



THE BUSINESS QUESTION

“Has my client fully paid me for this job?”

When several jobs are running at once — and one client may give you more than one job — TRX keeps each job’s money separate and visible.

WORK BACKWARDS FROM THE ANSWER



WHY REGISTER THE CLIENT?

The Client Register tells TRX who the customer is. Register the client once, then link every quotation/job for that customer to the same client record.

This is what allows TRX to show what the client has paid across each individual job — not just one combined total.

IN TRX: ADMIN HUB → CLIENT REGISTER

The screenshot shows the ICS TRX Admin Hub interface. On the left is a sidebar with navigation links: Dashboard, Transactions, Reports, and Admin Hub (highlighted). The main content area is titled 'Admin Hub' and 'Client Register'. It includes a 'Back to Admin Hub' link and a 'MASTER REGISTER Clients' section. The 'MASTER REGISTER Clients' section has a form with fields for Client name, Contact person, Phone number, Email address, Physical address, and Notes. Below the form is an 'Add client' button. At the bottom, there is a search bar and a list of clients, with one client 'CLI-2608-0000184" Arno' visible.

REGISTER ONCE
Use the same client for every job.



THE NEXT QUESTION

“What exactly is the client paying me for?”

The quotation creates the commercial starting point for a quotation-based job.

CAPTURE THE QUOTATION AS A JOB

CLIENT	ABC Construction
QUOTATION NO.	QTE-2026-0048
QUOTATION DATE	23 Aug 2026
JOB DESCRIPTION	Warehouse Electrical Installation
QUOTED VALUE	R250,000

WHY THE QUOTED VALUE MATTERS

The quotation amount becomes the expected Job Value. Once accepted, TRX can measure every payment against that value and calculate what remains outstanding.

IN TRX: ADMIN HUB → JOB REGISTER

The screenshot displays the ICS TRX Admin Hub interface. On the left is a dark blue sidebar with navigation links: Dashboard, Transactions, Reports, and Admin Hub (highlighted). The main content area is titled 'Admin Hub' and includes a sub-section 'ADMIN HUB Job Register' with a description 'Manage job records and job administration from one place.' and a 'Back to Admin Hub' button. The top right of the interface shows the 'ACTIVE COMPANY' as 'General Fencing & Construction PTY LTD', the user 'Christiaan Le Grange' (system administrator), a 'Log out' button, and a 'PostgreSQL connected' status. The 'JOB FINANCIAL LIFECYCLE Jobs' section provides instructions: 'Create a job when its quotation is issued, then manage acceptance, deposits, progress, completion and settlement.' Below this are input fields for 'Job name', 'Client' (with a dropdown menu), 'Quotation number', 'Quotation issued date' (set to 2026-08-15), 'Quoted value', and 'Description'. A 'Create quotation job' button is positioned below these fields. At the bottom, there are tabs for 'Active Jobs (1)' and 'Job History (1)'. The 'Active Jobs' tab is selected, showing details for 'JOB-2606-00002 - 6 Kudu Str, Waterproofing'. The details include: Client: Arno, Quotation: QT-0002344 | 2026-06-10, Job Value: R 600.00, Status: Started, Payments received: 13 000.00, Outstanding balance: R 400.00, Job expenses: 10 000.00, Estimated profit: R 600.00, Start: 2026-06-10 | Completion: -, and a description of 'Waterproofing and drainage ditch.' Action buttons 'Edit', 'Complete work', and 'Cancel' are located at the bottom right of the job details.



A CLIENT DOES NOT ALWAYS PAY ONCE

A job may be paid through a deposit, one or more additional payments, and a final payment. TRX keeps the running balance for you.

EXAMPLE — JOB VALUE R250,000



TRX DOES THE RUNNING CALCULATION

JOB VALUE	RECEIVED	OUTSTANDING
R250,000	R200,000	R50,000

ONE CLIENT. MULTIPLE JOBS. SEPARATE BALANCES.

JOB 001 — Warehouse Electrical

Job Value R250,000 Received R200,000 **R50,000 OUTSTANDING**

JOB 002 — Office Renovation

Job Value R120,000 Received R120,000 **PAID IN FULL ✓**

JOB 003 — Generator Installation

Job Value R80,000 Received R24,000 **R56,000 OUTSTANDING**

NO MORE ASKING: "DID THEY PAY THIS JOB IN FULL?"

TRX shows the answer because every payment is linked to the correct Client + Job.



THE FOUNDATIONAL RULE

Correct Client + Correct Job + Every Payment = Reliable Outstanding Balances

IF YOU SKIP THE LINKS...

- ✗ Payment captured without the Job**
TRX cannot know which job was paid.
- ✗ Job created without the correct Client**
Client outstanding reports become unreliable.
- ✗ Payment not captured at all**
TRX will show money as outstanding when it may already be paid.
- ✗ Poor or missing evidence**
The financial record becomes harder to verify later.

IF YOU CAPTURE IT CORRECTLY...

- ✓ TRX shows exactly what each client owes on each job.**
- ✓ Deposits, additional payments and final payments remain linked to one financial story.**
- ✓ Outstanding Client Payments becomes a management tool — not a guess.**
- ✓ Later, the same job becomes the foundation for expenses, vendor balances and job costing.**

THE TRX HABIT

- 1. Register the Client**
- 2. Create the Job from the quotation**
- 3. Record every Client Payment**
- 4. Link every payment to the correct Job**
- 5. Attach POP / evidence where available**