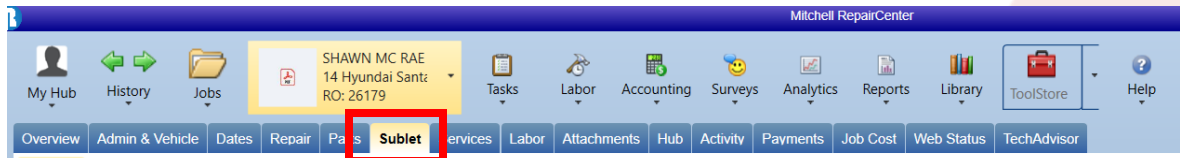


Posting Sublets in Repair Center

Highlight main points of reference on each invoice.

- Date
- Invoice number
- RO
- Subtotal
- In Repair Center, search up RO.
- Click on “Sublet”.



- Select the correct repair line according to the invoice.
- Double click on the “Vnd List” dollar box and enter the amount shown on the invoice.

hrs	Estima...	Vnd List	Cost	Vendor
0.0	391.76	0.00	313.41	Wheel Fi...
0.0	22.00	0.00	15.00	Wheel Fi...
0.0	5.00	0.00	1.00	Wheel Fi...
0.0	7.50	0.00	1.60	Wheel Fi...

Note: If there is no obvious vendor list amount, match the Estimate line, unless it is a new wheel for the vehicle. If it is a new wheel, the MPI cost will be listed somewhere on the invoice as the Vnd List.

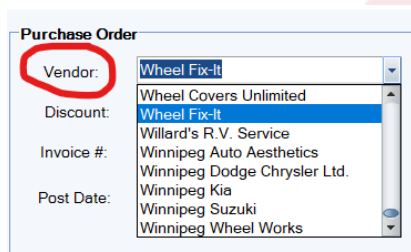
- Double click on the “Cost” line and enter the total amount shown on the invoice.

hrs	Estima...	Vnd List	Cost	Vendor	%...	Sta
0.0	391.76	391.76	313.41	Wheel Fi...	20.0	Inv
0.0	22.00	0.00	17.60	Wheel Fi...	0.0	Ne

- Do this for each of the lines listed on the invoice.
- **Note:** There will sometimes be small misc lines added in RC that are not on the invoice. If the estimate total is less than \$20.00 then you can mark the line as “Inventory”.

Description	HOURS	Estima...	Vnd List	Cost	Vendor	%...	Status
Alloy Wheel	0.0	391.76	391.76	313.41	Wheel Fi...	20.0	Invoicing
Mount & Balanc...	0.0	22.00	0.00	17.60	Wheel Fi...	20.0	Invoicing
Tire Pressure M...	0.0	5.00	5.00	0.00	Wheel Fi...	100	Inventory
Tire Pressure M...	0.0	7.50	7.50	0.00	Wheel Fi...	100	Inventory

- Once all lines are entered, click and highlight them.
- Select the Vendor from the drop-down list at the bottom of the page.



Posting Sublets in Repair Center

- Input invoice # (RO-Invoice Number ie 1234-123456).

Purchase Order

Vendor: Wheel Fix-It

Discount: 0%

Invoice #: 26179-9546 Send to Payables

Post Date: 9/20/2023 Processed By: Gord Benson

Repair

- Change the post date to match the date of the invoice.

Purchase Order

Vendor: Wheel Fix-It

Discount: 0%

Invoice #:

Post Date: 9/28/2023 Send to Payables Processed By: Gc

- Confirm that your “Invoice Cost” matches what is on the invoice (pre-tax).
- Confirm that the GST amounts match.

All Sublet	
Vnd List Total:	413.76
Invoice Cost:	331.01
Profit (%):	82.75
Discount (%):	20.0
GST/HST Amt:	16.55

- Hit “Post”.

Purchase Order

Vendor: Wheel Fix-It

Discount: 0%

Invoice #: Send to Payables

Post Date: 9/28/2023 Processed By: Gord Benson

All Sublet

Vnd List Total:	413.76
Invoice Cost:	331.01
Profit (%):	82.75
Discount (%):	20.0
GST/HST Amt:	16.55

- Scan Invoice.
- Save scanned invoice as RO-Invoice combination along with vendor name (ie 6496-123456 JP Toyota).
- Upload saved invoice to attachments.

Overview Admin & Vehicle Dates Repair Parts Sublet Services Labor **Attachments** Help Activity Payments Job Cost Web Status TechAdvisor

Important Notice

- File invoice – these invoices are to be sent to the accounting department as a part of your month end package.