

Work Order Tab

Wed, Jan 17, 2024 Viewing/Editing an Invoice

The Work Order tab on the invoice screen shows some summary information about the Work Order associated to the Invoice. For standard invoices, the following screen is shown:

Work Order

Work Order N°

1093955

Client

Demo Client

Resource

Metro Rod

Building

Bedford

Status

Job completed - in invoice process

Contract

Comprehensive?

Contract Notes

Creation Notes

toilet in the disabled toilet is blocked and only draining slowly, can this be unlocked please

Existing Invoices

Invoice Number	Tax Point	Status	Net Value	VAT	Total	Type	No Further Inv...
707689 (Current)	23/05/2017	Payment Sub...	£155.00	£31.00	£186.00	Standard	Yes

Total Paid (net)

£155.00

Approved (net)

£0.00

Unapproved (net)

£0.00

The Work Order section on the left hand side details the pertinent information from the Work Order the Invoice is associated to.

The right hand side details any existing invoices against the Work Order and the status of those invoices. The Invoice currently open has "(Current)" appended to the Invoice Number. The "Type" column indicates whether this is a standard Invoice, or a Consolidated Invoice. Additionally, should there be Work Orders visited on the same day as the current Work Order (same site, same day, same Resource), then these will also be displayed here.

For consolidated invoices, the following screen is shown:

Work Orders							
Work Order Id	Fixed Cost	Call Out Fee	Time on Site C...	Parts Cost	Misc Cost	Final Invoice?	Unapproved Reasons
Filter...						Filter...	Filter...
1067895	£184.42	£0.00	£0.00	£0.00	£0.00	Yes	
1067887	£250.53	£0.00	£0.00	£0.00	£0.00	Yes	
1067902	£262.16	£0.00	£0.00	£0.00	£0.00	Yes	
1067897	£228.83	£0.00	£0.00	£0.00	£0.00	Yes	
1067901	£263.99	£0.00	£0.00	£0.00	£0.00	Yes	
1067896	£178.93	£0.00	£0.00	£0.00	£0.00	Yes	
1067894	£65.13	£0.00	£0.00	£0.00	£0.00	Yes	
1067898	£64.80	£0.00	£0.00	£0.00	£0.00	Yes	
1067899	£263.66	£0.00	£0.00	£0.00	£0.00	Yes	
1067891	£54.40	£0.00	£0.00	£0.00	£0.00	Yes	
1067939	£53.17	£0.00	£0.00	£0.00	£0.00	Yes	
1067890	£91.08	£0.00	£0.00	£0.00	£0.00	Yes	
1067918	£180.25	£0.00	£0.00	£0.00	£0.00	Yes	
1067924	£144.50	£0.00	£0.00	£0.00	£0.00	Yes	
1067806	£148.08	£0.00	£0.00	£0.00	£0.00	Yes	
1067815	£100.00	£0.00	£0.00	£0.00	£0.00	Yes	
1067946	£109.90	£0.00	£0.00	£0.00	£0.00	Yes	
1067911	£115.42	£0.00	£0.00	£0.00	£0.00	Yes	
1067956	£99.00	£0.00	£0.00	£0.00	£0.00	Yes	
1067968	£84.92	£0.00	£0.00	£0.00	£0.00	Yes	
1067970	£88.83	£0.00	£0.00	£0.00	£0.00	Yes	
1067807	£60.88	£0.00	£0.00	£0.00	£0.00	Yes	
1067833	£111.42	£0.00	£0.00	£0.00	£0.00	Yes	
1067836	£74.08	£0.00	£0.00	£0.00	£0.00	Yes	
1067943	£109.58	£0.00	£0.00	£0.00	£0.00	Yes	
1067872	£83.28	£0.00	£0.00	£0.00	£0.00	Yes	
1067969	£75.92	£0.00	£0.00	£0.00	£0.00	Yes	
1067876	£117.92	£0.00	£0.00	£0.00	£0.00	Yes	
1067856	£94.00	£0.00	£0.00	£0.00	£0.00	Yes	
1067824	£383.08	£0.00	£0.00	£0.00	£0.00	Yes	
1067940	£123.00	£0.00	£0.00	£0.00	£0.00	Yes	
1067941	£101.18	£0.00	£0.00	£0.00	£0.00	Yes	
1067966	£121.92	£0.00	£0.00	£0.00	£0.00	Yes	

This details all the associated Work Orders to this Consolidated Invoice, with a hyperlink on each invoice that when clicked, opens the Work Order Detail Page for that Work Order.

