

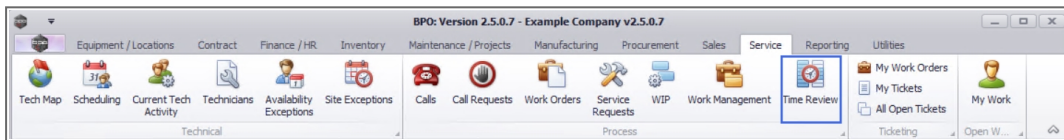
We are currently updating our site; thank you for your patience.

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.

WCode	Description	WOSStatus	Employee	Manager	Craft	CraftDesc	Date	Billable	RegularHours	Overtime	SLAHours	NonBillable	TotalHours	IsReviewed	CallReference
WO0006258	Drum replac...	O	Joseph Tim	Joseph Tim	ADMN	Administrat...	25/04/2022	No	1.00	0.00	0.00	0.00	-1.00	<input checked="" type="checkbox"/>	CN0005303
WO0006259	Post Contra...	O	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	25/04/2022	No	2.00	0.00	0.00	0.00	2.00	<input checked="" type="checkbox"/>	CN0005303
WO0006262	Additional e...	O	John Twain	Belinda Sha...	ADMN	Administrat...	25/04/2022	No	1.00	0.00	0.00	1.00	2.00	<input checked="" type="checkbox"/>	CN0005301
WO0006264	Tier - Comm...	O	Arial Blythe	Bianca Du T...	DRV	Driver	25/04/2022	No	4.00	0.00	0.00	0.00	4.00	<input type="checkbox"/>	CN0005291
WO0006253	Replace par...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	14/04/2022	No	0.02	0.00	0.00	0.00	0.02	<input type="checkbox"/>	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	<input type="checkbox"/>	CN0005304
WO0006260	Loan unit re...	M	Karlien Jessi...	Karlien Jessi...	ADMN	Administrat...	30/03/2022	No	1.00	0.00	0.00	1.00	1.00	<input checked="" type="checkbox"/>	CN0005304
WO0006260	Loan unit re...	M	John Twain	Belinda Sha...	ADMN	Administrat...	29/03/2022	No	0.00	0.00	1.00	0.00	1.00	<input checked="" type="checkbox"/>	CN0005304
WO0006229	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	19/01/2022	No	0.10	0.00	0.00	0.00	0.10	<input type="checkbox"/>	CN0005295
WO0006234	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	19/01/2022	No	0.54	0.00	0.00	0.00	0.54	<input type="checkbox"/>	CN0005296
WO0006254	New machin...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	19/01/2022	No	3.87	0.00	0.00	0.00	3.87	<input type="checkbox"/>	CN0005302
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	18/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	17/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	16/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	15/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	14/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	13/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	12/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CN0005291
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	11/01/2022	No	24.00	0.00	0.00	0.00	24.00	<input type="checkbox"/>	CN0005291
Count: 758									19,188.48		4.75	3.00	19,199.23		

- " 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**.

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: [Empty]
 Exchange Rate: 1

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	ADMN	Administration	Administration			1.000	150.000	10.000	0.000	165.000	165.000	15.000
<input type="checkbox"/>	Labour	ADMN	Administration	Administration			2.000	150.000	10.000	0.000	165.000	165.000	15.000
<input type="checkbox"/>	Select type...												

Sub Total: 495.00
 VAT: 74.25
 Grand Total: 569.25

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](#).

WCode	Description	WOSStatus	Employee	Manager	Craft	CraftDesc	Date	Billable	RegularHours	OvertimeHo...	SLAHours	NonBillableH...	Totz
WO0006262	Additional e...	O	John Twain	Belinda Sha...	ADMN	Administrat...	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	Administrat...	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	Administrat...	30/03/2022	No	1.00	0.00	0.00	0.00	
WO0006260	Loan unit re...	M	John Twain	Belinda Sha...	ADMN	Administrat...	29/03/2022	No	0.00	0.00	1.00	0.00	
WO0006229	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	19/01/2022	No	0.10	0.00	0.00	0.00	
WO0006234	BathBinMain...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	19/01/2022	No	0.54	0.00	0.00	0.00	
WO0006254	New machin...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	19/01/2022	No	3.87	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	18/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	17/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	16/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	15/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	14/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	13/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	12/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	11/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	10/01/2022	No	24.00	0.00	0.00	0.00	
WO0006214	Tier - Comm...	M	Julanda Kes...	Julanda Kes...	ADMN	Administrat...	09/01/2022	No	24.00	0.00	0.00	0.00	
Count: 756									19,185.48		4.75	3.00	

Related Topics

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

MNU.075.004

