MONEY FLOW / A PRACTICAL JOBTREAD TRAINING MANUAL

Estimate to cash. Bill it. Cost it. Know your margin.

Follow one job from approved proposal to job costing report: deposit invoice, progress billing, vendor bill coding, and the numbers that tell you where you stand.

$180,000	$111,800	$15,400	30%
Approved contract	Billed to date	Vendor bills paid	Planned margin

Approved proposal › Deposit invoice › Progress invoices › Vendor bills › Job costing

HOW TO USE THIS MANUAL

Open the job with the orange button. Each page names where to click, shows the screen, and lists what to do.

Open the Money Flow job →

INSIDE

01 Bill the customer
pp. 3-5
Baseline, deposit, and progress invoices

02 Control the cost
pp. 6-7
Vendor bill coding and overruns

03 Sync and review
pp. 8-10
QuickBooks sync, job costing report, controls

Independent training by Melissa Moore Advisory.

01 Bill the customer pp. 3-5 | 02 Control the cost pp. 6-7 | 03 Sync and review pp. 8-10

MONEY FLOW / AT A GLANCE

Seven records tell the story

The job holds an approved proposal, three customer invoices, and three vendor bills. Together they show how money moves and where margin can slip.

Record	What it is	Amount	Status
Proposal GSC-042-7	Approved contract	$180,000	Approved
Deposit GSC-042-1	30% of every budget line	$54,000	Draft
Progress Invoice GSC-042-2	Demo and rough-in	$29,900	Draft
Progress Invoice GSC-042-3	Drywall, substrate, cabinets, flooring	$27,900	Draft
Bill GSC-042-4	Willow Site Services	$7,000	Paid
Bill GSC-042-5	Willow Finish Carpentry	$8,400	Paid
Bill GSC-042-6	Willow Electrical	$8,200	Draft

Work through the pages in order

1. Pages 3 to 5: confirm the baseline, then bill the deposit and progress invoices.
2. Pages 6 and 7: code the vendor bills and catch the electrical overrun before it is paid.
3. Pages 8 to 10: review the QuickBooks sync, read the job costing report, and confirm each control.

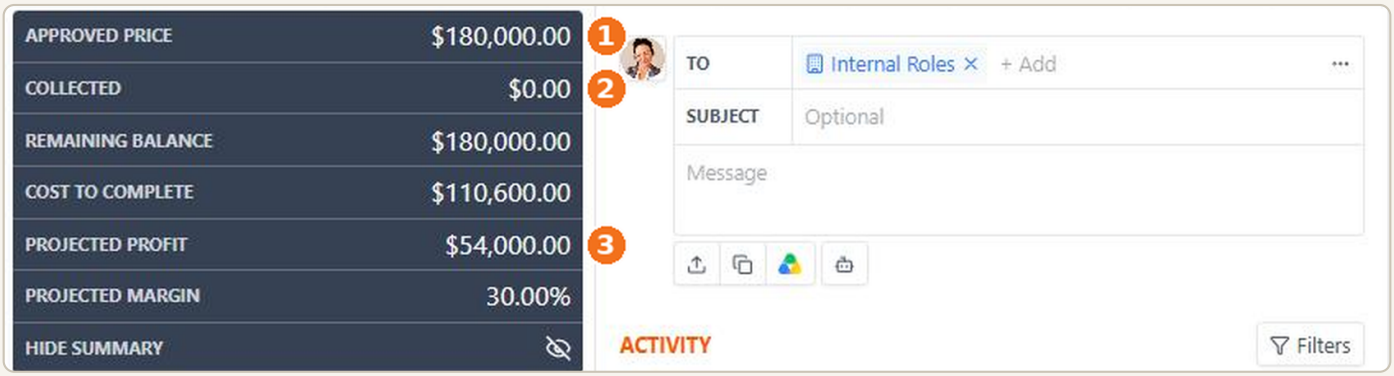
> FROM MELISSA
> Billing and costing are one system. The same budget lines drive the proposal, the invoices, the bills, and the report. If a line is wrong at the start, it is wrong everywhere.

01 Bill the customer pp. 3-5 | 02 Control the cost pp. 6-7 | 03 Sync and review pp. 8-10

01 / BILL THE CUSTOMER

The approved proposal sets the baseline

WHERE TO CLICK Jobs › Money Flow Willow › Dashboard



Dashboard. 1 Approved Price 2 Collected 3 Projected Profit and Margin

WHAT YOU SEE IN MONEY FLOW

Approved price of $180,000, cost to complete of $110,600, and projected margin of 30%. Collected is $0 because nothing is billed yet.

WHY THIS MATTERS

Every invoice, bill, and report measures against the approved proposal. Check the baseline first and every later number holds.

What you do next

1. Open the job Dashboard.
2. Confirm the approved price matches the signed proposal.
3. Confirm projected margin matches your target before you bill anything.

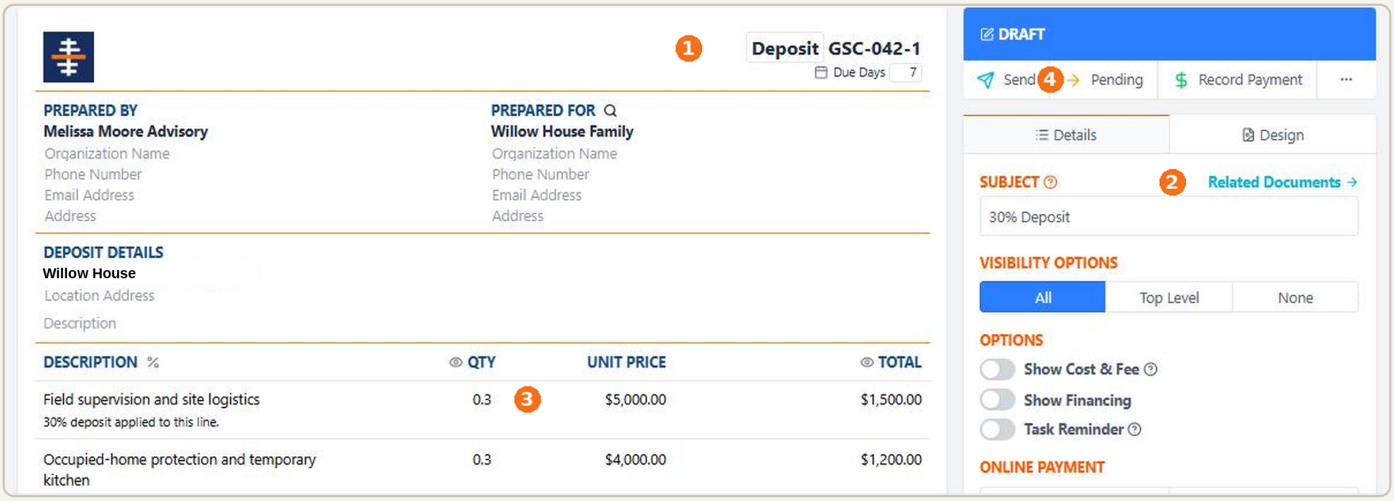
READY TO MOVE ON WHEN

Approved price is $180,000 and projected margin is 30%.

01 / BILL THE CUSTOMER

Bill the deposit against the budget

WHERE TO CLICK Jobs › Money Flow Willow › Documents › Deposit GSC-042-1



Deposit invoice. 1 Document 2 Subject 3 Line with description 4 Send

WHAT YOU SEE IN MONEY FLOW

A $54,000 invoice for 30% of the contract. It bills 0.3 of every budget line, so the invoice ties to the budget.

WHY THIS MATTERS

Invoices that bill budget lines keep the budget, invoices, and reports in agreement. Wording comes from the line item description, so fix it in the budget and the invoice follows.

What you do next

1. Click + Document, choose Customer Invoice, and pick the Deposit template.
2. Bill the deposit percentage against each budget line.
3. Write a subject that tells the customer what the invoice covers.
4. Review the total, then click Send.

FROM MELISSA

I bill deposits across every line, not as one lump sum. It keeps percent billed honest on each line later.

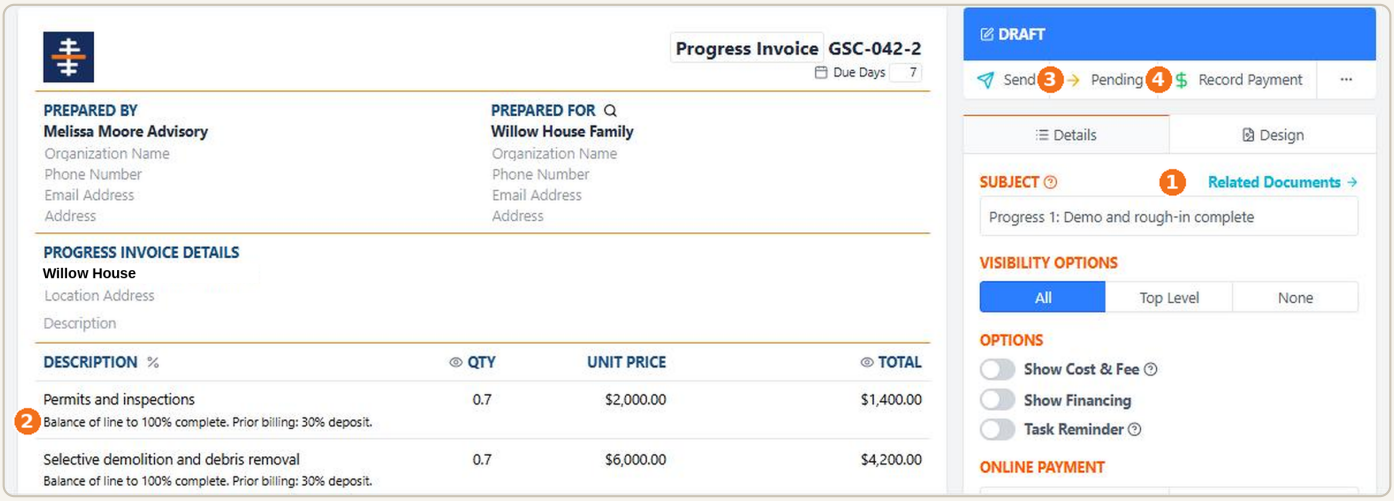
READY TO MOVE ON WHEN

The deposit totals $54,000 and every line shows a 0.3 quantity.

01 / BILL THE CUSTOMER

Progress invoices bill the period only

WHERE TO CLICK Jobs › Money Flow Willow › Documents › Progress Invoice GSC-042-2



Progress invoice. 1 Subject 2 Line description with prior billing 3 Send 4 Record Payment

Invoice	Covers	Amount	Cumulative	% billed
Deposit	30% of every line	$54,000	$54,000	30%
Progress 1	Demo and rough-in	$29,900	$83,900	47%
Progress 2	Drywall, substrate, cabinets, flooring	$27,900	$111,800	62%

What you do next

1. Create a Progress Invoice from the Customer Invoice menu.
2. Enter only this period's quantity on each line.
3. State prior billing in the line description so the customer can follow the math.
4. Send once the work is verified on site.

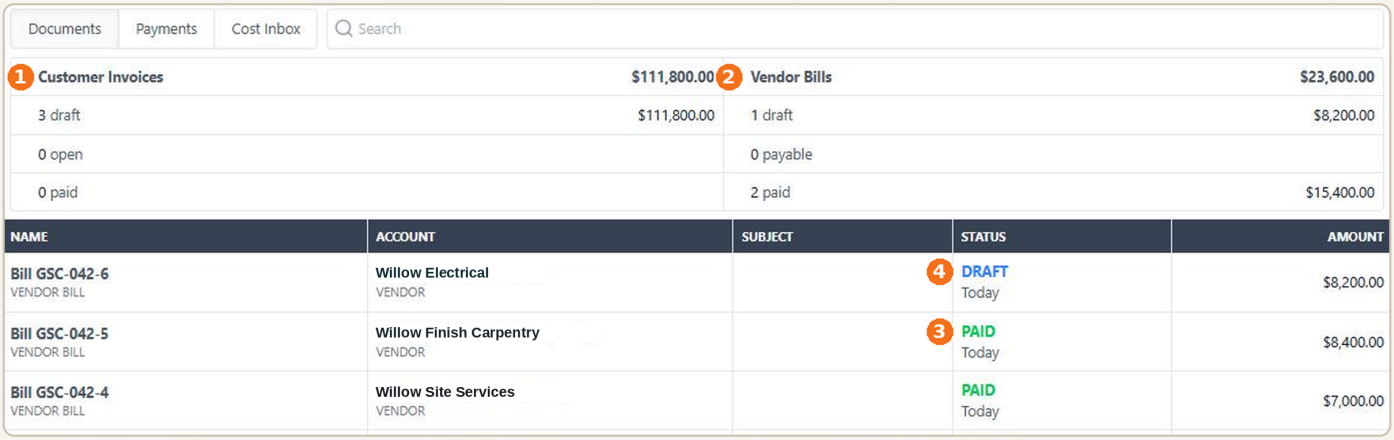
READY TO MOVE ON WHEN

No budget line is billed past 100% across all invoices.

02 / CONTROL THE COST

Code every vendor bill to a budget line

WHERE TO CLICK Jobs › Money Flow Willow › Documents



Documents. 1 Customer invoices total 2 Vendor bills total 3 Paid bill 4 Draft bill

Bill	Vendor	Cost code	Amount
GSC-042-4	Willow Site Services	Jobsite Setup 0100 ($2,800) and Site Prep / Demo 0305 ($4,200)	$7,000
GSC-042-5	Willow Finish Carpentry	Framing Labor	$8,400
GSC-042-6	Willow Electrical	Electrical	$8,200

What you do next

1. Open the bill from the Cost Inbox, or create a Vendor Bill.
2. Match each line to a budget line, then confirm cost code and cost type.
3. Approve the bill, and record payment when it is paid.

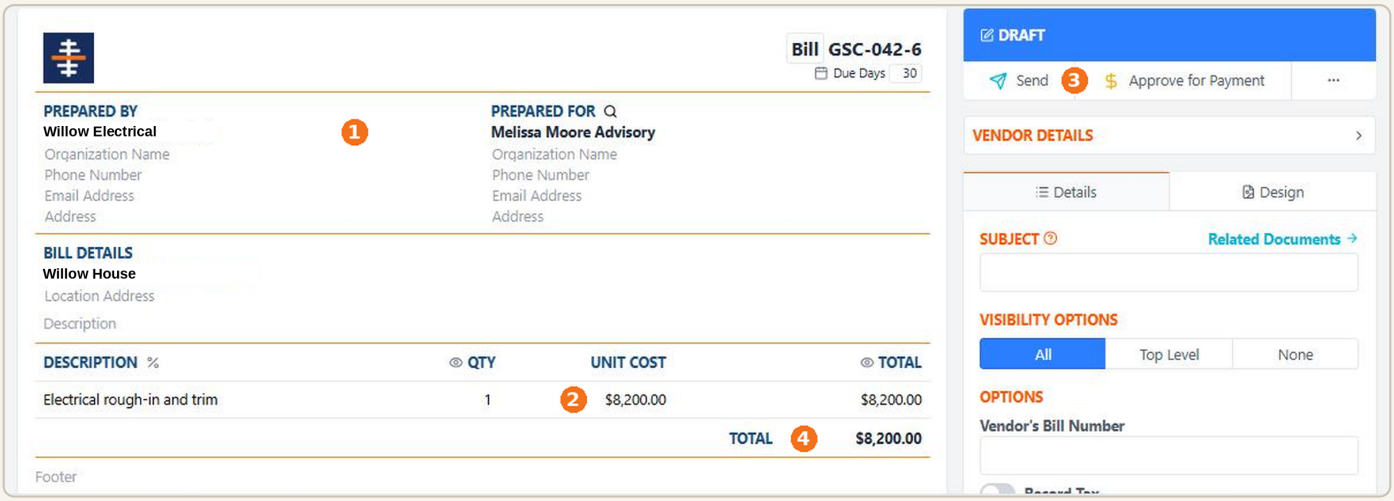
READY TO MOVE ON WHEN

Every bill line links to a budget line and carries a cost code.

02 / CONTROL THE COST

Catch the overrun while the bill is a draft

WHERE TO CLICK Jobs › Money Flow Willow › Documents › Bill GSC-042-6



Electrical bill. 1 Vendor 2 Line linked to budget 3 Approve for Payment 4 Total

Budget line	Budget cost	Bill	Variance
Electrical rough-in and trim	$7,000	$8,200	**$1,200 over (17%)**

What you do next

1. Open the draft bill and compare it to the budget line.
2. Decide: approve and absorb the cost, request a credit, or price the change for the customer.
3. Click Approve for Payment only after the decision is made.

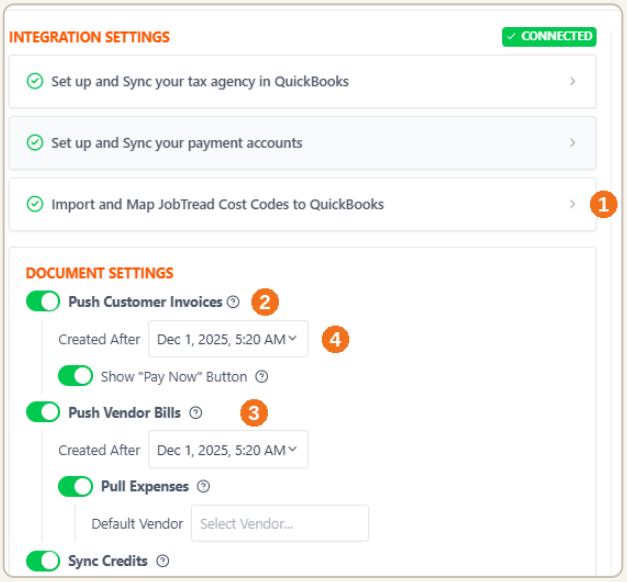
> **FROM MELISSA**
> A draft bill is the cheapest place to find an overrun. After it is paid, it is just history.

READY TO MOVE ON WHEN
Every draft bill over its budget line has a documented decision.

03 / SYNC AND REVIEW

Review the QuickBooks sync before it runs

JobTread invoice → **QuickBooks invoice** **JobTread bill** → **QuickBooks bill**



INTEGRATION SETTINGS

1. Cost codes imported and mapped
2. Push Customer Invoices
3. Push Vendor Bills
4. Created After date

What you do next

1. Open QuickBooks and the JobTread integration side by side.
2. Run the five checks in the table.
3. Sync the deposit invoice only, then review it in QuickBooks.
4. Sync the rest once that one reads correctly.

Check	Why it matters
Customer names match	A mismatch creates a duplicate customer in QuickBooks.
Each cost code maps to an account	Bills land in the right expense account and your reports stay clean.
Invoice lines map to income accounts	Revenue reports in QuickBooks match the budget structure.
Document settings are set	Each document carries its own QuickBooks account, class, and tax code.
Sync one document first	Review it in QuickBooks before you sync the rest.

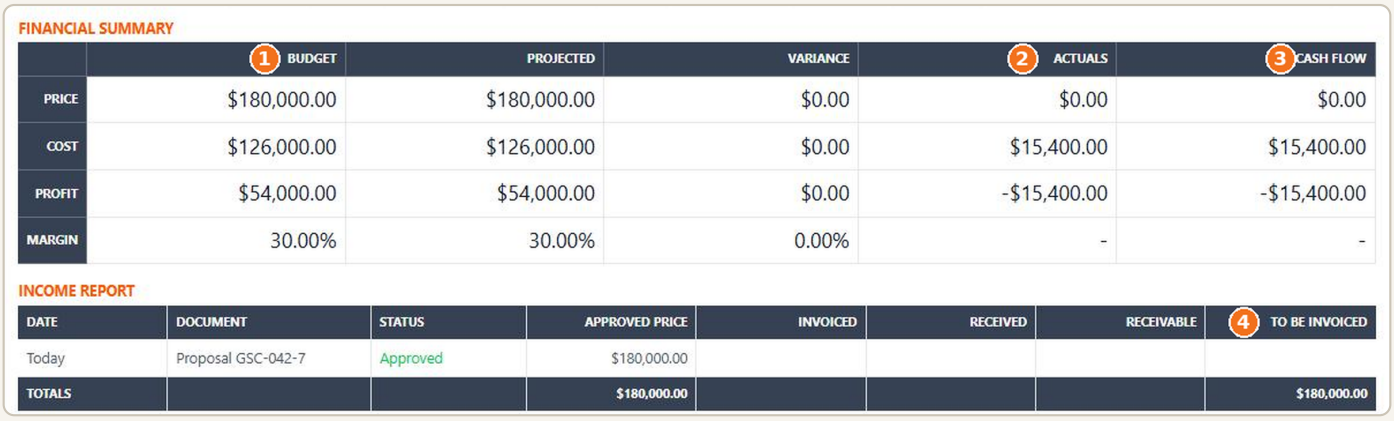
READY TO MOVE ON WHEN

The first synced document matches in both systems.

03 / SYNC AND REVIEW

Read the job costing report

WHERE TO CLICK Jobs › Money Flow Willow › Reports



FINANCIAL SUMMARY

	1 BUDGET	PROJECTED	VARIANCE	2 ACTUALS	3 CASH FLOW
PRICE	$180,000.00	$180,000.00	$0.00	$0.00	$0.00
COST	$126,000.00	$126,000.00	$0.00	$15,400.00	$15,400.00
PROFIT	$54,000.00	$54,000.00	$0.00	-$15,400.00	-$15,400.00
MARGIN	30.00%	30.00%	0.00%	-	-

INCOME REPORT

DATE	DOCUMENT	STATUS	APPROVED PRICE	INVOICED	RECEIVED	RECEIVABLE	4 TO BE INVOICED
Today	Proposal GSC-042-7	Approved	$180,000.00				
TOTALS			$180,000.00				$180,000.00

Report. 1 Budget 2 Actuals 3 Cash flow 4 To be invoiced

WHAT YOU SEE IN MONEY FLOW

Budget cost of $126,000, actual cost of $15,400, and $180,000 still to be invoiced. Cash flow is -$15,400 because vendors are paid and nothing is collected.

WHY THIS MATTERS

Cash flow shows the gap between paying vendors and collecting from the customer. Send the deposit before the first vendor bill is paid.

What you do next

1. Open Reports and read the Financial Summary.
2. Compare Budget and Projected. Any variance needs an explanation.
3. Check Cash Flow. A negative number means billing is behind spending.

READY TO MOVE ON WHEN

You can explain budget, actuals, and cash flow in one sentence each.

03 / SYNC AND REVIEW

Money flow controls

Run these checks on every job, in this order.

Control	Where	The question
Baseline	Dashboard	Does approved price and margin match the signed proposal?
Deposit	Documents	Is the deposit billed per line and sent before work starts?
Progress	Documents	Does any line bill past 100% across all invoices?
Bill coding	Documents	Does every bill line carry a budget line and cost code?
Variance	Draft bills	Is every overrun decided before payment?
Sync	Integration	Did the first document match in QuickBooks?
Cash flow	Reports	Is billing ahead of spending?

READY TO MOVE ON WHEN

You can run all seven controls on a job without opening this manual.

FROM MELISSA

These seven checks are what I put in place when I set up a job costing system. If you want them running on your own account, call me.

Book a 30-minute call with Melissa →

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