

We are currently updating our site; thank you for your patience.

SERVICE

WORK IN PROGRESS – INVOICE CALL

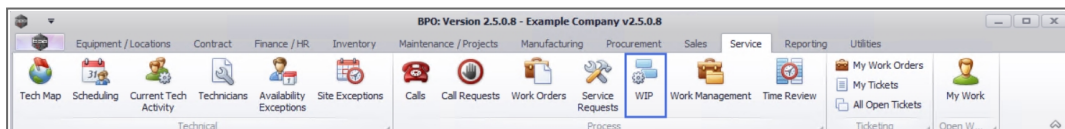
The Work in Progress (WIP) screen displays:

- **Parts** that have been issued or
 - **Third Party Services** that have been received
- but have not yet been invoiced.

If these items are **non** billable, the work order, call or project will **not** have been closed yet.

Return Requests can be raised for **Internal Assets** to return the item to the **Asset warehouse**.

Ribbon Access: Service > WIP



1. The **Work in Progress for all work orders** listing screen will be displayed.
2. Click on the row of the **item** or **service** you wish to invoice



Note that if the item you have selected is linked to a **Call**, the **Invoice Call** button in the ribbon will be activated.

3. Click on **Invoice Call**.

Work in Progress for all work orders - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

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Return Invoice WO Invoice Call Invoice Project Back Save Layout Workspaces Refresh Export

Format Curr... Print

2 a column header here to group by that column

DodNo	EventDate	SourceType	ItemType	ItemCode	ItemDesc	BatchNo	Quantity	UnitCost	Billable	WOCCode	WODesc
SI00000967	15/03/2022	INVI	INVN	SP2020	SP2020 Sprint Colour ...	AD31-TEST	1.000	7,500.000	No	WO0006250	Paper not feeding through rollers
SI00000966	15/03/2022	INVI	INVN	2020-998	Staple Unit	d2143	1.000	3,500.000	No	WO0006260	Loan unit required while main unit is being repaired
SI00000965	14/01/2022	INVI	INVN	1020-147C	Toner Cyan		1.000	232.143	Yes	WO0006244	ZMS - 2 month service
SI00000964	28/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2008	1.000	8,000.000	Yes	WO0006242	IMMS - 1 Month Machine Service
SI00000964	28/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006242	IMMS - 1 Month Machine Service
SI00000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	f1234	1.000	300.000	Yes	WO0006242	IMMS - 1 Month Machine Service
SI00000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac34215	1.000	300.000	Yes	WO0006242	IMMS - 1 Month Machine Service
SI00000963	26/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2009	1.000	8,000.000	Yes	WO0006242	IMMS - 1 Month Machine Service
SI00000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac1234	1.000	300.000	Yes	WO0006089	ZMS - 2 month service
SI00000962	14/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2000	1.000	8,000.000	Yes	WO0006089	ZMS - 2 month service
SI00000962	14/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006089	ZMS - 2 month service
SI00000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	g3452	1.000	300.000	Yes	WO0006089	ZMS - 2 month service
SI00000961	13/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006223	IMMS - 1 Month Machine Service
SI00000960	13/12/2021	INVI	INVN	12-098765	SP19-12 Black Toner		1.000	361.765	Yes	WO0006242	IMMS - 1 Month Machine Service
SI00000959	30/11/2021	INVI	INVN	SP-AB1-T...	Sprint Toner Black AB1 ...	AB5001	1.000	250.000	Yes	WO0006089	ZMS - 2 month service
SI00000959	30/11/2021	INVI	INVN	SP2020	SP2020 Sprint Colour ...	Z101	1.000	3,450.000	Yes	WO0006089	ZMS - 2 month service
SI00000958	30/11/2021	INVI	INVN	2020-147K	Black toner SP2020		1.000	450.000	Yes	WO0006081	BathBinMaint - Bathroom Bin Maintenance
SI00000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request linked to BOM BPOv2 test
SI00000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request linked to BOM BPOv2 test
SI00000951	04/11/2021	INVI	INVN	2020-147K	Black toner SP2020	147K-201706...	1.000	450.000	No	WO0000304	AirMaint - Airfreshner Maintenance

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4. " The Add new Customer Invoice screen will display. " on page 2

You will note that the Customer Details would have been populated.

You will need to add a Reference No., as well as search for the correct Contact Name, Billing Customer and Billing Contact, if more than one has been set up for the customer.

5. When you have finished editing the details on this screen, click on **Save**

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Save Back Delete Item Save Layout Maintain Format

Customer Name Green Tea Supplies
Contact Name Sally April
Commercial Discount Commercial
Salesman Julanda Kessler
Billing Customer Green Tea Supplies
Invoice Currency South African Rand
Tax Rate 15.00

Reference New
Status New
Date & Time 14/04/2022 10:23:46
Billing Contact
Exchange Rate 1

Billing address PO Box 1892 New Hills
Shipping address 95 Dune Road New Hills 1234

☐ Suppress Line Detail on Print

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice	TaxRate	Department
	Parts	1020-147C	Toner Cyan	Toner Cyan	Main Warehouse		1.000	232.143	0.000	0.000	232.143	232.143	15.000	
	Select type...													

Comment

Sub Total 232.14
VAT 34.82
Grand Total 266.96

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6. You will return to the **Work in Progress for all work orders** screen.



To view the invoice and further invoice processing, refer to **Introduction to Sales Invoices**.

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Return Invoice WO Invoice Call Invoice Project Back Save Layout Workspaces Refresh Export

Processing Format Curr... Print

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DocId	EventDate	SourceType	ItemType	ItemCode	ItemDesc	BatchNo	Quantity	UnitCost	Billable	WOCCode	WODesc	Custom
SI00000966	15/03/2022	INVT	INVN	2020-998	Staple Unit	4-2143	1.000	3,500.000	No	WO0006260	Loan unit required while main unit is being repaired	OP
SI00000967	15/03/2022	INVT	INVN	SP2020	SP2020 Sprint Colour ...	ADJ1-TEST	1.000	7,500.000	No	WO0006250	Paper not feeding through rollers	HO
SI00000964	28/12/2021	INVT	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2008	1.000	8,000.000	Yes	WO0006242	IMMS - 1 Month Machine Service	BEI
SI00000964	28/12/2021	INVT	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006242	IMMS - 1 Month Machine Service	BEI
SI00000964	28/12/2021	INVT	INVN	ACR-01	Acer copier outer shell	f1234	1.000	300.000	Yes	WO0006242	IMMS - 1 Month Machine Service	BEI
SI00000964	28/12/2021	INVT	INVN	ACR-01	Acer copier outer shell	ac34215	1.000	300.000	Yes	WO0006242	IMMS - 1 Month Machine Service	BEI
SI00000963	26/12/2021	INVT	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2009	1.000	8,000.000	Yes	WO0006242	IMMS - 1 Month Machine Service	BEI
SI00000962	14/12/2021	INVT	INVN	ACR-01	Acer copier outer shell	ac1234	1.000	300.000	Yes	WO0006089	ZMS - 2 month service	HO
SI00000962	14/12/2021	INVT	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2000	1.000	8,000.000	Yes	WO0006089	ZMS - 2 month service	HO
SI00000962	14/12/2021	INVT	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006089	ZMS - 2 month service	HO
SI00000962	14/12/2021	INVT	INVN	ACR-01	Acer copier outer shell	g3452	1.000	300.000	Yes	WO0006089	ZMS - 2 month service	HO
SI00000961	13/12/2021	INVT	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006223	IMMS - 1 Month Machine Service	
SI00000960	13/12/2021	INVT	INVN	12-098765	SP19-12 Black Toner		1.000	361.765	Yes	WO0006242	IMMS - 1 Month Machine Service	BEI
SI00000959	30/11/2021	INVT	INVN	SP-ABI-T...	Sprint Toner Black ABI...	AB5001	1.000	250.000	Yes	WO0006089	ZMS - 2 month service	HO
SI00000959	30/11/2021	INVT	INVN	SP2020	SP2020 Sprint Colour ...	Z101	1.000	3,450.000	Yes	WO0006089	ZMS - 2 month service	HO
SI00000958	30/11/2021	INVT	INVN	2020-147K	Black toner SP2020		1.000	450.000	Yes	WO0006081	BathRoomMaint - Bathroom Bin Maintenance	WE
SI00000952	08/11/2021	INVT	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request linked to BOM BPOV2 test	HO
SI00000951	04/11/2021	INVT	INVN	2020-147K	Black toner SP2020	147K-201706...	1.000	450.000	No	WO0000304	AirMaint - Airfreshner Maintenance	HO
SI00000948	19/10/2021	INVT	INVN	SP220	SP220 Machine	SP2020-0100	1.000	5,000.000	Yes	WO0006135	PRJ408/1	OP

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