**How to Invoice from a Work Order**

You can access a work order from the Property or the Supplier, When doing invoices it is easier to pick the Supplier

You will be taken to the Transaction screen and click on process. This takes the money from the property and moves it to the creditor ready for payment

You may get a pop up screen, this will show you if any properties have keepbacks at present.

When finished, select all the invoices that you want to process

Then click on generate the top of screen

When finished click on Save

It will show in the list above. If you have more invoices to enter do so now

If you want to attach the invoice, click on the Paper clip and browse to attach.

If on charging the tenant, fill in the tenant area and this will create an invoice for the tenant

If you are entering in all the invoice information. Start filling in the fields in the middle column.

Cost of Invoice

If you are entering the invoice price and information you DO NOT need to change the status.

If you are just checking details and passing the invoice on, then change the status to Work Completed

Find the Supplier in the Supplier list. Click on drop down arrow and choose Work Order

Find the work order in the list, highlight and click on Edit