

Purpose & Best Use

What It Does

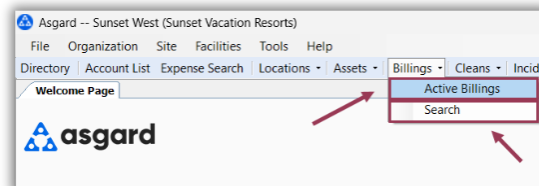
The **Owner Invoice Report** provides detailed supporting information for an **individual billable work order**. It allows you to see exactly how a specific work order charge was calculated.

When to Use It

- **Best for:** Providing detailed backup for a specific work order charge.
- **Think of it as:** "What exactly makes up this specific work order charge?"
- **Output:** A detailed breakdown of a single billable work order, including labor, vendor, parts, tax, and supporting information.

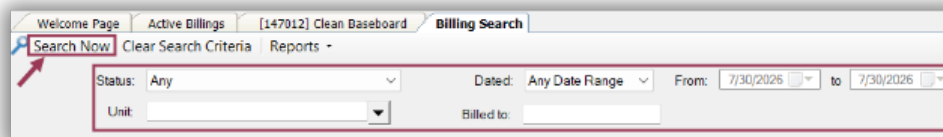
Where to Find It

Step 1: Navigate to **Billings** and open either **Active Billings** or **Billing Search**.

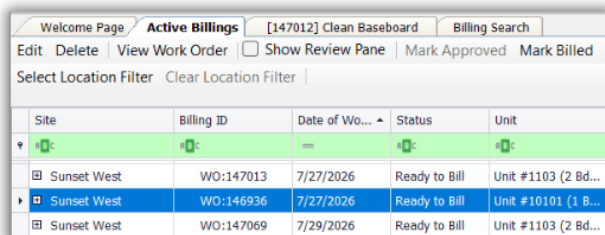


Step 2: If using **Billing Search**, enter your search criteria and select **Search Now**.

If using **Active Billings**, proceed to Step 3.

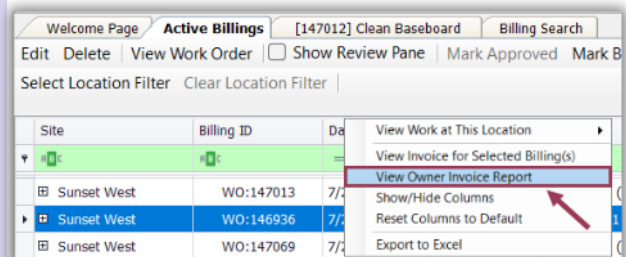


Step 3: Highlight a **single billing** line that you want to include in the report.

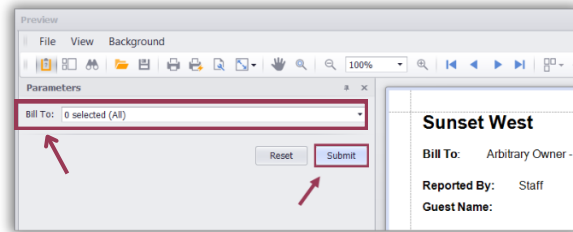


Site	Billing ID	Date of Wo...	Status	Unit
Sunset West	WO:147013	7/27/2026	Ready to Bill	Unit #1103 (2 Bd...
Sunset West	WO:146936	7/27/2026	Ready to Bill	Unit #10101 (1 B...
Sunset West	WO:147069	7/29/2026	Ready to Bill	Unit #1103 (2 Bd...

Step 4: Right-click the highlighted billing line, then select **View Owner Invoice Report**.



Step 5: Select the appropriate **Bill To** option, if applicable, then click **Submit** to generate the report.



Owner Invoice Report

The Owner Invoice Report provides detailed supporting information for an individual billable work order, helping explain exactly how the selected work order charge was calculated.

SunsetWest **WO:146936**

1 Bill To: Arbitrary Owner - IrvingDorothy **2 Status:** Complete

Reported By: Staff **Type:** Repair / Replace

Guest Name: **Department:** Engineering

Owner Name: Lisa Jones **Entered:** 7/23/2026 7:30:21 AM

Completed: 7/27/2026 7:03:00 AM

3 Tasks
Repair Fireplace - Not Working

Action	Cost Description	Amount Billed
Contractor Charge(s) for Owner Reported Issue - No Troubleshooting Performed		
7/30/2026	Labor Maintenance - Specialized, 1 hour	\$0.00
	Vendor Quality Contractors	\$0.00
	Labor Flat Vendor Fee	\$35.00
4 Labor:		\$35.00
Parts:		\$0.00
Subcontractors:		\$0.00
Sales Tax:		\$3.50
Total:		\$38.50
5 Total Work Order # WO:146936		\$38.50

- 1. Bill To & Owner Information** – Identifies who the work order is billed to, along with the owner, guest, and person who reported the issue.
- 2. Work Order Details** – Displays the work order number, status, department, type, and the dates the work order was entered and completed.
- 3. Task & Itemized Charges** – Lists the reported issue, work performed, and the itemized labor, vendor, parts, and subcontractor charges.
- 4. Charge Summary** – Provides a breakdown of labor, parts, subcontractor charges, sales tax, and the total work order amount.
- 5. Total Work Order Charge** – Displays the final amount billed for the selected work order.

Recommended Uses



Explain a specific work order charge to an owner



Review labor, vendor, and parts charges



Provide supporting documentation for a billing inquiry



Verify the total charges for a work order