

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

SERVICE

WORK IN PROGRESS – INVOICE WORK ORDERS

The Work in Progress (WIP) screen displays:

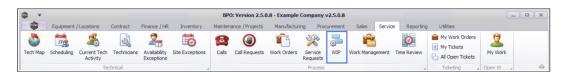
- **Parts** that have been issued or
- Third Party Services that have been received

but have not yet been invoiced.

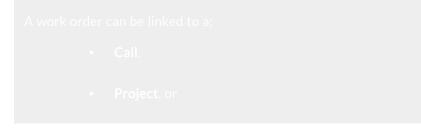
If these items are **non** billable, the work order, call or project will **not** have been closed yet.

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.



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• Be a standalone work order.

Any of these work orders can be invoiced from this screen.

- 2. Click on the **row** of the item or service you wish to invoice.
- 3. Click on Invoice WO.

Home	Equipment	/Locations	Contract	Finance / HR	Inventory M	aintenance / Project	s Manufa	cturing i	Procureme	ent Sales	Service Reporting Utilities	- 8	3
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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 feeding through rollers		
E SI00000966	15/03/2022	INVI	INVN	2020-998	Staple Unit	dr2143	1.000	3,500.000	No	WO0006260	Loan unit required while main unit is being repaired		
± SI00000965	14/01/2022	INVI	INVN	1020-147C	Toner Cyan		1.000	232.143	Yes	WO0006244	2MS - 2 month service		
B 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		
SI0000964	28/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006242	1MMS - 1 Month Machine Service		
SI0000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer she	f1234	1.000	300.000	Yes	WO0006242	1MMS - 1 Month Machine Service		
SI0000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer she	ac34215	1.000	300.000	Yes	WO0006242	1MMS - 1 Month Machine Service		
E 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		
SI0000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer she	ac1234	1.000	300.000	Yes	WO0006089	2MS - 2 month 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 service		
SI0000962	14/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006089	2MS - 2 month service		
SI0000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer she	g3452	1.000	300.000	Yes	WO0006089	2MS - 2 month service		
SI0000961	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	SP19-12 Black Toner		1.000	361.765	Yes	WO0006242	1MMS - 1 Month Machine Service		
SI0000959	30/11/2021	INVI	INVN	SP-ABI-T	Sprint Toner Black AB	I AB5001	1.000	250.000	Yes	WO0006089	2MS - 2 month service		
SI0000959	30/11/2021	INVI	INVN	SP2020	SP2020 Sprint Colour	Z101	1.000	3,450.000	Yes	WO0006089	2MS - 2 month service		
SI0000958	30/11/2021	INVI	INVN	2020-147K	Black toner SP2020		1.000	450.000	Yes	WO0006081	BathBinMaint - Bathroom Bin Maintenance		
E SI0000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request linked to BOM BPOv2 test		
SI0000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request linked to BOM BPOv2 test		
SI0000951	04/11/2021	INVI	INVN	2020-147K	Black toner SP2020	147K-201706	. 1.000	450.000	No	WO0000304	AirMaint - Airfreshner Maintenance		
en Windows 🔻											13/04/2022 Version : 2.5.0.8 Example Compa		-

- 4. The Add new Customer Invoice screen will display.
- 5. Complete the **Customer Invoice Header** and the **Financial Header** information.
- 6. Confirm the **Billing and Shipping Addresses**, if these have not populated when you entered the Header information.



ype Class Commercial • Date & Time 13/04/2022 13:49:29 • Shipping address • • Shipping address • • Shipping address • • • Shipping address • • Shipping address • • • Shipping address • • • • • • Shipping address •	Sa		tem Save Layo	ut													
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Sub Total 1,380		mment												Sub Total		1,3	80

7. Click on the **Related References** tab to view the related references linked to this invoice.

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8. The invoice items to be billed will <u>not only</u> be limited to parts and services but will include **all** billable items linked to the work order.



- 9. Click in the **Comments** text box to type in a comment related to the invoice.
- 10. When you have finished editing the details on this screen, click on Save.

For a detailed handling of this topic refer to Invoices - Create Sales Invoice (OTC)

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11. 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.



Work in Progress - Invoice Work Orders

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Home	Equipment	/Locations	Contract	Finance / HR		enance / Projects	s Manufa	cturing I	Procureme	ent Sales	Service Reporting Utilities	-	8
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	15/03/2022	INVI	INVN	2020-998	Staple Unit	dr2143	1.000	3,500.000	No	WO0006260	Loan unit required while main unit is being repaired		OF
B SI0000967	15/03/2022	INVI	INVN	SP2020	SP2020 Sprint Colour	ADJ1-TEST	1.000	7,500.000	No	WO0006250	Paper not feeding through rollers		но
	14/01/2022	INVI	INVN	1020-147C	Toner Cyan		1.000	232.143	Yes	WO0006244	2MS - 2 month service		GR
B 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		BE
SI0000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	f1234	1.000	300.000	Yes	WO0006242	1MMS - 1 Month Machine Service		BE
SI0000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac34215	1.000	300.000	Yes	WO0006242	1MMS - 1 Month Machine Service		BE
3 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		BE
E SI0000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac1234	1.000	300.000	Yes	WO0006089	2MS - 2 month service		но
III 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		HC
3 SI0000962	14/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	WO0006089	2MS - 2 month service		HC
3 SI0000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	g3452	1.000	300.000	Yes	WO0006089	2MS - 2 month service		HC
SI0000961	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	SP19-12 Black Toner		1.000	361.765	Yes	WO0006242	1MMS - 1 Month Machine Service		BE
🗉 SI00000959	30/11/2021	INVI	INVN	SP-ABI-T	Sprint Toner Black ABI	AB5001	1.000	250.000	Yes	WO0006089	2MS - 2 month service		HC
SI0000959	30/11/2021	INVI	INVN	SP2020	SP2020 Sprint Colour	Z101	1.000	3,450.000	Yes	WO0006089	2MS - 2 month service		HC
E SI0000958	30/11/2021	INVI	INVN	2020-147K	Black toner SP2020		1.000	450.000	Yes	WO0006081	BathBinMaint - Bathroom Bin Maintenance		WE
	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request linked to BOM BPOv2 test		HC
SI0000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	WO0000990	Part request linked to BOM BPOv2 test		HC
 SI00000952 SI00000952 		INVI	INVN	2020-147K	Black toner SP2020	147K-201706	1.000	450,000	Ne	WO0000304	AirMaint - Airfreshner Maintenance		

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