

# Job Invoicing Overview and Topics

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Jobs may be invoiced once a Job Task line flagged for invoicing has been approved and there are billable charges setup on the Job record. The Job Type selected on the Job Work Order form determines the invoicing method for the Job.

All Job Invoices are generated from the Job Queue by selecting the Ready to Invoice button from the Job List function buttons.

There are three basic invoicing methods:

- Entire Job Charges at once - The entire job charges are invoiced at the end of the job.
- Progress or Partial Invoice - You may invoice a job multiple times until all invoicing is completed.
- Percentage Invoicing - which is controlled by the invoicing setup on the Job Task lines. This method is only available if the Job Type in SedonaSetup is flagged for percentage invoicing.
- Hold Back Invoicing - Is controlled by settings on the Job Type in SedonaSetup and a Hold Back percentage entered on the Job Work Order form.

If a Job has been setup with both Install Charges and Recurring Charges, you may first invoice for the install charges, then create a separate invoice for the recurring charges, or all charges may be selected for a single Job Invoice.

Each invoicing method will be covered in this topic section.

Follow the topic links below for detailed instructions for each invoicing method.

[Invoice Entire Job at one time](#)

[Progress / Partial Invoicing](#)

[Percentage Invoicing](#)

[Hold Back Invoicing](#)