



Work Instruction

Viewing Job Billing Details

The Job Billing tab displays requests for payments, received from the FMs in various stages, ranging from awaiting acceptance through to completed payment.

To view billing details of a job, complete the following steps:

1. Select the Asset from the Asset List pane.
2. Select the Job Billing tab.
3. Select Billed from the display dropdown list.
4. Select the date range from the display calendars.
5. Click the Select button to display results.

Search Reports Help

Asset: EDUC.00202 ALBERTON PRIMARY SCHOOL

Address: 14 BROAD STREET QUEENSTOWN Agency: Region: 03

Client Region: 02 - METRO WEST Zone: M - METROPOLITAN ZONE

Welcome Budget Schedules Work Request Agreement Job Tracking Approvals Job History **Job Billing** Invoicing Asset List

Display All between 18/10/2007 and 16/01/2008 Select

Job Id	Request ID	Claim	Adj	Job Type	Class	Asset	Asset Zone	Job Description
								Accepted
								Approved
7733415		100		BREAKDOWN MAINTENANCE	U	00202	M	BLDG 5,16: PROBLEM WITH MICE & WHI
7733415		100		BREAKDOWN MAINTENANCE	U	00202	M	ATT. NESLONS: - BLDG.1, FRONT DOOR
773340461		100		BREAKDOWN MAINTENANCE	U	00202	M	SECURITY LIGHTS ON NTHN SIDE OF NE
773339925		100		BREAKDOWN MAINTENANCE	U	00202	M	BLD 19 WADU HOT/COLD TAPS MISSING
773339924		100		BREAKDOWN MAINTENANCE	U	00202	M	BLD 5 HALLWAY RPR LATCH ON EXIT DO
773338022		100		BREAKDOWN MAINTENANCE	U	00202	M	ATTB CHUBB FIRE ON SITE 1X NEW EXT
77336036		100		BREAKDOWN MAINTENANCE	U	00202	M	** 1 X SMASHED WINDOW & DOOR GLAS
77335984		100		BREAKDOWN MAINTENANCE	U	00202	M	BLUE MAGPIE RPR BROKEN WINDOW A
77335345		100		BREAKDOWN MAINTENANCE	U	00202	M	ATTN:AUSTRAL TREE SERVICES -STORM
77334696		100		BREAKDOWN MAINTENANCE	U	00202	M	BLDG 5 - SIREN/ALARMS NOT AUDIBLE I
77334541		100		BREAKDOWN MAINTENANCE	U	00202	M	POWER POINTS TO FISH TANKS IN MAR
77334539		100		BREAKDOWN MAINTENANCE	U	00202	M	*ASBESTOS* ATTN ANDREW PARKINSON
77333786		100		BREAKDOWN MAINTENANCE	U	00202	M	ATTN NELSONS LOCKSMITHS/BEN NEW
77326199	1			MINOR WORKS	P	00202	M	ATTN: ANDREW PARKINSON. CPC AIR C
77326199	2			MINOR WORKS	P	00202	M	ATTN: ANDREW PARKINSON. CPC AIR C
77326198	100			MINOR WORKS	P	00202	M	ATTN: ANDREW PARKINSON. VERANDA
77325375	100			BREAKDOWN MAINTENANCE	U	00202	M	ATT IAN CHARLES/REMOVE & REPLACE
77325374	100			BREAKDOWN MAINTENANCE	U	00202	M	ATT GRALAM ZOBEL/ART ROOM DEMO

