

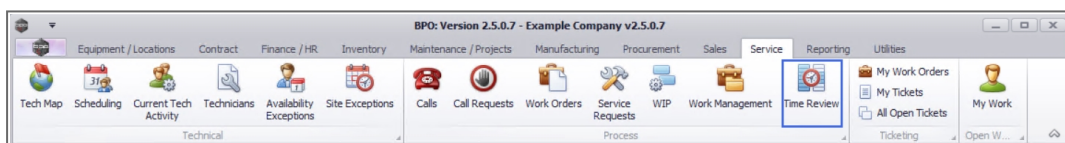
SERVICE

TIME REVIEW – INVOICE WORK ORDER

A work order linked to **call**, a **project** or a **standalone** work order can be invoiced from the **Time Review** screen.

- Only **Regular Hours** are billable.
- Time marked as Reviewed will be invoice.
- All billable items linked to the selected call will display on the invoice.

Ribbon Access: *Service > Time Review*



1. The **Time Review** screen will be displayed.
2. Click on the **row** of the work order you wish to invoice.

- A work order can be listed twice when two different employees logged time against the work order.

- A work order can be listed twice if the same employee logged time against the work order on different dates.

3. Click on **Invoice WO**.
 - The example has 3.52 Regular Hours and Time has been flagged as **Reviewed**.

Time Review - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Invoice WO Invoice Call Back Flag Reviewed SLA Time View WO View Call View Project Save Layout Workspaces Save Filter Refresh

Processing Maintain Navigation Format Curr...

Drag a column header here to group by that column

WOCCode	Description	WOSStatus	Employee	Manager	Craft	CraftDesc	Date	Billable	RegularHours	OvertimeHo...	SLAHours	NonBillableH...	TotalHours	IsReviewed
WO0006258	Drum replac...	O	Joseph Tim...	Joseph Tim...	ADMIN	Administrati...	25/04/2022	No	1.00	0.00	0.00	0.00	1.00	
WO0006259	Post Contra...	O	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	25/04/2022	No	2.00	0.00	0.00	0.00	2.00	
WO0006262	Additional e...	O	John Twain	Belinda Sha...	ADMIN	Administrati...	25/04/2022	No	1.00	0.00	0.00	1.00	2.00	
WO0006264	Tier - Comm...	O	Arnal Blythe	Bianca Du T...	DRV	Driver	25/04/2022	No	4.00	0.00	0.00	0.00	4.00	
WO0006253	Replace par...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	14/04/2022	No	0.02	0.00	0.00	0.00	0.02	
WO0006130	Site Inspect...	M	Jade Rivers	Jade Rivers	TECH	Technician	01/04/2022	No	3.00	0.00	0.00	0.00	3.00	
WO0006260	Loan unit re...	M	Karlen Jessi...	Karlen Jessi...	ADMIN	Administrati...	30/03/2022	No	1.00	0.00	0.00	0.00	1.00	
WO0006260	Loan unit re...	M	John Twain	Belinda Sha...	ADMIN	Administrati...	29/03/2022	No	0.00	0.00	0.00	0.00	1.00	
WO0006229	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	19/01/2022	No	0.10	0.00	0.00	0.00	0.10	
WO0006234	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	19/01/2022	No	0.54	0.00	0.00	0.00	0.54	
WO0006254	New machin...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	19/01/2022	No	3.87	0.00	0.00	0.00	3.87	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	19/01/2022	No	3.52	0.00	6.00	1.00	10.52	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	18/01/2022	No	24.00	0.00	0.00	0.00	24.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	17/01/2022	No	24.00	0.00	0.00	0.00	24.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	16/01/2022	No	24.00	0.00	0.00	0.00	24.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	15/01/2022	No	24.00	0.00	0.00	0.00	24.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	14/01/2022	No	24.00	0.00	0.00	0.00	24.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	13/01/2022	No	24.00	0.00	0.00	0.00	24.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	12/01/2022	No	24.00	0.00	0.00	0.00	24.00	
Count: 759									19,192.00		10.75	4.00	19,209.75	

Open Windows User: JulandaK 03/05/2022 Version: 2.5.0.8 Example Company v2.5.0.8

- " The Add new Customer Invoice screen will display. " on page 2
- Note** that some of the fields on the invoice will be auto populated.
- Add or Edit the information to the Customer Invoice as required and click on **Save**.

Add new Customer Invoice - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout Maintain Format

Customer Name: Hope Works (Pty) Ltd * Reference: Status: New * Billing address: *
 Contact Name: Commercial * Type Class Commercial * Date & Time: 03/05/2022 11:45:24 * Shipping address: *
 Salesman: Julanda Kessler * Billing Contact: *
 Invoice Currency: South African Rand * Exchange Rate: 1 *
 Tax Rate: 15.00 * Suppress Line Detail on Print: ☐

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice	TaxRate
	Labour	ADMIN	Administration	Administration			3.516	300.000	10.000	0.000	165.000	165.000	15
	Select type...												

Comment: Sub Total: 580.11 VAT: 87.02 Grand Total: 667.13

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7. You will return to the **Time Review** screen.
8. The time record that was invoiced will be removed from the screen.



To view the invoice and for further processing, refer to [Introduction to Sales Invoices](#).

Time Review - BPO: Version 2.5.0.8 - Example Company v2.5.0.8

WOCCode	Description	WOSStatus	Employee	Manager	Craft	CraftDesc	Date	Billable	RegularHours	OvertimeHo...	SLAHours	NonBillableH...	TotalHo...
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WO0006259	Post Contra...	O	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	25/04/2022	No	2.00	0.00	0.00	0.00	
WO0006262	Additional e...	O	John Twain	Belinda Sha...	ADMIN	Administrati...	25/04/2022	No	1.00	0.00	0.00	1.00	
WO0006264	Tier - Comm...	O	Arial Blythe	Bianca Du T...	DRV	Driver	25/04/2022	No	4.00	0.00	0.00	0.00	
WO0006253	Replace par...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	14/04/2022	No	0.02	0.00	0.00	0.00	
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WO0006260	Loan unit re...	M	John Twain	Belinda Sha...	ADMIN	Administrati...	29/03/2022	No	0.00	0.00	1.00	0.00	
WO0006229	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	19/01/2022	No	0.10	0.00	0.00	0.00	
WO0006234	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	19/01/2022	No	0.54	0.00	0.00	0.00	
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WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	18/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	17/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	16/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	15/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	14/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	13/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	12/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrati...	11/01/2022	No	24.00	0.00	0.00	0.00	
Count: 758									19,188.48		4.75	3.00	19,1...

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Related Topics

- [Time Review - Invoice Call](#)
- [Time Review - Invoice Project](#)

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