

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

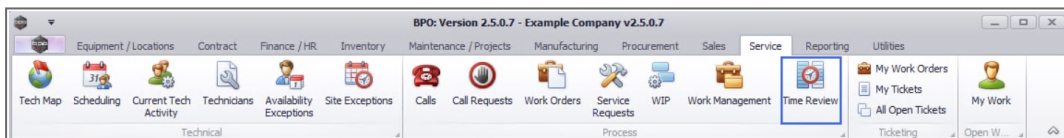
## SERVICE

### 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**.

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

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. 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	TaxRate
<input type="checkbox"/>	Labour	ADMN	Administration	Administration			3.516	300.000	10.000	0.000	165.000	165.000	15
<input type="checkbox"/>	Select type...												

Sub Total	580.11
VAT	87.02
<b>Grand Total</b>	<b>667.13</b>

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](#).

WOCODE	Description	WOSstatus	Employee	Manager	Craft	CraftDesc	Date	Billable	RegularHours	OvertimeHo...	SLAHours	NonBillableH...	TotalHo...
WO0006258	Drum replac...	O	Joseph Tim...	Joseph Tim...	ADMN	Administr...	25/04/2022	No	1.00	0.00	0.00	0.00	0.00
WO0006259	Post Contra...	O	Julanda Kes...	Julanda Kes...	ADMN	Administr...	25/04/2022	No	2.00	0.00	0.00	0.00	0.00
WO0006262	Additional e...	O	John Twain	Belinda Sha...	ADMN	Administr...	25/04/2022	No	1.00	0.00	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	0.00
WO0006253	Replace par...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	14/04/2022	No	0.02	0.00	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	0.00
WO0006260	Loan unit re...	M	Karlien Jessi...	Karlien Jessi...	ADMN	Administr...	30/03/2022	No	1.00	0.00	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	0.00
WO0006229	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	19/01/2022	No	0.10	0.00	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	0.00
WO0006254	New machin...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	19/01/2022	No	3.87	0.00	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	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	17/01/2022	No	24.00	0.00	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	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	15/01/2022	No	24.00	0.00	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	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	13/01/2022	No	24.00	0.00	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	0.00
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administr...	11/01/2022	No	24.00	0.00	0.00	0.00	0.00

## Related Topics

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

MNU.075.003

