



Job Cards 5 - Costing, Pricing and Updating Sage

(The office step: see the cost, set the price, send it to Sage)

Once the job card is closed off, the Sales Order screen shows the job's cost, lets the invoicing user set the job price, and updates Sage. Factory staff never see prices; this screen is where pricing lives.

1) Open the sales order. The "Job card costing and selling rates" block lists every material drawn: quantity, unit cost, cost and the item's selling rate, with the materials total underneath.

Item	Description	Qty drawn	Unit cost	Cost	Sell rate
ADPG000	6009880S32100 - Virgin Coconut oil 200ml	4.00	225.36	901.44	0.00
Materials cost (added lines)				901.44	
Job price excl VAT, for 1.00 x				9.874.23	Save price
Margin at this price					90.9%

Total Exclusive	9.874.23
Total Vat	1.481.13
Total	11.355.36
Cost: 901.44	GP: 90.87%

2) Job price. The box shows the price on the order's service line. If the price was unknown when the order was raised it reads 0.00 with a red note. Type the job price (excl VAT, for the quantity shown) and click Save price. The order line is updated here and in Sage immediately; the margin at that price shows underneath.

The job price cannot be changed once the order has been updated to Sage.

Item	Description	Qty drawn	Unit cost	Cost	Sell rate
ADPG000	6009880S32100 - Virgin Coconut oil 200ml	4.00	225.36	901.44	0.00
Materials cost (added lines)				901.44	
Job price excl VAT, for 1.00 x				10.500.00	Save price
Margin at this price					91.6%

Total Exclusive	10.500.00
Total Vat	1.575.00
Total	12.075.00
Cost: 901.44	GP: 91.61%

3) Click "Update Sage SO". With "Print all additional lines" unticked, the Sage order carries the service line only; the internal materials are adjusted out of Sage stock and one journal moves their cost to Cost of Sales, referenced to the job card number. With it ticked, the materials go onto the Sage order as lines.

Clicking Update Sage SO again posts nothing twice. The order cannot be re-opened once internal materials have been adjusted in Sage.



4) Print the Delivery Note. It shows the service line as delivered; internal materials do not appear.



CUSTOMER
 Expo Demo
 Del Add here no 1
 Street Address
 Del Suburb
 Purchase Order:
 Sales Order No: S00000068

DELIVERY NOTE
 Data Fusion Demo

 16 October 2026

ITEM DESCRIPTION	ORDER QTY	INV QTY	BACK ORDER	DATE	POD NO
Service Item 1	1.00	1.00	0.00	16/10/26	0000068

Name..... Date.....

Surname.....

Signature.....

Registration.....

5) Generate the tax invoice in Sage, or use "Create a Tax Invoice" here, as for any order.

Next document → Job Cards 6 - Job Card GP Analysis