Job Costing Percentage Invoice

Go to Job Costing Module > Activity> Quotation

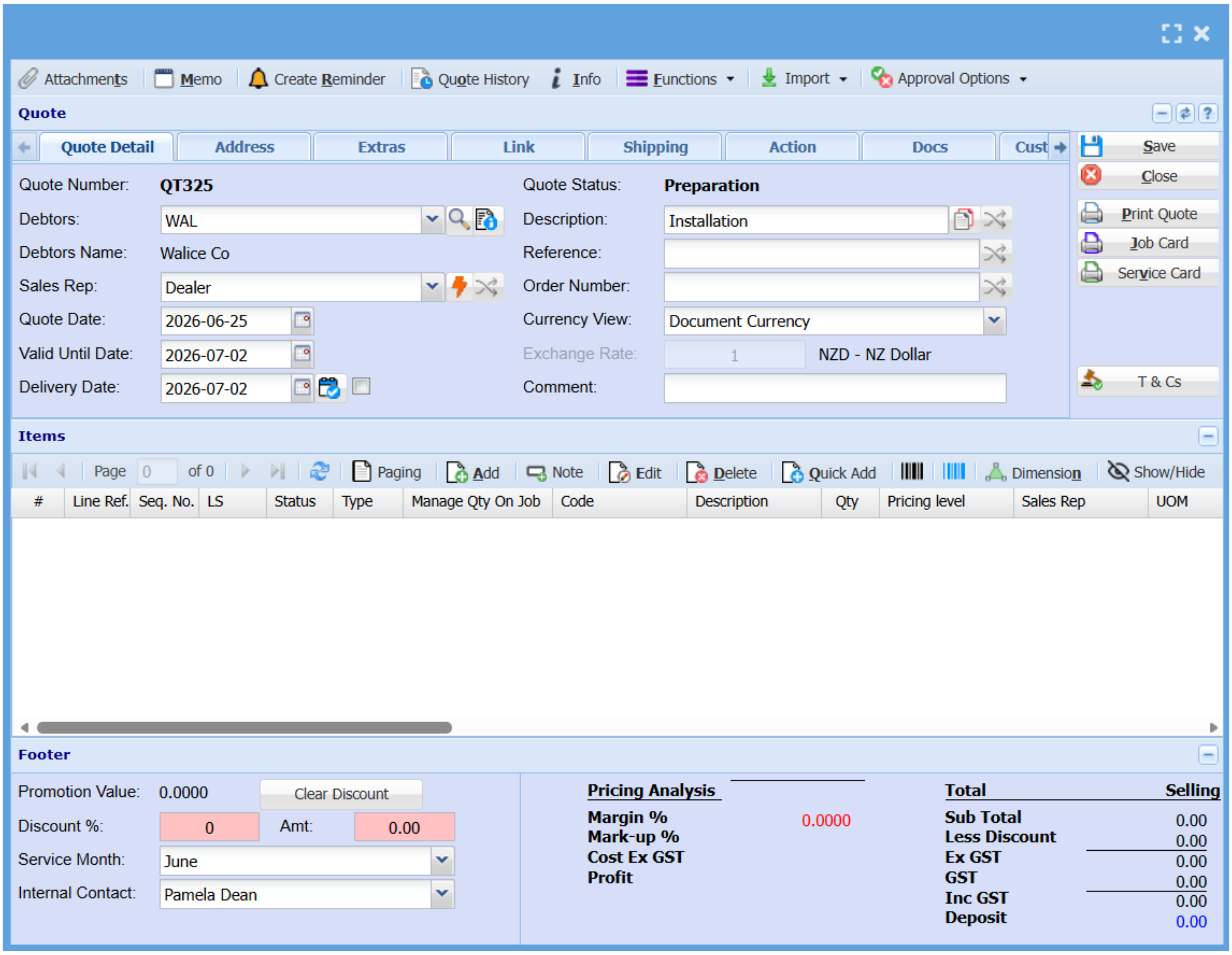
Click Add to create a new Quote

Select the customer

Enter a Reference

Enter the Order Number

Click Save



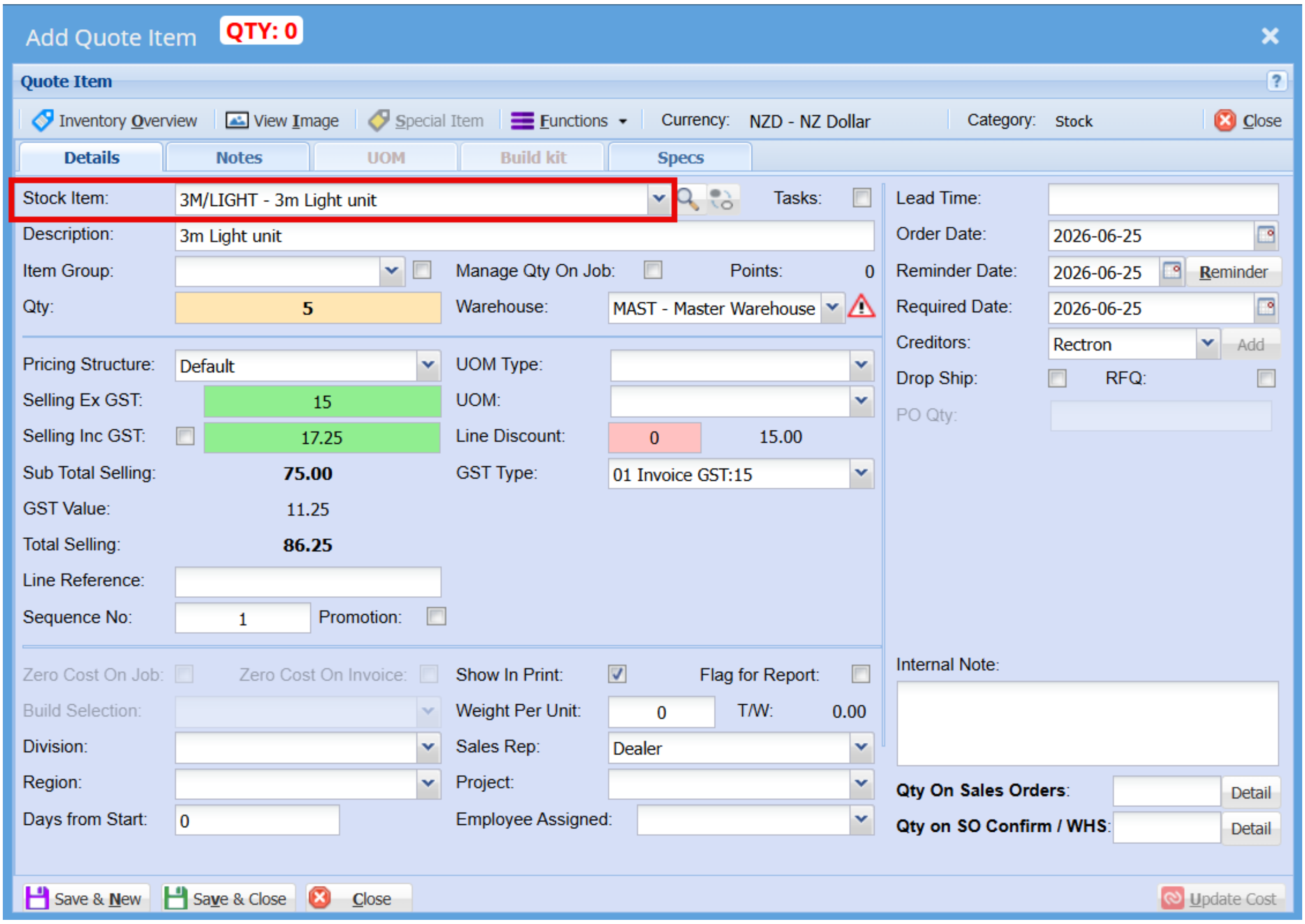
Click Add

Enter the required Item code

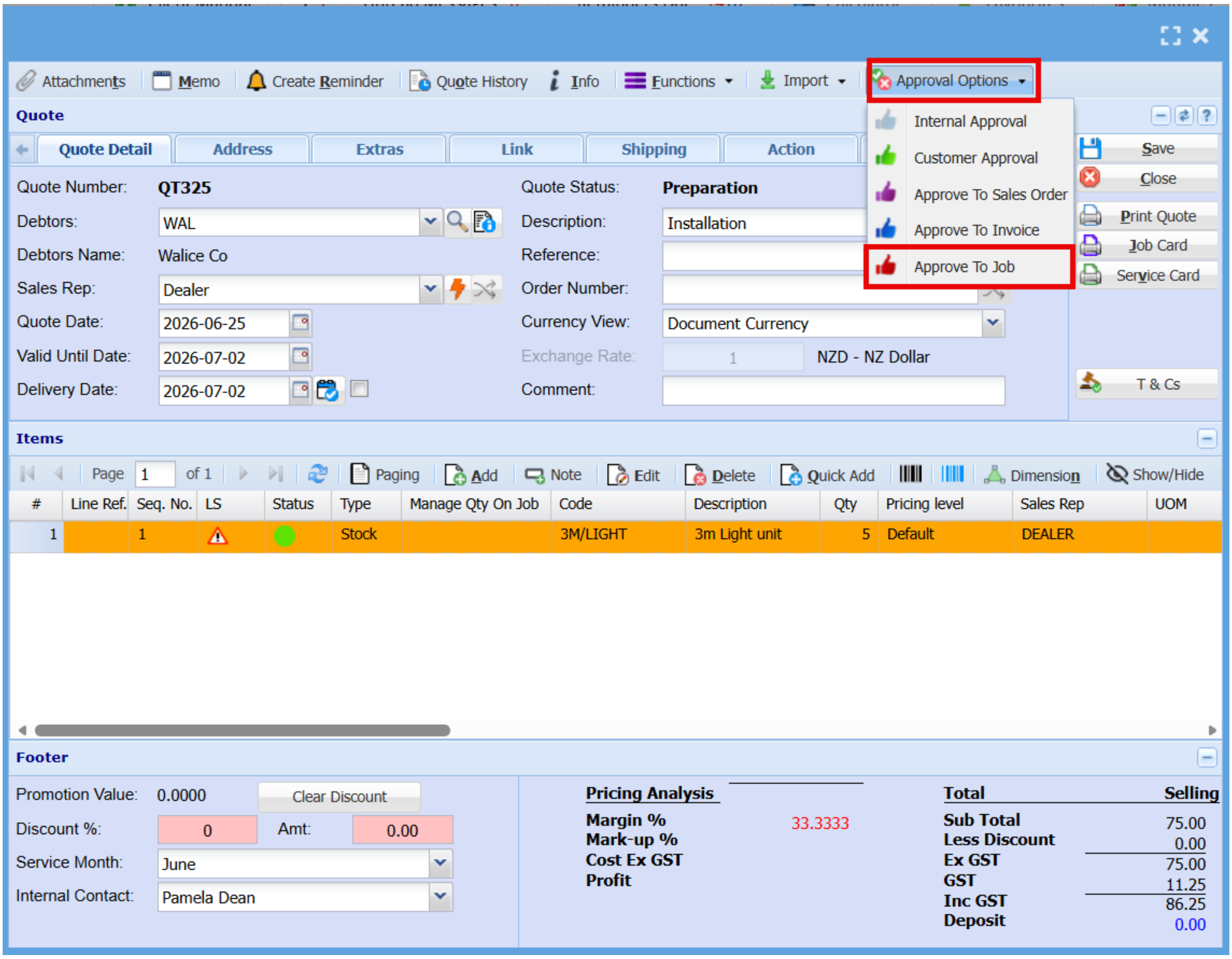
Enter the quantity

Check the selling price and amend if required

Click Save and close



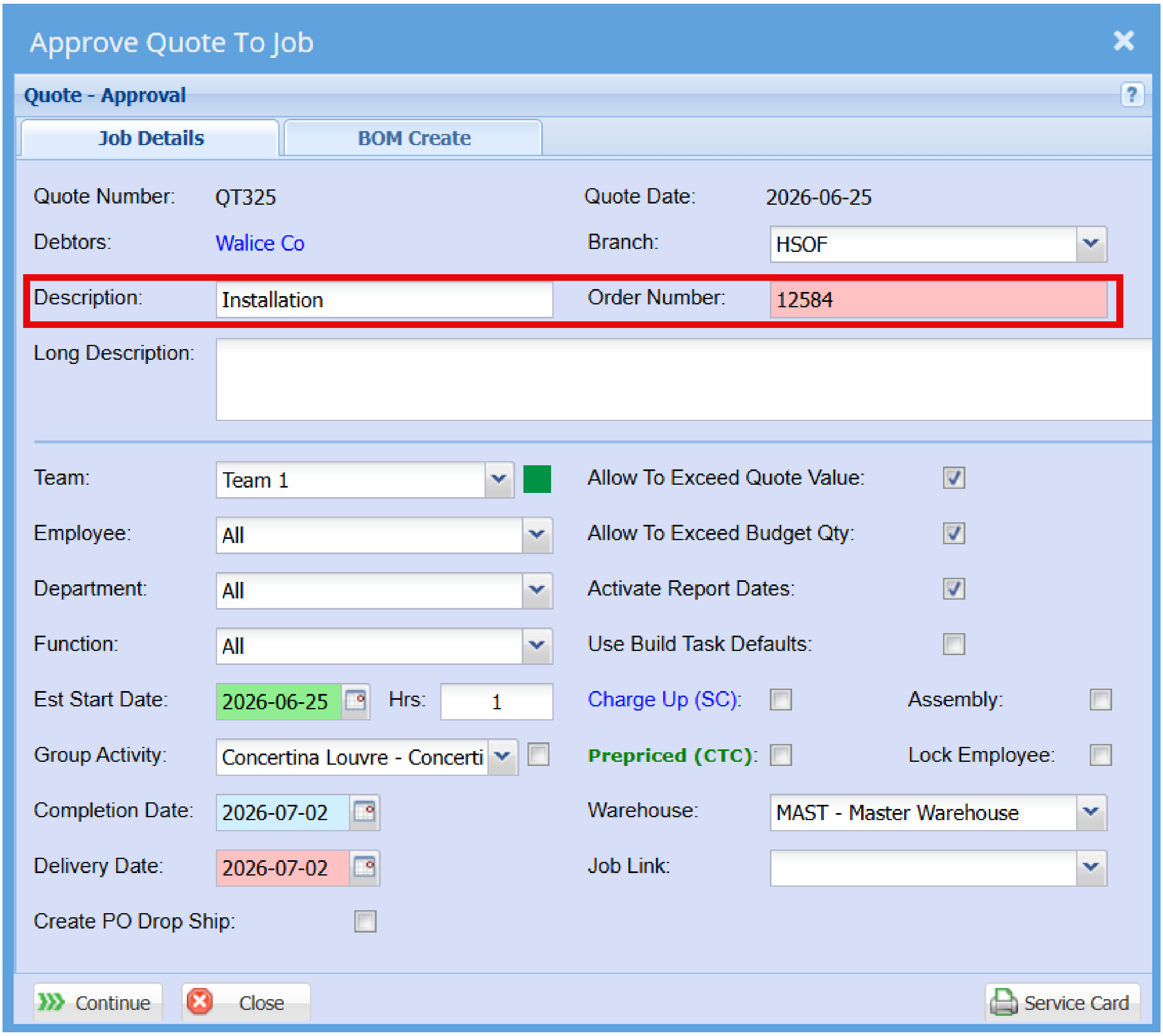
Click Approval Options tab



Select Approve to Job

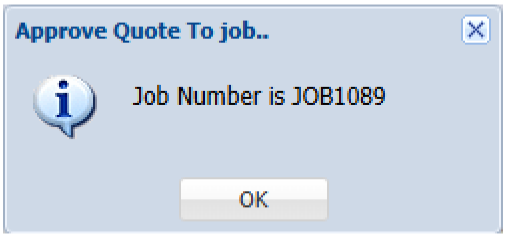
Enter a Description

Check the Order number



Click Continue

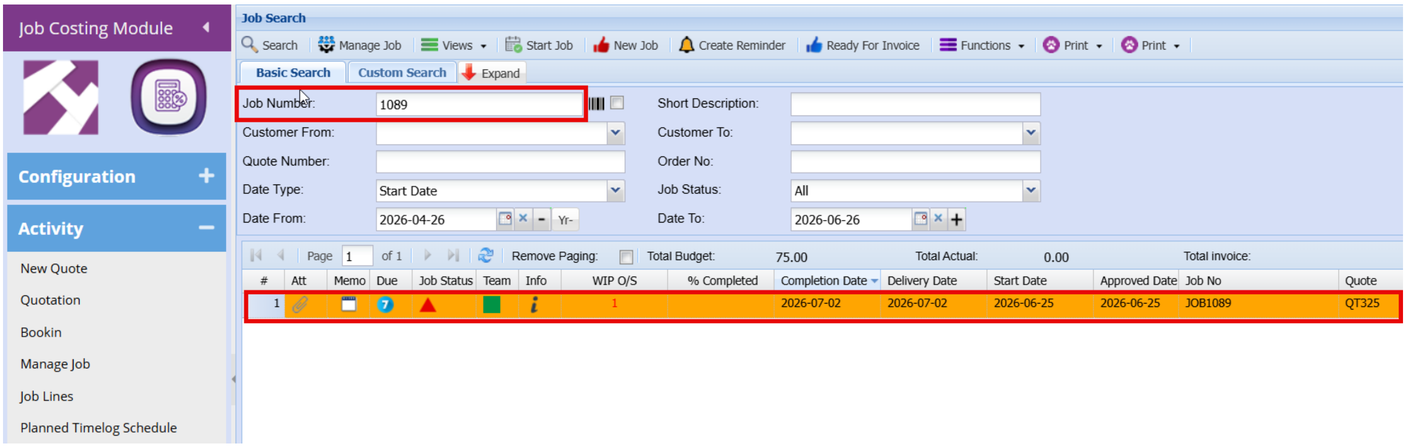
Make a note of the Job number (if necessary)



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



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

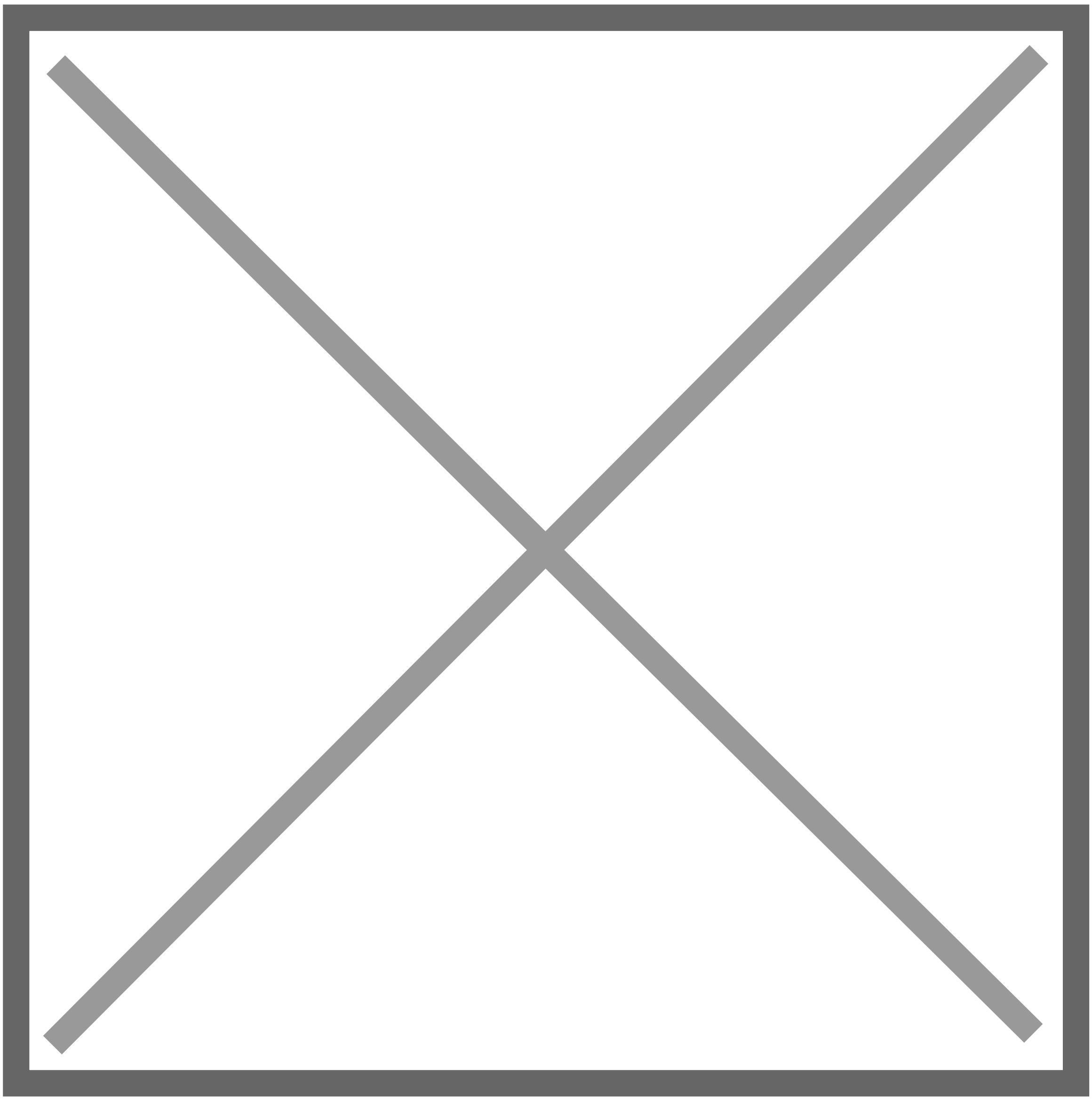
Prior to installation, you may need the client to pay a deposit of the total order value.

This is done by way of a Percentage Invoice:

Go to Activity> Job Invoice>

Click Insert

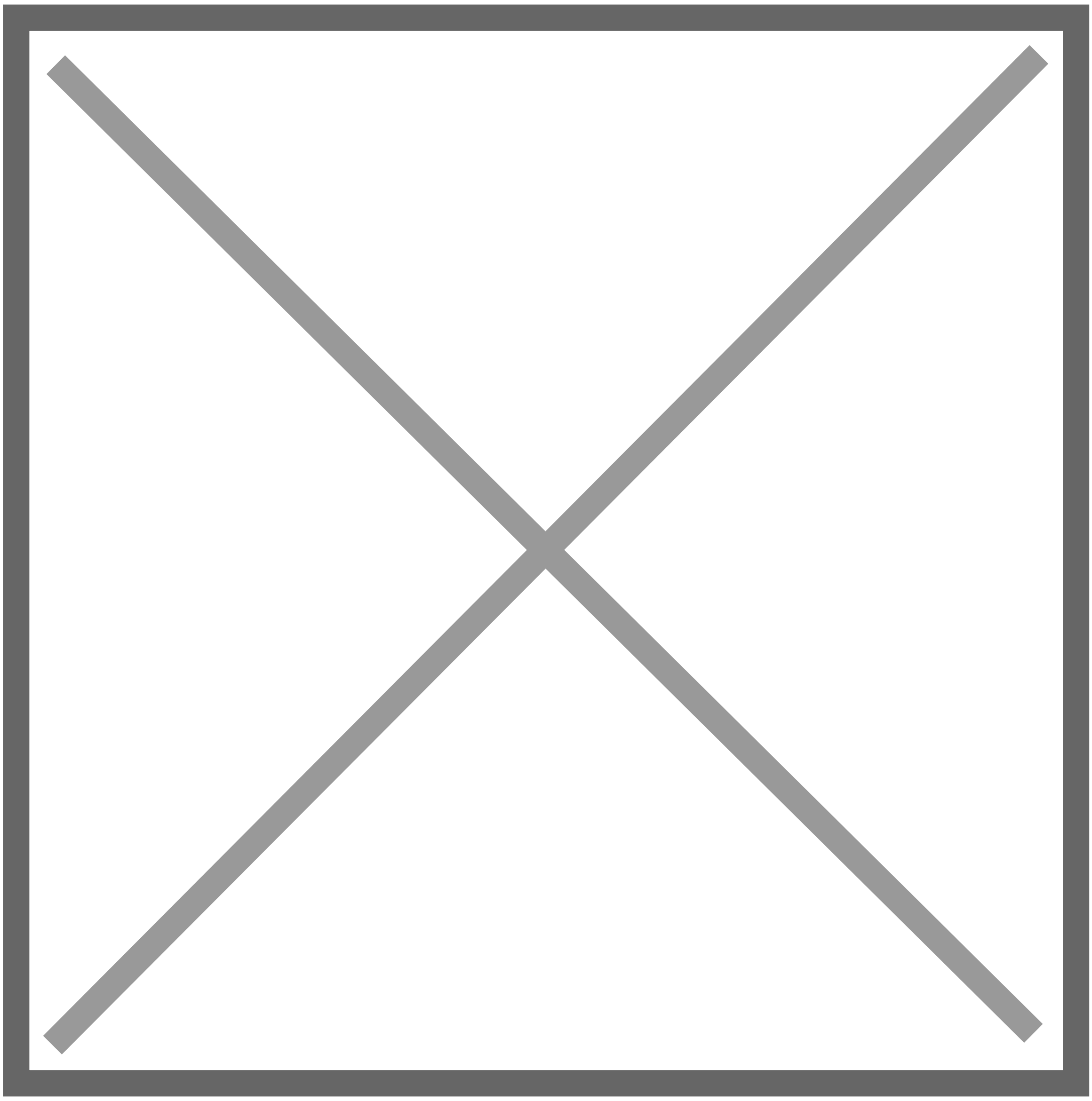
Enter the Job Number and Press Enter



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)

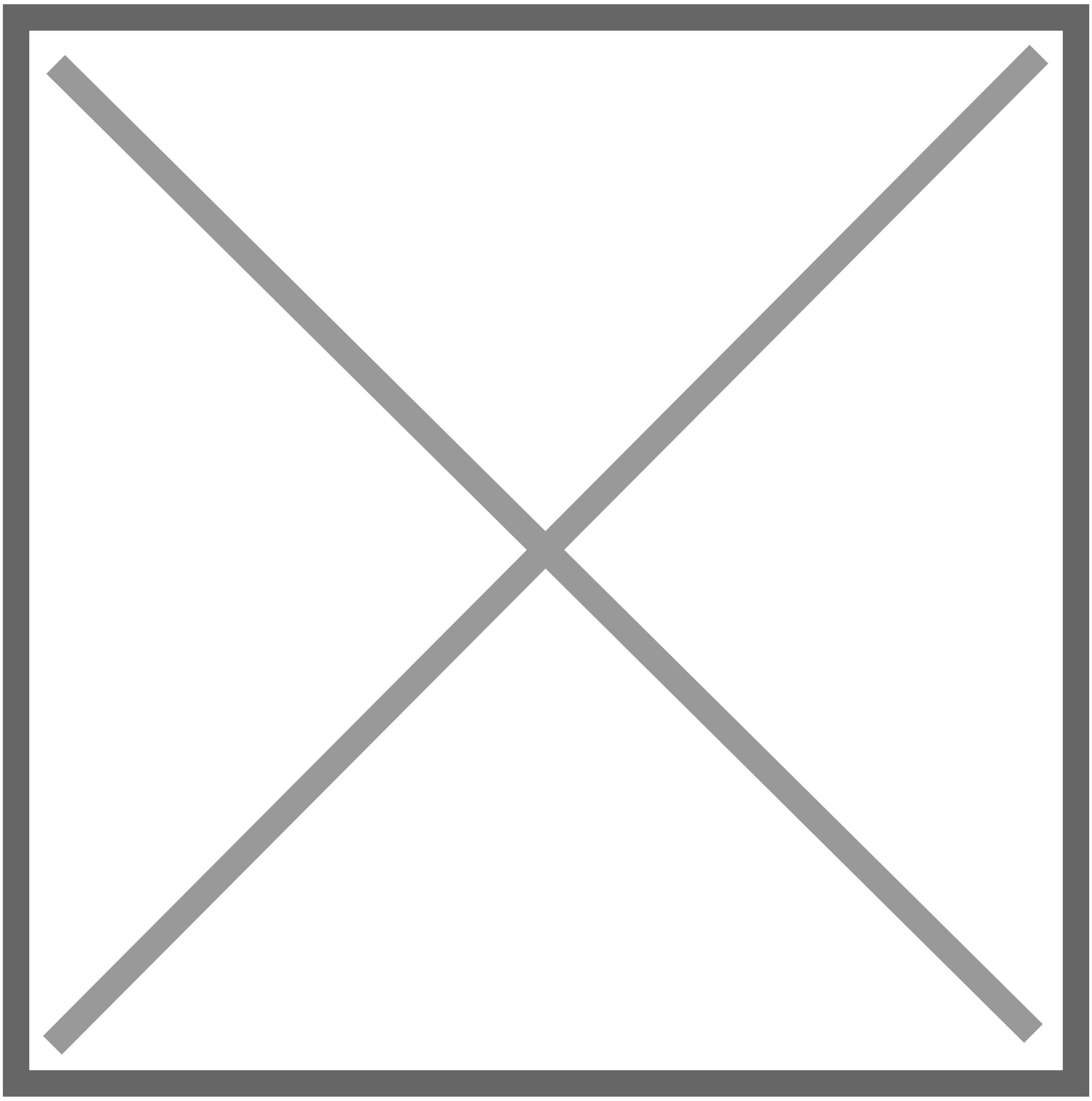
This 50% Deposit equals R 3750

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

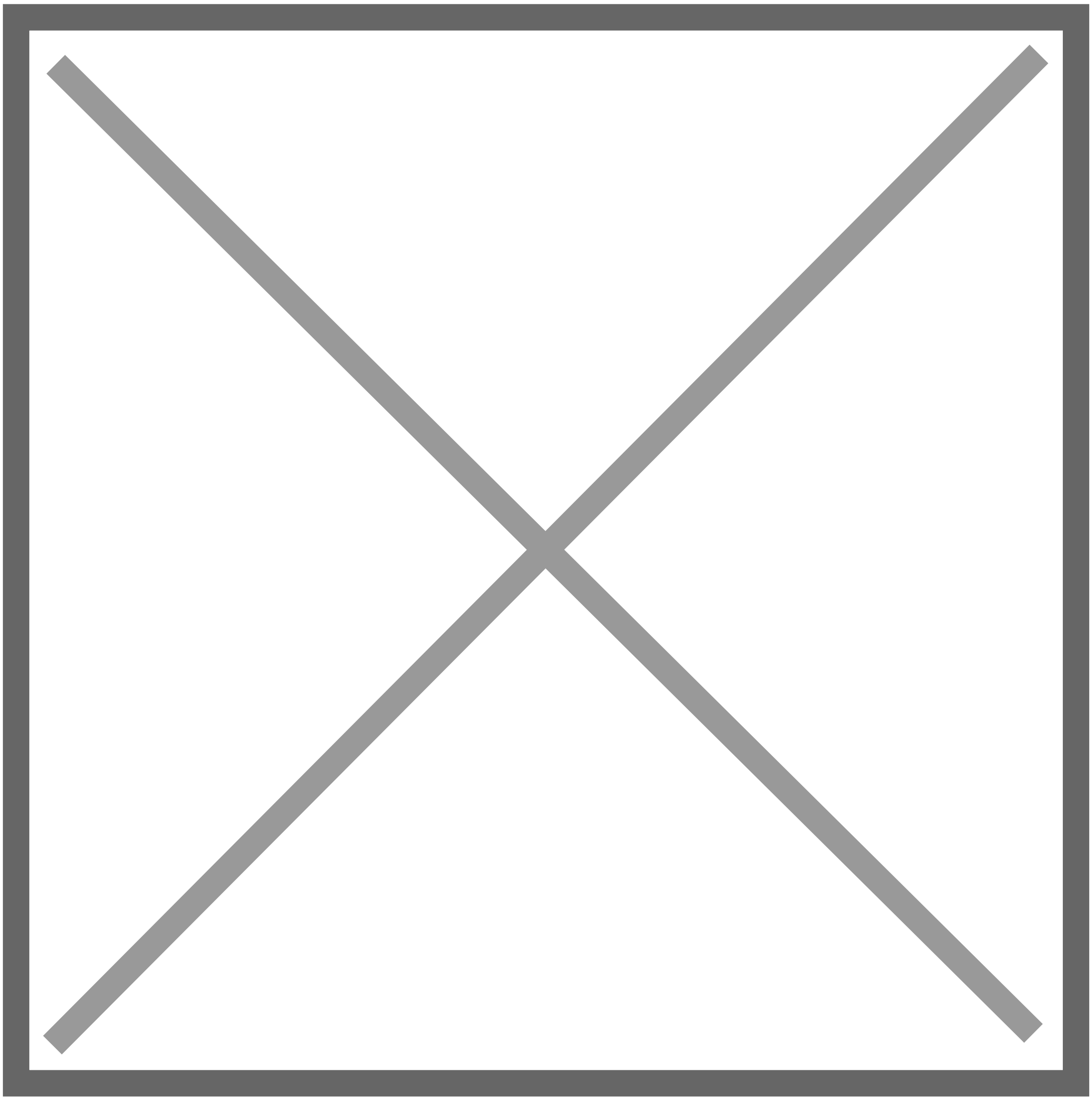


Check that the correct invoice is highlighted

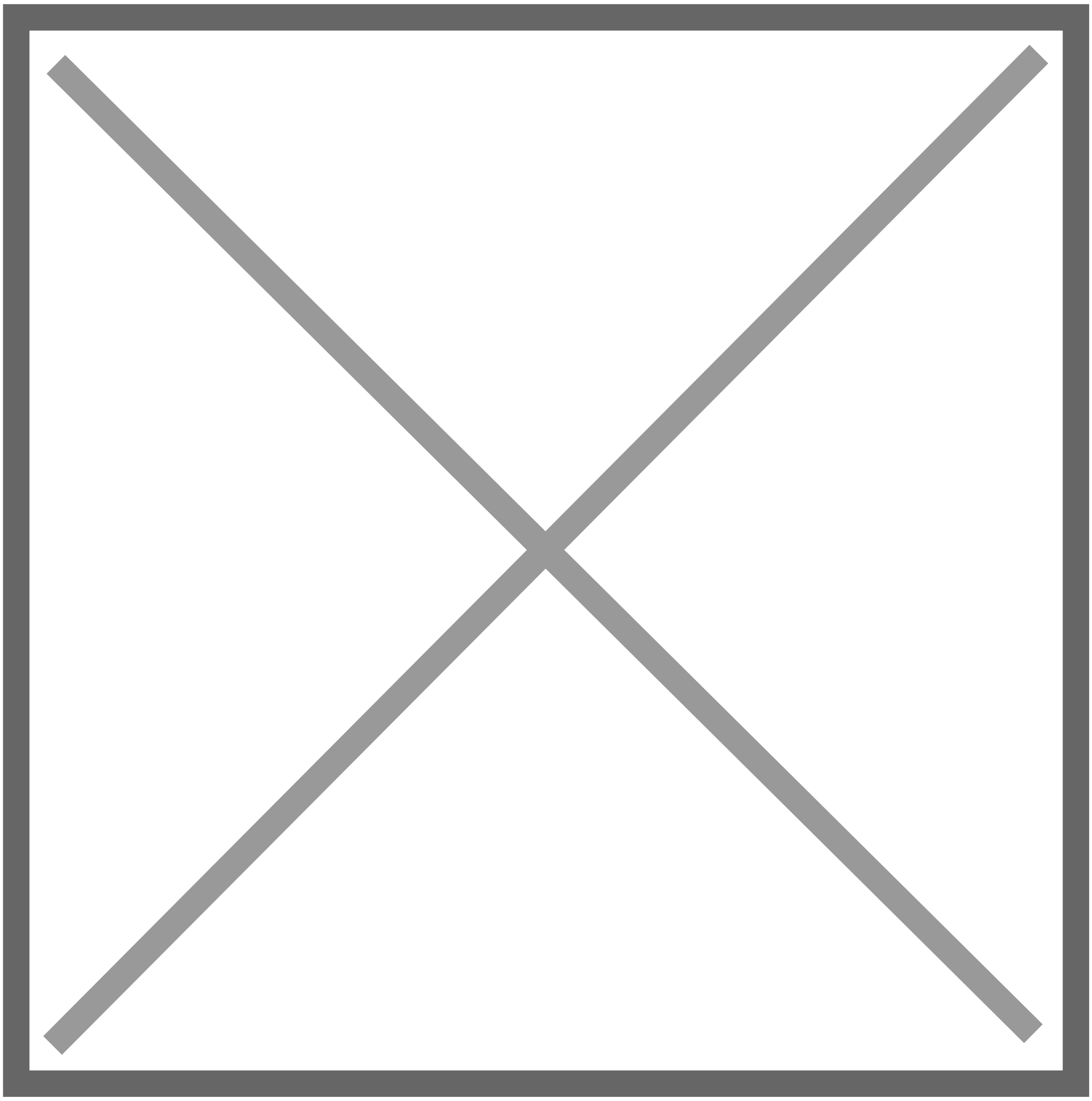
Click the Process Tab

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

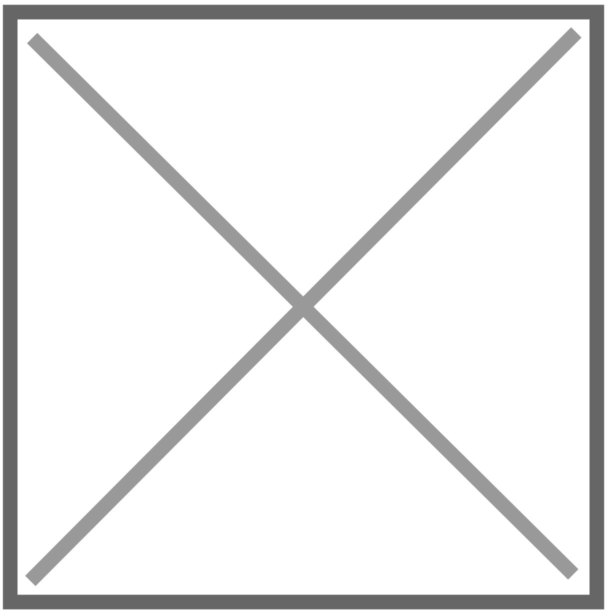
Enter the remaining estimated Cost

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

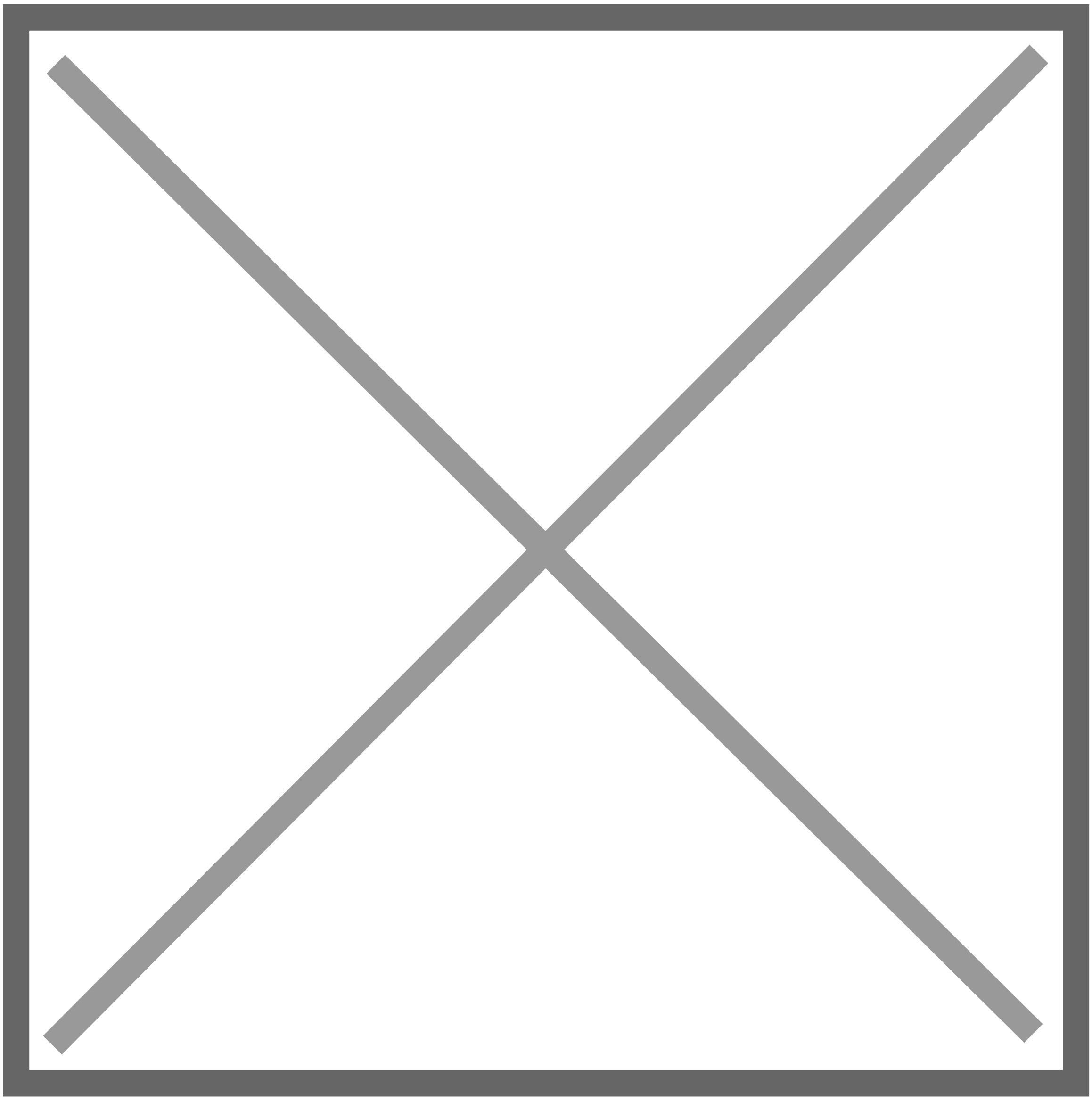


Ensure that the drop down is selected as “Stock Write Off”

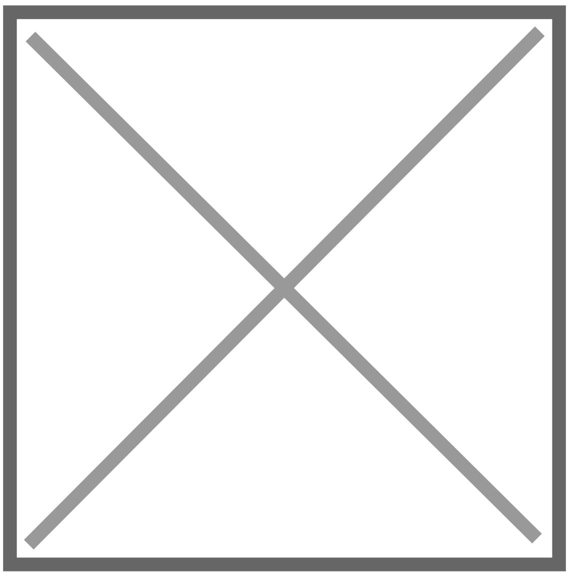
(This is to remove the stock from the system)

Click Continue

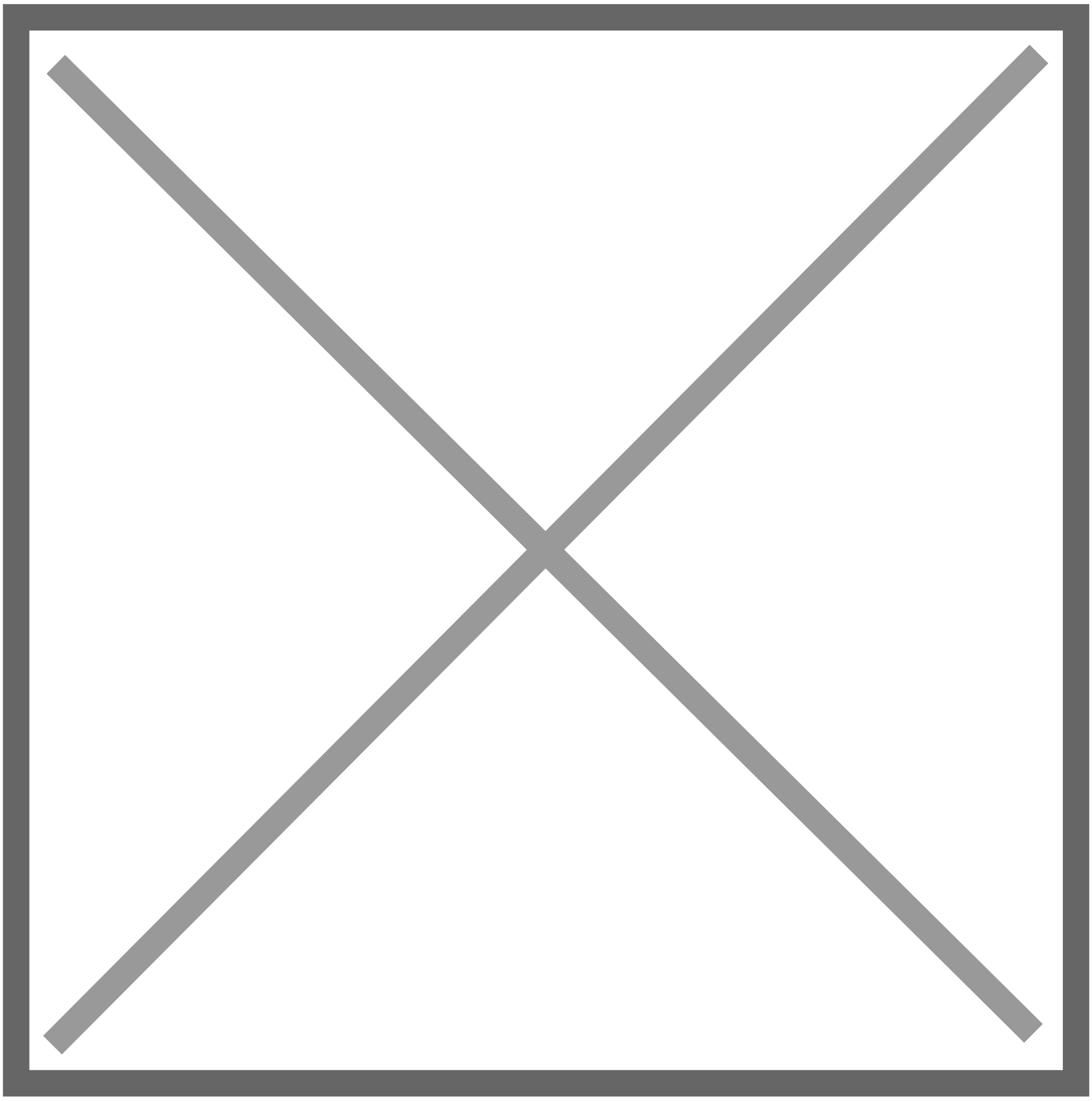
The final Invoice will then print to screen and you can print a hard copy or email as required



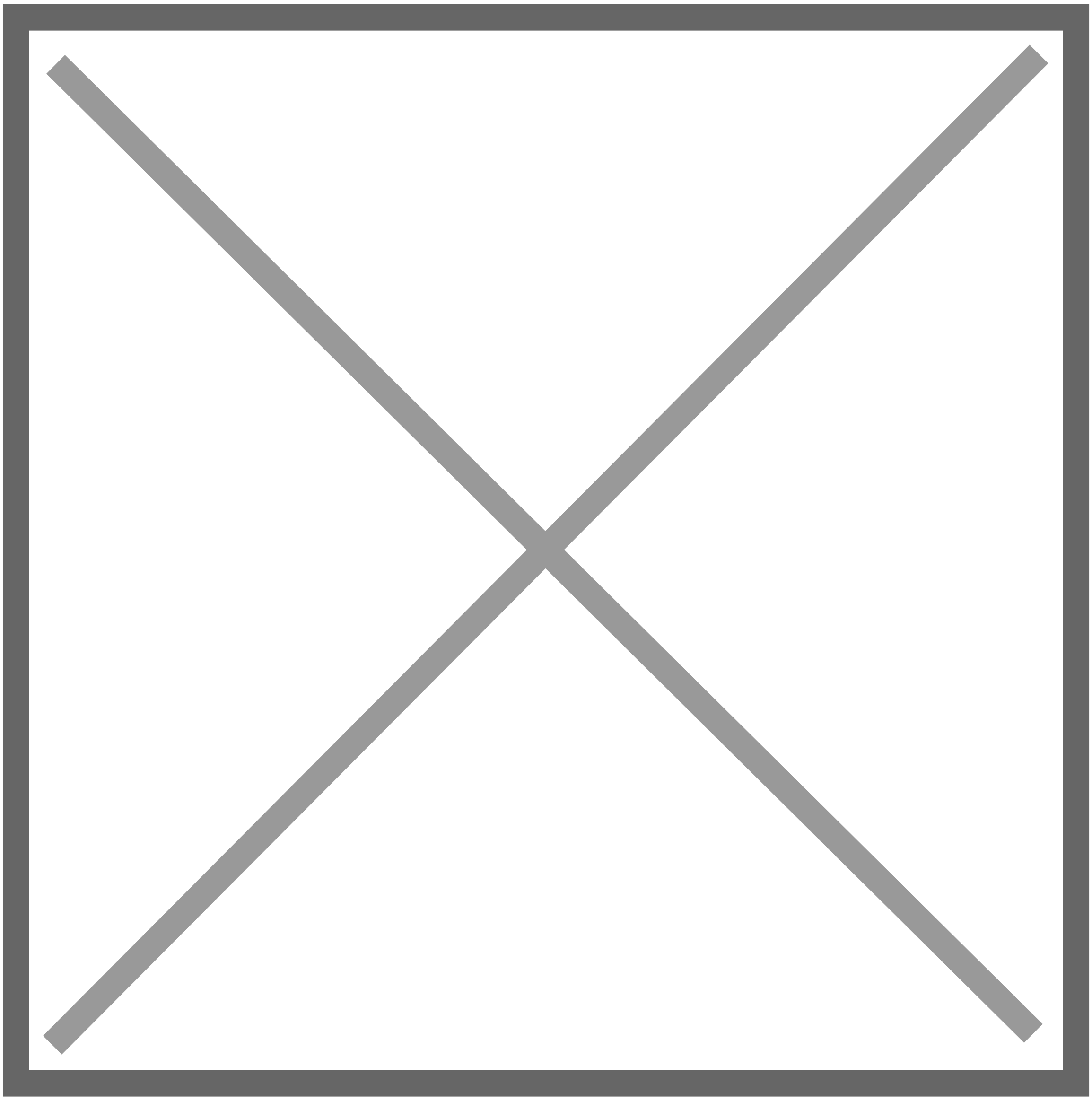
Click Close to close the Job



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)

Revision #4
Created 17 June 2026 03:42:48 by Pamela
Updated 25 June 2026 03:26:22 by Pamela