

How to get the work order/service call invoice to display the labor and rates (Managely)

02/12/2024 5:55 pm EST

When a work order/service call is closed out and invoiced the labor will be shown as a single line item. We have sent this to our Product Management Team for review, however, you can manually adjust this as shown in the below example.

Let's say we had a service call that required eight hours of labor at \$25 an hour. The work order and invoice will look like this...

The screenshot shows the Managely interface for Work Order 11658. The left sidebar contains navigation links: Home, Accounts Receivable, Customers, Invoices, Payments, Mail, Work Orders (selected), Proposals, Calendar, Collections, Accounts Payable, Inventory, eForms, CL, Reports, and Setup. The main content area displays the work order details for 'Ludart, Meeka - 5700' and 'Burglar Alarm - 11122'. It shows a summary of labor and parts, a table of appointments, and a list of items. The 'Appointments' table shows a completed appointment on 10/14/23 for 8 hours of labor at \$200.00.

Appoint #	Appointment Time	Last Activity	Status	Technician	Est Length	Billable Min	Break Min	Labor
12902	10/14/23, 10:24 AM	10/14/23, 8:00 PM	Completed	Shawn Cook	80	480	0	\$200.00

The screenshot shows the Managely interface for Work Order Invoice 21851. The left sidebar is the same as the previous screenshot. The main content area displays the invoice details for 'Meeka Ludart' and '1 Meeka Ludart - 123 place place'. It shows a summary of the invoice, a table of items, and a list of payments. The 'Items' table shows a single line item for 'Service Labor' at a rate of \$200.00.

Item Code	Description	Qty	Rate	Taxable	Sales Tax Code	Amount
Service Labor	Service Labor	1	\$200.00	Yes	Conv	\$200.00

[illegible]



Invoice

547 E. Washington Street
Apt. 2111
Chagrin Falls, OH 44023
(440) 551-4864 x123

Invoice #	Customer #	Invoice Date	Due Date	Amount Due	Amount Enclosed
21851	3700	11/14/2023	11/14/2023	\$200.00	\$

To: Meeka Ludani
123 place place
canton, MI 48187

Remit To: AlarmBiller
547 E. Washington Street Apt. 211
Chagrin Falls, OH 44023

Detach and return with your payment.

Customer Name	Customer #	Invoice #	Invoice Date	PO Number	Amount Due
Meeka Ludani	3700	21851	11/14/2023		\$200.00

Charges

Description	QTY	Rate	Amount
Meeka Ludani, 123 place place, MI			
Service Labor	8.00	\$25.00	\$200.00

Generated from WorkOrder #11658 Memo:

Sub Total:	\$200.00
Total Sales Tax:	\$0.00
Invoice Total:	\$200.00
Payments/Credit Applied:	\$0.00
Invoice Amount Due:	\$200.00
Late Fee:	\$0.00
Amount Due:	\$200.00