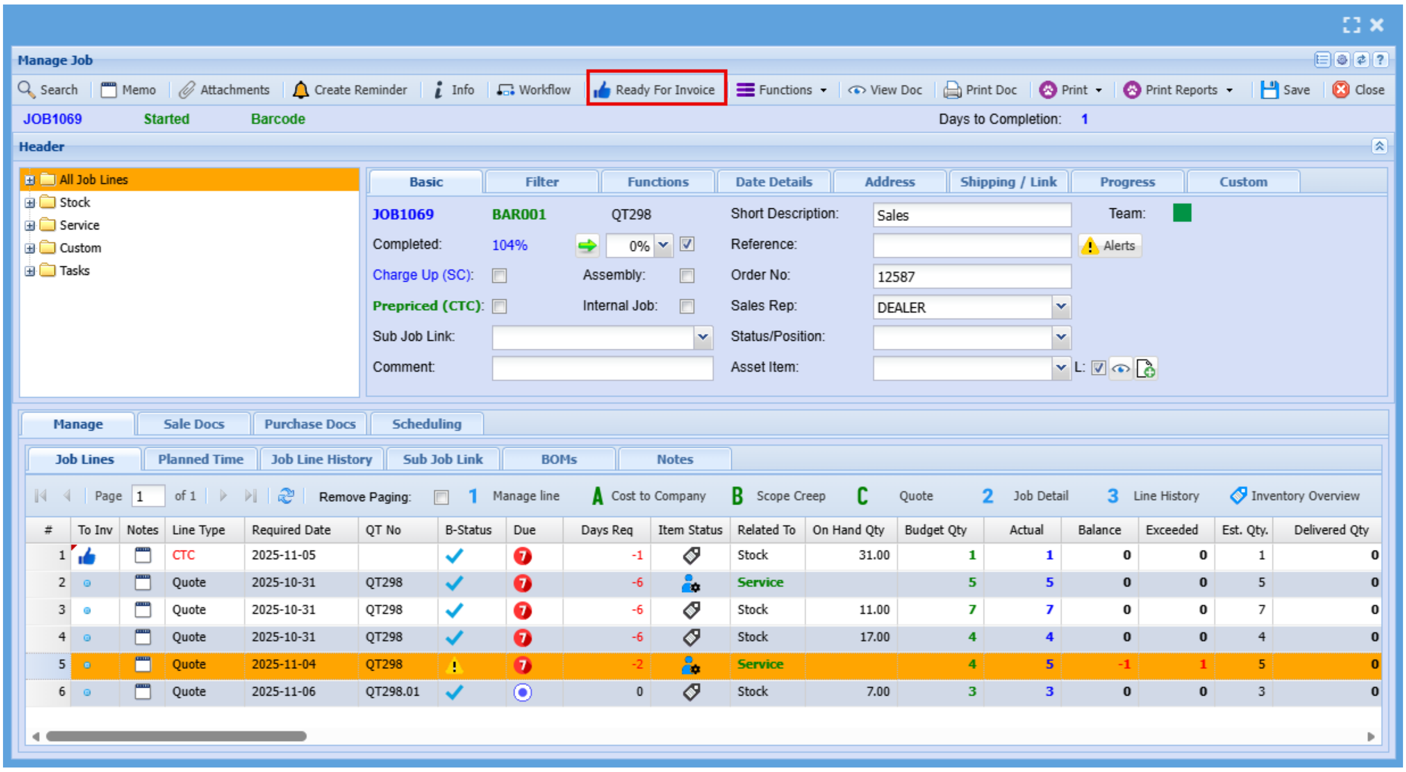
Job Costing Invoicing

Invoicing

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

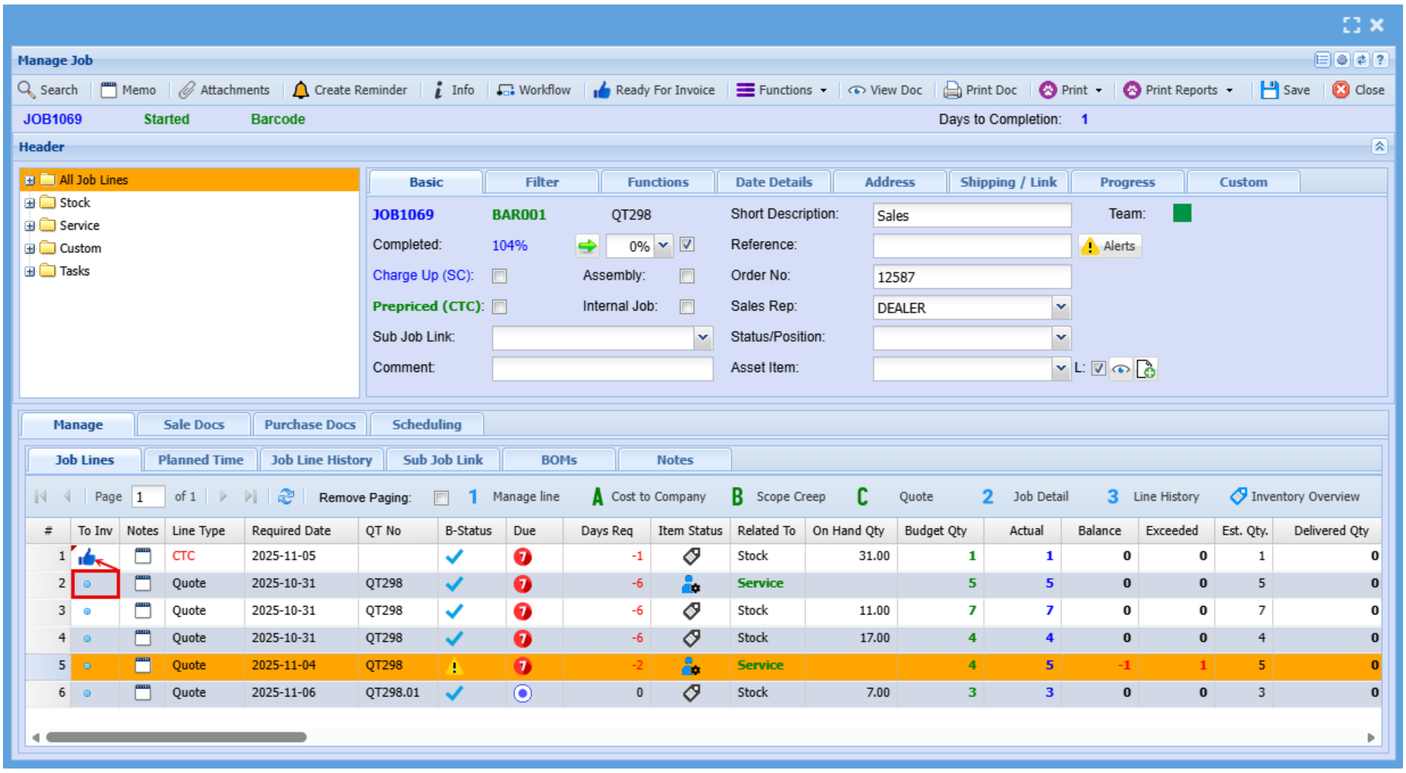
Invoicing a fully completed job

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.”**



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.

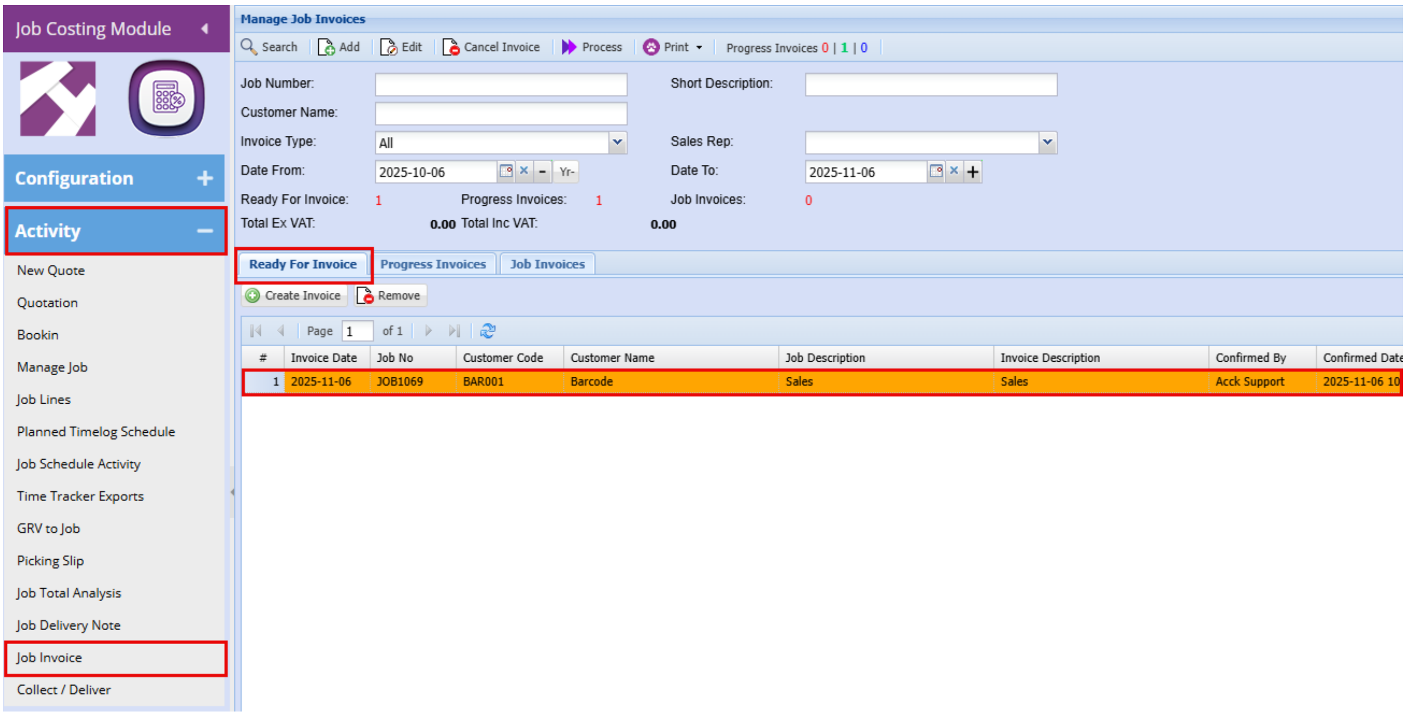


To invoice a Job go to **Job Invoice**

Job Costing > Activity > Job Invoice

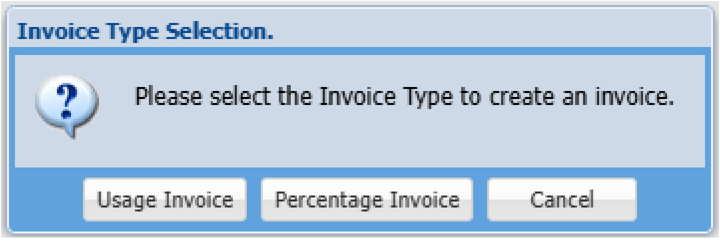
You will see that your invoice is sitting in the "**Ready For Invoice**" tab

- Double click on the invoice line to open the invoice



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

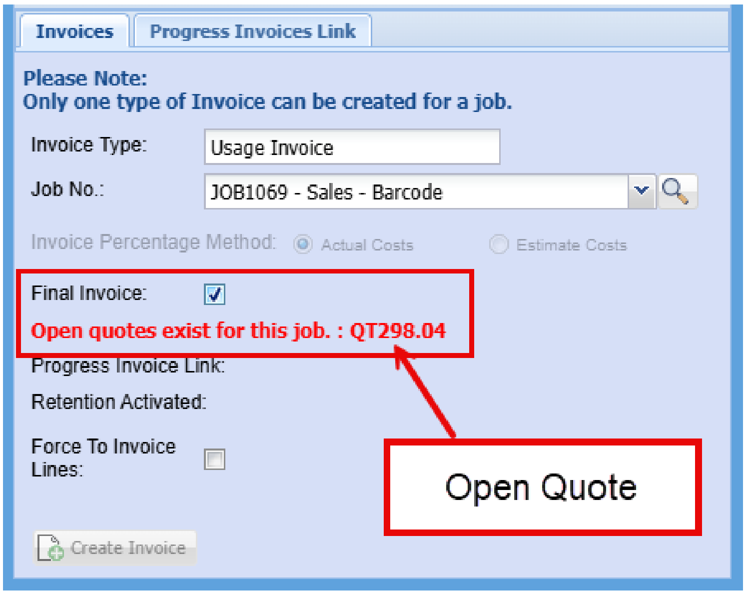
- **Percentage-Based Invoicing -** Percentage invoicing enables you to specify a billing amount and include a summary description, while concealing detailed line items. This approach facilitates progressive billing over the duration of a project: for example, when a client pays 25% upfront to initiate 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.

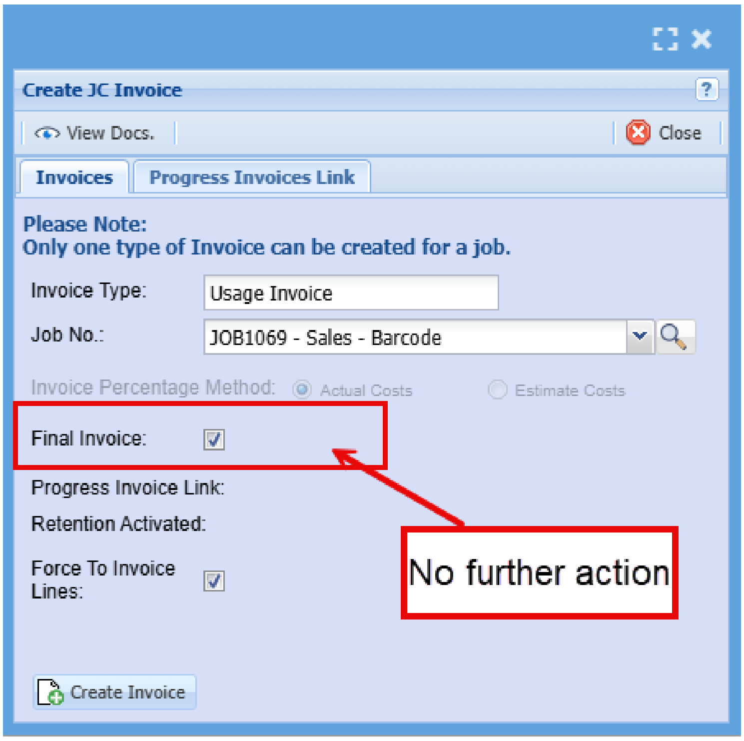


Once an invoice type, either Usage or Percentage, is selected for a job, it becomes fixed and cannot be changed. This selection determines how the job will be invoiced through to completion. After choosing the invoice type, the next screen will display the job number and confirm the selected invoicing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

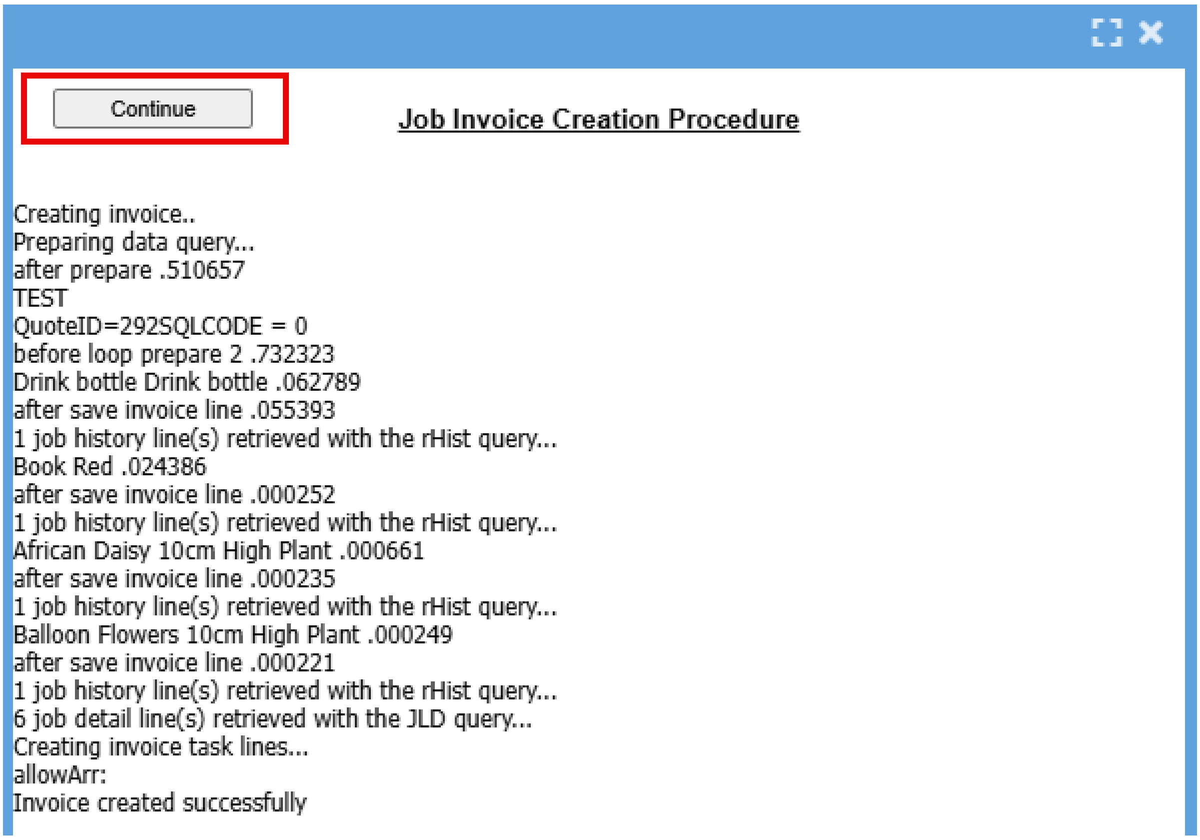
Next, indicate whether this is the final invoice by ticking the **Final Invoice** box.

- 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.





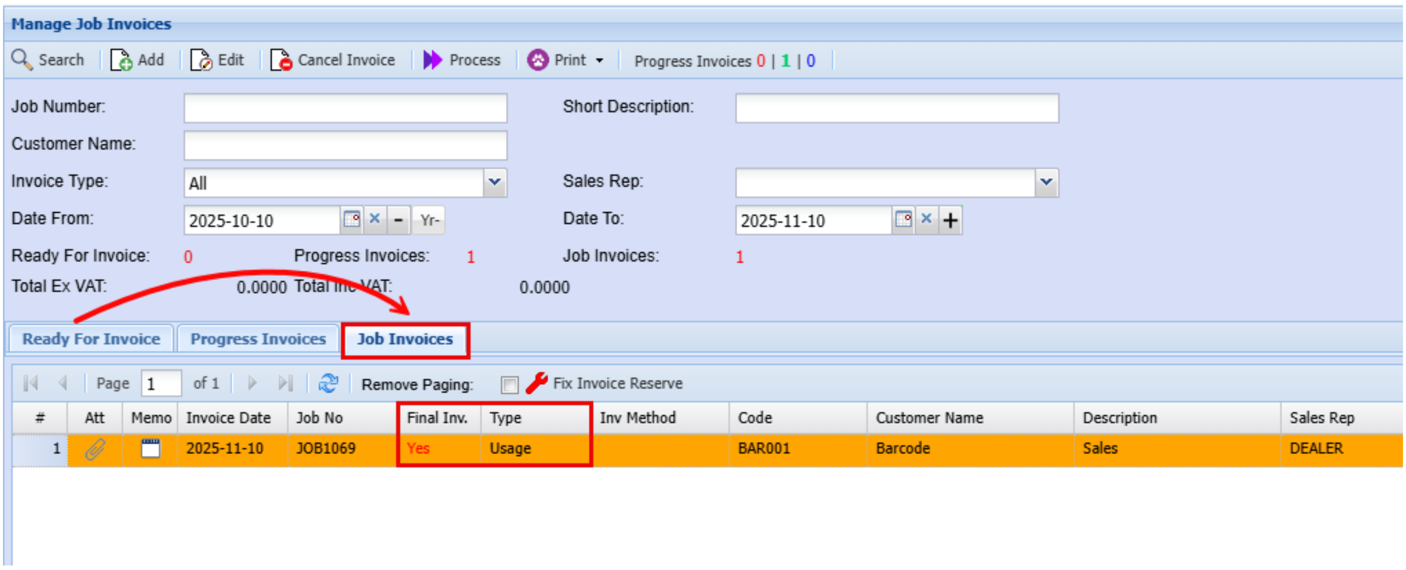
- Click **Create Invoice**
- Click **Continue**



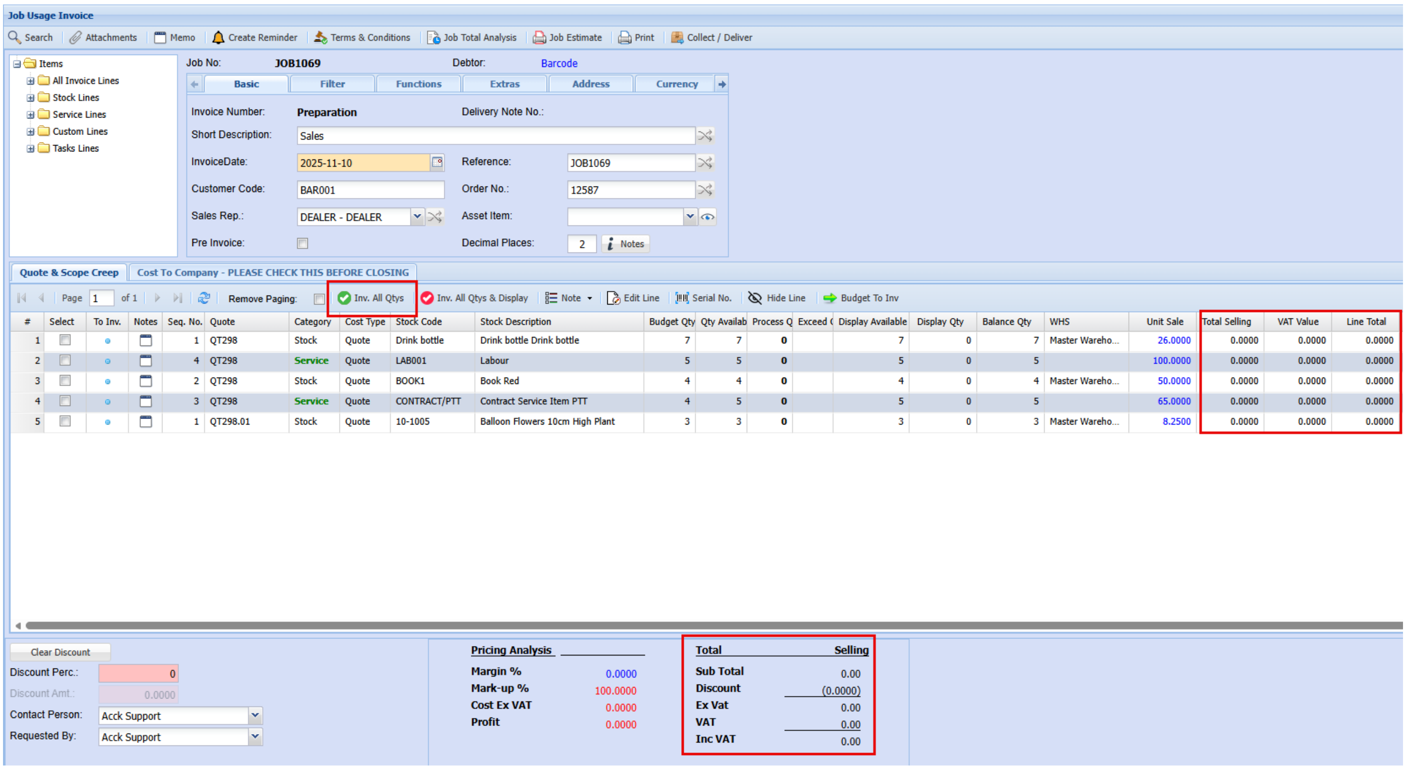
> Once you create a final invoice you will not be able to open the Job in **Manage Job**

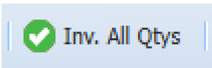
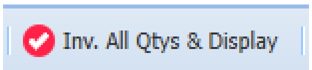
The invoice will now appear under the "**Job Invoices**" tab, having moved from the "**Ready For Invoice**" tab. In the "**Final Inv.**" column, you'll see either "**Yes**" or "**No**" based on your earlier selection. This view also confirms the invoicing method chosen, either **Usage** or **Percentage**.

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



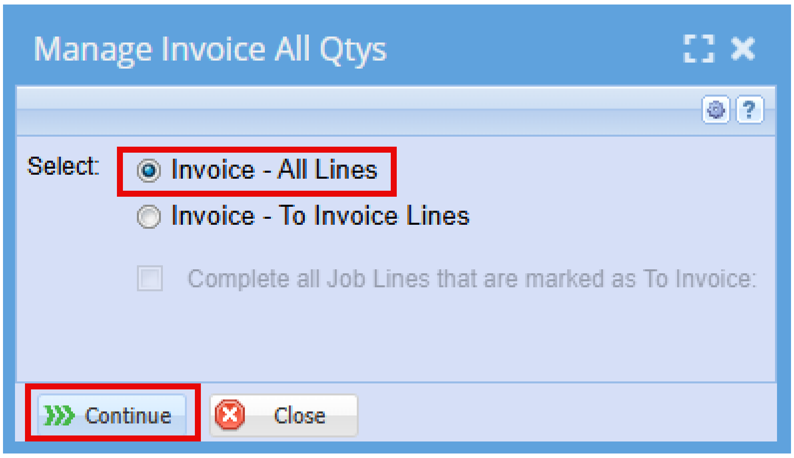
At this stage, all values are set to zero, prompting you to specify what you'd like to invoice. For a straightforward job, simply click the green "**Invoice All Qtys**" button to proceed as shown in the below screenshot.

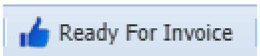


	By clicking "**Inv. All Qtys**" to add total to your invoice it will add all lines including all Cost to Company (CTC) Lines. These can be deleted in added accidently
	By selecting "**Inv. All Qtys & Display**," you’ll be able to choose which items appear on the invoice with or without a dollar value. 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**

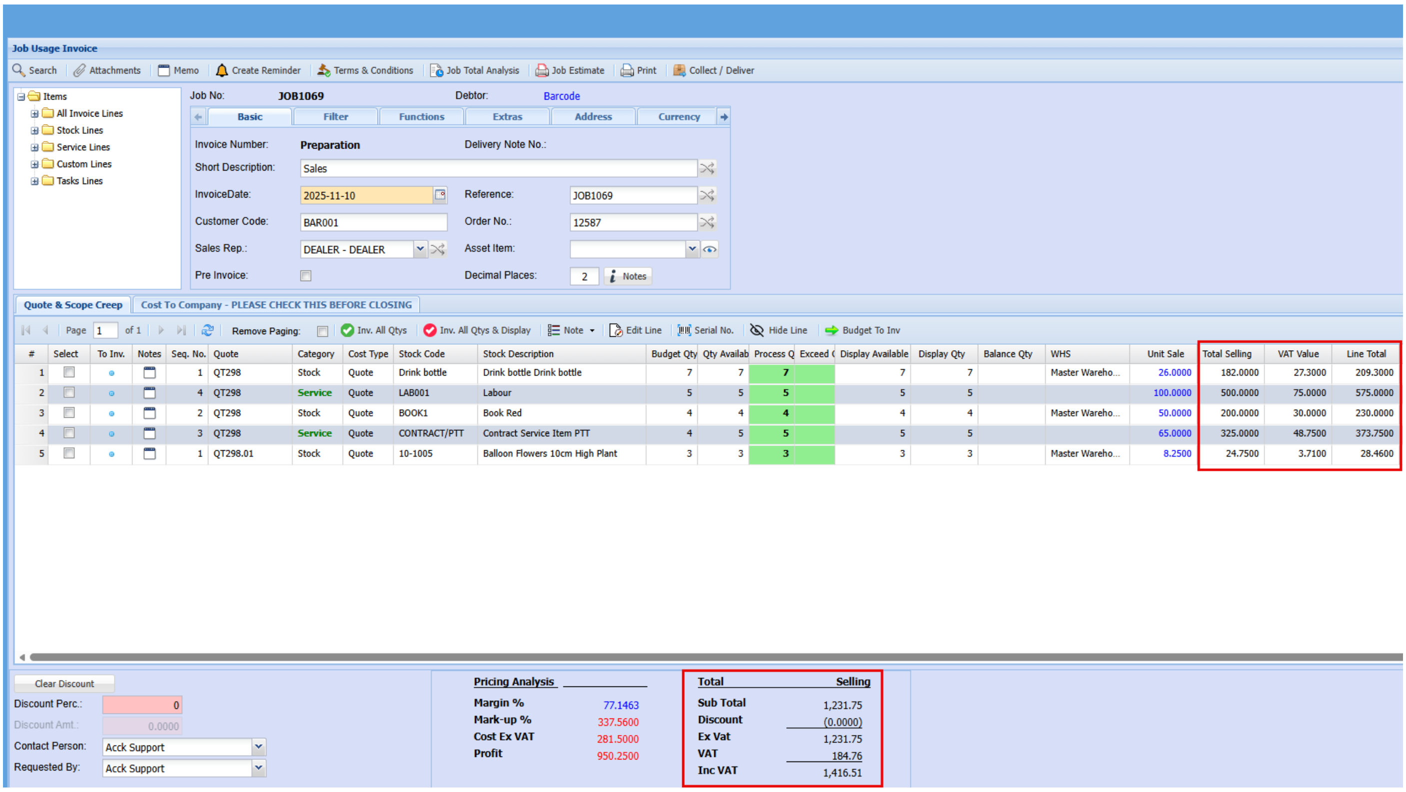


Invoice - All Lines 	You would select All Lines to be invoiced if you selected the be button to invoice your job
Invoice - To Invoice Lines 	If you've marked specific lines for invoicing using the thumbs-up icon in the "To Inv" column, proceed by selecting the "To Invoice Lines" option to generate an invoice for only those approved items.

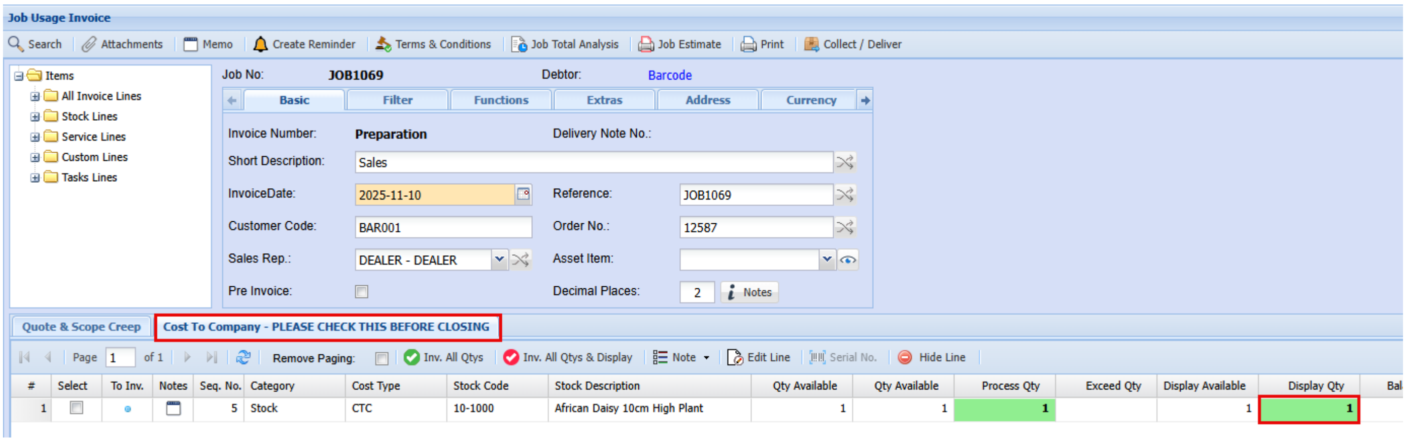
Once you have clicked "**Continue**" you will see that the values have pulled through from the Job.

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.

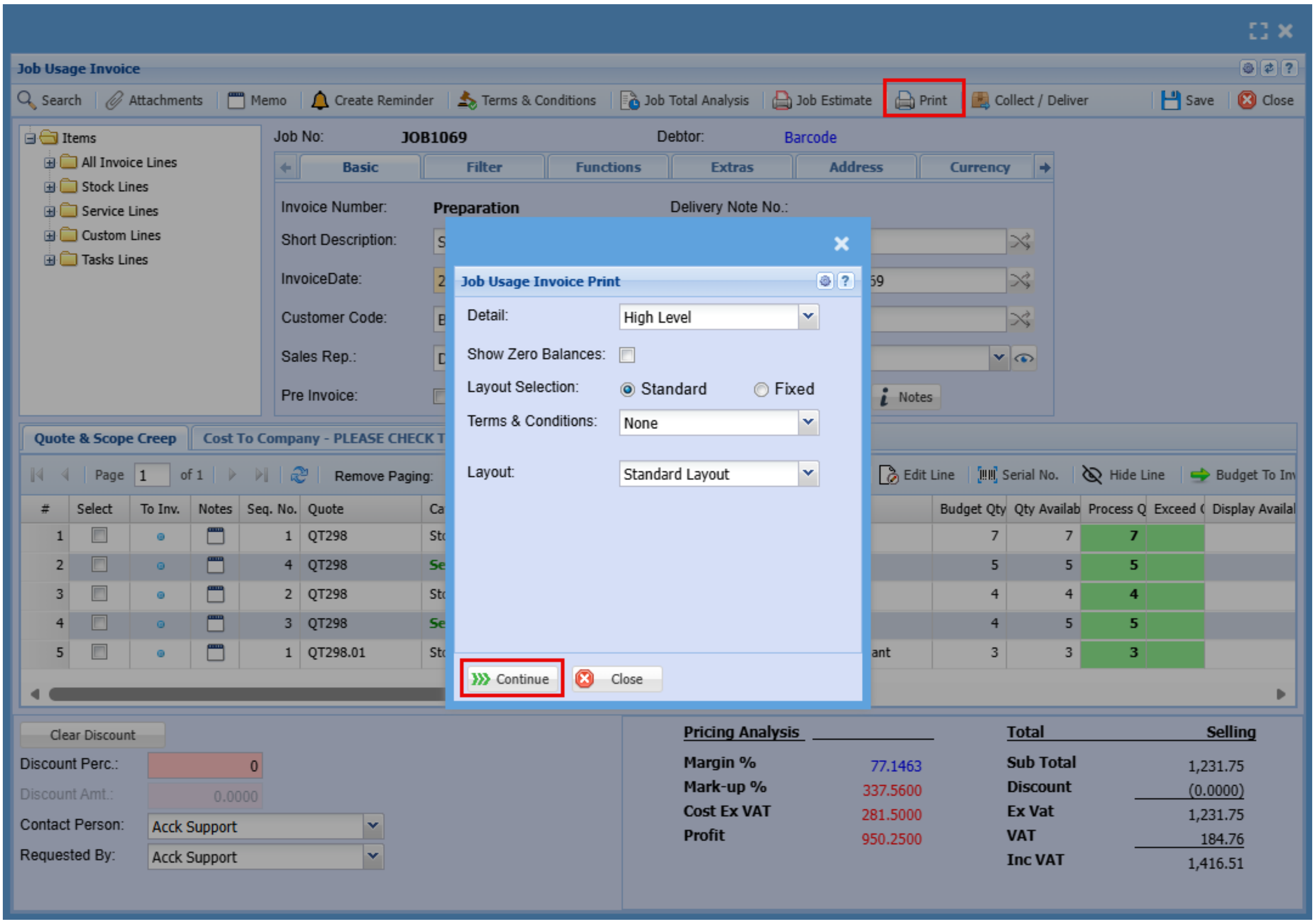


Before proceeding with this invoice, please review the **Cost to Company (CTC) tab**. To display specific lines on the invoice, enter a value in the corresponding "**Display Qty**" field. Note: this will show the line items without revealing any cost or sell price.

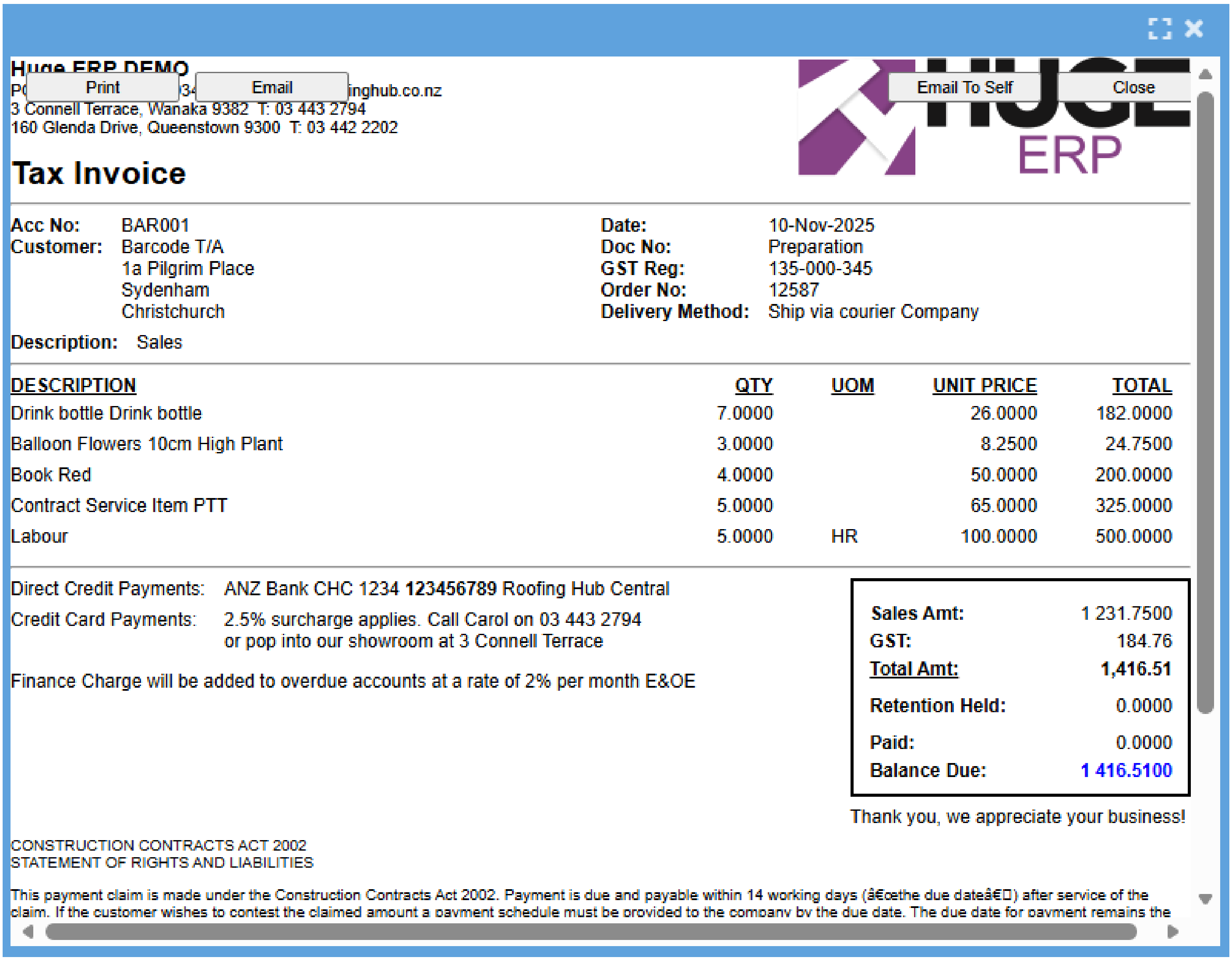


To view the invoice to check how it will be displaced

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



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


Print Email Email To Self Close

Huge ERP DEMO

inghub.co.nz

3 Connell Terrace, Wanaka 9382 T: 03 443 2794

160 Glenda Drive, Queenstown 9300 T: 03 442 2202

ERP

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

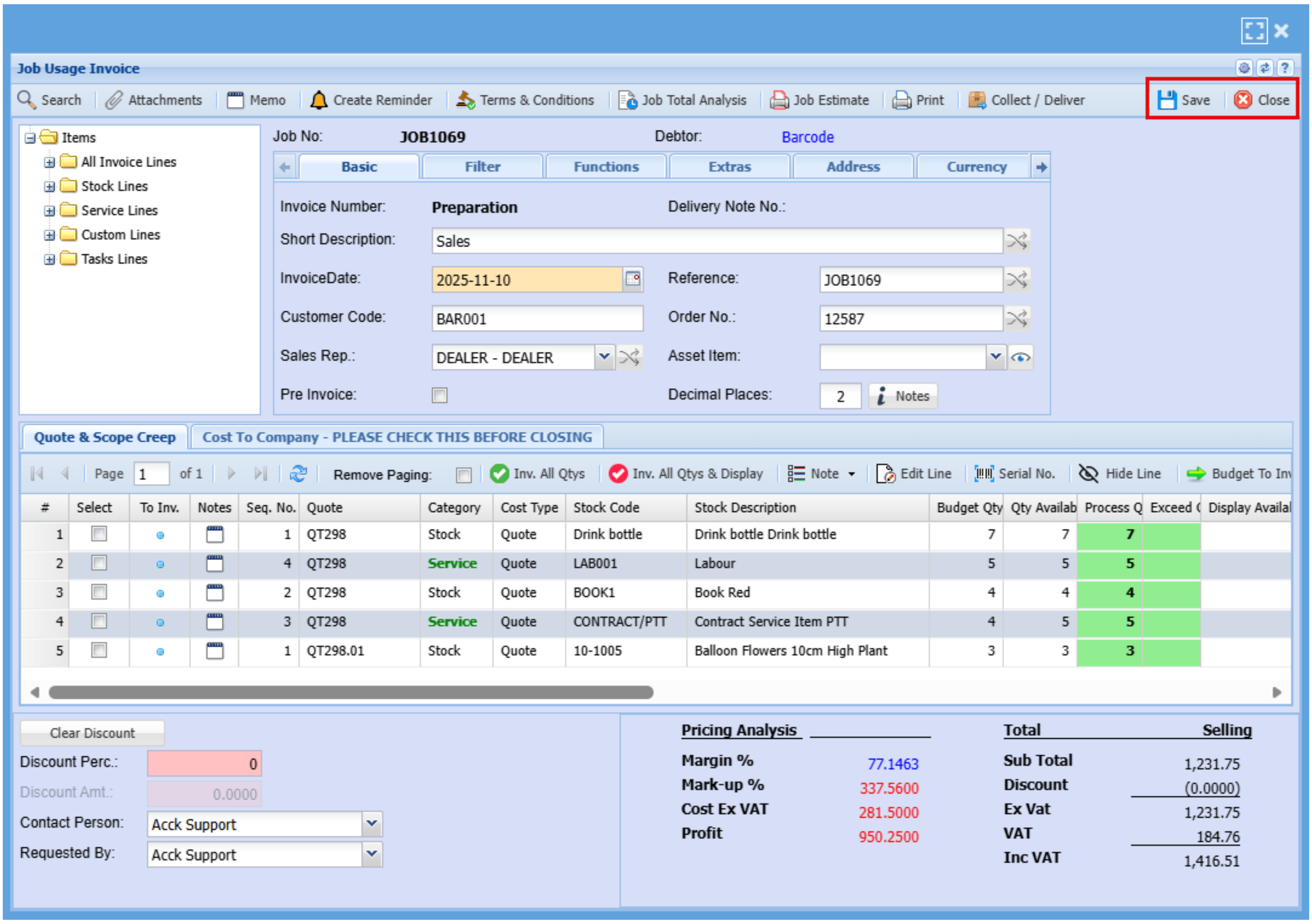
Thank you, we appreciate your business!

CONSTRUCTION CONTRACTS ACT 2002
STATEMENT OF RIGHTS AND LIABILITIES

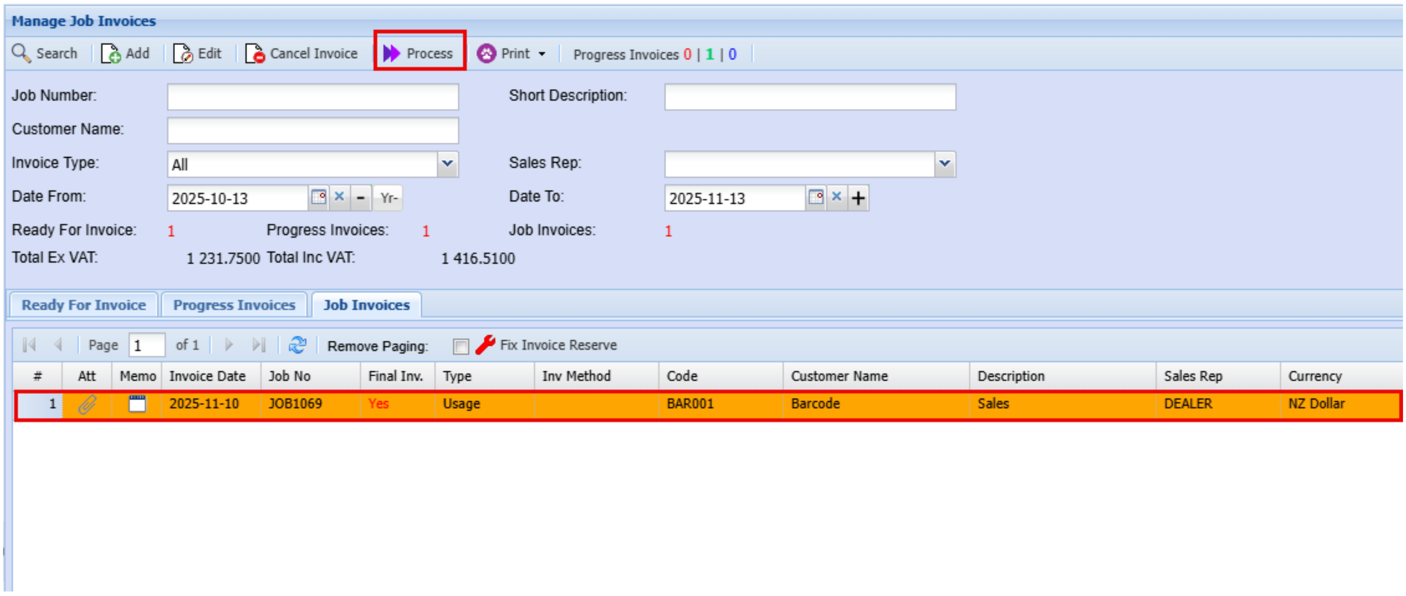
This payment claim is made under the Construction Contracts Act 2002. Payment is due and payable within 14 working days (â€œthe due dateâ€) after service of the claim. If the customer wishes to contest the claimed amount a payment schedule must be provided to the company by the due date. The due date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

Once you are happy with it all

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

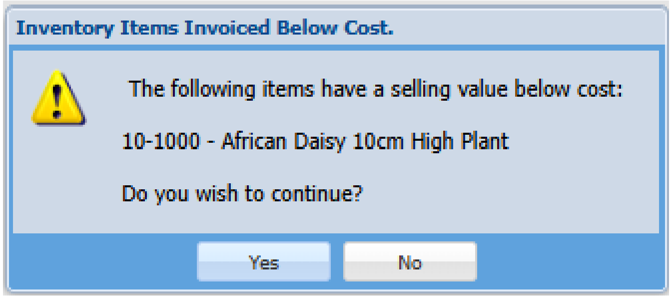


- **Highlight** the line of the invoice you want to process and send out.
- Click "**Process**" at the top of the screen



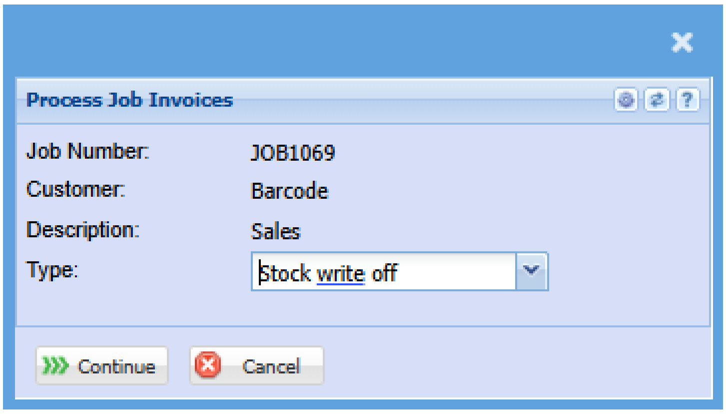
If an item on the invoice is marked as "Cost to Company"—meaning it's not charged to the customer—you'll see the following prompt to confirm.

- Click "**Yes**"



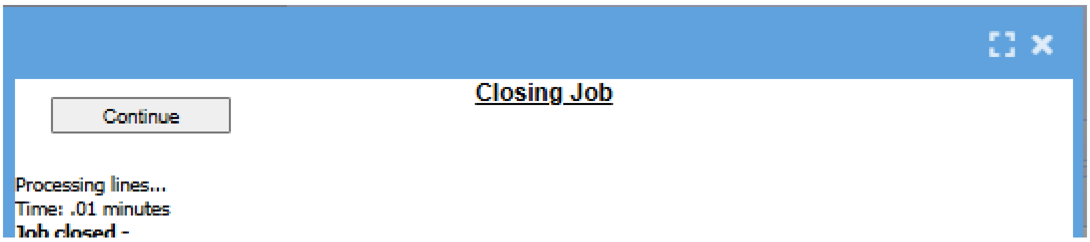
And then you will get the next screen

- Click "**Continue**"



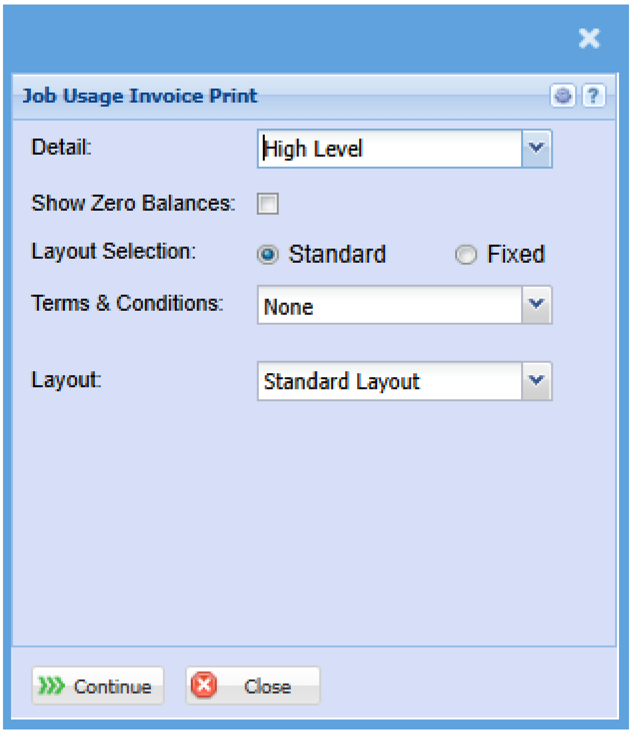
You'll see the screen below indicating that the system is compiling and processing all transactions related to this invoice.

- Click "**Continue**"



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

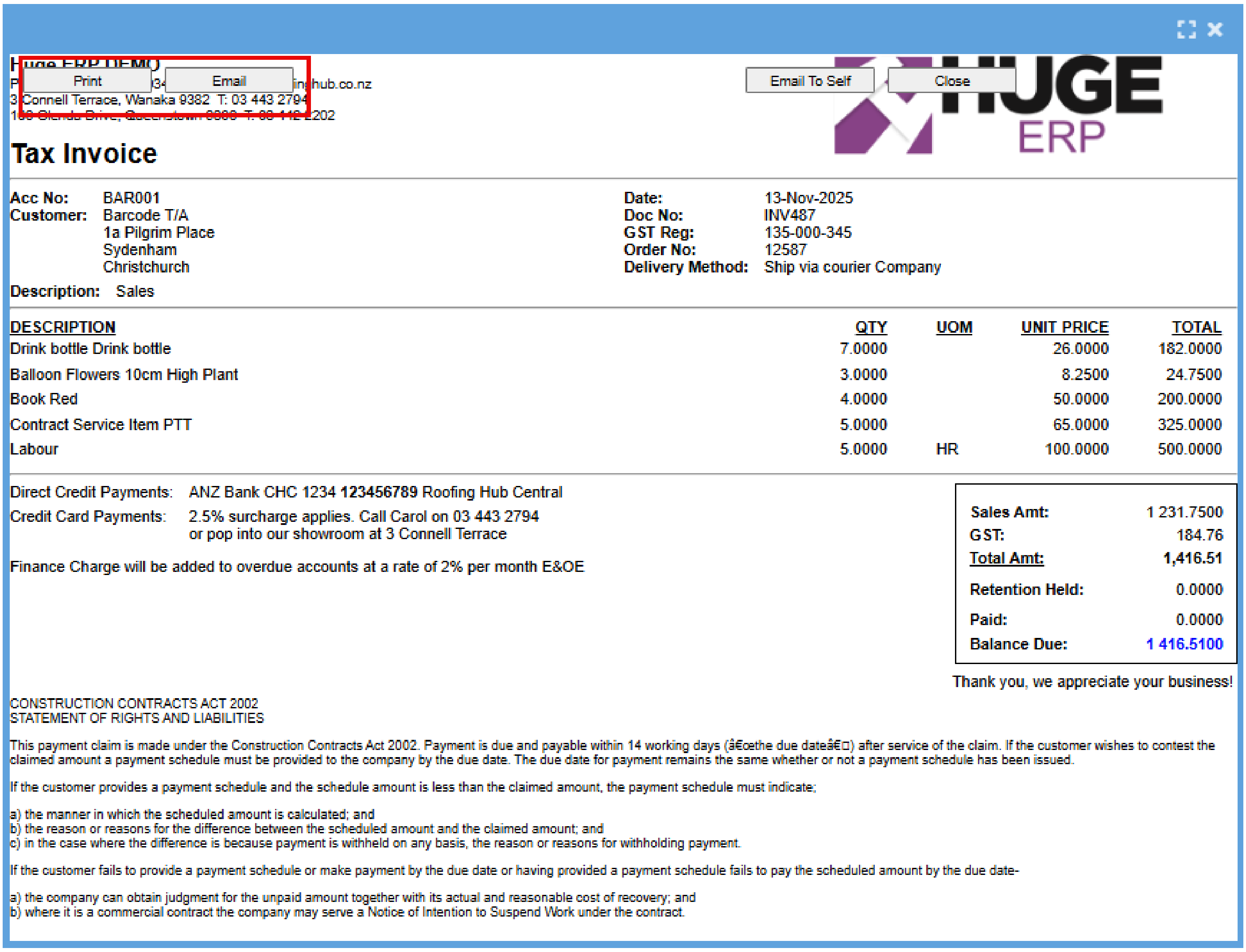
- Click "**Continue**"



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

Email To Self Close

Huge ERP DEMO

3 Connell Terrace, Wanaka 9382 T: 03 443 2794

Tax Invoice

Acc No:	BAR001	**Date:**	13-Nov-2025
Customer:	Barcode T/A 1a Pilgrim Place Sydenham Christchurch	**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
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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;

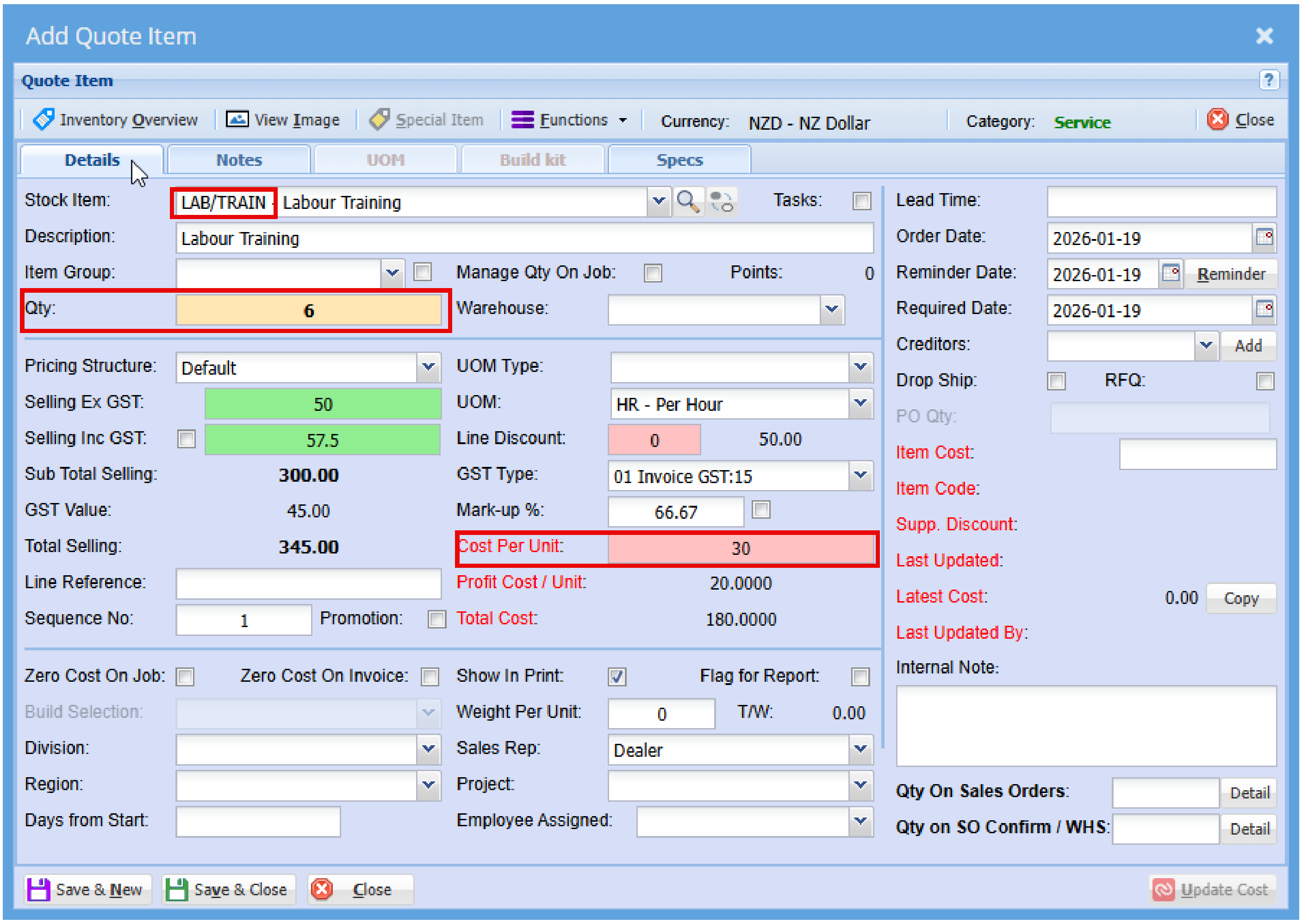
a) the manner in which the scheduled amount is calculated; and
b) the reason or reasons for the difference between the scheduled amount and the claimed amount; and
c) in the case where the difference is because payment is withheld on any basis, the reason or reasons for withholding payment.

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-

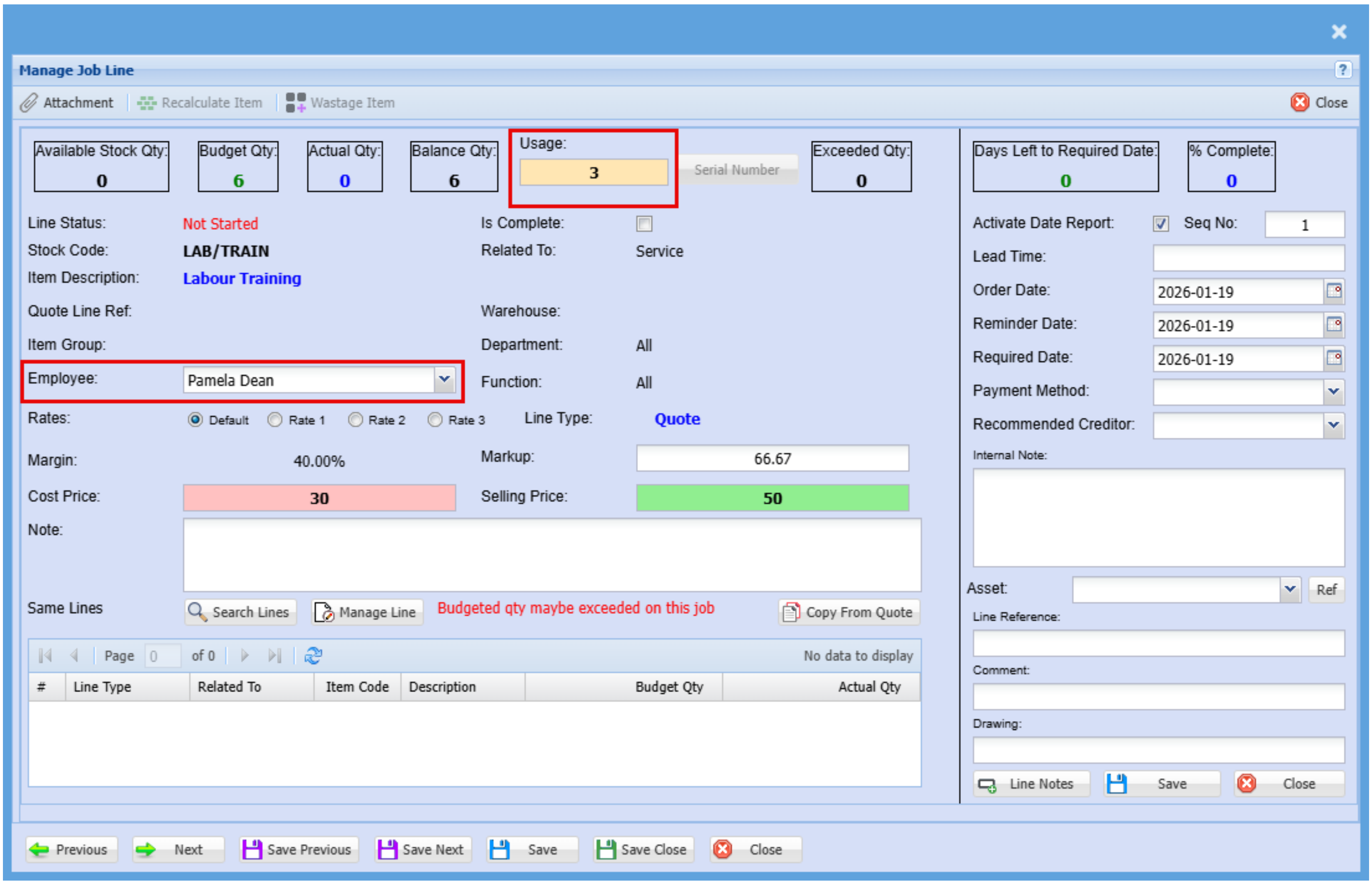
a) the company can obtain judgment for the unpaid amount together with its actual and reasonable cost of recovery; and
b) where it is a commercial contract the company may serve a Notice of Intention to Suspend Work under the contract.

Job Invoice - Split by Employee

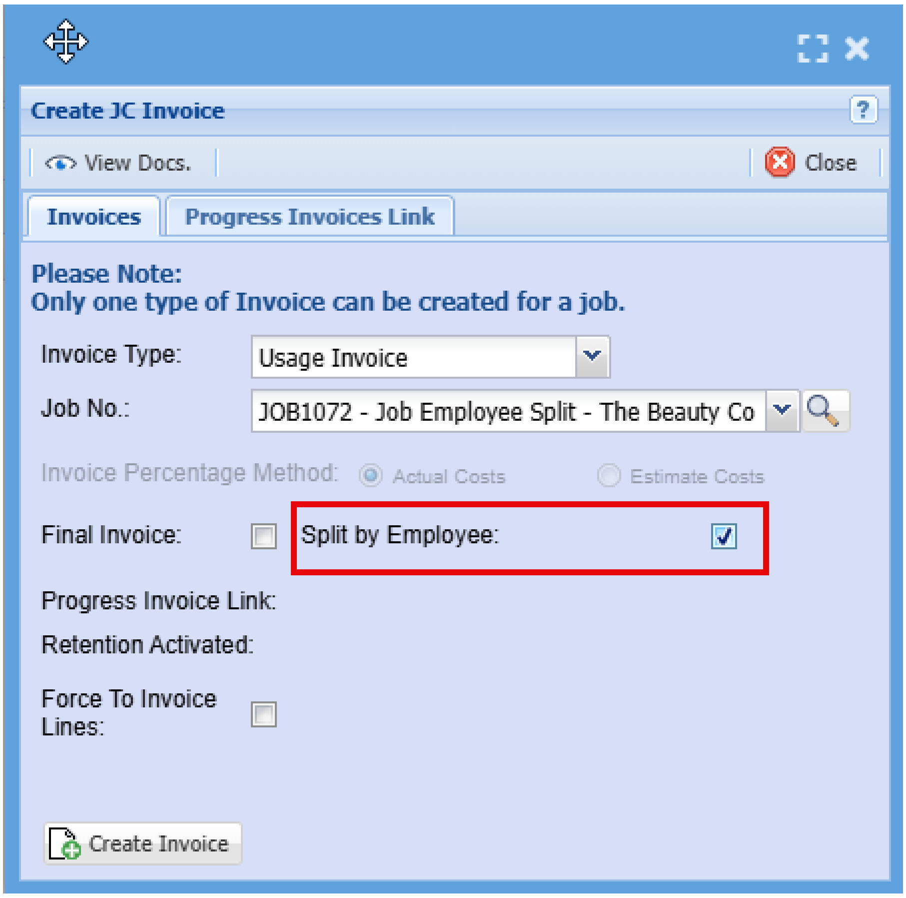
This option uses a Labour stock code (Service Item) to divide the total hours for a job among multiple employees. It also allows you to apply discounts to the hours worked by specific employees.



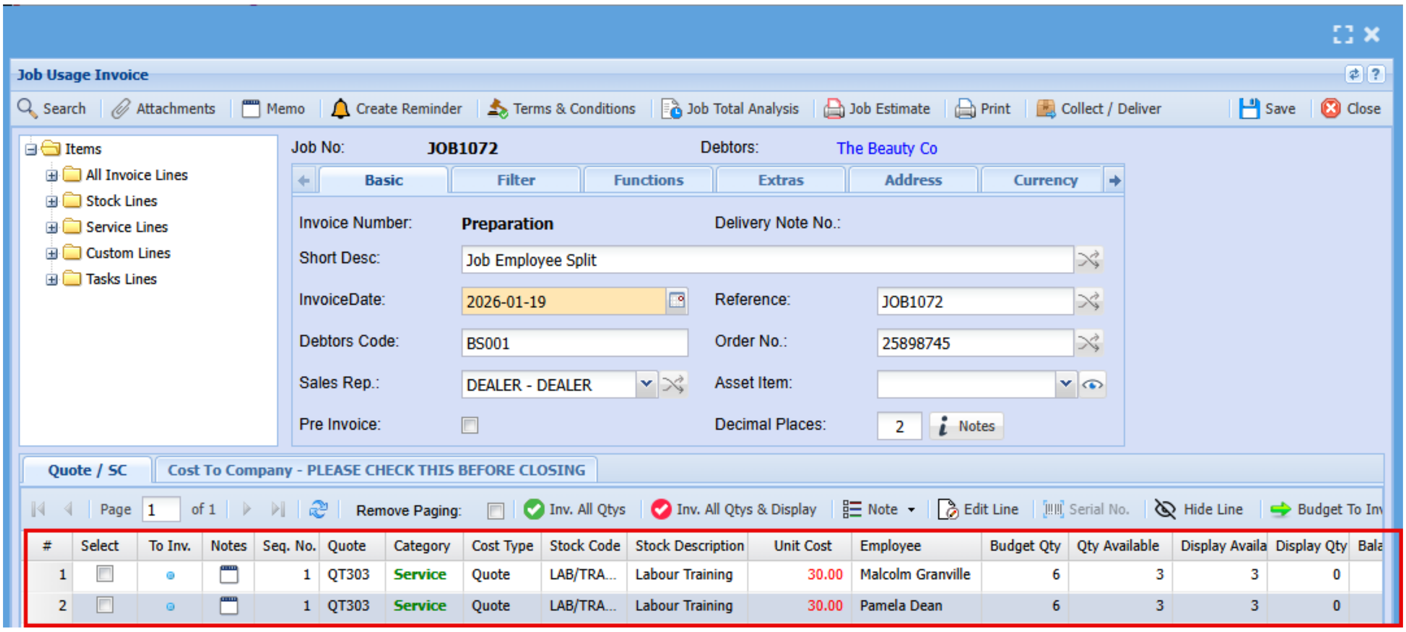
In **Manage Job**, you can allocate hours to the job and assign those hours to a specific employee by selecting their name from the dropdown menu.



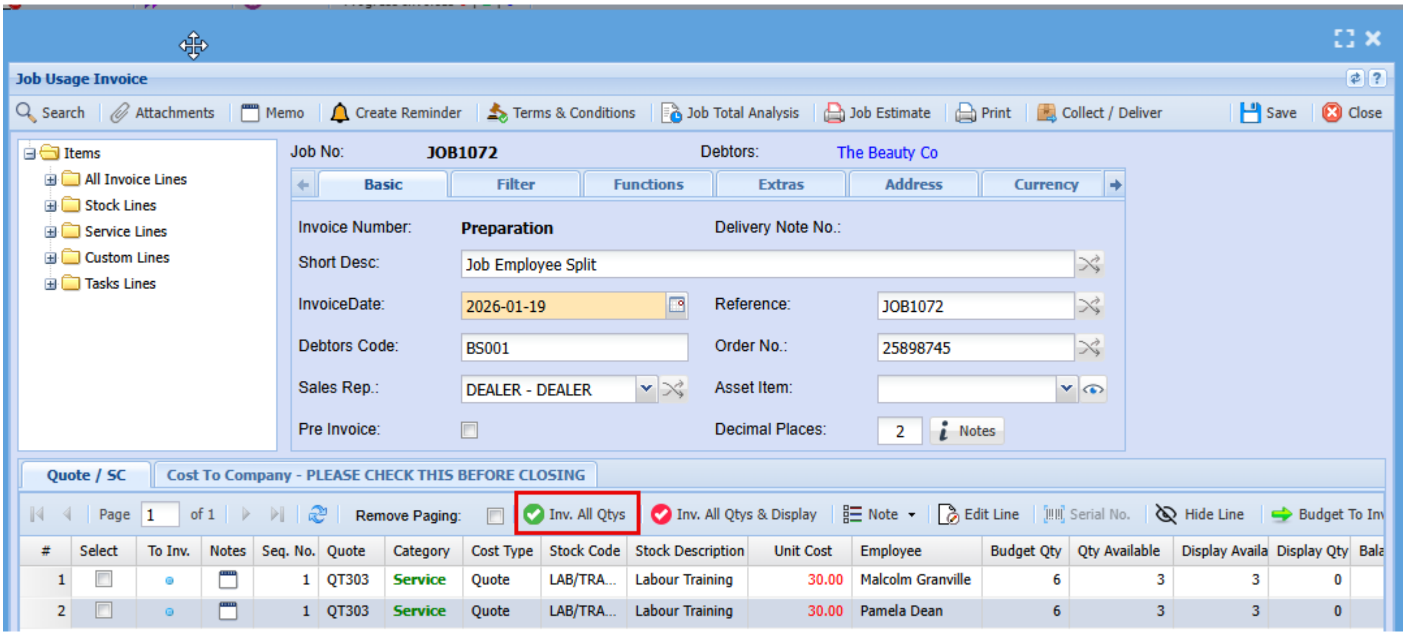
When invoicing you will get the below screen. Here you will need to tick the "Split by Employee" box which will then separate the employees on the invoice.



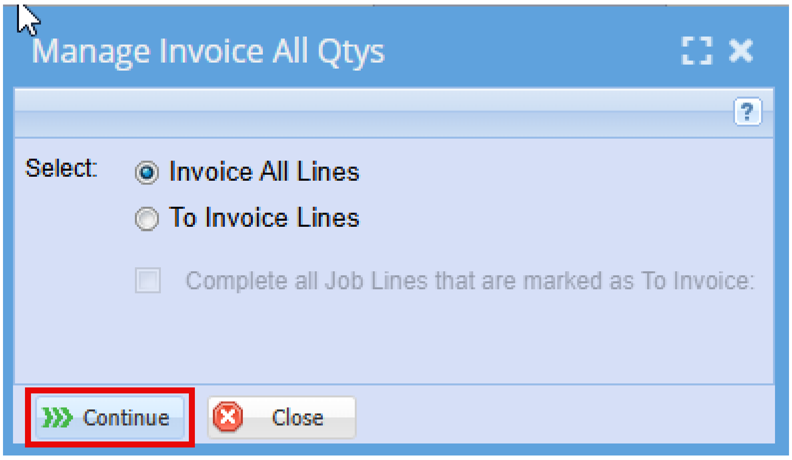
The invoice will have a column now that will show the name of the employees and how many hours they did on the job.



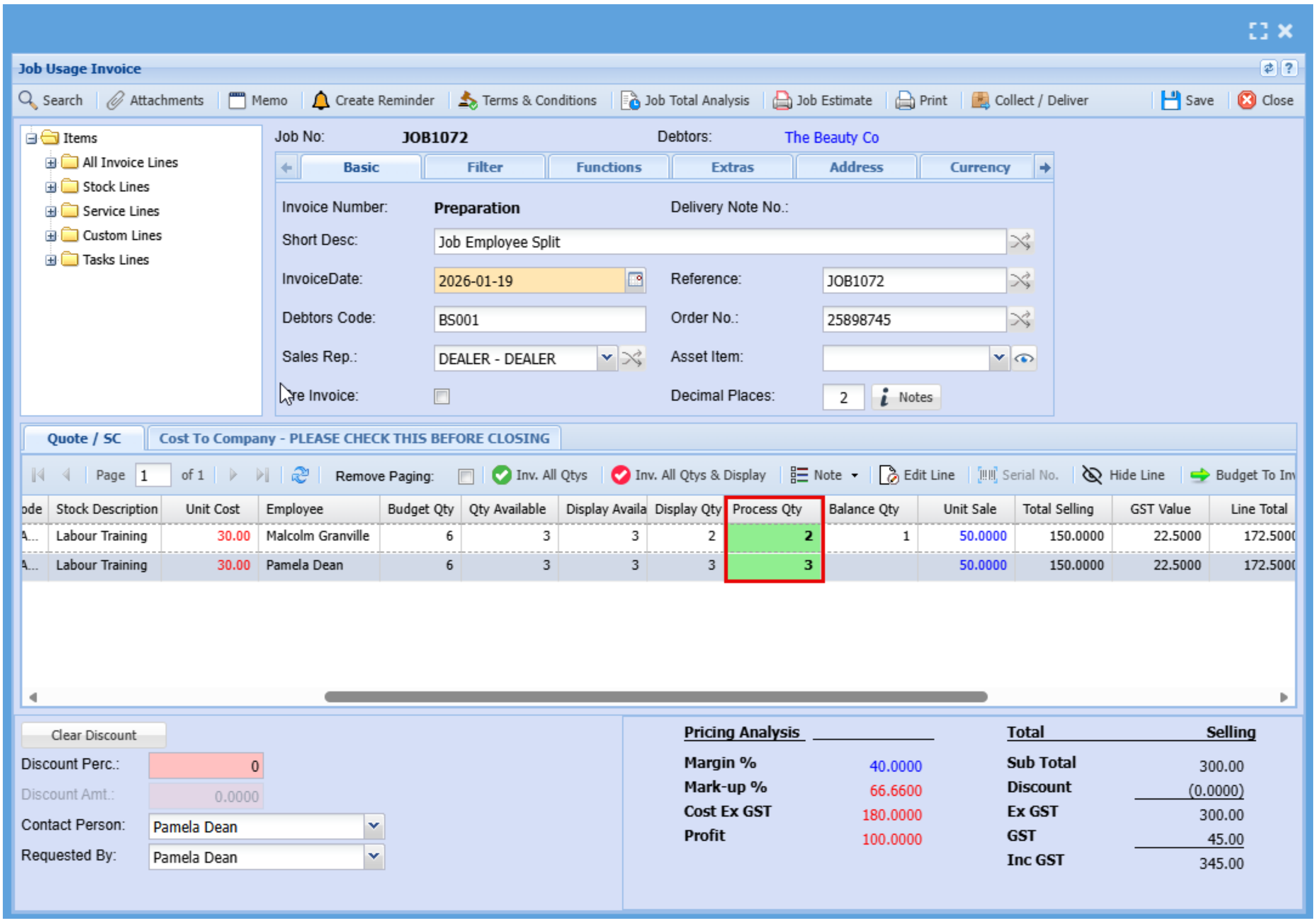
In order to discount the hours or change the hours for this invoice you will need to click Invoice All Quantities (Inv. All Qtys)



- Click **Continue**



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.



Updated 17 June 2026 04:17:02 by Pamela