

JOB COSTING

Invoicing Procedures

Do and Charge Invoicing

Do and Charge invoices are raised after materials or work has been done on a job. The invoicing is normally done at the completion of the job or on a monthly basis of work done to date. As the invoice is raised all the costs being invoiced are to be written off and recognised as costs in the P&L.

Raise the Invoice to the appropriate state and to the appropriate Job

Click on the 3 dots in the box next too the price field. When the following screen is open select every line to be invoice by ticking box on right. The effect of this is to tick all the items as being related to the invoice and ensures that the work in progress is back to zero after the invoice.

If you wish to change the description or the value to invoice you can edit this information in the summary box at the top of the grid.

Work-In-Progress Invoice Allocation

J1002 / 2200 To Invoice: \$65.28 CR Total: -\$48.38
HOME REMOVAL - SMITH DR Total: \$96.76
REFRESHMENT BREAKS WIP Adjustment: \$48.38

Exclude	To Invoice	Grp	WIP Amount	WIP Adjustment	Quantity	Description
<input type="checkbox"/>	-\$45.00		-\$45.00	-\$45.00	-12.00	REFRESHMENT BREAKS

Type >	Date >	Code >	Activity >	Trans No. >	G..	Unapplied >	WIP Adj. >	To Inv. >	
PCH	01-Mar-2007			1982		\$0.00	\$3.38	\$20.28	<input checked="" type="checkbox"/>
PCH	01-Mar-2007			CRN982		\$0.00	-\$3.38	-\$3.38	<input checked="" type="checkbox"/>
PCH	01-Mar-2007			CRN982		\$0.00	\$3.38	\$3.38	<input checked="" type="checkbox"/>
LAB	12-Mar-2007	APC	BREAKS	T1184		\$0.00	\$45.00	\$45.00	<input checked="" type="checkbox"/>
LAB	13-Mar-2007	APC	BREAKS	T1184		\$0.00	\$45.00	\$45.00	<input checked="" type="checkbox"/>
LAB	13-Mar-2007	APC	BREAKS	T1184		\$0.00	-\$45.00	-\$45.00	<input checked="" type="checkbox"/>

Buttons: Refresh, All Credits, Select, Auto Apply, OK, Cancel

Click Okay after all required lines ticked

Debtor Invoice Entry

Debtor: ACTION Tax: \$0.00 Total: \$0.00

1 Header 2 Lines

Line	Type	Code	Description	Qty	Price	Tax	Amount
					0.00	\$0.00	\$0.00

Line Type: Stock Charge Description Job Gen. Ledger

Job No.: J1002 HOME REMOVAL - SMITH Invoice As Quoted

Quantity: 1.00 Price: \$65.28 GL Posting WIP Adjustment Enquiry

Discount: \$0.00 0.00% Tax: \$6.53 G Invoiced: \$1,300.00 Future: \$0.00

Amount: \$71.81 Sales A/c: 3000-X

Buttons: Delete, Insert, Append, OK, Cancel

Help: GL account to post revenue

Select the correct Sales account

Debtor Invoice Entry

Debtor: ACTION Tax: \$0.00 Total: \$0.00

1 Header 2 Lines

Line	Type	Code	Description	Qty	Price	Tax	Amount
				0.00	\$0.00	\$0.00	\$0.00

Line Type: Stock Charge Description Non Stock Job Gen. Ledger

Job No.: J1002 HOME REMOVAL - SMITH Invoice As Quoted

Quantity: 1.00 Price: \$65.28

Discount: \$0.00 0.00%

Tax: \$6.53 G

Amount: \$71.81

3 GL Posting 4 WIP Adjustment 5 Enquiry

Todate **Future**

Work-In-Progress: \$48.38

WIP Adjustment: 48.38

Buttons: Delete Insert Append OK Cancel

Help: Amount of WIP to adjust. Entering a negative amount allows you to write WIP back

You will Notice that the TAB 4 WIP Adjustment Will match the Work in Progress Total. Which signify's that the WIP will be fully written off

Job Invoices – Progress Claims

A progress claim is normally where a job is going to be done over a period of time and a certain agreed points in the job you are able to raise an Invoice. In some cases you will be potentially invoicing in advance of the work being done. The process below will be done for all invoices except for the final invoice for the job. See Below for instructions for final Invoice

Raise the Invoice for the invoice value and enter required description lines so that the invoice will be acceptable for the client. Ensure that the Sales Account is set to the correct sales account

The MOST IMPORTANT part of doing these invoices is to ensure that the WIP Adjustment is always set to the agreed GP % of the invoice value. See example below Invoice value is \$100 the WIP adjustment is \$80 or a 20% GP. Potentially the WIP adjustment will be larger than the Work in progress figure this is acceptable

Debtor: ACTION Tax: \$10.00 Total: \$110.00

Line	Type	Code	Description	Qty	Price	Tax	Amount
1	JOB	J1002	HOME REMOVAL - SMITH	1.00	\$100.00	\$10.00	\$110.00

Line Type: Job No.: J1002 HOME REMOVAL - SMITH Invoice As Quoted

Stock Quantity: 1.00 GL Posting WIP Adjustment Enquiry
 Charge Price: \$100.00 **Today** **Future**
 Description Discount: \$0.00 0.00% Work-In-Progress: \$48.38 \$0.00
 Job Tax: \$10.00 G WIP Adjustment: 80.00
 Gen. Ledger Amount: \$110.00

Buttons: Delete, Insert, Append, OK, Cancel

Help: Amount of WIP to adjust. Entering a negative amount allows you to write WIP back.

The FINAL Invoice for a job. You will need to match the WIP adjustment figure to the Work in Progress figure. A point to NOTE you will need to match regardless whether Work in Progress is positive or negative

Debtor: ACTION Tax: \$20.00 Total: \$220.00

Line	Type	Code	Description	Qty	Price	Tax	Amount
1	JOB	J1002	HOME REMOVAL - SMITH	1.00	\$200.00	\$20.00	\$220.00

Line Type: Job No.: J1002 HOME REMOVAL - SMITH Invoice As Quoted

Stock Quantity: 1.00 GL Posting WIP Adjustment Enquiry
 Charge Price: \$200.00 **Today** **Future**
 Description Discount: \$0.00 0.00% Work-In-Progress: -\$31.62 \$0.00
 Job Tax: \$20.00 G WIP Adjustment: -31.62
 Gen. Ledger Amount: \$220.00

Buttons: Delete, Insert, Append, OK, Cancel

Help: Amount of WIP to adjust. Entering a negative amount allows you to write WIP back.