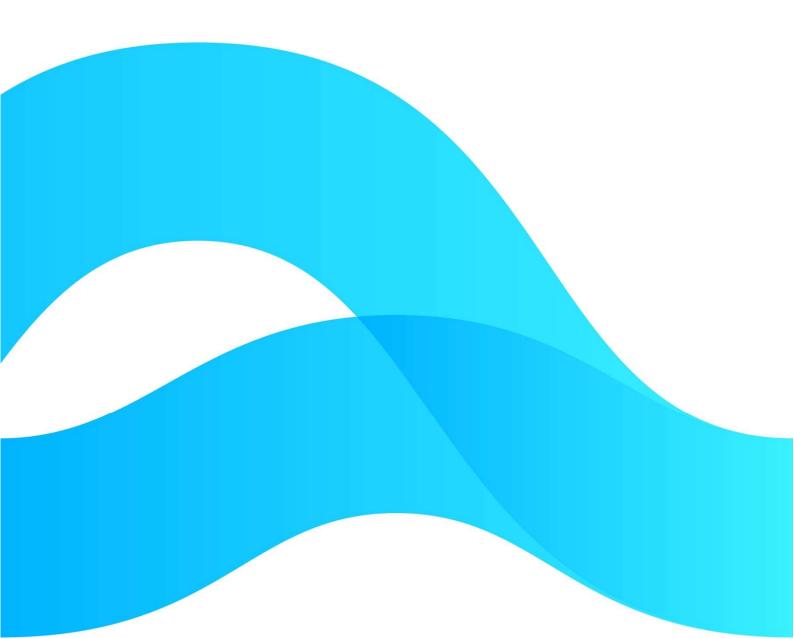


V6.09 Training Manual

Invoicing





Find the freedom to focus on what matters with Nimbus

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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	
01-Sep-2013	Materials 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 GST Gross Total	\$45.36



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 Contract Job #2 Contract Job #3	25.00 10.00 30.00	2250.00 1500.00 3650.00	562.50 150.00 1095.00	0.00 0.00 0.00	562.50 150.00 1095.00
		7400.00	1807.50	0.00	1807.50
LESS Retentions	-10.00	1807.50	-180.75	0.00	-180.75
				Net Total\$ GST Gross Total\$	\$244.01

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

DESCRIPTION	QTY AMOUNT	
Monthly Virus Check & Maintenance Procedures	1.00	100.00
	Net Total GST Gross Total	\$15.00



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.

I Nimbus Inv	oicing - Optimum 03	
<u>File</u> <u>H</u> elp		
Invoice <u>T</u> ype	Jobbing Progress	
	jobs that are set to be progress billed via the state	osted since the last invoice up until the invoice date, for us and invoice queue. Lists all the transactions on the ose the job at the end of the invoice run. Use the Jobbing rog type has been used.
Invoice <u>D</u> ate	Today's Date	Job Number
Text to print or the invoice for this run only.		Close job after invoicing
Text to print in the email for this run only		Print Invoices at 1 second intervals
Auto		Choose
Description	InvJobbingProg	*None
Details	All open jobs with a Queue of Jobbing and a status of JP, sorted by job number will be progress billed based on what is costed to the	View before printing Print direct to printer Stop Emails Image: Stop Emails
	job. The jobs will remain open after the invoice run. Only gathers jobs where the Combined Jobbing invoice flag is not ticked on the debtor file.	Invoicing Progress Invoicing Status IDLE Progress
Range <u>S</u> tart at :	<u>M</u>	Current Job Number Current Inv Number
Einish at :	A	View Errors Generate Invoices Cancel

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:

Filter : Status not equal to XI												Statu	Print Job Cost All Status JF% to XI Auto Invoicing										
	esh Report	Print	▼ 📓 Export ▼ 🖗 Clear Sort	🗑 Clear Filt	ers	ave Save	e Report Setting	🔚 Clear	Report Setting	s													
Profit Centre	Job No	Supervi	Description	Debtor			Invoice Warning	Invoice Type	Pro Forma Invoice	Still On Order		Quoted	Jobbing Value	Outcome Amount	Costed Cost	Ignored Loss	Markup %	Previous Invoices	To Invoice	SLA Cover	Task Count	Job Rep	Quote I Template
Div1	1027	Marlene	Car Port	Craik	۲ ۶	N	Unconfirmed Mobile Timesheets	Jobbing	ProForma	\$200.00	1	\$2,309.02	\$8,136.74	\$0.00	\$6,435.90	\$276.00	22%	\$1,369.96	\$6,490.78			JR	Quoting
Div3 Div3	1030 1045	John Brian	Sanitary replacements Paint Fence	NMHS Cityclea	JP JP			Jobbing Jobbing	ProForma ProForma	\$32.40		\$0.00 \$0.00		\$0.00 \$0.00	\$6,354.56 \$1,909.50		43% 41%	\$8,670.44 \$2,355.50	\$437.50 \$332.00			JR JR	

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:

File Help		
Invoice <u>T</u> ype	Jobbing Prog Alterations	
i		at a job since the last invoice and defaults them to an an ant to show and charge. Does not close the job at the
Invoice <u>D</u> ate Text to print on the invoice for this run	11-Apr-2016 Today's Date	Manual Job 02038 M Close job after invoicing Г
only.	n Invoice Date	
Text to print in the email for this run only Auto Description	Please enter the Invoice Date for the Date f	is run 11-Apr-2016
Details	All open jobs with a Queue of Jobbing and a status of JP, sorted by job number will be progress billed based on what is costed to	View before printing Print direct to printer Stop Emails Pro forma print
	the job. The jobs will remain open after the invoice run. Only gathers jobs where the Combined Jobbing invoice flag is not ticked on the debtor file.	Invoicing Progress Invoicing Status IDLE Progress
Range	<u>M</u>	Current Job Number Current Inv Number
<u>F</u> inish at :	<u>M</u>	View Errors Generate Invoices Cancel



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

Print Job Cost All	
Status JF% to XI	
Auto Invoicing	

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

Auto Invoicing : Shows the number of	of Jobs waiting to be Auto-Invoiced. Click for each run.			Pre-Check
Filter : Number Waiting greater than	n 0			Auto-Invoicing
				Print Spool
🔿 Refresh Report 🛛 🚔 Print 🔹 📓	Export 🔻 😿 Clear Sort 😿 Clear Filters 🛛 Save Report Setting 🔐 Clear	Report Settings		
JobInvType	Invoice Type Description	Range View	Last Run	Number Waiting
				 >0
JobProgA	Jobbing Progress	InvJobbingProg	30/10/2014	1
Outcome	Outcome Based Invoicing	OutcomeInvoices		1
MVJob	Measure & Value Job	JobsByMV		1
SaleOrdF	Sales Order Final	SaleOrderInvoices	24/01/2015	2
SaleOrdP	Sales Order Progress	SaleOrderProgInvoices		2
Recur	Recurring Invoices	InvRecurring	28/11/2014	1

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

Invoice Date Today's [
Text to print on the invoice for this run only.	Close job after invoicing
Text to print in the email for this run only	Print Invoices at 1 second Printer Choose
Description SaleOrderInvoices	*None
Details For all sales orders. If items are on ord will automatically fall into SalesOrd progress run after final run is done first hold an order out of the run, make statu	Stop Emails
Picks up all sales order jobs according SalesOrd being in the Invoice queue ar status equals JP or XI.	g to
_ Range	Current Job Number
Start at :	Current Inv Number
Einish at:	View Errors <u>G</u> enerate Invoices <u>C</u> ancel



- 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.

Range		
Start at :	1027	19
Einish at :	1038	14

- 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.

Nimbus II	woicing	
0	You are about to Invoice from '10.	27' to '1038'.
	ОК	Cancel

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.



IDLE	
	IDLE

- 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.

-	resh Report		🔹 💌 Export 🔻 🖗 Clear Sort	🖗 Clear Fi			e Report Setting		Report Settin	93			
Profit Centre	Job No	Supervi	Description	Debtor	St	Final Close	Invoice Warning	Invoice Type	Pro Forma Invoice	Still On Order	Open Sche	Quoted	Jobbing Value
					4			-					
Div1	1027	Marlene	Car Port	Craik	JP	N	Unconfirmed Mobile Timesheets	Jobbing	ProForma	\$200.00	1	\$2,309.02	\$8,136.74
Div3	1030	John	Sanitary replacements	NMHS	JP	N	Items on Order	Jobbing	ProForma	\$32.40		\$0.00	\$9,107.94
Div3	1045	Brian	Paint Fence	Cityclea	JP	N		Jobbing	ProForma			\$0.00	\$2,687.50

- 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

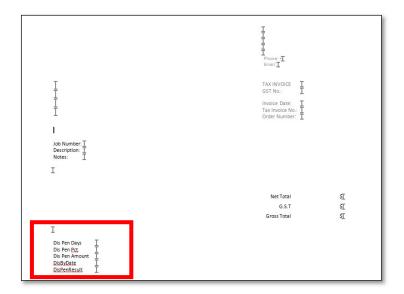
From the **Setup** menu, **Setup Apps** and click on **Invoicing Setup** and click the **Miscellaneous** tab. There is a field available in the top right of the tab where a discount or penalty can be configured. This can be done as follows:-

- 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

Invoice Code: Jobbing	Invoice Descriptio	n:Jobbing - Time_Mati	erial		
Main	Auto/Manual	Transactions	CrossTab Trans	GL Integration	Miscellaneous
Updating Close Job after Invoid	cing	V	Discount/Penalty Discount (Penalty	c
Account to Invoice Field Debtors Hear	OfficeAccount		Percentage 5	within 10 days	

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.

🔽 Use <u>S</u> election Criteria		
intry of Selection Criteria		
DebtorIndex Start at :		
AutoElec	Lookup	
DebtorIndex Finish at:		
Craik	Lookup	

- 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.

Filter : No Filter	
😋 Refresh Report 🚔 Print 🔻 📓 Export 🔻 🥱 Clear Sort 🛛 🖗 Clear Filters 🗧 Save Report Set	tting 🛛 🕞 Clear Report Settings
Report	Report Description
Reprint Contract Inv	Reprint Invoices attached to a Contract or Projec
Reprint Invoices Reprint Orders	Reprint Job Invoices Reprint Purchase Orders
Reprint Pack Slips Reprint PF Invoices	Reprint Packing Slips Reprint Pro Forma Job Invoices
Reprint Remittances	Reprint Creditors Remittances
Reprint Statements Spooled Invoices	Reprint Debtor Statements Spooled invoices yet to be printed

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

Reprint Invoices : Reprint Job Invoices Filter : No Filter										
	h Report 🛛 🔓	Print 🔻 🛋 Exp	oort 🔻 🖗 Clear Sort 🛛 🖗 Clear Filters 🛛 🕁 Sa	eve Report Setting	🔚 Clear Repo	rt Settings				
Reprint to Reprint via Screen Email		Debtor Index	Name	Invoice Number	Job Number	Amount	Period	Trans Date	Printed	
							8	8		
Screen	Email	JarrettD	Jarrett Developments	2061		-\$44,115.15	31/10/2016	03/10/2016	20/01/2020	
Screen	Email	Cityclea	Cityclean Combined	2060	1045	\$2,708.83	31/01/2015	15/01/2015	24/02/2015	
Screen	Email	Citywide	Citywide Drainlayers.	2059	1057	\$9,565.03	31/01/2015	28/01/2015	24/04/2013	
Screen	Email	AutoElec	Automotive Electrical	2058	1051	\$1,656.09	31/01/2015	24/01/2015		
Screen	Email	Citywide	Citywide Drainlayers.	2057	1049	\$1,185.33	31/01/2015	24/01/2015		
Screen	Email	AutoElec	Automotive Electrical	2056		\$70,391.10	31/01/2015	28/01/2015	24/04/2013	

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

	etail : Job invoice lines listing, so voice Number equals 2061	election and drim	·9.						
C Refresh Report 🚔 Print 🔻 📓 Export 🔻 🖗 Clear Sort 🛛 V Clear Filters 🔒 Save Report Setting									
Branch	Client Invoice Number		Invoice Number 🔻 Job Number		Job Description Code		Quantity	Price	
	æ	=2061							
	JarrettD	2061	WKE-Z	Retentions	zzGSTInv	GST invoiced	1	\$315.6	
	JarrettD	2061	WKE-Z	Retentions	zzCostInv	Sub Total	1	\$2,104.0	
	JarrettD	2061	WKE-3	Portals	zzGSTInv	GST invoiced	-1	\$3,300.0	
	JarrettD	2061	WKE-3	Portals	zzCostInv	Sub Total	-1	\$22,000.00	
	JarrettD	2061	WKE-2	Slab	zzGSTInv	GST invoiced	-1	\$2,250.0	
	JarrettD	2061	WKE-2	Slab	zzCostInv	Sub Total	-1	\$15,000.00	
	JarrettD	2061	WKE-1	Prelim & General	zzGSTInv	GST invoiced	-1	\$519.75	
	JarrettD	2061	WKE-1	Prelim & General	zzCostInv	Sub Total	-1	\$3,465.01	

3. Click on the Print Invoice Details header link

Print Invoice Details

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



				Nin	nbus
NimbusMasters609 PO Box 123				Phone: Fax:	64 3 5123456 64 3 5678901
Nelson New Zealand		Email: Web Addr	wzyne@nimbus.co.nz ress:www.nimbus.co.nz		
Jarrett Developments PO Box 35-753 Mt Eden Auckland			Invoice Date Cashier Our Referenc Order Numbe	e	2016 12:00:00 am
			Tax Invoice N	io.	2061
Notes: Contract Invoice					
Item	Description	Qty	Price	1	Amount

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 Tot	al	\$-44115.1500

\$-44115.1500
\$-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.

C Refre	sh Report 🚔 Print 🔻	Export V	Clear Sort	Ö Clear Filters	Save Report Setting 🔚 Clear Report Settings				
Branch	Invoice Date	Period	Invoice Vumber	Job Number	Description	Debtor	Sale Amount	Amount Unmatched	Supervis
				1		#			
	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	
	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
ю	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	Marlene
	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.

C Refresh	Report 🚔 Pi	rint 🔻 🔀 Expe	ort 🔻 🌾	Clear Sort	Clear F	ilters 📻	Save Report Setting	Clear Report S	ettings					
Client	Date	Debtor Group	Ref No	Trans Type	Order No	Job No	Text	Amount	Unmatched v	GST Content	Excl Amount	GST %	Ledger	Period
æ														
AutoElec	28/01/2015	Trade	2056	Contract			Contract Invoice	\$70,391.10	\$70,391.10	\$9,181.45	\$61,209.65	15	Jobcost	31/01/201
Citywide	28/01/2015	Trade	2059	JobProg		1057	Invoice	\$9,565.03	\$9,565.03	\$1,247.61	\$8,317.42	15	Jobcost	31/01/201
FrightN	23/01/2015	Trade	2055	Quoted		1056	Invoice	\$9,257.03	\$9,257.03	\$1,207.44	\$8,049.59	15	Jobcost	31/01/201
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
Cityclea	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:

	Pre Check Status not e		tcome and Jobbing Jobs check o	open JP JF JFP and X	I ,XIM,X	C Jobs						
	esh Report	🚔 Print 🔻	📓 Export 🔻 🦻 Clear Sort	🗑 Clear Filters 🛛	Save R	eport Se	tting 🛛 🕞 Clear Rep	ort Settings				
Profit Centre	Job No	Supervisor	Description	Debtor	St	Final Close	Invoice Warning	Invoice Type	Pro Forma Invoice		Open Sche	Quoted
					<							
Div1	1027	Marlene	Car Port	Craik	JP	N	Unconfirmed Mobile Timesheets	Jobbing	ProForma	\$200.00	1	\$2,309.02
Div3	1030	John	Sanitary replacements	NMHS	JP	N	Items on Order	Jobbing	ProForma	\$32.40		\$0.00
Div3	1045	Brian	Paint Fence	Cityclea	JP	N		Jobbing	ProForma			\$0.00

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.

lient Internal	Description	DH345 Running Job		Project	Job	No RDH345
b Details Job	Office Details Project Det	ails Asset / SLA	Contact Detail	5		
Status AC	Curre	ent Owner		Sales Person		#
Order Number		Jo	b Zone		~	
Job Contact		Si	te Address			
Supervisor	Office	88				
Invoice Queue	NoCharge	J.	b Warning			
Profit Centre	PlantCos	B D	ebtor Warning			
Certification		J.	ob Notes			
Date Opened	13-Oct-2014					
Start Time	13-Oct-2014 16:51	See In	voice Notes			
Job Priority		~				
Due Date		5				
Date Job Finished		5		Quote Committed	Job Clos	sed 🗆

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 reopened 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.



Profit Cen	tre		88 S	uperviso	r	🚜 Up t	o Period	0											
O Refres	sh Report	🚔 Print 🔹	Export V	🖗 Clear	Sort 😼 🤇	Clear Filters 🛛 📊 Save Report	: Setting 📊 Clear Report	Settings											
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
#8	æ			æ															
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				52	407				\$23,363	\$67,892.12
Wayne		WKE-2	Slab	JP	ok	Jarrett Developments	120 Mt Albert Rd	QO	0				11	72				\$17,494	\$21,225.06
Wayne		WKE-1	Prelim & General	JP	ok	Jarrett Developments	120 Mt Albert Rd	Q	0				45	1				\$3,417.00	\$12,000.00
Adam		SPA-V01	Variation- Garage	JP	ok	ADC International	1327 Broadway	Q not	0				60	80				\$3,222.20	\$9,732.00
ulie		SPA-4	Sealing	JP	ok	Irish Green Backs	22 Dublin Street	Q	0			44	98	45		0	1	\$3,727.00	\$8,856.00
ulie		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
lohn		SPA-2	Excavations	AC	ok	Irish Green Backs	27 Rutherford St	Q	0				22	34.5	\$1,005.44			\$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.

	fresh Report	Print	• 🛋 E	xport 🔻 🕅	Clear Sort	S Clear	Filters	Save Rep	ort Setting 🛛 📊 Clear Report Se	ettings						
Branch	Client	Project	Job Number	Date	Sub Ledger	Section	Employ	Code	Item Description	Quantity	Cost	Amount	Markup	Markup \$	Latest Cost	Invoice Status
	æ		='SP4			æ	#8									
	Irish Green	SPA	SPA-1	02/10/2014	Ouoting	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		Time		D	Driving	16	\$744.00	\$1,116.00	50%	\$372.00		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		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	0.5	\$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.



Job Details				
JobID JobNumber Description Client Glient JobWarning Supervisor Closed	1888 SPA-1 Clear Site Irish Green Backs Julie 0			*
Employee				
Aprakash	3			
StartTime	EndTime			
StartTime 15-Sep-2022 11:15	EndTime 15-Sep-2022	10:45	9	
		10:45	<u>.</u>	
15-Sep-2022 11:15 Code L Quantity -0.5 Decedation	15-Sep-2022	10:45	<u>\$</u>	
15-Sep-2022 11:15 Code L Ouantity -0.5 Description Labourer	15-Sep-2022	10:45		
T5-Sep-2022 11:15 Code L Quantity -0.5 Designer Labourer Notes	15-Sep-2022	10:45		
T5-Sep-2022 11:15 Code L Quantity -0.5 Designer Labourer Notes	15-Sep-2022	10:45		

When happy with the correct, tick the Commit box and then click on the \mathbf{OK} button to post the credit transaction.

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

 THEIR OLGON	OFA	OFALT	10/02/2020	Costing	1000	wayne	LPA	Apprendice Plantoer	1.0	202.00	\$13.34	6170	\$14.74	202.00	NUTINAL	CUIL	.0.	U	23/02/2020	
Irish Green	SPA	SPA-1	15/09/2022	Costing	Time	Apraka	L	Labourer	-0.5	-\$20.00	-\$28.13	41%	-\$8.13	-\$20.00	Normal	Edit	Tr	0	30/09/2022	

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.

Details																									Edit Job	
ыр	1688		DiscountPl	Code Co	stPlus																				Current Order	
bNumber	SPA-1		DiscountSt	ockPrice Co	ostPrice																				Add Expense	
bDescription	Clear Site		InvoiceQue	ue Co	ontract																				Add Time	
obSupervisor	Julie		ProfitCente	e Di	v2																			1	AND AND	1
ontractDescription	Building site	Preparation	Status	JP	- Progress - ma	inthly Inv																		(Invoice	
ustomerName	Irish Green Ba	Backs	Quoted_\$	29	82.0000																			~	Onen Ourse	
tartTime	2/10/2014 9:3	33:00 pm	CostedCos	.5 26	67.2000																				Job Variances	
losed	False		Invoiced \$	29	82.0000																				Add Bulk Job	
lter : Job Numb	il : Job cost per equals Si	SPA-1					7																		Edit Bulk Job F	
lter : Job Numb	il : Job cost per equals Si	SPA-1					Save Repo	rt Setting 🛛 🕞 Clear Repo	rt Settings																	
llter : Job Numb	ill : Job cost per equals SI t 🚔 Print	SPA-1			🖗 Clear Fi		_	irt Setting 🛛 🕞 Clear Repo	ert Settings Quantity	Cost	Amount	Markup	Markup \$	Latest Cost	Invoice Status	Sch Only	Edit	Ret		'd or 'd to Date	Period	PO Number	Warr ID	Ref Num	Edit Bulk Job F	Postings
lter : Job Numb	il : Job cost per equals SI t Print Project	SPA-1 • • 🛋 Ex Job	oport 🔻 🕅	Clear Sort	🖗 Clear Fi	iters 🕻	_			Cost	Amount	Markup	Markup \$	Latest Cost		Sch Only	Edit	Ret	TranF Th	d to	Period				Edit Bulk Job F	Postings
Iter : Job Numb Refresh Report ranch Client	il : Job cost per equals SI t Project SPA	SPA-1 Job Number ='SP/	oport ▼ 🕅 Date	Clear Sort Sub Ledger	Section E	iters [mploy	_			Cost \$800.00	Amount \$1,200.00	50%	Markup \$	\$0.00	Status	Sch Only	Edit	Ret	TranF Th	'd to Date	/10/2014				Edit Bulk Job F	Schedul Clear Si
Iter : Job Numb CRefresh Report ranch Client Irish Green Irish Green	il : Job cost per equals SI t Project Project SPA SPA	SPA-1 Job Number ='SP/ SPA-1 SPA-1	Date	Clear Sort Sub Ledger Quoting Quoting	Section E	iters 🕻 mploy	Code	Item Description Bob Cat Machine Driving	Quantity	\$800.00 \$744.00	\$1,200.00 \$1,116.00	50% 50%	\$400.00 \$372.00	\$0.00 \$0.00	Status Normal Normal	Sch Only	Edit	Ret	TranF Th	d to Date 31 31	/10/2014 /10/2014				Edit Bulk Job F	Schedul Clear Si Clear Si
ranch Client	il : Job cost per equals SI t Project Project SPA SPA SPA	SPA-1 Job Number ='SPJ SPA-1 SPA-1 SPA-1	port • 9 Date 02/10/2014	Clear Sort Sub Ledger Quoting Quoting Quoting	Section E	iters (mploy	Code BobCat	Item Description	Quantity	\$800.00	\$1,200.00	50%	\$400.00	\$0.00 \$0.00 \$0.00	Status	Sch Only	Edit	Ret	TranF Th	'd to Date 31 31 31	/10/2014				Edit Bulk Job F	Postings

- 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.

	Pre Check Status not e		tcome and Jobbing Jobs check o	pen JP JF JFP and X	I, XIM,X	C Jobs							
	esh Report	🚔 Print 🔻	🗷 Export 🔻 😼 Clear Sort	🖗 Clear Filters 🛛	Save R	eport Se	etting 🛛 🕞 Clear Rep	ort Settings					
Profit Centre	Job No	Supervisor	Description	Debtor	St	Final Close	Invoice Warning	Invoice Type	Pro Forma Invoice	Still On Order	Open Sche	Quoted	Jobbing Value
					<								
Div1	1027	Marlene	Car Port	Craik	JP	N	Unconfirmed Mobile Timesheets	Jobbing	ProForma	\$200.00	1	\$2,309.02	\$8,136.74
Div3	1030	John	Sanitary replacements	NMHS	JP	N	Items on Order	Jobbing	ProForma	\$32.40		\$0.00	\$9,107.94
Div3	1045	Brian	Paint Fence	Cityclea	JP	N		Jobbing	ProForma			\$0.00	\$2,687.50

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

Invoice Date	
Please enter the Invoice \underline{D} ate for this run	10-Jun-2013
<u>O</u> K	<u>C</u> ancel

- 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'.

TransDate	IsDate Code Description		Quantity	Price	Amount	Mkup%	GST	GSTInclAmount	Text	GSTCode	GS_GSTCode	te	
2		Materials and Expenses			2 2	8			2	-			
2	NBI	Credit as agreed			250.00	-250.00	0.00	-37.50	-287.50		Std	Std	5
2			ert Row Ctrl+Ins					2					
		Delete Row Ctrl+Del Delete All Rows											
	Сору С			Cell Above	e C	trl+Quot	e						
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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.