



Job Cards - Materials, Costing and GP

Adding what a job uses, deciding what the customer sees, and reading the profit on every job

Introduction

A Job Card lists everything that goes into doing a job for a customer: the items they ordered, plus whatever else your people draw from stock to get it done — webbing, rivets, glue, a service call-out. Every one of those draws comes out of stock and is a cost of the job.

Until now, every line on the Job Card also went onto the customer's Sales Order, invoice and delivery note. That is right for some jobs and wrong for others: a customer who ordered a repaired stroller cover does not want to see a parts list.

This guide covers adding lines to a Job Card, the **Print all additional lines** switch that keeps internal materials off the customer's documents while still costing them to the job, where the cost goes in Sage, and the two reports that show you what each job and each item actually made.

For creating a Job Card from a Sales Order, issuing it to a department and moving it along the tracking board, see the separate *Job Cards* guide.

Before You Begin — Prerequisites

1. Module 2 (Job Cards) must be active for your company, and your role must be allowed to work Job Cards.
2. A Sales Order exists and a Job Card has been created from it.
3. Items you want to draw must be in stock in a store that allows picking. If a store does not appear in a line's Store dropdown, the item has no stock there.
4. To keep internal lines off the customer's documents, your administrator must set **Job cards: Cost of Sales account for internal materials** under Configuration > Company, and your Stock Adjustment Account must be set under Settings > GL Account Access. Without both, the Sales Order refuses to update Sage and says why.
5. To read the GP reports you need Stock Control access.

Key Terms — Glossary

Term	What it means
Order line	A Job Card line that came from the customer's Sales Order. Always printed.
Added line	A line you added on the Job Card that was not on the order. Materials, consumables, a service.
Print all additional lines	The switch on the Job Card. Ticked: added lines go to the customer like any other line. Unticked: added lines are internal.
Internal line	An added line on a Job Card with the switch unticked. Costed to the job, never shown to or charged to the customer.
Job Card Summary	The one-line description of the job. When added lines are internal, it becomes the description of the first printed line.
Done	Ticking Done and saving a line draws its quantity out of the chosen store at that store's cost.
Cost of a job	Everything drawn from stock on the Job Card, at the cost it left the store at. Materials only.
GP / Margin	Revenue less cost / GP as a percentage of revenue.

Adding lines to a Job Card

The grid always has a blank line at the bottom.

1. Choose the **Type**: Item, Service, GL Account, Flexi-Kit or Bundle.
2. Pick the **Selection** (the item or service). The description fills in.
3. For an Item, choose the **Store** to draw from. If the item is lot tracked, pick the **Lot**.
4. Enter the **Qty** needed and the **Use Qty** actually drawn (they are usually the same).
5. Tick **Done** when the stock has physically been taken, and click the **save** icon on the line.

Saving a line with Done ticked is what moves the stock. The lot's remaining quantity in the dropdown drops immediately.

Note: A line added on the Job Card picks up the item's current selling price from the item master. There is no price column on the Job Card. With **Print all additional lines** ticked, that price is what the customer is charged for the line.

Deciding what the customer sees

Under the Job Card Summary is a checkbox, **Print all additional lines**. It saves the moment you change it.

Ticked (the default): every line on the Job Card goes onto the Sales Order, the Sage invoice and the delivery note, each at its own price. This is how Job Cards have always worked.

Unticked: lines added on the Job Card become internal:

6. They stay on the Job Card and on Data Fusion's own Sales Order screen, where they show in grey as *(Internal – not invoiced)*.
7. They are left off the Sage Sales Order, the invoice and both delivery note layouts.
8. They are **never charged** to the customer, whatever their price. The customer pays the order price only.
9. The first printed line takes the **Job Card Summary** as its description.
10. Their stock is adjusted out of Sage and their cost is journalled to Cost of Sales, referenced to the Job Card number, when the Sales Order is updated to Sage.

Lines that came from the customer's order are always printed, whichever way the box is set.

⚠ Important: The box cannot be unticked on a Job Card that contains a Kit or Bundle; those have their own stock mechanism. It locks once the Sales Order has been updated to Sage, and a Sales Order with internal lines posted to Sage cannot be re-opened for editing.

Example

The customer ordered one stroller cover repair. On the Job Card, the technician adds 2 m of webbing and 4 rivets and marks everything Done.

	Box ticked	Box unticked
Customer's invoice	Repair, webbing, rivets — three lines	Repair — one line
Customer pays	Repair price + webbing + rivets at list price	Repair price only
Stock	All three drawn	All three drawn
Cost of the job	All three	All three

What happens when the Sales Order updates Sage

With the box unticked, clicking **Update Sage SO** does this, in order:

11. Checks that the Cost of Sales account and the Stock Adjustment Account are set. If either is missing, nothing is sent and the message tells you which one.
12. Sends the Sage Sales Order with the customer's lines only.
13. For each internal stock line, posts a stock adjustment out of Sage with the Job Card number as the reason.
14. Posts one journal for the total: debit Cost of Sales, credit Stock Adjustment. In Sage the materials end up in cost of sales, where they belong.

Each step is recorded, so if something fails halfway and you click again, only what is still missing is posted. Nothing is adjusted or journalled twice.

Note: Nothing is posted in UAT (testing) mode.

Reading the Job Card GP report

Stock Control > Job Card GP Analysis lists every completed Job Card in a date range.

Column	Meaning
Added lines	<i>Printed or Internal</i> — how that job's box was set.
Revenue	What the customer is billed, excl VAT after discount. With internal lines, only the order lines count.
Cost: order lines	Stock drawn for the items the customer ordered.
Cost: added lines	Stock drawn for lines added on the Job Card.
GP / Margin	Revenue – both costs; GP as a % of revenue.

Use the **Search** box to find a job by Job Card number, Sales Order number or customer. **Components** under any row lists every item drawn for that job with its cost.

In the example above: revenue R1,425.00; cost of the stroller cover R369.00; cost of webbing and rivets R156.92; GP R899.08; margin 63.1%.

The cost and GP are also saved onto the Sales Order when the Job Card closes off, and shown at the bottom of the Sales Order screen.

Reading the Sales GP report

Stock Control > Sales GP Analysis covers every invoiced Sales Order, whether it went through a picking slip or a Job Card.

15. **By Sales Order:** revenue, cost, GP and margin per order, with its picking slips or Job Card and what each drew underneath.
16. **By Item:** quantity sold, revenue, cost, GP and margin per item over the period, with the customers who bought it underneath. Items drawn but never billed, such as internal Job Card materials, appear with their cost and zero revenue, so the item view adds up to the order view.

Only orders that are complete **and invoiced** appear. An order that has been completed but not yet invoiced is not in the report.

Things to Remember

17. Saving a line with **Done** ticked is what draws the stock. Un-ticked lines draw nothing.
18. Added lines carry the item's list price. Ticked box: the customer is charged it. Unticked: they are not.
19. Order lines always print. Only added lines can be internal.
20. Both accounts must be set before a Job Card with internal lines can update Sage.
21. The box locks once the order has gone to Sage, and such an order cannot be re-opened.
22. Cost is materials only. Labour and bought-in services are not costed.
23. Sales GP shows invoiced orders only; Job Card GP shows completed Job Cards.

Keywords

job card, job card lines, add item to job card, internal lines, internal materials, hide lines from customer, print all additional lines, consumables, materials used, job cost, job costing, cost of sales, stock adjustment, journal, GP, GP%, gross profit, margin, job card GP, job card GP analysis, sales GP, sales GP analysis, picking slip GP, item sales GP, revenue, cost of goods, components, what did the job cost