

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

Type Invoice

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

[Upload Invoice/Worksheet\(s\)...](#)

Date Submitted 20/04/2018

Invoice Number ⓘ

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 ⓘ

Net 0.00

Tax 0.00 Sales Exempt Sales Tax (USA) 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 Additional Invoice Line

Description

Cost

Tax

0.00

Sales Tax MA (USA) 6.25 %

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					

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=553>