Creating a Deposit Invoice

In Xebra, once you Invoice a job, the system considers the job completed, so all tracking reports no longer pick up that job.

To create a Deposit Invoice for a customer, there are 2 options. Each has different implications for Accounts Receivable Reports & Sales Reporting.

Option 1 is to use a Customer Acknowledgement template as a Deposit Invoice. You can build a section at the bottom with a % due & manually type in the $ required.

If you make the text and $ both editable, you can use the same template for any % due – 30%, 50% for example.

This provides the customer with a document for their purposes, but keeps the tracking information of the job live for reporting within Xebra.

It will not show up as an invoice to be collected in Accounts Receivable & it will not show up on the Sales Journal report.

When the customer pays the deposit, the payment is allocated against the job & this will show as a prepayment on the Accounts Receivable Aging Report.

Option 2 – Create a new Job to Invoice for the Deposit.

If you want the Deposit Invoice to show on Accounts Receivable Reports & the Sales Journal Report & keep all the tracking features of Xebra for the production component of the job, you need to create a new job to create a deposit invoice.

To do this, you need to create a copy of the original job.

Select Commands, Repeat This Job

This will bring up a Repeat Job box – OVERWRITE the Auto generated Job number with the Original Job number with a D, tick the Use same prices & costs check box, enter the original order date & the Customer's Original PO number.
Once completed, click OK

You will need to manually ship the line item SELL TO Quantities. Just double click on the line items &
fill in the SELL Qty Shipped amounts. We are requesting a 50% deposit, so complete 50% of the
original quantity.
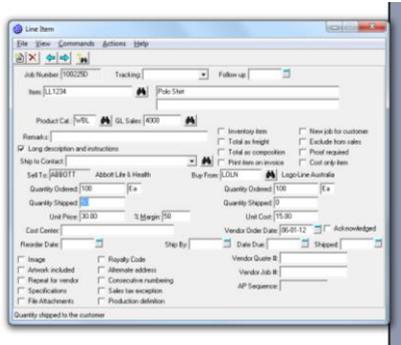
Then proceed through the Invoice Customer process to create an invoice. This invoice will now show
on Accounts Receivable Reports for Collection & also show on the Sales Journal Report. This will
not show as a prepayment on the Accounts Receivable report.

You now need to reflect this deposit invoice in the original job, or when you invoice the job, you will
overcharge the customer.

Go back to the original job & add a Line Item (with or without Item Code – if you want to track all
deposit lines, we suggest you create a line item for this purpose, otherwise, without line item is fine)
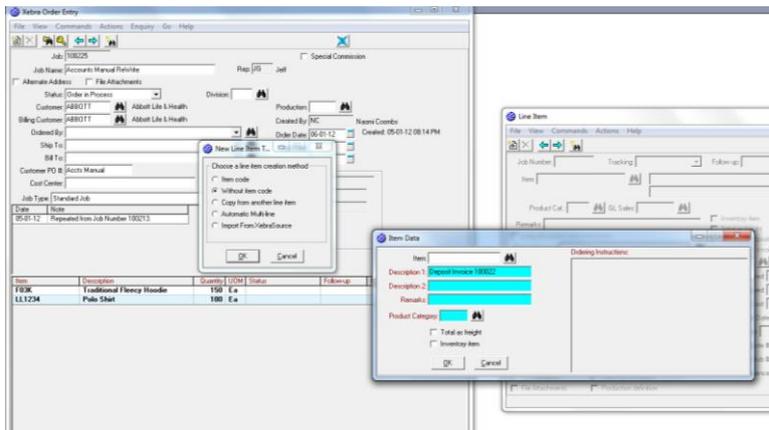
Remember to complete it with a negative amount & for the GST exclusive value of the deposit
invoice.
This will then deduct from the final invoice when the job is complete.

You still use the main job for RVI purposes, for full quantities.