

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

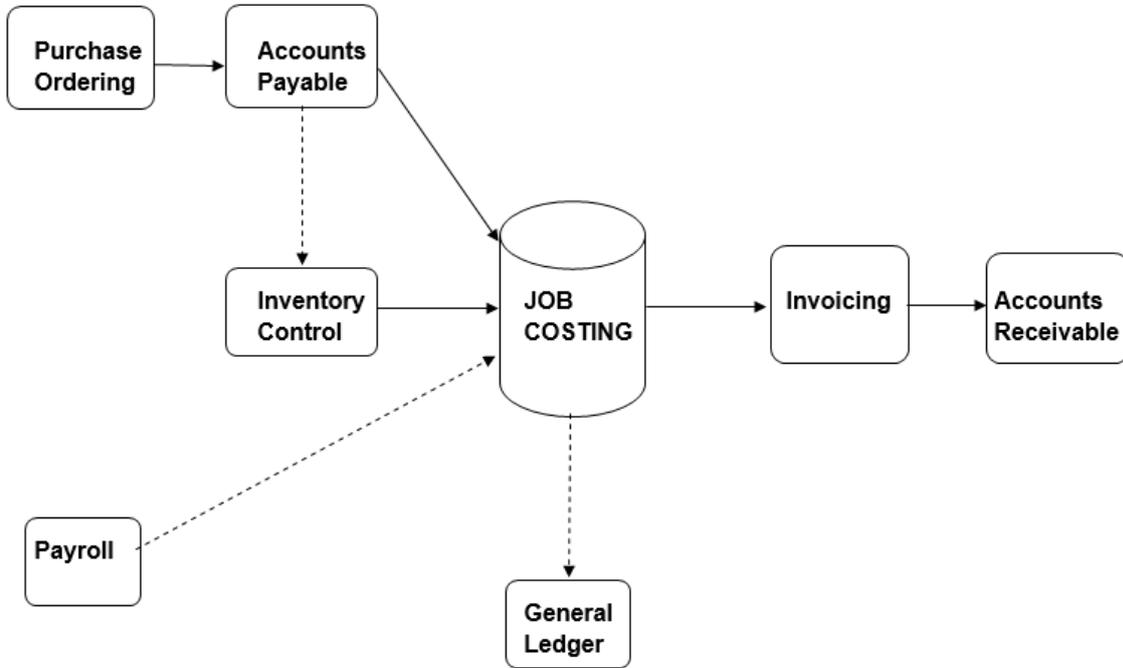
Contents

Job Costing	3
Module Relationship & Transaction Flows	3
Creating an Invoice for a Job.....	4
Work in Progress.....	10
Contact.....	12

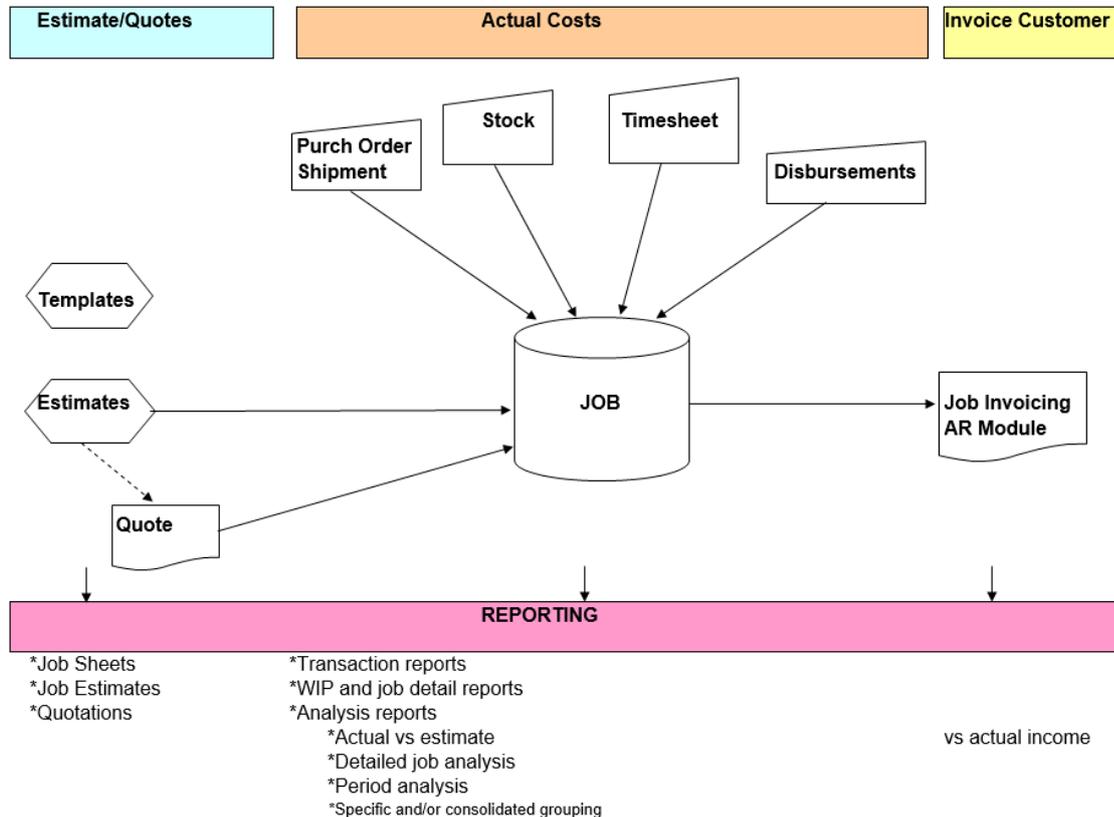
Job Costing

Module Relationship & Transaction Flows

Module Relationship



Transaction Flow



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

Job: 1005, 1.8m Wardrobe

Customer: CARSON, Carson & Sons

Date: 30/09/2013, Period: Sep 2013

Rate Type: SELL, Complete Job:

Exchange Rate: 1.0000, Complete Transactions:

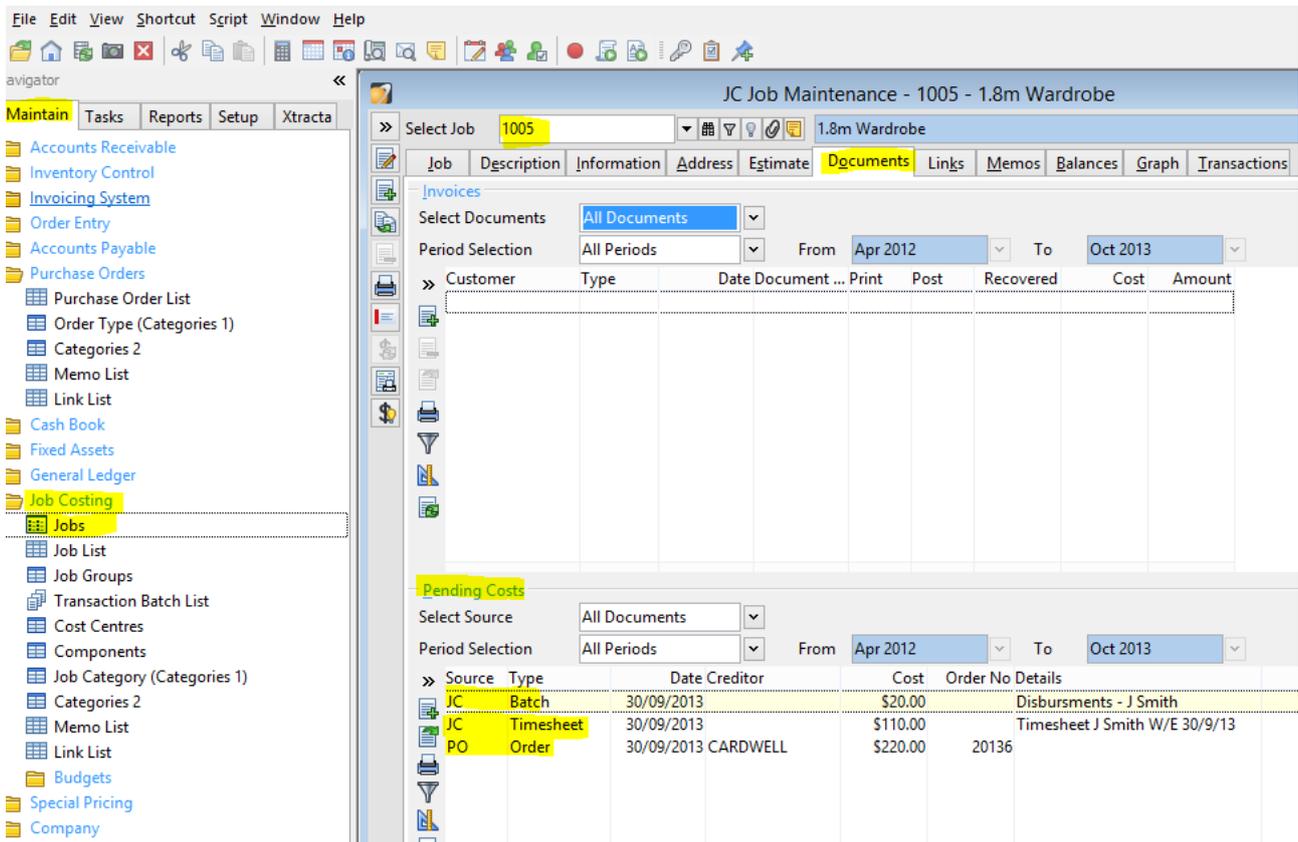
T... Code	Description	Quantity	Unit	Sell Price	Disc%	Group
TI... LABOUR	Labour Charge		Hr	\$40.00		LAB
M... T470MMLR	470mm Laminated Rimu		Mtr	\$53.00		PART
M... T70SQR	70mm x 70mm Rimu		Mtr	\$9.20		PART
M... T1MLR	1M sq Laminated Rimu		Mtr	\$75.37		PART
M... T25MMRF	15mm Rimu Facing		Mtr	\$1.71		PART
M... T180MMTR	180mm x 48mm Rimu		Mtr	\$14.48		PART
TI... ASSEMBLY	Workshop Overhead		Job	\$47.51		LAB
M... VIC10BRASS	Victorian 10 Brass Handle		Ea	\$5.35		PART
M... VIC32BRASS55	Victorian 32 Brass Handle 55mm		Ea	\$6.23		PART
M... BCDRAW	350mm x 340mm Drawer		Ea	\$36.26		PART

Ext Sell: [] Ext Cost: [] Actuals Cost: \$506.54 Pending Cost: \$130.00 Quoted: \$857.55

Invoiced: [] Pending Invoiced: []

Job has pending costs

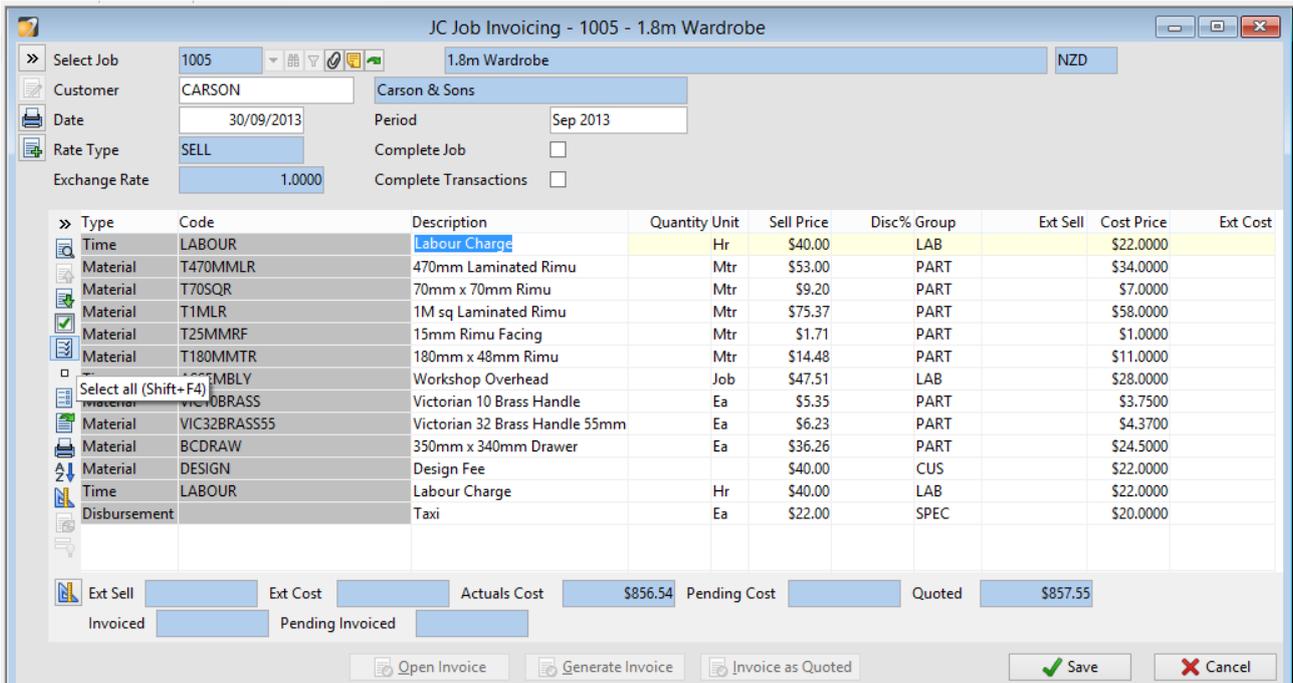
Buttons: Open Invoice, Generate Invoice, Invoice as Quoted, Save, Cancel



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

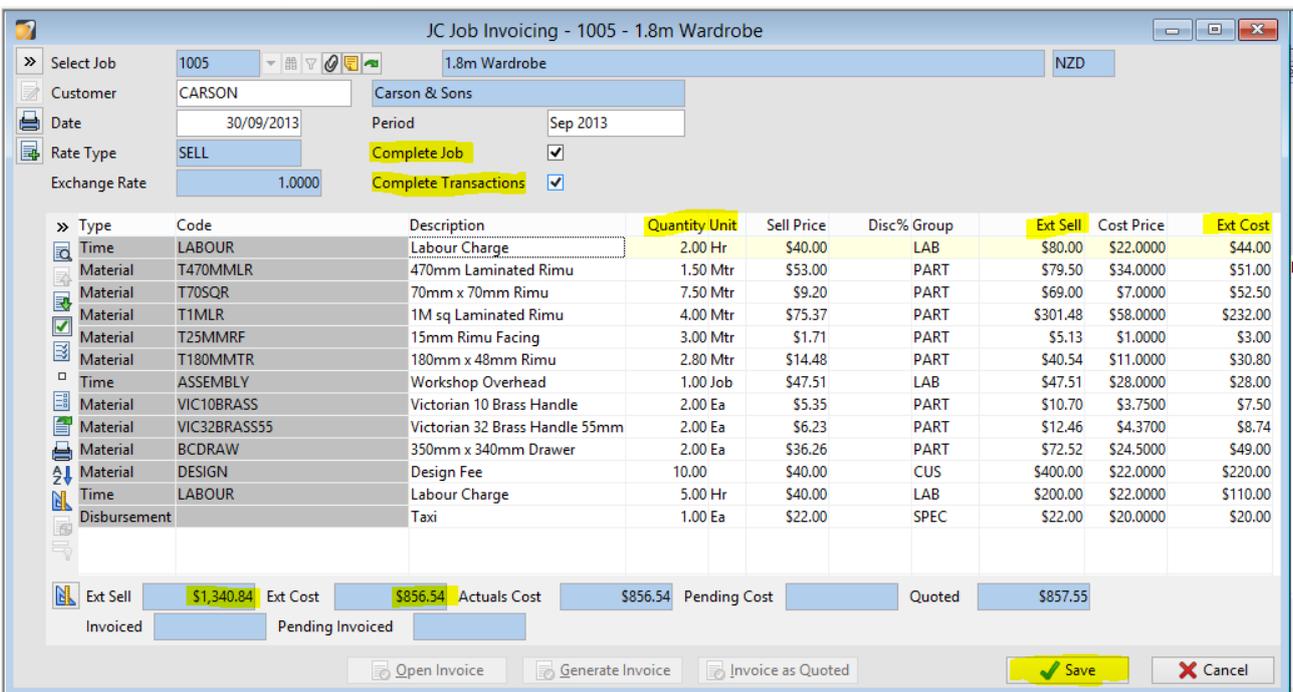
Select the items that are to be invoiced out. You can select all or just individual lines. You can unselect lines individually or revert them all at once

<<	Minimise Toolbar	Esc
	Zoom	Ctrl+F12
	Move record up	Shift+Up
	Move record down	Shift+Down
	Select	F4
	Select all	Shift+F4
	Unselect	F3
	Revert all	Shift+F3
	Open details	F12
	Print report	Ctrl+P
	Sort list	Ctrl+F2
	Customise Fields	Alt+F5
	Refresh list	F5
	Show Fully Invoiced Lines	Ctrl+H

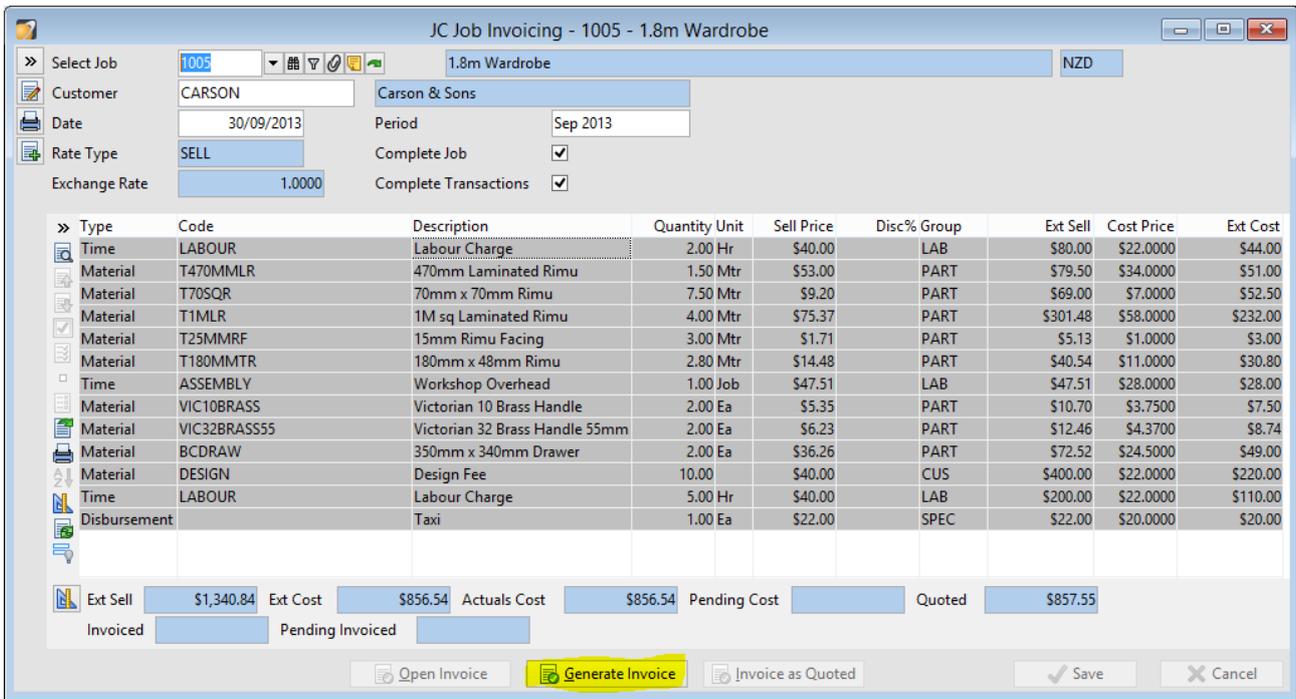


When the line items are selected the Quantity, Ext Sell and Ext Cost fields are populated. Click on Save when you are happy that all lines to be invoiced have been selected.

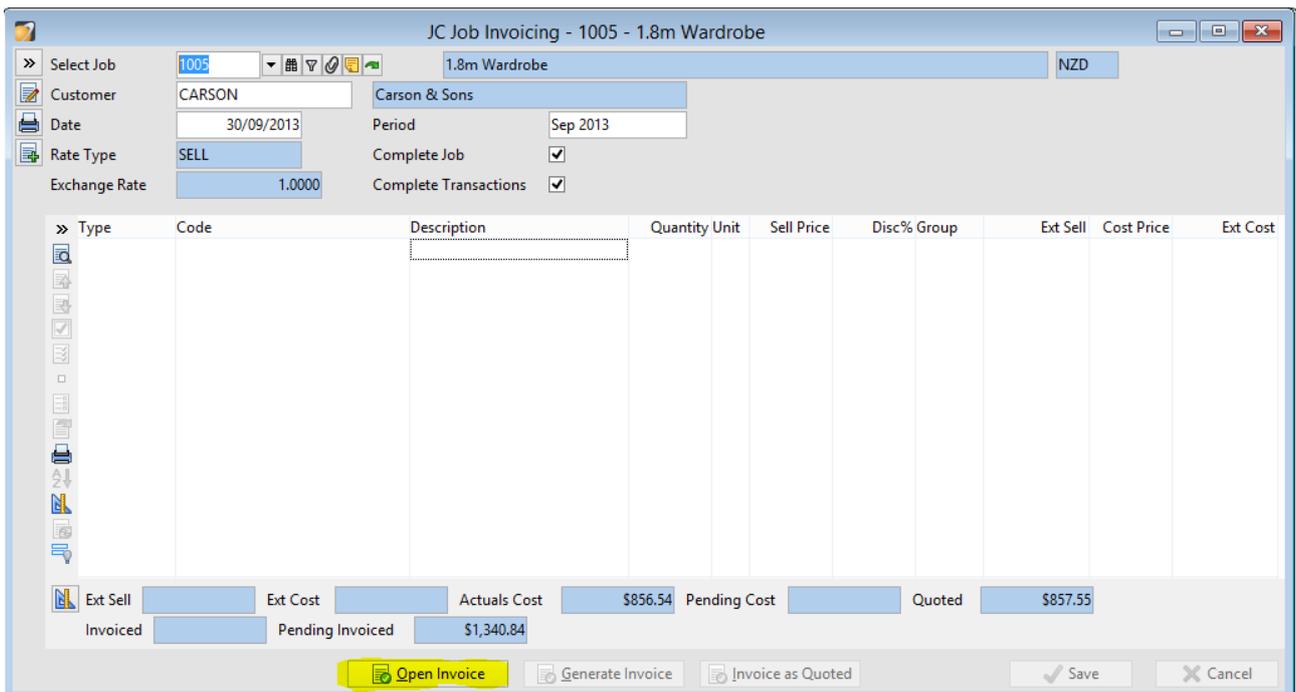
You can also put a tick in the complete job and complete transactions boxes if this is the final invoice and you would like the job to be closed once invoiced.



Click on Generate Invoice



Click on Open Invoice to open/print invoice



IN Enter Invoices - CARSON - Carson & Sons

>> Period: Invoice: ID:

Customer Code:

Header | Lines | Charges | Links | Memos

Invoice Date	<input type="text" value="30/09/2013"/>	Branch	<input type="text" value="AKL"/>	NZD	<input type="text" value="NZD"/>
Origination Date	<input type="text"/>	Department	<input type="text" value="MANU"/>	3 Periods	<input type="text"/>
Delivery Date	<input type="text"/>	Default Location	<input type="text" value="AKL"/>	2 Periods	<input type="text"/>
Rate Type	<input type="text" value="SELL"/>	Promotion	<input type="text"/>	1 Period	<input type="text"/>
Exchange Rate	<input type="text" value="1.0000"/>	Category 2	<input type="text"/>	Current	<input type="text"/>
Invoice No	<input type="text"/>	Custom 1	<input type="text"/>	Future	<input type="text"/>
Job	<input type="text" value="1005"/>	Custom 2	<input type="text"/>	Total	<input type="text" value="\$0.00"/>
Order Number	<input type="text"/>	Quotation Ref	<input type="text"/>	Credit Limit	<input type="text"/>
Sales Person	<input type="text" value="NW"/>				
P/Slip Number	<input type="text"/>				
Internal Ref	<input type="text"/>				
Price Code	<input type="text" value="NZWSALE"/>	Basis	<input type="text" value="Exclusive"/>		
Discount Code	<input type="text" value="1"/>				
Comment	<input type="text"/>				
Post Status	<input type="text" value="Unposted"/>	Print Status	<input type="text" value="Unprinted"/>		
Contact	<input type="text" value="Carson, Daryll"/>				
Email Contact	<input type="checkbox"/>				

Delivery Instructions

Delivery Code:

Net	<input type="text" value="\$1,340.84"/>	Charges	<input type="text" value="\$0.00"/>	GST	<input type="text" value="\$201.13"/>	Gross	<input type="text" value="\$1,541.97"/>
Margin	<input type="text" value="36.1%"/>	Weight	<input type="text" value="25.55"/>	Volume	<input type="text" value="0.54"/>		

Created by ACCREDO on 27/01/2016 1

ABC Holdings Limited
 10 Boston Road
 Mt Eden
 Auckland 1023

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

TAX INVOICE

Carson & Sons
 P O Box 12-327
 Pakuranga
 Auckland 1056

43 Downs Road
 Pakuranga
 Auckland

Invoice Number:

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 1200 mm x 600mm Wardrobe Rimu light polish						
LABOUR	Labour Charge	2.00	Hr	\$40.00		\$80.00	
T470MMLR	470mm Laminated Rimu	1.50	Mtr	\$53.00		\$79.50	
T70SQR	70mmx70mm Rimu	7.50	Mtr	\$9.20		\$69.00	
T1MLR	1M sq Laminated Rimu	4.00	Mtr	\$75.37		\$301.48	
T25MMRF	15mm Rimu Facing	3.00	Mtr	\$1.71		\$5.13	
T180MMTR	180mm x 48mm Rimu	2.80	Mtr	\$14.48		\$40.54	
ASSEMBLY	Workshop Overhead	1.00	Job	\$47.51		\$47.51	
VIC10BRASS	Victorian 10 Brass Handle	2.00	Ea	\$5.35		\$10.70	
VIC32BRASS55	Victorian 32 Brass Handle 55mm	2.00	Ea	\$6.23		\$12.46	
BCDRAW	350mmx340mm 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	

Your Invoice message to appear here. Simply edit the text file
 INInvoice.txt in your Reports\INInvoice folder using Notepad or
 Wordpad.

Total Net	\$1,340.84
GST	\$201.13
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.

Type	Date	Reference	Source	Cost Code	Comp Code	Product Code	Quantity	Unit	Cost Price	Actual Cost	Invoiced Cost	Invoiced Sell	WIP Progress	Period
Time	14/09/2013	Steve	JC	ASS	LAB	LABOUR	2.00	Hr	\$22.0000	\$44.00			\$44.00	0
Material	13/09/2013		JC	ASS	RIMU	T470MMLR	1.50	Mtr	\$34.0000	\$51.00			\$51.00	0
Material	13/09/2013		JC	ASS	RIMU	T70SQR	7.50	Mtr	\$7.0000	\$52.50			\$52.50	0
Material	13/09/2013		JC	ASS	RIMU	T1MLR	4.00	Mtr	\$58.0000	\$232.00			\$232.00	0
Material	13/09/2013		JC	ASS	RIMU	T25MMRF	3.00	Mtr	\$11.0000	\$33.00			\$33.00	0
Material	13/09/2013		JC	ASS	RIMU	T180MMTR	2.80	Mtr	\$110.0000	\$308.00			\$308.00	0
Time	13/09/2013	FRANK	JC	PRE	LAB	ASSEMBLY	1.00	Job	\$28.0000	\$28.00			\$28.00	0
Material	20/09/2013	515	JC	ASS	FIT	VIC10BRASS	2.00	Ea	\$3.7500	\$7.50			\$7.50	0
Material	20/09/2013	515	JC	ASS	FIT	VIC32BRASS55	2.00	Ea	\$4.3700	\$8.74			\$8.74	0
Material	30/09/2013		JC	ASS	DOW	BCDRAW	2.00	Ea	\$24.5000	\$49.00			\$49.00	0
Material	30/09/2013		AP	ASS	DESIGN	DESIGN	10.00	Hr	\$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
Disbursement	30/09/2013		JC				1.00	Ea	\$20.0000	\$20.00			\$20.00	0
							43.90			\$856.54			\$856.54	0

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.

T... Code	Description	Quantity	Unit	Sell Price	Disc%	Group	Ext Sell
M... T470MMLR	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... T25MMRF	15mm Rimu Facing	3.00	Mtr	\$1.71		PART	\$5.13
M... T180MMTR	180mm x 48mm Rimu	2.80	Mtr	\$14.48		PART	\$40.54
Ti... ASSEMBLY	Workshop Overhead	1.00	Job	\$47.51		LAB	\$47.51
M... VIC10BRASS	Victorian 10 Brass Handle	2.00	Ea	\$5.35		PART	\$10.70
M... VIC32BRASS55	Victorian 32 Brass Handle 55mm	2.00	Ea	\$6.23		PART	\$12.46
M... BCDRAW	350mm x 340mm Drawer	2.00	Ea	\$36.26		PART	\$72.52
M... DESIGN	Design Fee			\$40.00		CUS	
Ti... LABOUR	Labour Charge		Hr	\$40.00		LAB	
Ti... LABOUR	Labour Charge		Hr	\$40.00		LAB	
Di... TAXI	Taxi		Ea	\$22.00		SPEC	

Ext Sell: \$638.84 Ext Cost: \$462.54 Actuals Cost: \$856.54 Pending Cost: \$857.55

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

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

ABC Holdings Limited - Accredo Saturn #44- 64 bit - [JC Work In Progress Detail]

Job Costing - Work In Progress Detail
 ABC Holdings Limited
 Job From: 1005 - 1.8m Wardrobe To: 1005 - 1.8m Wardrobe
 Job Status: Active
 Period: Sep 2013

30/09/2013
 Sep 2013
 Page 1 of 1

Job Code	Job Name	Type	Date	Reference	Source	Cost Code	Comp Code	Product Code	Quantity	Unit	Cost Price	Actual Cost	Invoiced Cost	Invoiced Sell	Work In Progress	WIP Transferred To GL	Period Complete For WIP
1005	1.8m Wardrobe	Time	14/09/2013	Sieve	JC	ASS	LAB	LABOUR	2.00	Hr	\$22.0000	\$44.00					0
		Material	13/09/2013		JC	ASS	RIMU	T470MMLR	1.50	Mtr	\$34.0000	\$51.00	\$51.00	\$79.50	\$44.00		0
		Material	13/09/2013		JC	ASS	RIMU	T705QR	7.50	Mtr	\$7.0000	\$52.50	\$52.50	\$69.00			0
		Material	13/09/2013		JC	ASS	RIMU	T1MLR	4.00	Mtr	\$58.0000	\$232.00	\$232.00	\$501.48			0
		Material	13/09/2013		JC	ASS	RIMU	T23MDF	3.00	Mtr	\$3.0000	\$9.00	\$9.00	\$5.13			0
		Material	13/09/2013		JC	ASS	RIMU	T180MTR	2.80	Mtr	\$11.0000	\$30.80	\$30.80	\$40.54			0
		Time	13/09/2013	FRANK	JC	PRE	LAB	ASSEMBLY	1.00	Job	\$28.0000	\$28.00	\$28.00	\$47.51			0
		Material	20/09/2013	515	JC	ASS	FIT	VICIBRASS	2.00	Ea	\$3.7500	\$7.50	\$7.50	\$10.70			0
		Material	20/09/2013	515	JC	ASS	FIT	VICIBRASS55	2.00	Ea	\$4.3700	\$8.74	\$8.74	\$12.46			0
		Material	30/09/2013		JC	ASS	DOW	BCDRAW	2.00	Ea	\$24.5000	\$49.00	\$49.00	\$72.52			0
		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	
		Disbursement	30/09/2013		JC				1.00	Ea	\$20.0000	\$20.00		\$20.00		0	
									43.80			\$856.54	\$462.54	\$638.84	\$394.00		0

Contact

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

Offices

New Zealand (+64)

Tauranga..... 07 544 4488

Wellington..... 04 282 1534

Email Helpdesk@ZealSystems.co.nz

Australia (+61)

Melbourne..... 03 9016 3410

Sydney..... 02 9098 0996

Brisbane..... 07 3088 4989

Email Helpdesk@ZealSystems.com.au