



Work Instruction

Viewing Jobs for Invoicing (Agency)

Once claims have been approved in the Approvals tab, they are then ready for invoicing by the FM. Claims to be invoiced are visible from both the Approvals tab and the Invoicing tab. Access to these tabs is dependent on the *User access permissions* and may not be available to all Users.

To view jobs ready for Invoicing as an Agency, complete the following steps:

1. Select the Asset from the Asset List pane. (**Note:** Alternatively, users can select the Agency).
2. Select the Invoicing tab from the Works Tabs pane.
3. Select the To be invoiced radio button. (**Note:** Results will appear in the display window. Large lists may take some time to compile results).
4. Select the required jobs from the display window
 - Mouse-click to select individual jobs
 - OR search jobs using the top row search fields i.e. Job Indent can search all district jobs that being with 90/
 - Click the Select All button to highlight the entire list.
 - Click the Clear Selection to deselect the entire list
5. View the Current Invoice Total of the selected jobs.

The screenshot shows the 'Invoicing' tab selected in the top navigation bar. Below the navigation bar, there are three radio buttons: 'To be invoiced' (selected), 'Invoices pending', and 'Invoices to be released'. A search bar at the top left of the table contains '90\'. The table has columns: Job Indent, Remote, Request ID, Note, Claim, Adj, Job Type, Class, Asset, and Job Description. The table contains 12 rows of data, all with checkboxes in the first column. At the bottom of the interface, there are buttons for 'Select All' and 'Clear Selection', and a 'Current Invoice Total' field showing '\$4,211.55'. Red circles and arrows highlight the 'Invoicing' tab, the search bar, the 'Select All' button, and the 'Current Invoice Total' field.

Job Indent	Remote	Request ID	Note	Claim	Adj	Job Type	Class	Asset	Job Description
90\									
<input checked="" type="checkbox"/>		9002153		Y	100	0	BREAKDOWN MAINTENANCE	U	00986 WHY-118/15--SECURITY LIGHT CONTROLLEP
<input checked="" type="checkbox"/>		90062120			100	0	BREAKDOWN MAINTENANCE	U	00986 WHY-116/15--REPLACE LARGE WINDOW-BLE
<input checked="" type="checkbox"/>		90061905			100	0	BREAKDOWN MAINTENANCE	U	00986 WHY-110/15-CHECK GUTTERS-SUPPLY QUO
<input checked="" type="checkbox"/>		90061858			100	0	BREAKDOWN MAINTENANCE	U	00986 WHY-109/15-AIR COND IN CHILDCARE CHIL..
<input checked="" type="checkbox"/>		90061848			100	0	BREAKDOWN MAINTENANCE	U	00986 WHY-108/15-- EVAP COOLER IN WORK SHO.
<input checked="" type="checkbox"/>		90061837			100	0	BREAKDOWN MAINTENANCE	U	00986 WHY-106/15--AIR COND IN CLASSROOM NOT
<input checked="" type="checkbox"/>		90061485		Y	100	0	BREAKDOWN MAINTENANCE	U	00986 WHY-97/15- LOAD ALARM PROGRAM TO NEV
<input checked="" type="checkbox"/>		90060660			100	0	BREAKDOWN MAINTENANCE	U	00986 WHY-77/14 - PADS ON 2 UNITS IN MACHIN..
<input checked="" type="checkbox"/>		90058798			100	0	BREAKDOWN MAINTENANCE	U	00986 WHY-13/14--REPLACE 2 PLASTIC SHEETS O.
<input checked="" type="checkbox"/>		90055896			100	0	PREVENTATIVE MAINTENANCE	S	00986 FIRE FEB 2015 PREVENTATIVE MAINTENANC

