

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

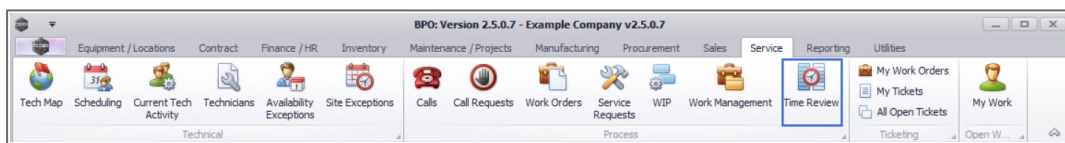
SERVICE

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	OvertimeHrs	SLAHours	NonBillableHrs	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 Jessi...	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			

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**.

Customer Name: Hope Works (Pty) Ltd

Contact Name: [Empty]

Commercial: Type Class Commercial

Salesman: Julanda Kessler

Billing Customer: [Empty]

Invoice Currency: South African Rand

Tax Rate: 15.00

Reference: [Empty]

Status: New

Date & Time: 03/05/2022 15:22:06

Billing address: [Empty]

Shipping address: [Empty]

Billing Contact: [Empty]

Exchange Rate: 1

Suppress Line Detail on Print

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...											

Comment: [Empty]

Sub Total: 1,678.75

VAT: 251.81

Grand Total: 1,930.56

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

