

## Create Estimate Invoice

The Create Estimate Invoice feature pulls in all the line items from the Xactimate Estimate as well as any manually entered Estimates.

### How to setup Create Estimate Invoice.

1. To allow this functionality for users the administrator will go to Settings → System Setup → Employees → Permissions Tab; Job Costs check Create Estimate Invoice.

**Job Costs**

Actual:  
 Add  Delete  Edit

Budget:  
 Add  Delete  Edit

Collections:  
 Add  Delete  Edit


Estimates:  
 Add  Delete  Edit

Invoiced:  
 Add  Delete  Edit

Allow Removing Xactimate Estimate

**Create Estimate Invoice**

Viewable

2. Settings → System Setup → Billing to setup the Taxes that can be applied in the Custom Invoice.
3. Settings → Office Setup → Reporting Tab; **Estimate Invoice Settings**
  - a) Check **Save to Job documents** if you would like the Invoice to be auto saved to Job Documents.
  - b) Setup the Invoice **Header**
  - c) Setup **General Text** (Invoice footer message).
  - d) Select **Group by**: Cost Code or Cost Type
  - e) Save 

#### Estimate Invoice Settings

Save to Job documents

Header:

RM Restoration  
 7991 Shaffer Parkway, Suite 300  
 St. Petersburg, FL 32250  
 Office: (303) 800-5182

General Text:

B I U abc [List Icons] [Link] x<sub>2</sub> x<sup>2</sup> [Grid] </> Format

(inherited font) (inherited size) A [Color] [Background]

**Payment Information**  
*Please make your payment via electronic transfer*

Bank: ABC Bank  
 Account #: 1111111111  
 Please provide Invoice # when making a payment, thank you!

*If you should have any questions our Accounting Department can be reached at (800) 000-0000 or [accounting@email.com](mailto:accounting@email.com)*

Group By:


Cost Code ▼





## Create Estimate Invoice

### How to create an Estimate Invoice from the Job.

1. Select the Financials tab
2. Single click the row to expand the page
3. Click the Create Estimate Invoice icon 

Detail
Job Contacts (2)
Additional Contacts (2)
Losses (1)
Schedules
Tasks (4)
Subs/Techs
Financials\*\*
Correspondence (2)

Documents & Pics (9)
Document Merge
Inspections
Moisture Readings
Equipment
Change Log
Create WOs

Loss Type	Loss Number	Estimate	Actual Exp.	Gross Profit	GP%
Fire		\$68,740.80	\$0.00	\$68,740.80	100%

Loss Type: Fire

	Estimate	Budget	Actual Exp.	Budget to Actual Exp.		Gross Profit	
				\$	%	Budget	Actual Exp.
Materials	\$44,686.85	\$30,387.05	\$0.00	\$30,387.05	0.00%	32.00%	100.00%
Labor	\$16,115.70	\$10,958.67	\$0.00	\$10,958.67	0.00%	32.00%	100.00%
Sub/Tech	\$1,000.00	\$0.00	\$0.00	\$0.00		100.00%	100.00%
Labor Burden %	\$3,798.73	\$2,583.13	\$0.00	\$2,583.13	0.00%	32.00%	100.00%
Sub/Tech Burden %	\$0.00	\$0.00	\$0.00	\$0.00			
Equipment	\$387.80	\$263.70	\$0.00	\$263.70	0.00%	32.00%	100.00%
Other/Mileage	\$2,751.72	\$1,775.29	\$0.00	\$1,775.29	0.00%	35.48%	100.00%
<b>Total</b>	<b>\$68,740.80</b>	<b>\$45,967.84</b>	<b>\$0.00</b>	<b>\$45,967.84</b>	<b>0.00%</b>	<b>33.12%</b>	<b>100.00%</b>









\*Click on the amount to see or edit the line items.

[Estimate Breakdown](#)  
[Remove Estimate](#)  
 Last Line Item      04/04/2020      04/07/2020      04/04/2020

---

Accounting Breakdown:

Total Budget	\$45,967.84	Actual Exp. to Budget \$	\$-45,967.84	Actual Exp. to Budget %	
Invoiced	\$18,157.30	Invoiced to Actual Exp. \$	\$18,157.30	Invoiced to Actual Exp. %	100.00%
Payment Rcvd				% Complete	<input type="text" value="0"/> %
Unpaid Balance	\$18,157.30				





 %
 




Create Estimate Invoice

4. When the page loads all line items are prechecked by default. You can uncheck perform a search using the filter option within each header.
5. Select the line items that will be applied within the Invoice template.

**Note:** Once the line item(s) have been added to the Invoice they remove from the grid.

<input checked="" type="checkbox"/>	Date	Cost Code	Description	Amount
<input checked="" type="checkbox"/>	04/04/2020	FLOOR COVERING - WOOD	Material	\$10,584.00
<input checked="" type="checkbox"/>	04/04/2020	LIGHT FIXTURES	Material	\$2,045.40
<input checked="" type="checkbox"/>	04/04/2020	PAINTING	Material	\$488.40
<input checked="" type="checkbox"/>	04/04/2020	DRYWALL	Material	\$5,531.80
<input checked="" type="checkbox"/>	04/04/2020	WALLPAPER	Material	\$867.62
<input checked="" type="checkbox"/>	04/04/2020	FRAMING & ROUGH CARPENTRY	Material	\$2,356.00
<input checked="" type="checkbox"/>	04/04/2020	ELECTRICAL	Material	\$2,214.53
<input checked="" type="checkbox"/>	04/04/2020	ROOFING	Material	\$4,207.46
<input checked="" type="checkbox"/>	04/04/2020	FLOOR COVERING - WOOD	Labor	\$1,856.00
<input checked="" type="checkbox"/>	04/04/2020	LIGHT FIXTURES	Labor	\$292.02
<input checked="" type="checkbox"/>	04/04/2020	PAINTING	Labor	\$1,087.80
<input checked="" type="checkbox"/>	04/04/2020	DRYWALL	Labor	\$3,411.60
<input checked="" type="checkbox"/>	04/04/2020	WALLPAPER	Labor	\$538.58
<input checked="" type="checkbox"/>	04/04/2020	FRAMING & ROUGH CARPENTRY	Labor	\$1,084.00
<input checked="" type="checkbox"/>	04/04/2020	ELECTRICAL	Labor	\$1,935.67

36 Items

## Create Estimate Invoice

6. Additional options that can be applied include; Taxes, Discount and Billing Terms.

Include Taxes:

<input type="checkbox"/>	Name	Rate	Amount
<input type="checkbox"/>	Florida Tax	6.50%	\$245.34
<input type="checkbox"/>	HST	13.00%	\$490.67
<input type="checkbox"/>	GST	13.00%	\$490.67

Enter Discount: \$0.00

Billing Terms: Due Upon Receipt

Total Net Amount:

\$3,774.40


Discounts:

-\$0.00

Total Amount Due for Payment:

\$3,774.40



7. To Generate the Invoice, click the **Printer Icon** 

8. After the Invoice is completed it may auto save to Documents if the setting has been selected by the Admin. If the setting wasn't selected the user can Save the file from the printed document and upload to the Job.

The Invoice Number is preset to the Office Code and begins with 1 by default. Currently there isn't a setting to setup another Invoice Number format, you could override the default number and apply another one if you prefer. If the Office Code isn't being used then the Invoice Number begins with -1 the next Invoice created will then be Office Code-2, or just -2 and so on.

**Important:** If you're already integrating with an accounting program such as QuickBooks, Sage 100, etc. invoices are most likely exporting from that program back to the Job in Restoration Manager. If you opt to turn the Create Estimate Invoice feature on there is the risk of duplicated invoices being created.

The Source field will identify if the Invoice was generated from RM or from the accounting Integration. If it was Generated in RM the Invoice amount can be removed if the user has delete permissions for Job Costing – Invoice.

Detail
Job Contacts (2)
Additional Contacts (2)
Losses (1)
Schedules
Tasks (4)
Subs/Techs
Financials\*\*
Correspondence (2)

Documents & Pics (9)
Document Merge
Inspections
Moisture Readings
Equipment
Change Log
Create WOs

**Job Accounting Detail:**

Accounting Type: Invoiced ▼ \*Select here to see other accounting types. Total Invoiced **\$18,157.30**

Type: Fire

Date	Description	Invoice #	Amount	Editable	Source
4/7/2020	Invoice 3	SUN-3	\$18,157.30	Yes	Generated in RM



## Create Estimate Invoice

### Invoice Example

RM Restoration  
7991 Shaffer Parkway, Suite 300  
St. Petersburg, FL 32250  
Office: (303) 800-5182



# Restoration Manager™

### Invoice

Invoice #: 1005

Invoice Date: 04/29/2020

Due Date: 04/29/2020

Billed To: Braxton Lee  
Job Full Address: 5117 Sea Bell Rd, Sanibel, FL 33957  
Job ID: 20-0512-F  
Job Name: Braxton & Jayme Lee  
Billing Terms: Due Upon Receipt  
Claim #: 23600099000

Date	Cost Code	Description	TOTAL
04/04/2020	FLOOR COVERING - WOOD	Material	\$10,584.00
04/04/2020	LIGHT FIXTURES	Material	\$2,045.40
04/04/2020	PAINTING	Material	\$488.40
04/04/2020	WALLPAPER	Material	\$867.62
04/04/2020	FRAMING & ROUGH CARPENTRY	Material	\$2,356.00
04/04/2020	ROOFING	Material	\$4,207.46
04/04/2020	Material Sales Tax	Material Sales Tax	\$2,428.77
04/04/2020	Material Sales Tax	Material Sales Tax	\$252.45

**Total Net Amount:** \$23,230.10

**Discounts:** -\$0.00

**Total Amount Due for Payment:** \$23,230.10

#### Payment Terms:

#### Payment Information

*Please make your payment via electronic transfer*

Bank: ABC Bank

Account #: 1111111111

Please provide Invoice # when making a payment, thank you!

*If you should have any questions our Accounting Department can be reached at (800) 000-0000 or [accounting@email.com](mailto:accounting@email.com)*