

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

٦	Ŧ	BPO: Version 2.5.0.7 - Example Company v2.5.0.7															
		Equipment	/Locations	Contract	Finance / HR	Inventory	Mainten	ance / Projects	Manufacturi	ing Pro	curement	Sales	Service	Reporting	g Utilities		
Te	ch Map	312 Scheduling	Current Tech Activity	Technicians	Availability Exceptions	Site Exceptions	Calls	Call Requests	Work Orders	Service Requests	WIP	Work Manag	ement	O Time Review	My Work Orders My Tickets All Open Tickets	My Work	
	Technical								Process					Ticketing	Open W	\Diamond	

- 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.



	Home	e Equipme	nt / Locations	Contract	Finance / H	R In	ventory Ma	intenance / Pro	ojects	Manufacturing	Procurem	ent Sales	s Service	Reporting	Utilities			-	8
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ave	Invoice WO	Invoice Inv Call	voice Back	Flag Review	wed SLA Time	View	WO View Call	View Project	Save	Layout Works	paces Save F	iter Refre	esh						
	P	rocessing	3	4 Ma	intain	-	Navigation	1		Form	at	4 Curr.							
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WOCo		Description		Employee	Manager	Craft"	CraftDesc-	Date 🔻	Billable	RegularHours	OvertimeHo	SI AHoure	NooBillableH	TotaHours	TeDeviewed	CalReference Cu			
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WOOD	· · ·	Drum replac		Joseph Tim	Joseph Tim	ADMN	Administrati	25/04/2022		1.00	0.00	0.00	σ.00	1.00		CN0005303	9 =		
WOOD		Post Contra			Julanda Kes		Administrati	25/04/2022		2.00	0.00	0.00	0.00	2.00	×	CN0005303	• •	2 2020	-147K
WOOD		Additional e		John Twain	Belinda Sha	ADMN	Administrati			1.00	0.00	0.00	1.00	2.00	1	L		-	
WOOD	06264	Tier - Comm	0	Arial Blythe	Bianca Du T	DRV	Driver	25/04/2022	No	4.00	0.00	0.00	0.00	4.00		CN0005291			
WOOD	06253	Replace par	м	Julanda Kes	Julanda Kes	ADMN	Administrati	14/04/2022	No	0.02	0.00	0.00	0.00	0.02		CN0005301			
WOOD	06130	Site Inspect	м	Jade Rivers	Jade Rivers	TECH	Technician	01/04/2022	No	3.00	0.00	0.00	0.00	3.00					
WOOD	06260	Loan unit re	м	Karlien Jessi	Karlien Jessi	ADMN	Administrati	30/03/2022	No	1.00	0.00	0.00	0.00	1.00		CN0005304			
WOOD	06260	Loan unit re	м	John Twain	Belinda Sha	ADMN	Administrati	29/03/2022	No	0.00	0.00	1.00	0.00	1.00		CN0005304			
WOOD	06229	BathBinMain	м	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.10	0.00	0.00	0.00	0.10		CN0005295			
WOOD	06234	BathBinMain	м	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.54	0.00	0.00	0.00	0.54		CN0005296			
WOOD	06254	New machin	м	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	3.87	0.00	0.00	0.00	3.87		CN0005302			
WOOD	06214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	18/01/2022	No	24.00	0.00	0.00	0.00	24.00		CN0005291			
WOOD	06214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	17/01/2022	No	24.00	0.00	0.00	0.00	24.00		CN0005291			
WOOD	06214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	16/01/2022	No	24.00	0.00	0.00	0.00	24.00		CN0005291			
WOOD	06214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	15/01/2022	No	24.00	0.00	0.00	0.00	24.00		CN0005291			
WOOD	06214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	14/01/2022	No	24.00	0.00	0.00	0.00	24.00		CN0005291			
WOOD	06214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	13/01/2022	No	24.00	0.00	0.00	0.00	24.00		CN0005291			
WOOD	06214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	12/01/2022	No	24.00	0.00	0.00	0.00	24.00		CN0005291			
WOOD	06214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	11/01/2022	No	24.00	0.00		0.00	24.00		CN0005291			
Corr	nt: 758									19,188,48		4,75	3.00	19,199,23					
										10,100.10			5.00	23/233.23			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**.

Sav	ne Back De	dete tem Format	ut														
	Contact Name Commercial	Type Class Comme		م م •	•	Reference Status Date & Time		2 🔻 13:58:43	*	Billing ad PO Box 7 Forest Hi Shipping	'452 Ils		, A	*			
				• * • •		Billing Contact		ess Line Detail on		Plot 91 Leaf Road Leaf Hills Pink Town							
S	uppressOnPrint	ItemType	ItemCode		scription	InvoiceLineDes		WarehouseName	BatchSerial		_	UnitCost	Markup	Discount	UnitSellingPrice	BaseCcyPrice	TaxRate
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		Labour	ADMN	Adminis	stration	Administration					1.000	150.000	10.00	0.000	165.000	165.000	15.00
		Labour	ADMIN	Adminis	stration	Administration					2.000	150.000	10.00	0.000	165.000	165.000	15.0
		Select type															
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0															VAT		74

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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.

Sa	Hon	Invoice Inv	nt / Locations	Contract Flag Reviewed Mainta			y Maintenanc	ĵ I		ing Procurement Respaces Save Filt	3	Service I	Reporting Utili	tes		- 6	2 3
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1	NOCode	Description	WOStatus	Employee	Manager	Craft	CraftDesc	Date 🔻	Billable	RegularHours	OvertimeHo	SLAHours	NonBillableH To	ota			
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	NO0006262	Additional e	0	John Twain	Belinda Sha	ADMN	Administrati	25/04/2022	No	1.00	0.00	0.00	1.00		9 =	* 0 ¢	
١	NO0006264	Tier - Comm	0	Arial Blythe	Bianca Du T	DRV	Driver	25/04/2022	No	4.00	0.00	0.00	0.00				
١	NO0006253	Replace par	м	Julanda Kes	Julanda Kes	ADMN	Administrati	14/04/2022	No	0.02	0.00	0.00	0.00				
١	NO0006130	Site Inspect	м	Jade Rivers	Jade Rivers	TECH	Technician	01/04/2022	No	3.00	0.00	0.00	0.00				
١	NO0006260	Loan unit re	м	Karlien Jessi	Karlien Jessi	ADMN	Administrati	30/03/2022	No	1.00	0.00	0.00	0.00				
١	NO0006260	Loan unit re	м	John Twain	Belinda Sha	ADMN	Administrati	29/03/2022	No	0.00	0.00	1.00	0.00				
١	NO0006229	BathBinMain	м	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.10	0.00	0.00	0.00				
١	NO0006234	BathBinMain	м	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	0.54	0.00	0.00	0.00				
١	NO0006254	New machin	м	Julanda Kes	Julanda Kes	ADMN	Administrati	19/01/2022	No	3.87	0.00	0.00	0.00				
١	NO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	18/01/2022	No	24.00	0.00	0.00	0.00				
١	NO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	17/01/2022	No	24.00	0.00	0.00	0.00				
١	NO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	16/01/2022	No	24.00	0.00	0.00	0.00				
١	NO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	15/01/2022	No	24.00	0.00	0.00	0.00				
١	NO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	14/01/2022	No	24.00	0.00	0.00	0.00				
١	NO0006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	13/01/2022	No	24.00	0.00	0.00	0.00				
١	NO0006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	12/01/2022	No	24.00	0.00	0.00	0.00				
١	NO0006214	Tier - Comm	М	Julanda Kes	Julanda Kes	ADMN	Administrati	11/01/2022	No	24.00	0.00	0.00	0.00				
1	NO0006214	Tier - Comm	м	Julanda Kes	Julanda Kes	ADMN	Administrati	10/01/2022	No	24.00	0.00	0.00	0.00				
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ľ	Count: 756							//		19,185.48		4.75	3.00				
										20/200110			0100	-	•		

Related Topics

- Time Review Invoice Work Order
- Time Review Invoice Project

MNU.075.004