

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

SERVICE

TIME REVIEW - INVOICE WORK ORDER

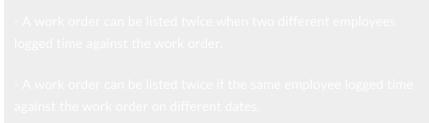
A work order linked to **call**, a **project** or a **standalone** work order can be invoiced from the **Time Review** screen.

- 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.



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



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WOO	006259	Post Contra	0	Julanda Kes	Julanda Kes	ADMN	Administrati	25/04/2022	No	2.00	0.00	0.00	0.00	2.00			
WOO	006262	Additional e	0	John Twain	Belinda Sha	ADMN	Administrati	25/04/2022	No	1.00	0.00	0.00	1.00	2.00	\checkmark		
WOO	006264	Tier - Comm	0	Arial Blythe	Bianca Du T	DRV	Driver	25/04/2022	No	4.00	0.00	0.00	0.00	4.00			
WOO	006253	Replace par	М	Julanda Kes	Julanda Kes	ADMN	Administrati	14/04/2022	No	0.02	0.00	0.00	0.00	0.02			
2 00	006130	Site Inspect	М	Jade Rivers	Jade Rivers	TECH	Technician	01/04/2022	No	3.00	0.00	0.00	0.00	3.00			
WOO	006260	Loan unit re	М	Karlien Jessi	Karlien Jessi	ADMN	Administrati	30/03/2022	No	1.00	0.00	0.00	0.00	1.00			
WO0	006260	Loan unit re	М	John Twain	Belinda Sha	ADMN	Administrati	29/03/2022	No	0.00	0.00	1.00	0.00	1.00			
WOO	006229	BathBinMain	M	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.10	0.00	0.00	0.00	0.10			
WOO	006234	BathBinMain	M	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.54	0.00	0.00	0.00	0.54			
WOO	006254	New machin	М	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	3.87	0.00	0.00	0.00	3.87			
WO0	006214	Tier - Comm	М		Julanda Kes		Administrati	19/01/2022	No	3.52	0.00	6.00	1.00	10.52			
		Tier - Comm	М		Julanda Kes		Administrati	18/01/2022	No	24.00	0.00	0.00	0.00	24.00			
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		Tier - Comm			Julanda Kes		Administrati		No	24.00	0.00	0.00	0.00	24.00			
WOO		Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	12/01/2022	No	24.00	0.00	0.00	0.00	24.00	<u> </u>		
	unt: 759									19,192.00		10.75	4.00	19,209.75			
						Julanda K	essler									10	

- 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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WOOD	006259	Post Contra	0	Julanda Kes	Julanda Kes	ADMN	Administrati	25/04/2022	No	2.00	0.00	0.00	0.00		• •	2 202
WOOD	006262	Additional e	0	John Twain	Belinda Sha	ADMN	Administrati	25/04/2022	No	1.00	0.00	0.00	1.00			
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WOOD	006229	BathBinMain	M	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.10	0.00	0.00	0.00			
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WOOD	006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	18/01/2022	No	24.00	0.00	0.00	0.00			
WOOD	006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	17/01/2022	No	24.00	0.00	0.00	0.00			
WOOD	006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	16/01/2022	No	24.00	0.00	0.00	0.00			
WOOD	006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	15/01/2022	No	24.00	0.00	0.00	0.00			
WOOD	006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	14/01/2022	No	24.00	0.00	0.00	0.00			
WOOd	006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	13/01/2022	No	24.00	0.00	0.00	0.00			
WOOD	006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	12/01/2022	No	24.00	0.00	0.00	0.00			
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Cou	unt: 758									19,188,48		4.75	3.00	19,1		
													2100		10	

Related Topics

- Time Review Invoice Call
- Time Review Invoice Project

MNU.075.003