



THE SCENARIO

John Wick asked me to repair his garage door. I registered John Wick during the job inspection, then issued the quotation and created the quotation Job in TRX. John Wick has now accepted the quotation and paid the agreed 70% Deposit.

WHAT IS ALREADY IN TRX?

John Wick is registered. The Garage Door Repair quotation Job exists with its quotation number, quotation date, description and quoted Job Value.

WHAT HAS HAPPENED NOW?

The Client paid the agreed Deposit. Capture it as a Client Payment linked to John Wick and the Garage Door Repair Job.

WHY?

TRX must know who paid, which Job was paid, how much was received and that this is the Deposit. That is how TRX can show what John Wick still owes on this Job.

END STATE

Example: Job Value R10,000 - Deposit R7,000 - Still Outstanding R3,000. The required Deposit also allows the Job to move to Started.



OPEN ICS TRX -> TRANSACTIONS -> CAPTURE

The screenshot shows the 'NEW ENTRY' form titled 'Capture transaction'. Red arrows point from callouts to the following fields:

- Transaction type:** Points to the 'Income' dropdown menu. A callout box explains: 'Ad-hoc payments are recorded on the transaction and do not create a Client Register entry.'
- Classification:** Points to the 'Client payment' dropdown menu. A callout box lists options: 'Client payment', 'Refund received', 'Other income', and 'Amount'.
- Payment method:** Points to the 'EFT' dropdown menu. A callout box lists options: 'EFT', 'Card', and 'Debit Order'.
- Client:** Points to the 'CLI-2608-00002 Bee Client' dropdown menu. A callout says: 'Select your client'.
- Payment / supporting evidence:** Points to the 'Choose File' button. A callout says: 'Upload your evidence by choosing picture or pdf doc.'

Other visible fields include: Transaction date (2026-08-24), Payment Stage (Deposit), Amount (7000), Ad-hoc client / reference (e.g. Cash customer - Erbil freight), Job (Select a job when required), Notes (Add any relevant details), and a 'Save transaction' button at the bottom.

1 Transaction Type
INCOME - money came in.

2 Classification
CLIENT PAYMENT - registered Job.

3 Payment Stage
DEPOSIT - first staged payment.

4 Payment Method
Use actual method, e.g. EFT.

5 Amount
R7,000 actually received.

6 Client
JOHN WICK - who paid.

7 Job
GARAGE DOOR REPAIR - what was paid.

8 Evidence
Upload John Wick's POP.

9 Save
Check facts and Save.



THE SCENARIO

GarageTech is a registered subcontractor on John Wick's Garage Door Repair Job. You agreed to pay GarageTech R4,000 for specialist work. You now pay their R2,000 Deposit.

WHY IS GARAGETECH REGISTERED?

You want TRX to track what you agreed to pay, what you have already paid and what you still owe GarageTech.

WHY SELECT THE JOB?

Selecting Garage Door Repair tells TRX that this R2,000 cost belongs to John Wick's Job and must form part of that Job's costing.

WHY PAYMENT STAGE?

Select Deposit because this is the first staged payment against the R4,000 Vendor commitment. Later payments may be Additional or Final.

END STATE

GarageTech commitment R4,000 - paid R2,000 - still owed R2,000. The payment is linked to Garage Door Repair and supported by evidence.



OPEN ICS TRX -> TRANSACTIONS -> CAPTURE

TRX-2606-00001 was saved successfully.

NEW ENTRY

Capture transaction

Transaction date

2026-08-13

Transaction type

Expense

Classification

Supplier paym

Vendor name

Start typing or enter a new vendor

Payment method

EFT

Amount

0.00

Expense category

Select expense category

Client

Optional - select a client

Job

General expense - not job related

Notes

Add any relevant details

Receipt or Invoice

Choose file

No file chosen

JPG, PNG, WebP or PDF 34" maximum 10 MB

Save transaction

REGISTER

Recent transactions

Search transactions

Search

TRANSACTION	DATE	TYPE	CLASSIFICATION	VENDOR / CLIENT	METHOD	CATEGORY	AMOUNT	ACTIONS
TRX-2606-00001	2026-06-10	Income	Deposit	Armo	EFT	-	8 000,00	Delete Payment

1 **Transaction Type**
EXPENSE - money went out.

2 **Classification**
Vendor / Supplier Payment.

3 **Payment Stage**
DEPOSIT - first staged payment.

4 **Vendor**
GARAGETECH - who you paid.

5 **Amount**
R2,000 actually paid.

6 **Job**
GARAGE DOOR REPAIR.

7 **Method / Date**
How and when you paid.

8 **Evidence**
Attach invoice and POP.

9 **Save**
Check facts and Save.



THE SCENARIO

You are at the fuel pumps and on your way to John Wick's Garage Door Repair Job. You have just refuelled for R915.30. You know right now that this fuel expense relates to that Job.

WHY CAPTURE IT AT THE PUMPS?

The purpose is fresh in your memory, you know which Job the fuel relates to, and the original receipt is physically in your hand. This is the best time to capture accurate information.

WHY SELECT GARAGE DOOR REPAIR?

The Job link tells TRX that R915.30 is a cost of performing John Wick's Garage Door Repair and should be included in that Job's costing.

DO I REGISTER THE FUEL STATION?

Not necessarily. If you do not need to track an ongoing balance with the station, use an Ad-hoc Payee. The Job link is what matters for Job Costing.

END STATE

Capture at source = accurate purpose + correct Job + actual receipt. The expense is ready for Job Costing, Bank Reconciliation and audit evidence.



STEP 1 - PHOTOGRAPH THE RECEIPT AT SOURCE



WHY THIS IS STRONG EVIDENCE

The receipt is photographed immediately while it is still in your hand and while you know why the fuel was purchased. The supplier, date, litres and R915.30 amount are visible.

ACTUAL SOURCE RECEIPT - R915.30 ✓

STEP 2 - CAPTURE IT IN TRX

TRX-2606-00001 was saved successfully.

NEW ENTRY
Capture transaction

Transaction date
2026-08-13

Transaction type
Expense

Classification
Supplier paym

Vendor name
Start typing or enter a new vendor

Payment method
EFT

Amount
0.00

Expense category
Select expense category

Client
Optional - select a client

Job
General expense - not job related

Notes
Add any relevant details

Receipt or Invoice
Choose file No file chosen

JPG, PNG, Word or PDF 64" maximum 10 MB

Save transaction

REGISTER
Recent transactions

Search transactions

Search

TRANSACTION	DATE	TYPE	CLASSIFICATION	VENDOR / CLIENT	METHOD	CATEGORY	AMOUNT	ACTIONS
TRX-2606-00001	2026-08-10	Income	Deposit	Amo	EFT		\$ 000.00	Delete Payment

- 1 Expense - money went out.
- 2 Category: Fuel.
- 3 Amount: R915.30.
- 4 Job: Garage Door Repair.
- 5 Ad-hoc Payee: Astron Energy if not tracked.
- 6 Payment Method: Card.
- 7 Upload this receipt photo.
- 8 Save Transaction.



THE SCENARIO

While working on Garage Door Repair, you buy R850 of materials from Joe's Hardware. You may never use Joe's Hardware again. Must you register them as a Vendor?

NO - USE AN AD-HOC PAYEE

There is no need to clutter the Vendor Register with a one-off shop when you do not need TRX to track an ongoing balance or payment relationship.

BUT LINK THE JOB

The R850 materials were bought for John Wick's Garage Door Repair. Select the Job so TRX includes this R850 in the cost of performing that Job.

CAPTURE IT LIKE THIS

Expense -> Materials -> R850 -> Ad-hoc Payee: Joe's Hardware -> Garage Door Repair -> Payment Method -> Receipt photo/PDF -> Save.

END STATE

Joe's Hardware is not unnecessarily registered, but the R850 is still a true Job cost with its source evidence attached.



THE SCENARIO

You buy R450 of office stationery from a shop you do not regularly use. This is a genuine business expense, but it has nothing to do with John Wick's Garage Door Repair or any other specific Job.

DO NOT FORCE A JOB LINK

Because the stationery is a general business expense, leaving the Job blank is correct. Linking it to Garage Door Repair would make that Job's costing inaccurate.

USE AN AD-HOC PAYEE

If you do not need to track the stationery shop as an ongoing Vendor, enter the shop as an Ad-hoc Payee.

CAPTURE IT LIKE THIS

Expense -> Office / Stationery -> R450 -> Ad-hoc Payee -> no Job -> Payment Method -> Receipt photo/PDF -> Save.

END STATE

The business expense is accurately recorded without incorrectly loading the cost against a Job. The receipt remains attached as evidence.



BEFORE YOU PRESS SAVE, ASK:

1 WHAT HAPPENED?

Is money coming in or going out?

2 WHO IS INVOLVED?

Registered Client, registered Vendor, or Ad-hoc Payee?

3 WHICH JOB?

If the transaction belongs to a Job, link that Job. If it does not, do not force a link.

4 HOW MUCH / WHICH STAGE?

Capture the actual amount. Use Deposit, Additional, Final or Once-off when the payment lifecycle requires it.

5 WHERE IS THE EVIDENCE?

Take the receipt photo or upload the Invoice / POP / PDF while it is available.

THE COMPLETED LOOP

TRUE • ACCURATE • COMPLETE • EVIDENCED • TRACEABLE

Reliable Job Costing now. Easier Bank Reconciliation later. Source evidence retained.