

Invoice by Percentage

Got to the Open Jobs tab and double click on the Enter Invoice button, next enter the date then the amount and description.***Note on the Draw % requested you may select to enter the percentage amount requested for the draw or just enter an amount by percentage. The amount by percentage will appear in the draw percent requested for the amount in dollars you requested, when complete click on save then return.

Open Jobs tab to select customer

The screenshot shows the software interface for entering invoices. The top menu includes File, Bank Transaction, Global Reports, Settings, Window, Layout, and Help. The 'Open Jobs' tab is selected in the top menu. A callout points to the 'Open Jobs' icon. The 'Enter Invoices' window is open, showing 'Customer: Betty Darling' and 'JOB NO: 512'. The 'Date' field contains '7/ 1/2016'. The 'Draw %' dropdown is open, showing a list of percentages from 10 to 100. The 'Amount' field is highlighted in yellow and contains '\$2.00'. The 'Description' field is empty. The 'Job Information' section shows 'Invoice#:', 'Revised Contract Price: \$10.00', 'Amount Received: \$0.00', and 'Present Balance: \$10.00'. The 'Enter Invoice' button is circled in red.