

VERSION 1.0
NOVEMBER 6, 2019

Apps for Greentree

CONVERT JOB TO FA

APP NUMBER: 010063

Powered by:

MYOB Greentree

TABLE OF CONTENTS

Features	2
Important Notes	2
Other Requirements	2
User Instructions.....	3
Convert Job to Fixed Asset	3
Job Updates.....	8
Fixed Asset Update.....	11
Implementation Guide.....	12
App Installation.....	12
Greentree Configuration	13
GL Module Control	13

FEATURES

1. Convert Job to FA

This app lets you convert a job into a fixed asset with a value based on the costs on the job.

IMPORTANT NOTES

- We recommend that you test the configuration of the App thoroughly in a test system prior to deploying the App in your live Greentree system.

OTHER REQUIREMENTS

Greentree Modules: Fixed Assets, Job cost

Associated Apps: None

USER INSTRUCTIONS

CONVERT JOB TO FIXED ASSET

The App adds the ability to transfer costs from a job to a fixed asset.

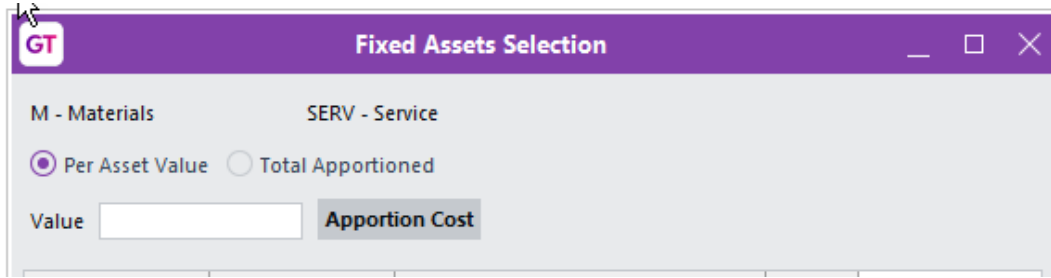
| [Process](#) | [Fixed Assets](#) | [Convert Job to Fixed Asset](#)

Activity Code	Activity Description	Work Centre C	Work Centre Description	Apportioned	Outstanding	Total Cost
---------------	----------------------	---------------	-------------------------	-------------	-------------	------------

1. Select the jobs you want to convert to fixed assets based on job code, job type, account manager or job status.
2. Click on the appropriate search button next to each option then select the value. The selected items move to the right per CON job type above. You can select more than one option for each of the criteria by searching and selecting multiple times.
3. Click [Search Now](#).
4. The costs on the jobs are displayed summarised by activity and work centre.

+ Job/Activity Co	Job/Activity Description	Work Centre C	Work Centre Description	Apportioned	Outstanding	Total Cost
- 2002	Job for fixed asset built					
LABASS	Labour - Assembly	LAB				350.00
ADMIN	Administrative Work	ADMIN				40.00
M	Materials	SERV				600.00

5. Right click on a cost line and choose **Specify Assets and Value**



6. The Fixed Assets Selection form will open, the details of the activity and work centre you were on when you actioned the right click are displayed at the top.

Per Asset Value

This will apportion the value you type in onto each asset selected.

Total Apportioned

Type a value at the top, this value will be apportioned evenly across the assets you select in the table

7. In the table Search for and select the assets you want to transfer the costs to.
8. If you selected **Per Asset Value**, enter the cost for each asset selected.
9. Click **Ok**.

GT Fixed Assets Selection

M - Materials SERV - Service

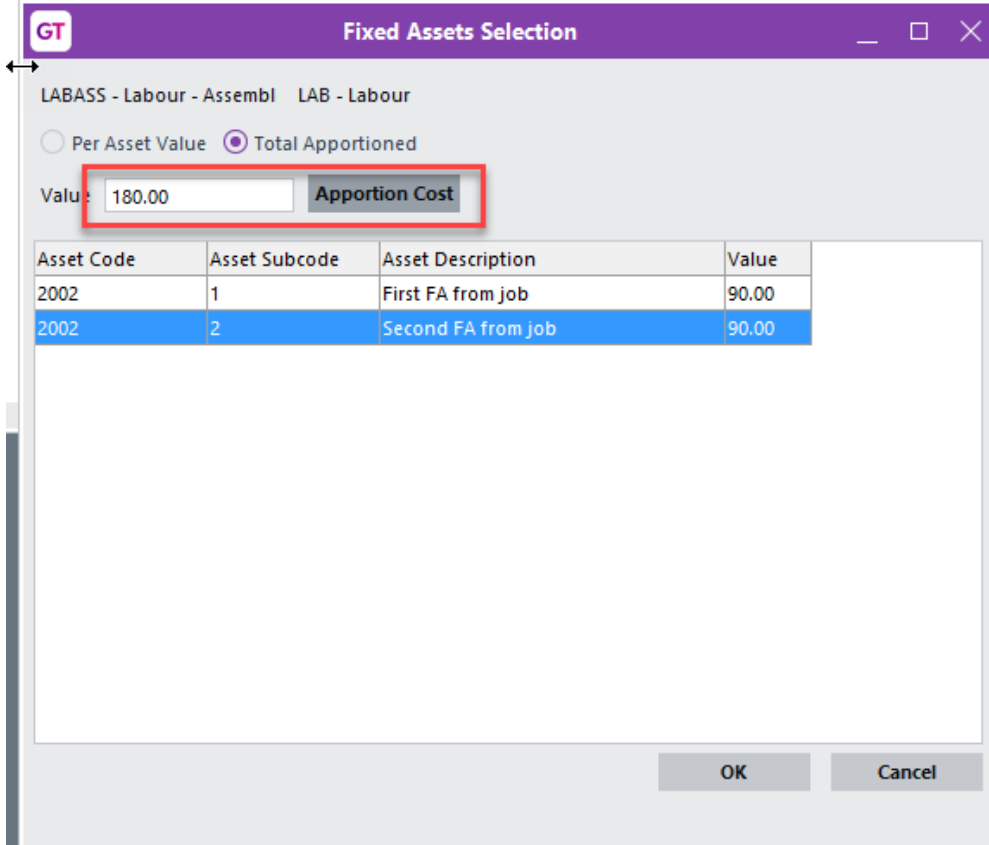
Per Asset Value Total Apportioned

Value **Apportion Cost**

Asset Code	Asset Subcode	Asset Description	Value
2002	1	First FA from job	100
2002	2	Second FA from job	100
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

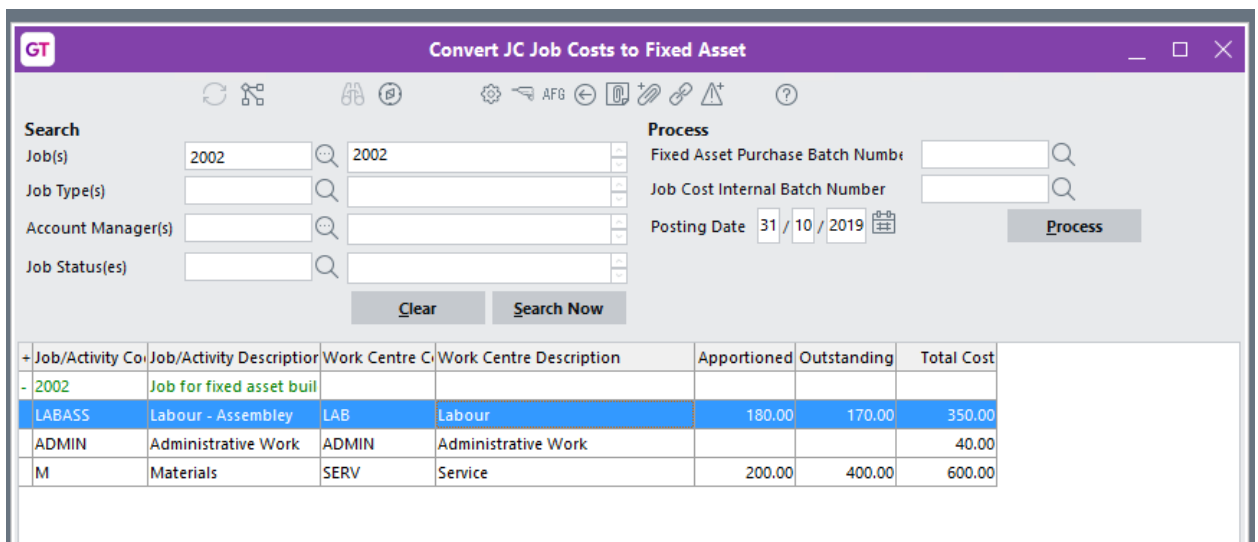
OK Cancel

10. If you selected **Total Apportioned**, enter the value to apportion
11. Click the **Apportion Cost** button



12. The total entered will be apportioned across the selected assets

13. Click **OK**.



14. The Asset selection window will close and the Convert table has been updated to show how much value you have apportioned and the value that will be left outstanding on the job to apportion later.

15. When all costs have been allocated, click the **Process** button.

The screenshot shows the 'Convert JC Job Costs to Fixed Asset' window. The search form includes fields for Job(s) (2002), Job Type(s), Account Manager(s), and Job Status(es). The Process section includes Fixed Asset Purchase Batch Number, Job Cost Internal Batch Number, and Posting Date (31/10/2019). A 'Process' button is visible. Below the search form is a table with the following data:

+ Job/Activity Co	Job/Activity Description	Work Centre C	Work Centre Description	Apportioned	Outstanding	Total Cost
- 2002	Job for fixed asset buil					
LABASS	Labour - Assembly	LAB	Labour	180.00	170.00	350.00
ADMIN	Administrative Work	ADMIN	Administrative Work			40.00
M	Materials	SERV	Service	200.00	400.00	600.00

A dialog box titled 'Process Completed' is displayed in the center, with the following text: 'Fixed Asset Batch No 2127 was created' and 'Job Cost Internal Batch No 2128 was created'. An 'OK' button is at the bottom of the dialog.

16. Batch numbers generated are displayed. There is also a batch for internal sales.

The screenshot shows the 'Convert JC Job Costs to Fixed Asset' window after processing. The search form and Process section are the same as in the previous screenshot. The table below shows the updated data:

+ Job/Activity Co	Job/Activity Description	Work Centre C	Work Centre Description	Apportioned	Outstanding	Total Cost
- 2002	Job for fixed asset buil					
LABASS	Labour - Assembly	LAB	Labour			170.00
ADMIN	Administrative Work	ADMIN	Administrative Work			40.00
M	Materials	SERV	Service			400.00

The next time you go to apportion costs, you only see the costs not apportioned.

JOB UPDATES

2002	19/12/2019	AP Invoice	100102	Materials	SERV	M	4.0000	150.00	600.00	0.00	600.00	0.00	0.0000	W	CellComm Con
2002	31/10/2019	JC Internal Sale	83	Materials	SERV	M	-1.0000	0.00	0.00	100.00	0.00	100.00	1.0000		
2002	31/10/2019	JC Internal Sale	83	Materials	SERV	M	-1.0000	0.00	0.00	100.00	0.00	100.00	1.0000		
2002	19/12/2019	JC Adjustment GL	82	Materials	SERV	M	-4.0000	150.00	-600.00	0.00	0.00	0.00	0.0000	W	
2002	19/12/2019	JC Adjustment GL	82	Materials	SERV	M	1.0000	200.00	200.00	0.00	0.00	0.00	0.0000	W	
2002	19/12/2019	JC Adjustment GL	82	Materials	SERV	M	1.0000	400.00	400.00	0.00	0.00	0.00	0.0000		

As the amount apportioned doesn't match exactly to any one cost line, the system;

- Creates a single negative adjustment that reverses all existing cost lines
- Original cost and reversal adjustment are written off
- Creates an adjustment line equal to the value apportioned – also written off
- Creates an adjustment line equal to the unapportioned value – this will still show in WIP if WIP is being used
- Creates an Internal Sales line for each asset, equal to the value apportioned
- All transactions created use the same activity as the original cost.
- WIP is updated based on the transactions above

Example:

Job with total costs of \$2,253.68 showing in WIP

Printed : 19 December 2019, 16:41:27
 Period : 01/09/2019 To : 31/12/2019

e-Computers - NZ
Job Work in Progress Report - Detailed

Page : 1

Job Code/ Batch	Date	Description	Client/ Reference	Hours	Labour	Inventory	Other	Total WIP
2001		Job for fixed asset build 051219	e-Computers test audit					
4922	05/12/2019	CellComm Communications	100093				1,500.00	1,500.00
4923	05/12/2019	AOpen Dual Core Desktop	1760			323.68		323.68
4921	02/12/2019	Cameron Cook	COOKC2	3.00	240.00			240.00
4921	02/12/2019	Cameron Cook	COOKC2				50.00	50.00
4921	02/12/2019	Cameron Cook	COOKC2				140.00	140.00
				3.00	240.00	323.68	1,690.00	2,253.68
Grand Total				3.00	240.00	323.68	1,690.00	2,253.68

Costs show on the WIP report

GT Convert JC Job Costs to Fixed Asset

Search
 Job(s) 2001 2001
 Job Type(s)
 Account Manager(s)
 Job Status(es)

Process
 Fixed Asset Purchase Batch Number
 Job Cost Internal Batch Number
 Posting Date 31 / 10 / 2019

Clear Search Now

+ Job/Activity Co	Job/Activity Description	Work Centre C	Work Centre Description	Apportioned	Outstanding	Total Cost
- 2001	Job for fixed asset build					
ACCMD	Accommodation	DISB	Disbursements			50.00
LABASS	Labour - Assembly	LAB	Labour			140.00
ADMIN	Administrative Work	ADMIN	Administrative Work			240.00
STK	Stock Other	DEV	Development			323.68
M	Materials	SERV	Service			1,500.00

GT Fixed Assets Selection

M - Materials SERV - Service

Per Asset Value Total Apportioned

Value 1000 Apportion Cost

Asset Code	Asset Subcode	Asset Description	Value
2000	1	Test asset from job 1	1000.00

Apportion \$1,000 of the Materials charge to an asset

Printed: 19 December 2019, 16:48:34

e-Computers - NZ
General Ledger Batch Edit Listing

Page : 1

Batch: 2135 Type: User: SUPER Date: 31 October 2019

Reference	Date	Detail	Co	Account/Description Narration	Subcode	Quantity	Amount	Posting Date
119	31/10/2019		06	10.99.7200 Asset Clearing Autogenerated Internal Transaction :: Asset Code 2000/1 -			-1,000.00	31/10/2019
119	31/10/2019	Job: 2001	06	10.99.6700 Job Cost Work In Progress Autogenerated Internal Transaction :: Asset Code 2000/1 -	2001	1.00	1,000.00	31/10/2019

GL entries are between WIP and the FA purchase clearing account.

The screenshot shows the 'Job Maintenance' interface for job '2001'. The job name is 'Job for fixed asset build 051219' and the date is '05/12/2019'. The job is active, managed by Cameron Cook, and is of type 'Construction'. The job summary shows a balance of 1000.00, total costs of 2253.68, and a WIP of 1253.68. The customer detail shows 'e-Computers test audit'.

WIP has reduced by \$1,000, Sales has been updated by the same

Printed : 19 December 2019, 16:43:53
 Period : 01/09/2019 To :31/12/2019

e-Computers - NZ Page: 1

Job Work in Progress Report - Detailed

Job Code/ Batch	Date	Description	Client/ Reference	Hours	Labour	Inventory	Other	Total WIP
2001		Job for fixed asset build 051219	e-Computers test audit					
2134	31/10/2019	Materials	118				500.00	500.00
4923	05/12/2019	AOpen Dual Core Desktop	1760			323.68		323.68
4921	02/12/2019	Cameron Cook	COOKC2	3.00	240.00			240.00
4921	02/12/2019	Cameron Cook	COOKC2				50.00	50.00
4921	02/12/2019	Cameron Cook	COOKC2				140.00	140.00
				3.00	240.00	323.68	690.00	1,253.68
Grand Total				3.00	240.00	323.68	690.00	1,253.68

WIP report with updated total, original cost line is gone, and adjustment line displays instead.

FIXED ASSET UPDATE

A FA Purchase transaction is added to the Fixed Assets(s).

Example:

A purchase transaction has been created on the fixed asset.

Printed: 19 December 2019, 16:48:34 Page : 1

e-Computers - NZ
General Ledger Batch Edit Listing

Batch: 2133 Type: FA Purchase User: SUPER Date: 31 October 2019

Reference	Date	Detail	Co	Account/Description Narration	Subcode	Quantity	Amount	Posting Date
117	31/10/2019	2000/1	06	10.99.6050 Plant & Equipment JC to FA Cost Transfer		1.00	1,000.00	31/10/2019
117	31/10/2019	2000/1	06	10.99.7200 Asset Clearing JC to FA Cost Transfer			-1,000.00	31/10/2019
Batch Total							0.00	

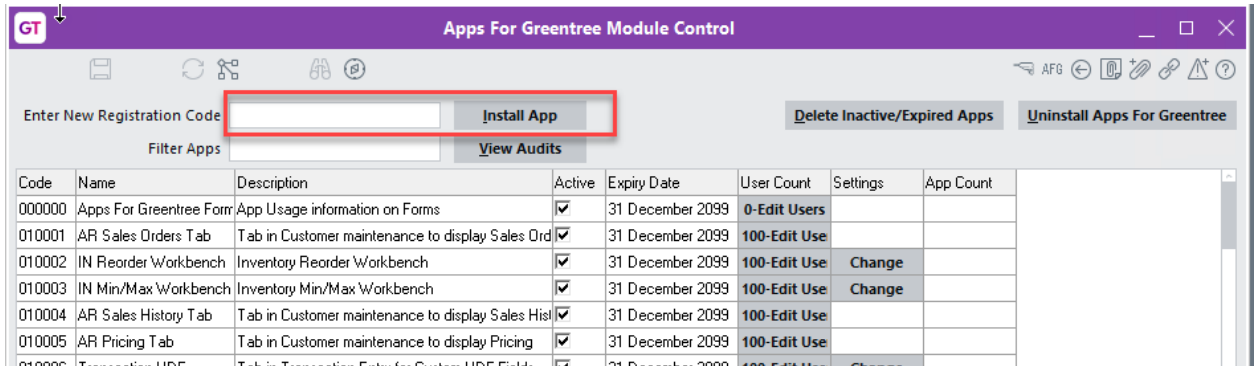
This posts to the FA Cost account per the asset group, and the FA clearing account

IMPLEMENTATION GUIDE

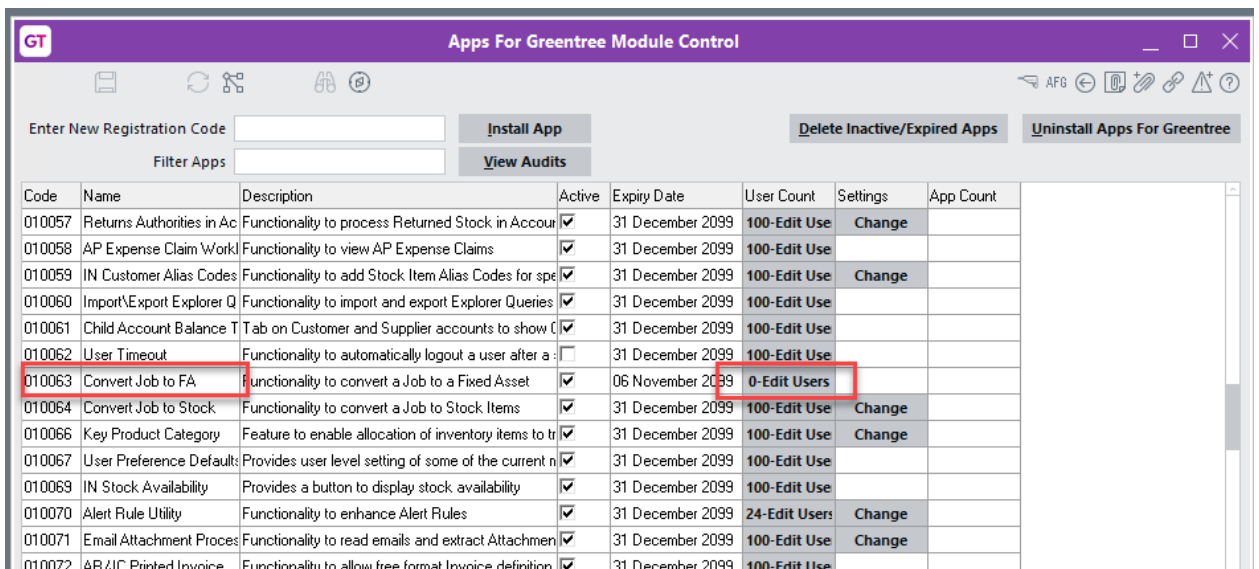
Please refer to the Important Notes section above before installing and configuring this App

APP INSTALLATION

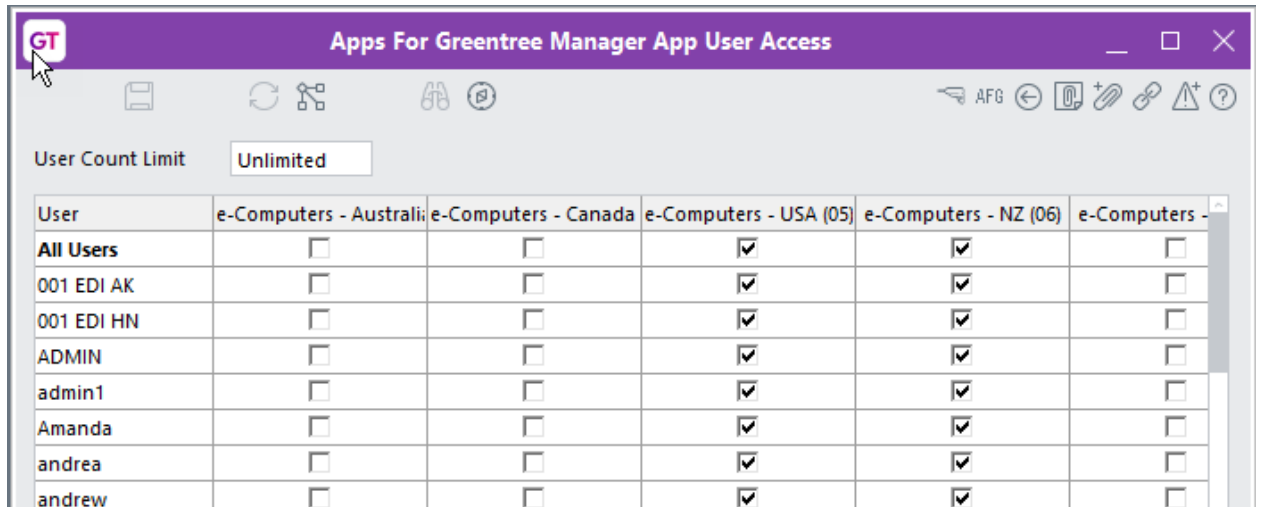
1. Log into Greentree as the **Super** user
2. Select the menu item | **System** | **Apps For Greentree** | **Apps Module Control** |
3. Enter the New Registration Codes supplied and click Install App



4. Select/Highlight the **Convert Job to FA** App.



5. Click on the **Edit Users** button and select the users who will be configured to use the Convert Job to FA app, for which companies.



- Once you have selected the users, **Save** the settings using the save icon in the header and **Close** the window.
- Save** and **Close** the form.

GREENTREE CONFIGURATION

GL MODULE CONTROL

Data Entry | General Ledger | Account Maintenance |

- Ensure you have a Purchase clearing account specified on the **Integration | Fixed Assets |** tab.

