

## SERVICE

## **TIME REVIEW - INVOICE PROJECT**

A call 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

<b>\$</b> =	BPO: Version 2.5.0.7 - Example Company v2.5.0.7															x
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- 1. The *Time Review* screen will be displayed.
- Click on the *row* of the work order that is linked to the project 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 Project*.
  - The example has a total of 3 Regular Hours logged against the work order and Time has been <u>Reviewed</u>.



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VO0006260	Loan unit re	м	John Twain	ADMN	Administrati	29/03/2022	No	0.00	0.00	1.00	0.00	1.00	$\checkmark$	CN0005304				
WO0006229	BathBinMain	м	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.10	0.00	0.00	0.00	0.10		CN0005295				
WO0006234	BathBinMain	м	Julanda Kes	ADMIN	Administrati	19/01/2022	No	0.54	0.00	0.00	0.00	0.54		CN0005296				
WO0006254	New machin	м	Julanda Kes	ADMN	Administrati	19/01/2022	No	3.87	0.00	0.00	0.00	3.87		CN0005302				
WO0006214	Tier - Comm	м	Julanda Kes	ADMN	Administrati	18/01/2022	No	24.00	0.00	0.00	0.00	24.00		CN0005291				
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- 4. "The Add new Customer Invoice screen will display. " on page 2
- 5. **Note** that some of the fields on the invoice will be auto populated.
- 6. <u>Add</u> or <u>Edit</u> the information to the Customer Invoice as required and click on *Save*.

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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 <u>Introduction to Sales</u> Invoices.

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WO0006254	New machin	М	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	3.87	0.00	0.00	0.00			
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## **Related Topics**

- Time Review Invoice Work Order
- Time Review Invoice Call

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