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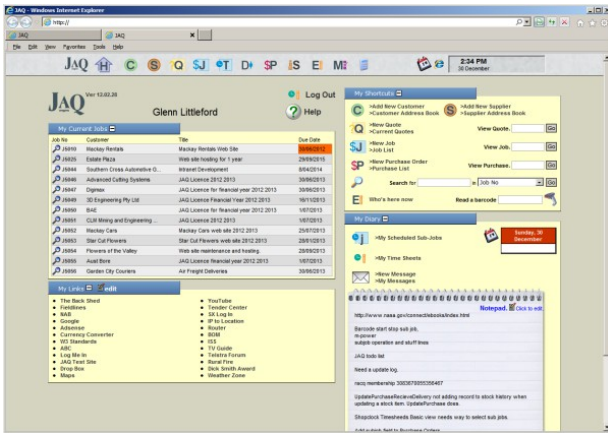
## About this document

This document goes through the basic day to day use of JAQ. If your setting up JAQ for the first time, you should read the "JAQ Set Up" document first.

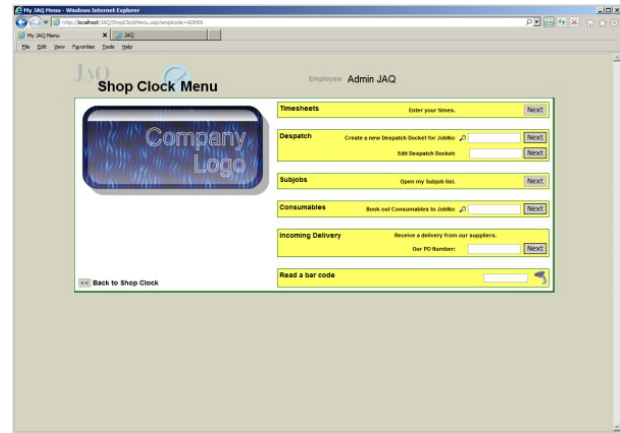
A note about using capital letters. JAQ will use all capitals for information like customer codes, employee codes, but other than that, its highly recommended mixed case be used, that is, normal writing, with capitals at the start of sentences or words. The reason is simple, ease of reading. Studies have shown all upper case wording is difficult to read compared to normal mixed case, and all upper case is commonly regarded as SHOUTING, and you dont want to shout at your customers now do you.

## What is JAQ

There are two parts to the JAQ system. **JAQ**, which is the main system used by office and administration staff, and **Shop Clock**, used by floor staff to enter their time sheets, receive purchases, etc.



The JAQ home page



The Shop Clock home page

In this document we will cover the JAQ system. For information on using Shop Clock, see the document “ShopClock Tutorial”.

JAQ ( Jobs And Quotes ) is a business/workshop management system that combines several day to day tasks into one software application. A typical business may use several software applications to perform different tasks, for example...

- A customer or supplier list using Outlook.
- A quoting system using Excel spreadsheets.
- A purchasing system using order books.
- A job tracking system using hand written job sheets.

While all these individual systems do work, they are not interconnected, and usually can only be accessed from specific computers in the office. A big problem with these systems is you need to be on that computer to access that data.

JAQ is intranet based, meaning you can use any computer in your office, workshop, or even remotely, to access your business data. The JAQ interface uses a internet web browser, like Microsoft's IE, Firefox, Apples Safari, and can even be used with a tablet or smart phone. If you have any experience surfing the internet, then you will find JAQ easy to use.

The JAQ system is under constant development, and this means your version of JAQ will be updated from time to time to keep up with the 'current version'. The changes made to JAQ can be defined as...

**Updates.** Based on user feedback, modifications and additions are made to JAQ to improve its usability. This could be as simple as a fixed spelling mistake or as complicated as a completely new software function.


**Bug Fix.** Errors do pop up in JAQ from time to time. The JAQ system is complicated, and sometimes when a change is made to one section, as part of a update or bug fix, it can cause another section to not work as expected. While any changes made to JAQ are tested before sending out updates, bugs do get through and may not show themselves until the updated version of JAQ has been released into the wild.

If you have a suggestion to help improve JAQ, no matter how small, please let us know. All suggestions are looked into, though sometimes we will not adopt the change you suggested. If this is the case, we will always explain why. Any errors in JAQ are treated with urgency. The most important information we need to fix an error is the sequence of events that cause it. If we cant replicate the error, it makes it very hard to find the cause.

Please send any suggestions or errors to  
[sales@jaqsoftware.com](mailto:sales@jaqsoftware.com)



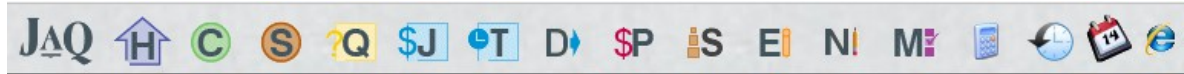
## Getting more help.

JAQ includes help information on most pages. Wherever you see the info tag [#] ( square brackets around a number ), then look towards the bottom of the page for the matching tag for help information relating to that tag. Also keep an eye out for the Info  symbol. If you have further questions, please feel free to email them to [sales@jaqsoftware.com](mailto:sales@jaqsoftware.com).

## Navigating around JAQ

If you've ever used a web site like eBay, Amazon, etc, then you will find JAQ easy to navigate.

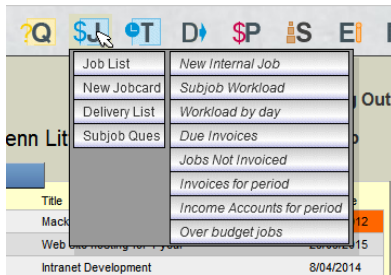
The top menu in JAQ is referred to as the "Menu"



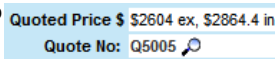
The icons stand for...

- Home, or the main JAQ home page.
- Customers.
- Suppliers.
- Quotes.
- Jobs.
- Time sheets.
- Deliveries.
- Purchasing.
- Stock.
- Employees.
- Notes
- Manager section, containing reports and JAQ set up screen
- Calculators.
- Calendar.
- Open new window, handy for running a 2<sup>nd</sup> copy of JAQ

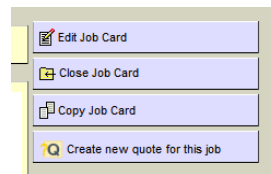
Moving your mouse over many of the menu icons will display a drop down menu for that section. JAQ will let you set which menu options are available to individual employees, so you may not have access to all area's. If you feel you have been restricted access to an area that you need access to, please contact your admin staff.



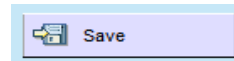
A little magnifying glass next to a item means you can click on it to open a new page about that item. In the example to the right, clicking the mag' glass will display that quote.



Buttons are another common navigation item.



One important button to look for is the Save button



If you are editing any of JAQ details, you must remember to Save, or your changes will be lost.

Many of the edit pages in JAQ have a Active tick box. If you want to remove an item from the day to day use of JAQ, say an employee who has left, or a stock item thats no longer used, then you can untick the Active button.



## Getting Started with JAQ

### The basic idea....

Lets pretend we are a building business called "Bob the Builder", as we are going to build a fence for a new customer, called Fred Smith. What we'll do is go through the basic steps of...

#### Adding a new customer.

- Creating a quote for that customer and sending them a PDF.
- Getting the go ahead and turning the quote into a job.
- Breaking the job into parts ( sub jobs ) and assigning those parts to employees.
- Making a purchase for the job. Adding a Supplier
- Booking out consumables against the job
- Booking out hours against the job.
- Despatching goods.
- Reviewing how the job is going.
- Closing the job and invoicing the customer.

JAQ's primary job is to track jobs. Usually before we add a new job to JAQ we will create a quote for the customer, though JAQ can also go the other way, creating a quote from a job. But before we start with quotes and jobs, we'll look at the customer records.

## Adding a new Customer

Adding new customer to JAQ is easy, from the **Drop Menu**, Select **Customers, New Customer**.

But, before you add a new customer, its always a good idea to look though JAQ's Address Book to see if the customer isn't already in the database. To help, the Customer Address Book has a search feature.

The **New Customer** page will ask you for a **Customer Code** and **Customer Name**. The Customer Code is a shortened version of the customers name, an abbreviation. The Customer Code can only contain alpha-numeric ( numbers and letters only, no other characters allowed ), and should be no longer than 20 characters. JAQ will tell you if the code you are trying to enter has already been used.

Example – **Fred Smith** could use **FSMITH** or **FREDSMITH** as a Customer Code.

Many accounting programs wont allow you to use the same code for suppliers and customers, meaning if a business you deal with is both a customer and supplier to your business, you will need to use a different code for them as a supplier and as a customer. As JAQ needs to be compatible with accounting program standards, it will follow the same rule. We suggest adding a CUS or SUP, or just a 01 to the end of the code.

The Customer Name should be in Mixed Case, that is, not all capitals. Example, Fred Smith instead of FRED SMITH.

Note: while it is possible to change the customer name at a later date, it is **not** possible to change the customers code, so please think about the customer code before saving.

Once you have entered a new Customer Code and Customer Name, click **Next**.


JAQ will save the customer details, create some folders to suit, and display the "New Customer added" page. From here you should go to the "Continue entering the Customer Details." page, where you can then add additional information about this customer. Like the other sections in JAQ, when saving a new Customer, the more information you add, the better JAQ will work. JAQ requires the following customer details.

- At lease one Postal Address
- At least one Delivery Address
- Payment Terms

JAQ allows you to add more than one Postal and Delivery address per customer. Some larger companies can have several postal and delivery address, and may require you to send goods to one address for one job, and another address for another job. They may also want the invoices sent to different addresses. When you create more than one delivery or postal address, give each address a unique alias ( or nickname ). Then when you create the job card, you can choose the address by its nickname.

Example. A company may have 2 delivery addresses, one in Townsville and one in Mackay. The alias's could simply be called *Townsville* and *Mackay*, and when you choose which address to use by its alias from the drop down list, JAQ will know the full address to print the delivery docket and invoices.

If JAQ knows the full address, it can use Google Maps to display a map, just look for the Google icon.....

|                  |  |
|------------------|--|
| Supplier Code    | ACS  |
| Supplier Name    | ADVANCED CUTTING SOLUTIONS   |
| Delivery Address | 18 LESTER HANSEN DRIVE<br> SLADE POINT<br>Mackay 4740 Qld |
| Phone            | 07 49555136  |

You should also make the customer **Active**. When Active, JAQ will allow new jobs to be created for this customer. When not Active ( say for example they havn`'t paid their bill ), JAQ will not allow any new jobs to be created against this customer, and a warning message will be displayed on any previous or current jobs.

A customer may also have a preferred courier. **Couriers** are **Suppliers** with their **Courier** box ticked. Select the customers courier from the **Preferred Courier** drop down list, and include the **Courier Account** number if customer has one. When you create a **Delivery Docket** to send goods to this customer, the details will be retrieved from here.

Once you have provided JAQ with as much customer detail as possible, click **Save** to return to the customer details page.

JAQ also requires at least one contact for the customer, you can either add a contact now or when you create a Quote or Job for this customer. To add a contact, click on the **New** button above the **Contacts** list on the Customer Details page.

## Adding a Quote

First up, we dont need to start every job with a quote. If you already have the go ahead to start a new job, then you can go straight to starting a new job from the menu, **Jobs, New Job Card**, or by clicking the **New Job** button on the customer page. You can also go backwards, create a quote from an existing job. This is handy if you want to create a new quote from a job you've done previously, or if the job goes over budget and the customer now requires a quote to proceed.

In JAQ, all quotes start with a "Q", example Q123.

There are a few ways we can start the "New Quote" process. We can either go to the menu and select **Quotes, New Quote**, and then select the customer when asked. Or we can first find the customer, say though the **Customers Address Book**, and click on the **New Quote** button at the top of the **Customer Details** page.

Next JAQ will ask for a contact, which you can select from the drop down list or add on the fly ( select **New Contact** ), and a **Quote Title**. The Quote Title is used as a short description of this quote, say "Build Fence". There are a few area's in JAQ that wont let you use any special characters ( !@#\$/?%. etc ) because it can cause problems with folder names, etc, and the Quote Title is one such example, where you can only use standard letters and numbers. Once you have entered the quote title, click **Save**.

JAQ will generate a unique quote number for you, say Q123 in this example, and create a folder for you under the Q: drive, using the Customer Code and then the Quote Title. If the Customer Code was FREDSMITH, then you will end up with a folder **Q:/FREDSMITH/Q123 Build Fence**

You will now see the **Edit Quote page**. This is where we build and price our quote.

One bit of information you must enter is the **Closing Date**. JAQ uses the closing date to notify you if the closing date is about to pass, but you haven't sent the quote to the customer yet ( the **Date Sent** field ). Some large quotes can take time to put together and can be forgotten, so JAQ uses this closing date system to remind you.

The rest of the fields, until you get to the Line Items further down the page, is for generic information and not required. But the more information you can put in, the better JAQ will run. JAQ uses a lot of this information to prepare the quote PDF for you, and to track hours and costs once it becomes a job, so it pays to add as much information as you can, especially for the big dollar quotes.

Ignore the **Price** box, it will fill itself in automatically.

OK, on to the line items. You can either manually enter the line items, or let JAQ select them from its fees and stock items records. To manually enter line items, just enter its **Details** ( a description of the item ), the **Account** number if you know it, the **Quantity**, **Units**, **Cost Price** per unit and **Quote Price** per unit. JAQ will automatically fill in the **Cost Sub Total** and Quote Sub Total for you. It will also update the total quote price in the **Price** box.

A quicker way to add line items, provided the fees and stock item records are set up correctly, is to use the Category field and its little magnifying glass ( called the mag glass for short ). Change the Category drop box to Standard Fee's, and then click the mag glass, and a window will popup listing all the standard fees. Click on the arrow next to the fee you want to use, and it will copy the details into the quote for you. All you need to do then is enter a quantity, and that line item is done.

Another **Category** we can use is the **Stock Items**. Just like the standard fees, this will bring up a popup window listing the stock items. From this popup you can search through your stock items by its code or supplier, and you have the option of choosing the price range you want to use for this quote.

Another feature of the line items is the **Group** and **Goods** fields, used to group line items together. The **Goods** tick box is used to identify lines that are to be dispatched. The **Group** is used to tie lines together.

For example, a list of items set up like this...

| Group | Goods                               | Details         | Qty | Unt Price | Sub Total |
|-------|-------------------------------------|-----------------|-----|-----------|-----------|
| 1     | <input checked="" type="checkbox"/> | Supply 2 PC's   | 2   | 980.00    | 1960.00   |
| 1     | <input type="checkbox"/>            | Windows Vista   | 2   | 299.00    | 598.00    |
| 1     | <input type="checkbox"/>            | MYOB Accounting | 1   | 899.00    | 899.00    |
| 2     | <input checked="" type="checkbox"/> | Colour Printer  | 1   | 299.00    | 299.00    |
| 2     | <input type="checkbox"/>            | Ream of Paper   | 3   | 7.00      | 21.00     |

Will group together like this.

| Details        | Qty | Unt Price | Sub Total |
|----------------|-----|-----------|-----------|
| Supply 2 PC's  | 2   | 1728.50   | 3457.00   |
| Colour Printer | 1   | 320.00    | 320.00    |

The Group field ties items together under one description. JAQ will total the prices together for all line items under the same Group.

Any items that are to be dispatched, once this quote becomes a job, needs to be ticked as a Goods.

Lastly, you can reorder the line items using the little arrows to the left of each line.

Dont forget to **Save**.

Back at the Quote page, looking down the page you will see a **Files** section. This is the folders JAQ has created for this quote, and you should save any relevant documents here. Clicking on the folder icon should open the folder for you on your computer, but this may not always happen due to security settings in your browser, so you may have to open the folder manually via the My Computer icon on your desktop.

Also in the **Files** section is the **Get Templates** button. JAQ has a special folder on the Q drive called "QuoteTemplates", and here you can store any files you might use in building your quote, for example: excel spread sheets used to calculate prices; QA forms; Terms and Conditions; etc. The Get Templates button will let you select which files from the quotetemplates folder to copy into your quote folder. It makes copies of the files, leaving the original files untouched.

The PDF Pages section of the quote page is where we put our quote together as a PDF to send to our customer. Click the **Create PDF Page using Full details** button, and JAQ will open a edit PFD page. Fill in any extra information, and click Save, then click **Back to the Quote**. If you have a look at the PDF Pages section now, you will see its added a line of icons, which will let you Edit the PDF, View the PDF, Print the PDF, and if you added a Contact with a email address, Send a email to the contact. Note: its not possible to automatically attach the PDF to the email, browser security wont let you do that unfortunately.

Once you have sent the quote off to the customer, you can put the date into the **Date Sent** field.

## Creating a Job

In JAQ, all jobs ( with the exception of internal jobs ) start with the letter "J", example J200

If the job was quoted, and the customer has gotten back to you with a go ahead, then open the quote in JAQ and click on the **Convert to Job** button. You can find the quote by either looking for it on the **Quote List**, from the **Customer Details** page, or the **View Quote** shortcut on the front page.

The **Convert Quote to Job** page will ask you to confirm and add some basic information, most of which was gathered from the Quote. Please check the info is correct and change as needed. One new field is the **Customer Order No:**, and this is required, you must provide a customer order number or JAQ wont let you proceed.

If the Job is new, and unquoted, you can start the process by using the menu's **Jobs, New JobCard** button, or the **New Jobcard** button on the **Customer Details** page.

Once saved, JAQ will create some a new job number, say for example **J200**, and then create a folder for you, example **J:/FREDSMITH/J200 Build Fence**. JAQ will also copy any quote files over to the new folders, and copy the line items from the quote into the job card.

If needed, you can edit the Job ( using the **Edit Job Card** button ) to make any changes. If you enter a Estimated Hours value, and hours will be booked to this job, then JAQ will let you know if the booked hours go over the estimated hours, so you can allow for the extra labour costs and make changes to future quotes for the same type of job. JAQ uses the delivery date to notify you if the job is going over the due date. The line items on a job card work in exactly the same manner as on a quote. Dont forget to **Save**.

## Sub Jobs

A job can be broken down into several steps or tasks, called SubJobs.

The person who is responsible for the job ( production manager, foreman ) will create a series of SubJobs that need to be completed in order to finish the job.

Example.

Customer requires some steel flanges. This job could be broken down into 4 sub jobs.

SubJob 1: Order Steel Blanks



SubJob 2: Machine Flanges  
 SubJob 3: Pack and dispatch  
 SubJob 4: Invoice

Each sub-job can be sent to a department or employee.

SubJob 1: Order Steel Blanks > Storeman Bob  
 SubJob 2: Machine Flanges > Machine Center  
 SubJob 3: Pack and dispatch > Storeman Bob  
 SubJob 4: Invoice > Kate in Accounts

And the sub jobs can be sequenced.

|                              |                  |                            |
|------------------------------|------------------|----------------------------|
| SubJob 1: Order Steel Blanks | Storeman Bob     | Start Monday               |
| SubJob 2: Machine Flanges    | Machine Center   | After SubJob 1 is finished |
| SubJob 3: Pack and dispatch  | Storeman Bob     | After SubJob 2 is finished |
| SubJob 4: Invoice            | Kate in Accounts | After SubJob 2 is finished |

You'll notice in this example we started both SubJob 3 and 4 together, triggered by the completion of SubJob 2.

Once set up, JAQ will automatically notify each department or employee in sequence as they need to start on their sub job. If the foreman correctly breaks up a job into sub jobs and sequences them, the job work flow should take care of itself as each department or employee goes about their assigned sub jobs.

JAQ can also send the production manager messages as sub-jobs are completed, and the sub job progress is visible on the job card page in JAQ. This means the production manager can keep an eye on job progress, and notify the customer of how their job is going, without leaving their desk.

JAQ can also track costs for each sub job. When an employee books hours, consumables, etc against a sub job, JAQ records these values in total against the job card, and individually against sub jobs. So you can use sub jobs to break up the costs in a larger job.

### Adding a sub-job.

- On the job page, in the **Sub Jobs** box, click the “**Add a new Sub Job**” button.
- Select the **Department**, and give the sub job a **Title**. Try using the magnify glass icon.
- Enter the **Sub Job Description**, these are the instructions to the employee.
- Add a **Due Date**, that is, the date the sub job needs to be completed by.
- Select the **Employee** who will be performing the sub job.
- Select when you want the sub-job to **start**, either a time or after another sub-job.
- Click **Next** to save.

From the job page, you can edit a sub jobs by clicking on the magnify glass icon next to the sub-job number. You can print a copy of the sub job for the employee by clicking the printer icon.

### Changing the sub-job flow.

If you want to change the sequence of sub-job flow, click on then “**Edit Schedule**” button. This will open the **Sub Job Schedule** page, where you can change the order of sub-jobs, and get JAQ to send messages once sub-jobs are finished.

The “**View Schedule Tree**” button is a feature under development.

### Using sub jobs from the employee’s screen.

The employee’s **Scheduled Subjobs** screen can be accessed from the JAQ main page or Shop Clock Menu, depending on their access level.

The screen shows 3 tabs.

- **Current Subjobs and Queue**, are the sub-jobs the employee is currently working on or ready for them to start.
- **Upcoming Subjobs**, are sub-jobs in the employees queue, but not ready for them to start yet. This gives the employee an idea of what jobs are coming up.
- **Finished Subjobs**, are sub-jobs the employee has finished today.

Normally, when an employee is ready to start a sub-job, they click on the “**Start**” button. This will move the sub job up into his **Current Subjobs** list. When they have finished the sub job, they click the “**Finished**” button. JAQ will move the sub-job into the **Finished SubJobs** list. JAQ will then look at the sub job queue to see what has to happen next, ie, if someone else can now start their part of this job.

Each sub job in the **Current Subjobs** list and **SubJobs Queue** list can be expanded to show more detail by pressing the [+] button. This will display the

- **Details** button, click to show the complete sub job details.
- **Queue** button, displays other sub jobs for that job. Handy to find out where the job is going next.
- **Jobcard** button, opens the job card, so the employee can add a purchase order or delivery docket.
- **Print** button, to reprint the sub-job.

The lists also display the due date, letting the employee know when they have to complete the sub-job by. Overdue dates are shown in red. If a sub-job is overdue, JAQ will send a message to both the employee responsible for the sub-job, and to the person responsible for the job itself ( the Assigned To employee. ).

## Purchases.

A Purchase order is used when you need to order in something ( stock, parts, consumables, etc ) from a supplier. In JAQ every purchase order is tied to a Job Number, and this can either be an customer job, or an internal job. Purchase orders can only be made from Suppliers in JAQ’s supplier lists.

In JAQ, purchases have the prefix “P”, example P1035.

## Adding a new Supplier

From the **Drop Menu**, Select **Suppliers, New Supplier**.

The **New Supplier** page will ask you for a **Supplier Code** and **Supplier Name**. The Supplier Code is a shortened version of the suppliers name, an abbreviation. The Supplier Code and can only contain alpha-numeric ( numbers and letters only, no other characters allowed ), and can be no longer than 20 characters. To increase visibility and avoid confusion, it is highly recommended that only *Upper* case letters be used for the Supplier Code, where *Upper* and *Lower* case letters should be used for the Supplier Name.

Example - **Fred’s Building Supplies** could use **FBS** or **FREDBS** as a Supplier Code.

Many accounting programs wont allow you to use the same code for suppliers and customers, meaning if a business you deal with is a customer of and supplier to your business, you will need to use a different code for them as a supplier and as a customer. As JAQ needs to be compatible with accounting program standards, it will follow the same rule. We suggest adding a CUS or SUP to the end of the code, or just add a number.

Once you have entered a new Supplier Code and Supplier Name, click **Next**. If there is another supplier record matching the supplier code you entered , JAQ will let you know so you can then try a different supplier code. JAQ will not allow two identical Supplier Codes.

Note, while it is possible to change the Supplier name at a later date, it is **not** possible to change the Supplier code, so please think about the Supplier code before saving.

JAQ will add the new supplier to its records, and create a folder under [U:/Suppliers/](#) where you can store files relating to the supplier, like price lists, specials, etc. Next click the **Edit the Supplier Details** button to take you to the **Supplier Details** page.

To work correctly, JAQ requires the following supplier details.

- Phone Number
- A Delivery Address and Postal Address
- Their Payment Terms

You should also make the Supplier **Active**. When Active, JAQ will allow new purchase orders to be created for this Supplier . When not Active ( say for example you would prefer to use a different supplier ), JAQ will not allow any new purchases to be created against this supplier.

If this supplier is a courier or transport business, tick the **Courier** box. If the **Courier** box is ticked, this supplier will be included in the **Preferred Courier** drop down list on the **Customer Details** page.

Once you have provided JAQ with as much Supplier detail as possible, click **Save** to return to the **Supplier Details** page.

If you have a preferred contact person at the supplier, you should add them as a **Contact**. To add a contact, click on the **New** button above the **Contacts** list on the Supplier Details page.

### Using the Customer/Supplier address book


The Address Book contains your list of Customers and Suppliers.  
 There are two ways to find a Customer or Supplier.

**Search.** You can search for a Customer/Supplier using the search box. Type in part of the name or code, and JAQ will display any matches it can find. The search is not case sensitive, and matching text is displayed in red.

**Index.** From the letter index, click on the first letter of the Customer/Supplier code.  
 Once you have found the Customer/Supplier, click on the mag glass to display the full details

## Creating a new Purchase

From the **Drop Menu**, Select **Purchasing, New Purchase**. You can also create a new purchase using the **New Purchase Order** button on the **Supplier Details** page, or the **Add a new Purchase** button under the **Purchase Orders** tab on the **Job Card** page.

The **New Purchase** page will ask you for a **Supplier** and **JobNo**, click on the mag glass (  ) to display the supplier and Job quick pick pages, where you can select the supplier and jobno ( including sub jobs and internal jobs ). Click **Next** to proceed.

JAQ will create the Purchase for you and display the Purchase Order page. To edit the purchase order, click the **Edit** button. This will display the **Edit Purchase Order** page where you can.....

- Enter any notes, either internal for your own reference, or to be printed on the purchase order for the suppliers eyes.
- Choose a delivery branch and department, if you want the goods to be delivered to a particular area.
- Change the **Status**

The Status can bet set to...

- **New.** Purchase created and waiting for goods to arrive.
- **Received.** Good received, paperwork/pricing still pending.
- **Closed.** Goods received and paperwork completed, including invoice and price details entered into JAQ.


The **Assigned To** person will receive messages when...



- The good have arrived and Status changed to Received.
- The goods have not arrived and the **Required By** date has passed.

JAQ will display the Suppliers payment terms on the Purchase Order. If you enter the **Payment Due** date, JAQ will notify you with a message when payment is due, and keep notifying you until a **Date Paid** is entered.

The Edit Purchase Order page also displays the order line items. You can manually enter the items, or choose from the Products List.

- Manually. Type the items **Description, Quantity, Unit, and Cost Each**. JAQ will automatically calculate the **Total** price. You can also enter the **Markup** value if required.
- Products List. Click on the magnifying glass (  ) on each line to bring up the Products & Consumables Quick Pick list. Navigate to the product you want to order and click the [-] button. This will add the product to the Purchase order for you, saving typing the items details yourself. You will still need to enter the Qty required. For more information on the Products & Consumables Quick Pick, see the Products & Consumables section.

When the purchase order section is used correctly, JAQ will track purchases pricing on any job, and notify if an order is late or has arrived.

Note: A purchase order needs to be closed before JAQ will consider the purchase price valid. JAQ requires a **Required By** date before it will let you save.

Back to the Job Card, under the **Purchase Orders** tab, JAQ will display a summary of purchases, including total cost and charge price, and an Account summary.

## Consumables.

There are 3 area's in JAQ associated with Consumables.

The Stock list, where you can add, edit and view the consumables.

The Ordering section, where you order in consumables.

The Job section, where you book out consumables ( Booked Stock tab ).

Note: JAQ considers consumables and stock to be the same thing. Any stock item can be marked as a consumable, so it can be booked out as part of a job.

## Ordering in Stock/Consumables

From a purchase order, if you click on the magnify glass icon to the left of the details field, JAQ will open the **Products and Consumables Quick Pick** list. By default, the list will display items from that supplier. By clicking on the [<<] button, the items details will be passed to the purchase order.

## Booking Out Stock/Consumables

The Job page will let you book out Products/Consumables in two ways, either as a product to be dispatched with the job, or as a consumable to be included in the cost.

To book out a Product, edit the job card, and in the line items section, change the **Type** to **Stock Items**, and then click the magnify glass icon to open the **Stock** list. Chose the stock item by clicking on the [\$Value] button, you may have more than one price option here. This will add the stock item to the job card, all you need to do then is change the quantity.

To book out consumables, open the **Booked Stock** tab on the job page. Clicking the **Add/Edit Consumables** button will open the **Booked out Stock** page. The **Booked out Stock** page displays all consumables booked to a particular job.

Back to the Job Card, under the **Booked Stock** tab, JAQ will display a summary of booked stock and the Account numbers.

## Booking hours against the job.

You can book out hours to a job using JAQ's time sheets section, which is also accessible via the Shop Clock system. From the Menu, select **Time Sheets**. You can then select the employee who worked the hours, and the date range, and click **Display**. The click on the date you want to records the hours against, and JAQ will display the employees time sheets for that day.

Click on the mag glass to open a job list popup, from where you can select the job number from **Customer Jobs**, **Internal Jobs** or **Sub Jobs** tabs. Clicking on the job number will close the popup and copy the job number to the time sheets page.

Next use the **Time In Hours** drop down's to enter the time spent on that job. Note JAQ uses decimal time for jobs, that is, 1 hour divided by 10. So 1.5 hours is 1 hour 30 minutes. ), and 0.1 hours is 6 minutes, the smallest unit JAQ will use for hours booked to jobs.

Then select a **Charge Code** from the drop down list, and finally click **Save**.

JAQ will add the hours against the job you selected, using the charge code you selected. If JAQ encounters an error, which can happen if the charge rates have not be set up correctly, it will let you, and its important that you let your supervisor know about this. When this happens, JAQ will not add the hours to the job card.

Back on the Job Card, JAQ will display a summary of the hours booked, including which employees worked on this job, the Charge Codes used, and a breakup of the Sub Jobs hours.

## Despatching.

JAQ has a couple of ways to despatch goods from a job card. First, to print a simple despatch docket, your can use the **Print Despatch Docket** button under the **Delivery Dockets** tab on the job card. This will let you print a simple despatch docket with the job number, number of items, customer order number, etc. JAQ does not track Despatch Dockets, so can not tell if the goods have actually been sent.

Or you can click the **Add a new Delivery Docket** button to use JAQ's more comprehensive despatch system. This will open the **New Delivery Docket** page. JAQ will use information from the job card to populate the new delivery docket, like the delivery address, contact, etc. This is another example of how adding the correct information to the quote or job card can save you time in the long run.

If the customer has a **Preferred Courier**, JAQ can create and print a purchase order for the courier company along with the delivery dockets. Just tick the **Create Purchase** tick box.

The Delivery Docket also displays a list of any items ticked as **Goods** from your job card. The **Qty In This Delivery** column will display the quantity value from the job card, but you can change this value if you are delivering less than the number ordered. JAQ will keep track of how many items are delivered, and when you create another new delivery docket, JAQ will subtract previous delivery quantities from the total quantity on the job card, and display the outstanding quantity on the new delivery docket.

New Delivery Dockets are flagged as **Waiting for Pickup**. When the delivery has been made, or picked up by the courier, you need to edit the delivery docket and change the status from **Waiting for Pickup** to **Gone**. You should also enter the **Con Note Number** if known.

When you print the delivery docket, JAQ will give you a couple of options.

- **Print Courier Copy**. This is the copy the courier takes with them.
- **Print Office Copy**. This should be signed by the courier, and kept by you as proof of delivery.
- **Print Purchase Order**. This is a PO to the courier company for this delivery, where you will be paying for delivery. The PO is added to JAQ as a regular PO, against this job.

There is a searchable list of delivery dockets for all jobs under the Menu, Delivery, Delivery List.

Reviewing how the job is going.

If ( and its a big "if" ) the purchases, hours, consumables and sub jobs have been entered correctly by all employees involved with a job, then JAQ can give you a good idea on how the job is progressing.

| Progress  |                      |               |                 |
|---|----------------------|---------------|-----------------|
| Estimated Hours: 12   | Booked Hours: 4      | 33% complete  |                 |
| There are 1 unclosed Purchase Orders.   |                      |               |                 |
| There are 1 Purchase Order goods yet to arrive.                               |                      |               |                 |
| Costings  |                      |               |                 |
| Purchases   | Cost \$400.00ex      | Charge        | \$440.00ex      |
| There are unclosed purchases. Values above and total below are not confirmed. |                      |               |                 |
| Hours   | Cost \$100.00        | Charge        | \$240.00        |
| Booked Stock  | Cost \$70.50         | Charge        | \$84.00         |
| <b>Totals</b>   | <b>Cost \$570.50</b> | <b>Charge</b> | <b>\$764.00</b> |
| GP% 99.8 Job on target  |                      |               |                 |

On the Job Card we have a section called "Progress", and this will display information like booked hours compared to estimated hours, any outstanding purchase orders, undelivered job items, etc. Its a good idea to keep an eye on the Progress panel.

We also have a Costings panel, where JAQ displays information on job costings to date, and if the job is on budget or over budget.

Closing the job and invoicing the customer.

When the job has been completed, you can click on the Close Job Card button. Before closing the job, JAQ will check a few things first, like any unclosed purchase orders, uncompleted sub jobs, undelivered items, etc, and warn you about these problems. Its then up to you to go back and sort out these problems, but JAQ will still let you close the job anyway.

JAQ can do basic invoicing, but most businesses use their own accounting program for invoicing, which is recommended by us at JAQ Software, as JAQ is not intended as an accounting program. It is a good idea though to record the invoice in JAQ, so users know if and when a job has been invoiced, without having to look it up in the accounting system.

You can add a invoice to JAQ by either editing the job card and adding the invoice details to the **Invoices** panel, or from the Job Card page, under the **Notes, Invoices** tab, click the New link in the invoices panel.

| ets  | Booked Stock  | Booked Hours | Files    | Notes, Invoices |
|--|---|--------------|----------|-----------------|
| Invoices  |   |              |          |                 |
|  | InvNo   | Paid         | Amt      | Date            |
|           |  123 |              | \$232.00 | 8/01/2013       |
| Invoiced: \$232.00 Ex, \$255.20 Inc Owing: \$908.00 Ex, \$998.80 Inc                         |   |              |          |                 |

End.