


Canceling or Crediting a Job Invoice

- Select Invoicing.
- Select Bodyshop Invoicing.
- Select Produce Invoices.
- The search screen will then be displayed.

Vehicle Registration	LX56TXS	>>	BLUE	FORD	FOCUS 1.9 TDC
Estimated, Short Name	MARSHA	>>	Miss J Marshall,17 Harvesters View		
Excess, Short Name	MARSHA	>>	Miss J Marshall,17 Harvesters View		
Insurer, Short Name	ADMIR	>>	Admiral Insurance,Claim Department		
Job Number	A08050231	Booked	<input checked="" type="checkbox"/>	Status	<input type="checkbox"/> P <input type="checkbox"/> IN PROGRESS
Telephone Nr	01322 333555 (WORK)		Estimate Date	10/10/2008	
Contact Name			Write Off Date		
Drivers Name			Inspection Date	10/10/2008	
Policy Nr	863932		Sat. Note Date		
Claim Nr	863932/2		Invoice Date		
Engineers Ref			Date Recovered	10/10/2008	
Order Nr	PO890729		Estimated By	AH01	
Excs/VAT Inv Nr			Entered By	JANM	
Insurers Inv Nr			Related Job/Ref		
Collection Ref			Hire/Loan Vehic'	T.B.A.	
T/P Assessment	A8050231		Estimate Type	<input type="checkbox"/>	
Job Held					



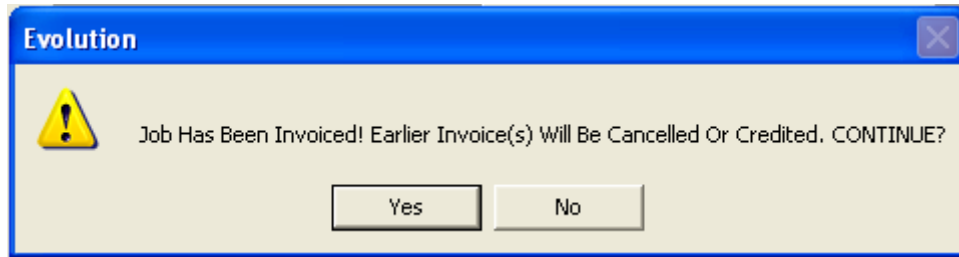
- If the job you want is NOT the one displayed, click the door and search again. It is possible to use any field on the screen to search. In this example we have used the vehicle registration number.

Vehicle Registration	LX56TXS		
Estimated, Short Name			
Excess, Short Name			
Insurer, Short Name			
Job Number		Booked	<input type="checkbox"/> Status
Telephone Nr		Estim	
Contact Name		Write	
Drivers Name		Insp	

- Double click on the required job to select.

Job Nr	Date	Vehide	Estimated For	Value	Status	A	E	B	P	T	I
A08050231	10/10/08	LX56TXS,BLUE,FOCUS 1.9	Miss J Marshall	651	InProg's	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click the tick to accept the displayed job.



- Click *Yes* to *Cancel/Credit* the invoice or *No* to exit without *Cancelling/Crediting*.
- The system will decide to *Cancel* or *Credit* the invoice based on the whether the day end has been run since the original invoice was raised.
- If the day end *HAS* been run since the original invoice was raised, then a credit note will be produced. It will be necessary to go to the invoice tray to print the credit note (see separate sheet).
- If the day end *HAS NOT* been run since the original invoice was raised, then the invoice will be cancelled - no document will be produced.