

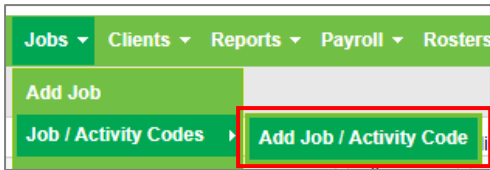
## CREATE/EDIT/DEACTIVATE/REACTIVATE/DELETE A JOB CODE

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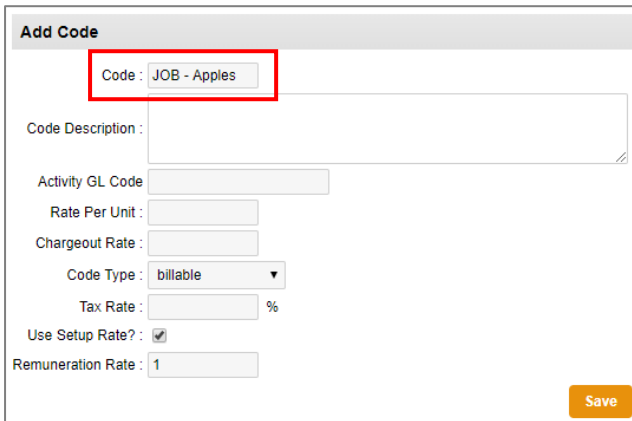
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## Create a Job Code

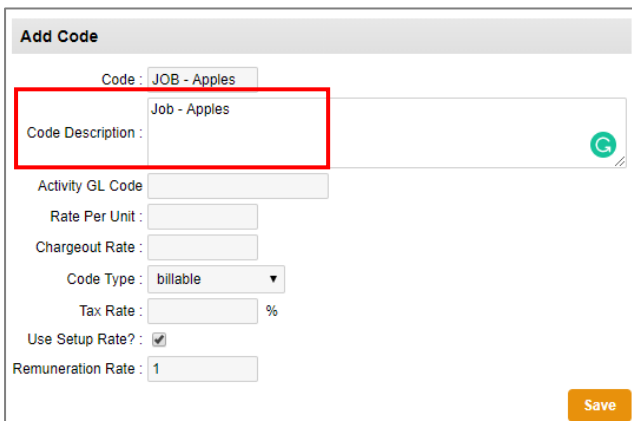
1. Hover on *Jobs*, hover on *Job/Activity Codes*, and click on *Add Job/Activity Code*:



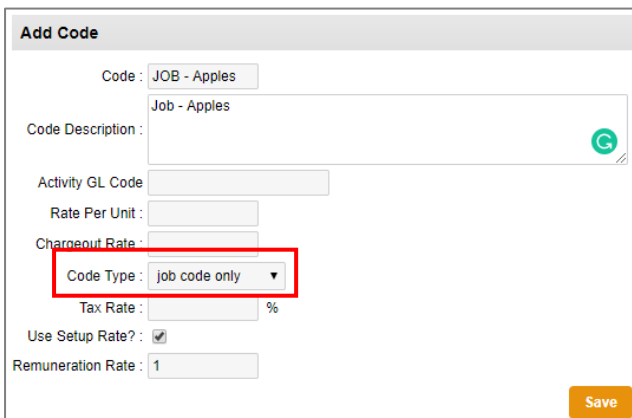
2. Enter in a *Code*:



3. Enter in a *Code Description*:




4. Click on the *Code Type* field and select *Job Code Only*:



5. Click *Save*:

**Add Code**

Code :

Code Description :  

Activity GL Code

Rate Per Unit :

Chargeout Rate :

Code Type :  ▼

Tax Rate :  %

Use Setup Rate? :



















Remuneration Rate :

## Edit a Job Code

1. Hover on *Jobs*, and click on *Job/Activity Codes*:




2. Click on the edit icon in line with the Job you want to edit:

Code	Description	Code Type	GL code	Rate Per Unit	Tax Rate (%)			
JOB-APPLES	Job - Apples	job code only			15.00*			
JOB-CITRUS	Job - Citrus	job code only			15.00*			
JOB-GRAPES	Job - Grapes	job code only			15.00*			
JOB-KIWI	Job - Kiwifruit	job code only			15.00*			
JOB-SQUASH	Job - Squash	job code only			15.00*			
JOB-VEGE	Job Vegetables	job code only			15.00*			

3. Make the applicable changes then click *Save*:

**Add Code**

Code : JOB - Apples

Code Description : Job - Apples 

Activity GL Code :

Rate Per Unit :

Chargeout Rate :

Code Type : job code only ▼

Tax Rate :  %

Use Setup Rate? :

Remuneration Rate : 1

**Save**



















## Deactivate a Job Code

This option will hide the Job Code, but not delete it. This means you can reactivate the Job Code at any point.

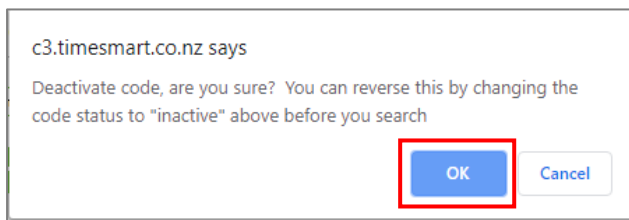
1. Hover on *Jobs*, and click on *Job/Activity Codes*:



2. Click on the deactivate icon in line with the Job you want to deactivate:

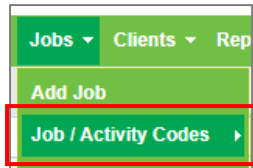
Code	Description	Code Type	GL code	Rate Per Unit	Tax Rate (%)			
JOB-APPLES	Job - Apples	job code only			15.00*			
JOB-CITRUS	Job - Citrus	job code only			15.00*			
JOB-GRAPES	Job - Grapes	job code only			15.00*			
JOB-KIWI	Job - Kiwifruit	job code only			15.00*			
JOB-SQUASH	Job - Squash	job code only			15.00*			
JOB-VEGE	Job Vegetables	job code only			15.00*			

3. Click *OK*:

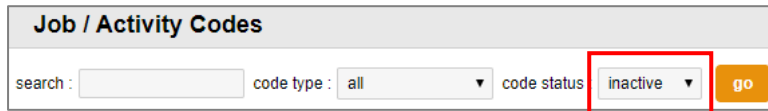


## Reactivate a Job Code

1. Hover on *Jobs*, and click on *Job/Activity Codes*:



2. Change the *Code Status* to *Inactive*:



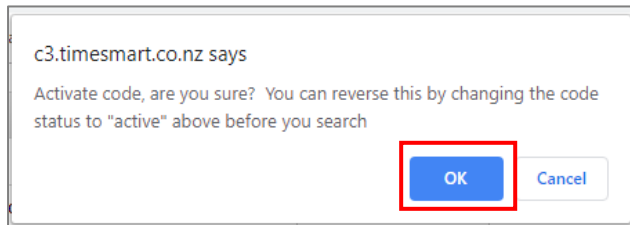
3. Click *GO*:



4. Click on the activate icon in line with the Job you want to activate:

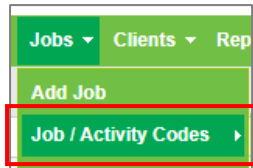
JOB-APPLES	Job - Apples	job code only			15.00*			
MISC	Miscellaneous items	job code only			15.00*			
NEC	New employee Checklist	job code only			15.00*			

5. Click *OK*:





















## Delete a Job Code

1. Hover on *Jobs*, and click on *Job/Activity Codes*:



2. Click on the delete icon in line with the Job you want to delete:

Code	Description	Code Type	GL code	Rate Per Unit	Tax Rate (%)			
JOB-APPLES	Job - Apples	job code only			15.00*			
JOB-CITRUS	Job - Citrus	job code only			15.00*			
JOB-GRAPES	Job - Grapes	job code only			15.00*			
JOB-KIWI	Job - Kiwifruit	job code only			15.00*			
JOB-SQUASH	Job - Squash	job code only			15.00*			
JOB-VEGE	Job Vegetables	job code only			15.00*			

3. Click *OK*:

