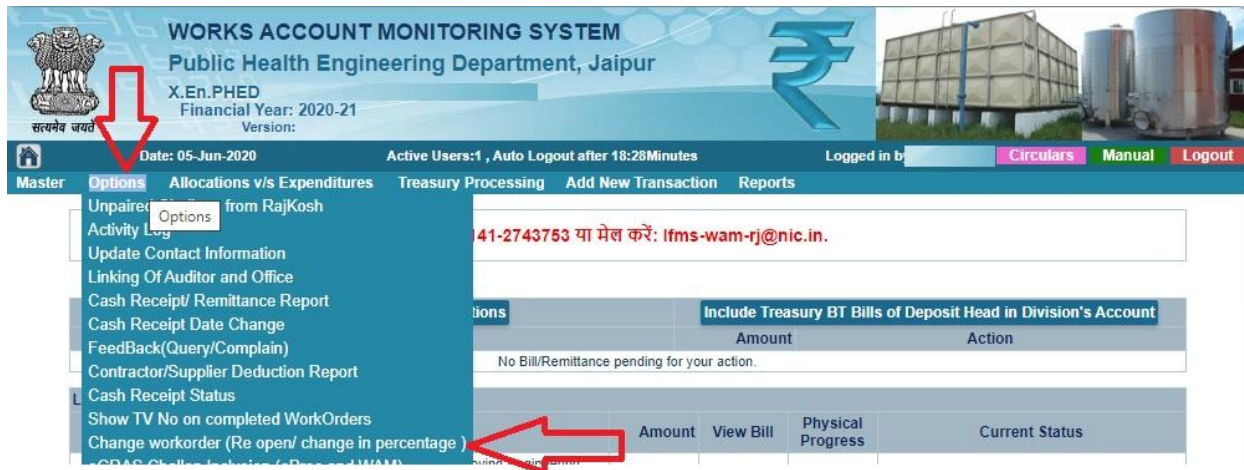**Request to change workorder status of those bills not passed by treasury in last finyear and you want to prepare bill again in new finyear.**

Please follow given points:-

1. Login with your audit ID.
2. Go to Options menu and select Change workorder (Re open/ change in percentage)

3. Select Request Type
   i. If final bill prepared by you and that bill not passed by treasury. In this case you select request type open closed workorder.
   ii. If running bill prepared by you and that bill not passed by treasury. In this case you need to update progress of last passed bill. In this case you can select change physical progress.
   iii. In third option you can make request to update bill type running to final.