





## Verifying Work Order Billing

Work Orders that are billable to Tenants require verification. This can be done on the Billing Verification page. Although billable work orders may be complete, they will not be closed until the billing information has been verified.

1. Click [Control Panel > Work Order > Tenant Requests > Billing Verification](#)
2. If you are looking for work orders from a specific property, tenant, period of time, or with a specific status, use the options in the filter section at the top of the list, then click **Show**.

Property: Hillview Towers Show: Not Verified  
 Tenant: All Lip To Date: 4/6/2010 03:37 PM Show

3. Locate the desired Work Order from the Billing Verification list.
4. To view the original request, place the cursor over the work order number. To view the revenue codes and cost codes for each service (if these codes are being used), place the cursor over the service.

#	Service	Qty	Bill	Labor	Material	Markup	Tax	Total	Verified
<b>Blaze Printing</b>									
HVAC - Too Cold									
27674	Lease: 263746 Address: <none>								
	New Key	1	✓	5.00	2.00	0.00	0.12	7.12	<input type="checkbox"/>
								<b>Grand Total:</b>	<b>\$7.12</b>
<b>Light Bulbs &amp; Ballasts</b>									
19235	Lease: 263746 Address: <none>								
	HVAC - General	1	✓	40.00	50.00	5.00	0.00	95.00	<input type="checkbox"/>
	Replace Light Bulb	1	✓	20.00	10.00	5.00	0.00	30.00	<input type="checkbox"/>

5. Confirm that the billing amounts listed for the Work Order are correct. If there is a problem with the amount:
  - Click the Work Order ID #
  - Click **Edit** to make changes.
  - Click **Update** or **Update and Add Another**.
  - You can also include more services by clicking **Add Service**.
  - Return to the Billing Verification screen as outlined in Step 1 above.
6. Click the **Verified** checkbox next to the work order(s) you would like to verify.
7. Click **Update Selected**.

#	Service	Qty	Bill	Labor	Material	Markup	Tax	Total	Verified
<b>Blaze Printing</b>									
HVAC - Too Cold									
27674	Lease: 263746 Address: <none>								<input checked="" type="checkbox"/>
	New Key	1	✓	5.00	2.00	0.00	0.12	7.12	<input type="checkbox"/>
								<b>Grand Total:</b>	<b>\$7.12</b>
<b>Light Bulbs &amp; Ballasts</b>									

8. The system returns a warning message. Click **OK** to finish verifying the Work Order.



**Note:**

- If Axis Portal is integrated with your accounting system, a reverse button is available on the Edit Work Order screen. Click this if incorrect services have been added. This step will appear as a new history entry.