

Invoicing a Job

- Ensure that the job is completed - see separate sheet.
- Select Invoicing.
- Select Bodyshop Invoicing.
- Select Payment Details.
- The search screen will then be displayed.

Vehicle Registration	RJ020UH	>>	FORD	MONDEO
Estimated, Short Name	BMS	>>	BODYSHOP MANAGEMENT SOLUTIONS,REGUS HOUSI	
Excess, Short Name	BMS	>>	BODYSHOP MANAGEMENT SOLUTIONS,REGUS HOUSI	
Insurer, Short Name	NORWI	>>	NORWICH UNION,REPAIRER PAYMENT TEAM, PO BO	
Job Number	A09020187	Booked	<input checked="" type="checkbox"/> Y	Status <input type="checkbox"/> C <input type="checkbox"/> COMPLETED
Telephone Nr	01322 305405		Estimate Date	16/04/2009
Contact Name			Write Off Date	
Drivers Name			Inspection Date	14/04/2009
Policy Nr	890729		Sat. Note Date	
Claim Nr	890729/2		Invoice Date	
Engineers Ref			Date Recovered	
Order Nr			Estimated By	BKIL
Excs/VAT Inv Nr			Entered By	JANM
Insurers Inv Nr			Related Job/Ref	
Collection Ref			Hire/Loan Vehic'	AE58MDY
T/P Assessment			Estimate Type	<input type="checkbox"/> O
Job Held				

Key Tag

- 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	<input type="text" value="RJ020UH"/>	<input type="text"/>
Estimated, Short Name	<input type="text"/>	<input type="text"/>
Excess, Short Name	<input type="text"/>	<input type="text"/>
Insurer, Short Name	<input type="text"/>	<input type="text"/>
Job Number	<input type="text"/>	Booked <input type="checkbox"/>


- Double click on the required job to select.

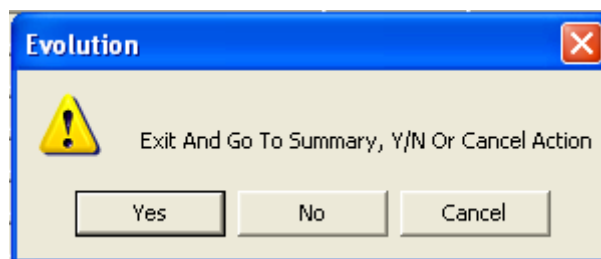
Job Nr	Date	Vehide	Estimated For	Value	Status	A	E	B	P	T	I
A09020187	16/04/09	RJ020UH,MONDEO	BODYSHOP MANAGEMEN	792	InProg's	<input type="checkbox"/> O	<input checked="" type="checkbox"/> Y	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> O	<input type="checkbox"/> C	<input type="checkbox"/>

- Click the tick to accept the displayed job.

Estimate For	Short Name	<input type="text" value="BMS"/>	Account Code	<input type="text" value="A28252"/>	TP Code	<input type="text"/>
<input type="text" value="BODYSHOP MANAGEMENT SOLUTIONS, REGUS HOUSE, ADMIRALS PARK, DARTFORD, DA2 6QD"/>						
Vehicle Detail	<input type="text" value="RJ020UH, FORD, MONDEO, ,"/>					
Drivers Name	<input type="text"/>					
Customer Account	Short Name	<input type="text" value="BMS"/>	Account Code	<input type="text" value="A28252"/>	TP Code	<input type="text"/>
<input type="text" value="BODYSHOP MANAGEMENT SOLUTIONS, REGUS HOUSE, ADMIRALS PARK, DARTFORD, DA2 6QD"/>						
Job Insured	<input type="checkbox" value="Y"/>	Recharge VAT	<input type="checkbox" value="Y"/>			
Insurer Account	Short Name	<input type="text" value="NORWI"/>	Account Code	<input type="text" value="E15373"/>	TP Code	<input type="text"/>
<input type="text" value="NORWICH UNION, REPAIRER PAYMENT TEAM, PO BOX 93, SURREY STREET, NORWICH, NR1 1SW"/>						
Customer VAT Liability %Age	<input type="text" value="100.00"/>	Invoice & Job Discounts				
Betterment Contribution	<input type="text" value="0.00"/>	VAT Rate	<input type="text" value="1"/>	Discount %Age	<input type="text" value="0.00"/>	
Excess Contribution	<input type="text" value="500.00"/>	Customer Pay Method	<input type="checkbox"/>	Discount Type	<input type="text" value="J"/>	

- Check that the Customer account, Insurance account, VAT, Betterment and Excess details are correct. Amend as required.
- Click the tick twice to save and exit to the search screen.
- Click the tick again to re-select the job.
- Check that the parts are correctly priced (retail and trade where applicable) and that all are fully delivered (see the status column). To amend any details click  the amend button.
- Amend as required. Then click the tick twice to save the details and move to the next screen.
- Click the door to exit.



- Click yes to view the summary.

(TOTALS.PER)		JOB SUMMARY				Est/Job Nr		A09020187
? Description	S	Agreed	WShop	Actual	Value	Disc	Nett	VAT
NEW PARTS					240.00	0.00	240.00	1
PAINT					189.45	0.00	189.45	1
STRIP OUT	C	0.90	0.90	0.00	31.05	0.00	31.05	1
NEW PANELWORK	C	2.00	2.00	0.00	69.00	0.00	69.00	1
REPAIR & RESHAPE	C	1.20	1.20	0.00	41.40	0.00	41.40	1
PAINT WORK	C	2.00	2.00	0.00	69.00	0.00	69.00	1
REFIT	C	1.80	1.80	0.00	62.10	0.00	62.10	1
VALETING & QA CHECKS	C	0.50	0.50	0.00	17.25	0.00	17.25	1
C/V FOR 8 DAYS (COSTED 0.00)					0.00	0.00	0.00	1
		8.40	8.40	0.00				

Excess Value	500.00	Nett At Rate	1	719.25	
Betterment Value	0.00	At Rate	1	0.00	
Note		Nett At Other Rates		0.00	
Labour Total Hours	8.40	W/S Hours Recovery			
Pre Discount Labour	289.80	Rate	34.50	Total NETT	719.25
Fixed Price Labour	0.00	Invoiced Effective		Total VAT	107.89
Invoice Labour Value	289.80	Rate	34.50	Gross Total	827.14

- Check the figures shown against your authority. If required, it is possible to double click any of the lines shown to go back to that section of the job and amend it.




- To change the Labour Rate click








- To change the Labour Discount click
- When happy with the figures, click the door to exit and return to the summary screen.
- Click the tick again to re-select the job.

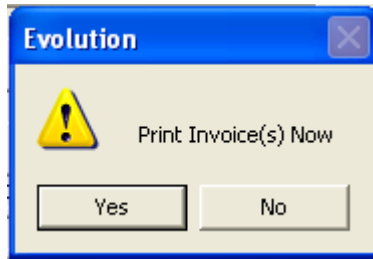
Job References & Contacts

Order Number	<input type="text"/>		
Policy Number	<input type="text" value="890729"/>		
Engineer's Reference	<input type="text"/>		
Claim Number	<input type="text" value="890729/2"/>		
Insurer's Contact	<input type="text"/>		
Driver's Name	<input type="text" value="BODYSHOP MANAGEMENT SOLUTIONS"/>		
Job Contact	<input type="text"/>		
Contact Telephone	<input type="text" value="01322 305405"/>		
Vehicle Return Date	<input type="text" value="23/04/2009"/>	Return Time	<input type="text" value="14:00"/>
Courtesy Car	<input type="text" value="Y"/>	<input type="text" value="AE58MDY"/>	
From	<input type="text" value="16/04/2009"/>	<input type="text" value="A"/>	Time Out <input type="text" value="08:00"/>
To	<input type="text" value="23/04/2009"/>	<input type="text" value="P"/>	Time Back <input type="text" value="14:00"/>
Mileage Back	<input type="text" value="1843"/>		
			

- Ensure that you have completed all required references and contacts as well as the Vehicle return date and courtesy car details.
- Click the tick to accept.

Job Number	<input type="text" value="A09020187"/>	Vehicle	<input type="text" value="RJ020UH, FORD, MONDEO, ,"/>	
Estimated For	<input type="text" value="BODYSHOP MANAGEMENT SOLUTIONS, REGUS HOUSE, ADMIRALS PARK,"/>			Insured <input type="text" value="Y"/>
Bill To	<input type="text" value="BODYSHOP MANAGEMENT SOLUTIONS"/>	Invoice Number	<input type="text"/>	
<input type="text" value="BMS"/>	<input type="text" value="REGUS HOUSE"/>	Invoice Date	<input type="text" value="16/04/2009"/>	
<input type="text" value="A28252"/>	<input type="text" value="ADMIRALS PARK"/>	Invoice Due Date	<input type="text" value="16/04/2009"/>	
<input type="text" value="DARTFORD"/>		T/P Analysis Code	<input type="text" value="RETA"/>	
Override Delivery Address	<input type="text" value="N"/>	Nom. Acc / Dept	<input type="text"/>	
<input type="text"/>		Customer Pay Method	<input type="text"/>	
		Discount %Age/Type	<input type="text" value="00.00"/> <input type="text" value="J"/>	
Bill To	<input type="text" value="NORWICH UNION"/>	Invoice Number	<input type="text"/>	
<input type="text" value="NORWI"/>	<input type="text" value="REPAIRER PAYMENT TEAM, PO BOX 93"/>	Invoice Date	<input type="text" value="16/04/2009"/>	
<input type="text" value="E15373"/>	<input type="text" value="SURREY STREET"/>	Invoice Due Date	<input type="text" value="31/05/2009"/>	
<input type="text" value="NORWICH"/>		T/P Analysis Code	<input type="text" value="RETA"/>	
Override Delivery Address	<input type="text" value="N"/>	Nom. Acc / Dept	<input type="text"/>	
<input type="text"/>		Cust. VAT Liability	<input type="text" value="100.00"/>	
		Customer Excess	<input type="text" value="500.00"/>	
		Customer Betterment	<input type="text" value="0.00"/>	
			<input type="text"/>	
    				

- Click the tick again to proceed with production of the invoice.



- Click Yes to print or click No to exit without printing.
- After Clicking Yes to print, the document(s) will be printed to screen using Adobe Acrobat. From here it can be printed or emailed as required.