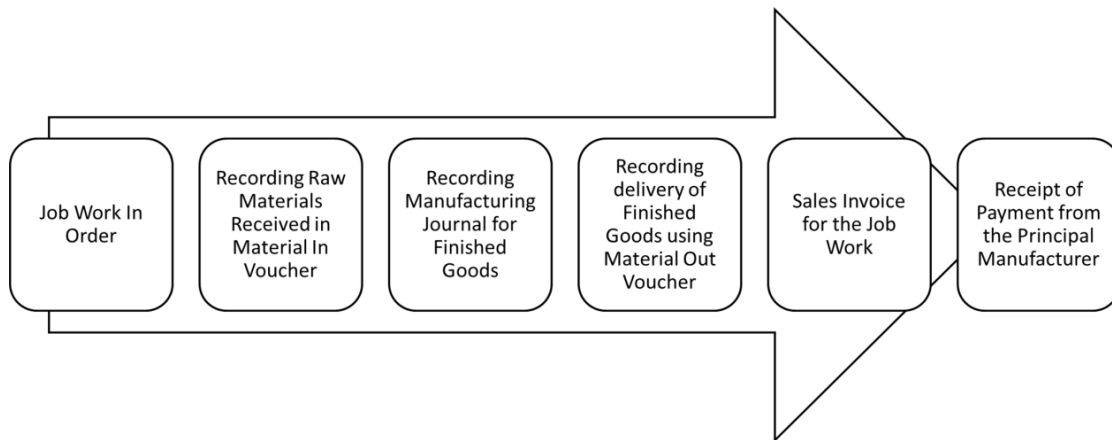


'Job Work In' in Tally.ERP 9

Did you know that Tally.ERP 9 can fulfill all your Job Work requirements and provide a real time record of materials coming in and going out? Now, generate Job Work reports and get accurate stock positions anytime you want.

Taking care of all the materials moving in and out for Job Work requires a proper tracking system and the ability to provide instant reports. This process, if done manually, is complicated, error-prone and time-consuming. Tally.ERP 9 provides a powerful 'Job Work In' feature that simplifies handling of the Job Work process. Users can now track all Job Work transactions and generate reports instantly with all the applicable statutory requirements. Overall, it enables users to get better management and control over Job Work. In Tally.ERP 9, the process of Job Work In has the following steps:



Let's consider 'ABC Company' which receives a Job Work of assembling 50 computers from a Principal Manufacturer called 'XYZ Company'. To enable Job Work feature:

- Go to Gateway of Tally > F11: Features > Inventory Features
- Set 'Yes' to 'Allow Job Order Processing'

Company: ABC Company			
Inventory Features			
General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Allow Zero valued entries	? No	Enter Purchases in Invoice Format	? Yes
Storage & Classification		Use Debit/Credit Notes	? No
Maintain Multiple Godowns	? Yes	Use Invoice mode for Credit Notes	? No
Maintain Stock Categories	? No	Use Invoice mode for Debit Notes	? No
Maintain Batch-wise Details (set Expiry Dates for Batches)	? No	Separate Discount column on Invoices	? No
Use different Actual & Billed Qty	? No	Purchase Management	
Order Processing		Track additional costs of Purchase	? No
Allow Purchase Order Processing	? No	Sales Management	
Allow Sales Order Processing	? No	Use Multiple Price Levels	? No
Allow Job Order Processing	? Yes	Other Features	
<i>(Note : Enables Maintain Multiple Godowns and Use Material In/Out)</i>		Use Tracking Numbers (Delivery/Receipt Notes)	? No
		Use Rejection Inward/Outward Notes	? No
		Use Material In/Out	? Yes
		Use Cost Tracking for Stock Item	? Yes

Note: ABC Company has 'XYZ Company' ledger grouped under 'Sundry Debtors' and Finished Goods (Assembled PC) with Bills of Materials and Scraps specified.

ABC Company owns one Godown - 'Job Work In Location' to store third-party's raw materials received for Job Work (Third Party Stock with Us).

To record material movement, we will alter Material Out and Material In voucher types. To do this:

- Go to Gateway of Tally > Accounts Info. > Voucher Types > Alter
- Set 'Use for Job Work' and 'Use for Job Work In' to 'Yes' for both the voucher types

Recording Job Work In Transactions

1. To record Job Work In Order for assembling 50 Computers:

- Go to Gateway of Tally > Order Vouchers > W: Job Work In Order
- Specify 'XYZ Company' in 'Party A/c Name' (Principal Manufacturer)
- Enter the required 'Party Details' > Accept the screen

Note: For Job Work In, it is mandatory to specify 'Duration of Process' and 'Nature of Processing' in 'Party Details' screen

- Specify 'Order No'
- Select 'Assembled PC' (Finished Goods) in 'Name of Item'
- On 'Stock Item Allocation' screen, set 'Yes' to 'Track Components'

Item Allocations for	:	Assembled PC
For Order Number	:	JobIn002
Track Components	?	Yes
Godown	Quantity	Rate per
		Amount
<i>Due on</i> 31-Jan-2012		
Job Work In Location	50 Nos	

- Specify 'Due On' (date), 'Godown' (Job Work In Location), and 'Quantity'
- On 'Components Allocation' screen, select appropriate 'Bill of Materials' in 'Fill Components using'

Components Allocations for : Assembled PC						
For Godown : Job Work In Location						
Quantity : 50 Nos						
Fill Components using : Assembled PC						
Name of Item	Track	Godown	Quantity		Rate per	Amount
			Actual	As per BoM		
Cabinet	Pending to Receive		50 Nos	50 Nos		
	Due on : 22-Dec-2011	Job Work In Location	50 Nos	50 Nos	1,000.00 Nos	50,000.00
Mother Board	Pending to Receive		50 Nos	50 Nos		
	Due on : 22-Dec-2011	Job Work In Location	50 Nos	50 Nos	3,000.00 Nos	1,50,000.00
HARD DRIVE	Pending to Receive		50 Nos	50 Nos		
	Due on : 22-Dec-2011	Job Work In Location	50 Nos	50 Nos	2,000.00 Nos	1,00,000.00
CPU	Pending to Receive		50 Nos	50 Nos		
	Due on : 22-Dec-2011	Job Work In Location	50 Nos	50 Nos	3,000.00 Nos	1,50,000.00
RAM	Pending to Receive		100 Nos	100 Nos		
	Due on : 22-Dec-2011	Job Work In Location	100 Nos	100 Nos	1,000.00 Nos	1,00,000.00
Screws	Pending to Issue		500 Nos	500 Nos		
	Due on : 31-Jan-2012	Scrap	500 Nos	500 Nos	0.01 Nos	5.00

- Enter 'Rate' and 'Amount' in 'Stock items Allocation' screen

Item Allocations for : Assembled PC			
For Order Number : JobIn002			
Track Components ? Yes			
Godown	Quantity	Rate per	Amount
	Due on 31-Jan-2012		
Job Work In Location	50 Nos	10,000.00 Nos	5,00,000.00

The completed Job Work In Order voucher is shown below:

Order Voucher Creation		ABC Company	Ctrl + M
Job Work In Order No. 2			20-Dec-2011 Tuesday
Party's A/c Name : XYZ Company Current Balance : 15,150.00 Cr			Order No. : JobIn002
Name of Item	Quantity	Rate per	Amount
Assembled PC	50 Nos	10,000.00 Nos	5,00,000.00
↓ End of List			

2. To record the raw materials received for Job Work:

- Go to Gateway of Tally > Inventory Vouchers > W: Material In
- Select 'XYZ Company' in 'Party A/c Name' and press 'Enter'
- On 'Party Details' screen, select 'JobIn002' in 'Order No(s)' > Accept the screen
- Stock Items are auto-filled under 'Name of Item'
- Select 'Not Applicable' in 'Source Godown' as the raw materials are received from Principal Manufacturer
- Press 'Enter' to save

Inventory Voucher Creation		ABC Company		Ctrl + M
Material In No. 2				20-Dec-2011 Tuesday
Party's A/c Name : XYZ Company Current Balance : 15,150.00 Cr Source Godown : Not Applicable				
Name of Item	Quantity	Rate per	Amount	
Cabinet	50 Nos	1,000.00 Nos	50,000.00	
Mother Board	50 Nos	3,000.00 Nos	1,50,000.00	
HARD DRIVE	50 Nos	2,000.00 Nos	1,00,000.00	
CPU	50 Nos	3,000.00 Nos	1,50,000.00	
RAM	100 Nos	1,000.00 Nos	1,00,000.00	
			5,50,000.00	
End of List				

3. Recording Manufacturing Journal for Finished Goods

- Go to Gateway of Tally > Inventory Vouchers > F7: Stock Journal
- Select 'Manufacturing Journal' in 'Change Voucher Type'
- Select 'Assembled PC' in 'Name of Products'
- Specify 'Godown', 'Rate' and 'Quantity' for all items
- Accept the screen

Inventory Voucher Creation		ABC Company		Ctrl + M						
Manufacturing Journal No. 3				20-Dec-2011 Tuesday						
<u>Manufacture of Materials</u>										
Name of Product : Assembled PC		BoM Name : Assembled PC		Godown : Job Work In Location Qty 50 Nos						
		% of Cost allocation 100 %								
Components (Consumption)				Co-Product / By-Product / Scrap						
Name of Item	Godown	Quantity	Rate	Amount	Name of Item	Godown	% of Cost allocation	Quantity	Rate	Amount
Cabinet	Job Work In Location	50 Nos	1,000.00/Nos	50,000.00	Screws	Scrap		500 Nos		
Mother Board	Job Work In Location	50 Nos	3,000.00/Nos	1,50,000.00						
HARD DRIVE	Job Work In Location	50 Nos	2,000.00/Nos	1,00,000.00						
CPU	Job Work In Location	50 Nos	3,000.00/Nos	1,50,000.00						
RAM	Job Work In Location	100 Nos	1,000.00/Nos	1,00,000.00						
Cost of Components :										5,50,000.00
Type of Adtl. Cost										%-age

4. Accounting Finished Goods being delivered to Principal Manufacturer in Material Out Voucher

- Go to Gateway of Tally > Inventory Voucher. > J:Material Out
- Select the required 'Party A/c Name'
- Specify the appropriate 'Order No(s)' in 'Party Details' screen
- Select 'Not Applicable' in 'Destination Godown' as Finished Goods are delivered to Principal Manufacturer
- Select 'Assembled PC' in 'Name of Item' > Press 'Enter'

Item Allocations for : Assembled PC				
Consider as Scrap ? No				
	Godown	Quantity	Rate per	Amount
Tracking No. : ↓ Not Applicable Order No.: JobIn002 Due on 31-Jan-2012 Component of : ↓ Not Applicable				
	Job Work In Location	50 Nos	10,000.00 Nos	5,00,000.00

- Select 'Scrap' and set 'Yes' to 'Consider as Scrap'

Item Allocations for : Screws				
Consider as Scrap ? Yes				
	Godown	Quantity	Rate per	Amount
Tracking No. : ↓ Not Applicable Order No.: JobIn002 Due on 31-Jan-2012 Component of : Assembled PC				
	Scrap	500 Nos	0.01 Nos	5.00

The completed 'Material-Out' Voucher is shown below:

Inventory Voucher Creation		ABC Company		Ctrl + M	
Material Out No. 3				20-Dec-2011 Tuesday	
Party's A/c Name : XYZ Company					
Current Balance : 15,150.00 Cr					
Destination Godown : ↓ Not Applicable					
Name of Item		Quantity	Rate per	Amount	
Assembled PC		50 Nos	10,000.00 Nos	5,00,000.00	
Screws		500 Nos	0.01 Nos	5.00	
				5,00,005.00	
↓ End of List					

5. **When Finished Goods are delivered, Job Worker can raise the Sales Invoice**
 - Go to Gateway of Tally > Accounting Vouchers > F8: Sales (Item Invoice Mode)
6. **Job Worker can raise Receipt for the amount received from the Principal Manufacturer**
 - Go to Gateway of Tally > Accounting Vouchers > F6: Receipt Voucher

This completes the 'Job Work In' process in Tally.ERP 9.

Job Work In Reports

Job Work In reports like Order Outstandings, Job Work Registers, Stock and Job Work Analysis are available to help you track your Job Work process and improve business efficiency. To view or generate these reports:

- Go to 'Gateway of Tally > Display > Job Work In Reports'

Hence, the Job Work In feature in Tally.ERP 9 can take care of all your Job Work In requirements in a simple and intuitive manner.

Get more 'Tally Tips' on Tally.ERP 9 at www.tallysolutions.com/website/html/contactus/tally-tips.php