

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

## SERVICE

### WORK IN PROGRESS – INVOICE PROJECT

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.

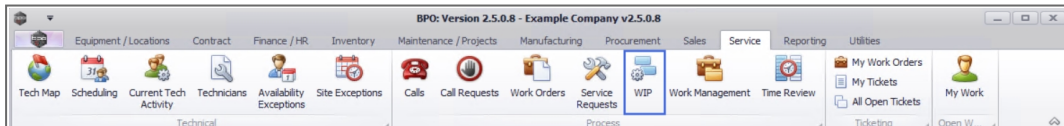
If these items are **non** billable, the work order, call or project will **not** have been closed yet.

Return Requests can be raised for **Internal Assets** to return the item to the **Asset warehouse**.

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**Ribbon Access:** Service > WIP

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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 **Project**, the **Invoice Project** button in the ribbon will be activated.

3. Click on **Invoice Project**.

DocNo	EventDate	SourceType	ItemType	ItemCode	ItemDesc	BatchNo	Quantity	UnitCost	Billable	WCode	WDesc	Custom
SI00000966	15/03/2022	INVI	INVN	2020-998	Staple Unit	d2143	1.000	3,500.000	No	W00006260	Loan unit required while main unit is being repaired	OFI
SI00000967	15/03/2022	INVI	INVN	SP2020	SP2020 Sprint Colour ...	ADJ1-TEST	1.000	7,500.000	No	W00006250	Paper not feeding through rollers	HO
SI00000964	28/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2008	1.000	8,000.000	Yes	W00006242	IMMS - 1 Month Machine Service	BEI
SI00000964	28/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	W00006242	IMMS - 1 Month Machine Service	BEI
SI00000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	f1234	1.000	300.000	Yes	W00006242	IMMS - 1 Month Machine Service	BEI
SI00000964	28/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac34215	1.000	300.000	Yes	W00006242	IMMS - 1 Month Machine Service	BEI
SI00000963	26/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2009	1.000	8,000.000	Yes	W00006242	IMMS - 1 Month Machine Service	BEI
SI00000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	ac1234	1.000	300.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000962	14/12/2021	INVI	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2000	1.000	8,000.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000962	14/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000962	14/12/2021	INVI	INVN	ACR-01	Acer copier outer shell	g3452	1.000	300.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000961	13/12/2021	INVI	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	W00006223	IMMS - 1 Month Machine Service	BEI
SI00000960	13/12/2021	INVI	INVN	12-098765	SP19-12 Black Toner		1.000	361.765	Yes	W00006242	IMMS - 1 Month Machine Service	BEI
SI00000959	30/11/2021	INVI	INVN	SP-ABI-T...	Sprint Toner Black ABI ...	AB5001	1.000	250.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000959	30/11/2021	INVI	INVN	SP2020	SP2020 Sprint Colour ...	Z101	1.000	3,450.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000958	30/11/2021	INVI	INVN	2020-147K	Black toner SP2020		1.000	450.000	Yes	W00006081	BathBinMaint - Bathroom Bin Maintenance	WE
SI00000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	W00000990	Part request linked to BOM BPOv2 test	HO
SI00000952	08/11/2021	INVI	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	W00000990	Part request linked to BOM BPOv2 test	HO
SI00000951	04/11/2021	INVI	INVN	2020-147K	Black toner SP2020	147K-201706...	1.000	450.000	No	W00000304	AirMaint - Airfreshner Maintenance	HO
SI00000948	19/10/2021	INVI	INVN	SP220	SP220 Machine	SP2020-0100	1.000	5,000.000	Yes	W00006135	PRJ408/1	OFI

#### 4. The Add new Customer Invoice screen will display.

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**

**Customer Name:** Bearing and Shoe  
**Contact Name:** Julanda Kessler  
**Salesman:** Julanda Kessler  
**Billing Customer:** Bearing and Shoe  
**Invoice Currency:** South African Rand  
**Tax Rate:** 15.00

**Reference:** PRJ408/BS001  
**Status:** New  
**Date & Time:** 14/04/2022 11:09:27  
**Billing Contact:** John Bearing  
**Exchange Rate:** 1

**Billing address:** PO Box 1234, New Town  
**Shipping address:** PO Box 1234, New Town, Forest Hills

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice	TaxRate	Department
	Parts	12-098765	SP19-12 Black T...	SP19-12 Black Toner	Main Warehouse		1.000	361.765	0.000	0.000	420.000	420.000	15.000	
	Parts	AM-Copier	AB Marv Multi C...	AB Marv Multi Copier 1...	George_Whse	AM2009	1.000	8,000.000	15.000	0.000	9,200.000	9,200.000	15.000	
	Parts	ACR-01	Acer copier out...	Acer copier outer shell	Main Warehouse	ac34215	1.000	300.000	0.000	0.000	345.000	345.000	15.000	
	Parts	ACR-01	Acer copier out...	Acer copier outer shell	Main Warehouse	f1234	1.000	300.000	0.000	0.000	345.000	345.000	15.000	
	Parts	ACR-02	Acer rollers	Acer rollers	Main Warehouse	11111	3.000	100.000	0.000	0.000	115.000	115.000	15.000	
	Parts	AM-Copier	AB Marv Multi C...	AB Marv Multi Copier 1...	Main Warehouse	AM2008	1.000	8,000.000	15.000	0.000	9,200.000	9,200.000	15.000	

**Sub Total:** 19,855.00  
**VAT:** 2,978.25  
**Grand Total:** 22,833.25

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**.

DocNo	EventDate	SourceType	ItemType	ItemCode	ItemDesc	BatchNo	Quantity	UnitCost	Billable	WOCODE	WODesc	Custom
SI00000966	15/03/2022	INVT	INVN	2020-998	Staple Unit	4-2143	1.000	3,500.000	No	W00006260	Loan unit required while main unit is being repaired	OF
SI00000967	15/03/2022	INVT	INVN	SP2020	SP2020 Sprint Colour ...	ADJ1-TEST	1.000	7,500.000	No	W00006250	Paper not feeding through rollers	HO
SI00000962	14/12/2021	INVT	INVN	ACR-01	Acer copier outer shell	ac1234	1.000	300.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000962	14/12/2021	INVT	INVN	AM-Copier	AB Marv Multi Copier 1...	AM2000	1.000	8,000.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000962	14/12/2021	INVT	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000962	14/12/2021	INVT	INVN	ACR-01	Acer copier outer shell	g3452	1.000	300.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000961	13/12/2021	INVT	INVN	ACR-02	Acer rollers	11111	3.000	100.000	Yes	W00006223	IMMS - 1 Month Machine Service	HO
SI00000959	30/11/2021	INVT	INVN	SP-ABI-T...	Sprint Toner Black ABI ...	AB5001	1.000	250.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000959	30/11/2021	INVT	INVN	SP2020	SP2020 Sprint Colour ...	Z101	1.000	3,450.000	Yes	W00006089	ZMS - 2 month service	HO
SI00000958	30/11/2021	INVT	INVN	2020-147K	Black toner SP2020		1.000	450.000	Yes	W00006081	BathBinMaint - Bathroom Bin Maintenance	WE
SI00000952	08/11/2021	INVT	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	W00000990	Part request linked to BOM BPOv2 test	HO
SI00000952	08/11/2021	INVT	INVN	2020-147C	Cyan toner SP2020		1.000	333.053	Yes	W00000990	Part request linked to BOM BPOv2 test	HO
SI00000951	04/11/2021	INVT	INVN	2020-147K	Black toner SP2020	147K-201706...	1.000	450.000	No	W00000304	AirMaint - Air freshener Maintenance	OF
SI00000948	19/10/2021	INVT	INVN	SP220	SP220 Machine	SP2020-0100	1.000	5,000.000	Yes	W00006135	PRJ408/1	OF
SI00000948	19/10/2021	INVT	INVN	SP220	SP220 Machine	SP2020-0101	1.000	5,000.000	Yes	W00006135	PRJ408/1	OF
SI00000946	12/10/2021	INVT	INVN	2020-147K	Black toner SP2020		2.000	396.111	Yes	W00000526	AirMaint - Air freshener Maintenance	TI4
SI00000945	07/10/2021	INVT	INVN	12-098765	SP19-12 Black Toner		1.000	361.765	Yes	W00006131	1818-1-1 - Check network requirements	HO
SI00000943	05/10/2021	INVT	INVN	9855632	Air Freshener		1.000	22.641	No	W00000371	WS - Weekly Service	HO
SI00000944	05/10/2021	INVT	INVN	19-687	Drum	12345	1.000	1,000.000	No	W00000202	Drum replacement required	HO
SI00000941	04/10/2021	INVT	INVN	SP2020	SP2020 Sprint Colour ...	cheesy1	1.000	4,500.000	Yes	W00000215	New machine	SAI

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