

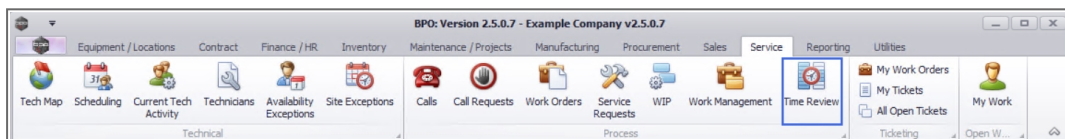
We are currently updating our site; thank you for your patience.

SERVICE

TIME REVIEW – INVOICE CALL

A call can be invoiced from the **Time Review** screen.

Ribbon Access: Service > Time Review



1. The **Time Review** screen will be displayed.
2. Click on the **row** of the work order that is linked to the call you wish to invoice.
 - A call can have more than one work order linked to it.
3. Click on **Invoice Call**.
 - The example has a total of 3 Regular Hours logged against the work orders and Time has been Reviewed.

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

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

Buttons: Save, Invoice WO, Invoice Call, Back, Flag Reviewed, SLA Time, View WO, View Call, Save Layout, Workspaces, Save Filter, Refresh

Table Columns: WOCode, Description, WOStatus, Employee, Manager, Craft, CraftDesc, Date, Billable, RegularHours, Overtime, SLAHours, NonBillable, TotalHours, IsReviewed, CallReference

Table Data (Sample):

WOCode	Description	WOStatus	Employee	Manager	Craft	CraftDesc	Date	Billable	RegularHours	Overtime	SLAHours	NonBillable	TotalHours	IsReviewed	CallReference
WO0006258	Drum replac...	O	Joseph Tim	Joseph Tim	ADMIN	Administrat...	25/04/2022	No	1.00	0.00	0.00	0.00	1.00	✓	CN0005303
WO0006259	Post Contra...	O	John Twain	Belinda Sha...	ADMIN	Administrat...	25/04/2022	No	2.00	0.00	0.00	0.00	2.00	✓	CN0005303
WO0006264	Tier - Comm...	O	Arnel Blythe	Bianca Du T...	DRV	Driver	25/04/2022	No	4.00	0.00	0.00	0.00	4.00	✓	CN0005291
WO0006253	Replace par...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	14/04/2022	No	0.02	0.00	0.00	0.00	0.02	✓	CN0005301
WO0006130	Site Inspect...	M	Jade Rivers	Jade Rivers	TECH	Technician	01/04/2022	No	3.00	0.00	0.00	0.00	3.00	✓	CN0005304
WO0006260	Loan unit re...	M	Karlen Jessi...	Karlen Jessi...	ADMIN	Administrat...	30/03/2022	No	1.00	0.00	0.00	0.00	1.00	✓	CN0005304
WO0006260	Loan unit re...	M	John Twain	Belinda Sha...	ADMIN	Administrat...	29/03/2022	No	0.00	0.00	1.00	0.00	1.00	✓	CN0005295
WO0006229	BathRinMain...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	19/01/2022	No	0.10	0.00	0.00	0.00	0.10	✓	CN0005296
WO0006234	BathRinMain...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	19/01/2022	No	0.54	0.00	0.00	0.00	0.54	✓	CN0005302
WO0006254	New machin...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	19/01/2022	No	3.87	0.00	0.00	0.00	3.87	✓	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	18/01/2022	No	24.00	0.00	0.00	0.00	24.00	✓	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	17/01/2022	No	24.00	0.00	0.00	0.00	24.00	✓	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	16/01/2022	No	24.00	0.00	0.00	0.00	24.00	✓	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	15/01/2022	No	24.00	0.00	0.00	0.00	24.00	✓	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	14/01/2022	No	24.00	0.00	0.00	0.00	24.00	✓	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	13/01/2022	No	24.00	0.00	0.00	0.00	24.00	✓	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	12/01/2022	No	24.00	0.00	0.00	0.00	24.00	✓	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMIN	Administrat...	11/01/2022	No	24.00	0.00	0.00	0.00	24.00	✓	CN0005291

Count: 758

Summary: 19,188.48, 4.75, 3.00, 19,199.23

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- " 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

Buttons: Save, Back, Delete Item, Save Layout

Form Fields:

- Customer Name: Hope Works (Pty) Ltd
- Contact Name: Henry Rowe
- Commercial: Type Class Commercial
- Salesman: Julanda Kessler
- Billing Customer: Hope Works (Pty) Ltd
- Invoice Currency: South African Rand
- Tax Rate: 15.00
- Reference: New
- Status: New
- Date & Time: 03/05/2022 13:58:43
- Billing Contact: Julanda Kessler
- Exchange Rate: 1
- Suppress Line Detail on Print: ☐

Addresses:

- Billing address: PO Box 7452, Forest Hills
- Shipping address: Plot 91 Leaf Road, Leaf Hills, Pink Town

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice	TaxRate
<input type="checkbox"/>	Labour	ADMIN	Administration	Administration			1.000	150.000	10.000	0.000	165.000	165.000	15.000
<input type="checkbox"/>	Labour	ADMIN	Administration	Administration			2.000	150.000	10.000	0.000	165.000	165.000	15.000
<input type="checkbox"/>	Select type...												

Comment:

Sub Total: 495.00
VAT: 74.25
Grand Total: 569.25

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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

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

Save Invoice WO Invoice Call Invoice Project 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

WOCODE	Description	WOSTatus	Employee	Manager	Craft	CraftDesc	Date	Billable	RegularHours	OvertimeHo...	SLAHours	NonBillableH...	Total
WO0006262	Additional e...	O	John Twain	Belinda Sha...	ADMIN	Administr...	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...	ADMN	Administr...	14/04/2022	No	0.02	0.00	0.00	0.00	
WO0006130	Site Inspect...	M	Jade Rivers	Jade Rivers	TECH	Technician	01/04/2022	No	3.00	0.00	0.00	0.00	
WO0006260	Loan unit re...	M	Karlen Jessi...	Karlen Jessi...	ADMN	Administr...	30/03/2022	No	1.00	0.00	0.00	0.00	
WO0006260	Loan unit re...	M	John Twain	Belinda Sha...	ADMN	Administr...	29/03/2022	No	0.00	0.00	1.00	0.00	
WO0006229	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	19/01/2022	No	0.10	0.00	0.00	0.00	
WO0006234	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	19/01/2022	No	0.54	0.00	0.00	0.00	
WO0006254	New machin...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	19/01/2022	No	3.87	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	18/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	17/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	16/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	15/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	14/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	13/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	12/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	11/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	10/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	09/01/2022	No	24.00	0.00	0.00	0.00	
Count: 756									19,185.48		4.75	3.00	

Open Windows

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Related Topics

- [Time Review - Invoice Work Order](#)
- [Time Review - Invoice Project](#)

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