## **Training Document – Job Invoicing**



In this lesson you will learn about using the Accredo system.

After completing this lesson you will be able to:

- Create an AR Invoice from a job
- Reverse an Invoice or a credit that has been created through Job Invoicing

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# **Job Costing**

## **Module Relationship & Transaction Flows**

#### Module Relationship



REPORTING

\*Transaction reports

\*Analysis reports \*Actual vs estimate

\*WIP and job detail reports

\*Detailed job analysis \*Period analysis

\*Specific and/or consolidated grouping

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Quote

\*Job Sheets

\*Quotations

\*Job Estimates

vs actual income

AR Module

## Creating an Invoice for a Job

Go to Tasks\_Job Costing\_Job Invoicing

Enter the Job number that you want to invoice out to a customer

You will want to ensure that all costs are on the job before invoicing out completely.

Check for Pending Costs by going to Maintain\_Job Costing\_Jobs and click on the Documents tab.

In the lower half of the screen you will see the Pending costs. Double Click on costs to go to the original document

»	Select	t Job	1005 • 聞 🛛 🖗	1.8m Wardrobe				
	Ţ	7		JC Job Invoicing - 1005 - 1.8m Wardrobe			-	
	Job	<b>»</b>	Select Job 1005 💌 🏦 🗸 🖉	🗐 🖛 1.8m Wardrobe			NZD	
-	Job		Customer CARSON 🔻 🏦 🛕	Carson & Sons				
	Cus		Date 30/09/2013	Period Sep 2013				
	Cor		Rate Type SELL	Complete Job				
	Job		Exchange Rate 1,0000	Complete Transactions				
6	Orc		interest int					
	Sale		» T Code	Description	Quantity Unit	Sell Price	Disc% Group	
4	341		Ti LABOUR	Labour Charge	Hr	\$40.00	LAB	
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	Dat		M T1MLR	1M sq Laminated Rimu	Mtr	\$75.37	PART	
	Dau		M T25MMRF	15mm Rimu Facing	Mtr	\$1.71	PART	
	Dat		M T180MMTR	180mm x 48mm Rimu	Mtr	\$14.48	PART	
	Dat		Ti ASSEMBLY	Workshop Overhead	Job	\$47.51	LAB	
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			Ext Sell Ext Cost	Actuals Cost \$506.54 Pending Cost	\$130.00 Q	uoted	\$857.55	
			Invoiced Pending	Invoiced				
		Job	has pending costs	Open Invoice	Quoted		✓ Save	×



Once all of the Pending costs have been checked/entered go back to Job Invoicing and click on the Edit Details button in (F11).

Select the items that are to be invoiced out. You can select all or just individual lines. You can unselect lines individually or revert them all at once



7			JC Job Invoicing - 1005 -	- 1.8m Wardrob	e			• ×
» s	elect Job	1005 💌 🏦 🛛 🖉 💽	<ul> <li>1.8m Wardrobe</li> </ul>				NZD	
	Customer	CARSON	Carson & Sons					
	Date	30/09/2013	Period Sep 2013					
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	» Туре	Code	Description	Quantity Unit	Sell Price	Disc% Group	Ext Sell Cost Price	Ext Cost
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	Material	T470MMLR	470mm Laminated Rimu	Mtr	\$53.00	PART	\$34.0000	
	Material	T70SQR	70mm x 70mm Rimu	Mtr	\$9.20	PART	\$7.0000	
	Material	T1MLR	1M sq Laminated Rimu	Mtr	\$75.37	PART	\$58.0000	
	Material	T25MMRF	15mm Rimu Facing	Mtr	\$1.71	PART	\$1.0000	
	■ Material	T180MMTR	180mm x 48mm Rimu	Mtr	\$14.48	PART	\$11.0000	
	Select all (Shift)	MBLY	Workshop Overhead	Job	\$47.51	LAB	\$28.0000	
		OBRASS	Victorian 10 Brass Handle	Ea	\$5.35	PART	\$3.7500	
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6	🔄 Material	BCDRAW	350mm x 340mm Drawer	Ea	\$36.26	PART	\$24.5000	
	Al Material	DESIGN	Design Fee		\$40.00	CUS	\$22.0000	
	Time	LABOUR	Labour Charge	Hr	\$40.00	LAB	\$22.0000	
	Disbursement		Taxi	Ea	\$22.00	SPEC	\$20.0000	
	¥.							
[	Ext Sell	Ext Cost	Actuals Cost S	856.54 Pending C	Cost	Quoted	\$857.55	
	Invoiced	Pending Invo	piced					
			Open Invoice Generate	nvoice 🔂 Inv	oice as Quoted		🖌 Save 🗙 🗶	Cancel

When the line items are selected the Quantity, Ext Sell and Ext Cost fields are populated. Click on Save when you are happy that all lines to be invoiced have been selected.

You can also put a tick in the complete job and complete transactions boxes if this is the final invoice and you would like the job to be closed once invoiced.

7				JC Job Invoic	ing - 1005 -	1.8m Ward	Irobe				• •				
»	Sele	ct Job	1005 🔻 🖩 🛛 🖉 🖳	1.8m Wardrol	be				NZD						
	Cus	tomer	CARSON	Carson & Sons											
	Date	2	30/09/2013	Period	Sep 2013										
	Rate	Туре	SELL	Complete Job	ete Job										
	Excl	nange Rate	1.0000	Complete Transactions	✓										
	»	Туре	Code	Description		Quantity U	nit Sell Price	Disc% Group	Ext Sell	Cost Price	Ext Cost				
	a	Time	LABOUR	Labour Charge		2.00 H	lr \$40.00	LAB	\$80.00	\$22.0000	\$44.00				
		Material	T470MMLR	470mm Laminated	Rimu	1.50 N	1tr \$53.00	PART	\$79.50	\$34.0000	\$51.00				
		Material	T70SQR	70mm x 70mm Rin	70mm x 70mm Rimu		1tr \$9.20	PART	\$69.00	\$7.0000	\$52.50				
		Material	T1MLR	1M sq Laminated F	limu	4.00 N	1tr \$75.37	PART	\$301.48	\$58.0000	\$232.00				
		Material	T25MMRF	15mm Rimu Facin	15mm Rimu Facing	3.00 N	1tr \$1.71	PART	\$5.13	\$1.0000	\$3.00				
		Material	T180MMTR	180mm x 48mm Ri	mu	2.80 N	1tr \$14.48	PART	\$40.54	\$11.0000	\$30.80				
		Time	ASSEMBLY	Workshop Overhead		1.00 J	ob \$47.51	LAB	\$47.51	\$28.0000	\$28.00				
		Material	VIC10BRASS	Victorian 10 Brass I	Handle	2.00 E	a \$5.35	PART	\$10.70	\$3.7500	\$7.50				
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		Material	BCDRAW	350mm x 340mm [	Drawer	2.00 E	a \$36.26	PART	\$72.52	\$24.5000	\$49.00				
	₽↓	Material	DESIGN	Design Fee		10.00	\$40.00	CUS	\$400.00	\$22.0000	\$220.00				
	N	Time	LABOUR	Labour Charge		5.00 H	lr \$40.00	LAB	\$200.00	\$22.0000	\$110.00				
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		Invoiced	Pending Invo	iced											
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Click on Generate Invoice

7				JC Job Invoicin	g - 1005 - 1	1.8m Wardrob	be				
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	Exch	ange Kate	1.0000	Complete Transactions	✓						
	»	Туре	Code	Description		Quantity Unit	Sell Price	Disc% Group	Ext Sell	Cost Price	Ext Cost
		Time	LABOUR	Labour Charge		2.00 Hr	\$40.00	LAB	\$80.00	\$22.0000	\$44.00
		Material	T470MMLR	470mm Laminated R	imu	1.50 Mtr	\$53.00	PART	\$79.50	\$34.0000	\$51.00
	En	Material	T70SQR	70mm x 70mm Rimu	L. C.	7.50 Mtr	\$9.20	PART	\$69.00	\$7.0000	\$52.50
	Material T1MLR			1M sq Laminated Rin	nu	4.00 Mtr	\$75.37	PART	\$301.48	\$58.0000	\$232.00
		Material	T25MMRF	15mm Rimu Facing		3.00 Mtr	\$1.71	PART	\$5.13	\$1.0000	\$3.00
		Material	T180MMTR	180mm x 48mm Rim	u	2.80 Mtr	\$14.48	PART	\$40.54	\$11.0000	\$30.80
		Time	ASSEMBLY	Workshop Overhead		1.00 Job	\$47.51	LAB	\$47.51	\$28.0000	\$28.00
		Material	VIC10BRASS	Victorian 10 Brass Ha	indle	2.00 Ea	\$5.35	PART	\$10.70	\$3.7500	\$7.50
	F	Material	VIC32BRASS55	Victorian 32 Brass Ha	indle 55mm	2.00 Ea	\$6.23	PART	\$12.46	\$4.3700	\$8.74
		Material	BCDRAW	350mm x 340mm Dr	awer	2.00 Ea	\$36.26	PART	\$72.52	\$24.5000	\$49.00
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	N	Time	LABOUR	Labour Charge		5.00 Hr	\$40.00	LAB	\$200.00	\$22.0000	\$110.00
		Disbursement		Taxi		1.00 Ea	\$22.00	SPEC	\$22.00	\$20.0000	\$20.00
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		Invoiced	Pending Inve	piced							
				Open Invoice	<u>G</u> enerate Inv	voice 🛛 🔒 Inv	voice as Quoted	I	🗸 Save	e	🗙 Cancel

### Click on Open Invoice to open/print invoice

7			JC Job Invoic	ing - 1005 -	1.8m Wardrob	e		-	
»	Select Job	1005 🔹 曲 🛛 🖉 🥃	a 1.8m Wardrob	e				NZD	
	Customer	CARSON	Carson & Sons						
8	Date	30/09/2013	Period	Sep 2013					
Ę.	Rate Type	SELL	Complete Job	✓					
	Exchange Rate	1.0000	Complete Transactions	•					
	» Туре	Code	Description		Quantity Unit	Sell Price	Disc% Group	Ext Sell Cost Price	Ext Cost
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	Invoiced	Pending Inv	voiced \$1,340.84						
			Den Invoice	<u>G</u> enerate l	nvoice 🔂 Inv	oice as Quoteo	ł	Save 2	Cancel

7						IN	Enter Invo	ice	s - CAR	SON -	Carson &	Sons	
»	Period	Sep 2013	Invoi	ce			ID		456				
	Customer Code	CARSON	Ø 🔺	•	Carson 8	٤Son	s				NZD		
	Header Lines	Charges Lin <u>k</u> s	<u>M</u> emos										
	Invoice Date	30/09/2013	I	Branch		AKL			NZD	NZD			
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	Delivery Date		1	Default Lo	cation	AKL			2 Period	s			
	Rate Type SELL Promotion				n				1 Period				
	Exchange Rate	1.00	00	Category 2	2				Current				
Ø	Invoice No		•	Custom 1					Future				
	Job	1005		Custom 2					Total			\$0.00	
EQ.	Order Number			Quotation Ref									
18	Sales Person	NW	NW						Credit Li	mit			
	P/Slip Number					Del	li <u>v</u> ery Instruct	tion	s				
	Internal Ref					Deliv	very Code	D	EFAULT				
	Price Code	NZWSALE	Basis	Exclusive		43 Downs Road							
	Discount Code	1 🚰				Pakuranga							
	Comment					Auc	kland						
¢Ø	Post Status	Unposted F	rint Status	Unprinte	ed								
	Contact	Carson, Daryll											
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152	Net	\$1,340.84	Charges		S	0.00	GST			\$201.13	Gross		\$1,541.97
	Margin	36.1%	Weight		2	5.55	Volume			0.54			
	Invoice List									c	reated by AC	CREDO	on 27/01/2016 1

ABC Holdings Limited 10 Boston Road Mt Eden Auckland 1023

Phone Fax GST Number +64 9 373 5963 +64 9 373 5961 999-999-999

#### TAX INVOICE

Carson & So P O Box 12- Pakuranga Auckland 10	ns 327 956			43 Downs Pakuranga Auckland Invoice Nu	Road mber:			
Date	Delivery	Customer	Order Number	Packing	Slip	Internal Reference	Sales Person	Page
30/09/2013		CARSON					NW	1
Code	Description			Quantity	Unit	Price	Discount	Amount
1800 mm x	x 1200 mm x 600r	nm Wardrobe						
Rimu								
light polish	h Istan Chama			2.00		¢40.00		¢00.00
LABOUR	430 and Lander	terd Direct		2.00	Hr	\$40.00		\$80.00
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T1MLR	1M sq Laminat	ed Rimu		4.00	Mtr	\$75.37		\$301.48
T25MMRF	15mm Rimu Fa	icing		3.00	Mtr	\$1.71		\$5.13
T180MMTR	180mm x 48mr	n Rimu		2.80	Mtr	\$14.48		\$40.54
ASSEMBLY	Workshop Ove	rhead		1.00	Job	\$47.51		\$47.51
VIC10BRASS	Victorian 10 Bra	ass Handle		2.00	Ea	\$5.35		\$10.70
VIC32BRASS55	Victorian 32 Br	ass Handle 55mm		2.00	Ea	\$6.23		\$12.46
BCDRAW	350mmx340m	im Drawer		2.00	Ea	\$36.26		\$72.52
DESIGN	Design Fee			10.00		\$40.00		\$400.00
LABOUR	Labour Charge			5.00	Hr	\$40.00		\$200.00
	Taxi			1.00	Ea	\$22.00		\$22.00

	Total Net	\$1,340.84
Your Invoice message to appear here. Simply edit the text file		
Tour involce message to appear here. Simply cut the text me	0.77	
INInvoice.txt in your Reports\INInvoice folder using Notepad or	GST	\$201.13
Wordpad.	Invoice Total Including GST	\$1.541.97

## Work in Progress

Below is a Work in Progress (WIP) report for Job 1005

At the moment it shows that there is \$856.54 of Actual Costs that have not been invoiced out yet.

🗾 Eile Edit ⊻iew Shortcut Script Window	<u>H</u> elp																
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Navigator «	>>																
Maintain Tasks Reports Setup Xtracta	₩				<b>_</b> .												20/09/2012
Accounts Receivable	$\Phi$	Job Costin	ig - VVoi	'k In Progr	ess Deta	all											Sep 2013
Inventory Control	C400	ABC Holdi	nas Lim	nited												1	Page 1 of 1
Invoicing System	4					Jo	b From	n: 1005 - 1.8m \	Wardrobe To: 1005	- 1.8	m Wardro	be					
Crder Entry	Q							Jo	b Status: Active								
🛅 Sales Analysis	Q							Pe	eriod: Sep 2013								
Accounts Payable																	
Purchase Orders		Job Code Job Na	ame														
Purchase Analysis	4	1005 1.8m V	Vardrobe														
Cash Book																WIP	Period
Eived Accets						Cost	Comp				Cost	Actual	Invoiced	Invoiced	Work In Trar	sferred	Complete
		Type	Date	Reference	Source	Code	Code	ProductCode	Quantity	Unit	Price	Cost E44.00	Cost	Sell	Progress	To GL	For WIP
General Leuger	뮲	Material	13/09/2013	Steve	JC	ASS	RIMU	T470MMLR	1.50	Mtr	\$34.0000	\$51.00			\$51.00		ŏ
Job Costing		Material	13/09/2013		JC	ASS	RIMU	T70SQR	7.50	Mtr	\$7.0000	\$52.50			\$52.50		0
🛅 Job Reports		Material	13/09/2013		1C	ASS	RIMU	TIMLR	4.00	Mtr	\$58.0000	\$232.00			\$232.00		0
Job and Estimates	12	Material	13/09/2013		JC	ASS	RIMU	TISOMORP	3.00	Mtr	\$1.0000	\$3.00			\$3.00		0
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Dob balances	$\bowtie$	Material	20/09/2013	515	JC	ASS	FIT	VIC10BRASS	2.00	Ea	\$3.7500	\$7.50			\$7.50		ō
Work In Progress Summary		Material	20/09/2013	515	JC	ASS	FIT	VIC32BRASS55	2.00	Ea	\$4.3700	\$8.74			\$8.74		0
Work In Progress Detail	169 (	Material	30/09/2013		JC	ASS	DOW	BCDRAW	2.00	Ea	\$24.5000	\$49.00			\$49.00		0
An Add avout		Material	30/09/2013		AP			DESIGN	10.00		\$22.0000	\$220.00			\$220.00		0
		Time	30/09/2013		JC	FIN	LAB	LABOUR	5.00	Hr	\$22.0000	\$110.00			\$110.00		0
Iransaction Reports		Dispursement	50/09/2013		10				43.80	24	\$20.0000	\$856.54			\$856.54		
Job Status									10100		-						<u> </u>
Transaction Sequence																	

**To help explain WIP** - In this example we have decided to invoice everything except the Design Fee, Labour Charges and a Taxi charge as these will be invoiced to the customer at a later date and so, will remain on the job for now.

As we are not invoicing out all of the costs on this invoice we don't tick the Complete Job and Complete Transactions selections.

7			JC Job Invoic	ing - 1005 - 1.8m W	/ardrobe				
»	Select Job	1005 🔹 🏦 🛛 🖉	🗧 🛥 🛛 1.8m Wardroł	)e				NZD	
	Customer	CARSON	Carson & Sons						
	Date	30/09/2013	Period	Sep 2013					
	Rate Type	SELL	Complete Job						
	Exchange Rate	1 0000	Complete Transactions						
	exchange hate	1.0000	complete managetions						
	» T Code		Description			Quantity Unit	Sell Price	Disc% Group	Ext Sell C
	M T470MML	.R	470mm Laminated Rimu			1.50 Mtr	\$53.00	PART	\$79.50
	M T70SQR		70mm x 70mm Rimu			7.50 Mtr	\$9.20	PART	\$69.00
	M T1MLR		1M sq Laminated Rimu			4.00 Mtr	\$75.37	PART	\$301.48
	M T25MMR	F	15mm Rimu Facing			3.00 Mtr	\$1.71	PART	\$5.13
	M T180MM	ΓR	180mm x 48mm Rimu			2.80 Mtr	\$14.48	PART	\$40.54
	Ti ASSEMBL	Y	Workshop Overhead			1.00 Job	\$47.51	LAB	\$47.51
	M VIC10BRA	SS	Victorian 10 Brass Handle			2.00 Ea	\$5.35	PART	\$10.70
	M VIC32BRA	SS55	Victorian 32 Brass Handle 55r	nm		2.00 Ea	\$6.23	PART	\$12.46
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	Ext Sell	\$638.84 Ext Cost	\$462.54 Actuals Cos	t \$856.54 P	ending Cost	Qu	uoted	\$857.55	
	lavaiaad	Dending	Invoiced		<b>j</b>	~			
	invoiced	Pending	Invoiced						
			Open Invoice	<u>Generate</u> Invoice	Invoice as Q	uoted		🖌 Save	X Cancel

If you rerun the WIP detail report you will see that the balance left in WIP is \$394 being the uninvoiced transactions.

WIP is a holding bucket for Job transactions that are waiting to be invoiced.



## Contact

For further information or for assistance with Accredo please do get in touch with us.

### Offices

#### New Zealand (+64)

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Brisbane	07 3088 4989
Email	<u>Helpdesk@ZealSystems.com.au</u>