

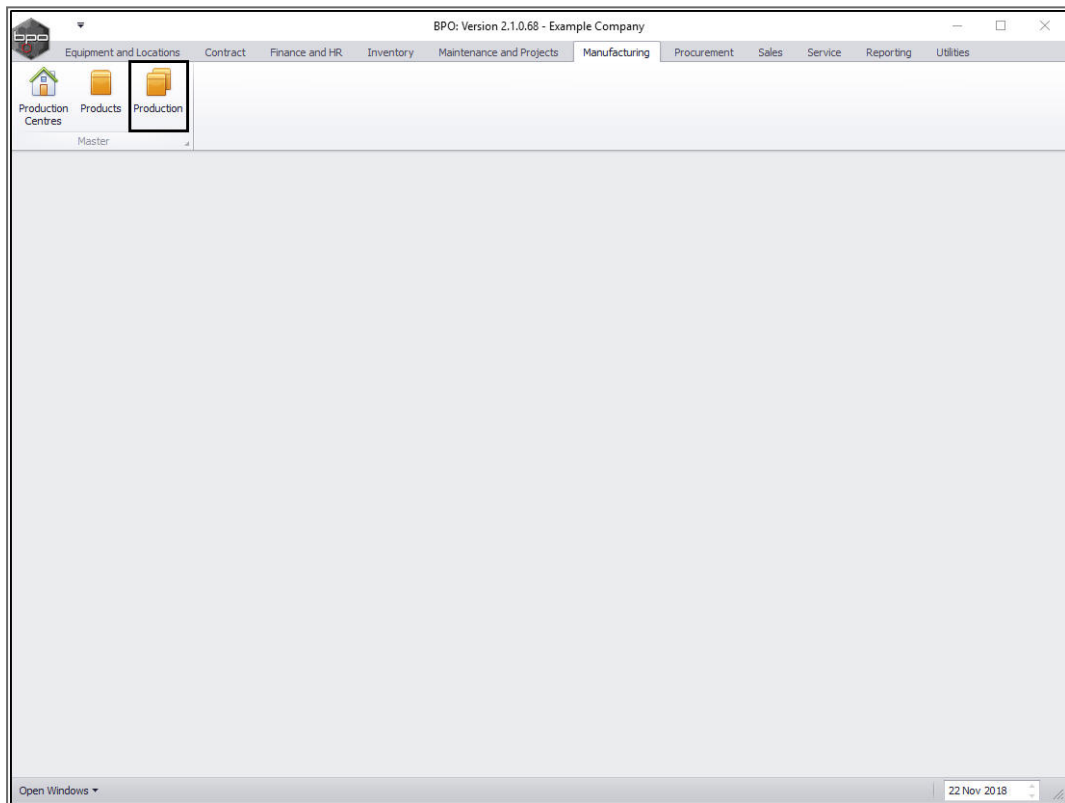
We are currently updating our site; thank you for your patience.

MANUFACTURING

PRODUCTION - ADD EXPENSES

There may be additional **expenses** incurred during production. These will need to be added to the **work order** that is linked to the production run.

Ribbon Access: Manufacturing > Production

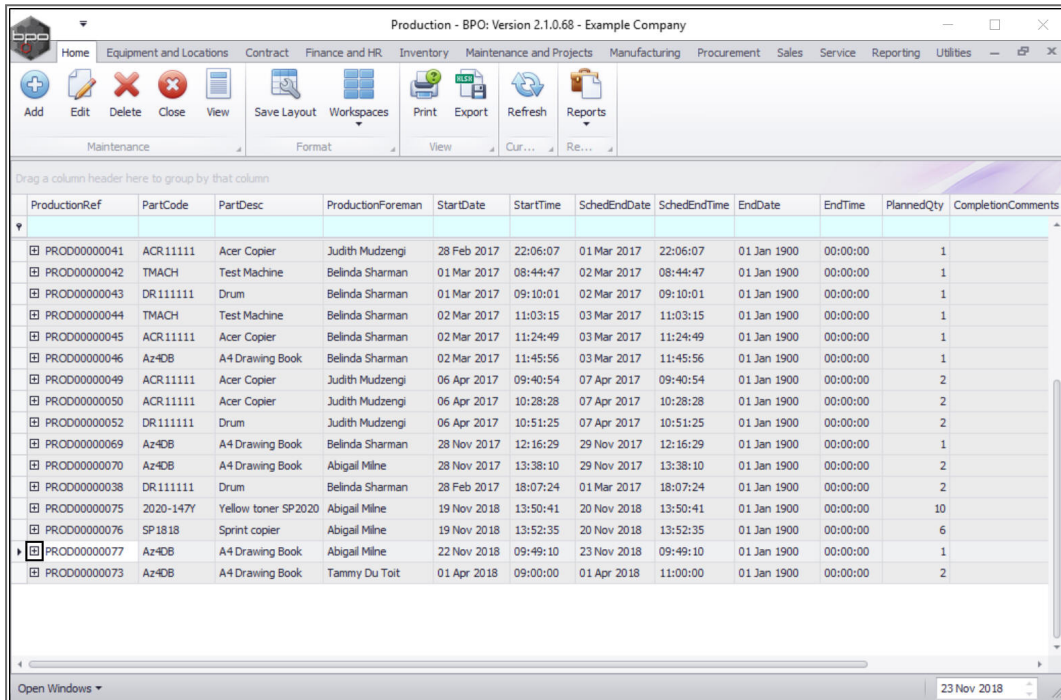


The **Production** listing screen will be displayed.

ADD EXPENSES VIA THE PRODUCTION LISTING SCREEN

SELECT PRODUCTION RUN

- Click on the **expand** button in the row of the **production run** where you wish to log expenses.



The **Production Work Orders** frame will be expanded.

SELECT WORK ORDER

- **Double click** anywhere in the **row** of the work order.

Production - BPO: Version 2.1.0.69 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComm
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
PROD00000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR1111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR1111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR1111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
PROD00000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
PROD00000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
PROD00000038	DR1111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	

Production Work Orders

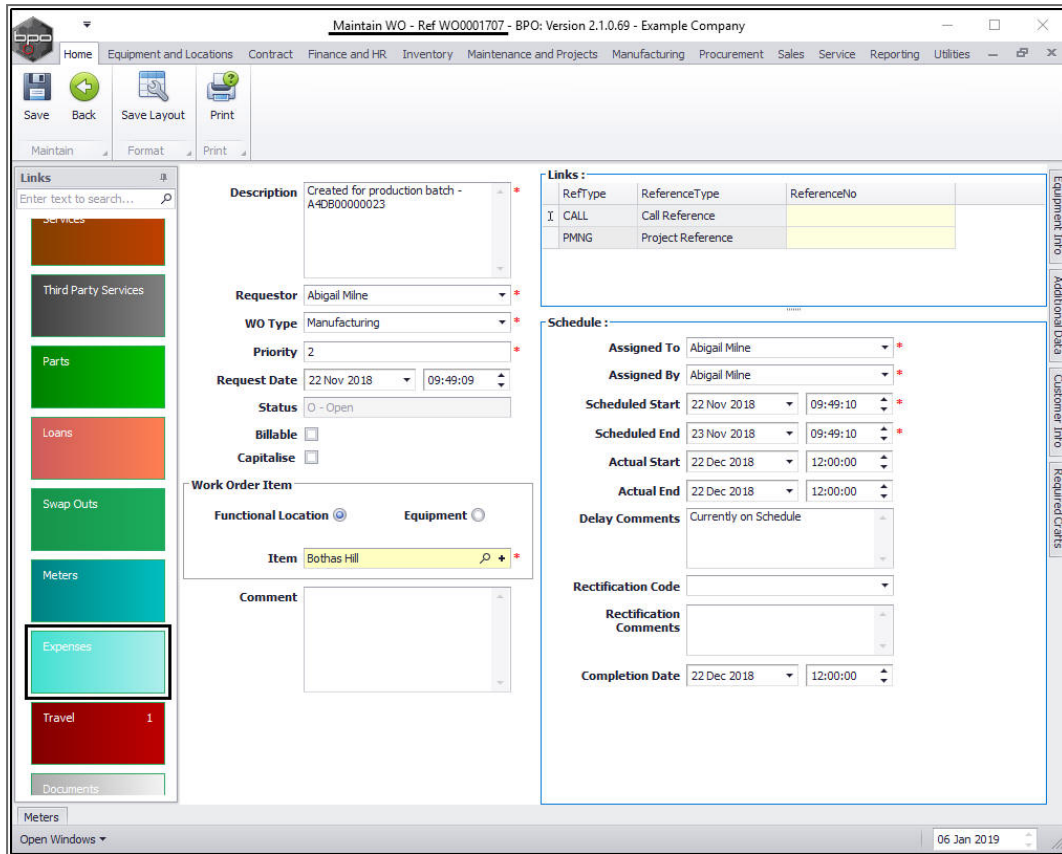
WOCode	Description	SiteName	WOType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoiceable
WO0001707	Created for production batch - A4DB00000023	Durban	MN	O	Open	2	0.00	22 Nov 2018	09:49:09	No

Open Windows 06 Jan 2019

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

SELECT THE EXPENSES TILE

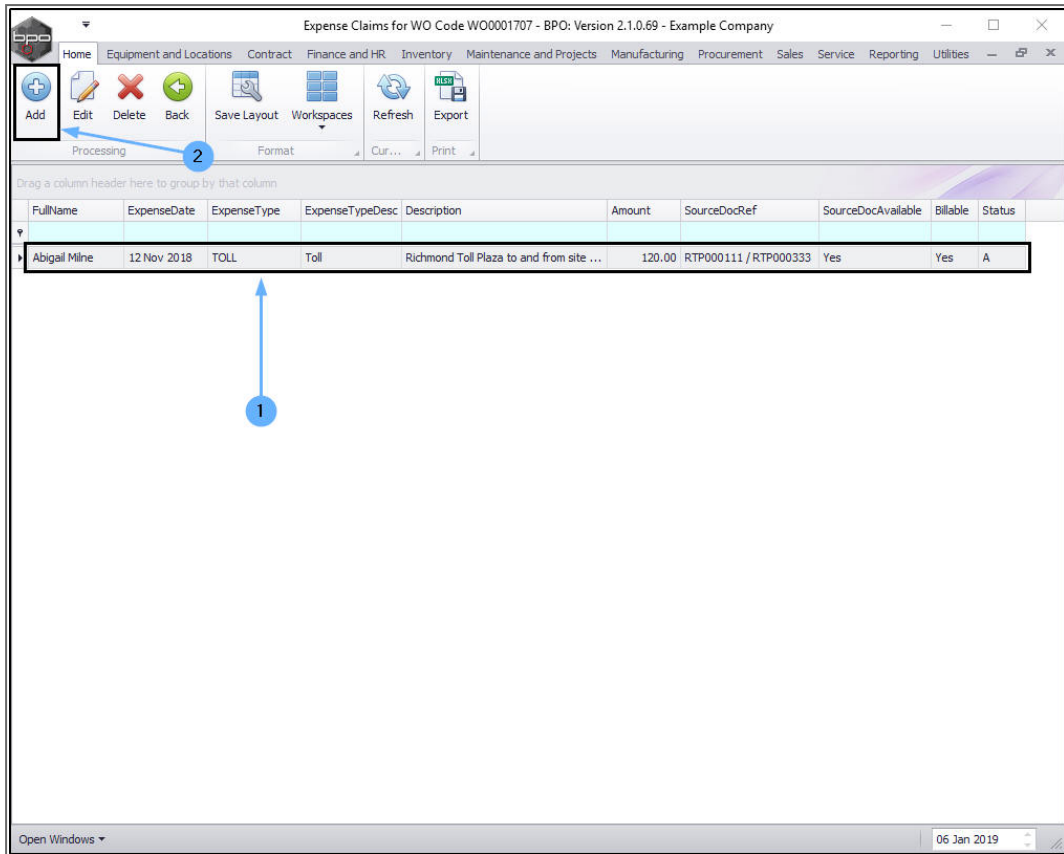
- Click on the **Expenses** tile.



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

ADD EXPENSE CLAIM

2. Click on **Add**.

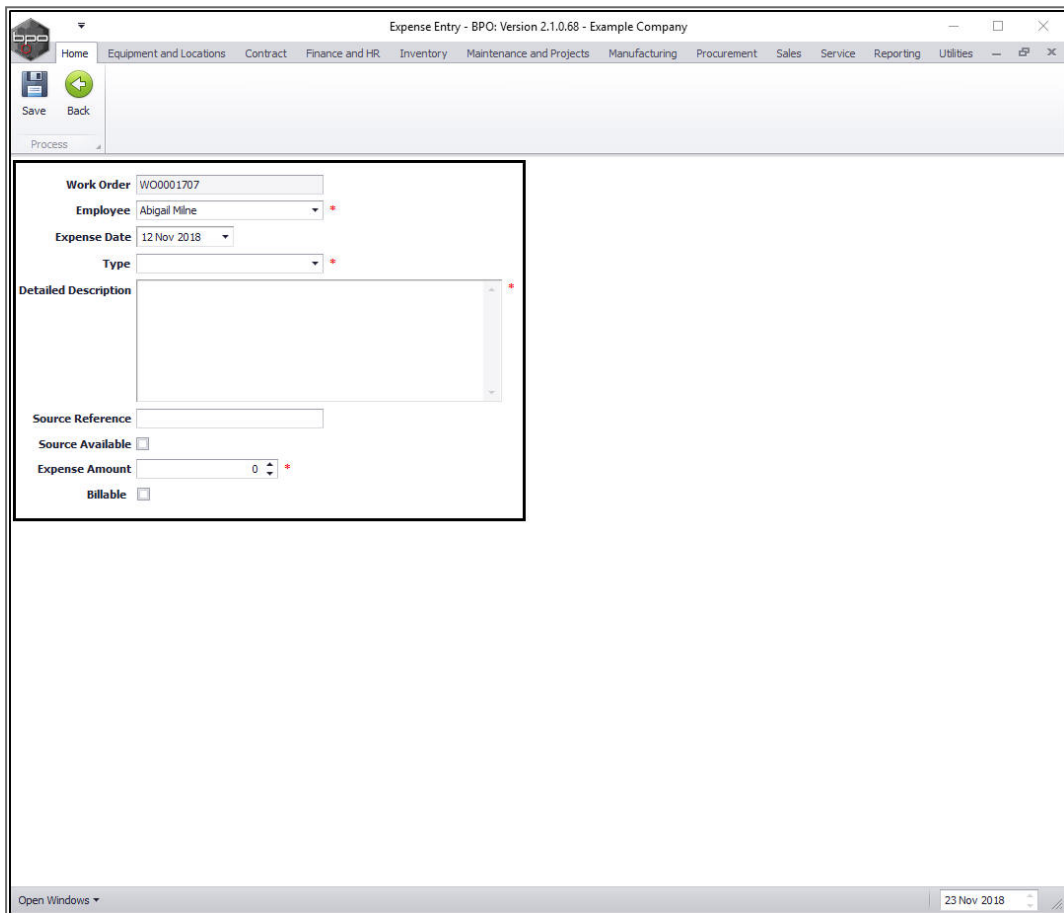


The **Expense Entry** screen will be displayed.

ADD EXPENSE DETAILS

- **Work Order:** This will auto populate according to the work order initially selected.
- **Employee:** This will auto populate with the name of the person currently logged on to the system but you can click on the drop-down arrow and select an alternative employee from the menu if required.
- **Expense Date:** This will default to 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 menu the type of expense.
- **Detailed Description:** Type in a description for the expenses.
- **Source Reference:** Type in the reference number of the receipt.
- **Source Available:** Select this checkbox if the receipt is available.
- **Expense Amount:** Type in or use the arrow indicators to select the total amount of the expense.
- **Billable:** Select this check box if the service is billable.



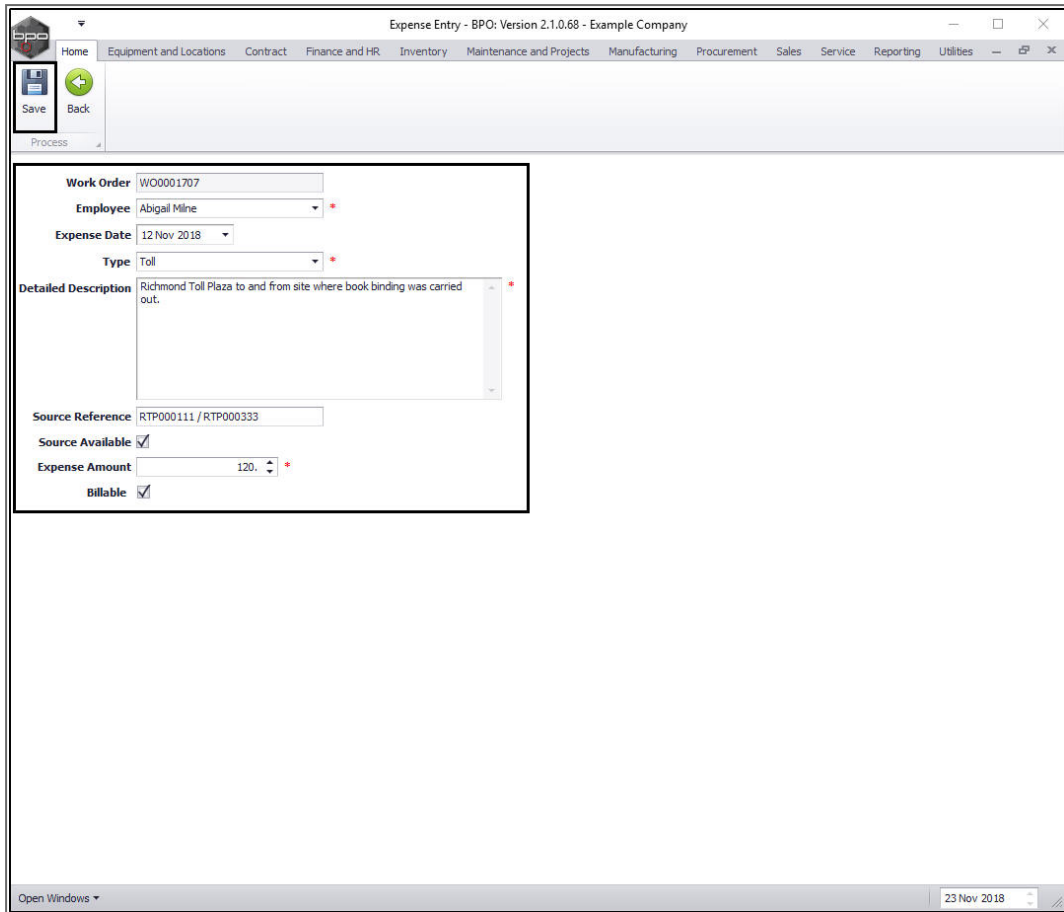
The screenshot shows a software window titled "Expense Entry - BPO: Version 2.1.0.68 - Example Company". The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities. Below the menu bar are buttons for "Save" and "Back", and a "Process" dropdown. The main form area contains the following fields:

- Work Order: WO0001707
- Employee: Abigail Mine
- Expense Date: 12 Nov 2018
- Type: (dropdown menu)
- Detailed Description: (text area)
- Source Reference: (text field)
- Source Available:
- Expense Amount: 0 (with up/down arrows)
- Billable:

At the bottom of the window, there is an "Open Windows" dropdown and a date/time indicator "23 Nov 2018".

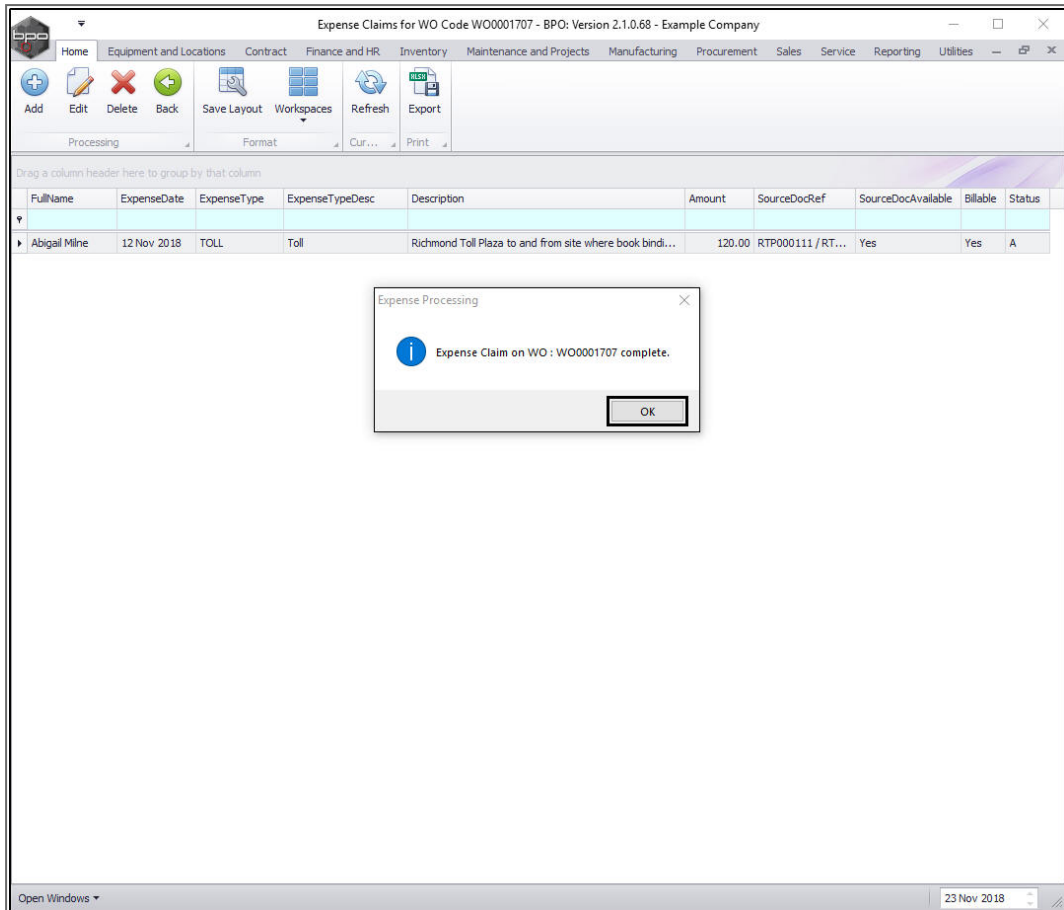
SAVE EXPENSE CLAIM

- When you have finished adding details to this screen, click on **Save**.



You will return to the **Expense Claims for WO Code []** screen.

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

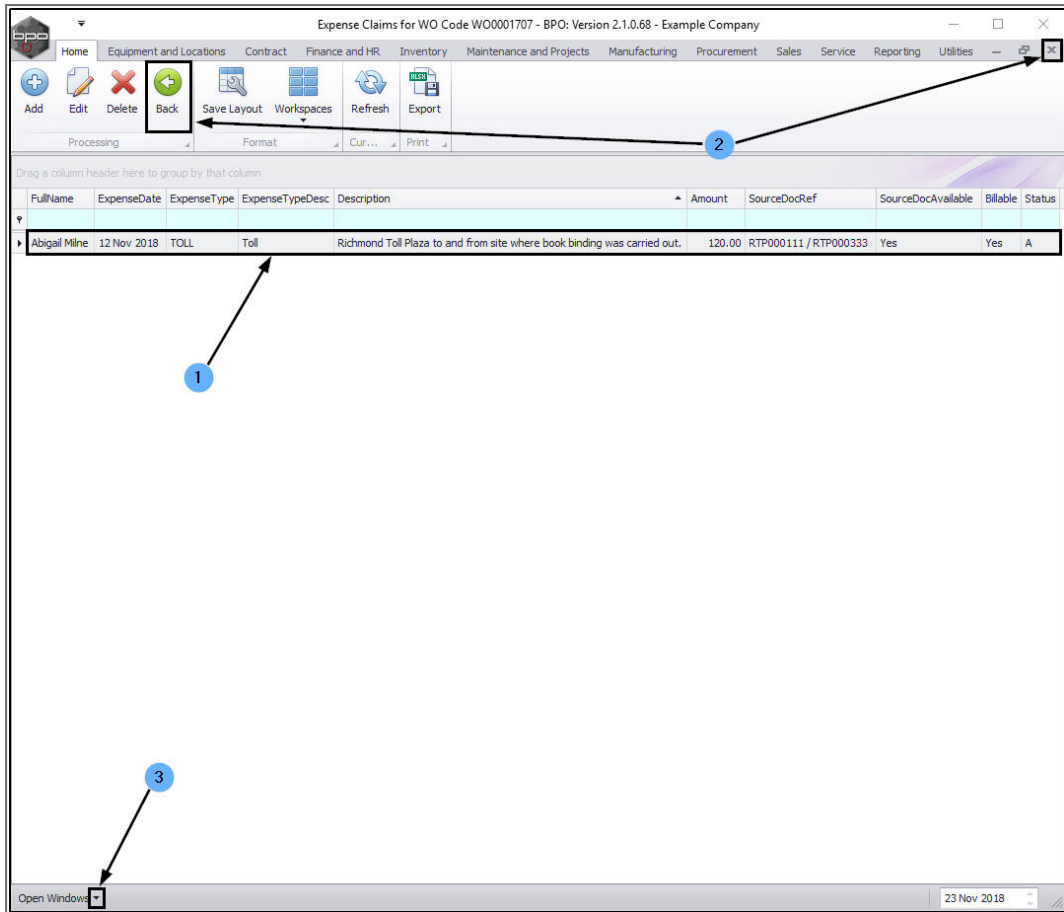


VIEW ADDED EXPENSE CLAIM

1. You can now view the added expense claim.

RETURN TO THE PRODUCTION SCREEN

2. Click on **Back** or **Close** the screen when you are done. (You can keep closing screens until you return to the **Production Listing** screen).
3. Alternatively, click on the drop-down **arrow** next to **Open Windows**.



- A list of **open windows** will be displayed.
- Select the window that you wish to **return** to.
 - In this example we have selected to return to the **Pro-duction** screen.

Expense Claims for WO Code WO0001707 - BPO: Version 2.1.0.68 - Example Company

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

Add | Edit | Delete | Back | Save Layout | Workspaces | Refresh | Export

Processing | Format | Cur... | Print

Drag a column header here to group by that column

FullName	ExpenseDate	ExpenseType	ExpenseTypeDesc	Description	Amount	SourceDocRef	SourceDocAvailable	Billable	Status
Abigail Milne	12 Nov 2018	TOLL	Toll	Richmond Toll Plaza to and from site where book bindi...	120.00	RTP000111 / RT...	Yes	Yes	A

1 Production
2 Work Order Listing
3 Expense Claims for WO Code WO0001707

Open Windows | 23 Nov 2018

- You will return to the **Production** screen where this process was begun.

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	Actual
PROD00000027	Az4DB	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
PROD00000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
PROD00000037	DR1111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
PROD00000043	DR1111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
PROD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
PROD00000052	DR1111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
PROD00000059	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		
PROD00000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
PROD00000038	DR1111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10		
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		

ADD EXPENSES VIA THE WORK ORDERS LISTING SCREEN

SELECT PRODUCTION RUN

- Click on the **expand** button in the row of the **production run** where you wish to log expenses.

Production - BPO: Version 2.1.0.68 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Maintenance Format View Cur... Re...

Drag a column header here to group by that column

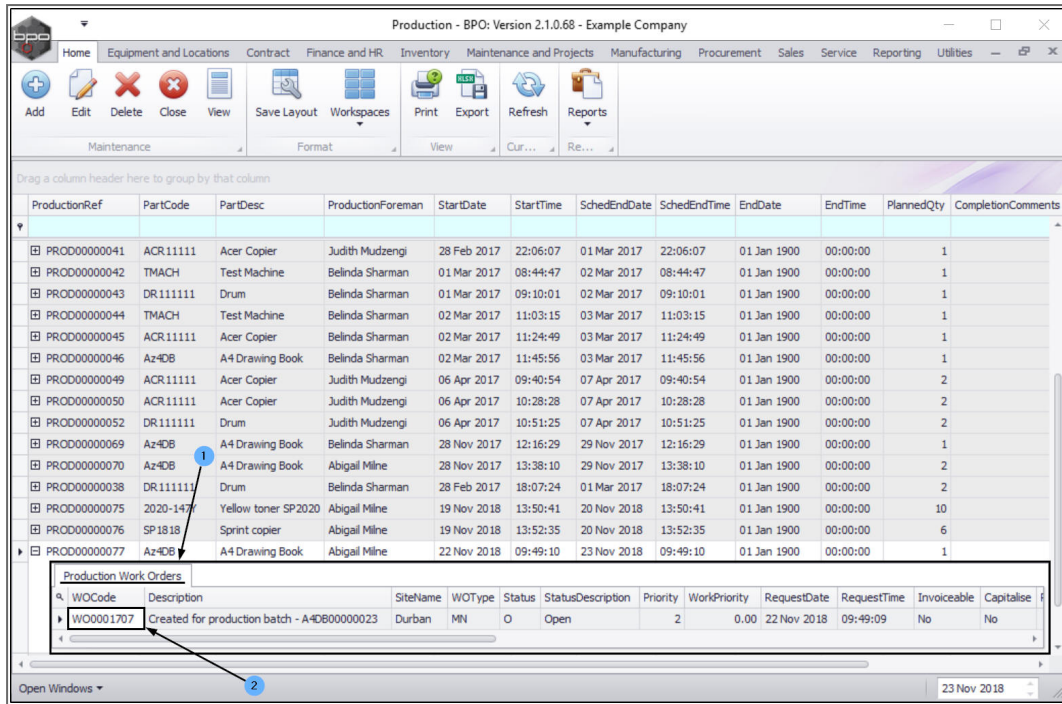
ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
PROD00000069	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1	
PROD00000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2	
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10	
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
PROD00000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	

Open Windows 23 Nov 2018

The **Production Work Orders** frame will be expanded.

NOTE THE WORK ORDER NO.

1. Make a note of the **Work Order No.** linked to the production run.



NAVIGATE TO THE WORK ORDER LISTING SCREEN

- Now navigate via the Service tab, to the **Work Order** listing screen.

Ribbon Access: Service > Work Orders

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2	
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3	
PROD00000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1	
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2	
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1	
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2	
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2	
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2	
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1	
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1	
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1	
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1	
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1	
PROD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1	
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2	
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2	
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2	
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PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2	
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PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6	
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1	
PROD00000073	Az4DB	A4 Drawing Book	Tammy Du Toit	01 Apr 2018	09:00:00	01 Apr 2018	11:00:00	01 Jan 1900	00:00:00	2	

In the **Work Order Listing** screen,

SELECT THE SITE AND STATUS

1. Ensure that the correct **site** and **status** are selected.

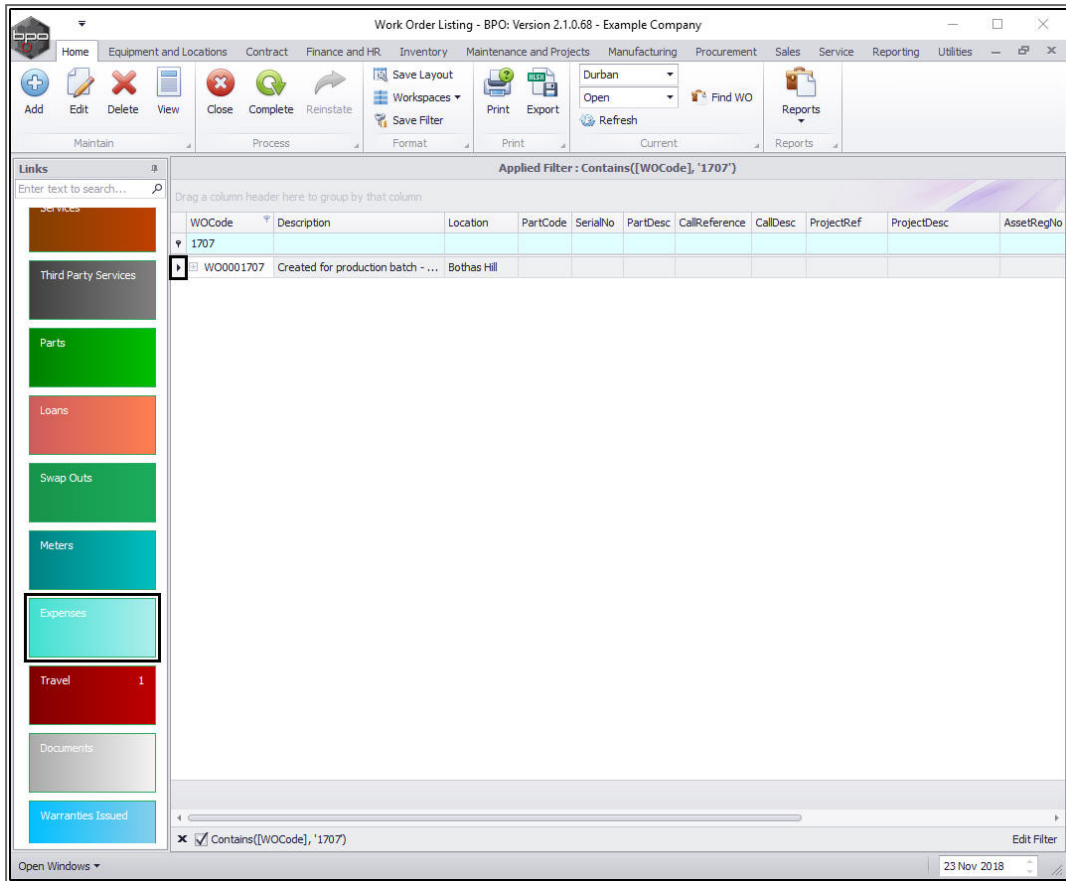
SELECT THE WORK ORDER

2. Use the **Find WO** button or the **Filter Row** to search for the work order.

WOCode	Description	Location	PartCode	SerialNo	PartDesc	CallReference	CallDesc	ProjectRef	ProjectDesc	AssetRegNo	Mode
WO0000117	WS - Weekly Scheduled Mainte...	Forest Hills...						PRJ0000027	Hope Works - Wee...		
WO0000118	BathBinMaint - Bathroom Bin Ma...	Derton Ce...						PRJ0000025	Derton Centre - Ba...		
WO0000135	SP19-12R - SP19-12 Inhouse ...	Main						PRJ0000032	test - in house rental		
WO0000173	SP1912_NDS_1 - Machine instal...	Main						PRJ0000063	Sprint SP1912 New...		
WO0000183	Service machine S/N: 1912-102...		SP19-1...	1912-...	SP19-...	CN0000040	Service...				SI
WO0000185	Machine repair needed		SP19-1...	19-12/...	SP19-...	CN0000042	Machin...				SI
WO0000191	1 black toner for collection		SP1919	19-90...	SP191...	CN0000044	1 black...				I'
WO0000200	Black toner required		SP1919	19-12...	SP191...	CN0000050	Black t...				I'
WO0000201	Toner for delivery		1458-9...	14-96...	K147 ...	CN0000051	Toner ...				K
WO0000202	Drum replacement required		SP2020	abc147a	SP202...	CN0000052	Drum r...				SI
WO0000205	SP240-1 - Machine Installations	Main						PRJ0000071	SP240 New Deal.		
WO0000206	SP240-2 - Network setup - test ...	Main						PRJ0000071	SP240 New Deal.		
WO0000207	Toner required		SP2020	20-12...	SP202...	CN0000055	Toner r...			123	SI
WO0000208	Contract Closure - CO0000021		KZN-1...	sin123	Kruger...	CN0000056	Contra...				ZI
WO0000213	Housing Project	Hillcrest						PRJ0000073	Housing Project		
WO0000214	Deliver full set of toners		SP19-1...	1912-...	SP19-...	CN0000057	Deliver...				SI
WO0000215	New machine	Main				CN0000058	New m...				SI
WO0000216	Full set of toners required		SP19-1...	19-12/...	SP19-...	CN0000059	Full set...				SI
WO0000217	Machine Rental Deal	Main				CN0000060	Machin...				SI
WO0000230	Check technician assignment	Main						PRJ0000075	Check Technician A...		
WO0000231	Site inspection required		SP2020	20-12...	SP202...			PRJ0000075	Check Technician A...	123	SI
WO0000232	Toner to be delivered		SP19-1...	19-12/...	SP19-...	CN0000061	Toner t...				SI
WO0000236	Machine service required		1458-9...	SIN13...	K147 ...	CN0000063	Machin...				K
WO0000240	Test BPO fin tran	Main				CN0000067	Test B...				

SELECT THE EXPENSES TILE

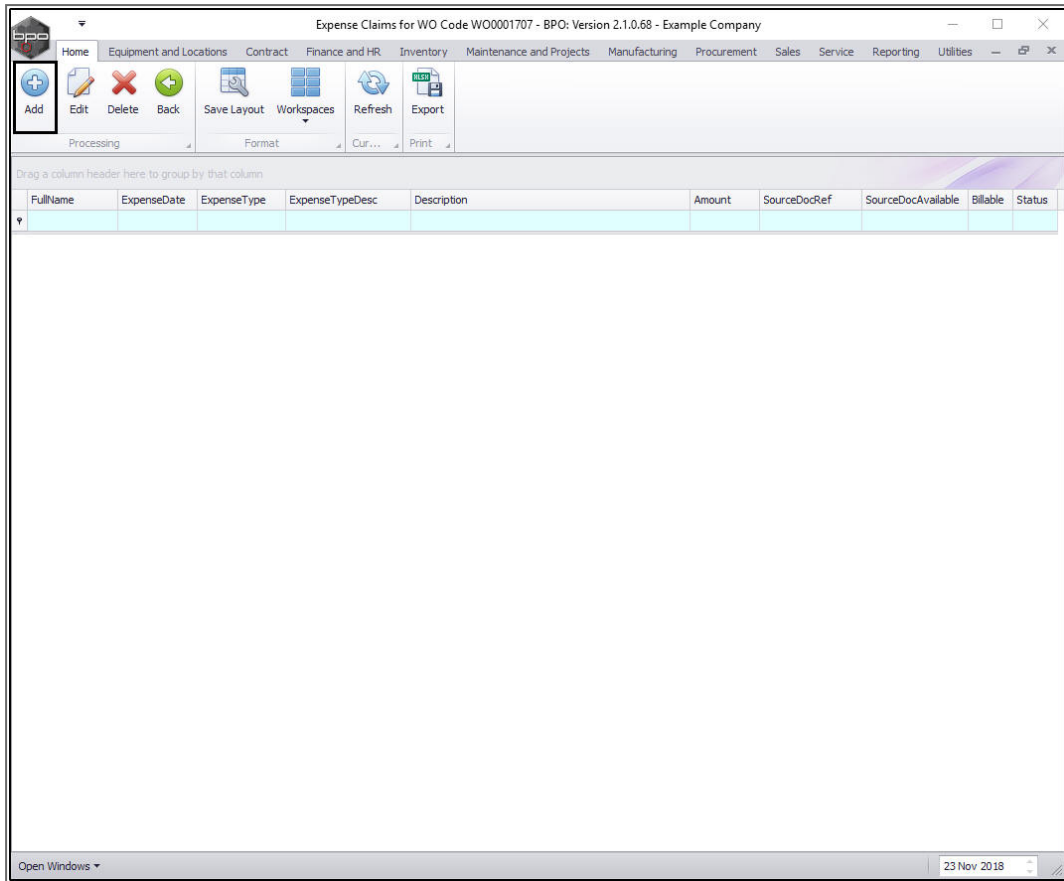
- Once the work order has been found and **selected**, click on the **Expenses** tile.



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

ADD EXPENSE CLAIM

- Click on **Add**.

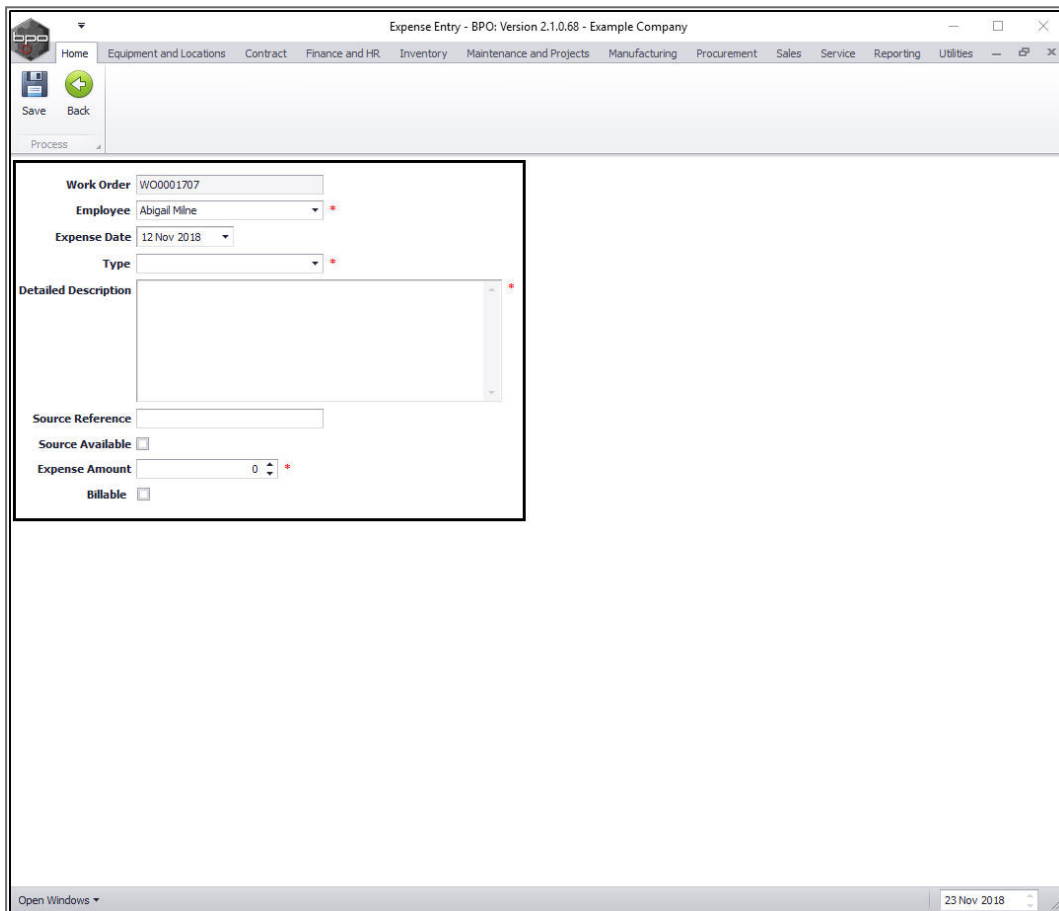


The **Expense Entry** screen will be displayed.

ADD EXPENSE DETAILS

- **Work Order:** This will auto populate according to the work order initially selected.
- **Employee:** This will auto populate with the name of the person currently logged on to the system but you can click on the drop-down arrow and select an alternative employee from the menu if required.
- **Expense Date:** This will default to 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 menu the type of expense.
- **Detailed Description:** Type in a description for the expenses.
- **Source Reference:** Type in the reference number of the receipt if available.
- **Source Available:** Select this checkbox if the receipt is available.
- **Expense Amount:** Type in or use the arrow indicators to select the total amount of the expense.
- **Billable:** Select this check box if the service is billable.



Expense Entry - BPO: Version 2.1.0.68 - Example Company

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

Save | Back

Process

Work Order: WO0001707

Employee: Abigail Milne

Expense Date: 12 Nov 2018

Type

Detailed Description

Source Reference

Source Available

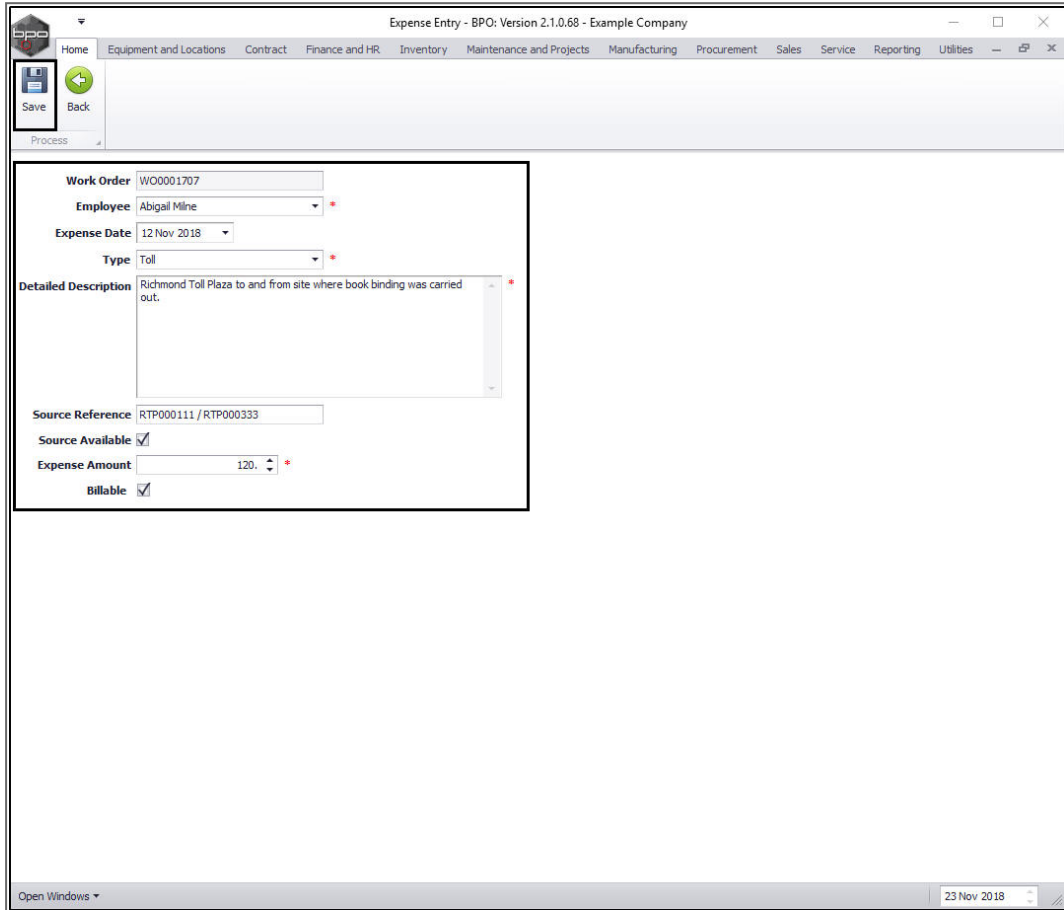
Expense Amount: 0

Billable

Open Windows | 23 Nov 2018

SAVE EXPENSE DETAILS

- When you have finished adding details to this screen, click on **Save**.



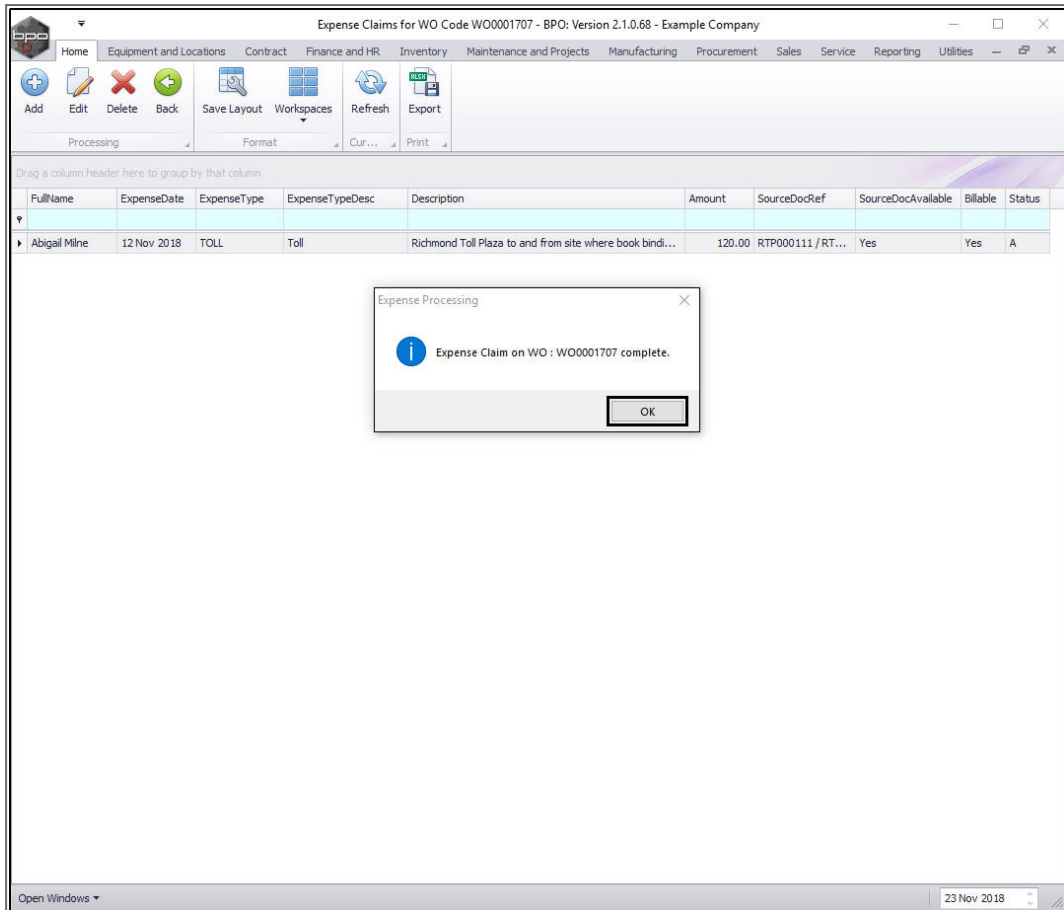
The screenshot shows a software window titled "Expense Entry - BPO: Version 2.1.0.68 - Example Company". The window has a menu bar with options: Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar is a toolbar with "Save" and "Back" buttons. The main area contains a form with the following fields:

- Work Order:** W00001707
- Employee:** Abigail Milne
- Expense Date:** 12 Nov 2018
- Type:** Toll
- Detailed Description:** Richmond Toll Plaza to and from site where book binding was carried out.
- Source Reference:** RTP000111 / RTP000333
- Source Available:**
- Expense Amount:** 120.
- Billable:**

At the bottom of the window, there is a status bar with "Open Windows" on the left and "23 Nov 2018" on the right.

You will return to the **Expense Claims for WO Code []** screen.

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

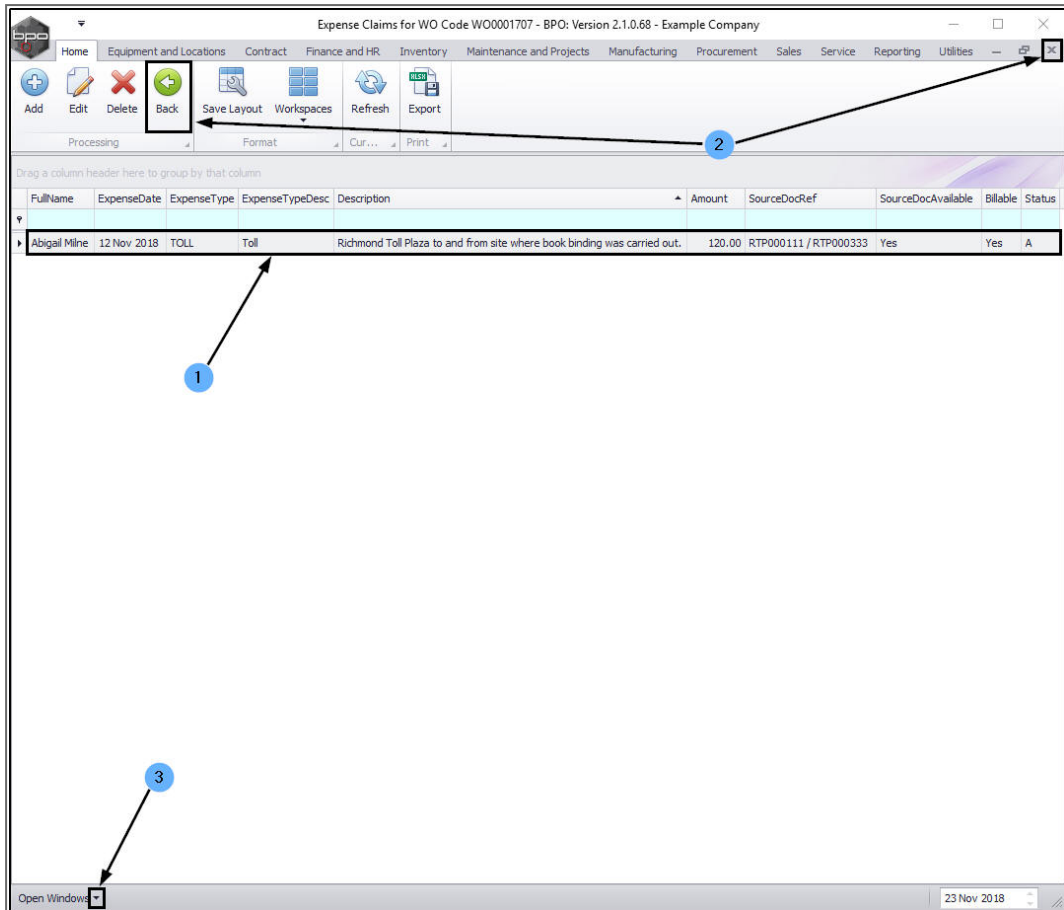


VIEW ADDED EXPENSE CLAIM

1. You can now view the expense claim.

RETURN TO THE PRODUCTION LISTING SCREEN

2. Click on **Back** or **Close** the screen when you are done. (You can keep closing screens until you return to the Production screen).
3. Alternatively, click on the **drop-down arrow** next to **Open Windows**.



- A list of **open windows** will be displayed.
- Select the window that you wish to **return** to.
 - In this example we have selected to return to the **Pro-duction** screen.

Full Name	Expense Date	Expense Type	Expense Type Desc	Description	Amount	Source Doc Ref	Source Doc Available	Billable	Status
Abigail Milne	12 Nov 2018	TOLL	Toll	Richmond Toll Plaza to and from site where book bindi...	120.00	RTP000111 / RT...	Yes	Yes	A

- You will return to the **Production** screen where this process was begun.



Log Expenses

Production BPO: Version 2.1.0.68 - Example Company

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

Add Edit Delete Close View Save Layout Workspaces Print Export Refresh Reports

Maintenance Format View Cur... Re...

Drag a column header here to group by that column

ProductionRef	PartCode	PartDesc	ProductionForeman	StartDate	StartTime	SchedEndDate	SchedEndTime	EndDate	EndTime	PlannedQty	CompletionComments	Actual
PROD00000027	Az4DB	A4 Drawing Book	Bianca Du Toit	18 Feb 2016	14:51:10	19 Feb 2016	14:51:10	01 Jan 1900	00:00:00	1		
PROD00000030	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	08:06:45	01 Mar 2017	08:06:45	01 Jan 1900	00:00:00	2		
PROD00000032	SP1818	Sprint copier	Belinda Sharman	10 Aug 2018	12:00:42	11 Aug 2018	12:00:42	01 Jan 1900	00:00:00	3		
PROD00000033	Az4DB	A4 Drawing Book	Bianca Du Toit	28 Feb 2017	08:10:52	01 Mar 2017	08:10:52	01 Jan 1900	00:00:00	1		
PROD00000034	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	08:53:09	01 Mar 2017	08:53:09	01 Jan 1900	00:00:00	2		
PROD00000035	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	09:20:59	01 Mar 2017	09:20:59	01 Jan 1900	00:00:00	1		
PROD00000036	ACR11111	Acer Copier	Belinda Sharman	28 Feb 2017	17:20:44	01 Mar 2017	17:20:44	01 Jan 1900	00:00:00	2		
PROD00000037	DR111111	Drum	Belinda Sharman	28 Feb 2017	17:47:50	01 Mar 2017	17:47:50	01 Jan 1900	00:00:00	2		
PROD00000040	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	21:44:35	01 Mar 2017	21:44:35	01 Jan 1900	00:00:00	2		
PROD00000041	ACR11111	Acer Copier	Judith Mudzengi	28 Feb 2017	22:06:07	01 Mar 2017	22:06:07	01 Jan 1900	00:00:00	1		
PROD00000042	TMACH	Test Machine	Belinda Sharman	01 Mar 2017	08:44:47	02 Mar 2017	08:44:47	01 Jan 1900	00:00:00	1		
PROD00000043	DR111111	Drum	Belinda Sharman	01 Mar 2017	09:10:01	02 Mar 2017	09:10:01	01 Jan 1900	00:00:00	1		
PROD00000044	TMACH	Test Machine	Belinda Sharman	02 Mar 2017	11:03:15	03 Mar 2017	11:03:15	01 Jan 1900	00:00:00	1		
PROD00000045	ACR11111	Acer Copier	Belinda Sharman	02 Mar 2017	11:24:49	03 Mar 2017	11:24:49	01 Jan 1900	00:00:00	1		
PROD00000046	Az4DB	A4 Drawing Book	Belinda Sharman	02 Mar 2017	11:45:56	03 Mar 2017	11:45:56	01 Jan 1900	00:00:00	1		
PROD00000049	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	09:40:54	07 Apr 2017	09:40:54	01 Jan 1900	00:00:00	2		
PROD00000050	ACR11111	Acer Copier	Judith Mudzengi	06 Apr 2017	10:28:28	07 Apr 2017	10:28:28	01 Jan 1900	00:00:00	2		
PROD00000052	DR111111	Drum	Judith Mudzengi	06 Apr 2017	10:51:25	07 Apr 2017	10:51:25	01 Jan 1900	00:00:00	2		
PROD00000059	Az4DB	A4 Drawing Book	Belinda Sharman	28 Nov 2017	12:16:29	29 Nov 2017	12:16:29	01 Jan 1900	00:00:00	1		
PROD00000070	Az4DB	A4 Drawing Book	Abigail Milne	28 Nov 2017	13:38:10	29 Nov 2017	13:38:10	01 Jan 1900	00:00:00	2		
PROD00000038	DR111111	Drum	Belinda Sharman	28 Feb 2017	18:07:24	01 Mar 2017	18:07:24	01 Jan 1900	00:00:00	2		
PROD00000075	2020-147Y	Yellow toner SP2020	Abigail Milne	19 Nov 2018	13:50:41	20 Nov 2018	13:50:41	01 Jan 1900	00:00:00	10		
PROD00000076	SP1818	Sprint copier	Abigail Milne	19 Nov 2018	13:52:35	20 Nov 2018	13:52:35	01 Jan 1900	00:00:00	6		
PROD00000077	Az4DB	A4 Drawing Book	Abigail Milne	22 Nov 2018	09:49:10	23 Nov 2018	09:49:10	01 Jan 1900	00:00:00	1		

Production Work Orders

WOCCode	Description	SiteName	WOTType	Status	StatusDescription	Priority	WorkPriority	RequestDate	RequestTime	Invoiceable	Capitalise	Proj
WOC001707	Created for production batch - A4DB00000023	Durban	MN	O	Open	2	0.00	22 Nov 2018	09:49:09	No	No	

PROD00000073 Az4DB A4 Drawing Book Tammy Du Toit 01 Apr 2018 09:00:00 01 Apr 2018 11:00:00 01 Jan 1900 00:00:00 2

Open Windows 23 Nov 2018

MNU.051.011

