Adding Additional Invoice Lines

🛗 Fri, Jan 19, 2024 🛛 🖿 Submit Invoice/Credit Note

In some cases, the Resource may need to add additional lines to the invoice due to there being different VAT/Tax rates based on parts and labour etc. These additional lines can be added using the "Add Additional Invoice Line..." button.

Submit Invoice							
Time							
North Onder Number							
work Order Number	1173657 Check WO Details						
Building Name	Building 1						
Job Task	CCTV, CCTV Camera Internal, Damaged						
	* If this is not the building and job task that your invoice refers to, please re-enter the work order number						
	An invoice and worksheet must be provided, either uploaded as separate documents, or combined as one file and uploaded together						
	opidad invoice/worksheet(s)						
Date Submitted	20/04/2018						
Invoice Number	0						
Tax Point	20/04/2018						
Call Out Fee	0.00						
Time on Site Cost	0.00						
Labour Cost	0.00						
Parts Cost	0.00						
Plant/Equip/Misc Cost	0.00 0						
Net	0.00						
Tax	0.00 Sales Exempt Sales Tax (USA) 0 % V 0 Add Additional Invoice Line						
Gross	0.00						
Invoice Notes	•						
Submit Cancel							

Upon clicking this, the User is shown a window in which the details of the additional line can be added. A Description of what the additional line is for and the Cost can be entered. Upon entering the Cost, the field is calculated depending on the Tax code used. A different Tax code can also be selected from the drop down. The Gross is then updated underneath the Tax field. Clicking "OK" will add this line to the invoice.

Add Addit	tional Invoice Line
Description	
Cost	
Tax	
Gross	0.00
	Ok Cancel

Any additional lines will be shown in the Submit Invoice screen along with the calculated Tax and Gross.

Additional Lines	Name	Cost	Tax Code	Tax	Gross	
	Labour	50.00	Sales Tax MA (USA) 6.25 %	3.13	53.13	Edit Remove
Net	50.00					
Tax	3.13					
Gross	53.13					

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