

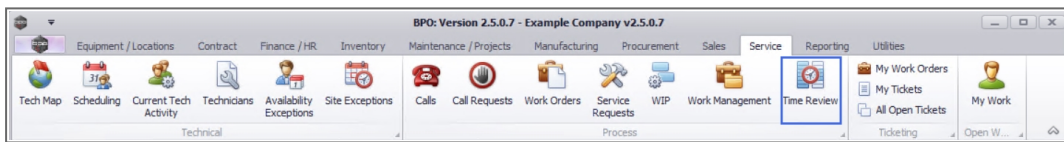
SERVICE

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*



1. The *Time Review* screen will be displayed.
2. 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 Reviewed.

WCode	Description	WOSstatus	Employee	Craft	Crafdesc	Date	Billable	RegularHours	Overtime	SLAHours	NonBillable	TotalHours	IsReviewed	CallReference	ProjectRef
W00006262	Additional e...	O	John Twain	ADMIN	Administrat...	25/04/2022	No	1.00	0.00	0.00	1.00	2.00	<input checked="" type="checkbox"/>		PRJ0000421
W00006264	Tier - Comm...	O	Arial Blythe	DRV	Driver	25/04/2022	No	4.00	0.00	0.00	0.00	4.00	<input type="checkbox"/>	CHN005291	
W00006253	Replace par...	M	Julanda Kes...	ADMIN	Administrat...	14/04/2022	No	0.02	0.00	0.00	0.00	0.02	<input type="checkbox"/>	CHN005301	
W00006130	Site Inspect...	M	Jade Rivers	TECH	Technician	01/04/2022	No	3.00	0.00	0.00	0.00	3.00	<input checked="" type="checkbox"/>		PRJ0000408
W00006260	Loan unit re...	M	Harlen Jess...	ADMIN	Administrat...	30/03/2022	No	1.00	0.00	0.00	0.00	1.00	<input checked="" type="checkbox"/>	CHN005304	
W00006260	Loan unit re...	M	John Twain	ADMIN	Administrat...	29/03/2022	No	0.00	0.00	1.00	0.00	1.00	<input checked="" type="checkbox"/>	CHN005304	
W00006229	BathBinMain...	M	Julanda Kes...	ADMIN	Administrat...	19/01/2022	No	0.10	0.00	0.00	0.00	0.10	<input type="checkbox"/>	CHN005295	
W00006234	BathBinMain...	M	Julanda Kes...	ADMIN	Administrat...	19/01/2022	No	0.54	0.00	0.00	0.00	0.54	<input type="checkbox"/>	CHN005296	
W00006254	New machin...	M	Julanda Kes...	ADMIN	Administrat...	19/01/2022	No	3.87	0.00	0.00	0.00	3.87	<input type="checkbox"/>	CHN005302	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	18/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	17/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	16/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	15/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	14/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	13/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	12/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	11/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	10/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
W00006214	Tier - Comm...	M	Julanda Kes...	ADMIN	Administrat...	09/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CHN005291	
Count: 756								19,185.48		4.75	3.00	19,196.23			

- " 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.

SuppressOnPrint	ItemType	ItemCode	ItemDescription	InvoiceLineDescription	WarehouseName	BatchSerialNo	Quantity	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice
<input type="checkbox"/>	Labour	TECH	Technician	Technician			3.000	150.000	0.000	0.000	550.000	550.000
<input type="checkbox"/>	Expenses	TOLL	Toll Fees for tra...	Toll Fees for travelling ...			1.000	25.000	15.000	0.000	28.750	28.750
<input type="checkbox"/>	Select type...											

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](#).

WOCCode	Description	WOSStatus	Employee	Manager	Craft	CraftDesc	Date	Billable	RegularHours	OvertimeHo...	SLAHours	NonBillableH...
WO0006262	Additional e...	O	John Twain	Belinda Sha...	ADMN	Administrati...	25/04/2022	No	1.00	0.00	0.00	1.00
WO0006264	Tier - Comm...	O	Arial Blythe	Blanca 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	Administrati...	14/04/2022	No	0.02	0.00	0.00	0.00
WO0006260	Loan unit re...	M	Karlien Jessi...	Karlien Jessi...	ADMN	Administrati...	30/03/2022	No	1.00	0.00	0.00	0.00
WO0006260	Loan unit re...	M	John Twain	Belinda Sha...	ADMN	Administrati...	29/03/2022	No	0.00	0.00	1.00	0.00
WO0006229	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	19/01/2022	No	0.10	0.00	0.00	0.00
WO0006234	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	19/01/2022	No	0.54	0.00	0.00	0.00
WO0006254	New machin...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	19/01/2022	No	3.87	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	18/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	17/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	16/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	15/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	14/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	13/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	12/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	11/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	10/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	09/01/2022	No	24.00	0.00	0.00	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrati...	08/01/2022	No	24.00	0.00	0.00	0.00
Count: 755									19,182.48		4.75	3.00

Related Topics

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

MNU.075.005

