

# Declaring margin

---

Margin Declaration is the process of recognising revenue at a Job or Work Type level. To declare margin by Work Type, you need to enable the **Declare Margins by work type** feature. The feature can be enabled in **Settings (Configuration) – Features – Declare Margins by work type**. Please note that you can only declare margin on Invoices/Credit Notes which include a cost provision.

Note: If the Declare Margin by work type functionality has not been enabled you will only be allowed to declare margin on a Job level. Please see the images below.

**Declare Margins**

**Work Types grouped by Job**

Search here

<input type="checkbox"/>	Job No ▲	Client / Worktype
<input type="checkbox"/>	63580418510398...	Apple
<input type="checkbox"/>	*Worktype:	DTP
<input type="checkbox"/>	*Worktype:	Promoters
<input type="checkbox"/>	*Worktype:	Translations
<input type="checkbox"/>	63580418510398...	Apple
<input type="checkbox"/>	*Worktype:	Translations

**Declare Margins**

**Declare margin on a Job level**

Search here

<input type="checkbox"/>	Job No ▲	Client / Worktype
<input type="checkbox"/>	3123123135	Apple
<b>Notes:</b>		
<input type="checkbox"/>	63580418510398...	Apple
<input type="checkbox"/>	63580418510398...	Apple
<input type="checkbox"/>	63580418510398...	Apple
<input type="checkbox"/>	B02	Apple

You can use the Wizard to declare margin across multiple jobs, or you can declare margin for an individual job. You may have Jobs that run over long periods of time but you wish to declare the margin at specific intervals and reflect it as such within your accounting package.

Below are steps to show you how to declare margin for:

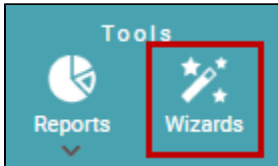
- [Multiple Jobs](#)
- [Individual Jobs](#)

## Step-by-step guide

---

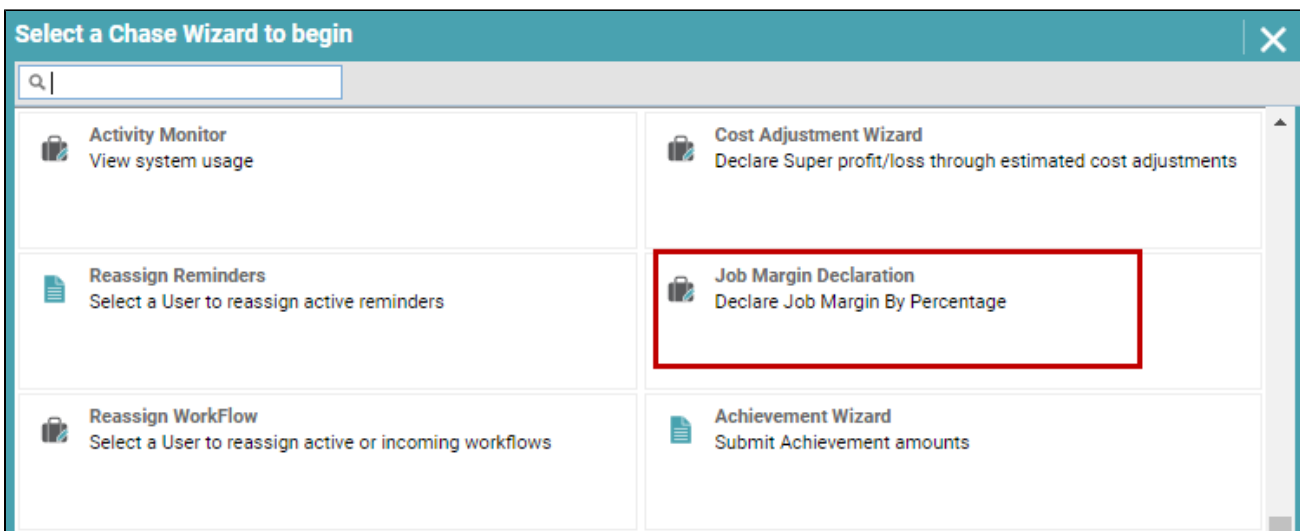
# Declare Margin on multiple Jobs

1. Click the **Wizards** button on the Ribbon.



The *Select a Chase Wizard to begin* dialog appears.

2. Click on the **Job Margin Declaration** option.



The *Declare Margins Wizard* dialog appears.

Notice the mandatory fields highlighted in red these need to be completed. However, once you start applying some filters, certain other fields are no longer mandatory.

3. Click on the drop down arrow on the **Current Job Status** field, and select the status of the jobs for which you want to declare margin.  
In this example, **Open** was selected.

**Declare Margins Wizard** [X]

Select Jobs by Client, Current Status, Product, Category or Division

Current Job Status:  [v]

Client:

Product:  Open

Category:  Finished

Division:  Awaiting Closure

Only applies where  On Hold

Min. Days in Status:

Job No:  Search here [m]

Clear Filter < Previous Next > Cancel

4. Click on the drop down arrow on the **Client** field, and select the client you want to declare margin for.

For this example, **Apple** was selected.

Current Job Status:  Open [v]

Client:  [v]

Product:

Category:

Division:  African Bank

Only applies where  American Bank

Min. Days in Status:  Apple

Job No:  Apple

Asia Bank

Chase Business

Child Ce's test

Page 1 of 4

5. Click the **Next** button to continue.

Current Job Status:

Client:

Product:

Category:

Division:

Only applies where document versions were tracked

Min. Days in Status:

Job No:

Clear Filter   < Previous   **Next >**   Cancel

6. On the next screen, click the checkbox to the left of the work types/jobs you want to declare margins for.

Note: If the **Declare Margin by work type** feature is enabled, this dialog will display work types grouped by Jobs. If this feature is not enabled you will only see a single line per job and you will be required to complete a percentage.

For this example, **Promoters, Translations** for Job **63580418** and **AAA Fee, Art Direction** for Job **B02** were selected.

Search here		Billed to Date			Cost to Date		
<input type="checkbox"/>	Job No ▲ Client / Worktype	Billed Amou	Billed Cost	Billed Margin	Invoiced Co:	Ordered Cos	Billed Amou
<input type="checkbox"/>	63580418... Apple						
<input type="checkbox"/>	*Worktype: DTP	800.000	0.000	800.000	0.000	0.000	800.000
<input checked="" type="checkbox"/>	*Worktype: Promoters	6,250.000	6,250.000	0.000	0.000	0.000	6,250.000
<input checked="" type="checkbox"/>	*Worktype: Translations	7,800.000	5,000.000	2,800.000	2,500.000	0.000	3,900.000
<input type="checkbox"/>	63580418... Apple						
<input type="checkbox"/>	*Worktype: Translations	0.000	0.000	0.000	104,520.080	0.000	0.000
<input type="checkbox"/>	B02 Apple						
<input checked="" type="checkbox"/>	*Worktype: AAA Fee	55.000	0.000	55.000	0.000	0.000	55.000
<input checked="" type="checkbox"/>	*Worktype: Art Direction	400.000	0.000	400.000	0.000	0.000	400.000
<input type="checkbox"/>	*Worktype: Branding	50.000	0.000	50.000	0.000	0.000	50.000
<input type="checkbox"/>	*Worktype: Casting	300.000	250.000	50.000	0.000	0.000	0.000
		<b>48,694,488...</b>	<b>126,961.540</b>	<b>48,567,526...</b>	<b>127,320.080</b>	<b>0.000</b>	<b>48,670,163...</b>

Notice that financial columns are grouped by:

**Billed to Date** - this grouping displays amounts that have been invoiced to the Client.

**Cost to Date** - this grouping displays amounts to be ordered and invoiced to the supplier.

**Remaining** - displays the remaining margin related amounts that have not been declared.

**To Be Recognised** - this grouping allows you to enter amounts to be declared.

7. Enter the amounts or percentage to be declared.

You can declare margin by adding a percentage or value in the following columns:

**Margin %** - enter a percentage amount to be declared. This is the overall amount including any amounts already declared. If the first 50% was declared and you decide to declare the remaining 50% you need to add to the 50%. For example, if you want to declare the remaining 50% you will enter 100%.

**Declare Amount** - enter the Billed amount to be declared.

**Declare Cost** - enter the Billed Cost/Cost Provision amount to be declared.

**Declare Margin** - Enter a Margin amount to be declared.

You can also select a percentage to be declared by clicking the **Declare** drop down at the top-right of the dialog. This will apply the percentage on all selected work types/jobs.

For this example

- **R 6 250** and **R 7 800** was entered for work types **Promoters** and **Translations**.

- **50%** was entered in the Margin % field for **AAA Fee** and **Art Direction** work types

Declare Margins Client : Apple | Status : Open

Search here  Column Ordering  Declare:  Create With Billed Date: 31 August 2018

Job No	Client / Worktype	Billed to Date			Cost to Date		Remaining			To Be Recognised			
		Billed Amo	Billed Cost	Billed Marg	Invoiced Co	Ordered Co	Billed Amo	Billed Cost	Billed Marg	Margin %	Declare Am	Declare Co	Declare Ma
<input type="checkbox"/>	63580418... Apple												
<input type="checkbox"/>	*Worktype: DTP	800.000	0.000	800.000	0.000	0.000	800.000	0.000	800.000				
<input checked="" type="checkbox"/>	*Worktype: Promoters	6,250.000	6,250.000	0.000	0.000	0.000	6,250.000	6,250.000	0.000				
<input checked="" type="checkbox"/>	*Worktype: Translations	7,800.000	5,000.000	2,800.000	2,500.000	0.000	3,900.000	2,500.000	1,400.000				
<input type="checkbox"/>	63580418... Apple												
<input type="checkbox"/>	*Worktype: Translations	0.000	0.000	0.000	104,520.080	0.000	0.000	0.000	0.000				
<input type="checkbox"/>	B02 Apple												
<input checked="" type="checkbox"/>	*Worktype: AAA Fee	55.000	0.000	55.000	0.000	0.000	55.000	0.000	55.000				
<input checked="" type="checkbox"/>	*Worktype: Art Direction	400.000	0.000	400.000	0.000	0.000	400.000	0.000	400.000				
<input type="checkbox"/>	*Worktype: Branding	50.000	0.000	50.000	0.000	0.000	50.000	0.000	50.000				
<input type="checkbox"/>	*Worktype: Casting	300.000	250.000	50.000	0.000	0.000	0.000	0.000	0.000				
		<b>48,694,48...</b>	<b>126,961.5...</b>	<b>48,567,52...</b>	<b>127,320.0...</b>	<b>0.000</b>	<b>48,670,16...</b>	<b>107,111.5...</b>	<b>48,563,05...</b>	<b>100.000</b>	<b>900.000</b>	<b>0.000</b>	<b>900.000</b>

Notice that once you add values or a percentage on any field under the **To Be Recognised** columns, the rest of the fields are automatically calculated. For example, if you enter **50%** in the **Margin %** field, the **Declare Amount**, **Declare Cost** and **Declare Margin** will auto populate based on your percentage.

8. Click the **Next** button to continue.

**Declare Margins Wizard** Client: Apple | Status: Open

Search here  Column Ordering Declare:  Create With Billed Date: 31 August 2018

Job No	Client / Worktype	Billed to Date			Cost to Date		Remaining			To Be Recognised			
		Billed Amou	Billed Cost	Billed Marg	Invoiced Co	Ordered Co	Billed Amou	Billed Cost	Billed Marg	Margin %	Declare Am	Declare Co	Declare Ma
63580418...	Apple												
	*Worktype: DTP	800.000	0.000	800.000	0.000	0.000	800.000	0.000	800.000				
	*Worktype: Promoters	6,250.000	6,250.000	0.000	0.000	0.000	6,250.000	6,250.000	0.000	100	6,250.000	6,250.000	0.000
	*Worktype: Translations	7,800.000	5,000.000	2,800.000	2,500.000	0.000	3,900.000	2,500.000	1,400.000	100	3,900.000	2,500.000	1,400.000
63580418...	Apple												
	*Worktype: Translations	0.000	0.000	0.000	104,520.080	0.000	0.000	0.000	0.000				
B02	Apple												
	*Worktype: AAA Fee	55.000	0.000	55.000	0.000	0.000	55.000	0.000	55.000	50	27.500	0.000	27.500
	*Worktype: Art Direction	400.000	0.000	400.000	0.000	0.000	400.000	0.000	400.000	50	200.000	0.000	200.000
	*Worktype: Branding	50.000	0.000	50.000	0.000	0.000	50.000	0.000	50.000				
	*Worktype: Casting	300.000	250.000	50.000	0.000	0.000	0.000	0.000	0.000				
		<b>48,694,48...</b>	<b>126,961.5...</b>	<b>48,567,52...</b>	<b>127,320.0...</b>	<b>0.000</b>	<b>48,670,16...</b>	<b>107,111.5...</b>	<b>48,563,05...</b>	<b>83.330</b>	<b>11,277.500</b>	<b>8,750.000</b>	<b>2,527.500</b>

< Previous **Next >** Cancel

To view financial information on each Job click the Show Financial Data icon next to the relevant Job. The Financial Data dialog will display financial documents and where amounts are pulling from.



**Financial Data**

Type	Billed Amount	Billed Cost (Est.)	Invoiced Cost (Act.)	Cost Variance	Estimated Amount	Estimated Cost	Ordered Co
Cost Sheet	0	0	0	0	7800	5000	0
Purchase Order	0	0	0	0	0	0	5010
Tax Invoice	7800	5000	0	0	0	0	0
Supplier Invoice	0	0	2500	0	0	0	0
Cost Variance Statement	-3900	-2500	-2500	0	0	0	0
<b>Total</b>	<b>3900</b>	<b>2500</b>	<b>0</b>	<b>0</b>	<b>7800</b>	<b>5000</b>	<b>5010</b>

9. Confirm your selection, and click the **Finish** button.

**Declare Margins Wizard** Client: **Apple** | Status: **Open**

Please Confirm your selections

Job No	Client/Worktype	Declared Amount	Declared Cost	Declared Margin	% Of Total	Remaining Amou	Remaining Cost	Remaining Margi	Financial Notes
635804185...	Apple ->Promoters	6,250.000	6,250.000	0.000	100	0.000	0.000	0.000	
635804185...	Apple ->Translations	3,900.000	2,500.000	1,400.000	100	0.000	0.000	0.000	
B02	Apple ->AAA Fee	27.500	0.000	27.500	50	27.500	0.000	27.500	
B02	Apple ->Art Direction	200.000	0.000	200.000	50	200.000	0.000	200.000	
B02	Apple ->Branding					50.000	0.000	50.000	

10. Click the **Close** button.

The green check mark to the right of the job shows that the margin declaration was successful.

**Confirmation** Client: **Apple** | Status: **Open**

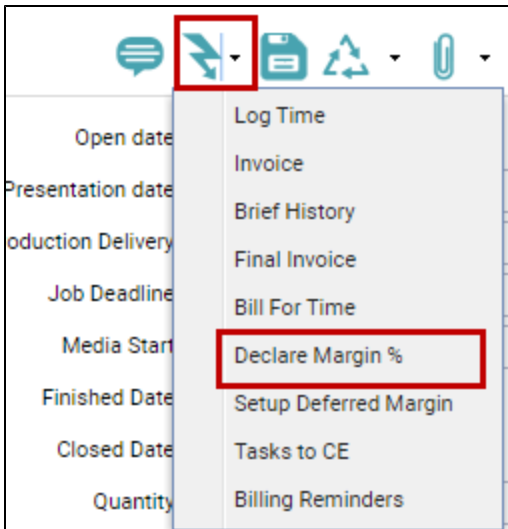
Processing Complete! Hover over in a row, to view issues.

(Note: All formatting in the exported document will be lost)

Job No	Client/Worktype	Declared Amount	Declared Cost	Declared Margin	% Of Total	Remaining Amou	Remaining Cost	Remaining Margi	Financial Notes
6358041...	Apple ->Promoters	6,250.000	6,250.000	0.000	100	0.000	0.000	0.000	
6358041...	Apple ->Translations	3,900.000	2,500.000	1,400.000	100	0.000	0.000	0.000	
B02	Apple ->AAA Fee	27.500	0.000	27.500	50	27.500	0.000	27.500	
B02	Apple ->Art Direction	200.000	0.000	200.000	50	200.000	0.000	200.000	
B02	Apple ->Branding					50.000	0.000	50.000	

## Declare Margin on individual Jobs

1. Open the Job on which you want to declare margin.
2. Click the **Shortcut Menu** button and select Declare margin %.



The *Declare Revenue / Margins Wizard* dialog appears.

3. Click the checkbox to the left of the work types/jobs you want to declare margins on.

Note: If the **Declare Margins by work type** feature is enabled, this dialog will display work types grouped by Jobs. If this feature is not enabled you will only see a single line per job.

For this example, **Art Direction** and **DTP** work types were selected.

Declare Margins Wizard															
Declare Margins															
Search here <input type="text"/>										Column Ordering		Declare: <input type="text"/>		Create With Billed Date: 13 Sept	
Job No	Client / Worktype	Billed to Date			Cost to Date		Remaining			To Be Recognised					
		Billed Amc	Billed Cost	Billed Man	Invoiced C	Ordered C	Billed Amc	Billed Cost	Billed Man	Margin %	Declare An	Declare Cc	Decl		
<input type="checkbox"/>	3679	Apple													
<input checked="" type="checkbox"/>	*Workty...	Art Direction	400.000	0.000	400.000	0.000	0.000	400.000	0.000	400.000					
<input type="checkbox"/>	*Workty...	Branding	3,500.000	0.000	3,500.000	0.000	0.000	3,500.000	0.000	3,500.000					
<input type="checkbox"/>	*Workty...	Concept	450.000	0.000	450.000	0.000	0.000	450.000	0.000	450.000					
<input type="checkbox"/>	*Workty...	Copy/Script	450.000	0.000	450.000	0.000	0.000	450.000	0.000	450.000					
<input checked="" type="checkbox"/>	*Workty...	DTP	7,502.000	6,820.000	682.000	6,820.000	0.000	7,502.000	6,820.000	682.000					
<input type="checkbox"/>	*Workty...	Translations	7,500.000	6,000.000	1,500.000	5,623.000	0.000	7,500.000	6,000.000	1,500.000					
			19,802.0...	12,820.0...	6,982.000	12,443.0...	0.000	19,802.0...	12,820.0...	6,982.000	0.000	0.000	0.000		

Notice that financial columns are grouped by:

- Billed to Date** - this grouping displays amounts that have been invoiced to the Client.
- Cost to Date** - this grouping displays amounts to be ordered and invoiced to the suppliers.
- Remaining** - displays the remaining margin amount that has not been declared.
- To Be Recognised** - this grouping allows you to enter amounts to be declared.



4. Enter the amounts or percentage to be declared.

You can declare margin by adding a percentage or value in the following columns:

**Margin %** - enter a percentage to be declared. This is the overall amount including any amounts already declared. If the first 50% was declared and you decide to declare the remaining 50% you need to add to the 50%. For example, if you want to declare the remaining 50% you will enter 100%.

**Declare Cost** - enter the Billed Cost/Cost Provision amount to be declared.

**Declare Margin** - Enter a Margin amount to be declared.

You can also select a percentage to be declared by clicking the **Declare** drop down at the top-right of the dialog. This will apply the percentage on all selected work types/jobs.

For this example, **50%** for **Art Direction** and **DTP** work types was declared.

**Declare Margins Wizard**

Declare Margins

Search here  Column Ordering Declare:  Create With Billed Date: 13 September

Job No	Client / Worktype	Billed to Date			Cost to Date		Remaining			To Be Recognised			
		Billed Amot	Billed Cost	Billed Marg	Invoiced Co	Ordered Co	Billed Amot	Billed Cost	Billed Marg	Margin %	Declare Am	Declare Cos	Declare M
3679	Apple												
<input checked="" type="checkbox"/>	*Worktype: Art Direction	400.000	0.000	400.000	0.000	0.000	400.000	0.000	400.000				
<input type="checkbox"/>	*Worktype: Branding	3,500.000	0.000	3,500.000	0.000	0.000	3,500.000	0.000	3,500.000				
<input type="checkbox"/>	*Worktype: Concept	450.000	0.000	450.000	0.000	0.000	450.000	0.000	450.000				
<input type="checkbox"/>	*Worktype: Copy/Script	450.000	0.000	450.000	0.000	0.000	450.000	0.000	450.000				
<input checked="" type="checkbox"/>	*Worktype: DTP	7,502.000	6,820.000	682.000	6,820.000	0.000	7,502.000	6,820.000	682.000				
<input type="checkbox"/>	*Worktype: Translations	7,500.000	6,000.000	1,500.000	5,623.000	0.000	7,500.000	6,000.000	1,500.000				

Notice that once you add values or a percentage on any field under the **To Be Recognised** columns, the rest of the fields are automatically calculated. For example, if you enter **50%** in the **Margin %** field, the **Declare Amount**, **Declare Cost** and **Declare Margin** will auto populate based on your percentage.

5. Click the **Next** button to continue.

Search here  Column Ordering Declare:  Create With Billed Date: 13 September 2019

Job No	Client / Worktype	Billed to Date			Cost to Date		Remaining			To Be Recognised			
		Billed Am	Billed Cos	Billed Ma	Invoiced I	Ordered C	Billed	Billed Cos	Billed Mar	Margin %	Declare Amo	Declare C	Declare M
3679	Apple												
<input checked="" type="checkbox"/>	*Workt... Art Directi...	400.000	0.000	400.000	0.000	0.000	400.000	0.000	400.000	50	200.000	0.000	200.000
<input type="checkbox"/>	*Workt... Branding	3,500.000	0.000	3,500.000	0.000	0.000	3,500.000	0.000	3,500.000				
<input type="checkbox"/>	*Workt... Concept	450.000	0.000	450.000	0.000	0.000	450.000	0.000	450.000				
<input type="checkbox"/>	*Workt... Copy/Script	450.000	0.000	450.000	0.000	0.000	450.000	0.000	450.000				
<input checked="" type="checkbox"/>	*Workt... DTP	7,502.000	6,820.000	682.000	6,820.000	0.000	7,502.000	6,820.000	682.000	50	3,751.000	3,410.000	341.000
<input type="checkbox"/>	*Workt... Translatio...	7,500.000	6,000.000	1,500.000	5,623.000	0.000	7,500.000	6,000.000	1,500.000				
		<b>19,802.000</b>	<b>12,820.000</b>	<b>6,982.000</b>	<b>12,443.000</b>	<b>0.000</b>	<b>19,802.000</b>	<b>12,820.000</b>	<b>6,982.000</b>	<b>50.000</b>	<b>3,951.000</b>	<b>3,410.000</b>	<b>541.000</b>

< Previous **Next >** Cancel

To view financial information on each Job click the Show Financial Data icon next to the relevant Job. The Financial Data dialog will display financial documents and where amounts are pulling from.



Type	Billed Amount	Billed Cost (Est.)	Invoiced Cost (Act.)	Cost Variance	Estimated Amount	Estimated Cost	Ordered Co
Cost Sheet	0	0	0	0	7800	5000	0
Purchase Order	0	0	0	0	0	0	5010
Tax Invoice	7800	5000	0	0	0	0	0
Supplier Invoice	0	0	2500	0	0	0	0
Cost Variance Statement	-3900	-2500	-2500	0	0	0	0
<b>Total</b>	<b>3900</b>	<b>2500</b>	<b>0</b>	<b>0</b>	<b>7800</b>	<b>5000</b>	<b>5010</b>

6. Confirm your selection, and click the **Finish** button.

Job No	Client/Worktype	Declared Amount	Declared Cost	Declared Marg	% Of Total	Remaining Am	Remaining Co	Remaining Ma	Financial Note
3679	Apple ->Art Direction	200.000	0.000	200.000	50	200.000	0.000	200.000	
3679	Apple ->DTP	3,751.000	3,410.000	341.000	50	3,751.000	3,410.000	341.000	


7. Click the **Close** button.

The green check mark to the right of the job shows that the margin declaration was successful.

## Declare Margins Wizard



### Confirmation



Processing Complete! Hover over  in a row, to view issues.



Download as .xls

Download as .csv

(Note: All formatting in the exported document will be lost)

Job No	Client/Worktype	Declared Amou	Declared Cost	Declared Margi	% Of Total	Remaining Am	Remaining Cos	Remaining Mar	Financial Notes
3679	Apple ->Art Direction	200.000	0.000	200.000	50	200.000	0.000	200.000	
3679	Apple ->DTP	3,751.000	3,410.000	341.000	50	3,751.000	3,410.000	341.000	

Restart <P>

Close <N>