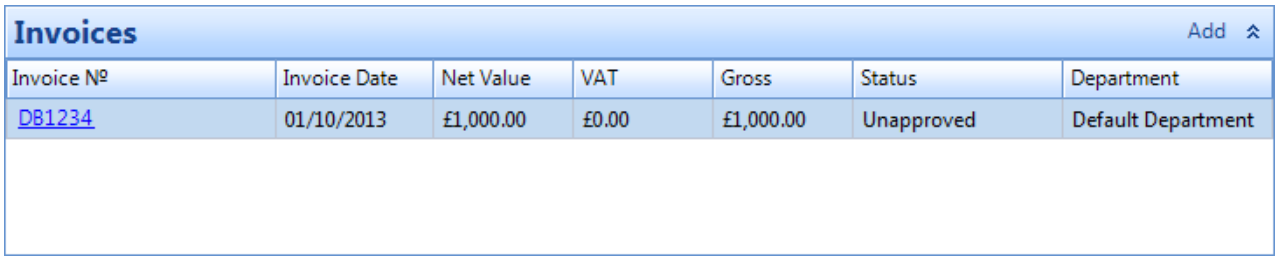
Adding/Editing Invoices

Wed, Jan 17, 2024 Helpdesk Work Page Invoice Actions

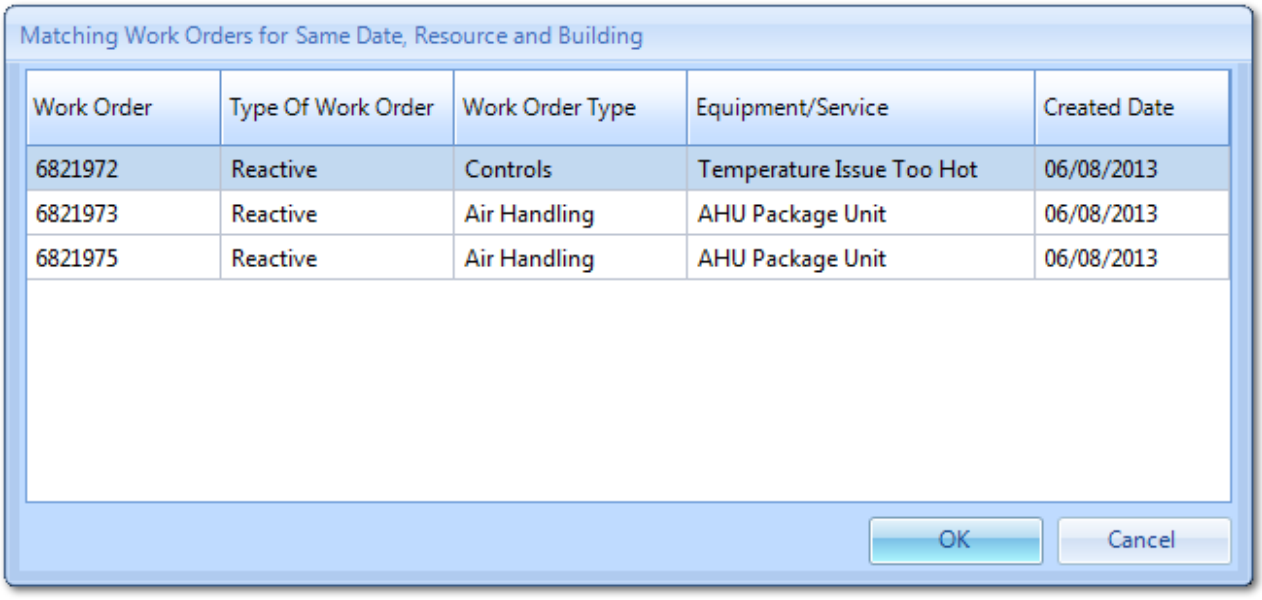
When the work for a Work Order has been completed, the Invoice will need to be added to the Work Order to ensure the work is paid for. Some Work Orders may have Invoices against them already but they could contain incorrect data. Both of these actions can be performed by going to the Invoice section of the Work Order. To add a new Invoice the User would need to click on the "Add" button. To edit an existing Invoice the User would need to clicking on the hyperlinked Invoice number.

1. When in the appropriate Work Order, go to the Invoices section of the Work Order. From this section, the User will be able to see if there are any existing Invoices added to this Work Order. To edit an existing Invoice click on the hyperlinked Invoice number. New Invoices can be added to the Work Order by clicking the "Add" button.

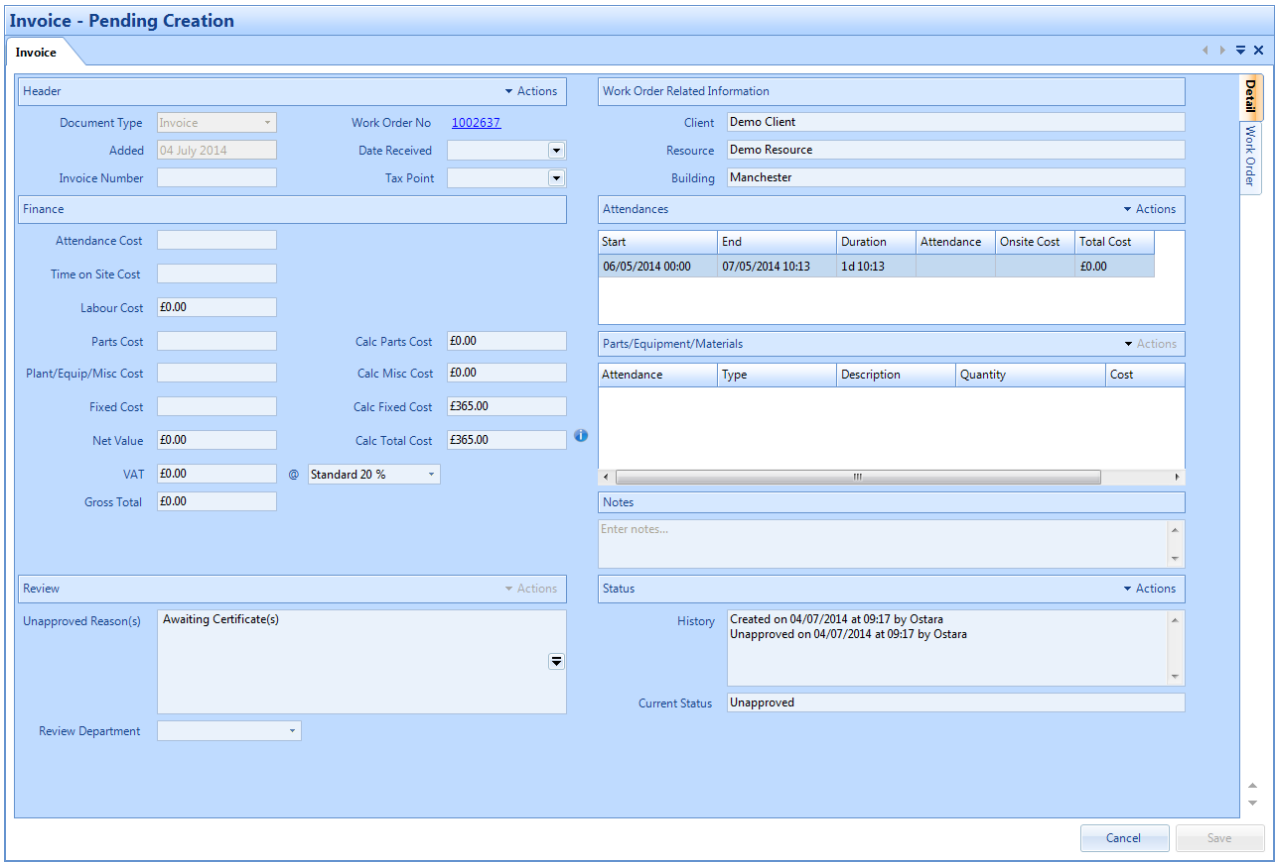


Invoice №	Invoice Date	Net Value	VAT	Gross	Status	Department
DB1234	01/10/2013	£1,000.00	£0.00	£1,000.00	Unapproved	Default Department

2. If the Work Order the Invoice is being added to was attended to on the same day, was at the same Building and was assigned to the same Resource as other Work Orders, the Matching Work Orders screen will be displayed. This screen is just a reference to inform the User of the work this Resource has started at this Building on the same day. To continue, click "OK".



3. The Invoice tab will then open. This is where all the Invoice information is entered, concerning the work that was carried out. This works in the same way as creating an allocated Invoice but contains some pre-calculated cost fields that are taken from the Resource rates and are calculated automatically. The fields are explained below:



Note: From the invoice you will be able to view the work order by switching to the work order tab down the side of the invoice screen.

Header
Document Type is a non-editable field that contains the type of Invoice

Work Order No displays the work order number (hyperlinked in order for the user to go back to the work order more easily)

Added is a non-editable field that contains the date the Invoice was added to the system.

Date Received is a calendar drop down where the date the Invoice was received is entered.

Invoice Number is a freeform field where the number of the Invoice is entered.

Tax Point is a calendar drop down where the tax point for the Invoice is entered.

Work Order Related Information
Client contains the Client that was selected when raising the work order.

Resource contains the Resource that was selected when raising the work order.

Building contains the Building that was selected when raising the work order.

Finance
Attendance Cost is a numerical field in which the cost of the attendance for the work is entered.

Time on Site Cost is a numerical field in which the cost of the time spent on site for the work is entered.

Labour Cost is a non-editable field which calculates the Attendance Cost and Time on Site Cost.

Parts Cost is a numerical field in which the cost of any parts used to complete the work is entered

Calc Parts Cost is a calculated field that is derived from the information provided in the Stop Job process.

Plant/Equip/Misc Cost is a numerical field in which any other costs that relate to the work are entered.

Calc Misc Cost is a calculated field that is derived from the information provided on the work order prior to adding the invoice.

Fixed Cost is a numerical field in which an all-inclusive price for the work that was carried out is entered. If a Fixed Cost is entered it supersedes any other costs (e.g. Calculated costs, AOVs) as the Fixed Cost is the final amount that will be charged.

Calc Fixed Cost is a calculated field that is derived from any fixed costs added to the work order.

Net Value is the total value of all the costs. This calculates the value automatically.

VAT is a numerical field where the VAT cost is entered. The drop down field contains the VAT rates available.

Gross Total is the total sum of the Net Value and the VAT costs.

Attendances
This lists all attendances that apply to the work order selected. The User can amend the start/stop times from here by clicking on the Actions dropdown and selecting amend start/stop times.

Parts/Equipment/Materials
This lists any Parts/Equipment/Material that were entered as part of the Stop Job Process. The User can amend or add Parts/Equipment/Materials from here by clicking on the Actions dropdown and selecting amend Parts/Equipment/Materials.

Notes
Invoice Notes is a freeform field where any notes that are relevant to the Invoice can be entered.

Review
Unapproved Reasons is a pop up menu where any reasons as to why the Invoice is

unapproved can be selected. There are a number of Unapproved reasons that are applied automatically, these are as follows:
Awaiting Certificate(s) - If the work order is at 5.20 because a Certificate is required.
Awaiting Meter readings - If the work order is at 5.20 because a meter reading is required.
Awaiting RFI - If the work order is at 5.20 because an RFI is required.
Non segregation of duty - If the Work Order was created by the same person that is entering the invoice
Work Order not at a status complete - If the Work Order has not been completed
No Further Invoices Expected - If the Work Order has an Invoice on it that has the "No further invoices expected" flag on it. This only applies for Invoices, Credit Notes are not affected by this.

Review Department is a drop down menu where the department the Invoice is going to be reviewed by is chosen.

Status
History is a non-editable field that lists all the actions performed on the invoice

Current Status is a non-editable field that displays the current status of the invoice.

4. Once all the Invoice information has been entered, click "Save".

Editing an Invoice from a Work Order
The "Edit" function works in the same way as the "Add" function, the only difference is that the Invoice is being edited and not added. To edit an Invoice from the Work Order, simply click the hyperlinked Invoice number. This will open the Invoice in a new tab for the User to amend.
If the User has the Can Edit Invoices Permission, then any Invoice screen will open in Edit mode. If the User only has view Permissions, then opening an Invoice screen will open in read only mode.

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