



MANUFACTURING

PRODUCTION - ADD EXPENSES

There may be additional **expenses** incurred during production. These will need to be added to the **work order** that is linked to the production run.

Ribbon Access: *Manufacturing > Production*

	Ŧ					BPO: Version 2.1.0.68 - Exan	nple Company					-		×
E CONTRACTOR	quipment and	d Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		
Production Centres	Products	Production												
	Master													
Open Wind	ows 🔻											22 Nov	2018	¢ //.

The *Production* listing screen will be displayed.



ADD EXPENSES VIA THE PRODUCTION LISTING SCREEN

SELECT PRODUCTION RUN

• Click on the *expand* button in the row of the *production*

*run*where you wish to log expenses.

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	olumn header h	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionCommer
9												
	OD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
	OD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
	OD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
	OD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
	OD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
	OD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
	OD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
	OD0000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
E PR	OD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
	OD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
	OD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
	OD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
	OD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
	OD0000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
E PR	OD0000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
E PR	OD0000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	

The *Production Work Orders* frame will be expanded.

SELECT WORK ORDER

• *Double click* anywhere in the *row* of the work order.



Add	Home Equipm	e Close	View Contract Finant	÷	at Export	Refresh i	Reports	ng Procureme	nt Sales Ser	vice Repor	ting Utilities	- 8
	column header he	ere to group by	that column								/	
Prod	uctionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionCo
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E P	ROD0000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
E PF	ROD0000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
E P	ROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
E PF	ROD0000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
E P	ROD0000036	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
E PF	ROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
E PF	ROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
E PF	ROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
E P	ROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
E PF	ROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
E P	ROD0000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
E PF	ROD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
E P	ROD0000049	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
E PF	ROD0000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
E PF	ROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
E PF	ROD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
E P	ROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
E PF	ROD0000038	DR111111	Drum 1	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
E P	ROD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
E PF	ROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
• E PF	ROD0000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
1	Production Wo	rk Orders		_								
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	• WO0001707		production batch - A4D		urban MN	0	Open	2	900000 V/V	Second blain and	and a second	No F

The *Maintain WO - Ref []* screen will be displayed.

SELECT THE EXPENSES TILE

• Click on the *Expenses* tile.



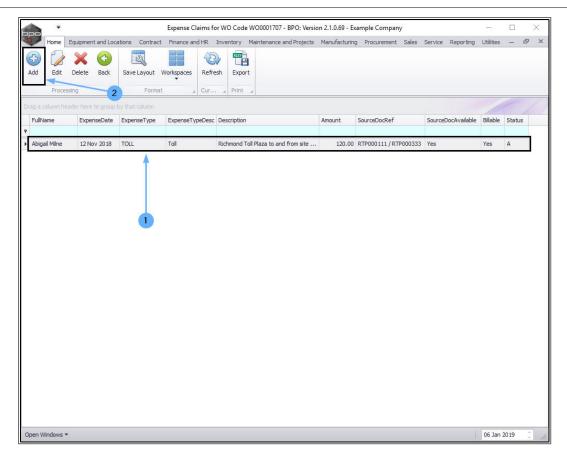
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Third Party Services	Requestor	Abigail Milne		- *									
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The *Expense Claims for WO Code []* screen will be displayed.

ADD EXPENSE CLAIM

2. Click on Add.





The *Expense Entry* screen will be displayed.

ADD EXPENSE DETAILS

- Work Order: This will auto populate according to the work order initially selected.
- **Employee:** This will auto populate with the name of the person currently logged on to the system but you can click on the drop-down arrow and select an alternative employee from the menu if required.
- **Expense Date:** This will default to the current date. Either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.



- **Type:** Click on the drop-down arrow and select from the menu the type of expense.
- **Detailed Description:** Type in a description for the expenses.
- Source Reference: Type in the reference number of the receipt.
- Source Available: Select this checkbox if the receipt is available.
- **Expense Amount:** Type in or use the arrow indicators to select the total amount of the expense.
- **Billable:** Select this check box if the service is billable.

÷				Expense Entr	y - BPO: Version 2.1.0.68 - E	xample Company							×
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SAVE EXPENSE CLAIM

• When you have finished adding details to this screen, click on *Save*.



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etailed Description	Richmond Toll Plaza out.	to and from s	ite where book b	nding was carri	ed - *								
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Billable	Y												

You will return to the *Expense Claims for WO Code []* screen.

- An *Expense Processing* message box will pop up informing you that;
 - Expense Claim on WO: [] complete.
- Click on OK.



	Ŧ			Expense C	aims for WO C	ode WO0001707 - BPO: Vers	on 2.1.0.68 - Exar	mple Compar	ıy	5	- 0	×
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	Windows *					pense Claim on WO : WO000	1707 complete.]			Nov 2016	

VIEW ADDED EXPENSE CLAIM

1. You can now view the added expense claim.

RETURN TO THE PRODUCTION SCREEN

- 2. Click on *Back* or *Close* the screen when you are done. (You can keep closing screens until you return to the **Production Listing** screen).
- 3. Alternatively, click on the drop-down arrow next to Open Windows.



	Ŧ				Exp	ense Claims	s for WO Co	ode WO0001707 - BPO: Ver	sion 2.1.0.68 - Exar	mple Comp	any					\times
	Home	Equipme	nt and Loca	tions Contra	ct Financ		Inventory	Maintenance and Projects	Manufacturing	Procurem	ent Sales	Service	Reporting	Utilities	-	8 X
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- A list of *open windows* will be displayed.
- Select the window that you wish to *return* to.
 - In this example we have selected to return to the *Production* screen.



	-				Expe	nse Claims	for WO Co	de WO0001707 - BPO: Vers	ion 2.1.0.68 - Exar	mple Compan	У	2	- C	1	×
0	Home	Equipme	nt and Lo	cations Contra	act Finance	and HR	Inventory	Maintenance and Projects	Manufacturing	Procuremen	t Sales Ser	rvice Reporting UI	ilities –	Ð	×
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• You will return to the *Production* screen where this process was begun.



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	0000027	Az4DB	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	6 14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1	1		
to construct the second	0000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	7 08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	1		
E PRODOC	0000032	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	8 12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	J		
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	0000034	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	7 08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	1		
	0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	7 09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	1		
	0000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	7 17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	1		
	0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	7 17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	1		
	0000040	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	7 21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	2		
	0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	7 22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	1		
	0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	7 08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	l l		
E PRODO	0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	7 09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	l .		
	0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	7 11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	l l		
	0000045	ACR 11111	Acer Copier	Belinda Sharman	02 Mar 2017	7 11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	l l		
	0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	7 11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	l l		
	0000049	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	7 09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	į		
	0000050	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	7 10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	2		
E PRODO		DR111111	Drum	Judith Mudzengi	06 Apr 2017		07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2			
	0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 201		29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1			
		Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 201		29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2			
		DR111111	Drum	Belinda Sharman	28 Feb 2017		01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2			
		2020-147Y	Yellow toner SP2020		19 Nov 2018		20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10			
		SP1818	Sprint copier	Abigail Milne	19 Nov 2018		20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6			
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E PRODOC	0000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	8 09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	1		

ADD EXPENSES VIA THE WORK ORDERS LISTING SCREEN

SELECT PRODUCTION RUN

• Click on the *expand* button in the row of the *production run* where you wish to log expenses.



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	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
E PROD0000042	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017 02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
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PROD00000052 PROD00000069	A74DB		Belinda Sharman		10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	1		
PROD0000069 PROD00000070	Az4DB	A4 Drawing Book		28 Nov 2017	12:16:29	29 Nov 2017	12:16:29			2		
E PROD0000070	AZ406	A4 Drawing Book	Abigail Milne Belinda Sharman	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
		Drum		28 Feb 2017		01 Mar 2017		01 Jan 1900	00:00:00	-		
	2020-147Y SP1818		Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10		
		Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018				-		
▶ PROD0000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		
	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		
•												Þ
Open Windows 🔻										2	3 Nov 2018	*

The *Production Work Orders* frame will be expanded.

NOTE THE WORK ORDER NO.

1. Make a note of the *Work Order No.* linked to the production run.



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	0000041	ACR11111	Acer Copier	Judith Mudzer	nai	28 Feb 2017	22:06:	07 01 Mar	2017	22:06:07	01 Jan 1900	00:00:00	1		
	0000042	TMACH	Test Machine	Belinda Sharm	nan	01 Mar 2017	08:44:	47 02 Mar	2017	08:44:47	01 Jan 1900	00:00:00	1		
	0000043	DR111111	Drum	Belinda Sharm	nan	01 Mar 2017	09:10:	01 02 Mar	2017	09:10:01	01 Jan 1900	00:00:00	1		
	0000044	TMACH	Test Machine	Belinda Sharm	nan	02 Mar 2017	11:03:	15 03 Mar	2017	11:03:15	01 Jan 1900	00:00:00	1		
	0000045	ACR11111	Acer Copier	Belinda Sharm	nan	02 Mar 2017	11:24:	49 03 Mar	2017	11:24:49	01 Jan 1900	00:00:00	1		
	0000046	Az4DB	A4 Drawing Book	Belinda Sharm	nan	02 Mar 2017	11:45:	56 03 Mar	2017	11:45:56	01 Jan 1900	00:00:00	1		
	0000049	ACR11111	Acer Copier	Judith Mudzer	ngi	06 Apr 2017	09:40:	54 07 Apr	2017	09:40:54	01 Jan 1900	00:00:00	2		
	0000050	ACR11111	Acer Copier	Judith Mudzer	ngi	06 Apr 2017	10:28:	28 07 Apr	2017	10:28:28	01 Jan 1900	00:00:00	2		
	0000052	DR111111	Drum	Judith Mudzer	ngi	06 Apr 2017	10:51:	25 07 Apr	2017	10:51:25	01 Jan 1900	00:00:00	2		
	0000069	Az4DB	A4 Drawing Book	Belinda Sharm	nan	28 Nov 2017	12:16:	29 29 Nov	2017	12:16:29	01 Jan 1900	00:00:00	1		
	0000070	Az4DB	A4 Drawing Book	Abigail Milne		28 Nov 2017	13:38:	10 29 Nov	2017	13:38:10	01 Jan 1900	00:00:00	2		
	000038	DR111111	Drum	Belinda Sharm	nan	28 Feb 2017	18:07:	24 01 Mar	2017	18:07:24	01 Jan 1900	00:00:00	2		
	0000075	2020-147	Yellow toner SP2020	Abigail Milne		19 Nov 2018	13:50:	41 20 Nov	2018	13:50:41	01 Jan 1900	00:00:00	10		
	0000076	SP1818	Sprint copier	Abigail Milne		19 Nov 2018	13:52:	35 20 Nov	2018	13:52:35	01 Jan 1900	00:00:00	6		
	0000077	Az4DB	A4 Drawing Book	Abigail Milne		22 Nov 2018	09:49:	10 23 Nov	2018	09:49:10	01 Jan 1900	00:00:00	1		
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NAVIGATE TO THE WORK ORDER LISTING SCREEN

• Now navigate via the Service tab, to the *Work Order* listing screen.

Ribbon Access: Service > Work Orders



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E PROD0000030	ACR 11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
E PROD0000032	SP 18 18	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
E PROD0000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		
E PROD0000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
E PROD0000035	ACR 11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
E PROD0000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
E PROD0000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
E PROD0000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
E PROD0000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
E PROD0000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
E PROD0000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
E PROD0000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
E PROD0000045	ACR 11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
E PROD0000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
E PROD0000050	ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
E PROD0000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
E PROD0000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		
DROD0000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
E PROD0000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
E PROD0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10		
E PROD0000076	SP 18 18	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
3 PROD0000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		
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E PROD0000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2		

In the Work Order Listing screen,

SELECT THE SITE AND STATUS

1. Ensure that the correct *site* and *status* are selected.

SELECT THE WORK ORDER

2. Use the Find WO button or the Filter Row to search for the work order.



	Home Equipr	nent and Lo	ocations C	Contract	Finance an	10000		mance and I	F	Manufact	turing Procur	ement s	Sales Service	e Reporting Utilitie	es — 🗗	р)
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		Œ	WO000020	6 SP24	0-2 - Network	setup - test	Main						PRJ0000071	SP240 New Deal.		
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SELECT THE EXPENSES TILE

Once the work order has been found and *selected*, click on the *Expenses* tile.



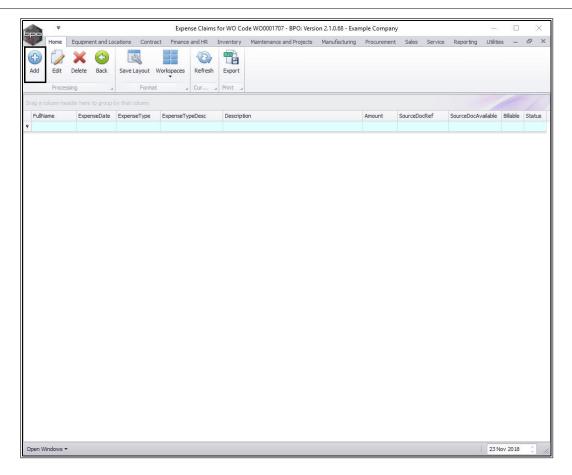
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The *Expense Claims for WO Code []* screen will be displayed.

ADD EXPENSE CLAIM

• Click on Add.





The *Expense Entry* screen will be displayed.

ADD EXPENSE DETAILS

- Work Order: This will auto populate according to the work order initially selected.
- **Employee:** This will auto populate with the name of the person currently logged on to the system but you can click on the drop-down arrow and select an alternative employee from the menu if required.
- **Expense Date:** This will default to the current date. Either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.



- **Type:** Click on the drop-down arrow and select from the menu the type of expense.
- **Detailed Description:** Type in a description for the expenses.
- **Source Reference:** Type in the reference number of the receipt if available.
- **Source Available:** Select this checkbox if the receipt is available.
- **Expense Amount:** Type in or use the arrow indicators to select the total amount of the expense.
- **Billable:** Select this check box if the service is billable.

- ·				Expense Entr	y - BPO: Version 2.1.0.68 - E	ample Company					533		\times
Home	Equipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 x
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SAVE EXPENSE DETAILS

• When you have finished adding details to this screen, click on *Save*.

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Source Reference	RTP000111 / RTP000333											
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You will return to the *Expense Claims for WO Code []* screen.

- An *Expense Processing* message box will pop up informing you that;
 - Expense Claim on WO: [] complete.
- Click on *OK*.



Home			Expense Claims f	for WO Code WO0001707 - BPO: Version 2.1.0.68 - Exa	mple Compar	iy	100		>
£) 📝	Equipment and Lo	cations Contra	t Finance and HR I	inventory Maintenance and Projects Manufacturing	Procuremen	it Sales Servic	e Reporting Utilit	ties —	8
Add Edit	Delete Back	Save Layout	Workspaces Refresh	Export					
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FullName	ExpenseDate		ExpenseTypeDesc	Description	Amount	SourceDocRef	SourceDocAvailable	Billable	Status
Abigail Milne	12 Nov 2018	TOLL	Toll	Richmond Toll Plaza to and from site where book bindi	120.00	RTP000111/RT	Yes	Yes	A
				Expense Claim on WO : WO0001707 complete.]				

VIEW ADDED EXPENSE CLAIM

1. You can now view the expense claim.

RETURN TO THE PRODUCTION LISTING SCREEN

- 2. Click on *Back* or *Close* the screen when you are done. (You can keep closing screens until you return to the Production screen).
- 3. Alternatively, click on the *drop-down arrow* next to *Open Windows*.



	Ŧ				Expe	nse Claims	for WO Co	ode WO0001707 - BPO: Vers	ion 2.1.0.68 - Exar	mple Comp	any					×
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- A list of *open windows* will be displayed.
- Select the window that you wish to *return* to.
 - In this example we have selected to return to the *Production* screen.



	-				Expe	nse Claims	for WO Co	de WO0001707 - BPO: Vers	ion 2.1.0.68 - Exar	mple Compan	у	;	- C	1	×
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Open 1	Windows 🔻											2	3 Nov 201	8 (1.

• You will return to the *Production* screen where this process was begun.



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E PRODO		ACR11111	Acer Copier	Judith Mudzengi	28 Feb 201		01 Mar 2017	08:06:45	01 Jan 1900			2		
		SP1818	Sprint copier	Belinda Sharman	10 Aug 20:		11 Aug 2018	12:00:42	01 Jan 1900			3		
E PRODO		Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 201		01 Mar 2017	08:10:52	01 Jan 1900			1		
		ACR11111	Acer Copier	Belinda Sharman	28 Feb 201		01 Mar 2017	08:53:09	01 Jan 1900			2		
		ACR11111	Acer Copier	Belinda Sharman	28 Feb 201		01 Mar 2017	09:20:59	01 Jan 1900			1		
		ACR11111	Acer Copier	Belinda Sharman	28 Feb 201		01 Mar 2017	17:20:44	01 Jan 1900			* 2		
		DR111111	Drum	Belinda Sharman	28 Feb 201		01 Mar 2017	17:47:50	01 Jan 1900			2		
E PRODUC		ACR11111	Acer Copier	Judith Mudzengi	28 Feb 201		01 Mar 2017	21:44:35	01 Jan 1900			2		
		ACR11111	Acer Copier	Judith Mudzengi	28 Feb 201		01 Mar 2017	22:06:07	01 Jan 1900			1		
		TMACH	Test Machine	Belinda Sharman	01 Mar 201		02 Mar 2017	08:44:47	01 Jan 1900			1		
		DR111111		Belinda Sharman				09:10:01						
		TMACH	Drum Test Machine	Belinda Sharman Belinda Sharman	01 Mar 201 02 Mar 201		02 Mar 2017	11:03:15	01 Jan 1900 01 Jan 1900			1		
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		ACR11111	Acer Copier	Judith Mudzengi	06 Apr 201		07 Apr 2017	09:40:54	01 Jan 1900			2		
		ACR 11111	Acer Copier	Judith Mudzengi	06 Apr 201		07 Apr 2017	10:28:28	01 Jan 1900			2		
E PRODO		DR111111	Drum	Judith Mudzengi	06 Apr 201		07 Apr 2017	10:51:25	01 Jan 1900			2		
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E PRODO		Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 201		29 Nov 2017	13:38:10	01 Jan 1900			2		
E PRODOC		DR111111	Drum	Belinda Sharman	28 Feb 201		01 Mar 2017	18:07:24	01 Jan 1900			2		
E PRODO	0000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 201	18 13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00) 1	D		
E PROD00		SP1818	Sprint copier	Abigail Milne	19 Nov 201		20 Nov 2018	13:52:35	01 Jan 1900	00:00:00		5		
PRODO	0000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 201	18 09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00)	1		
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Help v2.5.0.14 - Pg 23 - Printed: 25/06/2024