

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

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:

Items

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

Promotion Value:	0.0000	Clear Discount			Pricing Analysis		Total		Selling	
Discount %:	0	Amt:	0.00		Margin %	0.0000	Sub Total		0.00	
Service Month:	June				Mark-up %		Less Discount		0.00	
Internal Contact:	Pamela Dean				Cost Ex GST		Ex GST		0.00	
					Profit		GST		0.00	
							Inc GST		0.00	
							Deposit		0.00	

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

Tasks: ☐

Description: 3m Light unit

Order Date: 2026-06-25

Item Group:

Manage Qty On Job: ☐

Points: 0

Reminder Date: 2026-06-25

Reminder

Qty: 5

Warehouse: MAST - Master Warehouse

Required Date: 2026-06-25

Pricing Structure: Default

UOM Type:

Creditors: Rectron

Add

Selling Ex GST: 15

UOM:

Drop Ship: ☐

RFQ: ☐

Selling Inc GST: 17.25

Line Discount: 0 15.00

PO Qty:

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:

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)

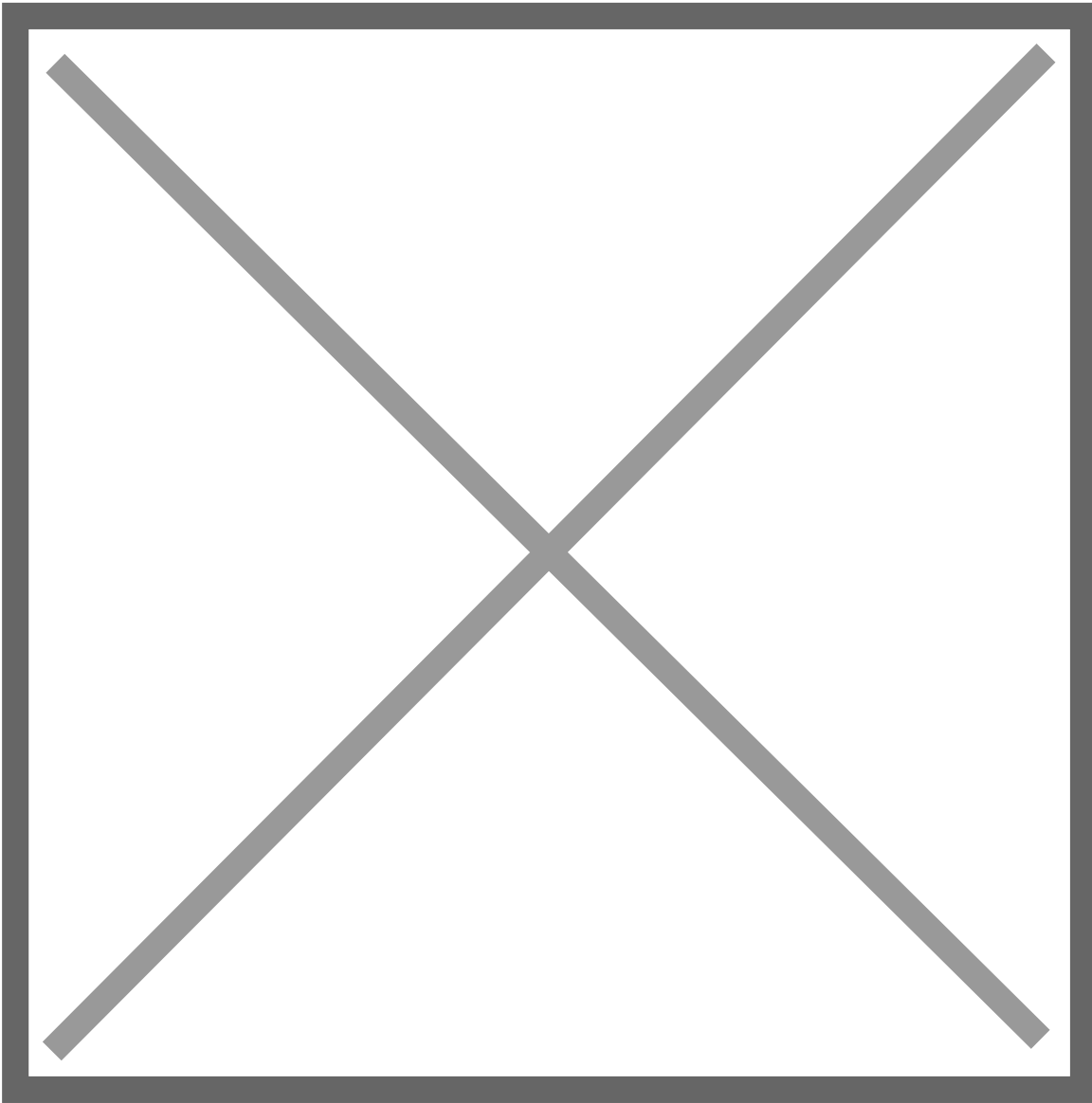
Prior to installation, you may need the client to pay a deposit of the total order value.

This is done by way of a Percentage Invoice:

Go to Activity> Job Invoice>

Click Insert

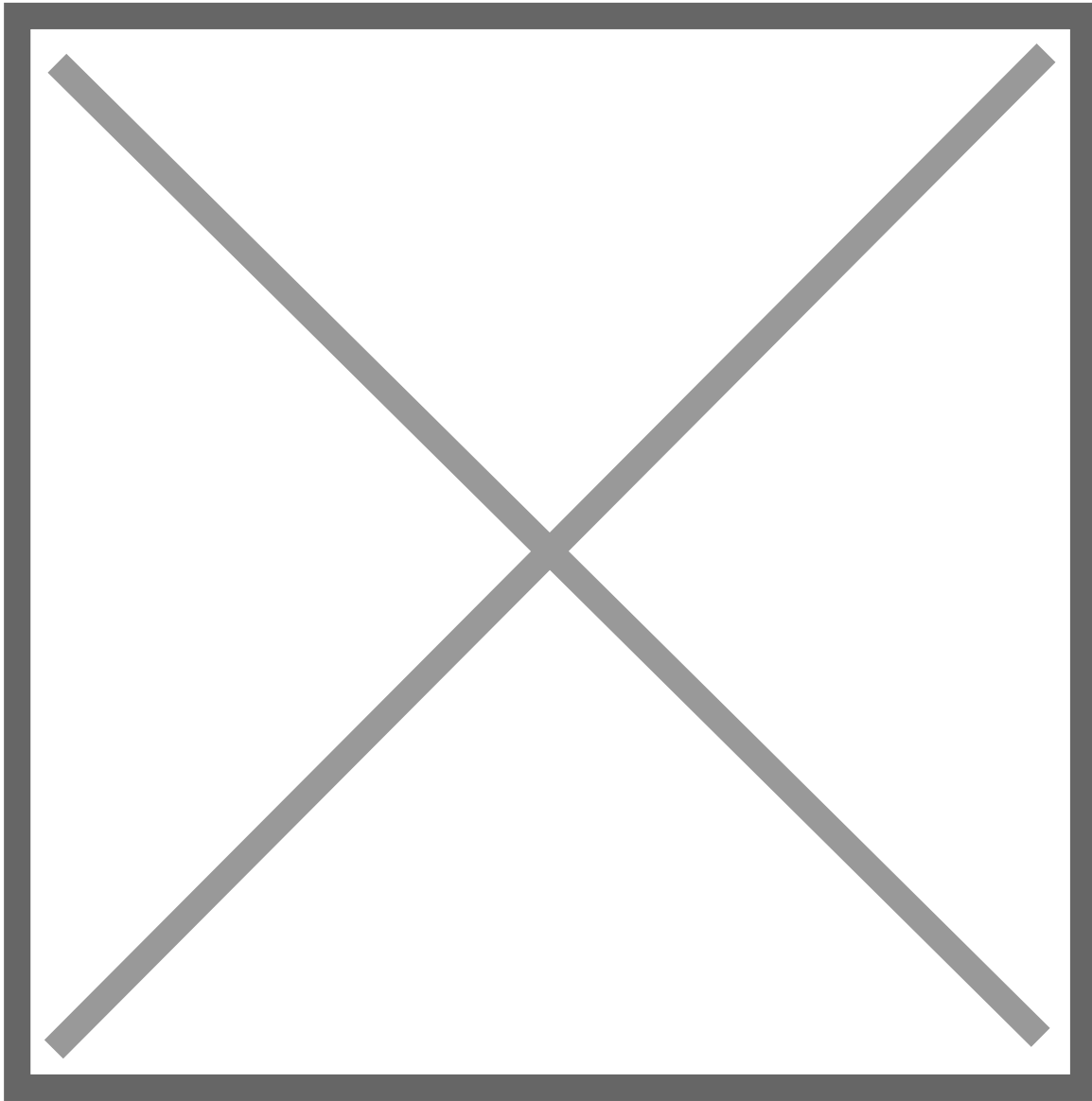
Enter the Job Number and Press Enter



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)

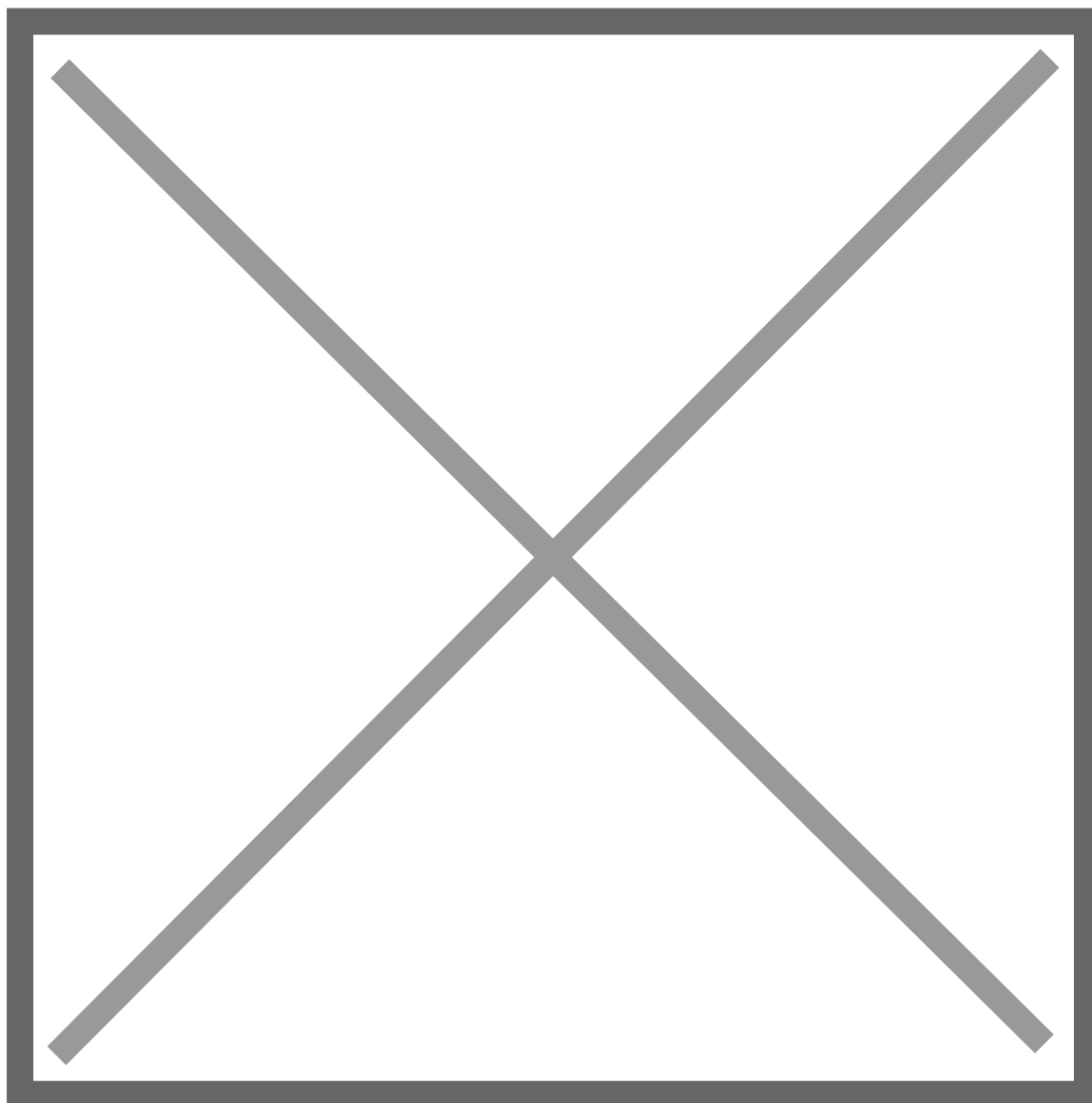
This 50% Deposit equals R 3750

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

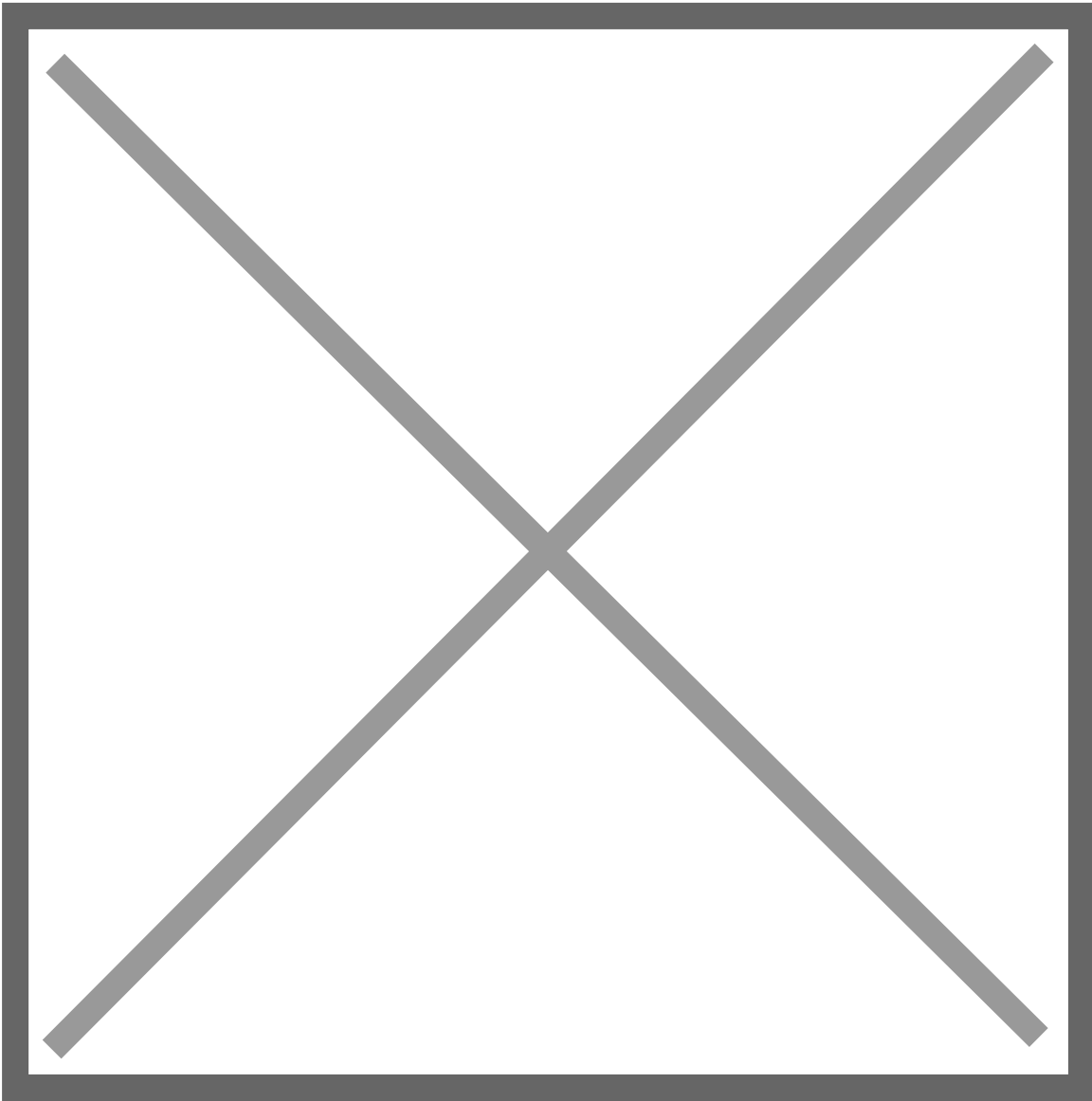


Check that the correct invoice is highlighted

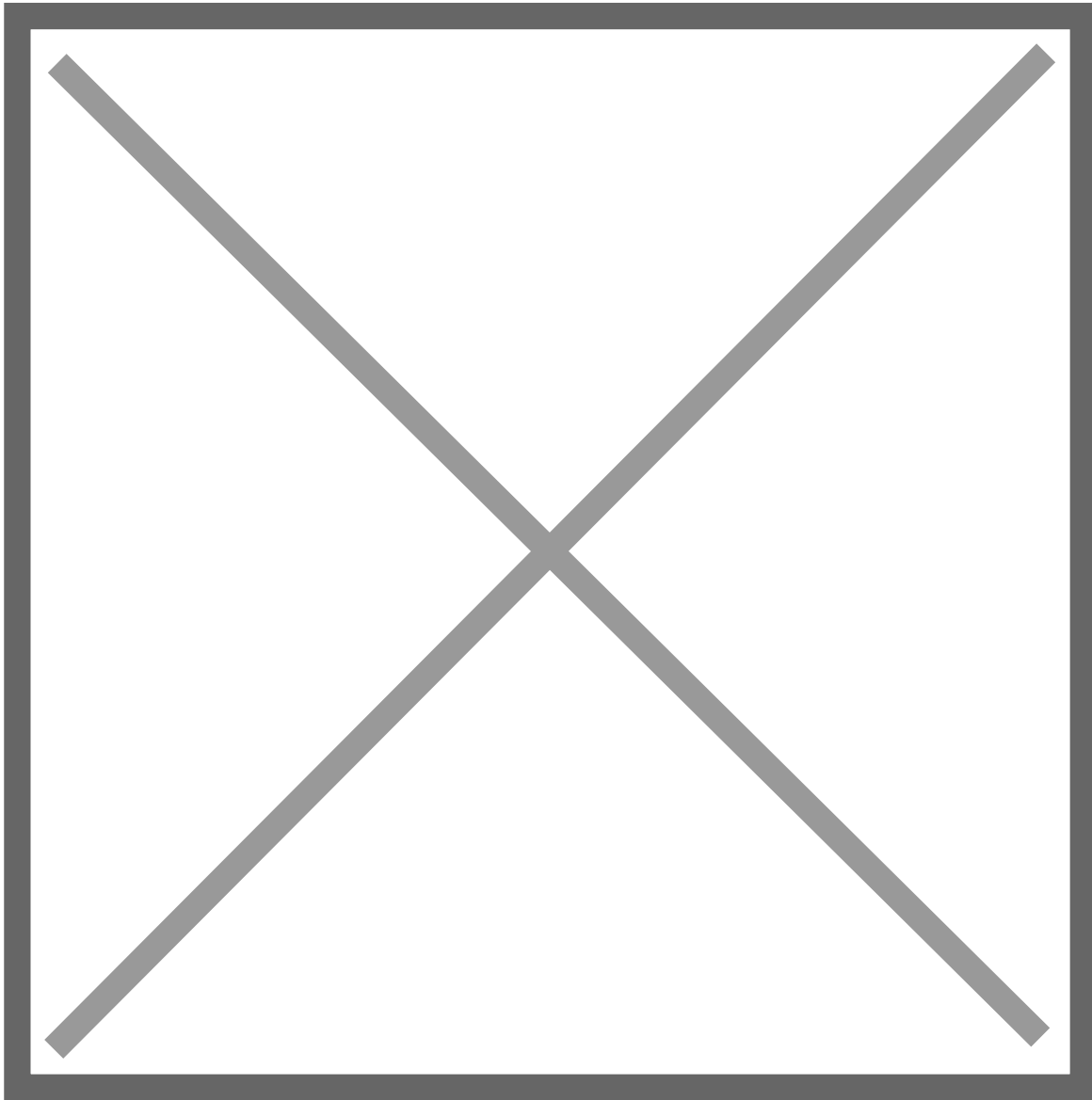
Click the Process Tab

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

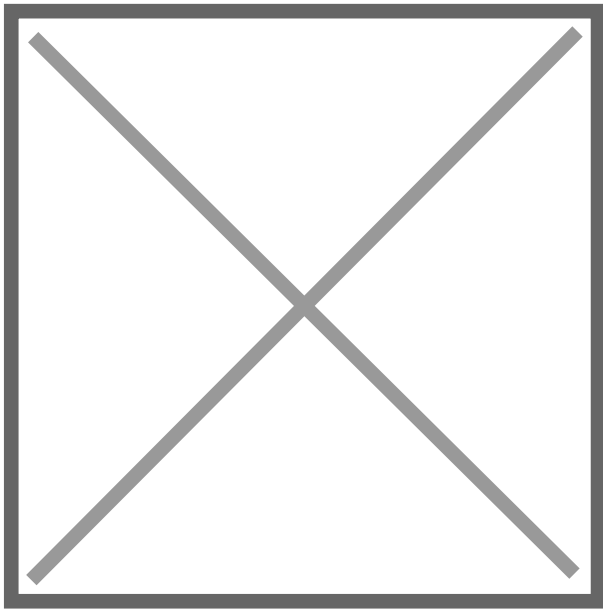
Enter the remaining estimated Cost

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

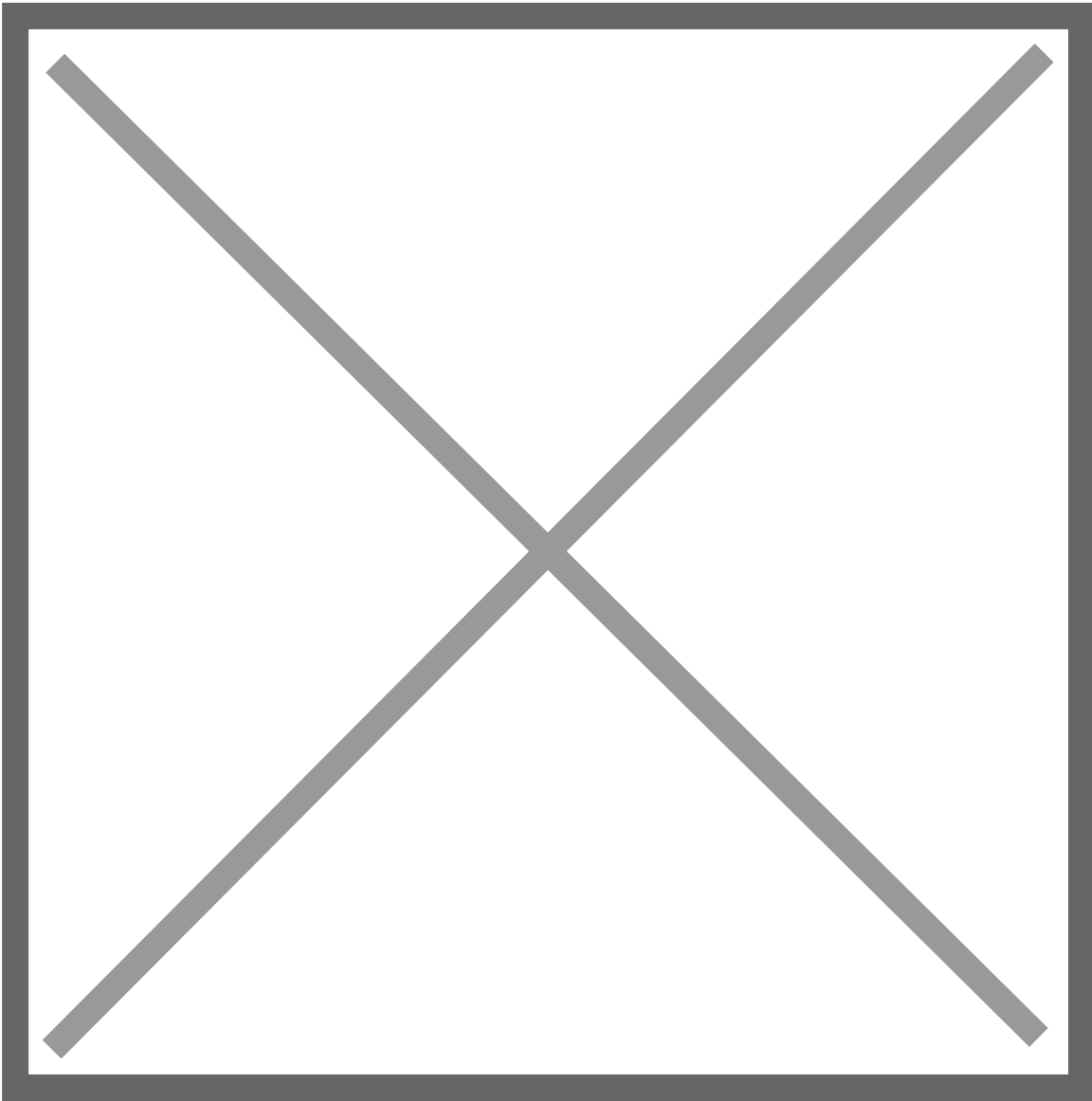


Ensure that the drop down is selected as “Stock Write Off”

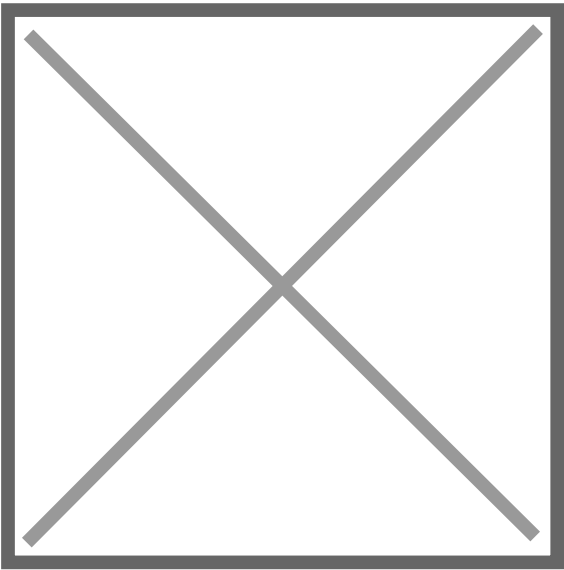
(This is to remove the stock from the system)

Click Continue

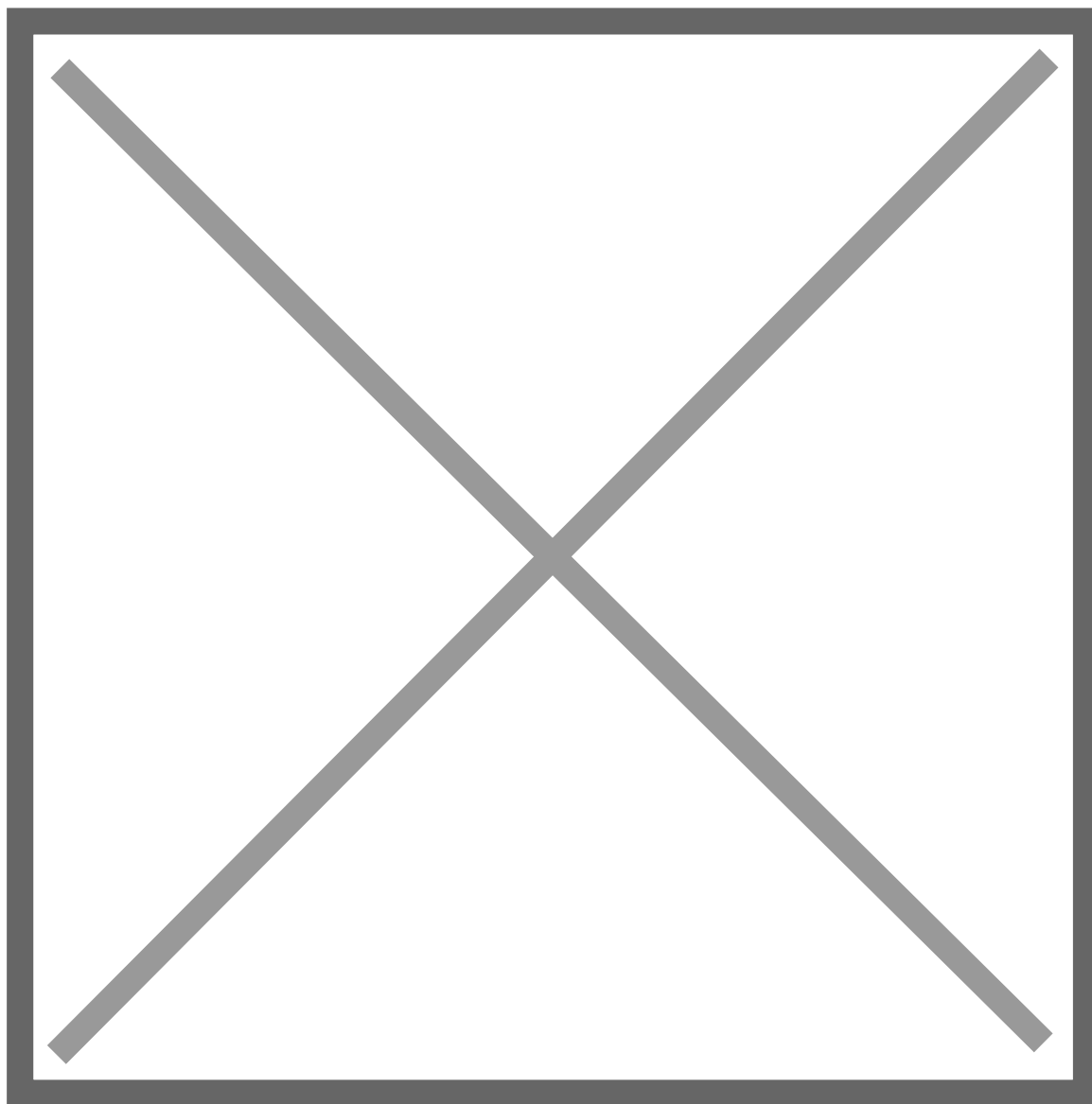
The final Invoice will then print to screen and you can print a hard copy or email as required



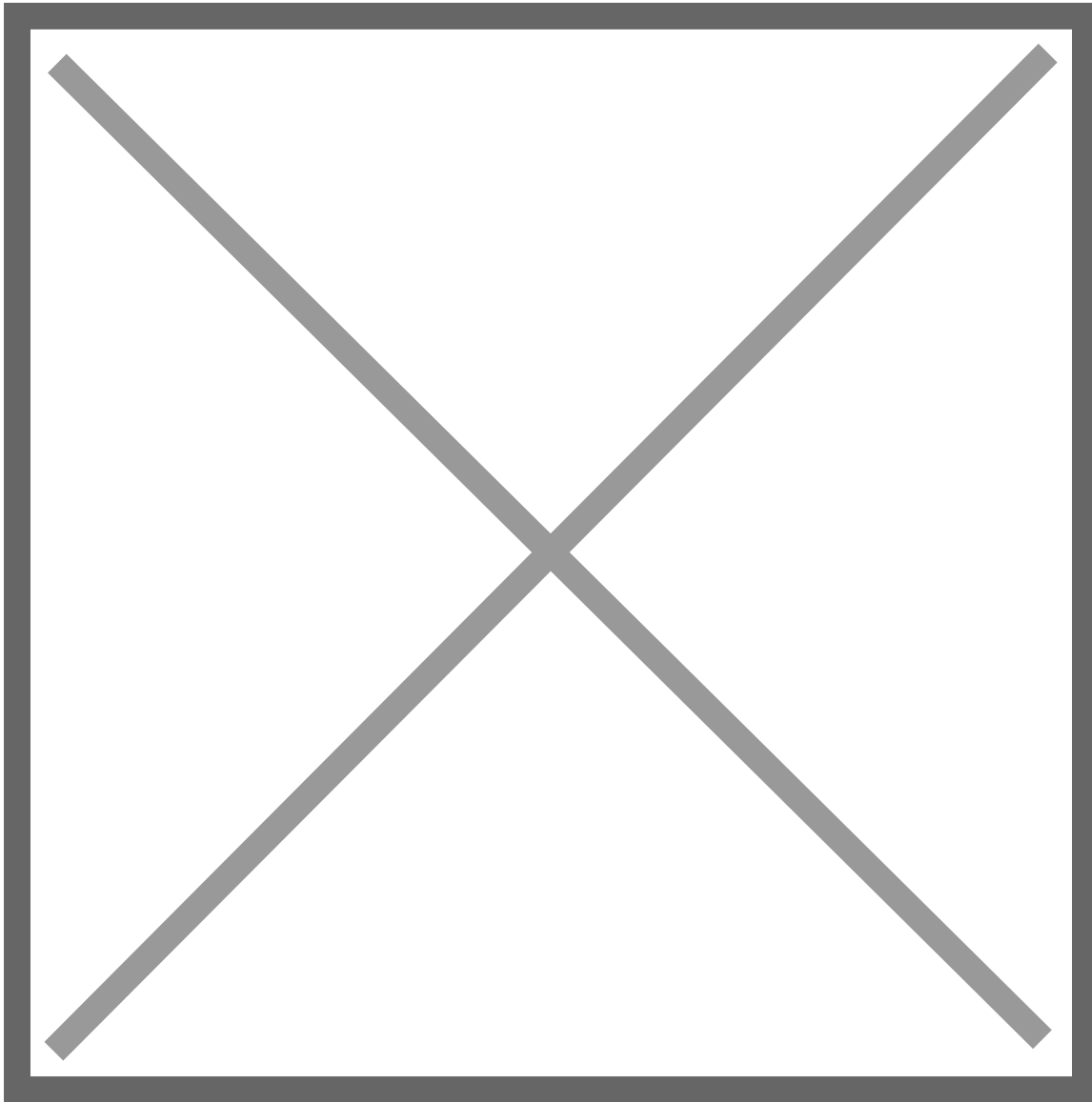
Click Close to close the Job



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)

Revision #4

Created 17 June 2026 03:42:48 by Pamela

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