Service Request is entered

Cost Center information (provided by customer) is added

Billable?

YES

Select Billing, input Speed Type if known. The cost center segments can be manually input if needed

Account Information is defaulted by crew

NO

Standard chart of Accounts is selected

When Converted to WO, account Info is transferred. Will also apply to any Child Wos unless changed

Account codes assigned when converted to WO

Expense Codes are added as attributes to the Work Order

MATERIALS: debits the customer cost center and credit warehouse cost center

LABOR: Will create a journal entries for all labor charges

Journal Entries are created

Entries are reviewed

Entries are exported to General Ledger

BILLING PROCESS

LABOR: Serviceable – debit and credit cost centers will be the same

MATERIALS: Serviceable – will debit the warehouse cost center