


## Billing Process

- Open the query of Work Orders ready to bill
- Look for Work Orders without a \$ amount charged
- Export list to Excel
- Convert the list of Work Order to a comma delimited list
  - Copy column
  - Paste into Word
  - Click inside the table
  - Choose Convert to Text
  - Click OK
  - Click Replace
  - Replace - ^p with ,
  - Select All
  - Copy

### Back in AiM

- Click on Finance
- Click on  next to Work Order Bill Generator
- Enter the Bill to Date
- Click Save
- Click on the Review Transactions Remaining link
- On Search screen, choose Work Order in – paste list of Work Orders
- Approve charges for those Work Orders

### Run the SSC Bill Report W Param report

- Run by Shop
- Set Date range of bill run
- Export to Excel
- Format – sort by Work Order