

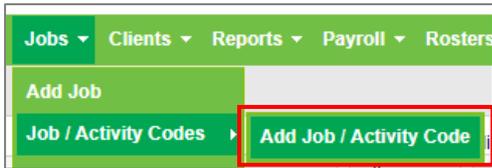
## JOB CODES

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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*:

Code :

3. Enter a *Code Description*:

Code Description :

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

**NB: This is for the expenses side**

Activity GL Code -- select code --

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

**NB: This is for the Income side**

Xero Account Code -- select code --

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

Code Type :

7. Click *Save*:

Code :

Code Description :

Activity GL Code -- select code --

Xero Account Code -- select code --

Rate Per Unit :

Default Unit Quantity :

Daily Hourly Bonus Threshold :

Bonus Rate Per Unit :

Chargeout Rate :

Custom Activity Hourly 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 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*:

Code : JOB - Apples

Code Description : Job - Apples 

Activity GL Code : -- select code --

Xero Account Code : -- select code --

Rate Per Unit :

Default Unit Quantity :

Daily Hourly Bonus Threshold : 0

Bonus Rate Per Unit :

Chargeout Rate :

Custom Activity Hourly Rate :

Code Type : job code only

Tax Rate : 0.00 %

Use Setup Rate?

Remuneration Rate : 1



## 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.

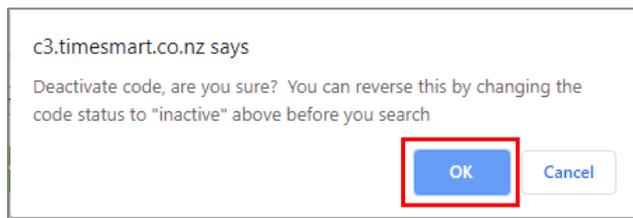
1. Hover on *Jobs* and click on *Job/Activity Codes*:



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*:

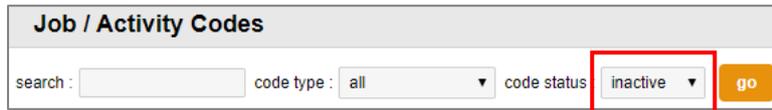


## Reactivate a Job Code

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



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



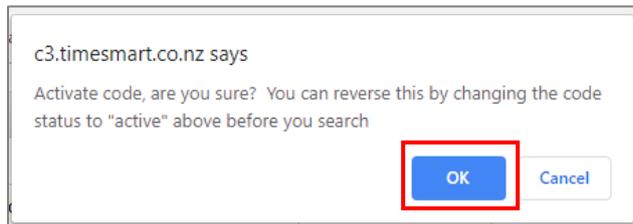
3. Click *GO*:



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

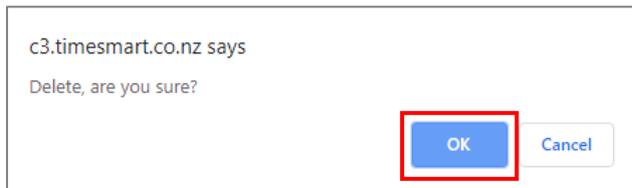
1. Hover on *Jobs* and click on *Job/Activity Codes*:



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:*

