‘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:

1. Go to Gateway of Tally > F11: Features > Inventory Features
2. Set ‘Yes’ to ‘Allow Job Order Processing’

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’
**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’

- Specify ‘Due On’ (date), ‘Godown’ (Job Work In Location), and ‘Quantity’
- On ‘Components Allocation’ screen, select appropriate ‘Bill of Materials’ in ‘Fill Components using’
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 ‘Jobln002’ 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
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

4. Accounting Finished Goods being delivered to Principal Manufacturer in Material Out Voucher
   - Go to Gateway of Tally > Inventory Voucher. > 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’ asFinished Goods are delivered to Principal Manufacturer
   - Select ‘Assembled PC’ in ‘Name of Item’ > Press ‘Enter’
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.