

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

SERVICE

WORK IN PROGRESS – INVOICE CALL

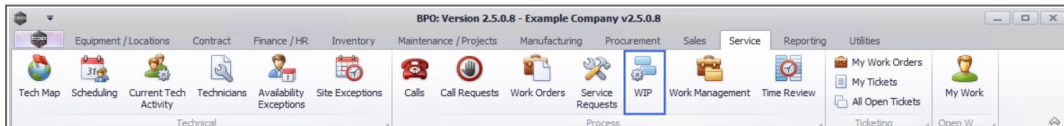
The Work in Progress (WIP) screen displays:

- **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**.

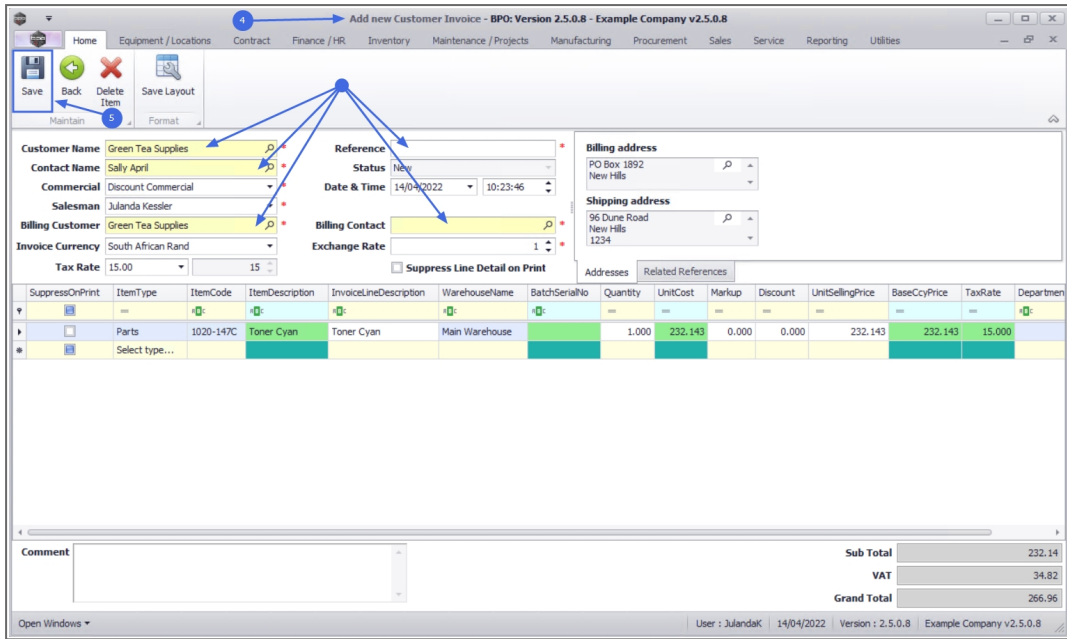
DocNo	EventDate	SourceType	ItemType	ItemCode	ItemDesc	BatchNo	Quantity	UnitCost	Billable	WOCODE	WODesc
SI0000967	15/03/2022	INVI	INNV	SP2020	SP2020 Sprint Colour ...	ADJ1-TEST	1,000	7,500.000	No	W00006250	Paper not feeding through rollers
SI0000966	15/03/2022	INVI	INNV	2020-998	Staple Unit	dr2143	1,000	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.

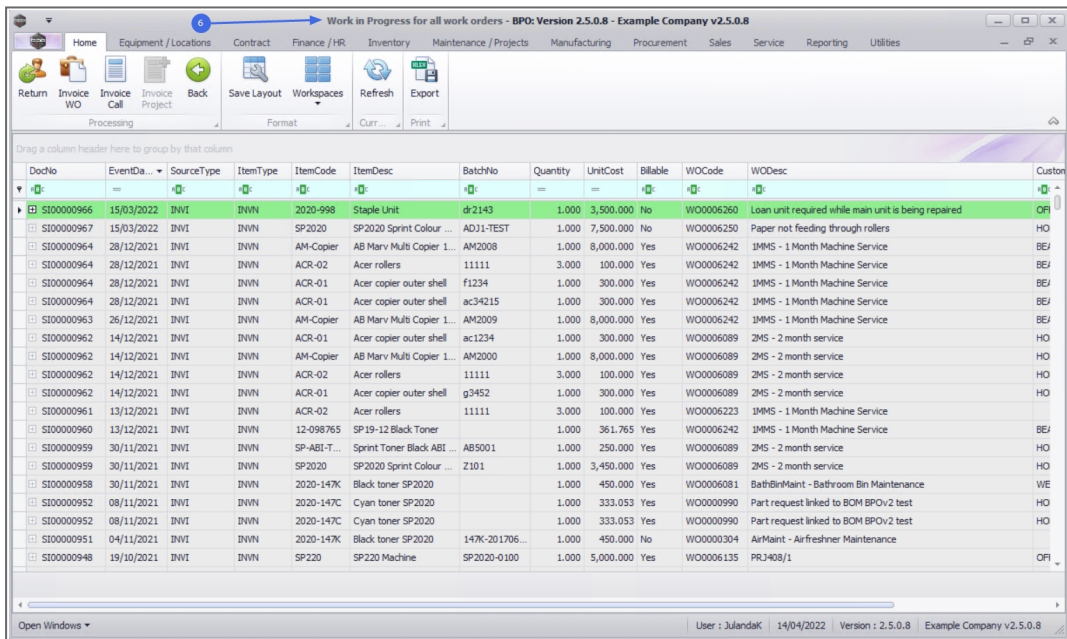
5. When you have finished editing the details on this screen, click on **Save**



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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