

How do I close a fixed price job? (1)



1. Go to the Invoice Selection Window – **Menu > Job Cost > Invoicing > Invoice Selection**
2. Click on the binoculars and enter the criterion to find the job. Click **Enter**. Click on the job to get it to appear in the Invoice Selection window.
3. Go to the Action menu and Close All – **Action > Close All**
4. Go to the Action menu and Close All – **Action > Close All**
5. Go to Action and approve the Invoice Selection – **Action > Approve Invoice Selection**

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How do I close a fixed price job? (2)

6. Print a draft invoice. The draft invoice should show a zero dollar invoice amount.
7. If the draft shows zero, print the zero dollar invoice and post the invoice journal.
8. In the Jobs window, close the job – **Menu > Job Cost > Creation > Jobs > Action > Close Job.**

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