

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

## SERVICE

### MY WORK – ADD EXPENSES

Expenses can be logged against the work order via the **My Work** screen.

Confirm with your supervisor as to whether you will log your expenses, or whether call centre administration will do this.

A technician who does not use Tech Connect, but has access to BPO will use this method in order to log his expenses.

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**Ribbon Access:** Service > My Work

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The **My Work** listing screen will be displayed.

- Click on the **row selector** in front of the **work order** where you wish to **log expenses**.
- Click on **Edit**.

My Work - BPO: Version 2.1.0.62 - Example Company

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

Add | **Edit** | Complete | Start | Save Layout | Workspaces | Print Call Report | Print WO | Service History | Project Progress | View Customer | Export | Refresh

Processing | Format | Print | View | Export | Current

Work Orders | Work Requests

Drag a column header here to group by that column

WCode	WODescription	SiteName	Status	WOType	WOTypeDesc	OriginRef	OriginDesc	OriginType	CustomerCode	CustomerName	DeptName	ScheduledStartDa
WO0001592	RSE V1.27.0.0 - Issue - Part...	Durban	M	DR	Default	PRJ0000098	Site Inspectio	PMNG	HCP001	Hope Works	Technical	19 Sep 2017
WO0001668	SP240 New Deal.	Durban	O	DR	Default	PRJ0000071	SP240 New Deal.	PMNG	TJA001	Titan Group		24 May 2018
WO0001616	Created for production batc...	Durban	O	MN	Manufacturing							28 Nov 2017
<b>WO0001663</b>	Copier to be repaired	Durban	O	REP	Machine Repairs							15 May 2018

Open Windows | 06 Jul 2018

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

- Click on the **Expenses** tile.

**Maintain WO - Ref WO0001663 - BPO: Version 2.1.0.62 - Example Company**

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

Save | Back | Save Layout | Print

Maintain | Format | Print

**Links**  
Enter text to search...

**Parts**  
**Loans**  
**Swap Outs**  
**Meters**  
**Expenses**  
**Travel**  
**Documents**  
**Warranties Issued**

**Description** Copier to be repaired

**Requestor** Abigail Mine

**WO Type** Repair

**Priority** 2

**Request Date** 15 May 2018 10:40:28

**Status** Open

**Billable**

**Capitalise**

**Work Order Item**

**Functional Location** Equipment

**Item** 19-12345

**Comment**

**Links**

RefType	ReferenceType	ReferenceNo
CALL	Call Reference	
PMNG	Project Reference	

**Schedule**

**Assigned To** Abigail Mine

**Assigned By** Belinda Sharman

**Scheduled Start** 15 May 2018 10:40:29

**Scheduled End** 14 Jun 2018 00:00:00

**Actual Start** 18 Jun 2018 08:30:00

**Actual End** 18 Jun 2018 10:30:00

**Delay Comments** Client not available until the actual start date.

**Rectification Code** Replaced components

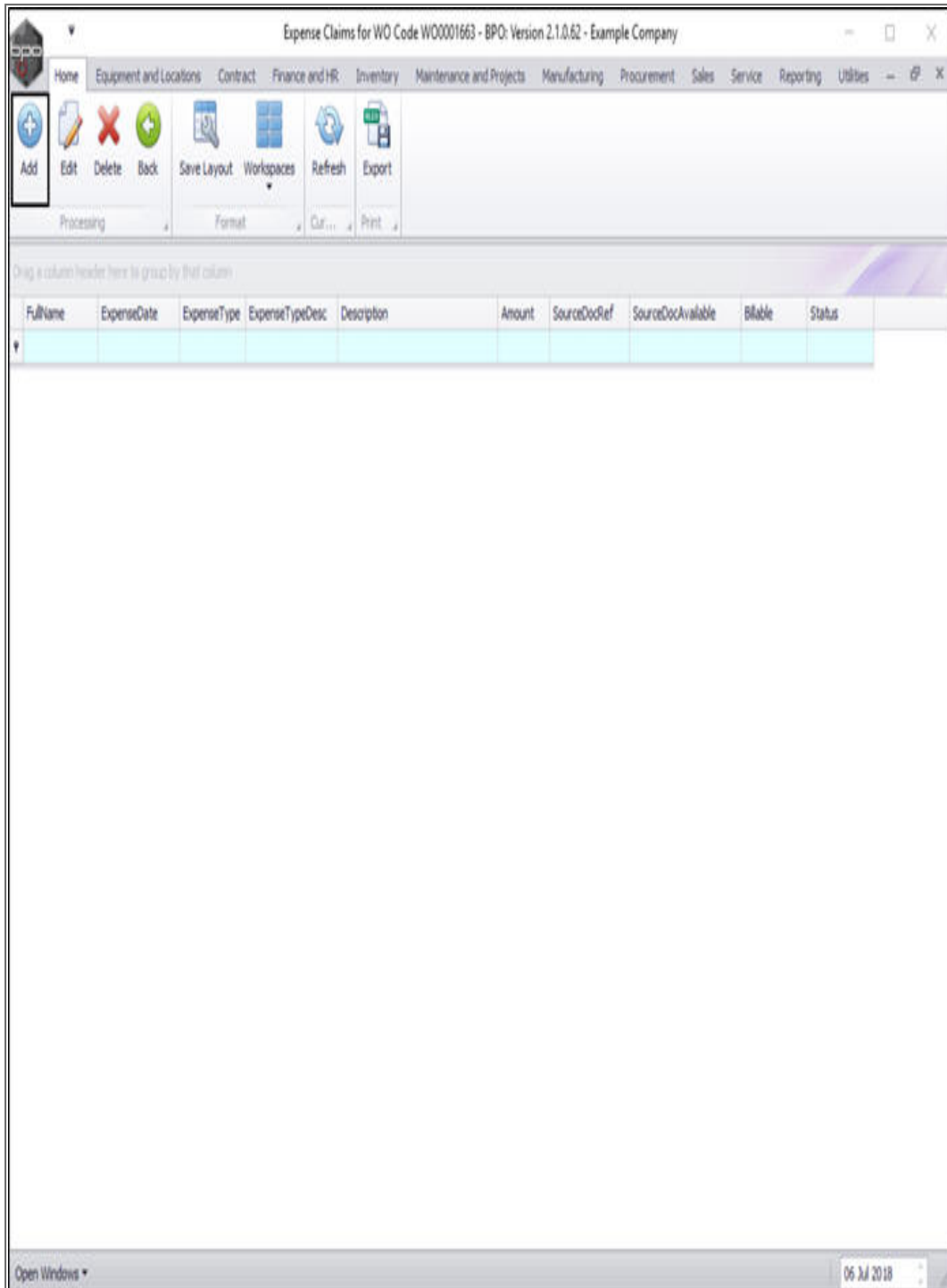
**Rectification Comments** Parts replaced, machine cleaned and tested. Job complete

**Completion Date** 18 Jun 2018 00:00:00

Meters | Open Windows | 06 Jul 2018

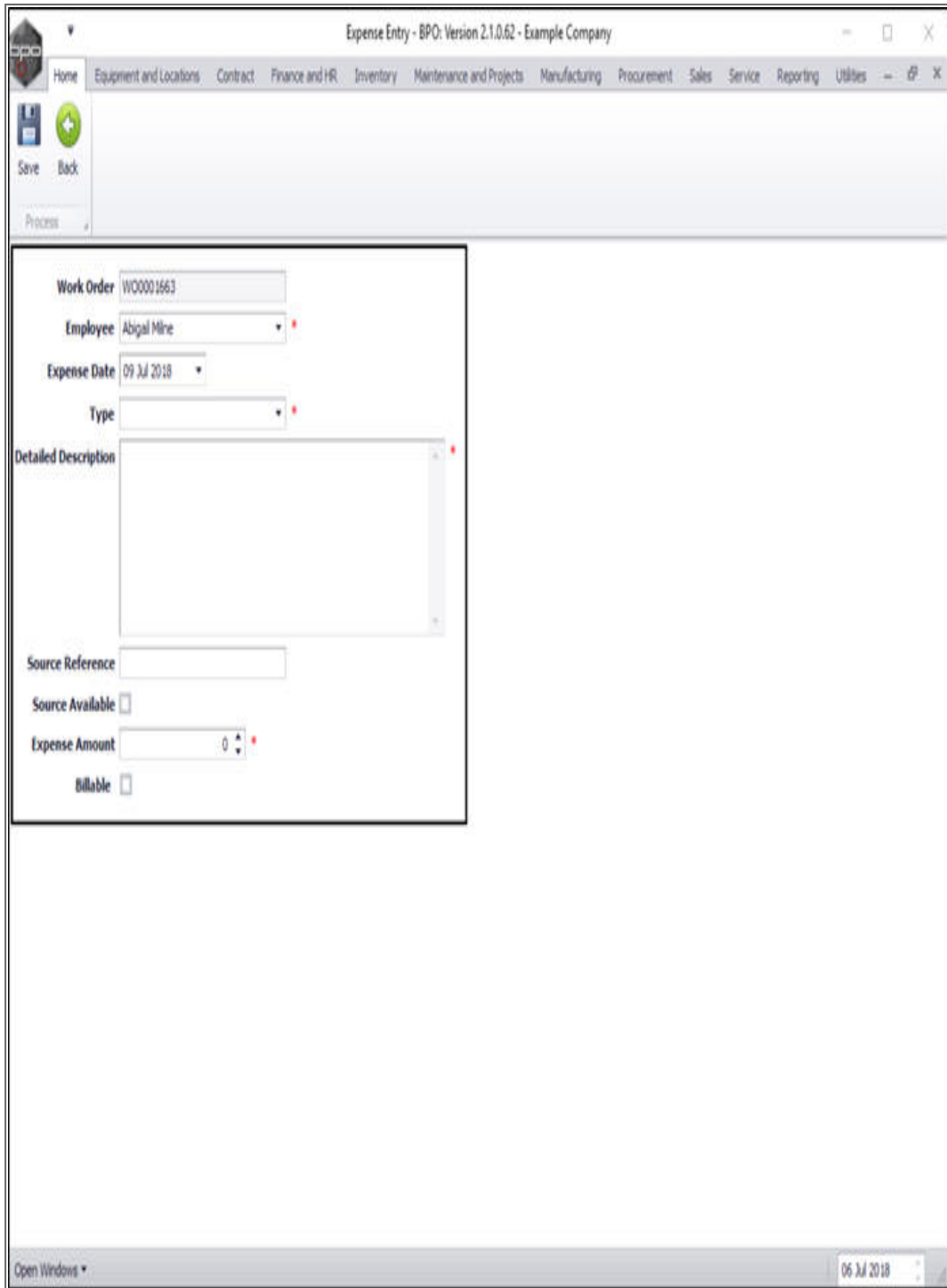
The **Expense Claims for WO Code [ ]** will be displayed.

- Click on **Add**.



The **Expense Entry** screen will be displayed.

- **Work Order:** This will be auto populated with the number of the work order selected in the previous step.
- **Employee Name:** This will be auto populated with the employee linked to the work order selected in the previous step. You can click on the drop-down arrow and select from the list an alternative employee who incurred the expense if required.
- **Expense Date:** This will auto populate with 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 list, the type of expense.
  - **Note:** [Additional expense types](#) can be set up, if required.
- **Detailed Description:** Type the in description / reason for the expenses.
- **Source Reference:** Type in the receipt e.g. receipt number if available.
- **Source Available:** Click on this check box if you have the receipt.
  
- **Amount:** Either type in or use the arrow indicators to select the amount value.
- **Billable:** Click on this check box if this expense should be billable.

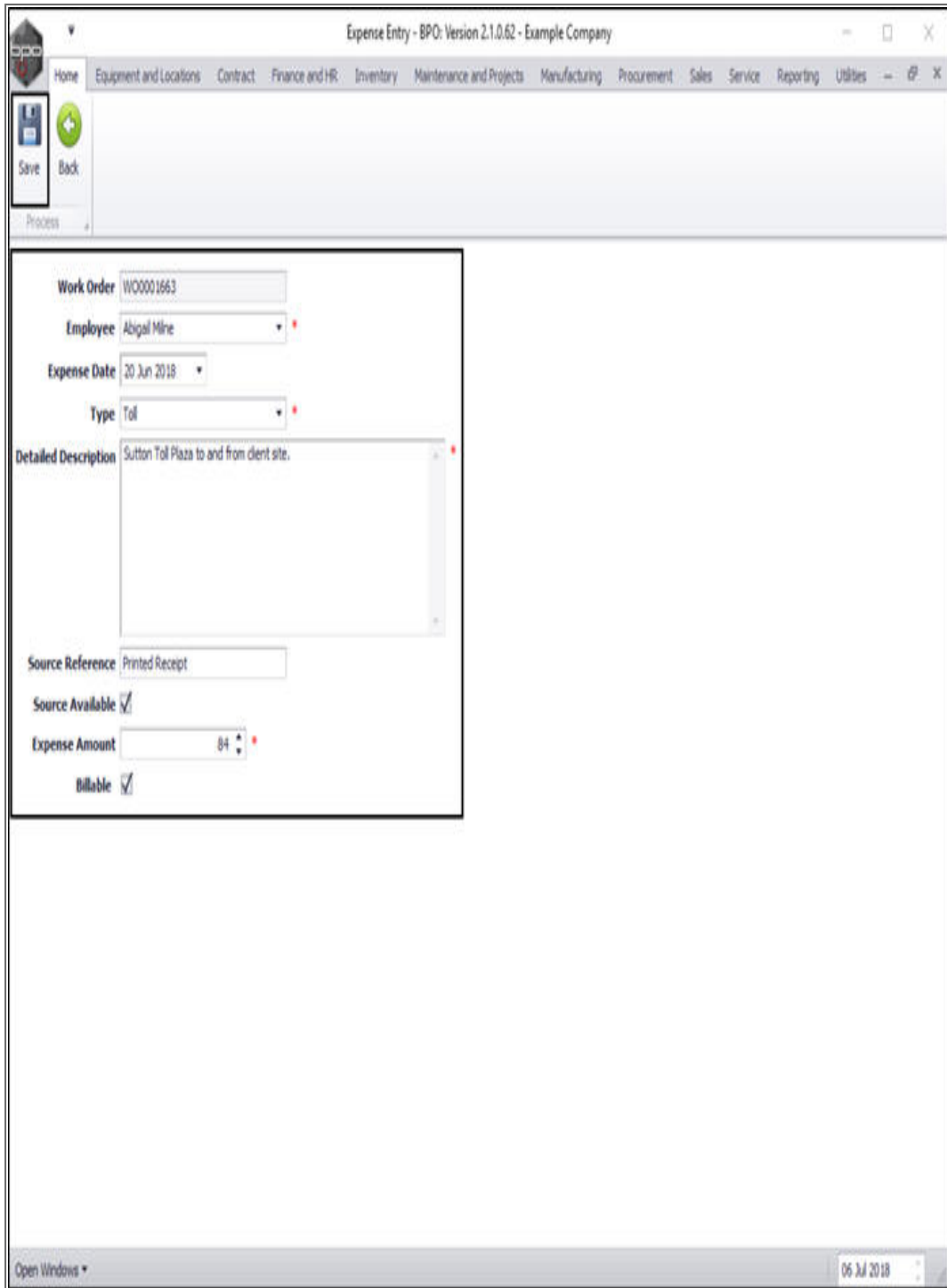


The screenshot shows a software window titled "Expense Entry - BPO: Version 2.1.0.62 - Example Company". The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar are icons for Save and Back, and a Process button. The main content area contains a form with the following fields:

- Work Order: W00001663
- Employee: Abigail Mine
- Expense Date: 09 Jul 2018
- Type: (empty dropdown)
- Detailed Description: (empty text area)
- Source Reference: (empty text field)
- Source Available:
- Expense Amount: 0
- Billable:

At the bottom left of the window is "Open Windows" and at the bottom right is a date field showing "06 Jul 2018".

- When you have finished adding the details to the Expense Entry screen, click on **Save**.

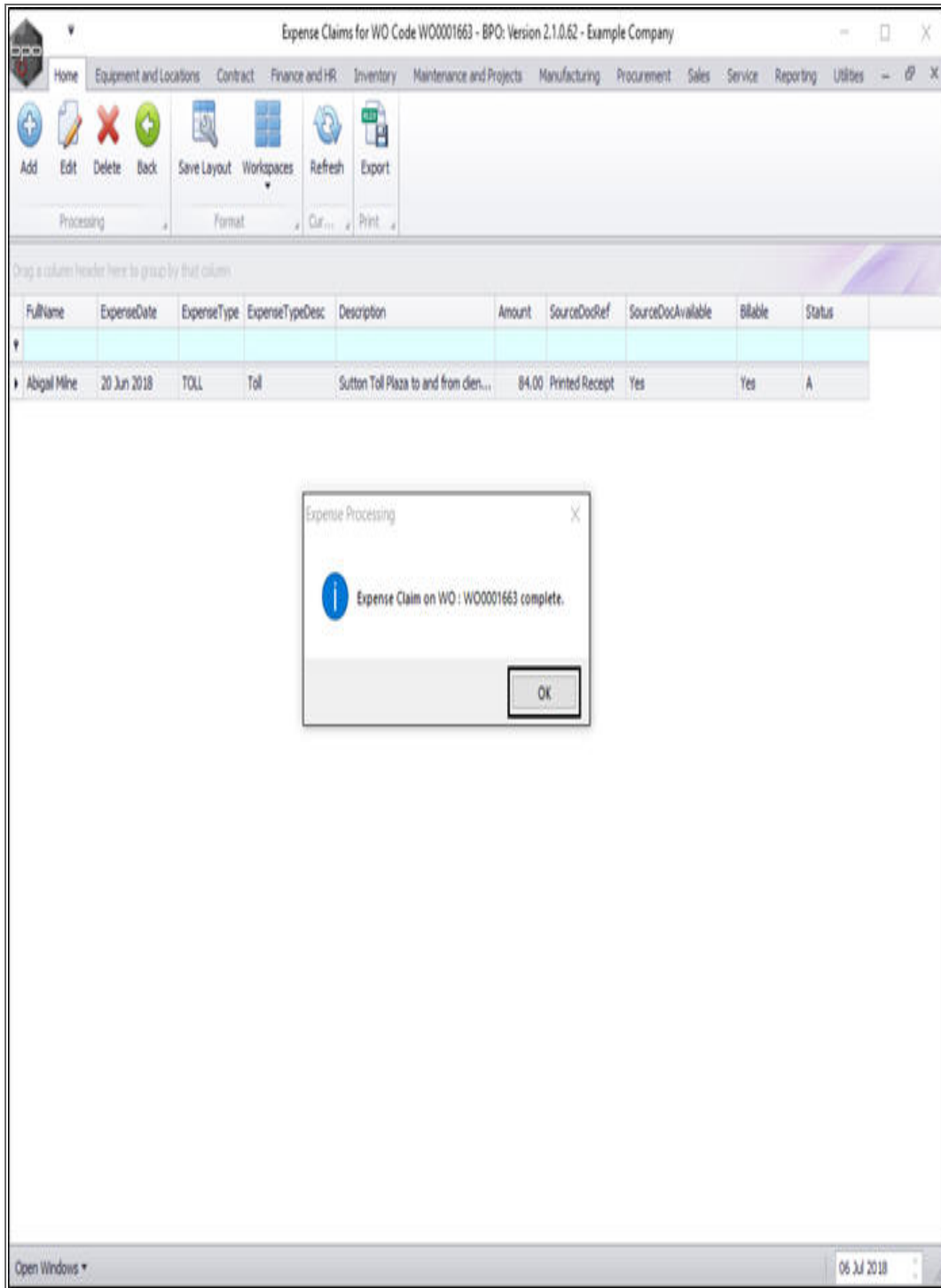


The screenshot shows a web application window titled "Expense Entry - BPO: Version 2.1.0.62 - Example Company". The window has a navigation menu at the top with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu are "Save" and "Back" buttons. The main content area contains a form for adding an expense. The form fields are: Work Order (W00001663), Employee (Abigail Mine), Expense Date (20 Jun 2018), Type (Tol), Detailed Description (Sutton Tol Plaza to and from dent site), Source Reference (Printed Receipt), Source Available (checked), Expense Amount (84), and Billable (checked). The window also shows "Open Windows" and a date "06 Jul 2018" at the bottom.

- You will return to the **Expense Claims for Work Order Code [ ]** screen.



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



- You can now view the new expense claim in this screen.

FullName	ExpenseDate	ExpenseType	ExpenseTypeDesc	Description	Amount	SourceDocRef	SourceDocAvailable	Billable	Status
Abigail Mine	20 Jun 2018	TOLL	Toll	Sutton Toll Plaza to and from client site.	84.00	Printed Receipt	Yes	Yes	A

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