V6.09 Training Manual

Invoicing

Find the freedom to focus on what matters with Nimbus

Contents

Document Information

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Overview

Invoicing in Nimbus is controlled by Invoice Types. This means that the selection of an Invoice Type when processing an invoice run can be seen as a trigger for a particular series of events such as the layout for the invoice, the data that will be presented on the invoice, whether the job stays open or not after the invoice has been generated, whether the invoice is spooled, printed immediately, emailed or not printed at all, and whether the job transactions are detailed separately or combined.

Before an invoice can be generated, it must have the correct Status. This preparation work is done before the Invoicing Application is used. Once the job has been prepared for invoicing, the job is put in the list of invoices to be generated.

All invoices can be generated using the Invoicing Application, however Contract Invoices are best generated using the Contract Claims Application as are Retention Invoices.

When printing invoices, administration staff will need to know how to print spooled invoices and how to reprint an invoice. The latter can be done by invoice number, by debtor, or by job number. They will also need to know how to generate Credit Invoices (or Credit Notes).

Finally, the 'Non Chargeable Jobs' invoice type is used to close jobs. Running the 'Non Chargeable Jobs' invoice type as part of your month-end procedures is an important part of the invoicing process as it prevents any further posting to the job.

Invoice Types

An invoice is an important public relations document as it is one way of presenting your organisation to your client. Because one job can be different from the next, there will be different invoicing styles. In Nimbus, it is the Invoice Type that determines the invoicing style.

Examples

1. The 'Jobbing' Invoice Type gives materials/plant/labour descriptions, quantity, price and amount data.
   It presents this data using the following general layout:

DATE	DESCRIPTION AMOUNT	QTY	PRICE	
	Materials			
01-Sep-2013	Galvanised Nails	2.00	25.64	51.28
04-Sep-2013	Plywood	10.5	5.25	55.12
	Labour			
06-Sep-2013	Builder	4.5	25.00	112.50
07-Sep-2013	Builder	1.0	25.00	25.00
	Disbursements			
06-Sep-2013	Travel (km)	45.0	.65	29.25
07-Sep-2013	Travel (km)	45	.65	29.25

Net Total $302.40
GST $45.36
Gross Total $347.76

2. The 'Contract' Invoice Type gives the job description for each job linked to the contract, the % complete amount for each job, the quoted amount for each job and the amount invoiced this period (based on the % complete amount) less any previous amounts invoiced. It presents this data using the following general layout:

DESCRIPTION	% COMPLETE AMOUNT	QUOTE	COMPLETE	LESS PREV	
Contract Job #1	25.00	2250.00	562.50	0.00	562.50
Contract Job #2	10.00	1500.00	150.00	0.00	150.00
Contract Job #3	30.00	3650.00	1095.00	0.00	1095.00
		7400.00	1807.50	0.00	1807.50
LESS Retentions	-10.00	1807.50	-180.75	0.00	-180.75

Net Total $1626.75
GST $244.01
Gross Total $1870.76

3. The 'Quoting' Invoice Type gives the quoted quantity and amount data. It presents this data using the following layout:
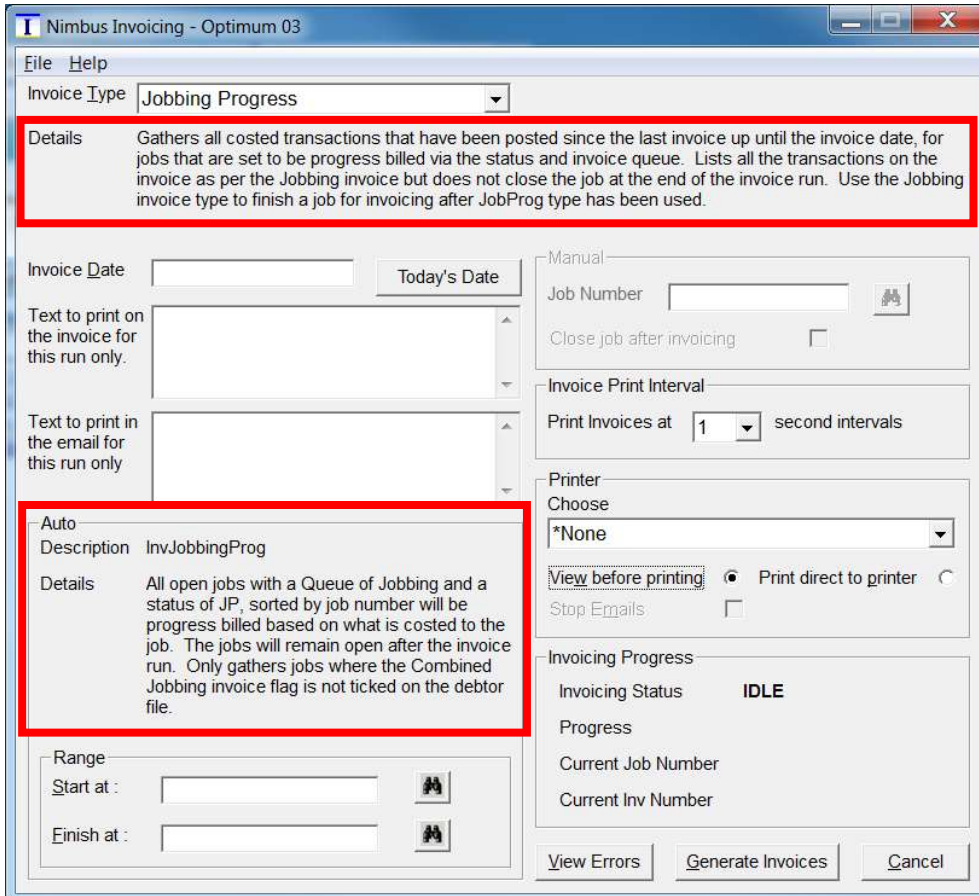
DESCRIPTION	QTY	AMOUNT
As per quote	1.00	3562.50

Net Total $3562.50
GST $521.74
Gross Total $4000.00

4. The 'Outcome' Invoice Type gives outcome descriptions, quantity and amount data. It presents this data using the following layout:

DESCRIPTION	QTY	AMOUNT
Monthly Virus Check & Maintenance Procedures	1.00	100.00

Net Total $100.00
GST $15.00
Gross Total $115.00

Invoice Queues

The **Invoice Queue** field in the job form is the primary selector for the Invoice Type style. This field, combined with other fields such as the **Status** field, is used to select the appropriate style of invoice for each job. There can be several different Invoice Types that use the same invoice queue.

The Tasks Carried Out by an Invoice Type

The actual invoice details are determined by the **Invoice Type** chosen when an invoice run is performed. Care must therefore be taken to select the correct Invoice Type as selecting an incorrect type can be problematic later on.

The tasks that an **Invoice Type** will perform when it is used are:

– Dictate the layout and the type of data presented on the invoice.

– Set the General Ledger integration.

– Define what will happen to the job after it has been invoiced, i.e. stays open, or gets closed.

– Define how the invoice will be printed, i.e. spooled, immediately printed, emailed, not printed at all.

– Determine if the job transactions are detailed separately or combined.

Invoicing Preparation Work

When a job has had its final check it is deemed ready to be invoiced. A job that is ready for invoicing has a job status such as XI (invoice), JP (Progress – Monthly Invoice) or XR (Recurring Invoice). It is this status that makes the job available for auto invoicing. This means that a job must be prepared for invoicing before it can be invoiced.

To prepare a job for the next invoice run using the Job form:

1. From the **JobFlow** menu, click on the **To Check** menu item.
2. Use the filters to locate the job to be checked and prepared for invoicing.
3. Click on the Job Description to open the Job form.
4. On the Job form, change the job status to **XI Invoice** and then click the **Apply** button to save changes.

Once a job has been prepared for invoicing:

1. Users will be prohibited from any further posting to any job with an XI (invoice) status.
2. A job with an XI (invoice) status is put into the list of invoices to be generated.

Once invoiced, the job will be closed.

Processing Invoices

Should a job be ongoing, and not ready for the final invoice, then the appropriate job status would be **JP – Progress Monthly Invoice.** This will put the job into an auto-invoice run that does not close the job.

As discussed already, invoices are processed using invoice types. There are several invoice types and the most common ones are listed in the table below. Note than an invoice can only be generated when the **Status** in the job form is the correct status for the selected job **Invoice Queue**, i.e.

Invoice Type	Criteria
Jobbing – Time & Material	To be ready for invoicing, the Invoice Queue in the Job form must be 'Jobbing' and the Status must be 'XI' or 'Invoice'.
Jobbing – Progress	To be ready for invoicing, the Invoice Queue in the Job form must be 'Jobbing' and the Status must be 'JP' or 'Progress – Monthly Inv'.
Quoted Time & Materials	To be ready for invoicing, the Invoice Queue in the Job form must be 'Quoting' and the Status must be 'XI' or 'Invoice'.
Contract Invoice	To be ready for invoicing, the Invoice Queue in the Job form must be 'Contract' and the Status must be 'JP' or 'Progress – Monthly Inv'.
Recurring Invoices	To be ready for invoicing, the Invoice Queue in the Job form must be 'Recurring' and the Status must be 'XR' or 'Recurring Invoice'.

Invoicing - Single

All invoicing (apart from the Contract invoice type) can be generated from the **To Check** menu item:

Note that you are informed if the job is not ready for invoicing in the invoice warning column.

The **Invoice Type** field knows which type to use and clicking on that item will create a single invoice for that job.

Click on the field and it will open the invoicing application with the necessary information completed:

Click the 'OK' which will either:

1. Produce an automatic invoice for that job.
2. Open a grid of the items already posted to that job for you to amend or add lines if required (if the invoice type is set up to allow you to create a manual invoice.

Invoicing - Bulk

1. From the **JobFlow** menu, click on the **To Check** menu item.
2. Change the status of the jobs to be invoiced to 'XI' (or other as per the earlier table)
3. Click on the header link **Auto** Invoicing

4. All Invoice Types are listed on a report showing how many jobs are ready for invoice.

5. Click on the **Number Waiting** column to activate the **Invoicing** Application for that particular invoice type.

6. Click the **Today's Date** button if the invoice run is to have today's date; otherwise enter the date you want to be printed on the invoice in the **Invoice Date** field.

7. Enter any text to print on the invoice in the **Text** field. Note that any text entered here will appear on each invoice for this invoice run only.

8. Enter any text to be emailed on the invoice in the Text to Email field. Note that this only applies to invoices that are emailed. This is a separate setup option per invoice type.

9. If applicable, enter the range for this invoice run in the **Start at** and **Finish at** fields, as shown below.

· Use the **Lookup** buttons to select the range. Note that the lookup shows only those jobs that have the correct Invoice Queue and Status combination to put them in the list of invoices ready to be processed. Click the **Select** button to enter the job numbers in the **Start at** and **Finish at** fields.

· The **Finish at** field can be left blank. If this range field is left blank, all jobs in the invoice queue from the job number held in the **Start at** field to the end of the list will be invoiced.

· The **Start at** and **Finish at** fields can be left blank. If both range fields are left blank, all invoices ready to be processed will be invoiced. That is, the option to select a range will be forfeited.

10. If the Invoice Type is set to spool invoices, the **Printer** section on the form is not relevant and will be grayed out. If the Invoice Queue is set so that invoices will not be spooled, the **Printer** section on the form is available so that you can choose whether to **View before printing** or **Print direct to printer**. Use this opportunity to select the option you want. If the emailing of invoices is active, then print Direct to printer must be selected. Debtors with an email address will receive emailed invoices and those without will receive paper invoices.

11. If the emailing of invoices is active, the Stop Emails field is actived, otherwise it is grayed out. Click on this field to ignore the email setup options and print the invoice to the printer.

12. Click the **Generate Invoices** button to begin the invoice run. A confirmation message, as shown below, will be displayed. Click **OK** to continue.
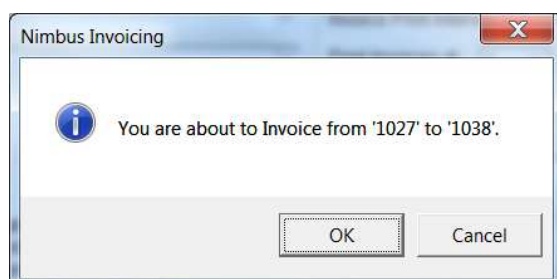
13. Progress is displayed in the **Invoicing Progress** section on the form; shown below. Invoicing status begins with IDLE and will show SPOOLING or PRINTING depending on the Invoice Type. Invoicing progress, as well as the job number it is currently generating an invoice for, will be shown in this area.

Invoicing Progress	
Invoicing Status	**IDLE**
Progress	
Current Job Number	
Current Inv Number	

14. If your invoices are spooled only (i.e. the Invoice Type is set to spool MS Word documents to the printer), these invoices can be printed after an invoicing batch has been run. To print the spooled invoices, click on the **Print Spool header link on the Invoicing page** from the **Debtor** menu. Tick the **Use Selection Criteria** box and then enter "aa" in the **Start at** field and "zz" in the **Finish at** field. This range will select all spooled invoices. Alternatively, use the **Lookup** buttons to select a range. Click the **Reprint** button to print the spooled invoices in the given range.

15. If problems arise, Nimbus will give you the message shown below. Click the **Yes** button to begin trouble shooting. For example, if the job has uncommitted transactions, or if the job has items on order and the invoice queue is one that will close the job, Nimbus will not allow an invoice to be generated until these items have been dealt with.

Invoicing a 'Contract' Invoice Type

For a job using the 'Contract' Invoice Type, the **Invoice Queue** in the Job form must be '**Contract**' and the **Status** must be '**JP'** or 'Progress – Monthly Inv'. The invoice type will base the invoice on the quoted amount and the % complete amount entered against each job linked to the Contract. The invoice type will also deduct any previous claims and any retentions, and then calculate the balance to pay. The jobs will NOT be closed at the end of the invoicing process.

Generating a Contract Invoice is most commonly done using the **Contract Claims** Application. Normally a Payment Claim is generated first and sent for approval by the Project Manager prior to the actual invoice being generated. This process of **Contract Invoicing** is covered in the Project documentation and also includes the Claiming of Retentions.

Invoicing a Job Manually

In most businesses, the office staff usually process the invoice runs. This means that job supervisors need only prepare a job for invoicing, i.e. they do not need to generate the invoice.

Sometimes an invoice does need to be generated immediately, i.e. the customer is on site and wants to pay for the job. On these occasions it is often not convenient to ask office staff to drop everything so that they can generate the invoice you require. Nimbus gets around this by allowing invoices to be generated directly from the **To Check** page.

Please note that:

- Contract Invoices and Retention Invoices are best generated from the Contract Claims Application, i.e. the Job Cost Page should NOT be used for these invoice types.

- The jobs must have a **Status** of XI or JP.

To manually invoice a job from the To Check page:
a. From the **JobFlow** menu, click on the **To Check** menu item.

b. Use the filters to navigate to the job that you wish to invoice.

c. Follow the checking requirements outlined in the Jobbing & Job Management training document.

d. Click on the **Invoice Type** column to activate the Invoice Application for that specific Invoice Type.

a. Enter the Date for the invoice and click Ok.

b. All items to be invoiced are loaded into an edit screen. From this screen you can edit the content to appear on the invoice. Once you're happy with the items to invoice, Click Ok. An invoice is produced.

Discounts/Penalties on Invoices

From the **Setup** menu, **Setup Apps** and click on **Invoicing Setup** and click the **Miscellaneous** tab. There is a field available in the top right of the tab where a discount or penalty can be configured. This can be done as follows:-

– Discount: If paid within 'x' number of days then 'y' percentage discount will apply

– Penalty: If not paid within 'x' number of day then 'y' percentage penalty will apply
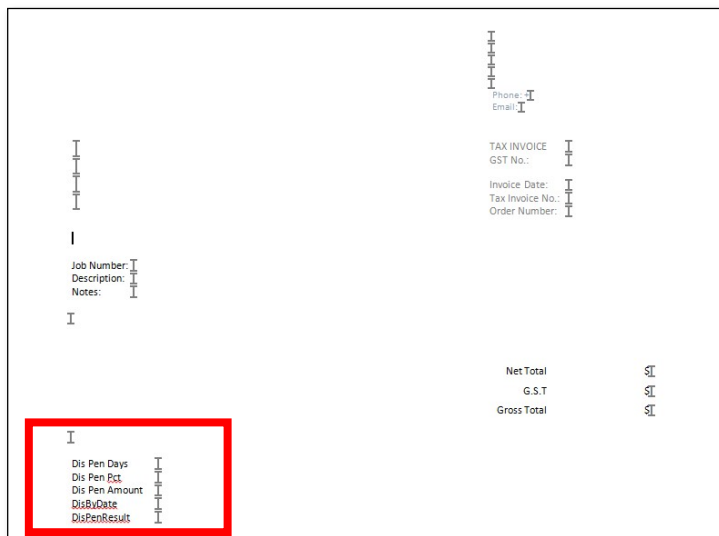
The amount and the percentage of discount/penalty will be displayed on the invoice
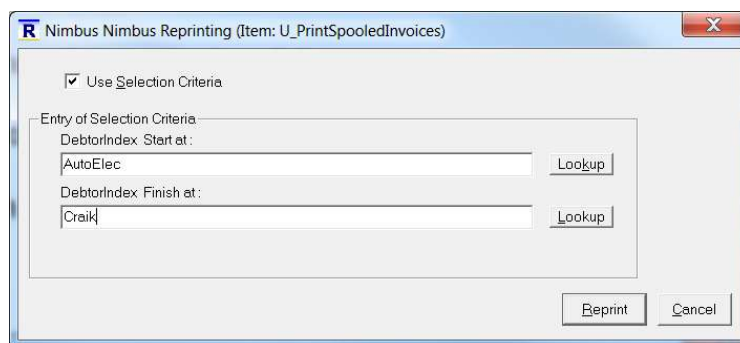
Printing Spooled Invoices

An invoice type can be set to spool invoices where emailing of invoices is not being used. Where this is the case, the **Printer** section on the invoice form is not relevant and will be greyed out. Spooled invoices are printed after the invoices have been generated.

To print spooled invoices:

1. From the **Debtors** menu, click on the **Invoicing** menu item.

2. Click on the Print Spool Header Link.

3. Tick the **Use Selection Criteria** box and then click the **Lookup** buttons to select the debtor range.

4. To select all spooled invoices, the range should be from the debtor at the top of the list to the debtor at the end of the list.

5. Once the debtor range has been selected, click the **Reprint** button to proceed.

Reprinting Invoices

Office personnel are frequently asked to reprint an invoice for one reason or another. Invoices can be reprinted by Invoice Number or by Job Number. Alternatively you can reprint invoices from certain reports. Note that when an invoice is reprinted, the invoice transactions are sent to MS Word for reprinting.

To reprint an invoice when you know the job or invoice number:

1. From the **Office** menu, click on the **Reprints** menu item.

2. From the list select the relevant invoice to be reprinted

EG 2061 – click on that number; this goes to the invoice detail report

3. Click on the Print Invoice Details header link

4. Click the **Reprint** button to bring the invoice to the screen and print from there.

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Invoice Date   3/10/2016 12:00:00 am

Cashier

Our Reference

Order Number

Tax Invoice No.   2061

Notes: Contract Invoice

Item	Description	Qty	Price	Amount
zzGSTInv	GST invoiced	-1	$519.7500	$-519.7500
zzCostInv	Sub Total	-1	$3465.0000	$-3465.0000
zzGSTInv	GST invoiced	-1	$2250.0000	$-2250.0000
zzCostInv	Sub Total	-1	$15000.0000	$-15000.0000
zzGSTInv	GST invoiced	-1	$3300.0000	$-3300.0000
zzCostInv	Sub Total	-1	$22000.0000	$-22000.0000
zzGSTInv	GST invoiced	1	$315.6000	$315.6000
zzCostInv	Sub Total	1	$2104.0000	$2104.0000

Subtotal	$-38361.0000
GST	$-5754.1500
Invoice Total	$-44115.1500
Balance outstanding	$-44115.1500

To Reprint an invoice when you don't know the job or invoice number:

1. From the **JobFlow** menu, select the **Reports** item.
2. Use the filters to find the **Invoice List** Report.

Invoice List : See all invoices at a glance. Drills to details and re-print of Invoice.
Filter : No Filter

⟳ Refresh Report   🖨 Print ▼   📊 Export ▼   Clear Sort   Clear Filters   💾 Save Report Setting   Clear Report Settings

Branch	Invoice Date	Period	Invoice ▼ Number	Job Number	Description	Debtor	Sale Amount	Amount Unmatched	Supervisor
	03/10/2016	31/10/2016	2061	Project	New Workshop	JarrettD	-$44,115.15	-$44,115.15	Wayne
	15/01/2015	31/01/2015	2060	1045	Paint Fence	Cityclea	$2,708.83	$2,708.83	Brian
	28/01/2015	31/01/2015	2059	1057	Seal Driveway	Citywide	$9,565.03	$9,565.03	Brian
	24/01/2015	31/01/2015	2058	1051	Second Job Task Test Roof repair	AutoElec	$1,656.09	$1,656.09	Brian
	24/01/2015	31/01/2015	2057	1049	Sales Order	Citywide	$1,185.33	$1,185.33	Julie
	28/01/2015	31/01/2015	2056	Project	Freeze Tower Renovation	AutoElec	$70,391.10	$70,391.10	John
	23/01/2015	31/01/2015	2055	1056	Engineer a Trailer Unit for Canoes and stuff	FrightN	$9,257.03	$9,257.03	Brian
	28/01/2015	31/01/2015	2054	1055	Floor sunk Shower	Geni	$3,958.71	$3,958.71	Marlene
	22/01/2015	31/01/2015	2052	1054	Weld Safety Rails	CorkerC	$7,368.19	$7,368.19	Marlene
	26/12/2014	31/12/2014	2047	1027	Car Port	Craik	$1,575.45	$0.00	Marlene
	26/12/2014	31/12/2014	2046	1038	Wash room Plumbing	AutoElec	$1,568.27	$1,568.27	Brian
	26/12/2014	31/12/2014	2045	Project	New Workshop	JarrettD	$16,879.12	$0.00	Wayne
	26/12/2014	31/12/2014	2044	Project	Building site Preparation	Irish Green	$14,965.46	$0.00	Julie
	26/12/2014	31/12/2014	2043	Project	Freeze Tower Renovation	AutoElec	$4,657.50	$4,657.50	Brian
	25/12/2014	31/12/2014	2042	1050	Ziggy Sign	Benzi	$3,087.52	$3,087.52	Brian
	26/12/2014	31/12/2014	2041	1046	Add power point - redo bit	TractorR	$691.73	$691.73	Brian
HO	26/12/2014	31/12/2014	2040	1044	Test new job from phone	Baily	$101.58	$101.58	Brian
	26/12/2014	31/12/2014	2039	1039	Failure in Switchboard	JarrettD	$724.50	$0.00	Brian
	26/12/2014	31/12/2014	2038	1016	Blocked Drain	DataStor	$106.95	$106.95	Brian
	26/12/2014	31/12/2014	2037	1052	Tap Replacement	ESNZ	$305.05	$305.05	Marlene
	25/12/2014	31/12/2014	2036	1043	break in water main	Captcook	$1,131.03	$1,131.03	Brian
	28/11/2014	30/11/2014	2035	Project	New Workshop	JarrettD	$27,634.50	$0.00	Wayne
	22/11/2014	30/11/2014	2034	1035	Corroded Gudgeon - replace with new	SignsUn	$560.00	$0.00	Lorna
	17/11/2014	30/11/2014	2032	1034	POS Sale	CorkerC	$741.84	$0.00	Office

3. Use the filters shown above to locate the relevant invoice for reprinting.

4. Click on the **Invoice Number** field to open the **Invoice Detail** report

5. Click on the **Job No** field to generate an invoice copy. This is output to Microsoft Word.

To Reprint an invoice from Account History:

1. From the **Debtors Menu**, select the **Account History** item.

2. Use the filters to find the relevant Debtor.

Client History : All customer account transactions for listing selection and drilling.
Filter : No Filter

↻ Refresh Report   🖨 Print ▼   📊 Export ▼   Clear Sort   Clear Filters   💾 Save Report Setting   💾 Clear Report Settings

Client	Date	Debtor Group	Ref No	Trans Type	Order No	Job No	Text	Amount	Unmatched ▼	GST Content	Excl Amount	GST %	Ledger	Period
AutoElec	28/01/2015	Trade	2056	Contract			Contract Invoice	$70,391.10	$70,391.10	$9,181.45	$61,209.65	15....	Jobcost	31/01/2015
Citywide	28/01/2015	Trade	2059	JobProg		1057	Invoice	$9,565.03	$9,565.03	$1,247.61	$8,317.42	15....	Jobcost	31/01/2015
FrightN	23/01/2015	Trade	2055	Quoted		1056	Invoice	$9,257.03	$9,257.03	$1,207.44	$8,049.59	15....	Jobcost	31/01/2015
CorkerC	22/01/2015	Gen	2052	JobProg		1054	Invoice	$7,368.19	$7,368.19	$961.07	$6,407.12	15....	Jobcost	31/01/2015
AutoElec	26/12/2014	Trade	2043	Contract			Contract Invoice	$4,657.50	$4,657.50	$607.50	$4,050.00	15....	Jobcost	31/12/2014
Geni	28/01/2015	Trade	2054	Quoted		1055	Invoice	$3,958.71	$3,958.71	$516.35	$3,442.36	15....	Jobcost	31/01/2015
DataStor	28/11/2014	Trade	2028	JobProg		1016	Invoice	$3,874.93	$3,874.93	$505.43	$3,369.50	15....	Jobcost	30/11/2014
Benzi	25/12/2014	Trade	2042	QuotePM		1050	Invoice	$3,087.52	$3,087.52	$402.72	$2,684.80	15....	Jobcost	31/12/2014
Citylea	15/01/2015	Trade	2060	JobProg		1045	Invoice	$2,708.83	$2,708.83	$353.33	$2,355.50	15....	Jobcost	31/01/2015
AutoElec	24/01/2015	Trade	2058	Quoted		1051	Invoice	$1,656.09	$1,656.09	$216.01	$1,440.08	15....	Jobcost	31/01/2015

6. Click on the **Ref No** item to open the **Invoice Detail** report.

7. Click on the **Invoice No** to reprint the invoice.

More About the Invoicing Process

There is more involved in the invoicing process than meets the eye! This section deals with some of the frequently asked questions about the invoicing process.

Frequently Asked Questions

Will Nimbus generate an invoice if there are still items on order for a job?
If a job still has items on order Nimbus will NOT allow you to process a final invoice or a manual invoice. It will however allow you to generate a progress invoice.

What happens when an invoice is generated?
In order to generate an invoice, Nimbus sends data held in the database and puts it into an MS Word template, or if emailing generates a PDF file. Once the data is held in MS Word, the invoice can be printed.

Can I change the details held in the invoice?
If the View before Printing option is selected you will be able to view the invoice in MS Word before printing. The initial MS Word document is generated at the time of invoicing. Because the data is now held in MS Word, normal editing processes can be applied such as spelling corrections and formatting changes. However, please note that any changes made will not be written back to the database. This is because the information is now held outside the database.

What happens once a spooled invoice has been printed?
Once an invoice has been printed, it disappears from the Print Spooled Invoices queue. It can then be reprinted like any other invoice.

Can Nimbus produce a Performa Invoice?

Yes – this is done from the **Job Flow** menu **To Check** report:

The 'Non Chargeable Jobs' Invoice Type

The 'Non Chargeable Jobs' **Invoice Type** is used for work done that will not be invoiced. An invoice run is still done using this invoice type; however, an actual invoice will not be produced. The purpose of doing this type of invoice run is to officially close the job by inserting a tick in the **Closed** field held on the job form. For example, the job form below looks as though the job is closed because it has the **XIC** (closed, don't charge) status and an invoice is not required; i.e. it has the **NoCharge** invoice queue. However, the **Closed** field is not ticked, as shown below. A job is not officially closed until there is a tick in this (uneditable) field.

The 'Non Chargeable Jobs' invoice type gathers all non-chargeable jobs with an invoice queue of No Charge and a status of XI or XIC, and then closes the job. The invoice type will not generate an invoice transaction, nor will it print an invoice.

To process the 'Non Chargeable Jobs' invoice type:

1. Select the **Auto-Invoicing** header link as before.

2. Using the drop-down list, locate the 'Non Chargeable Jobs' invoice type. Click on it to select and enter it in the **Invoice Type** field.

3. Follow the process as previously detailed.

Credit Invoices (Credit Notes)

There are several reasons for crediting jobs, i.e. returned goods, over-charging an item, charging for too many items, charged the wrong Debtor, poor workmanship being credited, etc.

The **reason** determines the way in which a credit is processed, as does the **Invoice Type**. It is important when processing credit invoices that you use the same **Invoice Type** for the credit as the original invoice i.e. Jobbing, Quoting etc. Each **Invoice Type** is configured to gather transactions and invoice them in a certain way, so to use a different invoice type to generate the credit could result in the wrong amount being credited.

In addition, how credits are processed is often specific to each Nimbus site, with company policy varying on this subject. For the purposes of this training, we will give some examples of how credits can be processed. As with other areas of Nimbus, these procedures are definable per site and can be altered to suit your needs.

Before you process a credit, it needs to be determined whether the job has been closed by an invoice run or not, i.e. whether the **Closed** box on the job form has been ticked or not.

- If the job is NOT closed then the final invoice run may not have been done. To process a credit for the job, ensure the status is a J status. (An X status stops further posting to the job, hence why the status is changed to a J status before a credit invoice can be generated.)

- If the job has been closed then the final invoice run has been done. This means it is going to be more difficult to process a credit since the job will need to be re-opened first. (As the invoicing process has closed the job, no further posting is permitted even if the status is changed to a J status.) To maintain system security, re-opening the job (which can be done for the purpose of processing a Credit Invoice) should only be done by a Nimbus System Administrator.

To process a Credit Invoice when Time has been over-charged:

1. From the **JobFlow** menu, click on the **Allocated** menu item. This shows all jobs with a 'J' status.

2. Use the filters to find the relevant job that requires the credit.

Jobs Allocated : Jobs allocated to staff, and still underway. Status- JA, JP, JPM, JS, JMW, JMWNew, JL
Filter : No Filter

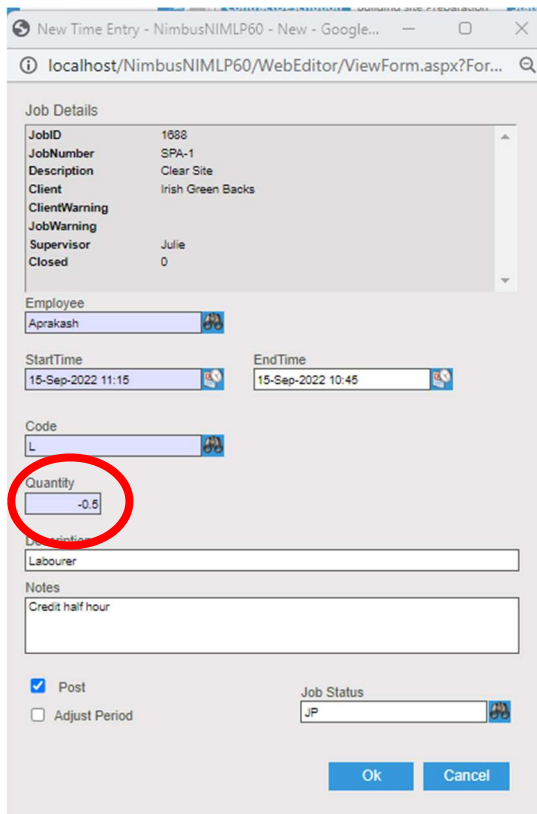| Supervisor	Current Owner	▼Job No	Job Description	Status	Error	Client	Site Address	Order Goods	Current Orders	F...	D... T...	Hours ToDate	H... PC	Hours Budget	ToBe Invoiced	Hours To Comp...	Exp... Hou...	Costs ToDate	Budget
Wayne		WKE-5	Plumbing	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0			20.5	18...	116.25		0	95.75	$1,562.50	$8,631.91
Wayne		WKE-4	Electrical	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0					85		0			$7,204.60
Wayne		WKE-3	Portals	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	1			210.5	52...	407		0	196.5	$23,363...	$67,892.12
Wayne		WKE-2	Slab	JP	ok	Jarrett Developments	120 Mt Albert Rd	QO	0			81	11...	72		0	-9	$17,494...	$21,225.06
Wayne		WKE-1	Prelim & General	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0			45	45...	1		0	-44	$3,417.00	$12,000.00
Adam		SPA-V01	Variation-Garage	JP	ok	ADC International	1327 Broadway	Q not com...	0			48	60...	80		0	32	$3,222.20	$9,732.00
Julie		SPA-4	Sealing	JP	ok	Irish Green Backs	22 Dublin Street	Q	0			44	98...	45		0	1	$3,727.00	$8,856.00
Julie		SPA-3	Drainage	JP	ok	Irish Green Backs	22 Dublin Street	Q	0			101.5	11...	86		0	-15.5	$8,857.00	$10,649.50
John		SPA-2	Excavations	JA	ok	Irish Green Backs	27 Rutherford St	Q	0			78	22...	34.5	$1,005.44	0	-43.5	$6,303.90	$3,959.25

    a. Click on the **Job No** to open the **Job Enquiry** web report. This report summarises the job per code per section.

3. Click on the **Job No** again to open the **Job Enquiry Detail** report that shows all transactions for this job i.e. no. summarised by code.

    a. Enter 'Time' into the **Section** filter to list all time transactions for the job.

    b. From this list, identify the transaction(s) that require crediting and make a note of these.

Job Enquiry Detail : Job cost and items on order for listing, selection and drilling.
Filter : Job Number equals SPA-1

Branch	Client	Project	Job Number	Date	Sub Ledger	Section	Employ...	Code	Item Description	Quantity	Cost	Amount	Markup	Markup $	Latest Cost	Invoice Status
	Irish Green	SPA	SPA-1	02/10/2014	Quoting	Plant		BobCat	Bob Cat Machine	16	$800.00	$1,200.00	50%	$400.00	$0.00	Normal
	Irish Green	SPA	SPA-1	02/10/2014	Quoting	Time		D	Driving	16	$744.00	$1,116.00	50%	$372.00	$0.00	Normal
	Irish Green	SPA	SPA-1	02/10/2014	Quoting	Time		L	Labourer	8	$300.00	$450.00	50%	$150.00	$0.00	Normal
	Irish Green	SPA	SPA-1	02/10/2014	Quoting	Plant		PLTruck	2 Tonne Truck KMs	120	$144.00	$216.00	50%	$72.00	$0.00	Normal
	Irish Green	SPA	SPA-1	02/10/2014	Quoting	MVRates		MVRates	Clear Site	1	1,988.00	$2,982.00	50%	$994.00	$0.00	Normal
	Irish Green	SPA	SPA-1	05/10/2014	Costing	TimeNC	John	LNC	Non chargeable time	3	$105.00	$112.50	7%	$7.50	$105.00	Normal
	Irish Green	SPA	SPA-1	03/10/2014	Costing	Time	John	L	Labourer	8	$280.00	$450.00	61%	$170.00	$280.00	Normal
	Irish Green	SPA	SPA-1	04/10/2014	Costing	Time	John	L	Labourer	6	$210.00	$337.50	61%	$127.50	$210.00	Normal
	Irish Green	SPA	SPA-1	16/10/2014	Costing	Time	Marlene	L	Labourer	4.5	$171.00	$253.13	48%	$82.13	$171.00	Normal
	Irish Green	SPA	SPA-1	17/10/2014	Costing	Time	Marlene	L	Labourer	8	$304.00	$450.00	48%	$146.00	$304.00	Normal
	Irish Green	SPA	SPA-1	16/10/2014	Costing	Plant	Marlene	PLTruck	2 Tonne Truck KMs	55	$66.00	$99.00	50%	$33.00	$66.00	Normal
	Irish Green	SPA	SPA-1	17/10/2014	Costing	Plant	Marlene	PLTruck	2 Tonne Truck KMs	66	$79.20	$118.80	50%	$39.60	$79.20	Normal
	Irish Green	SPA	SPA-1	16/10/2014	Costing	Time	John	D	Driving	8	$280.00	$558.00	99%	$278.00	$280.00	Normal
	Irish Green	SPA	SPA-1	16/10/2014	Costing	Plant	John	BobCat	Bob Cat Machine	8	$400.00	$600.00	50%	$200.00	$400.00	Normal
	Irish Green	SPA	SPA-1	17/10/2014	Costing	Time	John	D	Driving	5	$175.00	$348.75	99%	$173.75	$175.00	Normal
	Irish Green	SPA	SPA-1	17/10/2014	Costing	Plant	John	BobCat	Bob Cat Machine	5	$250.00	$375.00	50%	$125.00	$250.00	Normal
	Irish Green	SPA	SPA-1	16/10/2014	Costing	MVRates		MVRates	Clear Site	0.9	$0.00	$2,683.80		$2,683.80	$0.00	Invoiced
	Irish Green	SPA	SPA-1	18/10/2014	Costing	Time	Marlene	D	Driving	8	$304.00	$558.00	84%	$254.00	$304.00	Normal
	Irish Green	SPA	SPA-1	19/10/2014	Costing	Time	Marlene	D	Driving	8	$304.00	$558.00	84%	$254.00	$304.00	Normal
	Irish Green	SPA	SPA-1	20/10/2014	Costing	Time	Marlene	D	Driving	6	$228.00	$418.50	84%	$190.50	$228.00	Normal
	Irish Green	SPA	SPA-1	01/11/2014	Costing	Time	Marlene	D	Driving	-8	-$304.00	-$558.00	84%	-$254.00	-$304.00	Normal
	Irish Green	SPA	SPA-1	01/11/2014	Costing	Time	Marlene	D	Driving	-6	-$228.00	-$418.50	84%	-$190.50	-$228.00	Normal
	Irish Green	SPA	SPA-1	30/10/2014	Invoice	MVRates		MVRates	Clear Site	0.9	$0.00	$2,683.80		$2,683.80	$0.00	Normal
	Irish Green	SPA	SPA-1	13/01/2015	Costing	MVRates		MVRates	Clear Site	0.1	$0.00	$298.20		$298.20	$0.00	Invoiced
	Irish Green	SPA	SPA-1	26/12/2014	Invoice	MVRates		MVRates	Clear Site	0.1	$0.00	$298.20		$298.20	$0.00	Normal
	Irish Green	SPA	SPA-1	10/02/2020	Costing	Time	Wayne	LPA	Apprentice Plumber	1.5	$63.00	$75.94	21%	$12.94	$63.00	Normal

4. Click on the **Job No**. column and then **Add Time** Header Link.

    a. This opens the **New Time Entry** dialog box and automatically brings up the lookup for employee.

    b. Select the employee you wish to credit time for.

    c. Fill out the dialog box with the relevant code, date, time etc. Ensure the time is a negative amount.
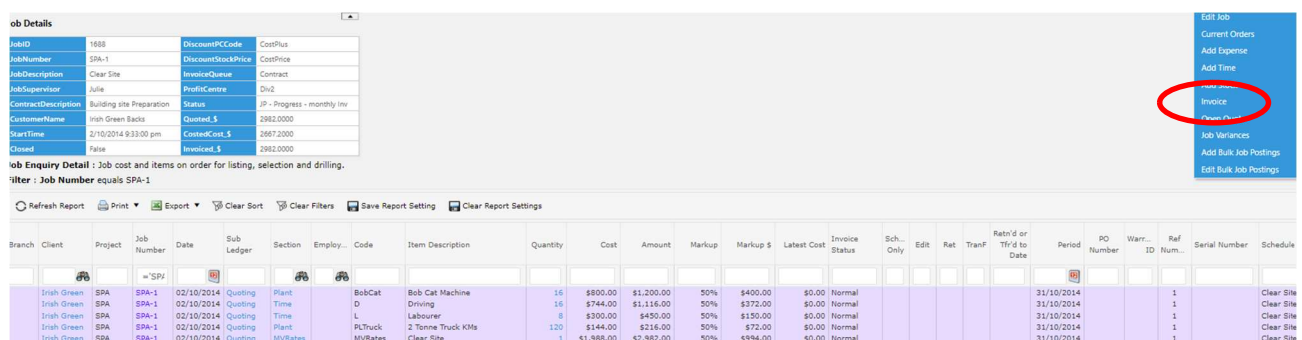
When happy with the correct, tick the Commit box and then click on the **OK** button to post the credit transaction.

5. Refresh the **Job Enquiry Detail** report to see your credit transaction in the list.

6. Once you are sure all the credit transactions have been posted, the credit invoice can be raised. Click on the **Invoice** Header Link to activate the **Invoicing** Application for this job.

7. Enter the date for the invoice and click **OK**. This opens the job for invoicing in the edit screen using the same **Invoice Type** as for the original invoice.

   a. If no other transactions have been posted since the last invoice, it is likely the only items to bill are the credit transactions that have just been posted.

   b. If the job is still in progress, there may be other relevant items for the job present.

   c. Click **OK** to generate the invoice.

At times a client may complain about the amount of an invoice. In order to maintain good client relations, you might wish to issue a credit for part of the value without it affecting the existing transactions posted to the job i.e. you would like an accurate record of what was used on the job; however you would like to issue a discount/credit to keep the client happy.

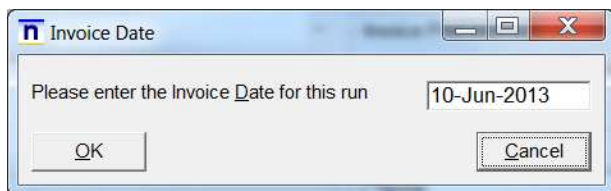To process a Credit Invoice without affecting the original transactions:

1. From the **JobFlow** menu click on the **To Check** menu item.

2. Use the filters to find the job you would like to generate a credit for.

3. Click on the **Invoice Type** column to open up the **Invoicing** Application. Enter the date for the invoice and click OK.

4. In the edit screen use your right click options in the grid to delete existing rows (if they exist) and add your credit row.

   a. Ensure your credit line entry has a negative quantity value.

   b. You may over type the description to be more meaningful to the client i.e. 'Credit of 1 hour as agreed with client'.

   c. Click Ok to generate the credit invoice.

To process a credit for a returned stock item:

1. Follow the instructions outlined in the Job Returns section of the Jobbing training documentation to process the return of a stock item.

   a. This creates the negative entry for invoicing and posts the item back into stock on hand.

2. From the **JobFlow** menu click on the **To Check** item.

3. Use the filters to find the job you have just processed a return for.

4. Click on the **Invoice Type** column to activate the **Invoicing** Application in edit mode.

   a. Enter the invoice date and click **Ok**.

   b. The entry for the returned item will feature in the grid.

   c. Click **Ok** to generate the credit invoice.