Review Work Order Charges

Last Modified on 07/29/2025 6:51 am PDT

Pathway: Operations > Dispatch - Services List

This process works one day behind the current day to post charges for services completed. Select 'Work Order Posting' from the drop down field located under the 'To' and 'From' date fields to display additional billing and posting columns.

DISPA	тсн											OPERAT	IONS > DISPATCH
FROM 03/2	1/24	TO 03/21/24	DIVISION Example, DA	YTON, QAW	ASTE, CORPUS,	HEARNE, HILL	SB(👻 Com	DF BUSINESS mercial				- 0	LOAD
Wor	k Orde	er Posting	-		Select Route	Sheet 💌				Sea	arch		Q, (2)
		ROUTE 🕇	DRIVER	SCHEDULED	SERVICED	PENDING	DO NOT SERVICE	EXCEPTIONS	PENDING TO POST	READY TO POST	POSTED	BILLED	REVENUE
– co	RPUS	- Commercial - T	hursday Mar 21, 202	1 (0 of 5 Con									
	6	COR 201	Michael Smith	<u>59</u>	0	<u>59 (100%)</u>	0	0	<u>59 (100%)</u>	0	0	0	\$ 0.00
	Ŀ	COR 202	Rudy Eddy - Dri	77	0	<u>77 (100%)</u>	0	0	<u>77 (100%)</u>	0	0	0	\$ 0.00
	6	COR 203	Marco Henry	74	0	<u>74 (100%)</u>	0	0	<u>74 (100%)</u>	0	0	0	\$ 0.00
		COR 204		1	0	<u>1 (100%)</u>	0	0	<u>1 (100%)</u>	0	0	0	\$ 0.00
	G	COR 301	Juan Brown - D	1	0	<u>1 (100%)</u>	0	0	<u>1 (100%)</u>	0	0	0	\$ 0.00
– DA	YTON	- Commercial - T	hursday Mar 21, 202	4 (0 of 4 Cor									
	<u> </u>	DAY 201	<u>Olivia Peters - S</u>	<u>101</u>	0	<u>101 (100%)</u>	0	0	<u>101 (100%)</u>	0	0	0	\$ 0.00
	6	DAY 202	Curtis Thomas	64	0	<u>64 (100%)</u>	0	0	<u>64 (100%)</u>	0	0	0	\$ 0.00
	6	DAY 203	<u>Amanda Fred -</u>	94	0	<u>94 (100%)</u>	0	0	<u>94 (100%)</u>	0	0	0	\$ 0.00
		DAY CO SU		<u>11</u>	0	<u>11 (100%)</u>	0	0	<u>11 (100%)</u>	0	0	0	\$ 0.00

Permissions

The permissions outlined below are relevant to not only viewing the work order information, but also modifying its charges.

Permission ID	Permission Name								
88	Dispatch								
334	Add Charge Code to Work Order								
335	Delete Charge Code From Work Order								
336	Edit Charge Code Rate for Work Order								

Review Work Orders

Reviewing work orders before marking them as **Posted** or **Ready to Post** is a critical step to ensure accurate billing. This review helps confirm that all services were completed as expected and that each site is billed correctly based on the work performed.

Dispatch Screen View

DISPAT	сн										OPE	RATIONS > DISPATCH		
FROM 07/28	TO DIVISION v/25 07/28/25 Texas, DA	AYTON, HOUSTON, QAWASTE , CORPUS, HEAR	NE, HILLSBORO	, TEST 👻	ROUTE PRIMA Commercia	ARY LINE OF B I, Residential	USINESS , Roll Off				· V	LOAD		
Work	: Order Posting	✓ Select Route Sheet ▼	8							Search		Q. (2)		
	ROUTE 🕇	DRIVER	SCHEDULED	SERVICED	PENDING	DO NOT SERVICE	EXCEPTIONS	PENDING TO POST	READY TO POST	POSTED	BILLED	REVENUE		
- coi	RPUS > Commercial > Monday Jul 28, 20				2 of 2 completed (0 checked in)									
	(LOR 203	Marco Hurtado - Driver (Operations)	<u>119</u>	<u>119 (169)</u>	0	0	0	<u>119 (100%)</u>	0	0	0	\$ 500.00		
	(L) <u>COR 204</u>		1	<u>1 (1)</u>	0	0	0	<u>1 (100%)</u>	0	0	0	\$ 730.00		
- coi	RPUS > YARD: HOMEBASE > Commercia	al > Monday Jul 28, 2025							READY TO POST POSTED BILLED REVENUE 0 READY TO POST 2 of 2 completed (0 checked (0 checked)) 3 500.00 b) 0 0 0 \$ 530.00 c) 0 0 0 \$ 500.00 c) 0 0 0 \$ 730.00 1 1 1 completed (0 checked) 0 90.0100%) 0 \$ 0.00 2 0 0 0 \$ 2 of 2 completed (0 checked) \$ 1,317.00 b) 0 0 0 \$ 1,317.00					
	COR 202 (new default)	Rudy Espinosa - Driver (Operations)	<u>90</u>	<u>90 (137)</u>	0	0	0	0	0	90 (100%)	0	\$ 0.00		
- co	RPUS > YARD: Home Yard - Corpus > Co	ommercial > Monday Jul 28, 2025								Search ILLE DPY TO POSTED BILLED REVEN 2 of 2 completed (0 chec 0 \$ 500 0 0 0 \$ 730 0 0 0 \$ 730 0 0 \$ 0.0 \$ 0.0 0 90.100%) 0 \$ 0.0 2 of 2 completed (0 chec 0 chec 0 chec 0 90.100%) 0 \$ 0.1 2 of 2 completed (0 chec 0 chec 0 chec 0 chec 0 0 0 \$ 1,31 0				
	(Loc 201 (mon)	1 Matthew Van Doren	<u>112</u>	<u>112 (128)</u>	0	0	0	<u>112 (100%)</u>	0	0	0	\$ 1,317.00		
	COR DUMPSTER DEL/REM	Olivia Paige - Software Engineer (Ad	8	<u>8 (16)</u>	0	0	0	<u>8 (100%)</u>	0	0	0	\$ 2,314.00		
- co	RPUS > YARD: Home Yard - Corpus > Ro	oll Off > Monday Jul 28, 2025								1 of 1 completed (0 checked				
	LVARO (hiiiwewe)	Aliena Somers	<u>9</u>	<u>9 (100%)</u>	0	0	0	<u>9 (100%)</u>	0	0	0	\$ 899.55		

- 1. From the Dispatch screen, enter the From/To Dates, Division and Line of Business, then select Load.
 - Select 'Work Order Posting' from the grid view drop down to display the additional posting and billing columns.
 - Select the value in the **Pending To Post** column to open a route's Services List.

SERVICES LIST													?	8
Billing	▼ Se	ect Print Format	- 🖨	2	🕒 PRIN	T COMPLETED					X	Search	Q, (2)	0
ROUTE	SITE		SCHEDU DATE	ED	WO#	wo	O TYPE	QTY	CHARGE QTY	EQUIPMENT	REVENUE	RECURRING RATE	POSTING STATUS	
HOU 202	43178071 <u>SALTGRAS</u> 3251 SILVE DRIVE, PEA	<u>S - SG PEARLAND</u> R LAKE VILLAGE ARLAND	Wed 7/9	/25	9707956	Schedul COM	ed Service PLETED	2	0	4 Yard FL		\$ 612.89	Pending	
HOU 202	45170016 (FIVE BELO) 3113 Silver	COD <u>N</u> lake Village Dr.	Wed 7/9	/25	9708293	Schedul COM	ed Service PLETED	e 1	0	8 Yard FL		\$ 289.07	Pending	
HOU 202	Pearland	EDIT SERVICE	RECORD											
1100 202	<u>CHILIS 776</u> 3030 Silver	Site # <u>43178071</u>				WORK ORDER 9707956	QТҮ 2 4	SERVICE COD Yard Trash Service	E (36740)	EQUIPMENT 4YD	WORK TYPE FL SERVICE	ORDER Scheduled	TYPE Service	MATERIA MSW
HOU 202	45170017 <u>KIRKLAND</u> 3143 SILVE	3251 SILVER LA PEARLAND, TX PHONE	KE VILLAGE DR 77584	VE		ORDER NOTES								
HOU 202	46713001 KJAM SPO 2900 Man	CREATED BY Aliena Somers - 3:55 am	- Admin-NS (Sal	es) on 5/25	i/25	PO NUMBER		EXTERNAL ID						
HOU 202	43277001 KM Realty	ORDER REASON			-	07/09/25 Wed	ATE dnesday	HOU 202 - Is	smael Fortu	na	SEQUENCE	DESTINATION / OF	ligin	Ŧ
	10009 BRC PEARLANE					WORK STATUS			EXCEPTIO	N REASON		POSTING STATU	s	
HOU 202	47628001 <u>CBIGG MA</u> 2901 Clubl					Completed	Aliena Some	rs - Admin-NS (Sales) o	n		- ©	Pending		
HOU 202	Pearland 46242001	Charges \$ 35.	00 D Paym	ents	Complet	tion Lab	Tests	Attachments	Labe	els Photo	s Timeline	2		
	2612 3101 Silver Pearland	Charge	ges must match ges must match	Equipmer Material	t WO	MINIMUM						CALCULAT	E LAB QTY ANI	D DISCOL
HOU 202	44657001 <u>Ulta Salon</u>	GROSS LAE	BELS NO CHA	RGE CHA	RGE U	OM CHARGE	CODE		PER UNIT	VENDOR	MINIMUM	MINIMUM	TOTAL	
		1			l e	ach Bulk Pic	li un		\$ 25.00		Nene		\$ 35.00	

- 1. From the Services List, select the **Billing** view. This will display additional posting status and revenue columns.
 - Double-click on a service location to display the Edit Service Record.
 - Review the **Completion** tab for any driver notes which may impact charges.
 - Review the **Disposal/Ship** tab to confirm disposal was completed. **This tab only applies to**

transfer waste setups.

- Review the Charges tab to verify the charges applied are correct. If additional charges are incurred they can be applied as follows:
 - Select the green **plus icon**.
 - Search and select the applicable charge.
 - Enter a quantity value in the **Gross Qty** field. Entries here will update the **Charge Qty** field.
 - Click Save (F2)
- 2. After reviewing the work order, follow your established process and procedures before updating the Posting Status to either '**Ready to Post'** or '**Posted**.'

Related Articles

Work Order Posting Closing Routes