

Lesson 6: Job Work Reports

Lesson Objectives

On completion of this lesson, you will learn to

- ❑ View Job Work Out Reports
- ❑ View Job Work In Reports
- ❑ View Job Work Out Statutory Reports (if Excise applicable)
- ❑ View Job Work In Statutory Report (if excise is applicable)

6.1 Job Work Out Reports

To view the Job Work Out Reports

Go to **Gateway of Tally > Display > Job Work Out Reports**

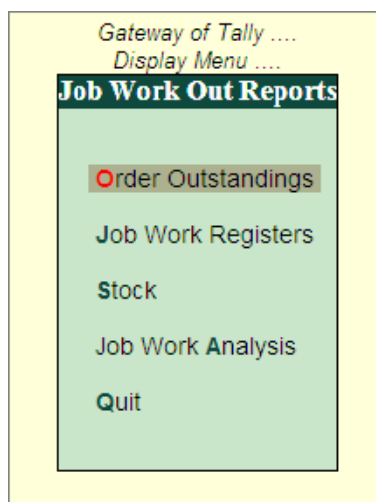


Figure 6.1 Job Work Out Reports

6.1.1 Order Outstandings

Order Outstandings report displays the details of all the Job work out orders raised on the Job workers which are pending.

To view the **Order Outstandings** report

Go to **Gateway of Tally > Display > Job Work Out Reports > Order Outstandings**

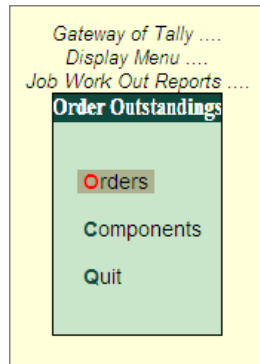


Figure 6.2 Order Outstandings

6.1.1.1 Orders

1. Job Order Summary

Job Order Summary report displays the summary of all the Job work orders which are outstanding (job order raised on the Job worker towards which the raw materials are pending for issue)

To view Job Order Summary report

Go to **Gateway of Tally > Display > Job Work Out Reports > Order Outstandings > Orders**

Job Orders Summary		Pigeon Home Appliances Pvt. Ltd.		Ctrl + M	
Particulars		Pigeon Home Appliances Pvt. Ltd.			
		1-Apr-2010 to 9-Dec-2010			
		Orders			
		Ordered Quantity		Balance Quantity	
Job Work Orders Outstanding :					
Cooker-10Ltr		400 Nos		400 Nos	

Figure 6.3 Job Order Summary Report

2. Job Orders Details

To view the details of Job order outstandings select the stock item and press enter to view the Job Orders Details screen. Press **Alt + F1: Detailed** (or click on F1: Detailed button) to view in Detailed Mode.

Job Orders Details

Pigeon Home Appliances Pvt. Ltd.

Ctrl + M

Job Order (All Orders)

1-Apr-2010 to 9-Dec-2010

Party : All Party

Order : All Orders

Item : Cooker-10Ltr

Date	Order Number	Name of Item	Ordered Quantity	Balance Quantity	Rate	Value	Due on (overdue)
Job Work Orders Outstanding :							
5-Oct-2010	Job - 002	Cooker-10Ltr	400 Nos	400 Nos	1,585.00	6,34,000.00	25-Nov-2010
		Global Manufacturers					(14 days)
		Aluminium Scrap	400 Nos	20,000 Gm			25-Nov-2010
	5-Oct-2010	Job Work Out Order 2	400 Nos				
			400 Nos	400 Nos		6,34,000.00	

Figure 6.4 Job Orders Details

6.1.1.2 Components

Components Order Summary report displays the components Outstanding (for issue) for a Job Orders raised. To view Components Order Summary

Go to **Gateway of Tally > Display > Job Work Out Reports > Order Outstandings > Components**

Components Order Summary		Pigeon Home Appliances Pvt. Ltd.		Ctrl + M
Particulars		Pigeon Home Appliances Pvt. Ltd.		
		1-Apr-2010 to 9-Dec-2010		
		Components		
		Ordered Quantity	Balance Quantity	
Job Work Orders Outstanding :				
Bottom Plate-10 Ltr (0.17 mm)		400 Nos	400 Nos	
Hand Book		400 Nos	400 Nos	
Handle (10 Ltr)		800 Nos	800 Nos	
Lid Aluminium Plate-10 Ltr		400 Nos	400 Nos	
Packing Box (10 Ltr)		400 Nos	400 Nos	

Figure 6.5 Components Order Summary

6.1.2 Job Work Registers

To view the Job Work Registers

Go to **Gateway of Tally > Display > Job Work Out Reports > Job Work Registers**

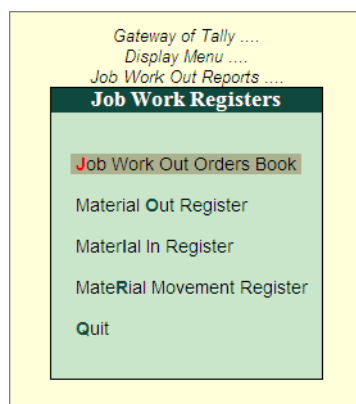


Figure 6.6 Job Work Registers

6.1.2.1 Job Work Out Orders Book

Job Work Out Orders Book displays all the Job Work Out Order Vouchers recorded in the Books.

To view the Job Work out Orders Book

Go to **Gateway of Tally > Display > Job Work Out Reports > Job Work Registers > Job Work Out Orders Book**

Job Work Out Orders Book		Pigeon Home Appliances Pvt. Ltd.		Ctrl + M	
List of All Job Work Out Order Vouchers				1-Apr-2010 to 9-Dec-2010	
Date	Particulars	Vch Type	Vch No.	Order Ref.No.	Order Amount
4-10-2010	TSM Manufacturers	Job Work Out Order	1	Job - 001	3,52,000.00
5-10-2010	Global Manufacturers	Job Work Out Order	2	Job - 002	6,34,000.00
Total:					9,86,000.00

Figure 6.7 Job Work Out Orders Book

6.1.2.2 Material Out Register

Material Out Register displays all the material out vouchers recorded to account the transfer of Material to the Job worker Location.

To view the Material Out Registers

Go to **Gateway of Tally > Display > Job Work Out Reports > Job Work Registers > Material Out Registers**

Material Out Register		Pigeon Home Appliances Pvt. Ltd.		Ctrl + M	
List of All Material Out Vouchers				1-Apr-2010 to 9-Dec-2010	
Date	Particulars	Vch Type	Vch No.	Inwards Quantity	Outwards Quantity
5-10-2010	Bottom Plate -8Ltr	Material Out (RM)	1		200 Nos

Figure 6.8 Material Out Registers

6.1.2.3 Material In Register

Material In Register displays all the material in vouchers recorded to account the receipt of finished goods from the Job worker Location.

To view the Material In Register

Go to **Gateway of Tally > Display > Job Work Out Reports > Job Work Registers > Material In Register**

Material In Register		Pigeon Home Appliances Pvt. Ltd.		Ctrl + M	
List of All Material In Vouchers				1-Apr-2010 to 9-Dec-2010	
Date	Particulars	Vch Type	Vch No.	Inwards Quantity	Outwards Quantity
4-11-2010	Cooker 8Ltr	Material In (FG)	1	200 Nos	

Figure 6.9 Material In Register

6.1.2.4 Material Movement Register

Material Movement Register displays the details of Movement of Material (Raw Materials and Finished Goods) of Job Orders.

To view Material Movement Register

Go to **Gateway of Tally > Display > Job Work Out Reports > Job Work Registers > Material Movement Register**

Material Movement Register Pigeon Home Appliances Pvt. Ltd. Ctrl + M						
1-Apr-2010 to 9-Dec-2010						
Order Number	Delivery Challan Number	Date of Dispatch	Description of Goods Dispatched	Quantity Dispatched to Job Worker	Name and Address of Job Worker	Nature of Processing Required
Job - 001	1	5-Oct-2010	Bottom Plate -8Ltr	200 Nos	TSM Manufacturers	8 more ... → Manufacture and Packing of Pressure Cooker
			Hand Book	200 Nos		
			Handle (8 Ltr)	400 Nos		
			Lid Aluminium Plate-8 Ltr	200 Nos		
			Packing Box (8 Ltr)	200 Nos		

Figure 6.10 Material Movement Register

Column Description of Material Movement Register

- ❑ **Order Number:** This column displays the Job Order number towards which the material movement (Out/In) is captured.
- ❑ **Delivery Challan Number:** This column displays the voucher number of the Material out voucher through which the materials are transferred towards the Job Order.
- ❑ **Date of Dispatch:** Displays the date on which the materials are transferred/dispatched for the Job Order.
- ❑ **Description of Goods dispatched:** Displays the description/Name of the stock items dispatched for the Job Order

- ❑ **Quantity Dispatched to Job Worker:** Displays the Quantity of each goods dispatched.
- ❑ **Name and Address of Job Worker:** This column displays the Name of the Job worker on whom the order is raised.
- ❑ **Nature of Processing Required:** This column displays the Nature of Processing required. Nature of Processing details will be captured form the Party Details of Material out voucher.
- ❑ **Goods Received from Job Worker:** This column displays the goods (Finished Goods/ Scrap/By-Products/Co- Products) received from the Job Worker
- ❑ **Quantity Received form Job Worker:** This column displays the Quantity of Finished Goods received.
- ❑ **Job Worker's Delivery Challan No. and Date:** This column displays the Job worker's Delivery Challan Number and Date entered in the Material In Voucher.
- ❑ **Factory GRN/GRRNo. and Date:** This column will display the Voucher Number and date of Material In voucher through which the material receipts are accounted.
- ❑ **Shortages if any:** This column displays the details of Shortages in the process of Manufacturer if any.
- ❑ **Wastage/Scrap at the end of Job worker:** This column displays the quantity of wastage and scrap produced during the manufacture of Finished Goods.
- ❑ **Duty Paid on Shortages/Scrap/Wastage:** This column displays the details of Duty paid on the Shortage/ scrap/Wastage
- ❑ **Remarks:** To enter the remark as the Job Order is closed.

6.1.3 Stock

Stock reports displays the details of stock lying with Job worker and from how many days the stock is with the Job worker

To view the Stock reports

Go to **Gateway of Tally > Display > Job Work Out Reports > Stock**

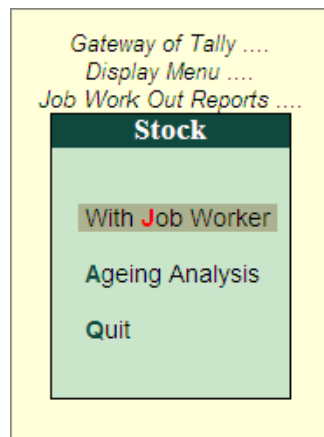


Figure 6.11 Stock

6.1.3.1 With Job Worker

With Job Work report displays the details of stock lying with the Job worker.

6.1.3.2 Ageing Analysis

Ageing Analysis report displays the details of period (i.e. for how long), stock is lying with the Job worker.

6.1.4 Job Work Analysis

Job work Analysis report give the information of any variance in the issue of Raw Materials (issued more or less) and receipt of Finished Goods/Scrap/By-Products/Co-products. These reports can be used to analyse the reason for the variances.

To view the stock Job Work Analysis reports

Go to **Gateway of Tally > Display > Job Work Out Reports > Job Work Analysis**

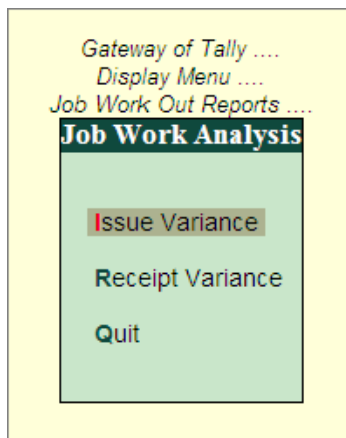


Figure 6.12 Job Work Analysis

6.1.4.1 Issue Variance

Issue Variance report displays the details of variance in the raw material/components issued against the ordered Quantity of the Job Work Out Order. Report also displays the variance Quantity and the Percentage of variance.

6.1.4.2 Receipt Variance

Receipt Variance report displays the details of variance in the Finished Goods/ Scrap/ Co-product/ By-product received against the ordered Quantity of the Job Work Out Order.

6.1.5 Statutory Report - Annexure IV

As per Rule if the principal manufacture is sending the excisable goods for Job work the material Movement details has to be maintained in **Annexure - IV**. In Tally.ERP 9 Annexure - IV can be generated when the **Excise for Manufacturer** feature is enable in **F11: Features (Statutory & Taxation)**.

To view Annexure - IV

Go to **Gateway of Tally > Display > Job Work Out Reports > Job Work Registers > Annexure - IV**

- In **Select Item** screen select the **Excise Unit** for which the Annexure - IV to be generated

The Annexure - IV is displayed as shown

Annexure - IV Pigeon Home Appliances Pvt. Ltd. Ctrl + M						
Excise Unit : Pigeon Home Appliances Pvt. Ltd.				1-Apr-2010 to 22-Jan-2011		
Order Number	Delivery Challan Number	Date of Dispatch	Description of Goods Dispatched	Quantity Dispatched to Job Worker	Name and Address of Job Worker	Nature of Processing Required
Job Ex - 001	1	7-Nov-2010	Bottom Plate -8Ltr	150 U	TSM Manufacturers	Manufacture and Packing of Pressure Cooker
			Hand Book	150 U		
			Handle (8 Ltr)	300 U		
			Lid Aluminium Plate-8 Ltr	150 U		
			Packing Box (8 Ltr)	150 U		

Figure 6.13 Annexure IV

6.2 Job Work In Reports

To view the Job Work In Reports

Go to **Gateway of Tally > Display > Job Work In Reports**



Figure 6.14 Job Work In Reports

6.2.1 Order Outstandings

Order Outstandings report display the details of all the Job work In orders raised on the Principal Manufacturer which are pending.

To view the Order Outstandings report

Go to **Gateway of Tally > Display > Job Work In Reports > Order Outstandings**

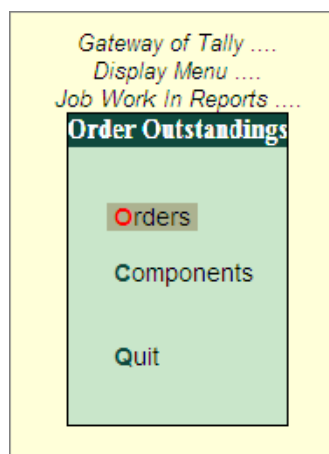


Figure 6.15 Order Outstandings

Job Order Summary report displays the summary of all the Job work In orders which are outstanding (job order in raised on Principal Manufacturer towards which the raw materials are pending to receive)

Go to **Gateway of Tally > Display > Job Work In Reports > Order Outstandings > Orders**

Figure 6.16 Job Order Summary Report

6.2.1.2 Components

Components Order Summary report displays the components Outstanding (to receive) for a Job Order In raised. To view Components Order Summary

Go to **Gateway of Tally > Display > Job Work In Reports > Order Outstandings > Components**

Components Order Summary Pigeon Home Appliances Pvt. Ltd. Ctrl + M		
Particulars	Pigeon Home Appliances Pvt. Ltd.	
	1-Apr-2010 to 13-Dec-2010	
	Components	
	Ordered Quantity	Balance Quantity
Job Work Orders Outstanding :		
Bottom Plate-10 Ltr (0.17 mm)	200 Nos	200 Nos
Hand Book	200 Nos	200 Nos
Handle (10 Ltr)	400 Nos	400 Nos
Lid Aluminium Plate-10 Ltr	200 Nos	200 Nos
Packing Box (10 Ltr)	200 Nos	200 Nos

Figure 6.17 Components Order Summary

6.2.2 Job Work Registers

To view the Job Work Registers

Go to **Gateway of Tally > Display > Job Work In Reports > Job Work Registers**

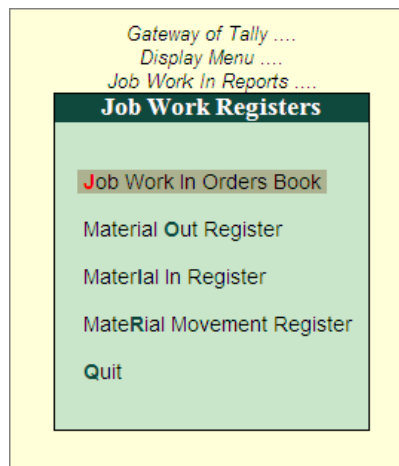


Figure 6.18 Job Work Registers

6.2.2.1 Job Work In Orders Book

Job Work In Orders Book displays all the Job Work In Order Vouchers recorded in the Books.

To view the Job Work In Orders Book

Go to **Gateway of Tally > Display > Job Work In Reports > Job Work Register > Job Work In Orders Book**

Job Work In Orders Book		Pigeon Home Appliances Pvt. Ltd.		Ctrl + M	
List of All Job Work In Order Vouchers				1-Apr-2010 to 13-Dec-2010	
Date	Particulars	Vch Type	Vch No.	Order Ref.No.	Order Amount
8-11-2010	Raj Home Appliances	Job Work In Order	1	JobIn - 001	4,14,000.00
13-12-2010	Raj Home Appliances	Job Work In Order	2	Job In - 002	3,50,000.00
Total:					7,64,000.00

Figure 6.19 Job Work In Orders Book

6.2.2.2 Material Out Register

Material Out Register displays all the material out vouchers recorded to account the transfer of own Consumption stock to Third party stock lying with use godown and the Finished goods transferred to the Principal Manufacturer.

To view the Material Out Registers

Go to **Gateway of Tally > Display > Job Work Out Reports > Job Work Registers > Material Out Registers**

Material Out Register		Pigeon Home Appliances Pvt. Ltd.		Ctrl + M	
List of All Material Out Vouchers				1-Apr-2010 to 13-Dec-2010	
Date	Particulars	Vch Type	Vch No.	Inwards Quantity	Outwards Quantity
10-11-2010	Screw	Material Out (Transfer FG)	1		600 Nos
3-12-2010	Cooker 8Ltr	Material Out (Transfer FG)	2		300 Nos

Figure 6.20 Material Out Register

6.2.2.3 Material In Register

Material In Register displays all the material in vouchers recorded to account the receipt of Raw Materials/Components from the Principal Manufacturer.

To view the Material In Registers

Go to **Gateway of Tally > Display > Job Work In Reports > Job Work Registers > Material In Registers**

Material In Register		Pigeon Home Appliances Pvt. Ltd.		Ctrl + M	
List of All Material In Vouchers				1-Apr-2010 to 13-Dec-2010	
Date	Particulars	Vch Type	Vch No.	Inwards Quantity	Outwards Quantity
9-11-2010	Bottom Plate -8Ltr	Material In (RM)	1	300 Nos	

Figure 6.21 Material In Register

6.2.2.4 Material Movement Register

Material Movement Register displays the details of Movement of Material (Raw Materials and Finished Goods) of Job Work In Orders.

To view Material Movement Register

Go to **Gateway of Tally > Display > Job Work In Reports > Job Work Registers > Material Movement Register**

Material Movement Register Pigeon Home Appliances Pvt. Ltd. Ctrl + M						
1-Apr-2010 to 13-Dec-2010						
Order Number	Date of Received	Customers Delivery Challan Number	Description of Goods Received	Quantity Received	Process Loss	Nature of Processing Required
Jobln - 001	9-Nov-2010	1	Bottom Plate -8Ltr	300 Nos		5 more ... → Manufacture of 8 Litre Pressure Cookers
Jobln - 001			Hand Book Handle (8 Ltr) Lid Aluminium Plate-8 Ltr Packing Box (8 Ltr)	300 Nos 600 Nos 300 Nos 300 Nos		

Figure 6.22 Material Movement Register

Column Description of Material Movement Register

- ❑ **Order Number:** In this column the Job Work In Order Number will be displayed
- ❑ **Date of Received:** This column displays the date on which the components are received from the Principal manufacturer
- ❑ **Customers Delivery Challan:** This column displays the voucher number of the material In voucher through which the components for Job work is received.
- ❑ **Description of Goods Received:** This column displays the description of the components received

- ❑ **Quantity Received:** This column displays the quantity of components received towards a Job Work In Order
- ❑ **Process Loss:** This column displays the loss of stock during manufacture of Finished goods
- ❑ **Nature of Process Required:** This column displays the Natures of Processing instructed by the Manufacturer
- ❑ **Quantity Processed Goods Returned:** This column displays the details of stock (Finished Goods/Scrap/By-Products/Co-Products) manufactured
- ❑ **Quantity Issued:** This column displays the Quantity of goods manufactured and delivered to the principal Manufacturer
- ❑ **Wastage Scrap at end of Job Work:** This column displays the quantity of Wastage or Scrap produced during the manufacture of Finished goods
- ❑ **Job Worker's Challan No. & Date:** This column displays the Job workers challan number and Date. These details will be captured from the Material out voucher recorded to deliver the goods to the manufacturer.
- ❑ **Remarks:** To enter the information of closure of stock.

6.2.3 Stock

Stock reports displays the details of stock received from different Principal Manufacturers and from how many days the stock is with the Job worker.

To view the Stock reports

Go to **Gateway of Tally > Display > Job Work In Reports > Stock**

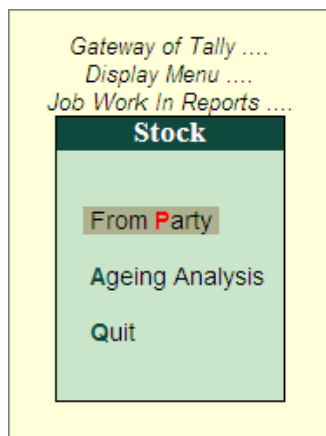


Figure 6.23 Stock

6.2.3.1 From Party

Stock **From Party** report displays the details of stock received from different Principal Manufacturer

6.2.3.2 Ageing Analysis

Stock **Ageing Analysis** report displays the details of period (i.e. for how long) the Principal manufacturer's stock is lying with the Job worker.

6.2.4 Job Work Analysis

Job work Analysis report give the information of any variance in the receipt of finished Goods (received more or less) and issue of Finished Goods/Scrap/By-Products/Co-products. These reports can be used to analyse the reason for the variances.

To view the stock Job Work Analysis reports

Go to **Gateway of Tally > Display > Job Work In Reports > Job Work Analysis**

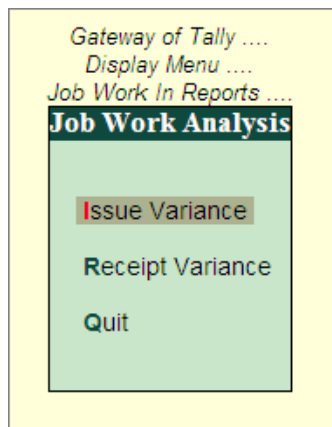


Figure 6.24 Job Work Analysis

6.2.4.1 Issue Variance

Issue Variance report displays the details of variance in the Finished Goods/Co-Product/By-Product/ Scrap delivered against the ordered Quantity of the Job Work In Order. Report also displays the variance Quantity and the Percentage of variance.

6.2.4.2 Receipt Variance

Receipt Variance report displays the details of variance in the components received against the ordered Quantity of the Job Work In Order.



Refer **Tally.ERP 9 Reference Manual** (Local Help) for more information on **Job Work In** and **Job Work Out Reports**

As per Excise Rules, if the Job Worker is registered under excise he has to maintain Annexure - V to record the Material Movement. In Tally.ERP 9 **Annexure - V** can be generated when the **Excise for Manufacturer** feature is enable in **F11: Features (Statutory & Taxation)**.

Go to **Gateway of Tally > Display > Job Work In Reports > Job Work Registers > Annexure - V**

- The Annexure - V is displayed as shown

Figure 6.25 Annexure - V

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