

INVOICES

Contents

Create an Interim Invoice.....	2
View an Interim Invoice	4
Create a Final Invoice.....	5
View a Final Invoice.....	6
Create a Supplier Invoice	7
View a Supplier Invoice	10
Edit an Invoice.....	11
Delete an Invoice	12

Create an Interim Invoice

1. Click on *Jobs*:



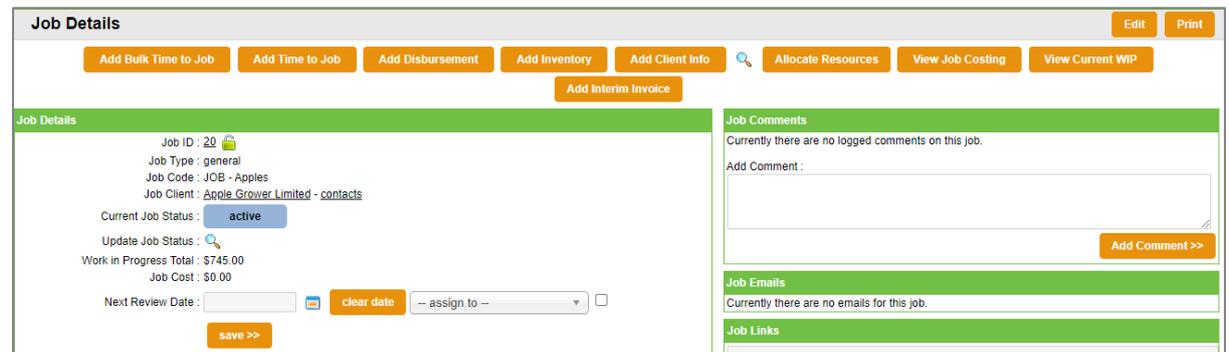
2. Locate the applicable *Job*:

Job ID	Job Code	Job Identifier	Client Code	Client	Job Details	Target End Date	Date Entered	Job Status
22	JOB-VINEYARD		THOM	Thompsons			Jul 13 2020	active
20	JOB - Apples		AGL	Apple Grower Limited			Jul 08 2020	active

3. Click the *Job ID*:

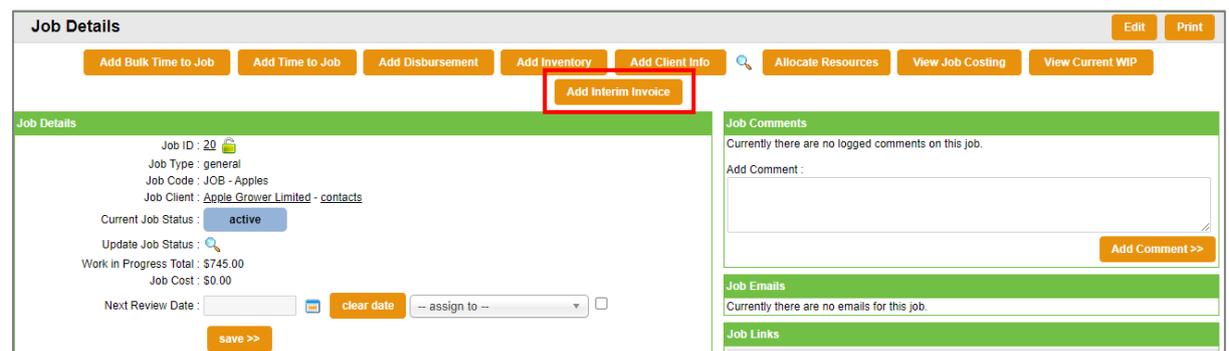
Job ID	Job Code	Job Identifier	Client Code	Client	Job Details	Target End Date	Date Entered	Job Status
22	JOB-VINEYARD		THOM	Thompsons			Jul 13 2020	active
20	JOB - Apples		AGL	Apple Grower Limited			Jul 08 2020	active

A similar screen will appear:



The 'Job Details' screen for Job ID 20. It features a top navigation bar with buttons for 'Add Bulk Time to Job', 'Add Time to Job', 'Add Disbursement', 'Add Inventory', 'Add Client Info', 'Allocate Resources', 'View Job Costing', and 'View Current WIP'. Below this is a section for 'Job Details' containing fields for Job ID (20), Job Type (general), Job Code (JOB - Apples), Job Client (Apple Grower Limited - contacts), Current Job Status (active), Update Job Status, Work in Progress Total (\$745.00), Job Cost (\$0.00), and Next Review Date. There is also a 'clear date' button and an 'assign to' dropdown. A 'save >>' button is at the bottom. To the right, there are sections for 'Job Comments', 'Job Emails', and 'Job Links', each with a 'Currently there are no logged comments/emails for this job.' message and an 'Add Comment >>' button.

4. Click *Add Interim Invoice*:



The 'Job Details' screen for Job ID 20, identical to the previous screenshot. The 'Add Interim Invoice' button in the top navigation bar is highlighted with a red rectangular box.

5. Select/enter the applicable details:

Create Interim Invoice

current total : 745.00 interim invoices total : 0.00 balance wip : 745.00

Item Details

Job Code :

Task Date : or

Task Description :

Task Price :

Budget % : % of job budget 0.00 =

	description	unit sell price	quantity	total sell price
<input type="checkbox"/>	MBIKE - Motorbike (not subject to gst)	10.00	2	20.00
<input type="checkbox"/>	UTE - Ute	12.50	1	12.50
<input type="checkbox"/>	UTE - Ute	12.50	1	12.50
<input type="checkbox"/>	Total			0.00

Disbursements :

charge	user	activity code	comment	date	hours	
<input type="checkbox"/>	200.0000	Lizzy Green	Apple	Apple Picking	Jul 08 2020	3.5000

Timesheets :

6. Click *Add*:

<input type="checkbox"/>	0.00	Total	0.0000
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View an Interim Invoice

1. Click on *Jobs*:



2. Locate the applicable *Job*:

Job ID	Job Code	Job Identifier	Client Code	Client	Job Details	Target End Date	Date Entered	Job Status
22	JOB-VINEYARD		THOM	Thompsons			Jul 13 2020	active
20	JOB - Apples		AGL	Apple Grower Limited			Jul 08 2020	active

3. Click the *Job ID*:

Job ID	Job Code	Job Identifier	Client Code	Client	Job Details	Target End Date	Date Entered	Job Status
22	JOB-VINEYARD		THOM	Thompsons			Jul 13 2020	active
20	JOB - Apples		AGL	Apple Grower Limited			Jul 08 2020	active

A similar screen will appear:

Job Details

Edit Print

Add Bulk Time to Job Add Time to Job Add Disbursement Add Inventory Add Client Info Allocate Resources View Job Costing View Current WIP Add Interim Invoice

Job Details

Job ID : 20
Job Type : general
Job Code : JOB - Apples
Job Client : Apple Grower Limited - contacts
Current Job Status : active
Update Job Status :
Work in Progress Total : \$745.00
Job Cost : \$0.00
Next Review Date : clear date -- assign to -- save >>

Job Comments

Currently there are no logged comments on this job.
Add Comment :
Add Comment >>

Job Emails

Currently there are no emails for this job.

Job Links

4. Scroll down to the bottom of the screen to *Interim Invoices*:

	Invoice Number	Amount (incl)	Date	
Interim Invoices :	20200714201	856.75	Jul 14 2020	🔍
	Total	856.75		

5. Click on the spyglass icon in line with the applicable invoice to view it:

	Invoice Number	Amount (incl)	Date	
Interim Invoices :	20200714201	856.75	Jul 14 2020	🔍
	Total	856.75		

Create a Final Invoice

1. Click on *Jobs*:



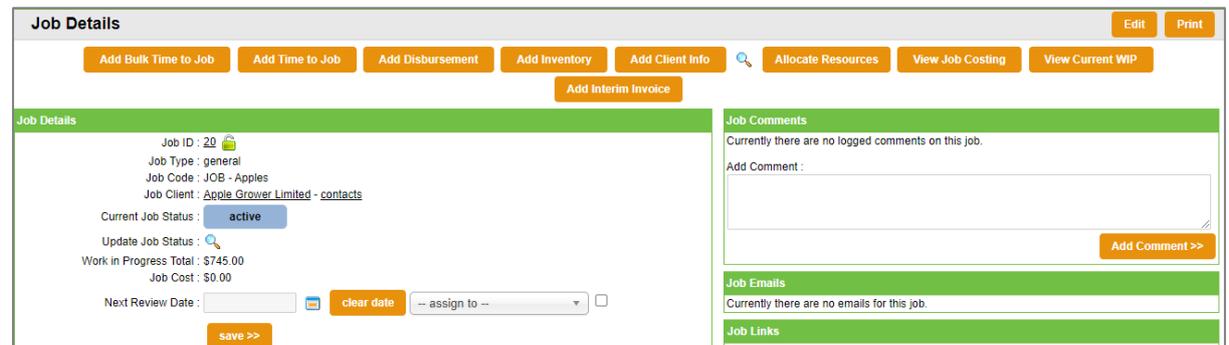
2. Locate the applicable *Job*:

Job ID	Job Code	Job Identifier	Client Code	Client	Job Details	Target End Date	Date Entered	Job Status
22	JOB-VINEYARD		THOM	Thompsons			Jul 13 2020	active
20	JOB - Apples		AGL	Apple Grower Limited			Jul 08 2020	active

3. Click the *Job ID*:

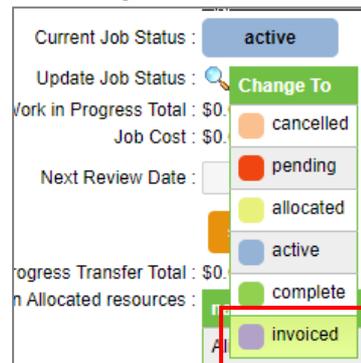
Job ID	Job Code	Job Identifier	Client Code	Client	Job Details	Target End Date	Date Entered	Job Status
22	JOB-VINEYARD		THOM	Thompsons			Jul 13 2020	active
20	JOB - Apples		AGL	Apple Grower Limited			Jul 08 2020	active

A similar screen will appear:



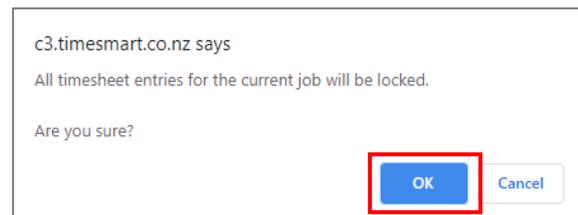
The 'Job Details' screen for Job ID 20. It shows job information such as Job Type (general), Job Code (JOB - Apples), and Client (Apple Grower Limited). The current status is 'active'. There are buttons for 'Add Bulk Time to Job', 'Add Time to Job', 'Add Disbursement', 'Add Inventory', 'Add Client Info', 'Allocate Resources', 'View Job Costing', 'View Current WIP', and 'Add Interim Invoice'. There are also sections for 'Job Comments', 'Job Emails', and 'Job Links'.

4. Change the *Current Job Status* to *Invoiced*:



A dropdown menu for 'Update Job Status'. The current status is 'active'. The dropdown shows options: 'cancelled', 'pending', 'allocated', 'active', 'complete', and 'invoiced'. The 'invoiced' option is highlighted with a red rectangular box.

5. Click *OK*:



A confirmation dialog box with the text: 'c3.timesmart.co.nz says All timesheet entries for the current job will be locked. Are you sure?'. There are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.

View a Final Invoice

1. Click on *Jobs*:



2. Locate the applicable *Job*:

Job ID	Job Code	Job Identifier	Client Code	Client	Job Details	Target End Date	Date Entered	Job Status
22	JOB-VINEYARD		THOM	Thompsons			Jul 13 2020	invoiced
20	JOB - Apples		AGL	Apple Grower Limited			Jul 08 2020	active

3. Click the *Job ID*:

Job ID	Job Code	Job Identifier	Client Code	Client	Job Details	Target End Date	Date Entered	Job Status
22	JOB-VINEYARD		THOM	Thompsons			Jul 13 2020	invoiced
20	JOB - Apples		AGL	Apple Grower Limited			Jul 08 2020	active

A similar screen will appear:

Job Details

Edit Print

Add Bulk Time to Job Add Inventory Add Client Info View Job Costing View WIP History View Invoice

Job Details

Job ID: 22
Job Type: general
Job Code: JOB-VINEYARD
Job Client: [Thompsons - contacts](#)
Current Job Status: invoiced
Update Job Status:
Work in Progress Total: \$241.67

Job Comments

Currently there are no logged comments on this job.

Add Comment:

Add Comment >>

4. Click View Invoice:

Job Details

Edit Print

Add Bulk Time to Job Add Inventory Add Client Info View Job Costing View WIP History View Invoice

Job Details

Job ID: 22
Job Type: general
Job Code: JOB-VINEYARD
Job Client: [Thompsons - contacts](#)
Current Job Status: invoiced
Update Job Status:
Work in Progress Total: \$241.67

Job Comments

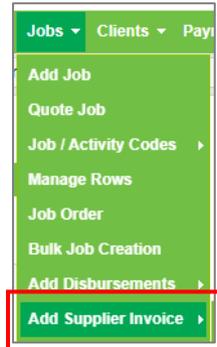
Currently there are no logged comments on this job.

Add Comment:

Add Comment >>

Create a Supplier Invoice

1. Hover on *Jobs* and click on *Add Supplier Invoice*:



2. Click the spyglass icon in the *Supplier* field:



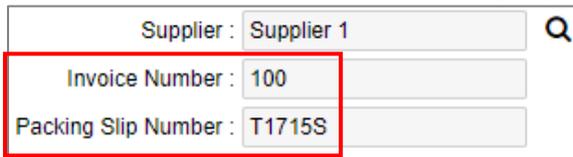
A screenshot of the 'Supplier Invoice' form. The form has a header 'Supplier Invoice' and a sub-header 'Add Supplier Invoice'. Below the sub-header are three input fields: 'Supplier', 'Invoice Number', and 'Packing Slip Number'. A red box highlights the search icon (spyglass) in the 'Supplier' field.

3. Select the relevant supplier:



A screenshot of a list of suppliers. The list has a header 'Name' and one entry 'Supplier 1'. A red box highlights the 'Supplier 1' entry.

4. Enter the *Invoice Number* and *Packing Slip Number*:



A screenshot of the 'Supplier Invoice' form. The 'Supplier' field is filled with 'Supplier 1'. Below it are three input fields: 'Invoice Number', 'Packing Slip Number', and a search icon. A red box highlights the 'Invoice Number' and 'Packing Slip Number' fields, which contain the values '100' and 'T1715S' respectively.

5. Select the *Invoice Date* and *Due Date*:



A screenshot of the 'Supplier Invoice' form. Below the previous fields are two date selection fields: 'Invoice Date' and 'Due Date'. Each field has a calendar icon to its right. A red box highlights the 'Invoice Date' and 'Due Date' fields, which contain the values 'Jul 01 2020' and 'Jul 31 2020' respectively.

6. Enter the *Description*:



A screenshot of the 'Description' field. The field has a header 'Description' and contains the text 'Item 1'. A red box highlights the 'Item 1' text.

7. Enter the *Quantity*:



A screenshot of a table with four columns: 'Quantity', 'Buy (\$)', 'Markup (%)', and 'Sell(\$)'.

Quantity	Buy (\$)	Markup (%)	Sell(\$)
10	0.00	0%	0.00

A red box highlights the 'Quantity' field, which contains the value '10'.

8. Enter the purchase cost (excluding GST) in the *Buy (\$)* column:

Quantity	Buy (\$)	Markup (%)	Sell(\$)
10	20	0%	0.00

9. Enter the *Markup (%)*:

Quantity	Buy (\$)	Markup (%)	Sell(\$)
10	20	20	24.00

The *Sell (\$)* column has now been populated:

Quantity	Buy (\$)	Markup (%)	Sell(\$)
10	20	20	24.00

10. Click the spyglass icon in the *Activity* column:

Quantity	Buy (\$)	Markup (%)	Sell(\$)	Activity
10	20	20	24.00	

11. Select the applicable *Activity*:

Job / Activity Code Lookup

search : go

viewing records 1 - 36 of 36

Code	Description
ACC	On ACC- paid by ACC
ACCSD	ACC stand-down period - first week's pay paid by Employer
AL	Annual Leave

12. Click the spyglass icon in the *Job* column:

Activity	Job
TRIP1	

13. Select the applicable *Job*:

Job Lookup

search job status type open allocated to all include locked no partner all order by client code ascending go

viewing records 1 - 5 of 5

ID	Code	Job Identifier	Client Code	Client	Job Details	Date Entered	Job Status
20	JOB - Apples	AGL		Apple Grower Limited		Jul 08 2020	active

14. Repeat for each item

NB: If you need to add more item rows, click the plus icon:

Items:

Description
Item 1
Item 2
+

15. Once all the items have been added, check over the invoice totals:

Supplier :	Supplier 1	Q
Invoice Number :	100	
Packing Slip Number :	T1715S	
Invoice Date :	Jul 01 2020	📅
Due Date :	Jul 31 2020	📅
Invoice Subtotal :	350.00	
GST :	52.50	
Invoice Total :	402.50	

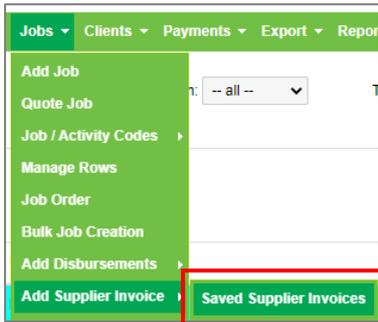
16. Click Save:

Description	Quantity	Buy (\$)	Markup (%)	Sell(\$)	Activity	Job
Item 1	10	20	20	24.00	TRIP1	ID(20) JOB - Apples - Apple Grower Limited - Date(Jul 08 2020)
Item 2	15	10	20	12.00	Trip3	ID(20) JOB - Apples - Apple Grower Limited - Date(Jul 08 2020)
	1	0.00	0%	0.00		
	1	0.00	0%	0.00		
	1	0.00	0%	0.00		

+ save and edit >> save >>

View a Supplier Invoice

1. Hover on *Jobs*, hover on *Add Supplier Invoice*, and click on *Saved Supplier Invoices*:



A similar screen will appear:

The screenshot shows the 'Saved Supplier Invoices' screen. It features a search bar with fields for 'supplier', 'invoice number', and 'packing slip number'. Below the search bar are filters for 'invoice date from', 'invoice date to', 'due date from', and 'due date to', along with an 'order by' dropdown set to 'id' and a 'descending' dropdown. A 'go' button is present. Below the filters, it says 'viewing records 1 - 1 of 1'. A table with the following data is displayed:

ID	Invoice Date	Due Date	Supplier	Invoice Number	Packing Slip Number	Job(s)	Total
1	Jul 01 2020	Jul 31 2020	Supplier 1	100	T1715S	ID(20) JOB - Apples - - Apple Grower Limited	402.50

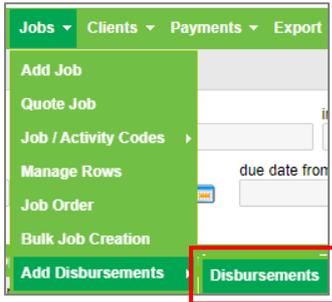
2. Click on the applicable invoice to view it:

This screenshot is identical to the previous one, but the first row of the table is highlighted with a red rectangular box, indicating the selected invoice.

ID	Invoice Date	Due Date	Supplier	Invoice Number	Packing Slip Number	Job(s)	Total
1	Jul 01 2020	Jul 31 2020	Supplier 1	100	T1715S	ID(20) JOB - Apples - - Apple Grower Limited	402.50

Edit an Invoice

1. Hover on *Jobs*, hover on *Add Disbursements*, and click on *Disbursements*:



A similar screen will appear:

Job ID	Client	Code	Description	Cost Price	Sell Price	Entered by	Entry Date	Status
20	Apple Grower Limited	GENMAT	Item 2	150.00	180.00	Timesmart Limited	Jul 14 2020	allocated
20	Apple Grower Limited	GENMAT	Item 1	200.00	240.00	Timesmart Limited	Jul 14 2020	allocated

2. Locate the invoice that is to be edited:

Job ID	Client	Code	Description	Cost Price	Sell Price	Entered by	Entry Date	Status
20	Apple Grower Limited	GENMAT	Item 2	150.00	180.00	Timesmart Limited	Jul 14 2020	allocated
20	Apple Grower Limited	GENMAT	Item 1	200.00	240.00	Timesmart Limited	Jul 14 2020	allocated

3. Click the edit icon:

Job ID	Client	Code	Description	Cost Price	Sell Price	Entered by	Entry Date	Status
20	Apple Grower Limited	GENMAT	Item 2	150.00	180.00	Timesmart Limited	Jul 14 2020	allocated
20	Apple Grower Limited	GENMAT	Item 1	200.00	240.00	Timesmart Limited	Jul 14 2020	allocated

4. Update the applicable details, then click *Edit*:

Edit Disbursement

Job : ID(20).JOB - Apples - Apple Grower Limited - Date(Jul 08 2020)

Select Client : Apple Grower Limited

Disbursement Code : GENMAT

Disbursement Description : Item 1

Unit : each

Cost Price : 20.00

Selling Price : 24.00

Quantity : 10

Disbursement Date : Jul 14 2020

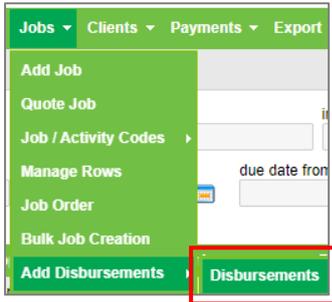
Supplier : Supplier 1

Subject to GST :

edit >>

Delete an Invoice

1. Hover on *Jobs*, hover on *Add Disbursements*, and click on *Disbursements*:



A similar screen will appear:

Job ID	Client	Code	Description	Cost Price	Sell Price	Entered by	Entry Date	Status
20	Apple Grower Limited	GENMAT	Item 2	150.00	180.00	Timesmart Limited	Jul 14 2020	allocated
20	Apple Grower Limited	GENMAT	Item 1	200.00	240.00	Timesmart Limited	Jul 14 2020	allocated

2. Locate the invoice that is to be deleted:

Job ID	Client	Code	Description	Cost Price	Sell Price	Entered by	Entry Date	Status
20	Apple Grower Limited	GENMAT	Item 2	150.00	180.00	Timesmart Limited	Jul 14 2020	allocated
20	Apple Grower Limited	GENMAT	Item 1	200.00	240.00	Timesmart Limited	Jul 14 2020	allocated

3. Click the delete icon:

Job ID	Client	Code	Description	Cost Price	Sell Price	Entered by	Entry Date	Status
20	Apple Grower Limited	GENMAT	Item 2	150.00	180.00	Timesmart Limited	Jul 14 2020	allocated
20	Apple Grower Limited	GENMAT	Item 1	200.00	240.00	Timesmart Limited	Jul 14 2020	allocated

4. Click *OK*:

c3.timesmart.co.nz says

Delete, are you sure?