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123abc INT00000131 ab123 INT00000130 INT00000132 INS011804 PL0000486								
INS011816								

This lesson shows how to confirm the full series of inspections have been carried out, marked complete and all invoices raised. The instruction is therefore complete.

Please note: Never change the status of the instruction until you have raised all invoices for all of the inspections within this instruction; you cannot raise any further invoices if the instruction has been marked complete.



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INT00000129	Action	Code	† Name		Description	Supplier	Start Date	End Date
123abc INT00000131 ab123 INT00000130 INT00000132 INS011804 PL00000486 INS011816								

Step 1

Search for and select the instruction.

Click the **Instructions** link.



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Step 2

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Click the **CINT0000022** link.



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tions	Description	FA_TEST - Fire alarm servicing contract	
dit Instruction			
ew Note	Status	PRI - Registered (Printed)	
ew Document	Financial Year	2015-16 - Financial Year 2015-16	
	Financial Period	Feb	
	Estimate		
	Supplier Acc. Ref.	123456	
	Labour (£)	3500.00	
	Material (£)	0.00	
	Other (£)	0.00	
	Net Total (£)	3500.00	
	Tax Code	ST - Standard Rate	
	VAT (£)	700.00	
	Gross Total (E)	4200.00	
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	Save Cancel		

Step 3

The Status is currently PRI - Registered (Printed).

Click the **Status** list.



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tw Note tw Document	Status Financial Year	POS - Registered (Printed) POS - Posted (Sent to Cracle) ISS - Issued Directly (not via oracle) COM - Completed	
	Financial Period	Feb	
	Estimate		
	Supplier Acc. Re Labour (£)	3500.00	
Material (E)		0.00	
	Net Total (£)	3500.00	
	Tax Code	ST - Standard Rate	
	VAT (£) Gross Total (£)	4200.00	
	Save Cancel		

Step 4

Please note: Never change the status of the instruction until you have raised all invoices for all of the inspections within this instruction; you cannot raise any further invoices if the instruction has been marked complete.

Warning: Do not confuse completing an inspection with completing an instruction. If you wish to submit an invoice for an inspection, you do not mark the **instruction** as complete, you should mark the **inspection** as complete. For further details, view the online lesson 'Mark Inspection Complete'.



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Step 5

Click the **COM - Completed** list item.



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		Material (£)		0.00		
	4	Other (£)		0.00		
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		VAT (E)	-	700.00		
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Step 6

Click the **Save** button.



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		Financial Period	Feb	
		Estimate		
		Supplier Acc. Ref.	123456	
		Labour (£)	3500.00	
		Material (£)	0.00	
		Other (£)	0.00	
		Net Total (£)	3500.00	
		Tax Code	ST - Standard Rate	
		VAT (E)	700.00	
		Gross Total (£)	4200.00	

Step 7

Confirmation that the instruction has been updated is displayed at the top of the screen.

You can no longer raise invoices against inspections within this instruction.



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	M	aterial (£)	0.00	
	o	ther (£)	0.00	
	N	et Total (£)	3500.00	
	Та	x Code	ST - Standard Rate	
	v	AT (E)	700.00	
	Gr	ross Total (£)	4200.00	

Step 8

You have successfully marked the instruction complete.

End of Procedure.