

Job Invoice

- [Job Costing Invoicing](#)
- [Invoice Value Summary](#)
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Job Costing Invoicing

Invoicing

1. As a fully Completed Job
2. Line by Line

Invoicing a fully completed job

Once the job is fully completed and all line items have been managed, you can click the **“Thumbs Up” icon** at the top tabs, labeled **“Ready to Invoice.”**

The screenshot displays the 'Manage Job' window for job JOB1069. The 'Ready For Invoice' button is highlighted in the top navigation bar. The job is marked as 'Started' and 'Barcode' is visible. The 'Days to Completion' is 1. The 'Basic' tab is active, showing job details like 'JOB1069', 'BAR001', and 'QT298'. The 'Completed' status is 104%. The 'Job Lines' table below shows six lines with various statuses and quantities.

#	To Inv	Notes	Line Type	Required Date	QT No	B-Status	Due	Days Req	Item Status	Related To	On Hand Qty	Budget Qty	Actual	Balance	Exceeded	Est. Qty.	Delivered Qty
1	👍		CTC	2025-11-05		✓	7	-1	🔧	Stock	31.00	1	1	0	0	1	0
2	•		Quote	2025-10-31	QT298	✓	7	-6	🔧	Service		5	5	0	0	5	0
3	•		Quote	2025-10-31	QT298	✓	7	-6	🔧	Stock	11.00	7	7	0	0	7	0
4	•		Quote	2025-10-31	QT298	✓	7	-6	🔧	Stock	17.00	4	4	0	0	4	0
5	•		Quote	2025-11-04	QT298	⚠	7	-2	🔧	Service		4	5	-1	1	5	0
6	•		Quote	2025-11-06	QT298.01	✓	7	0	🔧	Stock	7.00	3	3	0	0	3	0

Invoicing a Job by Line/s

For line-by-line invoicing, each line item includes a **dot** under the **“To Inv”** column. Clicking this dot will change it to a **“Thumbs Up” icon**, indicating that the item is **ready to be invoiced**. Once selected, the line will be moved over to the invoice.

Manage Job

Search Memo Attachments Create Reminder Info Workflow Ready For Invoice Functions View Doc Print Doc Print Print Reports Save Close

JOB1069 **Started** **Barcode** Days to Completion: 1

Header

Basic **Filter** **Functions** **Date Details** **Address** **Shipping / Link** **Progress** **Custom**

JOB1069 **BAR001** **QT298** Short Description: Sales Team:

Completed: 104% 0% ☒ Reference: Alerts

Charge Up (SC): ☐ Assembly: ☐ Order No: 12587

Prepriced (CTC): ☐ Internal Job: ☐ Sales Rep: DEALER

Sub Job Link: Status/Position:

Comment: Asset Item: L: ☒

Manage **Sale Docs** **Purchase Docs** **Scheduling**

Job Lines **Planned Time** **Job Line History** **Sub Job Link** **BOMs** **Notes**

Page 1 of 1 Remove Paging: 1 Manage line A Cost to Company B Scope Creep C Quote 2 Job Detail 3 Line History Inventory Overview

#	To Inv	Notes	Line Type	Required Date	QT No	B-Status	Due	Days Req	Item Status	Related To	On Hand Qty	Budget Qty	Actual	Balance	Exceeded	Est. Qty	Delivered Qty
1			CTC	2025-11-05				-1		Stock	31.00	1	1	0	0	1	0
2			Quote	2025-10-31	QT298			-6		Service		5	5	0	0	5	0
3			Quote	2025-10-31	QT298			-6		Stock	11.00	7	7	0	0	7	0
4			Quote	2025-10-31	QT298			-6		Stock	17.00	4	4	0	0	4	0
5			Quote	2025-11-04	QT298			-2		Service		4	5	-1	1	5	0
6			Quote	2025-11-06	QT298.01			0		Stock	7.00	3	3	0	0	3	0

To invoice a Job go to **Job Invoice**

Job Costing > Activity > Job Invoice

You will see that your invoice is sitting in the **"Ready For Invoice"** tab

- Double click on the invoice line to open the invoice

Job Costing Module

Configuration **Activity**

New Quote
Quotation
Bookin
Manage Job
Job Lines
Planned Timelog Schedule
Job Schedule Activity
Time Tracker Exports
GRV to Job
Picking Slip
Job Total Analysis
Job Delivery Note
Job Invoice
Collect / Deliver

Manage Job Invoices

Search Add Edit Cancel Invoice Process Print Progress Invoices 0 | 1 | 0

Job Number: Short Description:

Customer Name: Sales Rep:

Invoice Type: All Date From: 2025-10-06 Date To: 2025-11-06

Ready For Invoice: 1 Progress Invoices: 1 Job Invoices: 0

Total Ex VAT: 0.00 Total Inc VAT: 0.00

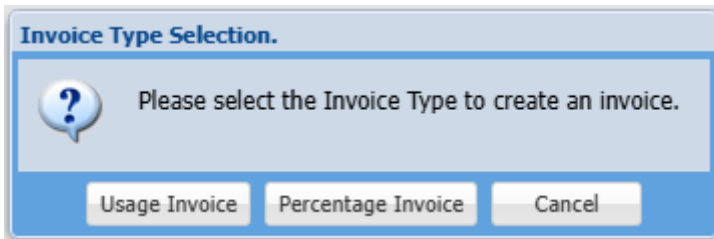
Ready For Invoice **Progress Invoices** **Job Invoices**

Create Invoice Remove

#	Invoice Date	Job No	Customer Code	Customer Name	Job Description	Invoice Description	Confirmed By	Confirmed Date
1	2025-11-06	JOB1069	BAR001	Barcode	Sales	Sales	Ack Support	2025-11-06 10

You will then need to choose what type of Invoice you are creating

- **Percentage-Based Invoicing** - Percentage invoicing enables you to specify a billing amount and include a summary description, while concealing detailed line items. This approach facilitates progressive billing over the duration of a project: for example, when a client pays 25% upfront to initiate work, followed by three equal monthly payments covering the remaining 75%. This does not look at what has or has not been managed on a job.
- **Usage/Actual Invoicing** - Usage or Actual Invoicing allows you to bill based on real-time job progress, capturing actual hours worked, materials used, or completed tasks. It displays detailed line items and supports flexible billing as the job evolves—ideal for time-and-materials work or projects with variable scope and deliverables.



Once an invoice type, either Usage or Percentage, is selected for a job, it becomes fixed and cannot be changed. This selection determines how the job will be invoiced through to completion. After choosing the invoice type, the next screen will display the job number and confirm the selected invoicing method

Next, indicate whether this is the final invoice by ticking the **Final Invoice** box.

- If you **do not** tick "Final Invoice," the job will remain open. You will also be able to do multiple invoices on this job.
- If you **do** tick "Final Invoice" and all work is complete, the system will automatically check for any open documents related to the job and alert you. These documents must be closed or cancelled before the invoice can be processed.

Invoices **Progress Invoices Link**

Please Note:
Only one type of Invoice can be created for a job.

Invoice Type:

Job No.:

Invoice Percentage Method: ☒ Actual Costs ☐ Estimate Costs

Final Invoice: ☒

Open quotes exist for this job. : QT298.04

Progress Invoice Link:

Retention Activated:

Force To Invoice Lines: ☐

Create Invoice

Open Quote

Create JC Invoice

View Docs. Close

Invoices **Progress Invoices Link**

Please Note:
Only one type of Invoice can be created for a job.

Invoice Type:

Job No.:

Invoice Percentage Method: ☒ Actual Costs ☐ Estimate Costs

Final Invoice: ☒

Progress Invoice Link:

Retention Activated:

Force To Invoice Lines: ☒

Create Invoice

No further action

- Click **Create Invoice**
- Click **Continue**



Job Invoice Creation Procedure

Creating invoice..
 Preparing data query...
 after prepare .510657
 TEST
 QuoteID=292SQLCODE = 0
 before loop prepare 2 .732323
 Drink bottle Drink bottle .062789
 after save invoice line .055393
 1 job history line(s) retrieved with the rHist query...
 Book Red .024386
 after save invoice line .000252
 1 job history line(s) retrieved with the rHist query...
 African Daisy 10cm High Plant .000661
 after save invoice line .000235
 1 job history line(s) retrieved with the rHist query...
 Balloon Flowers 10cm High Plant .000249
 after save invoice line .000221
 1 job history line(s) retrieved with the rHist query...
 6 job detail line(s) retrieved with the JLD query...
 Creating invoice task lines...
 allowArr:
 Invoice created successfully

Once you create a final invoice you will not be able to open the Job in **Manage Job**

The invoice will now appear under the "**Job Invoices**" tab, having moved from the "**Ready For Invoice**" tab. In the "**Final Inv.**" column, you'll see either "**Yes**" or "**No**" based on your earlier selection. This view also confirms the invoicing method chosen, either **Usage** or **Percentage**.

- **Double Click** on the Invoice line to open the invoice

Manage Job Invoices

Progress Invoices 0 | 1 | 0

Job Number:
 Customer Name:
 Invoice Type:
 Date From: Yr-
 Date To:
 Sales Rep:
 Ready For Invoice: 0 Progress Invoices: 1 Job Invoices: 1
 Total Ex VAT: 0.0000 Total Inc VAT: 0.0000

Page 1 of 1 Remove Paging: ☐ Fix Invoice Reserve

#	Att	Memo	Invoice Date	Job No	Final Inv.	Type	Inv Method	Code	Customer Name	Description	Sales Rep
1			2025-11-10	JOB1069	Yes	Usage		BAR001	Barcode	Sales	DEALER

At this stage, all values are set to zero, prompting you to specify what you'd like to invoice. For a straightforward job, simply click the green "**Invoice All Qtys**" button to proceed as shown in the

below screenshot.

Job Usage Invoice

SearchAttachmentsMemoCreate ReminderTerms & ConditionsJob Total AnalysisJob EstimatePrintCollect / Deliver

Items

All Invoice LinesStock LinesService LinesCustom LinesTask Lines

Job No: JOB1069Debtor: Barcode

BasicFilterFunctionsExtrasAddressCurrency

Invoice Number:PreparationDelivery Note No:
Short Description:Sales
Invoice Date:2025-11-10Reference:JOB1069
Customer Code:BAR001Order No.:12587
Sales Rep.:DEALER - DEALERAsset Item:
Pre Invoice:
Decimal Places:2Notes

Quote & Scope CreepCost To Company - PLEASE CHECK THIS BEFORE CLOSING

Page 1 of 1Remove Paging:Inv. All QtysInv. All Qtys & DisplayNoteEdit LineSerial No.Hide LineBudget To Inv

#	Select	To Inv.	Notes	Seq. No.	Quote	Category	Cost Type	Stock Code	Stock Description	Budget Qty	Qty Availab	Process Q	Exceed	Display Available	Display Qty	Balance Qty	WHS	Unit Sale	Total Selling	VAT Value	Line Total
1				1	QT298	Stock	Quote	Drink bottle	Drink bottle Drink bottle	7	7	0		7	0	7	Master Wareho...	26.0000	0.0000	0.0000	0.0000
2				4	QT298	Service	Quote	LAB001	Labour	5	5	0		5	0	5	Master Wareho...	100.0000	0.0000	0.0000	0.0000
3				2	QT298	Stock	Quote	BOOK1	Book Red	4	4	0		4	0	4	Master Wareho...	50.0000	0.0000	0.0000	0.0000
4				3	QT298	Service	Quote	CONTRACT/PTT	Contract Service Item PTT	4	5	0		5	0	5	Master Wareho...	65.0000	0.0000	0.0000	0.0000
5				1	QT298.01	Stock	Quote	10-1005	Balloon Flowers 10cm High Plant	3	3	0		3	0	3	Master Wareho...	8.2500	0.0000	0.0000	0.0000

Clear Discount

Discount Perc.:0Discount Amt.:0.0000

Contact Person:Acck SupportRequested By:Acck Support

Pricing Analysis

Margin %0.0000Mark-up %100.0000Cost Ex VAT0.0000Profit0.0000

TotalSelling

Sub Total0.00Discount(0.0000)Ex Vat0.00VAT0.00Inc VAT0.00

Inv. All Qtys	By clicking " Inv. All Qtys " to add total to your invoice it will add all lines including all Cost to Company (CTC) Lines. These can be deleted in added accidentally
Inv. All Qtys & Display	By selecting " Inv. All Qtys & Display ," you'll be able to choose which items appear on the invoice with or without a dollar value. To configure these display settings, click on the second tab labeled " Cost To Company ."

The below **Manage Invoice All Qtys** window will pop up:

- You will then select "**Invoice - All Lines**"
- Click **Continue**

Manage Invoice All Qtys

Select:

Invoice - All Lines

Invoice - To Invoice Lines

Complete all Job Lines that are marked as To Invoice:

Continue

Close

Invoice - All Lines Ready For Invoice	You would select All Lines to be invoiced if you selected the be button to invoice your job										
Invoice - To Invoice Lines <table border="1"> <thead> <tr> <th>#</th><th>To Inv</th></tr> </thead> <tbody> <tr> <td>1</td><td></td></tr> <tr> <td>2</td><td></td></tr> <tr> <td>3</td><td></td></tr> <tr> <td>4</td><td></td></tr> </tbody> </table>	#	To Inv	1		2		3		4		If you've marked specific lines for invoicing using the thumbs-up icon in the "To Inv" column, proceed by selecting the "To Invoice Lines" option to generate an invoice for only those approved items.
#	To Inv										
1											
2											
3											
4											

Once you have clicked "**Continue**" you will see that the values have pulled through from the Job.

At this point you can make any necessary changes to this invoice before finalizing it.

Reminder: If you've selected "Final Invoice," no further invoices can be generated for this job. Any managed lines that are not invoiced at this stage will be written off automatically by the system (CTC). However, if you've chosen to invoice only selected lines, you can adjust the quantities here, and any remaining balance will be available for invoicing at a later stage.

Job Usage Invoice

Search

Attachments

Memo

Create Reminder

Terms & Conditions

Job Total Analysis

Job Estimate

Print

Collect / Deliver

Items

All Invoice Lines

Stock Lines

Service Lines

Custom Lines

Tasks Lines

Job No: JOB1069

Debtor: Barcode

Basic

Filter

Functions

Extras

Address

Currency

Invoice Number: Preparation

Delivery Note No:

Short Description: Sales

Invoice Date: 2025-11-10

Reference: JOB1069

Customer Code: BAR001

Order No: 12587

Sales Rep: DEALER - DEALER

Asset Item:

Pre Invoice:

Decimal Places: 2

Notes

Quote & Scope Creep

Cost To Company - PLEASE CHECK THIS BEFORE CLOSING

Page 1 of 1

Remove Paging

Inv. All Qlys

Inv. All Qlys & Display

Note

Edit Line

Serial No.

Hide Line

Budget To Inv

#	Select	To Inv.	Notes	Seq. No.	Quote	Category	Cost Type	Stock Code	Stock Description	Budget Qty	Qty Availab	Process Q	Exceed	Display Available	Display Qty	Balance Qty	WHS	Unit Sale	Total Selling	VAT Value	Line Total
1	☐	☐		1	QT298	Stock	Quote	Drink bottle	Drink bottle Drink bottle	7	7	7			7	7	Master Wareho...	26.0000	182.0000	27.3000	209.3000
2	☐	☐		4	QT298	Service	Quote	LAB001	Labour	5	5	5			5	5	Master Wareho...	100.0000	500.0000	75.0000	575.0000
3	☐	☐		2	QT298	Stock	Quote	BOOK1	Book Red	4	4	4			4	4	Master Wareho...	50.0000	200.0000	30.0000	230.0000
4	☐	☐		3	QT298	Service	Quote	CONTRACT/PTT	Contract Service Item PTT	4	5	5			5	5	Master Wareho...	65.0000	325.0000	48.7500	373.7500
5	☐	☐		1	QT298.01	Stock	Quote	10-1005	Balloon Flowers 10cm High Plant	3	3	3			3	3	Master Wareho...	8.2500	24.7500	3.7100	28.4600

Clear Discount

Discount Perc.: 0

Discount Amt.: 0.0000

Contact Person: Ack Support

Requested By: Ack Support

Pricing Analysis

Margin %

77.1463

Mark-up %

337.5600

Cost Ex VAT

281.5000

Profit

950.2500

Total

Selling

Sub Total

1,231.75

Discount

(0.0000)

Ex Vat

1,231.75

VAT

184.76

Inc VAT

1,416.51

Before proceeding with this invoice, please review the **Cost to Company (CTC)** tab. To display specific lines on the invoice, enter a value in the corresponding "**Display Qty**" field. Note: this will show the line items without revealing any cost or sell price.

Job Usage Invoice

Search Attachments Memo Create Reminder Terms & Conditions Job Total Analysis Job Estimate Print Collect / Deliver

Job No: **JOB1069** Debtor: **Barcode**

Invoice Number: **Preparation** Delivery Note No.:
Short Description: **Sales**
InvoiceDate: **2025-11-10** Reference: **JOB1069**
Customer Code: **BAR001** Order No.: **12587**
Sales Rep.: **DEALER - DEALER** Asset Item:
Pre Invoice: ☐ Decimal Places: **2** Notes

Quote & Scope Creep **Cost To Company - PLEASE CHECK THIS BEFORE CLOSING**

Page 1 of 1 Remove Paging: ☐ Inv. All Qtys ☒ Inv. All Qtys & Display Note Edit Line Serial No. Hide Line

#	Select	To Inv.	Notes	Seq. No.	Category	Cost Type	Stock Code	Stock Description	Qty Available	Qty Available	Process Qty	Exceed Qty	Display Available	Display Qty	Bal
1	☐	☒		5	Stock	CTC	10-1000	African Daisy 10cm High Plant	1	1	1		1	1	

To view the invoice to check how it will be displaced

- Click the **"Print"** button at the top and
- Click **"Continue"** on the **"Job Usage Invoice Print"** Screen

Job Usage Invoice

Search Attachments Memo Create Reminder Terms & Conditions Job Total Analysis Job Estimate **Print** Collect / Deliver Save Close

Job No: **JOB1069** Debtor: **Barcode**

Invoice Number: **Preparation** Delivery Note No.:
Short Description: **S**
InvoiceDate: **2**
Customer Code: **B**
Sales Rep.: **D**
Pre Invoice:

Quote & Scope Creep **Cost To Company - PLEASE CHECK T**

Page 1 of 1 Remove Paging:

Job Usage Invoice Print

Detail: **High Level**
Show Zero Balances: ☐
Layout Selection: ☒ Standard ☐ Fixed
Terms & Conditions: **None**
Layout: **Standard Layout**

Continue **Close**

#	Select	To Inv.	Notes	Seq. No.	Quote	Ca
1	☐	☒		1	QT298	St
2	☐	☒		4	QT298	Se
3	☐	☒		2	QT298	St
4	☐	☒		3	QT298	Se
5	☐	☒		1	QT298.01	St

Clear Discount

Discount Perc.: **0**
Discount Amt.: **0.0000**
Contact Person: **Ack Support**
Requested By: **Ack Support**

Pricing Analysis

Margin %	77.1463
Mark-up %	337.5600
Cost Ex VAT	281.5000
Profit	950.2500

Total

Sub Total	1,231.75
Discount	(0.0000)
Ex Vat	1,231.75
VAT	184.76
Inc VAT	1,416.51

Selling

You will now be able to see as shown below what the invoice will look like when sent out.

Tax Invoice

Acc No: BAR001
Customer: Barcode T/A
1a Pilgrim Place
Sydenham
Christchurch

Date: 10-Nov-2025
Doc No: Preparation
GST Reg: 135-000-345
Order No: 12587
Delivery Method: Ship via courier Company

Description: Sales

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
Drink bottle Drink bottle	7.0000		26.0000	182.0000
Balloon Flowers 10cm High Plant	3.0000		8.2500	24.7500
Book Red	4.0000		50.0000	200.0000
Contract Service Item PTT	5.0000		65.0000	325.0000
Labour	5.0000	HR	100.0000	500.0000

Direct Credit Payments: ANZ Bank CHC 1234 123456789 Roofing Hub Central

Credit Card Payments: 2.5% surcharge applies. Call Carol on 03 443 2794
or pop into our showroom at 3 Connell Terrace

Finance Charge will be added to overdue accounts at a rate of 2% per month E&OE

Sales Amt: 1 231.7500
GST: 184.76
Total Amt: 1,416.51
Retention Held: 0.0000
Paid: 0.0000
Balance Due: **1 416.5100**

Thank you, we appreciate your business!

CONSTRUCTION CONTRACTS ACT 2002
STATEMENT OF RIGHTS AND LIABILITIES

This payment claim is made under the Construction Contracts Act 2002. Payment is due and payable within 14 working days (â€œthe due dateâ€œ) after service of the claim. If the customer wishes to contest the claimed amount a payment schedule must be provided to the company by the due date. The due date for payment remains the

Once you are happy with it all

- Click "**Save**"
- Click "**Close**"

Job Usage Invoice

Search Attachments Memo Create Reminder Terms & Conditions Job Total Analysis Job Estimate Print Collect / Deliver **Save Close**

Job No: **JOB1069** Debtor: **Barcode**

Basic Filter Functions Extras Address Currency

Invoice Number: **Preparation** Delivery Note No.:
Short Description: **Sales**
InvoiceDate: **2025-11-10** Reference: **JOB1069**
Customer Code: **BAR001** Order No.: **12587**
Sales Rep.: **DEALER - DEALER** Asset Item:
Pre Invoice: ☐ Decimal Places: **2** Notes

Quote & Scope Creep Cost To Company - PLEASE CHECK THIS BEFORE CLOSING

Page 1 of 1 Remove Paging: ☐ Inv. All Qtys ☒ Inv. All Qtys & Display Note Edit Line Serial No. Hide Line Budget To Inv

#	Select	To Inv.	Notes	Seq. No.	Quote	Category	Cost Type	Stock Code	Stock Description	Budget Qty	Qty Availab	Process Q	Exceed C	Display Availa
1	☐	☒		1	QT298	Stock	Quote	Drink bottle	Drink bottle Drink bottle	7	7	7		
2	☐	☒		4	QT298	Service	Quote	LAB001	Labour	5	5	5		
3	☐	☒		2	QT298	Stock	Quote	BOOK1	Book Red	4	4	4		
4	☐	☒		3	QT298	Service	Quote	CONTRACT/PTT	Contract Service Item PTT	4	5	5		
5	☐	☒		1	QT298.01	Stock	Quote	10-1005	Balloon Flowers 10cm High Plant	3	3	3		

Clear Discount

Discount Perc.: **0**
Discount Amt.: **0.0000**
Contact Person: **Acck Support**
Requested By: **Acck Support**

Pricing Analysis

	Total	Selling
Margin %	77.1463	
Mark-up %	337.5600	
Cost Ex VAT	281.5000	
Profit	950.2500	
Sub Total		1,231.75
Discount		(0.0000)
Ex Vat		1,231.75
VAT		184.76
Inc VAT		1,416.51

- **Highlight** the line of the invoice you want to process and send out.
- Click "**Process**" at the top of the screen

Manage Job Invoices

Search Add Edit Cancel Invoice **Process** Print Progress Invoices 0 | 1 | 0

Job Number: Short Description:
Customer Name:
Invoice Type: **All** Sales Rep.:
Date From: **2025-10-13** Date To: **2025-11-13**
Ready For Invoice: **1** Progress Invoices: **1** Job Invoices: **1**
Total Ex VAT: **1 231.7500** Total Inc VAT: **1 416.5100**

Ready For Invoice Progress Invoices Job Invoices

Page 1 of 1 Remove Paging: ☐ Fix Invoice Reserve

#	Att	Memo	Invoice Date	Job No	Final Inv.	Type	Inv Method	Code	Customer Name	Description	Sales Rep	Currency
1	☒		2025-11-10	JOB1069	Yes	Usage		BAR001	Barcode	Sales	DEALER	NZ Dollar

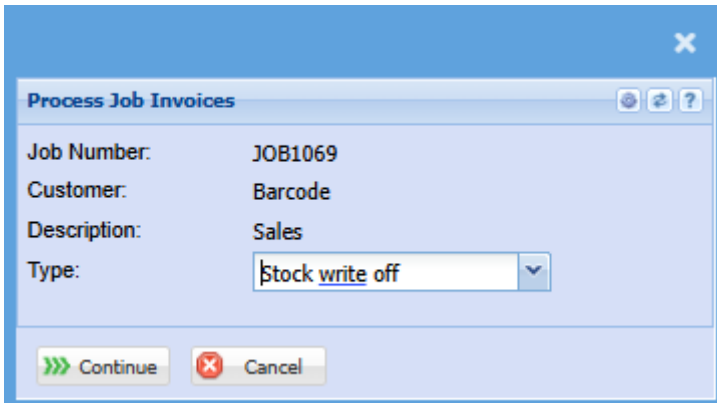
If an item on the invoice is marked as "Cost to Company"—meaning it's not charged to the customer—you'll see the following prompt to confirm.

- Click "**Yes**"



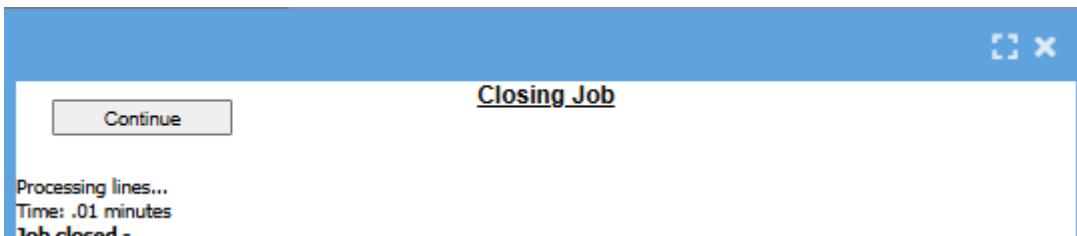
And then you will get the next screen

- Click "**Continue**"



You'll see the screen below indicating that the system is compiling and processing all transactions related to this invoice.

- Click "**Continue**"



This is the final screen where you can make any last adjustments to your invoice.

- Click "**Continue**"

✕

Job Usage Invoice Print

Detail:High Level

Show Zero Balances:☐

Layout Selection:☒ Standard☐ Fixed

Terms & Conditions:None

Layout:Standard Layout

Continue

Close

Details	This changes the view of your invoice when clicking print
Show Zero Balances	
Layout Selection	
Terms & Conditions	
Layout	

The invoice is now finalized and ready to be sent to your customer for payment. Once issued, it will automatically close the associated job.

Click "**Print**" or "**Email**" to send this final invoice out to the customer

Print

Email

34

in@hub.co.nz

3 Connell Terrace, Wanaka 9382 T: 03 443 2794

100 Glendon Drive, Queenstown 9300 T: 03 443 2202

Email To Self

Close



Tax Invoice

Acc No: BAR001
Customer: Barcode T/A
 1a Pilgrim Place
 Sydenham
 Christchurch

Date: 13-Nov-2025
Doc No: INV487
GST Reg: 135-000-345
Order No: 12587
Delivery Method: Ship via courier Company

Description: Sales

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
Drink bottle Drink bottle	7.0000		26.0000	182.0000
Balloon Flowers 10cm High Plant	3.0000		8.2500	24.7500
Book Red	4.0000		50.0000	200.0000
Contract Service Item PTT	5.0000		65.0000	325.0000
Labour	5.0000	HR	100.0000	500.0000

Direct Credit Payments: ANZ Bank CHC 1234 123456789 Roofing Hub Central
Credit Card Payments: 2.5% surcharge applies. Call Carol on 03 443 2794
 or pop into our showroom at 3 Connell Terrace

 Finance Charge will be added to overdue accounts at a rate of 2% per month E&OE

Sales Amt: 1 231.7500
GST: 184.76
Total Amt: 1,416.51

Retention Held: 0.0000
Paid: 0.0000
Balance Due: 1 416.5100

Thank you, we appreciate your business!

CONSTRUCTION CONTRACTS ACT 2002
STATEMENT OF RIGHTS AND LIABILITIES

This payment claim is made under the Construction Contracts Act 2002. Payment is due and payable within 14 working days (the due date) after service of the claim. If the customer wishes to contest the claimed amount a payment schedule must be provided to the company by the due date. The due date for payment remains the same whether or not a payment schedule has been issued.

If the customer provides a payment schedule and the schedule amount is less than the claimed amount, the payment schedule must indicate:

- the manner in which the scheduled amount is calculated; and
- the reason or reasons for the difference between the scheduled amount and the claimed amount; and
- in the case where the difference is because payment is withheld on any basis, the reason or reasons for withholding payment.

If the customer fails to provide a payment schedule or make payment by the due date or having provided a payment schedule fails to pay the scheduled amount by the due date-

- the company can obtain judgment for the unpaid amount together with its actual and reasonable cost of recovery; and
- where it is a commercial contract the company may serve a Notice of Intention to Suspend Work under the contract.

Job Invoice - Split by Employee

This option uses a Labour stock code (Service Item) to divide the total hours for a job among multiple employees. It also allows you to apply discounts to the hours worked by specific employees.

Add Quote Item

Inventory Overview
View Image
Special Item
Functions
Currency: NZD - NZ Dollar
Category: Service
Close

Details
Notes
UOM
Build kit
Specs

Stock Item: LAB/TRAIN Labour Training
Tasks:

Description: Labour Training

Item Group:

☐ Manage Qty On Job:
Points: 0

Qty: 6
Warehouse:

Pricing Structure: Default
Selling Ex GST: 50
Selling Inc GST: ☐ 57.5
Sub Total Selling: 300.00
GST Value: 45.00
Total Selling: 345.00

UOM Type:
UOM: HR - Per Hour
Line Discount: 0 50.00
GST Type: 01 Invoice GST:15
Mark-up %: 66.67
Cost Per Unit: 30
Profit Cost / Unit: 20.0000
Total Cost: 180.0000

Line Reference:
Sequence No: 1
Promotion: ☐

Zero Cost On Job: ☐
Zero Cost On Invoice: ☐
Show In Print: ☒
Flag for Report: ☐

Build Selection:
Division:
Region:
Days from Start:

Weight Per Unit: 0 T/W: 0.00
Sales Rep: Dealer
Project:
Employee Assigned:

Lead Time:
Order Date: 2026-01-19
Reminder Date: 2026-01-19 Reminder
Required Date: 2026-01-19
Creditors:
Drop Ship: ☐ RFQ: ☐
PO Qty:
Item Cost:
Item Code:
Supp. Discount:
Last Updated:
Latest Cost: 0.00 Copy
Last Updated By:
Internal Note:

Qty On Sales Orders: Detail
Qty on SO Confirm / WHS: Detail

Save & New
Save & Close
Close
Update Cost

In **Manage Job**, you can allocate hours to the job and assign those hours to a specific employee by selecting their name from the dropdown menu.

Manage Job Line

Attachment Recalculate Item Wastage Item Close

Available Stock Qty: 0 Budget Qty: 6 Actual Qty: 0 Balance Qty: 6 Usage: 3 Exceeded Qty: 0

Line Status: Not Started Is Complete: ☐ Stock Code: LAB/TRAIN Related To: Service Item Description: Labour Training Warehouse: Department: All Item Group: Employee: Pamela Dean Function: All

Rates: ☒ Default ☐ Rate 1 ☐ Rate 2 ☐ Rate 3 Line Type: Quote

Margin: 40.00% Markup: 66.67

Cost Price: 30 Selling Price: 50

Note:

Same Lines Search Lines Manage Line Budgeted qty maybe exceeded on this job Copy From Quote

Page 0 of 0 No data to display

#	Line Type	Related To	Item Code	Description	Budget Qty	Actual Qty
---	-----------	------------	-----------	-------------	------------	------------

Days Left to Required Date: 0 % Complete: 0

Activate Date Report: ☒ Seq No: 1

Lead Time:

Order Date: 2026-01-19

Reminder Date: 2026-01-19

Required Date: 2026-01-19

Payment Method:

Recommended Creditor:

Internal Note:

Asset: Ref

Line Reference:

Comment:

Drawing:

Line Notes Save Close

Previous Next Save Previous Save Next Save Save Close Close

When invoicing you will get the below screen. Here you will need to tick the "Split by Employee" box which will then separate the employees on the invoice.

Create JC Invoice

View Docs. Close

Invoices Progress Invoices Link

Please Note:
Only one type of Invoice can be created for a job.

Invoice Type: Usage Invoice

Job No.: JOB1072 - Job Employee Split - The Beauty Co

Invoice Percentage Method: ☒ Actual Costs ☐ Estimate Costs

Final Invoice: ☐ Split by Employee: ☒

Progress Invoice Link:

Retention Activated:

Force To Invoice Lines: ☐

Create Invoice

The invoice will have a column now that will show the name of the employees and how many hours they did on the job.

Job Usage Invoice

Search Attachments Memo Create Reminder Terms & Conditions Job Total Analysis Job Estimate Print Collect / Deliver Save Close

Job No: **JOB1072** Debtors: **The Beauty Co**

Basic Filter Functions Extras Address Currency

Invoice Number: **Preparation** Delivery Note No.:
Short Desc: **Job Employee Split**
InvoiceDate: **2026-01-19** Reference: **JOB1072**
Debtors Code: **BS001** Order No.: **25898745**
Sales Rep.: **DEALER - DEALER** Asset Item:
Pre Invoice: Decimal Places: **2** Notes

Quote / SC Cost To Company - PLEASE CHECK THIS BEFORE CLOSING

Page 1 of 1 Remove Paging: ☐ ☒ Inv. All Qtys ☒ Inv. All Qtys & Display Note Edit Line Serial No. Hide Line Budget To Inv

#	Select	To Inv.	Notes	Seq. No.	Quote	Category	Cost Type	Stock Code	Stock Description	Unit Cost	Employee	Budget Qty	Qty Available	Display Availa	Display Qty	Bala
1	☐	☒		1	QT303	Service	Quote	LAB/TR...	Labour Training	30.00	Malcolm Granville	6	3	3	0	
2	☐	☒		1	QT303	Service	Quote	LAB/TR...	Labour Training	30.00	Pamela Dean	6	3	3	0	

In order to discount the hours or change the hours for this invoice you will need to click Invoice All Quantities (Inv. All Qtys)

Job Usage Invoice

Search Attachments Memo Create Reminder Terms & Conditions Job Total Analysis Job Estimate Print Collect / Deliver Save Close

Job No: **JOB1072** Debtors: **The Beauty Co**

Basic Filter Functions Extras Address Currency

Invoice Number: **Preparation** Delivery Note No.:
Short Desc: **Job Employee Split**
InvoiceDate: **2026-01-19** Reference: **JOB1072**
Debtors Code: **BS001** Order No.: **25898745**
Sales Rep.: **DEALER - DEALER** Asset Item:
Pre Invoice: Decimal Places: **2** Notes

Quote / SC Cost To Company - PLEASE CHECK THIS BEFORE CLOSING

Page 1 of 1 Remove Paging: ☐ ☒ **Inv. All Qtys** ☒ Inv. All Qtys & Display Note Edit Line Serial No. Hide Line Budget To Inv

#	Select	To Inv.	Notes	Seq. No.	Quote	Category	Cost Type	Stock Code	Stock Description	Unit Cost	Employee	Budget Qty	Qty Available	Display Availa	Display Qty	Bala
1	☐	☒		1	QT303	Service	Quote	LAB/TR...	Labour Training	30.00	Malcolm Granville	6	3	3	0	
2	☐	☒		1	QT303	Service	Quote	LAB/TR...	Labour Training	30.00	Pamela Dean	6	3	3	0	

- Click **Continue**

Manage Invoice All Qtys

?

Select:

☒ Invoice All Lines
 ☐ To Invoice Lines

☐ Complete all Job Lines that are marked as To Invoice:

Continue

Close

To reduce or discount the hours for a specific employee, locate the **Process Qty** field highlighted in green. By clicking into the relevant cell, you can adjust the number of hours you wish to bill for that particular employee.

Job Usage Invoice

Search

Attachments

Memo

Create Reminder

Terms & Conditions

Job Total Analysis

Job Estimate

Print

Collect / Deliver

Save

Close

Items

All Invoice Lines

Stock Lines

Service Lines

Custom Lines

Tasks Lines

Job No: JOB1072

Debtors: The Beauty Co

Basic

Filter

Functions

Extras

Address

Currency

Invoice Number: Preparation

Delivery Note No.:

Short Desc: Job Employee Split

InvoiceDate: 2026-01-19

Reference: JOB1072

Debtors Code: BS001

Order No.: 25898745

Sales Rep.: DEALER - DEALER

Asset Item:

Pre Invoice: ☐

Decimal Places: 2

Notes

Quote / SC

Cost To Company - PLEASE CHECK THIS BEFORE CLOSING

Page 1 of 1

Remove Paging:

Inv. All Qtys

Inv. All Qtys & Display

Note

Edit Line

Serial No.

Hide Line

Budget To Inv

Code	Stock Description	Unit Cost	Employee	Budget Qty	Qty Available	Display Availa	Display Qty	Process Qty	Balance Qty	Unit Sale	Total Selling	GST Value	Line Total
A...	Labour Training	30.00	Malcolm Granville	6	3	3	2	2	1	50.0000	150.0000	22.5000	172.5000
A...	Labour Training	30.00	Pamela Dean	6	3	3	3	3		50.0000	150.0000	22.5000	172.5000

Clear Discount

Discount Perc.: 0

Discount Amt.: 0.0000

Contact Person: Pamela Dean

Requested By: Pamela Dean

Pricing Analysis

Margin %

40.0000

Mark-up %

66.6600

Cost Ex GST

180.0000

Profit

100.0000

Total

Sub Total

300.00

Discount

(0.0000)

Ex GST

300.00

GST

45.00

Inc GST

345.00

Invoice Value Summary

Summary invoice values allow items to be grouped and displayed as totals, rather than showing each individual line on the invoice.

- These values appear at the **bottom of the invoice**
- Individual line items are **hidden**, while totals are grouped by item type

Item Types

- **Service** = Labour
- **Custom** = Consumables
- **Stock** = Materials

Setup

To include items in the invoice summary:

- Tick the relevant items
- These will be **hidden from the main invoice lines**
- Their values will be **grouped and displayed as totals** in the summary section

Value Summary Setup - Inventory Item

This screen shows how the **Invoice Value Summary** is configured at an item level within **Inventory Setup**.

By ticking the “**Invoice Value Summary**” checkbox (highlighted on the screen), the selected inventory item will **not display as a separate line on the invoice**. Instead, its value will be:

- **Hidden from the main invoice detail**
- **Grouped into the summary totals** at the bottom of the invoice (e.g. Labour, Consumables, Materials)

This setting is applied **per item**, allowing you to control which items are summarised versus shown individually.

Edit Inventory Item ✕

Inventory Detail ⚙️ ↺ ?

Attachment Memo Info Suppliers Warehouses Alerts Inventory Overview Functions ✕ Close

Inventory Code: **BOLT/M8** Description: **Bolt M8**

← Inventory Details
More Details
Extra Details
Pricing Levels
Properties
Comment / Replace
Custom Fie →

Width: Height: Length:

Cut Length: ☐ Task Hide Line: ☐ **Invoice Value Summary** ☐

Wastage Item: ☐ Wastage Item Quantity: ☐ Length: ☐

Weight: ☐ Width: ☐

Ratio: ☐ Other: ☐ Height: ☐

Label: Print WHS Label: ☐

VSDC Item Type: Project:

Origin Country: Division:

VSDC Packing Unit: Shelf Life: - Days

Save & New
Save & Close
Save
✕ Close
Recalculate Item

Value Summary Setup - Update a Job Line

This screen shows how to control whether a **job line** is displayed individually on the invoice or included in the **Invoice Value Summary**.

To update a job line:

- Open the job and select the relevant line
- Go to the **Job Detail** tab (highlighted in the screen)
- Tick the **"Invoice Value Summary"** checkbox

What this does

When the **Invoice Value Summary** option is selected on the job line:

- The line will be **hidden from the detailed invoice view**
- The value will instead be **grouped into the summary totals** at the bottom of the invoice (e.g. Labour, Consumables, Materials)

Manage Job

Search Memo Attachments Create Reminder Info Workflow Ready For Invoice Functions View Doc Print Doc Print Print Reports

Job Number: **JOB1052** Debtors Name: **ABC Company** Days to Completion: **-301** Job Status: **NotStarted**

Header

Basic Filter Functions Date Details Address Shipping / Link Progress

JOB1052 **ABC0010** QT256 Short Description: Job example 4 Team:

Completed: 0% Reference:

Charge Up (SC): Assembly: Order No: Job4

Prepriced (CTC): Internal Job: Sales Rep: DEALER

Sub Job Link: Status/Position:

Comment: Asset Item:

Manage Sales Docs Purchase Docs Scheduling

Job Lines Planned Time Job Line History Sub Job Link BOM Links Notes

Page 1 of 1 Remove Paging: 1 Manage line A Cost To Company B Scope Creep C Quote **2 Job Detail** 3 Line History Inventory Overview Edit Schedule

#	To Inv	Item Status	Related To	Notes	Line Type	Task Code
1		Stock			CTC	
2		Custom			CTC	
3		Stock			CTC	
4		Stock			CTC	
5		Service			CTC	
6		Stock			CTC	
7		Custom			Quote	
8		Stock			CTC	

Job Detail

Job No: **JOB1052**

Debtors Name: **ABC Company**

Short Description: Job example 4

Item Code: **CAS/CS/BASIC-123** Related To: Stock

Item Description: Case Black Basic

Line Reference:

Selling: 0 Update Sell

Budgeted Qty: 1 Allocate Qty: 1

Estimate Qty: 1.0000 Balance: 0

Time Log Link Barcode: ☐

Packing Report Hidden Line: ☐

Invoice Value Summary ☒

Page 0 of 0 Add Split Edit Split Delete Split No data to display

#	Sequence	Item Description	Warehouse	Employee	Department	Function	Budgeted Qty	Estimated Qty	Project
1	1.1	Case Black Basic	Master Wareho...		All	All	1	1.0000	

Value Summary Setup - Job Invoice Line

This screen shows how to control whether an item is displayed individually on the invoice or included in the **Invoice Value Summary**.

To update this on a job invoice line:

- Open the **Invoice Line**
- Tick the **"Invoice Value Summary"** checkbox (highlighted on the screen)

What this does

When **Invoice Value Summary** is selected:

- The line will be **hidden from the detailed invoice view**
- The **sell value is still included**, but grouped into the summary totals (e.g. Labour, Consumables, Materials) at the bottom of the invoice

Job Usage Invoice

Search

Attachments

Memo

Create Reminder

Terms & Conditions

Job Total Analysis

Job Estimate

Print

Collect / Deliver

Items

All Invoice Lines

Stock Lines

Service Lines

Custom Lines

Job No: JOB1028

Debtors: ERP Solutions

Basic

Filter

Functions

Extras

Address

Currency

Invoice Number: Preparation

Delivery Note No.:

Short Desc: VAT and Financials

Edit Invoice Line

Inventory Overview

View Image

Close

Detail

Notes

Item Code: LAB/SETUP

Warehouse:

Description: Labour Setup

Quantity: 2

Unit Of Measure: EA - Each

Selling: 500.0000

Line Discount: 0 %

Selling Inc GST: 575

GST: 01 Invoice GST:15

Total Selling: 1000.0000

Markup %: 900.00

GST Value: 150.0000

Cost Per Unit: 50.0000

Line Total: 1150.0000

Profit Cost / Unit: 450.00

Line Reference:

Total Cost: 100.00

Sequence No.: 1

Category: Service

Invoice Value Summary

Save & Previous

Save & Next

Save & Close

Close

Cost Ex GST

Profit

Total

Sub Total

Discount

Ex GST

GST

Inc GST

Job Costing Percentage Invoice

Go to Job Costing Module > Activity> Quotation

Click Add to create a new Quote

Select the customer

Enter a Reference

Enter the Order Number

Click Save

AttachmentsMemoCreate ReminderQuote HistoryInfoFunctionsImportApproval Options

Quote

Quote DetailAddressExtrasLinkShippingActionDocsCust

Quote Number: QT325Quote Status: Preparation

Debtors: WALDescription: Installation

Debtors Name: Walice CoReference:

Sales Rep: DealerOrder Number:

Quote Date: 2026-06-25Currency View: Document Currency

Valid Until Date: 2026-07-02Exchange Rate: 1 NZD - NZ Dollar

Delivery Date: 2026-07-02Comment:

SaveClosePrint QuoteJob CardService CardT & Cs

Items

Page 0 of 0PagingAddNoteEditDeleteQuick AddDimensionShow/Hide

#	Line Ref.	Seq. No.	LS	Status	Type	Manage Qty On Job	Code	Description	Qty	Pricing level	Sales Rep	UOM
---	-----------	----------	----	--------	------	-------------------	------	-------------	-----	---------------	-----------	-----

Promotion Value: 0.0000Clear Discount

Discount %: 0Amt: 0.00

Service Month: June

Internal Contact: Pamela Dean

Pricing Analysis

Margin %0.0000

Mark-up %

Cost Ex GST

Profit

TotalSelling

Sub Total0.00

Less Discount0.00

Ex GST0.00

GST0.00

Inc GST0.00

Deposit0.00

Click Add

Enter the required Item code

Enter the quantity

Check the selling price and amend if required

Click Save and close

Add Quote Item QTY: 0

Quote Item

Inventory Overview | View Image | Special Item | Functions | Currency: NZD - NZ Dollar | Category: Stock | Close

Details | Notes | UOM | Build kit | Specs

Stock Item: 3M/LIGHT - 3m Light unit

Description: 3m Light unit

Item Group: | Manage Qty On Job: | Points: 0

Qty: 5 Warehouse: MAST - Master Warehouse

Pricing Structure: Default UOM Type: |

Selling Ex GST: 15 UOM: |

Selling Inc GST: 17.25 Line Discount: 0 15.00

Sub Total Selling: 75.00 GST Type: 01 Invoice GST:15

GST Value: 11.25

Total Selling: 86.25

Line Reference: |

Sequence No: 1 Promotion: |

Zero Cost On Job: | Zero Cost On Invoice: | Show In Print: | Flag for Report: |

Build Selection: | Weight Per Unit: 0 T/W: 0.00

Division: | Sales Rep: Dealer

Region: | Project: |

Days from Start: 0 Employee Assigned: |

Lead Time: |

Order Date: 2026-06-25

Reminder Date: 2026-06-25 Reminder

Required Date: 2026-06-25

Creditors: Rectron Add

Drop Ship: | RFQ: |

PO Qty: |

Internal Note: |

Qty On Sales Orders: | Detail

Qty on SO Confirm / WHS: | Detail

Save & New | Save & Close | Close | Update Cost

Click Approval Options tab

Attachments Memo Create Reminder Quote History Info Functions Import Approval Options

Quote

Quote Number: **QT325** Quote Status: **Preparation**

Debtors: WAL Description: Installation

Debtors Name: Walice Co Reference:

Sales Rep: Dealer Order Number:

Quote Date: 2026-06-25 Currency View: Document Currency

Valid Until Date: 2026-07-02 Exchange Rate: 1 NZD - NZ Dollar

Delivery Date: 2026-07-02 Comment:

Internal Approval
Customer Approval
Approve To Sales Order
Approve To Invoice
Approve To Job

Save
Close
Print Quote
Job Card
Service Card
T & Cs

Items

Page 1 of 1

#	Line Ref.	Seq. No.	LS	Status	Type	Manage Qty On Job	Code	Description	Qty	Pricing level	Sales Rep	UOM
1		1			Stock		3M/LIGHT	3m Light unit	5	Default	DEALER	

Footer

Promotion Value: 0.0000 Clear Discount

Discount %: 0 Amt: 0.00

Service Month: June

Internal Contact: Pamela Dean

Pricing Analysis

Margin % 33.3333

Mark-up %

Cost Ex GST

Profit

Total

Sub Total 75.00

Less Discount 0.00

Ex GST 75.00

GST 11.25

Inc GST 86.25

Deposit 0.00

Select Approve to Job

Enter a Description

Check the Order number

Approve Quote To Job

Quote - Approval

Job Details

BOM Create

Quote Number: QT325

Quote Date: 2026-06-25

Debtors: Walice Co

Branch: HSOF

Description: Installation

Order Number: 12584

Long Description:

Team: Team 1

Employee: All

Department: All

Function: All

Est Start Date: 2026-06-25

Group Activity: Concertina Louvre - Concerti

Completion Date: 2026-07-02

Delivery Date: 2026-07-02

Create PO Drop Ship:

Allow To Exceed Quote Value:

Allow To Exceed Budget Qty:

Activate Report Dates:

Use Build Task Defaults:

Charge Up (SC):

Prepriced (CTC):

Warehouse: MAST - Master Warehouse

Job Link:

Assembly:

Lock Employee:

Continue

Close

Service Card

Click Continue

Make a note of the Job number (if necessary)

Approve Quote To job..

Job Number is JOB1089

OK

Click OK

The Job has now been opened and can be found under the Managed Job Menu

Go to activity> Manage Job> Enter the job Number> Click Search

Job Costing Module

Configuration

Activity

New Quote
Quotation
Bookin
Manage Job
Job Lines
Planned Timelog Schedule

Job Search

Search
Manage Job
Views
Start Job
New Job
Create Reminder
Ready For Invoice
Functions
Print
Print

Basic Search
Custom Search
Expand

Job Number: 1089

Customer From:

Quote Number:

Date Type: Start Date

Date From: 2026-04-26

Short Description:

Customer To:

Order No:

Job Status: All

Date To: 2026-06-26

Page 1 of 1
Remove Paging:
Total Budget: 75.00
Total Actual: 0.00
Total Invoice:

#	Att	Memo	Due	Job Status	Team	Info	WIP O/S	% Completed	Completion Date	Delivery Date	Start Date	Approved Date	Job No	Quote
1									2026-07-02	2026-07-02	2026-06-25	2026-06-25	JOB1089	QT325

The client/ Job Manager/ Installer can then sign the picking slip as acknowledgment of receipt of the item(s)

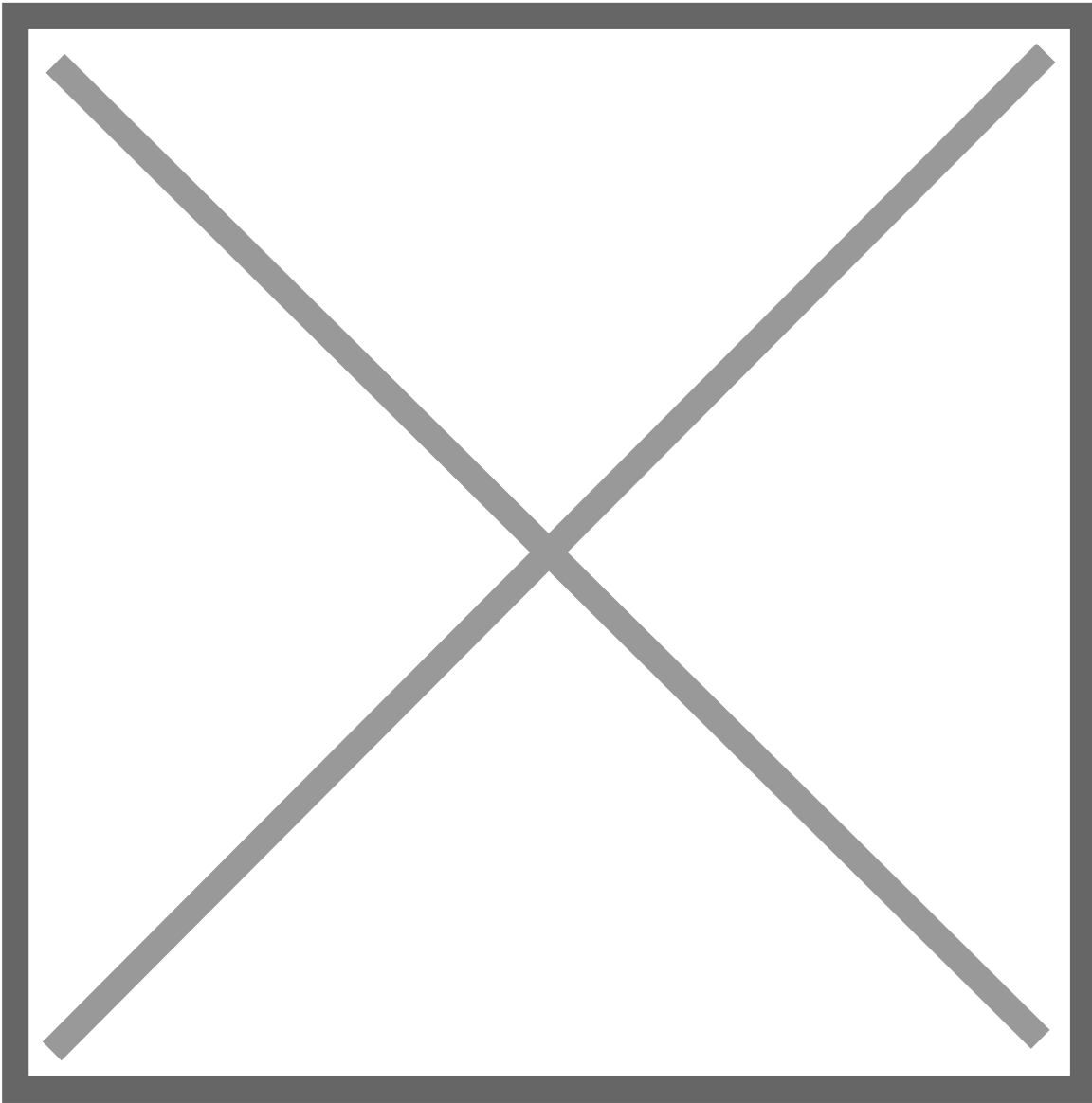
Prior to installation, you may need the client to pay a deposit of the total order value.

This is done by way of a Percentage Invoice:

Go to Activity> Job Invoice>

Click Insert

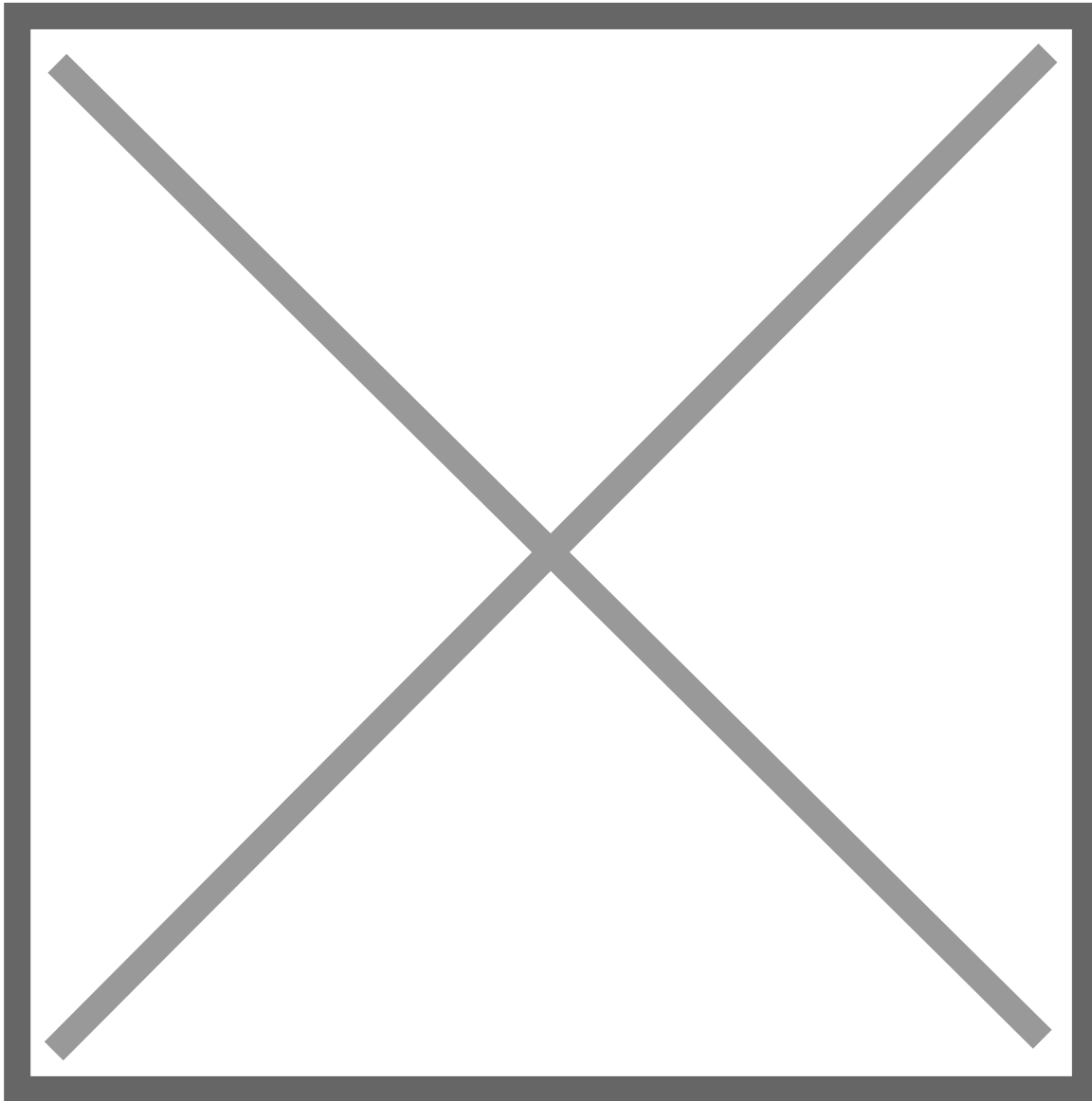
Enter the Job Number and Press Enter



Select Percentage Invoice from the “Type of Invoice” Drop down

NOTE: DO NOT CLICK FINAL INVOICE BOX AT THIS STAGE

Click Create



Enter the Deposit amount to be invoiced

Enter the estimated Cost of this invoice.

Note: assuming you require a 50% deposit to be paid upfront, then the cost amount to be entered here will also be 50% of the total order cost

In our example: Selling price per unit equals R 150

Cost Price per unit equals R 100

Total Selling Price = R 7500 (50x R150)

Total Cost Price = R 5000 (50x R100)

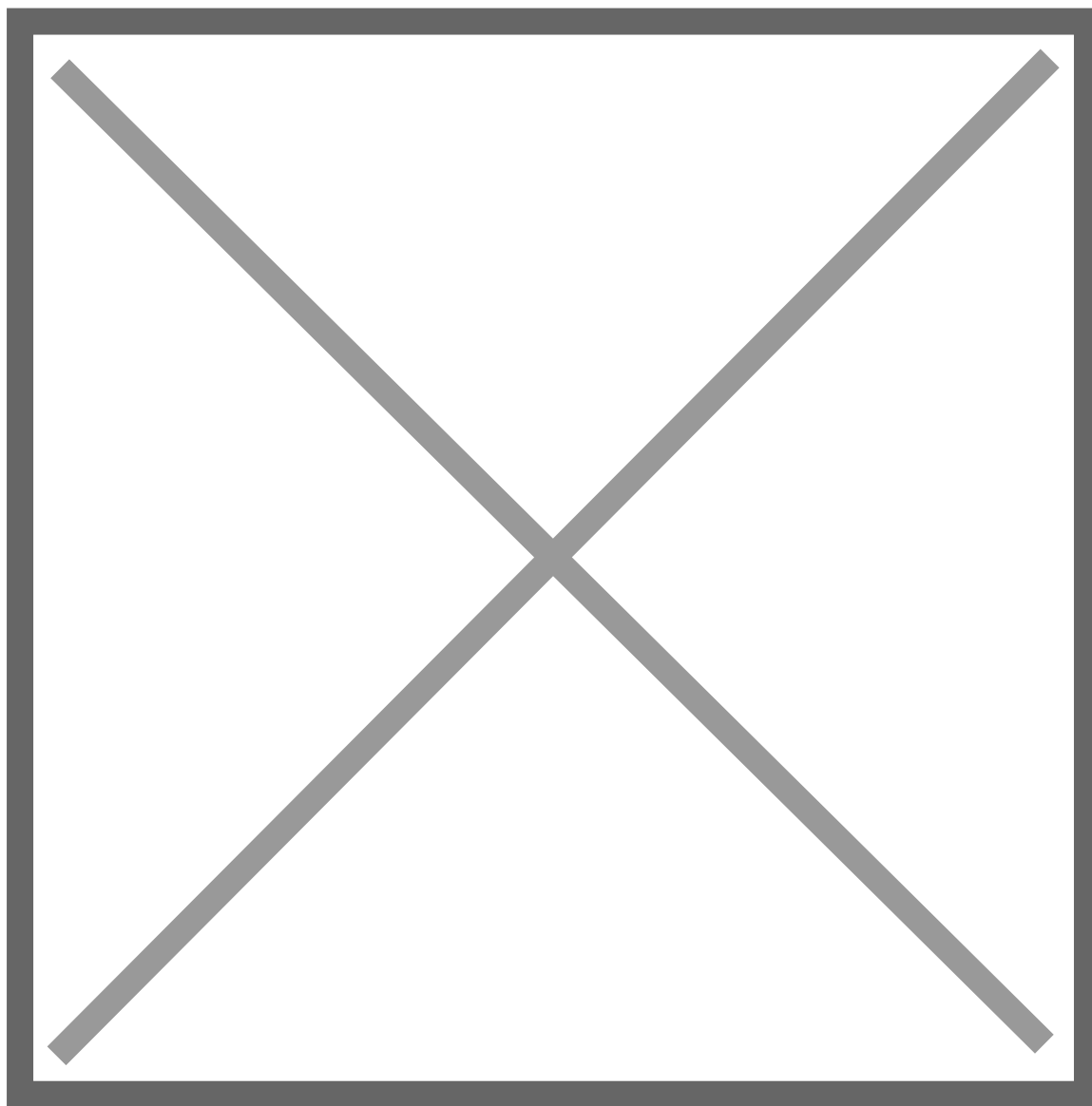
This 50% Deposit equals R 3750

And 50% Cost equals R 2500

Enter a description to be printed as a invoice line on the invoice.

Click Save and Close

Click Close

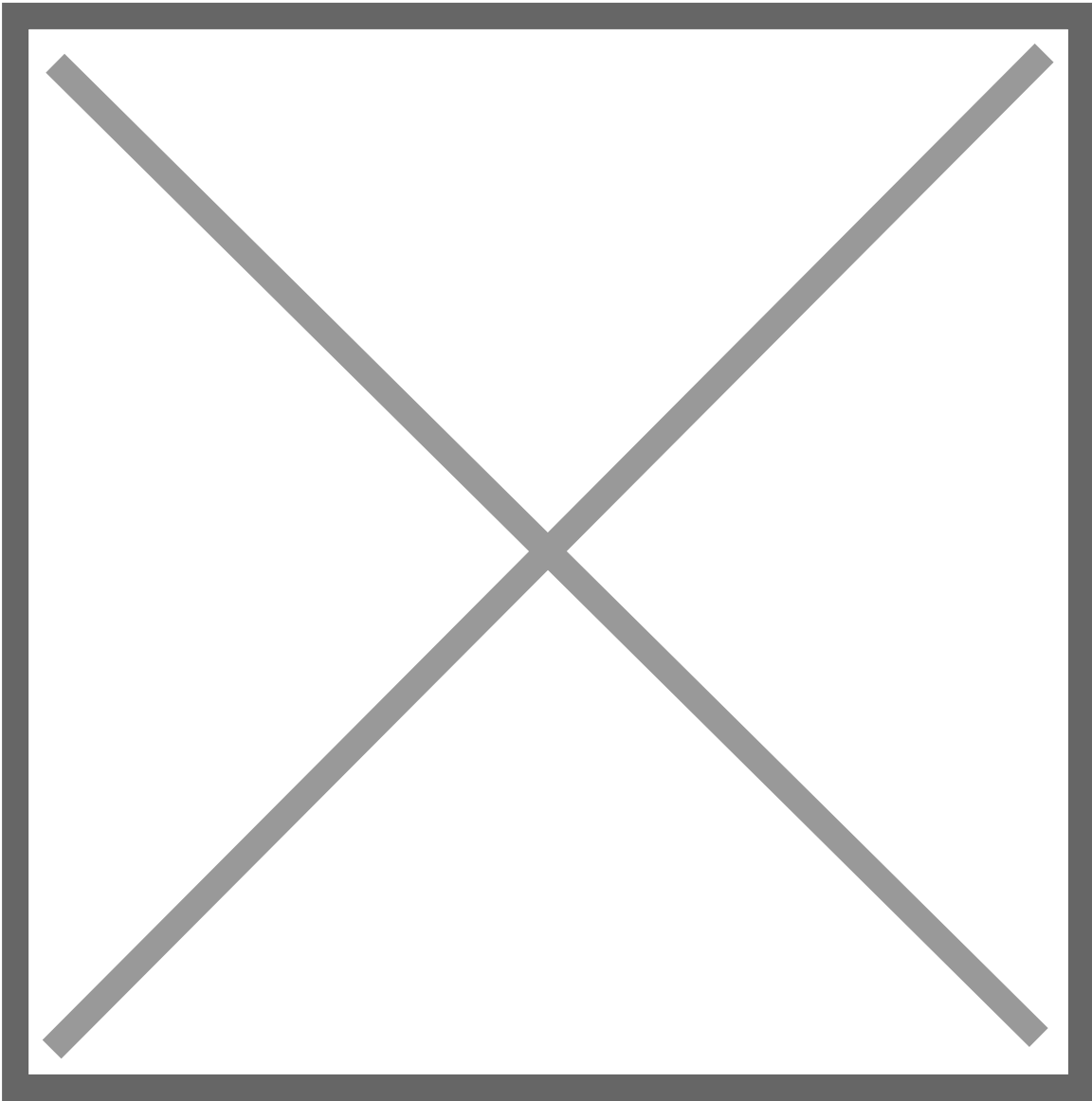


Check that the correct invoice is highlighted

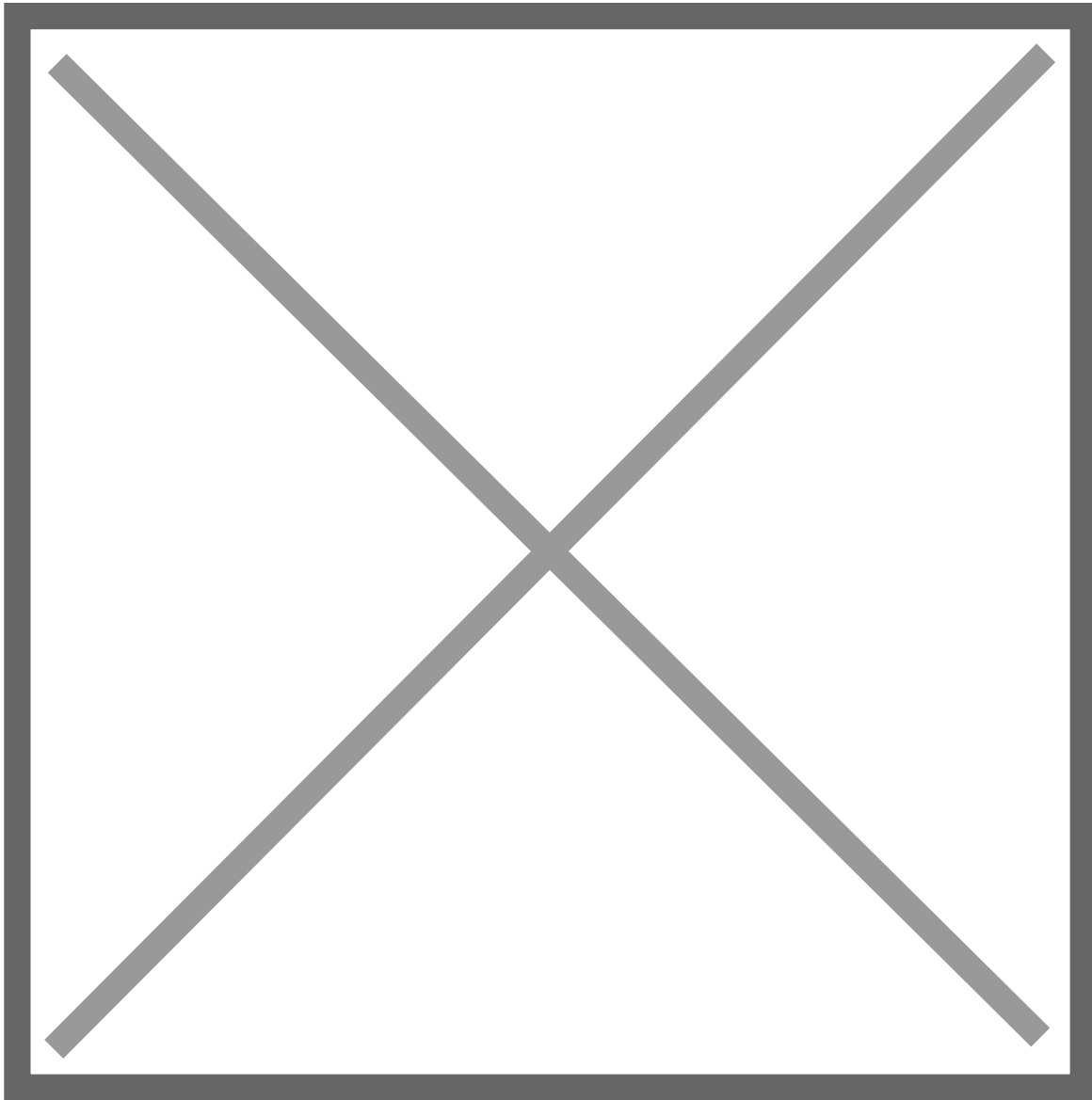
Click the Process Tab

Click Process button

The invoice will print to screen. You can now print a hard copy and/or email the invoice as required.



The ledger account entries for this invoice will be as follows:



Upon completion of the job, you will then need to create an invoice for the balance of the amount due.

Go to Activity> Job Invoice> Click Insert

Enter the Job Number and press Enter

Click Final Invoice Box

Click Create

Enter the remaining balance to be invoiced

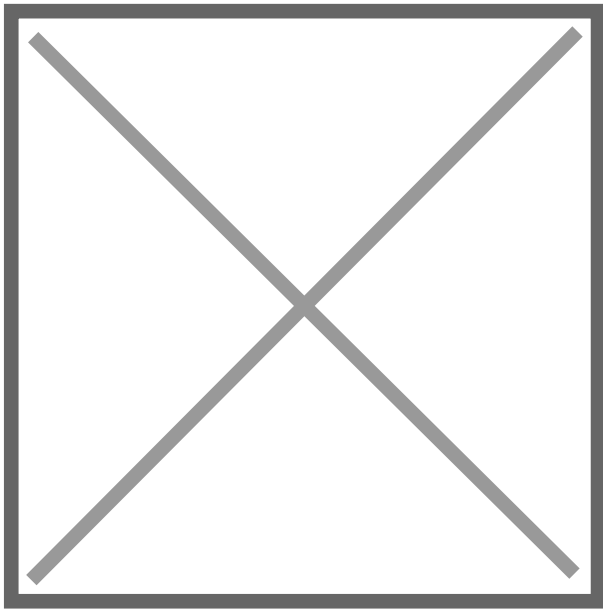
Enter the remaining estimated Cost

Enter the Description to be printed on the invoice Line

Click Save and Close

Click Close

Click The Process Tab and then click the Process Button

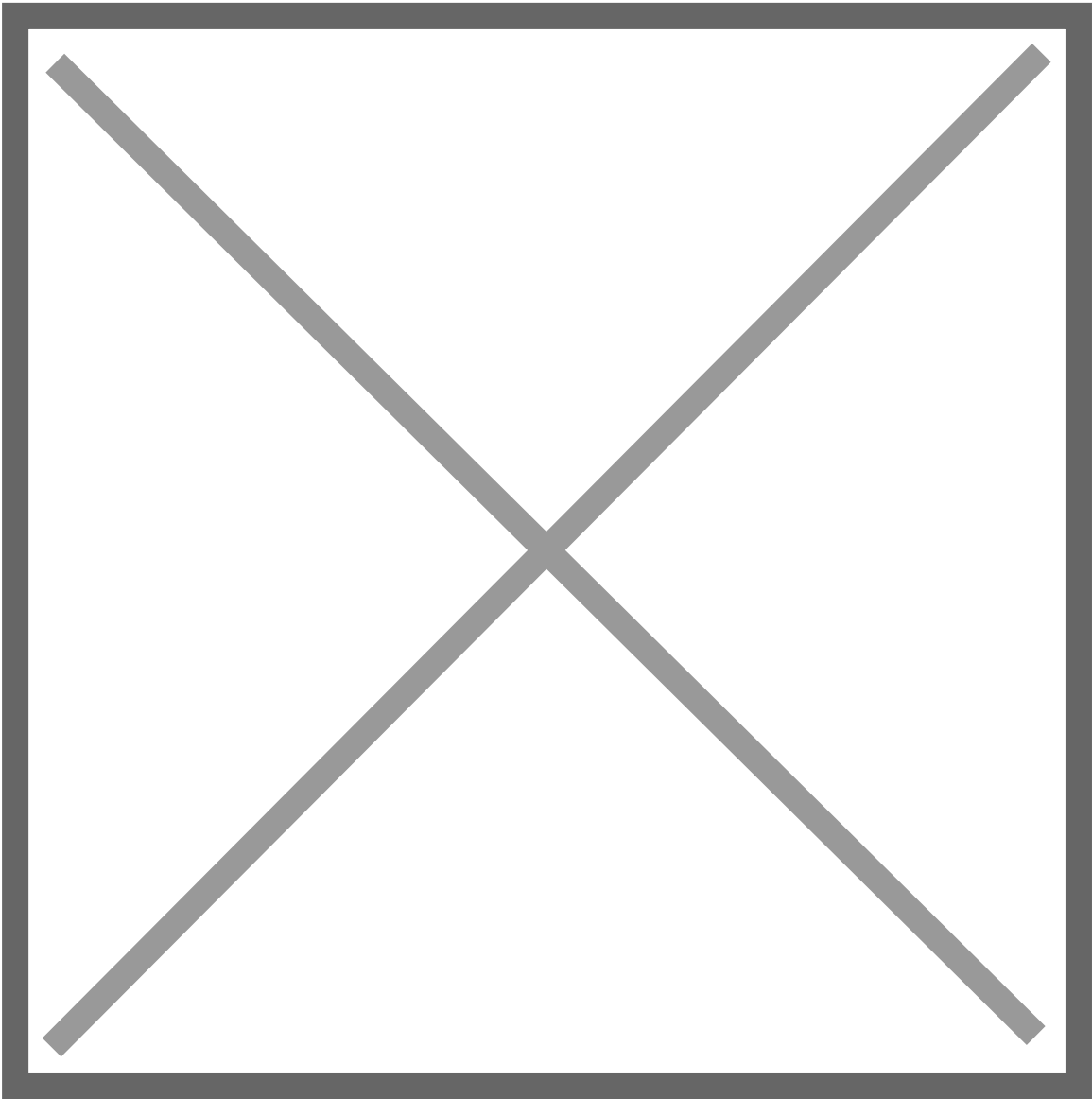


Ensure that the drop down is selected as “Stock Write Off”

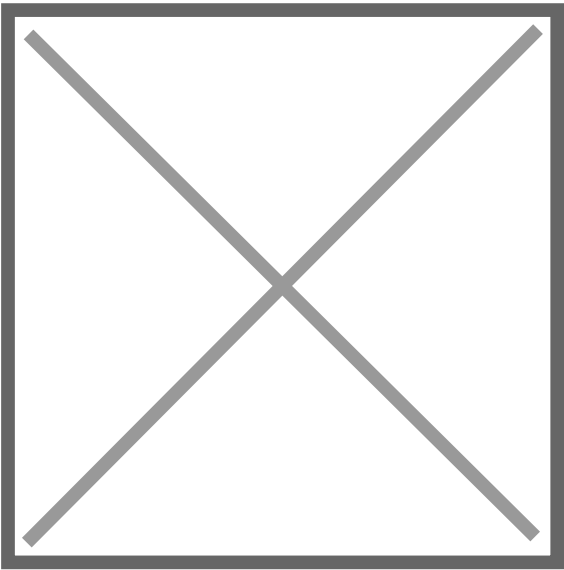
(This is to remove the stock from the system)

Click Continue

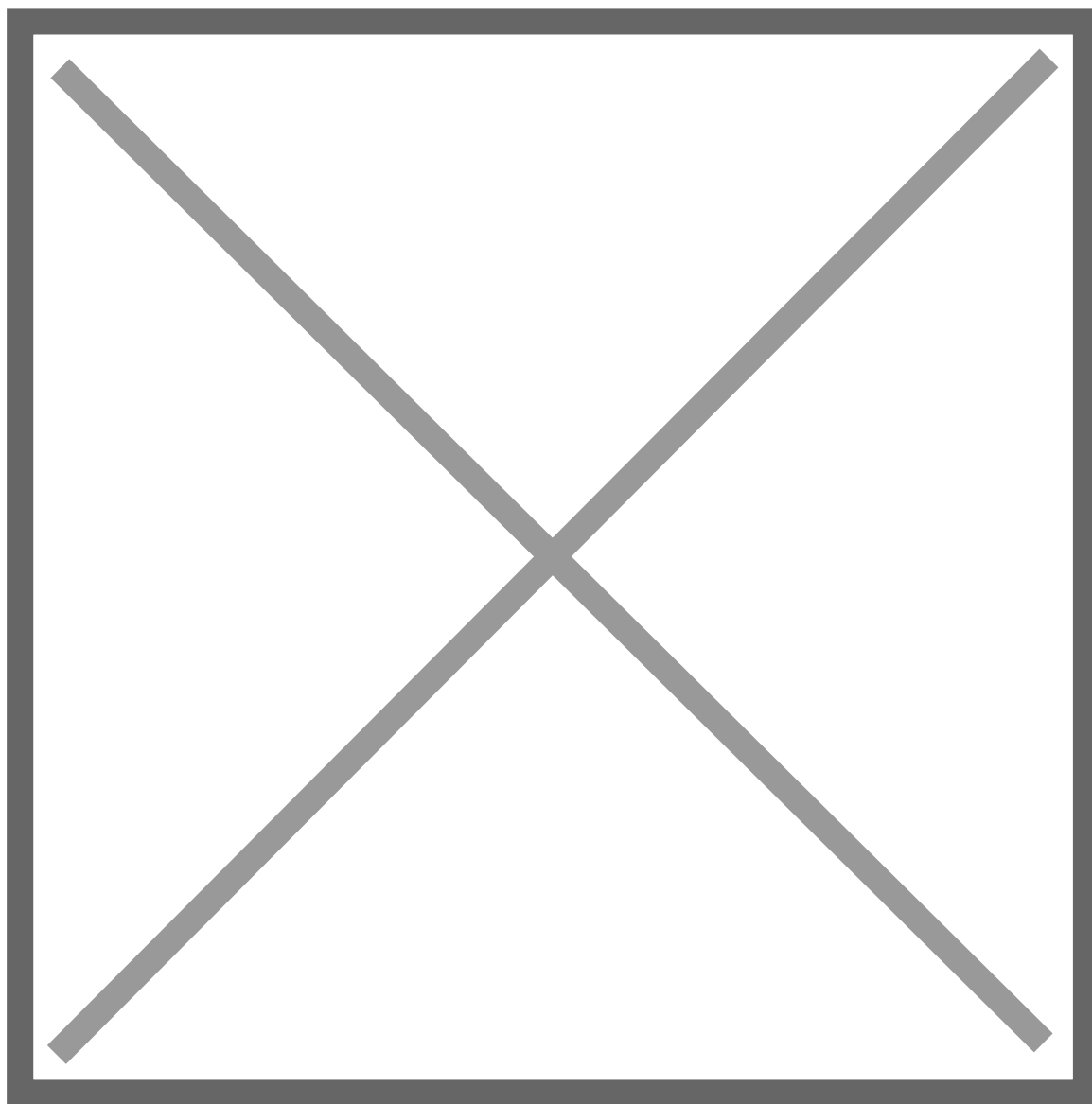
The final Invoice will then print to screen and you can print a hard copy or email as required



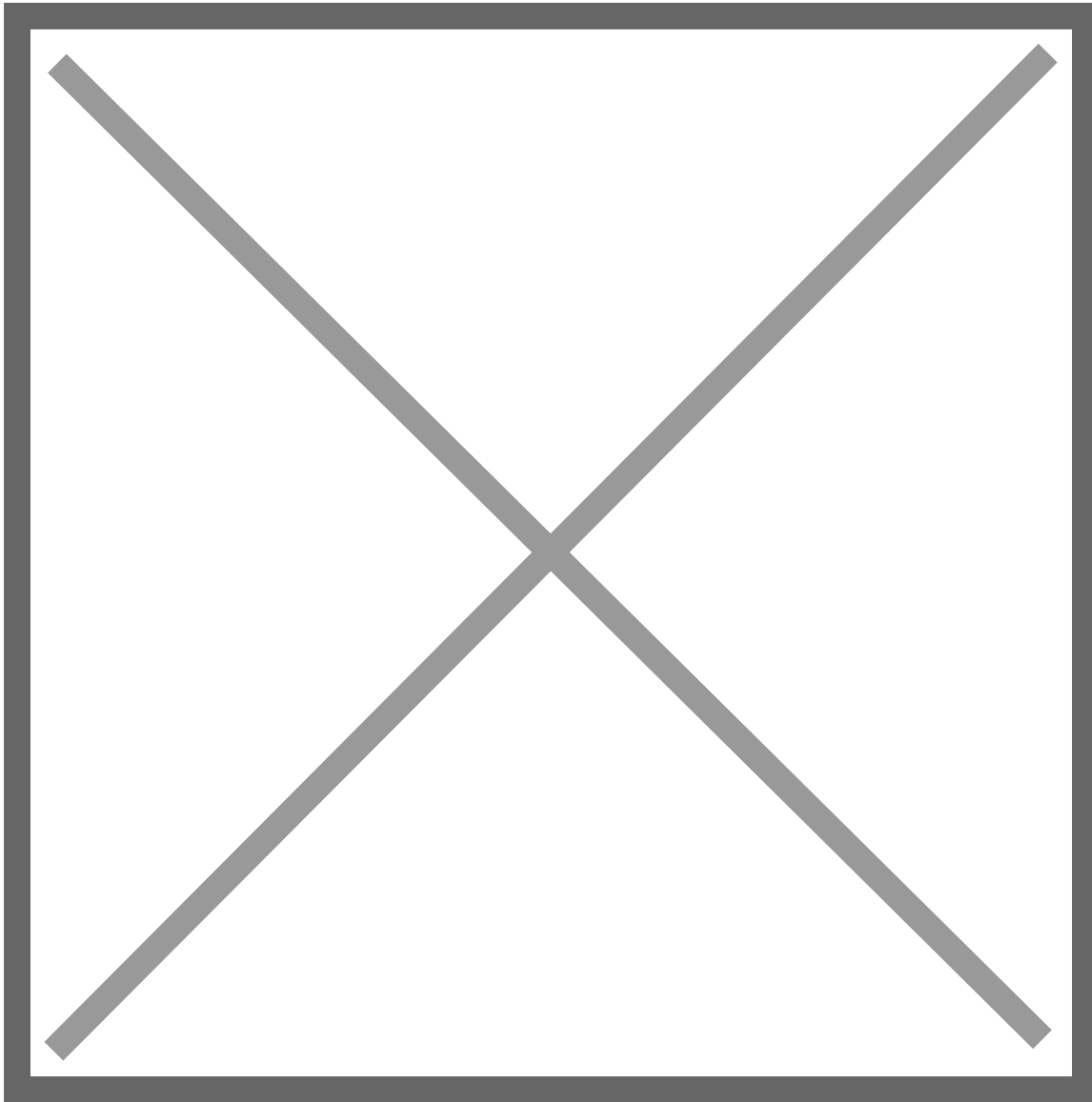
Click Close to close the Job



The Ledger entries for this invoice will be as follows



Accumulatively the ledger accounts will look as follows:



NOTE:

Since the cost of the items are estimated initially, upon closure of the job, the Actual system average cost will be posted to the Work in Progress Account.

This will result in the Work in progress account not being cleared out.

You will then need to process a journal in order to clear the Work in progress account. The contra account being most likely the Cost of Sales Account. (in order to realise the actual cost on your financials)

Job Lines clear "To be invoiced" flag

Each job line includes a **To Be Invoiced indicator**, displayed as a **thumbs-up icon** in the **To Inv** column.

A highlighted thumbs-up icon indicates that the line is selected and will be included in the next invoice.

To clear all **To Be Invoiced** flags, use the **Clear All Lines To Invoice** button after completing the invoice for the job.

This will remove the thumbs-up icon from all job lines and reset them for future invoicing.

