

Workshop Order Recharging Procedure

Version 0.1

Author: B. Morrissey
Status: Draft
Date: 30th June 2006

Contact Point:

Seven Asset
Cardinal Court
35 – 37 St Peters Street
Ipswich
Suffolk
IP1 1XF

Telephone: (01473) 261780
Fax: (01473) 261770
E-Mail: bryan.morrissey@sevenasset.co.uk

© Seven Asset Management 2013

CONTENTS

1. SCOPE AND OBJECTIVES	3
2. JAVA OPERATIONS.....	4
2.1. USERS PERMISSIONS	4
2.2. WORKSHOP ORDER (WSO) FINISHING.....	5
3. CHARACTER OPERATIONS.....	8
4. FURTHER JAVA OPERATIONS	11
4.1. OBTAINING THE INVOICING NUMBER.....	11
5. REPORT NET OPERATIONS.....	12
6. CONFIGURATION MANAGEMENT.....	13

1. SCOPE AND OBJECTIVES

This document details the procedure for Workshop Recharge Invoicing in an easy to follow step by step process.

The document is intended to be followed sequentially through each step. The process has been broken down into the three main areas of the result system Java, Character and report net.

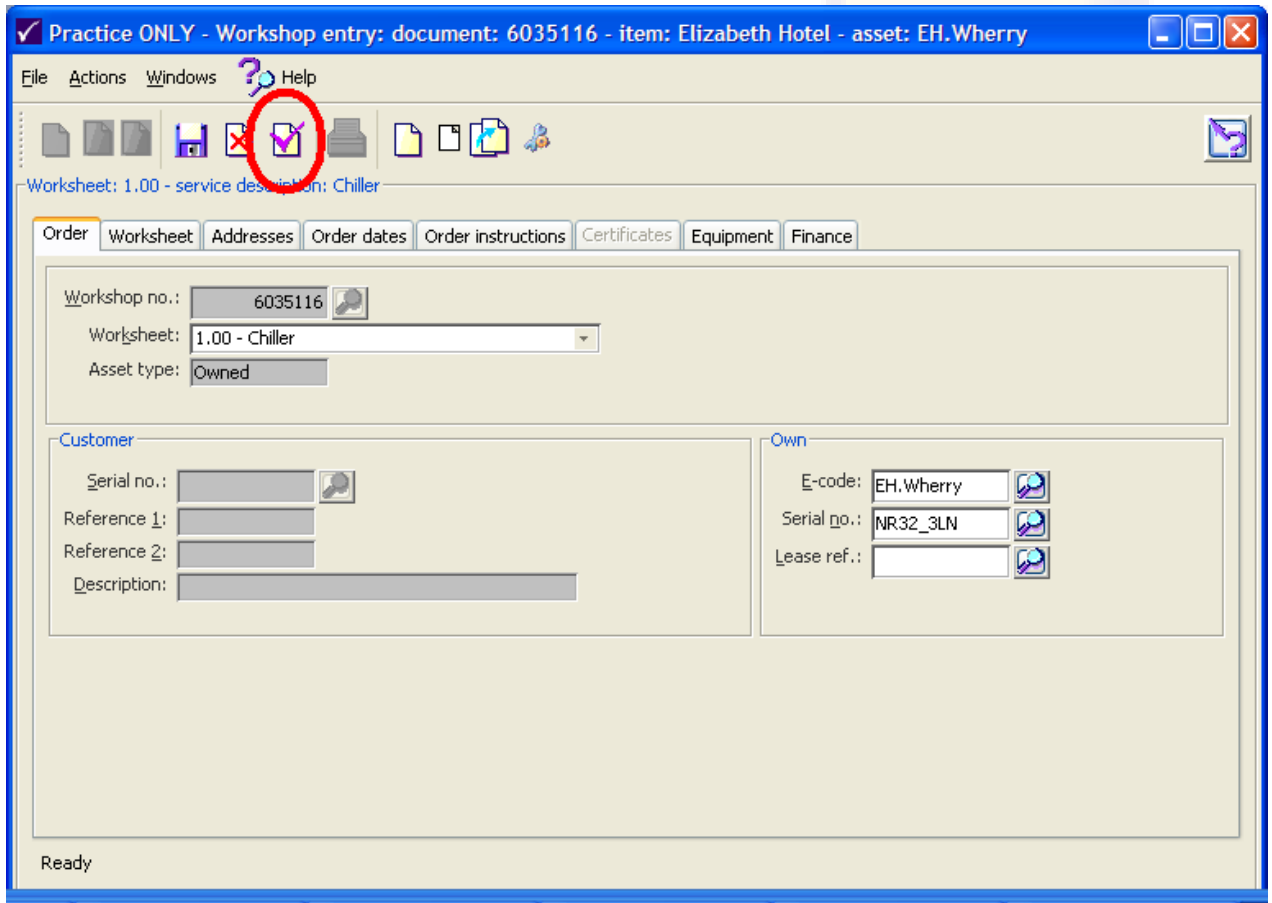
The document details the exact process for an operator to follow and is intended to be a useful training reference.




2. JAVA OPERATIONS

2.1. Users Permissions

To invoice a recharge amount, the Workshop Order (WSO) first needs to be finished in the Java environment. In order to do this, the operator must have the permissions in Java to finish the WSO. To determine if the operator has this permission, open the result Java environment and enter an open WSO number into the Workshop Entry screen and select a worksheet. If the user has permission to close the WSO the following highlighted button will be enabled.

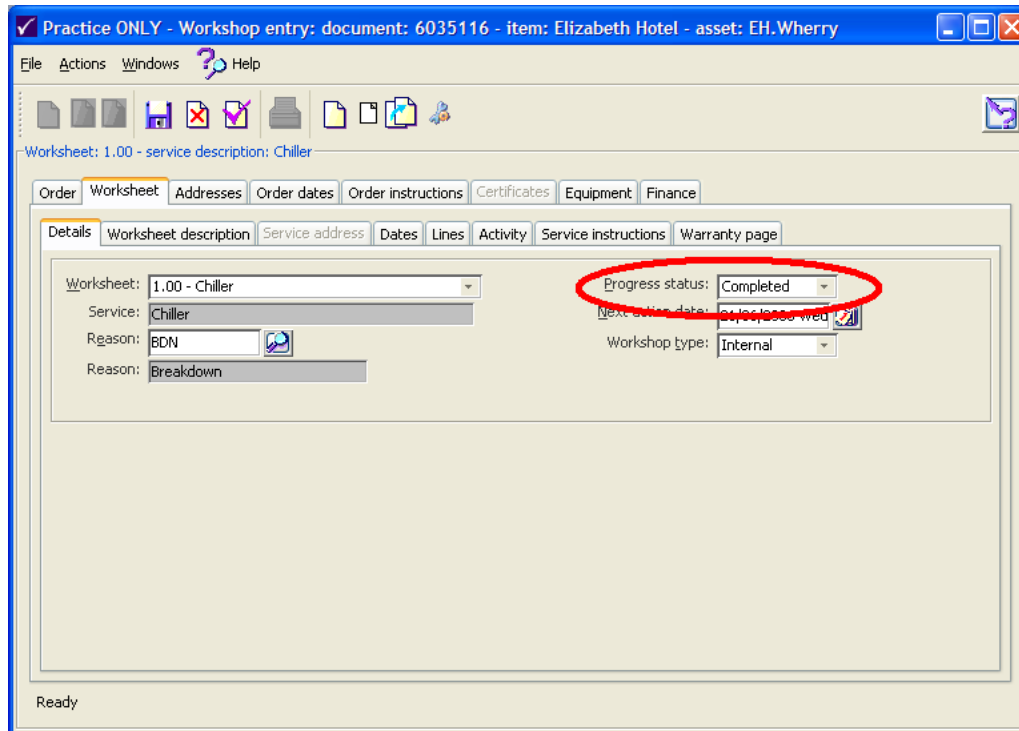


Please contact the system administrator should the button be greyed out like this .

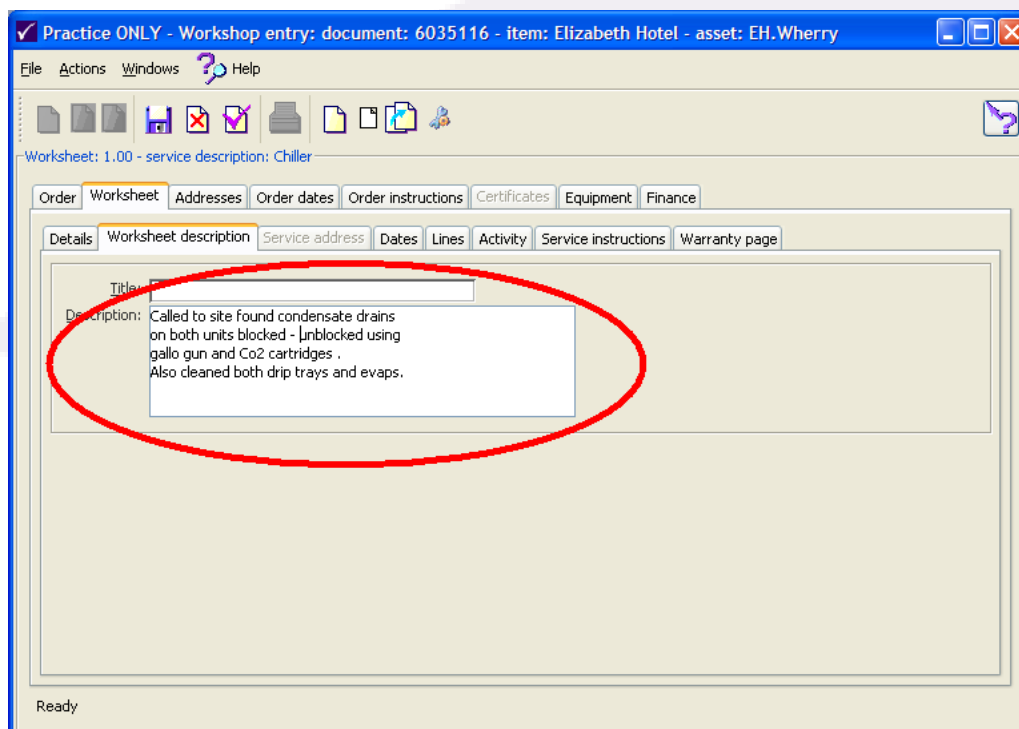
2.2. Workshop Order (WSO) Finishing

Enter the WSO number and select the relevant worksheet in Workshop Entry.

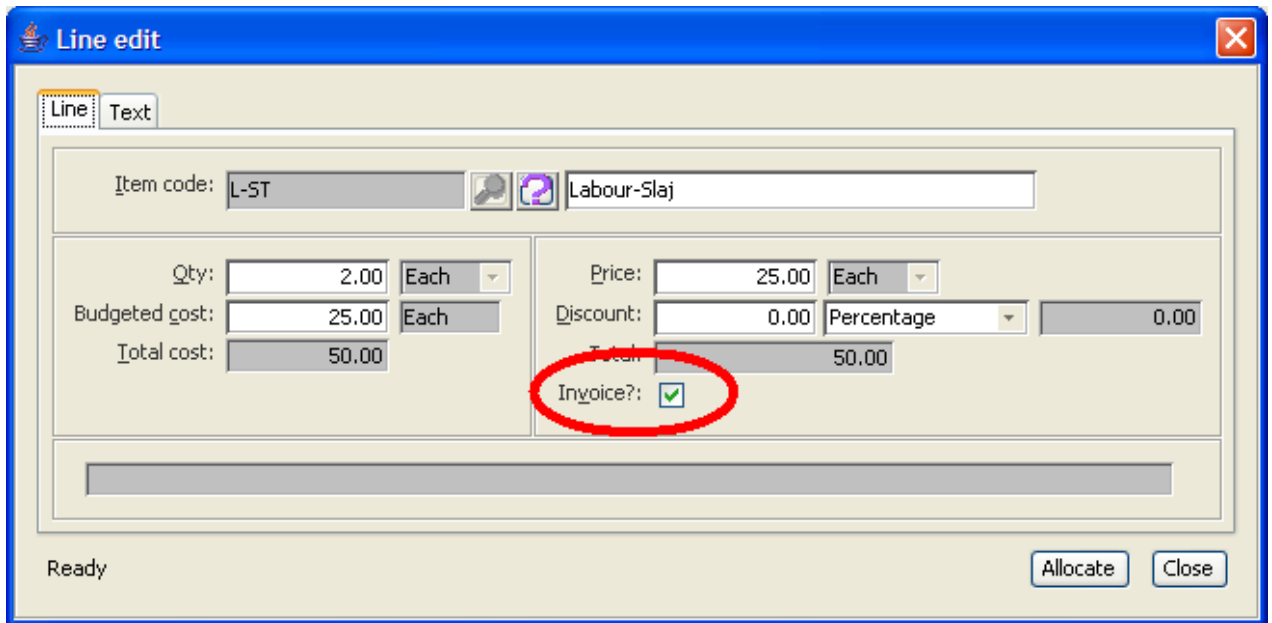
- Click the Worksheet Tab and check that the Progress Status is set to Completed



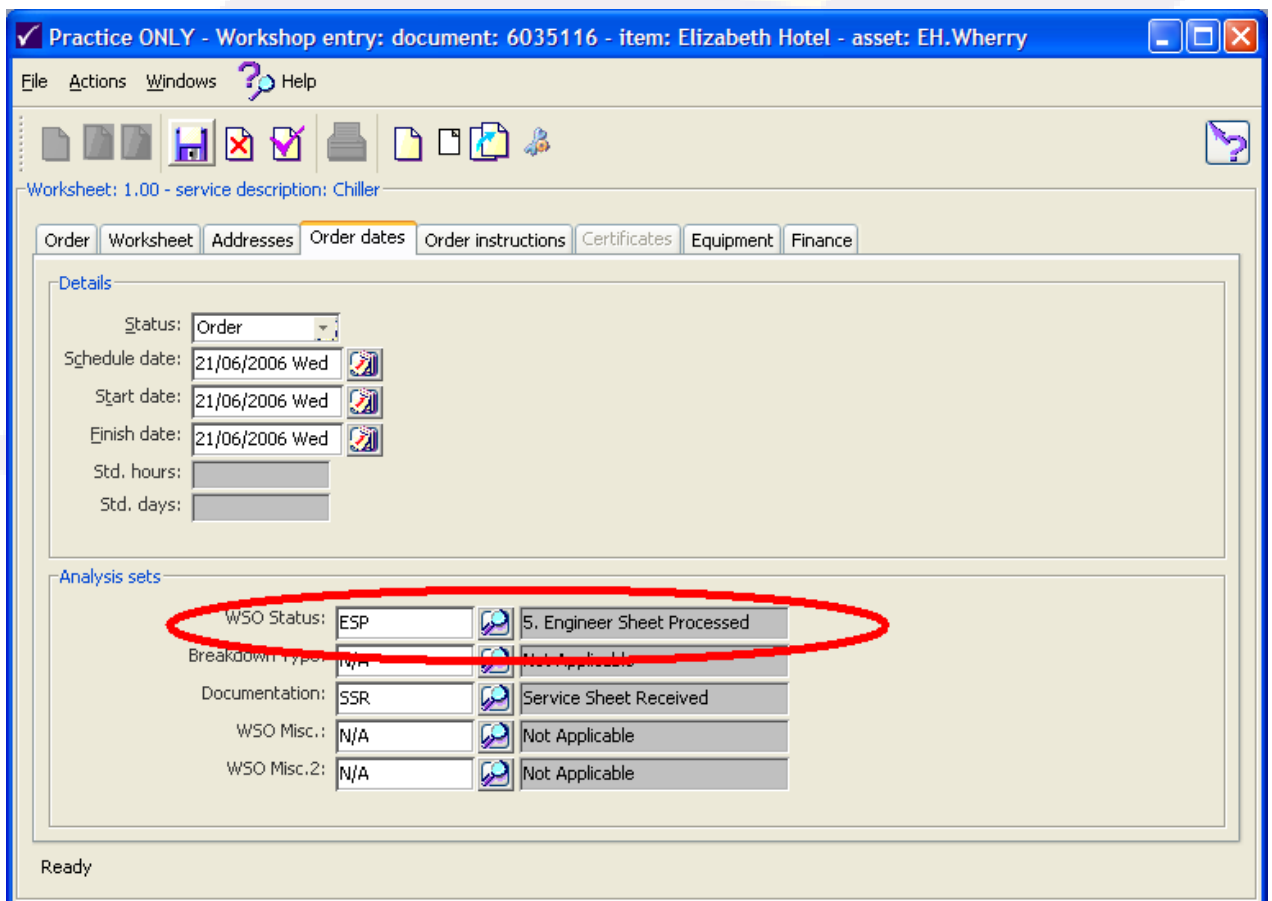
- Click the Worksheet description and ensure that the recharge information has been entered in the test box.



- Click the dates tab and check the completion date is correct
- Click on the lines tab, then double click on the line with the recharge. The following window will be presented.



- Check that the Invoice box is ticked as highlighted above
- Click on the Order Dates tab and check that the WSO status is set to ESP (Engineer Sheet Processed) or IP (Invoice Processed) as shown below.



- Click on the Finance Tab and check the amount in the revenue box (as highlighted below) This is the amount that will be on the Invoice that will be created.

Practice ONLY - Workshop entry: document: 6035116 - item: Elizabeth Hotel - asset: EH.Wherry

File Actions Windows Help

Worksheet: 1.00 - service description: Chiller

Order Worksheet Addresses Order dates Order instructions Certificates Equipment Finance

Invoice

Parts cost: 0.00

Labour cost: 50.00

Revenue: 50.00 Margin: 0.00 Profit %: 0.00

Warranty

Parts cost: 0.00

Labour cost: 0.00

Revenue: 0.00 Margin: 0.00 Profit %: 0.00

Non charge


Parts cost: 0.00

Labour cost: 0.00

Over all

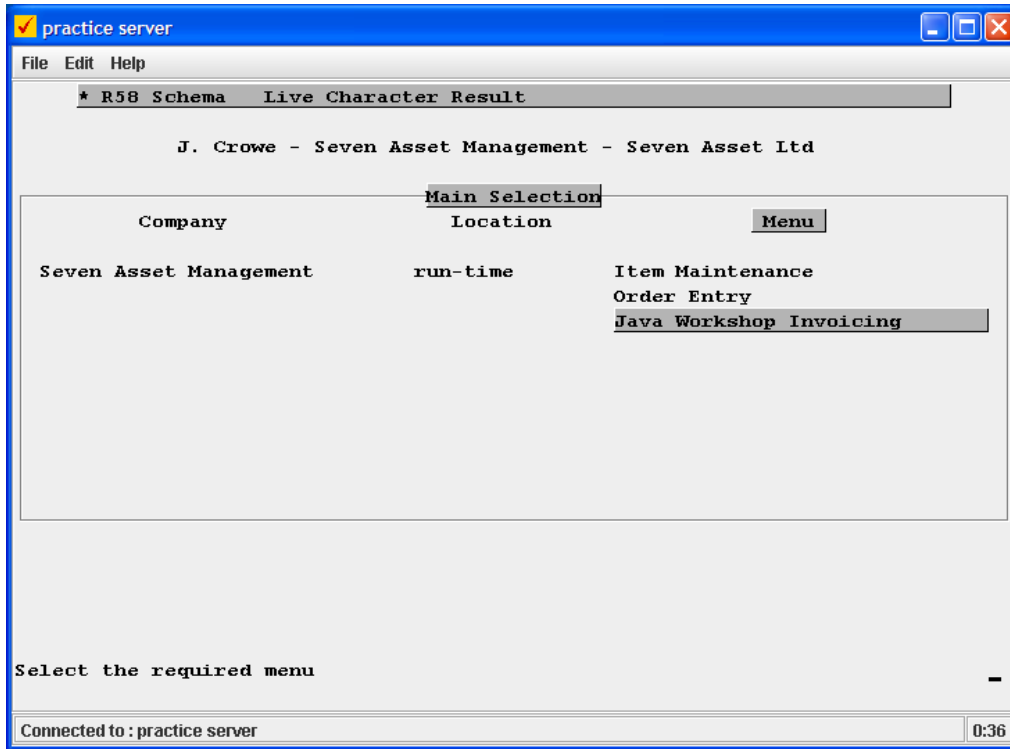
Revenue: 50.00 Cost: 50.00 Margin: 0.00 Profit %: 0.00

Ready

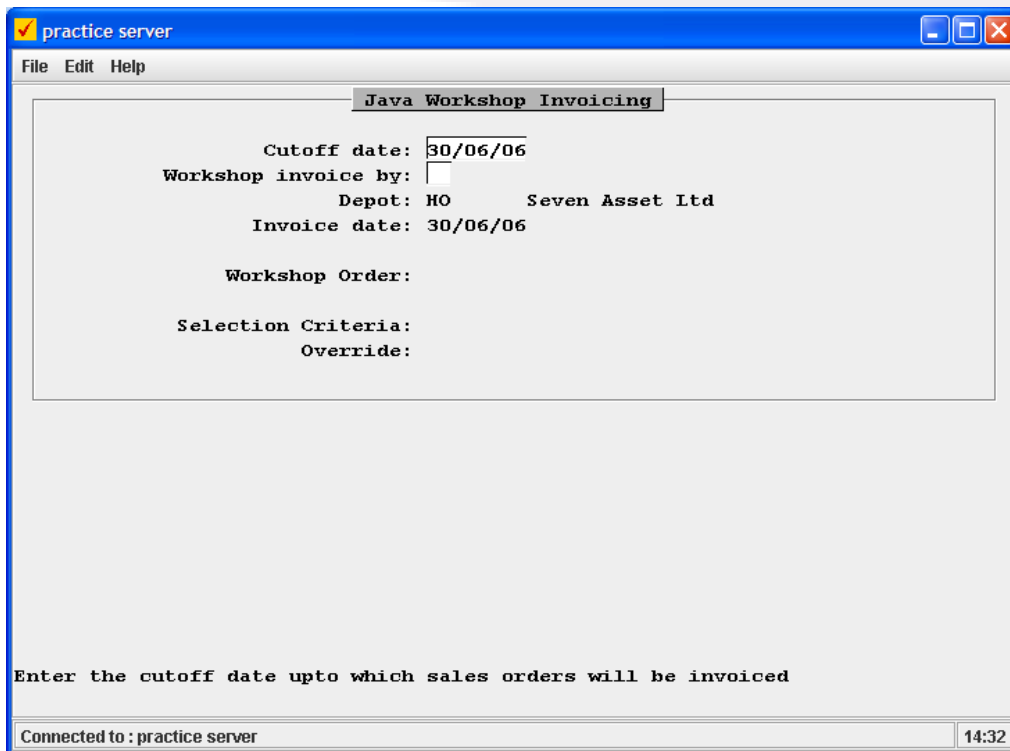
- If all is as required, the Finish WSO can be clicked, . **Doing this means that the WSO will be closed and that no information contained in it can be edited any further.**

3. CHARACTER OPERATIONS

- Start the character terminal and select Java Workshop Invoicing as shown below

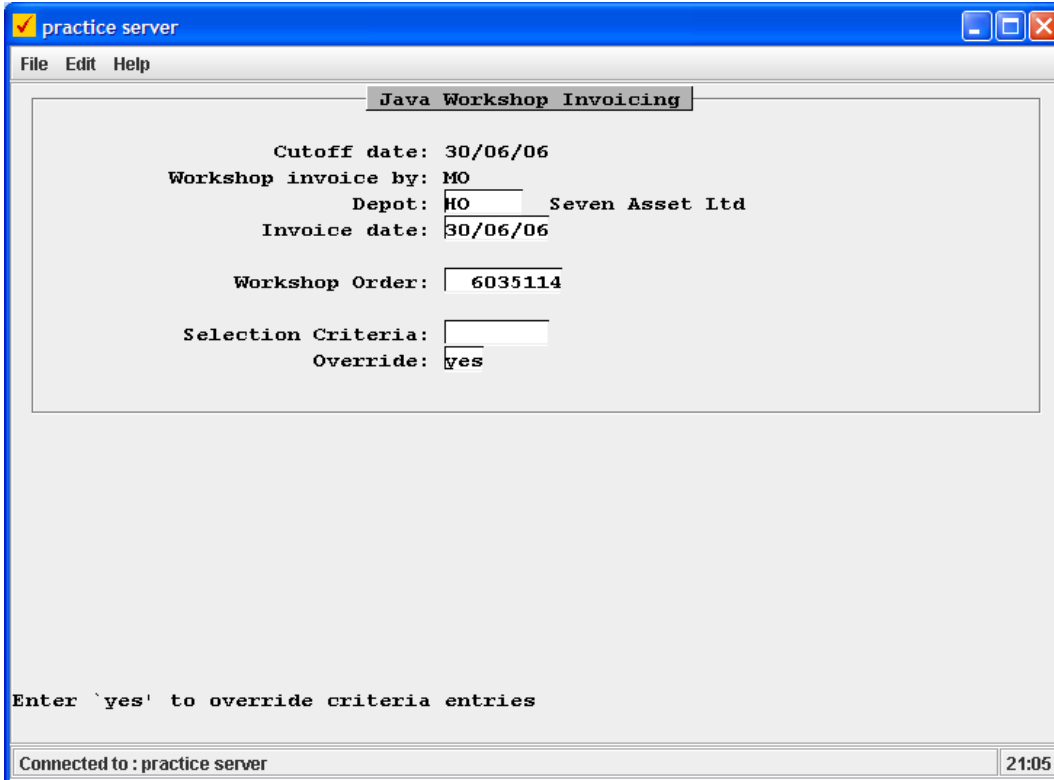


- You will then be presented with the following screen

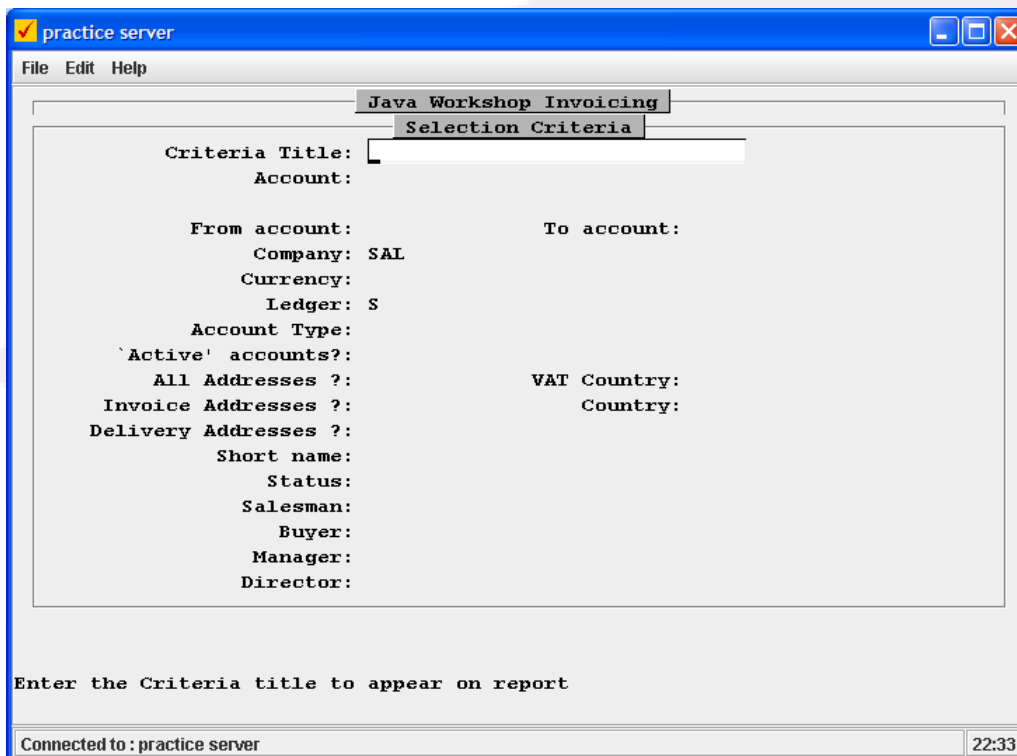


- Enter MO into the Workshop Invoice by field and press return.

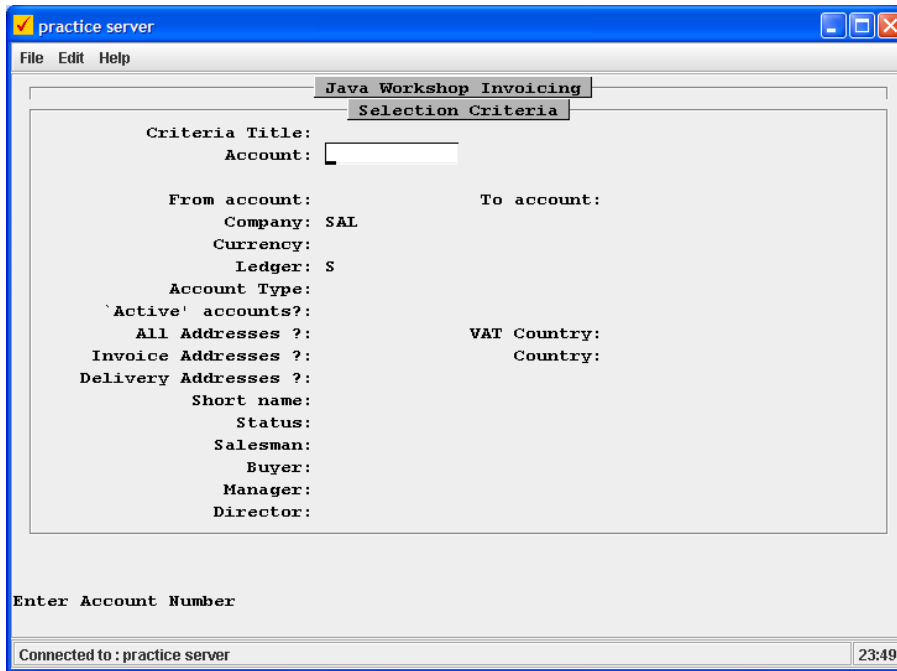
- Enter the job date into the Invoice date field.
- Enter the WSO number into the Workshop Order field.
- Type Yes into the selection Criteria field. The screen should now look similar to this



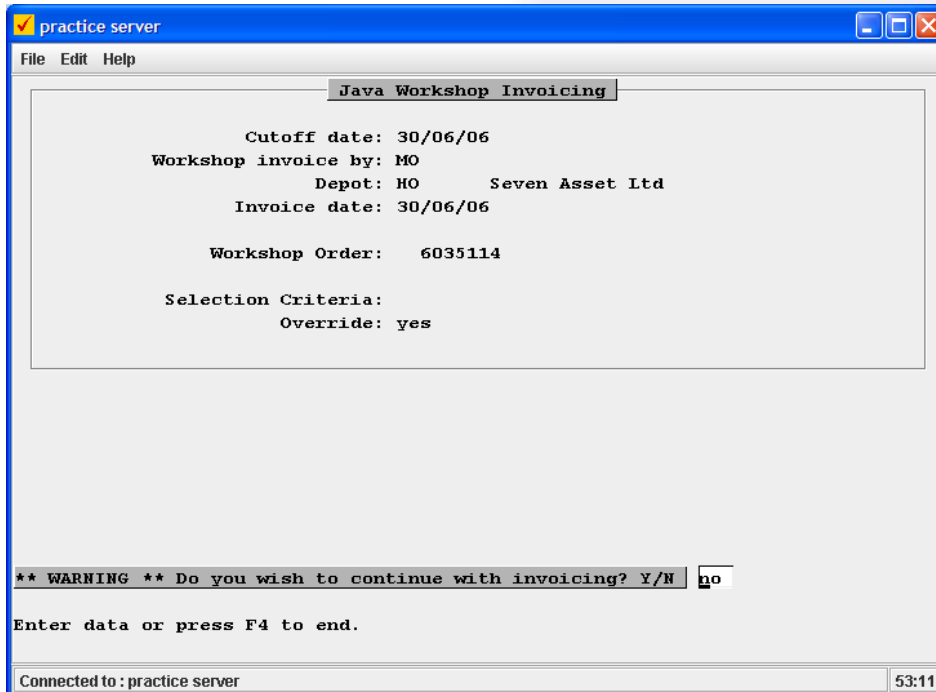
- Pressing return after typing yes will show this screen



- Press F1 and the entry will be on the Account Field as follows



- Enter the account number that the WSO was entered for. This can be found from the Java screen by selecting Enquiries -> Workshop Order Enquiry. Enter the WSO number and click the Detail button. Then click the Invoice Address tab. The account code is in the Account field.
- Once the account number has been entered, press enter. You will be presented with the following screen.




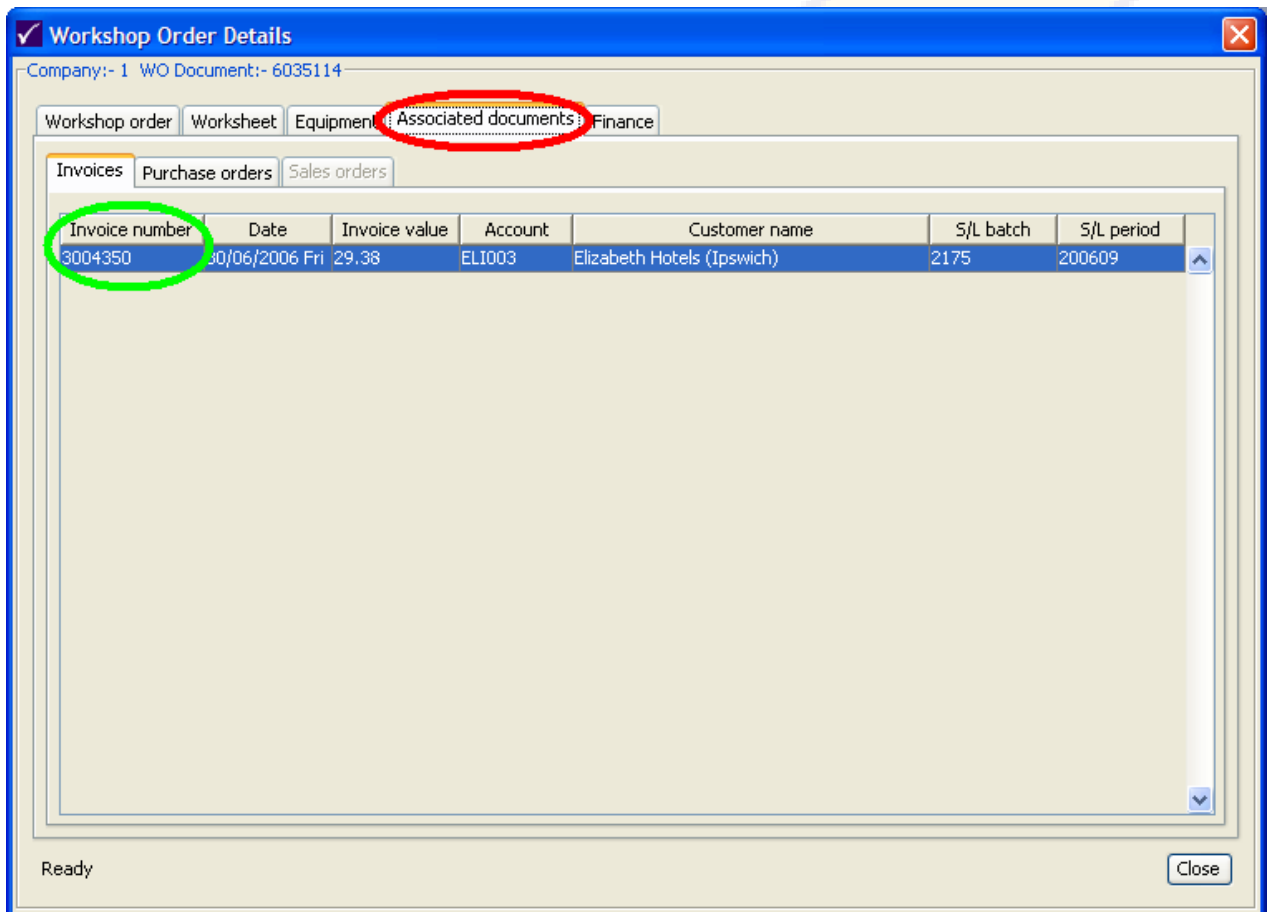
- Check that the values are as you entered them and type yes. You will be returned to the main menu screen.

4. FURTHER JAVA OPERATIONS

4.1. Obtaining The Invoicing Number

In order to print the invoice off in report net, the invoicing number will need to be obtained. To do this, login to the Java application and select Enquiries -> Workshop Order Enquiry.

Enter the WSO number and click the  button. Click the Associated Documents tab as highlighted below in Red. The invoice number is highlighted by the green circle.

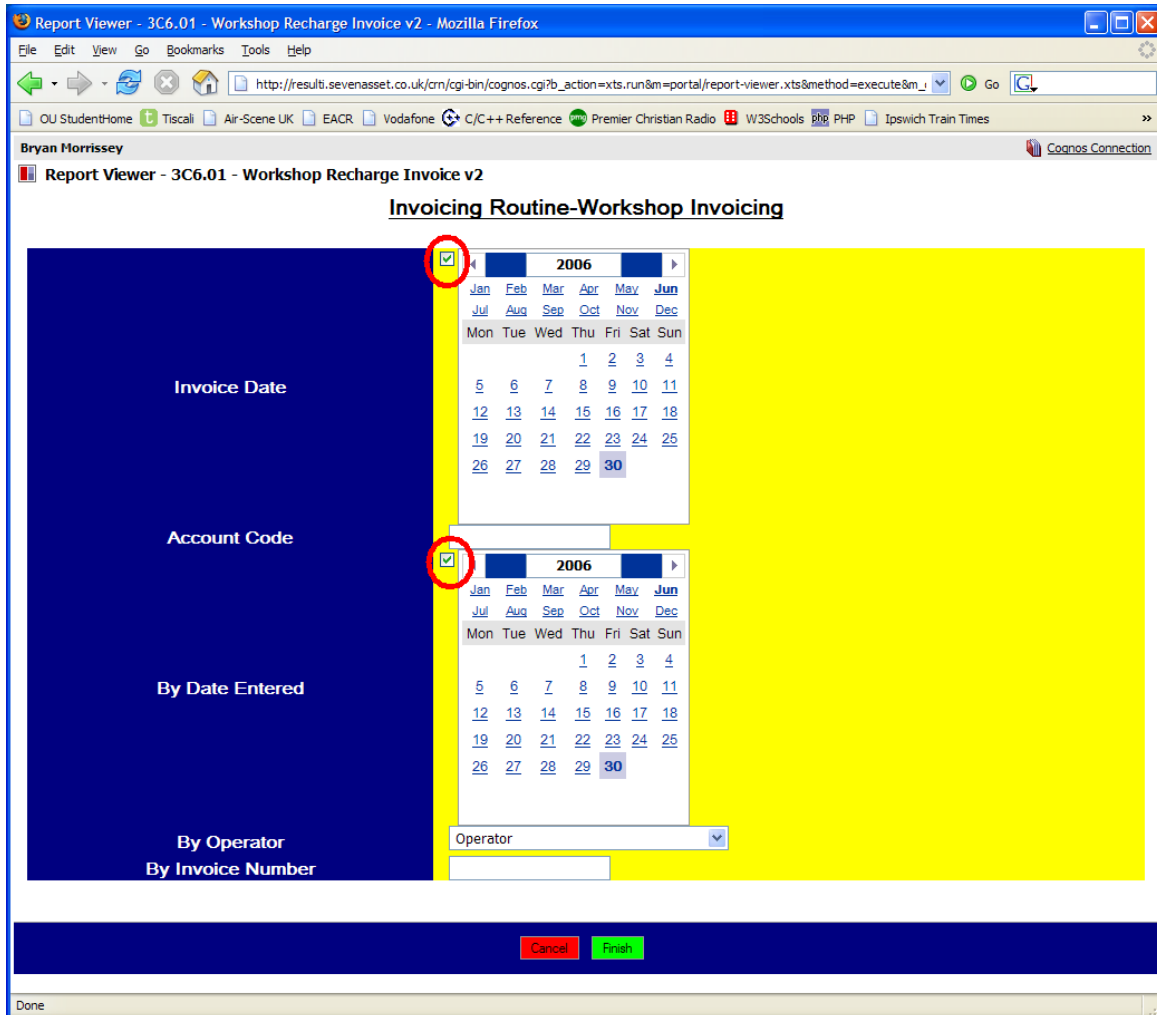


Record this number for use in Report Net.

5. REPORT NET OPERATIONS

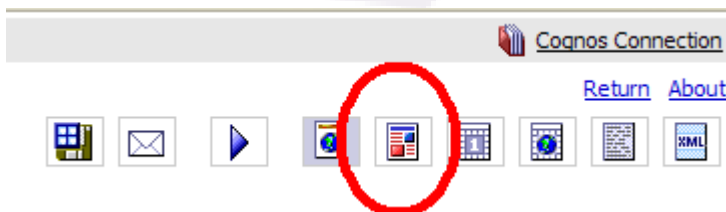
Log into Report Net and Navigate to report **3C6.01 – Workshop Recharge Invoice v2**.


You will be presented with the following screen. Make sure the tick boxes highlighted are un-ticked. (they are ticked by default as shown below).



Enter the invoice number into the By Invoice Number field and press Finish.

You will be presented with the invoice. To make this into PDF format for printing press the highlighted button from the menu bar in the top right as indicated below.



You can then print the invoice onto headed paper by clicking the print icon,  in the top left hand corner.

6. CONFIGURATION MANAGEMENT

Document Owner:

Name: Bryan Morrissey

Master:

Paper/Electronic: Electronic

Location: Result-R on samsequel

File Ref.: R:\Documentation\Result\TECH\GUIDE\023

Change History:

Version	Date	Author	Details of Change
0.1	30/06/06	B.Morrissey	Draft

End of Document