

# Invoicing

Aptean Ltd  
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# 1 Invoicing

This screen allows you to tag jobs as being invoiced.

 **Note:** This screen doesn't invoice or create invoice reports - it is there simply to allow you some admin control over your own invoicing processes.

When the screen starts, you will be prompted to enter searching criteria from:

- *Load ID.*
- *Job ID.*
- *Service ID.*
- *Job Group.*
- *Job Code.*
- *Service Type.*
- *Reg Number.*
- *VIN Number.*
- *SIM Number.*
- *Customer Code.*
- *Invoiced* - selected from a drop-down list.

Once you have entered the criteria, click **Search**. The screen will display a table of all the matching data. Any plain text boxes will match data that contains what you enter as the criterion.

Find

Load ID <input type="text"/>	Job ID <input type="text"/>	Service ID <input type="text"/>	Job Group <input type="text"/>
Job Code <input type="text"/>	Service Type <span>Select a value ▼</span>	Customer Code <input type="text"/>	Invoiced <span>Please Select ▼</span>
Reg Number <input type="text"/>	VIN Number <input type="text"/>	SIM Number <input type="text"/>	

  Search

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Current Services Records Per Page: 10 ▼

Load	Job	Service	Group	Code	Registration	VIN	SIM	Customer	
GENL09	GENL09011	BX65EUV	OTHER	GENL09-S01	BX65EUV			<a href="#">Cust001</a>	<input type="checkbox"/>
GENL09	GENL09011	CK1558X	OTHER	GENL09-S01	CK1558X			<a href="#">Cust001</a>	<input type="checkbox"/>
GENL09	GENL09011	WC51935976	OTHER	GENL09-S01	WC51935976			<a href="#">Cust001</a>	<input type="checkbox"/>
GENL09	GENL09011	WC51935981	OTHER	GENL09-S01	WC51935981			<a href="#">Cust001</a>	<input type="checkbox"/>
GENL09	GENL09011	WV63XPY	OTHER	GENL09-S01	WV63XPY			<a href="#">Cust001</a>	<input type="checkbox"/>
GENL09	GENL09012	BX65EUV	OTHER	GENL09-S02	BX65EUV			<a href="#">Cust002</a>	<input type="checkbox"/>
GENL09	GENL09012	CK1558X	OTHER	GENL09-S02	CK1558X			<a href="#">Cust002</a>	<input type="checkbox"/>

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The results table will display the following columns:

- *Load.*
- *Job ID* - an internal generated reference for this job.
- *Service* - the Service ID, or Service Item ID.
- *Group* - The job group.
- *Job Code* - the main reference for this job.
- *Registration.*
- *VIN.*
- *SIM.*
- *Customer* - the customer, displayed as a link. You can click this link to view the customer details in the [Customers](#) screen.

To mark Jobs as Invoiced or not, you can click the check-box associated to the job(s). There is no need to save - the screen saves changes automatically.

