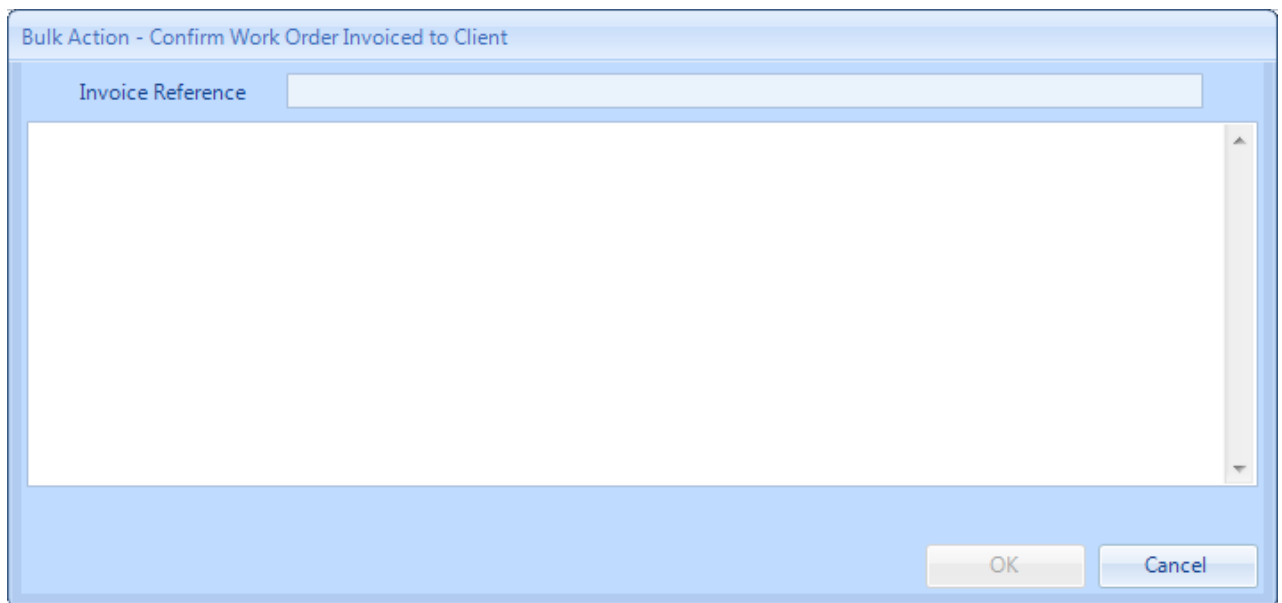


Confirm WO invoiced to Client

📅 Wed, Jan 17, 2024 📁 [Invoices Sub Menu](#)

As part of the Invoice Management process, it may be possible that Users wish to make note that their Invoices or a single Invoice has been invoiced to their Clients for a particular Work Order. This is done via the "Confirm WO Invoiced to Client" button and the following steps:

1. Choose the Invoice or Invoices that are to have the Confirm WO invoice to Client flag set on them and click the "Confirm WO Invoiced to Client" button.
2. The Bulk Action - Confirm Work Order Invoiced to Client screen appears. All that is required on this screen is an Invoice Reference and some notes. Once those have been entered, click "OK" to submit the changes.



The screenshot shows a dialog box titled "Bulk Action - Confirm Work Order Invoiced to Client". It features a light blue header bar with the title. Below the header, there is a section labeled "Invoice Reference" with a text input field. The main body of the dialog is a large white area with a vertical scrollbar on the right side, intended for notes. At the bottom right, there are two buttons: "OK" and "Cancel".

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=369>