

PROCEDE TESTING FAQ

January 28

CLOSING MULTIPLE LINES WITH THE SAME PAY TYPE

To Post Direct lines with the SAME Sales Type ID (SlStypID) individually (ie: INBI lines - posting lines as they are completed)

- Complete the line(s) you would like to post to SII.
- Double click to change remaining lines Sales Type to SIO.

Opsld	Jobld	SlStypId	Condition	ClnN...	AmtCln	AmtSubto...	No...
1	DOT	SII	PERFORM D.O.T. RECORD DEFECTS &...		0.00	0.00	0
2	CLEAN	SIO	CLEAN BUS INSIDE & OUT		0.00	0.00	0
3	DEL	SIO	DELIVERY		0.00	0.00	0

- Go back to main page and you will have a blue check showing complete, post direct, you will get a :01 invoice with the green \$, print preview to review invoice.

R101000027	SWC	113351	4DRBUC8N1JB472885	752	45266	11262
R101000027:01	SRI	113351	4DRBUC8N1JB472885	752	45266	11262
R101000028	SII	120152	4DRBUC8N9PB182550		1545	&NBIC
R101000028:01	SII	120152	4DRBUC8N9PB182550		1545	&NBIC
R101000030	SWI	117574	4DRBUPWNOMB6000...	790	8442	11262

- Refresh Page, go forward into the open workorder, double click on and change the remaining lines back to SII and continue with the job(s).

R101000027:01	SRI	113351	4DRBUC8N1JB472885	752		
R101000028	SII	120152	4DRBUC8N9PB182550			
R101000028:01	SII	120152	4DRBUC8N9PB182550			
R101000028:02	SII	120152	4DRBUC8N9PB182550			

- Repeat the process until all lines are complete and posted.