



*YES Shop Management*

**Creating a Ticket**

Yes Management System - Service Order Billing Detail

File Edit Invoicing Customer Records Labor Codes Inventory Accounting Utilities Window Help

Time Clock Preview Print Reports Text Oil Sticker Job Kits Order Parts Recv Parts Alldata Activant Worldpac Wrenchhead NAPA

**Service Order Billing Detail** BILL DONNER 941-755-6655 / 941-235-7751  
2000 CADILLAC Seville SLS 4.6L V8 TPI DOHC 32V  
WAV 534

Control 20094 Invoice 20069  
 Show purch

**Status**  
A Unconfirmed

Hrs/Qty.	Part Number	Tech	Description	Estimate	Total	Vendor
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Auto Open All Closed All Open Miles Since Last Visit 5126.0 \$0.00 Billed time: .00 Actual Time: .00

Add Labor Add Parts Add Text Tire Quote Edit Delete F7 - Totals F3 - Details History Images OK

To add labor click "Add Labor"

**Labor Code Billing**

Use this screen to add labor line items. Entry begins on the labor code box; once you enter a labor code, most of the other boxes will be filled automatically. If you do not know the labor code, you can press the Page Down key or click the "..." button next to labor code to search for a labor operation.

Subtotal:

Labor Code:  ...

Labor Hours:

Activant Labor Search:

Pre-Defined Time:  Time on Job:  Gain/Loss:

Description of Service:

Act like word processor

Tech:

Service Writer:

Source:

Sell each:

Total sell:

Accounting Information

Options

- Print on Invoice
- Print dollars on Invoice
- Highlight on Invoice
- Carry to next Invoice
- Estimate

Press Ctrl-S to spellcheck

Stay in "loop" after adding an item

Type in your labor code

Type in you labor hours

Type in Description (many labor codes can attach description so no re-typing

Charge will automatically calculate so click "Save" to add part to ticket

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Hrs/Qty.	Part Number	Tech	Description	Estimate	Total	Ven
1.00	OLF	GM	[ ] Change Oil Lube & Oil Filter Includes: Change Motor Oil, Replace Oil Filter, Lubricate All Grease Fittings, Inspect & Correct Fluid Levels, Check & Adjust Tire Pressure, Check For Oil Leaks And Inspect Undercarriage.		35.0000	
<b>Subtotal for Oil, Lube &amp; Filter</b>				<b>.00</b>	<b>35.00</b>	<b>Su</b>

Auto Open  All Closed  All Open
 Miles Since Last Visit 5126.0 \$35.00 Billed time: 1.00 Actual Time

Add Labor Add Parts Add Text Tire Quote Edit Delete F7 - Totals F3 - Details History Images

Next we add parts by clicking “Add Parts” or hitting a number on the keyboard.

**Inventory Item Data Entry**

Use this screen to add inventory line items. Entry begins on the part number box; once you enter a part number, most of the other boxes will be filled automatically. If you do not know the part number, you can press the Page Down key or click the "... " button next to part number to search for a part.

Subtotal  Oil, Lube & Filter Available  On-Order

Qty to sell  Activant Catalog Search:

Part Number

Act like word processor

Description

Tech

Service Writer  Spiff Each

Source

Cost

Sell each

Total sell

Options

- Print on Invoice
- Print dollars on Invoice
- Highlight on Invoice
- Carry to next Invoice
- Estimate

Stay in "loop" after adding an item

Type in amount of parts needed for this specific part

Type in part number

Type in description (if not pre-described by part number)

Click "Save"

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Hrs/Qty	Part Number	Tech	Description	Estimate	Total	Vendor
1.00	OLF	GW	[ ] Change Oil Lube & Oil Filter Includes: Change Motor Oil, Replace Oil Filter, Lubricate All Grease Fittings, Inspect & Correct Fluid Levels, Check & Adjust Tire Pressure, Check For Oil Leaks And Inspect Undercarriage.		35.0000	
7.50	*OIL&	GW	10W40		15.0000	
1.00	PH3675	GW	FRAM OIL FILTER		11.2700	
<b>Subtotal for Oil, Lube &amp; Filter</b>				<b>.00</b>	<b>61.27</b>	<b>Subt</b>

The ticket is now complete.