

Work Order Posting

Last Modified on 03/28/2024 4:48 pm EDT

Pathway: [Operations](#) > [Dispatch](#)

Work orders that have been reviewed will display under the 'Ready To Post' or 'Posted' columns in the *Work Order Posting* view of the Dispatch screen. Only 'Posted' work orders will be included in the next billing cycle. The posting status for a work order can be changed individually or en masse.



Always follow your company's work order posting process.

DISPATCH		OPERATIONS > DISPATCH										
FROM	TO	DIVISION	LINE OF BUSINESS									
03/28/24	03/28/24	CORPUS	Roll Off, Commercial, Residential, Document Destruction, Inbound and Outbound								LOAD	
Work Order Posting		Select Route Sheet								Search		
ROUTE	DRIVER	SCHEDULED	SERVICED	PENDING	DO NOT SERVICE	EXCEPTIONS	PENDING TO POST	READY TO POST	POSTED	BILLED	REVENUE	
- CORPUS - Commercial - Thursday Mar 28, 2024 (3 of 5 Completed)												
<input type="checkbox"/>	COR 201	Michael Shannon - Tech Guy (Not Available)	71	71 (77)	0	0	0	71 (100%)	0	0	\$ 0.00	
<input type="checkbox"/>	COR 202	Rudy Espinosa - Driver	81	81 (95)	0	0	0	81 (100%)	0	0	\$ 0.00	
<input type="checkbox"/>	COR 203	Marco Hurtado - Driver	80	80 (86)	0	0	0	80 (100%)	0	0	\$ 0.00	
<input type="checkbox"/>	COR 204		1	1 (1)	0	0	0	1 (100%)	0	0	\$ 0.00	
<input type="checkbox"/>	COR 301	Juan Bonilla - Driver	1	0	1 (100%)	0	0	1 (100%)	0	0	\$ 0.00	
- CORPUS - Residential - Thursday Mar 28, 2024 (1 of 3 Completed)												
<input type="checkbox"/>	NO ROUTE ASSIGNED		1	0	1 (100%)	0	0	1 (100%)	0	0	\$ 0.00	
<input type="checkbox"/>	COR 101	Pedro Hernandez - Driver	159	159 (100%)	0	0	0	159 (100%)	0	0	\$ 0.00	
<input type="checkbox"/>	COR 401	Luis Villa - Driver	558	0	558 (100%)	0	0	558 (100%)	0	0	\$ 0.00	
- CORPUS - Roll Off - Thursday Mar 28, 2024 (0 of 1 Completed)												
<input type="checkbox"/>	ALVARO	Dave Pike - Support Analyst (Not Available)	4	0	4 (100%)	0	0	4 (100%)	0	0	\$ 4,341.05	

Individually Edit Posting Status

To update the Posting Status for a specific location in the Service Record, double-click on the location from the Services List. This action will open the corresponding Service Record, where the Posting Status can be modified.



Set the screen view to Billing to see the Posting Status column. This will assist in identifying the work orders still in a Pending status.

SERVICES LIST

Billing Select Print Format SET POSTING EDIT PRINT COMPLETED Search

ROUTE	LOCATION	SCHEDULED DATE	WO#	WO TYPE	QTY	CHARGE QTY	EQUIPMENT	REVENUE	RECURRING RATE	POSTING STATUS
DAY CO SU...	48491001 Example Location 22 1111 Red Oak Dr, Houston	Thu 3/28/24	7417101	Scheduled Service COMPLETED 3:28 pm	1	0	8 Yard FL		\$ 729.75	Pending
DAY CO SU...	30977005 * Example Location 514 1234 SOUTH KIRKWOOD ROAD, STAFFORD	Thu 3/28/24	7417201	Scheduled Service COMPLETED 3:29 pm	2	0	8 Yard FL		\$ 1,564.50	Pending
DAY CO SU...	30977015 * Example Location 531 2222 LOUETTA ROAD, HOUSTON									
DAY CO SU...	30977007 * Example Location 184 3333 FM 1960 W, HOUSTON									
DAY CO SU...	30977006 * Example Location 45 4444 WESTHEIMER ROAD, HOUSTON									
DAY CO SU...	30977003 * Example Location 258 5555 S MASON ROAD, KATY									
DAY CO SU...	30977004 * Example Location 166 7777 N DAIRY ASHFORD, HOUSTON									
DAY CO SU...	30977009 * Example Location 257 8888 GATSON ROAD, KATY									
DAY CO SU...	30977010 * Example Location 250 9999 FM 1463 ROAD, KATY									
DAY CO SU...	30977012 * Example Location 264									

Double Click

EDIT SERVICE RECORD

Example Location 514
1234 SOUTH KIRKWOOD ROAD
STAFFORD, TX 77477
PHONE +1 555-555-4696

WORK ORDER 7417201 QTY 2 SERVICE CODE 8 Yard Trash Service EQUIPMENT 8YD WORK TYPE FL_SERVICE ORDER TYPE Scheduled Service MATERIAL MSW

ORDER NOTES

CREATED BY Lori Jones on 2/12/24 3:55 am
ORDER REASON

PO NUMBER EXTERNAL ID

SCHEDULED DATE 03/28/24 Thursday ROUTE DAY CO SUB OUT SEQUENCE 0 DESTINATION / ORIGIN

ACCESS WORK STATUS Service Completed EXCEPTION REASON

Update History Aliena Somers on 3/28/24 3:29 pm

POSTING STATUS
Pending
Pending
Posted
Ready to post

Charges Payments Completion Lab Tests Attachments Labels Photos Timeline

Charges must match Equipment WO MINIMUM
Charges must match Material

CALCULATE LAB QTY AND DISCOUNT

GROSS QTY	LABELS	NO CHARGE QTY	CHARGE QTY	UOM	CHARGE CODE	PER UNIT	VENDOR RATE	MINIMUM TYPE	MINIMUM	TOTAL
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Select Print Format SAVE

Edit Posting Status For Multiple Locations

Change the Posting Status for multiple service locations by first selecting the locations you would like to include and then selecting the Set Posting drop down and selecting the status that applies.



Set the Services List view to "Billing" to see the Posting Status column. This will assist in identifying the work orders still in a Pending status.

