

Work Orders

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Navigate to the Customers section under the accounting dropdown to create new work orders. Add parts, items, and RMR to the work order. Adjust the quantities or rates as you select parts items, and RMRs.

After adding parts to a work order, a truck icon will show up in warehouse to indicate that parts are being taken out for a work order. The part quantity in a warehouse can become a negative value if you add more parts to a work order than the stock quantity. If this happens, review warehouse after creating the work order to adjust the negative quantity using the part transfers feature (transfer parts from one warehouse to another to replenish).

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Invoicing Work Orders

To invoice a work order, edit the details in the Complete tab, sign, and save the work order.

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Finally, use the print/deliver option to print a copy of the invoice for mailing or sending the invoice via email.