



17 November 2021

Adjusting Segment Transactions

GST Group has dropped off

Terra Industrial New Zealand Ltd

PO Box 16 168
16 Branston Street, Hornby
Christchurch 8441, New Zealand
03 983 2333 Tel
www.TerraCat.co.nz

1. Search for the service call
2. Click on **Service Call Closing Summary**

Microsoft Dynamics AX - Gough Group [CCLSNDAS: Session ID - 13] - [1 - ggnz]

File Service call Manage Related information

Service call Edit Edit in grid Delete Service segment Scheduler Quotation Close call Service call closing summary Enter customer payments Payment totals Delete payments Remove worker - warehouse filter Refresh Export to Microsoft Excel Attachments Attachments

Favourites My favourites

Service Area page Common Equipment

All service calls (Unsaved filter)

Only open: ☒

Call number	Call status	Invoice customer	Invoice account name	Customer's PO num...	Terms of pa...	Make
SC260885	In process	3017074	Wilson Contractors (2003)		0120	CATERPILLAR

3. Click **Adjust**

Service call closing summary (1 - ggnz) - Call number: SC260885, Wilson Contractors (2003), Open service call: YesCall r

Step 1 - Service call closing summary

Overview Financial dimension

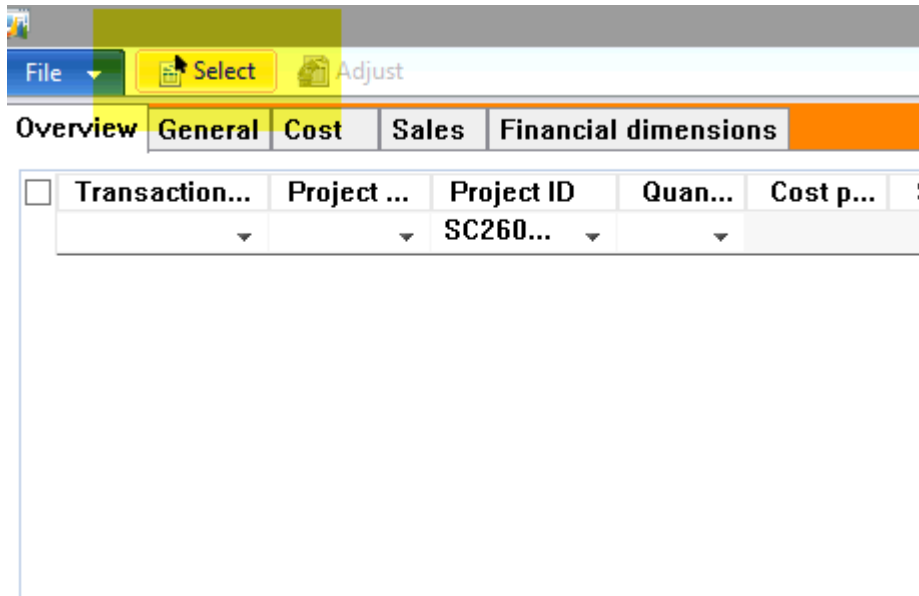
Details Warranty coverage Contracts Totals Adjust Transfer Quotations

Call number	Segment id	Line status	Project ID	Project name	Customer account	Name	Customer category group	Customer's PO number	Make	Model
SC260885		In process	SC260885	Diagnose metal in tandem	3017074	Wilson Contractors (2003)	REVENUE		CATERPILLAR	140M
SC260885	SC260885-01	In-process	SC260885-01	Troubleshoot - Tandem Drive	3017074	Wilson Contractors (2003)	REVENUE		CATERPILLAR	140M
SC260885	SC260885-02	Finished	SC260885-02	Install - Fuel Level Gauge	3017074	Wilson Contractors (2003)	REVENUE		CATERPILLAR	140M

Overview

Project ID	Transaction type	Item number	Description	Line category group	Estimated Quantity	Quotation quantity	Actual quantity	Estimated amount	Quotation amount	Actual amount	Quota
SC260885*											
SC260885-01	Parts	5P8500	Key	ITEM	2.00	0.00	2.00	31.78	0.00	31.78	
SC260885-01	Parts	455879	Seal O Ring	ITEM	4.00	0.00	4.00	86.72	0.00	86.72	
SC260885-01	Parts	4D6695	Seal O Ring	ITEM	2.00	0.00	2.00	41.58	0.00	41.58	
SC260885-01	Parts	LT2223118MN	Brake Cleaner	ITEM	1.00	0.00	1.00	8.96	0.00	8.96	
SC260885-01	Parts	3096938EL	CAT HYD 10W 1Ltr	ITEM	60.00	0.00	60.00	394.20	0.00	394.20	
SC260885-01	Parts	7X7854EL	CAT TDTO 30W 1Ltr	ITEM	130.00	0.00	130.00	790.40	0.00	790.40	
SC260885-01	Labour			APPRENTICE	0.00	0.00	18.50	0.00	0.00	1,868.50	
SC260885-01	Labour			STANDARD	3.00	0.00	12.25	360.00	0.00	1,470.00	
SC260885-01	Misc		Consumables	MSC	1.00	0.00	1.00	10.80	0.00	100.16	

4. Click **Select**



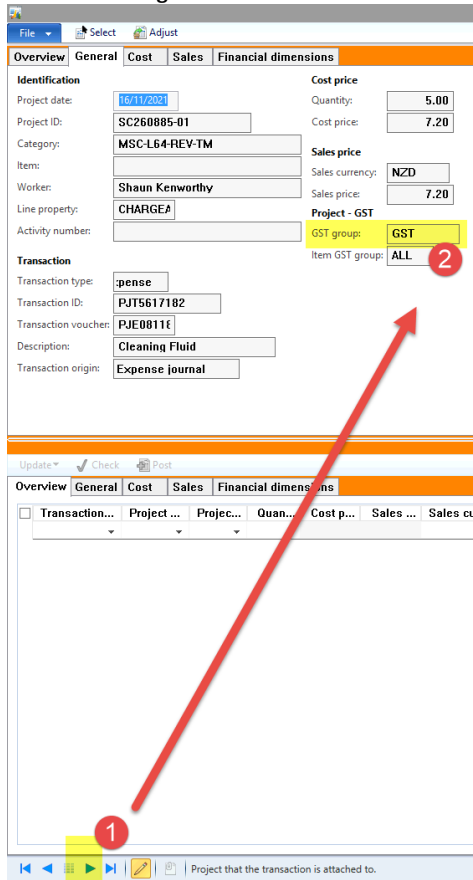
5. Make the following window look the same as the below then click **OK**

Include hour transactions

6. Click the **General** tab

This grid is empty.

7. Using the arrows at the bottom left, find the transaction that has an empty **GST Group** box



The screenshot shows the TerraCat software interface. At the bottom left, there are navigation arrows with a red circle '1' next to them. A red arrow points from these arrows to the 'GST group' field in the 'Project - GST' section, which is highlighted with a red circle '2'. The 'GST group' field is currently empty, while the 'Item GST group' field is set to 'ALL'.

Identification

Project date: 16/11/2021
 Project ID: SC260885-01
 Category: MSC-L64-REV-TM
 Item:
 Worker: Shaun Kenworthy
 Line property: CHARGE#
 Activity number:

Cost price

Quantity: 5.00
 Cost price: 7.20

Sales price

Sales currency: NZD
 Sales price: 7.20

Project - GST

GST group: **GST**
 Item GST group: ALL

Transaction

Transaction type: Expense
 Transaction ID: PJT5617182
 Transaction voucher: PJE08116
 Description: Cleaning Fluid
 Transaction origin: Expense journal

Table

Transaction...	Project ...	Projec...	Quan...	Cost p...	Sales ...	Sales c...

8. Once you have found the one with the missing **GST Group**, click **Adjust** at the top

File Select Adjust

Overview General Cost Sales Financial dimensions

Identification

Project date: 17/11/2021
 Project ID: SC260885-01
 Category: MSC-WTB-REV-TM
 Item:
 Worker:
 Line property: CHARGE
 Activity number:

Cost price

Quantity: 1.00
 Cost price: 35.00

Sales price

Sales currency: NZD
 Sales price: 35.00

Project - GST

GST group: GST
 Item GST group: ALL

Transaction

Transaction type: Expense
 Transaction ID: PJT5617385
 Transaction voucher: PJA05471
 Description: Water Blaster
 Transaction origin: Expense journal

Update Check Post

Overview General Cost Sales Financial dimensions

Transaction...	Project ...	Projec...	Quan...	Cost p...	Sales ...	Sales cu

9. On the following box, click **OK**

Microsoft Dynamics AX (1)

Adjust transactions

Specify new values for the selected transactions. If you adjust transactions for a project that has multiple funding sources, the funding rules are applied again.

Split in number of lines: 1

New value for selected lines

Project:
 Activity number:
 Category:
 Line category group:
 Line property:

OK Cancel

Split in number of lines

10. Click the **General** tab, see if the **GST Group** has pulled through, then click **Post**

File		Select	Adjust	
Overview	General	Cost	Sales	Financial dimensions
Identification		Cost price		
Project date:	17/11/2021	Quantity:	1.00	
Project ID:	SC260885-01	Cost price:	35.00	
Category:	MSC-WTB-REV-TM	Sales price		
Item:		Sales currency:	NZD	
Worker:		Sales price:	35.00	
Line property:	CHARGEA	Project - GST		
Activity number:		GST group:	GST	
Transaction		Item GST group:	ALL	
Transaction type:	Expense			
Transaction ID:	PJT5617385			
Transaction voucher:	PJA05471			
Description:	Water Blaster			
Transaction origin:	Expense journal			

Update		Check	Post	
Overview	General	Cost	Sales	Financial dimensions
Identification		Cost price		
Project ID:	SC260885-01	Quantity:	1.00	
Category:	MSC-WTB-REV-TM	Cost price:	35.00	
Line property:	CHARGEABL	Sales price		
Activity number:		Sales currency:	NZD	
Transaction		Sales price:	35.00	
Description:	Water Blaster			
		Project - GST		
		GST group:	GST	
		Item GST group:	ALL	

This won't pull through the worker field on the Misc Cost line if the line has already been posted and it may not necessarily show up on the segment transaction window, however you can double check by doing the following:

11. Click **Show Adjustments** at the top
12. Click on the adjusted line
13. Click on **Transaction Details**

Segment transactions (1 - ggn2) - Call number: SC260885, Wilson Contractors (2003), Open service call: YesCall number: SC260885

File Transaction details Service report Service call closing sum...

Filter Include subprojects ☒ Show adjustments ☒

Overview Financial dimensions

Call number	Segment id	Project ID	Project name	Customer account	Name	Project stage
SC260885		SC260885	Diagnose metal in tandem	3017074	Wilson Contractors (2003)	In progress
SC260885	SC260885-01	SC260885-01	Troubleshoot - Tandem Drive	3017074	Wilson Contractors (2003)	In progress

Overview Financial dimensions

Transaction type	Item number	Project date	Project ID	Line category group	Category	Quantity	Cost price	Sales price	Sales amount	Sales currency	Line property	Invoice status	Name	Worker
Labour		8/11/2021	SC260885-01	APPRENTICE	LBR-APP-REV-FR	4.00	22.70	101.00	404.00	NZD	SC-SS	Chargeable		Shaun Kenworthy
Labour		8/11/2021	SC260885-01	STANDARD	LBR-STD-REV-FR	2.00	37.86	120.00	240.00	NZD	SC-SS	Chargeable		Tam Clements
Labour		8/11/2021	SC260885-01	STANDARD	LBR-STD-REV-FR	0.50	56.80	120.00	60.00	NZD	OC-SS	Chargeable		Tam Clements
Labour		10/11/2021	SC260885-01	STANDARD	LBR-STD-REV-FR	0.75	37.87	120.00	90.00	NZD	SC-SS	Chargeable		Philip Duncan
Labour		10/11/2021	SC260885-01	STANDARD	LBR-STD-REV-FR	0.50	37.86	120.00	60.00	NZD	SC-SS	Chargeable		Shaun Kenworthy
Labour		10/11/2021	SC260885-01	APPRENTICE	LBR-APP-REV-FR	0.50	22.70	101.00	50.50	NZD	SC-SS	Chargeable		Shaun Kenworthy
Labour		10/11/2021	SC260885-01	APPRENTICE	LBR-APP-REV-FR	2.50	22.70	101.00	252.50	NZD	SC-SS	Chargeable		Shaun Kenworthy
Labour		12/11/2021	SC260885-01	APPRENTICE	LBR-APP-REV-FR	1.50	22.70	101.00	151.50	NZD	SC-SS	Chargeable		Shaun Kenworthy
Labour		13/11/2021	SC260885-01	APPRENTICE	LBR-APP-REV-FR	3.50	34.05	101.00	353.50	NZD	OC-SS	Chargeable		Shaun Kenworthy
Labour		13/11/2021	SC260885-01	APPRENTICE	LBR-APP-REV-FR	3.50	45.40	101.00	353.50	NZD	PC-SS	Chargeable		Shaun Kenworthy
Labour		13/11/2021	SC260885-01	STANDARD	LBR-STD-REV-FR	5.00	56.79	120.00	600.00	NZD	OC-SS	Chargeable		Tam Clements
Labour		13/11/2021	SC260885-01	STANDARD	LBR-STD-REV-FR	3.50	75.72	120.00	420.00	NZD	PC-SS	Chargeable		Tam Clements
Labour		15/11/2021	SC260885-01	APPRENTICE	LBR-APP-REV-FR	3.00	22.70	101.00	303.00	NZD	SC-SS	Chargeable		Shaun Kenworthy
Misc		16/11/2021	SC260885-01	MSC	MSC-MSC-REV-TM	1.00	0.00	100.16	100.16	NZD	CHARGEABLE	Chargeable		Derek Nyhof
Misc		16/11/2021	SC260885-01	WTB	MSC-WTB-REV-TM	1.00	35.00	35.00	35.00	NZD	CHARGEABLE	Non-chargeable		
Misc		16/11/2021	SC260885-01	L64	MSC-L64-REV-TM	5.00	7.20	7.20	36.00	NZD	CHARGEABLE	Chargeable		Shaun Kenworthy
Misc		16/11/2021	SC260885-01	MAT	MSC-MAT-REV-TM	6.00	6.00	6.00	36.00	NZD	CHARGEABLE	Chargeable		Shaun Kenworthy
Misc		16/11/2021	SC260885-01	RAG	MSC-RAG-REV-TM	10.00	1.50	1.50	15.00	NZD	CHARGEABLE	Chargeable		Shaun Kenworthy
Misc		16/11/2021	SC260885-01	MSC	MSC-WTB-REV-TM	-1.00	35.00	35.00	-35.00	NZD	CHARGEABLE	Non-chargeable		
Misc		17/11/2021	SC260885-01	WTB	MSC-WTB-REV-TM	1.00	35.00	35.00	35.00	NZD	CHARGEABLE	Chargeable		
Labour		12/11/2021	SC260885-02	APPRENTICE	LBR-APP-REV-FR	1.50	22.70	101.00	151.50	NZD	SC-SS	Chargeable		Shaun Kenworthy
Labour		12/11/2021	SC260885-02	APPRENTICE	LBR-APP-REV-FR	2.50	22.70	101.00	252.50	NZD	SC-SS	Chargeable		Shaun Kenworthy
Labour		12/11/2021	SC260885-02	APPRENTICE	LBR-APP-REV-FR	1.50	34.05	101.00	151.50	NZD	OC-SS	Chargeable		Shaun Kenworthy
Labour		13/11/2021	SC260885-02	APPRENTICE	LBR-APP-REV-FR	1.50	34.05	101.00	151.50	NZD	OC-SS	Chargeable		Shaun Kenworthy
Labour		15/11/2021	SC260885-02	APPRENTICE	LBR-APP-REV-FR	1.00	22.70	101.00	101.00	NZD	SC-SS	Chargeable		Shaun Kenworthy
Misc		16/11/2021	SC260885-02	MSC	MSC-MSC-REV-TM	1.00	0.00	24.24	24.24	NZD	CHARGEABLE	Chargeable		Derek Nyhof
Misc		16/11/2021	SC260885-02	RAG	MSC-RAG-REV-TM	2.00	1.50	1.50	3.00	NZD	CHARGEABLE	Chargeable		Derek Nyhof
Parts	5P8500	10/11/2021	SC260885-01	ITEM	ITM-STD-REV-TM	2.00	6.22	15.89	31.78	NZD	CHARGEABLE	Chargeable	Key	
Parts	455879	11/11/2021	SC260885-01	ITEM	ITM-STD-REV-TM	4.00	8.98	21.68	86.72	NZD	CHARGEABLE	Chargeable	Seal O Ring	
Parts	4D6695	11/11/2021	SC260885-01	ITEM	ITM-STD-REV-TM	2.00	8.90	20.79	41.58	NZD	CHARGEABLE	Chargeable	Seal O Ring	
Parts	1 T 3232118MM	12/11/2021	SC260885-01	ITEM	ITM-STD-REV-TM	1.00	6.10	8.06	8.06	NZD	CHARGEABLE	Chargeable	Brake Cleaner	

14. Click on the **General** tab > the **GST Group** should be showing

Expense transactions (1 - ggn2) - Project ID: SC260885

File Voucher Ledger updates Functions Inquiries

Column display Display: Price Filter Invoice status: All

Overview General Financial dimensions Cost Sales

Identification

Project date: 17/11/2021

Project ID: SC260885-01

Activity number:

Category: MSC-WTB-REV-TM

Line property: CHARGEABLE

Worker:

Company: Terra Industrial New Zealand Ltd

Line category group: WTB

Type code: Normal

Transaction

Transaction ID: PJT5617385

Reference ID: PJT5617181

Adjustment reference ID: PJT5617181

Transaction voucher: PJA0547147

Description: Water Blaster

Transaction origin: Expense journal

Adjustment reason code:

Cost price

Quantity: 1.00

Cost currency: NZD

Amount in transaction currency: 35.00

Tax included: 0.00

Cost price: 35.00

Amount: 35.00

Total cost amount: 35.00

Sales price

Sales currency: NZD

Sales price: 35.00

Accrued amount: 0.00

Total sales amount: 35.00

Project - GST

GST group: GST

Item GST group: ALL

Invoice

Invoice proposal:

Tax invoice:

You should be able to continue with closing the call 😊