JOB CODES

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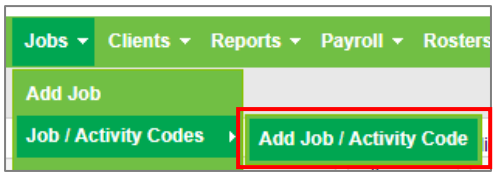
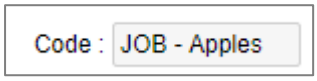
Create a Job Code

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



2. Enter a *Code:*



3. Enter a *Code Description*:

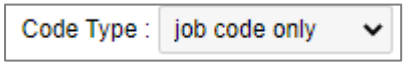
4. Select an *Activity GL Code* (if connected to Xero):

NB: This is for the expenses side

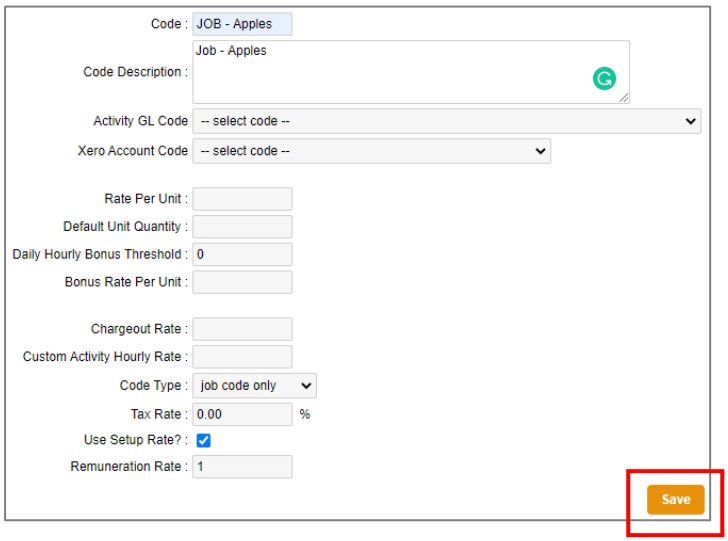
5. Select a *Xero Account Code* (if connected to Xero):

NB: This is for the Income side

6. Change *Code Type* to *Job Code Only*:



7. Click *Save*:



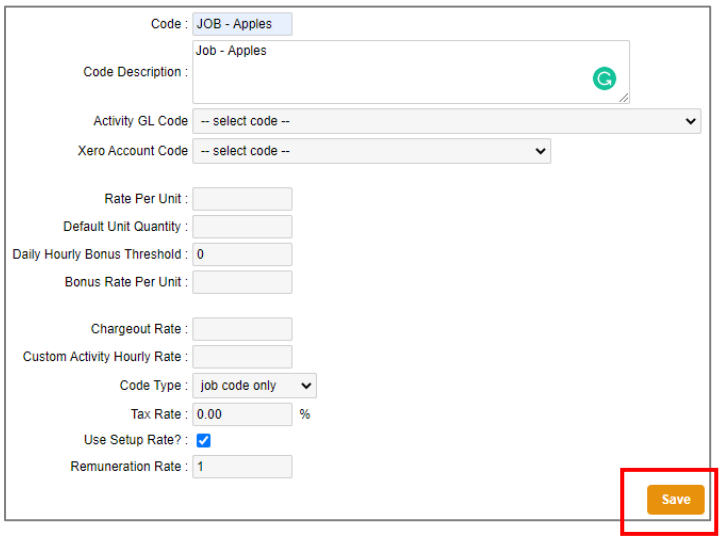
Edit a Job Code

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

2. Click 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*:

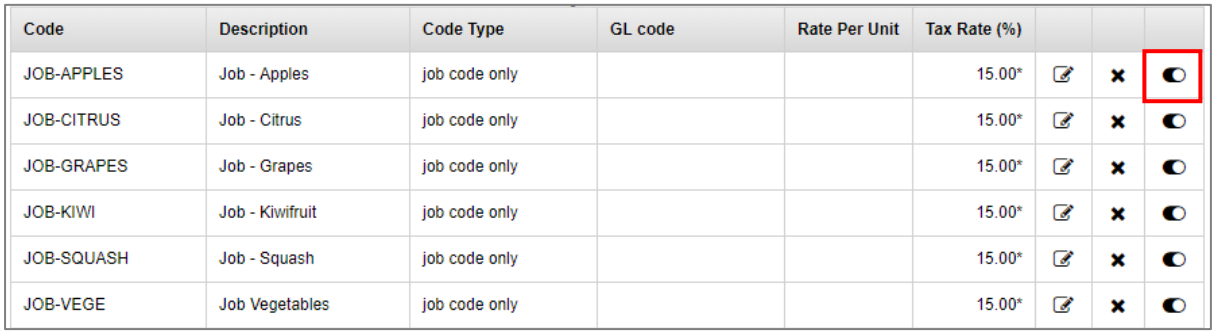


Deactivate a Job Code

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

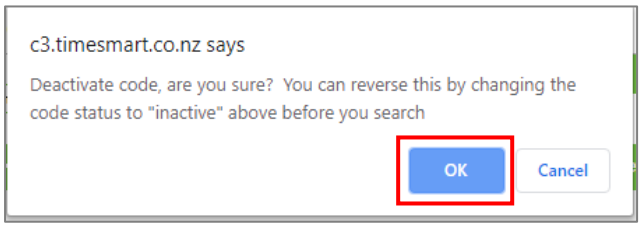
1. Hover on *Jobs* and click on *Job/Activity Codes:*

2. Click 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*:

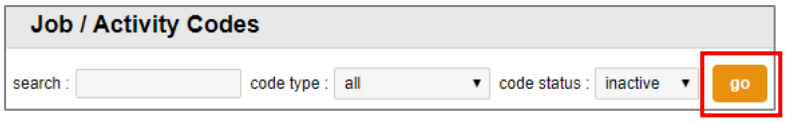


Reactivate a Job Code

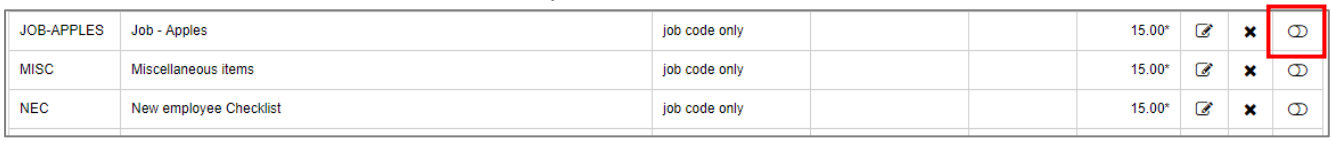
1. Hover on *Jobs* and click on *Job/Activity Codes:*

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

3. Click *GO*:

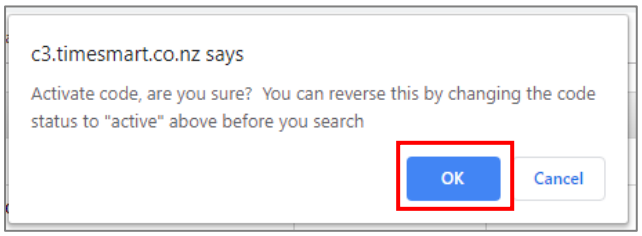


4. Click the activate icon in line with the Job you want to activate:



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*:



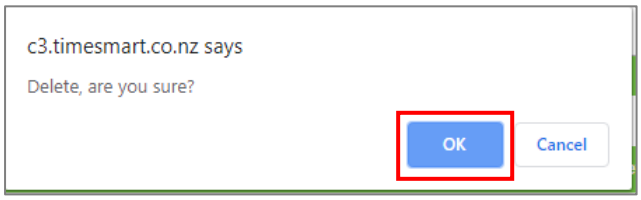
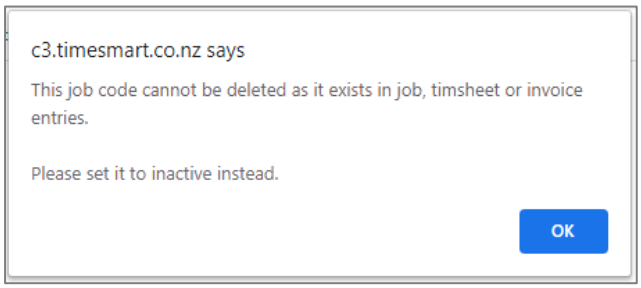
Delete a Job Code

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

2. Click 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*:



Note: If the Job Code you wish to delete has been used in a Job, Timesheet, and/or Invoice, you will not be able to delete it: