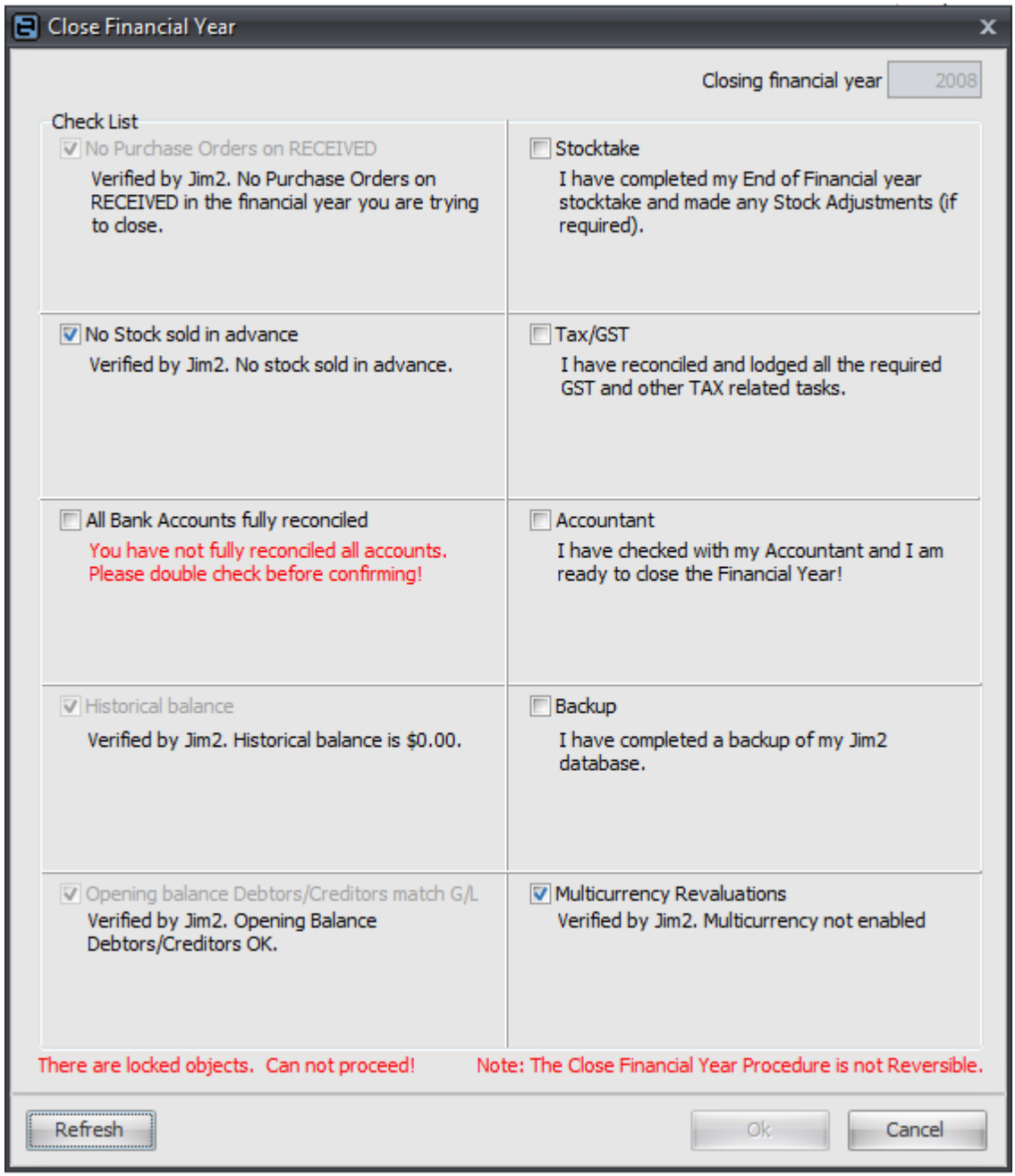
9.8.2 Close Financial Year Wizard

A Close Financial Year Wizard has been added to the Jim / Accounts menu. Jim2 allows you to operate for up to 12 months after end of the current financial year before it has to be finalised and closed (rolled).

Upon running the Close Financial Year Wizard you will be presented with the following checklist…



Jim2 > Accounts > Close Financial Year



Jim2 > Accounts > Close Financial Year Checklist

NOTE: No other users can be logged into Jim2 while you are Closing a Financial Year

- After completing all checks the 'OK' button will be automatically enabled and you can complete the Close Financial Year Procedure.
- All Profit and Loss accounts will be adjusted and the corresponding Profit (or Loss…) will be transferred to your linked Retained Earnings account. An End of Year Journal entry will be automatically created dated the first day of the next financial year.
- Any closed periods in Options / Accounts will be cleared and rolled back one year, and the current financial year value will be incremented by 1.
- We strongly advise that you backup your database and do a Test Close Financial Year in your Training database PRIOR to running your live Close Financial Year.

Jim2 End of Financial Year Wizard Explained

No Purchase Orders on RECEIVED.	The wizard will check your database and automatically set the tick based on the results. All Purchase Orders that are on the Status of RECEIVED must be marked as FINISHED prior to rolling. This check is Mandatory.
No Stock sold in Advance	The wizard will check your database and automatically set the tick based on the results. It's possible that you may have sold stock (perhaps at $0.00, etc.) so you should determine if this is correct and base your decision on this. If you have sold stock in advance and not generated the related PO or stock Adjustment your profit will be higher than it actually is!
Bank Accounts Fully Reconciled	The wizard will check your database and automatically set the tick based on the results. It's possible that you may have GL accounts flagged as reconcilable that are not important to your EOFY figures. If this is correct base your decision on this.
Historical Balance	The wizard will check your database and automatically set the tick based on the results. The Historical Balance figure in your GL must be $0.00 to be able to roll. This check is Mandatory.
Stocktake	Confirm you have completed your EOFY stocktake (if required) and completed any Stock Adjustments, Write Downs, etc.
Tax/GST	Confirm you have reconciled and lodged all the required GST and other TAX related tasks.
Accountant	Confirm you have checked with your accountant and everyone is happy to complete the rollover.
Backup	Confirm you have a done a full backup of your Jim2 database PRIOR to completing the rollover. Note: The End of Year procedure is not reversible.

9.9 Suggested End Of Month Procedures

No formal end of month procedure is required in Jim2, however it is a good practice to run through a checklist at the end of each month to ensure that nothing has been overlooked. We suggest the following:

- Run a job list and review all open jobs to ensure all that should be invoiced have been invoiced. This especially applies to jobs on FINISH and READY.
- Run a PO list and review all PO's on Received - task someone to chase the supplier for the invoice so that creditors will be correct.
- Ensure all Debtor and Creditor payments have been entered, as well as payroll General Journals and other non debtor/creditor entries.
- Check 'Bank Deposits' and review any unbanked entries, making corrections if necessary.
- Reconcile all bank, petty cash and credit card accounts to ensure that nothing has been overlooked and any errors are picked up and corrected.
- Send out debtor statements once all invoicing is completed and debtor payments have been entered.
- Print copies of all management/financial reports only once the above tasks have been completed.

- Lock the month once all the creditor transactions and bank reconciliations are completed. It can be unlocked if corrections are necessary prior to reconciling the GST Session and lodging the BAS.



Stock Valuation reports (Management>Reports>Stock Reports) are live reports as at 'now' and cannot be backdated.

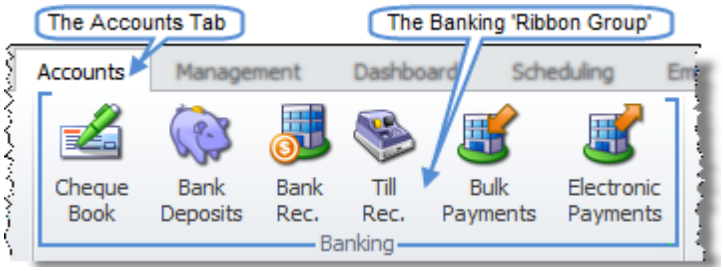
For further assistance or information please contact the support team at Happen Business on 02 9570 4696 or email support@happen.biz

Topic 10

Jim2 BUSINESS ENGINE

10 Banking

Under the Accounts Tab you will find the 'Banking' Ribbon Group. Here you can perform all banking activities, such as writing cheques, depositing money and applying it to the GL, and also performing bank reconciliations to make sure that your accounts balance.



Jim2 'Accounts' Ribbon showing the 'Banking' Ribbon Group

The options are:

- Cheque Book
- Bank Deposits
- Bank Reconciliation
- Till Reconciliation
- Bulk Payments
- Electronic Payments

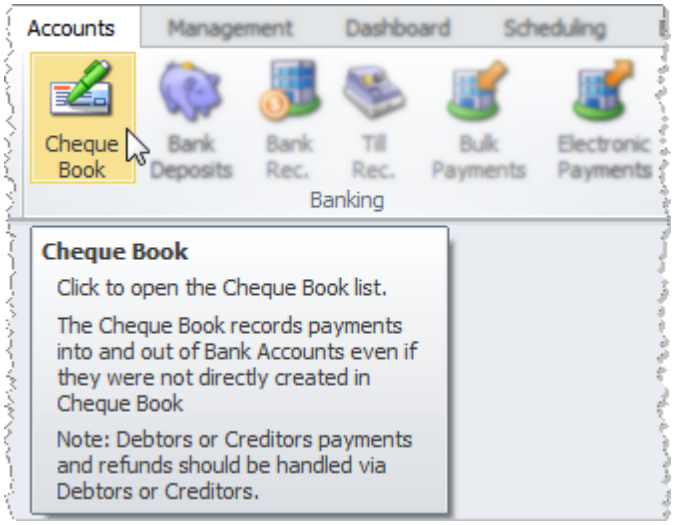
⚠ Creditor and Debtor payments MUST be entered via Creditors or Debtors respectively, NOT via the Cheque Book.

10.1 Cheque Book

This section of the manual explains the function of Cheque Book.

To access the 'Cheque Book':

- In the Nav Tree, right-click on 'Accounts' and select 'Cheque Book'
  OR
- Click on the 'Accounts' Tab of the Jim2 Ribbon and then click on 'Cheque Book'



Jim2 'Accounts' : Cheque Book

The Cheque Book feature in Jim2 is used to record payments into and out of your Bank Accounts and keep track of next available Cheque Numbers. There are certain transactions that relate directly to the Cheque Book but are not entered through this feature - they are Creditors, Debtors Cheques, Bank Fee and Bank Interest entries.

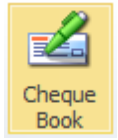
Jim2 Cheque Book is divided into the following specific information areas that will give you a complete detailed record of:

- The Cheque Book List - giving you the option to select one or a specific group of Cheque Book entries using criteria shown
- Single Cheque or Deposit Information from the Cheque Book Form
- The details of the Cheque via the Cheque Details Grid and the Cheque Footer information.



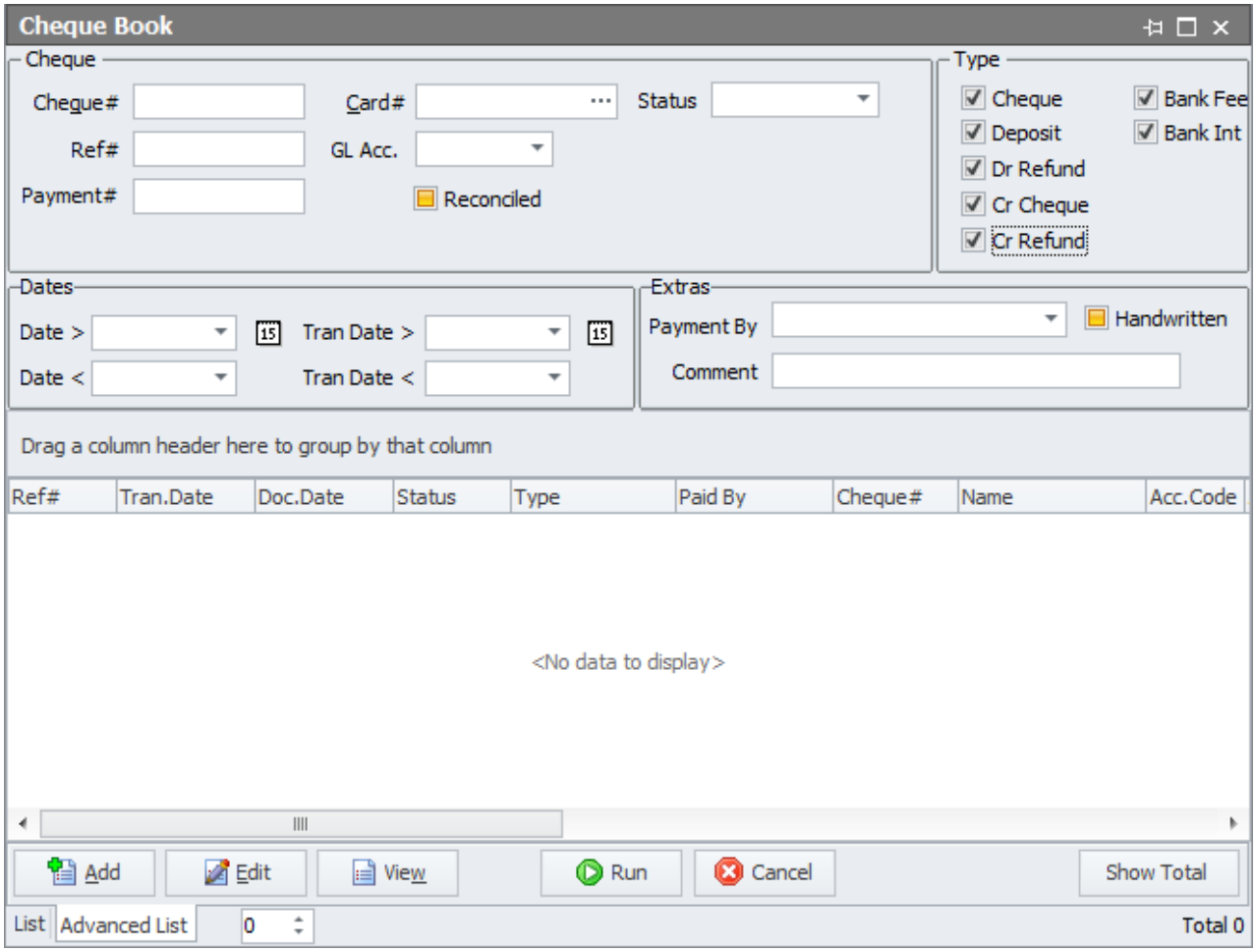
It is very important to use appropriate Security Levels when users are accessing and/or editing information that directly affects your company financial records.

10.1.1 Cheque Book List



To access the 'Cheque Book', select it in either one of these ways:

- Click on the 'Accounts' Tab of the Jim2 Ribbon and then click on 'Cheque Book'
- In the Nav Tree, right-click on 'Accounts' and select 'Cheque Book'



Jim2 - Cheque Book Advanced List (Initial View)

Use the list (or the advanced list) to locate any desired transactions by using the filters at the top of the window and clicking the 'Run' button.

The standard list filters and advanced list filters are explained below.

Header Fields in Standard List

Fields	Explanation
Cheque#	The Cheque number, Deposit number, etc.
Card#	The CardCode of the Customer, Vendor, User, etc.
Status	The Status of the Document: Booked, CANCEL, FINISH
Ref#	The Cheque Book Reference number
GL Acc.	The GL Account: Cheque, Credit Card, etc.
Payment#	The Creditors/Debtors Payment Number
Reconciled	Tick this box to search for reconciled transactions, only. Untick to search for **un**reconciled transactions, only. When the checkbox is displayed in orange, this search filter is ignored
Type	Filter by Transaction Type: Cheque, Deposit, Dr Refund, Cr Cheque, Cr Refund, Bank

Fields	Explanation
	Fee, Bank Int. By default, all options are selected

Header Fields in Advanced List

Additional Fields	Explanation
Date >	The Document Date is on or after the date selected here
Date <	The Document Date is before or on the date selected here
15	The Document Date falls within a specific period selected by clicking the 'calendar icon', e.g., Today, This Week, Last Week, Last Month, Last Year, etc.
Tran Date >	The Transaction was FINISHed on or after the date selected here
Tran Date <	The Transaction was FINISHed before or on the date selected here
15	The Transaction was FINISHed during a specific period selected by clicking the 'calendar icon', e.g., Today, This Week, Last Week, Last Month, Last Year, etc.
Payment By	The Payment Type that was used: Cash, Cheque, Electronic Payment, etc.
Comment	Search for any text that was typed into the comments field of the transaction. Useful for finding payments such as Rent, Maintenance, etc.
Handwritten	Tick this box to search only for Handwritten Cheques, untick to search only for transactions which were NOT handwritten cheques. When the checkbox is displayed in orange, this search filter is ignored

Grid Columns

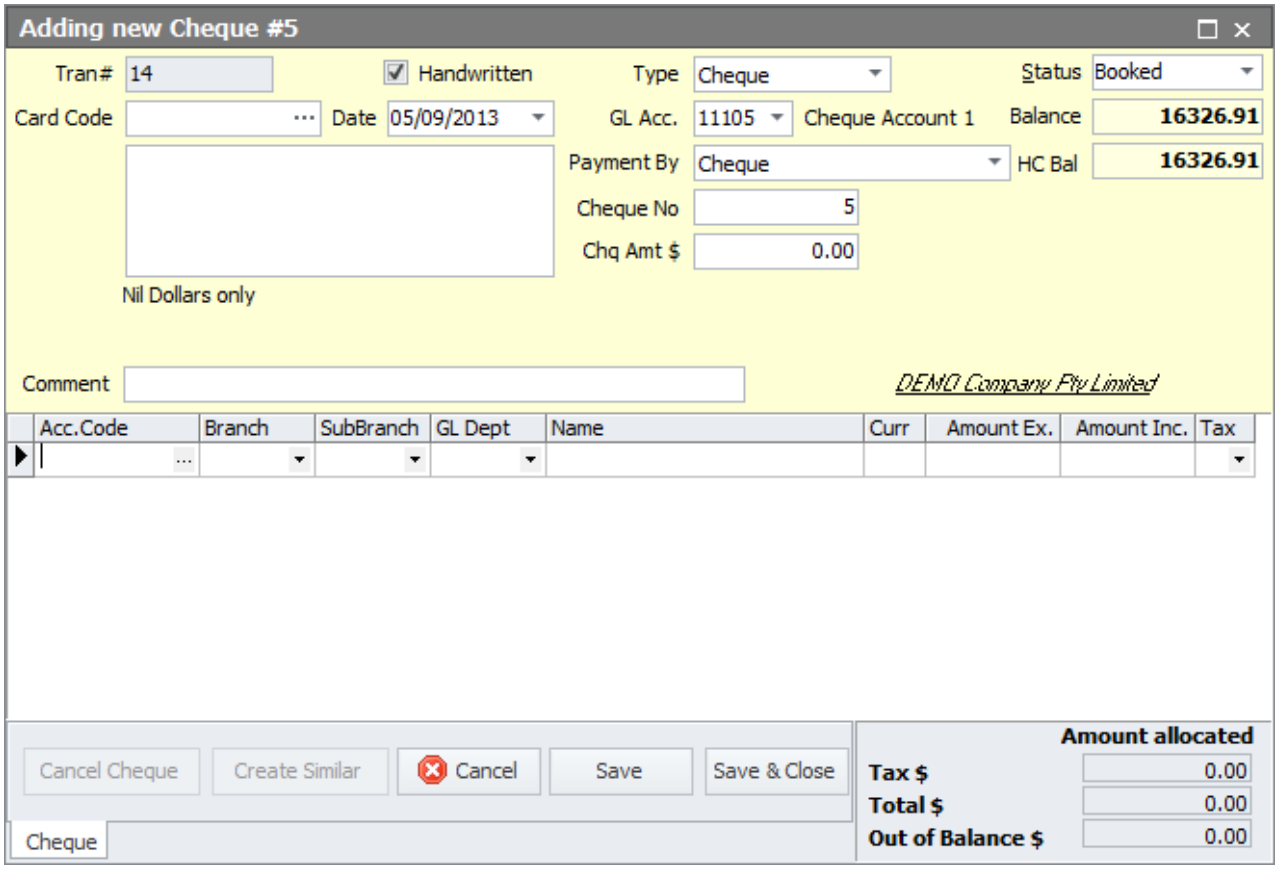
Grid Column Field	Explanation
Ref#	The Cheque Book Reference Number
Tran.Date	The Date that the transaction was Finished
Doc.Date	The Date of the Document
Status	The Status of the Transaction: Booked, CANCEL or FINISH
Type	The Type of entry: Cheque, Deposit, Refund, etc.
Paid By	The Method of Payment: – Cash, Cheque, Electronic, etc.
Cheque#	The Cheque Number
Name	Customer Name – if attached
Acc.Code	General Ledger Bank Account
Amt	The $ amount of the document
Hand	Handwritten – True (Ticked) or False
Reco	Reconciled – True (Ticked) or False – shows true if partially reconciled
Comment	Comments entered for that document

Footer Button	Explanation
Add	Opens a new Cheque Book Form (blank form)
Edit	Opens the selected Cheque form in Edit mode
View	Opens the selected Cheque form in View mode
Run	Runs the List using any filters selected in the Header
Cancel	Closes the Cheque Book List
Show Total	Displays the total '$-value' of Cheque Book entries in the list (excluding any with the Status of Booked or Cancel)

Any Cheques or Deposits that are on the Status of Booked or Cancel will show in the list with the Status and Amount fields in green.

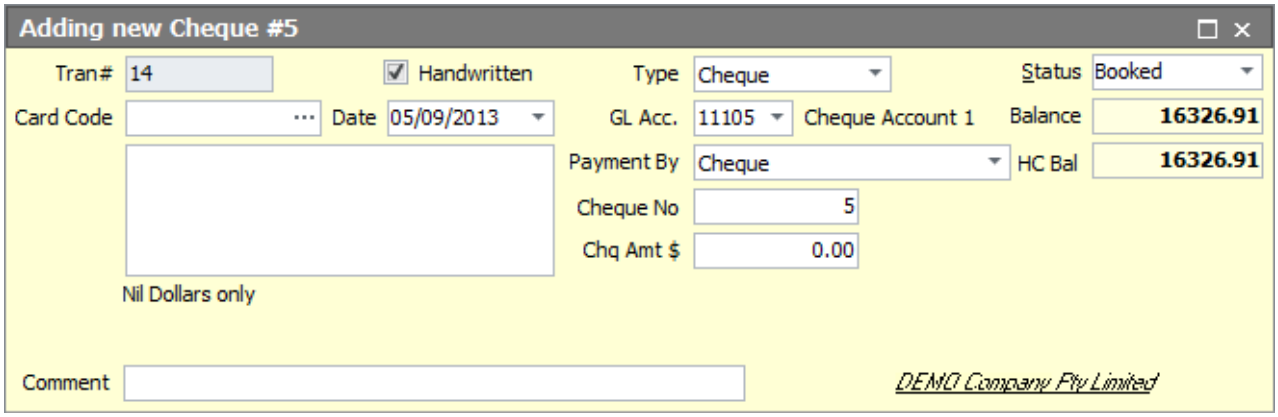
Any Cheques or Deposits that are on the Status of Booked or Cancel will not be included in the show total amount.

10.1.2 Cheque Book Form



Jim2 - Cheque Form

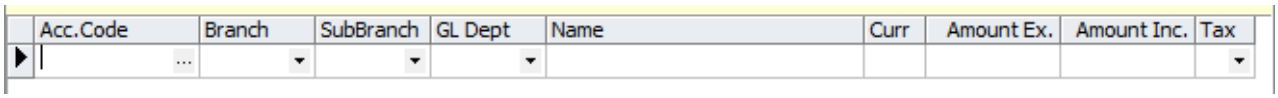
The top section (the header) of the Cheque Book screen records information relating to the Customer/Vendor and Cheque (or Deposit) information



Field	Explanation
Tran #	The ChequeBook Transaction Number (automatically generated by Jim2, it cannot be changed)
Handwritten	Tick this box if you are using a physical cheque that is handwritten
Card Code	The CardCode of the relevant Customer, Vendor or User
Date	The Date of the Document
Type	The type of entry: Cheque, Deposit, Refund, Bank Fee or Bank Interest (only a Cheque or Deposit can be entered directly from the 'Adding new...' form)
GL Acc	The General Ledger Account Number of the Account
Payment By	The type of transaction, Cash, Cheque, MasterCard, etc.
Cheque No	Cheque Number, Deposit Number, etc.
Chq Amt $	The $ amount of this transaction
Status	The Status of the document - Booked (Default), CANCEL or FINISH
Balance	The Balance of the selected Cheque or Credit Card account. The Balance field is only displayed when in edit mode and will show in RED if the balance is a negative value.
HC Bal	The balance displayed in your 'Home Currency' (this field is displayed even if you are not using multicurrency)
Comment	Any optional comments that you wish to record for this document

10.1.3 Cheque Details Grid

This section of the Cheque/Deposit form is where the details of the transaction are recorded.



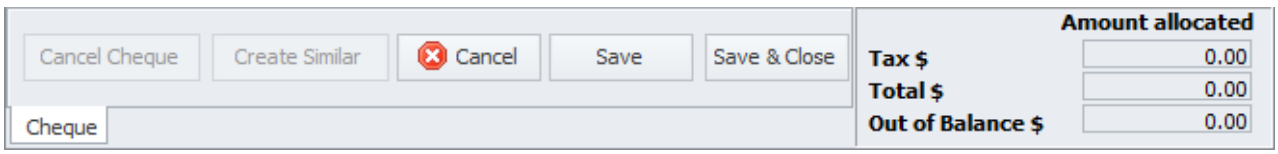
Jim2 - Cheque Book Details Grid

The Details grid in the Cheque Book Form records information relating to the Cheque/Deposit and what it related to.

Field	Explanation
Acc.Code	General Ledger Account Code related to this Cheque, Deposit, etc.
Branch	The Branch creating the transaction (this field is optional)
SubBranch	The SubBranch creating the transaction (this field is optional)
GL Dept	General Ledger department for Profit and Loss accounts
Name	The GL Account Account Name
Curr	The Currency that the cheque is written in
Amount Ex.	Amount Tax Free
Amount Inc.	Amount Tax Paid
Tax	Tax code selection

10.1.4 Cheque Footer

The footer of the Cheque Form has some extremely important information that must be correct, before being able to save the entry on the status of finish. If the Out Of Balance field has a balance you will not be able to save the Finished entry until this field is 0.00.



Jim2 - Cheque Book Form footer

The footer of the Cheque Book Form contains the following:

Button	Explanation
Cancel Cheque/Cancel Deposit	Cancel a cheque or deposit
Create Similar	Create a similar transaction to the one on screen
Close	Close the document if currently in view mode
Edit	Edit this document if currently in view mode

Button	Explanation
Cancel	Returns to view mode. If transaction was a new entry, closes the new window
Save	Save changes made to this document
Save & Close	Save changes made to this document and close the window
Tax$	Tax '$-value'
Total$	Total '$-value' of this document
Out of Balance$	Amount left to be allocated to a GL account

Amount Allocated	
Tax$	Tax '$-value'
Total$	Total '$-value' of this document
Out of Balance$	Amount left to be allocated to a GL account

10.1.5 Cheque Book Status

Cheque Book entries have 3 default status that can apply:

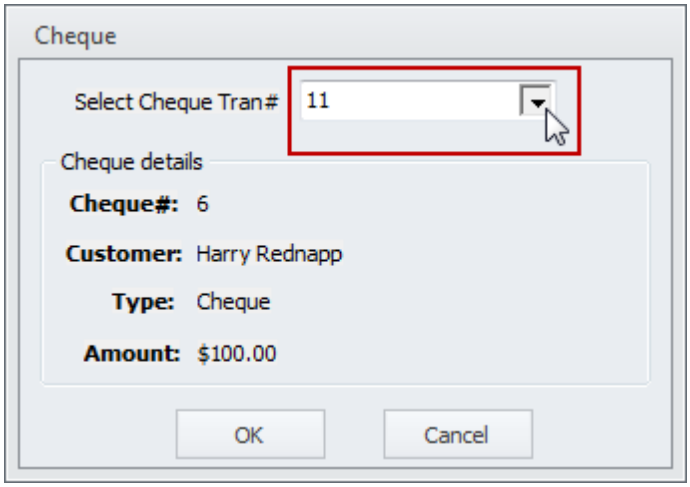
Status	Explanation
Booked	Cheques and Deposits always start with this status
Cancel	Use this Status to cancel a Cheque or Deposit
Finish	Use this Status to mark this Cheque or Deposit as finished

10.1.6 Printed Cheques

We have included in Jim2® a pre-printed Cheque Report using a base format. This format has the Cheque at the top of the form and 2 remittance sections below (1 for the Vendor/Customer and 1 for your records).

You can print cheques for certain transactions only, for example: Cheques, Creditors Cheques and Debtors Refunds. The report can be printed from the Cheque List (where all types are available), from the actual cheque form, from the Creditors Record and a Debtors Refund cheque from Debtors.

When you go to print a pre-printed cheque form you will see a confirmation window displayed showing the information for the selected transaction - you can click on the drop down menu next to the Cheque Transaction Number field to locate any other cheques that you may wish to print.

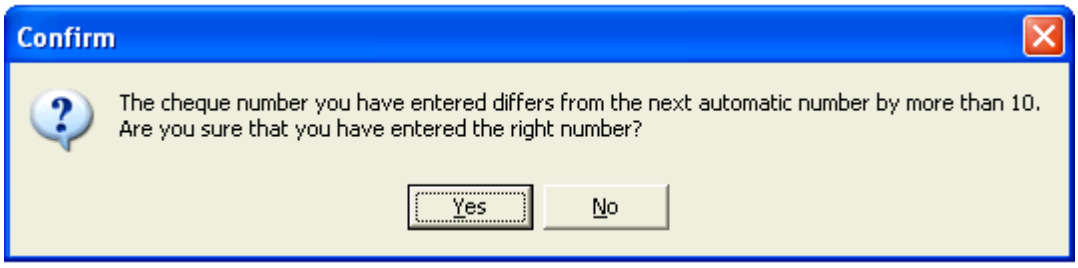


Jim2 - Cheque Printing Confirm Box.

10.1.7 Cheque Number Management

When you are recording cheque/ withdrawal transactions through your Detailed Cheque Accounts, Jim2 uses numeric cheque sequencing – regardless of the "Payment Type" you are using. Naturally, Jim2 will assume that the "next" cheque# you are recording is 1 higher than the last.

Because cheque book re-issuing might see your cheque book numbering change significantly, we have put in a more advanced cheque number management routine. Where Jim2 detects a cheque entry as being MORE THAN 10 difference (+ or -) to the last entry, the following warning will pop to screen:



Example: Cheque sequence started at #1000. A new cheque book is issued where the numbers are #203000. Jim2 will question your new numbering sequence for the next ten entries – then automatically switch to the new numbering sequence.

10.1.8 Entering Cheque Book Transactions

To enter Transactions into the Cheque Book (directly) you need to open the Cheque Book list.

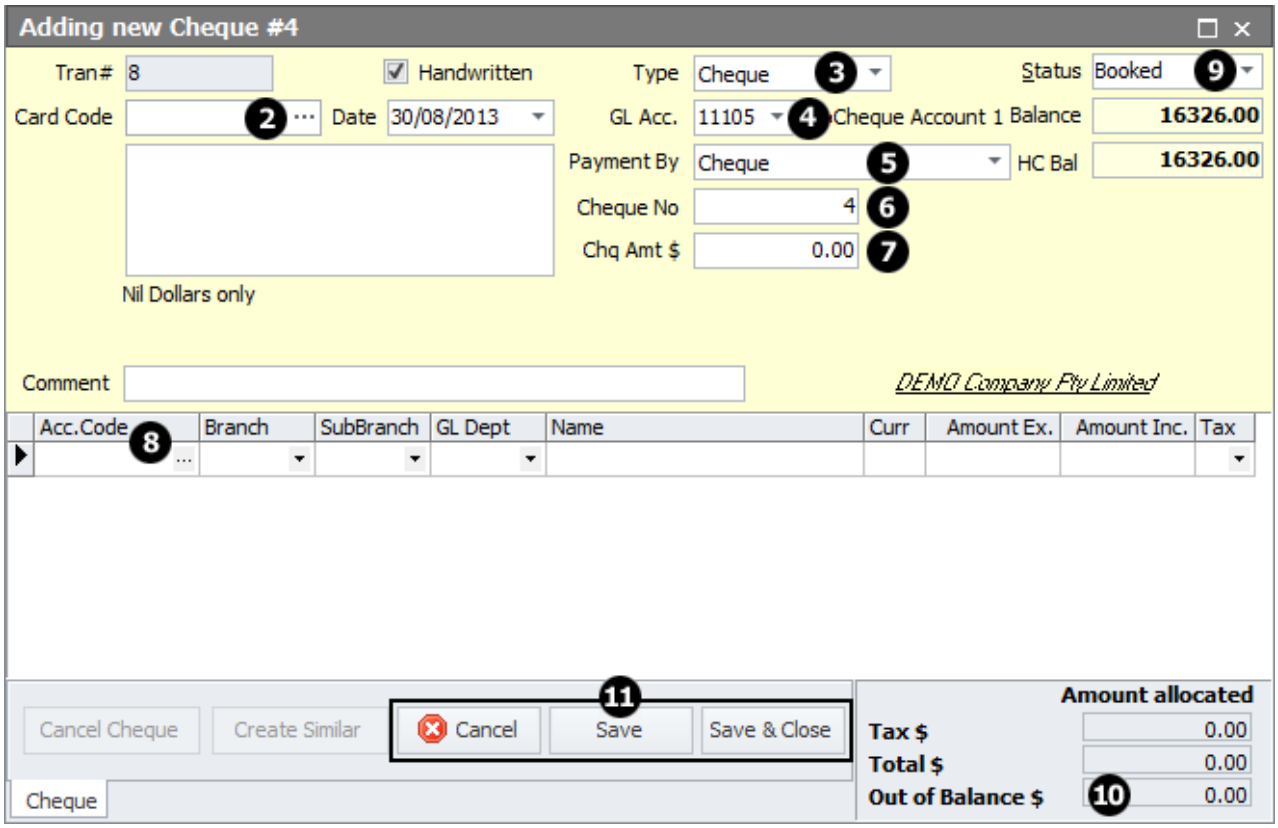
Cheque Book has a number of transactions that flow through it, but only a few can actually be entered (added) directly through the Cheque Book Function.

We will now go through entering, editing and cancelling these transactions in your Cheque Book. We will also explain the other transactions that flow through the Cheque Book but are not entered through this function.

- Create a Cheque
- Enter a Deposit
- Editing Cheques and Deposits
- Cancel a Cheque or Deposit

- Editing Finished Cheques/Deposits
- Write a Cheque from Unbanked Funds
- Other Cheque Book Transactions

10.1.8.1 Create a Cheque



Jim2 - Create a Cheque (Form).

1. To Create a Cheque you first need to open the Cheque Book (from the Accounts Tab) and click on the Add button.

2. Enter the CardCode and Date of this Cheque, (you cannot save a Cheque without a CardCode entered). Change the date from today's if required.

3. The type will default to Cheque, 3 so for this exercise we do not need to change this type.

4. The General Ledger Bank Account will show the default that's selected in Options --> Cheque. You can change this Bank Account selection 4 using the drop-down menu if required. You will only be shown a list of General Ledger Accounts that are set up as Detailed Cheque or Credit Card Accounts.

5. Select the 'Payment By' Type: 5 Cheque, Cash, MasterCard, etc.

The Cheque Number shows the Max Number plus 1 based on the GL Bank Account and Payment Type selected.

6. The Cheque Number ❻ will default to the next one available for that GL Account and Payment Type. You can override this and type in any Number you require - if this is a duplicate Cheque Number you will see a message stating that it is a duplicate Cheque Number and showing details of the Cheque entry it was used for. You can, however, use the duplicate Cheque Number if you wish to.

7. Enter the Tax Paid amount ❼ of this Cheque.

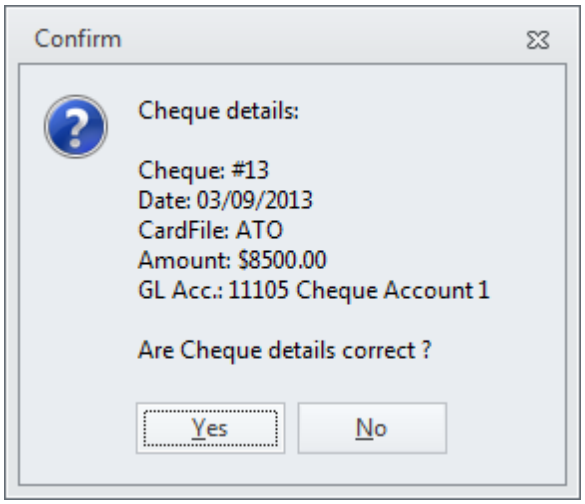
8. Enter the details of what this cheque is for into the details grid. ❽ Select the General Ledger Account, and the description will show automatically. Enter the amount that is applicable to this line of the details grid - select the appropriate Tax Code for this cheque. You can specify a GL Department using the drop down menu.

9. Select the Status of the Cheque. ❾ The options available are Booked, Cancel or Finish. The Cheque will not show in the General Ledger or Bank Reconciliation until the status is set to Finish.

10. Check the footer '$-values' to make sure there is no Out of Balance amount. If there is, you will need to alter the details to account for this value.

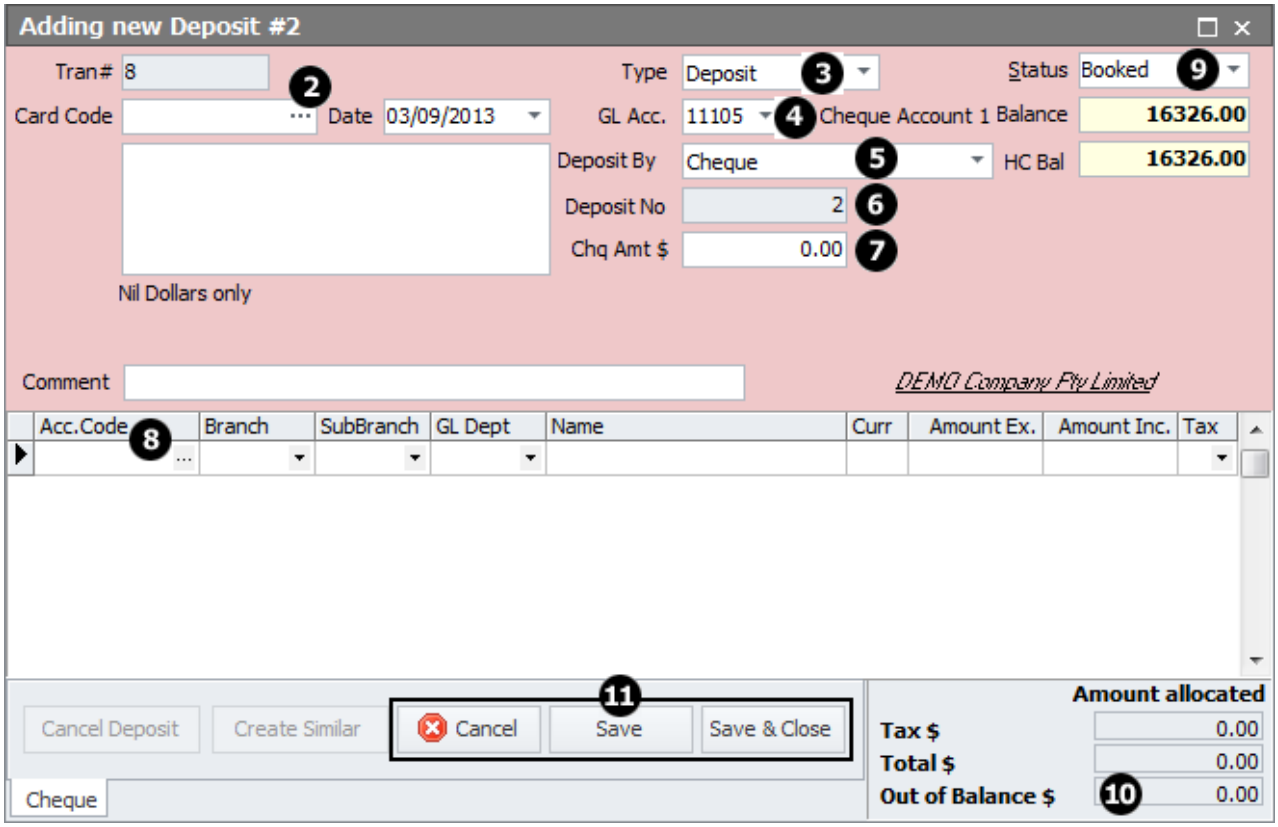
⚠ You will not be able to Save a Cheque on the Status of Finish if it is not balanced.

11. Select either the 'Cancel', 'Save' or 'Save and Close' button to Finish editing this cheque.



Jim2 - Cheque Details: Confirmation Message.

10.1.8.2 Enter a Deposit



Jim2 - Enter a Deposit (Form).

1. To Enter a Deposit you first need to open the Cheque Book (from the Accounts Tab) and select the Add button.

2. Enter the CardCode and Date of this Deposit; (you cannot save a Deposit without a CardCode entered).

3. The type will default to Cheque so for this exercise we need to change the Type. Use the drop down menu 3 and select the Type Deposit.

4. The General Ledger Bank Account will show the default account that was selected in Options --> Cheque. You can change this Bank Account selection using the drop down menu 4 if required. You will only be shown a list of General Ledger Accounts that are setup as Detailed Cheque or Credit Card Accounts.

5. Select the 'Payment By' Type: 5 Cheque, Cash, MasterCard, etc.

The Deposit Number shows the Max Number plus 1 based on the GL Bank Account and Payment Type selected.

6. The Deposit Number 6 displays the next one available, based on the GL Bank Account and the Payment Type selected. You cannot change the Deposit Number.

7. Enter the Tax Paid amount ❼ of this Deposit.

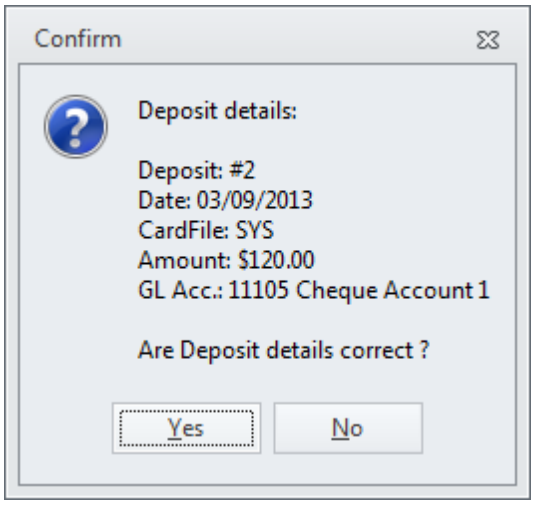
8. Enter the details of what this Deposit is for into the details grid. ❽ Select the General Ledger Account and the description will show automatically. Enter the amount that is applicable to this line of the details grid - select the appropriate Tax Code for this Deposit. You can specify a GL Department using the drop down menu.

9. Select the Status of the Deposit. ❾ The options available are Booked, Cancel or Finish. The Deposit will not show in the General Ledger or Bank Reconciliation until the status is put to Finish.

10. Check the footer '$-values' to make sure there is no Out of Balance amount. If there is, you will need to alter the details to account for this value.

⚠ You will not be able to Save a Deposit on the Status of Finish if it is not balanced.

11. Select either the 'Cancel', 'Save' or 'Save & Close' button to Finish editing this Deposit.



Jim2 - Deposit Details: Confirmation Message.

10.1.8.3 Editing Cheques and Deposits

When you add a Cheque or Deposit on the status of Booked, you can edit any of the details at any point in time as this Cheque or Deposit has not yet entered the General Ledger Transactions (until marked as Finished).

To Edit a Cheque or Deposit

1. Run the Cheque Book List - using the filters locate the Cheque/Deposit you need to edit. You can open the Cheque in one of two ways - either double click on the Cheque/Deposit within the Cheque Book List, or use the Edit/View buttons at the bottom of the form.

2. Edit the details you require to be changed.

3. You can leave this Cheque or Deposit on the Status of Booked if it is not yet finished, or change the status to Finish to update your General Ledger Transactions with this Cheque/Deposit.

10.1.8.4 Editing a Finished Cheque/Deposit

The Cheque Book function within Jim2 has one major difference to most other areas of Jim2, namely, that you can edit Finished Cheques or Deposits. Of course there are a few checks Jim2 must first do before allowing users to Edit Finished transactions.

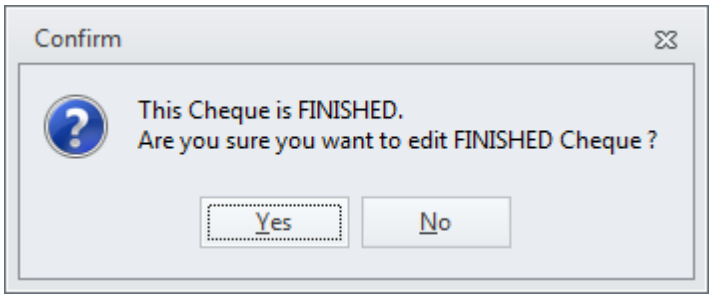
You cannot Edit a Finished Cheque or Deposit in any of these circumstances:

- The Period of that Cheque/Deposit is Closed
- Any part of the Cheque/Deposit has been reconciled
- There is a Bank Reconciliation in progress
- The Cheque/Deposit is in a previous Financial Year

To Edit a Finished Cheque:-

1. Run the Cheque Book List - using the filters locate the Cheque/Deposit you need to edit. You can open the Cheque in 2 ways - either double click on the Cheque/Deposit within the Cheque Book List or use the Edit/View buttons at the bottom of the form.

2. No matter which method you use to open this cheque/deposit you will next see the following message:-



Jim2 - Edit Finished Cheque Message.

3. Select the Yes button and now the Cheque/Deposit will be in Edit mode.

4. You can change most details except:-

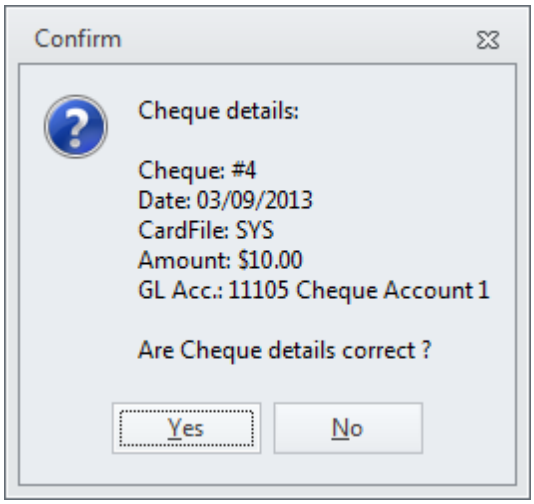
   The Type of entry - if you edit a Finished Cheque you cannot make it into a Deposit or vice versa.

   The Amount of the entry - you cannot change the amount of the overall cheque.

   The Status - the status of this cheque stays at FINISH - if you need to remove it you will need to use the Cancel Cheque Button.

   The Original Transaction Date of this Cheque will not change, even though you can change the date on the Cheque.

5. Once you have made all the changes that you need to, select the Cancel, Save or Save and Close button and the Cheque/Deposit Details Confirmation message will appear checking the details of the cheque.



Jim2 - Cheque Details Confirmation message.

6. Select Yes or No, as appropriate.

Note that once confimed, ANY changes made to a Cheque or Deposit will result in the original transaction being reversed and then re-entered in the Bank Reconciliation list. This includes adding or editing any text in the comment field.

10.1.8.5 Cancel a Cheque or Deposit

Cancel Cheque / Cancel Deposit

When attempting to Cancel a Cheque or Deposit, there are some restrictions which may be placed on the transaction.

- You will not be able to reverse a Cheque or Deposit which is in a previous Financial Year.
- You will not be able to perform a reversal if the Cheque or Deposit concerned has been reconciled.
- If you succeed in Cancelling a Cheque or Deposit, the Reversal entry will go into the current period.

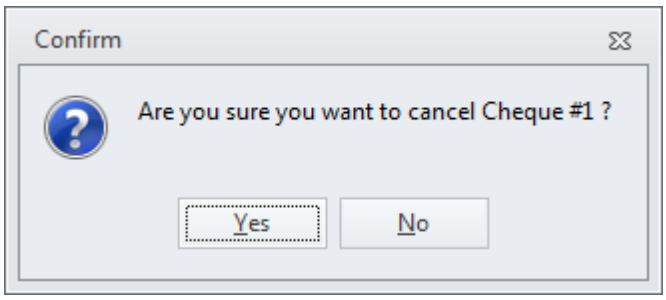
To Cancel a Cheque or Deposit, do the following ...

1. Use the Cheque Book list to locate the Cheque or Deposit that you want to Cancel.

2. Either Double click or use the View button to open the Cheque or Deposit in View Mode.

3. Select the Cancel Cheque or Cancel Deposit button in the footer of the form. If this button is disabled it means that one of the above criteria has not been met and this cheque or deposit, for one reason or another, cannot be cancelled.

4. If the transaction CAN be cancelled, you will see a message confirming that you want to do this. Select the appropriate button, Yes or No.

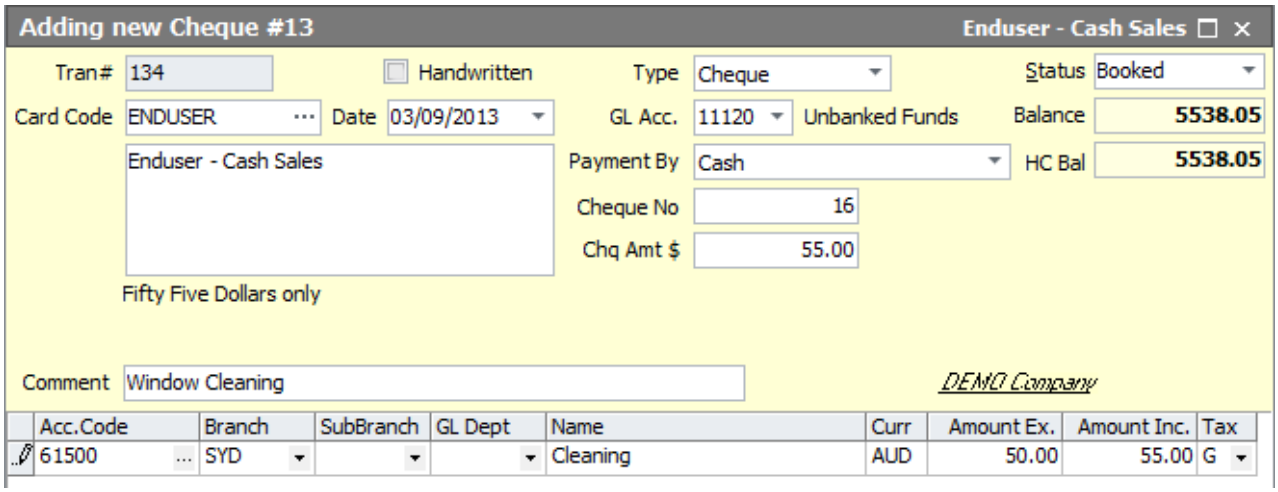


Jim2 - Cancel Cheque Confirmation.

5. A Reversal Cheque or Deposit entry will now be placed into the General Ledger and will also appear in the relevant Bank Reconciliation details.

10.1.8.6 Write a Cheque From Unbanked Funds

Although we do not advise you to use your till as a Petty Cash float, (you should really be creating Expense POs, or keeping a separate Petty Cash float), we know that many of you pay for incidentals, window cleaning for example, from the till. To make record keeping more straightforward, Jim2® allows you to 'write a cheque' from Unbanked funds. This is only allowed for payment types that are set up to 'Allow Negatives'.



You cannot select Unbanked Funds until you have selected a 'Payment By' that allows negatives.

Make sure that you use the above method to record ALL cash payments made out of the Till, so that your till will balance. You MUST include the negative amounts in the Till Reconciliation so that you are actually BANKING the correct amount! You will then be able to reconcile your bank account.

10.1.8.7 Other Cheque Book Transactions

The other types of Transactions which flow through the Cheque Book but are not added through this function are:-

- Bank Fees
- Bank Interest
- Creditor Payments
- Creditor Refunds

- Debtors Refunds

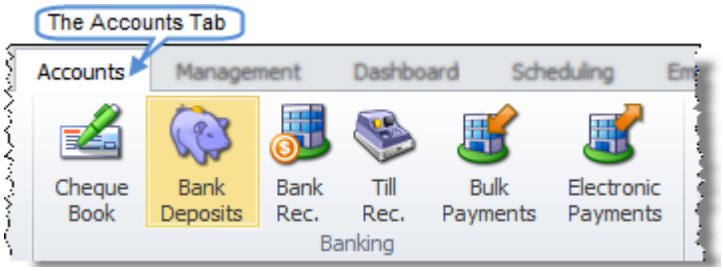
Even though the Transactions were not added or edited through the Cheque Book function you will need to use the Cheque Book to Cancel any of these transactions. Of course if the transaction is a Creditors Payment you will need to unallocate the Payment from any Purchases prior to being able to Cancel it. If the Transaction is a Bank Fee or Bank Interest these transactions are entered through the Bank Reconciliation screen, and when added default to being reconciled. You will not be able to Cancel a Bank Fee or Interest entry if they are partly or completely reconciled.

The Cheque Book List has search field for all these type of transactions for filtering purposes.

10.2 Bank Deposits

You can select 'Bank Deposits' in either of these ways:

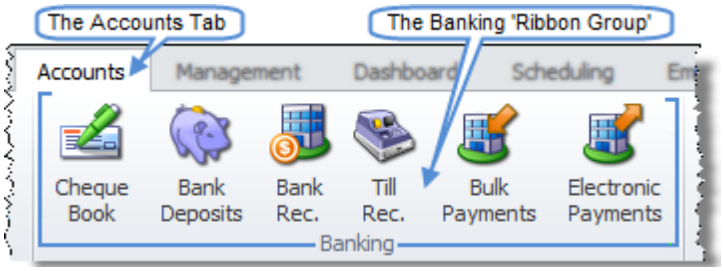
- In the Nav Tree, right-click on 'Accounts' and select 'Bank Deposits'
  OR
- Click on the 'Accounts' Tab of the Jim2 Ribbon and then click on 'Bank Deposits'



When you enter payments in Debtors they will be entered on the day you receive them but this may not be the day they are banked into your Bank Account. To be able to reconcile your bank account more easily we have included a banking section within Jim2. Within Jim2 when you enter Debtors Payments they are added to a General Ledger Account called Unbanked Funds, until you select them in the Bank Deposit screen to specify that they have been banked into a particular Bank Account.

NOTE: Monies received via a TILL - Monies being received/ recorded at the point of invoicing at each POS workstation will typically be stored in their respective Till (cash drawer). This includes all payment types (cash, cheques, EFTPOS, etc.). A complete record of each payment can be found in both the Till Reconciliation and Unbanked Funds.

10.2.1 Open Banking

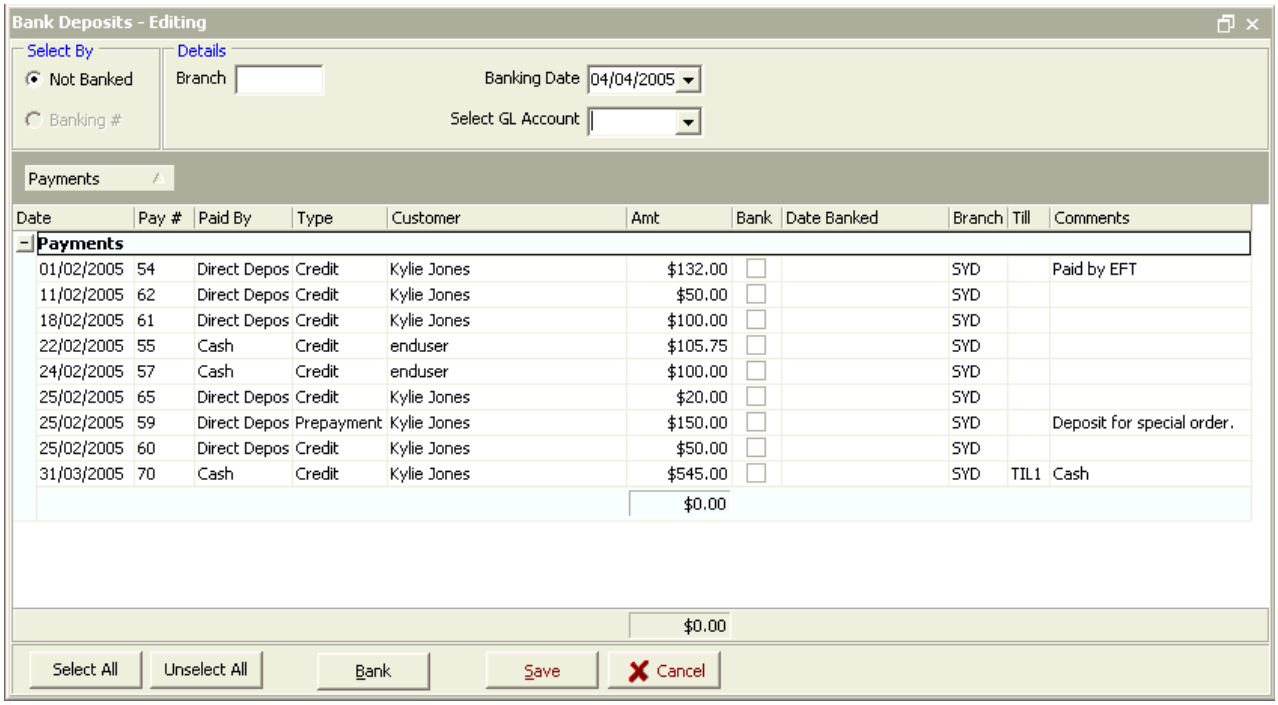


Jim2 'Accounts' Ribbon showing the 'Banking' Group

To access 'Banking', click on the 'Accounts' Ribbon Tab.

The Banking options are grouped together as shown above.

The Bank Deposits Icon, by default, shows a list of payments that have not yet been banked. You can use the filters, for instance, to create a list of Payments that have not been banked or to view a Banking Session.



Jim2 - Bank Deposits form.

You can filter this list using a number of fields:

Field	Explanation
Not Banked	Any Payments that have not been banked in a previous session.
Banking#	Use the drop down to select a Banking Session.

The next section of the Banking screen displays the Payments selected by your search filters:

Date	Date the Payments was made.
Pay #	Payment Number.
Paid By	How the Payment was made - Cash, Cheque, etc.
Type	Type of entry.
Customer	Customer Name.
Amt	Amount of the Payment.
Date Banked	Date of banking session.
Bank	Tick box - used for selection of payments to be banked.
Comment	Any comments attached to the payment.

There are 2 buttons at the bottom of the Banking screen:

Select All	Selects all payment showing within the screen.
Unselect All	Unselects any you have selected.

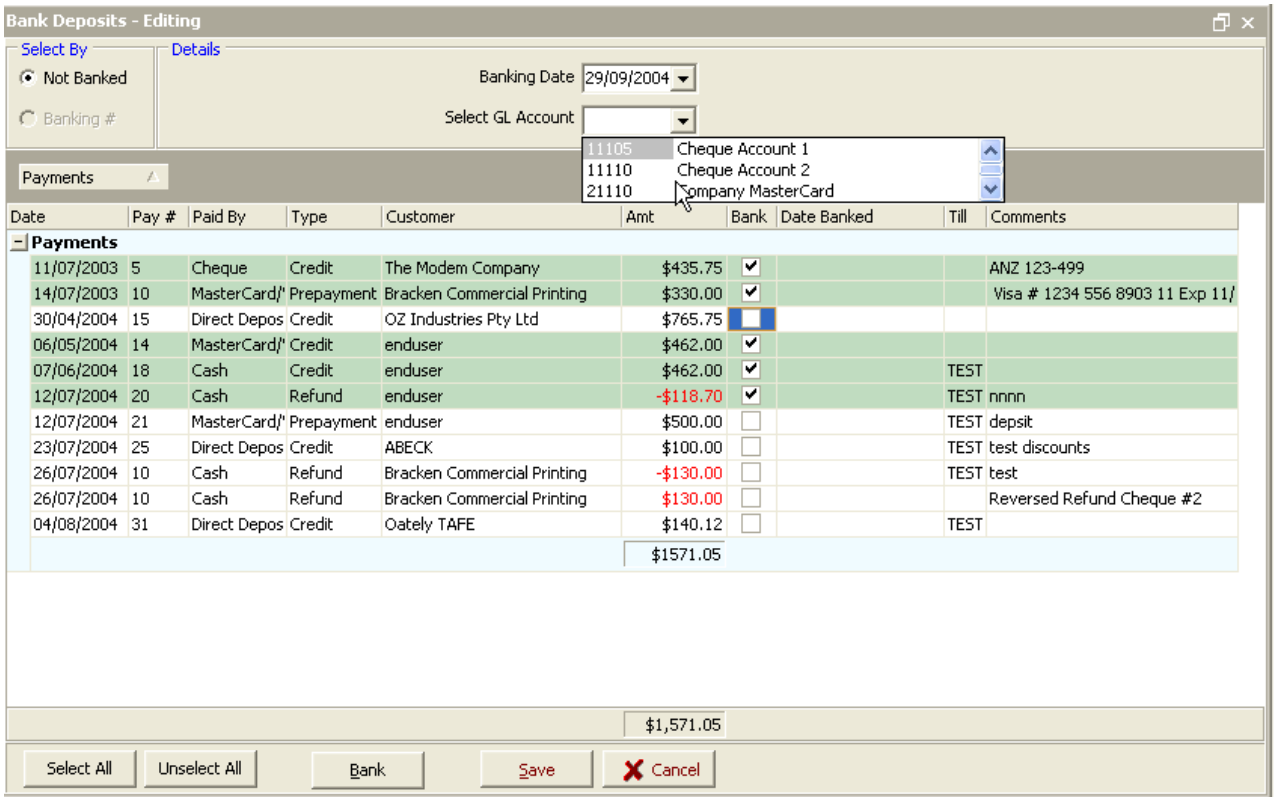
You can right click with your mouse on a particular Payment record to display the Debtors Record highlighting that Payment.

10.2.2 Create a Banking Session

When you open this Banking screen you will see any Payments that have not been banked. Within this screen you must specify which Payments have been Banked.

To select the Payments that have been banked:-

- Select Edit.
- Select the General Ledger bank account from the drop down menu and check the Date is correct.
- Click on the tick box next to the Payment that has been banked.



Jim2 - Bank Deposits Editing.

Once you have selected the Payments you require - use the $0.00 total at the bottom of the screen to reconcile against your Bank Deposit slip.

Once you have checked the selection is correct click on the Bank button.

NOTE: You can save a banking session part way through by clicking on the Save button.

When selecting the Payments check the selection is correct before Banking.

The Transaction Journal created from a Banking Session will vary depending on the Payment Types used and whether they are selected to be reconciled separately. This will also flow through to how these Payments show in the Bank Reconciliation screen. If you have selected that Cheques, Cash and MasterCard are to be reconciled separately, - using the above example the Transaction will be

created as follows:-

Cheque Account 1	462.00 Cash
Cheque Account 1	-118.70 Cash
Cheque Account 1	435.75 Cheque
Cheque Account 1	330.00 MasterCard
Cheque Account 1	462.00 MasterCard
UnBanked Funds	1571.05 Banking Amount

NOTE: All the transactions are single entries but if you do not select to reconcile separately you would see a consolidated entry for each payment type - this is useful for Reconciling your Bank Account to your Bank Statement.

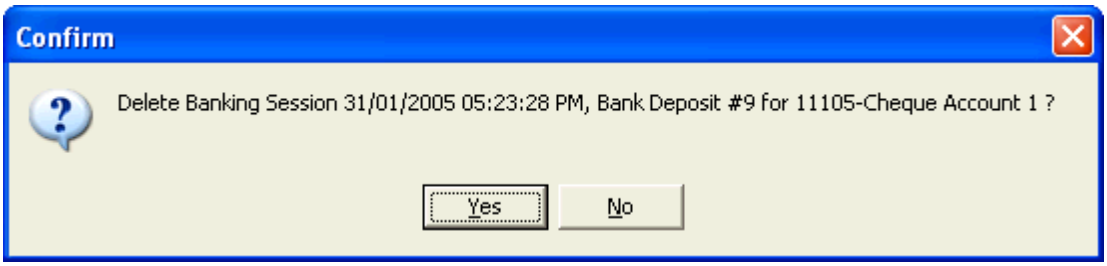
10.2.3 Deleting a Banking Session

You can now delete a Banking Session if required - you may have selected the wrong General Ledger Bank Account or incorrect Payments.

To Delete a Banking Session - open Banking and select the session from the Drop down menu. Check that this is the correct Banking Session and then click on the Delete Banking Session button.



Jim2 - Delete Banking Session button



Jim2 - Delete Banking Session Confirm message

Confirm that this is the correct Banking Session to delete and click the Yes or No Button.

This will mark the General Ledger Transaction as deleted for future reference and mark the payments as not banked.

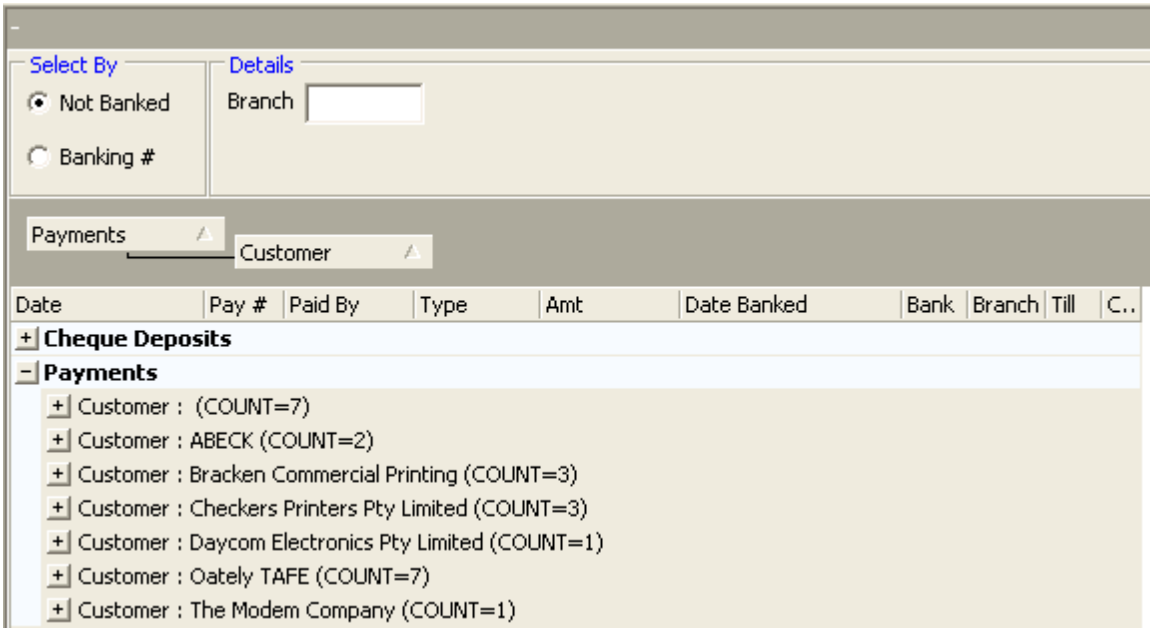
You cannot do this if:-

- The related Period is closed
- The banking session is dated in a previous financial year
- Part or All of the Payments have been reconciled.
- There is a Bank Reconciliation being done at this point in time for this Bank Account.

10.2.4 Grouping/Sorting in Banking Sessions

As most of you know, we use two different GRIDS in the Jim2 database to handle different functionality. We also know that most of our sites prefer and love what is affectionately referred to as the "Yummy" grid – the grid that lets you sort, drop, drag column headers around to suit your needs.

In Version 2.11 we have now upgraded the Banking Session (the Pig) grid to this format. Feel free to sort and arrange your Unbanked Funds into your preferred layout!



10.2.5 "Branch" Banking Sessions

Don't forget that sites using BRANCHES have the choice to do specific banking by BRANCH!



10.2.6 Print a Banking Session

The Bank Deposit Slip report is available for printing at any time regardless of whether you have selected any payments for banking. This is extremely useful when reconciling your Accounts and require the $amounts that are waiting to be banked.

First you need to be viewing the Banking Session you want to print.

- You can print the Banking Slip once you have Saved the Banking Session.
- You can select a previously completed Banking Session by selecting the 'Banked' Radio button and selecting the required session.
- You can print a list of any Payments that are still waiting to be Banked by clicking the 'Not Banked' radio button.

Jim2 is supplied with a standard Banking Slip report suited to most businesses. You are able to design your own Banking Slip reports via Jim2 Report Builder.



Jim2 - Item List Print Toolbar.

3 Once you have selected which Banking Session you wish to print, click on the print option you want to use.

10.2.7 Refunds from Unbanked Funds

Refunds are now allowed from Unbanked Funds on selected Payment types. This allows you to do cash refunds from your Till when using Jim2 in Retail mode.

It is recommended that Cash and Credit Card payment types be enabled to allow for refunds from Unbanked Funds by marking these payment types as 'Allow Negatives' in Tools / Setups/ Payment Types. This allows for cash refunds from your Till and Credit Card refunds to be held back in Unbanked funds until they are confirmed thay have hit your Bank account.

Refunds from unbanked funds will appear as negative amounts in Banking.

See also:

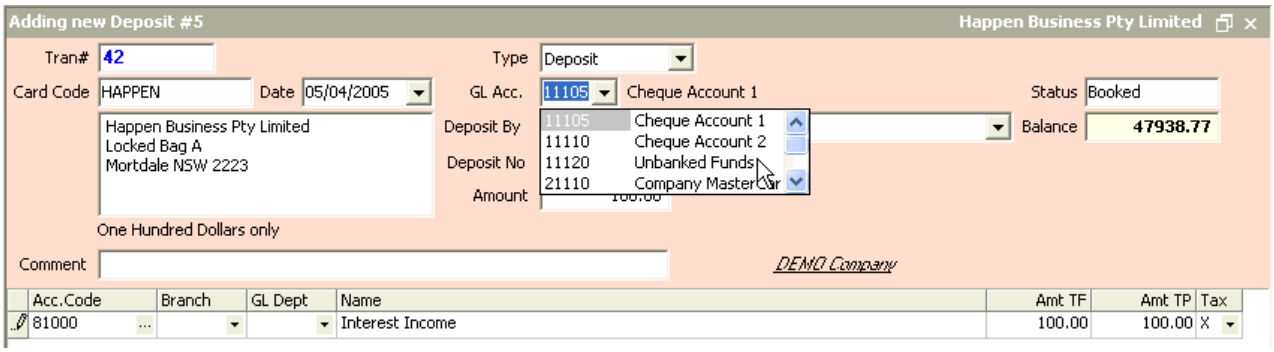
Cash Refunds

10.2.8 Deposits into Unbanked Funds

Payments being received that are "outside" the normal sales/debtor payment cycle are dealt with using the DEPOSIT function (via Chequebook). As you know, all sales/ debtor payments move through 'Unbanked Funds" (the Pig) and then you use BANKING SESSIONS to move the money into your specified Bank Account. An example of this sort of income would be a commission income.

However, up until now, a deposit moved straight through to Bank Reconciliation, by-passing the "Pig" and therefore not being part of the Banking Session report. A little bit messy!

So – now we give you the choice. If you choose to make a DEPOSIT into Unbanked Funds (the Pig), it will appear in the Banking List (just like a Debtor payment) and of course be picked up by your Banking Report.



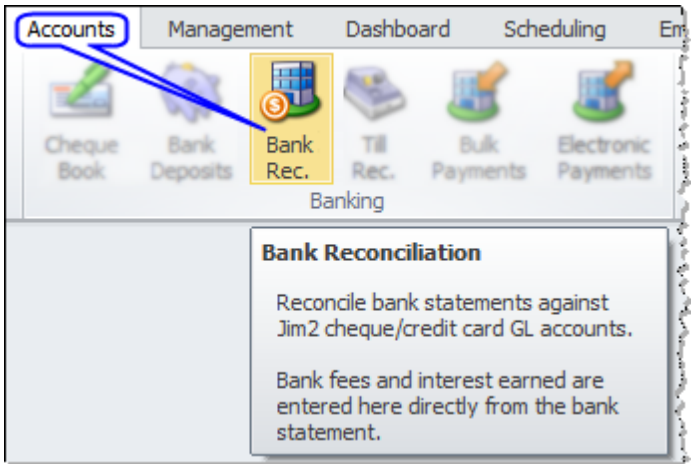
IMPORTANT SAFETY TIP: Where you receive a dealer REBATE or PRICE PROTECTION and you want to affect (lower) your COGS on stock, rather than record income, you should be using NEGATIVE EXPENSE ORDERS "linked" to Purchase Orders to lower COGS – then using Payment=REFUND in the Creditor record. We have included the option to "refund" into Unbanked Funds, to match the new

Deposit function.

10.3 Bank Reconcilation

This section of the help manual explains the function of the Bank Reconciliation feature.

'Bank Rec.' is accessed from the Accounts Tab in Jim2.



The Bank Reconciliation function in Jim2 ensures that your record of transactions for a particular bank account matches those on the statement(s) that you receive from your bank. Each time you make a deposit into a bank account, or write a cheque, use a debit card, or otherwise make a withdrawal from a bank account, Jim2 keeps a record of that transaction. Account reconciliation involves making sure that your record of account transactions matches that of the bank. Account reconciliation, among other things, helps to flag any bank errors or fraudulent transactions on your account.

Jim2 Bank Reconciliation is divided into the following specific information areas that will give you a complete detailed record of:

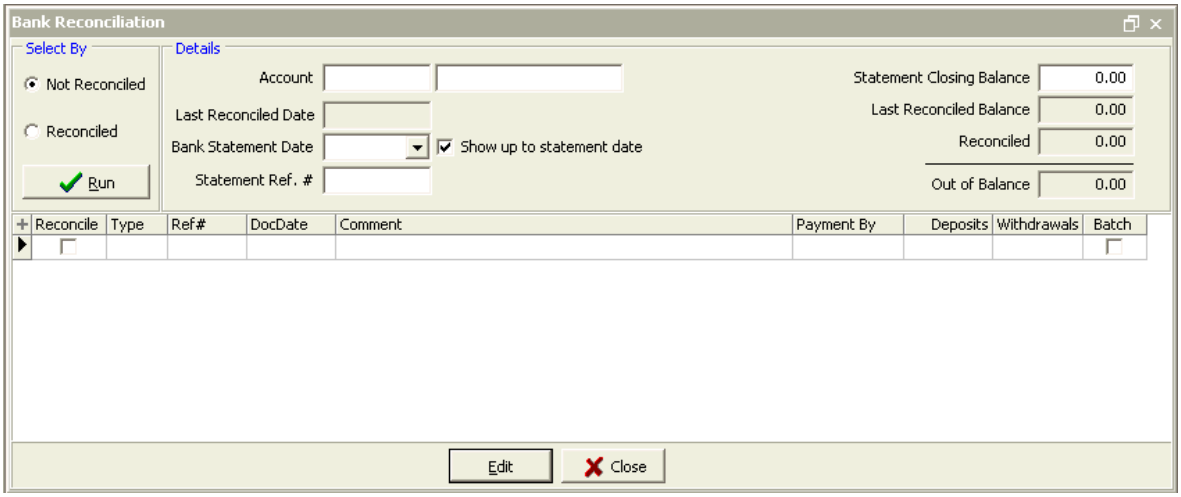
- The Bank Reconciliation Header - holding the Bank Account information.
- Bank Reconciliation details Grid - listing all Withdrawals and Deposits.
- The functions included in the Bank Reconciliation via the Bank Reconciliation Footer.
- Bank Entries through the Bank Reconciliation screen - Bank Fees and Interest.



It is very important to use appropriate Security Levels when users are accessing and/or editing information that directly affects your company financial records.

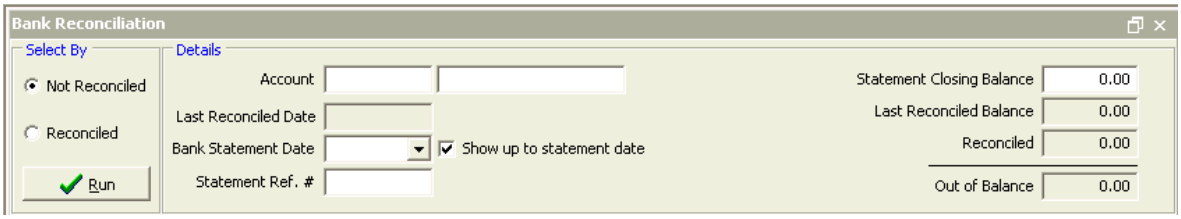
10.3.1 Bank Reconciliation Screen

The Bank Reconciliation in Jim2 has a unique feature - you can setup a Bank Reconciliation and then say you are missing a transaction. You have the option of Saving the Bank Reconciliation at that point. You can then enter the missing transaction and when you go back to the Bank Reconciliation screen and select that Bank Account again, the Statement date and the information will be filled from the saved session. So any Entries you had already marked off as reconciled are not lost.



Jim2 - Bank Reconciliation screen.

10.3.2 Bank Reconcilation Header



Jim2 - Bank Reconciliation Header.

Select By Fields

Not Reconciled	This is the default selection when you open Bank Reconciliation - you can now start a Reconciliation.
Reconciled	This selection will show a drop down menu for you to select a previously completed Bank Reconciliation.

Field	**Explanation**
Account	Select the Bank Account you need to Reconcile
Last Reconciled Date	This will automatically be filled from the information in Jim2 as to when you last reconciled this Bank Account.
Bank Statement Date	You need to select the date of this Bank Statement. The ending date of the Bank Statement.
Show up to S'ment Date	Untick this if you need to see transactions that are after the Bank Statement Date.
Statement Ref#	Statement Reference Number - this is a required field.
Statement Closing Bal	The Balance at the end of this Statement.
Last Reconciled Bal	The Last Reconciled Balance of this Bank Account.
Reconciled	The Withdrawals minus Deposits that have been ticked as Reconciled in this session.
Out of Balance	The Difference between the calculated Balance and the Statement Closing Balance you have entered.

You will not be able to Reconcile if there is a value in the Out Of Balance Field.

10.3.3 Bank Reconciliation Details Grid

Reconcile	Type	Ref#	DocDate	Comment	Payment By	Deposits	Withdrawals	Batch
☐	RGJP	18	02/08/2004	General Journal # 18 (Reversed GJ Ref#11)		100.00	0.00	☐
☐	DEP	16	02/08/2004	Deposit #3, TECHDIST	Cheque	100.00	0.00	☐
☐	CPAY	18	13/08/2004	Creditors Payment Cheque #4,JL.ELEC	Direct Debit	0.00	500.00	☐
☐	CPAY	17	20/08/2004	Creditors Payment Cheque #105,COMP.WHOLE	Cheque	0.00	33.00	☐
☐	CPAY	20	20/08/2004	Creditors Payment Cheque #5,JL.ELEC	Direct Debit	0.00	300.00	☐
☐	CREF	19	02/09/2004	Creditors Refund Deposit #1,JL.ELEC	Direct Debit	500.00	0.00	☐
☐	CPAY	20	02/09/2004	Reverse of Creditors Cheque #5, JL.ELEC		300.00	0.00	☐
☐	CPAY	22	09/09/2004	Creditors Payment Cheque #106,TECHDIST	Cheque	0.00	5226.00	☐
☐	CPAY	21	27/09/2004	Creditors Payment Cheque #5,SYS	Direct Debit	0.00	500.00	☐
☐	CPAY	21	01/10/2004	Reverse of Creditors Cheque #5, SYS		500.00	0.00	☐
☐	CPAY	11	01/10/2004	Reverse of Creditors Cheque #1, TECHDIST		100.00	0.00	☐
☐	CPAY	22	01/10/2004	Reverse of Creditors Cheque #106, TECHDIST		5226.00	0.00	☐
☐	CPAY	17	25/10/2004	Reverse of Creditors Cheque #105, COMP.WHOLE		33.00	0.00	☐
☐	DEP	24	03/12/2004	Deposit #4, ATO	Cheque	1000.00	0.00	☐
☐	BANK	6	06/12/2004	Bank Deposit #6 for 11105-Cheque Account 1	Cash	552.00	0.00	☐

Jim2 - Bank Reconciliation Details Grid.

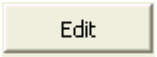
Grid fields are explained below:-

Field	Explanation
Reconciled	Column with tick boxes for selection once reconciled
Type	Type of transaction – CHQ, DEP, GJS, etc.
Ref#	Default to show document number
Doc Date	Date on the Document
Comment	Comment or Description depending on Type of transaction
Payment By	How the Payment – Payout was made.
Deposits	Column for Deposits (Debit entries)
Withdrawals	Column for Withdrawals (Credit entries)
Batch	Column with Tick boxes and a total at the bottom for lump sums on Bank Statement. The select entries once totals are correct will transfer ticks to Reconciled column.

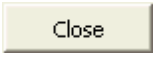
You can right click within this grid to view the selected transaction.

10.3.4 Bank Reconciliation Footer

The Bank Reconciliation has a number of buttons that are explained in detail below:-



Select this button to commence a Bank Reconciliation session



This button closes the Bank Reconciliation screen

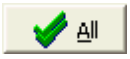
Once in Edit Mode the following Buttons are available:- (we will go from left to right).



Select this button once you are ready to Reconcile this Bank Account.



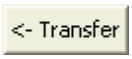
Select this button to enter Bank Fees and/or Bank Interest entries.



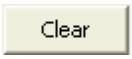
This button will mark all entries as Reconciled



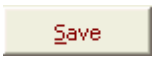
This button will unmark all entries as Reconciled



Use this button to transfer batched transactions to the Reconciled tick box.



Use this button to clear any batched transactions from the batched column.

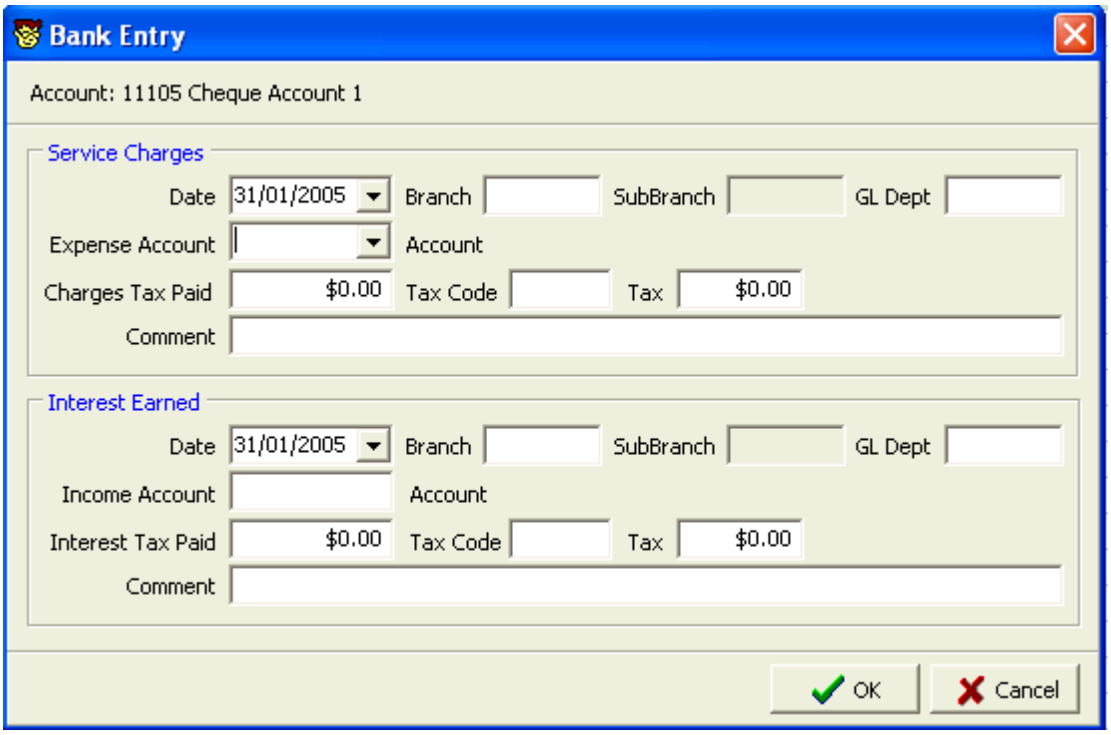


This button will Save a Bank Reconciliation - not reconcile it.



This button will Cancel a Bank Reconciliation session without saving any information.

10.3.5 Bank Entries through Bank Reconcilation



Jim2 - Bank Fee and Bank Interest entry form.

Bank Fees and Bank Interest entries can only be added through the Bank Reconciliation screen.

The Bank Entry fields are explained below:-



These values need to be entered as Tax Paid figures.

Field	Explanation
Date	This will default to the Statement Date but can be changed
GL Dep	Enter a GL Department if required
Exp/Income Acc	Expense (Fees) or Income (Interest) Account for this entry
Charges Tax Paid	Enter $value – Tax Paid
Tax Code	Tax Code for this entry
Tax	Display field showing the Amount of tax calculated
Comment	Enter a comment if required

When entering a Bank Fee entry, if you select a GL Account that is not an Expense Account then you will see a message displayed saying:- "Account used to Allocate a Bank Charge is usually an Expense Account. Are you sure you want to use this Account?. With a Yes and a No button. A similar message will be displayed if you are adding a Bank Interest entry and choose a GL account that is not an Income Account. This is a guide only.

These entries will automatically show in your Bank Reconciliation screen as reconciled. You can untick them if required – and then cancel them through the Cheque Book if incorrect.

You cannot cancel a Bank Entry once it has been reconciled or saved in a partly completed reconciliation session.

10.3.6 Bank Reconciliation - How Do I ...?

Bank Reconciliation is an important part of your Business Accounts. How to use the Bank Reconciliation function within Jim2 is explained in the following sections.

There are a number of different functions within the Bank Reconciliation screen . We will now go through how to:

- Reconcile a Bank Account
- Enter Bank Fees and Interest
- Locate a Previous Bank Reconciliation Session
- Print the Bank Reconciliation Report
- Delete a Bank Reconciliation

10.3.6.1 Enter your Initial Bank Reconcilation

When you start a New Financial Year (or change to new software!) there are always some Unpresented Cheques and Outstanding Deposits that need to be reconciled at a later date. To enter these into Jim2 you will need to follow these steps:-

We will set the scenario as follows:-

Bank Balance as at 30/06/04 as per Bank Statement (excluding un-presented items)
= $12000.00

2 x Unpresented Cheques

= $6000.00
= $1000.00

1 x Outstanding Deposit
= $3000.00

Net un-presented items = $4000.00

Bank Balance as a 30/06/04 in Previous Accounting Packing
= $8000.00 (Reconciled Balance including un-presented items)

1. Enter your Opening Balance in your Cheque Account ($8000)

2. Write 2 Cheques (1 x $6000 and 1 x $1000) from the Cheque Account to the Cheque Account – this will create 2 Transactions which have equal Debits and Credits for the same Cheque Account and therefore will not change the Balance

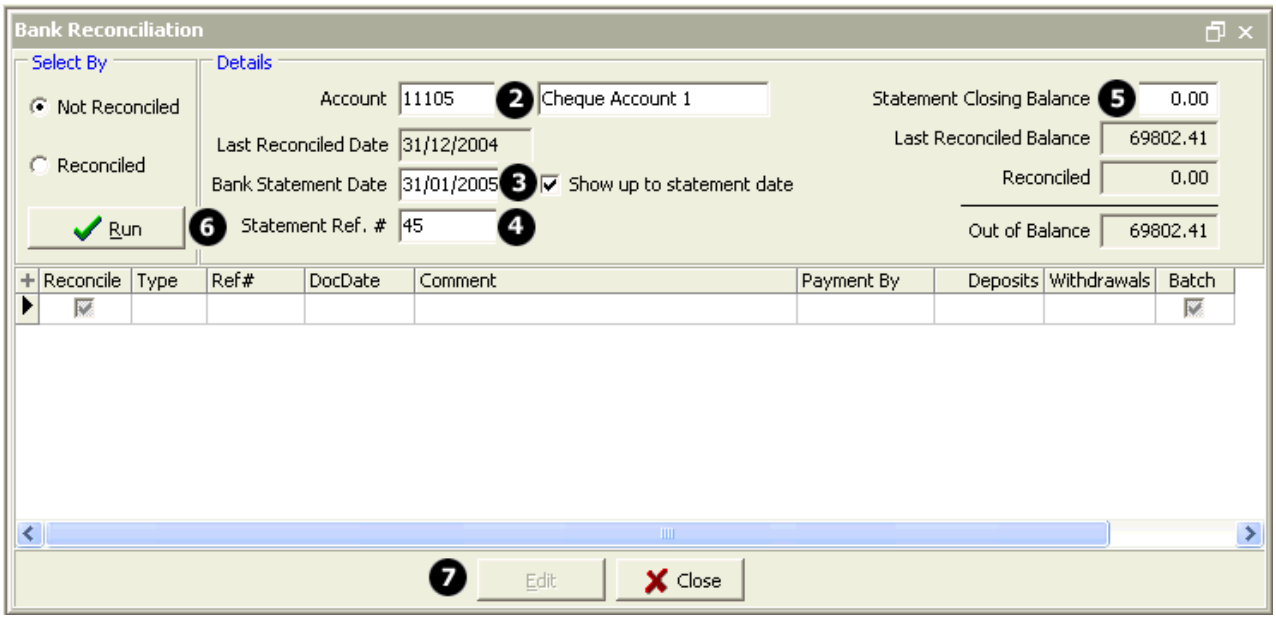
3. Write 1 Deposit (1 x $3000) to the Cheque Account from the Cheque Account – this will create a Transaction which will have equal Debits and Credits for this same Cheque Account and therefore will not change the Balance.

4. Now open Bank Reconciliation
    1. select your Cheque (Bank) Account.
    2. enter the Bank Statement Date at the first day of your Conversion Month – July
    3. enter the Statement Closing Balance as at your last Bank Statement – 30th June Balance ($12000.00).
    4. select the Reconcile Tick Box for the Deposit side of each Unpresented Cheque
    5. select the Reconcile Tick Box for the Withdrawal side of each outstanding Deposit

The Bank Reconciliation will now show -
Statement Closing Balance = $12000.00
Last Reconciled Balance = $8000.00 (the amount you entered as an opening balance)
Reconciled = $4000.00 (the entires you just ticked)
Out of Balance = $0.00

5. Click Reconcile.

10.3.6.2 Reconcile a Bank Account



Jim2 - Bank Reconciliation screen - Starting a Reconciliation.

1. To Start Reconciling a Bank Account you first need to open the Bank Reconciliation screen. The easiest way to do this is to click on the Accounts Ribbon Tab and then click on the 'Bank Rec.' Icon in the 'Banking' Ribbon Group. Alternatively, right click on Accounts in the Nav Tree and select 'Bank Rec.'.

2. Select the Bank Account you need Reconcile.

3. Enter the Bank Statement Date (3) (the end date on your Bank Statement) and untick the Show Up to Statement Date if you need to view transactions that are dated after that Bank Statement Date.

If there is a transaction which is not showing, you may need to untick the Show Up to Statement Date to view transactions that are dated after that Bank Statement Date.

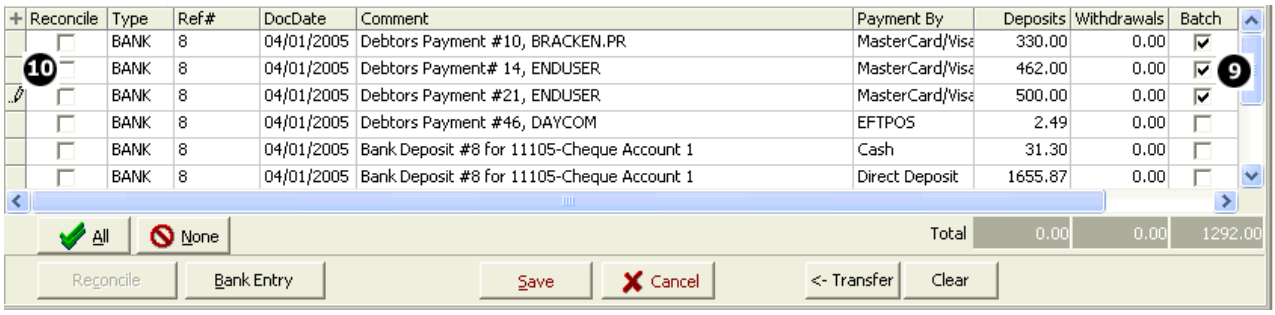
4. Enter the Statement Ref# - (4) useful to use the Bank Statement Page number to locate a particular transaction at a later date. If you don't have a Reference number on your Bank Statement you can simply type NIL. This is a Required field, you will not be able to reconcile the account until this field has a value.

5. Enter the Statement Closing Balance (5) - this is Balance you will have to Reconcile the Account to.

6. Once all the above fields are set up click the Run button (6) - to fill the grid with the require transactions and also activate the Edit button.

7. Click the Edit button once it is activated (7) - you are now editing the Bank Reconciliation. There will now be some restrictions on the Workflow within Jim2. Users will not be able to Edit Finished Cheques or delete Banking Sessions while you are Reconciling.

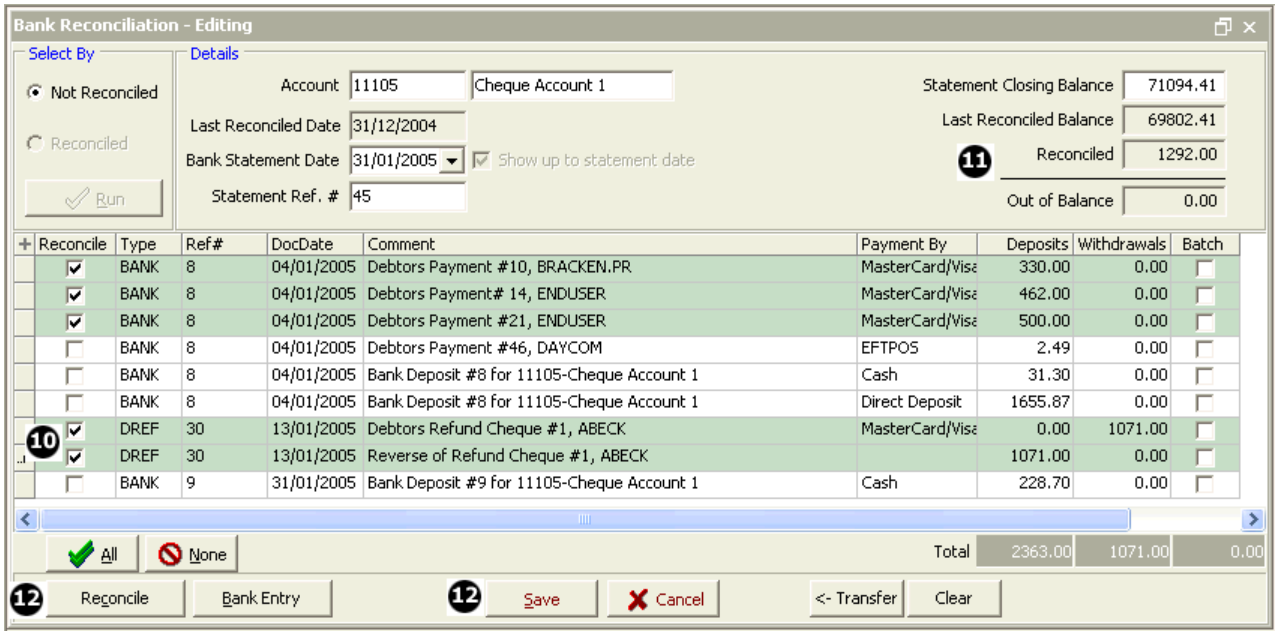
8. There are 2 ways you can select a transactions as Reconciled. 1 way which is unique to Jim2 is the Batch function. Sometimes when you deposit a number payments of the same type - for example Cash, they are lumped together as 1 value on the Bank Statement. You can tick them in the Batch column on the right side of the Bank Reconciliation screen and it will create a tally at the bottom of the column.



Bank Reconciliation screen showing batching.

9. Once you have batched the correct entries, 9 you can simply click the Transfer button and this will then unmark those transactions as batch and mark then as reconciled. Or if the values are incorrect select the Clear button and start the batch again.

10. Of course you can simply click the Reconciled column for the required transactions.



Jim2 - Bank Reconciliation in progress.

11. The Balance of the Withdrawal Transactions minus the Deposit Transactions is the Reconciled

Amount. If the amount you have entered for your Statement Closing Balance is not what has been reconciled you will see an amount in the Out Of Balance field. You will not be able to Reconcile until this is 0.00.

12. If you have completed Reconciling this Bank Account you can now select the Reconcile Button and this will then Reconcile these Transactions and record the session.

If you have not finished Reconciling the Bank Account you can now either select the Cancel button which will lose any information entered, or select the Save button which will Save the Bank Reconciliation at the point you are up to. You can then go back and finish at a later point in time.

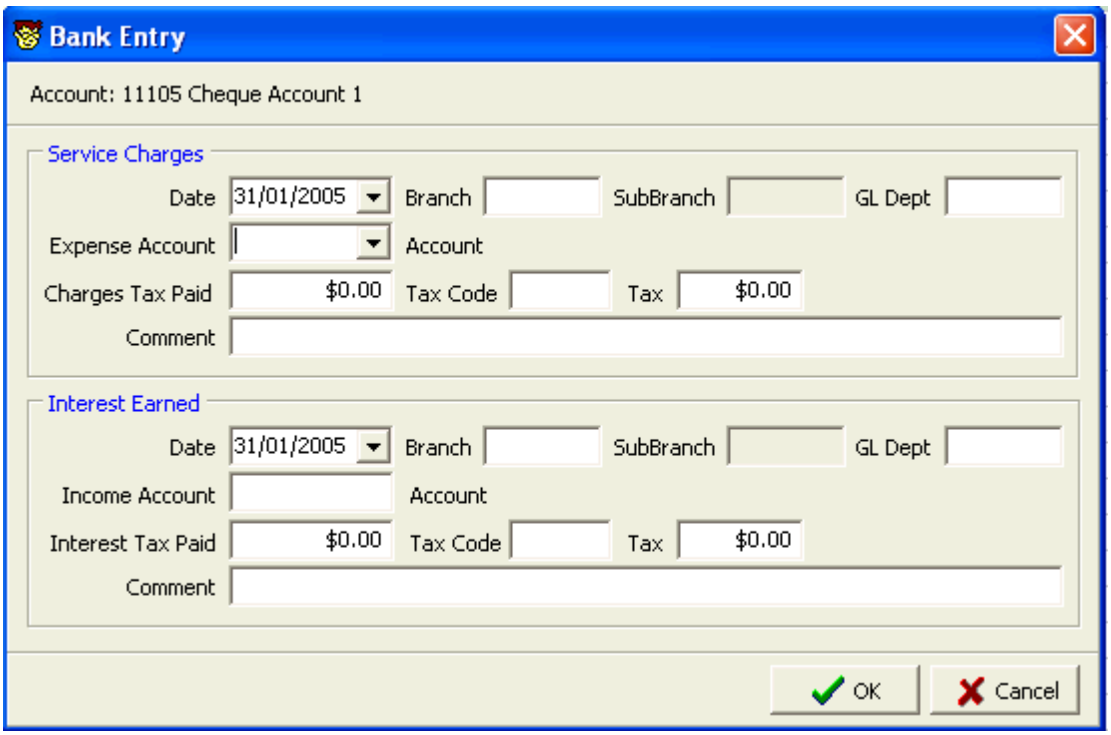
10.3.6.3 Enter Bank Fees and Interest



Jim2 - Bank Entry button.

To enter Bank Fees and Interest you need to first be Reconciling that Bank Account and be in EDIT mode.

Now select the Bank Entry Button.

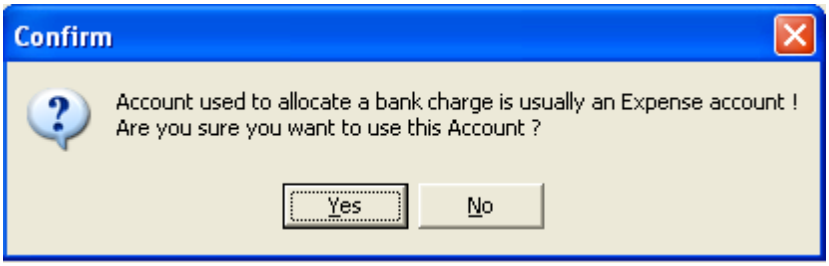


Jim2 - Bank Entry form.

3. The date will default to the Statement Date selected in the Bank Reconciliation header. You can change this date if required.

4. Select a GL Department for the Expense/Income side of the Transaction.

5. Select the Expense or Income account for this entry - if you choose an Account for the Fees entry and it is not an expense account you will see the following message - just checking that this is correct.



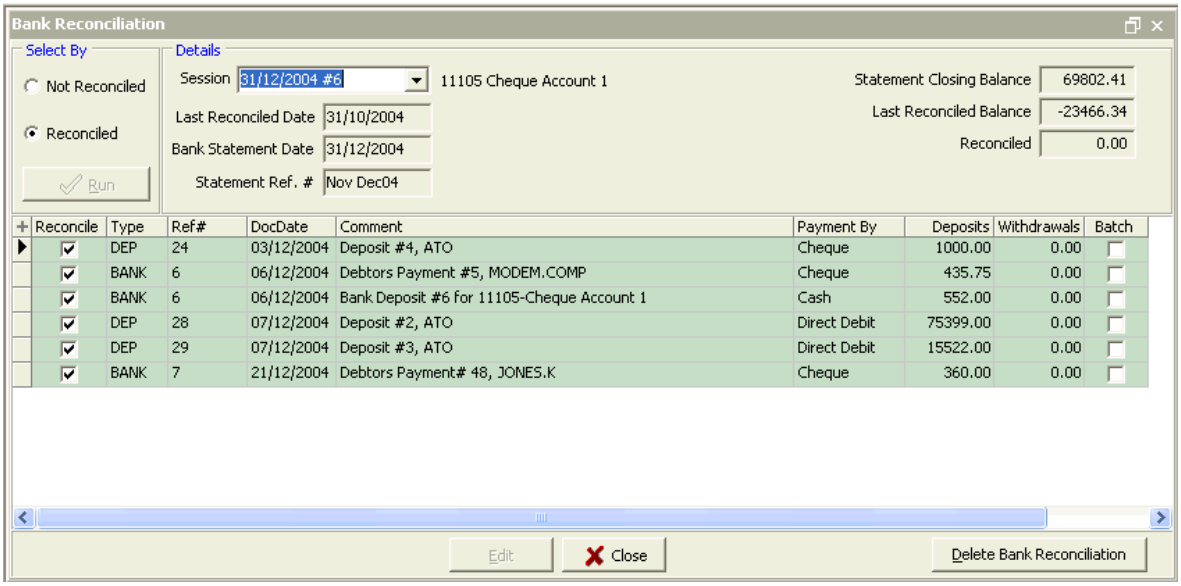
6. Enter the value of the Bank Fee or Interest as the Tax Paid value.

7. Select the appropriate Tax Code and the Tax Amount will be automatically calculated.

8. Enter a comment if required.

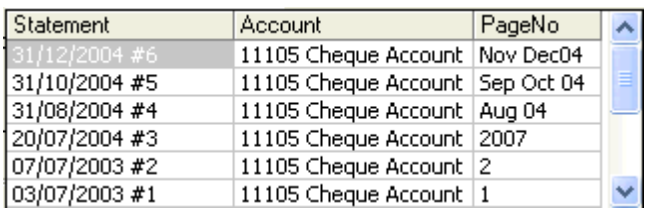
9. Select either the Save or Cancel button. If you select the Save button the entry will be added to the Details Grid in the Bank Reconciliation screen, and will automatically be selected as reconciled. You can unselect it as reconciled by unticking the tick box in the Reconciled column for that transaction.

10.3.6.4 Locate a Previous Bank Reconciliation



Jim2 - Bank Reconciliation Session showing.

Select the Reconciled radio button. This will display a drop down menu for you to select your Bank Reconciliation session from.



Jim2 - Bank Reconciliation selection.

Once you have located and selected the correct Bank Reconciliation Session, click the Run button.

10.3.6.5 Bank Reconcilation Report



Jim2 - Bank Reconciliation Print Toolbar.

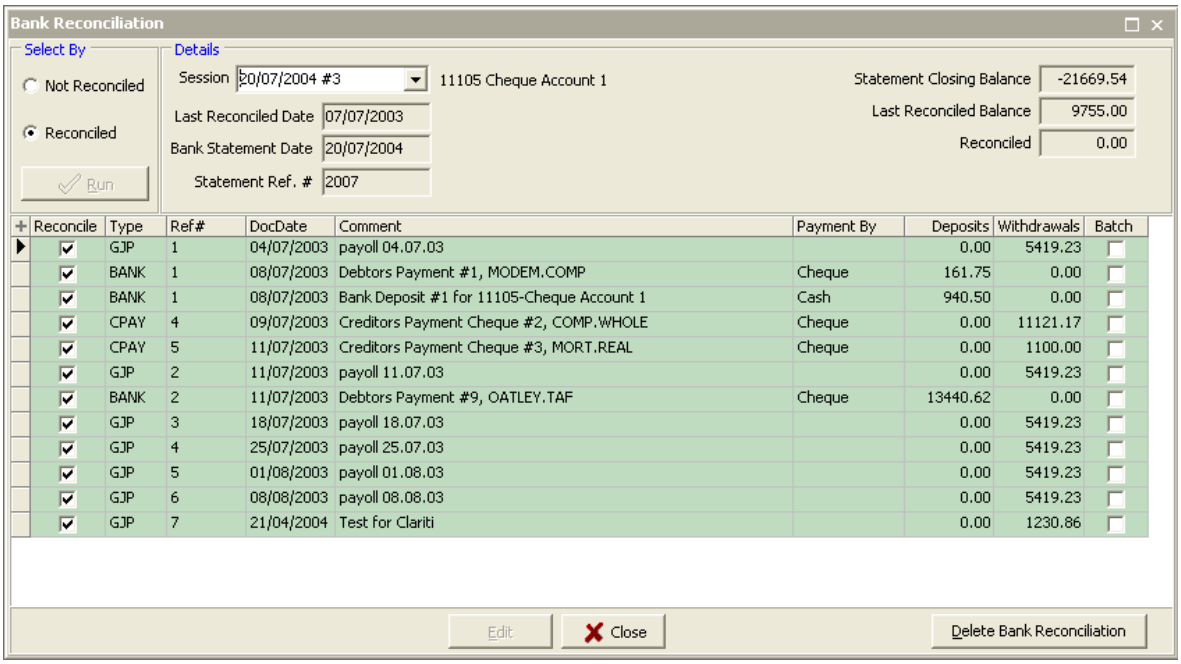
To print a Bank Reconciliation Report you can either print it once you have Reconciled the Bank Account, or select the session and then select to print the Report.

There is one Bank Reconciliation Report, but you have the option of printing it with details or without details. The default is without details as this is the summary of the Bank Reconciliation. The details, if ticked, list the Reconciled Transactions and also any transactions that were within that date range but not reconciled as yet.



10.3.6.6 Delete a Bank Reconciliation

So many of you have asked our Technical Team to delete incorrect Bank Reconciliations that we have given you the power to delete your own Bank Reconciliations! However, we advise that you exercise caution here. You will notice a new button at the bottom of the Bank Reconciliation screen:



If the reconciliation you want to delete is several reconciliations ago, you have to start deleting from the most recent reconciliation (for that GL account) as they are all dependent on the previous reconciliation. Once you have deleted a Bank Reconciliation it reverts to the Saved status. If you delete multiple reconciliations the entries will all be saved in Not Reconciled. You can make the required changes, then reconcile again.



IMPORTANT: ALL new security settings are ACTIVE/ ENABLED in ALL SECURITY GROUPS until edited.

10.4 Till Reconciliation

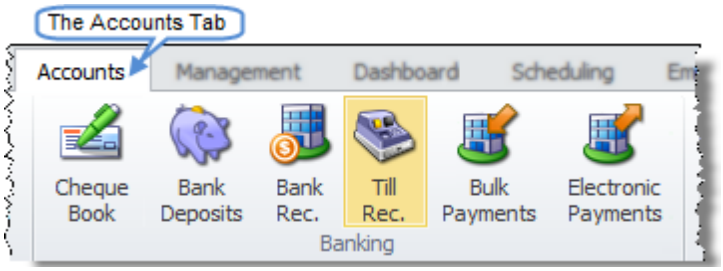
Monies being received/ recorded at the point of invoicing at each POS workstation will typically be stored in their respective Till (cash drawer). This includes all payment types (cash, cheques, EFTPOS, etc.). A complete record of each payment can be found in both the Till Reconciliation and Unbanked Funds.

At any time the contents of a Till can be reconciled against recorded payments. Typically this would be an 'end of day' routine, but could be done to coincide with banking sessions, e.g., when you head down to the bank with cash, cheques, etc. Till Reconciliations give you the opportunity to monitor accuracy at the POS and make any under/over corrections prior to actually banking the funds.

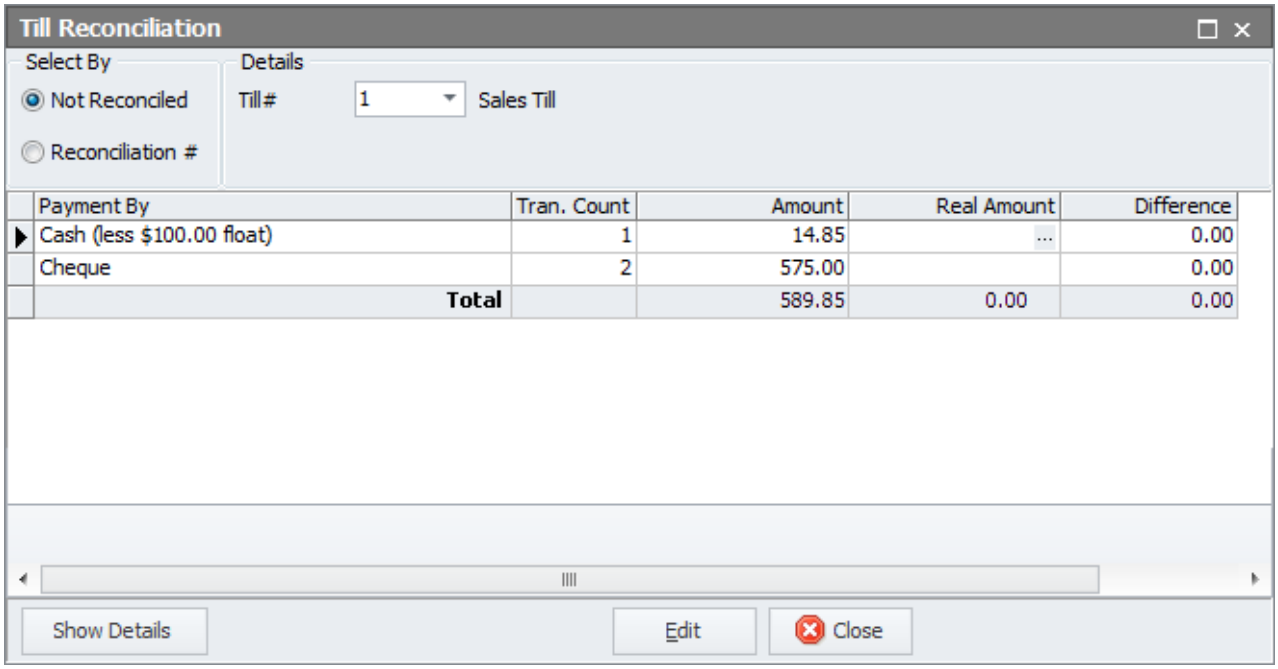
The process of Till Reconciliation works very much the same as a Banking Session. The purpose of the Till Reconciliation is to compare recorded takings to actual Till takings.

To complete a Till Reconciliation:

- In the Nav Tree, right-click on 'Accounts' and select 'Till Rec.'
  OR
- Click on the 'Accounts' Tab of the Jim2 Ribbon and then click on 'Till Rec.'



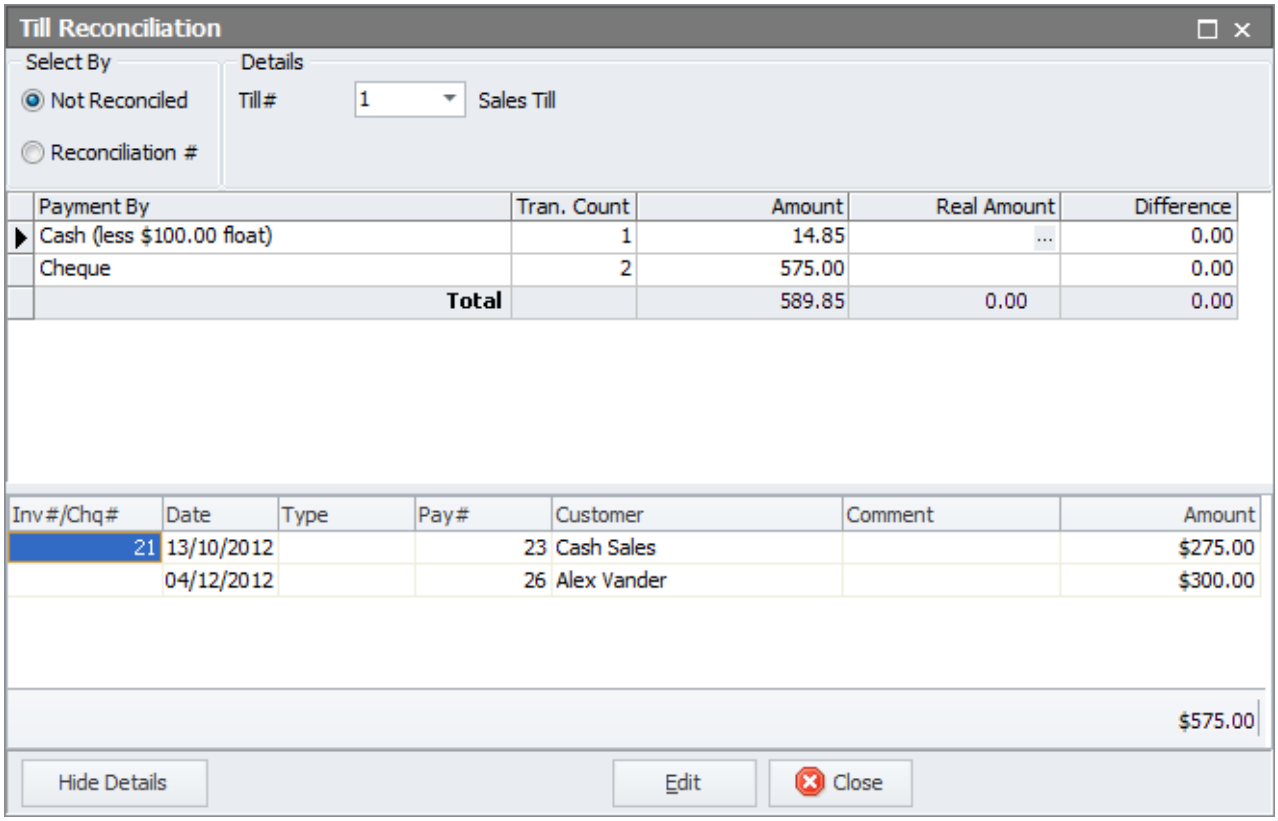
By default, the "Select By" criteria for viewing transactions is set to "Not reconciled" – that is, you will be able to edit a list of all transactions recorded against the nominated Till# that have NOT been reconciled.



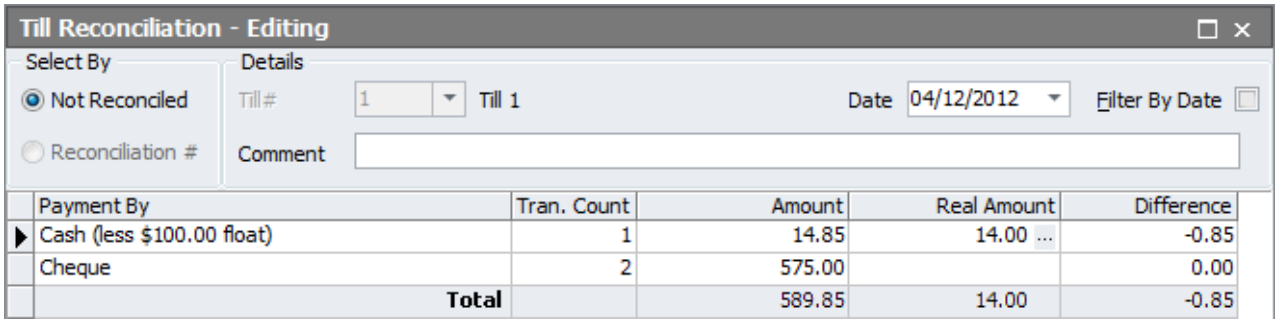
Jim2 - Till Reconciliation Screen

To view previous reconciliation sessions, change the selector to Reconciliation# and choose a previous reconciliation session from the dropdown list.

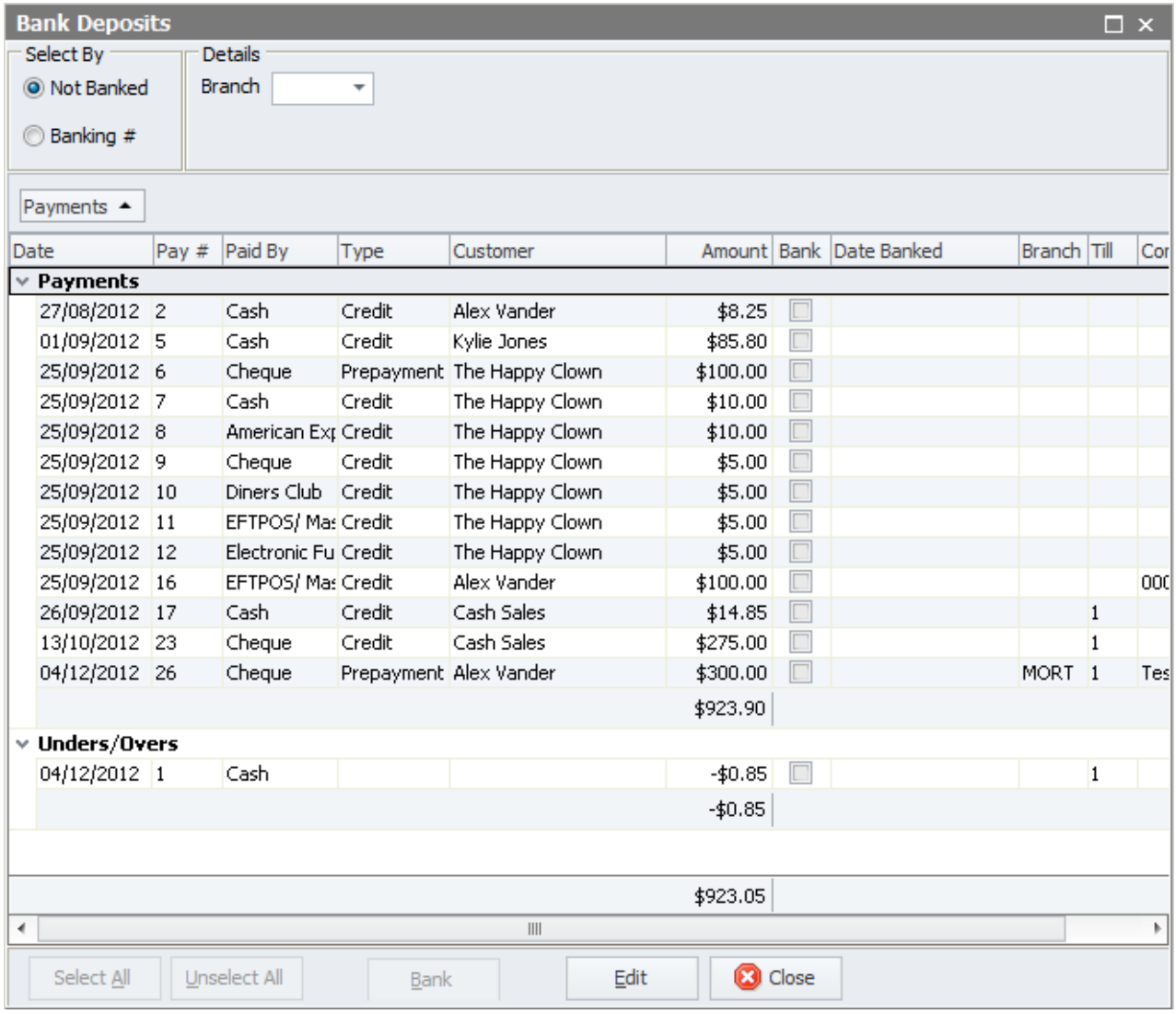
Nominate the Till# you would like to reconcile and select EDIT. A summarised list of all transactions, grouped by their Payment Types and with a transaction count for each type, will be showing with a TOTAL for each Payment Type. If you would like to see a breakdown on the total for any Payment Type, click on the Show Details button at the bottom of the screen.



Having added/counted each Payment type total in the Till, record the "real amount" in the column with that header. If the "Amount" column matches the "Real Amount" column exactly, the line will turn green – indicating a fully reconciled total. If the "real amount" differs from the recorded amount, the "difference" (+/-) will be calculated and placed in the respective column with that name.



This difference will become an "Unders/Overs" expense, and the + or – amount will now be showing in your Unbanked Funds.



To finalise the reconciliation, select SAVE.

If for any reason you wish to "undo" and change a Till reconciliation, you will need to have adequate Security Level to do so. Re-call the Till reconciliation you wish to change using "Select By Reconciliation #". Once the session is in view, choose the Delete Reconciliation button.

NOTE: if the monies have been banked in the meantime, they will automatically show as "green" (fully reconciled).

10.4.1 Cash Rounding

If you do NOT have JIM2 BE set with the option to "round to the nearest 5 cents", then coin (currency) denominations may limit your ability to tender EXACT cash change in some circumstances. Case in point: an Invoice totals $19.98. The customer gives you $20 cash as payment but you will not be able to give the customer the 2 cents cash change (although you could choose to give them a 2 cent credit for next time, if you wanted to).

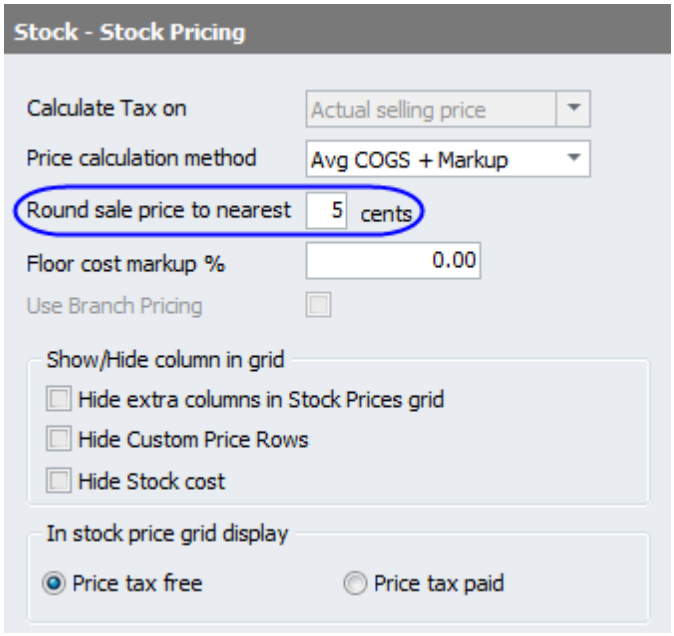
It is accepted retail practice to round the invoice total up or down to the nearest 5 cents for cash transactions. As such, JIM2 BE will automatically round the transaction according to the rules in the table below and move

the odd cents to your linked Rounding (expense) Account.

Invoice amount	JIM2 BE rounding action for cash payments
Invoice ends in 1 cent	Automatically rounds the transaction DOWN to end in 0 cents
Invoice ends in 2 cents	Automatically rounds the transaction DOWN to end in 0 cents
Invoice ends in 3 cents	Automatically rounds the transaction UP to end in 5 cents
Invoice ends in 4 cents	Automatically rounds the transaction UP to end in 5 cents
Invoice ends in 6 cents	Automatically rounds the transaction DOWN to end in 5 cents
Invoice ends in 7 cents	Automatically rounds the transaction DOWN to end in 5 cents
Invoice ends in 8 cents	Automatically rounds the transaction UP to end in 0 cents
Invoice ends in 9 cents	Automatically rounds the transaction UP to end in 0 cents

This rounding does not affect the Invoice total (or Debtor records) and does NOT take place for other payment types – only for cash.

To set your default 'Rounding', go to **Tools —> Options —> Stock Pricing** and enter your required default.
E.g., to set nearest 5 cents.

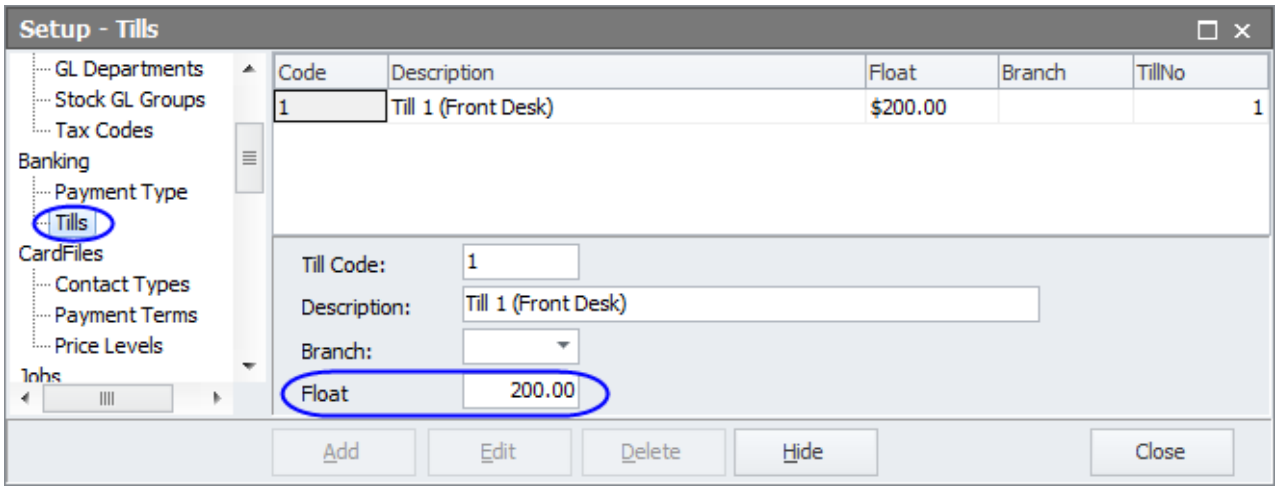


10.4.2 Cash Calculator in Till Reconciliation

Point-of-Sale TILL RECONCILIATIONS has had a major revamp. From our wish-list suggestions, here's a new feature we are sure you'll all love – make sure you show your staff how to use this little time-saver!!

When a workstation is set to RETAIL mode and reports directly to a TILL, it is preferred that a daily Till Reconciliation is done to ensure staff are accountable for till takings, and to correct any unders or overs prior

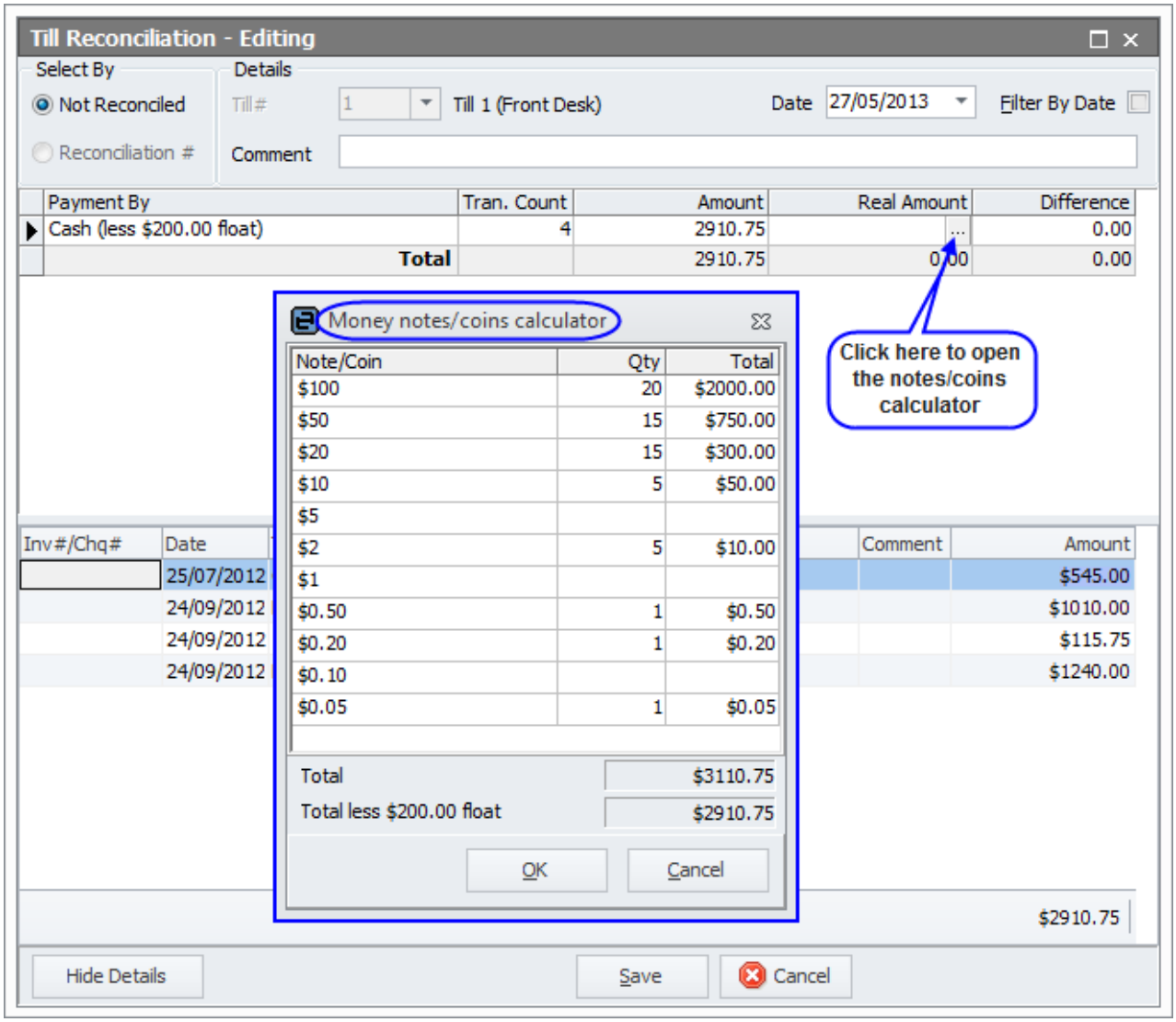
to the Banking Session being done. To make reconciliation easier, a *Till Float* can now be nominated in the SETUP for each Till:



Jim2 - Till Float Setup

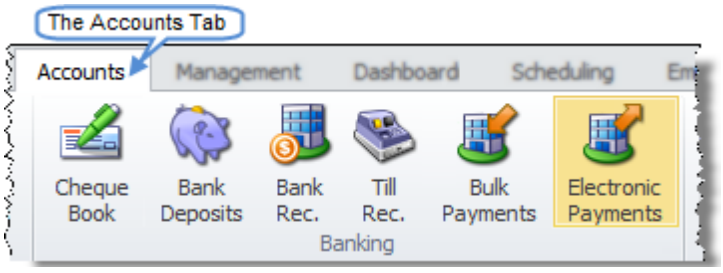
With the float now "accounted for" as part of the Till cash total, staff need only count and record the exact denominations into the Cash Calculator – including the float. Automatic calculations of Unders/Overs will be made via the Cash Calculator. To activate the Cash Calculator, click on the "browse" button (...) in the *Real Amount* column of the Till reconciliation screen.

In the example below, there have been 4 CASH transactions recorded at this Till totalling $2910.75. The staff member has activated the Cash Calculator, and simply entered the quantity of each denomination of notes and coins, including those of the float.



Jim2 - Till Rec Money Calculator

10.5 Electronic Payments



If you use Online Banking and are able to import an Australian Bankers Association (.ABA) file into your Online Banking Program, you will love the Electronic Payments Feature. You simply pay your Creditors or Write a Cheque using Payment By = Electronic Payments, and at the end of the day you create a Bank File and export the file from Jim2, to be imported and processed via your Online Banking Program.

For further instructions on Electronic Payments setup and use, refer to:

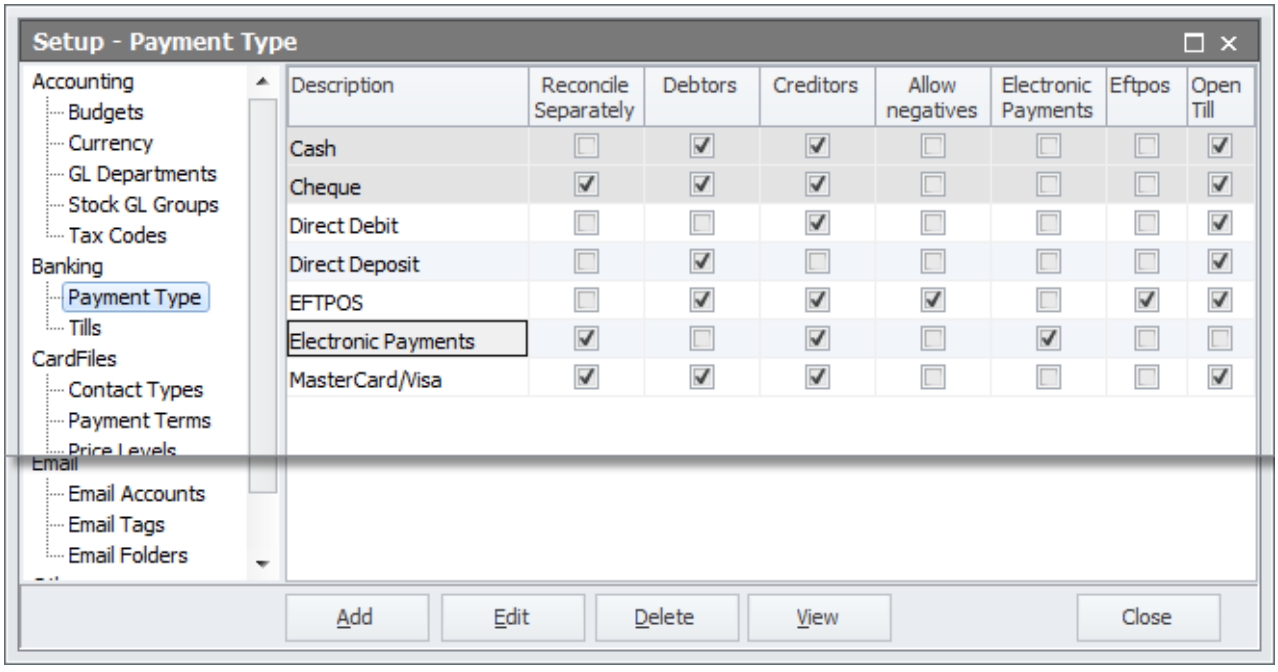
- Payments Setup
- General Ledger Setup

- Cardfile Setup
- Create an Electronic Payments Session

10.5.1 Payments Setup

To make use of this time saving feature, you will need to make some minor changes to your existing set up in Jim2.

In Setups —> Banking, just Add a new payment type called "Electronic Payments", or something similar, and tick the checkbox for Electronic Payments. You can also tick this option on any existing payment types that you wish to use in Electronic Payments (see NOTE below).

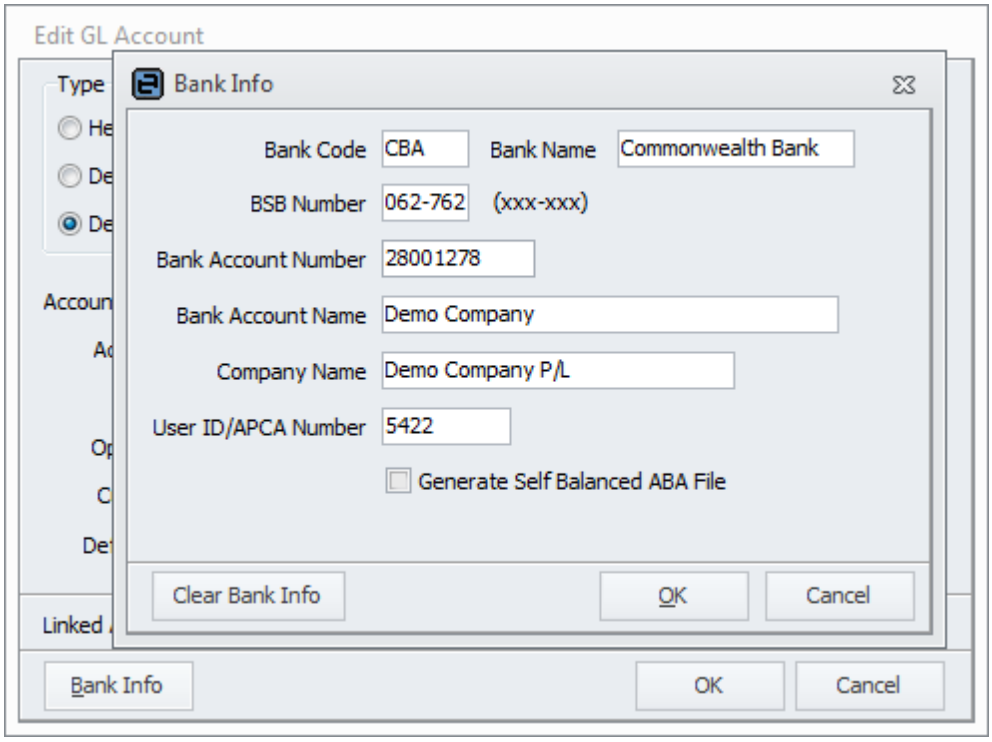


Jim2 - Setup Payment Type

NOTE: If you enable an existing Payment Type to allow Electronic Payments, you will need to do a Dummy Electronic Payments session to clear all payments previously made using this payment type, as they will appear in your first list. There is no accounting transaction related to Electronic Banking sessions, it is just a simple way of creating the required ABA files and keeping track of them.

10.5.2 General Ledger Setup

From the General Ledger, Add your Bank Account Information to any Bank Accounts you wish to include in Electronic Banking sessions by editing that GL Account and clicking the 'Bank Info' button.



10.5.3 Cardfile Setup

Before using Electronic Payments, you must add the Bank BSB and Account Number to the "Vendor Cardfiles" of those vendors whom you wish to pay using Electronic Payments.

To do this, view a vendor's Cardfile, then click on the 'Contacts' Tab and Click the 'Edit' button.

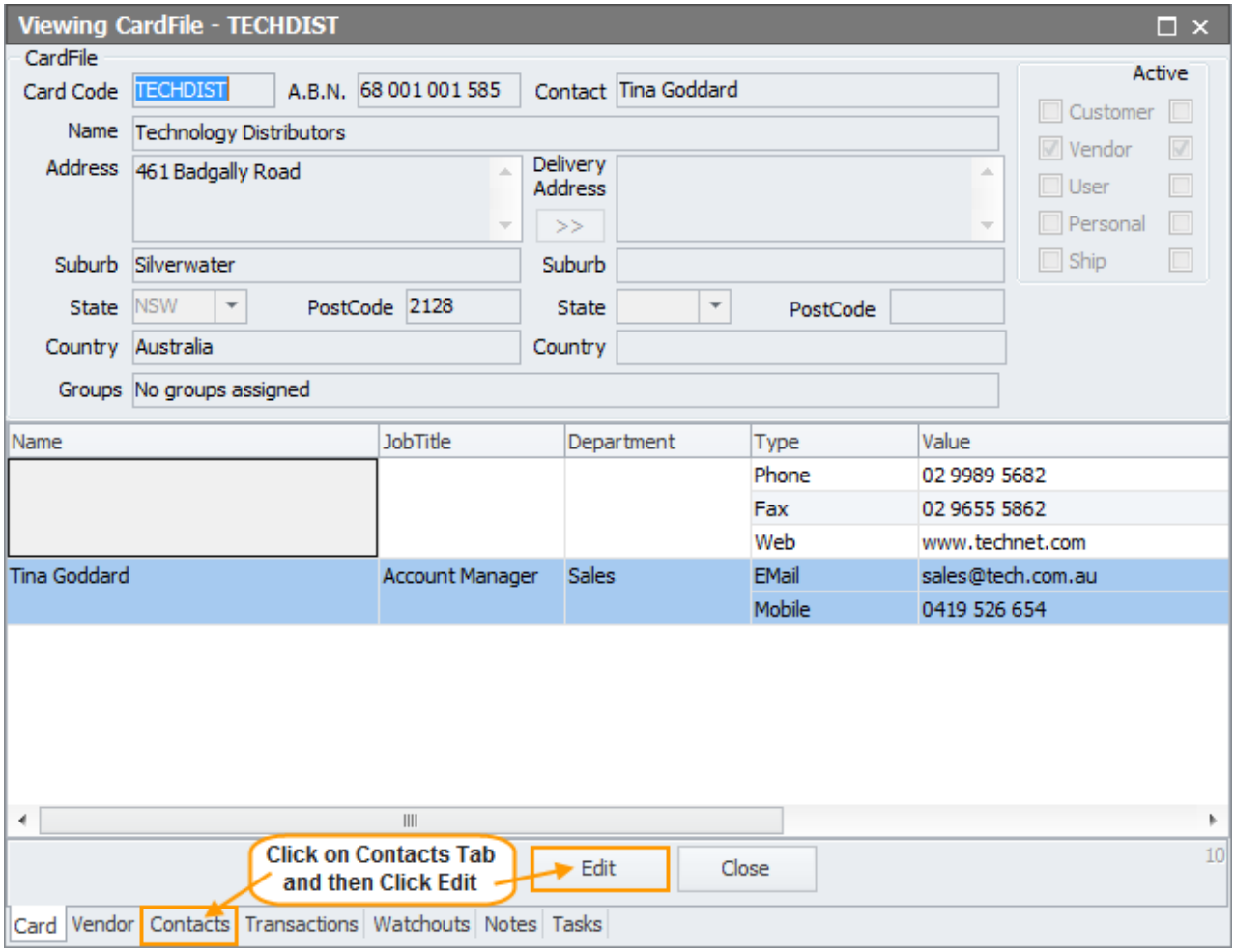


Figure 1.

The screen below will be displayed (Fig 2).

1. Click on the 'New Contact' button
2. In the 'First name' field enter 'Bank'
3. Click on the 'Type' Drop-down field list ❸ and select 'Bank Account Number'.
4. Enter the bank account number in the 'Value' field. ❹
5. Press the enter key twice to move to the second row.
6. Click on the 'Type' Drop-down field list and select 'Bank BSB Number'.
7. Enter the ' Bank BSB Number' in the Value field
8. Click on 'Save' or 'Save & Close' ❺ (or 'Cancel' to exit without saving the new entry).

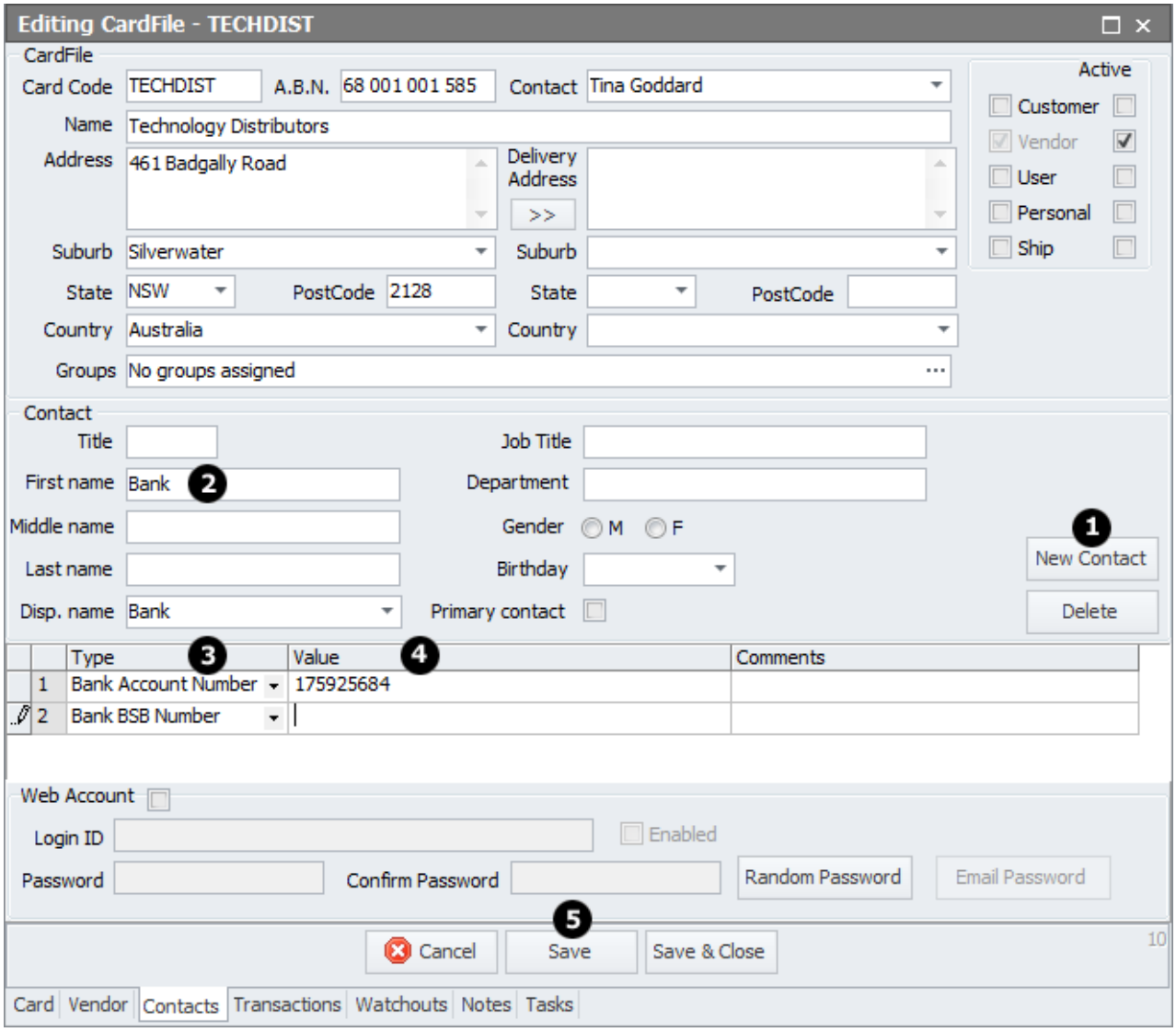


Figure 2.

Click on the 'Card' tab and confirm that the new details are correctly recorded.

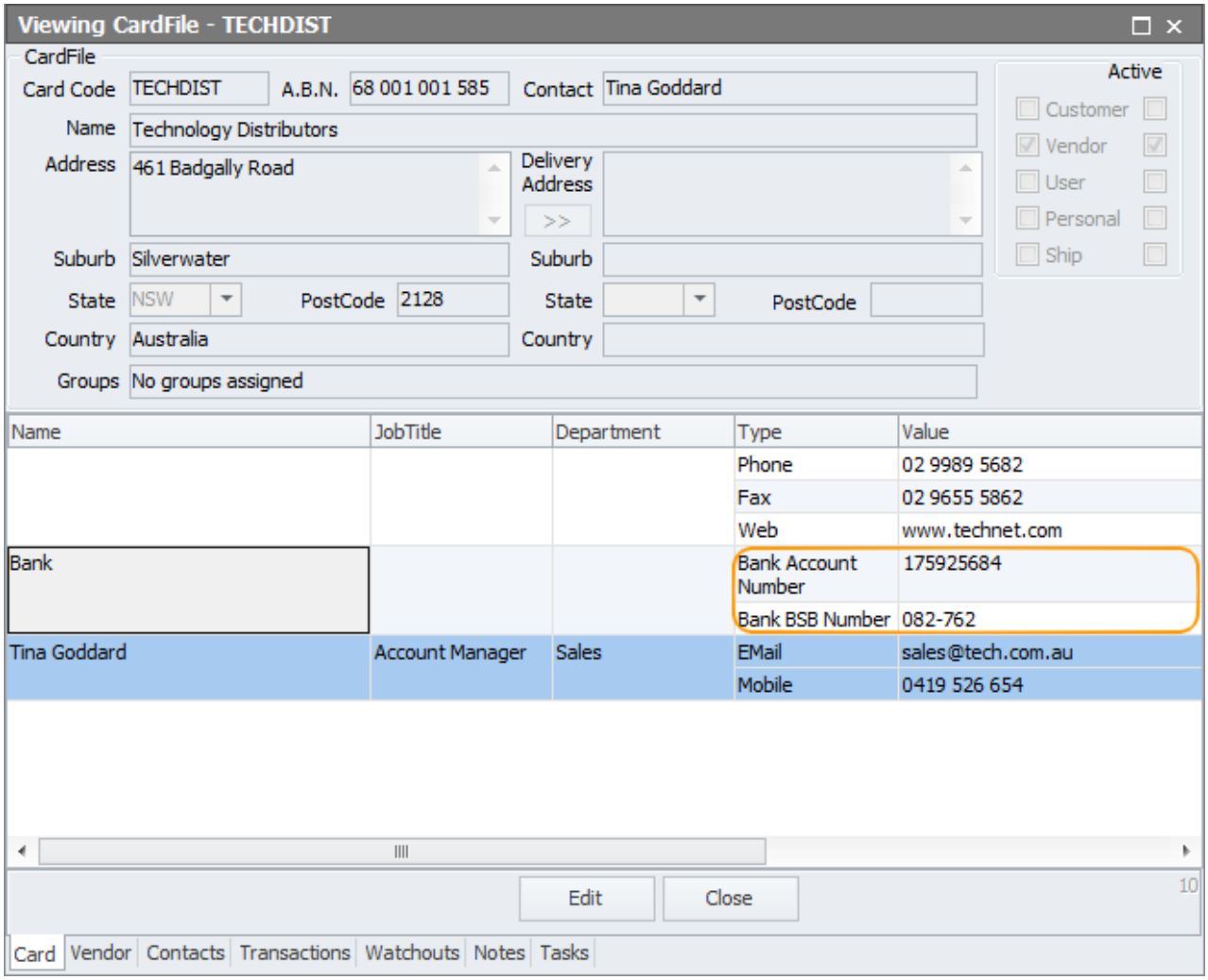


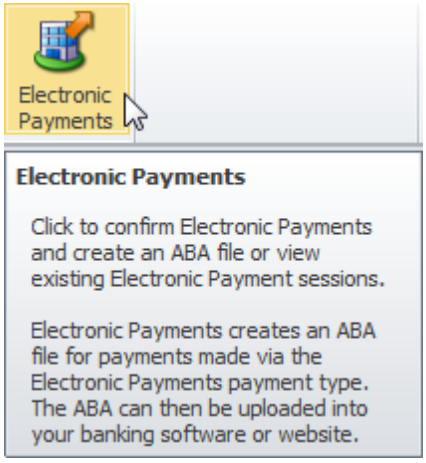
Figure 3.

If you have not added the bank account details to the contact list for Vendor Cardfiles, their details will appear in red in your Electronic Payments List. Furthermore, any transactions recorded where there is no BSB or Account# on file, cannot be processed using Electronic Payments, unless these details are added.

10.5.4 Create an Electronic Payments Session

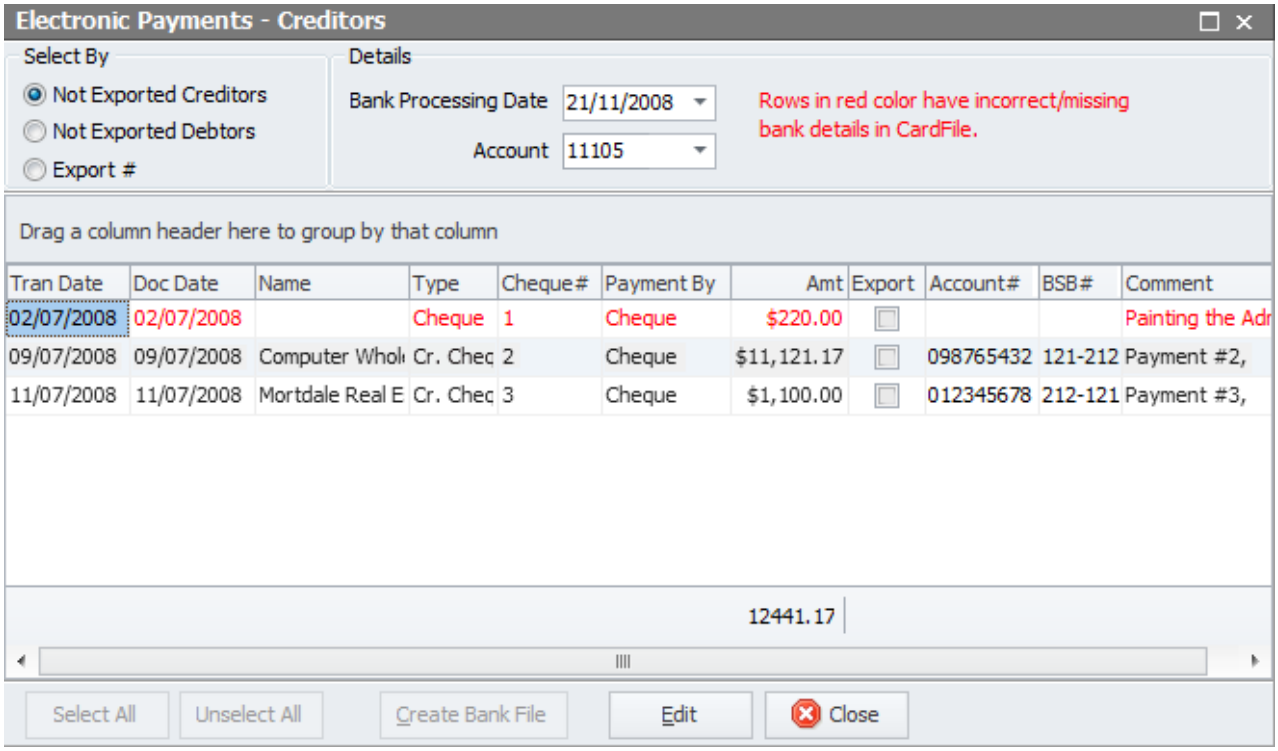
Simply process payments in the normal way via Creditors (or enter expense cheques directly from the Cheque Book) using payment types that you've flagged as 'Electronic Payments' in Payment Type setups.

When you have completed your payments and are ready to create an export file, select the Electronic Payments icon, located in the 'Banking Group' of the 'Accounts' Ribbon.



Electronic Payments Icon and Drop-down Hint

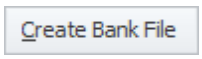
You will see a list with all the electronic payments made, which have not been exported:



Electronic Payments Screen

Create Electronic Payments (bank) export file

To create the Direct Entry.aba file, click on the 'Export #' radio button in the header (top-left) and then click the 'Create Bank File' button at the bottom of the screen.



You will be prompted to name and save the file, in a location where you can import it via your Online Banking Program or Web Site.

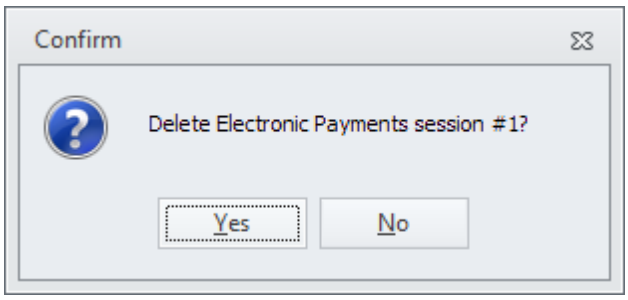
Importing the Electronic Payments (bank) export file into your online banking program

Unfortunately, each bank website or electronic interface has different methods by which to import a '.aba' file. Please check with your bank before attempting import.

Deleting an existing Electronic Banking payment session

If you create an Electronic Banking file and find some sort of problem, an incorrect bank account for example, you can select a previous Electronic Banking session and click 'Delete Payment Session'.

 If you delete the payment session be careful. If you have uploaded the ABA file this will need to be reflected in Jim2.



Topic 11

11 Management

Jim2® Management contains powerful tools which can provide up to date and easily configurable information about how your business is going. It boasts many useful reports that can be exported into Excel or HTML if needed, which is also bundled with a report designer so you can write your own reports if you wish. Jim2 also offers up to the minute balance sheets and profit and loss statements, as well as budgets, to track and measure your progress.

- Reports
- Business Analysis
- Budgets

You can select "Management" in either of two ways;

- By clicking on the Management Tab located above the Jim2 Ribbon at the top of the screen or
- By selecting the Management option in the Navigation Tree on the left hand side of the screen

11.1 Reports



Each Object in Jim2 can be reported on - therefore, each Object is supplied with a suite of suitable and useful Reports. The actual print devices available to you will have been set via Setups.

Jim2 is supplied with a selection of Reports which you can modify to suit your needs, or if you prefer, design your own using the Jim2 Report Designer function. The ability to use standard Scripts within Jim2 Reports ensures that Jim2 can grow to suit your requirements.

Contained within System are your Management Reports (System, Profit, Labour, etc.) - reports that are not related to an individual form.

They are grouped under the subjects:

GST	- GST Summary, GST Detailed
Jobs Reports	- Daily Labour Report
Stock Reports	- Stock Profit Reports, Stock ReOrder, Stock Valuations
System	- Opening Balance Debtors and Creditors, Reports on Report and Script versions
Top X	- Top X (Number) of Customers or Stock.

The Reports available for printing are affected by Report Level Security. When you log on to Jim2, your user ID will ensure the correct levels of access to available Reports - you will or will not see

reports in the Print drop down list, depending on your security level.

These reports also have specific filters which relate to the type of report selected.

- Date Range selection
- Profit Filters

The Reports Screen is divided into the following sections:

1. The Reports folder selection
2. The Report selection
3. Previews the Report to screen (you can then print the report from the preview screen)
4. Prints the Report to the selected printer
5. Closes the Reports window

11.1.1 Printing Reports

Each Object in Jim2 can be reported on - therefore, each Object is supplied with a suite of suitable and useful Reports. Reports are "context sensitive" - that is, the choices of Reports you have available via the drop down list will bear a direct relationship to the active function and object you are in. Management Reports are accessed via System. The actual print devices available to you will have been set via Setups.



Jim2 - Reports Toolbar.

1. Reports available to print (select one)

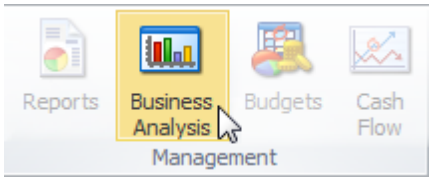
2. Fax the Report

3. Preview the Report

4. Print the Report

The System Object gives you access to Management Reports. To print these, use the print buttons showing in the footer of each report.

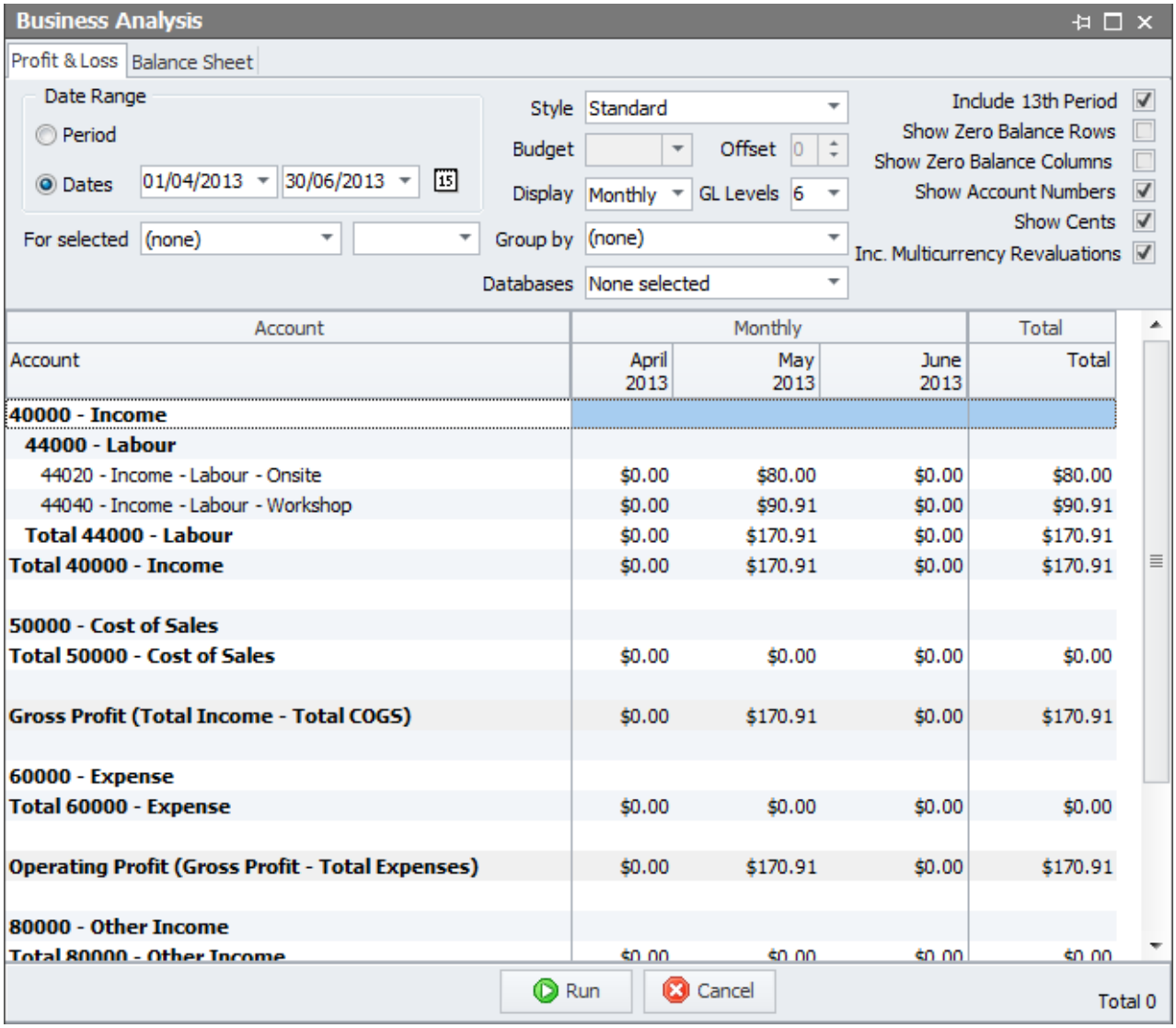
11.2 Business Analysis



Business Analysis in Jim2 is a powerful tool that uses live data to compile reports and detailed analysis about your business on the fly, so that you know how you are operating, and the state and balance of your accounts right now (as well as at any point in time using the As Of function.) Business Analysis is divided neatly between Profit & Loss and Balance Sheets.

- Profit and Loss
- Balance Sheet

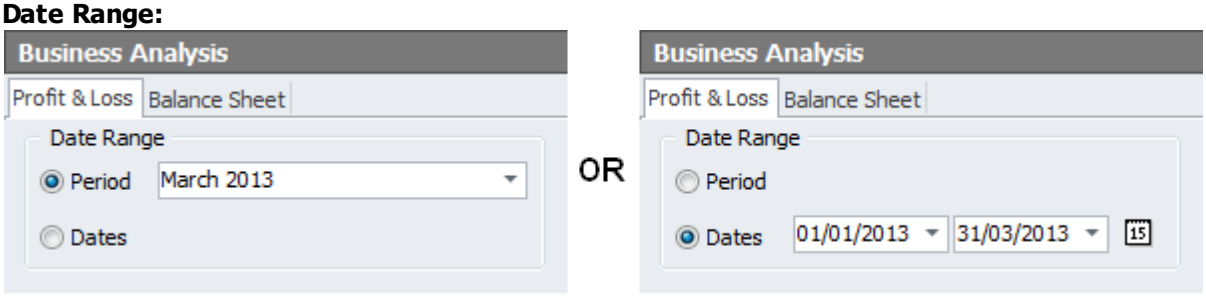
11.2.1 Profit & Loss



Jim2 - Profit and Loss

On the Profit and Loss tab you can run an extremely powerful P&L analysis based on the query criteria above. Let's examine each of them in detail:

Date Range:



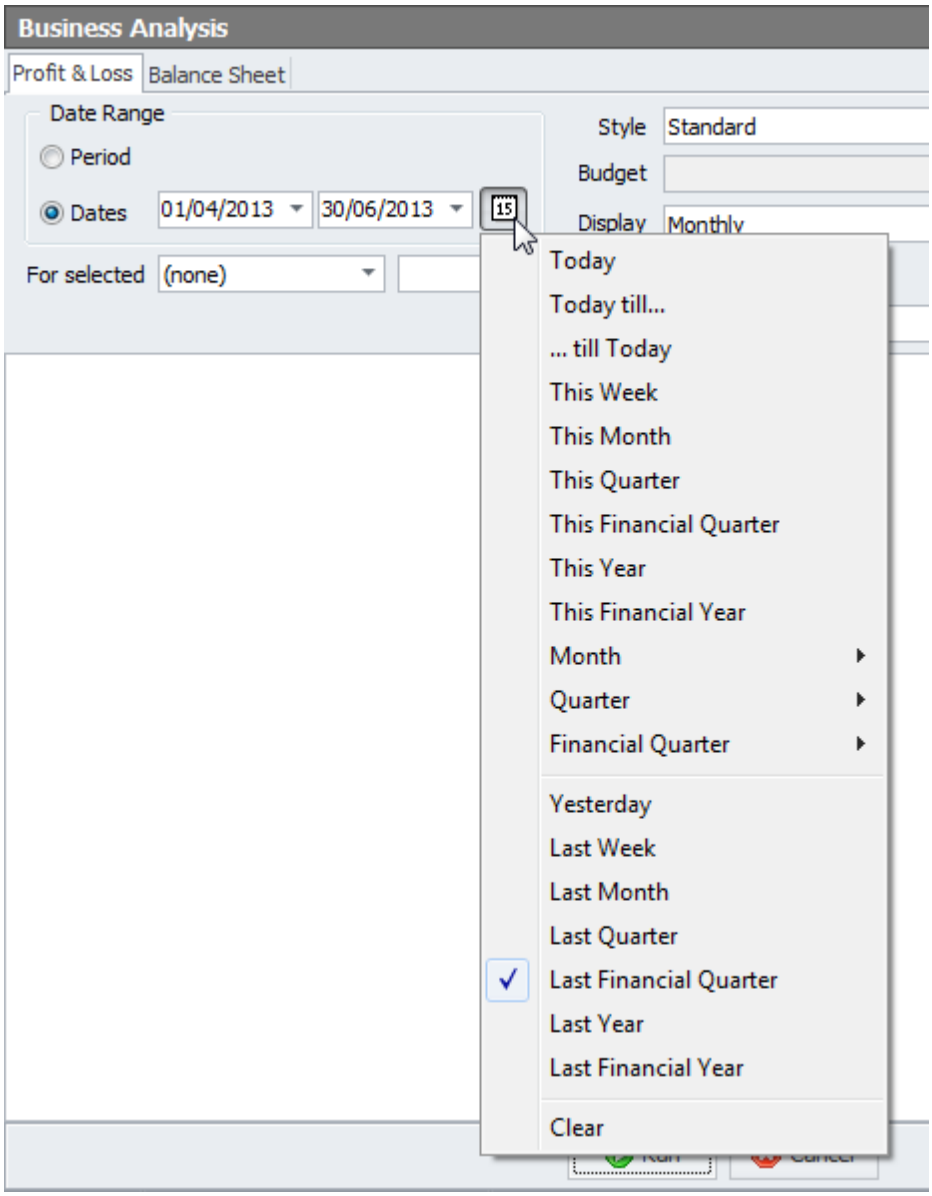
Date Range: Select a specific Period or select the relevant Start and End Dates

You can choose either to run your P&L report views by Accounting Periods, or in a specific date range. You can

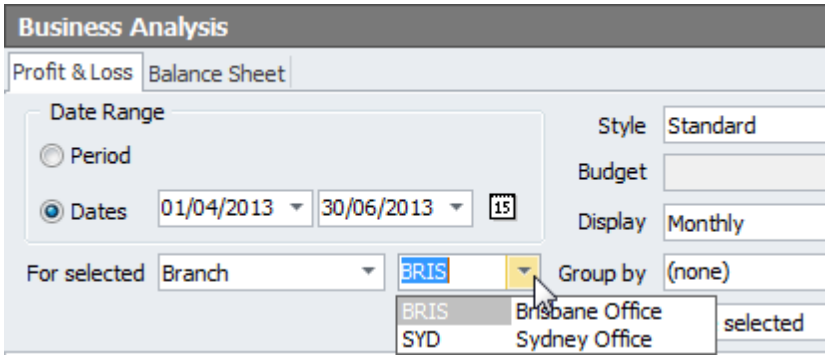
also click on the



to choose from a selection of predefined date ranges, such as Today, This Week, This Month, Last Year, Last Quarter, etc.

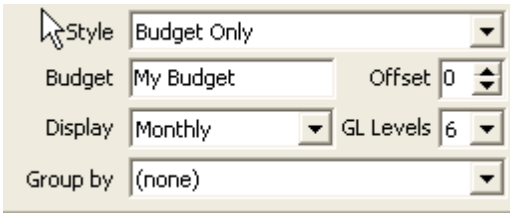


You can also to choose to run the P&L just for a specific branch (and subbranch if desired).



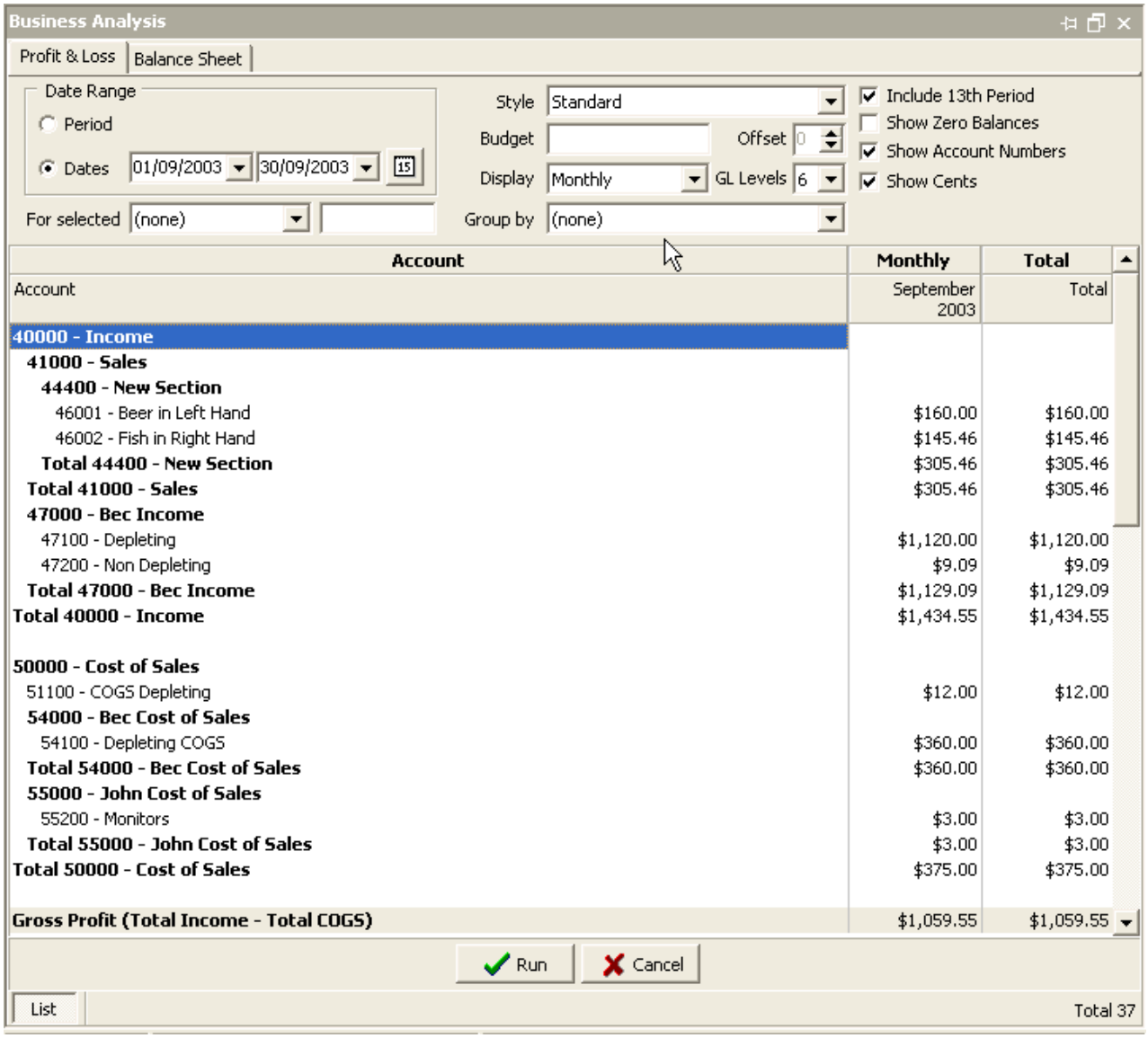
In **Style** you can pick what sort of P&L you would like to look at:

- **Standard** - Monthly views.
- **YTD Comparison** - will give you a running total of how you have been going from the start of the financial year.
- **Previous Year Comparison** - You can compare how you went this time last year with how you are going right now.
- **Budget Comparison** - (You have to select a budget from the drop down menu to compare to for this to work!) This will compare how you are going now to a designated budget.
- **Budget Only** - Through this you can look at budget/projected P&L.
- **Budget and YTD Comparison -**

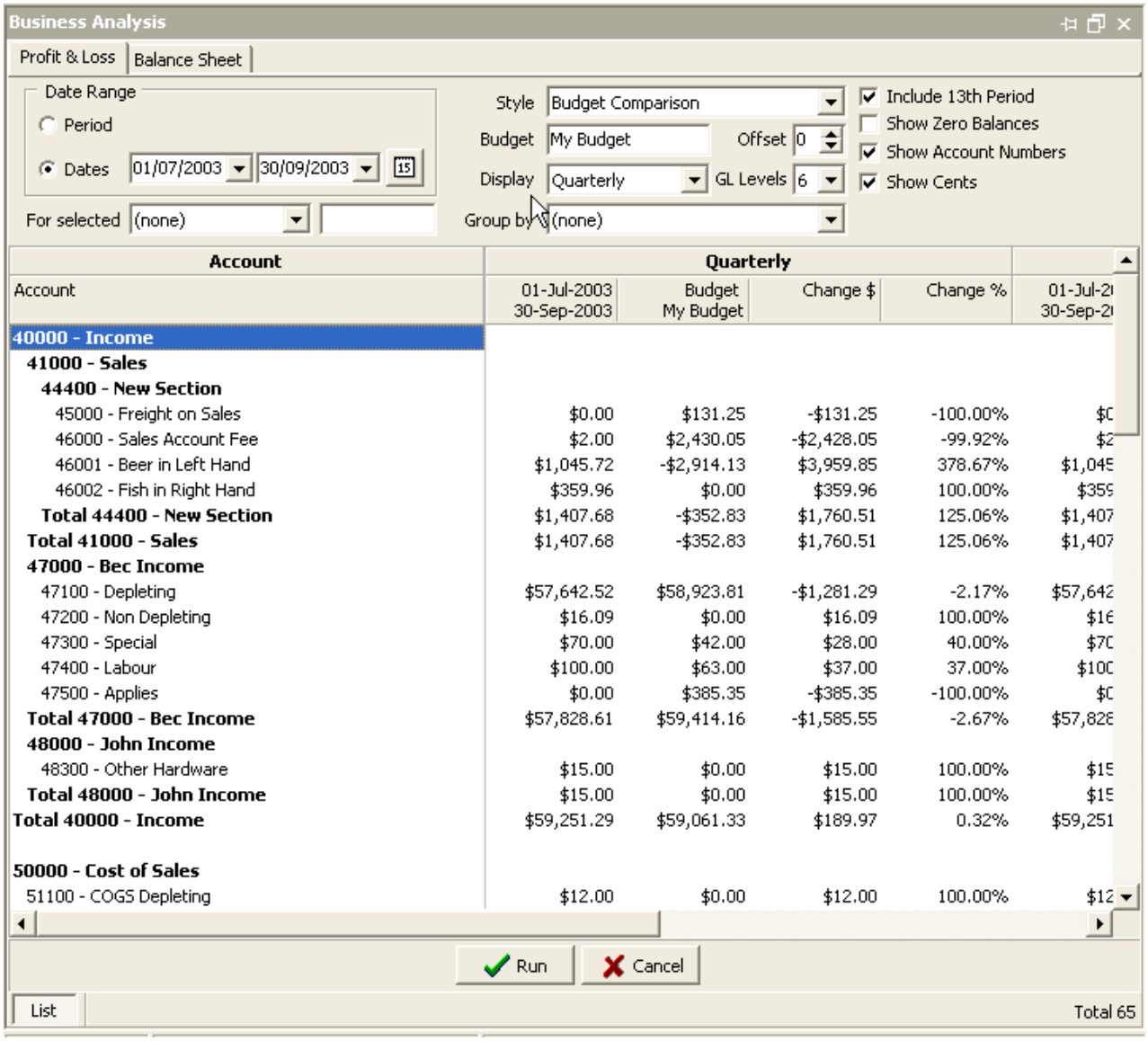


- **Display** - Specify what time period you want the P&L sorted by.
- **Group By** - If you have set up Branches or Subbranches, you will have the option to group your P&L by them.
- **Offset** - You can offset your comparisons by year from 9 to -9.
- **GL Levels** - Set how many levels down that you want the P&L to look at.
- **Include** 13th Period - Include 13th period in your GL?
- **Show Account Numbers/Show Zero Balances/Show Cents** - Yes/No?

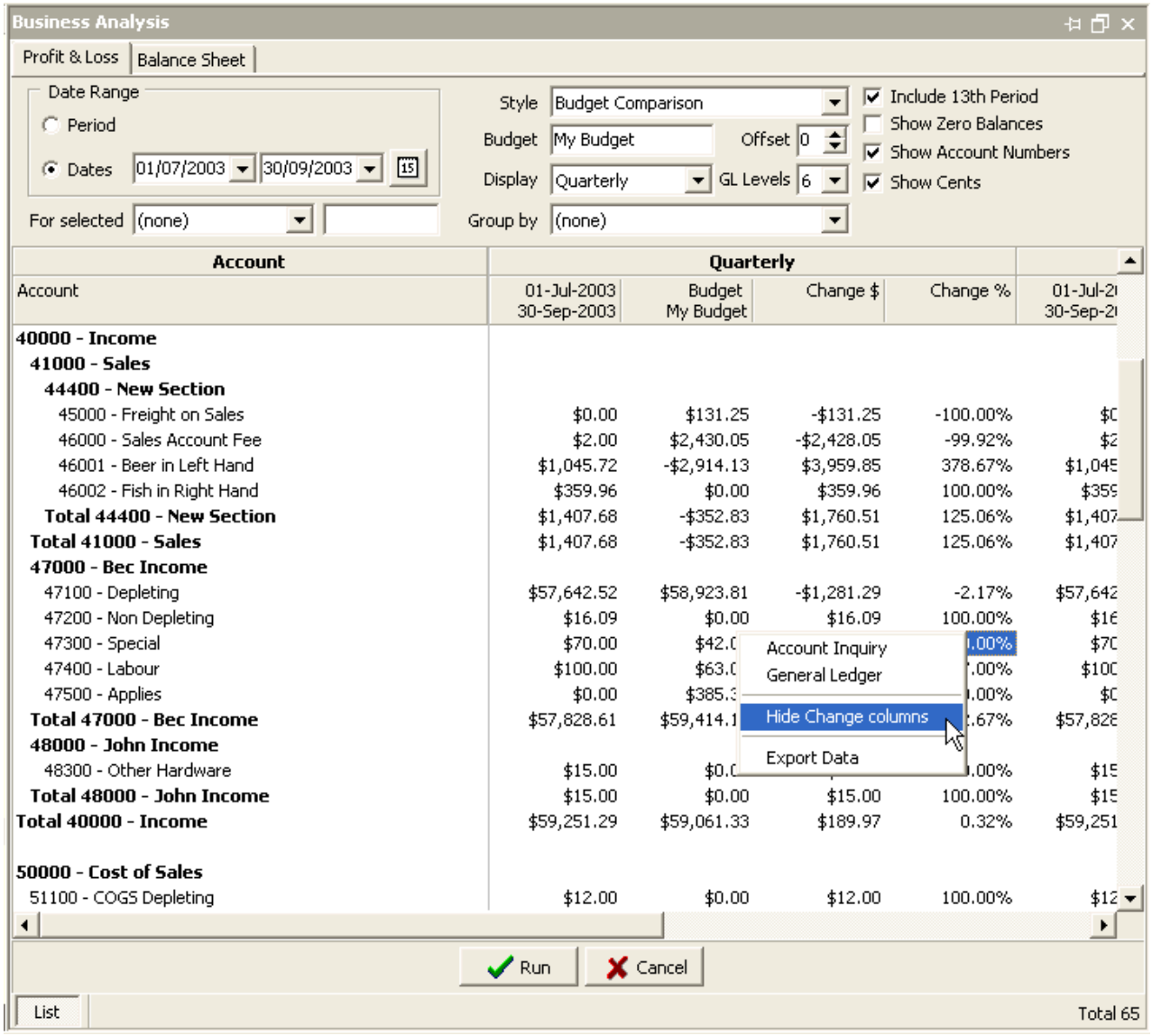
After you have set these options up, you can **Run** the P&L. This is a standard P&L Report displaying monthly:



And this is a P&L using Budget Comparison, showing Quarterly.



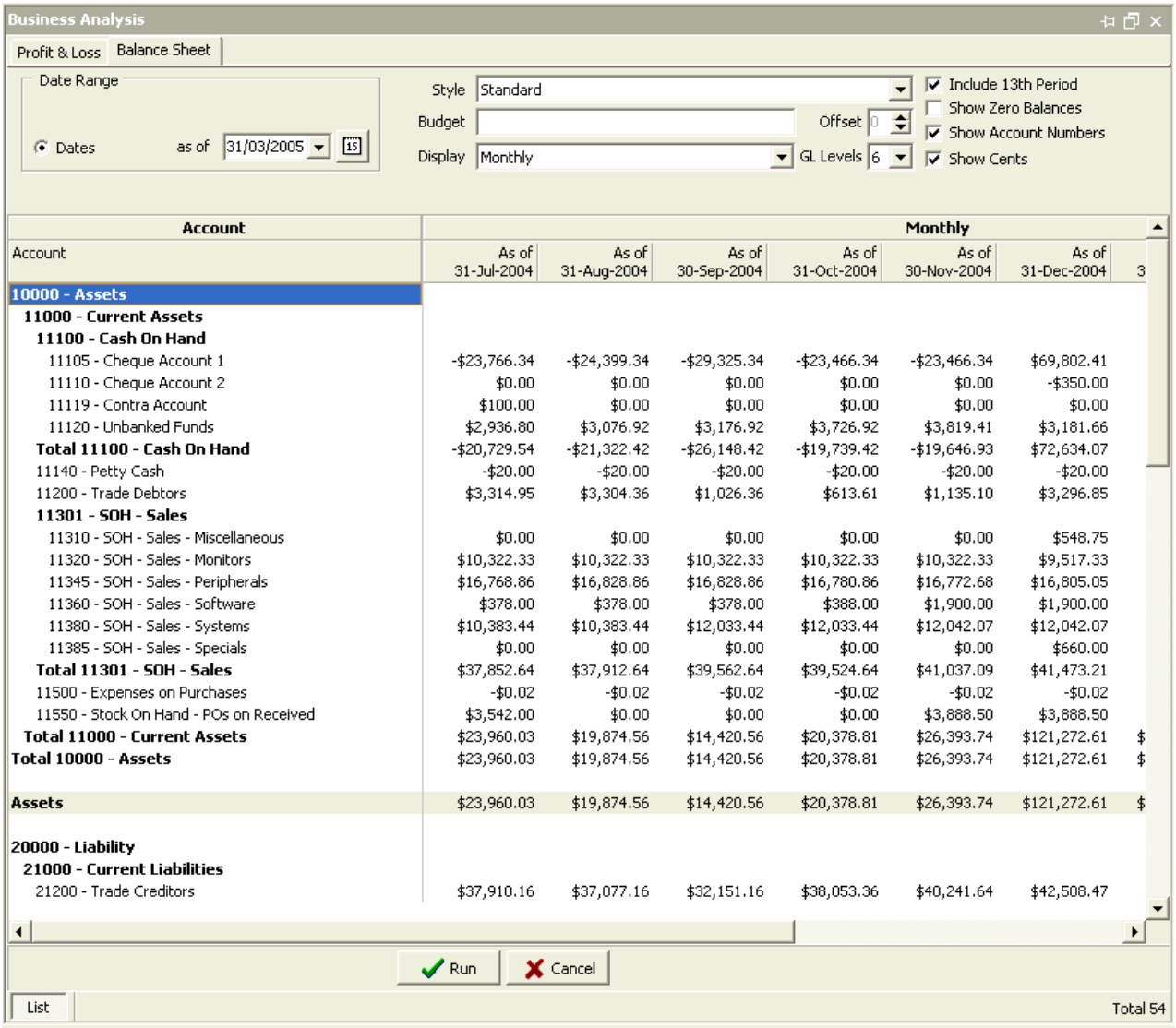
Notice that when running a budget comparison, Jim2 will display a change $(dollars) and a change in % columns.



By right clicking on the figures you can choose to **Hide the Change Columns**, do a drill down via **Account Inquiry** or **General Ledger** to see what transactions make up these figures. You can also choose to **Export Data** to an Excel, HTML, XML or Text file.

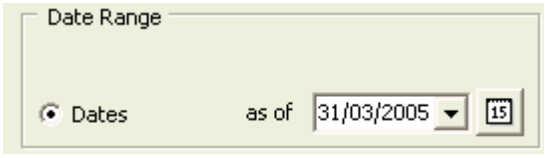
11.2.2 Balance Sheet

The purpose of a Balance Sheet is to report on the financial position of a company at a certain point in time. It is divided into 2 main parts, what the company owns (assets) and what the company owes (liabilities and net worth).



Jim2 - Balance Sheet Screen

As a balance sheet is a snapshot (and showing actual figures), you cannot have a date range (which indicates difference between figures). In Date Range choose a date As Of, or click the  button for predefined dates.



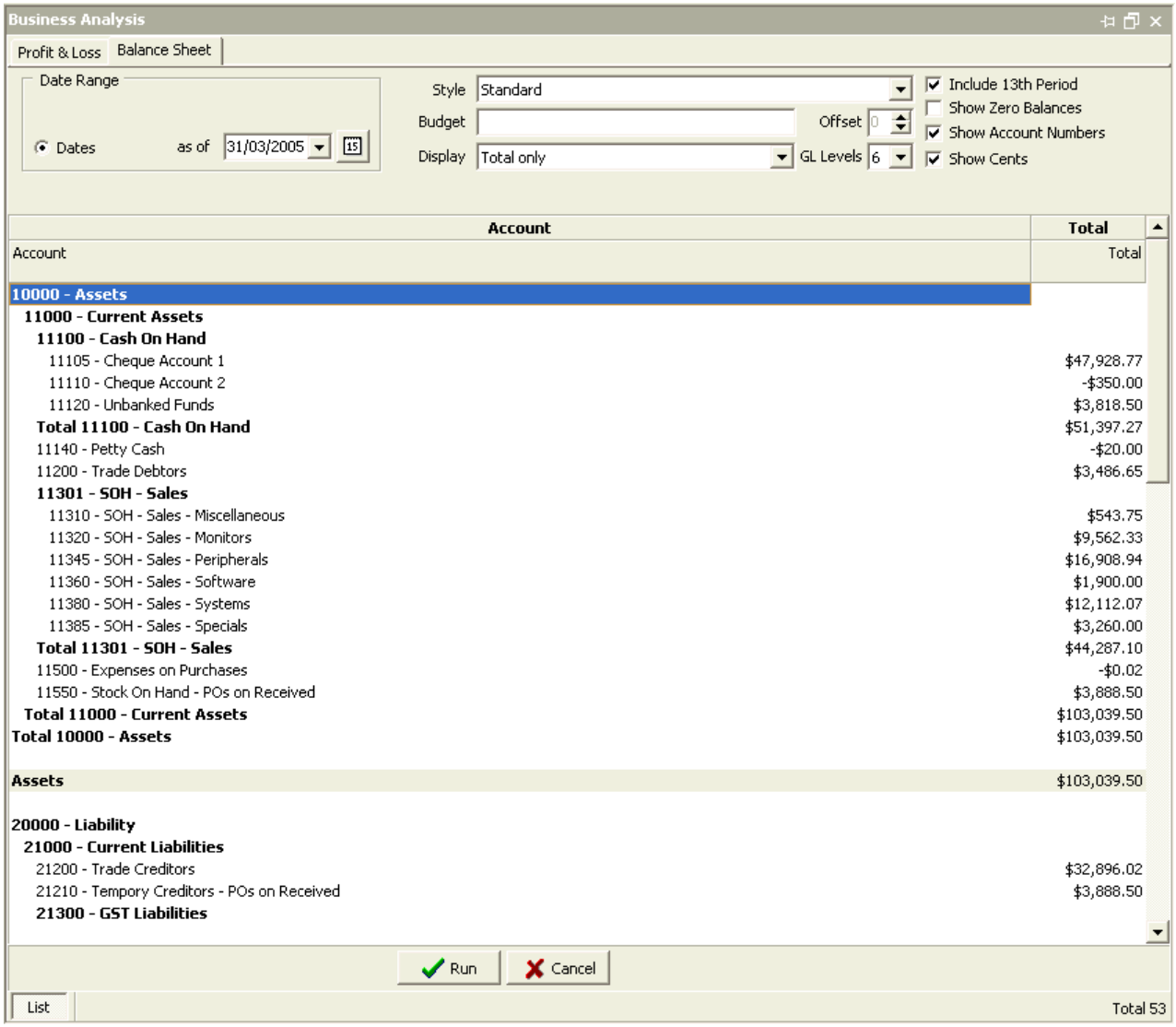
Style: Like the P&L Report you can select how you would like to view your Balance Sheet

- **Standard** - Straight column of totals
- **YTD Comparison** - will give you a running total of how you have been going from the start of the financial year.
- **Previous Year Comparison** - You can compare how you went this time last year with how you are going right now.
- **Budget Comparison** - (You have to select a budget from the drop down menu to compare to for this to work!) This will compare how you are going now to a designated budget.

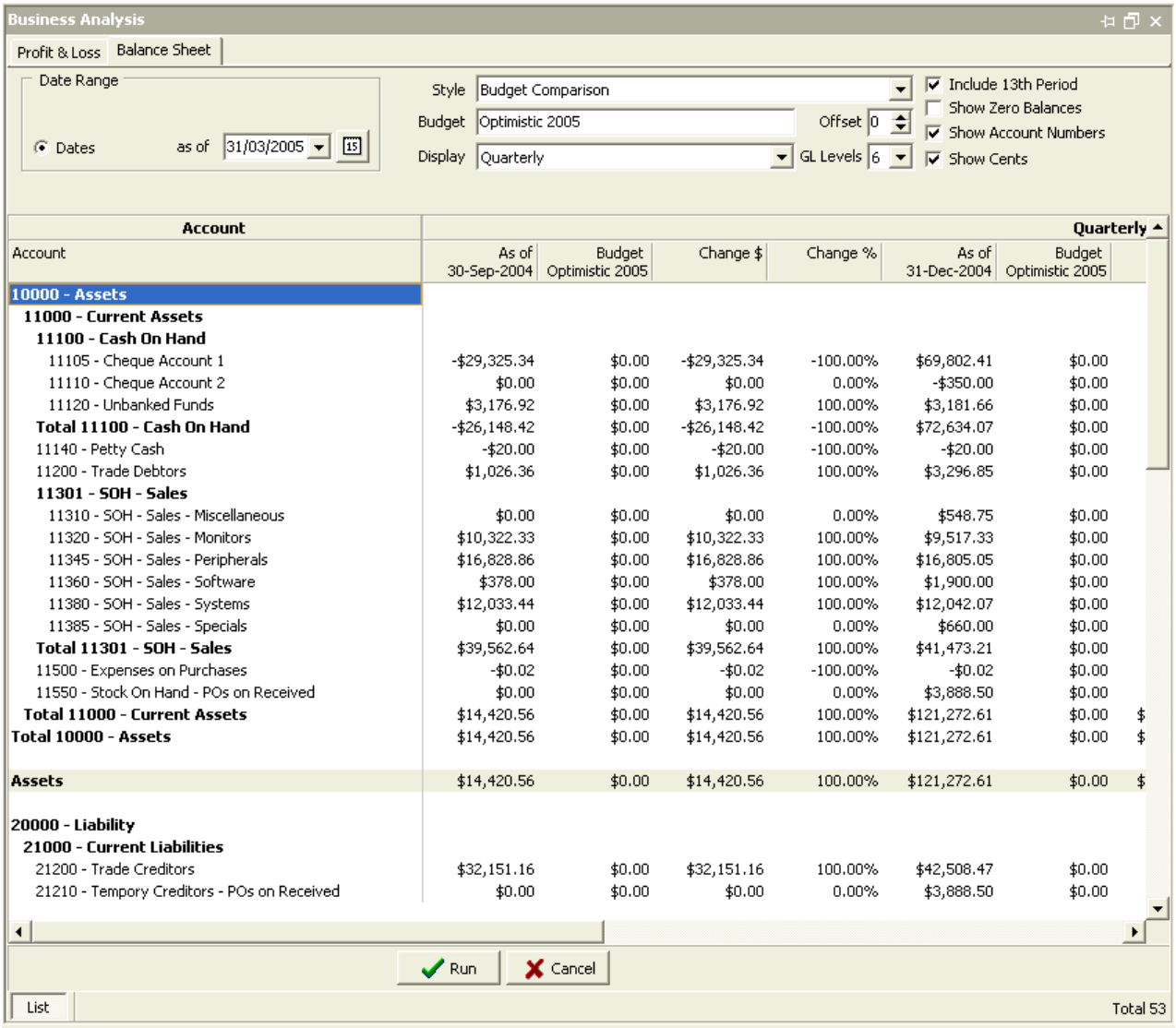
- **Budget Only** - Through this you can look at budget only.

Once again like the P&L you can choose your GL Levels, offsets, include 13th period, zero balances, account numbers, cents. After you select all this you may Run your Balance Sheet.

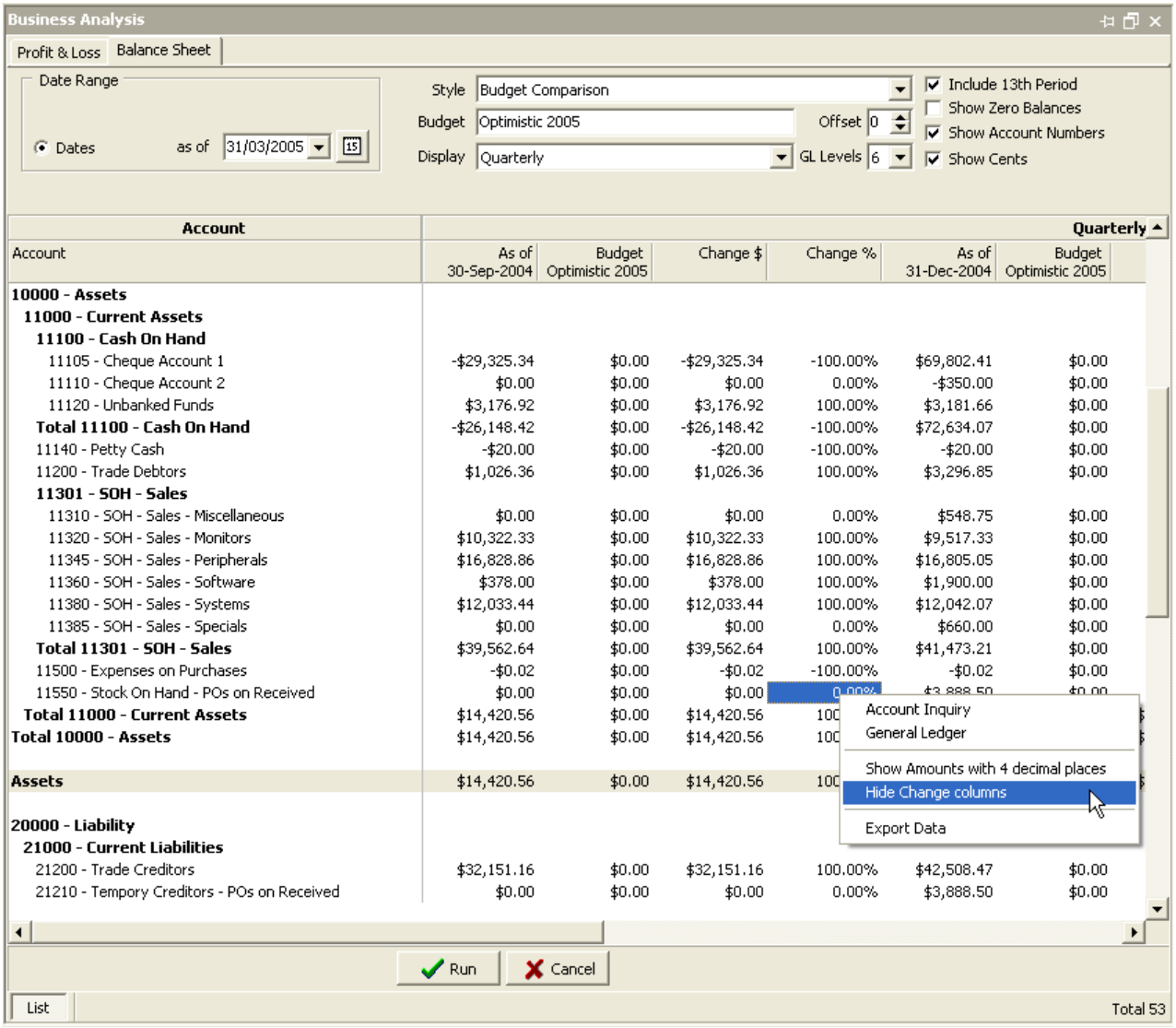
This is a Standard Balance Sheet displaying totals only:



And here is another as a Budget Comparison, displaying Quarterly.



Notice that when running a budget comparison, Jim2 will display a change $(dollars) and a change in % columns.



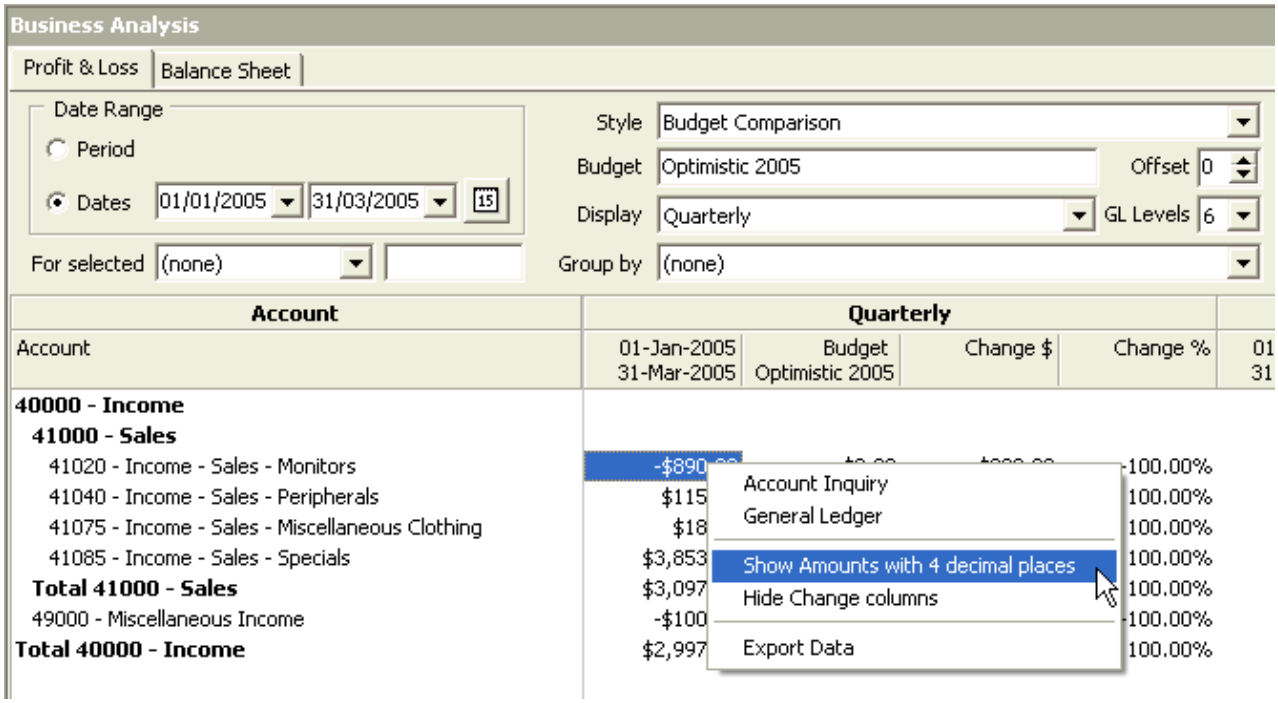
By right clicking on the figures you can choose to **Hide the Change Columns**, do a drill down via **Account Inquiry** or **General Ledger** to see what transactions make up these figures. You can also choose to **Export Data** to an Excel, HTML, XML or Text file.

11.2.3 Four decimal places in Business Analysis

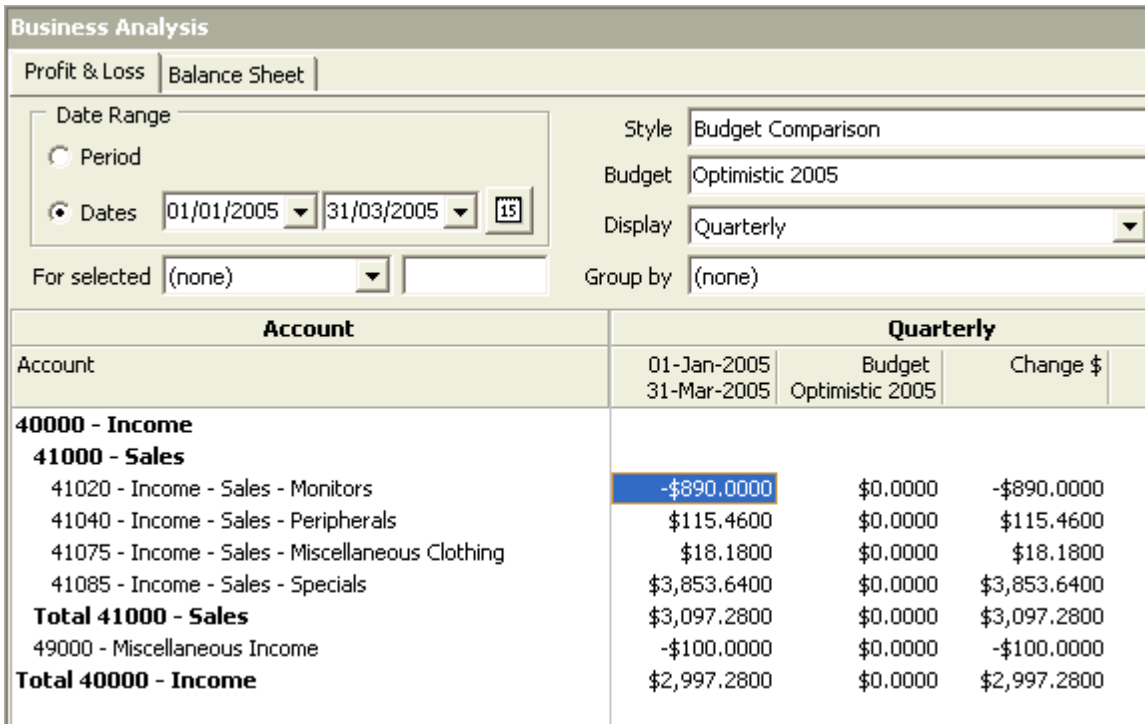
Some of you have requested 4 decimal places in the Business Analysis Reports – we have heard you!

This is only available to view on the screen, but of course you can export your data into excel.

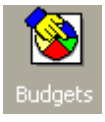
Run the required report, then right click in the grid and you are given the option to 'Show Amounts with 4 Decimal Points'.



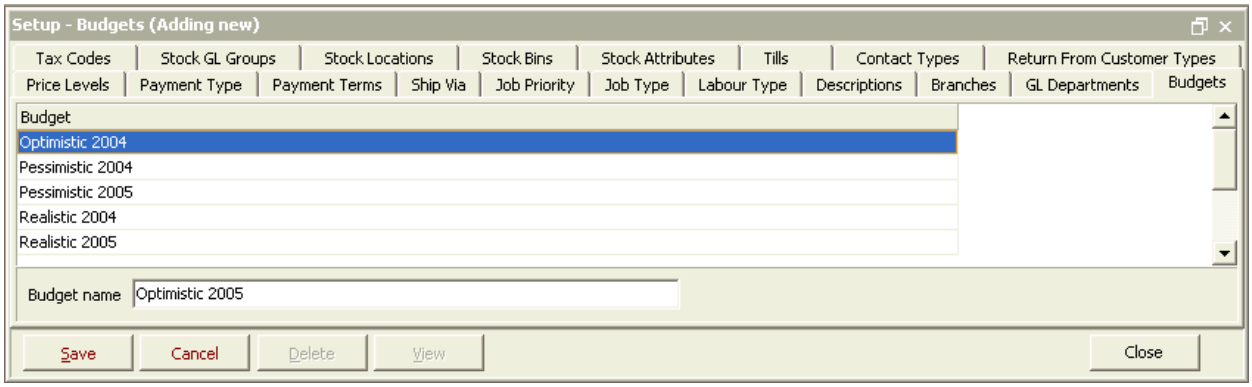
Click on this and you can see the amounts on the screen to 4 decimal places



11.3 Budgets



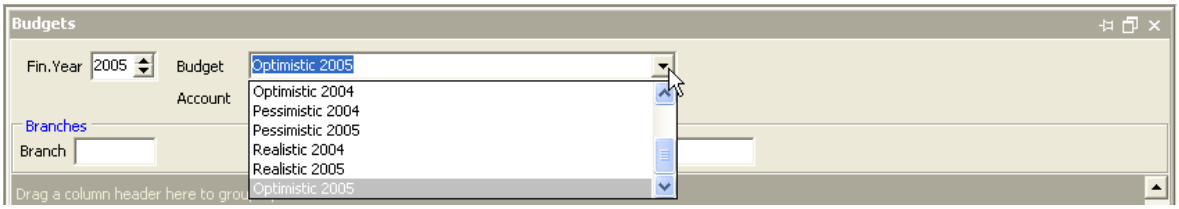
Budgets allow you to set up some guidelines as to how you might anticipate your business to operate in a projected period of time. You must create a budget before you can use, it, and you can do this by going to **Tools/Setups** and then adding your budget by clicking on **Add**, typing in the name of your budget and then clicking **Save**.



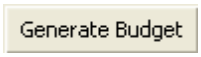
11.3.1 Budgets - AutoAdd

Use AutoAdd if you want Jim2 to calculate the budget figures automatically for you.

Once you have named your budget, you can click back onto Management/Budgets. Choose the name of the budget you wish to generate:



And click the button Generate Budget at the bottom of the form.



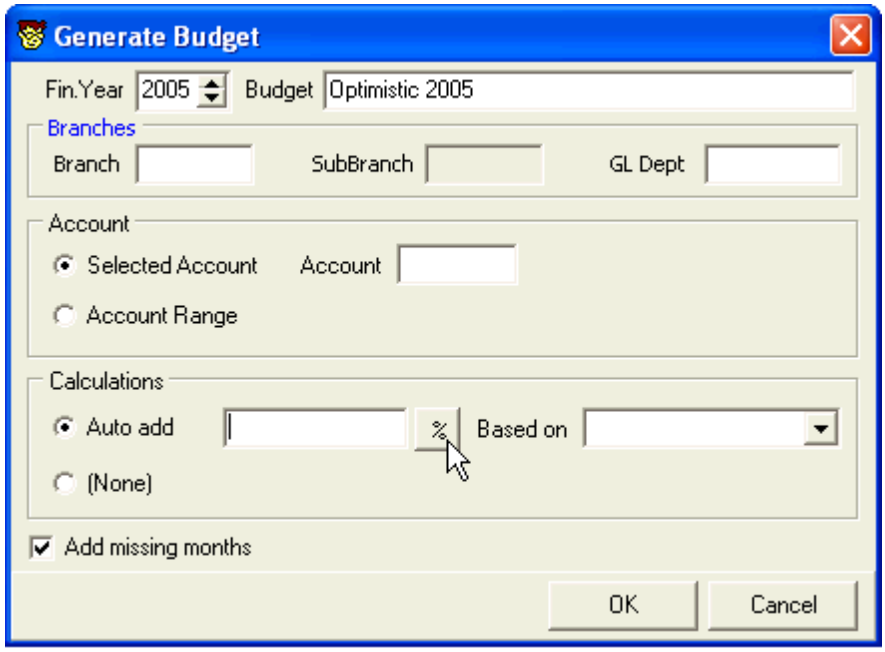
Fin. Year: Choose which year you are apply this budget to.

Branches: You can set a budget for a specific Branch, Company or GL Dept.

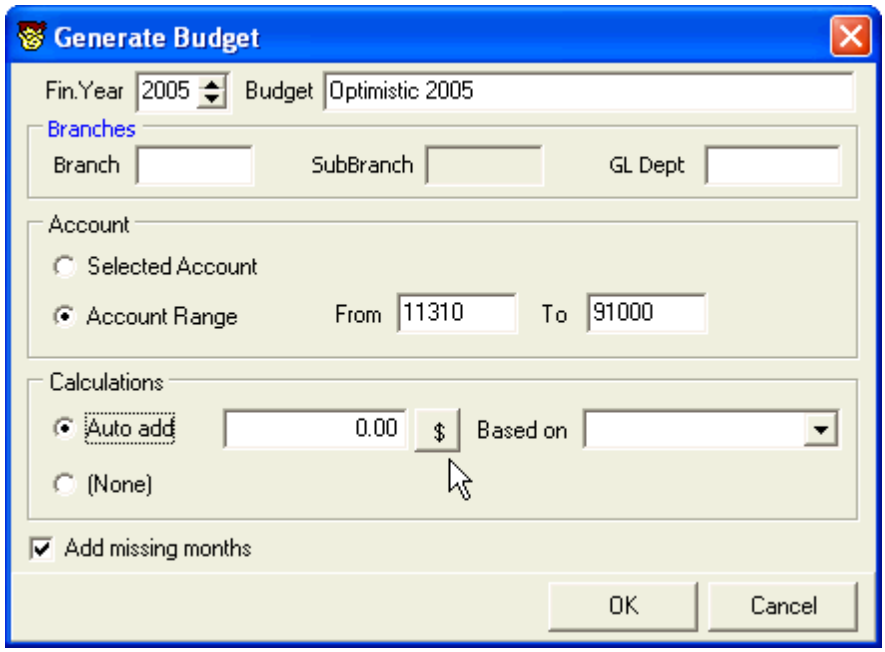
Account: Choose whether the budget is for a specific account or for an account range

Calculations: You can choose whether you want Jim2 to do your calculations for you (AutoAdd) or to key them manually (None)

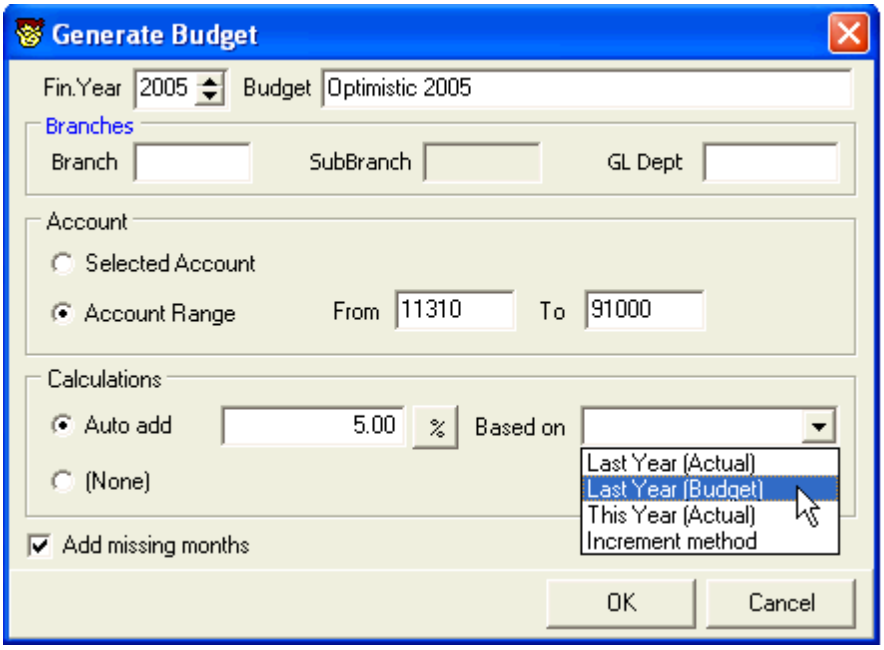
When you click AutoAdd , you can choose whether to increment/decrement, in percentages



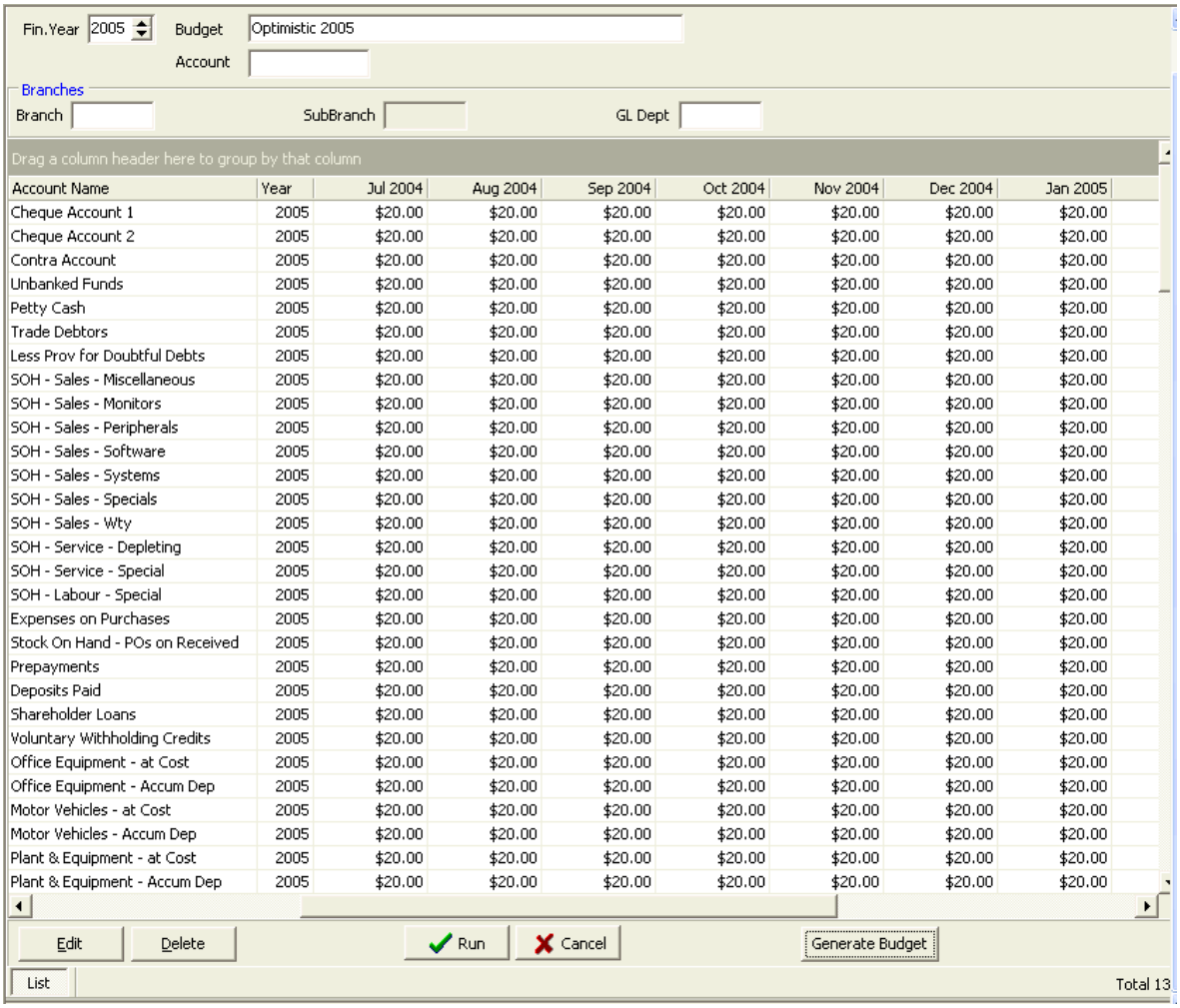
or dollars.



then in Based On choose what you are calculating from. You can choose to calculate from this year/last year performance or budgets. If you use the increment method you will only be able to select dollars, as you can only increment in amounts, not percentages.

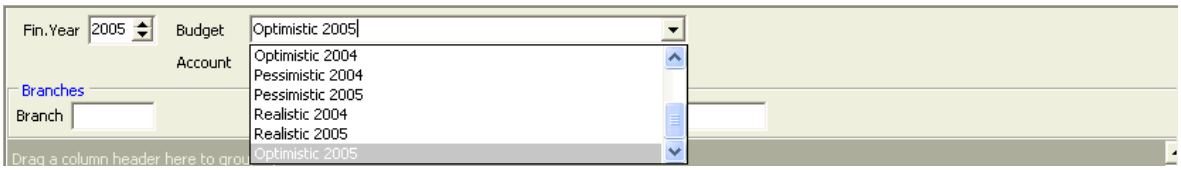


Add missing months: Use this for Jim2 to autofill the months that you have not specified specifically. You should end up with something like this:

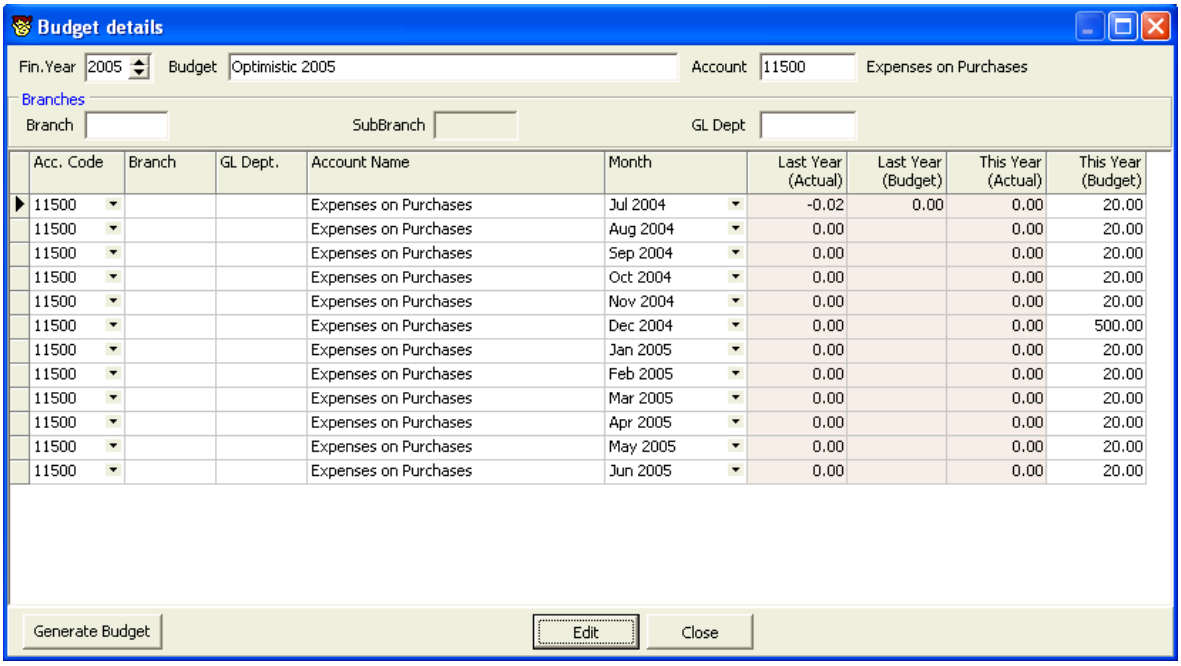


Account Name	Year	Jul 2004	Aug 2004	Sep 2004	Oct 2004	Nov 2004	Dec 2004	Jan 2005
Cheque Account 1	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Cheque Account 2	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Contra Account	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Unbanked Funds	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Petty Cash	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Trade Debtors	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Less Prov for Doubtful Debts	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Sales - Miscellaneous	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Sales - Monitors	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Sales - Peripherals	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Sales - Software	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Sales - Systems	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Sales - Specials	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Sales - Wty	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Service - Depleting	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Service - Special	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
SOH - Labour - Special	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Expenses on Purchases	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Stock On Hand - POs on Received	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Prepayments	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Deposits Paid	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Shareholder Loans	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Voluntary Withholding Credits	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Office Equipment - at Cost	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Office Equipment - Accum Dep	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Motor Vehicles - at Cost	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Motor Vehicles - Accum Dep	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Plant & Equipment - at Cost	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00
Plant & Equipment - Accum Dep	2005	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00	$20.00

Click OK to save your settings. After this you will be able to go to the drop down menu, select your budget, and then click Run.



You can always change individual figures in your budget (for example, if during Xmas you know that you will spend more on Import Duty, then you can click on the corresponding cell in the grid and click Edit:



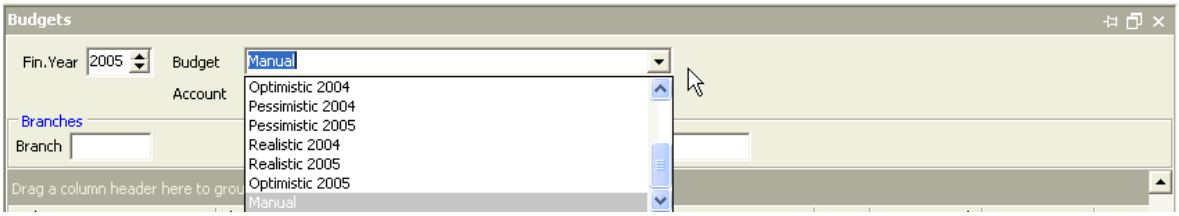
The Edit grid will pop up, change the figure in the desired cell, and then click Save.

If you have messed up your database and need to start over, run the database that you want to clear, and then click Delete to clear it.

11.3.2 Budgets - Manual

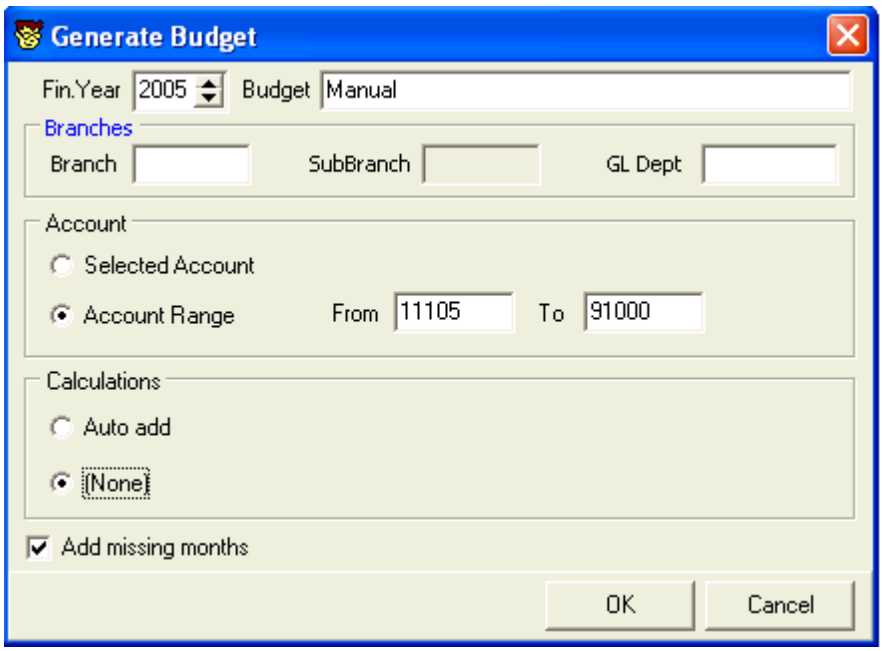
Use this option if you want to type in figures for your budget manually instead of having Jim2 auto-calculate them for you.

Once you have named your budget, you can click back onto **Management/Budgets**. Choose the name of the budget you wish to edit:

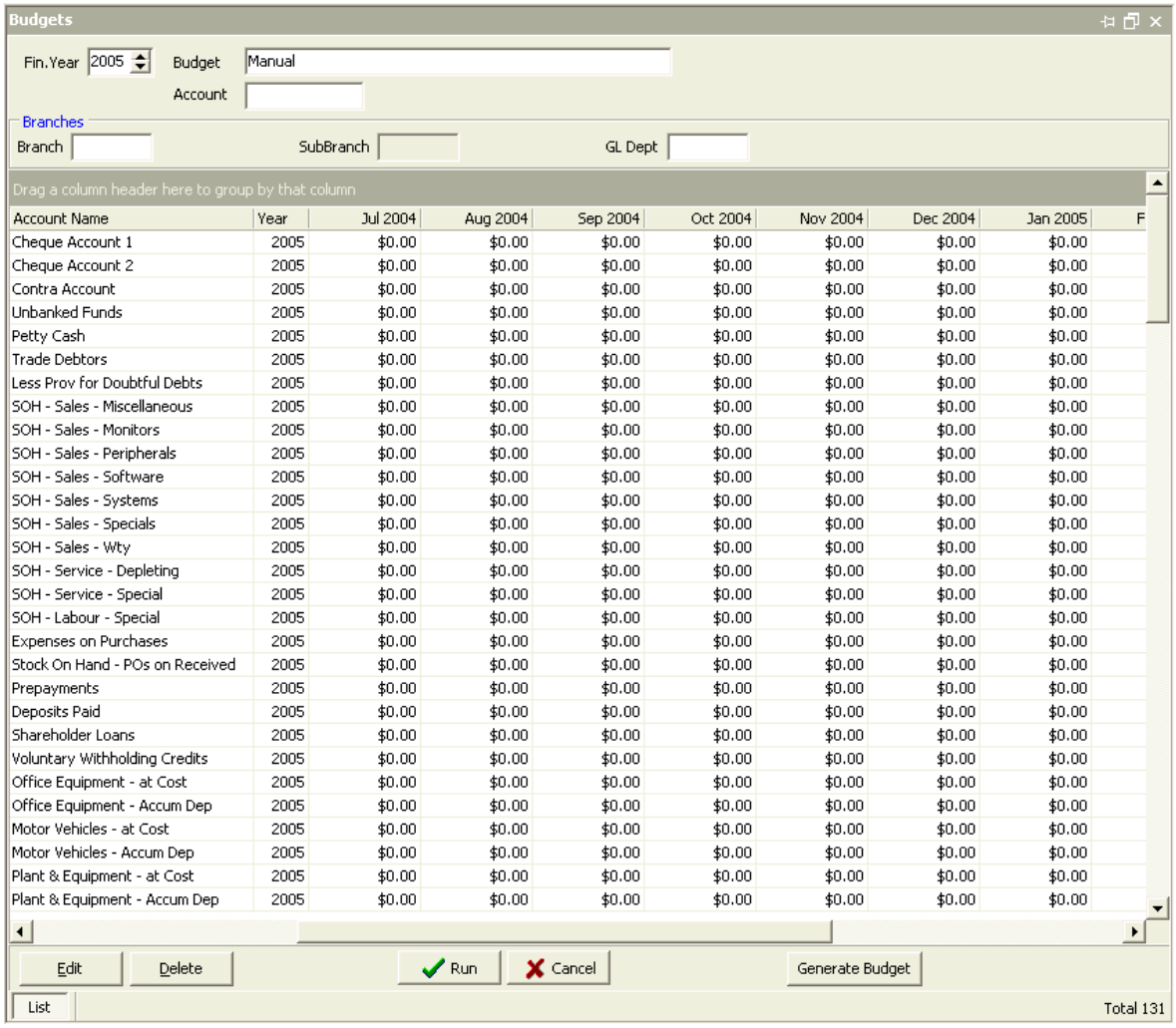


Click on **Generate Budget** to set up a basic configuration for your budget.

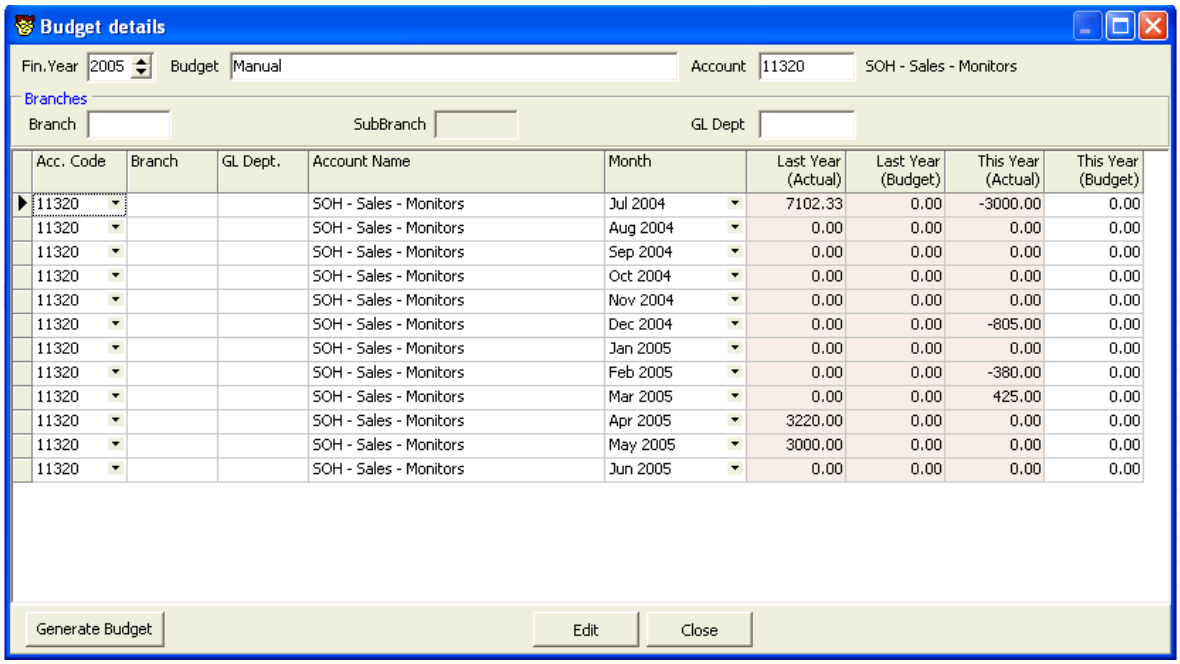
Fin. Year: Choose which year you are apply this budget to.
Branches: You can set a budget for a specific Branch, Company or GL Dept.
Account: Choose whether the budget is for a specific account or for an account range
Calculations: Choose **None** in order to type in your own values.



Click **OK**. Jim2 will generate the following:



Tab on the account that you would like to edit, and then click **Edit**.



Enter in desired figures and then click **Save**.



If you have messed up your database and need to start over, run the database that you want to clear, and then click Delete to clear it.

Topic 12

Jim2 BUSINESS ENGINE

12 Scheduling

Scheduling is an optional, fully integrated resource management and task list that enables coordination, tracking and management of staff and other resources.

Scheduling lets you instantly see what your teams are up to. You can view, allocate and edit tasks, meetings, phone calls and appointments – all linked to Jim2® stored information such as Jobs, Projects, Quotes and CardFiles.

Simplified Resource Management

Scheduling gives you multiple ways to see what's going on - by person, by group or by the entire company.

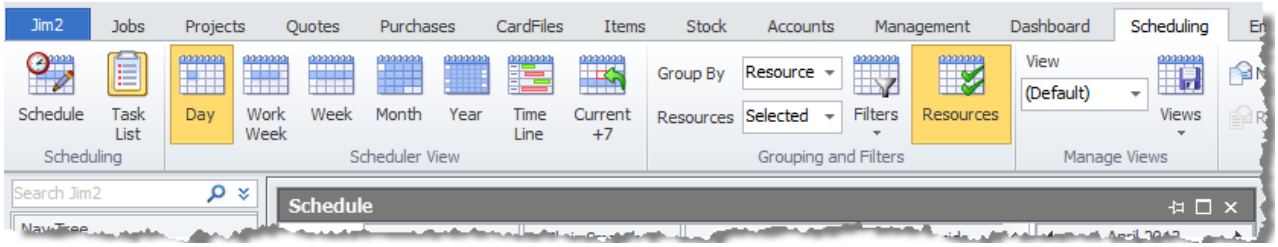
- 'Outlook' style calendar views show you scheduled tasks by Day, Work Week, Week, Month, Year, Time Line or by Current +7 (the currently selected day and the next 6 days).
- Tasks can be grouped by Date, Resource or None (no grouping).
- Tasks can also be viewed by resources; individual, selected individuals, definable groups, or all resources.
- All tasks are colour-coded for quick visual filtering.
- Unconfirmed appointments and tasks are highlighted with a striped border.
- Tasks can be instantly linked to related Jim2 objects including Jobs, Quotes, Purchases, Return from Customer, Return to Vendor, Debtor, Creditor and Cardfile.

12.1 General Layout

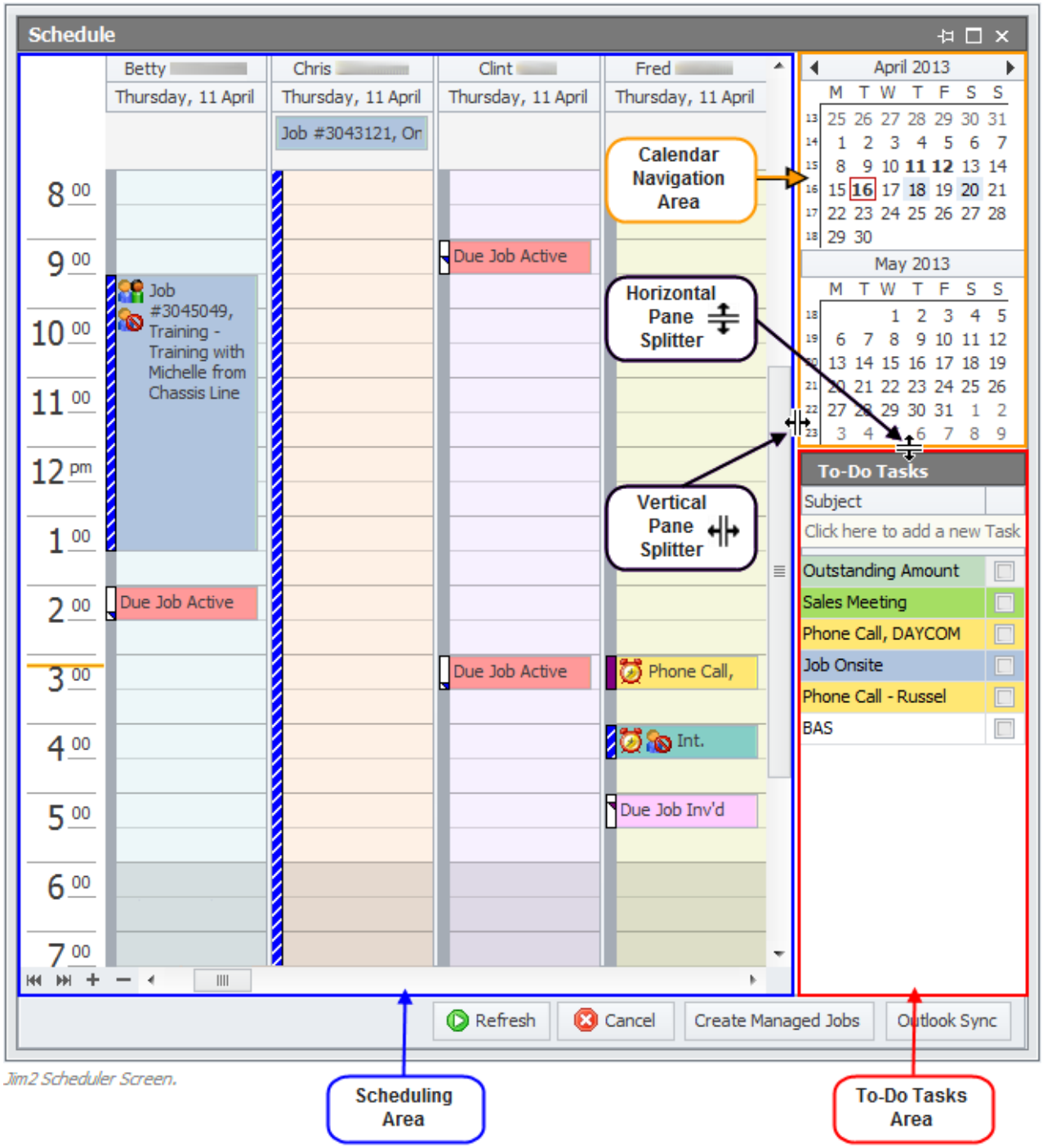
The Scheduling Tab is the control centre for all scheduling and related operations.

Navigation through the many features is made easy by the modular layout (as highlighted in the view below and on the next page) along with the various options in the Jim2® Ribbon.

Many different views can be saved to suit personal working requirements and preferences.



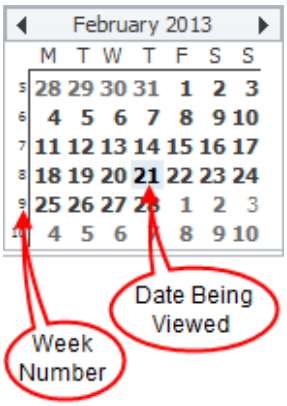
Jim2 Ribbon - Scheduling Tab Options



Jim2 Scheduler Screen.

12.1.1 Calendar Layout

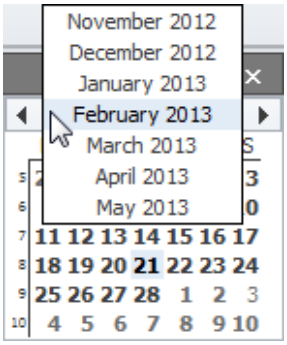
The **Calendar Navigation** area is very similar to what you would expect to see in any MS Windows environment. It displays the Month and Year at the top, with navigation arrows to move to the next or previous month.



The left-most column displays the week number (1 to 52).

The date range of the currently displayed Schedule is highlighted. In this example only the 21st of February is being viewed, so only that date is highlighted in the calendar.

Left Clicking on the month header will allow you to choose from a list which displays three months before or three months after the one currently in view.

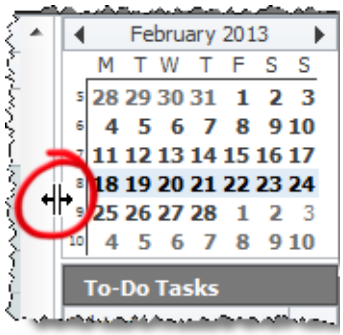


This example shows an entire week highlighted, because that is the period currently displayed in the Schedule ('Week' View).

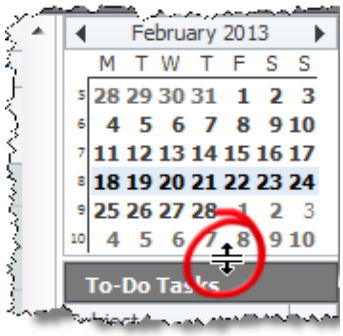


12.1.2 The Pane Splitter

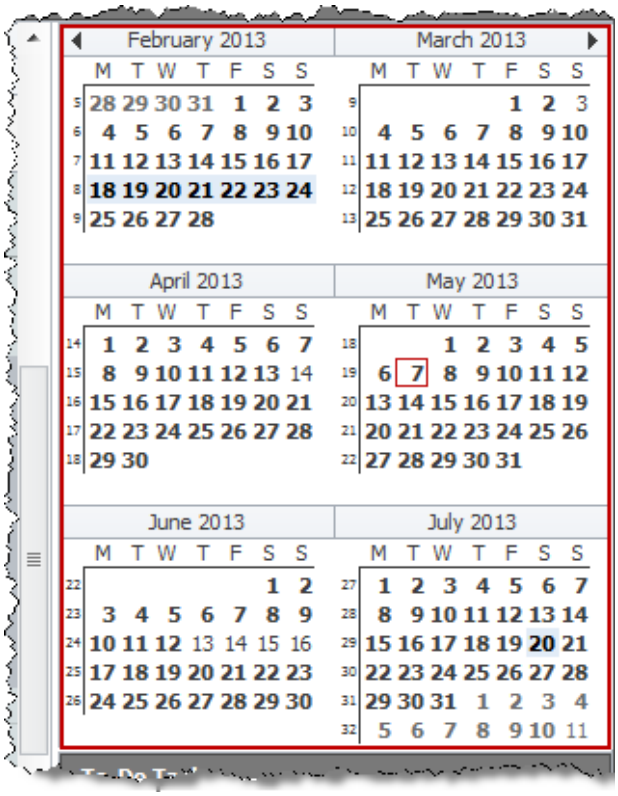
The **Vertical Splitter** is activated by hovering the mouse over the vertical split-bar, then dragging left or right to resize.



The **Horizontal Splitter** is activated by hovering the mouse over the horizontal split-bar, then dragging up or down to resize.



This example shows six consecutive months of a year displayed in the Date area. To display that many months (the default being one month), the Vertical splitter was dragged to the left by one column and the Horizontal splitter was dragged down by two rows.

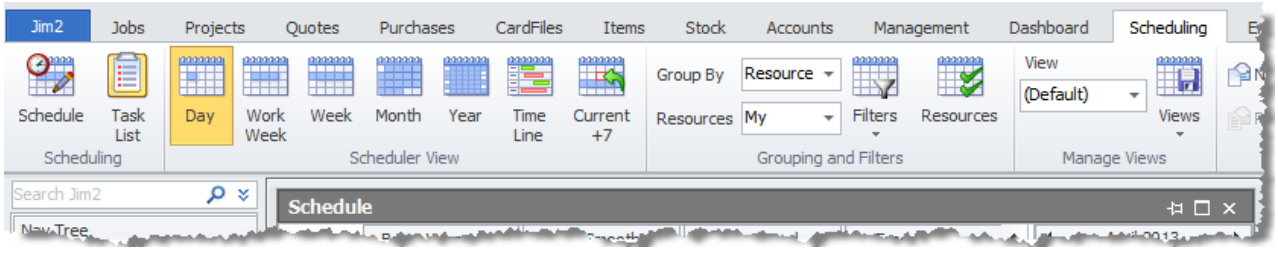


NOTE: By default, the 'Calendar' / 'To-Do Tasks' layout is not automatically saved. To force Jim2 to remember your preferred layout, e.g., the one on the right, you will need to click the Refresh button and then log-out.

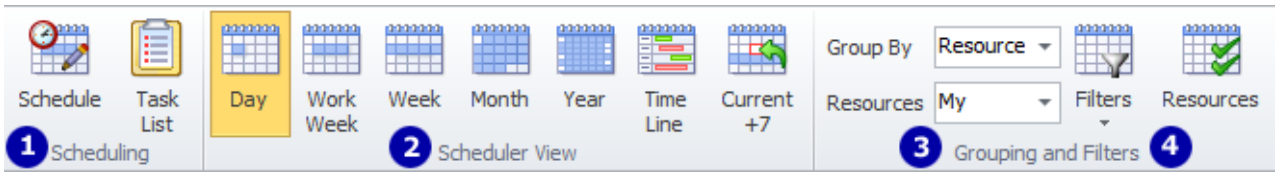
Thereafter, each time you log-in and open the Scheduler, the saved Calendar layout will be used. Should you use the pane splitters later on, to change the Calendar layout, you must use the above procedure to save this new layout or it will revert to the default (single-month) view each time you log-in to Jim2 or reopen the scheduler window.

12.2 Scheduling Ribbon

The Scheduling Ribbon contains buttons which affect how Scheduling data is displayed.

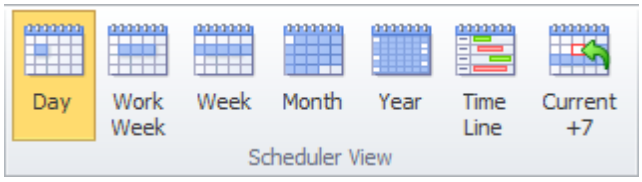


The Jim2 Ribbon Scheduling Options



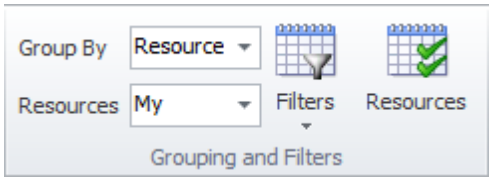
Each time the Scheduler window is closed, any views in use are lost, unless you save it first (refer to Manage Views).

'Scheduler View' Group Command Buttons.



The options are 'Day', 'Work Week', 'Week', 'Month', 'Year', 'Time Line' and 'Current +7'.
The default view is 'Day'.

12.3 'Grouping and Filters' Group



Jim2 Scheduling 'Grouping and Filters' Group

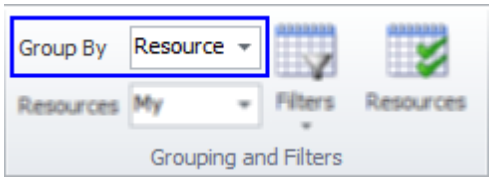
The 'Grouping and Filters' Group contains 2 Drop-down lists and 2 Command Buttons which determine how data is displayed in the Scheduler window.

The Command Buttons and Drop-downs are:

- 'Group By' Drop-down list
- 'Resources' Drop-down list
- 'Filters' Button
- 'Resources' Button

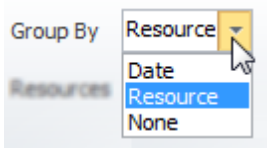
12.3.1 'Group-By' Drop-down List

The 'Group By' drop-down list



Jim2 Scheduler - Grouping and Filters Ribbon Group

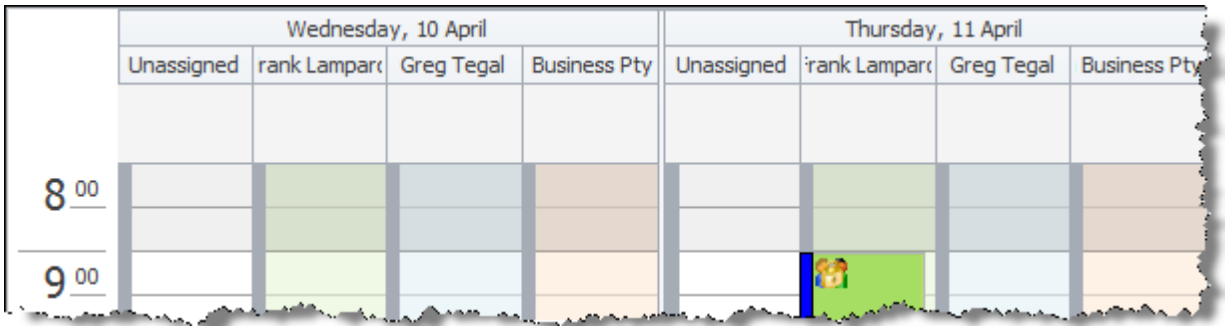
The 'Group By' drop-down list options are 'Date', 'Resource', and 'None'. The default is 'Resource'.



Scheduler Drop-down List Options

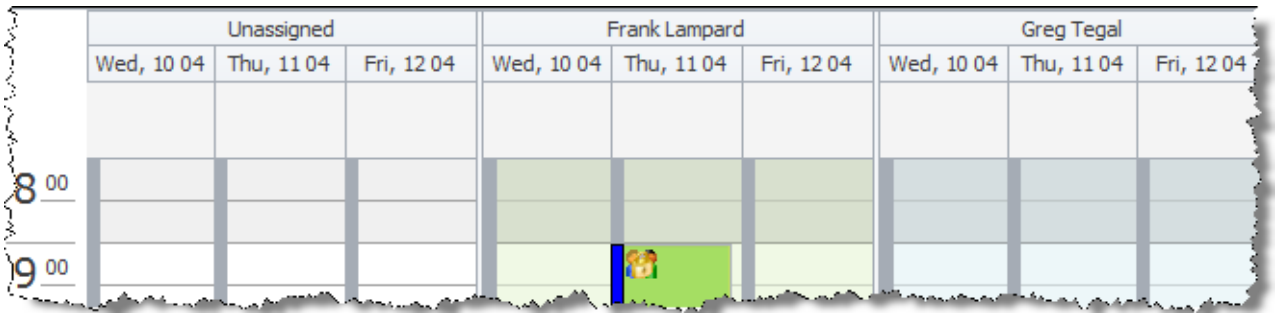
Group By Date: Resources chosen from the Resources drop-down list are displayed side-by-side, below each

date that has been selected in the Calendar Navigation Area.



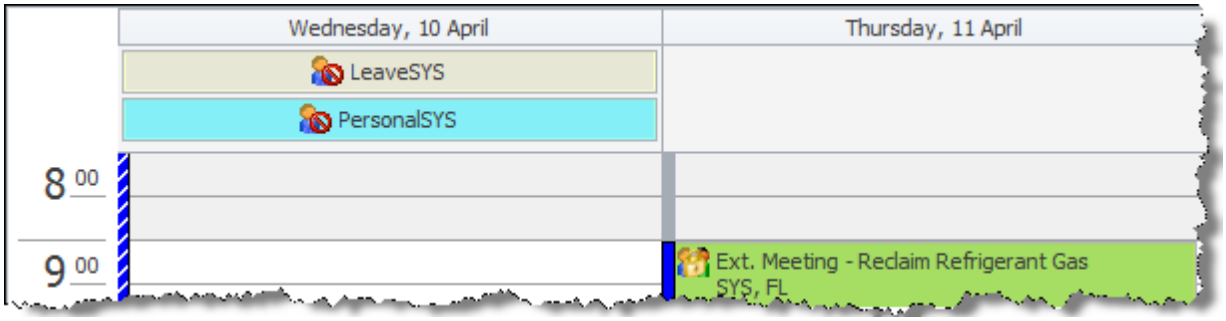
Jim2 Scheduler showing 'Group By Date'

Group By Resource: Tasks are grouped, firstly by the resources selected from the 'Resources' drop-down list, then by the date or dates selected in the Calendar Navigation Area. This is the default 'Group By' view whenever the scheduler is first opened.



Jim2 Scheduler showing 'Group By Resource'

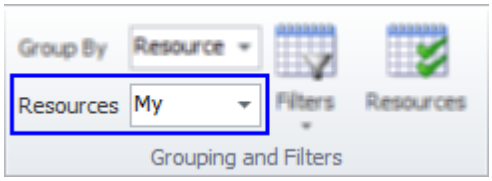
Group By None: Dates chosen in the Calendar Navigation Area are displayed side-by-side. Tasks for resources chosen from the 'Resources' drop-down list are grouped together, below each date header.



Jim2 Scheduler showing 'Group By None'

12.3.2 'Resources' drop-down List

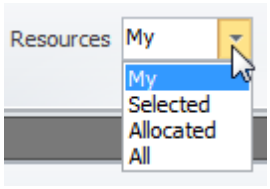
The 'Resources' Drop-down Options



Jim2 Scheduler - Grouping and Filters Ribbon Group

The 'Resources' drop-down list options are 'My', 'Selected', 'Allocated' and 'All'.

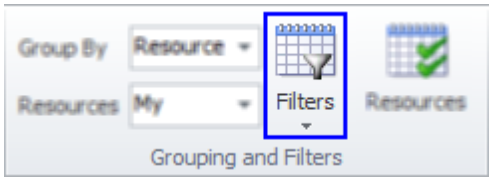
The default is 'My'.



'Resources' drop-down list Option	Explanation
My	Shows only tasks that are assigned to the current user.
Selected	Shows the tasks of those resources which have been filtered by clicking on the 'Resources' Command Button
Allocated	Shows only allocated tasks
All	Shows all resources and all tasks

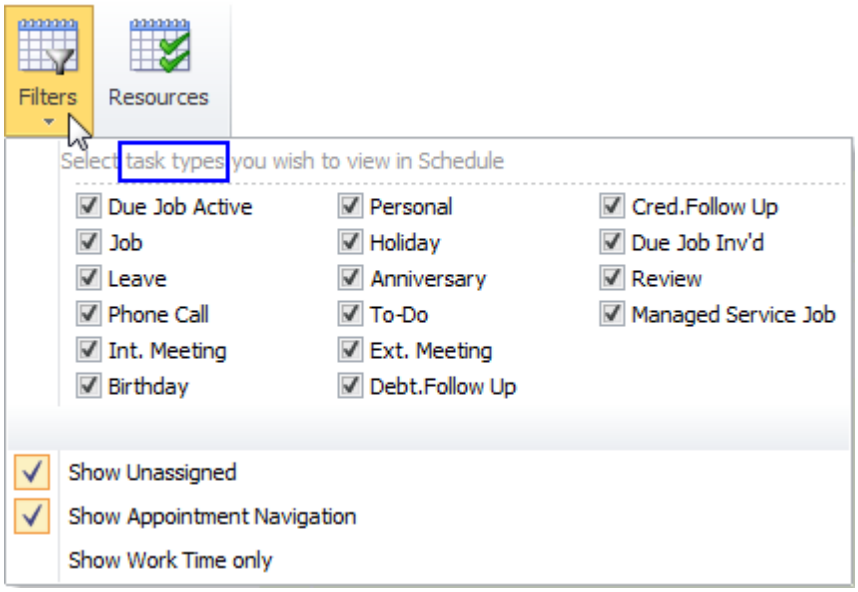
12.3.3 'Filters' Button

The 'Filters' Command Button



Jim2 Scheduler - Grouping and Filters Ribbon Group

The Filters Command Button options are shown below.
By default, all options are ticked except for 'Show Work Time Only'.

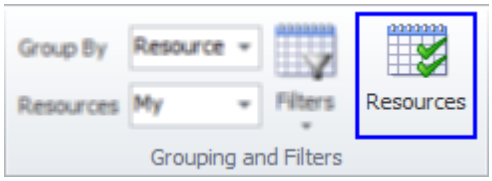


Jim 2 'Appointment Navigation'. This is an optional function.

Filtering Options	Explanation	
Task Types	Select the task types that you want displayed in the scheduler. By default, all tasks are included, but can be excluded from the results by ticking or un-ticking the relevant check boxes.	
Show Unassigned	By default, the Scheduling area shows Unassigned tasks in addition to the selected Resources. This is particularly useful in a service environment to display Jobs that have not been assigned to a particular employee.	
Show Appointment Navigation	Microsoft Office 2007 style navigation buttons allow you to navigate to the closest preceding or subsequent appointment relative to the current view. Un-ticking this option will remove these navigation buttons.	
Show Work Time only	When this option is selected, the Scheduler displays only the working hours which have been set up in Tools—>Options—>General. By default this option is NOT selected.	

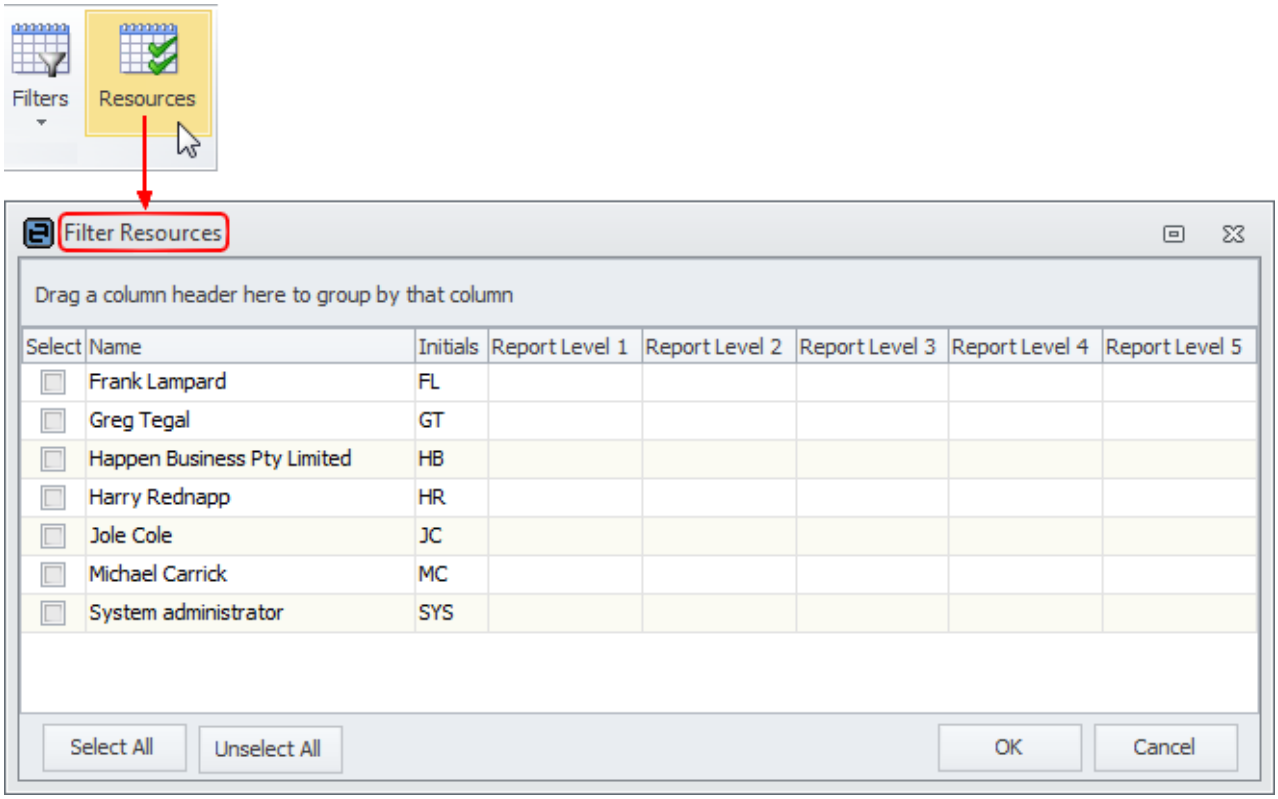
12.3.4 'Resources' Button

The 'Resources' Command Button



Jim2 Scheduler - Grouping and Filters Ribbon Group

Click the 'Resources' Command Button in order to filter the resources which will or won't be seen when the 'Resources' Drop-down list is set to 'Selected'. By default, NO resources are selected.

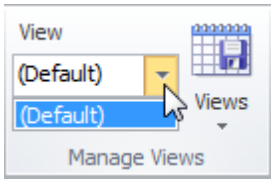


Jim2 'Filter Resources' Window

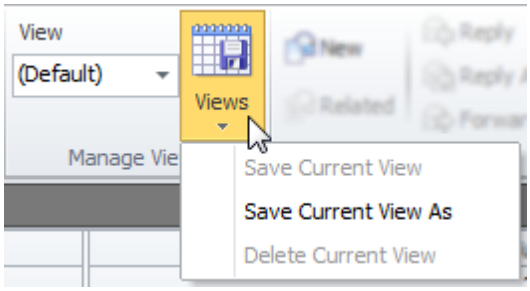
12.4 Manage Views

Manage Views.

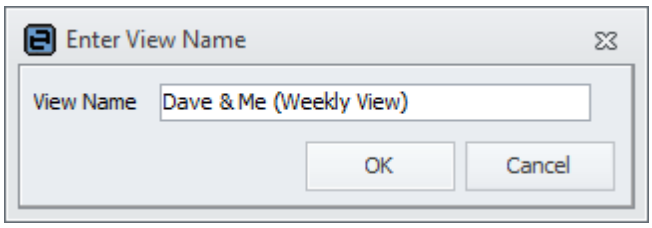
The first time that you use the Scheduler function, there is only one view available; the Default view.



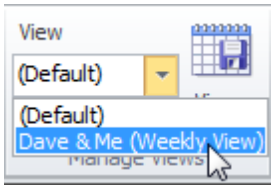
If you change the initial view by adding resources, changing the layout, etc., you can save it as a 'custom view', by clicking on the Views button and selecting 'Save Current View As'.



You will be prompted to enter a name for this particular view.



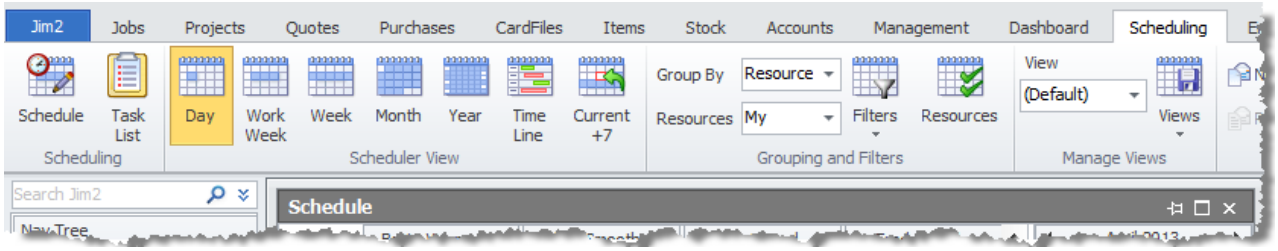
Next time you open the Scheduler, you can quickly change to your saved view(s) by clicking on the 'View' drop-down list, as shown in the example below.



12.5 Scheduling Area ['Day' View]

The scheduling area is where tasks can be added, viewed, edited or moved.

The layout of the schedule-window is defined by options selected in the Jim2 Ribbon area.



The Jim2 Ribbon Scheduling Options

'Day' is the default view-mode when the Scheduler is first opened. This view enables user-events in the scheduling area to be displayed or scheduled on a day-by-day basis or by a number of days.

The scheduling area consists of 'Time Blocks', which are used to schedule user events. Time blocks outside of normal working hours are displayed in a darker colour than those in normal working hours.

Days containing working hours are workdays. Working hours reflect the Working hours set in **Tools** —> **Options** —> **General**. Together, the days and working hours make up a 'Work Week'.

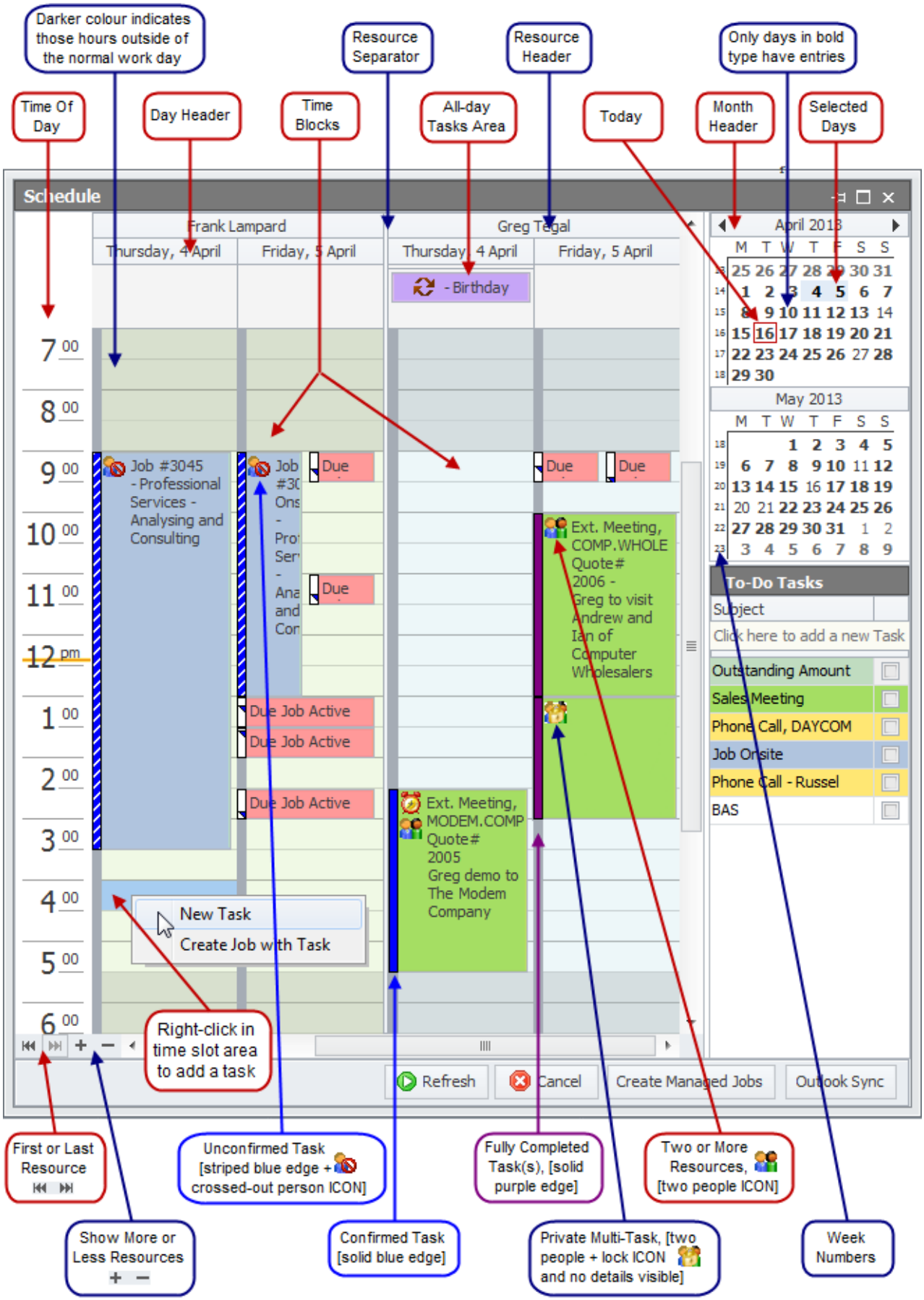
The left side of the scheduling area is occupied by the 'Time-Of-Day' column, which displays the relevant time of a Time Block or blocks. The current time is indicated by a yellow bar. The default 'Time Scale' for this column can be set or changed in **Tools** —> **Options** —> **Schedule**. This default value can be temporarily over-ridden by right-clicking in the Time-Of-Day column and selecting from 5, 6, 10, 15, 30 or 60 minute intervals. The view will return to the pre-defined time-scale the next time the Schedule window is opened.

The 'Time-Of-Day' column is only displayed when in the 'Day', 'Work Week' or 'Current +7' view.

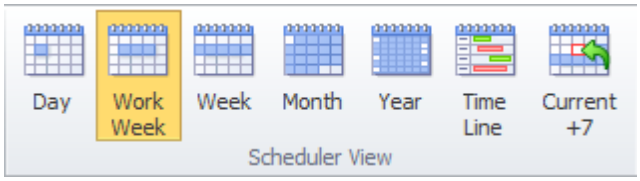


When a task is scheduled for a time period that is above or below the visible area currently on-screen, an arrow, either or appears in the time-of-day column to indicate the direction of that invisible entry. Click on the arrow to automatically scroll the schedule window and bring that task into view.

The same scroll button appears when the user task is outside of the day's cell, when working under the 'Work Week', 'Week', 'Year', 'Time Line' or 'Current +7 (days)' view.


Darker colour indicates those hours outside of the normal work day
Resource Separator
Resource Header
Only days in bold type have entries
Time Of Day
Day Header
Time Blocks
All-day Tasks Area
Today
Month Header
Selected Days
Schedule
Frank Lampard
Greg Tegal
Thursday, 4 April
Friday, 5 April
- Birthday
April 2013
May 2013
Job #3045 - Professional Services - Analysing and Consulting
Due
Due Job Active
Ext. Meeting, COMP.WHOLE Quote# 2006 - Greg to visit Andrew and Ian of Computer Wholesalers
Ext. Meeting, MODEM.COMP Quote# 2005 Greg demo to The Modem Company
New Task
Create Job with Task
To-Do Tasks
Subject
Click here to add a new Task
Outstanding Amount
Sales Meeting
Phone Call, DAYCOM
Job Onsite
Phone Call - Russel
BAS
Refresh
Cancel
Create Managed Jobs
Outlook Sync
Right-click in time slot area to add a task
First or Last Resource
Unconfirmed Task [striped blue edge + crossed-out person ICON]
Fully Completed Task(s), [solid purple edge]
Two or More Resources, [two people ICON]
Show More or Less Resources
Confirmed Task [solid blue edge]
Private Multi-Task, [two people + lock ICON and no details visible]
Week Numbers

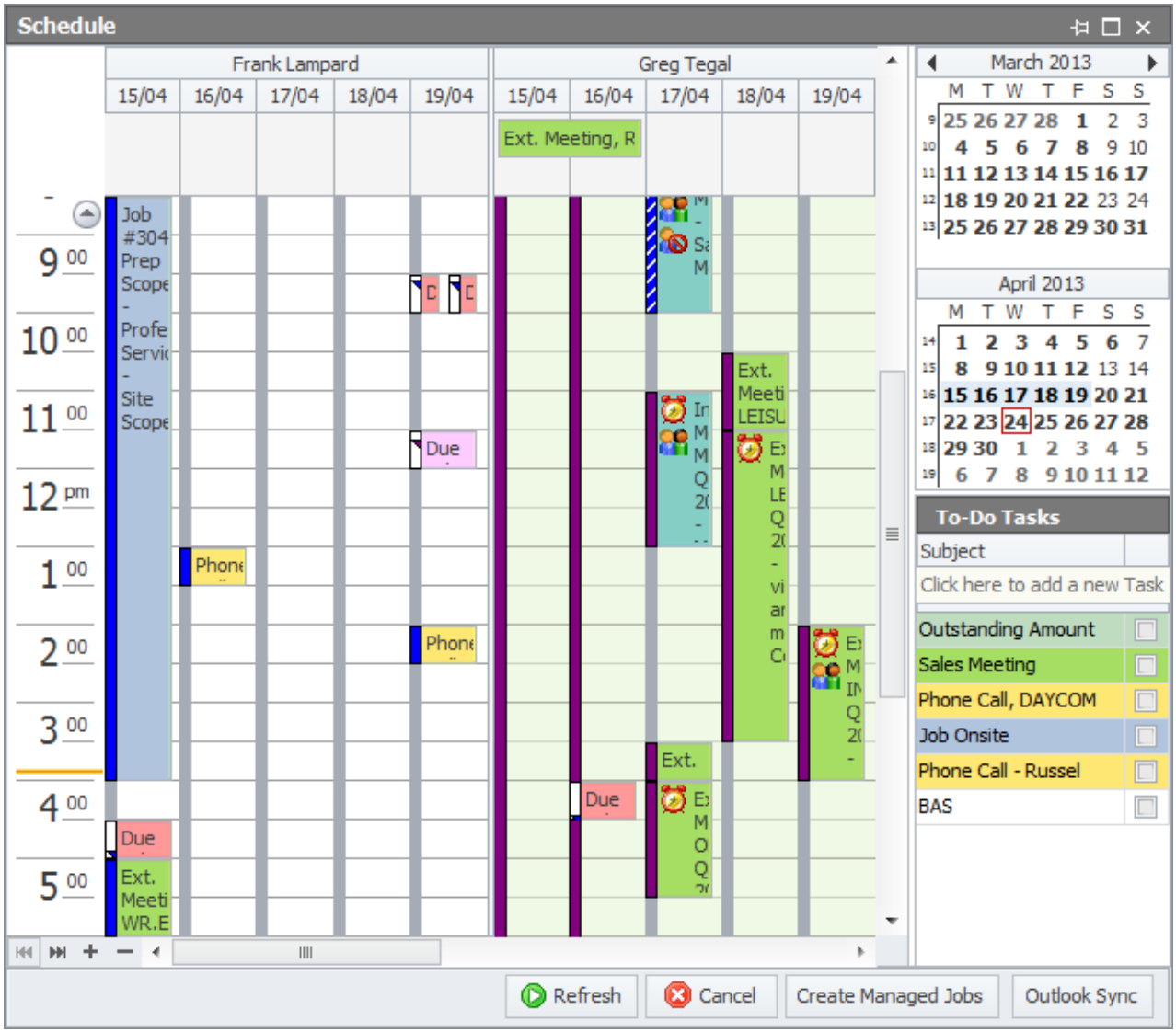
12.6 'Work Week' View



The 'Work Week' view shows those tasks that have been scheduled on your work week days, which are normally Monday, Tuesday, Wednesday, Thursday and Friday, but depending on your business practice and therefore the days that you set up in 'Tools —> Options —> General —> Working hours', may also include Saturday and/or Sunday.

The work week displayed is always for the week which contains the date initially selected when in 'Day' view.

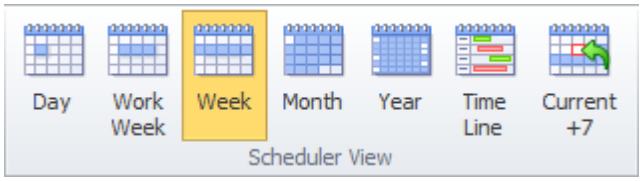
In the five-day work-week example shown below, the date when viewing the schedule in the 'Day' view was April 17. Clicking on the 'Work Week' button will then show those tasks scheduled for Monday, April 15 through to Friday, April 19.



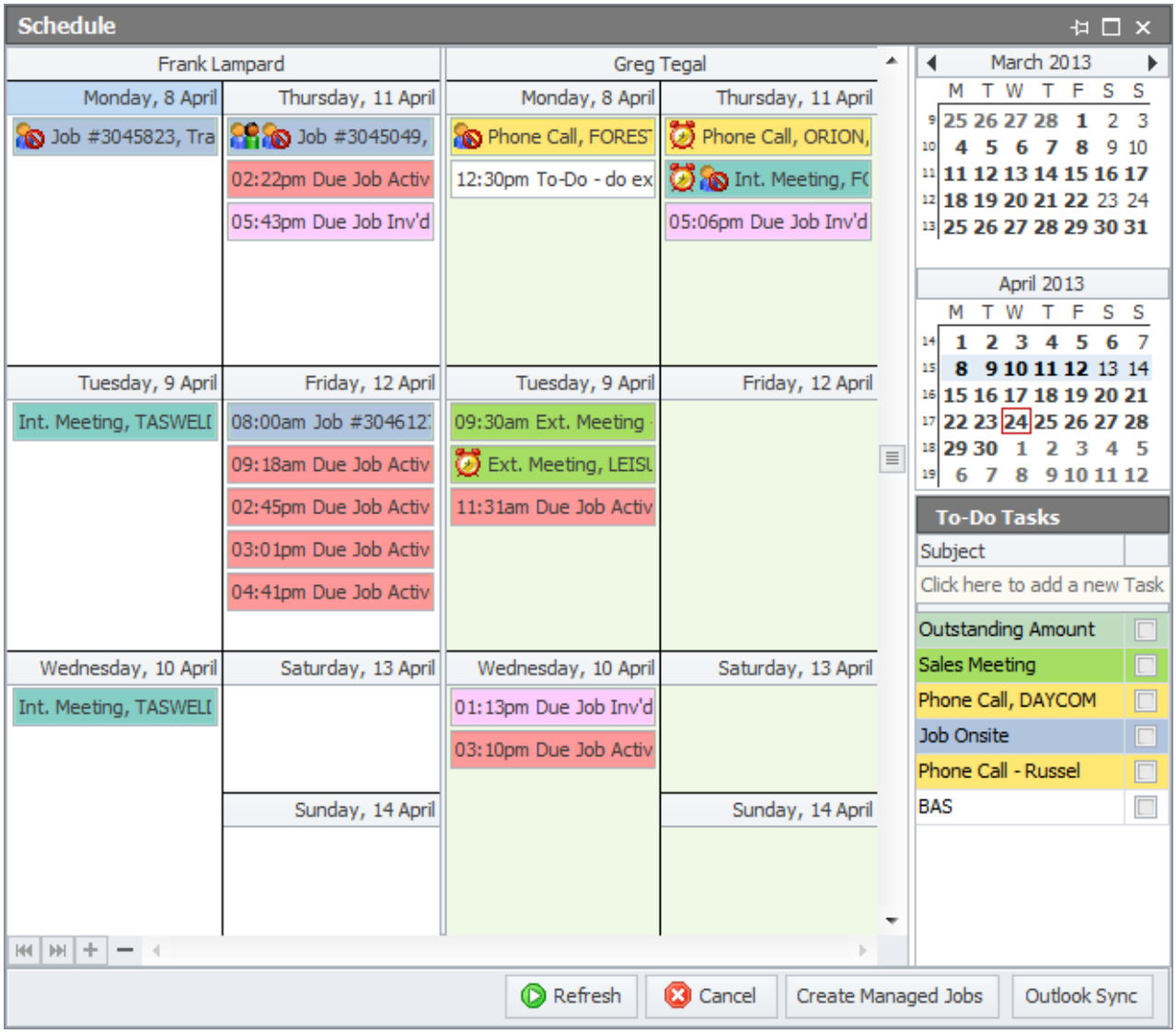
The Jim2 Scheduler showing Work days only.

When in the 'Work Week' view, if you click on any date in the Calendar Navigation Area, the view will revert to the 'Day' view. This also applies when in the 'Week', 'Month' or 'Current +7' view.

12.7 'Week' View



The 'Week View' shows tasks of selected resources for a week-long period, including Saturday and Sunday. Resources are selected by using the filters in the Jim2 Ribbon area.

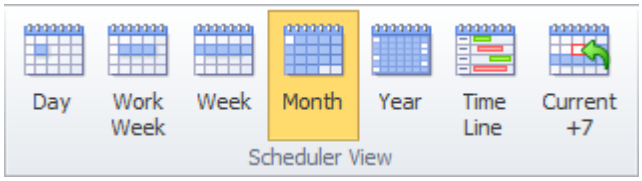


The Jim2 Scheduler showing the 'Week View' which always includes Saturday and Sunday.

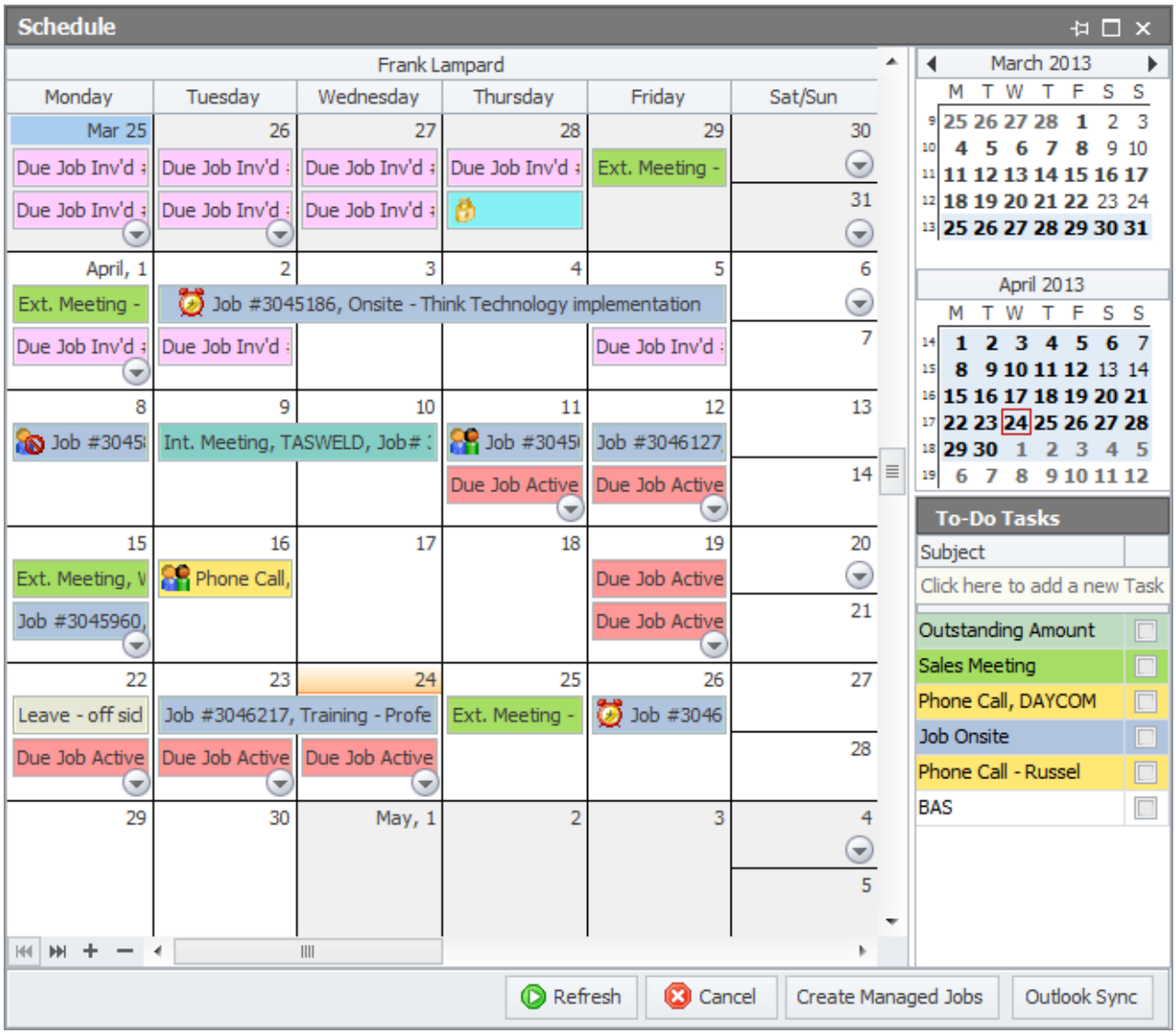
Saturday and Sunday is always displayed in 'Week View', even if you have chosen 'Show Work Time only' in 'Filters'.

When in the 'Week' view, if you click on any date in the Calendar Navigation Area, the view will revert to the 'Day' view. This also applies when in the 'Work Week', 'Month' or 'Current +7' view.

12.8 'Month' View



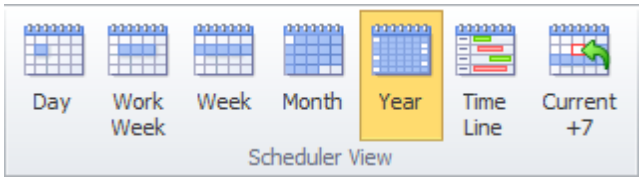
The 'Month' view shows all of the tasks for a five or six week period around the date selected in the 'Day' view.



Jim2 Scheduler - showing the 'Month' view

When in the 'Month' view, if you click on any date in the Calendar Navigation Area, the view will revert to the 'Day' view. This also applies when in the 'Week', 'Work Week' or 'Current +7' view.

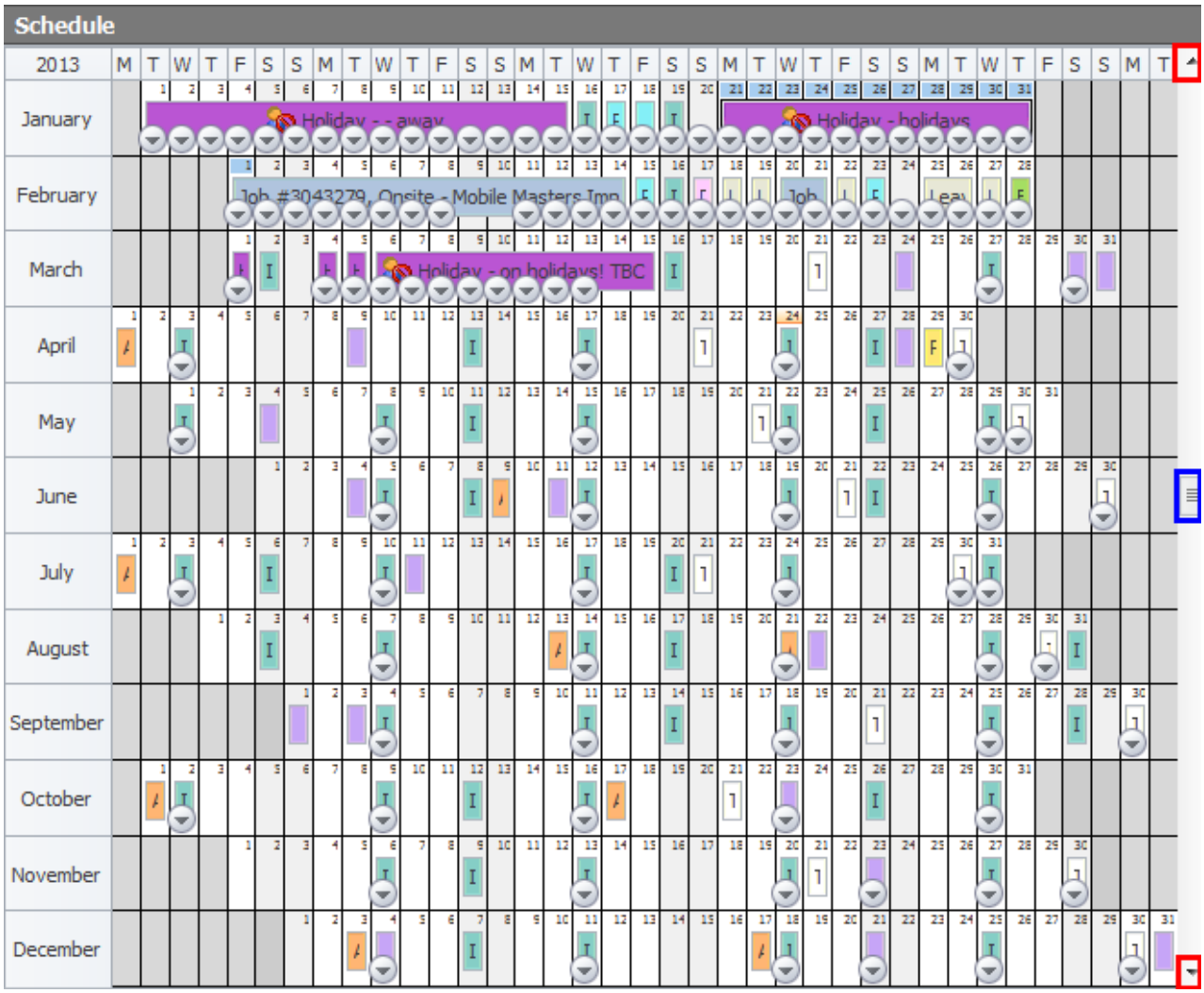
12.9 'Year' View



The 'Year' view shows all tasks on every day in any selected year.

Use the filters in the Jim2 Ribbon area to limit the number of resources and tasks shown, to make this yearly view easier to see.

Double-click on any task icon in the scheduler area to open that task and view its details.



Jim2 Scheduler - viewing an entire year.

Use the up or down arrow (highlighted above by the **red** squares) to change the current view, one year at a time.

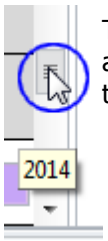
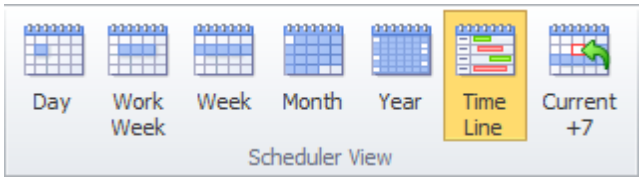


Figure 1

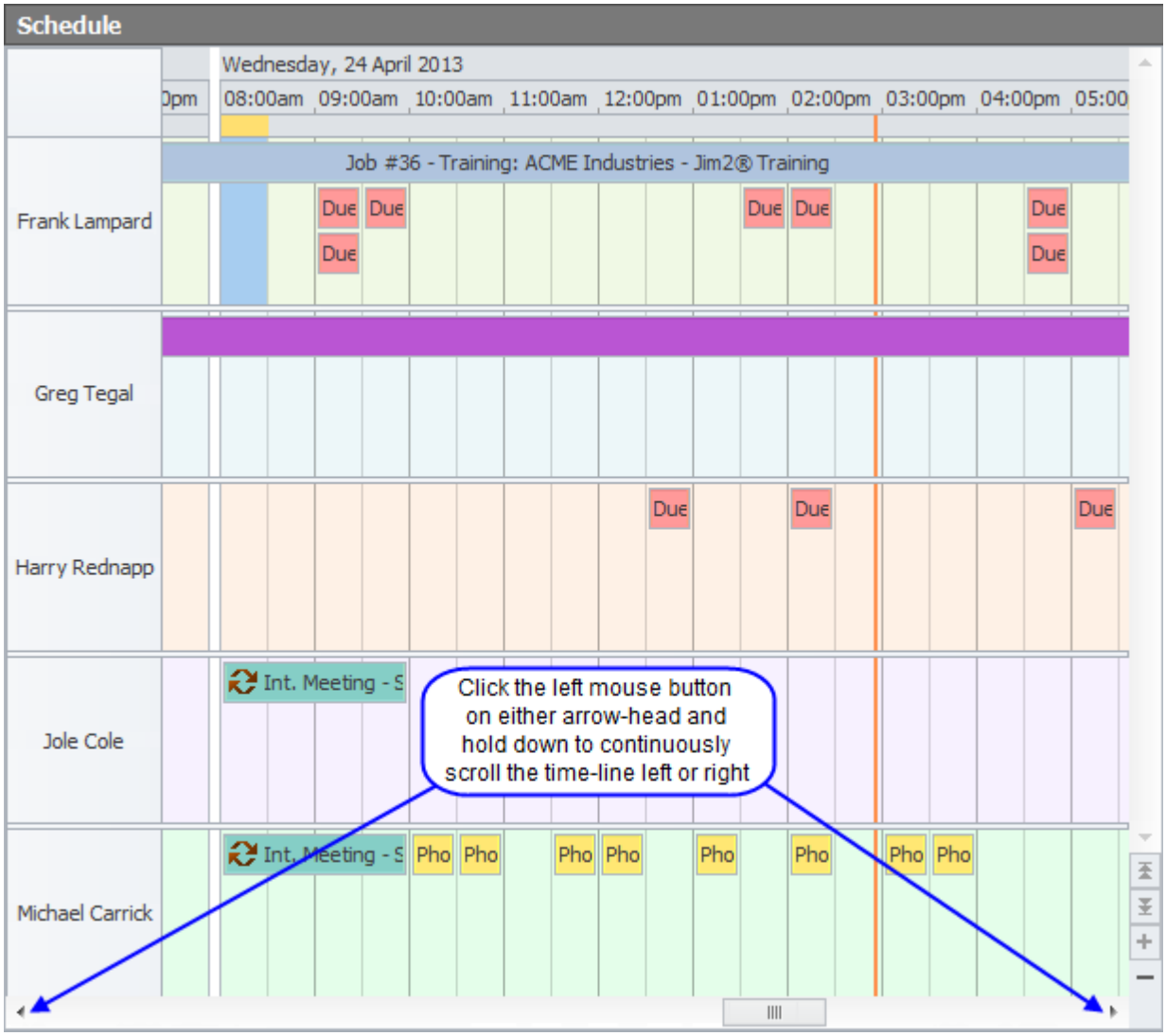
To move quickly through the years, grab the slider bar (highlighted above by the **blue** square) and move it up or down. The year that will be shown when the bar is released is displayed at the bottom of the screen, as shown in the Figure 1 example here.

12.10 'Time Line' View



The 'Time Line' view allows you to see scheduled tasks, as selected by the Resources Filters, displayed one above the other in an hour by hour rolling view.

The initial display when you first select this view starts at either 12 midnight, or your first working hour, depending on whether or not you've ticked the 'Filters —> Show Work Time only' option.

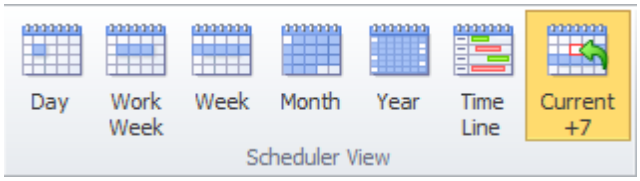


Jim2 Scheduler: Time Line View. In this example, only work hours have been selected for viewing.

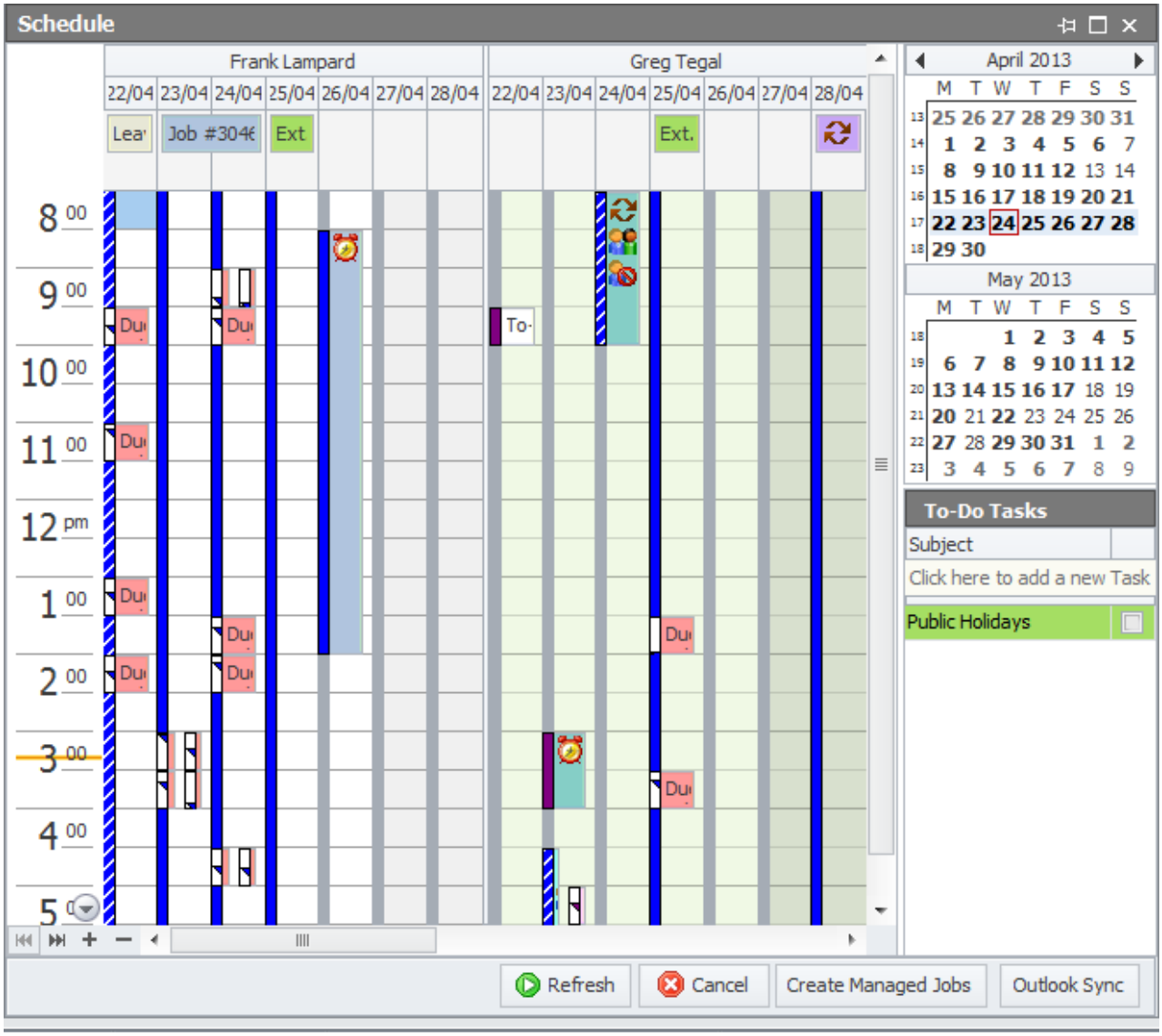
If you need to see a day that's outside of the current view, simply left-click and hold down on either end of the scroll bar, to continuously scroll to the left or right.

After scrolling the view, should you need to quickly return to a particular date, just click on that date in the calendar navigation area.

12.11 'Current +7' view



The 'Current +7' view is a 7-day view, starting with the first day that was selected.
In the example shown below, it's a 7 day view starting on April 22.

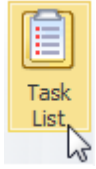


Jim2 Schedule Screen showing the 'Current +7' (day) view.

The 'Current +7' view shows the current day plus the next 6 days, so in reality, is the current day +6 days (7 days in total).

When in the 'Current +7' view, if you click on any date in the Calendar Navigation Area, the view will revert to the 'Day' view. This also applies when in the 'Week', 'Month' or 'Work Week' view.

12.12 The 'Task List'



The Task List Command Button

The **Task List Command Button** opens the **Task List Window.**

When you first open the window, the 'Date Due>' field is set to today and the "User" field displays the current

user. You can run the query straight away or you can select a different user from the drop-down list. The date and other fields can be changed, or 'filtered', as outlined below in Figure 2.

Figure 1. Task List Window.

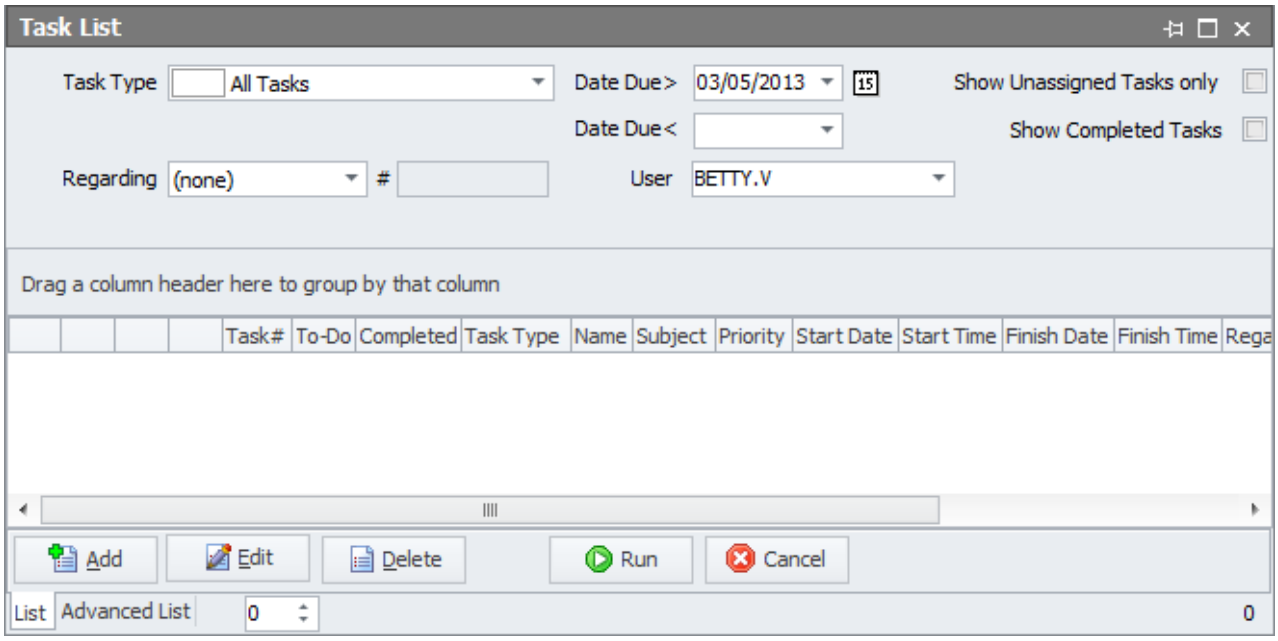


Fig. 1. Jim2 Task List Screen when first opened.

Figure 2. Task List filtering options.

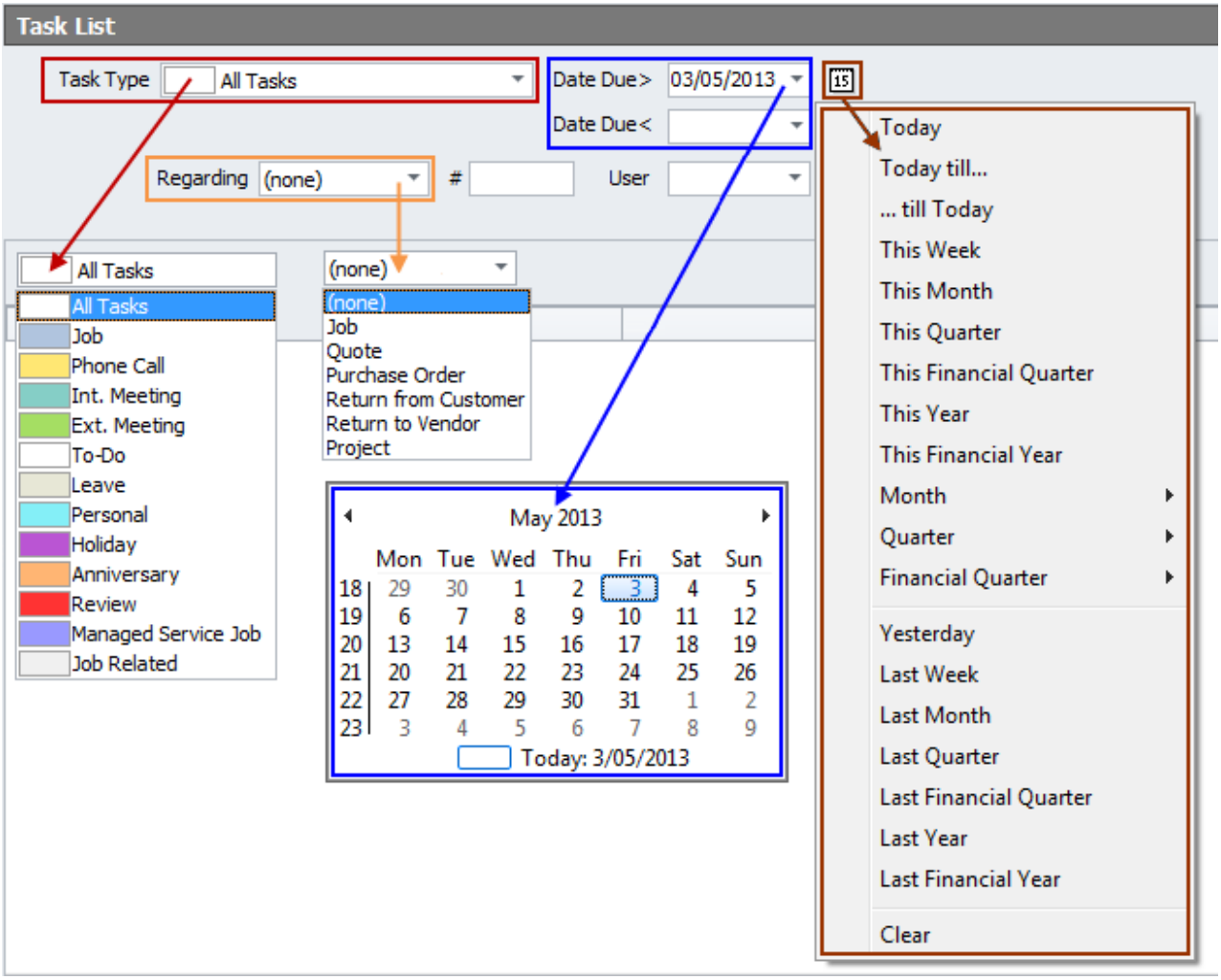


Fig.2. Task List filtering options.

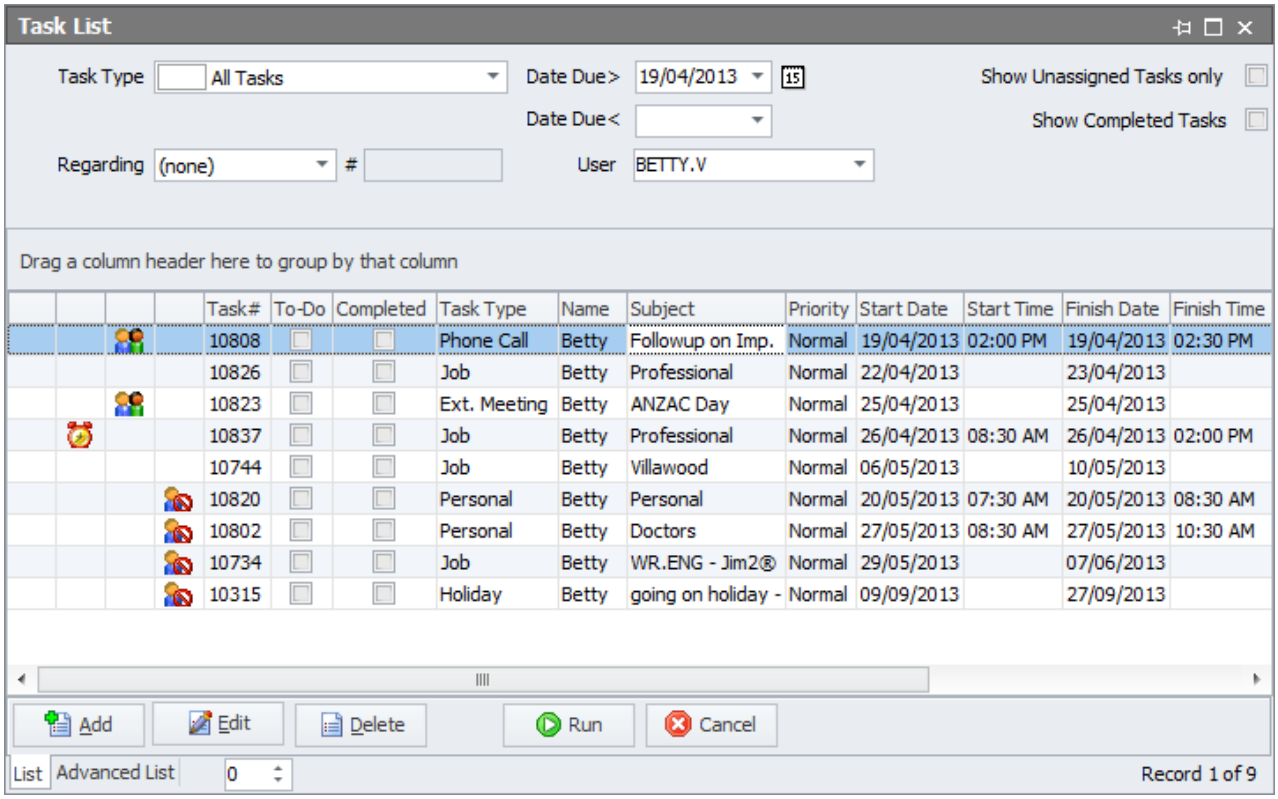
You can adjust the 'Task Type' and 'Regarding' drop-down fields if desired.
The options are highlighted above in red and orange.

If necessary, the dates in the two 'Date Due' fields can be adjusted in one of three possible ways.

1. Enter the desired date by typing it directly into the date field(s).
2. Click on the drop-down button next to the date field(s) and select the date from the calendar (highlighted in Figure 2 above, in blue).
3. Click on the date icon (highlighted in Figure 2 above, in brown,) and choose an appropriate time period from the drop-down list, or clear any values already in the field(s).

Click on the 'Run' button.

The results of each query are displayed in the Task List, as shown in the example below.



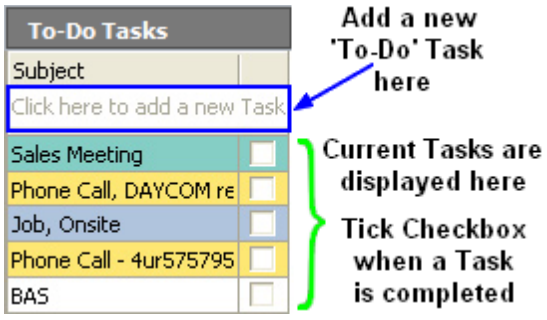
Jim2 Scheduler - Task List (Example)

12.13 'To-Do' Tasks

The 'To-Do' Tasks area displays all current and overdue tasks that have been assigned to you.

'To-Do' Tasks can be a any of the following:

- A scheduled task that is flagged as 'To-Do'.
- A 'To-Do' task with an assigned date.
- A 'To-Do' task with no assigned date.
- A Debtors/Creditors follow up.



Jim2 Scheduler - To-Do Tasks

- To quickly add a new 'To-Do' task, click in the field area marked "Click here to add a new Task" (highlighted above in blue) and type a Subject for the task.
- When a 'To-Do' task is finished, click on the check-box to the right of the task, to mark it as completed.
- You can right click on a 'To-Do' item to view its related Jim2 object, Job, Quote, etc., or to Add, Edit or Delete a 'To-Do' task.
- The 'To-Do' tasks area can be resized by dragging the vertical and/or horizontal pane split-bars.

Topic 13

Jim2 BUSINESS ENGINE

13 eBusiness

Jim2® can provide support for the electronic receipt and/or transmission of data between you and your vendors and/or customers.

The functionality that is available depends on the features you have licensed.

eBusiness Connect will automatically bring your Vendors' (Suppliers) price lists into your accounting system.

You have the opportunity to view prices, descriptions, images and availability of a Vendors' stock.

In the IT industry, eBusiness Connect currently integrates with Ingram Micro. allowing you electronic purchasing from within your accounting system, removing the burden of double entering orders. This means that you will be able to:

- Look up current Vendor pricing
- Stock availability
- Create Quotes
- Order Stock

All daily business activities can be completed far more quickly than ever before, as all of your Vendor information is contained and updated from within Jim2. You no longer have to spend time looking up multiple websites, price lists and then re-entering any data that is associated with a sale.

If you would like to be electronically connected to your Vendors from within Jim2, contact Happen today on 02 9570 4696, to receive information on technical requirements.

13.1 eBusiness Connect Framework

Jim2 eBusiness Connect

Jim2® eBusiness functionality consists of two basic parts. The 'back end' is Jim2 eBusiness Connect, which among other things, enables automated stock feeds from your Suppliers and the electronic sending of Purchase Orders to them. Jim2 eBusiness Connect typically runs as a Windows Service on your Jim2 file server. Jim2 eBusiness Connect 'logs on' via Jim2 Server but does not reduce your user count. In summary, Jim2 eBusiness Connect allows you to:

Receive Electronic Stock feeds
Automated electronic Stock feeds from Suppliers with stock information including Stock Codes, Descriptions, Images, Pricing and Availability.

Send Electronic Purchase Orders
Instantly send Purchase Orders electronically directly to your Vendor, eliminating any re-keying and reducing errors.

Virtual Warehouses

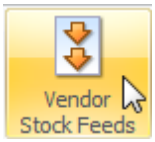
See exactly what both you and your Suppliers have in stock, allowing quicker purchasing decisions based on both price and availability.

Realtime Stock Enquiries
Allows you to enquire as to the current price and availability in real-time (Vendor permitting).

Rules Management
Allows the creation and applying of an unlimited number of rules. Rules are applied upon receiving a Stock Feed or at any time. Typical uses of Rules include hiding stock or groups of stock that you do not wish to sell, automatic updating of prices for known stock, and much more.

Business - Jim2 client (front end)
The 'front end' is what you see in the Jim2 client, and is what we will describe next. You can access "eBusiness" from the "Nav Tree" on the left or from the Jim2 Ribbon Tabs at the top of the screen. Under eBusiness you will see three options, Vendor Stock Feeds, Customer Stock Feeds and eBusiness Transactions.

13.2 Vendor Stock Feeds



Clicking on the Vendor Stock Feeds icon in the Ribbon opens the Vendor Stock Feeds. Across the top of the form there are several tabs: My Stock, All Suppliers, Selected Stock, and a tab for each Vendor you receive a stock feed from. From this screen you can easily search for stock, pricing and availability for both your own stock and stock provided in feeds from one or more of your Vendors. A useful feature within Vendor Stock Feeds is the ability to see your own internal Stock (existing Stock in Jim2), Stock from a specific Vendor, or Stock from multiple Vendors, in a consistent manner. This allows you to search both your own stock and your suppliers stock at the same time. You can even see the availability across multiple Vendors, e.g. your own inventory displays a quantity of 5 in stock on hand, Vendor A has 100, and Vendor B has 50, and at what price.

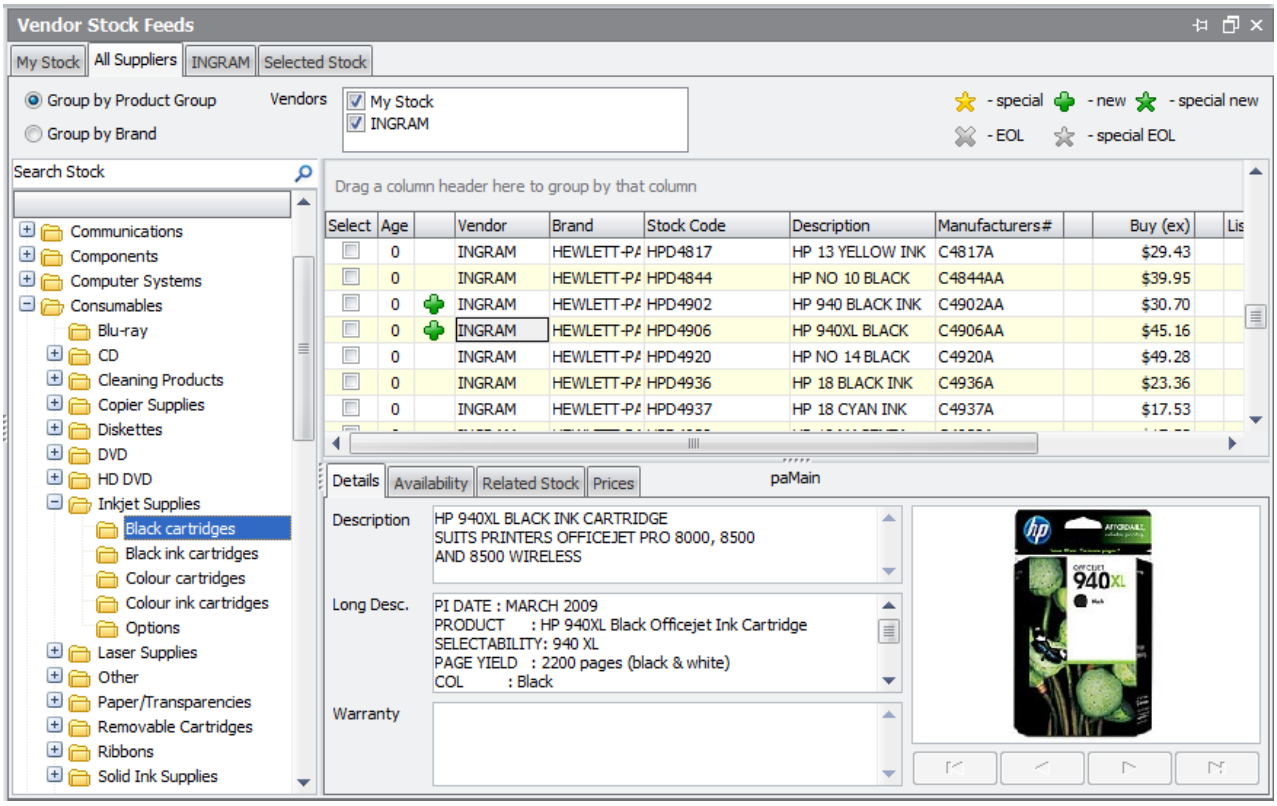
For optimal viewing of Vendor Stock Feeds, 1280 wide is recommended as the minimum screen resolution.

Product Tree
The Product Tree appears on the left hand side of the screen. This Tree is based on the Stock grouping supplied in the feed from your Vendor. In the case of My Stock, the grouping is based on the Stock groups within your own Stock. Clicking on a stock group within the tree displays stock within that group in the Stock grid. You can choose to 'Show all stock in group' by ticking the checkbox at the bottom the Product Tree. When ticked, all Stock within the selected group, and any Stock in groups below this group will be displayed.

By Product Group or Brand?
Above the Product Tree are two radio buttons, "Group by Product Group" (the default) and "Group by Brand". These allow you to choose how you wish to display the Product Tree, either by a specific Brand and its particular Product Groups, or simply by a general Product Group. Either way, the Brand will be displayed in the Stock Grid.

Searching Vendor Stock Feeds

Directly above the Product Tree is the Search box. To search Vendor Stock, simply type the text that you want to find into the Search box and click the Search icon (or press Enter). The Stock grid will display the results of your Search. By default, all Search results will be displayed, but you can drill down by clicking within the Stock grouping displayed within the Product Tree. To clear the search, click the Clear icon or enter a new Search text and click the Search icon.



Vendor Stock Feed: Stock Select Screen

Stock Grid

The Stock Grids displays the following information:

Selected	Selected allows you to 'select' stock that you are interested in. Once ticked, the Stock line will appear green, and the selected stock will appear in the Selected Stock tab. You can select stock from several Vendors at the same time, with all displaying in the Selected Stock tab.
Age	The Age column shows how many days since that particular line of Stock has been updated by a vendor stock feed. For example '1' indicates that this stock information is 1 day old, or was updated yesterday.
Stock Status	The next column displays the 'Status' of the stock as per the legend (Special, EOL etc.)
Vendor	Vendor displays the CardCode of the Vendor this information is from (All Suppliers and Selected Stock tabs only)
Stock Code	The Stock Code your Vendor uses to identify this product
Description	Vendors Stock description
Manufacturers#	The Stock Code the Manufacturer uses to identify this product

Buy Price Indicator	This column indicates if the Buy price on this Stock has decreased/increased in the last X days (as set per Options)
Buy Price	Vendor Buy price (ex or inc as per Options)
List Price Indicator	This column indicates if the Vendor's List (or RRP) price on this Stock has decreased/ increased in the last X days (as set per Options).
List Price	Vendor List (or RRP) price (ex or inc as per Options)
GP%	The Gross Profit percentage margin (Buy ex vs List ex)
Availability	One or more columns displaying how many units (or pieces) the Vendor has in stock, per warehouse

Note: Clicking the Refresh button (ALT F5) will refresh the Stock Grid.

Stock Details tabs

Directly beneath the Stock Grid are the details for the currently active Stock:

Details tab	Displays Description, Long Description, warranty details and stock picture (if supplied by vendor feed)
Availability tab	Displays stock's availability for all Vendors and warehouses, and your stock (stock you have in stock)
Related Stock tab	Displays any related stock (if supplied by vendor feed)
Prices tab	Displays current and previous Buy and List prices (ex or inc as per Options) and 'effective' date. Effective date is the date that this current Buy/List price became effective. This tab also displays GP% and promotional start/end dates.

13.3 eBusiness and Stock

Linked Stock

When a feed is processed by Jim2 eBusiness Connect, existing Stock (within Jim2) will be automatically linked based on either Manufacturers Part# or Vendor/Vendor Part# (as per Vendor tab on the Jim2 Stock record). Linked stock displays as blue within the Stock Grid, and by right clicking you can view the corresponding Stock within Jim2. You can link the same Stock from several Vendors to one Stock Code in Jim2, where you purchase the same stock from different Vendors. In the case where Stock in a vendor feed already exists in Jim2, but has not been automatically linked, you simply right click on the stock within the Stock grid, and select 'Link to Jim2 Stock'.

Creating Stock in Jim2 from Vendor Stock

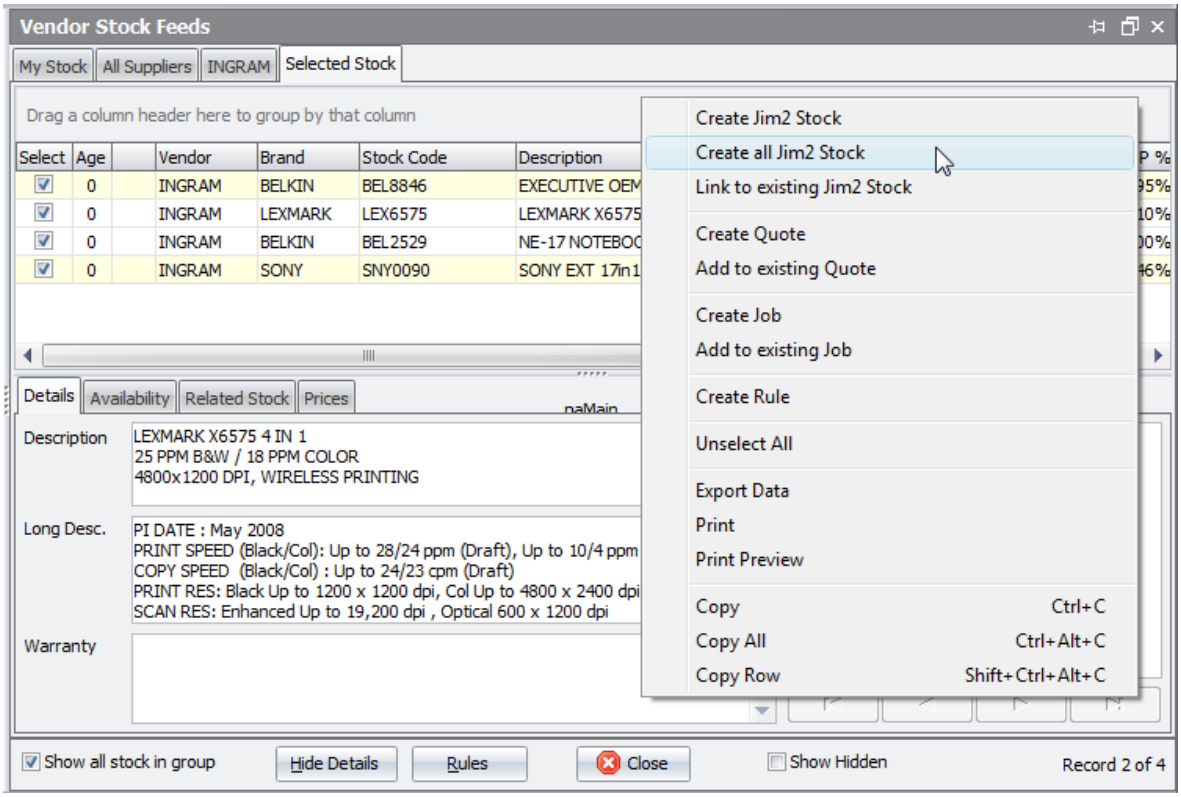
Vendor stock is Stock you 'know about', but to use Vendor stock on Quotes, Jobs, Purchase, etc., within Jim2 you need to first create it within Jim2. You can create an individual stock from any Stock feed tab by right clicking on the desired stock and selecting '**Create Jim2 Stock**'. The Stock will automatically be created (in Add mode) as a Virtual stock type, ready to be used in Quotes, or you can change the stock type to Depleting, and select a Stock GL Group and serial# tracking if required. As much information as available will be copied from the information in the Vendor stock feed, including updating the Stock's Vendor tab, and the Stock will be automatically linked. Multiple Jim2 Stock can be created at the same time by right clicking and selecting '**Create all Jim2 Stock**' from the Selected Stock tab.

Selected Stock tab

The Selected Stock displays all stock that is currently selected (from any Vendor tab). The idea here is that you can browse and select several stock from several Vendors (perhaps for Quoting purposes) and then from the Selected Stock tab, right click, create all the Stock as Virtual within Jim2, and then simply right click again and select either '**Create Quote**' or '**Add to existing Quote**'. If the stock in Selected Stock is linked (blue) and

not a Virtual stock type, you can right click and select either '**Create Job**' or '**Add to existing Job**'.

Selected Stock will stay as 'Selected' until unticked, even if you exit Jim2, and therefore can also be used to keep an eye on specific Stock. The selected stock is user specific, that is, it is the stock you have selected, regardless of other Jim2 users.



Jim2 Stock Select Tab - Right-Click Options

13.4 eBusiness Rules

Jim2 eBusiness allows you to create Rules to be applied either upon receiving a Vendor Stock feed, or on demand. You can create as many Rules as you wish, define which stock or group of stock the rule applies, and what the rule does. For example, your vendor may supply goods from a particular Manufacturer that you do not wish to sell or display within your Vendor Stock Feed. You can easily create a Rule that 'Hides' all stock in Vendor Feed X, which are Brand Y. This does not delete the stock from the vendor feed, simply flags not to display. In fact, you can tick the 'Show Hidden' tick box at the bottom right of the Vendor Stock Feed screen to see what stock has been affected by this rule.

Creating Rules

You can create a rule by either right clicking on a Stock and selecting 'Create Rule' or clicking the Rules button located at the bottom right of the Vendor Stock Feed screen, and then clicking Add from the Rules List. Creating a Rule is fairly straight forward. On the left side of the Rule form add the criteria to which the Rule applies. For example, which Vendor, Brand, Product Groups or specific Vendor Stock Code. Select the Rule's 'Precedence', which is the order that this Rule will be applied (lower numbers get applied first), and if you wish to Hide the Stock from the Vendor Stock Feed. On the right side of the Rule form select what to do to Linked Stock in Jim2 when this Rule is applied. For instance you may wish to automatically update the List price in Jim2 when the Vendor changes their List price in the feed.

Example use of Rules

Updating List prices
When a Vendor Stock Feed is received and processed the List price (or RRP) on linked stock in Jim2 is not automatically updated by default. You can create a simple rule to automatically update the List price as follows:

- Create a new rule
- Set Vendor to the Vendor you wish to base your List price on
- Tick 'Update List price'
- Save your new rule

The next time you get a feed from this Vendor, this rule will be applied, and the List price (and any pricing based on List price) will be
automatically updated.

Hiding Stock
When you receive a feed from your Vendor it typically contains all products that Vendor sells. They may sell ranges or brands of products that you are not interested in selling. In this case you would create a rule to hide these products, and they would not be displayed. The products are still there, they are simply marked as hidden.

- Create a new rule
- Select the Brand or Product Category of stock you wish to hide
- Tick 'Hide'
- Save your new rule

You can display hidden stock by ticking the 'Show Hidden' checkbox located in the bottom left of the Vendor Stock Feeds form. To hide multiple brands or categories of stock, simply create multiple rules.

Updating Stock details
If you want the stock descriptions for Stock in Jim2 to be automatically updated based on your vendor stock feed you can create a rule
as follows:

- Create a new rule
- Select the Brand or Product Category of stock you wish details to be updated
- Select the details (Stock Description, Warranty details, etc.) that you want to be automatically updated
- Save your new rule

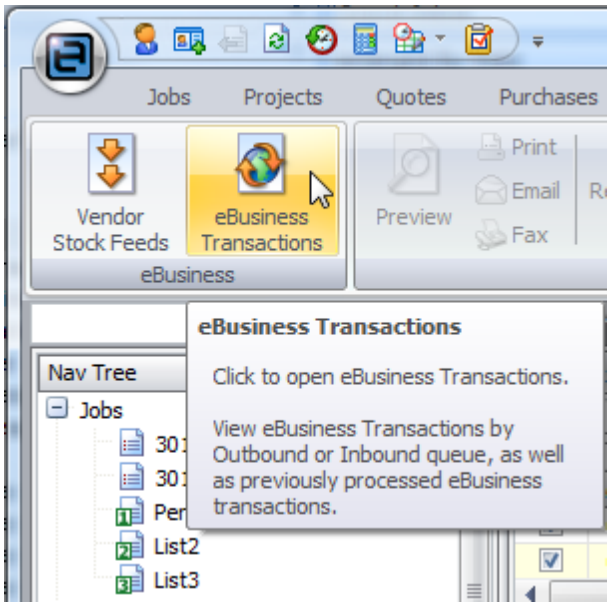
If this was the case, any List price you set in Jim2 would change the next time a feed is processed. If you were receiving vendor feeds for the same product from multiple vendors the List price would change every time time you get a feed.

13.5 eBusiness Transactions

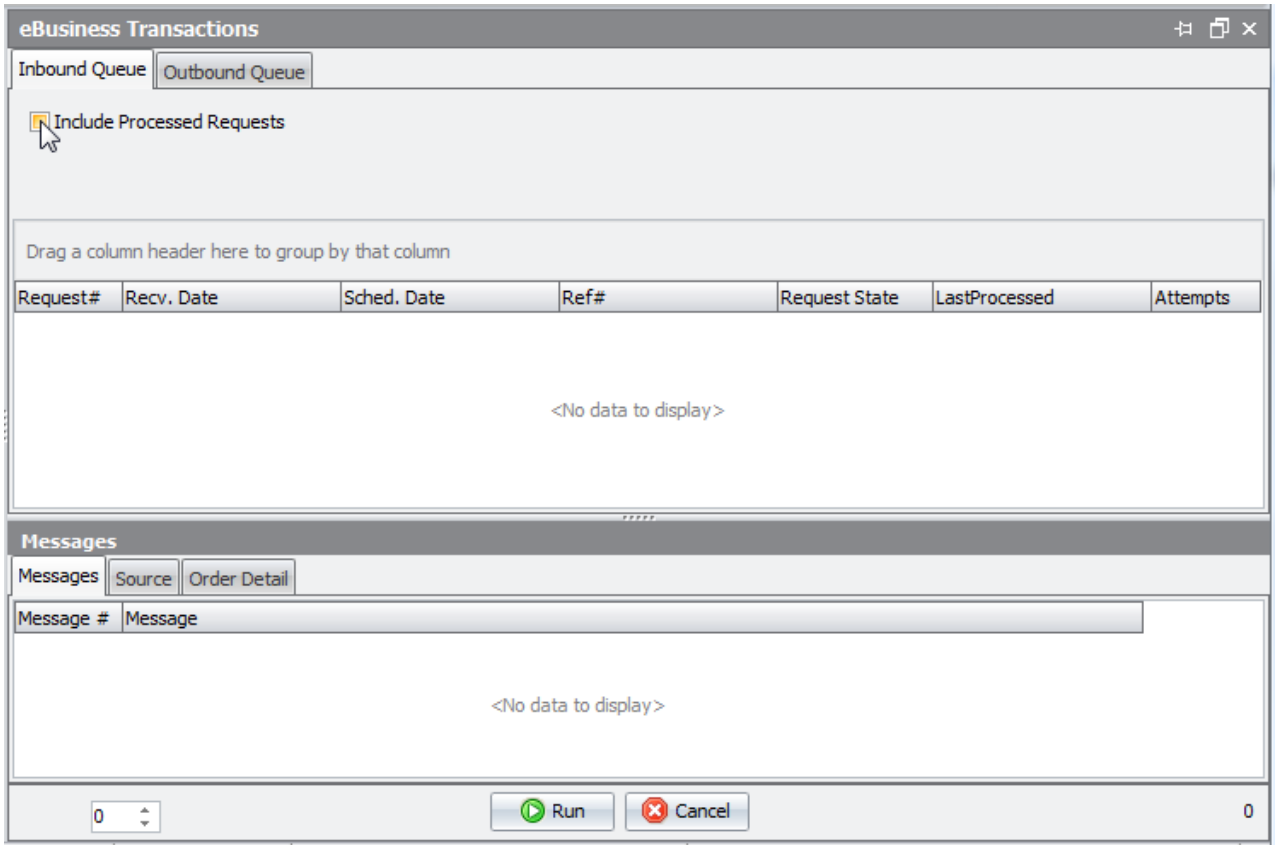
eBusiness Transactions allows you to view eBusiness Transactions that have been processed or are currently being processed. You can access eBusiness Transactions from the Sidebar under eBusiness or from Jim2>eBusiness from the main menu. Across the top the form you see two tabs, InBound Queue and OutBound Queue.

When eBusiness Transactions take place, such as when an electronic Purchase Order is placed with a Vendor,

it is sent to the OutBound eBusiness Transaction queue. It is then processed by Jim2 eBusiness Server, and attempted to be delivered to your Vendor. If this fails for some reason (internet down for example), the transaction will remain active in the queue and re-submitted later. By Default only unprocessed transactions are displayed. Click 'Include Processed Transactions' to view all eBusiness Transactions.



eBusiness Transactions Icon in Jim2



eBusiness Transactions Window

Topic 14

14 Email

Email Integration – All Editions

Beginning with Jim2 version 3.2, the handling of email has changed significantly, both in the way outgoing email is handled, and the fact that Jim2 now supports incoming email.

The idea behind Jim2 email integration is to provide helpdesk/ticket style functionality, and also to extend email functionality to all areas of Jim2, including service, sales, support, purchasing and accounts. Jim2 email integration also enhances CRM functionality.

Features include:

- Incoming and outgoing email
- HTML email editor with spell checker
- Supports attachments
- Incoming email rule processing based on conditions and actions
- Ability to automatically tag emails, assign CardFiles, and create Jobs based on rules
- Automatic linking of emails to Jim2 objects (Jobs, Quotes, etc.)
- Email templates for outgoing emails based on type of email being sent, (e.g., reports, support emails, etc.)
- Email template macros, for example (Job.CustomerName)
- Email lists and folders (support, sales, etc.)
- Email security at user and/or security group levels
- Integration with Jim2 'objects', emails appear as comments
- Email preview pane
- Read/Unread in both email folders and normal lists (Unread emails related to Jobs, etc.)
- Move emails (e.g., from sales to support)
- Retag emails (bulk add or remove email tags)

14.1 Before you begin

Integrated email in Jim2® is designed to be flexible and to be merged into your business process. Here we outline some of the things to be considered.

Jim2's integrated email was designed to manage corporate or group email, rather than personal email. For example support@happen.biz but not john.doe@happen.biz. However, depending on your business it may be appropriate to direct personal email accounts into Jim2.

Before setting up integrated email in Jim2 you should consider:

- What email addresses you want your outgoing email to be sent from
- Security, meaning which of your users will be allowed to see what emails. In Jim2, email security

is managed by access to email folders
- What email accounts will be processed automatically by Jim2
- What actions you want taken for received emails, and in what circumstances

Security, automatic processing, and actions will tie into (and probably change) your business practices. A suggested approach is to nominate a role (one, or two people depending on your business) to monitor incoming email: to manage the automatic creation of jobs; reply to any emails that will not have a job or quote tagged, etc. Others within your organisation would then simply run their live job lists and look for jobs/quotes/ purchase orders, etc., in bold type, indicating that there is an unread email tagged to the object.

When to mark an email as read.

Jim2 will not automatically mark an email as read. You will need to decide, within your specific organisation, when you will consider that an email has been read. For example, if your receptionist reads an email that has come in and assigns that email to a job, then the receptionist should probably not mark the email as read. The person responsible for the job should probably be the one to mark the email as read, when they have taken note of (and perhaps taken the appropriate action for) the newly received email.

Disk Space

Disk space is a very important issue to consider. With emails being stored in the Jim2 database your storage requirements can escalate enormously, depending on the amount of email you send and/or receive and if these emails contain attachments. Don't forget the ramifications in terms of the time required to perform backups and the increased storage required for your backups.

If you are using one of the SQL Server Express editions then SQL Server will limit the size of your database. Refer to Microsoft documentation for the size limits for the various versions and editions of SQL Server.

It's very difficult to estimate the amount of disk space required, because of the variation in email sizes and attachments. As an example though, Happen Business grew its database by 4GB in just 4 months, after implementing integrated email.

14.1.1 Email Overview

Email Overview

When designing the new email functionality in Jim2 v3.2, we decided to look at how businesses currently use email, and how that can be improved when fully integrated within an ERP system such as Jim2. Given the nature of Jim2, we wanted it to be much more process oriented and 'know' about things such as CardFiles, Jobs, etc., as well as extend its CRM functionality.

One thing that is quite unique about Jim2 email is that it is not only focussed around who sent/received an email, and its 'status' (Sent, Deleted, etc.), but what that email is related to (Sales, Service, etc.), and also what objects it is related to (Job, Quote, Purchase, CardFile, etc.).

Email Queues, Ticketing, and Help Desk

This more focussed handling of email provides a very businesslike view of emails, and allows the creation of email queues, for example a service helpdesk, or a sales enquiries queue. In addition, emails sent from Jim2 can be related to one or more objects (Job, etc.), and replies from that email are automatically related to, and can be viewed from, those objects. For example, all emails back and forth in relation to a particular Job are displayed within that Job. In addition, Jobs can automatically be created from an email, thus enabling a very comprehensive ticketing system.

Email Groups and Tags

Emails within Jim2 are normally 'Tagged' to one or more email groups. Tags can automatically be applied to emails when they are sent or received, or manually applied at any time. Emails can be tagged to one or many groups at the same time, for example both 'Service' and 'Sales'.

Emails can also be moved or retagged from one email group to another. For example, an email has been sent to sales@company.com but it is actually service related. In this case the email can easily be untagged from 'Sales' and retagged with 'Service'.

Email Group Tags provide a means of identifying and filtering emails and are used by email folders and lists (see below).

System Email folders

There are four global system email folders including: Inbox; Outbox; Sent; and Deleted. All emails within Jim2 will appear within the appropriate system folder, and therefore security on system email folders should be restricted to administrators.

For example, all emails sent from Jim2 will appear in the System Sent folder, regardless of who sent them or who the email was sent to.

Custom Email folders

Custom email folders are created via Tools > Setups > Email > Folders, and are used to display emails based on a number of certain criteria.

For example, emails sent and/or received from a particular email address, tagged as 'Service', and unread.

Email Lists

Email Lists are much like other lists within Jim2, with the exception that they must be based on an email folder. In a sense, the folder is used to filter an email list. It is quite normal to have several named live email lists. Email security is based on email folders, allowing, for example, only sales staff to view sales related emails, or only accounts staff to see accounts related emails.

How do Emails become Related?

Emails are related to an object if sent directly from an object's comments grid or by clicking 'Related Email'. They can also be manually or automatically linked. For example, if an email arrives and it's a signed order, that email can be manually linked (or attached) to the related Quote. Replies from related emails sent from an object are automatically linked to that object (see Object Tags). Emails can also be automatically related based on rules. For example, if an email arrives from a certain email address and contains certain text, it can be automatically related to a specific CardFile or Project/Machine.

How do Emails get Tagged?

When receiving an email, rules can be applied based on almost any criteria, and apply certain actions to that email. The most common action is to tag that email to an email group. Therefore, if an email is received at service@company.com, Jim2 could automatically tag that email as 'Service'.

When sending emails, tags can be applied manually or automatically via 'Email Editor Rules'. Editor Rules include features such as, for example, if sending an email related to a service job, tag it as 'Service', or if sending a statement or invoice, tag it as 'Accounts'. As mentioned above, emails can be tagged to multiple groups, and easily moved from one group to another.

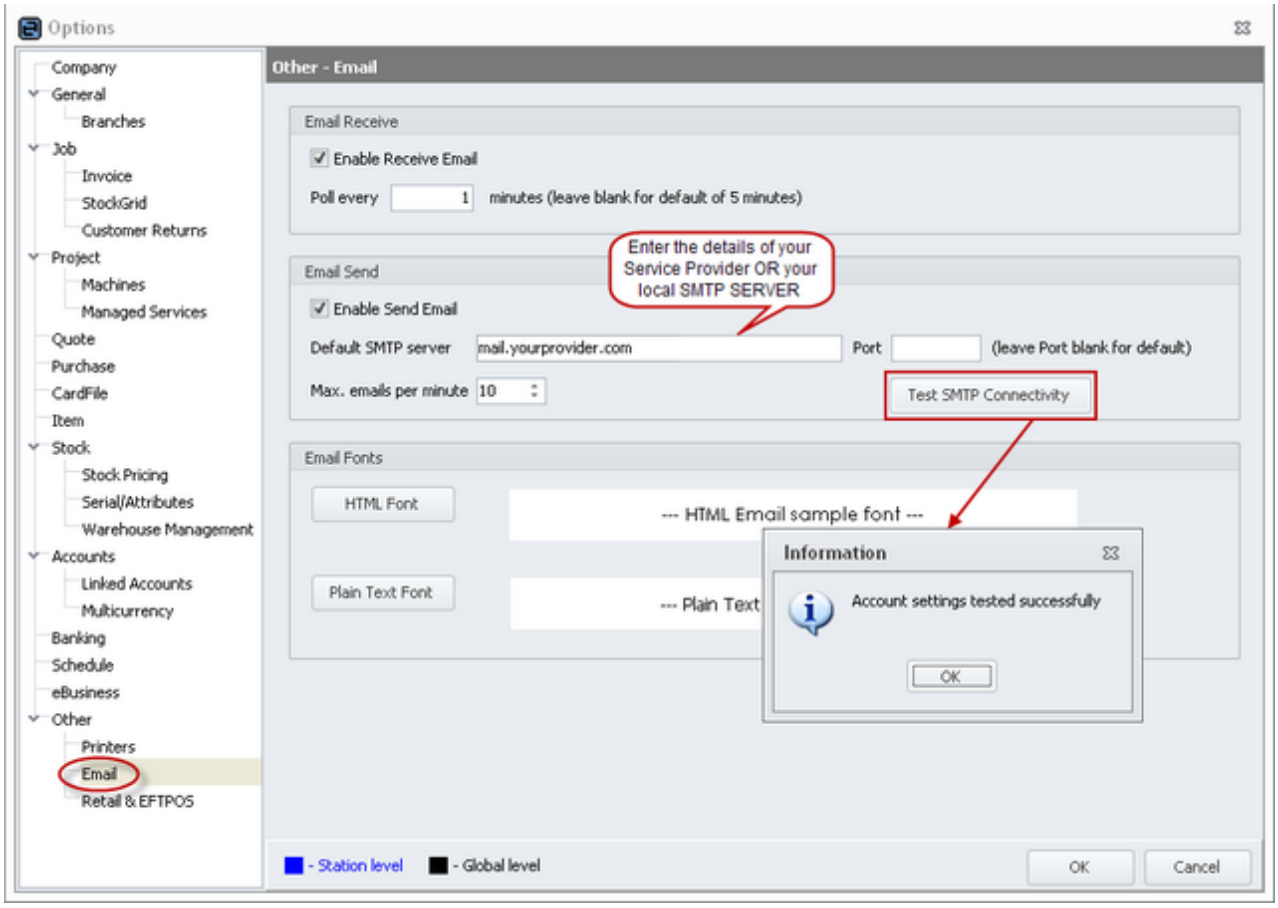
Email Templates and Macros

Email Templates are used by the email editor and are text and/or attachments that can be automatically or manually added to a new email. A new email can be automatically based on a template depending on the 'type' of email to be sent. For example, if emailing a statement, automatically use the 'Statement' email template.

Email Templates also support the use of macros to automatically merge text. For example, {{Job.Customer.Name}} will be replaced by the customer's name.

14.2 Email Options

Email options are configured via **Tools** ⇨ **Options** ⇨ **Email**.



Jim2 Setup - Email Options.

Option Group	Option	Description
Email Receive	Enable Receive Email	Allow emails to be received (see below).
	Poll Every X minutes	Number of minutes between checking for new emails. Leave blank for default of 5 minutes.
Email Send	Enable Send Email	Allow emails to be sent (see below).
	Default SMTP Server	Name of your default SMTP mail sever. You can check that you are able to send out emails using the 'Test SMTP Connectivity' button.

Option Group	Option	Description
	Port	Port number of your default SMTP server.
	Max emails per minute	Sets the maximum number of emails sent per minute, so as to "throttle" outgoing emails. This is useful to avoid 'spam' detection issues with your ISP, e.g., when emailing a large number of monthly statements.
Email Fonts	HTML	Default HTML font for use in HTML emails.
	Plain Text Font	Default plain text font for use in emails.



Enable Receive Email and **Enable Send Email** are automatically disabled (unticked) after restoring a Jim2 database. This is to allow you to restore training databases, etc.

14.3 Setting up outgoing email

The first and simplest step to fully implementing integrated email in Jim2®, is to enable outgoing email.

Jim2 will send outgoing emails via an account specifically set up for the sender (i.e. for the email address the email is from), or via a default SMTP server. When an email is sent from Jim2, if there is an account set up for the sender's email address, then the SMTP server for that account will be used to send the email, if it has been specified. If there is no account for the sender's email address, or the account matching the sender's email address does not have an SMTP server configured, then Jim2 will send the email via the default SMTP server. If neither the default SMTP server nor the account's SMTP server has been specified, then Jim2 will not send the email.

The default SMTP server is set up in Options. This server must be set up to allow email relaying from the Jim2 eBusiness Server.

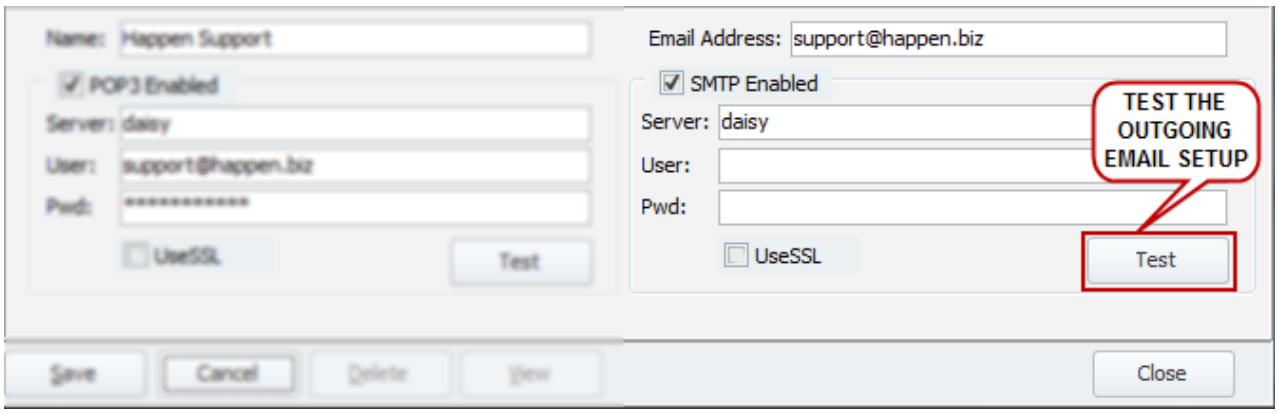
For any account, a specific SMTP server can be set up for sending emails from that account. You should be aware that many of those SMTP servers which require authentication, will re-write the sender address.

Once the accounts (if any) are set up and/or the default SMTP server has been entered in Options, you need to enable send email.

Outgoing email requires SMTP to be enabled and details configured. If no SMTP details for this account are entered, the global outgoing email STMP (as set in Options) will be used.

Adding the Email address to the Email accounts makes it available to be used when sending an email (it will be in the dropdown of the From:). This also signals Jes to send the email out via the SMTP server on the account if it is enabled, otherwise it will fall back to the defaults as set in Options.

Once the details are entered, you can check the connectivity by clicking the 'Test' button.



All outgoing email is now sent via Jim2 eBusiness Server (Jes), rather than via the Jim2 client. Specifically, outgoing email is placed in a queue (system email folder 'Outbox') and then sent via Jes. Once email is successfully sent, it's removed from the outgoing queue.

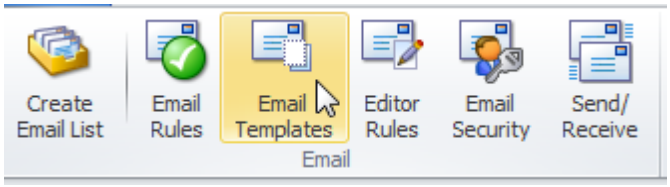
All email sent via Jim2 can be tagged to both Email Groups (definable via Jim2 Setups) and Jim2 Objects (Jobs, Purchases, Quotes, etc.), and related to CardFiles/Contacts.

Jes will attempt to send email out via an email account (if From: on the email is set to the email account) and if that is not applicable, it will send the email via the SMTP server that was set up in Options. Information about these settings follows.

To tailor the look of emails sent from Jim2, you need to set up email templates and editor rules, to define which template gets used in a particular circumstance.

14.3.1 Email Templates

You can create as many Email Templates as you desire.



Jim2 Ribbon - Email Templates.

Templates can be automatically applied when creating a new email depending on the type of email being created, or can be applied or inserted when composing a new email from within the email editor. Templates are basically a 'predefined' email, allowing for consistent and 'canned' response email replies. One of the most powerful features of Templates is that they allow the use of macros within the template text. This allows a type of 'mail merge', with macros being replaced with text relevant to who is logged in, your company details, or specific to the Jim2 object the email is related to, e.g., Job, Quote, etc.

The use of Email Templates with macros is particularly useful when doing automated emails, for example:

- Emailing Statements
- Emailing Page Requests
- Emailing Login details and password

Macros are divided into two types, General and Context, and can be used in both the email body and the subject line.

- General Macros include your company name, your name, etc.
- Context Macros are related to a Jim2 Object, for example the customer's name on the Job the email is related to.

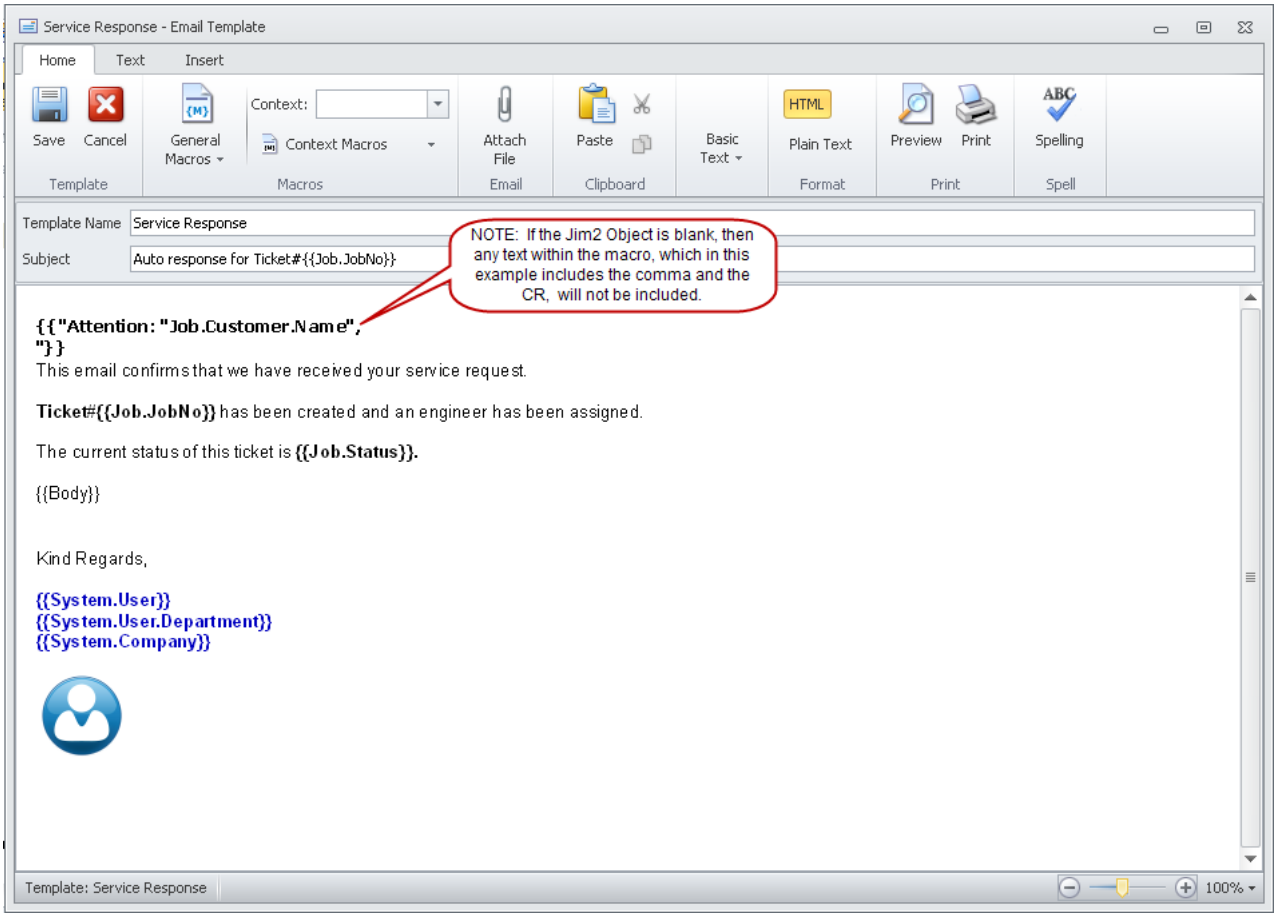
The 'syntax' of macros is as follows:

{{System.Company}}
{{System.User}}
{{Job.Customer.Name}}

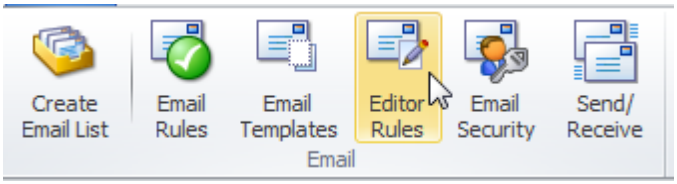
Macros can also include free text, as a prefix and/or suffix.
For example: **{{"Attention: "Job.Customer.Name","}}** will be replaced with **Attention: John Smith,**

The reason for including text within the macro, rather than outside of it, is that if the Jim2 Object is blank, then all text within the macro will be blank as well.

There is a special macro called **{{Body}}**. This is used when Jim2 is passing text to the email.
For example: When emailing a comment, the **{{Body}}** macro will be replaced with the comment text.



14.3.2 Email Editor Rules



Jim2 Ribbon - Editor Rules.

Email Editor Rules allow you to define a number of defaults to use when creating an email based on the 'type'

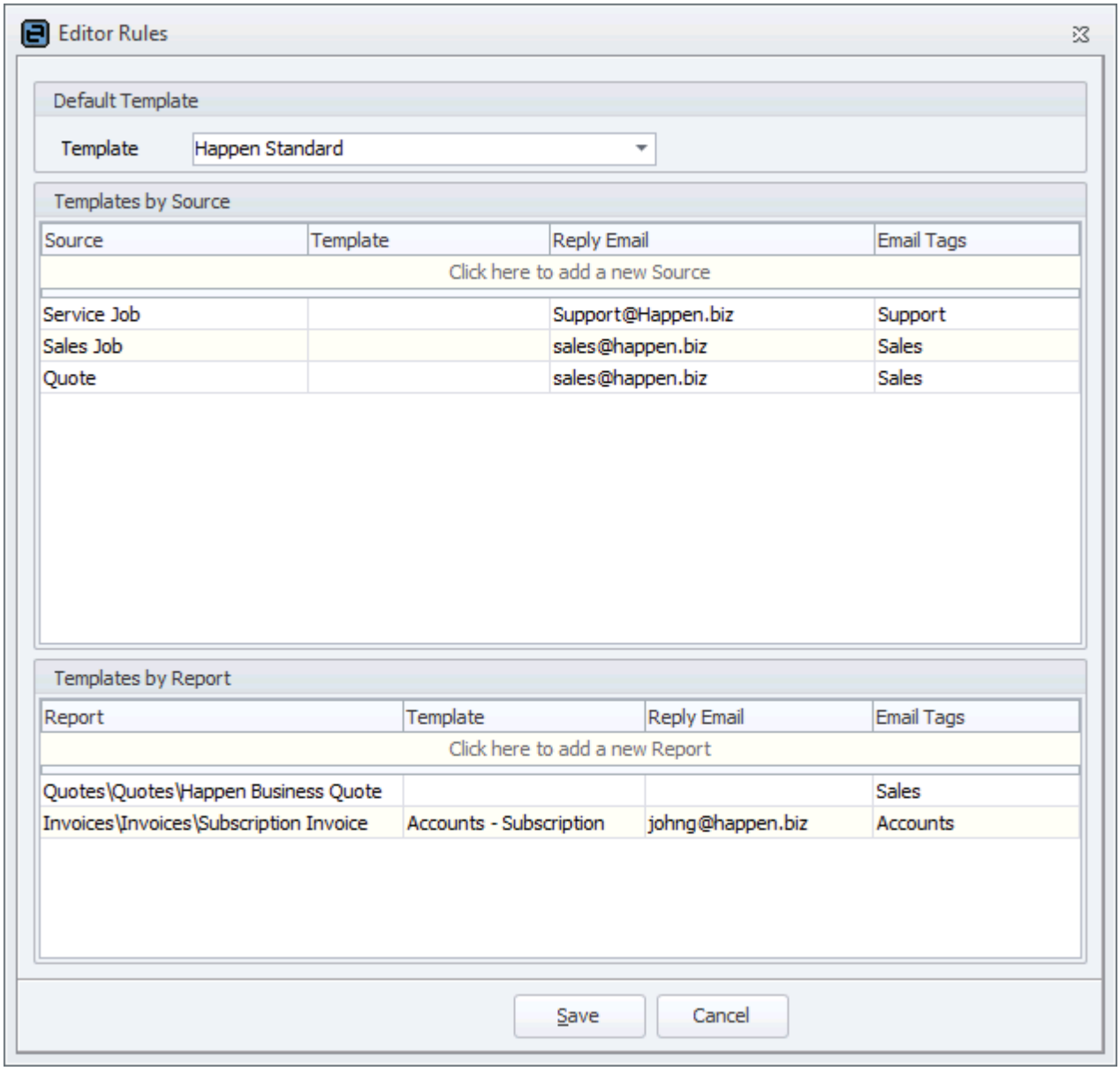
of email. These rules work for all users of Jim2. There are not specific rules for specific users.

A great example of when to use an Email Editor Rule, is when emailing the Debtors Statement report.
The requirement in this case is: *"When emailing the Statement report, use the Statement email template, tag the email as 'Accounts', and send using the accounts@company.com email address."*
This can easily be accomplished using the 'Template by Report' email editor rule type.

Editor Rule Type	Description of when to use
Default Template	Default Template for all emails
Templates by Source	Replying from a Service Job, Sales Job, Quote, etc.
Template by Report	Sending a specific report via email, e.g., a Statement or Invoice

Editor Rule Type	Option	Examples
Default Template	Template	Company Default
Templates By Source	Source	Email New Email Reply Email Forward Email Password Email Page Count Sales Job Service Job Manufacturing Job Purchase Return From Customer Return To Vendor
	Template	Service Response
	Reply Email	support@company.com
	Email Tags	Service
Template By Report	eport	Debtors\Debtors List\Statement
	Template	Statements
	Reply Email	accounts@company.com
	Email Tags	Accounts, Statements

Note: You are not required to have a Template, Email address and Tags on every Source and Report.
For example, you might just want the default email address set for every time you respond to a Service Job.
In that case you would just choose source 'Service Job' and reply email 'support@company.com'.
When specifying a reply email address to use, there is no restriction as to what this email address can be.



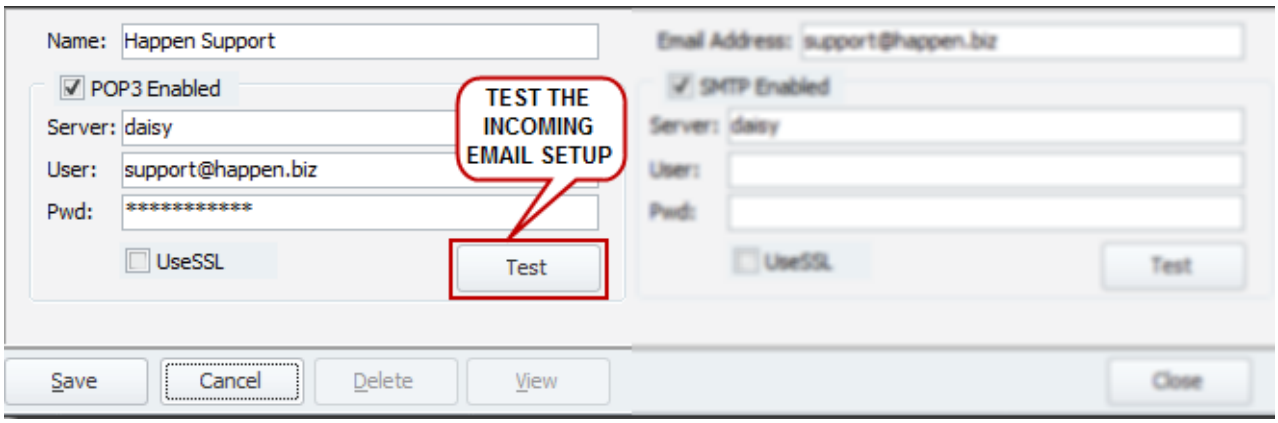
14.4 Setting up incoming email

The next step is to set up your incoming email accounts.

Incoming email accounts are configured via Jim2® Setups. These are email accounts from which Jim2 will collect or "pull-in" email. Typically these would be your 'generic' company email accounts, e.g., support@company.com, sales@company.com, info@company.com, etc.

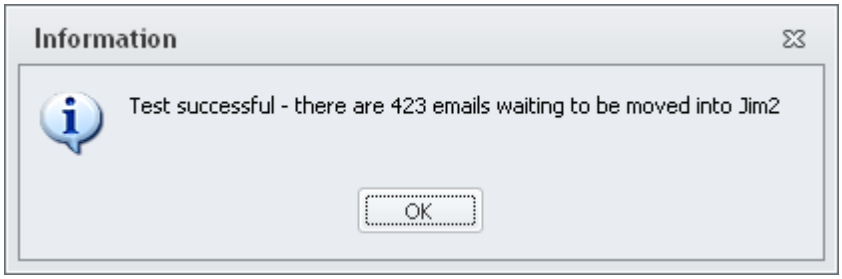
Jim2 eBusiness Server (Jes) will collect email from these accounts and then process the email according to the rules that have been set up.

Incoming email requires POP3 to be enabled and the required details to be configured.



Jim2 - Incoming POP3 Email Set Up Window

Once the details are entered, you can check the connectivity by clicking the 'Test' button.
If you have set up incoming email correctly, you should see the following dialog box.



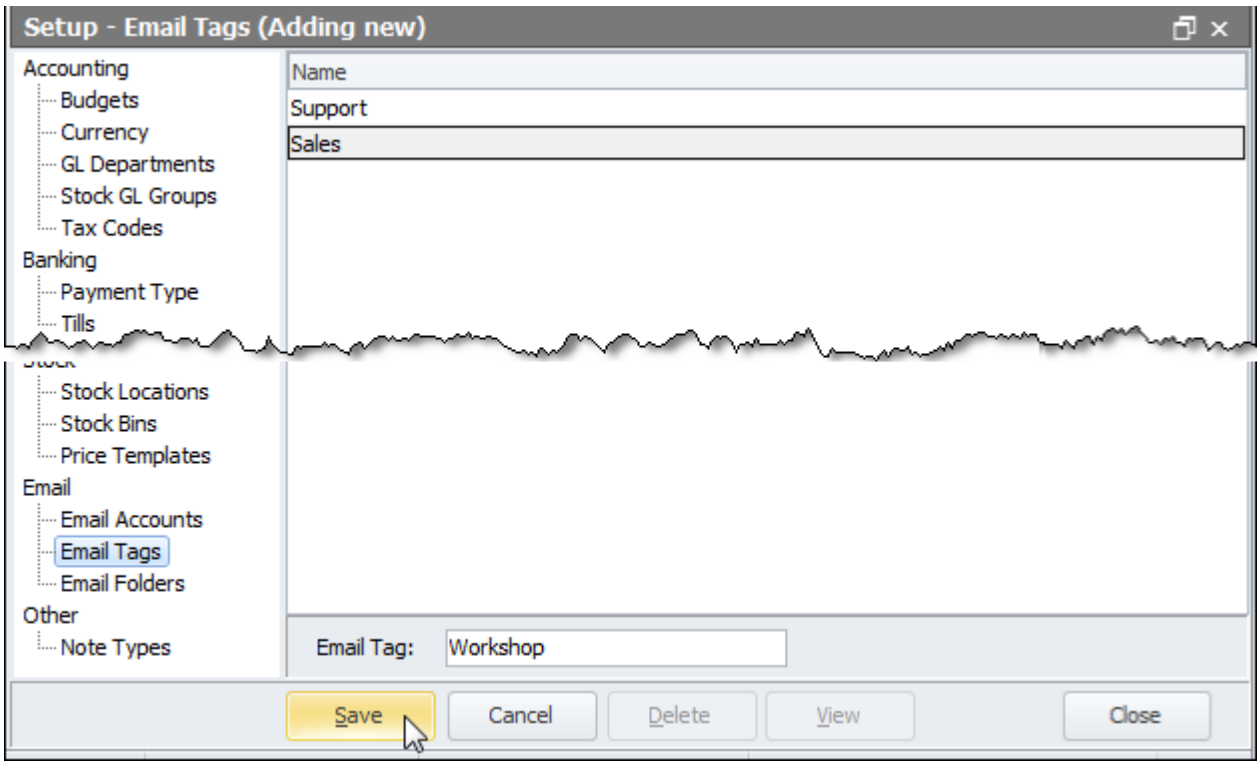
Jim2 - Incoming POP3 Email - Test Successful

14.4.1 Email Tags

Email Tags

'Email Tags', as the name suggests, allows you to add a tag or tags to an incoming email, in order to redirect that email to the appropriate division or divisions. For example, when an email is received from the 'support@company.com' email account, you may wish to tag it as 'Support', and it will therefore appear in your company's Support email folder. An email can be tagged with multiple tags, so the incoming email, for example, can be tagged with both 'Support' and 'Sales' or 'Support' and 'Workshop' or any combination of the tags that you have set up.

Email Tags are created via **Tools** --> **Setups** --> **Email** --> **Email Tags**.

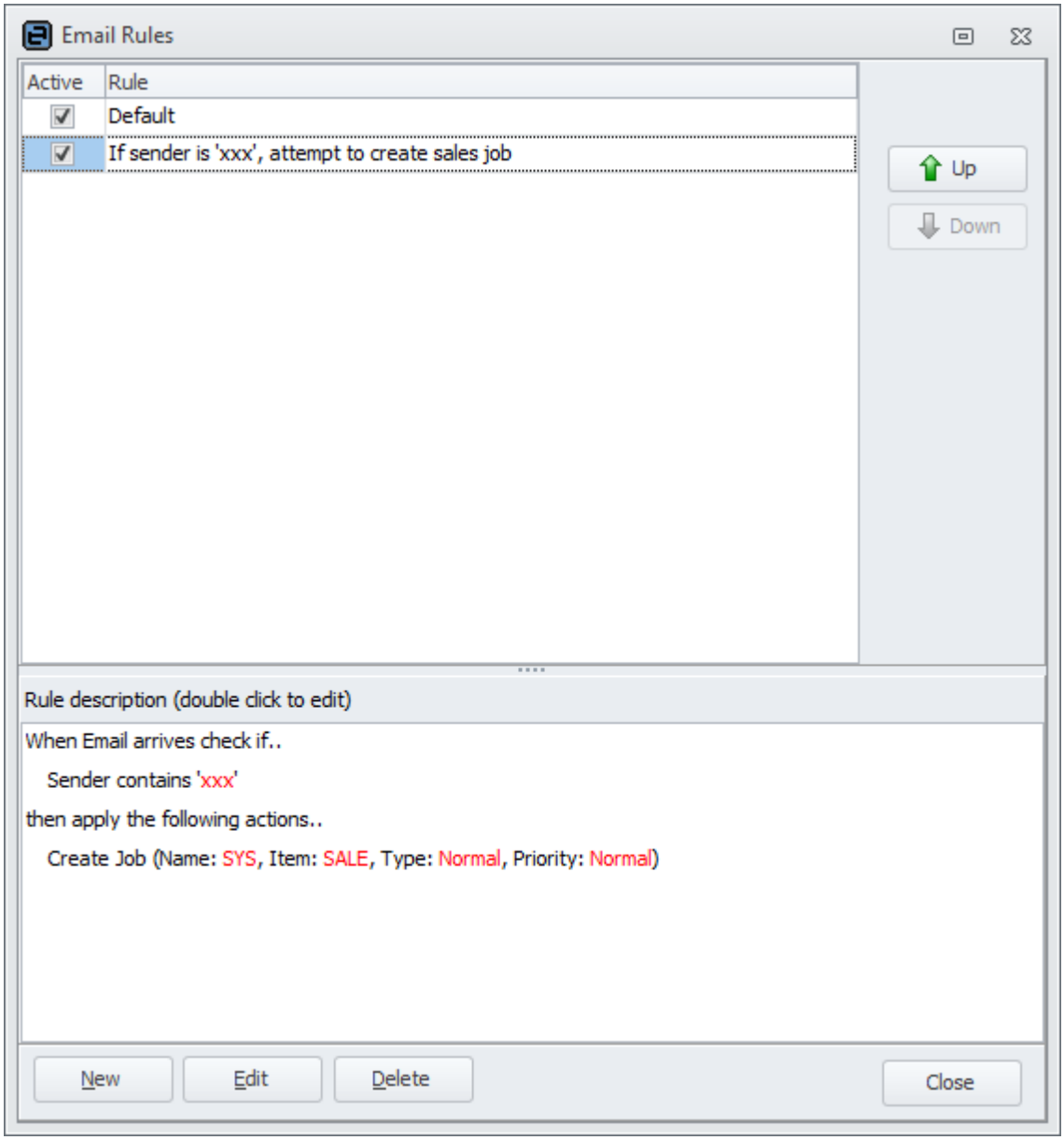


Jim2 Setups: Setup Email Tags (Adding New)

In this example, a 'Workshop' tag is being set up in addition to the 'Support' and 'Sales' tags already entered.

14.4.2 Email Processing Rules

The processing of incoming emails is controlled by those rules which you have pre-defined. An example is shown below.



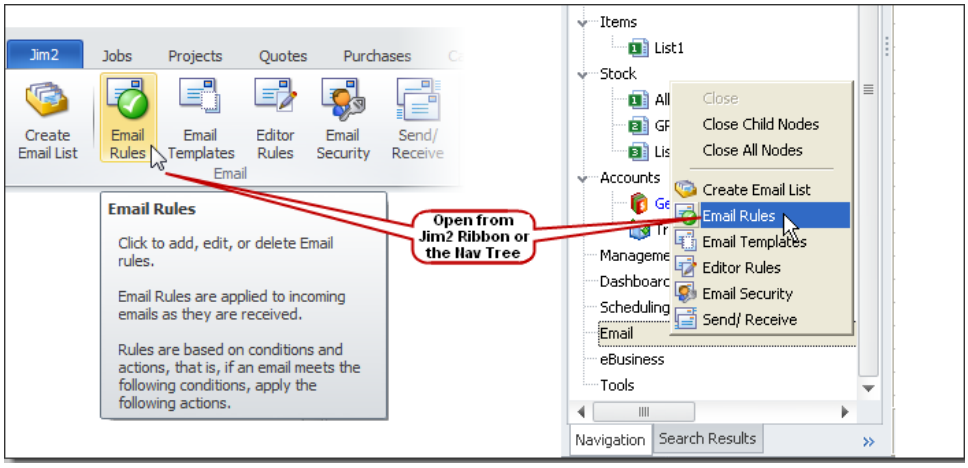
You edit rules with the Email Processing Rule Wizard, which is displayed if you add a new rule or edit an existing one.

The order of rules can be important, so the up and down arrows allow you to set your rule order as you require. The rule description at the bottom is that of the currently selected (highlighted) rule.

14.4.2.1 Email Rules: Introduction

Email Rules - aka Email "Processing Rules"

You can Add, Edit and View 'Email Rules' by clicking the Email Tab on the Jim2 Ribbon and then clicking on the Email Rules icon, or by right clicking on Email in the Navigation Tree and selecting Email Rules from the Pop-Up Menu.



You can open 'Email Rules from either the Jim2 Ribbon or from the Navigation Tree

Email Rules – What are they?

Email Rules are 'processing decisions' that are applied to incoming emails as they are received. The rules are based on pre-defined conditions and actions. If an email meets those conditions, then apply the pre-defined actions.

Email Rules provide an extremely powerful and flexible method of highly automating and actioning the emails that are received by your business.

Email Rules – What can you do with them?

With email rules you can do such things as:

From the Sender's Email address:

- Work out who an email is from and link it to the appropriate CardFile

From the Recipient's Email address:

- Automatically apply Email Tags to 'steer' the email into the correct area of your business (to Support, Sales, etc.)

From the contents of the Email:

- Work out if it is related to a Project (MS contract, machine, etc.)
- Extract the customer's reference number
- Work out the nature of the email (On-site service required for example)
- Work out if the request is Urgent

Based on running the above Email Rules do the following:

- Create a Service Job for the Project (MS contract, machine, etc.)
- Make the Job's priority 'Urgent'
- Set the Job's Cust Ref#
- Attach the Email to the Job
- Tag the Email with 'Service'

And the end result of this is...

An onsite service Job automatically created, linked to a Project/Machine with the email attached, and with the unread email appearing in your email support list, and with the Job appearing in your urgent Job List, flagged that it has an unread email.

From then on, all email correspondence back and forth, regarding that Job, is automatically related, including the final invoice and even the payment advice back from the customer.

14.4.2.2 Email Rules: Overview

Email Rules – Overview

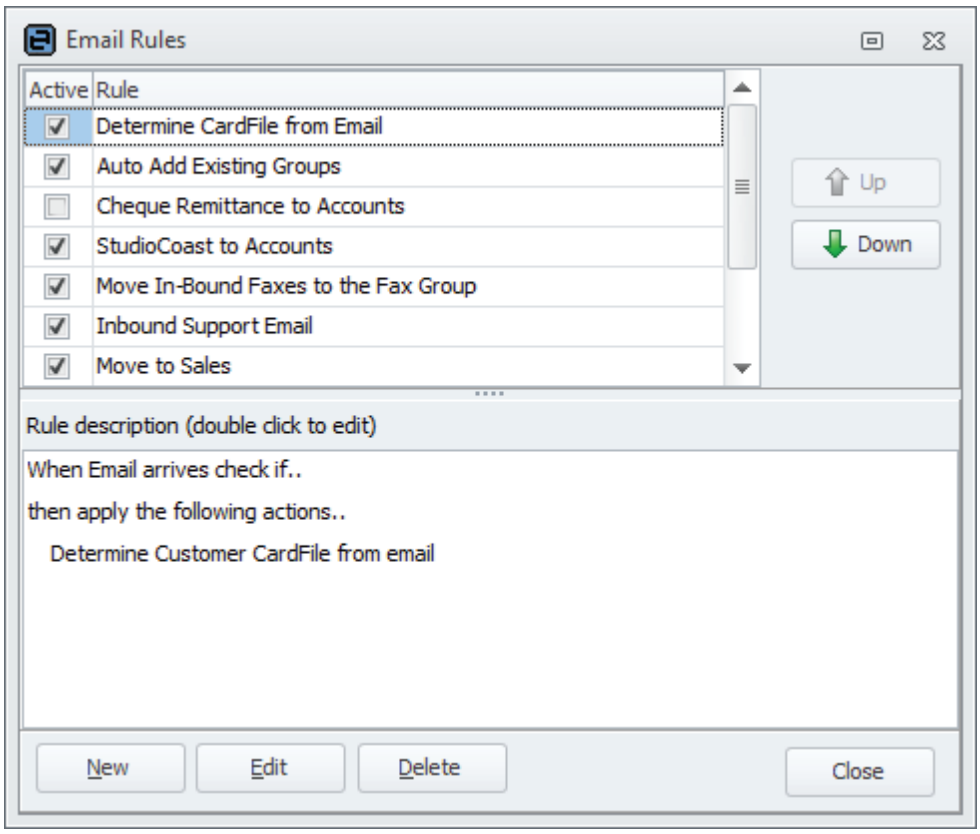
Email Rules are the rules that are applied to incoming emails as they are received. Rules are based on conditions and actions. If an email meets the pre-determined conditions, apply the pre-dermined actions.

You can add as many Email Rules as you wish, and control the order in which they are applied to incoming emails. Once a rule has been run and its conditions met, you can choose, if you wish, to stop processing any additional rules. This allows rules to be effectively 'chained'.

For example, you may have the first rule to simply determine the CardFile to be related to the email, and then apply additional rules to apply Email Tags, and then even more rules to create a Job, etc.

Typically, you would set up the first two rules, as follows:

Rule 1: Determine CardFile from Email

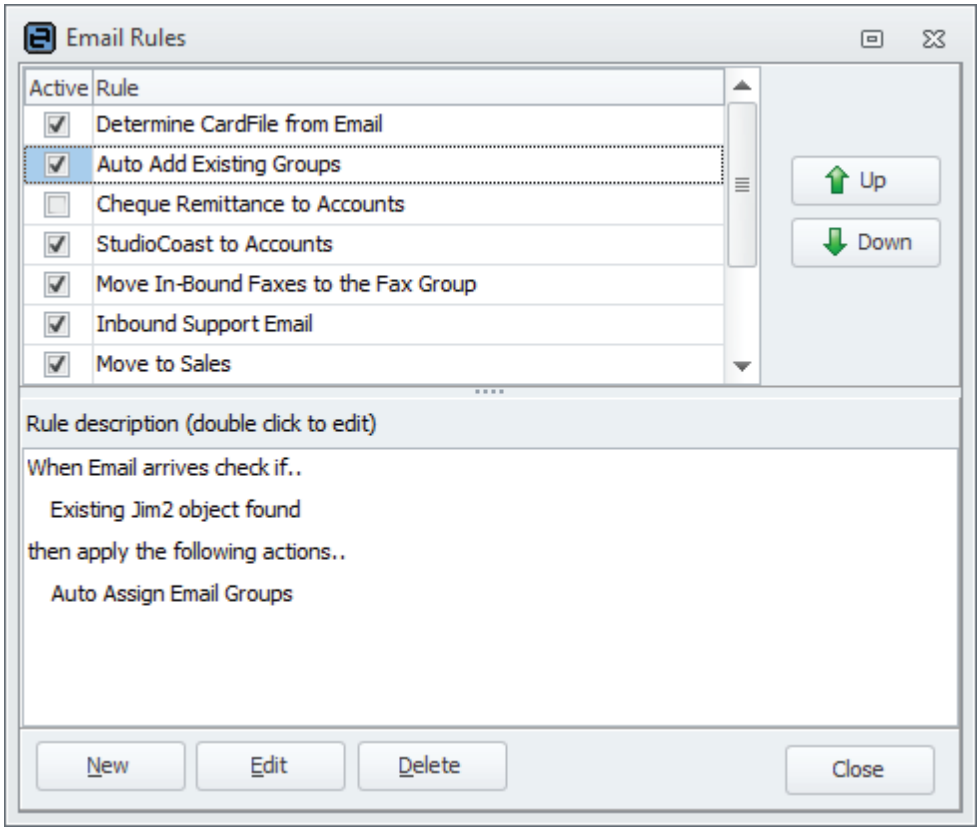


Jim2 Rules: Rule 1 - Determine CardFile from Email

This rule will apply to all incoming emails and attempts to match the sender's email address to a CardFile in Jim2.

Note: This rule is automatically created when you upgrade to version 3.2. Once this rule has been processed, the second rule will be executed.

Rule 2: Auto-Add Existing Email Tags

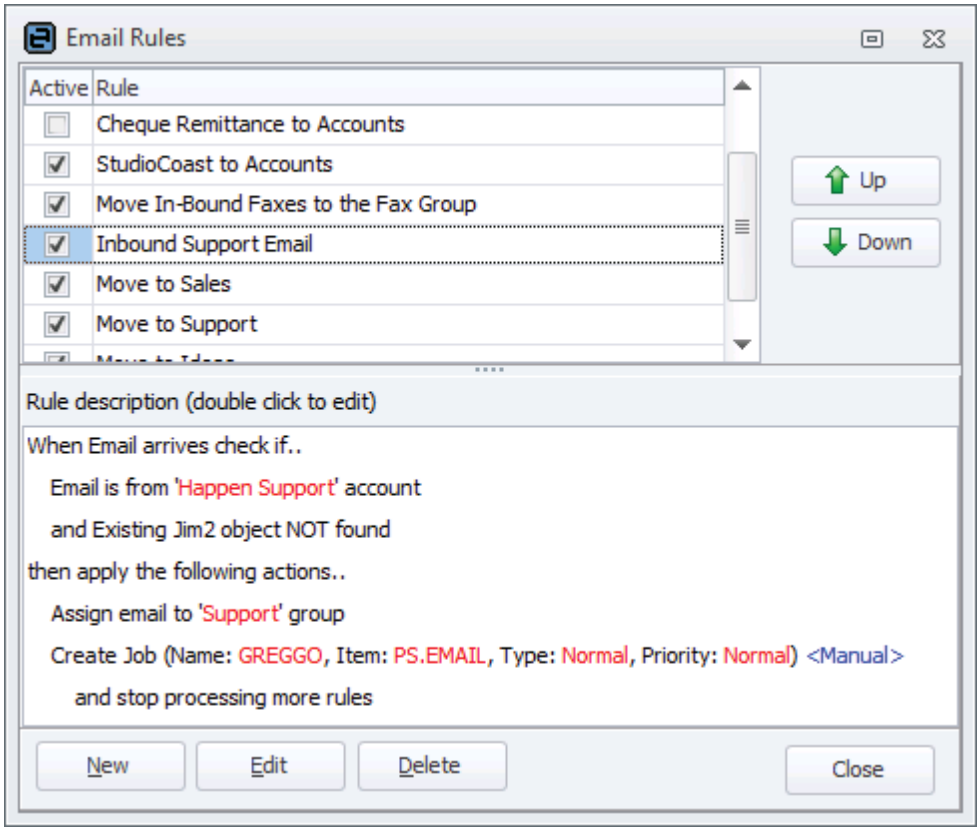


Jim2 Rules: Rule 2 - Auto-Add Exisitng Email Tags

This rule will check if the email is related to an existing Jim2 object (Job, Quote, etc.) and if it does, will apply the tags from any existing emails related to that object.

The email is related to the Jim2 object because it has an Email Token in the subject.

Example Rule: Create Job from Email



Jim2 Rules Example: Create Job From Email

This example rule will do the following:

Conditions:

Check that the email was sent to, or via, support@ and that it is not related to an existing Jim2 object (Job, Quote, etc.).

Actions:

If the above conditions are met, then tag the email as 'Support'.

You'll notice that there is one more action to this rule, i.e., Create Job, but it is flagged as <Manual>. This means that this action applies to this email but with the intention of 'don't automatically do this action'.

When viewing the email from an Email List, it is flagged that there is an outstanding action. The email can then be qualified, e.g., this is a real support email, and then the action manually run, at which point a Job is created.

Note: Delete and purge email action to remove spam.

14.4.3 Email Processing Rule Wizard

An email processing rule is made of up three parts:

- the conditions that must be met before the rule applies any actions to an email
- the list of actions to be applied to an email
- the summary (name and miscellaneous options)

Use the next and back buttons to move between conditions, actions, and summary, the third (and final) page of the wizard.

See Also

Email rule Conditions

Email rule Actions

Email rule Summary

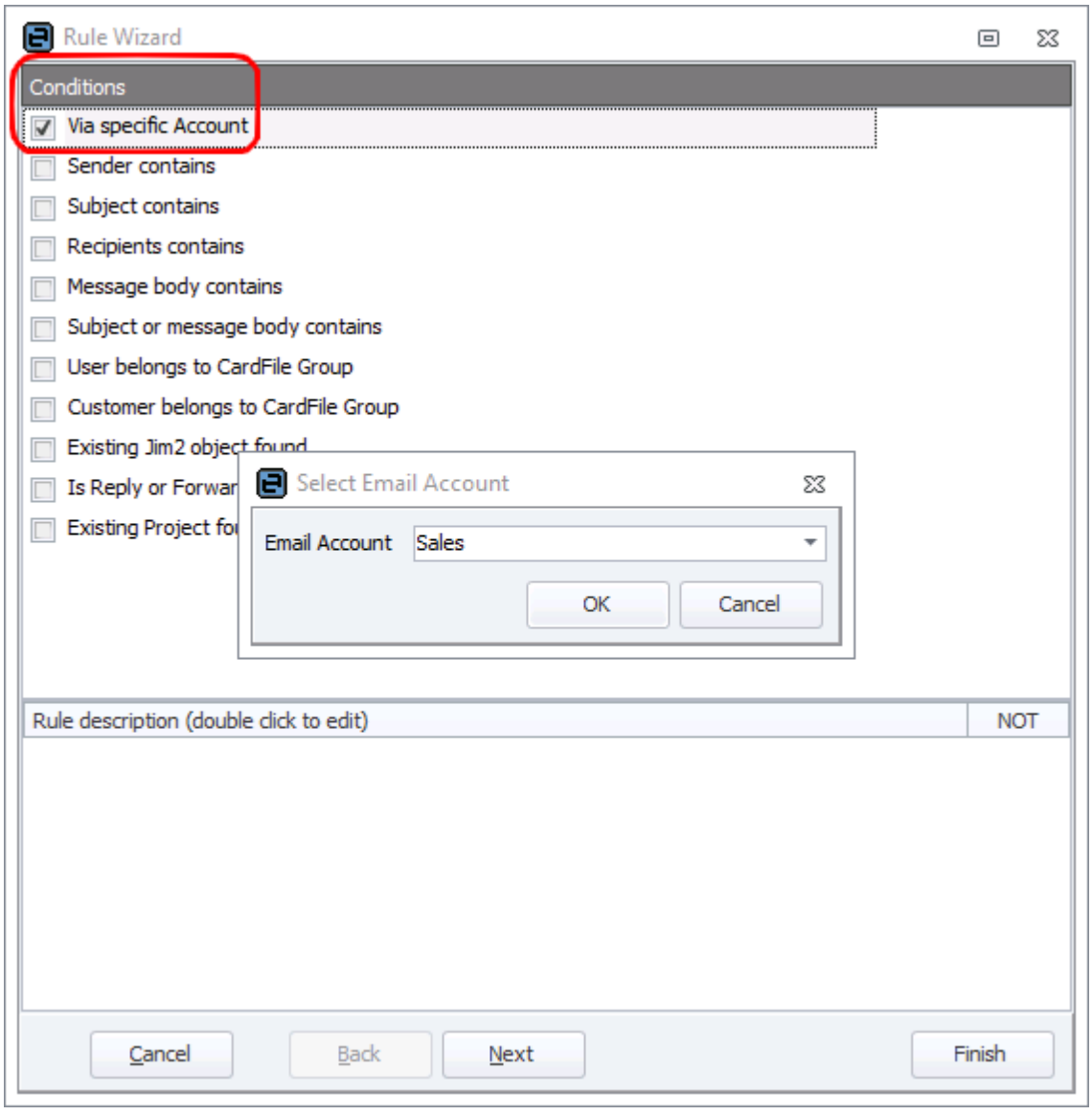
14.4.3.1 Creating A Rule

Email Rules – Creating a Rule

Let's create a new Email rule that will apply an Email Tag to the email, if the email is via a specific email account.

Select **Email** ⇨ **Email Rules** and click **'New'** to add a new Email Rule. The Rule Wizard will then appear.

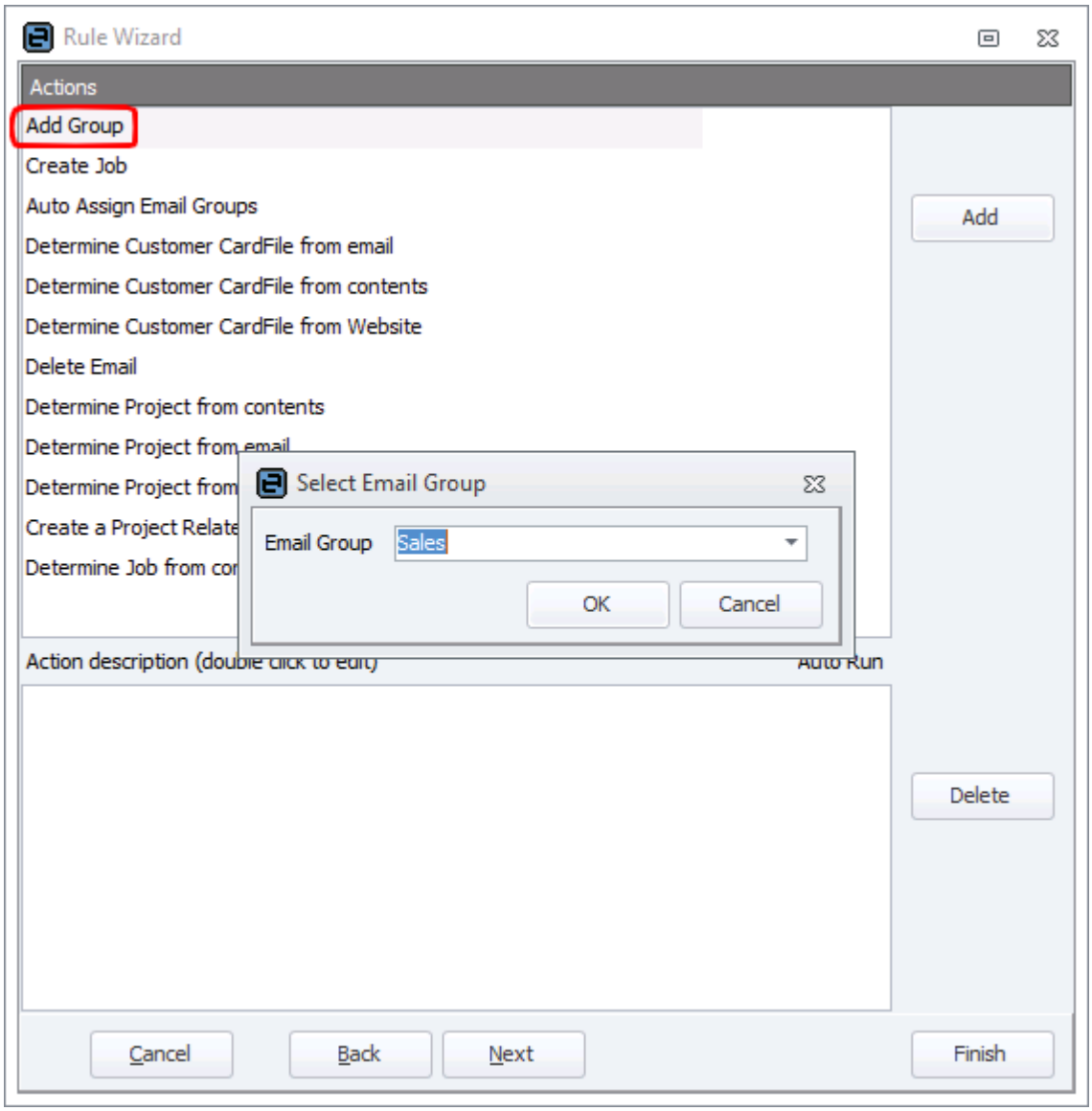
Step 1 – Conditions



Creating a Jim2 Rule: Step 1 - Conditions

Firstly, select the conditions that apply to this rule:
Select **'Via specific Account'**, then select the email account that you wish to use, and click 'OK'.
You'll notice that an 'English' description of the rule appears in the lower section of the rule wizard.
Click 'Next' as this is the only condition we wish to use.

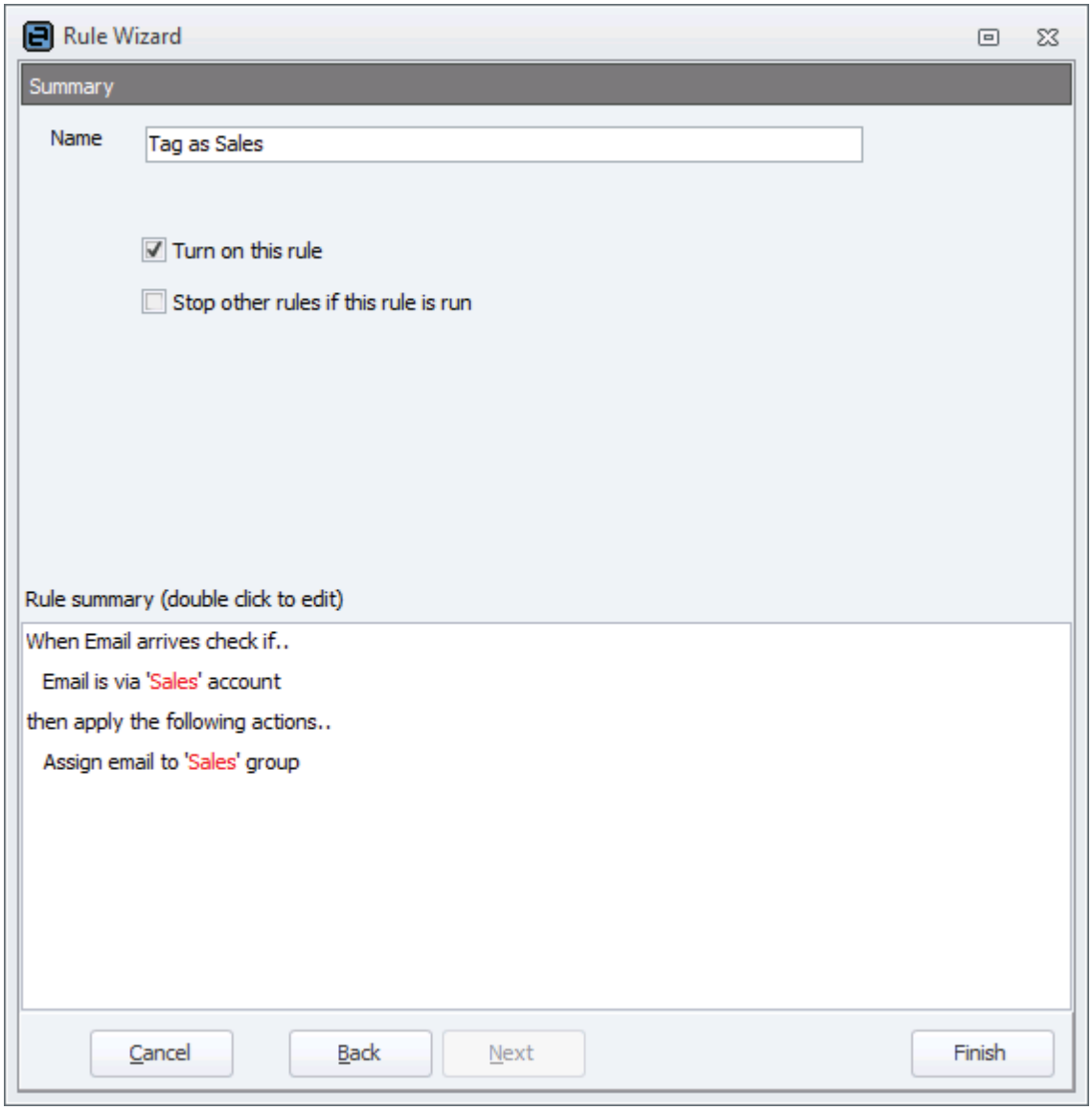
Step 2 – Actions



Creating a Jim2 Rule: Step 2 - Actions

Now we are going to select the actions that apply to this rule if the conditions are met.
Select **'Add Group'** and click 'Add', then select the Email Tag that you wish to use, and click 'OK'.
You'll notice that the action is flagged as 'Auto Run'.
Click 'Next' as this is the only action we wish to apply to the email.

Step 3 – Summary



Creating a Jim2 Rule: Step 3 - Summary

Now we'll give our new rule a name and enable this rule.

Enter a name for this rule. The rule name should be short and meaningful, such as 'Tag as Sales', for example.

You'll notice that the rule is enabled by default. At this point you are given the option of stopping other rules from running once this rule has been executed.

In this example we are simply checking which email account the email came via and based on that information, flagging the email with a specific Email Tag. The next rule in order would then be executed.

Step 4 - Finish

Click **'Finish'** to add your newly created rule.

14.4.3.1.1 Execution Order

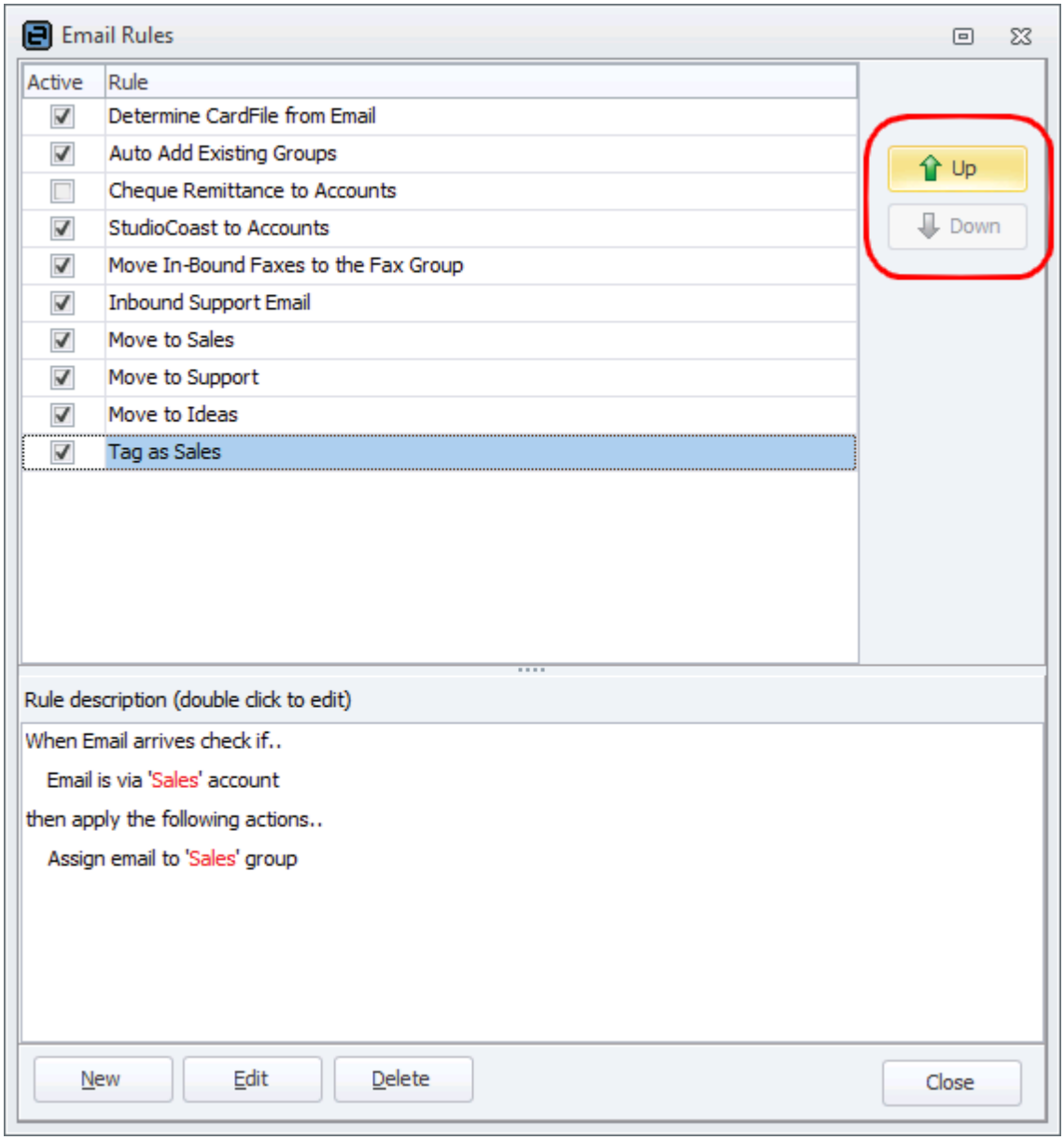
Email Rules – Execution Order

The execution order of Email Rules is important.

In general, you would have some 'basic' rules that apply to all incoming emails and are executed first, then more 'complex' rules that do specialised tasks, e.g., Create a Job.

Generally, after running a specific complex rule, you would stop the execution of any further rules by ticking **'Stop other rules if this rule is run'**.

You can change the execution order of email rules by clicking the **Up/Down** buttons to the right of the rules, on the Email Rules screen.



Jim2 Email Rules Screen showing the Execution Order

14.4.3.2 Rule Conditions

The conditions you can add to a rule are as follows:

Rule Condition	Description
Via specific Account	This condition evaluates to true if the email was received via the selected account. This condition will evaluate to true if the email is sent to, CC'd to, or BCC'd to the account. **Note:** If the same email is received by Jim2, via two different accounts, then the email received will be ignored.
Sender contains	This condition evaluates to true if the specified text or regular expression is found in the email sender's name or address.
Subject contains	This condition evaluates to true if the specified text or regular expression is found in the email subject.
Recipients contains	This condition evaluates to true if the specified text or regular expression is found in the recipient names or email addresses. **Note:** This condition only looks into the SMTP To and CC headers of the email. This means that if the email was BCC'd to the email address you are looking for, this condition will not evaluate to true.
Message body contains	This condition evaluates to true if the specified text or regular expression is found in the email's body text.
Subject or message body contains	This condition evaluates to true if the specified text or regular expression is found in the email's subject or body text.
User belongs to CardFile Group	This condition evaluates to true if the email was sent from, or to, a Jim2 user (as determined from the email sender's from and to addresses) and that user belongs to the specified CardFile group.
Customer belongs to Cardfile Group	This Condition will search the tagged CardFile to see if the CardFile is in the specified CardFile group. The Condition is true if the CardFile is in the CardFile group.
Existing Jim2 object found	This condition evaluates to true if the email is related to an existing Jim2 object. This condition can be used to terminate rule processing if a received email is automatically related to an existing object by the automatically parsing of the email subject.
Is Reply or Forward	This condition evaluates to true of the email is a reply or forward. The condition determines if an email has a In-Reply-To header field, or the subject begins with 'RE', 'FW', or 'FWD'.
Existing Project found	This condition evaluates to true if the email is already related to a project.

14.4.3.2.1 Rule Conditions Overview

Email Rules – Conditions overview

Additionally, the following applies to email rule processing:

No Condition Defined

You can choose to run the rule on all emails by not choosing a Condition. To do this, click 'Next' and you will

need to confirm that you are creating a rule that will apply to all emails before you can continue to the Actions.

Returning a Result

You will notice that most conditions are based on returned values, such as true or false. Most are based on the value of some part of the email, or part of the text that is within the email's subject or body.

For example:

Email Condition	Email Section	Condition Value	Actual Value	Result
Via Specific Account	To:	support@company.com	support@company.com	True
Via Specific Account	To:	support@company.com	sales@company.com	False
Existing Jim2 object found	Subject:	Object Token?	Token found	True
Existing Jim2 object found	Subject:	Object Token?	Token not found	False
Message body contains	Body	Service Request	This is an email regarding a Service Request	True
Message body contains	Body	Service Request	This is an email with some Random Text	False

NOT Conditions

Rules can also be 'negative', that is the condition applies if it is NOT met. You can choose any condition to be NOT, i.e., the condition becomes 'true' if the conditions are not met.

Most rules can be based on 'Text' or 'Regular Expression'.

Text

Text simply means: contains the following text and can optionally be case sensitive.

Regular Expressions – True/False result

Regular Expression, or RegEx for short, means apply the entered regular expression to the text (email subject for example). Regular Expressions allow extremely powerful text processing to be applied and return 'true' if the expression is met. They also allow for multiple conditions to apply, as in, this OR this OR this.

Regular Expressions – Value result

Regular expressions also allow for a value to be extracted from within some text. For example, a customer CardFile code could be extracted from an email subject or body, and then used to match the email to a specific customer, even if that email was not actually sent directly from that customer. For example, if the email was sent to support@ via an automated monitoring application.

Example email sent from automated monitoring application:

From: ticket@remotemonitoring.com
To: support@mycompany.com
Subject: Problem with server details servername.customercode
Body: Help required: Unable to Access the server

A regular expression can be used to extract 'customercode' from the above email's subject and use this to match the email with a
Jim2 CardFile.

14.4.3.2.2 Rule Actions

The various actions that can be assigned to an email are as follows:

Rule Action	Description
Add Group	This will tag the email to an Email group, as defined in Tools > Setups > Email Groups. If you want to tag this email to multiple groups, you can add the action multiple times to the rule.
Create Job	This action will create a new Job. For this action to be successful the email must already be tagged to a CardFile. In creating the Job, you can define: • The Jim2 user for the Job, e.g., who the job is assigned to • The Job Item, e.g., Sales, Service, etc. • The Job Priority, e.g., Normal, Urgent, etc. • The Job Type, e.g., Normal, Contract, Warranty, etc. If the CardFile tagged to the Email is a SHIP only cardfile, the PARENT CardFile will be used for the CUST# and the email CardFile used for the FROM# and SHIP#. If the action is successful, the email will be tagged to the newly created Job.
Auto Assign Email Groups	This action will search previous emails sent from the same Jim2 Object and link previously linked email groups to it. For this action to work, the email must be tagged to an existing Jim2 Object.
Determine Customer CardFile from Email	The Email will be linked to a CardFile based on the sender's email address. For this action to work the email address must be in the contacts on the CardFile.
Determine Customer CardFile from Contents	Using a regular expression, the email will be searched to try and find a Jim2 customer CardFile code. You can define if you are searching in the email subject, email body or both. If the search is successful, the email will be tagged to that CardFile. You are able to use the variable **<CustCode>**, when looking for the Jim2 customer CardFile code, in your Regular Expression.
Determine Customer CardFile from Website	The Email will be tagged to a CardFile based on the domain portion of the sender's email address. For this action to work the sender's website must be on the CardFile, using the contact type: Web.

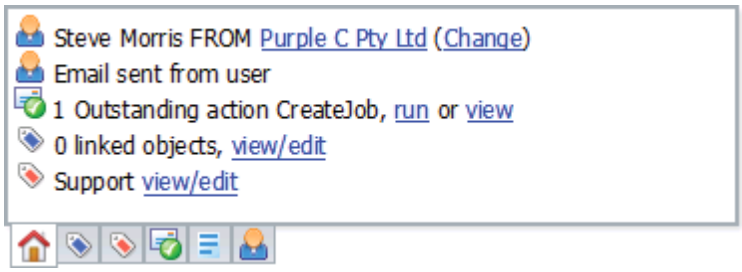
Rule Action	Description
Delete Email	If the conditions are met, the email will be deleted, that is, added to the Deleted Email folder. If you choose the Purge Email option, the email will be purged and will not be found in any email list. **Note:** If you use the Purge Email option, the email will be permanently deleted. There will not be any record that the email was ever received by Jim2.
Determine Project from Contents	Using a regular expression, the email will be searched to try and find either a Project serial number or the Project Code. You can define if you are searching in the email subject, email body or both. You are able to use the variables **<SerialNo>**, when looking for Serial Number and **<ProjectCode>**, when looking for Project Code, in your regular expression.
Determine Project from Email	The Email will be tagged to a project based on the sender's email address. For this action to work the Email address must be in the contacts on the CardFile, and the Cardfile must only contain one project.
Determine Project from Website	The Email will be tagged to a project based on the domain portion of the sender's email address. For this action to work the sender's website must be on the CardFile, using the contact type: Web, and there can be only one project based on that CardFile.
Create a Project Related Job	If the email has been previously tagged with a Project, you can create a Project related Job. The setups to these Jobs are defined by the Project or Machine. The following Project Job Types are available: • Billing Meter Job • Service Meter Job • Onsite Job • Workshop Job • Consumable Job The created job will be exactly the same as if you have created directly from the Project, including adding any stock. If the action is successful, the email will be tagged to the newly created job.
Determine Job from contents	Using a regular expression, the email will be searched to try and find either a Job Customer Reference or a Job Number. You can define if you are searching in the email subject, email body or both. If the action is successful, the email will be tagged to the existing job. You are able to use the variables **<CustRef>**, when looking for a Job Reference and **<JobNo>**, when looking for a Job Number, in your Regular Expression.

Additionally, the following applies to email rule action processing:

Auto Run

The actions in the table above are set by default to run. You can also choose specific actions to not run automatically. When this is set and the conditions are met, the email summary will show that an Action is available. You will need to click on 'Run' to run the action.

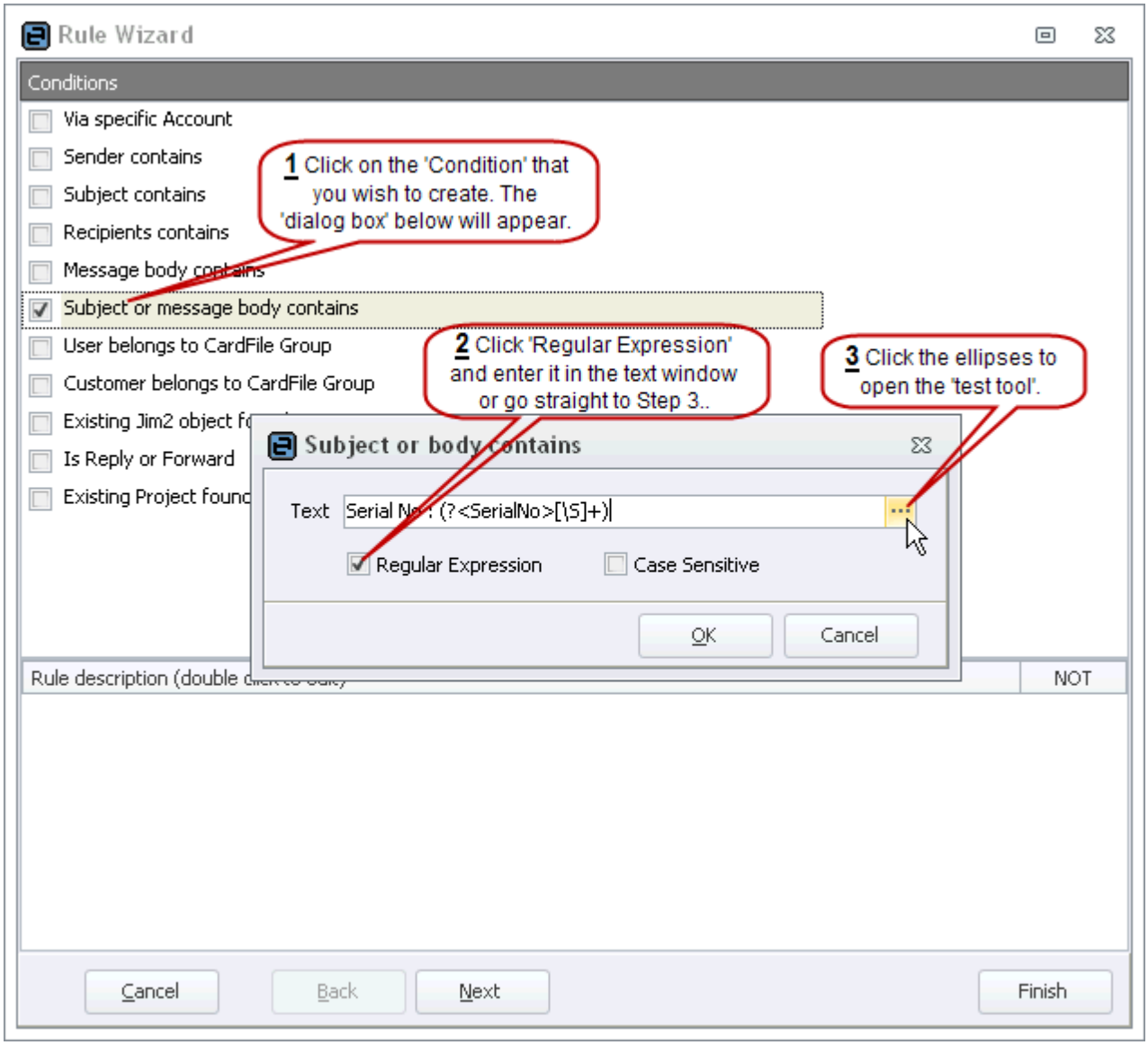
Here is an example where a Create Job action is ready to run.



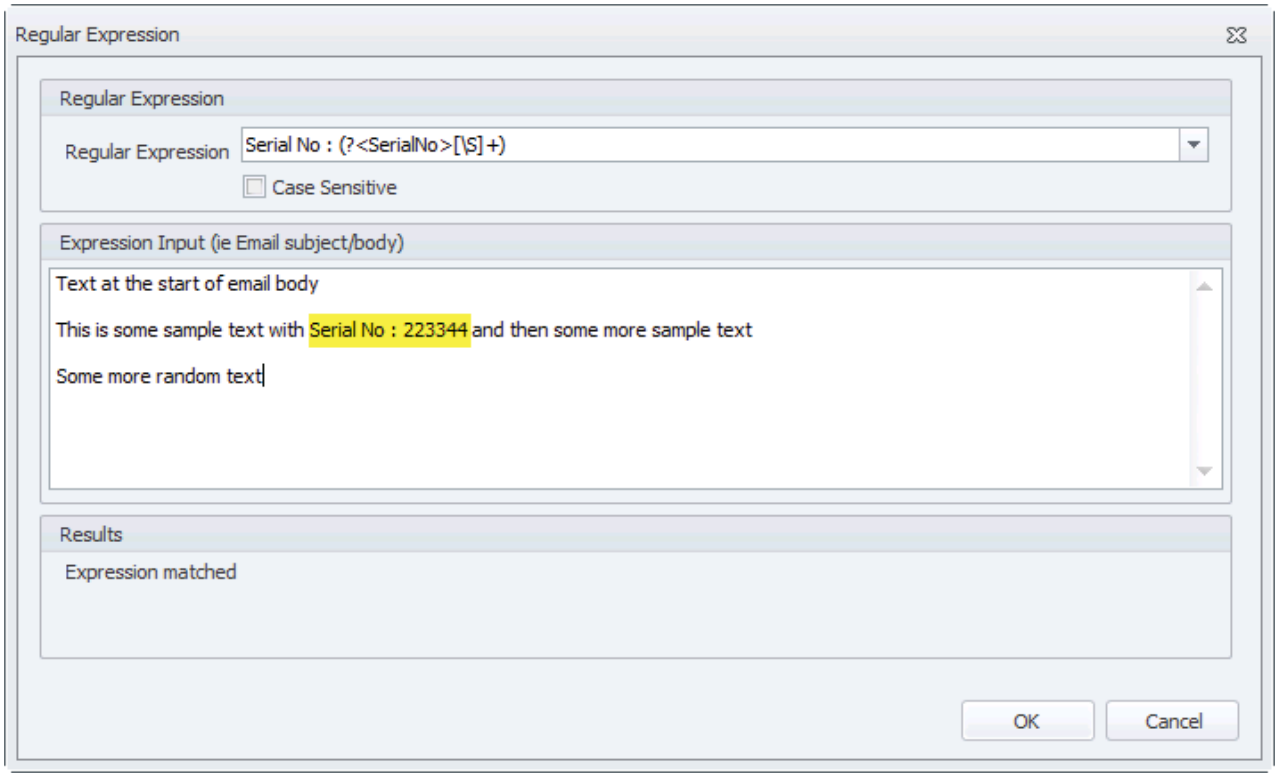
14.4.3.2.3 Using and Testing Regular Expressions

Email Rules - Using and Testing Regular Expressions

When creating a rule that uses a Regular Expression (RegEx) you are able to review and test the expression. To do this, click the ellipses when entering a RegEx.



This will bring up the test tool.



To use, type in your RegEx at the top (if you haven't typed it already in the previous step), then paste or type in the text of the email you wish to check.

If the expression works you will see the result displayed in the results section at the bottom. When you are satisfied with the results, cllicking OK will insert the RegEx into the rule for you.

Note: RegEx Hints are available by clicking the dropdown on the RegEx input.

For further information on Regular Expressions please refer to one of the many articles and books available on the topic.

Alternatively, you can refer to these websites:

http://www.regexlib.com/CheatSheet.aspx

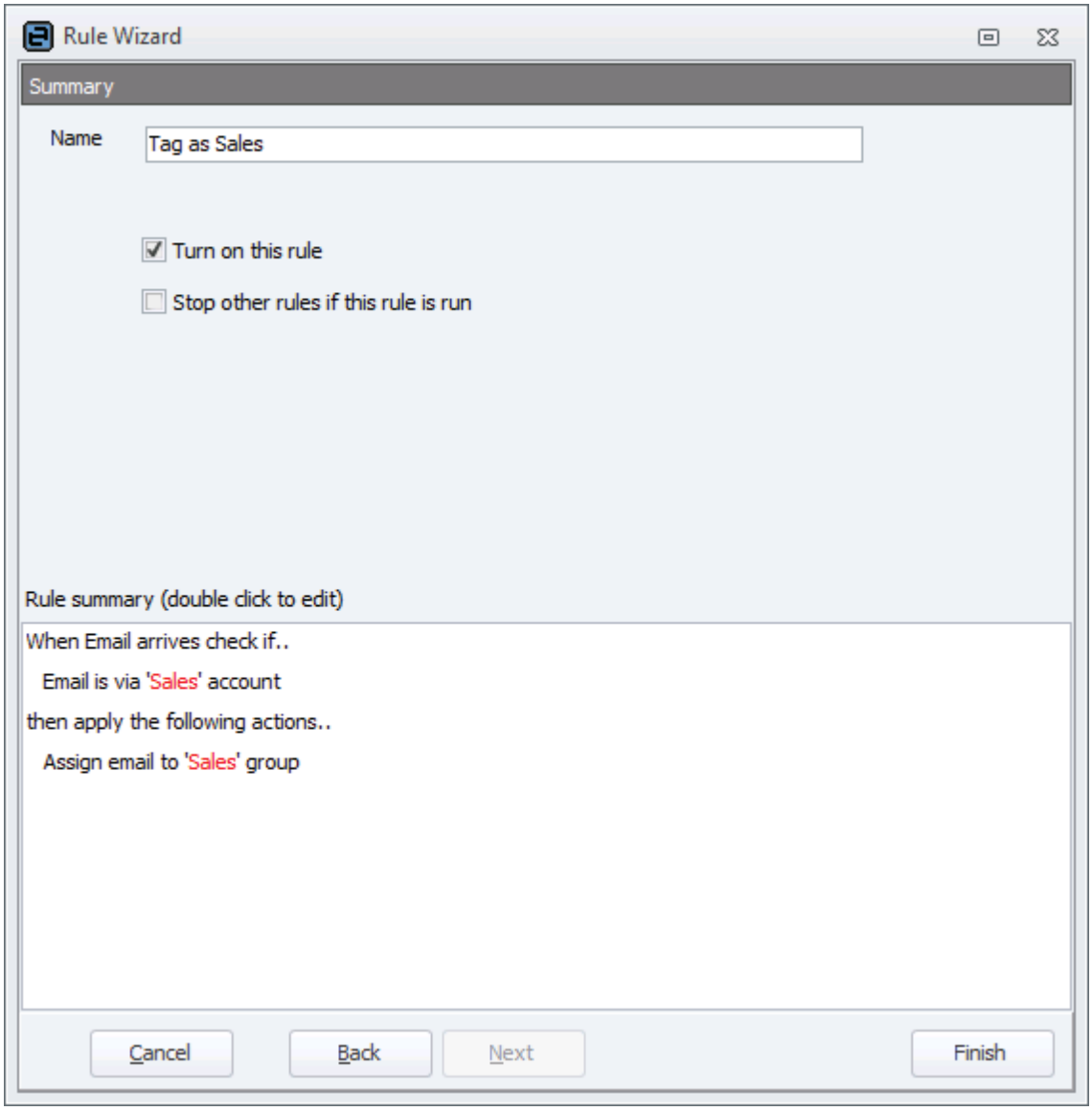
http://www.regular-expressions.info

14.4.3.3 Rule Summary

This is the final step of creating a rule with the Rule Wizard.

It shows the name of the rule and the actions that it will perform.

An example is shown here.



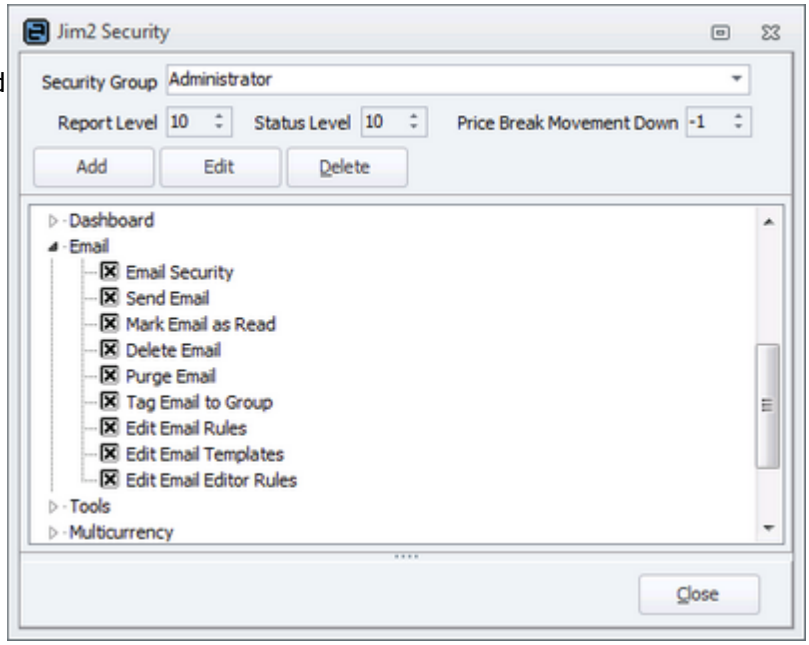
Jim2: Email Processing Rule Summary (Example)

14.5 Email Security: Overview

Email Security is of critical importance, as you may not wish all users to view all email folders. For example, you may not wish users who can access the 'Service' email folder to view the 'Accounts' email folder. As such, carefully consider who in the company is allowed to manage email (add rules, edit email security, etc), and who is allowed to see which Email Folders.

Create Email Rules, Templates, and General Email Security

The creating of email rules, templates, and general email security is generally by managers and owners, and is handled via the Jim2 'traditional' security. By default, only users with administration rights have this ability.



The following additional security settings have been added:

Tools ⇨ Security ⇨ Email

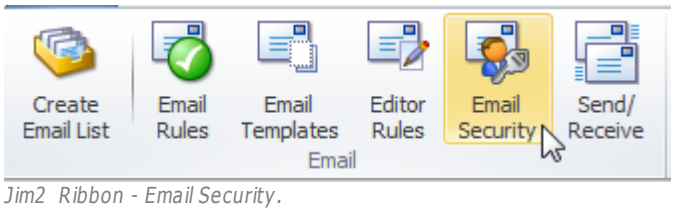
- Email Security
- Send Email
- Mark Email as Read
- Delete Email
- Purge Email
- Tag Email to Group
- Edit Email Rules
- Edit Email Templates
- Edit Email Editor Rules

Email Security and Reports

When emailing a report from Jim2, the report's security level is saved within the email. So if you were to email a 'Job Profit' report, for example, and its report security level is 10, then that email will not appear to users who have a report security level of 5.

14.5.1 Setting Up

Email Security



Jim2 Ribbon - Email Security.

Email Security allows you to control which users or security groups can access which Email Folders. When you create an Email Folder, it is not accessible from an Email List until security rights for that folder have been setup. Then, via Email Security, by selecting this Email Folder, you can select which users or security groups have access.

Security to view folders is controlled by locating the Email tab and selecting Email Security. You can either add people or security groups to a folder, or a folder to a security group. **By default, no one has access to any of the email folders.**

As management, you are creating various Email Folders based on specific areas of your business, and then via

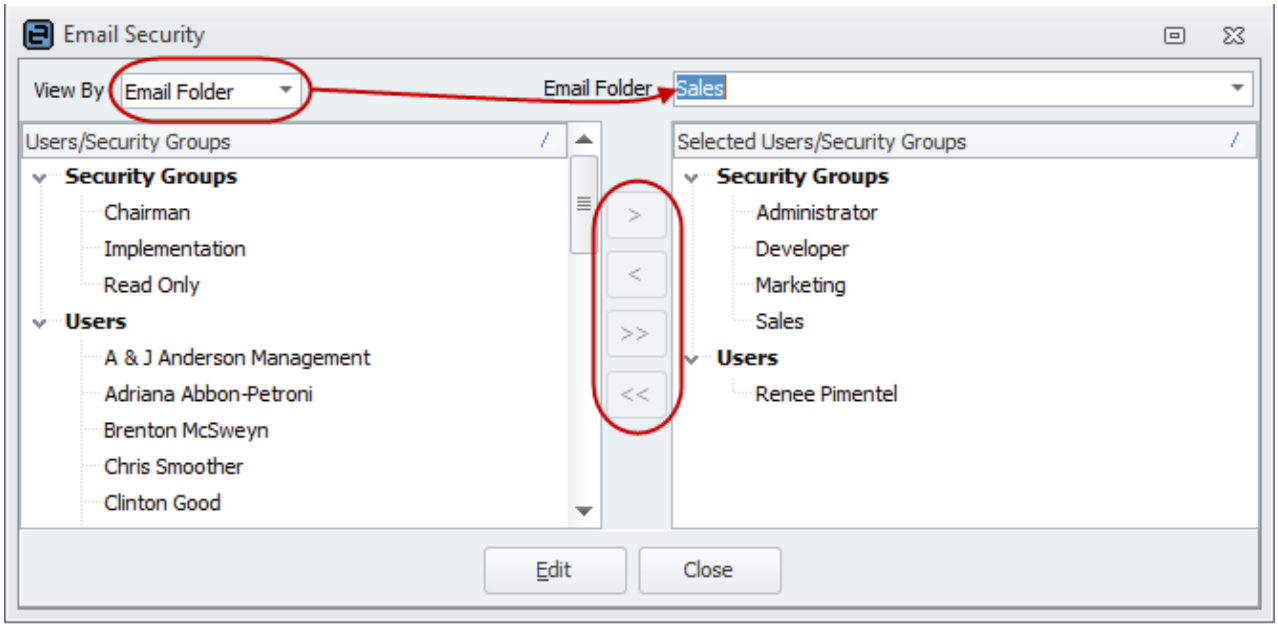
Email Security, controlling who is allowed to view these Email Folders.

You can set Email Security using the following two methods:

Email Folder by User:

This Email Folder can be viewed by the selected users, or users in the selected security groups.

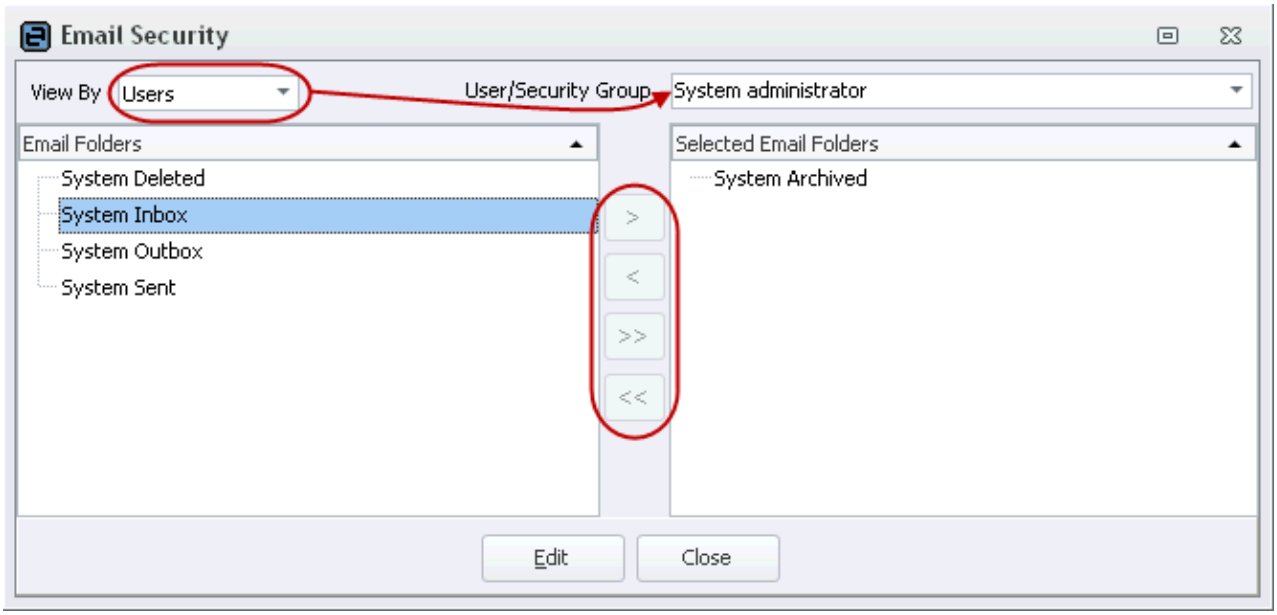
To enable selected users or security groups to view specific Email Folders, click on **Email** ⇨ **Email Security** in the Jim2Ribbon. The Email Security screen will open. Select view by '**Email Folder**' and select the Email Folder you wish to allow other people to view. **Click Edit** and then **use the arrow buttons** to move users or security groups across to the '**Selected Users/Security Groups**' panel. When finished, click **Save**.



Jim2 Email Security - View Email Folder by Users and Security Groups

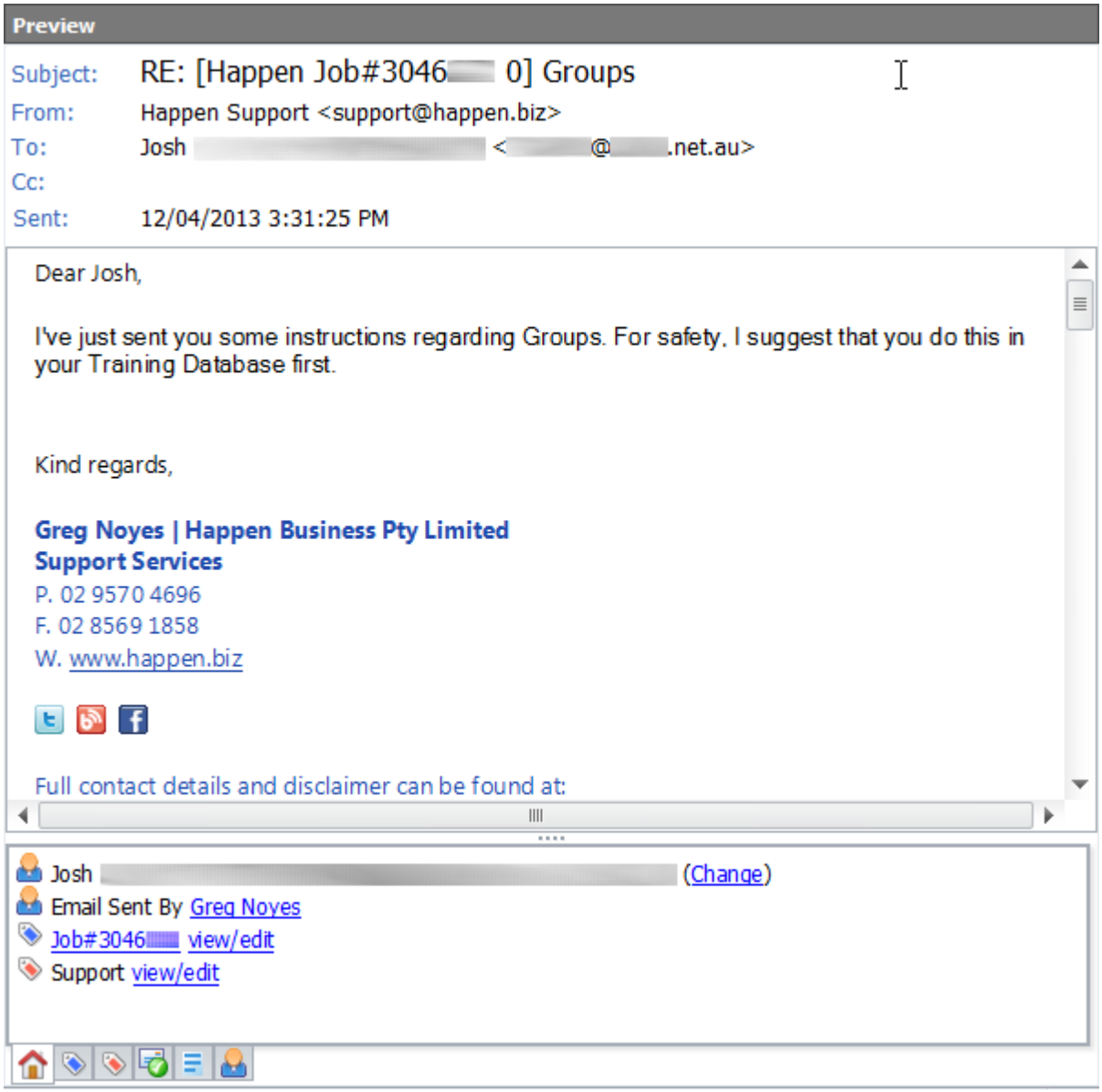
User/Security Group by Email Folder:

This User/Security Group can view the selected Email Folders. To enable which users/security group can view specific Email Folders click on Email > Email Security. The Email Security screen will then open. Select view by 'User/Security Group' and select the user or security group you wish to work with. **Click Edit** and then **use the arrow buttons** to move Email Folders across to the Selected Email Folders panel. When finished, click Save.



Jim2 Email Security - View User or Security Group by Email Folder

14.6 Email Preview

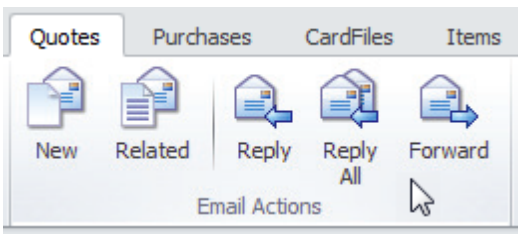


14.7 Emails Within Jim2

Emails within Jim2®

Emails within Jim2 are generally handled within the 'comments' grid of the related object. When an email is tagged to an object (either automatically via a rule, or manually), a summary of the email will appear within the comments grid. The complete email will be displayed in the email preview pane or can be double-clicked and displayed within the email window.

This screen-shot shows the 'Email Actions' group on the Quotes tab, however this group is accessible on ALL ribbon tabs, much like the 'Reports' ribbon group.



Jim2 'Email Actions' ribbon group.

Note: Emails are completely contained within the Jim2 database, so emailed reports appear in the 'System OutBox' and are displayed within the related object. For example, if you email an invoice, that email and report pdf are displayed within the related Job.

Additionally, all Lists (Jobs, Quotes, etc) can be filtered to display, for example, only Jobs that have Unread emails attached. Objects that have Unread emails attached are displayed in bold.

Emails within Lists in Jim2®

Most lists in Jim2 allow users to filter the list, to see Objects containing unread emails. When you run a list, for example a Job list, and the Job in the list has an unread email associated with it, it will appear as Bold in the list. You can also filter this list by using the 'Unread' checkbox in the list criteria (list header).

As emails can be attached to finished Jim2 Objects, it is useful to run a live list to capture these, otherwise they might slip past your normal monitoring of Jim2 objects.

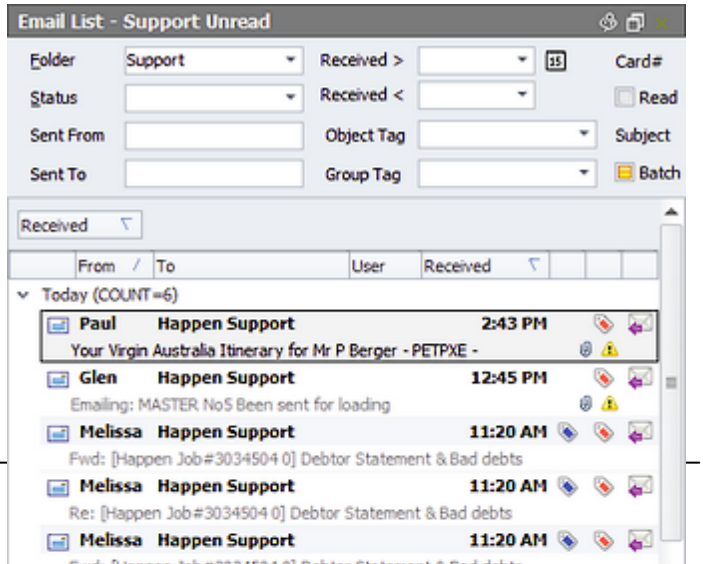
For example, you could create a live job list with Unread and Invoiced ticked. This will show unread emails that come into Invoiced Jobs.

14.7.1 Email Lists

Email Lists

Email lists are just like any other list in Jim2, with the exception that they must be based on an Email Folder, that is, an Email Folder must be specified as part of the Email List criteria. In this sense, Email Folders are a predefined list criteria.

Unlike other email clients, email lists can display both incoming and outgoing emails, regardless of which email address the email was sent to, or replied/forwarded from.



While not strictly necessary, Email Group Tags should be used to determine which email appears in which email list. For example, all emails tagged with the 'Support' email group will be displayed in the email lists using the 'Support' email folder.

Other list criteria include date ranges, Read/ Unread, and email process status (error, attention, etc). As with all lists within Jim2, they can be named, pinned and automatically refreshed (live list).

From an Email List, certain operations like Read/ Unread, Delete, Move, and Retag, can be performed on multiple emails. Multiple emails can be selected in the normal 'Windows' fashion, by using the shift or control keys while selecting.

If an email is tagged to Jim2 objects, like a Job or Quote, you can simply right click and view the related object directly from the email list.

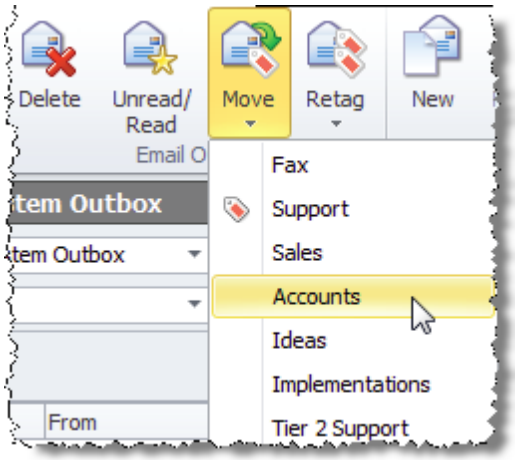
Note: The Navigation Tree will show the number of unread emails in the Email List.

14.7.1.1 Moving & Tagging Emails

Moving and Tagging Emails in an Email List

From an email list, you are able to select and Move or Tag, one or multiple emails at the same time.

Use **'Select All' (Ctrl-A)** in Email lists to select all Emails and **Ctrl + Left Mouse Button** to select multiple individual emails.



Creating a Job or a Quote from an Email in an Email List

From an email list, you are able to right click on an email and choose 'Create' > 'Job or Quote'. By doing this, you will be presented with a Job or Quote in Add mode and the Email will drop into the comments. When you save the Job or Quote, the Jim2 Object will be updated on the email to show it is attached to the newly added Job or Quote.

If you cancel adding the Job or Quote, everything will go back to how it was prior to adding the Job or Quote, and the Email will not be tagged with the cancelled Job or Quote.

14.7.2 Composing & Sending Emails

Composing and Sending Emails



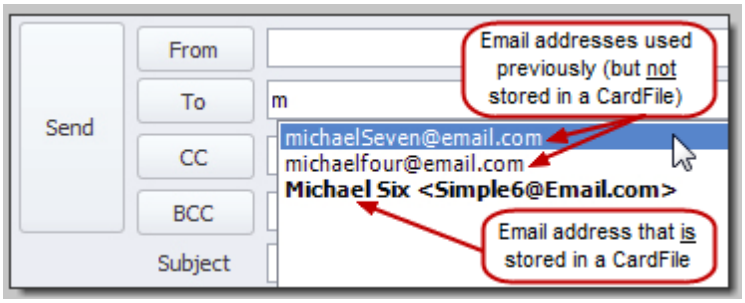
Jim2 Email Actions - Create New Email

Composing and sending an email in Jim2 will be a familiar experience for anyone who has written an email before.

The following keyboard shortcuts are available:

Shortcut	Description
Ctrl + Enter	Send Email
Ctrl + Delete	Delete 'memorised' email address when in the To:
Ctrl + Alt + Mouse Scroll Wheel	Change the size of the view in the body

When typing an email address into the To:, CC: or BCC:, Jim2 will suggest Email addresses for you. Email Addresses in Bold are taken from the CardFiles in Jim2. Email addresses not in bold are addresses you have used in the past that are not related to a Jim2 CardFile.



The dropdown on the 'From:' will show what email accounts this email can be sent from. By default, the Jim2 user's email address will be selected (as set up on the user CardFile), unless there is an Email Editor Rule in place. You can also pick from addresses as set up in Tools ⇨ Setups ⇨ Email Accounts. The address used in the 'From:' signals to Jes how to send the email, either out via the SMTP server as defined in setups, otherwise it will fall back to the defaults in Email Options.

Related Emails



Jim2 Email Actions - Create Related Email

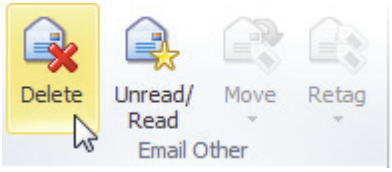
When adding, editing or viewing an object (Job, Quote, etc.), you are able to write and send related emails. The email is then automatically related to the current object.

When sending a Related Email, while adding an object, the email will stay in the System Outbox until the object is saved. At that time, Jim2 will send it out as per normal. If you cancel adding the object after you have written the email, the email will be purged, and you will not be able to retrieve the email.

Related functionality extends to most objects within Jim2 including Jobs, Quote, Purchases, Return to Vendor and Return from Customer.

14.7.3 Other Email Functions

Deleting and Purging Emails



Jim2 - Email Other (Delete)

You are able to delete an email located anywhere in Jim2®, for example, in Email lists, or on Jobs, Quotes etc. When you do delete an email, it will end up in the System Deleted Email folder. From the System Deleted Email Folder you have the option of Purging the Email (deleting it forever) or you can undelete it, returning it to the email list, or the tagged Jim2 object.

Use 'Select All' (Ctrl-A) in Email lists to select all Emails and Control + Left Mouse Button to select and then delete multiple individual emails.

Note: Purged Emails CANNOT be recovered.

Replying To and Forwarding Emails



Jim2 - Email Actions (Reply)

Wherever emails are located in Jim2, users can reply (to) or forward emails. You can do this by either using the Email Actions in the ribbon, right clicking on the email and choosing an action, or viewing the email and choosing from the Email preview ribbon.

When you reply to an unread email, the original email is automatically marked as read. If you forward an unread email, the original email remains marked as unread.

14.7.4 CardFiles and Emails

CardFiles, Invoices, Statements and Emails

In earlier versions of Jim2®, in CardFiles, you were able to stipulate if you wanted Statements to be emailed to your Customers. From version 3.2, this functionality has been extended to Invoices as well. This means that you can nominate on the CardFile if you wish to 'Print', 'Email', 'Fax' or 'Don't Send' automatically, when you invoice the customer.

You are not able to change 'Statement Via' or 'Invoice Via' to 'Email' without an email address in the contacts of the CardFile (you will receive a warning and will not be able to save the CardFile if you attempt to do this).

Note: The defaults for new CardFiles are set in Tools ⇨ Options ⇨ Cardfile.

When you email an invoice from anywhere in Jim2 (at time of Invoicing, Batch invoicing, from an Invoiced Job, or from the Sales Register), a copy of the email is attached to the comments of the related Job(s).

User CardFiles and Auto Send BCC

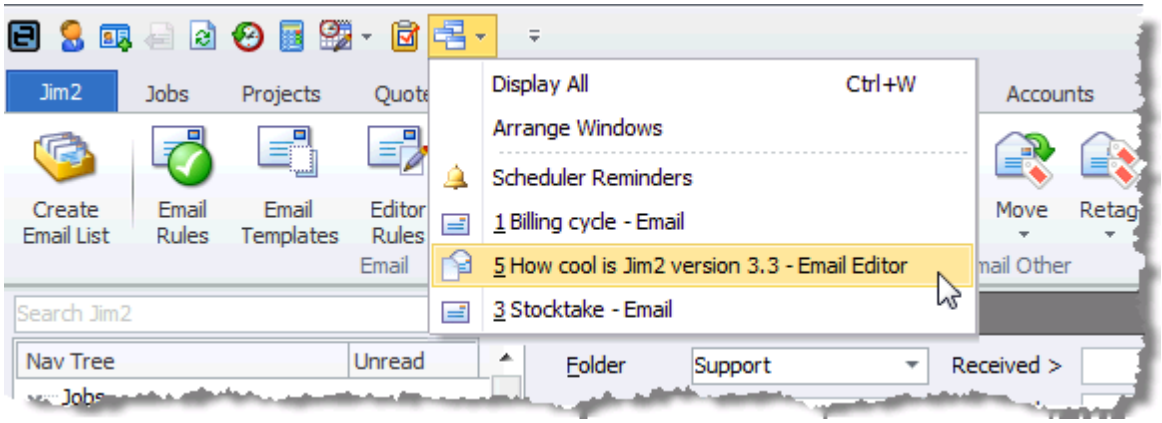
In previous editions of Jim2, when you sent an email, Jim2 could automatically BCC a copy to yourself, by setting the 'Auto Send BCC' in your user settings on your CardFile. This setting is still active and it still works, but you will probably find that because all the emails and sent information are stored in Jim2, you will no longer need to have a copy sent to your personal email account.

Emails in the Comments Grid

When an email has been tagged to a Jim2 object, you will find the email in the comments grid for that object. Emails will display with a grey background to show that they are an email. Double clicking on the email will display it in the Email Preview window. The date and time on the comments grid is the date and time of the email, and this is not changeable. If the email was an outbound email, the user initials of the person who sent the email will appear in the grid. A Paperclip icon in the grid indicates an email attachment.

Note: You are not able to change the status of the Object from the Comments Grid on an email Item.

Multiple Emails Open – Switch Windows



Because you can have many emails open at the same time, Jim2 has an easy way of finding them. By using the Switch Windows icon in the Quick Access Menu, you can see which emails you have open, and also quickly bring up the Schedule Reminder Window.

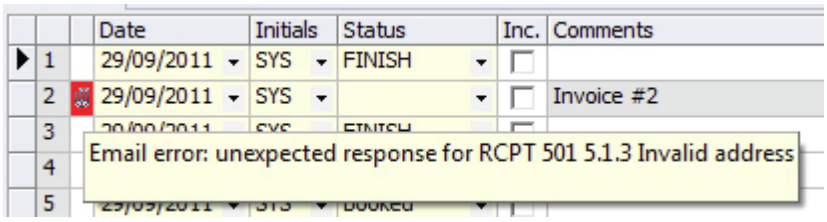
Note: You need to close any emails you have in edit before you can close or logout of Jim2. If you don't have them closed you will be given a warning message.

14.7.5 Failed Emails

For various reasons, email will sometimes 'fail to send'. Jim2® has a couple of ways of alerting users when it is unable to send an email.

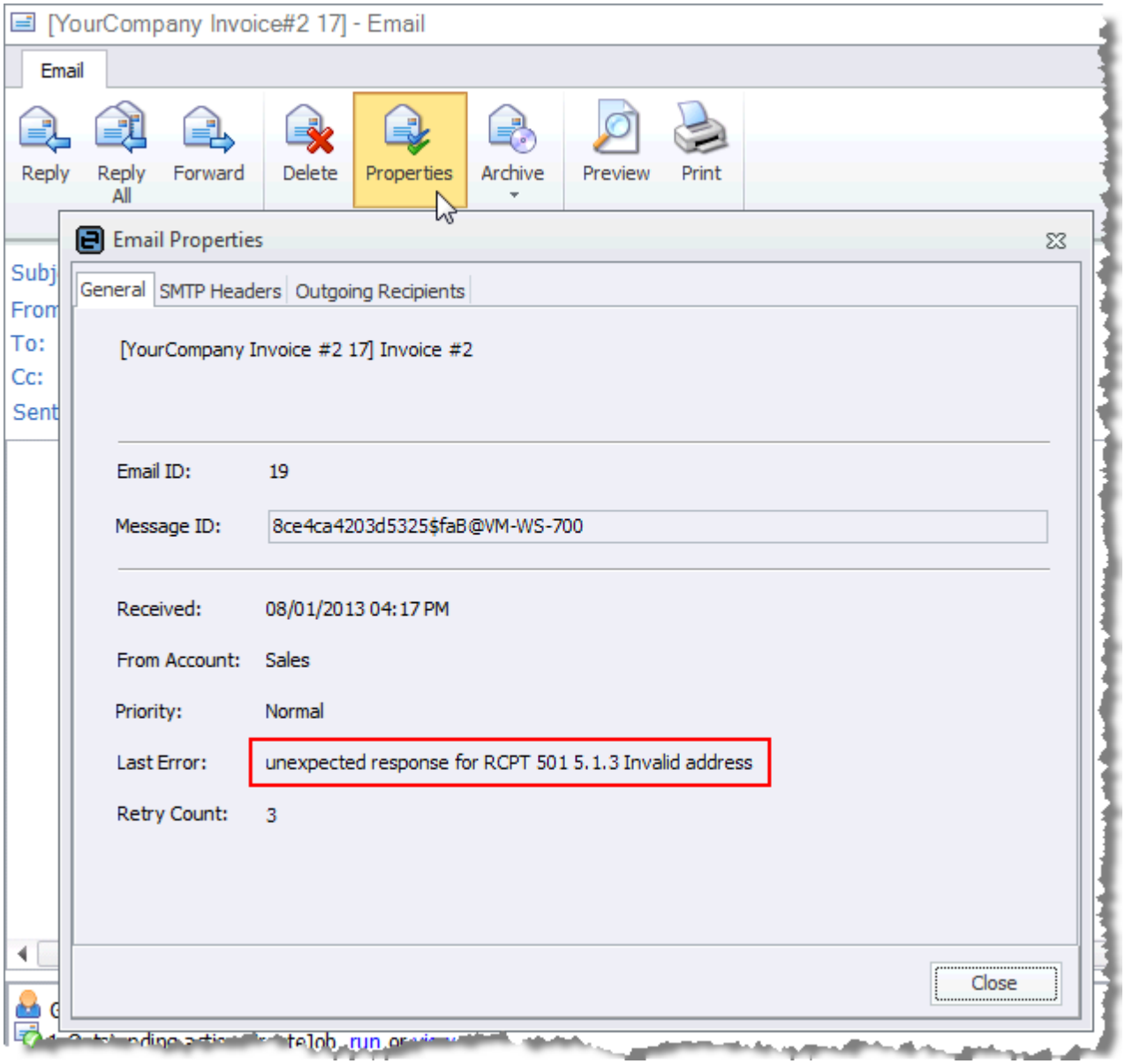
Failed Emails within a Jim2 Object

When looking at the comments grid of a Jim2 object (Job, Quote, etc.), if you see 'Red', you know there has been an issue sending the email. If you move your mouse over the red area, the Hint will tell you the error as reported by your email server.



Checking for Errors by viewing Email Properties

You can also view the email, click on Properties and see extended information. Once again, the error as reported by your Email server is displayed (highlighted in the example). This is supplemented with the time and date Jim2 last attempted to send it.



From here you can also check the SMTP headers of the email, which can be very helpful when diagnosing complex email issues.

In the above example, you may also notice that Jim2 has tried 3 times to send the email. This is useful for

checking if there are times when your email server is not accessible, or is too busy to receive emails.

Failed Emails within an Email List

You can create an Email Folder to show emails with errors. To do this, go to Tools --> Setups --> Email --> Email Folders and create an EmailFolder where the 'Processed Status' is 'Error'.

You will then need to set up Email Security in regards to who can view the email folder.

Now you can create a new Email list using the folder name. You can pin and put a timer on this list to update regularly, and also autorun each time you log into Jim2®.

Multicurrency

Topic 15

15 Multicurrency



Exchange rates and exchange rate fluctuations have a major influence on both the operation and profit results of businesses dealing in foreign currencies. Historically, considerable resources were required to record and maintain multiple currency transactions, often in spreadsheets or other processes external to the accounting and stock control systems.

Multicurrency is a core component of Jim2 ensuring that every process involving a foreign currency is fully integrated. From raising a Quotation, through every process in your business cycle, Jim2 enables transactions in foreign currency, making it easy to manage both unrealised gains and losses (potential changes in the value of overseas transactions) and realised gains and losses (the actual changes in the value of your assets, liabilities and equity that occur when you exchange foreign currency for your local currency) by providing accurate, live transaction reporting as you work.

Jim2 Multicurrency allows for an unlimited number of definable Foreign Currencies. Maintenance of Exchange Rates is easy to manage using the Currency Rate table. Jim2 automates individual Spread Limit % (swing) and "Out of Date" warnings on each Currency to ensure accuracy and encourage vigilance when dealing with the volatility of foreign exchange.

Jim2 Multicurrency removes any need for separate Debtor/Creditor identities to trade in multiple currencies. The suite of practical documents and professional business reports in Jim2 supports all Multicurrency requirements.

The Jim2 Multicurrency Revaluation Session is a tool for recording and reporting your foreign currency position. Fully integrated into the functionality of Jim2 Business Engine, this feature reports your unrealised foreign exchange exposure at any point in time, automatically creates the journals required when currencies are revalued and with automatic Realisation journals created on full or part payment of invoices.

Multicurrency Operation - An Overview

Your commencement date for Multicurrency is January 1st. The Exchange Rate for USD is set at $0.80.

The default SETUP for USD remains at 5% Spread Limit with 14 day Out of Date warning.

On January 1st, purchasing and payments in USD transactions are going to be based on the $0.80 rate.

On January 15th, users finishing a January USD Purchase Order will be warned that the "Out of Date" range has been reached.

The Currency Rate for USD should now be reviewed and adjusted.

On February 1st, the USD exchange rate has taken a downward turn from $0.80 to $0.70. The Currency Rate for USD should now be reviewed and adjusted. Once adjusted, all new February purchasing and payments in USD transactions are now going to be based on the $0.70 rate. However, because the "Spread Limit" for USD (5%) has been exceeded against open January documents, users attempting to FINISH a PO created in January will be given a Spread Limit warning. They can then choose to adjust the document rate to match current spot rate (of $0.70), or Finish "as is" and let the next Revaluation Session correct the gain/loss.

On February 15th all new USD Purchase Orders entered or payments made will still be defaulted to the 0.70 rate, and users finishing January purchases will correctly receive a Spread Limit warning which can be actioned as above. The USD Currency Rate should now be reviewed and adjusted, or users finishing purchasing and payments in USD will be warned that the "Out of Date" range has been reached.

On March 1st, the USD exchange rate is now $0.72. The USD Currency Rate should again be reviewed and adjusted. March purchasing and payments in USD transactions will be based on this $0.72 rate. Because this rate is within your allowed variation of 5%, there will be no Spread Limit warnings if a User finishes a February PO, however there will be a warning if they finish a January PO (where the rate was $0.80).

On March 15th, the USD Currency Rate should again be reviewed and adjusted, or users finishing purchasing and payments in USD will be warned that the "Out of Date" range has been reached.



Reviewing and adjusting Currency Rates in line with their SETUP is extremely relevant in a live financial environment. Jim2 warnings have been designed to assist you in maintaining accuracy, and helping enforce the administrative regimen needed when dealing with multiple foreign currencies.

It is necessary to set up Multicurrency in Jim2 before these features can be used. The following sections work through a logical progression of setup and application.

15.1 Set Up

Multicurrency Licence Key

Your Jim2 database should be checked for the following Options and/or Setups prior to commencing Multicurrency transactions. This of course also depends on the Multicurrency feature being enabled in your Jim2 Licence Key. Please contact Happen Business on (02) 9570 4696 or support@happen.biz for this and any other Jim2 Licence issues.

General Ledger
Options
Setups
Bank Account
Customer/Vendor Details

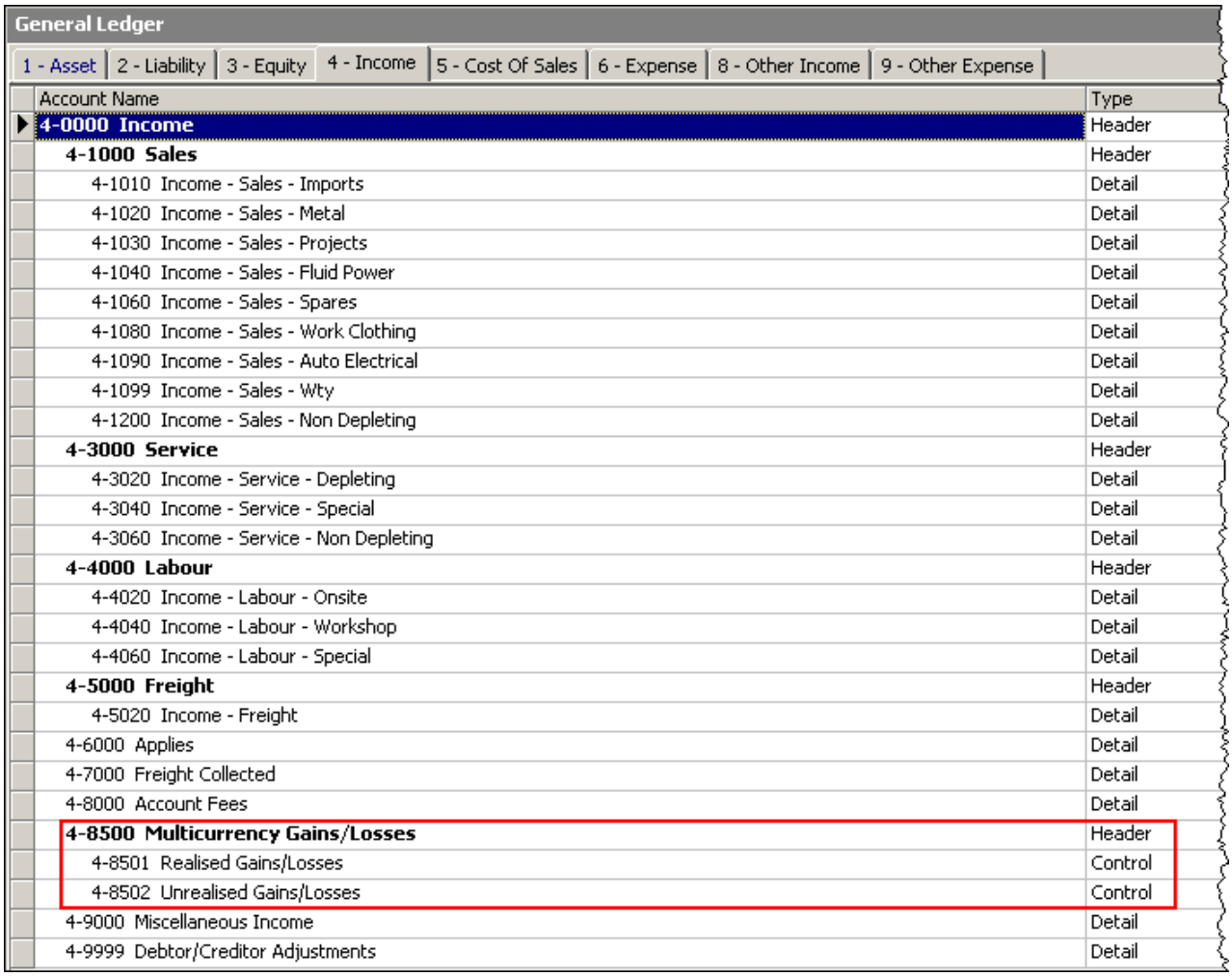
15.1.1 General Ledger

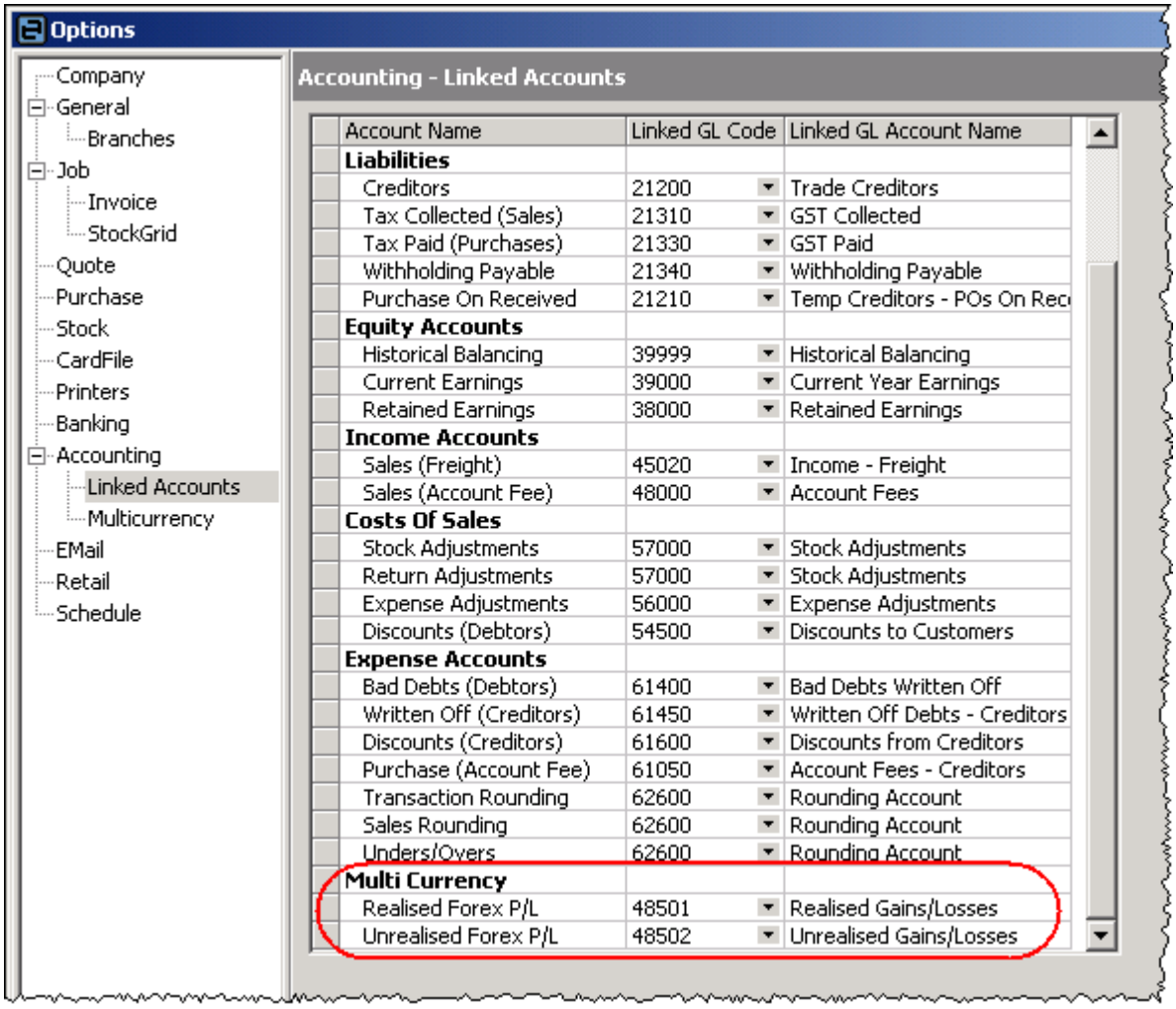
General Ledger - Required Additions

You will need to add 2 new general ledger accounts to accommodate journals for **Unrealised Gains/Losses** and **Realised Gains/Losses.**

Typically these new GL accounts would be setup as INCOME accounts:

4-8500	Multicurrency Gains/Losses	Header
4-8501	Realised Gains/Losses	Control
4-8502	Unrealised Gains/Losses	Control



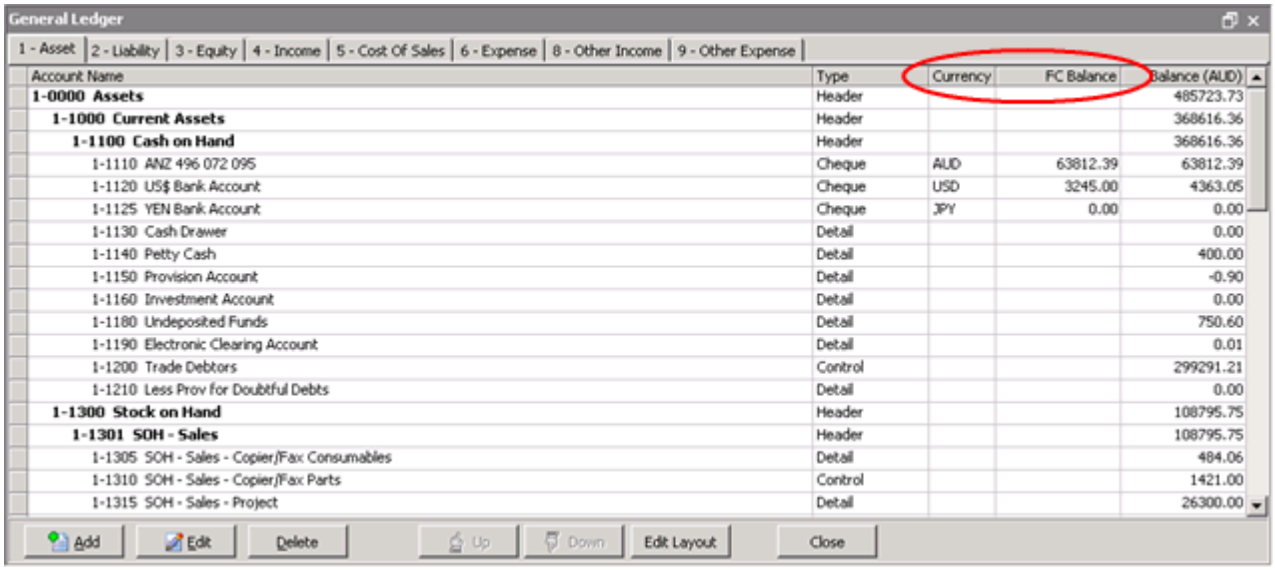


General Ledger - Changes

The view of the General Ledger now includes two additional columns:

- Currency
- FC Balance

These are for showing the nominated Currency and calculated Foreign Currency Balance of Detailed Cheque and Credit Card Accounts. The Account Balance column will always show its current balance in the GL in AUD.



Account Name	Type	Currency	FC Balance	Balance (AUD)
1-0000 Assets	Header			485723.73
1-1000 Current Assets	Header			368616.36
1-1100 Cash on Hand	Header			368616.36
1-1110 ANZ 496 072 095	Cheque	AUD	63812.39	63812.39
1-1120 US$ Bank Account	Cheque	USD	3245.00	4363.05
1-1125 YEN Bank Account	Cheque	JPY	0.00	0.00
1-1130 Cash Drawer	Detail			0.00
1-1140 Petty Cash	Detail			400.00
1-1150 Provision Account	Detail			-0.90
1-1160 Investment Account	Detail			0.00
1-1180 Undeposited Funds	Detail			750.60
1-1190 Electronic Clearing Account	Detail			0.01
1-1200 Trade Debtors	Control			299291.21
1-1210 Less Prov for Doubtful Debts	Detail			0.00
1-1300 Stock on Hand	Header			108795.75
1-1301 SOH - Sales	Header			108795.75
1-1305 SOH - Sales - Copier/Fax Consumables	Detail			484.06
1-1310 SOH - Sales - Copier/Fax Parts	Control			1421.00
1-1315 SOH - Sales - Project	Detail			26300.00

The AUD value of these accounts can be revalued using the Multicurrency Revaluation Session.

15.1.2 Options

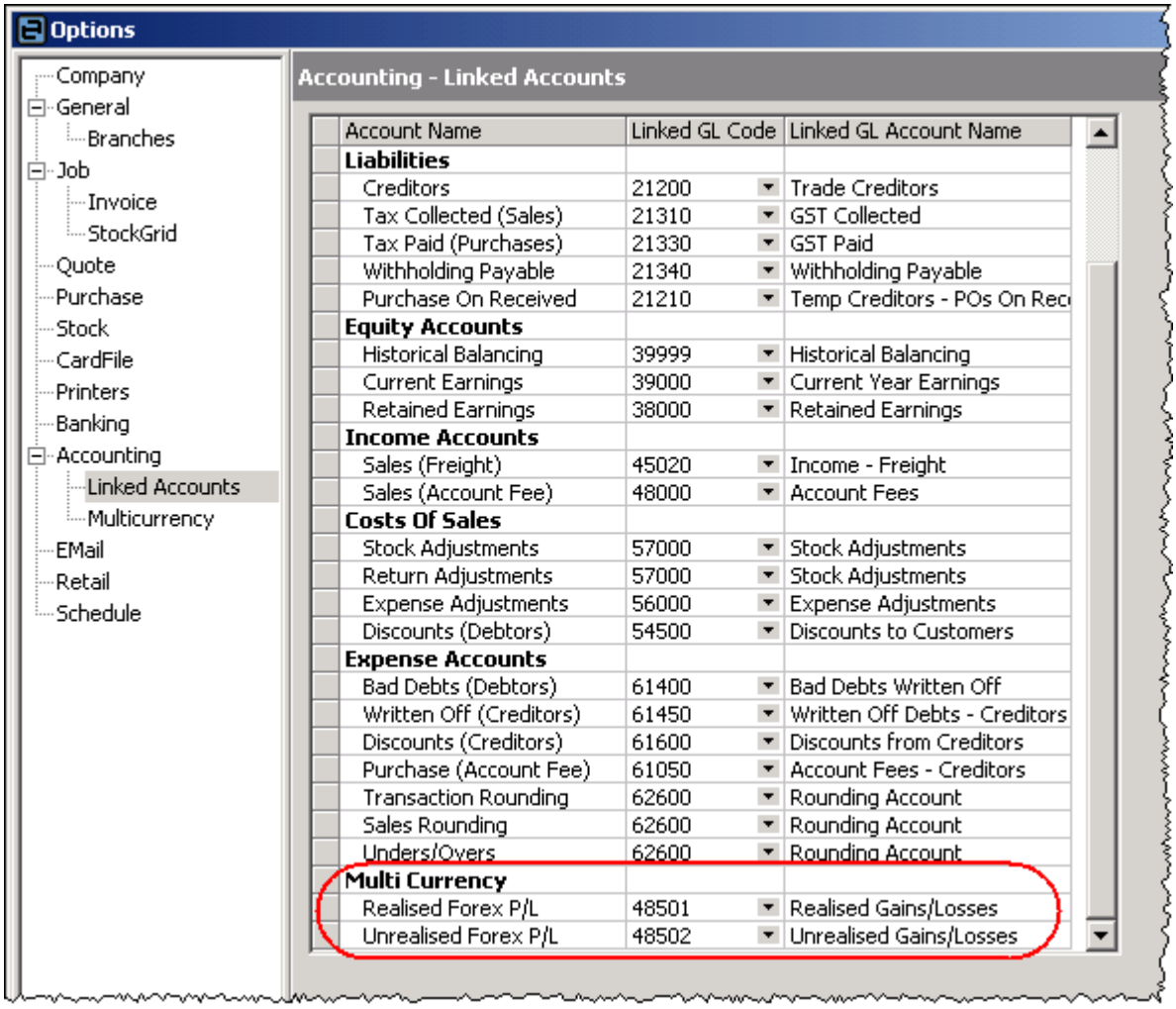
Options - Linked General Ledger Accounts

Tools > Options > Accounting > Linked Accounts

Two new linked accounts have been added to Options> Accounting> Linked Accounts:

- Multicurrency Unrealised Gains/Losses
- Multicurrency Realised Gains/Losses

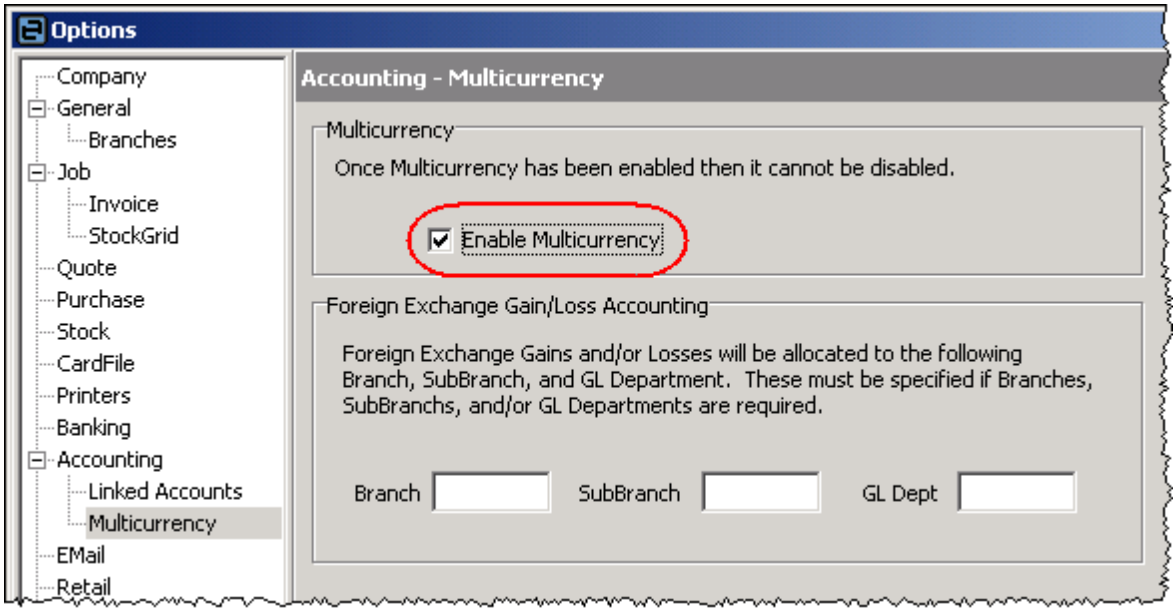
These must be LINKED to the new GL accounts you have created, via the Linked Accounts grid.



Options - Multicurrency Tab

Tools > Options > Accounting > Multicurrency

The Options screen now has a new tab – Multicurrency. To activate Multicurrency:



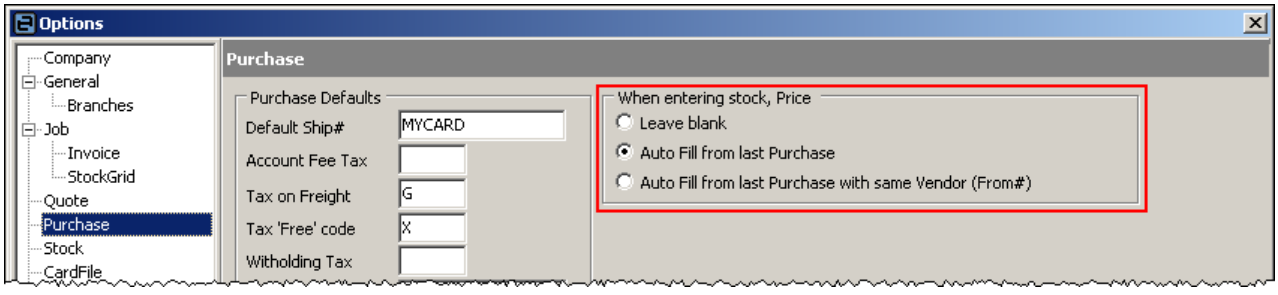
- Check the **Enable Multicurrency** box
  Once enabled, this function can not be changed and is 'greyed out' as in the above example.
  and, if using branches:
- Default Branch for Realised Gain/Loss
- Default Sub Branch for Realised Gain/Loss
- Default GL Dept for Realised Gain/Loss

All Realised Gain/Loss will be posted to default Branch/Sub Branch/GL Dept as set in this Option. It is recommended that the Branch/Sub Branch or GL Department selected as the default be as "generic" as possible (example: Admin) as this function is not set at a document level or associated with User Branch. As all Realised Gain/Loss will be journaled here automatically, you can then apportion among Branches etc, using General Journals as or if required.

Options - Purchase

Tools > Options > Purchase

AUTOFILL PRICE ON PURCHASE (GET LAST COST)



While this handy feature of Jim2 in of a more general nature, in a Multicurrency scenario, the selected OPTION for Autofilling Last Cost on a Purchase will only get last cost from Last Purchase or Last Purchase with same Vendor if it is the same Currency as the Purchase Order.

This same rule for "Get Last Cost" will apply when using Auto Create Purchase Order in Multicurrency.

15.1.3 Setups

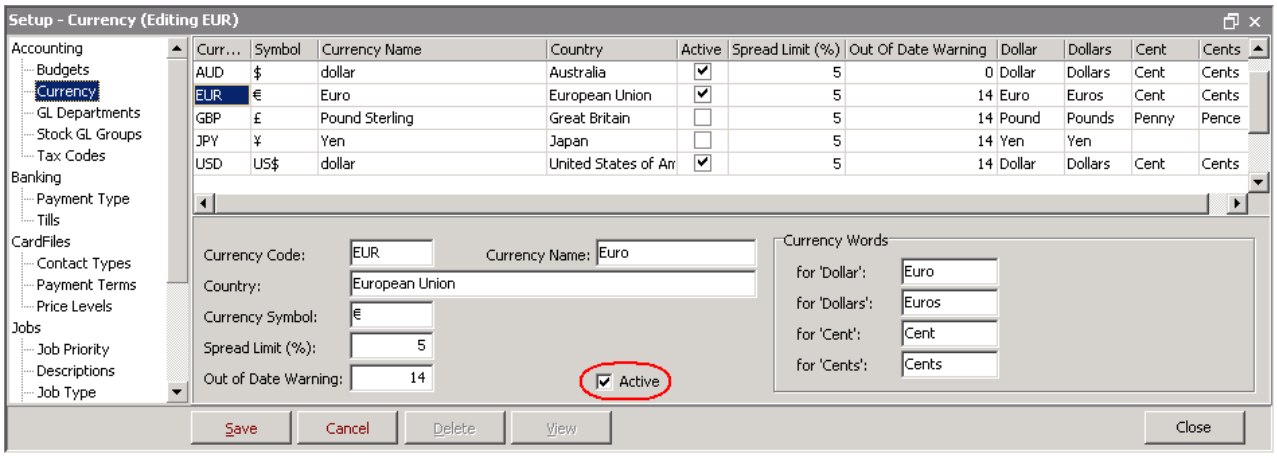
Setups - Currency Tabs

Tools > Setups > Accounts > Currency

Foreign currencies need to be set up before they can be used.

Your Jim2 database will be supplied with common currencies you can choose to make ACTIVE. To make any of the pre-supplied Currency active:

- Click on the Currency
- Select **Edit**



- Check the **Active** checkbox
- Adjust the **Spread Limit %** to a numerical value representing the percentage of "rate swing" for this currency.
- Adjust the **Out of Date Warning** value to reflect the number of days the Currency Rate on this currency is valid for.
- **Save**

To add additional Currency:

- Click **Add**
- Type in a three digit Currency Code abbreviation for this currency
- Type in the full Currency Name
- Type in the name of the Country/area this currency is used in
- **Copy** the correct currency symbol (you may have to search the internet if it is a less-common currency) and Paste it into the field Currency Symbol. The symbol is used on various reports.

- In the key in an acceptable swing for this currency. This function acts as an early warning system when users attempt to finish a transaction when there has been a change in the Currency Rate

(example: Finishing a PO). If Jim2 calculates the existing exchange rate recorded on the document differs from the current default rate by more than the allowed %, it will send a warning to screen.
- In the Out of Date Warning, type in the number of days the rate on this currency is valid for. Again, Jim2 will send a warning to screen if the currency rate has not been changed (reviewed) in that number of days.
- Enter the Currency "words" for each denomination – noting the tense for plurals. These words are used on Jim2 Cheques, (e.g, one hundred euros and sixty six cents)

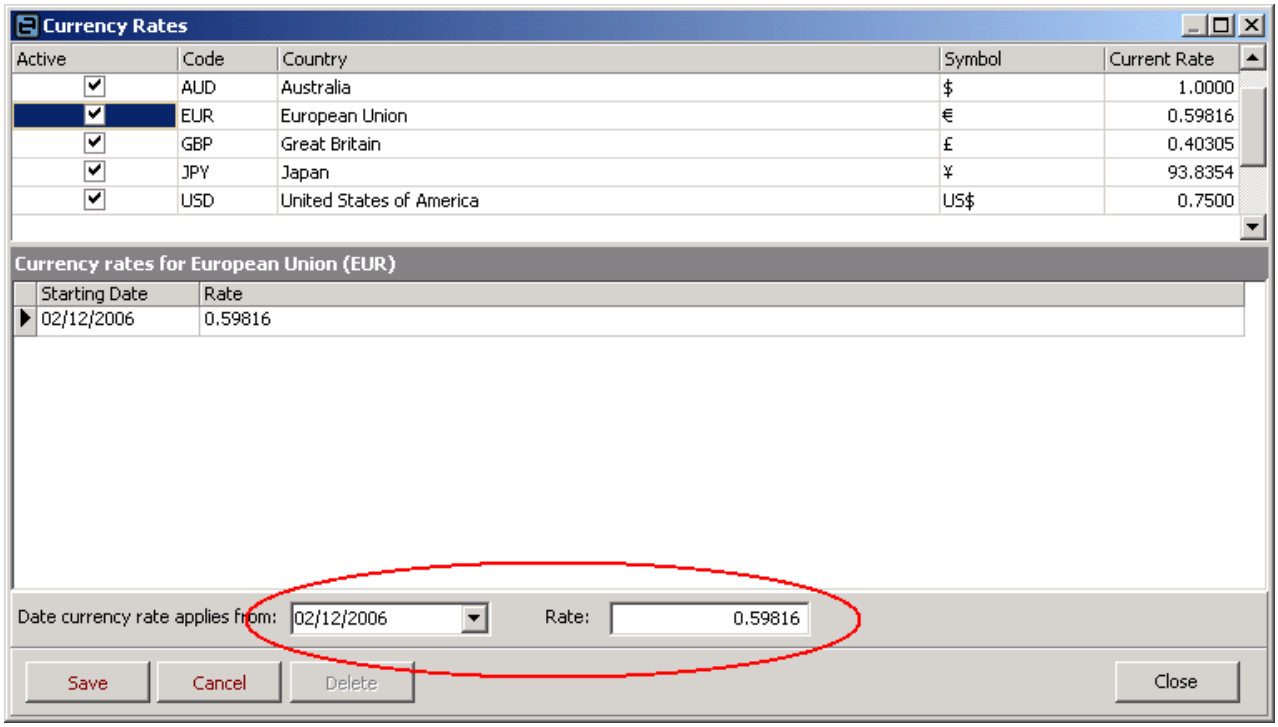
In the above example, the expectation is that in any given month you can accommodate a 5% swing in Euro currency exchange rate, and you will review that rate fortnightly (every 14 days). The exchange rate is set at a specific value at the beginning of each month via the Currency Rate chart.

Tools - Currency Rates

Tools>Currency Rates

To set or edit an existing Exchange Rate:

- Open **Tools > Currency Rates**
- Select the Currency you wish to update
- **Add** or **Edit**
- Enter the date that this currency rate applies from
- In the Rate field, enter the value of Home currency (AUD) against this currency, to up to 6 decimal places Currency Exchange Rates can be setup to 6 decimal places. Jim2 will truncate entries that end with two zeros back to 4 places (e.g., 67.653400). Even though a number is displayed to 4 decimal places, Jim2 will calculate to 6 places.
- **Save** to update the database to use these new rates.



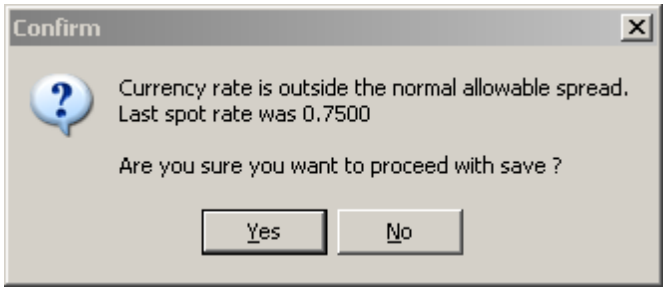
This is where the Exchange Rates for each currency are maintained. You can set exchange rates for each currency as often as you like – remembering that each change in rate will immediately become the default for

all new purchases or payments in that currency.

Changing the Currency Rate does not update or revalue ACTIVE documents (such as unfinished Purchase Orders), current Creditor balances, or Cheque Account balances. The Revaluation Session will calculate and revalue Creditor and Cheque account balances.

The exchange rate for each currency is entered as a value of $AUD against that currency. In the above example of the currency being entered for the period starting 15/10/2006, Euro = 0.7281.

A warning will be displayed if the new rate being entered exceeds the Spread Limit for that currency.



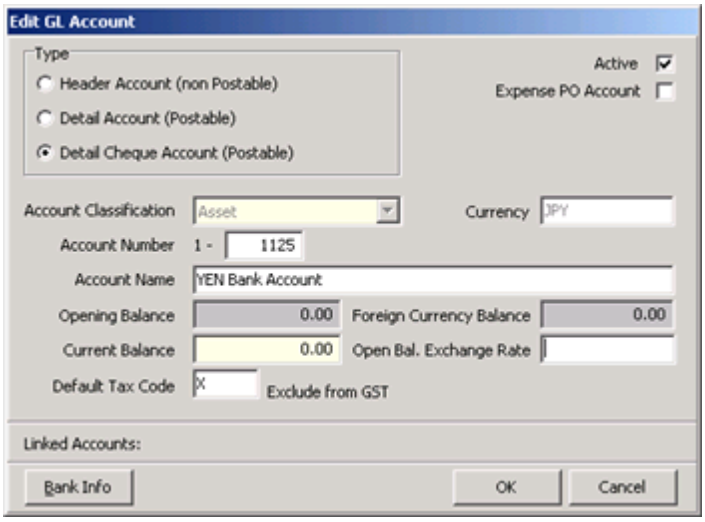
Users can also "lock" the rate at a document level if this transaction is to be hedged at a specific rate. This will exclude this document from any further revaluation.

15.1.4 Bank Account

Adding your Foreign Currency Detailed Cheque/Credit accounts

It is recommended that you add new Detailed Cheque/Detailed Credit accounts when you commence Multicurrency. Open the General Ledger:

- At the Asset (for Cheque) or Liability (for Credit Card) tab
- Add
- Number the new account with respect to its required position in the Chart of Accounts
- Check "Detailed Cheque Account"
- Select which currency this account is from the drop down list in the Currency field.
- Nominate the Opening Balance in Home currency ($AUD)
- Nominate the FC Balance as the current value in the selected currency
- Jim2 will calculate the Exchange Rate (as you have nominated an opening Balance and FC Balance)
- Jim2 will then maintain the Current Balance in both Foreign and Home currency



You cannot enter the Exchange Rate for the Opening Balance. Instead, you enter both the current FC Opening Balance amount ($FC) and the equivalent Home ($AUD) Currency Opening Balance. Jim2 shows the Opening Balance Exchange Rate based on these figures.

Opening balances for these accounts are saved in Foreign Currency Debit/Credit columns in the Opening Balance Journal (Transaction Journal ref# -1).

General Ledger - Detailed Cheque/Detailed Credit accounts

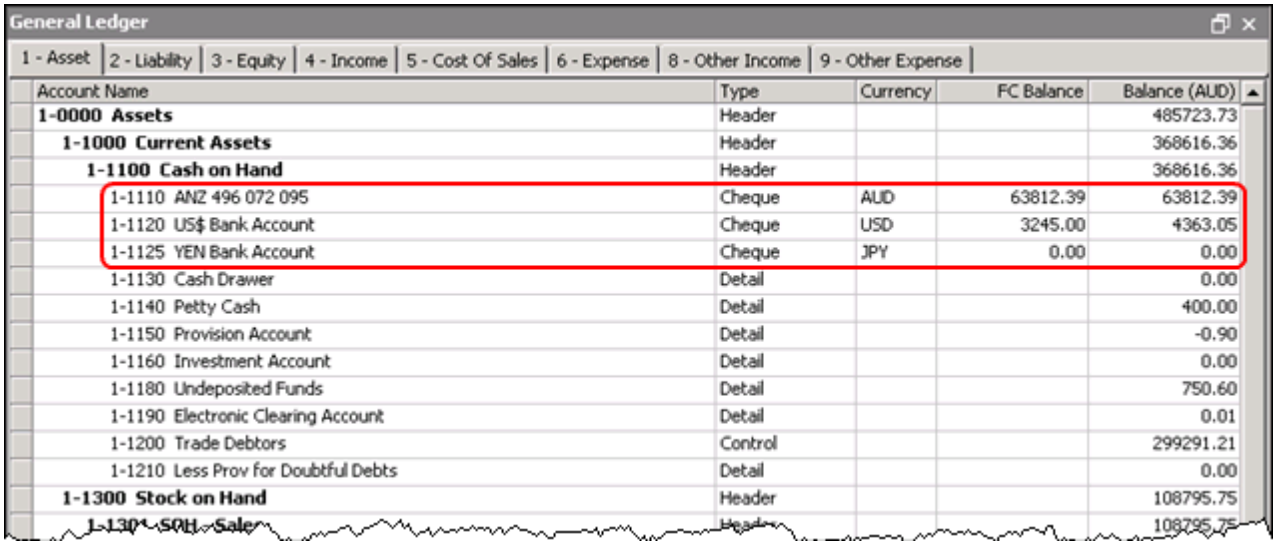
Only Detailed Cheque or Credit Card GL Accounts can be set to a specific foreign currency. The choice of currency for each account is selected from a drop down list that displays the active Currencies.

Reconcilable GL accounts (Detailed Cheque/Detailed Credit) will now have a single nominated currency. This is the currency that this account is 'transacted in' in Jim2, and the currency that the account will be reconciled in.

Transactions in these accounts are **always made in their nominated currency**, using the current Exchange Rate for that currency.

Viewing detailed Cheque/ detailed Credit Card accounts in the General Ledger now shows these columns:

CURRENCY	The three digit abbreviation for the nominated currency
FC BALANCE	The current balance in the nominated foreign currency
BALANCE (AUD)	The current value of the FC Balance in Home currency



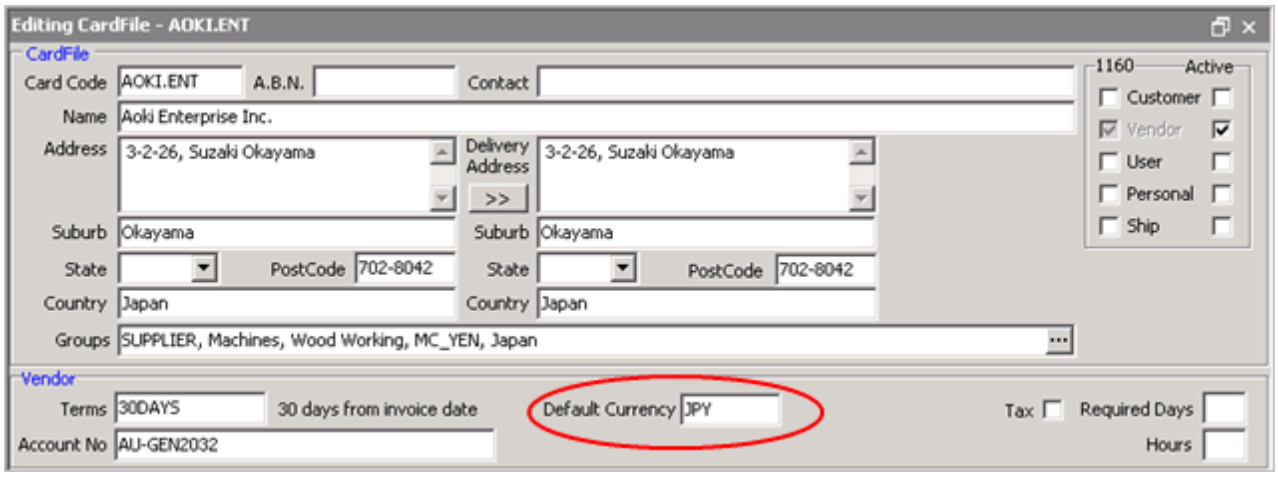
Account Name	Type	Currency	FC Balance	Balance (AUD)
1-0000 Assets	Header			485723.73
1-1000 Current Assets	Header			368616.36
1-1100 Cash on Hand	Header			368616.36
1-1110 ANZ 496 072 095	Cheque	AUD	63812.39	63812.39
1-1120 US$ Bank Account	Cheque	USD	3245.00	4363.05
1-1125 YEN Bank Account	Cheque	JPY	0.00	0.00
1-1130 Cash Drawer	Detail			0.00
1-1140 Petty Cash	Detail			400.00
1-1150 Provision Account	Detail			-0.90
1-1160 Investment Account	Detail			0.00
1-1180 Undeposited Funds	Detail			750.60
1-1190 Electronic Clearing Account	Detail			0.01
1-1200 Trade Debtors	Control			299291.21
1-1210 Less Prov for Doubtful Debts	Detail			0.00
1-1300 Stock on Hand	Header			108795.75
1-1301 SOH Sale	Header			108795.75

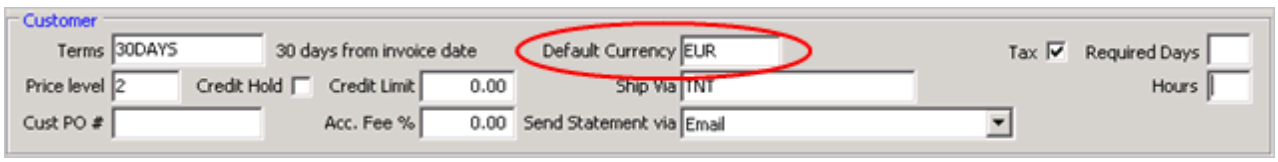
15.1.5 Customer/Vendor Details

Trading in more than one currency with a customer or vendor

The final step in setting up Jim2 for Multicurrency is to nominate the default currency on the Customer and Vendor Cardfiles.

This is done on the respective Vendor and Customer tabs by selecting from the drop down list.



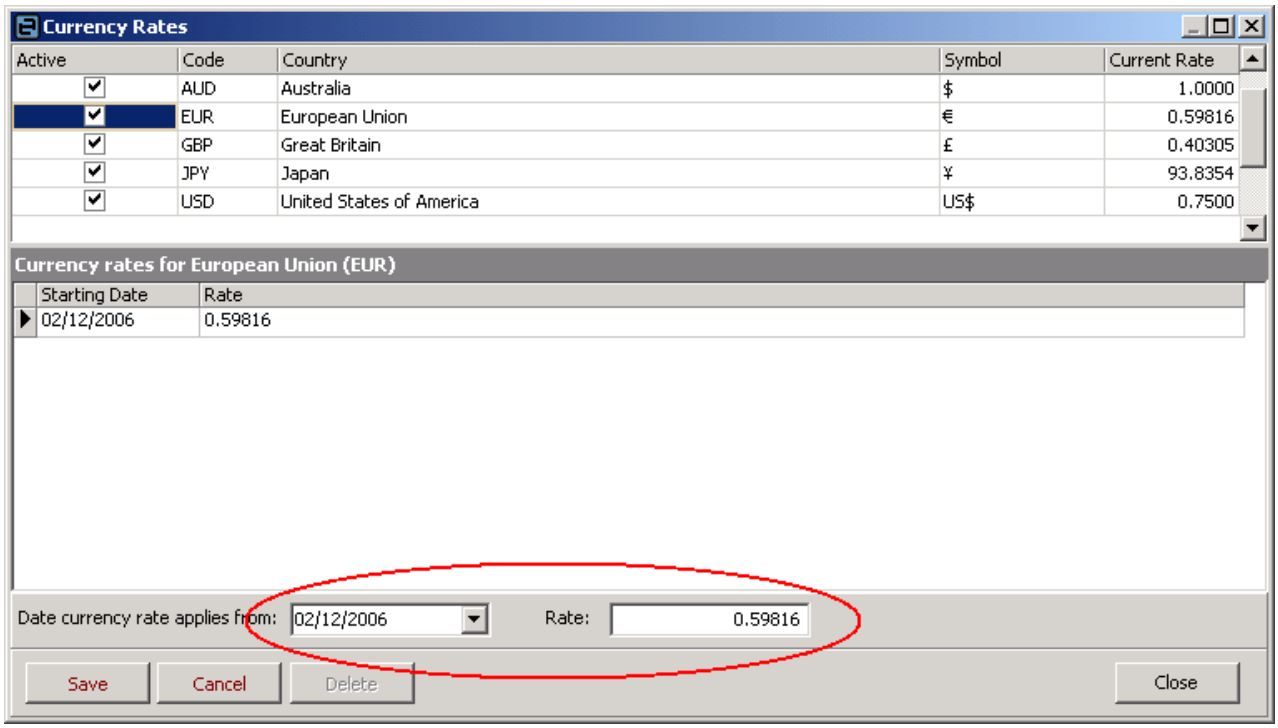


There is NO need to create multiple CardFiles for a customer/vendor who trades in multiple currencies. CardFiles can now have a default currency for both Customer and/or Vendor. You can change this default to any other active currency at a document level as required.

15.2 Currency Rates

Tools > Currency Rates

This is where the Exchange Rates for each currency are maintained. You can set exchange rates for each currency as often as you like – remembering that each change in rate will immediately become the default for all new purchases or payments in that currency.



Changing the Currency Rate does not update or revalue ACTIVE documents (such as unfinished Purchase Orders), current Creditor balances, or Cheque Account balances. The Revaluation Session will calculate and revalue Creditor and Cheque account balances.

The exchange rate for each currency is entered as a value of $AUD against that currency. For example, if $USD = 0.78 $AUD, the exchange rate to be entered for USD = 0.78

Currency Exchange Rates can be setup to 6 decimal places. Jim2 will truncate entries that end with two zeros back to 4 places, (e.g., 67.653400). Even though a number is displayed to 4 decimal places, Jim2 will calculate to 6 places.

To set or edit an existing Exchange Rate:

- Open Tools > Currency Rates
- Select the Currency you wish to update
- ADD or EDIT
- "As at today" date = the date at which this rate applies from
- "Rate" = the value of Home currency (AUD) against this currency, to up to 6 decimal places
- SET to set this rate

- SAVE to update the database to use these new rates.

Users can also "lock" the rate at a document level, if this transaction is to be hedged at a specific rate. This will exclude this document from any further revaluation.

15.3 Working with Multicurrency

For the most part, working with Multicurrency in Jim2 is the same as normal, except that an additional currency is displayed and some operations require you to acknowledge the current exchange rate.

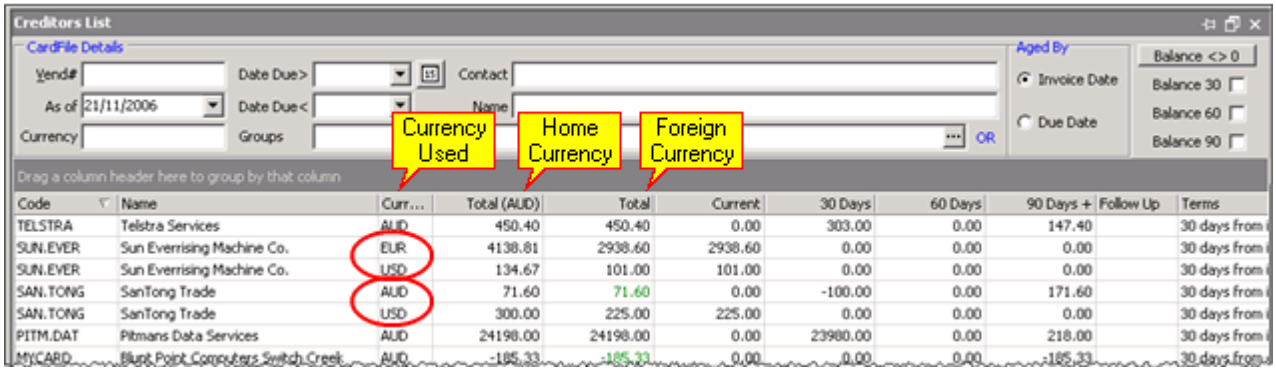
- Creditor/Debtor Lists
- Adjustments Up/Down
- Entering Cheques/Deposits
- Transferring Funds
- Calculated Exchange Rate
- Bank Reconciliation

15.3.1 Creditor/Debtor Lists

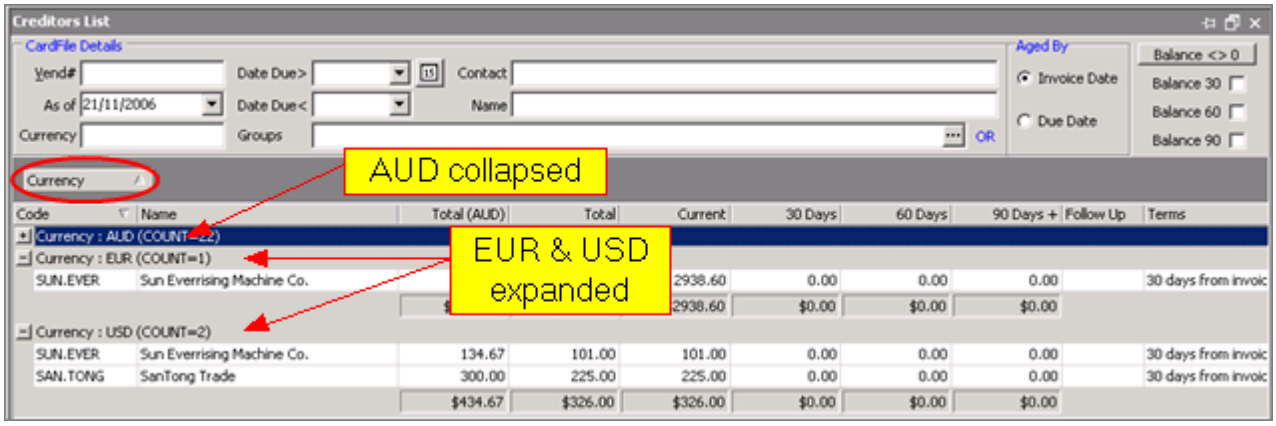
Creditor (Vendor) and Debtor (Customer) lists are the same under Multicurrency with the exception that:

- The amount owing/owed is shown in the Home currency (AUD) and Foreign currency.
- When an account has balances in more than one currency, it will show as a separate line in the list for each currency.

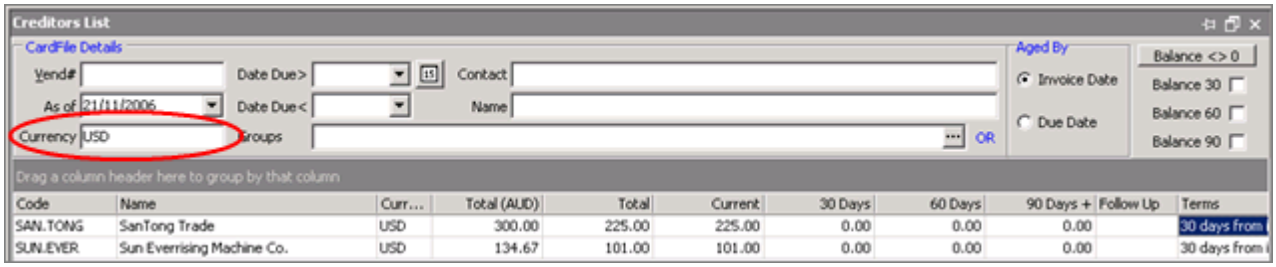
In both Creditors and Debtors, Jim2 treats outstanding invoices in differing currencies as individual 'debtors' and a separate statement will be produced for each currency.



You can group the Debtor/Creditor list by Currency using the drag column header function



You can create a Debtor/Creditor list in a specific Currency by selecting a Currency code.

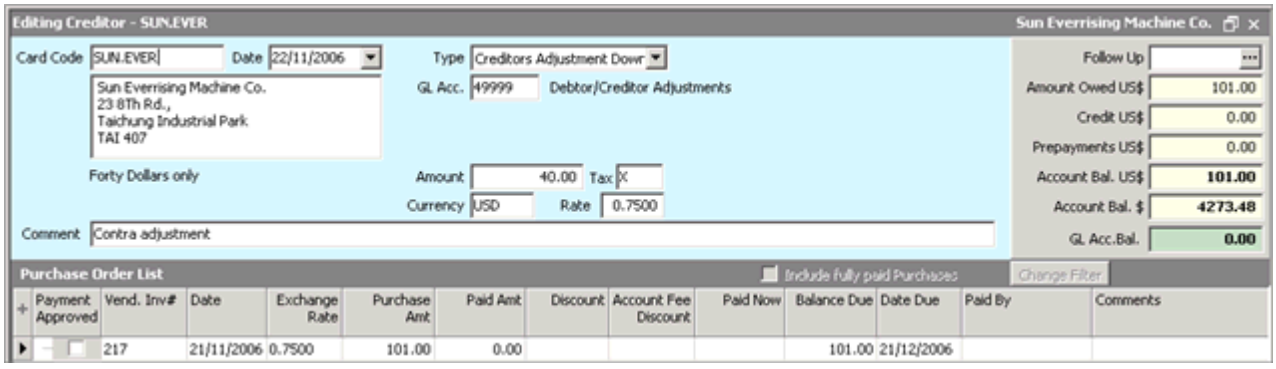


15.3.2 Adjustments Up/Down

This simple example assumes that a particular account is both a Vendor and a Customer, and that the amount owed by you to the Vendor is reduced by USD 40.00 to contra AUD 53.33 owed by the Customer to you.

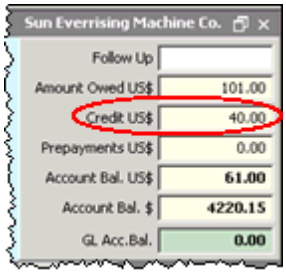
Using this same example, it is conceivable that the two accounts (the Creditor and Debtor) are different Cardfiles as in the case of an overseas supplier (your Vendor) having a local office trading under a different name (your customer).

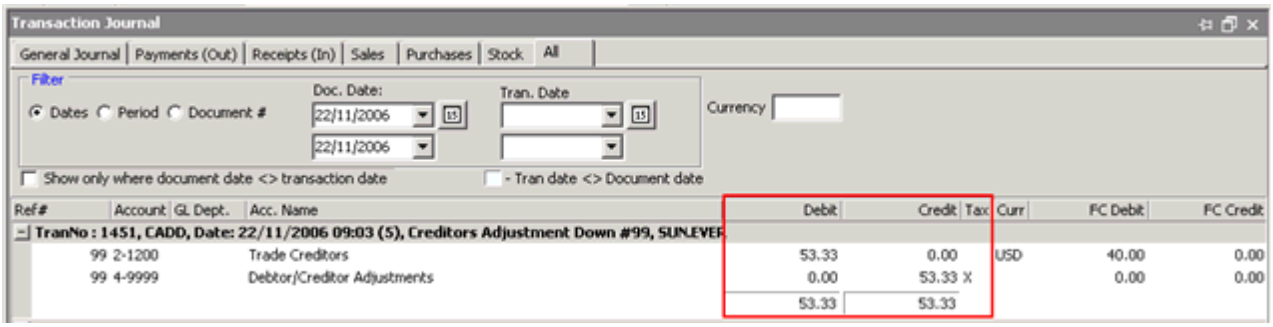
You can transfer a balance from a Creditor in currency "X" to a Debtor/ Creditor in currency "Y" using Adjustments Up and Adjustments Down.



The example above shows a Creditor Adjustment DOWN for USD$40.00. The default exchange rate for USD is at 0.75.

This creates a USD$40 .00 Creditor "credit", ready to apply.

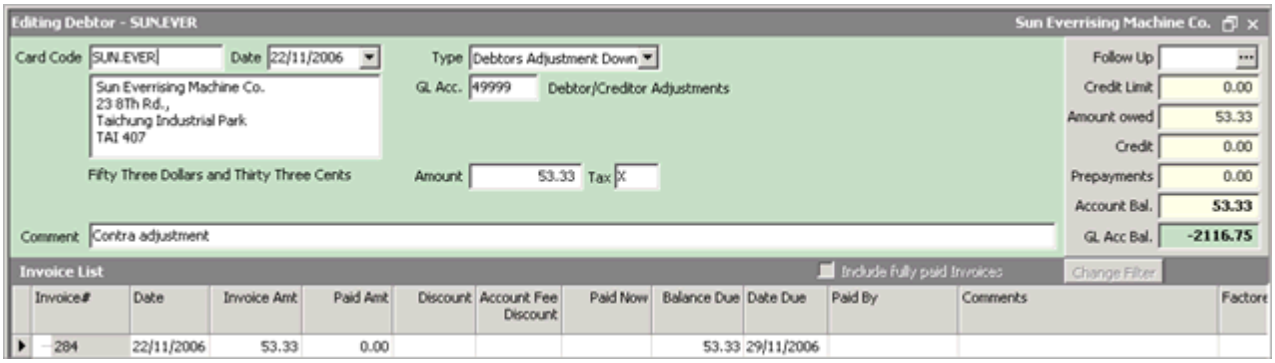




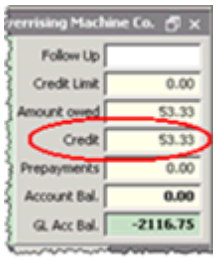
Looking at the Transaction Journal created for this Adjustment, Jim2 has calculated the equivalent value in Home Currency as AUD$53.33 and moved that to the adjustment account in the General Ledger.

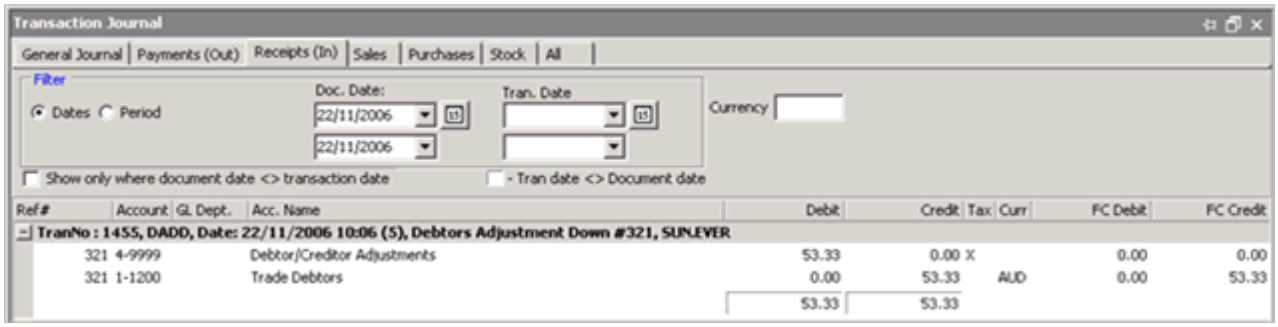
Multicurrency transactions must move through the General Ledger in Home currency – using the Exchange Rate selected on the document. They are recorded in both Foreign Currency and the equivalent value in Home Currency, in respect to the document rate.

To complete the "contra" payment, record the Debtor Adjustment Down.



This creates a AUD$53.33 Debtor "credit", ready to apply.

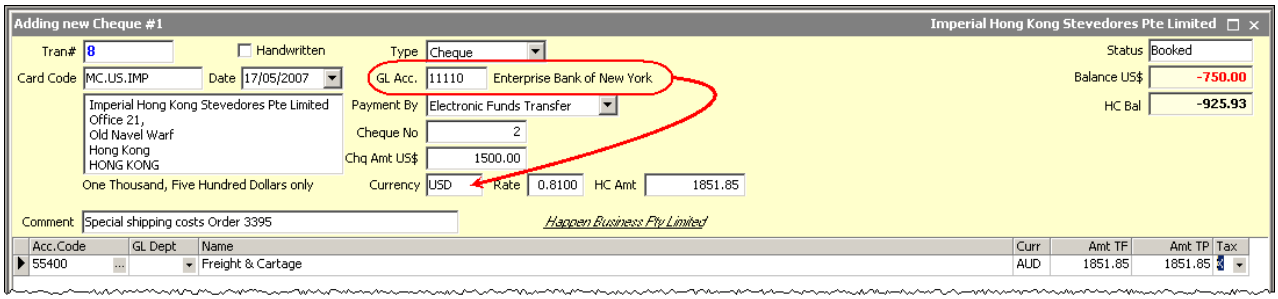




15.3.3 Entering Cheques/Deposits

Entering Cheques/Deposits

Entries via the Jim2 Chequebook (add a Cheque or Deposit) are made against Detailed Cheque or Creditcard accounts, with the proceeds of cheque/deposit total being apportioned among your choice of GL accounts. Cheques and Deposits are double-sided transactions. Example: credit Cheque account $X, debit GL account/s $X.



The specific currency for each Cheque/Creditcard account is selected in the General Ledger account.

The actual cheque details (the amount and how it is apportioned against GL accounts) must be the same currency – that is, you cannot allocate USD$1000 as AUD$900 and EUR€100.



If you write a Cheque/Deposit from a HC$ Bank Account to any of your FC$ Bank Accounts, additional fields appear on the Cheque/Deposit form. These allow you to edit the default FC exchange rate on this transaction (on the fly).

15.3.4 Transferring Funds

Transferring Funds from One Currency to Another

This will occur in the normal course of Jim2 transactions as shown below:

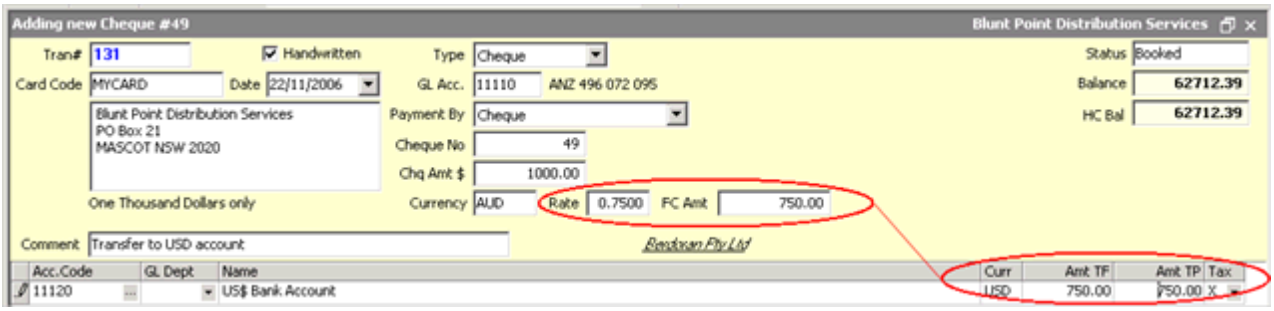
- Cheque/Deposit from a Home Currency bank account to a Foreign Currency bank account
- Cheque/Deposit from a Foreign Currency bank account to a Home Currency bank account
- Pay a Foreign Currency Creditor from a Home Currency bank account
- Refund a Foreign Currency Creditor to a Home Currency bank account
- Creditors/Debtors Adjustment down > Home Currency, then Creditors/Debtors Adjustment Up to Foreign Currency
- Creditors/Debtors Adjustment up > Home Currency, then Creditors/Debtors Adjustment Down to Foreign Currency

When you enter a Foreign Currency Bank Account transaction (cheque or deposit) against a Home Currency Bank Account (or vice versa), Jim2 will calculate the equivalent in value Home Currency, based on the current default Exchange Rate.



You can type over the calculated Home Currency amount if needed, and Jim2 will recalculate the exchange rate (based on your entry and the current exchange rate).

You can also override the default spot rate by entering (typing over) a different rate. Jim2 will recalculate the HC amount to match that rate.



This example shows a physical cheque for AUD 1,000.00 being written from the main operating account being deposited in the USD account at a conversion rate of 0.75 (USD 750.00)



Transaction journal for the above transaction



Line in the AUD bank reconciliation



Line in the USD bank reconciliation



You cannot transfer funds from one Foreign Currency account directly to another, because the transaction must go via the Home Currency account in order to calculate the profit/loss on Foreign Exchange.

The Transaction order must be from Foreign account to Home account to another Foreign account. See the following:



If your business regularly transfers funds from one Foreign Currency account to another, it would be helpful to set up another Home currency account that acts exclusively as the transfer account. Call this account FOREIGN EXCHANGE TRANSFER or something similar. Note: This account IS NOT associated with any physical bank account - it is simply a transfer account so that transfers from one Foreign currency to another can be facilitated away from your normal operating accounts.

15.3.5 Calculated Exchange Rate

Foreign Currency Bank Accounts Calculated Exchange Rate

At any point in time, the current balance of a Foreign Currency Bank Balance is shown in both the nominated Foreign Currency and Home (AUD) Currency. The relationship (calculated exchange rate) between the two balances is not dictated by "spot rate" or affected by revaluation sessions. It is a calculated exchange rate. This rate shows as the Exchange Rate against the Currency Bank Balance in the Revaluation Session.

EXPLANATION:

The current balance in Foreign Currency is calculated by adding up all cheque (-) and deposit (+) transactions to arrive at a total FC figure.

Then for each transaction made from the FC bank account, Jim2 has recorded the equivalent value of the transaction in AUD – dictated by the calculated exchange rate at the time the transaction occurred.

The Calculated Exchange Rate represents an apportioned rate, directly related to the value of transactions and the exchange rate they occurred at.

It is important to understand the different roles of an Exchange Rate and a Calculated Exchange Rate in a Foreign Currency Bank Account:

- The Exchange Rate dictates exactly the amount of $HC used in a FC transaction.
- The Calculated Exchange Rate shows an apportioned average of the exchange rates used in all the account transactions, at that point in time.

Example:

TRANSACTION IN USD$	SPOT RATE ON TRANSACTION	AUD$ RECORDED IN FC BANK ACCOUNT
$100	0.8333	$120.00

$100	0.6999	$143.00
$100	0.7692	$130.00
TOTAL: USD$300		TOTAL: AUD$393
FC Bank Account Calculated Exchange Rate = 0.7633 (total US divided by total AUD)		

Because the value (balance) of your Foreign Currency Bank Accounts is affected by Currency Rate changes, you will want to "revalue" that balance periodically. The Revaluation Session will include each current Foreign Currency Bank Account BALANCE ONLY.

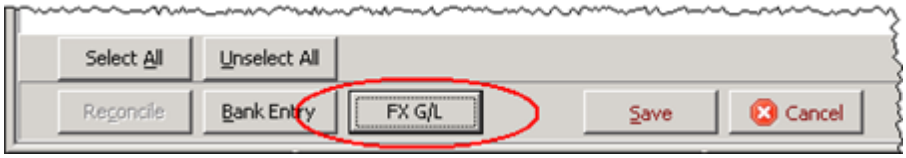
Whereas "unpaid transactions" such as Creditor Purchases will be revalued against the very specific exchange rate they were recorded at, Foreign Currency Bank Accounts will be revalued against their current calculated exchange rate.

Where a Foreign Currency Bank Balance goes < $0.00, e.g., the bank account is in overdraft, Jim2 will use the current 'spot' exchange rate on that transaction.

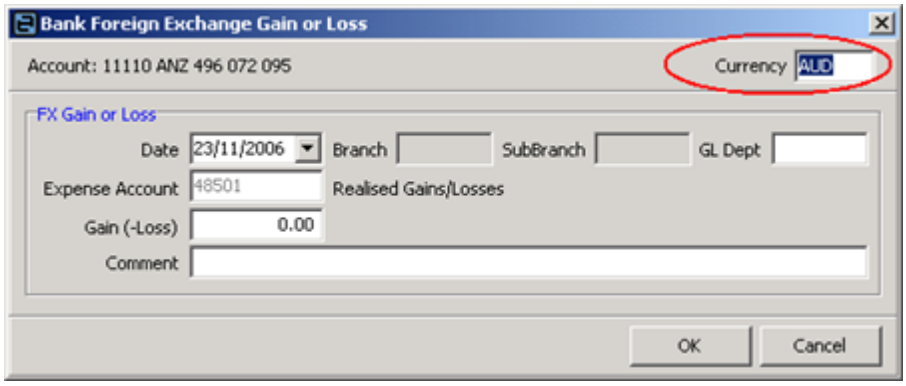
15.3.6 Bank Reconciliation

Any Foreign Currency Bank Account is reconciled using the exact values that have accumulated in the FC Debit and FC Credit columns from the General Ledger transaction table. In every respect, reconciling a Foreign Currency Bank Account in Jim2 remains exactly the same.

Once Multicurrency is enabled, an additional button is available in the Bank Reconciliation screen of your Home Currency accounts.



Logically, the FX G/L button is only "active" in Home Currency Bank Account Reconciliations, as Gains and Losses only occur in Home Currency



This is used to accommodate small variations that will occur in your Home Currency bank accounts as a result of rounding issues in foreign currency exchange calculations.

EXAMPLE:

You write a cheque for USD$1000.00 from your AUD Cheque Account, Jim2 calculated an equivalent value of AUD$1250 (based on 0.80 Exchange Rate). The Bank Statement shows the calculation totalling $1250.03. There is a 3 cent "loss" that needs to be recorded.

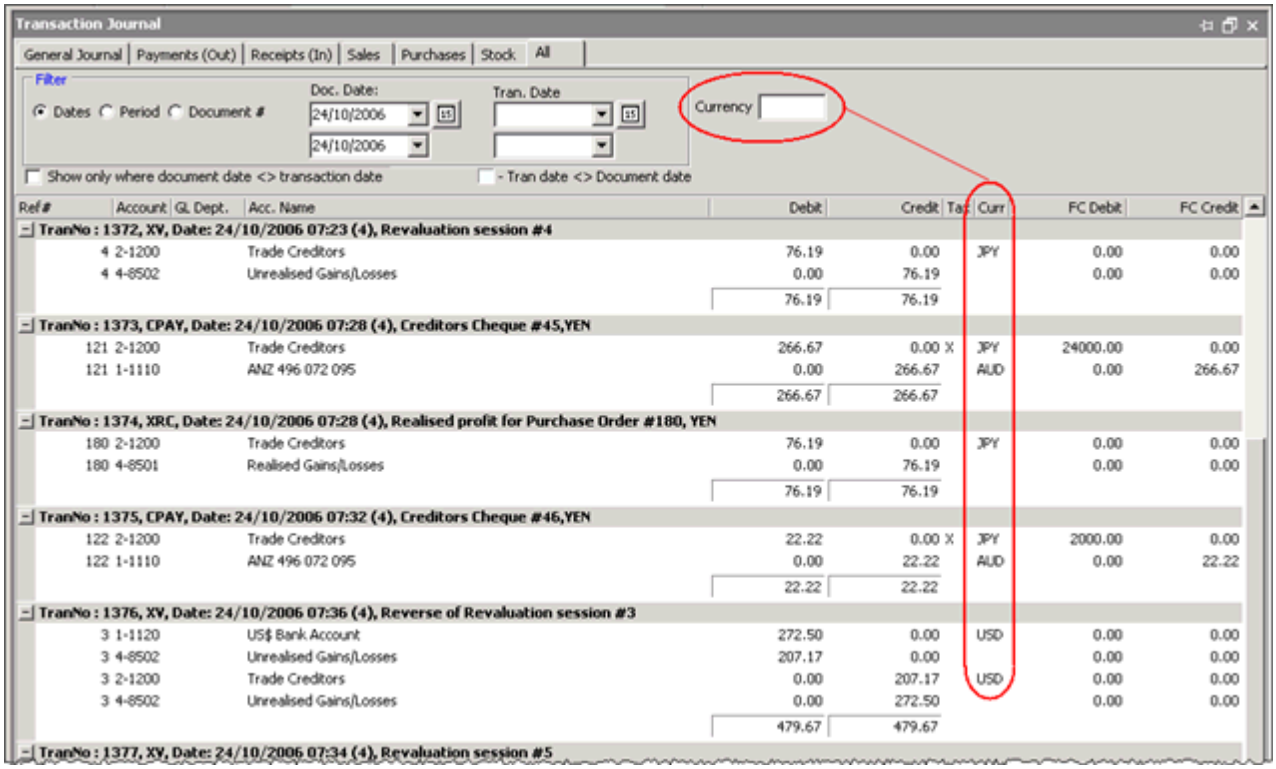
15.4 Accounting

15.4.1 Transaction Journal

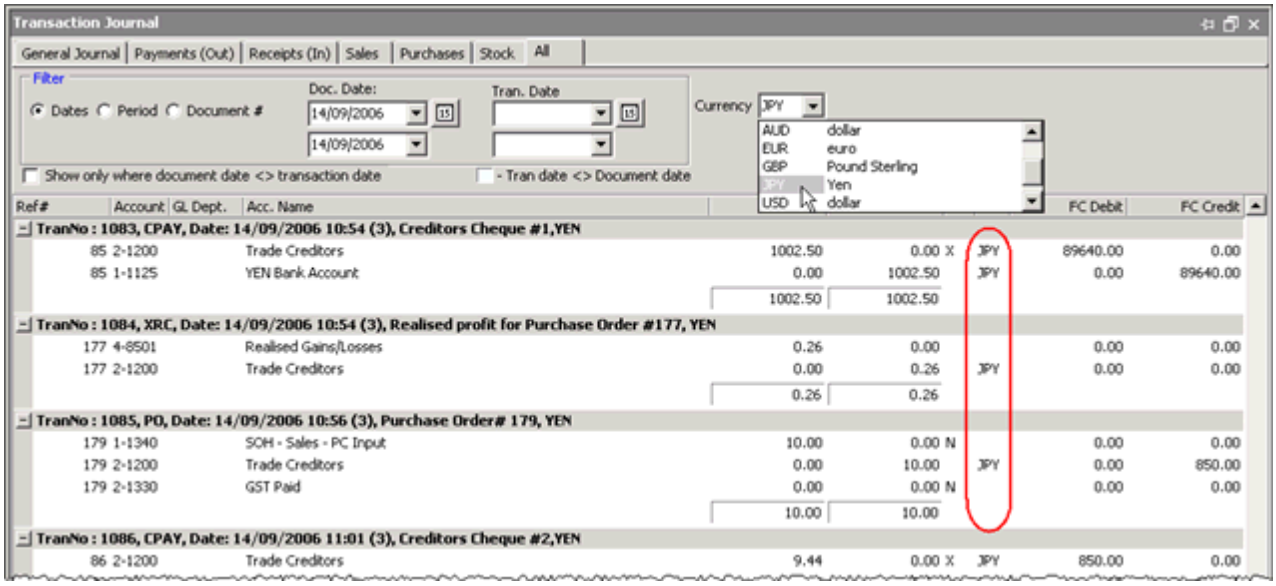
With Multicurrency enabled, additional information is available in Transaction Journals.

Three additional columns display: **Currency, FC Debit** and **FC Credit**

The Currency column shows the Currency Code if a Multicurrency account (Debtors/Creditors/UnBanked Funds) or if a Detailed Cheque/Credit GL account.



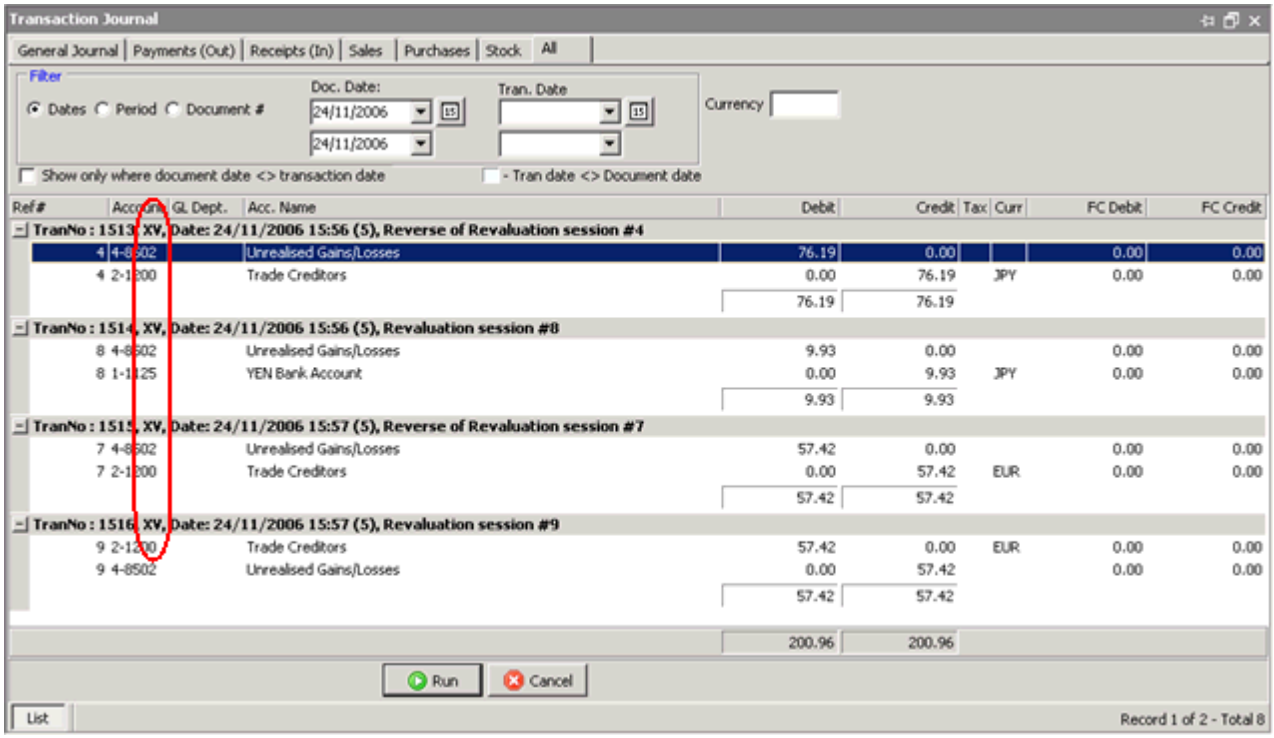
You can now filter by Currency by selecting a specific active currency from the dropdown list



The Transaction identification includes new Multi-currency Journal types.

15.4.2 Journal Types

XV - Multi Currency Revaluation
RefNo = Multi Currency Revaluation Session No



This journal is created by a Multicurrency Revaluation session to change/revalue the value that the FC amount appears in the GL (in Home currency).

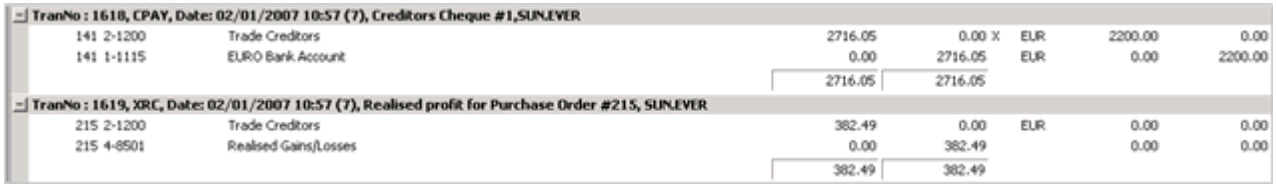
The XV Journal is a "summary" of the revaluation of documents selected (by document type or bank account) along with its related Unrealised figure.

Note: The P&L side (Unrealised account) will use the default Branch/SubBranch/GL Dept as set in Multicurrency options.

The FC side of these transactions will always be $0.00 as the revaluation is always adjusting HC.

XRC - Multi Currency Creditors Gain/Loss (Creditor Purchases/Invoices)

RefNo := PO no



This is generated when a Creditor payment (refer CPAY trx#171) is allocated. The Realised Gain/ Loss at the point of payment is calculated and moved accordingly in an XRC Journal.

XRCC - Multi Currency Creditors Gain/Loss (Credits/Prepayments)

RefNo := Pay no

This Journal is generated by Creditors when a Credit/Prepayment is refunded to either a FC or HC bank account. It represents the difference in value an exchange rate change has made in the time between prepayment being made and refunded.

XRB - Multi Currency Realisation (Bank)
RefNo := Bank GLNo

This Journal is generated when a Cheque is written from a FC Bank Account to a HC Bank Account (or vice versa) at an exchange rate other than the current default.

15.5 Multicurrency Revaluation

Unrealised gains and losses represent the "exposure" or difference in the potential value of foreign currency transactions to what is currently recorded.

An Unrealised gain/loss is generated whenever your current asset/liability for a given currency is revalued. The difference between the original HC value and the new revalued HC amount is the Unrealised gain/loss.



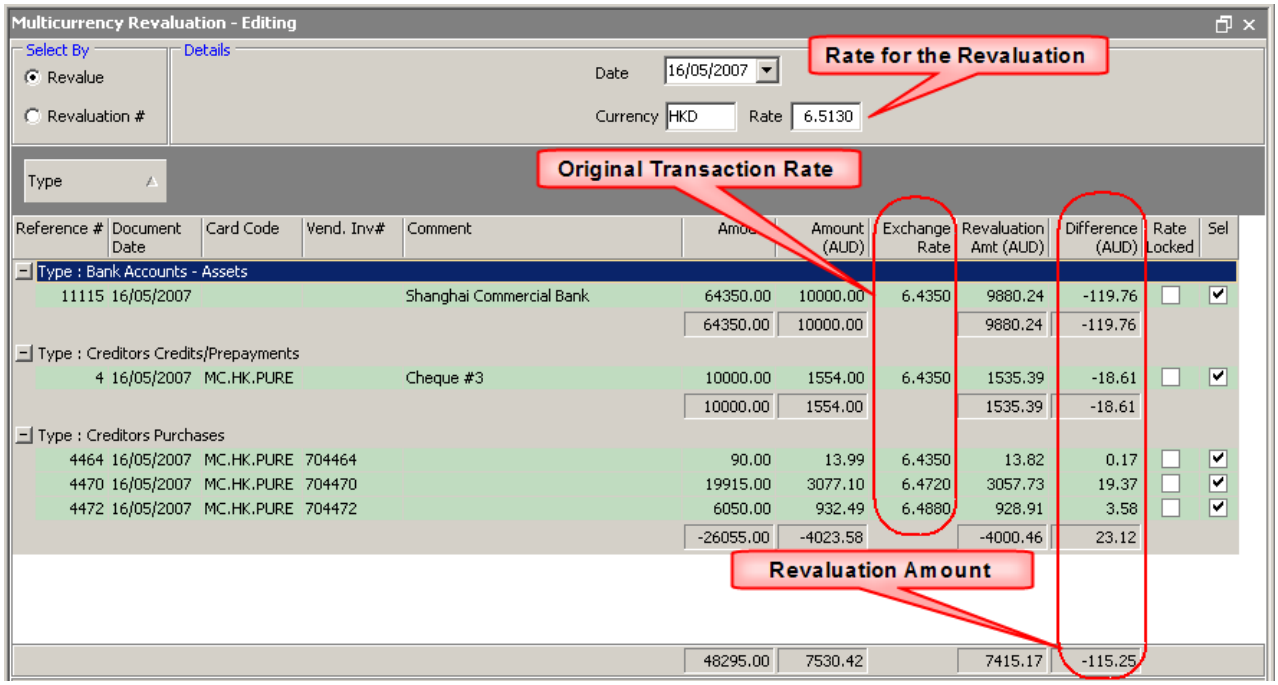
Users can also "lock" the exchange rate at a document level if this transaction is to be hedged at a specific rate. This will exclude this document from any further revaluation.

Example:
A Purchase Order is "finished" with a value of USD $22 at a time when the exchange rate on USD = AUD$0.50. The Creditor Balance owing is potentially AUD$44.00.

Before you have paid the Creditor, the Exchange Rate for USD then moves to $0.60. The Creditor Balance owing is now potentially only AUD$36.67. There is an "unrealised gain" of AUD$7.33. To adjust your Creditor Balance to reflect this potential change, you will use the Revaluation Session.

The ability to calculate your unrealised gains and losses at any point in time is provided for using the Multicurrency Revaluation Wizard. Using a very similar method to the BAS Session, Jim2 Multicurrency Revaluation will present a list of all transactions for the specified currency that can be revalued. These are grouped into the transaction types:

- Bank Account – Assets (positive or negative balance)
- Bank Account – Liability (positive or negative balance)
- Creditor Credits/ Prepayments – awaiting payment allocation
- Creditor Purchases – awaiting payment



Note: Unfinished Purchases do not require Revaluation. When a PO status is changed to Finish, the user will be warned if the current spot rate is not within acceptable Spread Limit range (for the Currency in use) and will be given the option to revalue to that rate before saving.

You can then choose to:

- "Select All" listed transactions for re-valuation at a specified currency Exchange Rate
  or
- Select transactions individually for inclusion or exclusion in the revaluation calculation

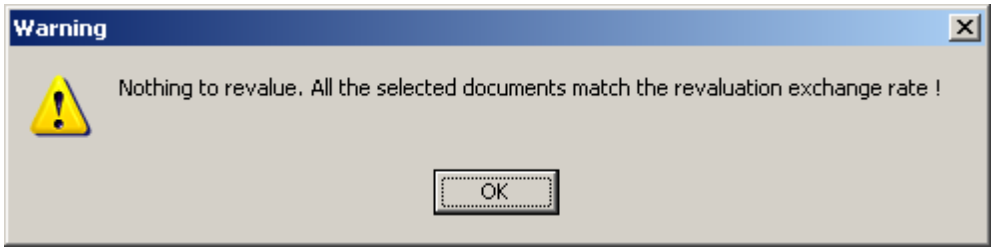
NOTE: Documents that have had an Exchange Rate "locked" at a document level are not automatically selected or revalued in the Revaluation Session.

The calculated difference, being the "Unrealised Gain/Loss", for each revalued transaction is automatically journaled to the Unrealised GL account.

Note: Remembering that a transaction may still remain "unpaid" for quite some time, each subsequent Multicurrency Revaluation Session will reverse the previous Unrealised Gain/Loss for that transaction, then calculate and record the new Unrealised Gain/Loss – automatically!

Nothing to Revalue

The following Warning will be displayed if there is nothing to revalue because the transactions selected are at the same rate as the revaluation session.



This can also be determined by looking at the **Difference (AUD)** column of the Revaluation Session. If it is 0.00 then there is nothing to revalue.

15.5.1 Revaluation Session

The Multicurrency Revaluation Session can be used to either show the effect a change in specific Currency Rate could cause ("what if")

or

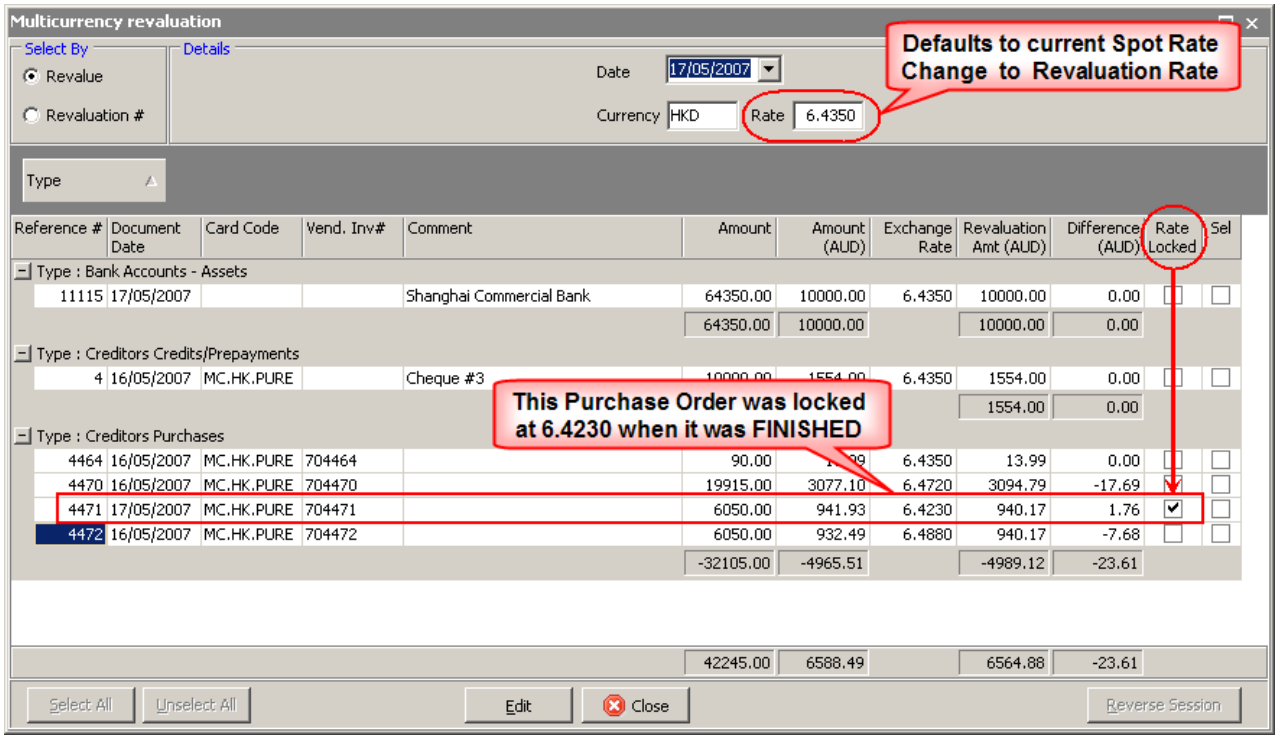
to calculate and revalue transactions to match the change in a Currency Rate.

By saving a Multicurrency Revaluation Session you will be revaluing the selected transactions.

To commence a 'Mutlicurrency Revaluation' Session:

- Select the 'Accounts' Ribbon Tab
- Click on the 'Multicurrency Revaluations' Icon
- Click the EDIT button
- Choose the DATE for the revaluation
- Select the CURRENCY to be revalued
- Enter the Exchange RATE you would like the transactions to be calculated at
- Choose either SELECT ALL or check each transaction you want revalued in the SEL column
- To REVALUE each selected transactions, click the SAVE button

Or to disregard the session without revaluing selected transactions, choose the CANCEL button

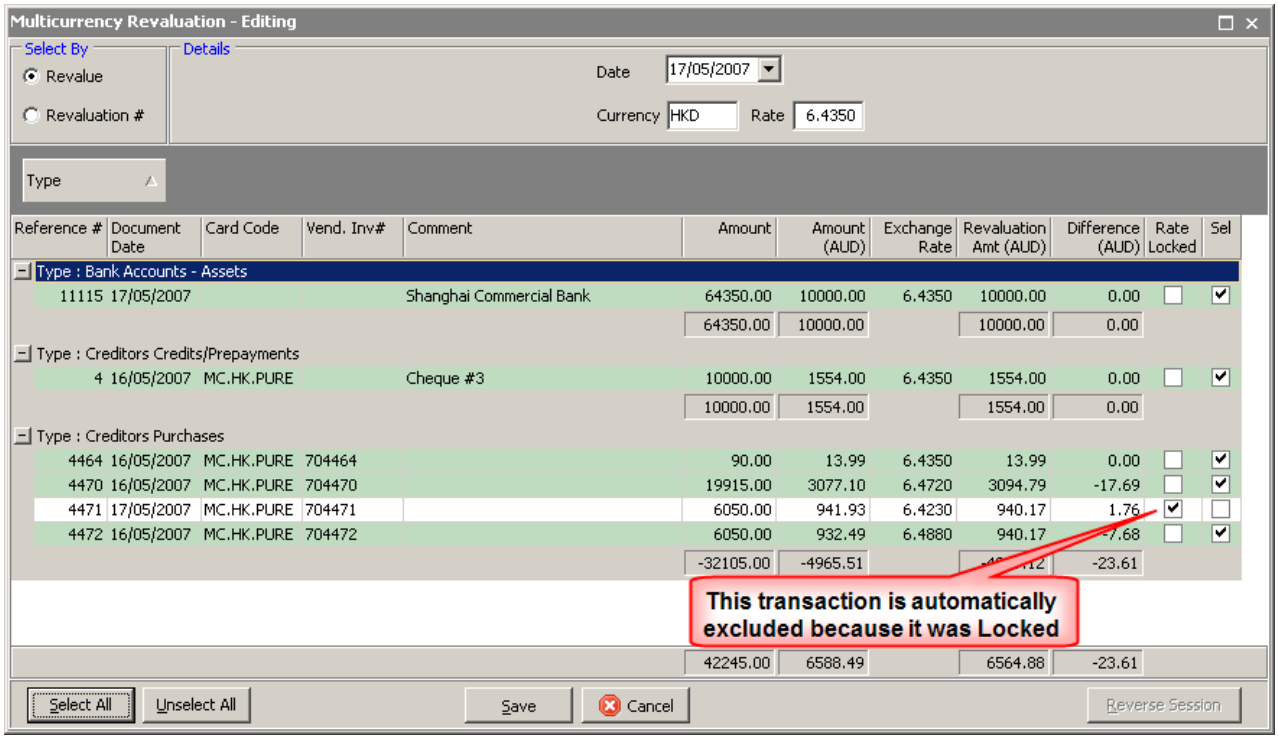


The AMOUNT column is showing the transaction total in the selected Foreign Currency

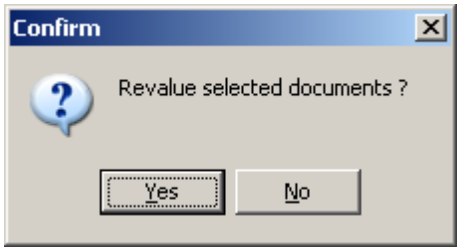
The AMOUNT (AUD) is showing the current equivalent value in Home currency with respect to the EXCHANGE RATE the transaction was "finished" at.

The REVALUATION RATE (AUD) is showing the calculated value in Home Currency with respect to the RATE you now wish to revalue at.

The DIFFERENCE (AUD) is the Unrealised Gain or Loss that will be created.



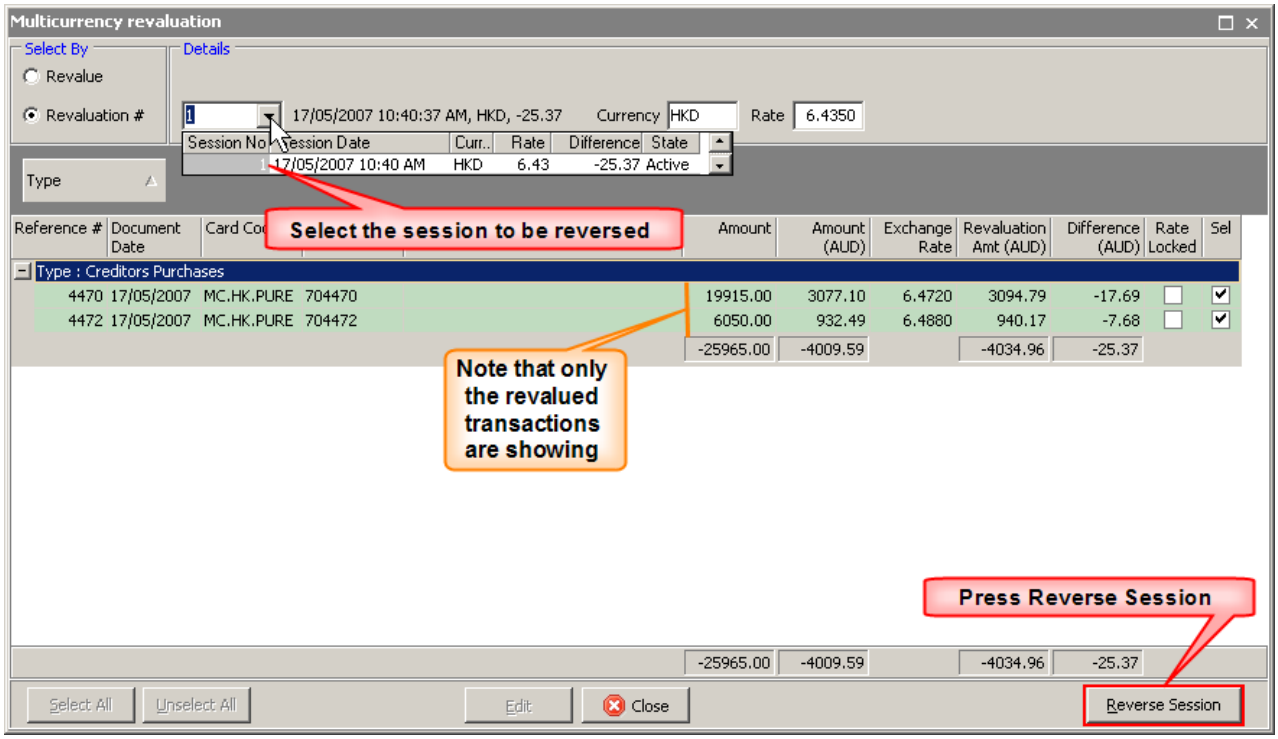
A final confirmation appears after pressing Save.



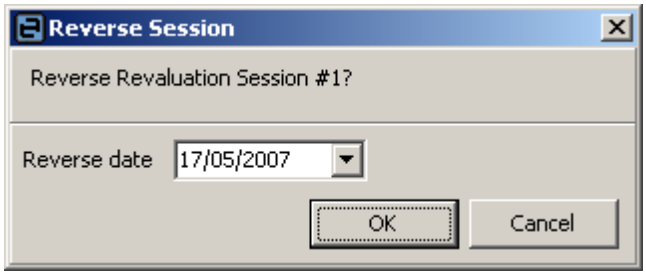
15.5.2 Reversing a Previous Revaluation Session

To REVERSE the previous (saved) Session:

- In the sidebar, choose ACCOUNTS
- Click on the Multicurrency Revaluation icon
- Check the REVALUATION SESSION# radio button in the top right hand corner
- Select the Session# you wish to reverse from the dropdown list. It will appear on screen
- Click the REVERSE SESSION button at the bottom right hand corner of the screen.



A final confirmation appears after pressing Reverse Session.



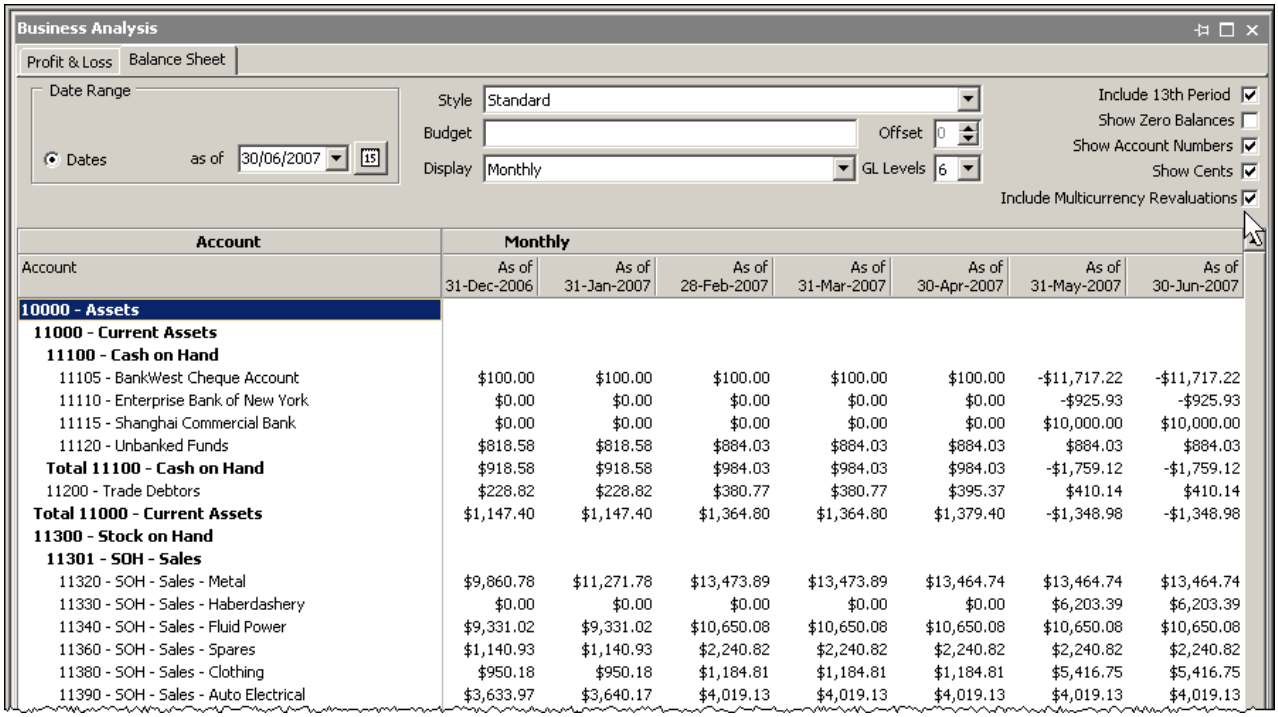
Note: The transactions in the deleted session will be returned to their last recorded value prior to the deleted session. Jim2 will create the necessary realisation journals.

Depending on your company reporting requirements, Revaluation Sessions will either be:

- Created on a specific date (forecasting the effect of the current currency position) then reversed shortly afterward (returns transactions to their values prior to session)
- Created on a specific date (forecasting the effect of the current currency position) and left as is until the next Revaluation Session is run (returns transactions to their values at the prior session)

15.6 Business Analysis

The Balance Sheet and Profit & Loss is always shown in Home currency (AUD) – defaulted to include the most recent revaluation you have set for that specific currency.



Account	Monthly						
Account	As of 31-Dec-2006	As of 31-Jan-2007	As of 28-Feb-2007	As of 31-Mar-2007	As of 30-Apr-2007	As of 31-May-2007	As of 30-Jun-2007
10000 - Assets							
11000 - Current Assets							
11100 - Cash on Hand							
11105 - BankWest Cheque Account	$100.00	$100.00	$100.00	$100.00	$100.00	-$11,717.22	-$11,717.22
11110 - Enterprise Bank of New York	$0.00	$0.00	$0.00	$0.00	$0.00	-$925.93	-$925.93
11115 - Shanghai Commercial Bank	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$10,000.00
11120 - Unbanked Funds	$818.58	$818.58	$884.03	$884.03	$884.03	$884.03	$884.03
Total 11100 - Cash on Hand	$918.58	$918.58	$984.03	$984.03	$984.03	-$1,759.12	-$1,759.12
11200 - Trade Debtors	$228.82	$228.82	$380.77	$380.77	$395.37	$410.14	$410.14
Total 11000 - Current Assets	$1,147.40	$1,147.40	$1,364.80	$1,364.80	$1,379.40	-$1,348.98	-$1,348.98
11300 - Stock on Hand							
11301 - SOH - Sales							
11320 - SOH - Sales - Metal	$9,860.78	$11,271.78	$13,473.89	$13,473.89	$13,464.74	$13,464.74	$13,464.74
11330 - SOH - Sales - Haberdashery	$0.00	$0.00	$0.00	$0.00	$0.00	$6,203.39	$6,203.39
11340 - SOH - Sales - Fluid Power	$9,331.02	$9,331.02	$10,650.08	$10,650.08	$10,650.08	$10,650.08	$10,650.08
11360 - SOH - Sales - Spares	$1,140.93	$1,140.93	$2,240.82	$2,240.82	$2,240.82	$2,240.82	$2,240.82
11380 - SOH - Sales - Clothing	$950.18	$950.18	$1,184.81	$1,184.81	$1,184.81	$5,416.75	$5,416.75
11390 - SOH - Sales - Auto Electrical	$3,633.97	$3,640.17	$4,019.13	$4,019.13	$4,019.13	$4,019.13	$4,019.13

15.7 Purchasing

Multicurrency flows through all parts of the Purchasing process.

When raising a Purchase Order, the default Foreign Currency is set from the Vendor Cardfile but this can be changed on any Purchase.

Once that currency is selected, the current Spot rate for that currency will be applied to the Purchase Order with further options of overriding it and also locking that rate.

At each stage through the Purchase process further Foreign Currency options are presented as appropriate.

Likewise, the Foreign Currency appears in the respective reports.

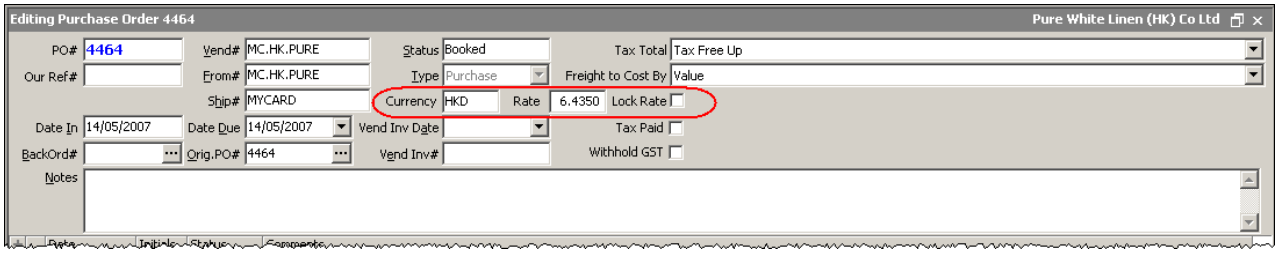
All transactions can be viewed and verified in the Transaction Journal.

- Purchase Orders
- Purchase Order List
- Finishing a Purchase Order or Expense Order

15.7.1 Purchase Orders

The Purchase Order has the following additional fields to accommodate purchasing in Foreign Currency:

- **Currency** – select the Currency for this Purchase
- **Rate** – the current Exchange Rate set for the selected currency will show by default
- **Lock Rate** – by locking a specific Exchange rate on a document you will be excluding it from any subsequent Revaluations



When adding a Purchase Order, the default Currency is AUD. When you select the VENDOR, their CardFile default Currency (as set on their Vendor tab) will now be active.

The Purchase Order stock grid shows:

Price TF and **Price** - in the selected Currency

Cost (COG) - in equivalent Home Currency (AUD) based on PO Exchange Rate. This is a handy reference. It is this HC value that will be moved to the Stock On Hand GL Account (dictated by each Stock's Stock GL Group) when the PO is Finished.

	Location	Job#	Stock Code	Description	Unit	Ordered	Received	Cost (COG)	Price TF	Price	Tax	Total
1	SHOP		FAB.171.BLU.273.170.100	FABRIC SEA BLUE 273 CMS 1G/M2 100%LI	100B	2.00	0.00	0.0155	10.00	10.00	X	20.00
2	SHOP		FAB.171.CRE.273.175.100	FABRIC ROYAL CREAM 273 CMS 175G/M2 100%LI	100B	2.00	0.00	0.0155	10.00	10.00	X	20.00
3	SHOP		FAB.171.ECD.240.155.100	FABRIC EARTH DARK AIRO 240 CMS 155G/M 2 100%LI	100B	2.00	0.00	0.0155	10.00	10.00	X	20.00
4	SHOP		FAB.171.ECD.240.190.100	FABRIC EARTH DARK 240 CMS 190G/M 2 100%LI	100B	1.00	0.00	0.0155	10.00	10.00	X	10.00
5	SHOP		FAB.171.ECD.275.185.100	FABRIC EARTH DARK AIRO 275CMS 185G/M 2 100%LI	100B	1.00	0.00	0.0155	10.00	10.00	X	10.00
6	SHOP		FAB.171.ECD.280.190.100	FABRIC EARTH DARK 280 CMS 190G/M 2 100%LI	100B	1.00	0.00	0.0155	10.00	10.00	X	10.00

A warning will be given if a User attempts to change the Currency of the Purchase Order after it has been Saved

The Purchase Order Footer has a Toggle Function to display the PO Totals:

In "View" mode, you now have the ability to switch between the selected Foreign Currency Total and the equivalent Total in AUD. To switch between Totals, simply click the word Total.

A "hint" over Total (as you move your mouse over the word Total without clicking) will remind you which Currency is currently showing in the Total fields.

HKD

		Tax HKD	Amount
SubTotal HKD		0.00	90.00
Freight HKD	X	0.00	0.00
Acc Fee HKD	X	0.00	0.00
Total HKD (HKD)		0.00	90.00

AUD

		Tax $	Amount
SubTotal $		0.00	13.95
Freight $	X	0.00	0.00
Acc Fee $	X	0.00	0.00
Total $ (AUD)		0.00	13.95

Be aware of the TAX CODES in use on foreign purchases. Although default Tax Codes can be changed at a document level, using CardFile and Stock Record defaults will reduce errors.

Where a Vendor typically invoices without GST, and the Customs Agent bills "bulk GST" on arrival, you will need to Purchase from the Vendor at tax code X (exclude from GST calculation) and Expense Purchase from the Customs Agent at tax code Y or Z (for the bulk GST component).

Tools>Options>Purchases>Purchase Defaults for Tax Code on Tax Free should be set to X

Vendors who typically supply without GST should have their CardFile Vendor default for Tax Paid "unticked" (will default tax code X into the stock grid on a Purchase Order).

Stock that is typically purchased without GST can have their Stock record default for On Purchase Tax Code set to X

For additional information on this topic, please refer to Jim2 Help or email support@happen.biz for a Fact Sheet.

Purchase Order Reports

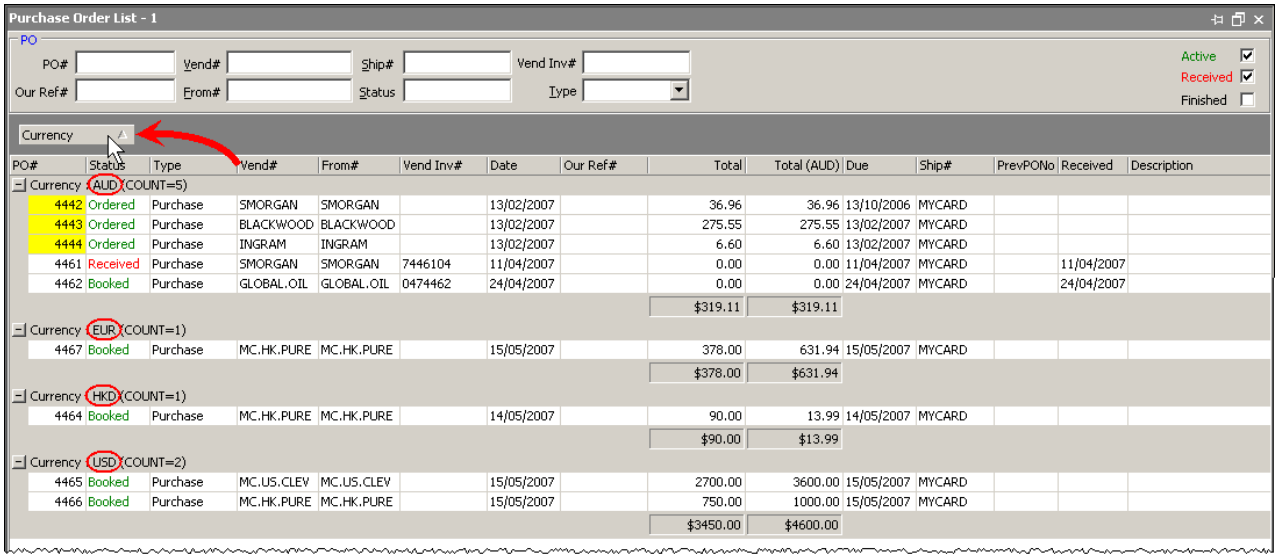
Purchase Order and Expense Order reports support the Currency symbols defined for each currency.

15.7.2 Purchase Order List

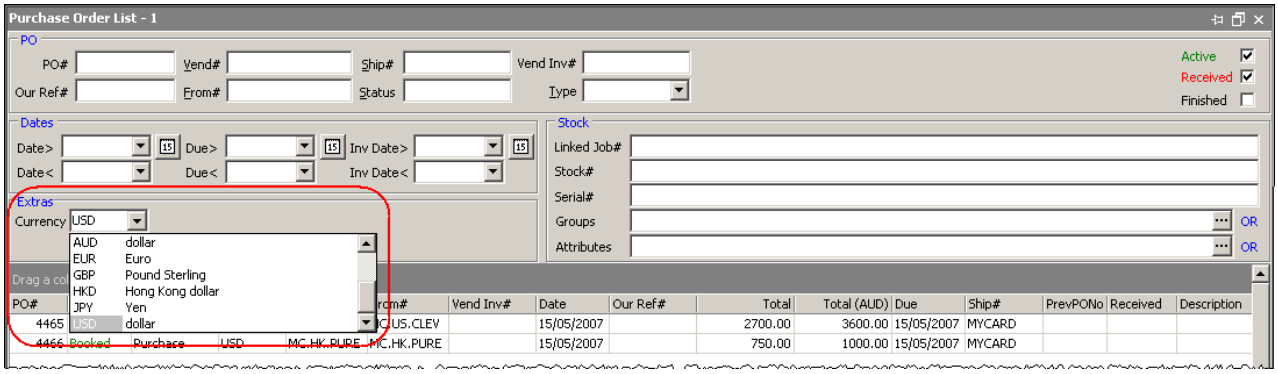
The Purchase Order List now includes the column header **Currency**.

As with all column headers clicking on it will activate ascending/descending sort.

Alternatively, it can be dragged into the group field as shown below to view the list by Currency.



Purchase List Advanced includes the option to refine list result by selected Currency



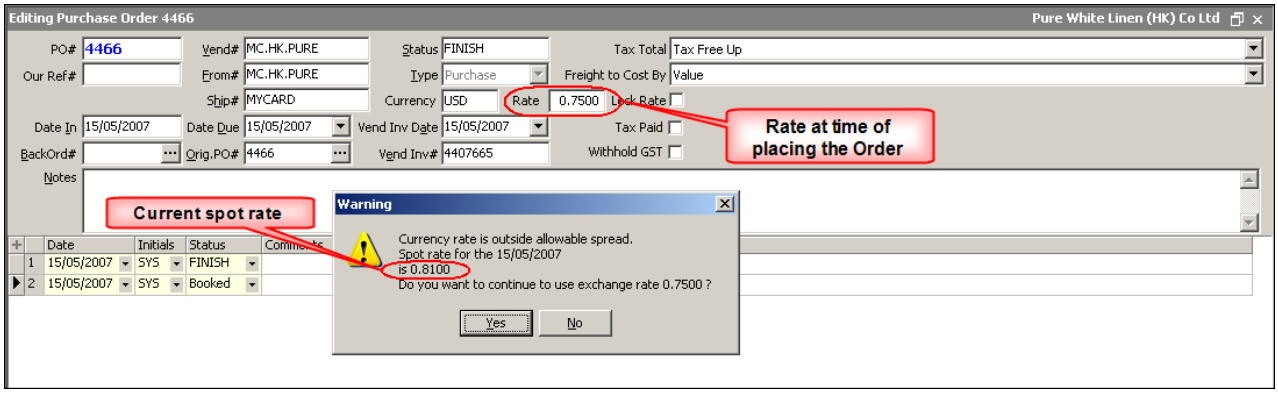
15.7.3 Finishing a Purchase or Expense Order

Changing the status of a foreign currency Purchase/Expense order to Finish will activate the following series of events:

Jim2 will check whether the Exchange Rate for the Currency used on this Purchase Order has

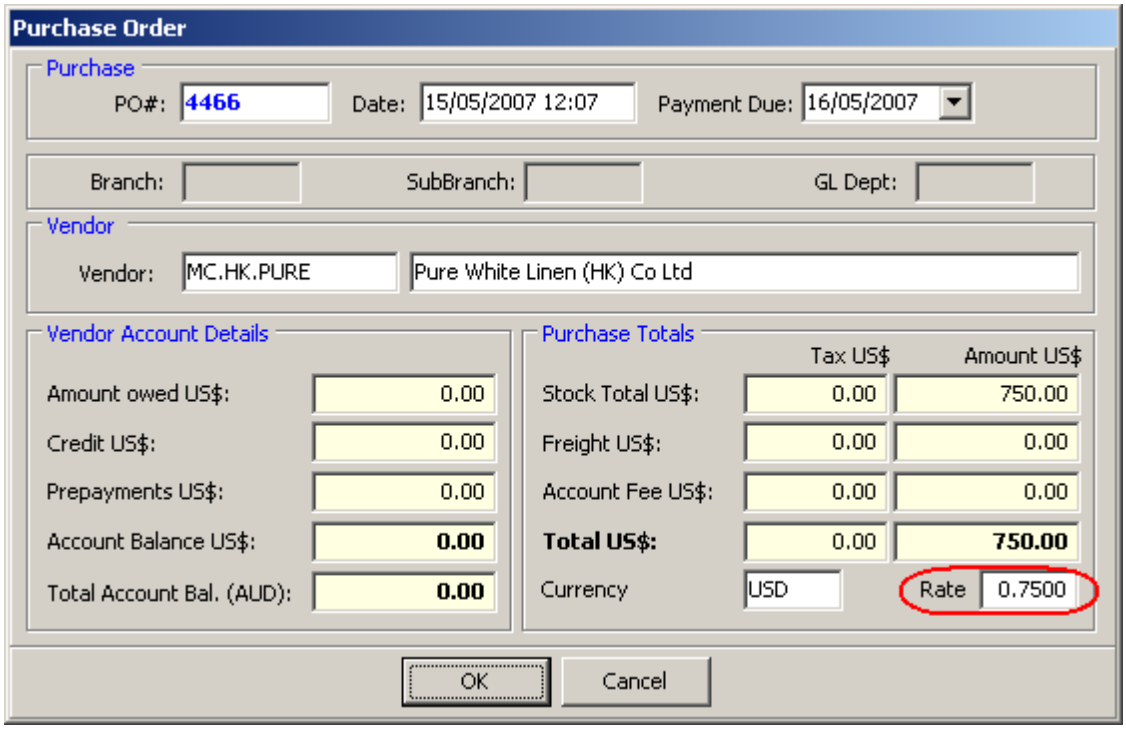
- Exceeded the allowable Spread Limit % and/or
- Passed its valid "Out of Date" range

If so, the User will receive a warning. The User must choose whether to rework the Rate (select NO) or continue with the Rate on the Purchase order (select YES)



The User must choose whether to rework the details (select **NO**) or continue (select **YES**)

NO Cancels the FINISH process so that the preferred rate can now be selected in the PO Header
YES Proceeds with the FINISH process and displays the Purchase Order summary dialogue box

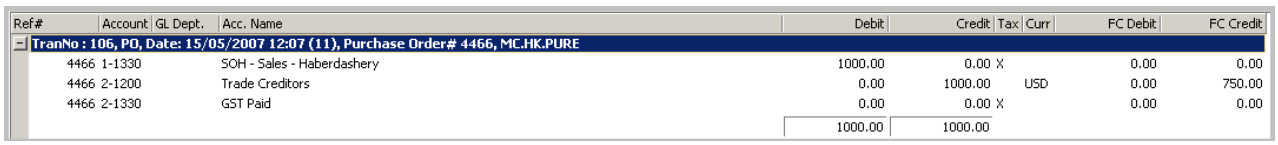


The Purchase Order summary dialogue box shows:

- Purchase Order details
- Vendor Code and full Name
- Current Creditor balance details including an overall account total in AUD$ for this Vendor (excluding the value this Purchase)
- A summary of this Purchase including Total Value in the selected Currency

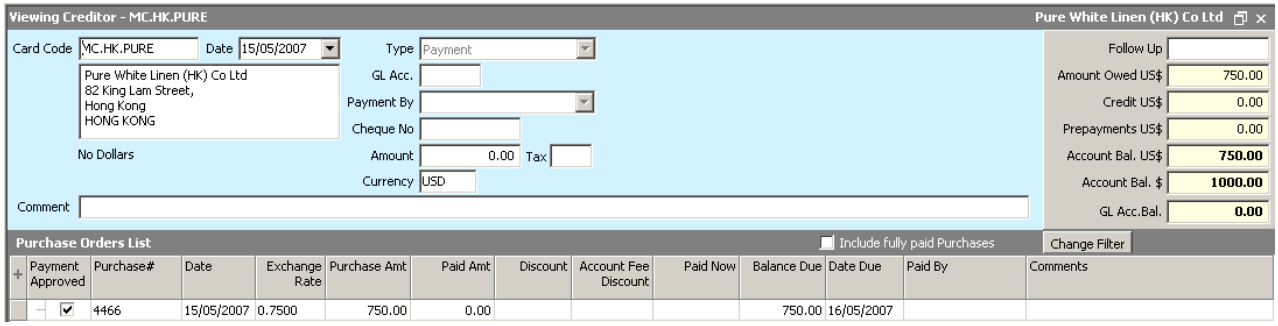
A journal will automatically be created in the Transaction Journal to move:

- The AUD$ value of Cost of Goods to the correct Stock on Hand (Asset) accounts
- The AUD$ value of the Purchase Order to the Trade Creditors (Liability)account
- The AUD$ value of any GST component to the GST Paid (Liability) account
- The AUD$ value of any minor rounding to the Rounding (Expense)account (in this example there is none)

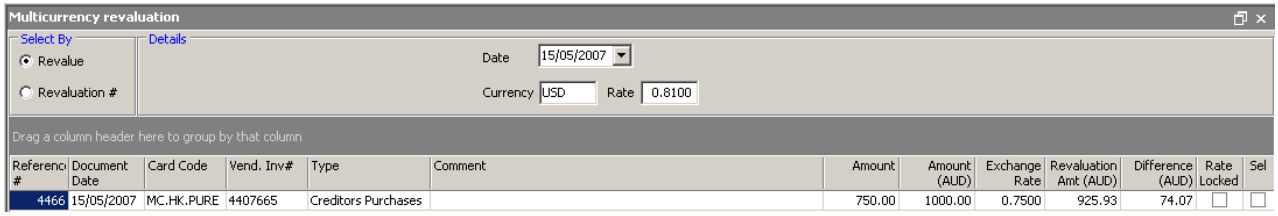


Ref#	Account	GL Dept.	Acc. Name	Debit	Credit	Tax	Curr	FC Debit	FC Credit
TranNo : 106, PO, Date: 15/05/2007 12:07 (11), Purchase Order# 4466, MC.HK.PURE									
4466	1-1330		SOH - Sales - Haberdashery	1000.00	0.00	X		0.00	0.00
4466	2-1200		Trade Creditors	0.00	1000.00		USD	0.00	750.00
4466	2-1330		GST Paid	0.00	0.00	X		0.00	0.00
				1000.00	1000.00				

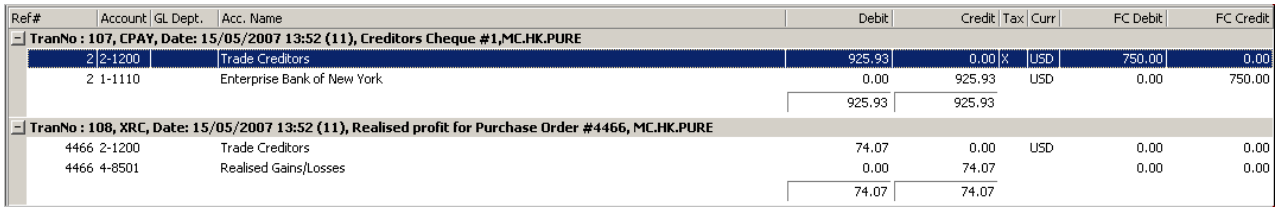
The Creditor record for this Vendor will show the USD$ total of the Purchase.



Because it is a foreign currency Creditor Purchase, the transaction total will appear in the Multicurrency Revaluation List, awaiting revaluation.

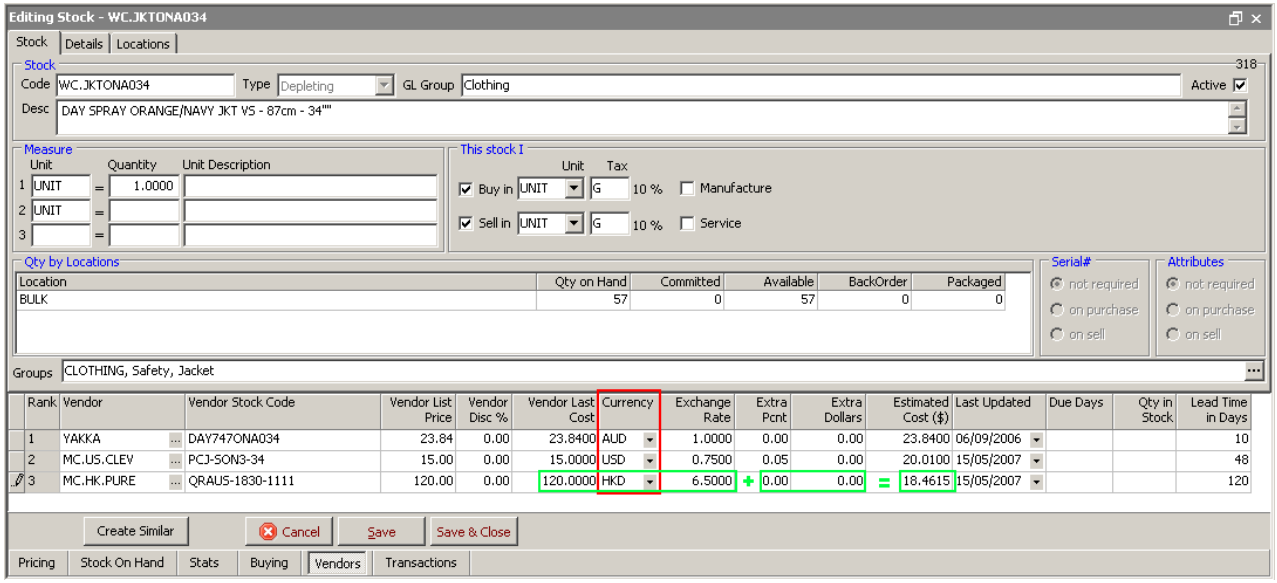


Should it be PAID before revaluation, the currency gain/loss will be calculated as the difference between the exchange rate on the credit (cheque payment) and the exchange rate on the document.



15.8 Stock

A Currency column is displayed on the Vendors tab of the Stockfile.



The flexibility of this facility enables many different methods of managing your Foreign Currency Stock Purchases.

For example, on line 2 above, the Vendor List Price is USD 15.00 and is set at an Exchange Rate of 0.75 although the current rate is in the mid 80's. An additional 5% has been added to give an Estimated Cost of AUD 20.01 thus allowing a margin between the Estimated Cost and the probable Actual Cost when a Purchase Order is completed.

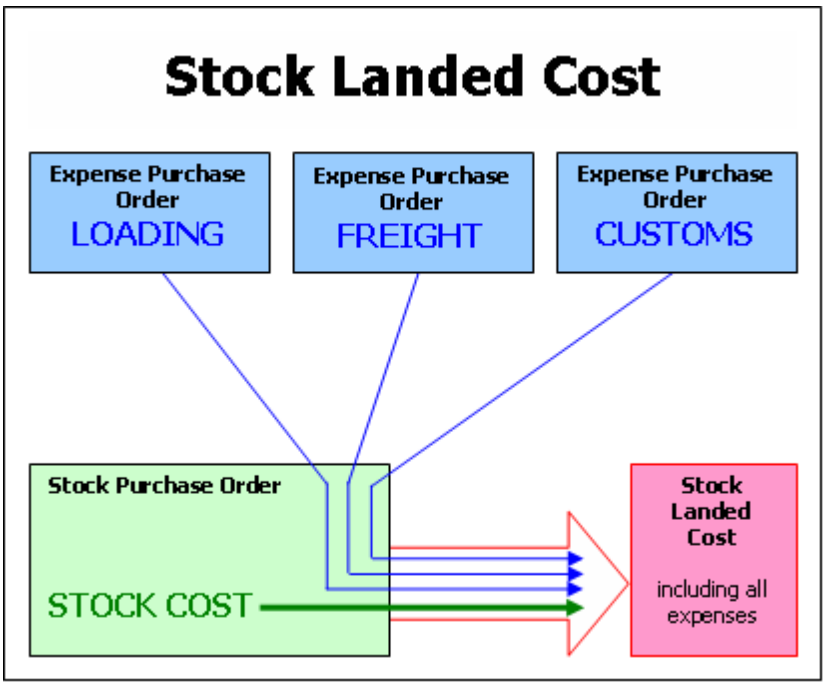
In the big picture, this stock can be purchased locally for $23.84 with a lead time of 10 days, for $20.01 from the US with a lead time of 48 days and for $18.46 from Hong Kong with a lead time of 120 days.

Remember that Stockfiles are always set up to reflect the most regular purchase. In the example above, although this stock can be purchased overseas at a lower cost, it is normally purchased locally, so the default Tax code on purchase is G. When purchased from an overseas Vendor, the tax code will reflect what is set on the Vendor Cardfile and so changes to X.

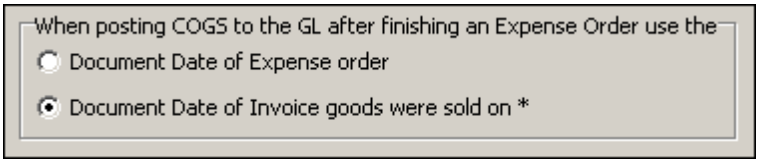
15.8.1 Landed Cost

Sometimes referred to as a "Costing Packet", Jim2 allows you to "apply" (link) positive and negative value Expense Orders to specific stock Purchase Orders to affect the Landed Cost Of Goods. Similarly, in a Multicurrency environment, you are able to link Expense Orders in any Currency to Purchase Orders in any Currency.

Linked Expenses would include billings for things like freight, insurances and duty that are received separately to the Purchase, but really should be reflected in the Landed Cost of Goods.



In **Tools** --> **Options** --> **Accounting** you can set the preference for Expense posting date

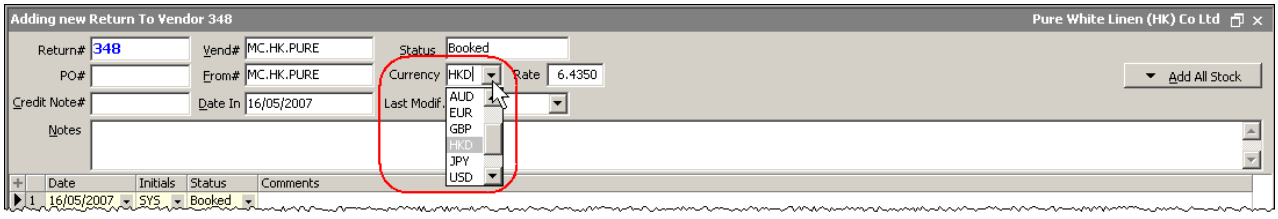


15.8.2 Return to Vendor

Return to Vendor transactions are always conducted at the specific Currency of the original Purchase Order.

A very specific **exception** has been included for use in Multicurrency. Existing Jim2 databases upgrading to Multicurrency will have recorded all Purchase transactions (including Opening Balance Purchase Orders) in AUD.

Because the need may now exist to Return To Vendor historic purchases in a Foreign Currency, Jim2 will allow you to do a RTV against any AUD Purchase using a Foreign Currency.



The **Price** and **Rate** (defaulted from the original PO) on a Return To Vendor can be edited to suit your needs.

If a foreign currency Exchange Rate change has occurred between the original Purchase rate and the Return to Vendor rate, Jim2 will calculate the gain/loss and automatically post it to the Realised Gains/Losses account on "applying" the Credit. Any difference in stock value will be credited to the "linked" stock adjustments account.



Finishing a Return To Vendor creates a Creditor "credit". Because this is (in essence) a payment transaction, the gain or loss is Realised. Applying the RTV credit to an outstanding Creditor invoice is not affected by currency fluctuation or revaluation.

MPS Edition

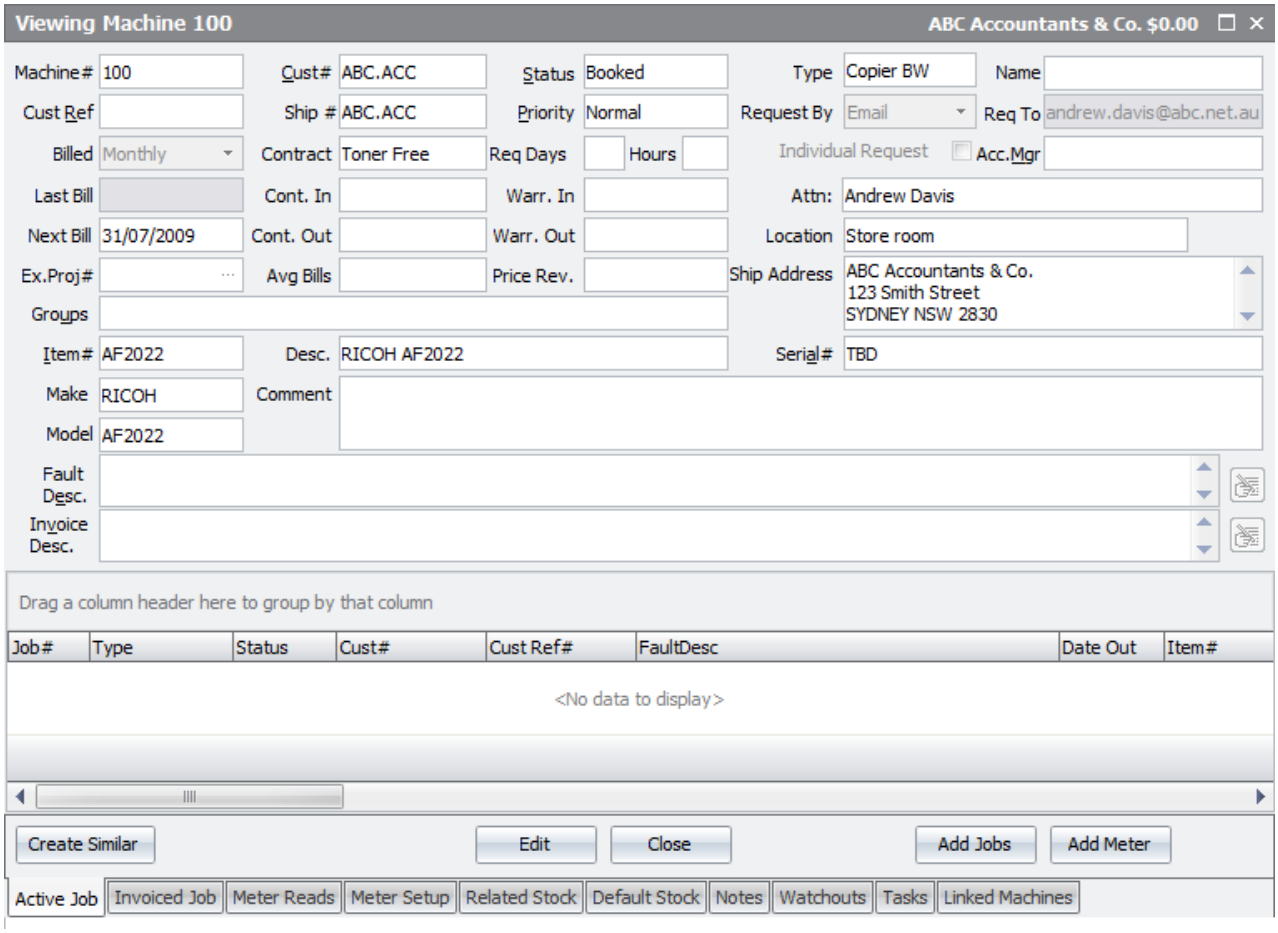
Topic 16

16 MPS Edition

Jim2 Managed Print Services Edition (MPS) has been specifically designed for the Photocopier Service Industry.

Jim2 MPSr Edition allows a Machine centric view of all activities (service and consumables) related to a specific Machine. Setting up a unique contract record for each Machine, will allow you to integrate the original Sale, Page Counts and Billing, Sales related to that Machine (consumables), and all Service and Maintenance Jobs, providing you with a full history for a given machine.

Jim2 MPS can easily handle hundreds or thousands of Machines that can be either under a full service contract or time and materials contracts.



Jim2 > Machines > Viewing Machine

Each Machine is allocated a unique Machine ID. This can be your existing contract number or automatically generated by Jim2.

All sales, service and meter billing Jobs are linked to this unique Machine ID, allowing detailed reporting and analysis.

16.1 Setup

Setting up machines in your Jim2 Database is divided into three parts:

System wide setup inclusive of stock and process control:

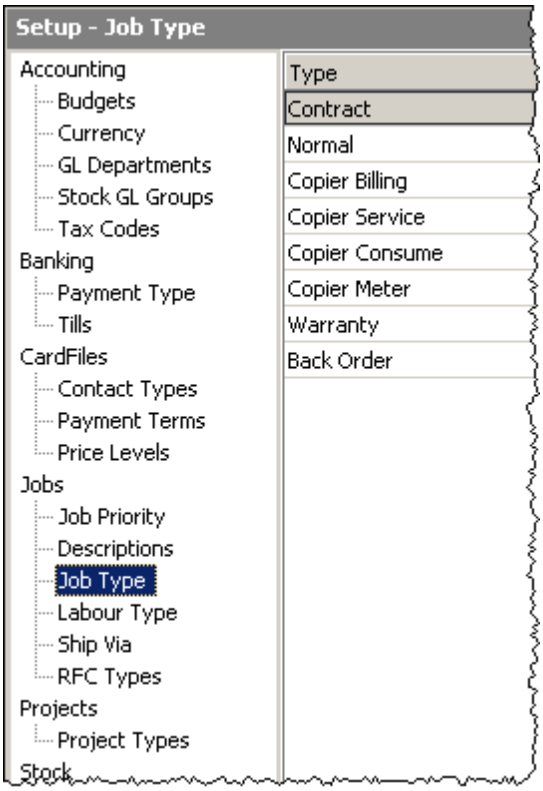
- Enabling Projects in Jim2
- Job Types
- General Ledger Accounts
- Contract Types
- Billing Stock Records
- Contract Types (Contract Price Levels)
- Price Templates
- Adding machines

These instructions assume you have already set up or imported all associated consumable and spare parts stock.

It is recommended that you set up several test machines in a Training database and all options are fully explored prior to attempting the setup for all machines, as there are many advanced functions that can't be changed once trading has commenced.

16.1.1 Job Types

Setting up new Job types can be done in: Tools > Setup > Jobs > Job Type



Define the default Job Types for:

Job Type	Typical Name	Application
Billing Meter	Copier Billing	Job to charge copy counts
Service Meter	Copier Meter	Records copy count at time of service
Service	Copier Service	Job to service the machine

Job Type	Typical Name	Application
Consumable	CopierConsum (truncated for display purposes)	Job to supply consumables

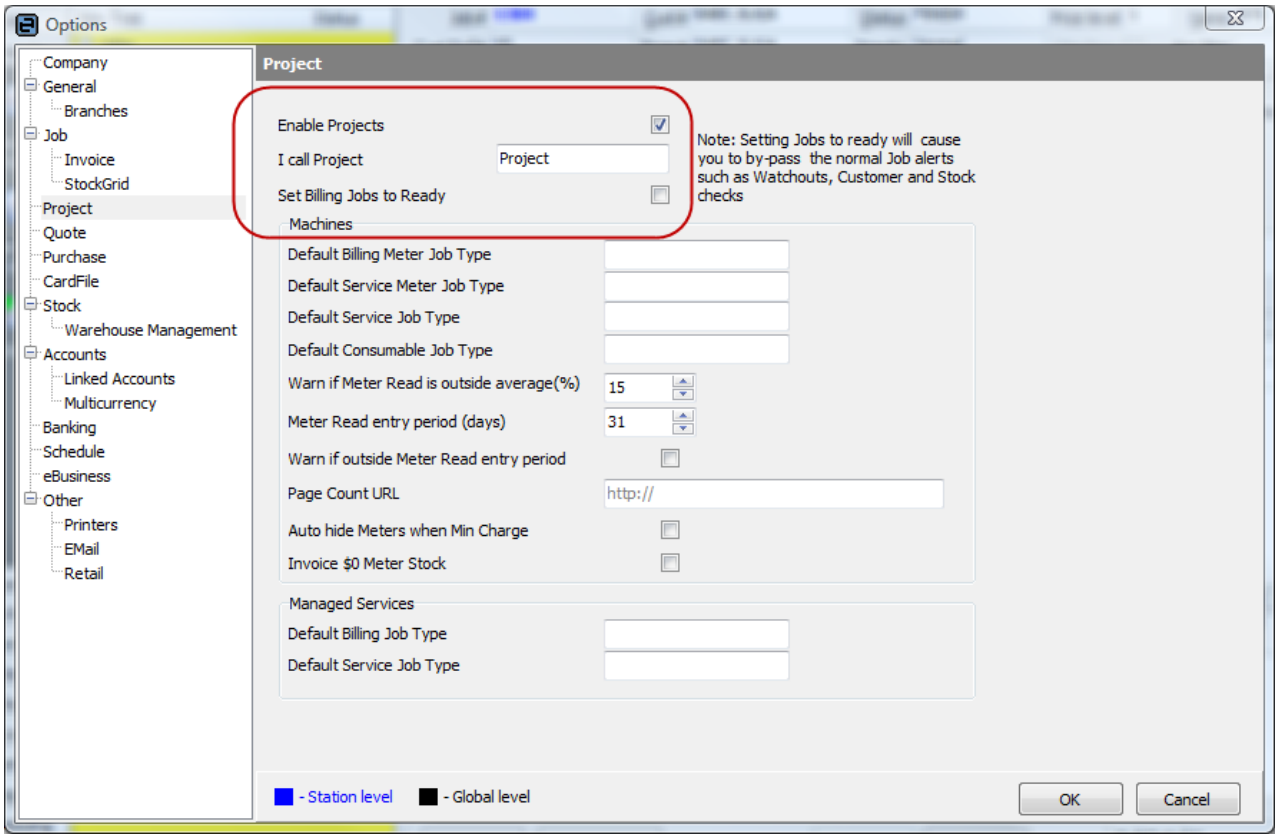
Job Types identify a particular class of Job. This can then be used for filtering within Job Lists and running Reports.

See Also:

Job Types

16.1.2 Enable Projects

To enable Projects in Jim2, go to: **Tools > Options > Project**



1. Tick Enable Projects (this assumes the Licence Key for Projects has been installed).
2. Rename Projects if required (typically Machine) so that all instances of the project will be known by this name.
3. Ticking the next box, takes a Billing Job straight to Ready, thus speeding up the invoice process. Be aware though, that this will bypass warnings based on the Invoice stage.
4. Select the Job Types - these become the defaults that are entered into the corresponding generated Jobs.
5. Adjust the next three fields according to requirements.
   a) A warning will be displayed if the Billing Meter Reading being entered varies from the average by greater or less then nominated %.

b) Set the typical number of days between billings.

c) When ticked, a warning will be displayed if a Billing Meter Reading is entered outside this period.

6. Page Count URL applies only to sites linked for Email submission of Copy Counts.
7. Ticking this box will auto hide Meters when Min Charge hides the Meter display within the Invoice Billing Stock line (see Billing Stock macro) when the Min Charge overrides the copy count.
8. Tick the last box to enable Invoice Meter Stock at $0

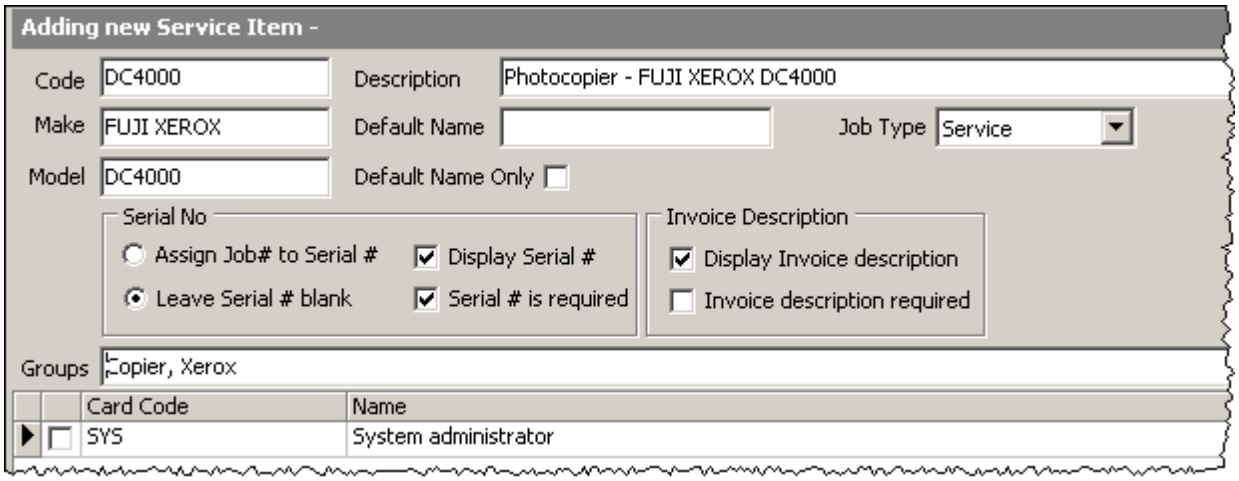
16.1.3 Machine Items

It may be helpful to read through all of the following set up details and then study the examples in order to fully appreciate the interdependence of the various components on each other. As with any complex system, it will provide the basic functionality with minimal set up but requires a thoughtful approach to all setup options in order to provide the fullest advantage.

Create an Item for Each Machine Type

An Item is used as a means of automating various functions within the system including tracking and reporting.

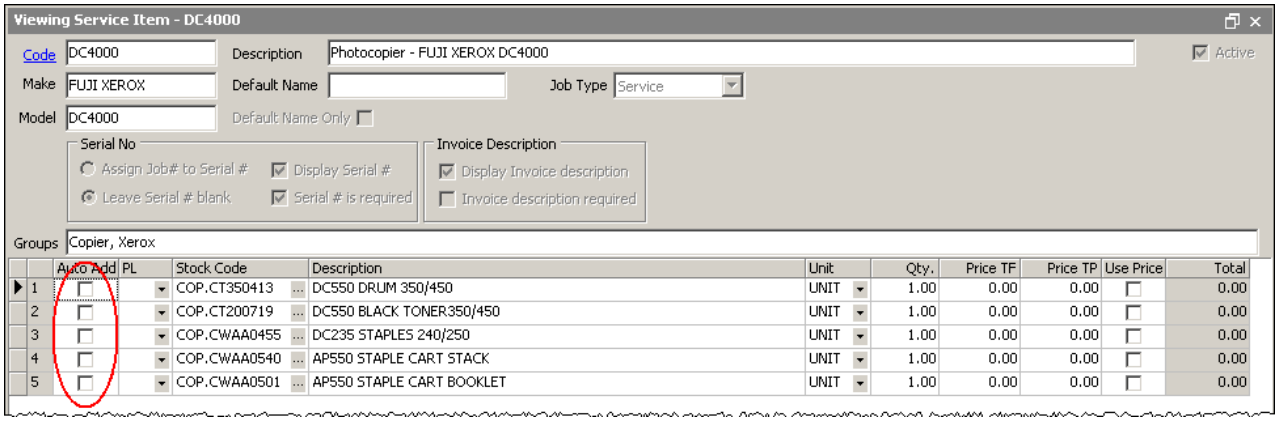
1. Go to: **Items** --> **Add Item**



Typically, the Item Code would take the format of the machine part number and, in a large organisation servicing many different types of equipment, could have a prefix indicating the particular class of equipment, e.g., COP.DC4000 to distinguish this as a Photocopier.

2. Select Item Groups to suite your grouping requirements – these may be helpful in running Reports, Job Lists, etc.

3. Select the Stock tab (bottom left of work screen) and add the stock used by this class of machine.



Untick the **Auto Add** check boxes. If the box is ticked, that stock will be automatically added to every Job using this Item whereas the unticked stock is available for selection from a list.

16.1.4 Billing Stock

1. Create at least, one Billing Stockcode for each Meter type (more will be required if there are to be multiple billings against the one Meter type).

   These are all Non depleting, allocated to the appropriate Stock GL Group and Report Groups, and DO NOT have Price or Vendor details.

   Note that the Description comprises of Macro fields explained further on.

   It is helpful to prefix all billing stock **CB** Copier Billing and include the second code **M** Meter or S Service before the identifier.

Typical Code	Application
CB.BASE.CHARGE	Used to apply a fixed charge e.g. Monthly Hire Fee, Base Charge, etc.
CB.MIN.CHARGE	Apples a default minimum charge if the copy charge is below a minimum.
CB.M.meter_identifer	At least one per meter type but may need more if there are more than one billing per machine for the same counter, e.g., 2nd Party Billing or split A3/A4 combinations - see below for further information on additional meter stock.
CB.S.meter_identifer	Used for recording the meter read during service.

The **Hide on Invoice** field on the Details tab may be selected depending on the desired outcome of the Description Macros.

2. Meter Stock Description Macros

   A macro facility is built into the Billing stock to enhance the meter information conveyed to a customer via an Invoice.

Macro	Description
<Counter Name>	The name of the Counter on the stock line within meter setup.
<Previous Read>	Previous meter reading (last billing period).

Macro	Description
<Meter Read>	Current meter reading (this billing period).
<Pages>	The number of pages to be billed.
<Rate TF>	Cost per copy excluding GST
<Rate TP>	Cost per copy including GST

Enter the above macros and appropriate text into the Description field of the Billing stock to achieve the desired result.

e.g.

"<Counter Name> - last read <Meter Read>, previous read <Previous Read>, <Pages> pages at <Rate TF>" as the Description of CB.M.BLACK would display **Black Meter - last read 100000, previous read 90000, 10000 pages at .0011** if the meter name were Black Meter, the readings were 90000 and 100000, and the price per copy were .11 cents

16.1.4.1 General Ledger

Create the necessary Asset, Income and COGS accounts in the General ledger for the Copier component of the business.

Using these accounts, set up the appropriate Stock General Ledger Groups for copiers.

See Also:

Stock GL Groups

16.1.5 Contract Types

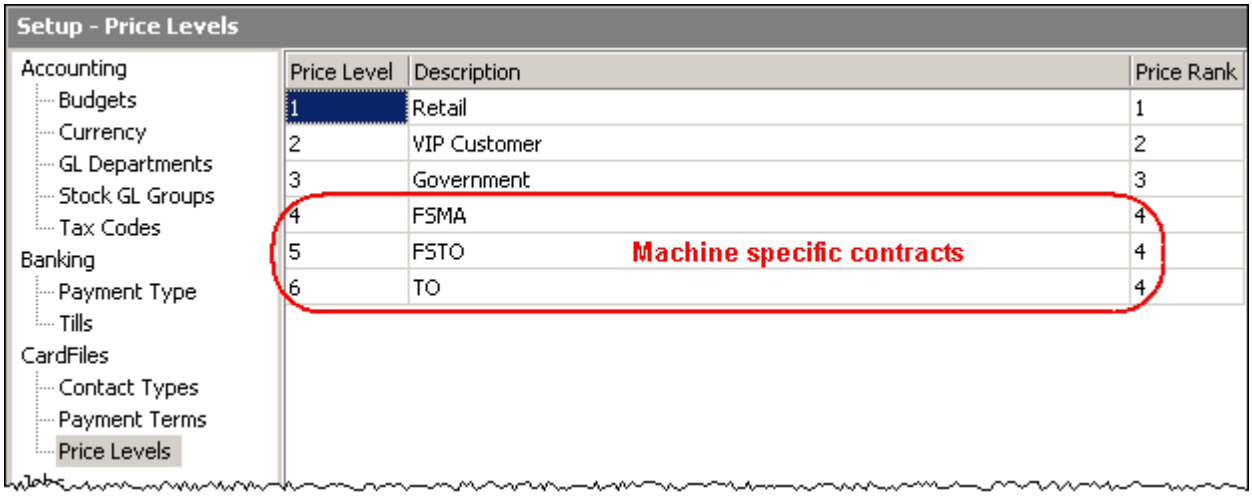
Contract Types (Price Levels) identify the type contract that a Machine is on and automatically apply the contract specific price for stock on a Machine related Job.

See Also:

Price Levels

Typically, Price Level setup for a Photocopier business would comprise at least one (probably several) non-machine general sales Price Levels, usually starting with 1-Retail (the highest price that stock would be sold for.

Go to: **Tools** --> **Setups** --> **Cardfiles** --> **Price Levels** and set up according to the contracts established.



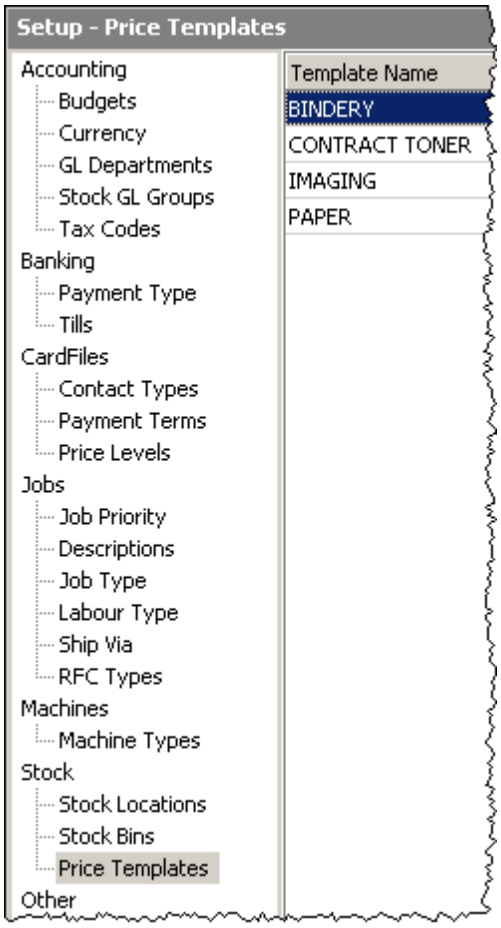
16.1.6 Price Templates

Price Templates are a way of globally applying a price structure to a group of products.

Although a price matrix can be built on each individual product, the nature of the price structure of stock in a Photocopy business lends itself to Price Templates.

See Also:
Price Templates and Stock Pricing Grid

1. Go to: **Tools** --> **Setups** --> **Stock** --> **Price Templates** and add the Price Templates according to the product group structure that will be used on Machines.



Typically, there will be a template for each group of stock that has a common selling price ($0.00 is a selling price), and means of calculating that selling price, for a given Contract (Price Level).

Note that the Fixed Price and Price Level - methods can not be used as the method must be dynamic.

The example below is for Contract Toner that has all the Price Calculations based on the List Price. If the List price were $100.00 for example the resultant prices would be:

1	$100.00
2	$95.00
3	$92.50
4	0
5	0
6	0

Template: CONTRACT TONER

Price Level	Price Calc Method	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %
1-Retail	List - Percent									
2-VIP Customer	List - Percent	5								
3-Government	List - Percent	7.5								
4-FSMA	List - Percent	100								
5-FSTO	List - Percent	100								
6-TO	List - Percent	100								

The second example is more complex in that it allows Quantity discount and mix of calculation methods:

Template: BINDERY

Price Level	Price Calc Method	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %	>= Qty	Pcnt %
1-Retail	List - Percent									
2-VIP Customer	List - Percent	5	5	7.5	10	9	25	10		
3-Government	Avg COGS + Markup	20								
4-FSMA	List - Percent	5	5	7.5	10	9	25	10		
5-FSTO	List - Percent	5	5	7.5	10	9	25	10		
6-TO	List - Percent		10	5	20	7.5				

2. Move the required Photocopier Stock into the appropriate Price Templates.

16.1.7 Add Machine

In the Sidebar, go to: **Machines (Projects) > Add Machine**

- Customer for billing
- Site/Location details
- Site Contact
- Default Technician
- Service levels
- Contract type
- Page count delivery method (email, fax etc)
- Active Jobs related to this Machine
- Historical Jobs related to this Machine
- Meter setup
- Meter count history
- Related Tasks (To Do, Scheduled Onsite Visits, Reviews etc)
- Related Watchouts and Warnings
- Machine related Notes

Complete the header information starting at Machine#. Although you can use the Tab key, it may be easier to use the mouse to navigate but still work through the sequence of Left to Right then the next row to ensure nothing is missed:

1. **Machine#** - This identifies the specific machine in your business. Jim2 automatically allocates a number commencing at 1 (see following note) but this can be manually over typed if you have an existing number system. Note that where the Machines have been imported by Happen Business as part of a new implementation, the first number will follow on from the last machine imported i.e. if 200 machines were imported, the next number will be 201.

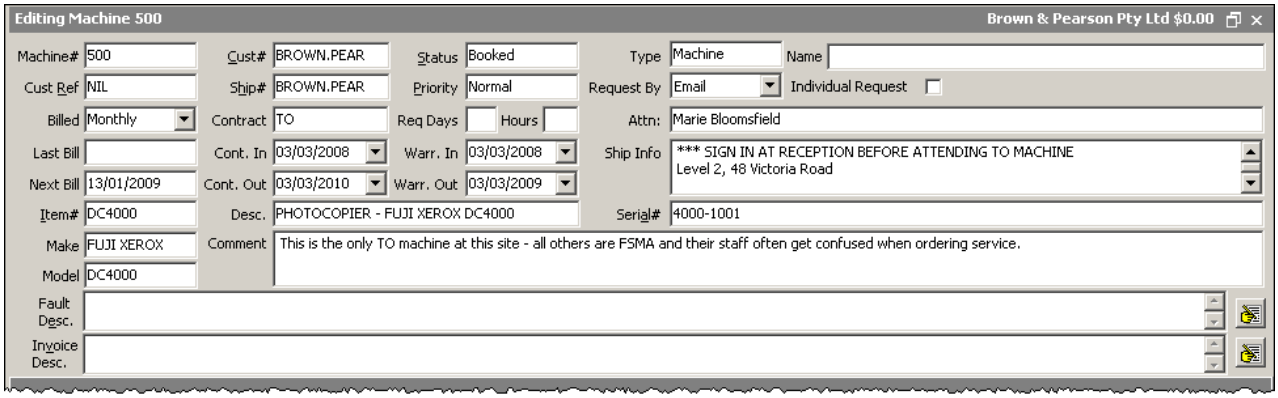
2. **Cust#** - Customer code. This is the customer who has the machine.
3. **Status** - Defaults to **Booked** (meaning a machine is in use). It could be set to **TEMPLATE** if this machine is used as a reference to set up other machines from.
4. **Type** - **Machine** is selected to indicate that it is included in copy counts whereas **Asset** is not included in copy counts and could be used to identify other equipment that is maintained by service agreement, for example Telephone systems.

See Also:

Following notes on using Type to further group your operation.

5. **Name** - Default technician to maintain this machine (normally left blank).
6. **Cust Ref** - This would be the customers standing Purchase Order number for all work on this machine or the customer's identification (Asset) code for this machine at a large site with asset control. Enter **NIL** if this is not going to be used so it will flow through to all Jobs for this particular machine.
7. **Ship#** - Customer shipping address. As with normal Jim2 Jobs, this will be the same as the Cust# if the customer only has one address but will change to match the actual site address for multi site customers.
8. **Priority** - Method of prioritising machine service (Urgent, Normal, Low).
9. **Request By** - Sets how the Request for Copy Count will be sent to your customer. Note that if Email or Fax is selected, it is necessary to have added an appropriate Email Photocopier or Fax Photocopier details to the Cust Cardfile (Ship in the case of multi-site customers).
10. **Individual Request** - tba tick box details
11. Billed - Select the Billing cycle for this particular machine.
12. **Contract** - Select the Contract type (Price Level).
13. **Req Days/Hours** – Planned response time for servicing this machine.
14. **Attn.** - Default contact for this machine at the customer's site. This contact must be set up on the Ship Cardfile first.
15. **Last Bill** - Automatically calculated.
16. **Cont. In** - The starting date of the Contract on this machine.
17. **Warr. In** - The starting date of the Warranty on this machine.
18. **Ship Info** - Specific details about the location of this particular machine. By default, it will be the Ship Address from the Cardfile but it can be over typed with specific details e.g. *Must report to Security before going on site, Enter via the northern door then turn left down the stairs, etc.*
19. **Next Bill** - Scheduled date of next billing. This will be automatically updated after the first billing cycle but you may enter the initial next billing.
20. Cont. Out - The finishing date of the Contract on this machine.
21. **Warr. Out** - The finishing date of the Warranty on this machine.
22. **Item#** - The item for this machine type.
23. **Desc.** - The Item Description populated from the Item but may be over typed with details to appear on Invoices, Job Sheets, etc.
24. **Serial#** – Manufacturer's serial number of the major machine.
25. **Make** - Make of machine populated from the Item.
26. Comment - General comments about this machine. This field is intended for key information that must be visible to staff when looking at the machine and could be references to other Notes on the machine or procedures, etc.
27. **Model** - Model of machine populated from the Item.
28. **Fault Desc**. - Enter if a default description is required on each Job.
29. **Invoice Desc.** - Enter if a default description is required on each Job.

Typical machine after initial setup



16.1.8 Meter Setup

This is the crucial component of setting up a machine and determines how the customer will be invoiced.



As the Meter set up cannot be easily changed after transactions have commenced, it is strongly recommended that a couple of different machines be fully set up and tested in Playschool to ensure the desired outcomes are obtained.

Before starting the Meter setup, it is helpful to think about how the meter details should appear on the Invoice then lay out the same way with the meters.

Select the **Meter Setup** tab on the machine and commence adding as follows:

1. **Meter ID** - Automatically populated by the system.
2. **Meter Name** - Enter name for this meter. Note that, if using the Description Macros, this will appear on the invoice.
3. **Meter Type** - Determines how the meter functions (select from drop down list).

Meter Type	Description
Min Charge	The Minimum charge for each billing cycle. For example, if this is $40 and the copy counts come to $20, the invoice will show Min Charge of $20 and Copy Count of $40
Base Charge	A base charge, for example rental, that is independent of the copy count.
2nd Party Billing	This is the second part of a linked meter for charging part to the customer and part to a 2nd party, for example an uplift component. It is not used where the whole of the meter is being billed to someone other than the Cust# detailed on the machine.
Black	The BLACK meter.
Colour	The COLOUR meter.
Total (Linked)	The total of two linked meters.

4. **Billing Stock Code** - The billing stock associated with this meter. Billing stock interprets the meter reads and calculates the resultant charge that will appear on the Invoice.
5. **Service Stock Code** - The service stock associated with this meter. Every billing meter must have a corresponding but different code to record the meter reading when a Service Job is completed.
6. **Customer To Invoice** - The customer who is paying for this meter reading. By default, it will be the Cust# already set on this machine but it can be changed to a second party.
7. **Current Meter Count** - Automatically populated from Job.
8. **Start Meter Read** - The reading that this meter will start from when the next billing cycle is run.
9. **Rate TF** - Rate the customer is charged per copy in dollars and cents - ex GST.
10. **Rate TP** - Rate the customer is charged per copy in dollars and cents - inc GST. Only one or the other is required.
11. **Free Counts** - The number of free counts per billing cycle.
12. **Last Billed By** - Automatically populated from Job.
13. **Hide On Invoice** - Tick if the Billing Stock is to be hidden on the Invoice.
14. **Hide Service** - Tick if the Service Stock is to be hidden on the Invoice.
15. **Linked Meter** - Where two or more meters form part of the same billing function, they are joined by entering the Meter ID of the first function of the group in the Linked Meter field – this will then automatically change the Meter ID of that row.

Repeat the process for each additional meter.

16.1.8.1 Simple Meter Examples

1) Single Meter and Minimum Charge

Minimum Charge is $45.00

Meter ID	Meter Name	Meter Type	Billing Stock Code	Service Stock Code	Customer To Invoice	Current Meter Count	Start Meter Read	Rate TF	Rate TP	Free Counts
1	Minimum Charge	Min Charge	CB.MIN.CHARGE		JACO.ORIG	123777	123777	45.0000	49.5000	
2	Black Meter	Black	CB.M.BLACK	CB.S.BLACK	JACO.ORIG	123777	123777	0.0150	0.0165	

View of Invoice Description where Minimum Charge is invoked

Current Meter Count	123777	Black Meter - last read 125101, previous read 123777, 1324 pages at 0.0150	$19.86
New Meter Count	125101	Minimum Charge 45.0000	$25.14
Total to be billed	1324	Job Total Excluding GST	$45.00

View of Invoice Description where Copy Count exceeds the Minimum Charge

Current Meter Count	123777	Black Meter - last read 126950, previous read 123777, 3173 pages at 0.0150	$47.60
New Meter Count	126950	Job Total Excluding GST	$47.60
Total to be billed	3173		

2) Single Meter and Base Charge

Base Charge is $40.00 and is named **Monthly Fee** in the Meter Setup

Meter ID	Meter Name	Meter Type	Billing Stock Code	Service Stock Code	Customer To Invoice	Current Meter Count	Start Meter Read	Rate TF	Rate TP	Free Counts
1	Monthly Fee	Base Charge	CB.BASE.CHARGE		SSCN.MAINT	0		40.0000	44.0000	
2	Black Meter	Black	CB.M.BLACK	CB.S.BLACK	SSCN.MAINT	189726	189726	0.0180	0.0198	

View of Invoice Description with Copy Charge and Base Charge

Current Meter Count	189726	Black Meter - last read 192994, previous read 189726, 3268 pages at 0.0180	$58.82
New Meter Count	192994	Monthly Fee 40.0000	$40.00
Total to be billed	3268	Job Total Excluding GST	$98.82

3) Two Meter Machine

Minimum Charge is $55.00

Meter ID	Meter Name	Meter Type	Billing Stock Code	Service Stock Code	Customer To Invoice	Current Meter Count	Start Meter Read	Rate TF	Rate TP	Free Counts
1	Black Meter	Black	CB.M.BLACK	CB.S.BLACK	ORAN.DIST	178467	178467	0.0143	0.0157	
2	Colour Meter	Colour	CB.M.COLOUR	CB.S.COLOUR	ORAN.DIST	28998	28998	0.1200	0.1320	
3	Minimum Charge	Min Charge	CB.MIN.CHARGE		ORAN.DIST	0		55.0000	60.5000	

View of Invoice Description where Minimum Charge is invoked

Black Charge	$21.99	Black Meter - last read 180005, previous read 178467, 1538 pages at 0.0143	$21.99
Colour Charge	$9.48	Colour Meter - last read 29077, previous read 28998, 79 pages at 0.1200	$9.48
Minimum Charge $55	$23.53	Minimum Charge 55.0000	$23.53
Total Charge	$55.00	Job Total Excluding GST	$55.00

View of Invoice Description where Copy Count exceeds the Minimum Charge

Black Charge	$32.58	Black Meter - last read 180745, previous read 178467, 2278 pages at 0.0143	$32.58
Colour Charge	$22.68	Colour Meter - last read 29187, previous read 28998, 189 pages at 0.1200	$22.68
Minimum Charge $55		Job Total Excluding GST	$55.26
Total Charge	$55.26		

16.1.8.2 Advanced Meter Examples

1) Two Meter with 2nd Party billing on the Black Meter only

Black charge split between Customer and RICOH.SERV

Meter Type	Billing Stock Code	Service Stock Code	Customer To Invoice	Current Meter Count	Start Meter Read	Rate TF	Rate TP	Free Counts	Last Billed By	Hide On Invoice	Hide Service	Linked Meter
Black	CB.M.BLACK	CB.S.BLACK	ORAN.DIST	121494	121494	0.0110	0.0121			☑	☑	
2nd Party Billing	CB.M.BLACK.UPLIFT		RICOH.SERV	121494	121494	0.0099	0.0109			☑	☑	1
						0.0209	0.0230			☑	☑	
Colour	CB.M.COLOUR	CB.S.COLOUR	ORAN.DIST	91309	91309	0.1200	0.1320			☑	☑	

View of Invoice Description to the Customer

Black Charge - 1000	@ 0.0110	Black Meter - last read 122494, previous read 121494, 1000 pages at 0.0110	$11.00
Whole of Colour Charge		Colour - last read 91809, previous read 91309, 500 pages at 0.1200	$60.00
		Job Total Excluding GST	$71.00
Total Charge			

View of Invoice Description to the 2nd Party

Black Charge - 1000	@ 0.0099	Black Meter - last read 122494, previous read 121494, 1000 pages at 0.0099	$9.90
		Job Total Excluding GST	$9.90

Note: The Billing function automatically creates two Billing Jobs.

2) Subtraction Meters

Colour A3 Meter subtracting from Colour A4

Meter ID	Meter Name	Meter Type	Billing Stock Code	Service Stock Code	Customer To Invoice	Current Meter Count	Start Meter Read	Rate TF	Rate TP	Free Counts	Last Billed By	Hide On Invoice	Hide Service	Linked Meter
1	Black	Black	CB.M.BLACK	CB.S.BLACK	ORAN.DIST	155629	155629	0.0110	0.0121		SYS	☐	☑	
2	Colour A3	Colour	CB.M.COLOUR.A3		ORAN.DIST	55912	55912	0.1800	0.1980		SYS	☐	☑	
3	Colour A4	Total (Linked)	CB.M.COLOUR.A4	CB.S.COLOUR	ORAN.DIST	110881	110881	0.1400	0.1540		SYS	☐	☑	2

View of Invoice Description where Copy Count exceeds the Minimum Charge

Black	no change	Black - last read 157629, previous read 155629, 2000 pages at 0.0110	$22.00
Colour A3 56012 - 55912 = 100		Colour A3 - last read 56012, previous read 55912, 100 pages at 0.1800	$18.00
Colour A4 111381 - 110881= 400		Colour A4 - last read 111381, previous read 110881, 400 pages at 0.1400	$56.00
- the A3 = 300		Job Total Excluding GST	$96.00

16.2 Operation

The operation of the Jim2® Photocopy edition covers three distinct areas of the photocopy environment, all focused on the individual machine:

Billing

Sending the Request for Meter Read via Email, Fax, Manual or Web based.

Recording the Meter Read and receiving warnings for readings that depart from normal, for each particular machine.

Invoicing based on Meter Reads and/or combinations of various other methods as well as invoicing a second party.

Consumables

Recording the supply of consumables and where appropriate, charging the customer. The machine setup facilitates the monitoring of toner supply and can warn where the toner yield to copies ratio is outside expectations.

Service

All service work, parts and technician time can be linked to the individual machine, to create a full history and to report profitability. Site specific instructions are recorded on the machine and printed on the relevant job documents.

16.2.1 Billing

The Billing environment starts with a view of all Machines in a List.

Machine #	State	Customer Name	Ship#	Contract Price Level	Request Sent	Next Bill	Last Billed	Item Desc	Item Model	Request By	Name	Cust Ref
C.0001	Billing Due	BIGA WIDE BAY LIMITED	BIG.WID.BR	FSMAT		21/07/2008	27/06/2008	DOCUCENTRE 506	DC506C	Email	MICK	NIL
C.0009	Billing Due	ACROSS THE WAVES SPORTS	ACROSS.THE	FSMA3		21/07/2008	27/06/2008	APEOSPORT II C4300	APC4300H	Print	NATASHA	NIL
C.0010	Active	BUTKUS PRINTING	BUTKUS.PRI	T&M				DOCUPRINT C1618	C1618	Do not	MICK	NIL
C.0011	Billing Due	BARGARA STATE SCHOOL	BARG.STATE	FSMAT	23/01/2009	21/07/2008	27/06/2008	V212 PHOTOCOPIER	V212T	Print	GARRY	NIL
C.0012	Billing Due	HOLMES McLEOD CONSULT	HOLMES.MCL	FSMA3		21/07/2008	27/06/2008	DOCUCENTRE II 3000	DCC3000C	Email	NATASHA	NIL
C.0013	Billing Due	SANDY STRAITS SS KOSH	SANDY.STR2	FXFSMA1	23/01/2009	21/07/2008	30/06/2008	DOCUCENTRE 186	DC186CP	Email	MICK	NIL
C.0014	Billing Due	1770 PRINT & COPY	PRINT.COPY	FSMA3		21/07/2008	27/06/2008	DOCUCENTRE II C4300	DCC4300	Email	MICK	NIL
C.0016	Billing Due	MULTILOW PTY LTD	MULTI.LO	FSMA3		21/08/2008	23/01/2009	DOCUCENTRE II C3000	DCC3000C	Print	MICK	NIL
C.0102	Billing Due	WORKCOVER QUEENSLAND	WORKC.MARY	FXFSMA2		12/07/2008	31/05/2008	WORKCENTRE 45	WCP45	Do not	FUJI.XEROX	NIL
C.0103	Billing Due	OFFICEWORKS BUNDABERG	OFFICEWORK	FXFSMA2	23/01/2009	12/07/2008	10/04/2008	APEOSPORT II 750	AP750	Do not	FUJI.XEROX	STAFF
C.0105	Billing Due	SALMAT TELESERVICES	SALMAT.TEL	FXFSMA2	23/01/2009	12/07/2008	31/05/2008	APEOSPORT 3000	AP3000	Do not	MICK	NIL
C.0106	Billing Due	DISCOVERY COAST	DIS.COA.CO	FSMAT	23/01/2009	21/07/2008	27/06/2008	DOCUCENTRE C250	DCC250CF	Email	MICK	NIL
C.0110	Billing Due	HERRON TODD WHITE	HER.TW.BUN	FSMA5		21/07/2008	27/06/2008	DOCUCENTRE C250	DCC250CF	Email	NATASHA	NIL
C.0112	Billing Due	HERVEY BAY STATE HIGH	HB.STATE.H	FXFSMA1		21/07/2008	27/06/2008	DOCUCENTRE 706	DC706DC	Email	GARRY	ADMIN
C.0115	Billing Due	1770 PRINT & COPY	PRINT.COPY	FSMA		21/07/2008	27/06/2008	DOCUCENTRE 405	DC405C	Email	MICK	NIL
C.0116	Active	SANDY STRAIT STATE	SANDY.STR1	T&M				ABLE 1406	ABLE.1406	Do not	GARRY	NIL
C.0117	Active	CENTRELINK (BUNDABERG)	CENLNK.BUN	FXCHARGE				LF85I FAX	LF85IPC		MICK	NIL

Like all Jim2 Lists, this can be sorted on Machine number (as in this example), State, Customer, Machine Type and so on. Each User can save their own favourite List layout.

This gives a snapshot of the machine environment identifying machines that have been billed, are due to be billed and where the copy count request has been sent.

The stages are:

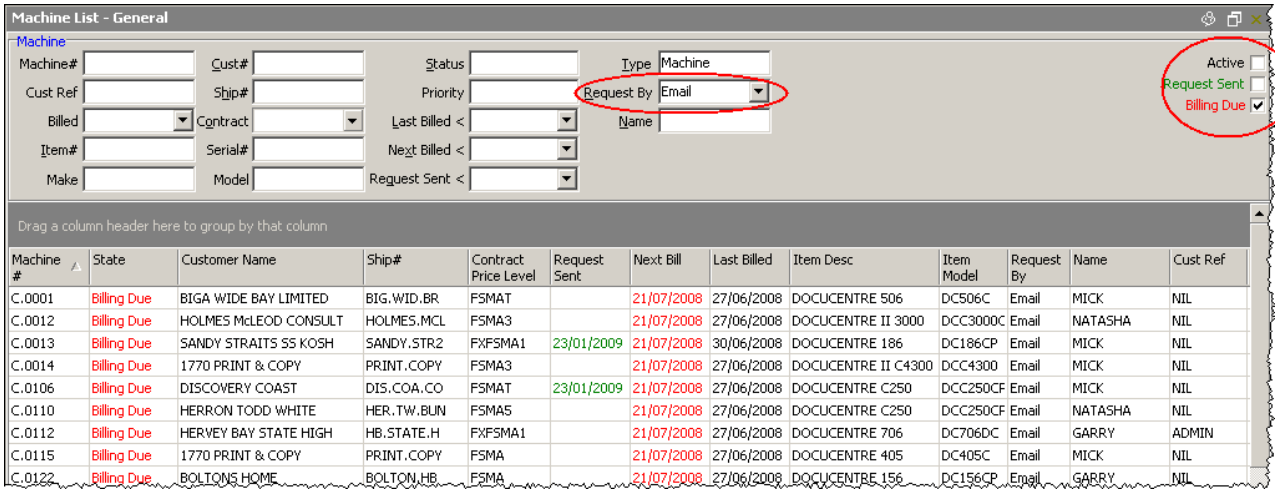
1 Request Meter Reading

2 Enter Meter Readings

3 Invoice Meter Readings

16.2.1.1 Request Meter Reading

The Billing cycle starts with a request to your customers for a Meter Reading.



Machine #	State	Customer Name	Ship#	Contract Price Level	Request Sent	Next Bill	Last Billed	Item Desc	Item Model	Request By	Name	Cust Ref
C.0001	Billing Due	BIGA WIDE BAY LIMITED	BIG.WID.BR	FSMAT		21/07/2008	27/06/2008	DOCUCENTRE 506	DC506C	Email	MICK	NIL
C.0012	Billing Due	HOLMES McLEOD CONSULT	HOLMES.MCL	FSMA3		21/07/2008	27/06/2008	DOCUCENTRE II 3000	DCC3000C	Email	NATASHA	NIL
C.0013	Billing Due	SANDY STRAITS SS KOSH	SANDY.STR2	FXFSMA1	23/01/2009	21/07/2008	30/06/2008	DOCUCENTRE 186	DC186CP	Email	MICK	NIL
C.0014	Billing Due	1770 PRINT & COPY	PRINT.COPY	FSMA3		21/07/2008	27/06/2008	DOCUCENTRE II C4300	DCC4300	Email	MICK	NIL
C.0106	Billing Due	DISCOVERY COAST	DIS.COA.CO	FSMAT	23/01/2009	21/07/2008	27/06/2008	DOCUCENTRE C250	DCC250CP	Email	MICK	NIL
C.0110	Billing Due	HERRON TODD WHITE	HER.TW.BUN	FSMA5		21/07/2008	27/06/2008	DOCUCENTRE C250	DCC250CP	Email	NATASHA	NIL
C.0112	Billing Due	HERVEY BAY STATE HIGH	HB.STATE.H	FXFSMA1		21/07/2008	27/06/2008	DOCUCENTRE 706	DC706DC	Email	GARRY	ADMIN
C.0115	Billing Due	1770 PRINT & COPY	PRINT.COPY	FSMA		21/07/2008	27/06/2008	DOCUCENTRE 405	DC405C	Email	MICK	NIL
C.0122	Billing Due	BOLTONS HOME	BOLTON.HB	FSMA		21/07/2008	27/06/2008	DOCUCENTRE 156	DC156CP	Email	GARRY	NIL

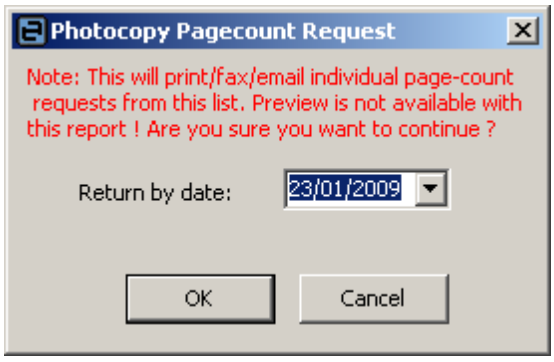
1. Run a List of Machines selecting **Request By Email** (or other type) and un-ticking **Active** and **Request Sent**.

As with other Lists in Jim2, additional selection criteria can be entered into the List header before running.

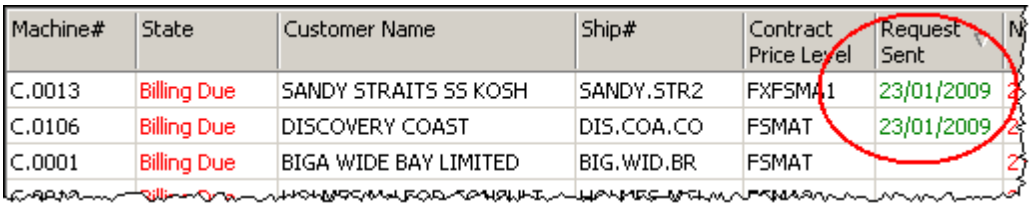
This may be helpful in the early days of operation to process smaller batches until confidence is gained.

2. Select the appropriate Report from the drop down list of Reports, typically **Machine Page Request Form** and then press the Email (or Fax, Print, etc) icon.

A warning advises that the requested process is automatic and will proceed to carry out the function for the whole List.



3. The Request Sent column now shows the date in green.



Machine#	State	Customer Name	Ship#	Contract Price Level	Request Sent	N
C.0013	Billing Due	SANDY STRAITS SS KOSH	SANDY.STR2	FXFSMA1	23/01/2009	2
C.0106	Billing Due	DISCOVERY COAST	DIS.COA.CO	FSMAT	23/01/2009	2
C.0001	Billing Due	BIGA WIDE BAY LIMITED	BIG.WID.BR	FSMAT		2

4. Repeat this process for each Group of Machines as appropriate.

16.2.1.2 Enter Meter Readings

There are two ways to enter the meter Readings:

a) Individually on each machine or

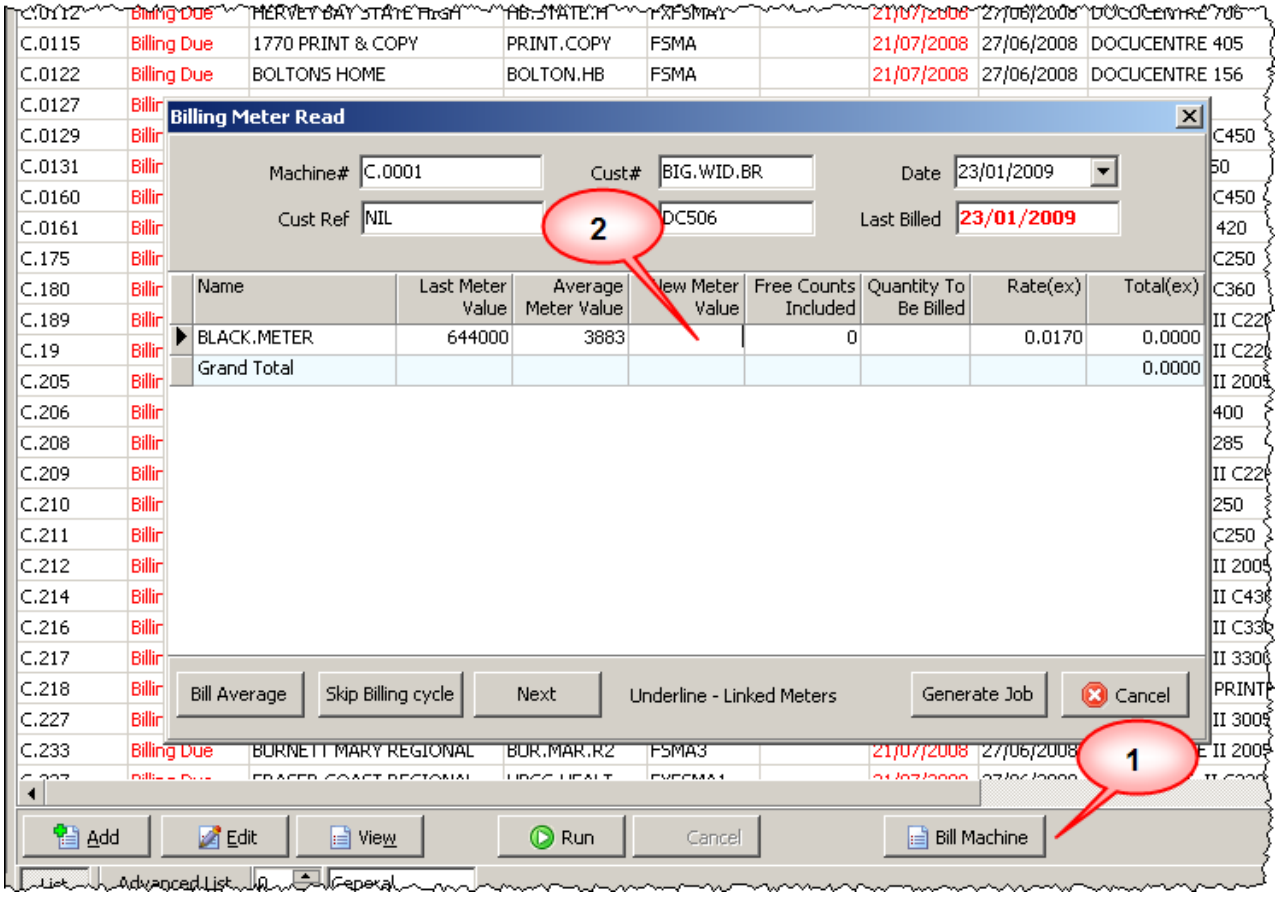
b) As a batch working down the List.

16.2.1.2.1 Individually on each machine

Select a machine from the List, and:

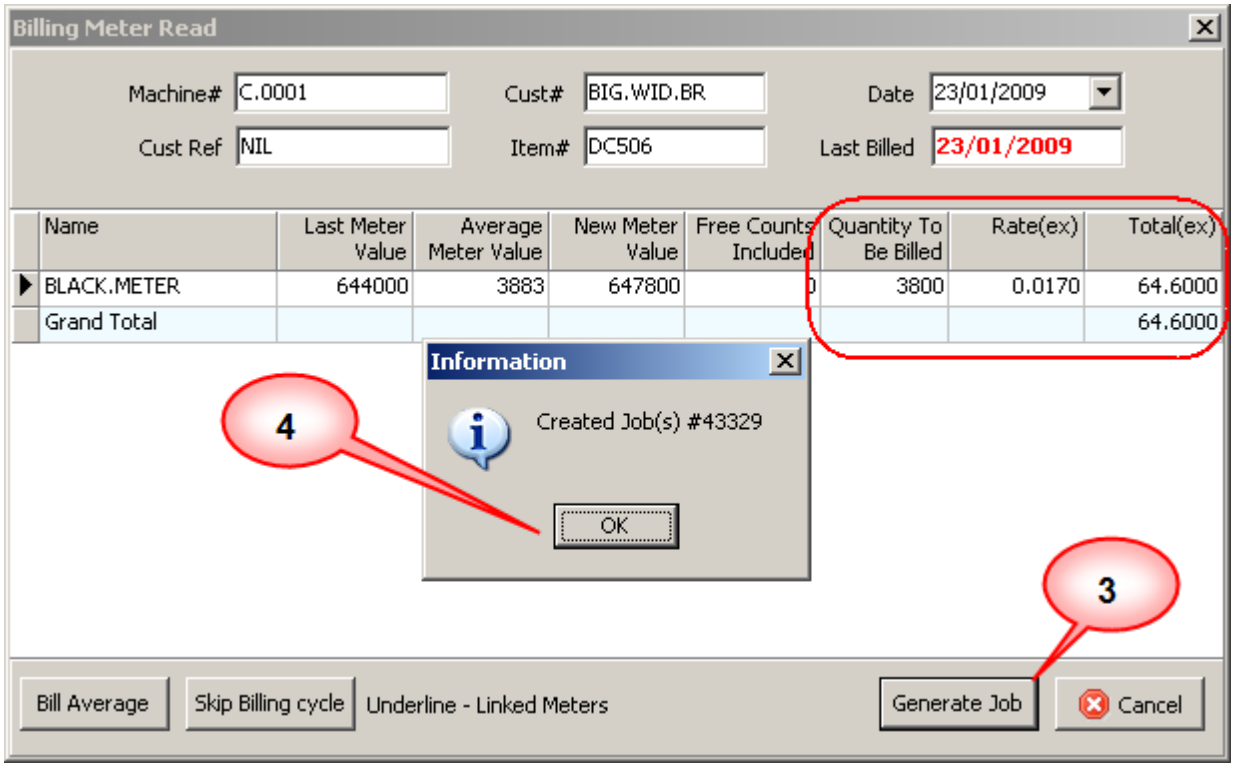
1. Press **Bill Machine** (shortcut key is **Ctrl B** or right Click on desired machine)

2. Enter the Meter Reading - press **Enter** will take you to the next meter (if a multiple meter machine) or straight to the Generate Job focus.



Check these screen shots again

The Quantity To Be Billed is completed by the system and the Billing Price calculated.



3. Press **Generate Job**
   The Created Job dialogue advises of the Job number

4. Press **OK**

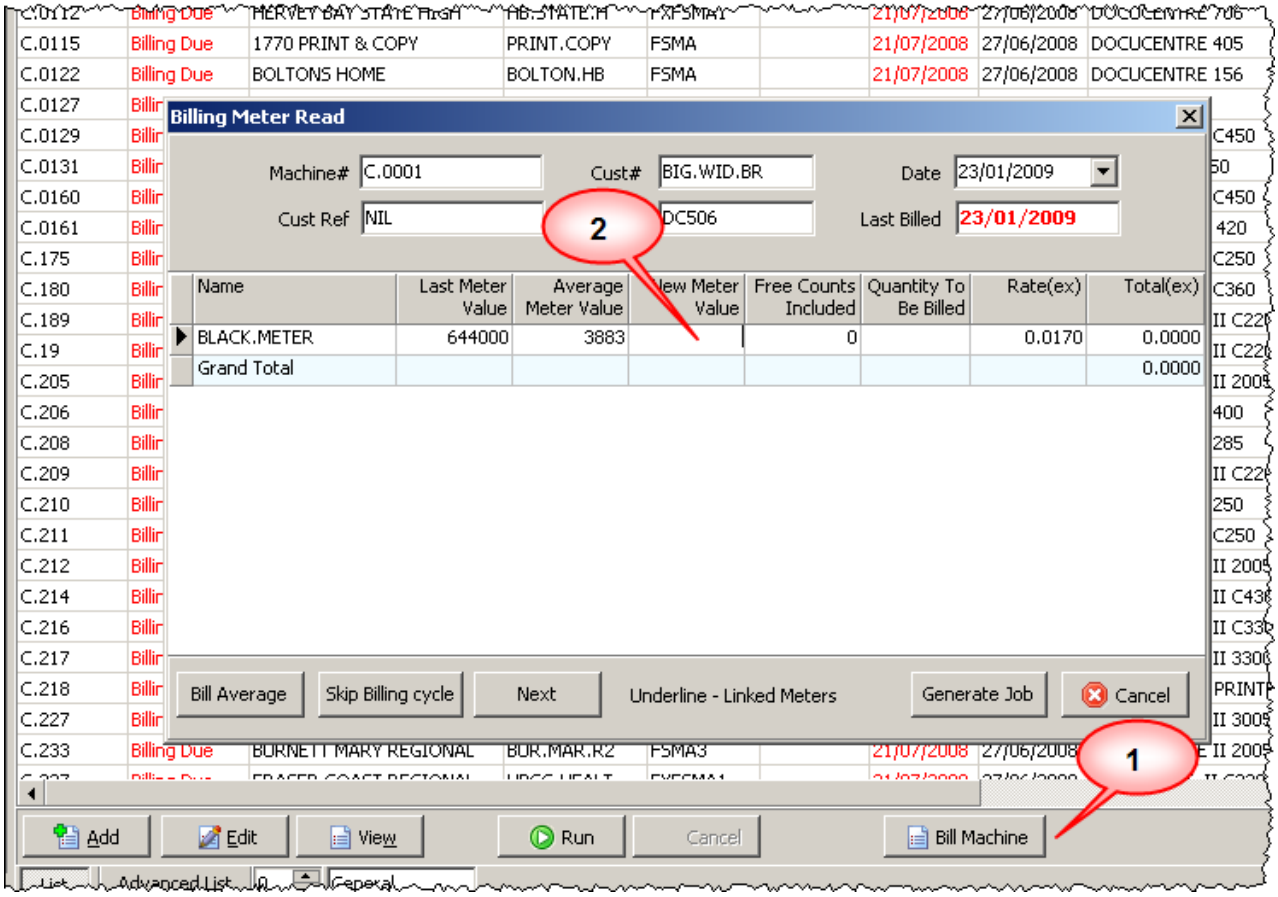
16.2.1.2.2 As a batch working down the List

This particular process will have a lot of variations depending on the specific site set up and the particular business operating procedure. Consequentially, only the core procedure is described below.

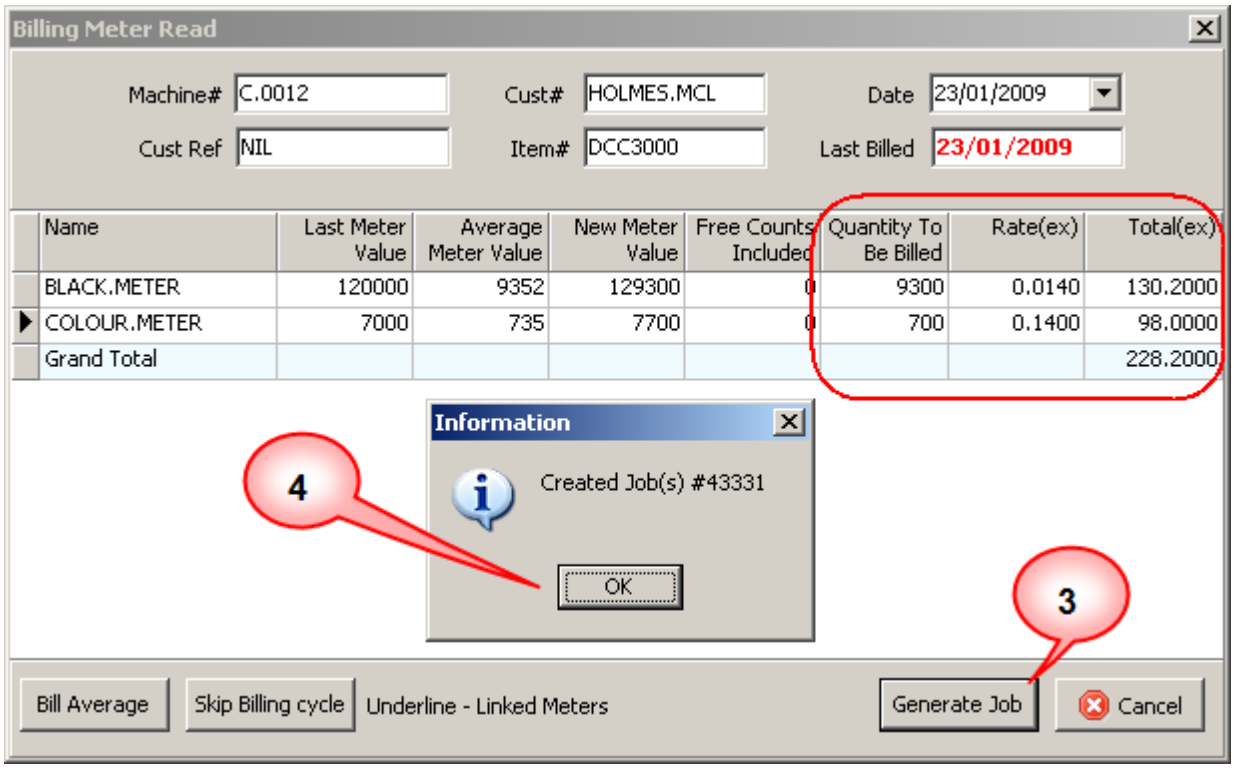
Run a List to get the machines in the desired order and then

1. Select the first machine in the List and press **Bill Machine** (do not use shortcut **Ctrl B** or right Click as this invokes Individual method)

2. Enter the Meter Reading - press **Enter** will take you to the next meter (if a multiple meter machine) or straight to the Generate Job focus.



The Quantity To Be Billed is completed by the system and the Billing Price calculated.



3. Press **Generate Job**
   The Created Job dialogue advises of the Job number

4. Press **OK**

   The Billing Job has been created and the whole process repeats itself, with the Billing Meter Read screen for the next Machine in line displayed.
   Key in the first meter and continue.

   Two options are provided on this screen:

Bill Average
This will enter the average meter value for situations where the customer does not provide a reading.
The focus will move back to the **Generate Job** button, ready to press **Enter**.

Skip Billing cycle
This will skip this billing cycle (for example school holidays for school customers) and move to the next Machine.

This will clear the Page Request date and move the machine into the next billing cycle. Base ?Charges and Min Charges for the skipped cycles will be added to the next billing. If a billing cycle is skipped, next month will pick up 2 times Min Charge/Base Charge.

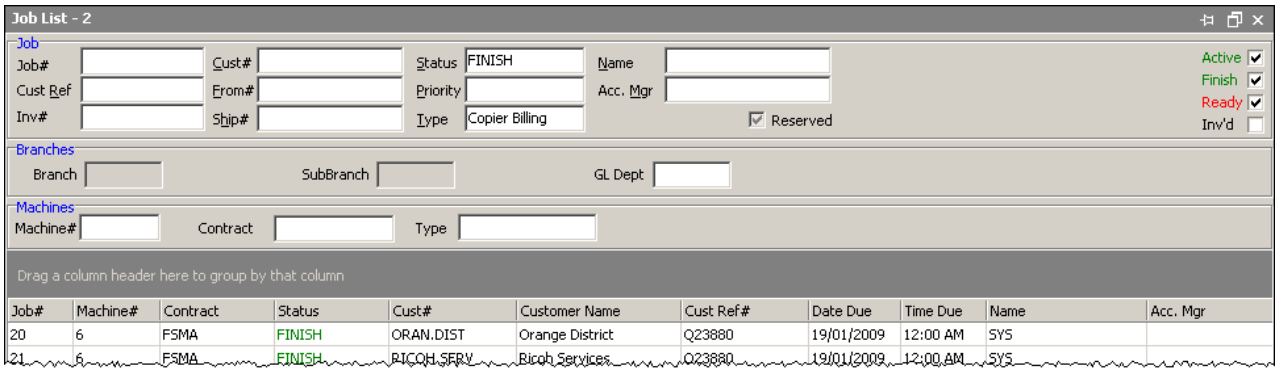
16.2.1.3 Invoice Meter Readings

Invoicing follows the normal Jim2 procedure once the Job is completed.

Several Invoicing options are available to suit each particular business application.

1) **Identify the Billing Jobs to be Invoiced**

Run a List of Jobs by type Copier Billing and FINISH

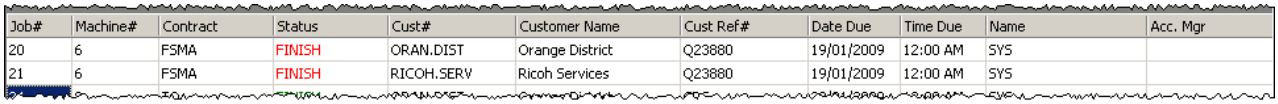


As with all Jim2 Lists, additional filtering can be applied to display a smaller, more specific List.

2) **Invoice Jobs Individually**

In the above example, the Jobs are on Green **FINISH**, meaning they are still Active.

Each Job will have to be Edited individually and Invoiced by pressing **F6** or the Invoice Icon 

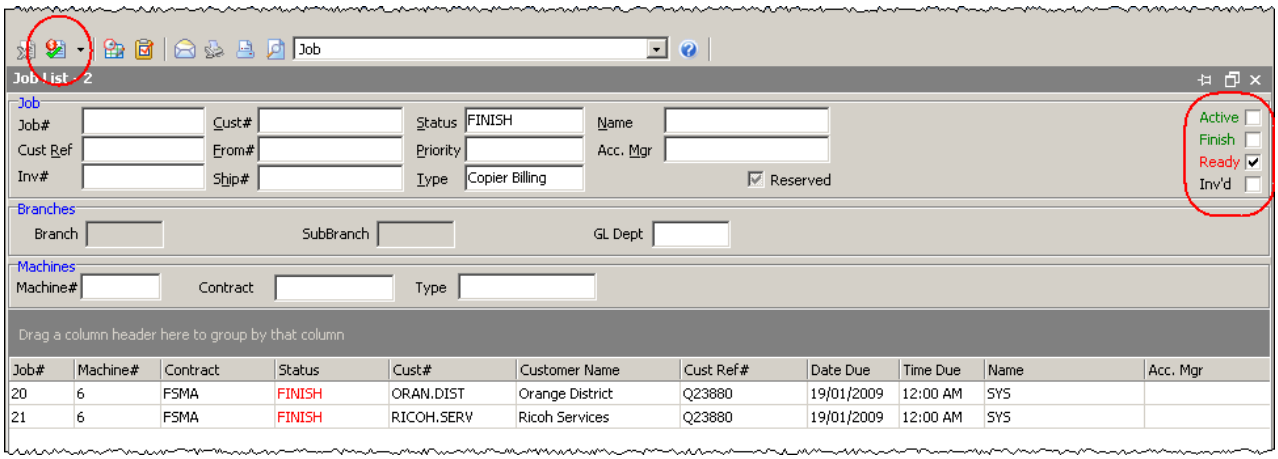


Jobs that have a Red **FINISH**, are Ready and can be invoiced by opening without going to Edit.

3) **Invoice Jobs in a batch**

Only Jobs that have been set to **Ready** can be Invoiced in a batch.

Run a List of Jobs by type **Copier Billing and FINISH** as previously but also un-tick **Active and Finish** in the top right of the List.



i

This list only displays Jobs that are ready (Red **FINISH**) and notice that the Invoice icon is active, meaning these jobs can now be Invoiced directly from this List.

This whole list can now be Invoiced by pressing F6 or the Invoice Icon and Jim2 will produce as many Invoices as there are Billing customers. Where there are multiple machines for the one Billing customer, Jim2 will consolidate those details on the one Invoice.

Again, this List can be further filtered to specific customers, invoicing types or any other criteria required by following the normal Jim2 List process.

See Also:

Lists - Advanced Searches

Jobs - Job List

Jobs - Invoice a List of Jobs

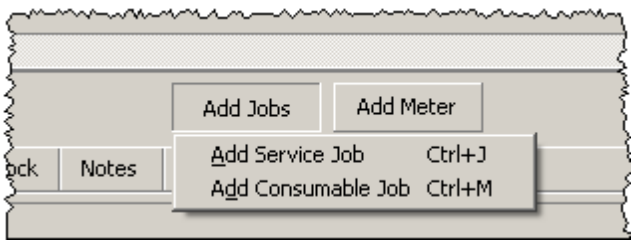
16.2.2 Consumables

Consumable Jobs track all consumables supplied to a particular Machine.

1. **A Consumable Job can be added either from the Machine or from a List of Machines.**

   a) From the Machine - two ways

   Press **Add Jobs > Add Consumable Job** at the bottom of the Machine



   or key the shortcut **Crtl M**

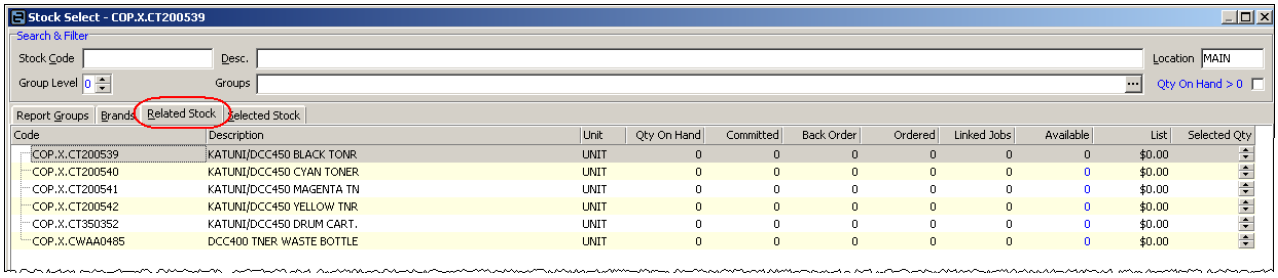
   b) From a **List of Machines** - three ways

Right click on the Machine and select **Add Consumable Job**
Select the Machine and Press **Add Jobs > Add Consumable Job** at the bottom of the List or
Select the Machine and key the shortcut **Crtl M**

2. **Stock Selection**

The operation then varies slightly depending on how the particular Machine is set up.

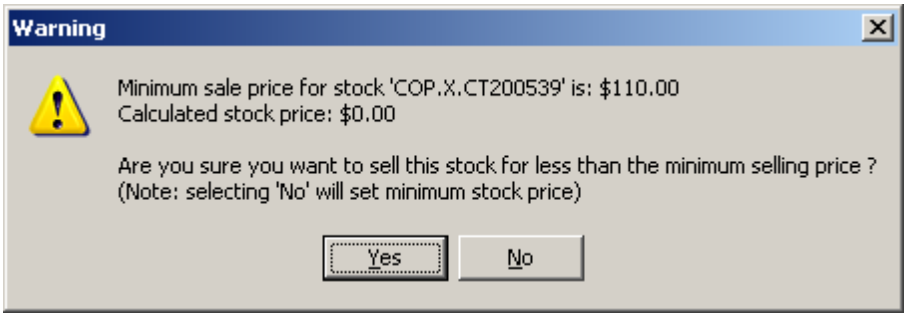
The stock selection screen appears with the focus on the **Related Stock** tab, displaying the stock allocated to this class of machine from the Machine Item.



Select the required stock from this tab or, if necessary, move to the other tabs then press the **OK** button in the bottom right of the screen.

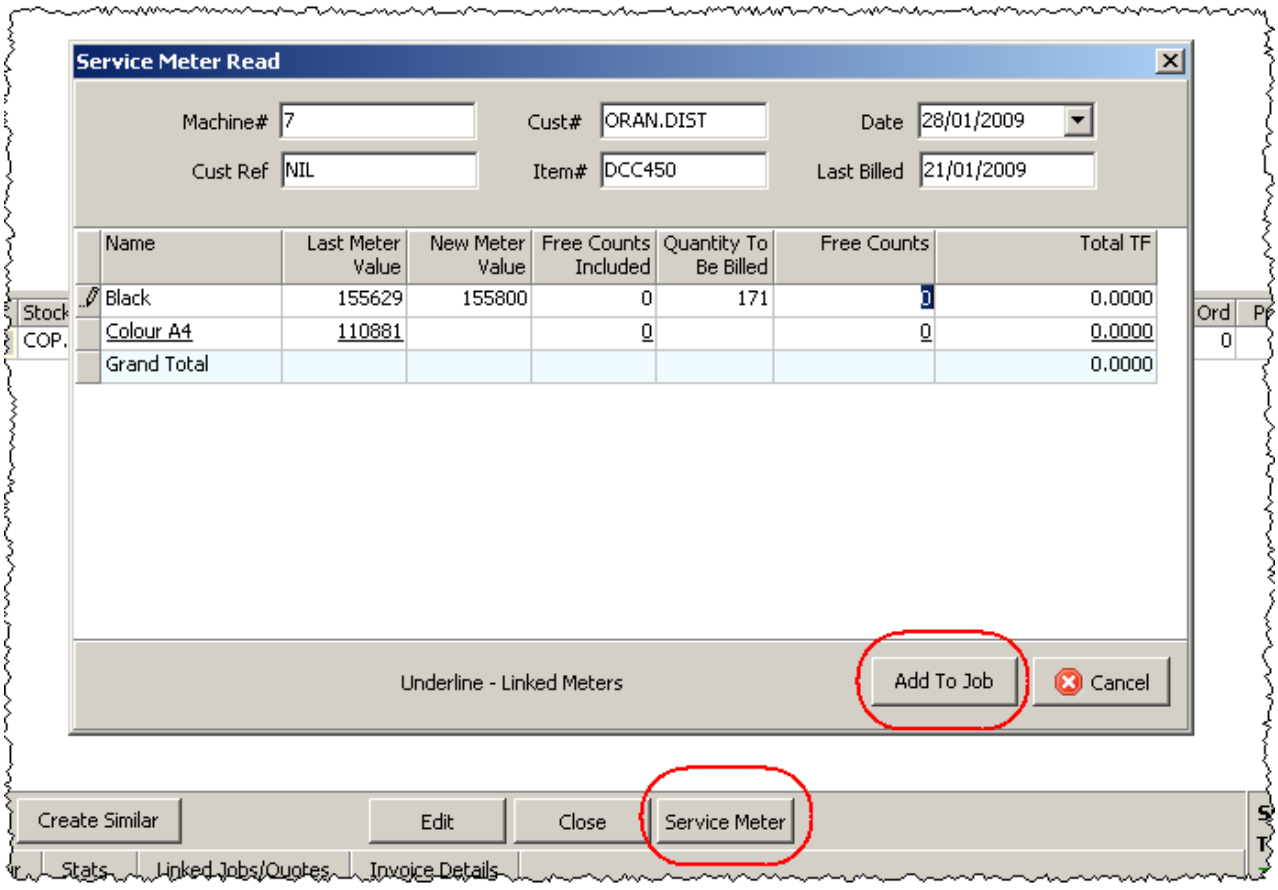
Alternatively, if Default Stock is set up on this machine, press the Cancel button and the **Default stock** will be added to the Job.

Typically, a Consumable Job on a contract Machine will involve stock (e.g. Toner) being put on the Job at $0. The standard Jim2 warning will display confirming if stock should be sold for less than the minimum - select Yes.

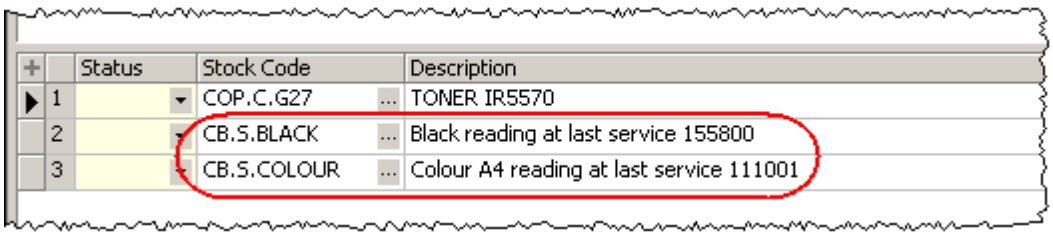


3. **Add Meter Read**

If meter reads are recorded when issuing Consumable Stock, press the **Service Meter** button at the bottom of the screen.



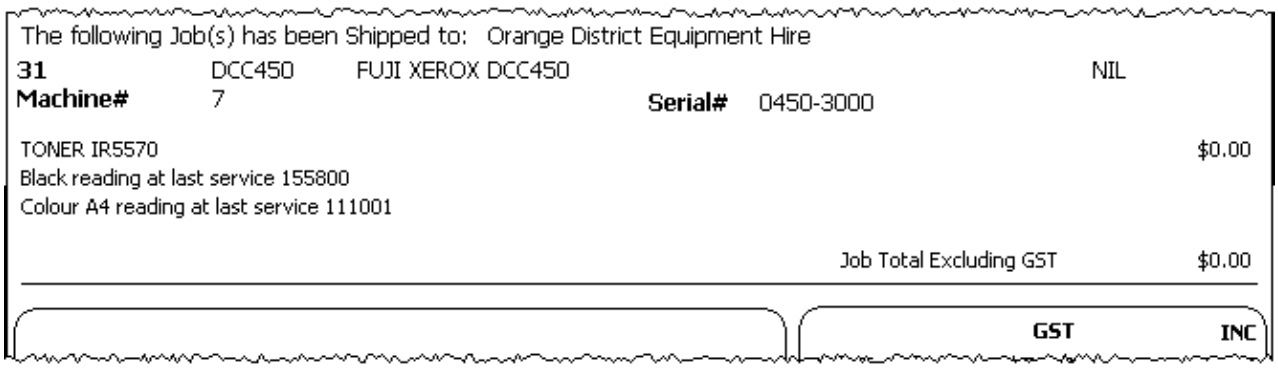
Enter the appropriate reading and press **Add To Job**.



The readings appear as a Service Stock in the Job.

4. **Invoice**

Complete the Job in the normal way and Invoice



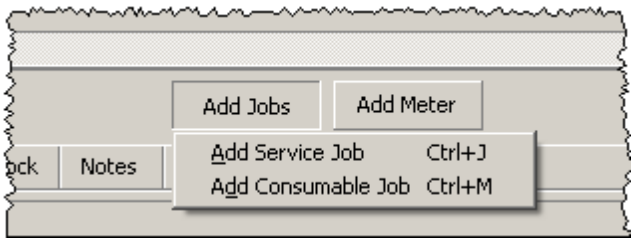
16.2.3 Service

Service Jobs track all service and maintenance performed on a particular Machine.

1. **A Service Job can be added either from the Machine or from a List of Machines.**

   a) From the Machine - two ways

   Press **Add Jobs > Add Service Job** at the bottom of the Machine



   or key the shortcut **Crtl J**

   b) From a List of Machines - three ways

   Right click on the Machine and select **Service Machine**
   Select the Machine and Press **Add Jobs > Add Service Job** at the bottom of the List or
   Select the Machine and key the shortcut Crtl J

2. **Job Added**

   A Service Job has been added for this Machine, incorporating all the Machine specific details and Default Service Stock.

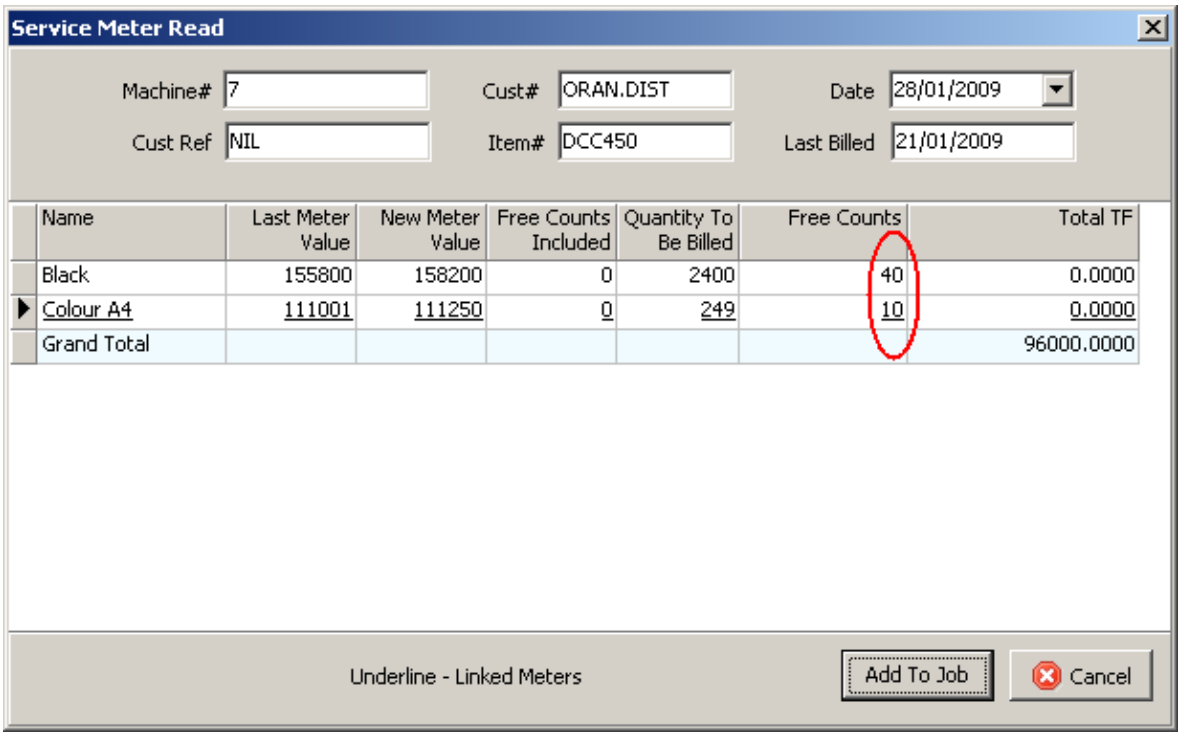
   Enter the **Fault Description** and process as for a normal Service Job.

3. **Complete the Job**

   a) Enter any stock that was consumed. Check pricing to ensure it is correct for this particular Contract.

b) Enter the Technicians Time either via **F7** or the Time Sheet function.

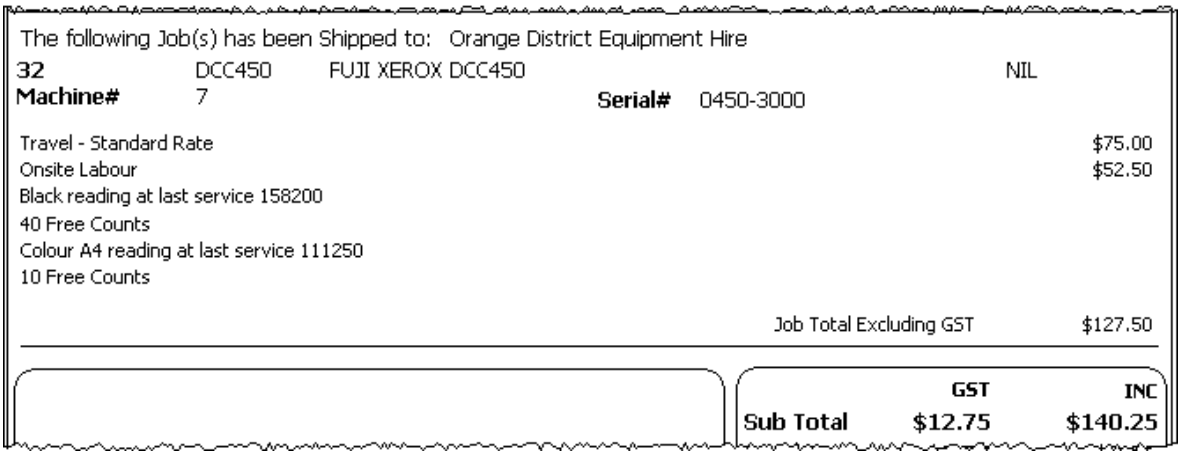
c) Record meter reads by Saving the Job then pressing the **Service Meter** button at the bottom of the screen.



Enter the appropriate reading and press **Add To Job**.
Note that in this example, the technician has recorded 40 Black and 10 Colour copies consumed during testing.

4. **Invoice**

Complete the Job in the normal way and Invoice



In addition to recording the readings at the Service, the Invoice shows the number of Free counts.

These Free Counts will be automatically adjusted when this Machine goes through the next Billing Cycle.

Technical Knowledge Base

Topic 17

17 Technical Knowledge Base

- Colour Printing Issues
- ITQuoter Integration
- Jim2 2 Speed Enhancement
- Zebra Printers
- Zetafax
- Date Time Settings
- Happen Business Database Upload Instructions
- Technical Knowledge FAQ's
- Regular Expressions

17.1 Colour Printing Issues

Unfortunately the windows API specification is not a highly detailed nor rigorous specification.
This means that printers and drivers can vary slightly.

Sometimes printers will work differently within different programs, e.g., a printer might work in Microsoft Word but not in Jim2® or vice versa.

Should you experience any printing issues, we recommend downloading the most recent driver for your particular printer, as installing the latest driver quite often corrects bugs, etc, that may have been present in the driver that was originally supplied with the printer.

17.2 ITQuoter Integration

NOTE: Running the IT Quoter integration with Jim2® requires at least Windows 2000/NT/XP

1. **Installing ODBC Datasource (this is required on all machines which run ITQuoter)**
   a) Go to Control Panel, then Administrative Tools select Data Sources (ODBC)
   b) Press the Add.. Button.
   c) Select 'SQL Server' then hit the 'Finish' button
   d) Fill in the details;
      Name: Jim2
      Description: Jim2 ITQuoter link
      Server: [Your Jim2 Server]
      Click the 'Next' button
   e) Select 'With SQL Server authentication using...', enter the details;
      Login ID: sa
      Password: [your sa password]
      Click 'Next'
   f) Click 'Next' then 'Finish'
   g) Test Data Source, then press OK, then OK.

2. **Installing the ITQuoter Jim2 Plugin**
   a) Download ITQuoter-Plugin from http://www.happen.biz/Downloads/ITQuoterImport_073.zip
   b) Open your Jim2 Folder
   c) Create 'Plugins' directory

d) Extract 'ITQuoterImport.dll' from zip file above into this folder.
e) Run Jim2
f) Create an item to be used for ITQuoter jobs
g) Select ITQuoter from the 'Plug-ins' menu in Jim2
h) Select Item created above when the form pops up.

3. **Configuration of ITQuoter**
a) Go to preferences from the Settings Menu
b) Select the Accounting Plugin tab on the bottom left.
c) Enter the password for your SQL Connection (sa password), as set up in #1

4. **Using the ITQuoter Import**
1) Construct orders in ITQuoter is normal
2) Select ITQuoter from the 'Plug-ins' menu in Jim2
3) The process has 3 stages:
a) Import / link cardfiles:
* User cards must be linked to Jim2 Users.
* Cardfiles must be given price levels unless they are linked to Jim2 cards
* Link to Jim2 Card allows you to specify that the customer / user / vendor already exists in Jim2.
b) Import / link Stock:
* Stock must be given a Type, serialNo status, Stock GL Group
* Stock may be linked to existing stock to mark that it already exists in Jim2
* Linking a stock to a Jim2 special stock means that the link is not saved, and the stock is brought in as an item of the special stock.
c) Confirm Quotes:
* Confirm the details of the quotes

Note that you can manage existing links using the 'Manage Links' Button on the plugin.

Operation
A little bit difficult to go through in text, it is easier to install ITQuoter and simply do a sale, which you should then see go through in Jim2.

17.3 Jim2 Speed Enhancement
To enhance the speed of Jim2®, we are using the **SQL native client**.
If it's already installed, then we'll use it. If you need to download and install it, follow the relevant link below.

(32 bit machine)
http://download.microsoft.com/download/4/4/D/44DBDE61-B385-4FC2-A67D-48053B8F9FAD/sqlncli.msi

(64 bit machine)
http://download.microsoft.com/download/4/4/D/44DBDE61-B385-4FC2-A67D-48053B8F9FAD/sqlncli_x64.msi

17.4 Zebra Printers

We use and recommend the Zebra TLP2844. It works well once set up, but is a bit quirky to get going.

Installation

I. Plug in the printer

II. Download and extract drivers from http://www.happen.biz/privatedownloads/ZebraUnifiedDriverv5007.exe

III. Run through the setup wizard (Zebra EPL section) until the Config. Assistant Wizard.

IV. Label Setup screen

>Hit Customise, and set up a NEW custom label of the correct size (e.g. 30x40)

>Orientation = portrait

>Unit = Centimetres

V. Dispense Mode = None

VI. Media Type = Thermal Transfer

VII. Use Label Gaps

VIII. Finish

Align Labels

If the vertical alignment is wrong:

I. Turn off the printer

II. Ensure labels are installed correctly

III. Hold Green button and turn on printer

IV. Once the LED has flashed once, take your finger off the button. It will print a bunch of labels.

V. Hit the Green button to end 'dump mode'

Troubleshooting Common Issues

If there's an issue, it's usually due to a problem driver, paper alignment or the label size being set incorrectly.

If you are stuck, contact Grant at POS POS to talk to their support department.



Don't enable 'reverse sensor' under printing preferences in the driver, otherwise you will need to re-flash the firmware.
Leave it set to off.

17.5 Zetafax

Zetafax is the software we support for faxing directly from Jim2®. Basically we print a string on the report in the system variable ZETAFAX_PRINTSTRING.

The string looks like this…

%%[TO: FaxNum, Name, Contact]

For example, Happen would be:

%%[TO: 02 8569 1858, Happen Business, Chris Delaney]

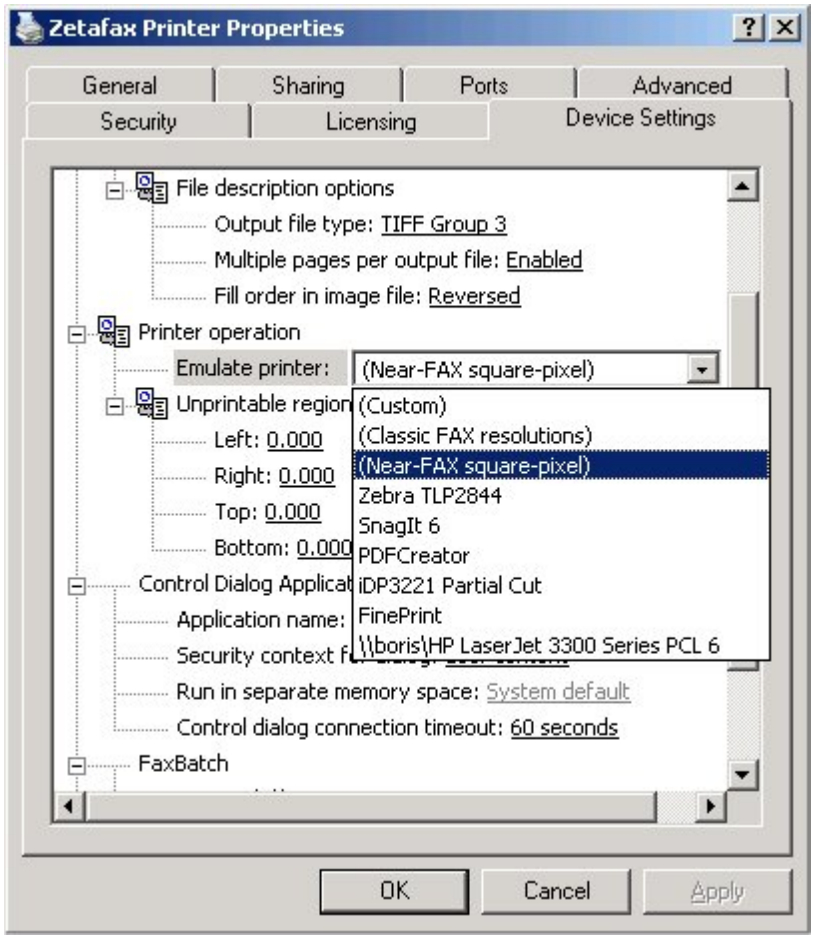
This is generated internally by Jim2 in most cases (one exception = photocopy fax out reports)

Install

If you would like to install a copy to try out, grab the demo then install our NFR upgrade. That will get you up and running.

Cropping Issue

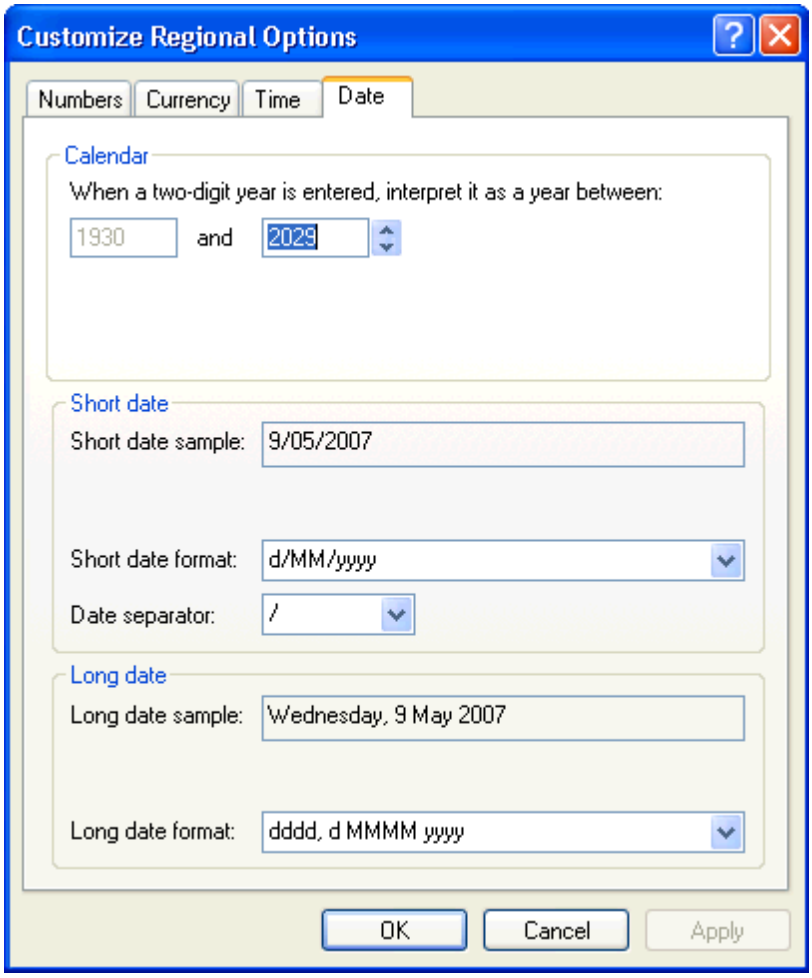
Quite a few users have reported that Zetafax cuts off text fields etc. There is an easy fix for this. You need to set Emulation to 'Near Fax Square Pixel'.



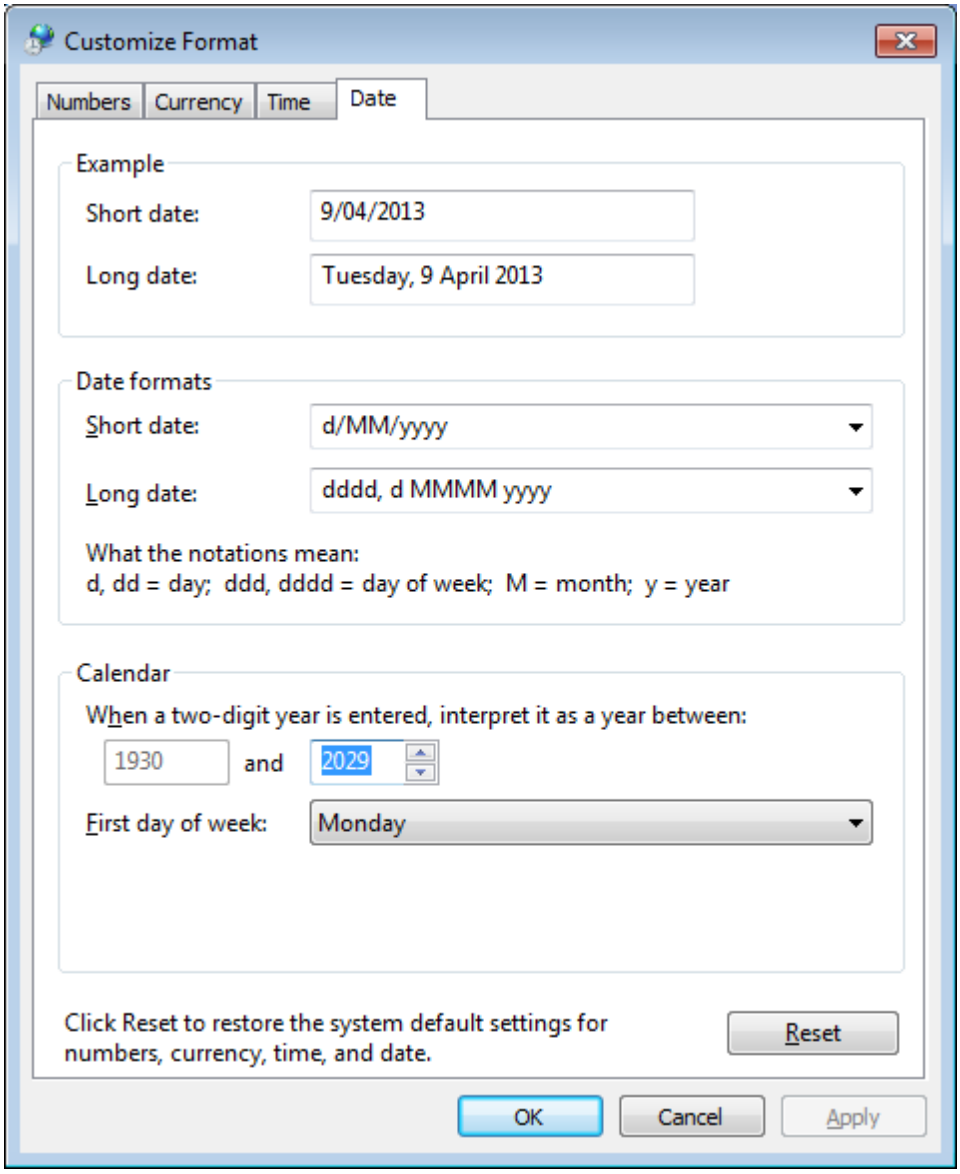
17.6 Date and Time Settings

To avoid date conflict messages, your workstation date settings should be set so that the two-digit year range is 1930 to 2029, as per the screenshots below.

For Windows XP.



For Windows 7.



For users of Windows 7, this screen can be accessed via **Control Panel** --> **Region and Language** --> **Additional Settings** --> **Date (Tab)**

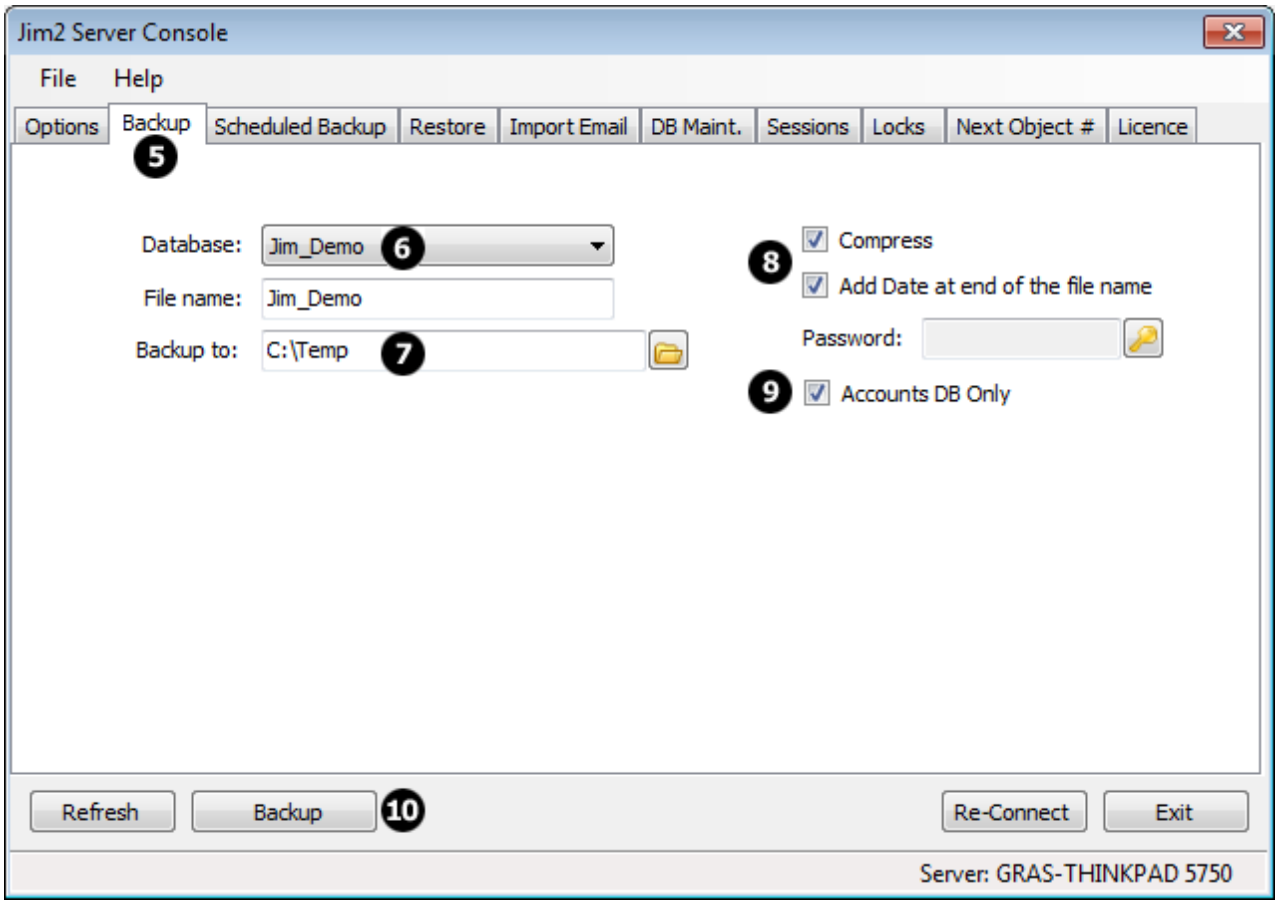
17.7 Happen Business Database Upload Instructions

If Happen asks you to upload a copy of your database for support purposes, please follow these steps.

Firstly, create a Backup of the Database.

1. Open the Jim2® Server Console. You may have to search for it from the Windows Start Menu.
2. When the "Connect To Jim2 Server" dialog box opens, select a Server Location (if necessary) and then Click OK.
4. When the "Authenticate" dialog box opens, type in your Authentication Details (the User ID and password used to log-on to the SQL server, usually "sa" and the password you selected when installing the SQL server).

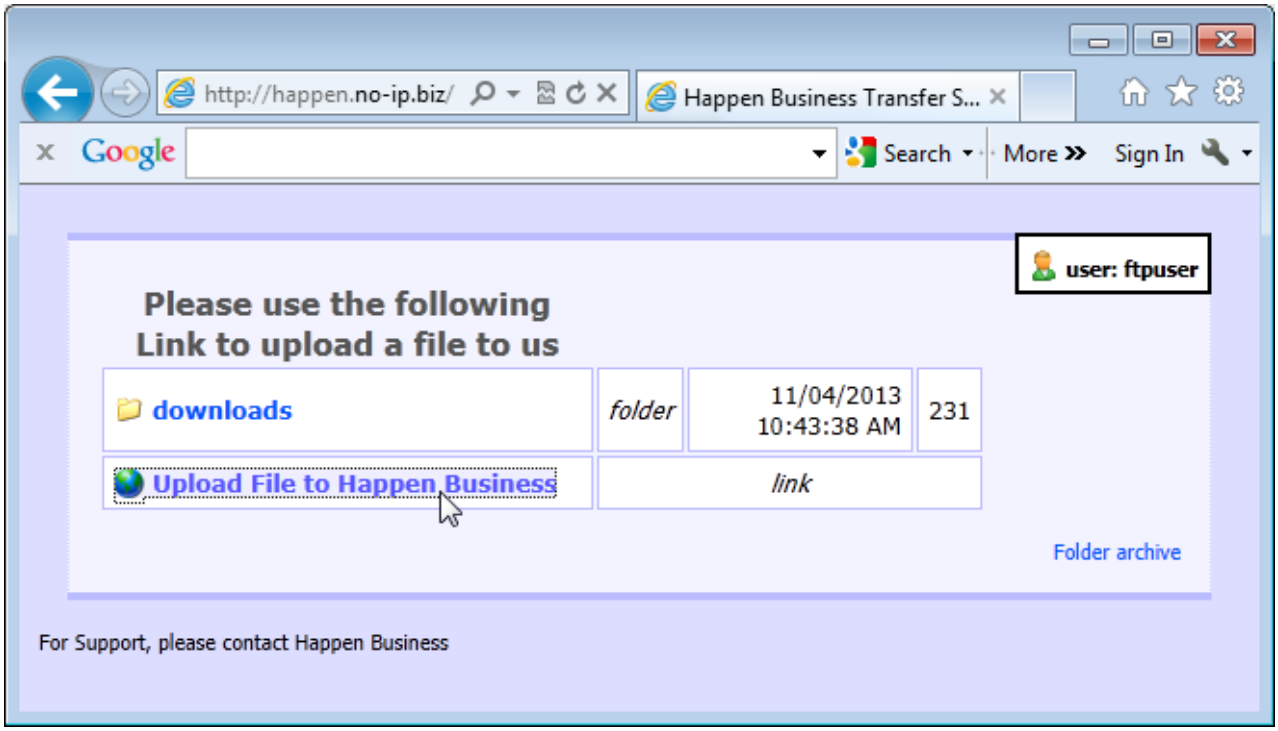
5. When the Jim2 Server Console opens, click on the Backup Tab. 5
6. Select the Database that you wish to backup. 6
7. Select a location for the backup. 7
8. Check the Tick-boxes for "Compress" and for "Add Date at the end of the file name". 8
9. Check the Tick-box "Accounts DB Only". 9 Only leave this box "Unchecked" unless specifically requested to do so by Happen Support.
10. Click on the Backup Button.



Jim2 Server Console

Secondly, connect to our upload server.

1. Open your preferred web browser, and go to the following address: **http://happen.no-ip.biz**
2. When the page opens, enter **Username: ftpuser** and **Password: happen43**
3. Follow the Instructions on our web page for uploading the file.



17.8 Technical Knowledge FAQs

What versions of SQL server are supported?

Jim2 supports the following servers:

-SQL2005

-SQL2005 EXPRESS

-SQL2008

-SQL2008 EXPRESS

-SQL2008 R2

-SQL2008 R2 EXPRESS

The only limits are those of the SQL server itself. Refer to the SQL Server product documentation to find any limits which may apply to a particular version.

How can we get email working with Jim2?

It's best to set up an open relay server that does not need authentication. Once you have an open relay server on your network, go to Tools --> Options--> Email and put in the SMTP email server.

To correct any errors you will need to reconfigure you SMTP server to allow relaying of emails from all the machines that you send email from or change to a SMTP server that will allow you to relay your emails.

Your spam filtering software should have the ability to exclude internal IP addresses from authentication, e.g., Internal computers do not need authentication.

I am getting an error when trying to email.

This error is coming from your SMTP server. It means that either your internal email server is not online or

you options in Jim2 are not correct. See Tools --> Options and select Email in tree.

You need to contact your system administrator to check whether or not your SMTP server is working.

Error when trying to email 'Error Sending Email: Winsock Error no 0'?
This error is likely to be caused by a 3rd party application such as a virus scanner. In order to fix this issue, you need to find which program is stopping the email from sending and enable its options.

Can we run Jim2 over VPN?

Yes.

We recommend running using RDP over the VPN. This is because the amount of traffic generated by SQL Server is huge when compared with RDP.

Jim2/SQL runs at a TCP level so VPNs should not have a problem, but it could be very slow.

How do the wish-list and feature requests work?

The 'wish-list' works as follows:

1. Anything added to the 'wish-list' will be reviewed by the developers for consideration at some point, and in fact a lot of new features have been added from the 'wish-list'.
2. If it's something that many sites have requested, then it will most likely be included. If it's something that would be of benefit to most Jim2 users, it is likely to be included.
3. However, if it's something that one site has requested but will cause grief to most other users, then it's not likely to be included.
4. If it's something that one site has requested, that will take considerable development time, but will be of no benefit to other sites then we will provide a quote to the site that requested the feature. They can then decide if the benefit to them is worth paying for the development time.

I want to change the machine I have the Jim2 Server currently running on, can I just reinstall Jim2, update and copy the j2k file across or is the key specific to that machine??

You will need to get a new key as the key is dependent on machine.
When you run the client for the first time it will ask you to register. Just send us that and we'll be able to give you a new key.

How do I move Jim2 server?

1. Back up your current database
    a. Open Jim2 Server
    b. Select the backup tab
    c. Select the database name
    d. Select the location to save the back up
    e. Press Backup.
2. Install Jim2 onto your new server, OR Copy the Jim2 Folder on to the new machine.

a. If you are copying the directory you will need to add two registry entries on the new computer. If you are not familiar with windows registry please consult Happen for support
b. The keys should be in – 'HKEY_LOCAL_MACHINE\SOFTWARE\Happen Business\Jim2' .
    i. You will need to add String value with Name 'InstallDir' and the value is the path to the folder
    ii. And String value with name 'ServerPath' with the same value.

3. Restore your database
    a. Open Jim2 Server
    b. Select the restore tab
    c. Choose a database name
    d. Select the directory where you saved the backup
    e. Press Restore.
4. Run Jim2 for the first time off this server and you will receive a Registration notification. This needs to be filled in and sent to Happen as the Jim2 Key is machine dependant.
5. Run the latest update.

17.9 Regular Expressions

For information on Regular Expressions please refer to one of the many articles and books available on the topic.

Alternatively, you can refer to these websites:

http://www.regexlib.com/CheatSheet.aspx

http://www.regular-expressions.info

Advanced Warehousing

Topic 18

Jim2 BUSINESS ENGINE

18 Advanced Warehousing

Gain control of your warehouse, deliver better customer service and keep labour costs under control with Advanced Warehouse Management. Set up or re-design your warehouse layout with ease, according to your business needs and see what is really happening with a visual look into your warehouse.

Warehouse Management gives you the tools to ensure you are better equipped to increase warehouse efficiencies, cut down on costs and improve customer satisfaction.

Warehousing is a comprehensive option within Jim2 designed for larger Distribution Facilities, Fulfilment Houses or those smaller businesses that require semi-automated stock replenishment for order packing lines.

Sometimes referred to as "Binning", Warehousing is primarily concerned with the allocation of stock to specific Bins within a location and the total tracking of that stock from the moment of arrival in the warehouse through every stage to final despatch. Although primarily concerned with stock movement, Warehousing is evident throughout Jim2 as stock transactions are tracked through the system.

Whilst having individual stock allocated to a specific Bin is important, that does not of itself constitute an efficient warehouse. The Jim2 Warehousing option recognises Primary Picking Bins, Reserves and Bulk Stock. Jim2 Warehousing saves considerable time by evaluating Job requirements and suggesting the best bin to pick stock from. During the course of operations, stock consumed from the Primary Picking Bins needs to be replenished and again Jim2, when in Stock Transfer mode, will nominate the preferred bin from which to transfer stock.

Stock management is assisted by a visual display of the warehouse indicating what stock is allocated to individual bins, including bins that may be temporarily empty.

18.1 Concepts

With Advanced Warehousing, an Inventory Controller can walk around the warehouse without leaving their chair by getting a visual snapshot of the warehouse from Jim2.

Jim2 does not of itself make a warehouse better - that is done by careful planning, physical layout and proper practices. Once implemented, Advanced Warehousing will optimise your current storage space and enable packing staff to view floor stock thus identifying what has not been allocated to a bin. Empty bins are identified for better utilisation.

- Locate specific stock or serial number instantly

With various different ways to store your stock (Branch, Location, Zone, Row, Bay, Shelf, Bin and Stock Attribute) you can:

- Easily navigate within your warehouse
- Cut down on labour costs previously spent on searching for stock
- Know exactly where any piece of stock is, at any time

Zones are an easy way to group similar or identical pieces of stock which have specifi c storage needs such as temperature requirements, high value or fast moving.

Auto Replenishment: keep your easy access bins filled at all times and reduce the need for picking staff to make unnecessary trips to bulk locations during the work day.

Cut down in labour costs previously spent on checking individual bins to see what needs refi lling. Just run the Stock replenishment feature and Jim2® will show you.

Allowing to automate previously labour intensive tasks, saving time and cutting costs.

18.2 Setup

Note: Initiating Warehouse Management is a big job in itself.
The system must be told how your warehouse is laid out, the order of picking stock, the order of replenishing stock, and so on, all before you can realistically use the functionality.
There are no short cuts - everything must be set up in the order and detail explained here.

1. Prepare your Warehouse

Jim2 Warehouse Management is exactly that; a system that manages the Picking and Packing within your warehouse. It allocates stock to pre-determined Bins based on the criteria set into the system.

2. Install Licence File to enable Warehousing

Obtain your Licence File from support@happen.biz

This is a small file with the extension **.j2k** that will be emailed to you

Save the Licence File on your server in C:\Program Files\Happen Business\Jim2

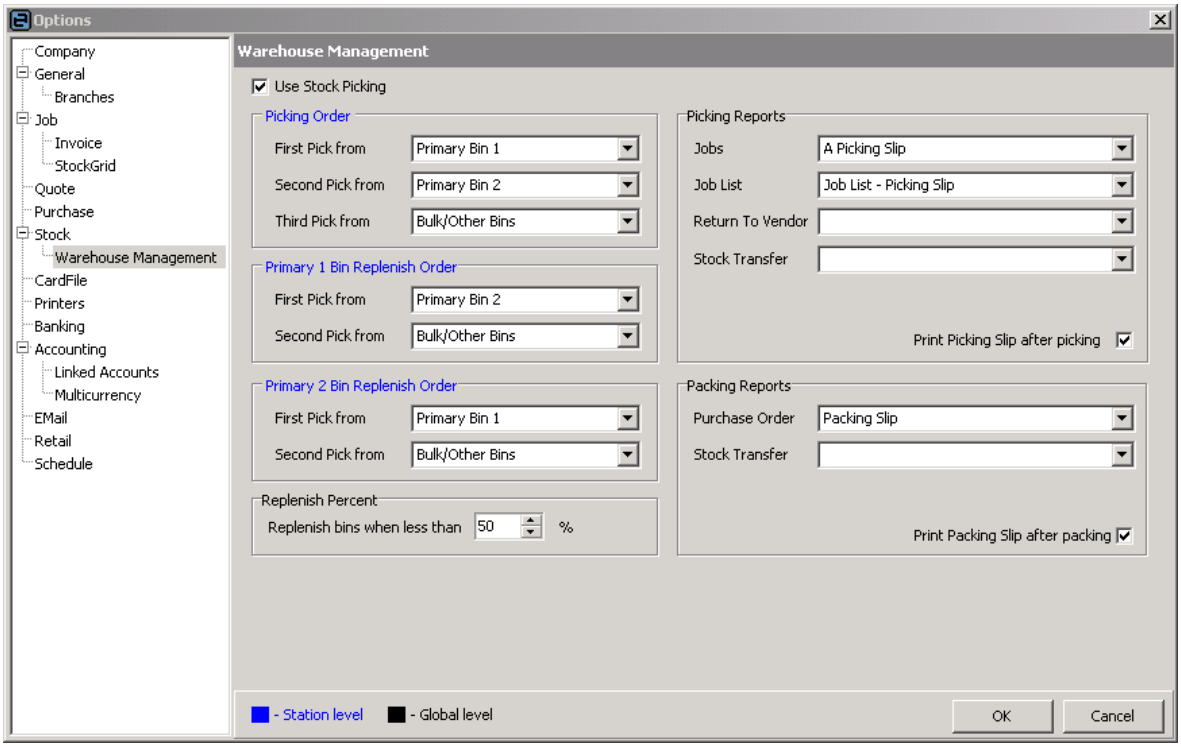
3. There are three major tasks associated with the initial setup of Warehousing:

- Warehouse Management - setting the basic parameters
- Stock Bins - defining the warehouse layout and Bin numbering
- Allocate Stock to Bins - initial Stock Transfer

18.2.1 1 Warehouse Management

1) Turn On Warehouse Management

Tools > Options > Stock > Warehouse Management



a) Tick Use Stock Pricing

After installing the Licence Key, this "Turns On" the functionality.

b) Picking Order

Jim2 allows Automatic Picking of stock from two defined Bins and a Bulk Area.

These three selections determine that order.

Jim2 defines two **Primary Bins**. Depending on the type of business, these could typically be the shop and a "quick pick" holding located in the dispatch area adjacent to the outwards packing table. Other businesses that typically sell bulk stock may change the order.

c) Primary 1 Bin Replenish Order

Part of the automated Warehousing process is the replenishment of the Primary Picking Bins.

The selection here determines where stock will come from and in what order, when replenishing Primary Bins.

d) Primary 2 Bin Replenish Order

As c) above.

e) Replenish bins when less than

This determines the percentage of holding in bins that will trigger a replenishment process.

f) Picking Reports

Select the default reports for each of the prcesses listed.

Tick if Picking Slip is to be automatically printed after Picking.

g) Packing Reports

Select the default reports for each of the processes listed.

Tick if Packing Slip is to be automatically printed after Packing.



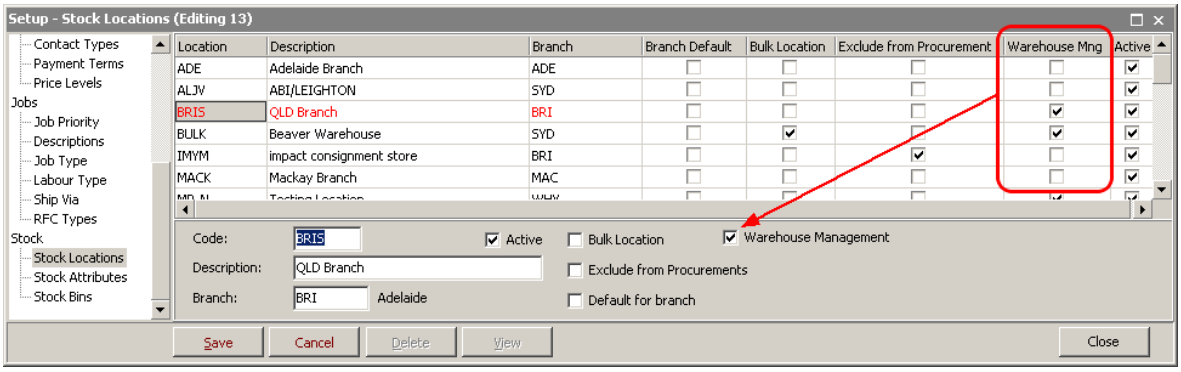
Station Level Settings

Option groups b) c) and d) are are in **blue**, meaning that the settings apply only to the specific terminal from which they are set. This provides considerable flexibility in that different functions within the business can define priorities for the picking of stock and replenishment of bins.

This same functionality flows through the whole of Jim2.

2) Setup Stock Locations

Tools > Setups > Stock > Stock Locations



After turning on Warehouse Management 1) above, an additional column is activated in the Setup Stock Locations screen - **Warehouse Mng**

Edit and tick Warehouse Management for each Location that is to use Stock Picking.

See Also:

Stock Setup and Stock Procurement for an explanation of the other selections.

18.2.2 2 Stock Bins

The core component of Warehousing is the synergy of your physical warehouse and Jim2.

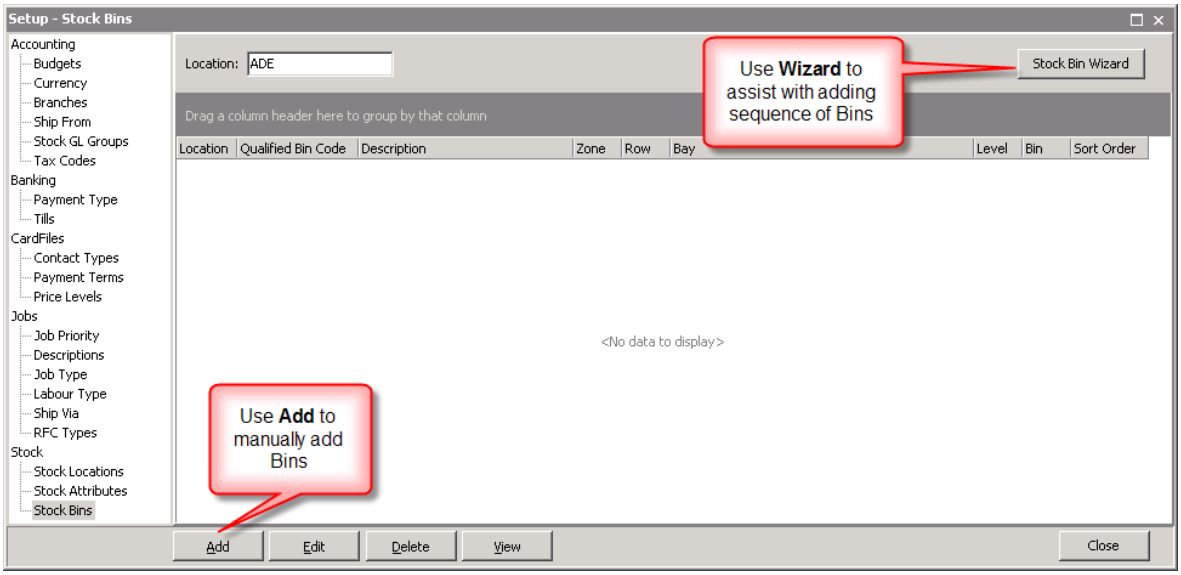
This happens as a two-fold process:

- Identifying the layout of your storage area in Jim2 through Stock Bins, and
- Setting up work flow process as in 1 above (Warehouse Management) and your business procedures.

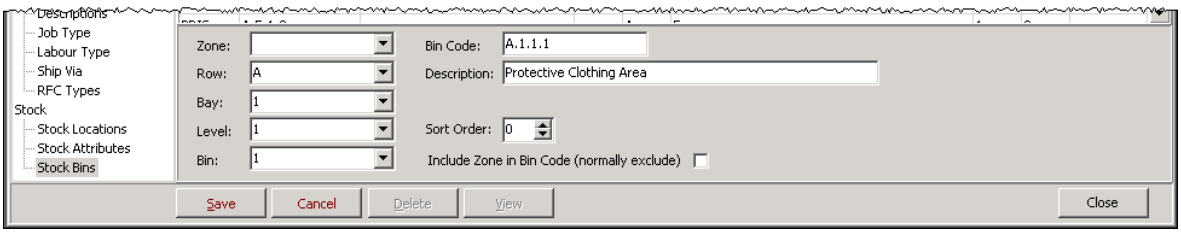
Bins can be added in two ways:

a) Manually - typically used for making minor changes/additions to your warehouse, and
b) Using the Stock Bin Wizard - typically for the initial setup of your warehouse or large additions.

Tools > Setups > Stock > Stock Bins

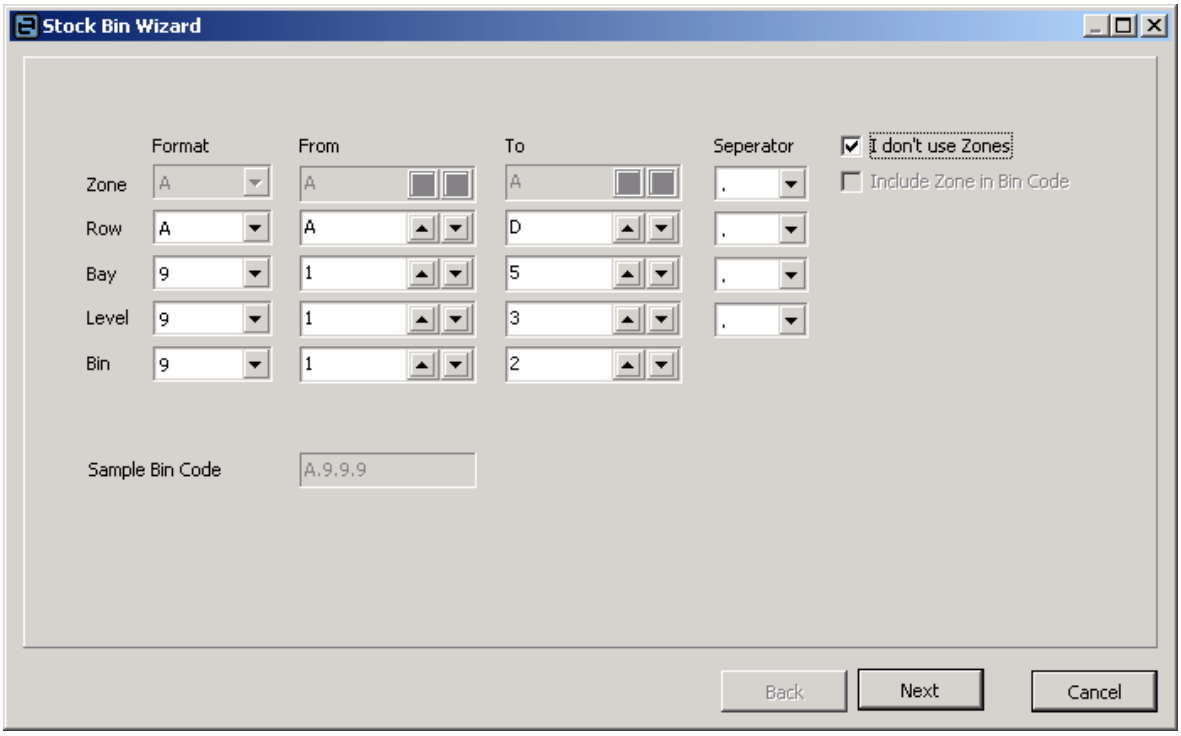


a) Manually Add Bins



1. Key in the Zone if used - see Warehouse Layout below for a description of Zones.
2. Key in the appropriate Row, Bay, Level and Bin numbers (mandatory fields) - a qualified Bin Code will appear in the Bin Code field.An optional Bin Description can be included.
3. Select the Sort Order
4. If using Zones, the Zone can be optionally included in the Bin Code

b) Using the Stock Bin Wizard



Virtually follows the same process as in a) above except that you have a choice of Format and Separator style.

Key in the Starting and Ending number for each Row, Bay, Level and Bin.

Use the two Tick box options as appropriate.

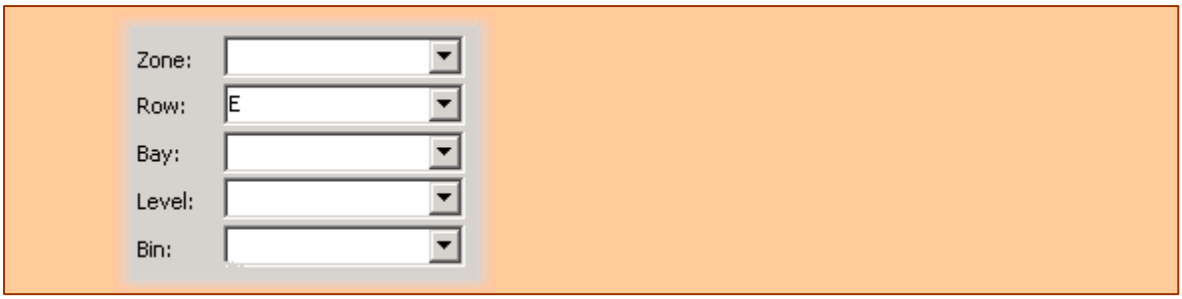
PRACTICAL EXAMPLE - refer to Warehouse depicted in the following section "Warehouse Bin Terminology"

1. The Stock Wizard example above was used to create Rows A to D

2. Rows F to I (the shelving) was created from the following, and



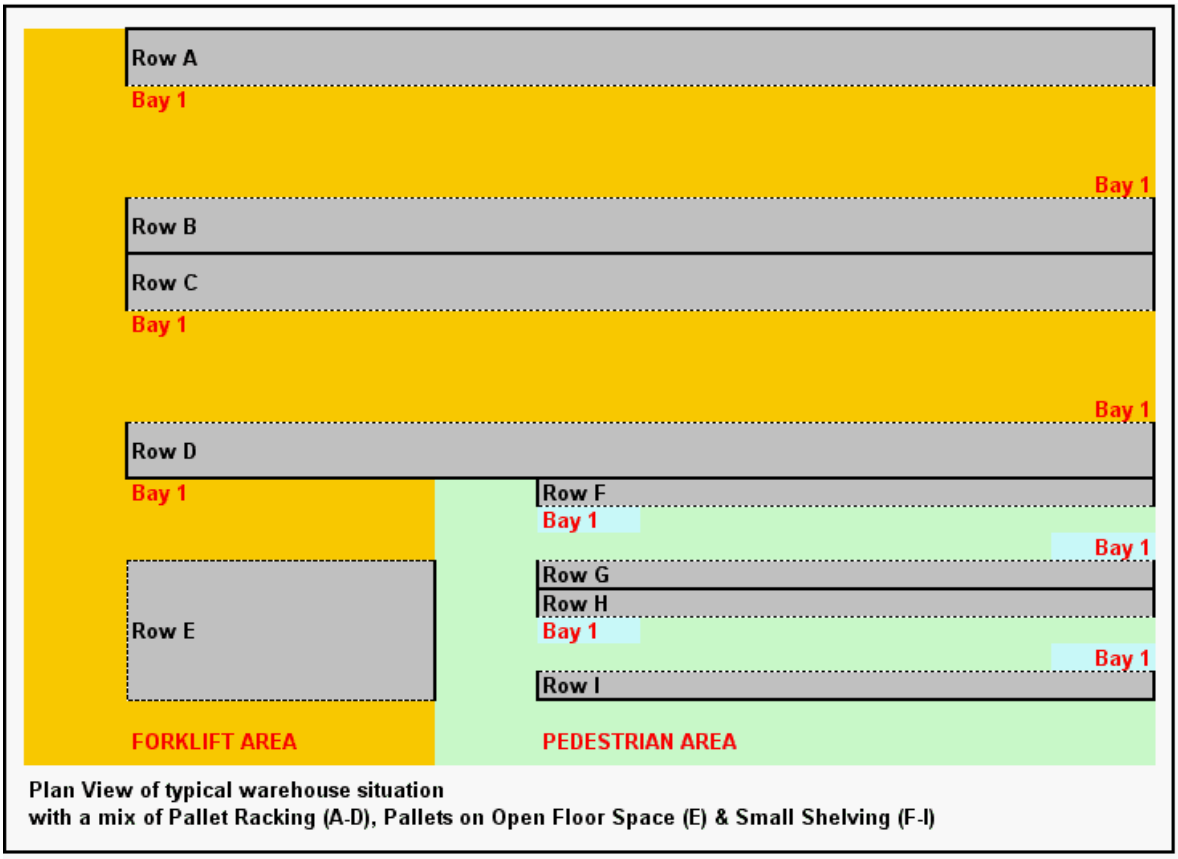
3. Row E (the floor space) was created with this entry in the Add Bin section.



Warehouse Bin Terminology

The following diagrams explain the concept of Row, Bay, Level and Bin as used in Jim2:

1) Row

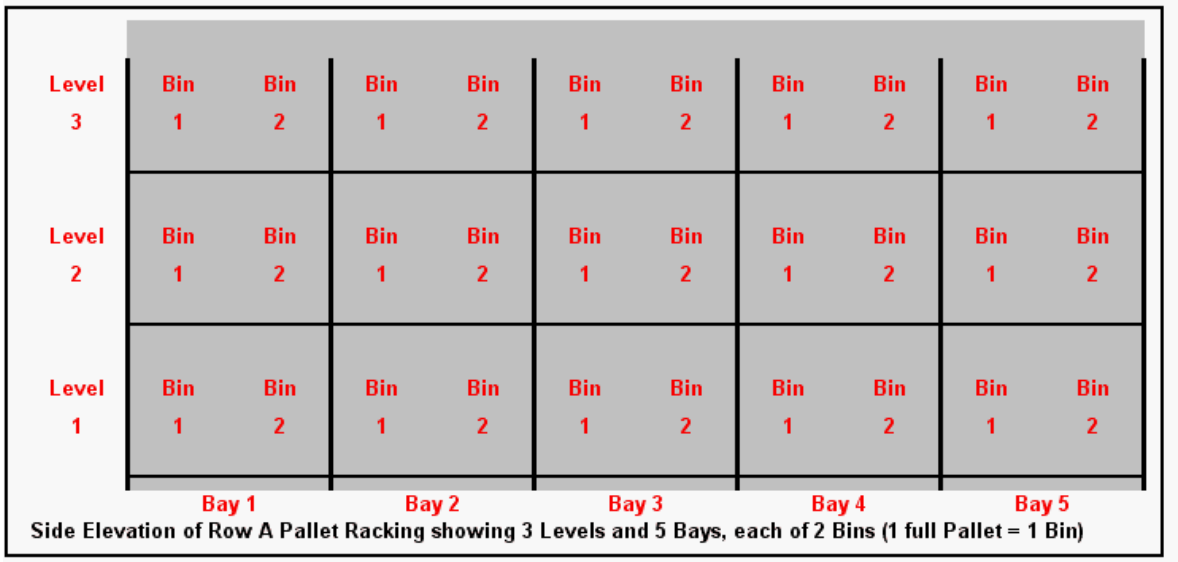


Plan View of typical warehouse situation
with a mix of Pallet Racking (A-D), Pallets on Open Floor Space (E) & Small Shelving (F-I)

Rows are the major identifiable storage area and can be Pallet Racking, Open Floor Space or traditional Shelving. The main criteria is that it is a defined area that is clearly identifiable to staff.

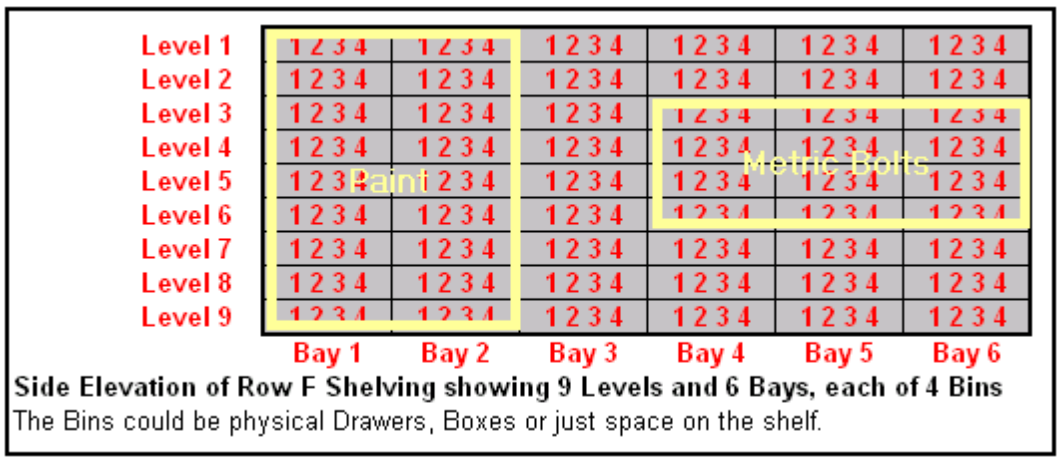
Note: The Numbering sequence for Bay, Level and Bin always runs Left to Right and Bottom to Top. In the floor plan above, Bin 1 would be on the Right Hand end of Rows B, D, G and I as viewed here.

2a) Bay, Level and Bin - Pallet Racking



Vertical Bays are the next division in warehousing, followed by Horizontal Levels and finally Bins, the space within a Bay/Level combination.

2b) Bay, Level and Bin - Shelving and Drawers



Shelving, Counters, Cupboards and so on, all follow the same concept only on a smaller scale.

18.2.2.1 Zones

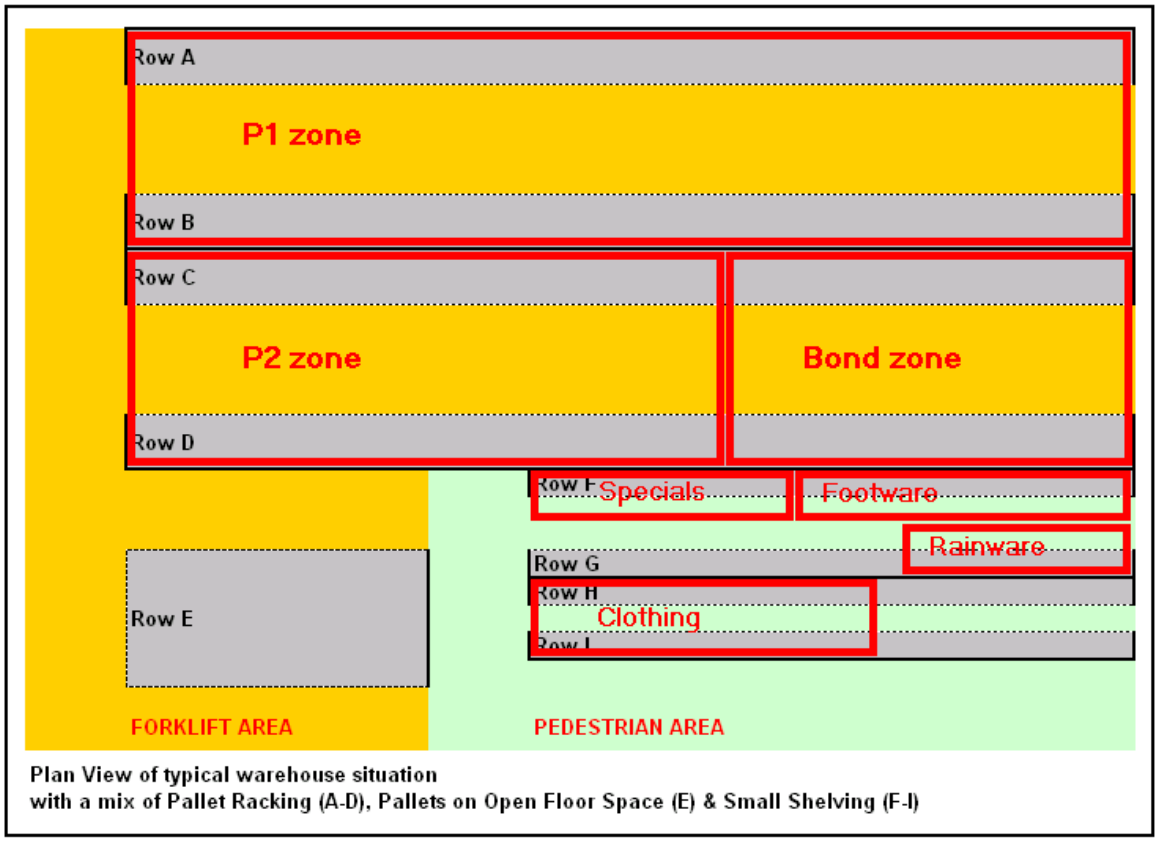
Zones are a further extension of the Warehouse Management process that enhances the usability of Warehousing.

Whereas Row, Bay and Level ultimately define the specific location in a warehouse of an individual Bin, Zones describe the area of a group of bins. Zones could be used to highlight unique storage areas such as Refrigerated, Dangerous Goods, Bonded Store, Secure Storage, and so on. Another use of Zones is to describe the geography of the warehouse for example storage areas for Pallets, Coils, Drums, Cylinders. Yet another

use could be product segregation: Clothing, Footware, Safety, Specials, etc.

The application and use of Zones is very flexible because they are a Flag on a range of Bins and not a Process. On a macro level, Zones identify particular areas of the warehouse whereas, on a micro level, they identify particular groups of Bins within a gondola.

1) Macro Level

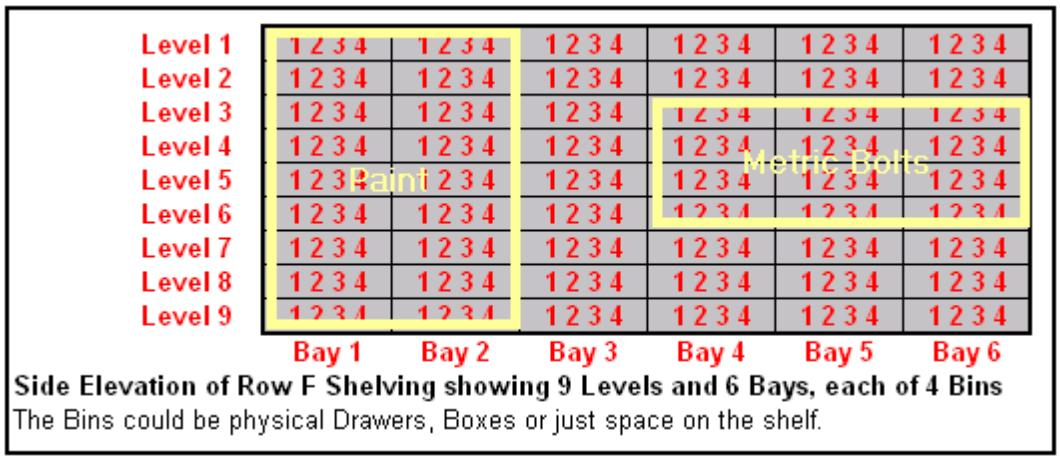


Plan View of typical warehouse situation
with a mix of Pallet Racking (A-D), Pallets on Open Floor Space (E) & Small Shelving (F-I)

In this example, Zones have been used to identify major areas of the warehouse including every (or part thereof) Row, Bay and Level, and every Bin in that area.

Note also that Zones do not have to be extended to the entire warehouse.

2) Micro Level



Side Elevation of Row F Shelving showing 9 Levels and 6 Bays, each of 4 Bins
The Bins could be physical Drawers, Boxes or just space on the shelf.

In this example, Zones have been applied to vertical shelving and group together a series of Bins.

Again, Zones do not have to be applied to the entire shelving.

18.2.3 3 Allocate Stock to Bins

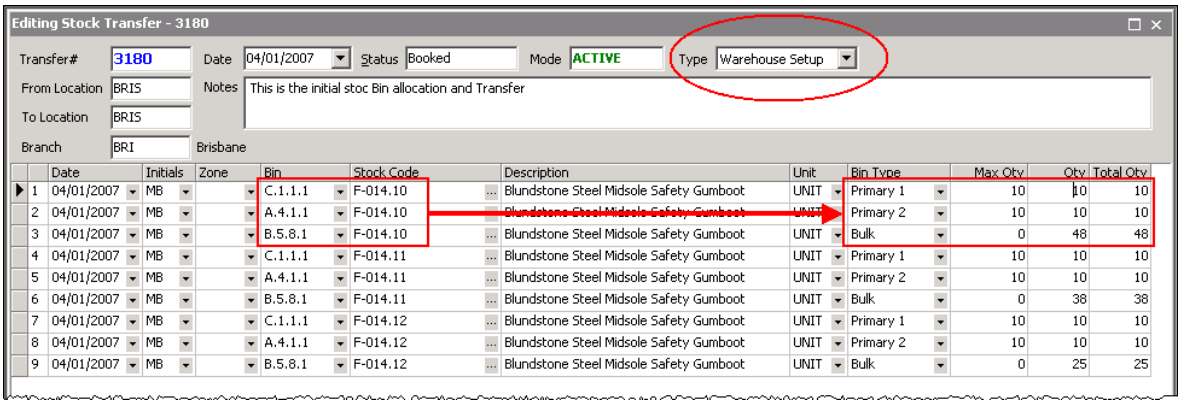
During the initial setup, Stockcodes are allocated to Bins and the existing stock transferred into these Bins in one process called Stock Transfer- Warehouse Setup.

Depending on the number of Stockcodes and warehouse layout, this can be a daunting task that needs some thought and concentration. You would be well advised to draw up a Planagram so as to have a clear concept of stock locations before attempting this phase of the implementation. The Planagram (sometimes called a "mud map") is a map of the warehouse, showing the Stockcode/s stored in each bin.

This process involves 3 steps:

1) Add a Stock Transfer

Stock > Stock Transfer > Add



	Date	Initials	Zone	Bin	Stock Code	Description	Unit	Bin Type	Max Qty	Qty	Total Qty
1	04/01/2007	MB		C.1.1.1	F-014.10	Blundstone Steel Midsole Safety Gumboot	UNIT	Primary 1	10	10	10
2	04/01/2007	MB		A.4.1.1	F-014.10	Blundstone Steel Midsole Safety Gumboot	UNIT	Primary 2	10	10	10
3	04/01/2007	MB		B.5.8.1	F-014.10	Blundstone Steel Midsole Safety Gumboot	UNIT	Bulk	0	48	48
4	04/01/2007	MB		C.1.1.1	F-014.11	Blundstone Steel Midsole Safety Gumboot	UNIT	Primary 1	10	10	10
5	04/01/2007	MB		A.4.1.1	F-014.11	Blundstone Steel Midsole Safety Gumboot	UNIT	Primary 2	10	10	10
6	04/01/2007	MB		B.5.8.1	F-014.11	Blundstone Steel Midsole Safety Gumboot	UNIT	Bulk	0	38	38
7	04/01/2007	MB		C.1.1.1	F-014.12	Blundstone Steel Midsole Safety Gumboot	UNIT	Primary 1	10	10	10
8	04/01/2007	MB		A.4.1.1	F-014.12	Blundstone Steel Midsole Safety Gumboot	UNIT	Primary 2	10	10	10
9	04/01/2007	MB		B.5.8.1	F-014.12	Blundstone Steel Midsole Safety Gumboot	UNIT	Bulk	0	25	25

1. Change the Type to Warehouse Setup - this is critical as it changes both the screen layout and the process. Type Warehouse Setup is only used for the initial combined Stock Allocation to Bins and Transfer. It assumes that all stock is currently not allocated to Bins and is therefore treated as though it is "siting on the floor". Notice also that the From and To Location are the same as this is an internal transfer moving stock from "the floor" to specified Bins.

2. The process it to allocate the Stockcodes to Bins (in the example Primary Bin 1, Primary Bin 2 and Bulk) and make the initial Transfer of current Stock on Hand to these Bins in one process.

> Give some thought to how this will be accomplished. In the example above, lines 1, 2 and 3 represent the same Stockcode (F-014.10) with a current SOH of 68, being distributed to 3 Bins, that is, progressively working through a particular selection of stock and allocating the total SOH to all Bin Types. Depending on operational requirements, it may be more beneficial to work through a single Bin Type at a time. There is no single right or wrong way; what is important though is that there is a clearly defined process that ensures nothing is omitted or duplicated.

3. Change the Status to **Pick**.

4. Save the Stock Transfer.

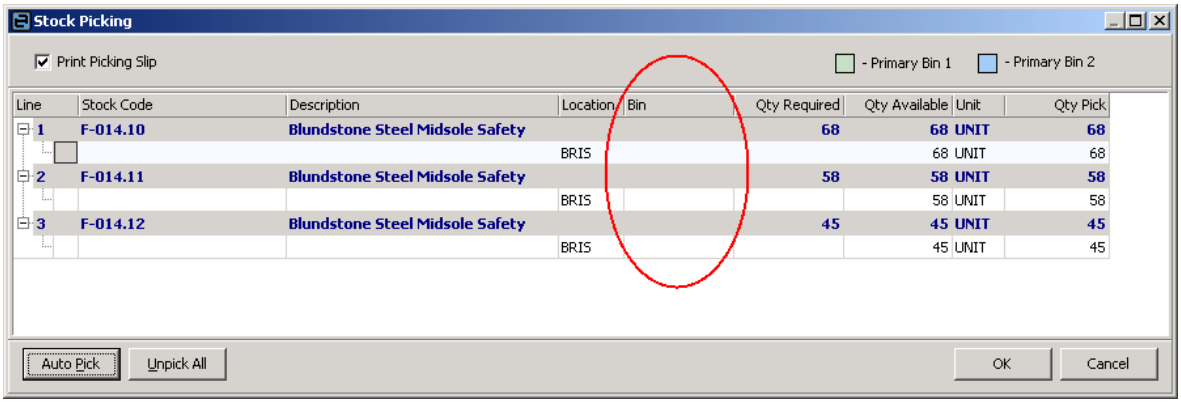
> Unlike Routine Stock Transfers, these Warehouse Setup Transfers tend to be large and complex. It may be useful to Print a copy of the Transfer and carefully check the details of Bin allocation and Quantity being transferred to each before proceeding to Pick the stock.

2) Pick the Stock

1. On the Toolbar, click on the Pick icon.



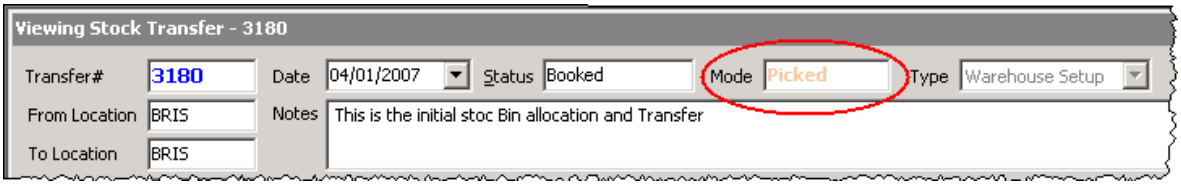
2. The Picking Form is displayed.



Note that Bin numbers are not shown as this stock is coming "from the floor". In the example being used here, the total Stock on Hand is being picked for 3 Bin Types, hence the quantities equal the total requirement to be picked.

The quantity to pick can be entered manually but it is best simply to press **Auto Pick**.

Press **OK**



The Mode field on the Transfer changes to Picked.

3. Print the Stock Transfer form and Pack the stock to the new Bins.

On an existing site that already uses Bins where Warehousing is being initiated for the first time, the above process will be a little different in that physical stock will not be Picked from "the floor" and Packed in Bins. Instead, it is more probable that the process will entail a physical Stocktake to ensure the correct quantities are in fact in the Bins as stated.

4. Change the Status to **Pack**.

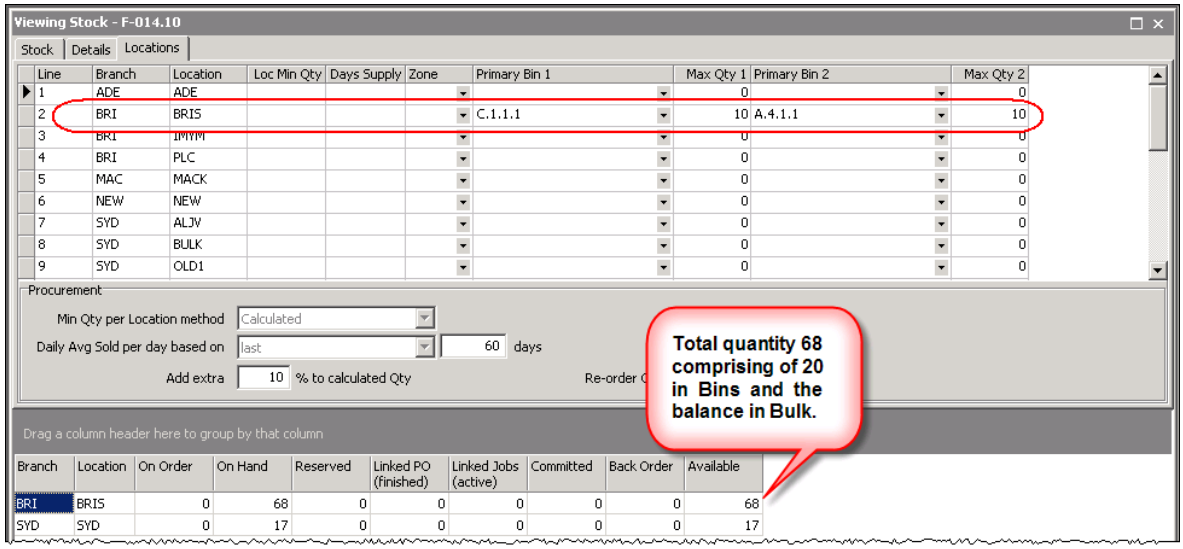
3) Pack the Stock

The final stage is to tell Jim2 that the process has been completed and that all stock is now in the correct Bins.

Edit the Transfer and change the Status to **FINISH**.

Checking the results

View the individual Stock (this can be done by Right-Clicking on the Stockcode from within the Transfer or going to **Stock > View/Edit Stock**)



18.3 Jobs

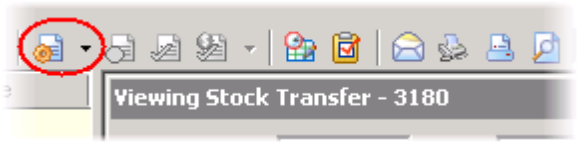
1) Add Job

Jobs are raised in the normal way under Warehousing, the difference appearing when Stock is Picked.

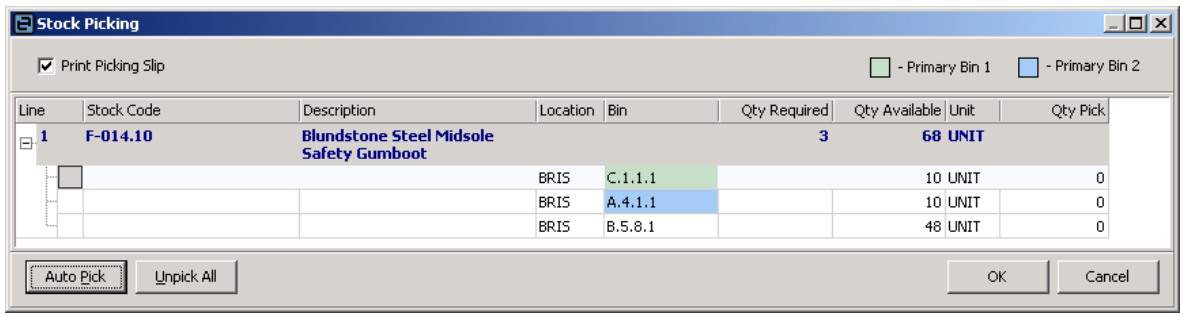
(In this example, a Job is raised for 3 F-014.10 Gumboots - currently have 68 available)

2) Pick the Stock

1. On the Toolbar, click on the Pick icon.

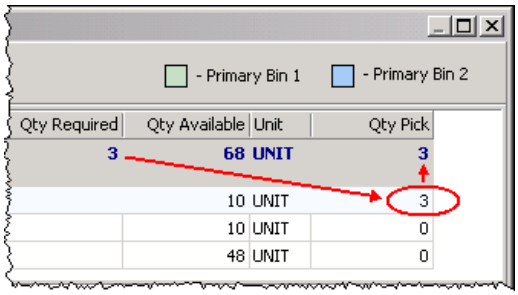


2. The Picking form is displayed.

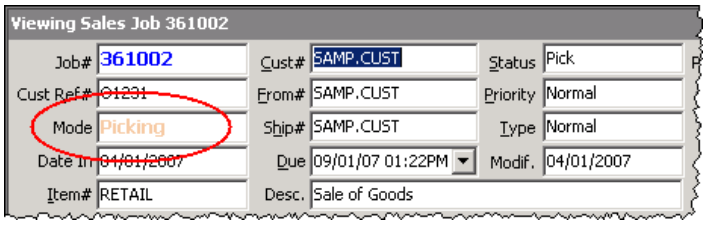


Note that stock is spread between 3 Bins as per the original set-up.

The quantity to pick can be entered manually but it is best simply to press **Auto Pick**. Press **OK**.



A Picking List is produced that can follow the stock through the warehouse as it is picked and the Mode changes to Picking.



3) Complete Job in the normal way

18.4 Purchasing

All Purchasing functions remain the same under Warehousing until the point of Receiving Stock.

1) Receive Stock

After changing the status to Received (or FINISH if appropriate), the stock now needs to be Packed to Bins.

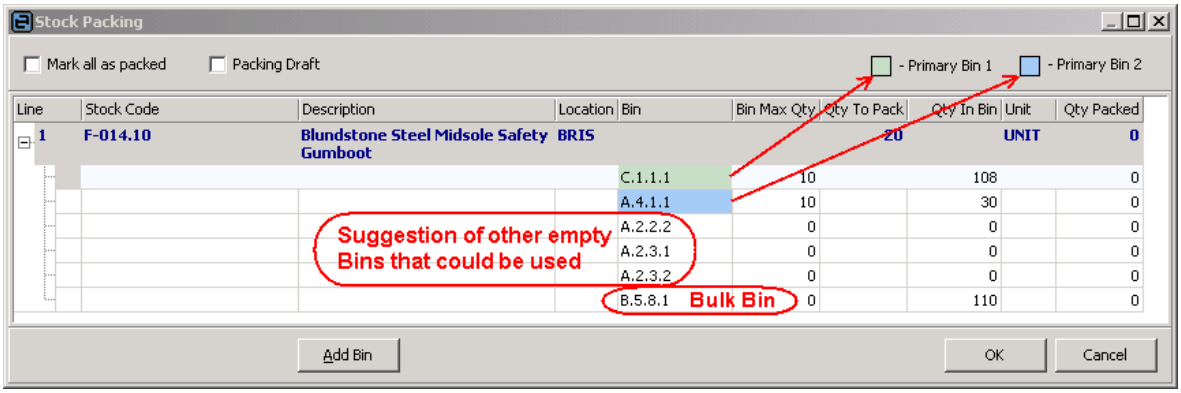
2) Pack Stock

1. On the Toolbar, click on the **Pack** icon.



This Icon changes functionality between Pick and Pack depending on the current process.

2. The Packing form is displayed.



This indicates that:

- 108 are already in the Primary Bin,
- 30 are in the Secondary Bin and
- 110 are in Bulk.

Note that the Bin Max Qty is a guideline only and can be overridden when manually Packing stock as is the case here. This could be done (for example) in advance of a large order being packed or an anticipated event that would temporarily halt Bin replenishment.

Three other empty bins are suggested in case there is an overflow of stock.

The Add Bin button enables selection of other Bins not already displayed. Use this function to Pack stock to a different Bin.

3. Pack Stock

Key in the quantity to be packed against each Bin in the Qty Packed column. The progressive total will be displayed in blue text at the top of the column.

Press **OK**.

A Packing Slip will be printed.

Alternatives

Ticking the **Mark all as packed** box in the top left of the form enables the option to either not allocate to Bins or only partially allocate to Bins.

Pressing **OK** with this box ticked will send any unallocated stock to "the floor". It will then need to be transferred at a later date to Bins.

Ticking the **Packing Draft** box and pressing **OK** enables printing of a Draft Packing Slip that can be sent to the warehouse allowing the Pack to be confirmed later after physical Packing has been completed.

18.5 Transfers



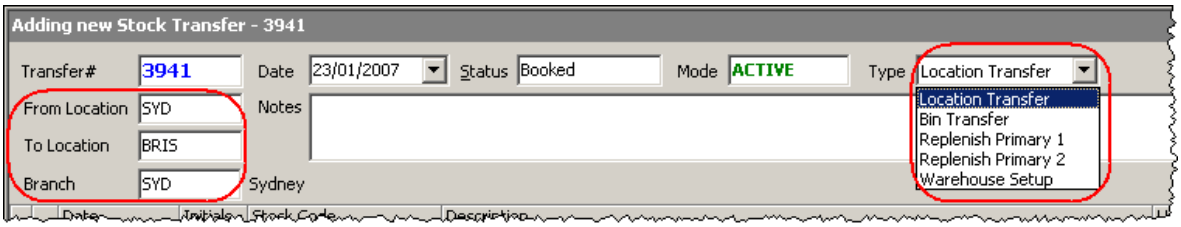
Stock Transfers are used to move stock:

1. **Between Locations** eg Sydney Warehouse to Brisbane Warehouse, Melbourne Store to Glen Waverley Store, etc

2. **Between Bins**: eg from Bin A.1.3.2 to F.6.2.7 (within current location)

3. To **Replenish Primary Bins**: Move from Bulk Bin (Floor or other Bin within current location) to bring up operational quantity

4. **Warehouse Setup**: This is a combined process to initially allocate Bins to Stockcodes and move the Stock.



5. **Replenish Primary Bins**

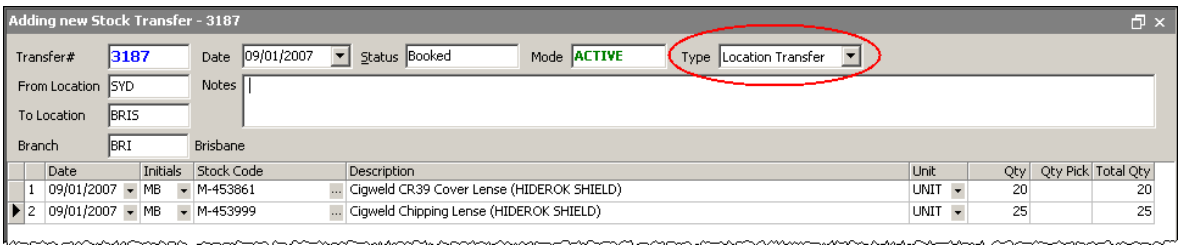
6. **Warehouse Setup**
   This type of Transfer is covered in the Setup section.

18.5.1 Between Locations

This type of Transfer is used to move stock between major Locations for example: Sydney Warehouse to Brisbane Warehouse, Melbourne Store to Glen Waverley Store, etc

a) Process initiated at the requesting location (To Location)

Stock > Transfer Stock > Add > Location Transfer



- Select **From Location**, **To Location** and Branch of the Initiating Location.
- Add any appropriate Notes.
- Select Stock to be transferred
- Save

Note: The Branch is always the one who has initiated the Transfer eg The Melbourne branch could initiate a transfer from the Adelaide location to the Cairns location so it would be From Adelaide, To Cairns, Branch Melbourne

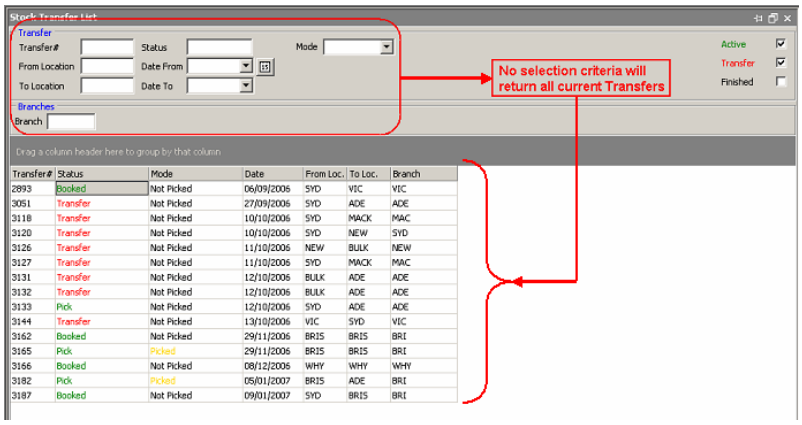
The Transfer is now at Status **Booked** and is in the system.

A Multi-Branch organisation should always have established written procedures to ensure efficient work flow eg

- a nominated person at each branch maintains a List to ensure requests from other branches are actioned,
- urgent requests are confirmed by Email/Phone

b) The sending location (From Location) checks Transfer List

Stock > Transfer Stock > [selection criteria] **Run**



As with all lists throughout Jim2, pressing Run (or the Enter key) without any selection criteria will produce a list of all current Transfers, regardless of location.

This list is useful to get an overview of what is happening throughout the company and it reveals that there are a variety of different status combinations:

- Booked - Not Picked
- Transfer - Not Picked
- Pick - Not Picked
- Pick - Picked (yellow text)

Whilst this list is adequate for an organisation with a small number of internal transfers, the ideal situation would be to enter selection criteria (including the Advanced List) to return specific information relative to the user.

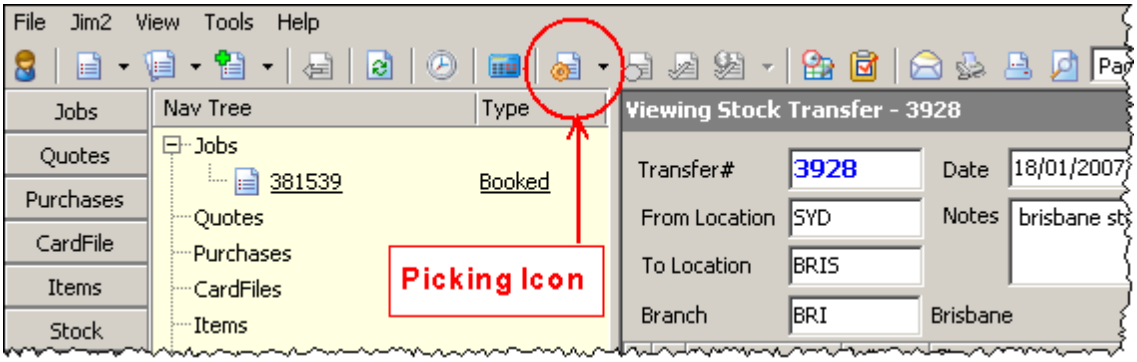
Such a List should be Pinned.Open each Transfer and confirm by changing the Status to **Pick**.

If the Sending Location does not intend to process the request they should notify the Requesting Location.

Again, this comes back to company procedures.

1) Raise Transfer - set Status to Pick
2) Sending location Picks Stock set status to Transfer
3) Physically move stock
4) Receiving location Receives Stock

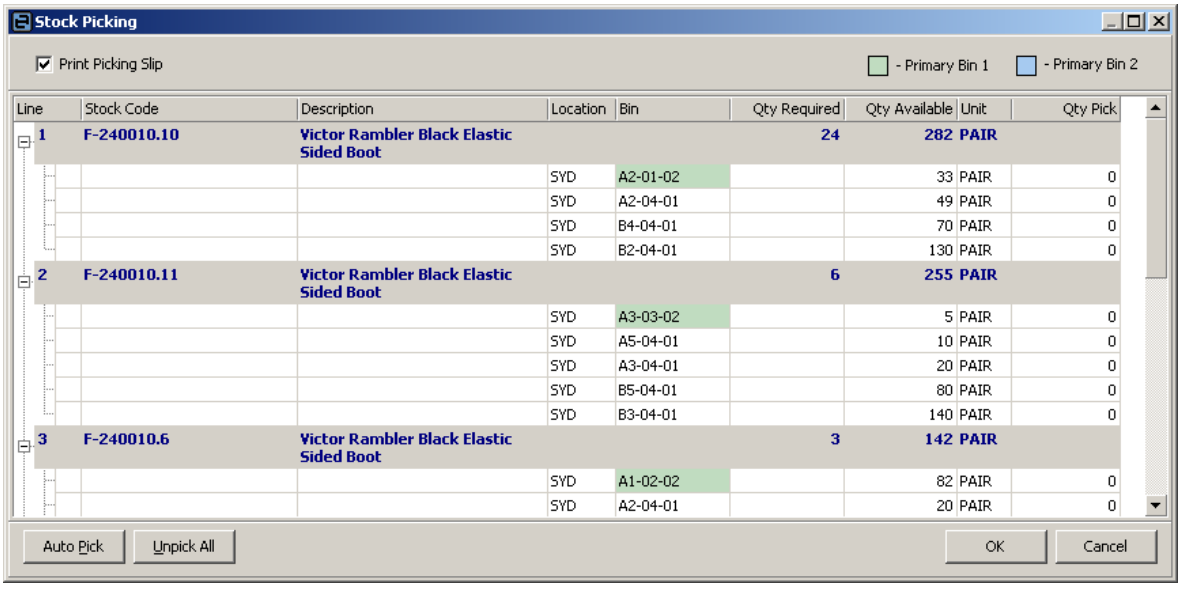
c) The sending location Picks the stock



Click on the Pick Icon to bring up the Stock Picking screen.

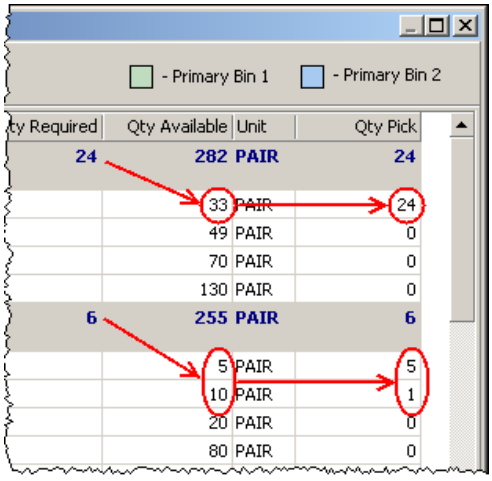
Each stock code is shown with a grey background as the header that displays the quantity required for this transfer and the total quantity available at this location.

Beneath this is displayed each Bin that contains this stock, starting with the Primary Bin and listing the quantity in that Bin.



Line	Stock Code	Description	Location	Bin	Qty Required	Qty Available	Unit	Qty Pick
1	F-240010.10	Victor Rambler Black Elastic Sided Boot			24	282	PAIR	
			SYD	A2-01-02		33	PAIR	0
			SYD	A2-04-01		49	PAIR	0
			SYD	B4-04-01		70	PAIR	0
			SYD	B2-04-01		130	PAIR	0
2	F-240010.11	Victor Rambler Black Elastic Sided Boot			6	255	PAIR	
			SYD	A3-03-02		5	PAIR	0
			SYD	A5-04-01		10	PAIR	0
			SYD	A3-04-01		20	PAIR	0
			SYD	B5-04-01		80	PAIR	0
			SYD	B3-04-01		140	PAIR	0
3	F-240010.6	Victor Rambler Black Elastic Sided Boot			3	142	PAIR	
			SYD	A1-02-02		82	PAIR	0
			SYD	A2-04-01		20	PAIR	0

The Picking is now completed by either:



- Press Auto Pick and the required quantity will be picked from the Primary Bin and, if insufficient in that Bin, will continue to work down the list until everything is picked.

  The example to the right shows the second line requiring 6 with only 5 available in the Primary Bin so it takes the remaining 1 from the next Bin in line.

- Manually key in the Pick quantity against the respective Bins.

  Manual selection would typically be used to force the Bin. For example, if a large quantity is to be picked, it may be better to take it straight from the Bulk Bin. Another example might be in the sample shown here where, for line 2, it is easier to Pick everything from one Bin and so 6 would come from the second Bin.

The determining factor will be the experience of the operator and their knowledge of the warehouse layout.

Press **OK** to commit the Pick and print the Picking slip



The Mode changes to **Picked**

Picking Slip

Transf #: 3855

Stock	Description	Unit	Picked	Transfered	Bin
IC-SDV12L.XL	Day/Night Vest Yellow to Australian Standards size XL	UNIT	151	151	Floor
F-240010.8.5	Victor Rambler Black Elastic Sided Boot	PAIR	6	6	A2-03-01
F-240010.11	Victor Rambler Black Elastic Sided Boot	PAIR	6	1	A5-04-01
F-240010.8	Victor Rambler Black Elastic Sided Boot	PAIR	6	6	A2-03-02
F-240010.11	Victor Rambler Black Elastic Sided Boot	PAIR	6	5	A3-03-02
F-240010.6	Victor Rambler Black Elastic Sided Boot	PAIR	3	3	A1-02-02
F-240010.10	Victor Rambler Black Elastic Sided Boot	PAIR	24	24	A2-01-02
F-240010.9	Victor Rambler Black Elastic Sided Boot	PAIR	12	12	A2-02-02

Picking Slip User: Michael Balk 23/01/2007 04:25:37 PM Page 1 of 1

d) The sending location physically sends the stock

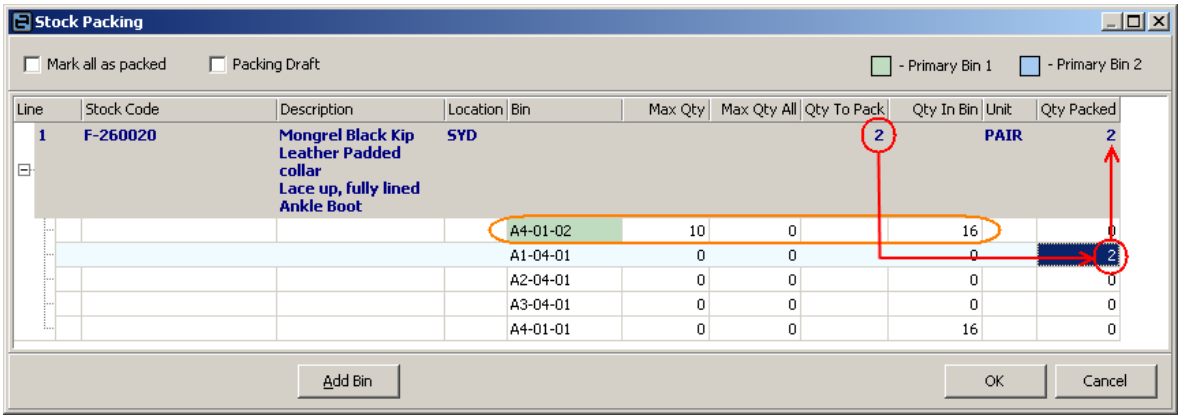
Change the status to Transfer and process as per internal procedures.

e) The receiving location Receives the stock

Change status to **FINISH** and **Save**

Press the **Pack** icon  (same as Pick - the function changes according to the process)

The Packing screen is displayed



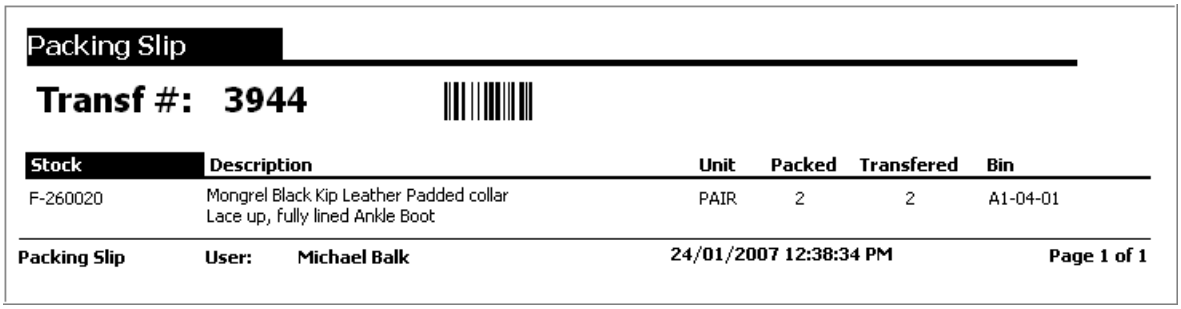
The Primary Bin is set to maximum quantity of 10 and already has 16 (note that the Max Qty is a recommendation and does not prevent Jim from exceeding this quantity).

In this example, the inbound stock is being Packed in Bin A1-04-01 by keying in the quantity into the Qty Packed field.

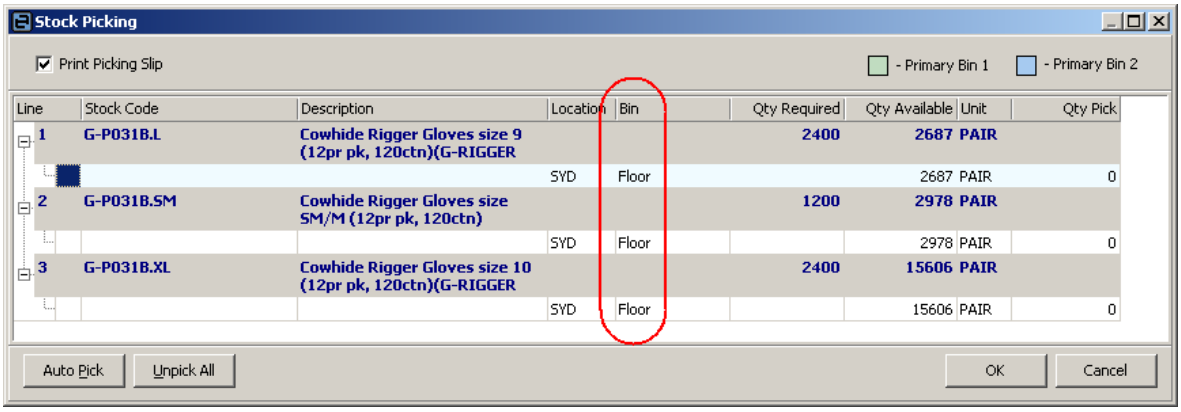
The Add Bin button, enables another Bin to be allocated to this stock. This could be particularly useful if a temporary holding area has been designated during a busy period.

Press **OK**

A Packing can now be printed from the Drop Down Report List



Opening 3187, the could change the Status to **Transfer** and **Save**.



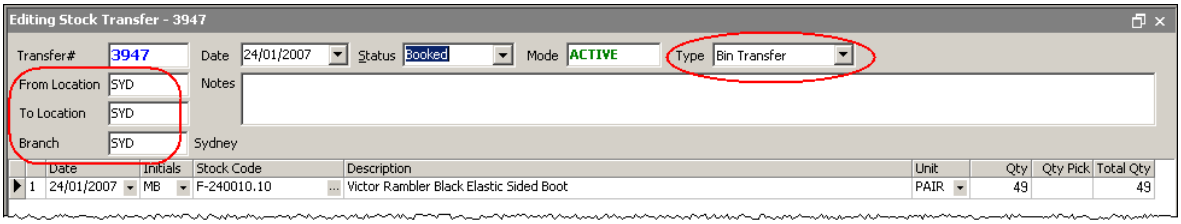
Stock not in Bins

The above example illustrates stock that as yet has not been allocated to Bins and so it is coming from "the Floor".

18.5.2 Between Bins

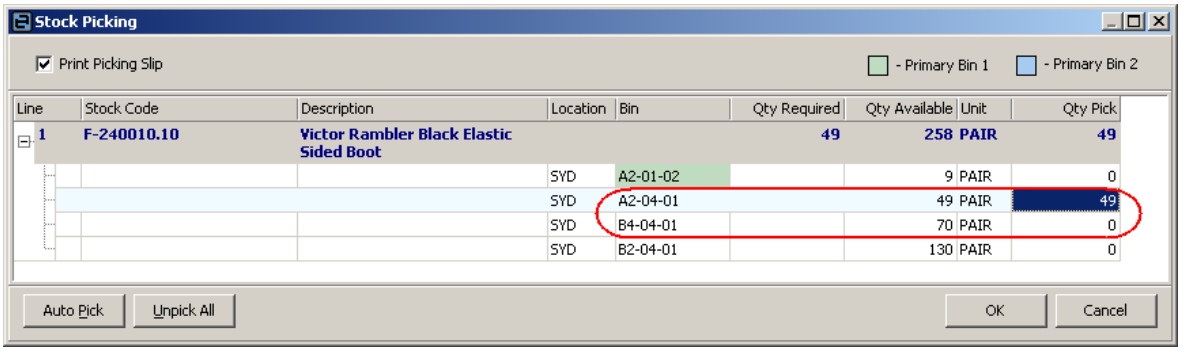
This type of Transfer is used to move stock between Bins within the one warehouse for example: A1-02-11 to B3-01-03

Create a Stock Transfer ensuring the From Location, To Location and Branch are correct, and the Type is **Bin Transfer**.



As this is most probably an internal transfer within the one physical building, the status may not need to be updated and the stock can be picked immediately however that is a local procedural decision.

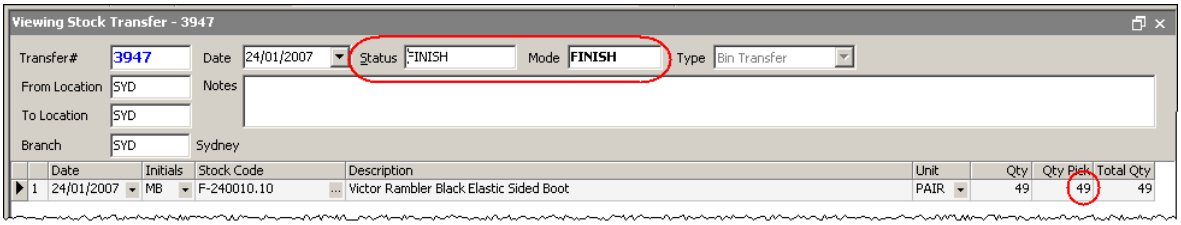
Press the **Pick** icon 



In this example, Bin A2-04-01 is being emptied and the contents moved to B4-04-01, so Auto Pick is NOT used

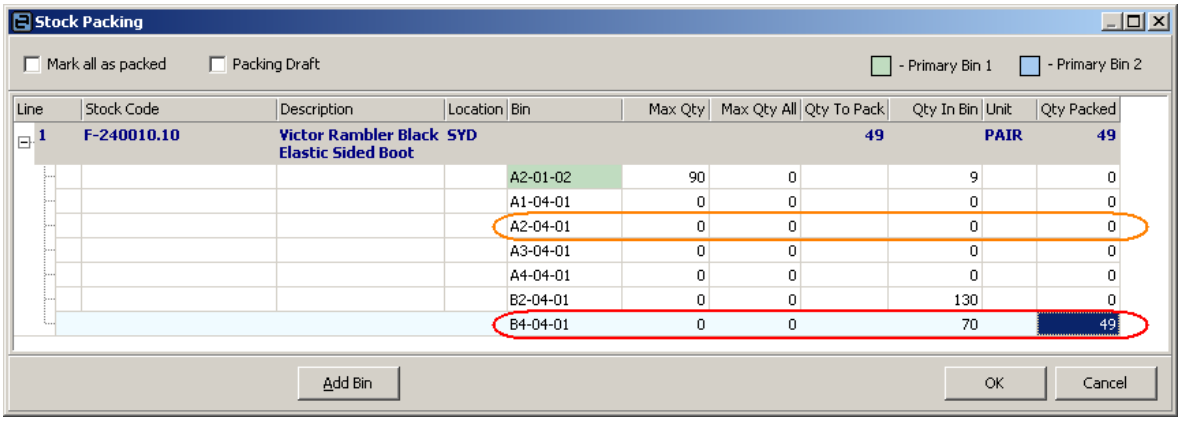
and the quantity is keyed in against the From bin.

Press **OK** and the Picking Slip can be printed from the Drop Down Report List.



Notice on the Transfer that both the Status and the Mode have changed to FINISH, and the Picked quantity is now displayed.

Press the **Pack** icon 



Notice that A2-04-01 (where the stock came from) is empty.

The quantity (49) is keyed in against the To bin.

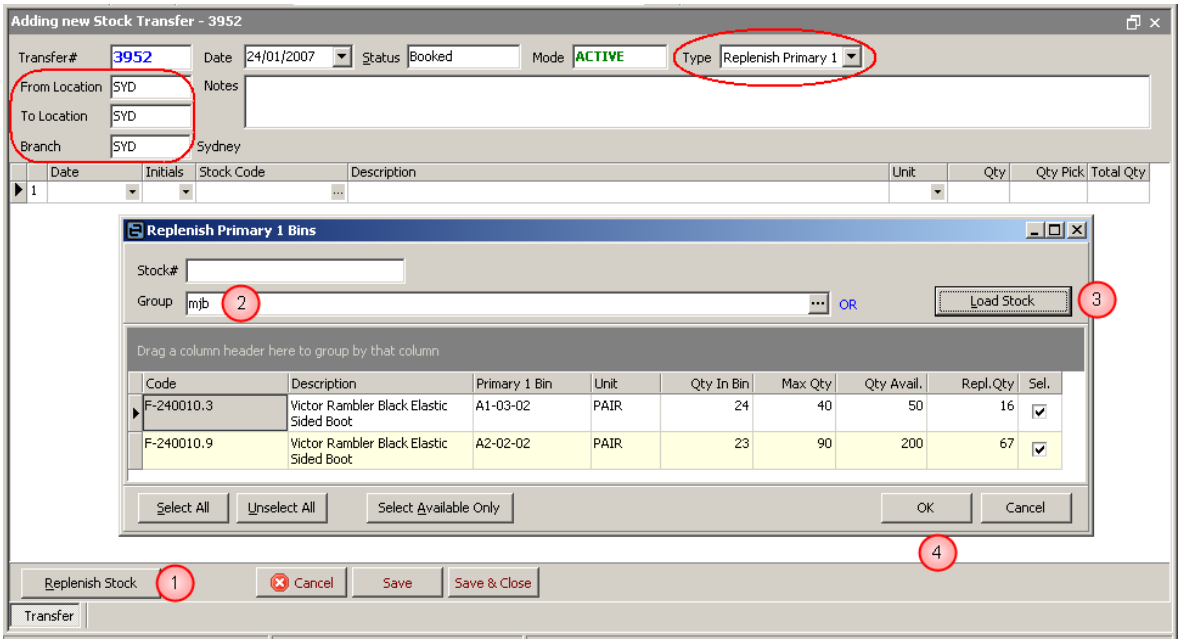
Press **OK** and the Packing Slip can be printed from the Drop Down Report List.

18.5.3 Replenish Primary Bins

This type of transfer is the key to Warehouse Management and will be the most frequently used.
It's purpose is to replenish the Primary Bins from the Bulk Bins.

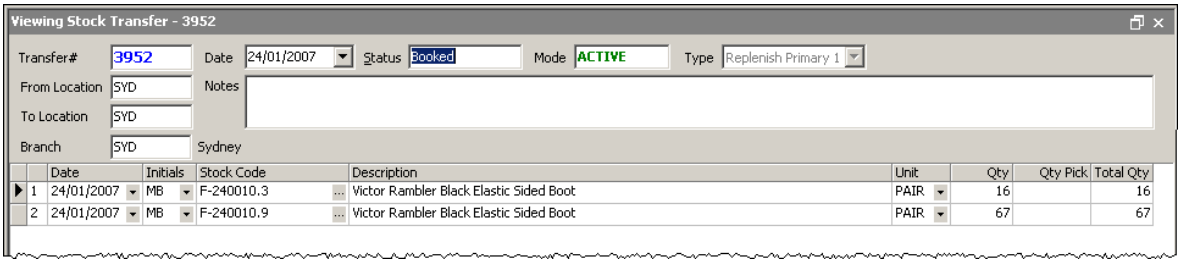
Create a Stock Transfer with the Type **Replenish Primary 1** (or Type Replenish Primary 2).
Note that the To Location is automatically filled once the Type is selected but the Branch must still be selected.

A Replenish Primary could be processed manually by entering the stock codes and quantity, picking that stock and then taking the Transfer to FINISH, thus automatically packing into the respective Primary Bin. Although the functionality exists, it may never be required.



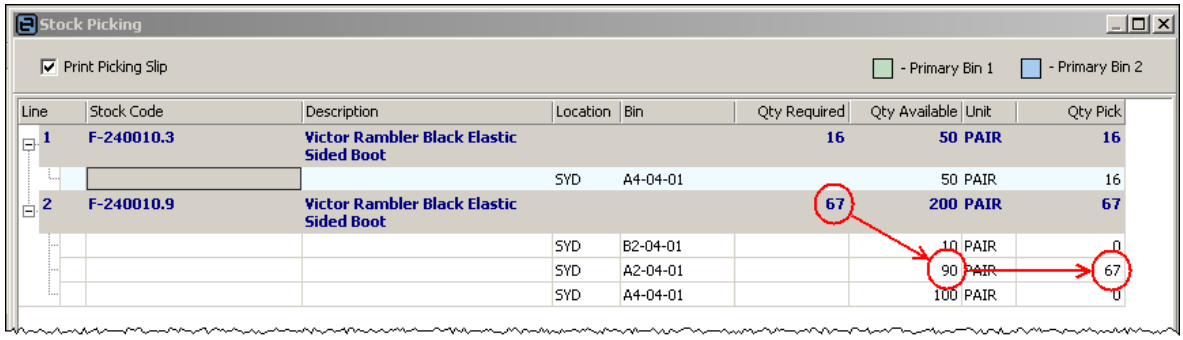
To automatically create the Replenishment:

1. Press **Replenish Stock** - this displays the Replenish Primary Bins screen.
2. On the Replenish Primary Bins screen, select an appropriate Group to narrow the size of the transfer.
3. Press **Load Stock** - select individual lines as appropriate.
4. Press **OK**.



Press the **Pick** icon 

Press **Auto Pick** and Jim will pick from the most logical bulk bin or manually enter the details.



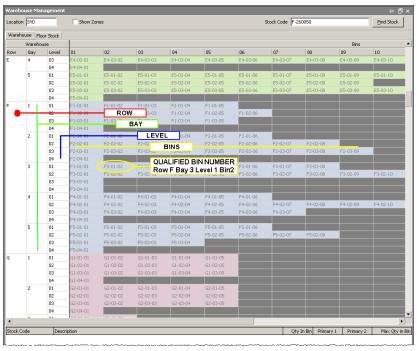
Press **OK**.

18.6 Replenishment

Enter topic text here.

18.7 Warehouse Management

Warehouse Management is a graphical interface within the Stock section that facilitates



18.8 Attributes

Enter topic text here.

Topic 19

19 Trouble Shooting

19.1 Email

Incoming Email

Check that incoming email processing is enabled in Options.

If incoming email is enabled and emails are not being received then check the windows Application event log on the server where the Jim2 eBusiness Server (Jes) is running.

Outgoing Email

Check that outgoing email processing is enabled in Options.

In an Email List, select the Outbox folder. Note that you will need to be logged in as a user that has been granted access to this folder.

Find the email that is not being sent. Double click on the email, right click and select View, or press F2 to display the email preview window.

Click the properties ribbon button to display the email properties.

The email properties windows has a Last Error field. This field will be populated with any error that occurred when Jes attempted so sent the email.

Also check the windows Application event log on the server where the Jim2 eBusiness Server (Jes) is running.



Remember that whenever a database is restored, Jim2Server will automatically disable incoming and outgoing email for that database, to prevent the accidental sending of emails from a training or test database.