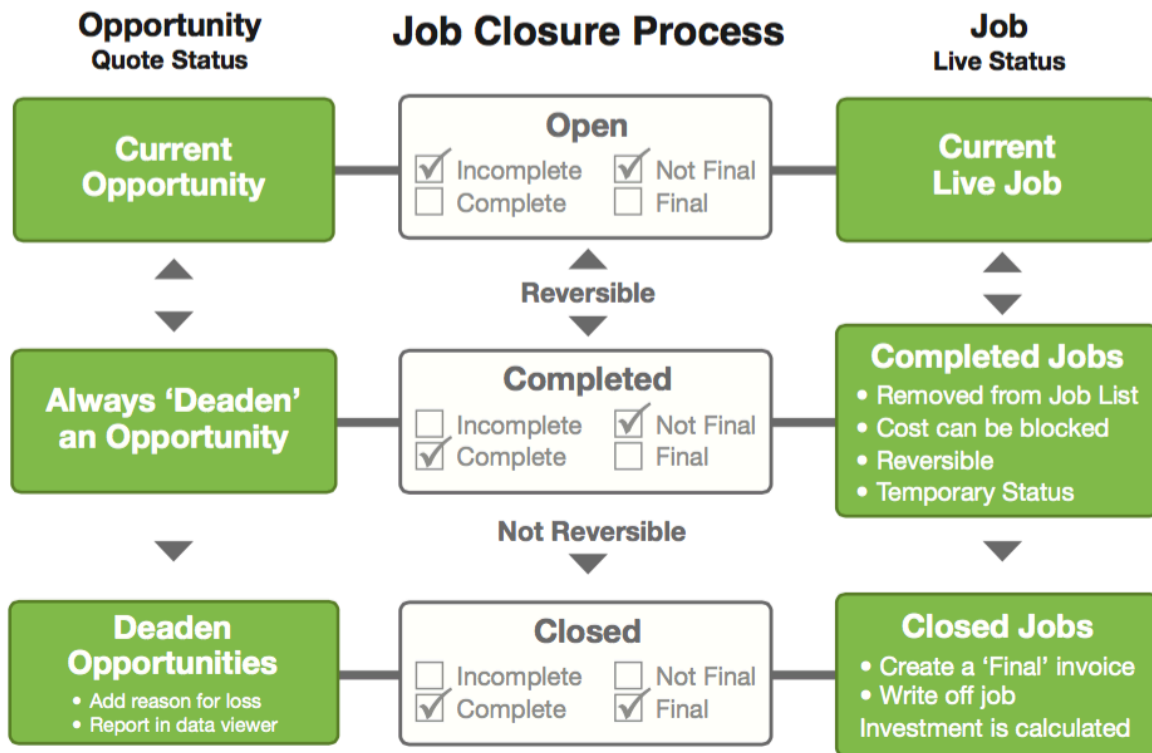




## Closing Jobs and Opportunities

In order to maintain a clean Synergist System and to be able to report on jobs effectively the following process is recommended for closing off jobs and opportunities on Synergist. Data is never archived from your Synergist System. Its financial status will determine which list or report that a job will appear in.

### Job/Opportunity Financial Status



- Incomplete, Not Final Invoiced** – Jobs of this financial status could be quoted (Opportunities) or live but they are 'open'. Time can be recorded against them; they can be invoiced and edited.
- Completed, Not final Invoiced** - This should be a temporary job status. A Quoted (Opportunity) or Live job marked as 'Complete' is likely to have new timesheets and other costs blocked from being added. Marking a job as completed is reversible and therefore often a way of telling finance that a job is finished so that it is removed from a Handlers list, but would need to be fully closed by finance.
- Completed & Final Invoiced** - This is the final financial status of a job that all job records should eventually become. A job marked as 'final invoiced' can only be closed by raising the last invoice and ticking as 'final' or creating a new 'Write off'. Once marked as 'final' this cannot be reversed, timesheets or other costs cannot be recorded.



## Marking a Job as 'complete'

- The Tick box on Job financial page marks the job and all phases below it as 'complete'
- Phases of an open job can be marked as complete.

% Complete				
Completed	<input checked="" type="checkbox"/>	By	TH	Date 28/05/2015 4:04pm
Final invoiced	<input checked="" type="checkbox"/>	By	TH	Date 28/05/2015
Investment	2340.00			
Net to invoice	0.00			
Actual profit	-585.00			

- Use the 'batch update' feature within the job list to mark a group of jobs as 'complete'.
- 'Completed' status can block new timesheets; PO's or Expenses being recorded. The default setting is to block these types of new costs although this may be different with your Organisation
- Marking as 'Complete' is a reversible process.

## Useful Reports

### 1. WIP reports based on 'Completed not final invoiced jobs'

- Useful to check if there are additional costs that have been recorded and not invoiced.

### 2. Costs & Quotes report based on 'jobs completed last month'

- Useful report and export of a report to show comparisons of
  - Est V Actual hours & costs
  - Quoted V Recommended charge
  - Quoted V Invoiced values.



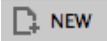
## Marking a job as 'Final' - Creating a Write off

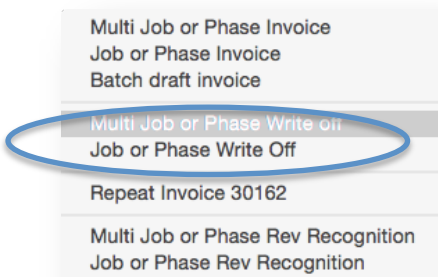
There are two main reasons you might want to write off a job or phase in Synergist.

- Additional work - any additional work that has been done on a job but cannot be invoiced or relates to a previous invoice already created.
- Part invoicing – any invoice not marked as 'final' is deemed to be a 'part invoice'. If the last invoice sent was not marked as 'final' then a zero value 'write off' must be created to close the job.

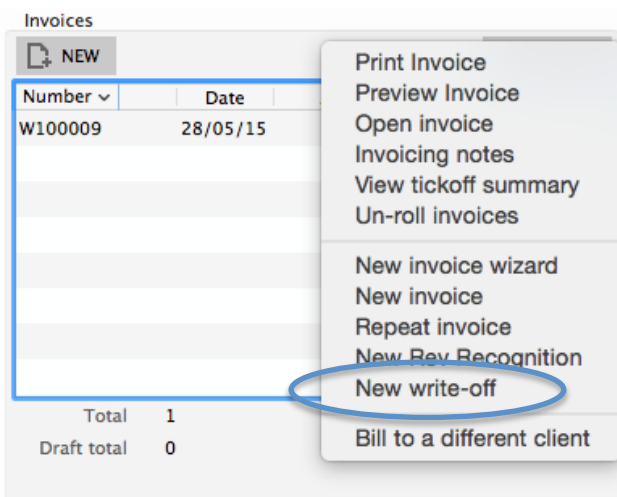
A 'write off' is allocated a number, like an invoice number, but prefixed with a 'W'. A "write off invoice" is not posted to any linked accounts system.

## Writing off jobs

1. Click the  button on the invoice list to create a 'new Write off'. This method can be used for writing off multiple jobs.



2. Alternatively go to the financial tab of a job click 'Actions', 'Add New Write off'. This will create a write off for a single job or phase.





3. The write off process continues just like a normal invoice. This can be approved and converted to real and a 'W' prefix 'write off' invoice created.
4. The job will be marked as 'completed' and 'final'. This is not reversible.
5. Investment figures are calculated at the point of creating a 'Write off'.

Investment is the **difference** between the amount Synergist recommends you should charge for all timesheets recorded, all PO's raised and all expenses recorded and the amount that you have **actually invoiced**. A negative figure in this scenario is good.

Regular housekeeping of your job and opportunity data using the above processes will greatly enhance and refine your Synergist.

Please contact The Agency Works at [clientservices@taw.co.uk](mailto:clientservices@taw.co.uk)

or 01455 553246 if you wish to further discuss Closing Jobs and Write offs.