SERVICE

WORK IN PROGRESS - INVOICE PROJECT

The Work in Progress (WIP) screen displays:

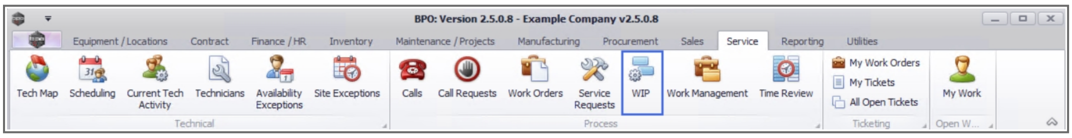
- **Parts** that have been issued or
- **Third Party Services** that have been received

  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 Asset***s to return the item to the ***Asset warehouse***.

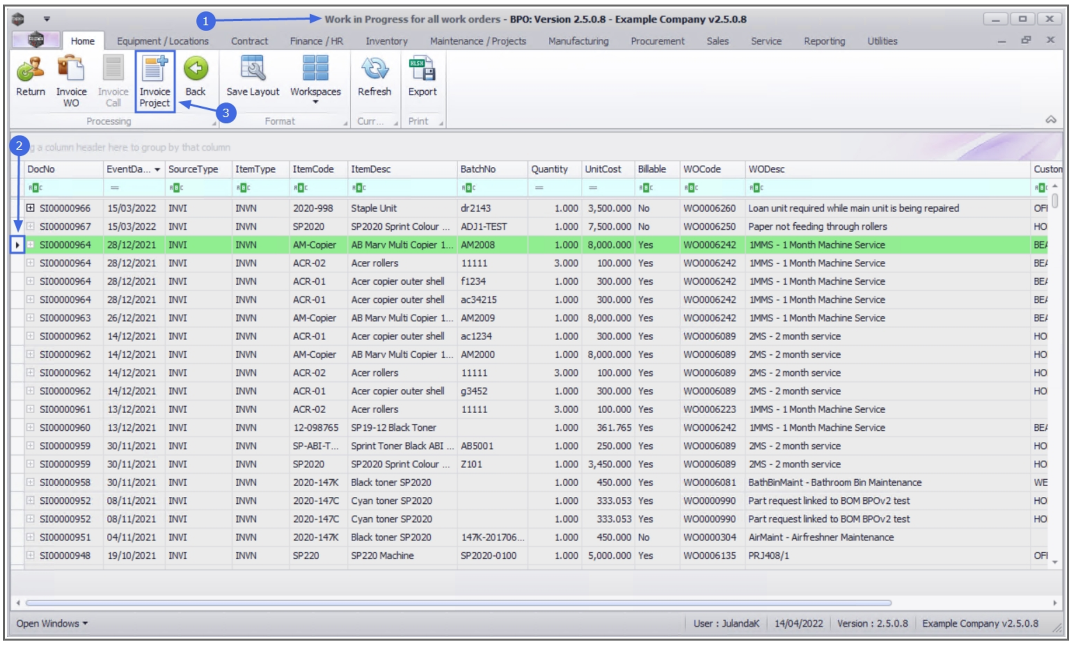
Ribbon Access: *Service > WIP*



1. The ***Work in Progress for all work orders*** listing screen will be displayed.
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***.

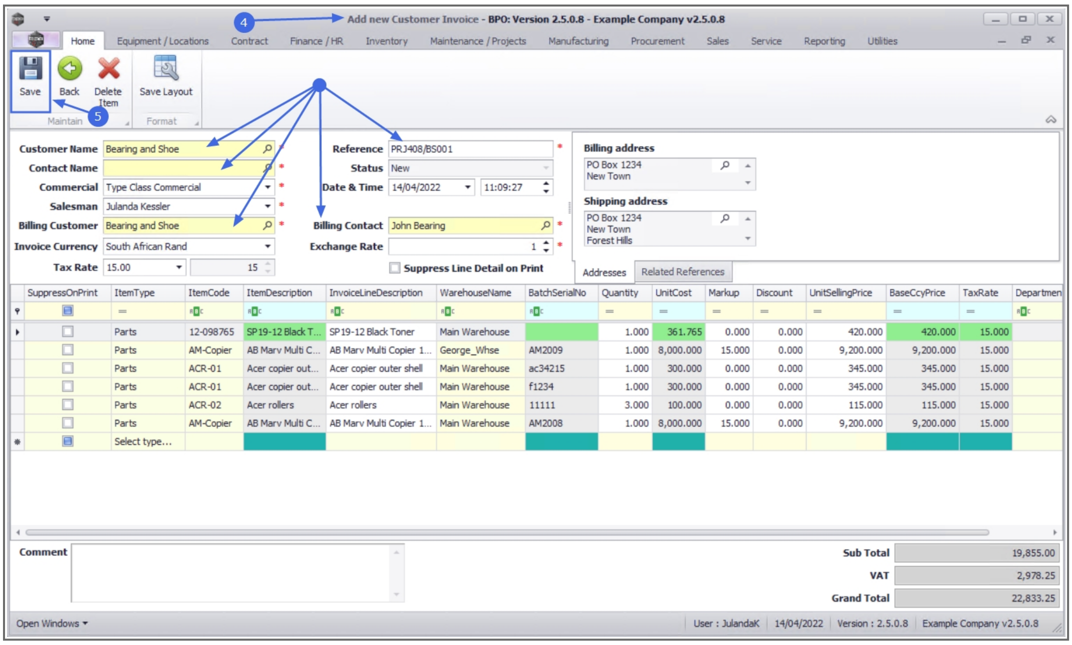


4. The Add new Customer Invoice screen will display.

You will note that the ***Customer Details*** would have been populated.

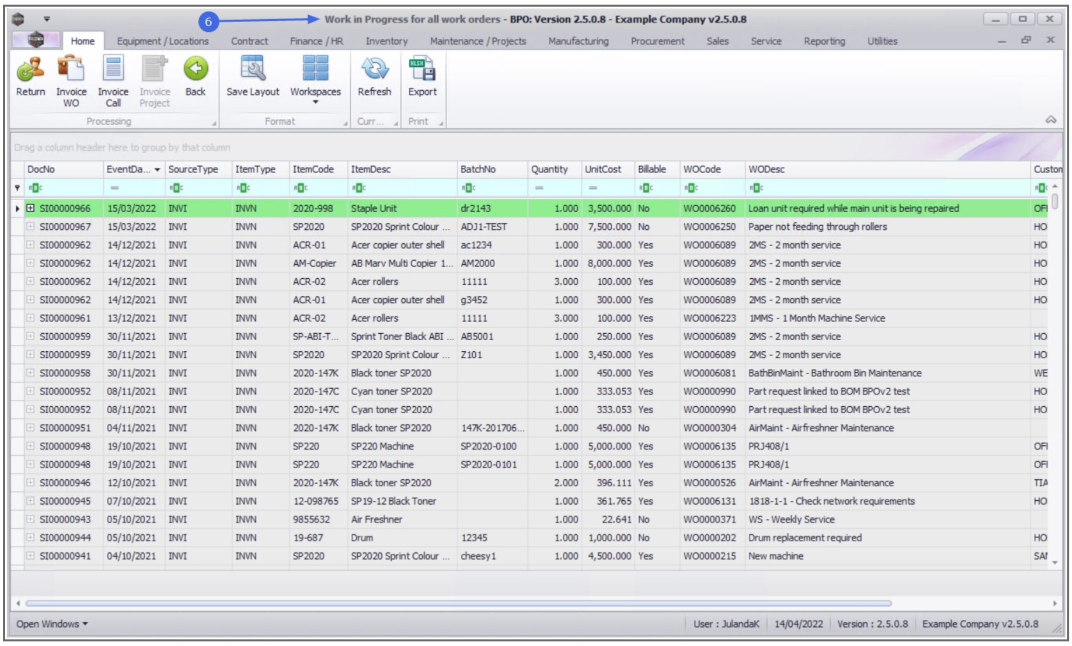
You will need to add a ***Reference No.***, as well as search for the correct ***Contact Name***, ***Billing Customer*** and ***Billing Contact***, if more than one has been set up for the customer.

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



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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