

Billing Verification

Control Panel > Work Order > Tenant Requests > Billing Verification

About Billing Verification:

This feature is useful for verifying the correctness of data prior to an export of billing amounts to an accounting service. Only Work Orders that have been verified will be marked as Billed in the next export.

The Billing Verification screen displays Work Orders for which all billable services have been entered. The Work Orders appearing on this screen are either Verified or Not Verified. These completed Work Orders can be marked as Verified.

For users familiar with Axis Portal, this feature offers a solution similar to the Billing Export Preview report. However, using Billing Verification, a Work Order can be checked and if necessary, modified, before marking it as Verified.