

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 Asset*s to return the item to the *Asset warehouse*.

Ribbon Access: Service > WIP

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	Equipment	/Locations	Contract	Finance / HR	Inventory	Mainten	ance / Projects	Manufactur	ing Proc	urement	Sales Ser	vice Reportin	g Utilities		
٩	31	2	2	2-	i do	6		Ê	X	5	e	Ø	My Work Orders	2	
Tech Map	Scheduling	Current Tech Activity	Technicians	Availability Exceptions	Site Exceptions	Calls	Call Requests	Work Orders	Service Requests	WIP	Work Managemer	nt Time Review	All Open Tickets	My Work	
		Ter	chnical						Process				Ticketing	Open W	4 &

- 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 - Invoice Call

Home		Locations	Contract	Finance / HR	Inventory Maint	enance / Projects	i Manufa	cturing i	Procureme	nt Sales	Service i	Reporting Ut	iities	-	8
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DocNo	▼ EventDate	SourceType	ItemType	ItemCode	ItemDesc	BatchNo	Quantity	UnitCost	Billable	WOCode	WODesc				
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SI0000967	15/03/2022	INVI	INVN	SP2020	SP2020 Sprint Colour	ADJ1-TEST	1.000	7,500.000	No	WO0006250	Paper not fee	ding through rolle	rs		
	15/03/2022	INVI	INVN	2020-998	Staple Unit	dr2143	1.000	3,500.000	No	WO0006260	Loan unit requ	uired while main u	nit is being repaire	ed .	
	14/01/2022	INVI	INVN	1020-147C	Toner Cyan		1.000	232.143	Yes	WO0006244	2MS - 2 month	h service			
SI0000964	28/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1	AM2008	1.000	8,000.000	Yes	WO0006242	1MMS - 1 Mon	th Machine Servio	ce		
SI0000964	28/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006242	1MMS - 1 Mon	th Machine Servio	ce		
SI0000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	f1234	1.000	300.000	Yes	WO0006242	1MMS - 1 Mon	th Machine Servio	ce		
SI0000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac34215	1.000	300.000	Yes	WO0006242	1MMS - 1 Mon	th Machine Servio	ce		
SI0000963	26/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1	AM2009	1.000	8,000.000	Yes	WO0006242	1MMS - 1 Mon	th Machine Servio	ce		
SI0000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac1234	1.000	300.000	Yes	WO0006089	2MS - 2 month	h service			
SI0000962	14/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1	AM2000	1.000	8,000.000	Yes	WO0006089	2MS - 2 month	h service			
SI0000962	14/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006089	2MS - 2 month	h service			
SI0000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	g3452	1.000	300.000	Yes	WO0006089	2MS - 2 month	h service			
B SI0000961	13/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006223	1MMS - 1 Mon	th Machine Servio	ce		
SI0000960	13/12/2021	INVI	INVN	12-098765	SP19-12 Black Toner		1.000	361.765	Yes	WO0006242	1MMS - 1 Mon	th Machine Servio	ce		
SI0000959	30/11/2021	INVI	INVN	SP-ABI-T	Sprint Toner Black ABI	AB5001	1.000	250.000	Yes	WO0006089	2MS - 2 month	h service			
SI0000959	30/11/2021	INVI	INVN	SP2020	SP2020 Sprint Colour	Z101	1.000	3,450.000	Yes	WO0006089	2MS - 2 month	h service			
SI0000958	30/11/2021	INVI	INVN	2020-147K	Black toner SP2020		1.000	450.000	Yes	WO0006081	BathBinMaint	- Bathroom Bin Ma	aintenance		
SI0000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request i	inked to BOM BPC	0v2 test		
SI0000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request l	inked to BOM BPC	0v2 test		
SI0000951	04/11/2021	INVI	INVN	2020-147K	Black toner SP2020	147K-201706	1.000	450.000	No	WO0000304	AirMaint - Airf	reshner Maintena	ince		

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

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

′ou will need to add a *Reference No.*, as well as search for the corect *Contact Name, Billing Customer* and *Billing Contact*, if <u>more</u> <u>han one</u> 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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Contact Name		5	1.	Status	New		-	PO Box 189			<u>ہ</u> م	1				
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Billing Customer		s	• •	Billing Contact		×	• 9	96 Dune Ro New Hills	bad		^ ۸					
Invoice Currency	South African Rand	d	-	Exchange Rate			1 🗘 •	1234			Ŧ					
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•	Parts	1020-147C	Toner Cyan	Toner Cyan		Main Warehouse		1.	000	232.143	0.000	0.000	232.143	232.143	15.000	
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Open Windows •										Use	er : Julanda	K 14/04/2	022 Version : 2.	5.0.8 Example	Company v2	2.5.0.8

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 Maint	enance / Projects	a Manufa	cturing I	Procureme	nt Sales	Service Reporting Utilities -	. B)
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🗉 SI00000967	15/03/2022	INVI	INVN	SP2020	SP2020 Sprint Colour	ADJ1-TEST	1.000	7,500.000	No	WO0006250	Paper not feeding through rollers	но
SI0000964	28/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1	AM2008	1.000	8,000.000	Yes	WO0006242	1MMS - 1 Month Machine Service	BE/
3 SI0000964	28/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006242	1MMS - 1 Month Machine Service	BEA
B SI0000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	f1234	1.000	300.000	Yes	WO0006242	1MMS - 1 Month Machine Service	BEA
SI0000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac34215	1.000	300.000	Yes	WO0006242	1MMS - 1 Month Machine Service	BEA
SI0000963	26/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1	AM2009	1.000	8,000.000	Yes	WO0006242	1MMS - 1 Month Machine Service	BEA
B SI0000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac1234	1.000	300.000	Yes	WO0006089	2MS - 2 month service	HO
E SI0000962	14/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1	AM2000	1.000	8,000.000	Yes	WO0006089	2MS - 2 month service	HO
SI0000962	14/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006089	2MS - 2 month service	HO
🗄 SI0000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	g3452	1.000	300.000	Yes	WO0006089	2MS - 2 month service	HO
BI00000961	13/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006223	1MMS - 1 Month Machine Service	
SI0000960	13/12/2021	INVI	INVN	12-098765	SP 19-12 Black Toner		1.000	361.765	Yes	WO0006242	1MMS - 1 Month Machine Service	BE
SI0000959	30/11/2021	INVI	INVN	SP-ABI-T	Sprint Toner Black ABI	AB5001	1.000	250.000	Yes	WO0006089	2MS - 2 month service	HO
SI0000959	30/11/2021	INVI	INVN	SP2020	SP2020 Sprint Colour	Z101	1.000	3,450.000	Yes	WO0006089	2MS - 2 month service	HO
SI0000958	30/11/2021	INVI	INVN	2020-147K	Black toner SP2020		1.000	450.000	Yes	WO0006081	BathBinMaint - Bathroom Bin Maintenance	WE
SI0000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request linked to BOM BPOv2 test	HO
B SI0000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request linked to BOM BPOv2 test	HO
	04/11/2021	INVI	INVN	2020-147K	Black toner SP2020	147K-201706	1.000	450.000	No	WO0000304	AirMaint - Airfreshner Maintenance	
SI0000951	19/10/2021	INVI	INVN	SP220	SP220 Machine	SP2020-0100	1.000	5,000.000	Yes	WO0006135	PRJ408/1	OFI

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