

## Work in Progress (Report)

This article describes how to display a list of Works with Un-Invoiced Costs (which expands to display the Un-Invoice items) and/or create a csv report of Works with Un-Invoiced Costs.

### To display list of Works with Un-Invoiced Costs;


Displaying a List of Works with Un-Invoiced Costs is done from the WORKS Tab.

### Quick Flow;


**WORKS** Tab > **WORKS Filter/Options** > **Work in Progress** > **Date** > **To Date** > **[Filter]**

1. Press on the **WORKS** Tab to display the WORKS Window, then Press on the **WORKS Filter/Options** button and select **Work in Progress** to display the WORK IN PROGRESS Window





2. From the WORKS IN PROGRESS Window's Costs Up To Date field, Select a **Date**, then Press the **[Filter]** button  to display the list of Works with Un-Invoice Costs


▼ FILTERS

**Costs Up To Date**  

Will only display up to 2 months work in progress prior to date selected


**Sales Invoice Date**  



3. Press on the Works line expander button  to expand the line and display a list of the Timesheets and/or Purchase Invoice Lines for that works that are Un-Invoiced, OR Press on the Works Reference to be taken to the Works

WORKS #	CUSTOMER	DESCRIPTION
▼		Costs not associated to works
▼ <b>452</b>	Big Builder	Quotes

**NOTE:** The Report's first line displays "Costs not associated to works" which displays a list of Timesheets and/or Purchase without a valid Works Reference

4. Press on the [Create Invoice]  button to create a Sales Invoice or be taken to a Sales Invoice in status Editing