Take On Values for Job

Taking on Values for a Job

1. **Create a Sub Quote**
   - Generate a sub-quote from the existing job, using the closing balances for both cost and selling values completed to date.
2. **Set Up an Inventory Item**
   - Create a new custom inventory item called:
     XJOB/OB – X Job Cost Opening Balance
   - Use this item code on the quote lines.

3. **Structure the Quote Lines**
   - Divide the quote into two lines (using the same inventory code):
     1. Costs and sales related to all previously invoiced documents to date.
     2. Costs and sales representing the remaining balance compared to the total job budget.

4. **Validate Totals**
   - For existing jobs, ensure that:
     - The two calculated values above, plus any new values,
       equal the total estimated cost and selling value of the job.

5. **Push Quote to Job**
   - Once the quote is created and applied to the job:
     - Manage the quote lines so that costs and sales are correctly reflected in the Job WIP (Work in Progress) reports.

6. **Raise Customer Invoice**
   - Create a customer invoice for the opening balance lines.
   - Process the invoice to reflect completion, ensuring:
     - No VAT/GST is applied.

7. **Post to Suspense Account**
   - Allow the invoice to prompt for posting.
   - Adjust the ledger so that it posts to the **Take-On Suspense Account**.

8. **Balance the Customer Account**
   - Create a customer journal transaction to balance the account.
   - Offset the entry against the Take-On Suspense Account.

- Allocate the journal and invoice together.

9. **Invoice Numbering**
    - Change the invoice reference format to: **JOBOB + sequential number (starting from 100)**

10. **Processing Timing**
    - Perform this process **outside of normal production hours** to prevent interference with regular invoice processing using the temporary numbering.

11. **Restore Invoice Sequence**
    - After completion, revert the invoice numbering sequence back to the standard range.

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