Knowledge Base

Introduction

The base system Gojee has to offer can be supplemented by optional add-on packages. These packages expand the functionality of Gojee and allow your organisation to customise our system to your needs.

At present, Gojee offers integration with Square payments for card/online payment handling, Cost Adjustments and WIP accounting, support for multiple currencies, and a Xero invoice assignment feature. A sales contractor add-on will also be coming soon – check back here when it is finished. Please contact us if you are unsure about these, or if you would like us to develop more add-ons.

Found in Organisation Setup, the add-ons tab provides options to turn on advanced features and modules to help you do more.

Add-ons | Search add-ons

Add-on	Status	Last Modified Date	Price	Billing Frequency	
Square payments	Enabled	11 Apr 2024, 11:04	$0.00	One off	Deactivate
Cost adjustments	Enabled	11 Apr 2024, 11:05	$0.00	One off	Deactivate

Xero Invoice Assignment
☐ Allow manual Xero invoice assignment to Gojee jobs ❓

Organisation Add-ons

To turn on a feature, simply select it from the dropdown and it will display in the list of add-ons. You must complete required setup in order to save the page and mark the feature as enabled, although this varies depending on the add-on.

The following sections give a brief overview of what each add-on is and what you need to set up to use it. Larger add-ons have their own articles which will be linked at the bottom of this page.

> Square Payments

Monthly cost: *Free of charge*

While there is no additional cost for using this feature from Gojee, there will be a standard transaction fee charged by Square for payments processed on their platform, similar to other payment platforms. Refer to the section on Deposits and Payments if you wish to learn how to take payments using this feature in Gojee.

Once you have enabled the Square payment feature, you will need to choose a card payment account on the GL account mapping tab of Organisation Setup and save the page:

Payment Accounts ❓
Card Payments Received

Select account ▾

Please set an account to use for Card Payments Received

You will not be able to save the change and enable Square payments without selecting an account. Please speak with your bookkeeper or accountant for advice on which account to select if you're unsure. Typically, this would be the bank account that Square payments are deposited into (i.e. the bank account you nominate with Square when setting up your account with them), however you may also want to reconcile these payments into a clearing account, or some other account depending on your processes.

You will also need to complete additional setup on the "Payments" tab to set your Square account details. Refer to the Square Payments article for more information on how to complete this.

> Cost Adjustments

Monthly cost: *Free of charge*

Turning on Cost Adjustments helps you to more accurately keep track of the money flow in your business by separating out cost of sales and operating expenses into their own accounts to draw from and send money to. It also allows for WIP accounting for costs at various stages of your jobs. This is another feature that incurs no additional cost for use. However, *please speak with your bookkeeper or accountant for advice on whether to turn this on or not*. It is **irreversible** and cannot be removed as soon as the page is saved.

Once activated, you will be able to set up the accounts. Again, check with your bookkeeper/accountant for assistance with which accounts to choose.

Cost Adjustment Settings

Cost of Sales Accounts ?

Labour Cost of Sales

| Cost of Goods Sold | ⌄ |

Asset Cost of Sales

| Purchases | ⌄ |

Operating Expense Accounts ?

Labour Operating Expense

| General Expenses | ⌄ |

Asset Operating Expense

| General Expenses | ⌄ |

☑ Use Work in Progress account? ?
☑ Automate Expensing of Work in Progress on invoice creation ?

Work in Progress Account ?

Work in Progress

| Less Accumulated Depreciation on Office Equipment | ⌄ |

Here's a brief overview of what you can expect from this module. For more information on how to set this up, please refer to the Cost Adjustments Settings page.

Cost of Sales
Job costs will be posted to these accounts. Only direct cost accounts can be selected here. This will allow you to better keep track of the day-to-day costs that directly contribute to your sales and jobs.

Operating Expenses
Job costs are pulled from these accounts. The hours your employees spend on jobs will be categorized as cost of sales, rather than being lumped together in a single salary expense category. The expense accounts for inventory are managed on a per-item basis.

WIP Accounting
If you'd like to turn on the WIP accounting feature, again, please speak with your bookkeeper or

accountant for advice. The WIP accounting feature is useful for accounting when you have a process that requires intermediary steps or require greater control over the timing of your costs. It allows you to capture job costs and hold them in an asset account while the job is running. These costs can then be expensed to Cost of Sales at the appropriate time. To enable it, just enable the checkbox below the Cost of Sales and Operating Expenses account selection boxes. This is a reversible process. However, if there are outstanding transactions, it will not be able to be disabled.
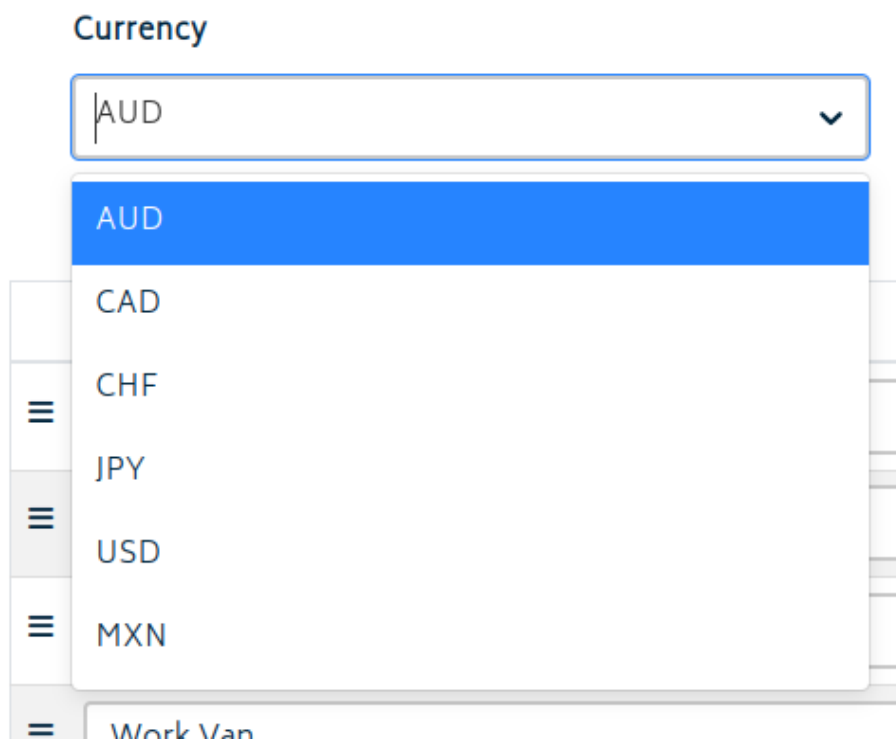
For more information on the Cost Adjustments module, please read over the Cost Adjustments section. There is more than one article, so please make sure you read over the whole section.

> Multi-Currency

Monthly cost: *Free of charge*

If you purchase from international suppliers, you will likely have to deal with them billing you in a different currency.

The Multi-currency add-on allows you to:

- Import contact currencies set via Xero
- Change estimates, quotes, invoices to any currency available among contacts
- Create purchase orders and raise supplier bills in that supplier's currency
- Send billed and invoiced amounts across to Xero in the specific currency of that transaction

Once the add-on has been activated, there are no further settings necessary in the Organisation Settings page. If your contacts are already set up with their respective currencies in Xero, you're ready to go. If you still need to set up your customers and suppliers, please refer to the Multi-currency article for more information.

> Multiple Units of Measure (MUoM)

Monthly cost: *Free of charge*

If you purchase raw materials, break down packages into individual items, or have different measures than your suppliers, this add-on will help you manage your inventory.


This add-on enhances the inventory with additional units of measure and conversion factors for purchasing and consumption of tracked items. This allows you to purchase a box of items and sell them individually, track fabric by rolls and sell specific lengths to customers, perform processing on items and account for wastage, etc.

For more information, please refer to the Multiple Units of Measure (MUoM) article.

> Xero Invoice Assignment

The tick box below the add-ons table relates to invoicing. This option allows you to pull invoices created in Xero into Gojee and assign them to a Gojee Job. Enabling this option will add a button to the job invoice page which will allow users to select a Xero invoice and assign it to the selected job, as per the image below:
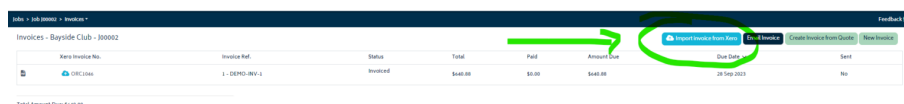
Note: This option should only be used when your organisation is transitioning to use Gojee and has existing jobs that you'd like to finish in Gojee. It is **not recommended** that this feature be used regularly, as it's better and more efficient to generate all invoices directly from Gojee. For more information on invoicing, refer the the Invoice section.