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

SERVICE

INTRODUCTION TO WORK IN PROGRESS (WIP)

The Work in Progress (WIP) screen displays:

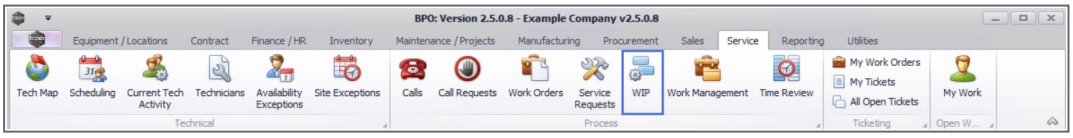
- **Parts** that have been issued or
- **Third Party Services** that have been received

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



1. The **Work in Progress for all work orders** listing screen will be displayed.

The screen displays;

- stock or
- internal assets that have been issued, as well as

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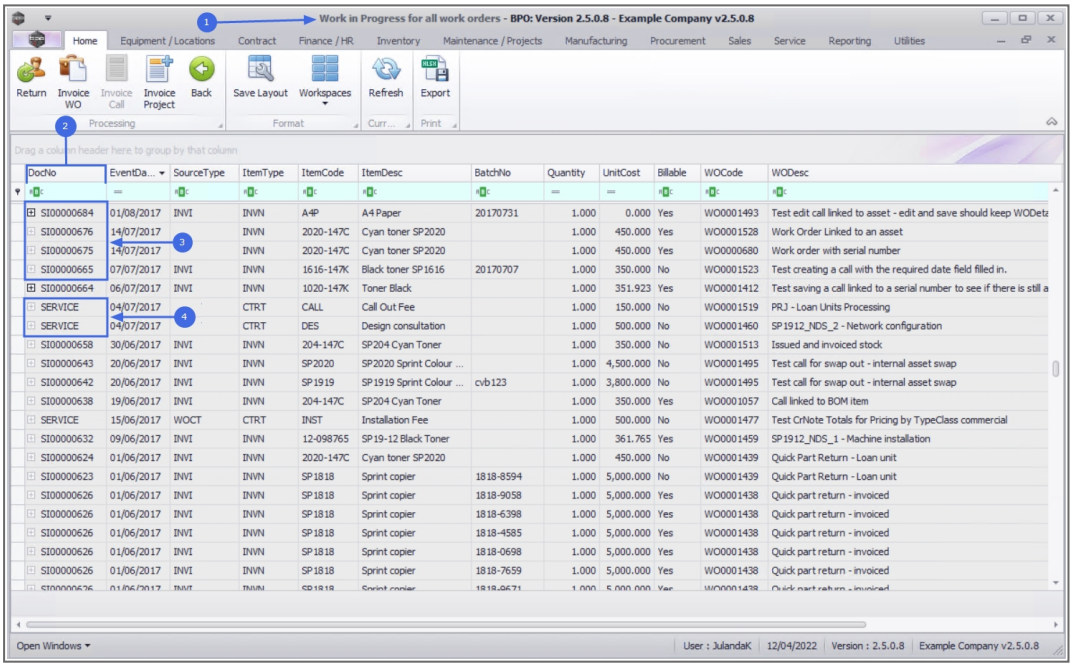
- Third Party Services that have been received.

If the items/services are **billable**, then it is an indication that they have not yet been invoiced.

If the items are **non billable**, then it is an indication that the linked work order, call or project has not yet been closed.

WIP DATA GRID

2. In the **Doc No** column,
3. a **part** WIP record is displayed as a **document number**, for example SI00001000
4. and a **service** WIP record is displayed as **SERVICE**.



PROCESSING ACTION BUTTONS

From this screen, you can:

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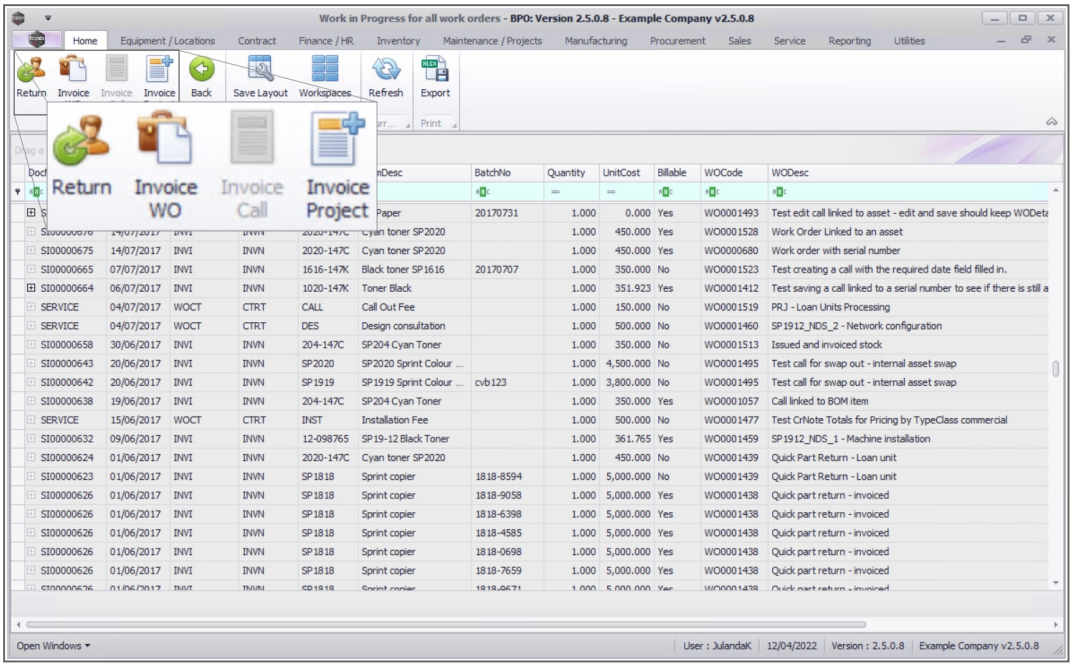
- Return an item or service using the **Return** button.
- Invoice a work order using the **Invoice WO** button.
- Invoice a call using the **Invoice Call** button.
- Invoice a project using the **Invoice Project** button.



EXPORT

1. You can choose to export a list of **all** the Work in Progress records,
2. or a **selected list**, by refining the list by filtering the data grid using the filter row.
3. Click on **Export**.

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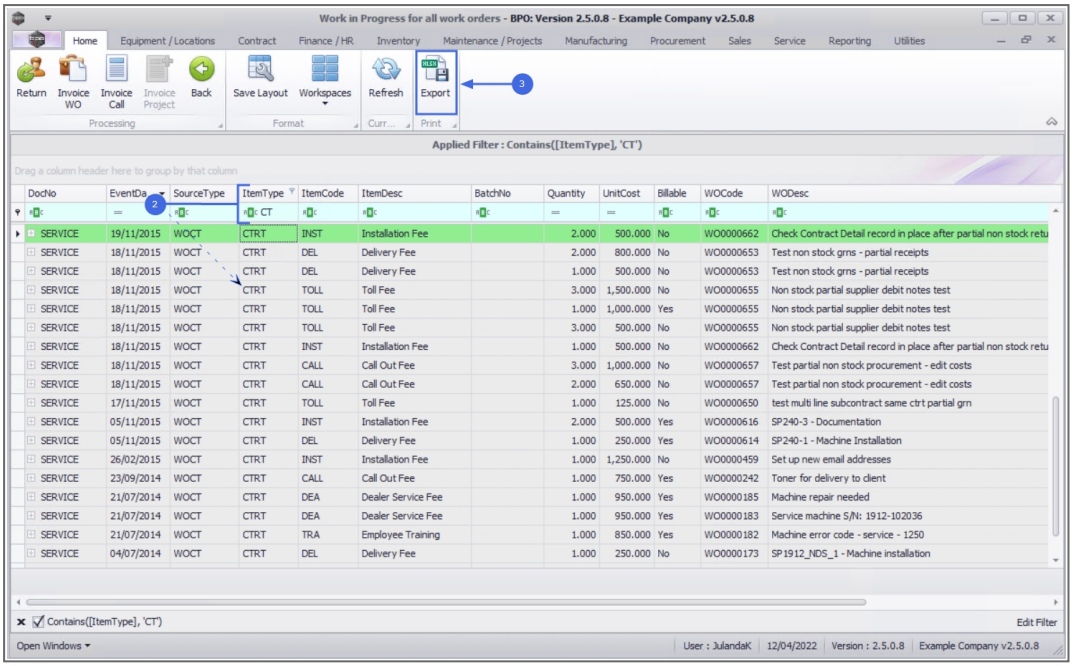
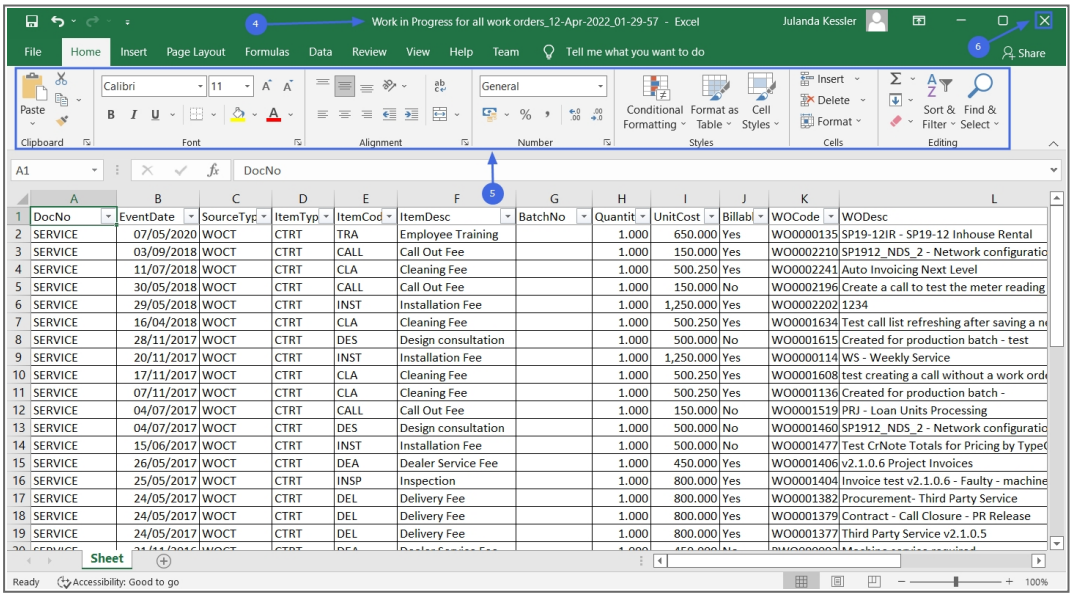


4. The list of Work in Progress records will display be exported to an **Excel spreadsheet**.
5. Make the necessary **changes** to the spreadsheet, **save** and **print** from Excel, as required.
6. **Close** the screen to return to the Work In Progress for all work orders screen.



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