

Advantages of Invoicing a Repair Order with

Why Invoice?

- ✓ Invoicing creates shop business reports, enables credits, refunds, media analysis etc.
- ✓ Invoicing is required in order to use myCARFAX features: QuickVIN and Service History.
- ✓ Register customers for myCARFAX mobile app to make your shop a preferred location.



Available Reports After Invoicing

- ✓ Profit Tracker: breaks down each invoice within a selected date range, to a dollar amount of cost price, sell price, margin amount and margin percentage.
- ✓ Business Analysis: shows totals and averages of parts, labor, inspection, consumables and miscellaneous items.
- ✓ Parts Profit: Lists each part sold within a date range showing the profit and margin on each part.
- ✓ Media Analysis: Displays each media code and the amount of invoices associate with the each code. Shows the financial impact on the shop of each medium.

Setting Up Invoices

Code	Description	Sell	Qty	Disc	Tax	Total
Check Engine Light Diagnostic						86.35
CELDIAG	Check Engine Light Diagnostic	79.95	1.00	0.0%	8.000%	86.35
Battery						203.45
LAB1	Replace - Battery	95.00	0.30	0.0%	0.000%	28.50
JCI86FT-DLG	Battery	161.99	1.00	0.0%	8.000%	174.95
Starter						487.77
LAB1	Replace - Starter Motor	95.00	1.40	0.0%	0.000%	133.00
DURDLG5104S	Starter	328.49	1.00	0.0%	8.000%	354.77
Planned Hours: 0.00		Shop Supplies	10.00	0.0%	8.000%	10.80
		Hazmat	0			0.00
						Goods Tax Total
						741.93 46.44 788.37

- 1 Create an Invoice from an existing Estimate or Repair Order

Invoice Confirmation

Customer: ASH001 Miss Ashley Ashleigh Individual Vehicle on Site

Invoice Date: 08/21/2015

Customer Order Number: [Empty]

Assign Sales Class to invoice: [Dropdown]

Service Writer: 003 - Quentin Q. Quarrel

Technician: 001 - Aaron A. Aaronson

Mileage In: 54000

Mileage Out: 54000

Media Code: [Dropdown]

Invoice Summary	Goods	Tax	Total
	133.83	10.46	144.29

Payment Details

Method: [Dropdown] **Ref Paid Aug 21 2015**

Deposits	Payment	Balance
0.00	144.29	0.00

- 2 Confirm mileage in and out.
- 3 Record payment method.
- 4 Capture media code, how did your customer hear about you?

You're finished. Note: the "Invoice" button will be grayed out, showing you have successfully completed the invoice.

Watch This Video

Manage Online: Processing an Invoice

<https://www.youtube.com/watch?v=62Tville5U3s>

