



# Direct Invoice Entry

**Reference Guide**

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## Section 1. Overview and Summary

When a unit is serviced by a vendor, the entry of this service must be entered in FleetFocus M5. The *Direct Invoice* frame allows simplified entry of an invoice without having to create a work order first. The frame opens a work order, creates jobs, adds commercial charges, and completes the work order in a single save. The work order will be left open so that it can be edited by an administrator and approved for closing and payment. Entry of the individual charge lines will be optimized so that the users unfamiliar with M5 codes will have an easier time choosing the services made.

*Screen Designer* is used to create the *Direct Invoice* frame so it can be completely customized by the client.

The location for the work order and jobs will be the unit's maintenance location, so the location and its description need not appear. No downtime will be recorded as the open work order and complete date will be the same. The user will not be able to enter a parking location, parking spot, notification or pickup information, or job details explicitly on the screen, such as estimates, schedule flag, or resources. The unit availability warnings are irrelevant to this process as the entry is after-the-fact so they will not appear.

## Section 2. Technical Support

AssetWorks provides several ways to connect with the Customer Care team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen images of the problem. This information provides the Customer Care representative with the necessary information to quickly and effectively respond to you.

Customer Care is available 7AM – 7PM EST Monday through Friday.

**Telephone:** 800.900.8152

**Email:** [M5Support@AssetWorks.com](mailto:M5Support@AssetWorks.com)

**Website:** [Community.AssetWorks.com](http://Community.AssetWorks.com)

You can use this website to open issues, review the status of past submitted issues, review and download documentation, review additional training materials, and access the latest AssetWorks news. For secure access to the website, contact Customer Care by calling the listed telephone number.

## Section 3. Direct Invoice Entry Invoice Details

Rather than showing a single hyphenated job code on the frame, which is what other M5 work order frames do, there are two columns, one for the **WAC** and one for the **System/Assembly**. The **WAC** is a dropdown listing the most common values. It will display a blank as the default value (you must select a value) plus, for example, Repair, Inspect, Clean, and Replace.

The **System/Component** field is an entry field with an auto-complete feature. The user can enter words that will be expanded to real system/assembly descriptions from which the user can select. If the entered description is not valid, the user will be told so. The descriptions are for the full system/assembly only and not for just the system; this means that the resulting job code will always be a three-part code and not two.

To make invoice entry of job tasks even easier, the user can derive the job code from either the service code or a vendor SKU. If the user enters a vendor SKU, the job code may be defaulted from the vendor's contract listing the SKU.

If no SKU is entered, the vendor's contract is checked for a line listing the service code with no SKU, and that optional job code is used. If the vendor does not have a contract listing the service code, the service code's own definition may provide a default job code. The **WAC** and **System/Assembly** descriptions appear in their two columns.

Columns in the *Invoice Details* i-frame of *Direct Invoice*:

- **Vendor SKU** - A vendor SKU is a new concept like a part cross reference. It is what the vendor calls a kind of service. When entered on a detail line, the fifteen-character field (optionally) translates into a service code and (optionally) a job code, showing on the frame as the WAC and System/Assembly descriptions. It (optionally) also translates into a fixed price through the vendor's contract; the price also appears on the frame. The job code and price are not locked and may be adjusted but having the defaults will make entry easier. The vendor SKU need not be entered.
- **Service Code** - This is the generic M5 code identifying the kind of work being done. The code has been expanded from three to ten characters. The value could have defaulted from the vendor SKU. If entered (without being defaulted), it can (optionally) default a job code, showing on the frame as the WAC and System/Assembly descriptions. The service code is mandatory.
- **Work Accomplished** - This description is a dropdown and is mandatory as described above.
- **System/Assembly** - This description is a mandatory auto-complete entry field as described above.
- **Description** - This free form description appears blank and is optional. The field can hold up to sixty characters and is a scrollable entry field appearing as about twenty characters. The user might enter a part description or summary of the work.
- **Labor Hours** - The value is optional and appears as blank (not zero) if not entered. Up to two decimals may be entered.
- **Labor Cost** - This currency value defaults to zero. It can be entered regardless of the value of the labor hours. The value may be negative.
- **Part Cost** - This currency value defaults to zero.

- Misc Cost - This currency value defaults to zero.
- Total Cost - This currency value is read-only and is calculated as the sum of the three columns to its left. It may be zero and still saved, giving the user an opportunity to save a note from the invoice.

After the first row, creation of a new row defaults these values from the rows above, service code, work accomplished, and system/assembly.

## Section 4. Saving Invoice Entries

When the user selects the **SAVE** icon, assuming the files have passed validation, a new work order is created. The work order number comes from the usual sequence. The open and complete date is set to the invoice date. Because the work order is opened and completed in the same instant, no downtime records are created. The work order location is the unit's maintenance location.



**Alert:** Test Suites are not intended for use with direct invoice entries. The frame will not function properly and you will receive an error if a unit belongs to a tech spec that has a standard job automatically added to every work order.

One job is created for each unique combination of WAC and system/assembly. If the job code matches a standard job defined for the unit, the last-done information is updated as if the work order was completed on *Work Order Main*. If the job code matches a standard defined for the unit's tech spec, those estimates, notes, part lists and other information are copied to the job as if the job code had been entered on *Work Order Main*. The job reason comes from the vendor SKU, if present, or the service code. The job status is always *DON*. The job location is the job's maintenance location.

Markups, if any, are based on the usual search list in *Markup Types*. If location is searched for, the relevant location is the unit's maintenance location. The calculated markups do not appear on the frame but are saved to the transactions for possible billing.

If a warranty violation is detected, the user is presented with the usual violation messages and, if system flags require them, the CCC-note entry.

If the vendor is flagged as requiring a contract and no current (between the contract's start and end date) contract exists that is either a blanket contract or one with the service code as a line item, the user will be stopped when trying to save. The contract balance is reduced by the value of the invoice.

The authorized amounts feature will be considered as well. If a job's total exceeds the limit set for the vendor, the user is stopped.



## Section 5. Updates

The following updates apply to the *Direct Invoice Entry Reference Guide*.

Release	Section	Description
25.0	All sections	Applied miscellaneous writing style updates throughout the document.
23.2	All sections	Applied miscellaneous writing style updates throughout the document.