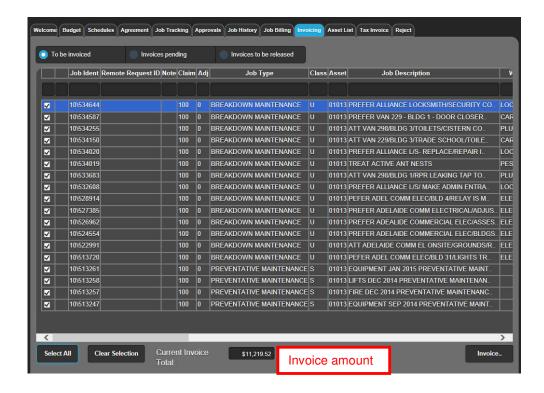
Work Instruction

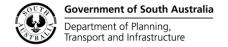
Viewing Jobs for Invoicing (Facilities Manager)

Facilities Managers (FM's) have a similar view from the <u>Invoicing</u> tab with additional functionality to raise Invoices. The FM will select the claims to be included on a *Tax Invoice* and assign an Invoice Number to the group of claims. This produces an invoice for payment to the Facilities Management Provider.

To view jobs ready for Invoicing as a Facilities Manager, complete the following steps:

- Select the <u>Agency</u> from the <u>Asset List</u> pane. (**Note**: alternatively, FM's can select individual Assets).
- 2. Select the Invoicing tab from the Works Tabs pane.
- 3. Select the <u>To be invoiced</u> 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 <u>Select All</u> button to highlight the entire list.
 - Click the Clear Selection to deselect the entire list





Click the Invoice button. (Note: the Invoice Jobs box will be displayed).

- 6. Enter the invoice number in the Invoice No: field.
- 7. Click the Submit button or Cancel to exit.

