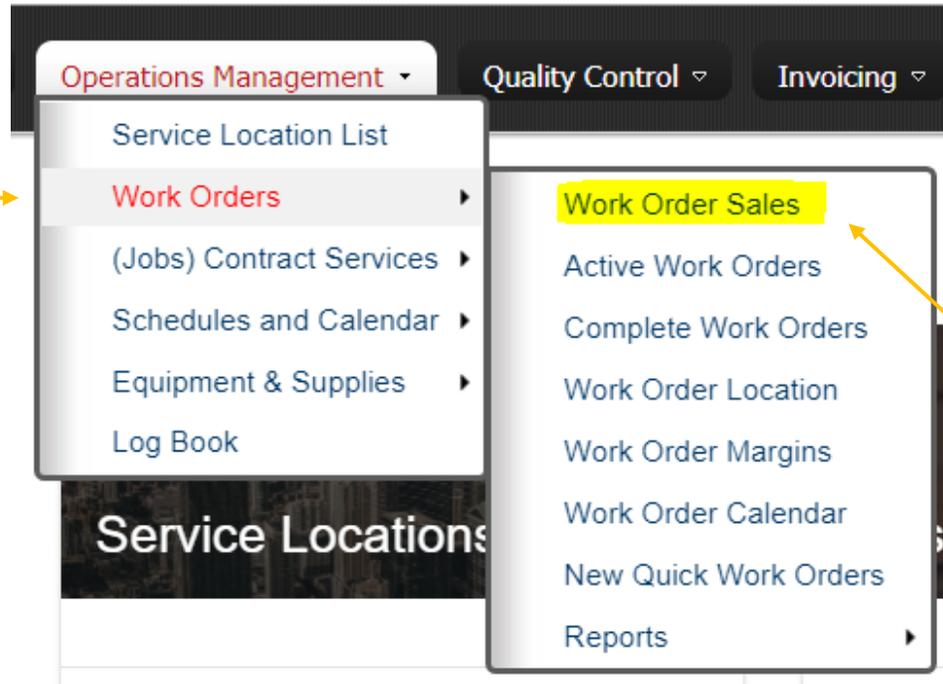*accelerator cc*

Work Order Invoicing

How to complete a work order

Send Work Orders to Invoicing

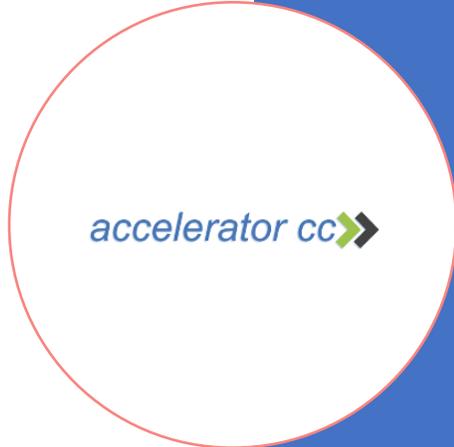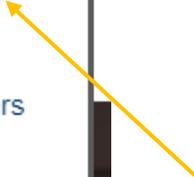# Completing Work Orders

1. Hover over Operations Management

2. Hover over Work Orders

3. Click Work Order Sales

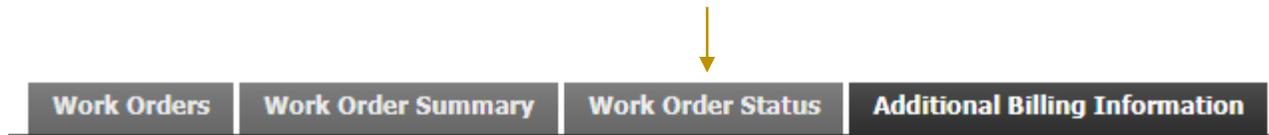# You will see a list of all In Process (Open) Work Orders

Work Orders
This is a list of work orders.

| Quick Find | 🔍 | New Work Orders | Edit | ✖ Delete | Report ▾ | Print Batch Work Order Ticket | Print Work Order Schedules | Print Pricing |

« Previous | Page: 1 2 3 4 5 6 7 ... 90 | Next »

☐	Actions	Work Order#↓	Service Location	Work Order Type	Service	Branch	Contact Name	Date To Complete	Job Number	Sales Person	Created By	Current Status
	view	35379	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/26/2018	Brite Test	Jaime Maddison	n/a	In Process
	view	35378	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/25/2018	Brite Test	Jaime Maddison	n/a	In Process
	view	35377	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/22/2018	Brite Test	Jaime Maddison	n/a	In Process
	view	35376	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/21/2018	Brite Test	Jaime Maddison	n/a	In Process
☐	view	35375	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/20/2018	Brite Test	Jaime Maddison	n/a	In Process

Click into the record you'd like to complete

Inside the record, click on Work Order Status

| Work Orders | Work Order Summary | Work Order Status | Additional Billing Information |

accelerator cc»

You will see a list of all In Process (Open) Work Orders

Important: You must Complete a work order before Send to Invoice. You can perform both functions on this screen.

Click Completed

Completed date defaults to today's date

Click OK to complete

To Send to Invoicing

From the same Work Order Sales grid

Work Orders
This is a list of work orders.

| Quick Find 🔍 | | 🖥️ New Work Orders | 📝 Edit | ✖ Delete | Report ▾ | Print Batch Work Order Ticket | Print Work Order Schedules | Print Pricing |

« Previous | Page: 1 2 3 4 5 6 7 ... 90 | Next »

☐	Actions	Work Order#↓	Service Location	Work Order Type	Service	Branch	Contact Name	Date To Complete	Job Number	Sales Person	Created By	Current Status
	view	35379	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/26/2018	Brite Test	Jaime Maddison	n/a	In Process
	view	35378	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/25/2018	Brite Test	Jaime Maddison	n/a	In Process
	view	35377	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/22/2018	Brite Test	Jaime Maddison	n/a	In Process
	view	35376	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/21/2018	Brite Test	Jaime Maddison	n/a	In Process
☐	view	35375	TSG Bethlehem	Recurring	Hourly Cleaning	HQ	Rossi, Maria	6/20/2018	Brite Test	Jaime Maddison	n/a	In Process

Click into the record you'd like to Invoice

accelerator cc⟩

Important: A work order MUST be COMPLETED before you can Send to Invoice

Check Send To Invoice

Status changed to Yes
Date auto-populates

Click OK to finish

Using Accord®

Important: A work order MUST be COMPLETED before you can Send to Invoice

Step 1: Open the Work order and Submit as Completed

Step 2: Select Send to Invoice.
This will display all completed work orders that have a dollar value.
Select the work order and Send to Invoice

accelerator cc