Invoicing

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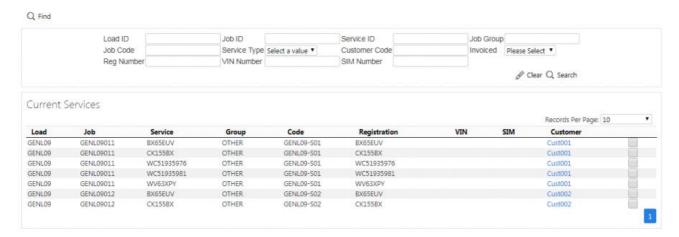
This screen allows you to tag jobs as being invoiced.

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.



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.
- VIŇ.
- 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.

