

This support note is suitable for:

**Accounting**

**Accounting Plus**

**Premier**

**AccountEdge**

**BusinessBasics**

**FirstEdge**

**Premier Enterprise**

### **Introduction**

You will find your MYOB software helpful in being able to track the performance of each of your profit centres. This is easily done by using Jobs to group transactions belonging to the various profit centres and then reporting upon them. This support note explains how.

## **How are profit centres reported in MYOB?**

The purpose of Job functions within MYOB is to group specific transactions into a reportable item. This is accomplished by first setting up a job for each of the profit centres. Every transaction is then allocated a job that is specific to its profit centre. Job reports are then used for reporting the activity of each of the jobs, which are a representative of your profit centres.

## **How do I setup my company data file so I can report my profit centres?**

### **Step 1 – Selecting the most appropriate Job Names and Job Numbers**

Select **Job Numbers** and **Job Names** that clearly distinguish your profit centres. For instance, if you have profit centres in Melbourne, Sydney and Perth your **Job Numbers** could be setup as: Melb, Syd and Perth.

When considering **Job Names** and **Job Numbers**, keep in mind that:

- **Job Numbers** can have a maximum of 5 alphanumeric characters.
- **Job Names** can have a maximum of 25 alphanumeric characters.

## **Step 2 – Setting up Jobs in MYOB**

Once you have determined your **Job Numbers** and **Job Names**:

1. Go to the **Lists** menu and click **Jobs**.
2. Click **New** then click the **Detail Job Postable** option.
3. Enter the **Job Number** and **Job Name**. If necessary, enter a **Job Description**.  
Optional - enter a **Start Date** indicating when you began using jobs.
4. Click **OK**.

Repeat steps two to five for each new job.

The window below shows a sample of a **Job** setup.

**New Job**

**Job Information**

Header Job
  Inactive Job

Detail Job
  Track Reimbursables

Job Number: MELB

Sub-job Of: [Dropdown]
 Percent Complete: 0%

Job Name: Melbourne
 Start Date: [Text]

Description: Melbourne Profit Centre
 Finish Date: [Text]

Contact: [Text]
 Manager: [Text]

Linked Customer : [Dropdown]

**Job Opening Balances** can be entered if it is mid-financial year when setting up your jobs. To enter **Job Opening Balances**, go to the **Setup** menu, choose **Opening Balances** and click **Job Opening Balances**. Select a **Job Number** then enter the **Opening Balance** for each ledger account.

### How do I apply a job to a transaction?

Each of MYOB's transaction windows, with the exception of **Receive Payments** and **Pay Bills**, has a **Job** field into which a **Job Number** can be entered. To allocate a **Job** to a transaction, simply create the transaction as normal then click or tab into the **Job** field and select the **Job** representing the particular profit centre.

The window below shows a job being allocated to a sale.

Sales - New Service

INVOICE

Customer ⇄: Cash Sales Terms ⇄: Net 30th after EDM  Tax Inclusive

Ship to ⇄: Cash Sales Invoice #: 00000020  
Date: 07/10/2005  
Customer PO #:

Description	Acct#	Amount	Job	Tax
Repair computer and update MYOB software	4-1600	\$134.09	MELB	GST

Salesperson : Subtotal: \$134.09  
Comment: Freight: \$0.00 GST  
Ship Via: Tax ⇄: \$12.19  
Promised Date: Total Amount: \$134.09

Journal Memo: Sale; Cash Sales Paid Today: \$0.00  
Referral Source: Payment Method: Cash Details...  
Invoice Delivery Status: To be Printed Balance Due: \$134.09

Save as Recurring  Use Recurring  Reimburse  Rate: AUD

Help F1 Print Send To Journal Layout Register Record Cancel

**Please Note:** The expense of inventoried items is realised when the items are sold, and not when purchased. Therefore, applying a **Job** to an item sale where inventoried items are sold, will allocate both the expense and income of the item(s) to the **Job**.

## How is the Profit And Loss reported for the profit centres?

At the end of the reporting period, go to the **Reports** menu, choose **Index to Reports** and click the **Accounts** tab. Scroll down to the **Jobs** reports and highlight the **Profit and Loss** report. Click **Customise** and select the report parameters.

The window below shows the **Jobs – Profit and Loss** report customisation window.

Report Customisation - Profit & Loss

Jobs: All

**Advanced Filters** | Report Fields | Finishing

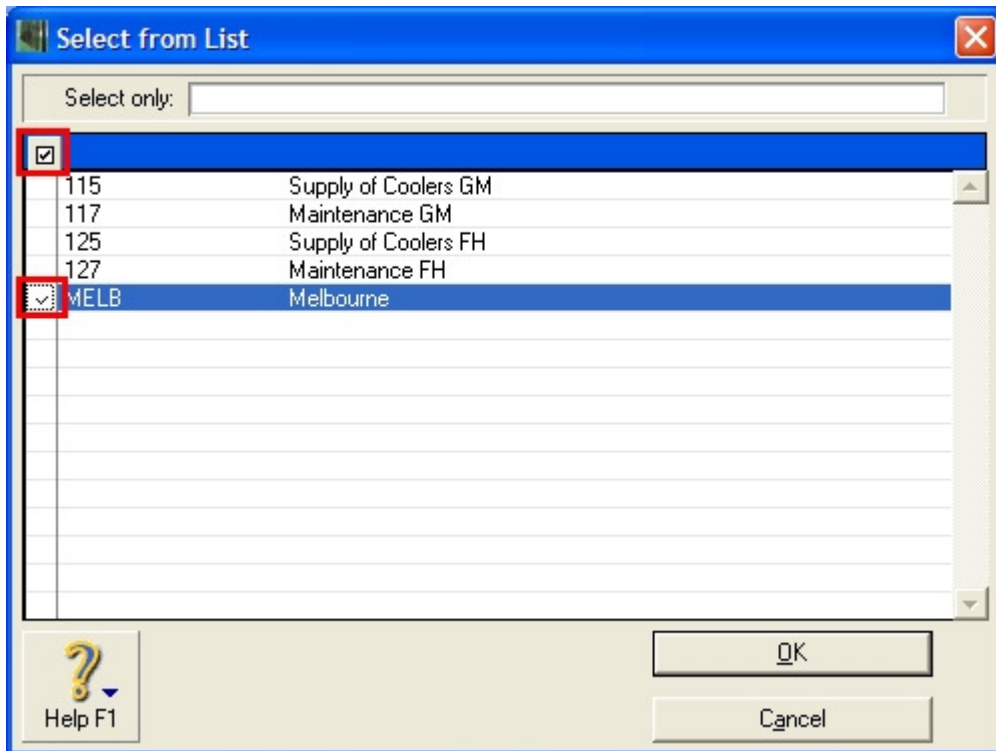
Dated From: October 01/10/2005 To: October 07/10/2005

Financial Year: This Year (FY 2006)

Help F1 | Print | Send To | Format | Cancel | Display

### Reporting a single profit centre

By default, the report includes all the jobs in your company file. To select a specific job, click the drop arrow next to the **Jobs** field highlighted above. Clear the selected jobs by clicking the check mark symbol at the top of the column then mark the job you want the report to display. You can also choose a selection of non consecutive job numbers using this method.



## How can I check that each transaction has been allocated a job?

There are two reports designed to readily identify transactions that have not been allocated a job. These are the Job Exception [Invoice Transactions] and Job Exception [Cash Transactions] reports.

These are also found in the **Accounts** tab of the **Index to Reports** under the heading **Jobs**. Click the **Customise** button to specify the date range of the transactions you want to check for missing job numbers.

**Disclaimer:** This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT Consultant as appropriate.