

SERVICE

WORK IN PROGRESS – INVOICE CALL

The Work in Progress (WIP) screen displays:

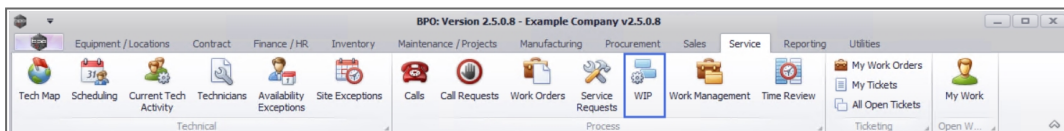
- **Parts** that have been issued or
- **Third Party Services** that have been received

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**.

DocNo	EventDate	SourceType	ItemType	ItemCode	ItemDesc	BatchNo	Quantity	UnitCost	Billable	WOCODE	WODesc
SI0000967	15/03/2022	INVI	INNV	SP2020	SP2020 Sprint Colour ...	ADJ1-TEST	1,000	7,500.000	No	W00006250	Paper not feeding through rollers
SI0000966	15/03/2022	INVI	INNV	2020-998	Staple Unit	d2143	1,000	3,500.000	No	W00006260	Loan unit required while main unit is being repaired
SI0000965	14/01/2022	INVI	INNV	1020-147C	Toner Cyan		1,000	232.143	Yes	W00006244	ZMS - 2 month service
SI0000964	28/12/2021	INVI	INNV	AM-Copier	AB Marv Multi Copier 1...	AM2008	1,000	8,000.000	Yes	W00006242	IMMS - 1 Month Machine Service
SI0000964	28/12/2021	INVI	INNV	ACR-02	Acer rollers	11111	3,000	100.000	Yes	W00006242	IMMS - 1 Month Machine Service
SI0000964	28/12/2021	INVI	INNV	ACR-01	Acer copier outer shell	f1234	1,000	300.000	Yes	W00006242	IMMS - 1 Month Machine Service
SI0000964	28/12/2021	INVI	INNV	ACR-01	Acer copier outer shell	ac34215	1,000	300.000	Yes	W00006242	IMMS - 1 Month Machine Service
SI0000963	26/12/2021	INVI	INNV	AM-Copier	AB Marv Multi Copier 1...	AM2009	1,000	8,000.000	Yes	W00006242	IMMS - 1 Month Machine Service
SI0000962	14/12/2021	INVI	INNV	ACR-01	Acer copier outer shell	ac1234	1,000	300.000	Yes	W00006089	ZMS - 2 month service
SI0000962	14/12/2021	INVI	INNV	AM-Copier	AB Marv Multi Copier 1...	AM2000	1,000	8,000.000	Yes	W00006089	ZMS - 2 month service
SI0000962	14/12/2021	INVI	INNV	ACR-02	Acer rollers	11111	3,000	100.000	Yes	W00006089	ZMS - 2 month service
SI0000962	14/12/2021	INVI	INNV	ACR-01	Acer copier outer shell	g3452	1,000	300.000	Yes	W00006089	ZMS - 2 month service
SI0000961	13/12/2021	INVI	INNV	ACR-02	Acer rollers	11111	3,000	100.000	Yes	W00006223	IMMS - 1 Month Machine Service
SI0000960	13/12/2021	INVI	INNV	12-098765	SP 19-12 Black Toner		1,000	361.765	Yes	W00006242	IMMS - 1 Month Machine Service
SI0000959	30/11/2021	INVI	INNV	SP-ABI-T...	Sprint Toner Black ABI ...	AB5001	1,000	250.000	Yes	W00006089	ZMS - 2 month service
SI0000959	30/11/2021	INVI	INNV	SP2020	SP2020 Sprint Colour ...	Z101	1,000	3,450.000	Yes	W00006089	ZMS - 2 month service
SI0000958	30/11/2021	INVI	INNV	2020-147K	Black toner SP2020		1,000	450.000	Yes	W00006081	BathBinMaint - Bathroom Bin Maintenance
SI0000952	08/11/2021	INVI	INNV	2020-147C	Cyan toner SP2020		1,000	333.053	Yes	W00000990	Part request linked to BOM BPOv2 test
SI0000952	08/11/2021	INVI	INNV	2020-147C	Cyan toner SP2020		1,000	333.053	Yes	W00000990	Part request linked to BOM BPOv2 test
SI0000951	04/11/2021	INVI	INNV	2020-147K	Black toner SP2020	147K-201706...	1,000	450.000	No	W00000304	AirMaint - Airfreshner Maintenance

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**

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**.

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