

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

SERVICE

WORK IN PROGRESS – INVOICE PROJECT

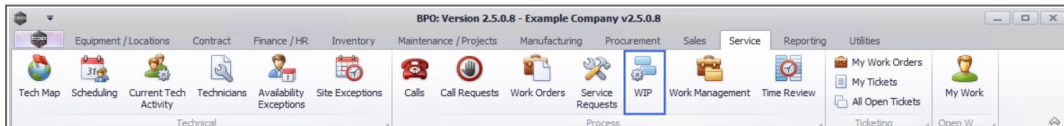
The Work in Progress (WIP) screen displays:

- **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**.

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 **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: [Empty]
Commercial: Type Class Commercial
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	Item Type	Item Code	Item Description	Invoice Line Description	Warehouse Name	Batch/Serial No	Quantity	Unit Cost	Markup	Discount	Unit Selling Price	Base Ccy Price	Tax Rate	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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