

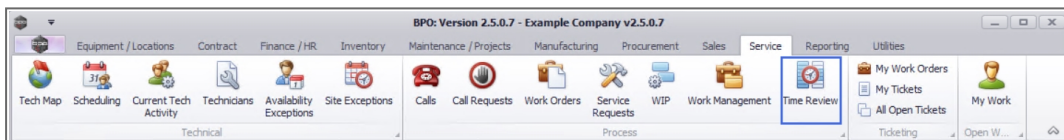
SERVICE

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 | WStatus | Employee | Craft | CrafDesc | Date | Billable | RegularHours | Overtime | SLAHours | NonBillable | TotalHours | IsReviewed | CallReference | ProjectRef |
|------------|-----------------|---------|-----------------|-------|----------------|------------|----------|--------------|----------|----------|-------------|------------|-------------------------------------|---------------|------------|
| WO0006262 | 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"/> | PR30000421 | |
| WO0006264 | Tier - Comm... | O | Arial Blythe | DRV | Driver | 25/04/2022 | No | 4.00 | 0.00 | 0.00 | 0.00 | 4.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006253 | Replace par... | M | Julanda Kes... | ADMIN | Administrat... | 14/04/2022 | No | 0.02 | 0.00 | 0.00 | 0.00 | 0.02 | <input type="checkbox"/> | CH0005301 | |
| WO0006130 | 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"/> | PR30000408 | |
| WO0006260 | 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"/> | CH0005304 | |
| WO0006260 | 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"/> | CH0005304 | |
| WO0006229 | BathBinMain... | M | Julanda Kes... | ADMIN | Administrat... | 19/01/2022 | No | 0.10 | 0.00 | 0.00 | 0.00 | 0.10 | <input type="checkbox"/> | CH0005295 | |
| WO0006234 | BathBinMain... | M | Julanda Kes... | ADMIN | Administrat... | 19/01/2022 | No | 0.54 | 0.00 | 0.00 | 0.00 | 0.54 | <input type="checkbox"/> | CH0005296 | |
| WO0006254 | New machin... | M | Julanda Kes... | ADMIN | Administrat... | 19/01/2022 | No | 3.87 | 0.00 | 0.00 | 0.00 | 3.87 | <input type="checkbox"/> | CH0005302 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 18/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 17/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 16/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 15/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 14/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 13/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 12/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 11/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 10/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| WO0006214 | Tier - Comm... | M | Julanda Kes... | ADMIN | Administrat... | 09/01/2022 | No | 24.00 | 0.00 | 0.00 | 0.00 | 24.00 | <input type="checkbox"/> | CH0005291 | |
| 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**.

| 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... | | | | | | | | | | | |

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](#).

| WOCODE | Description | WOSTatus | 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

