

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 JOB1069. The 'Ready For Invoice' button is highlighted in the top navigation bar. The job is marked as 'Started' with a completion of 104%. The 'Job Lines' table below lists six items, with line 5 highlighted in orange.

#	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 Sales Rep:

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

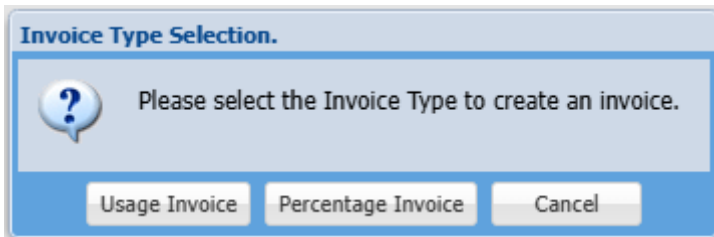
Ready For Invoice **Progress Invoices** **Job Invoices**

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**

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

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 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: ☐ Inv. All Qtys ☒ Inv. All Qtys & Display Note Edit Line Serial No. Hide Line Budget To Inv

#	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

Job Usage Invoice Print

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

Continue ☒ **Close**

Clear Discount

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

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

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

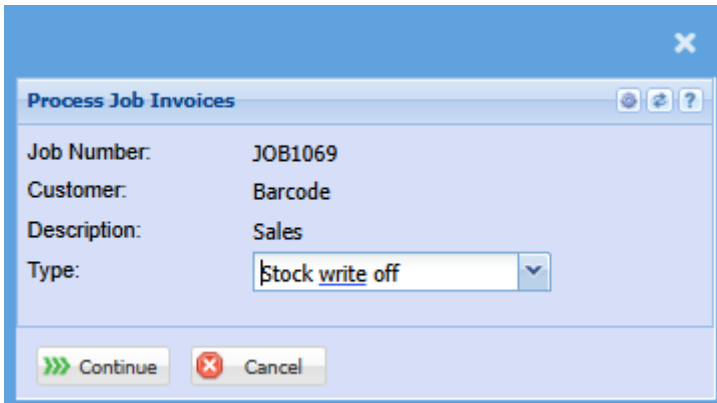
If an item on the invoice is marked as "Cost to Company"—meaning it's not charged to the customer—you'll see the following prompt to confirm.

- Click "**Yes**"



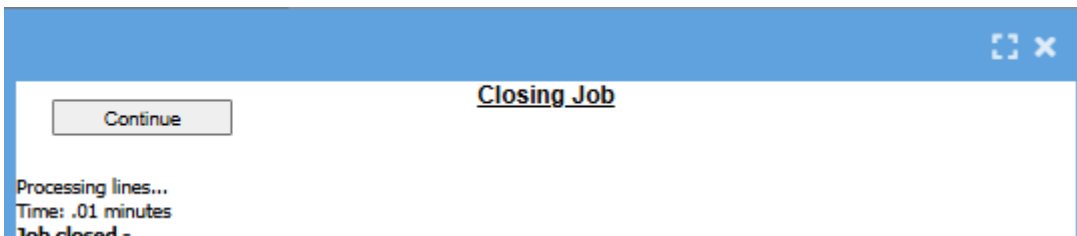
And then you will get the next screen

- 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

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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
Required Date: 2026-01-19
Creditors:
Drop Ship: ☐
RFQ: ☐
PO Qty:
Item Cost:
Item Code:
Supp. Discount:
Last Updated:
Latest Cost: 0.00
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

