

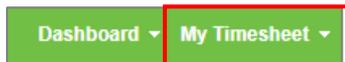
PAYMENT TO CONTRACTORS WHO HAVE ISSUED AN INVOICE

Contents

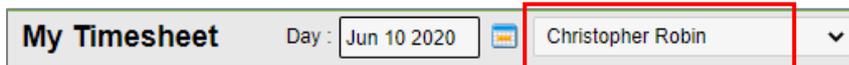
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Invoice for payment of units

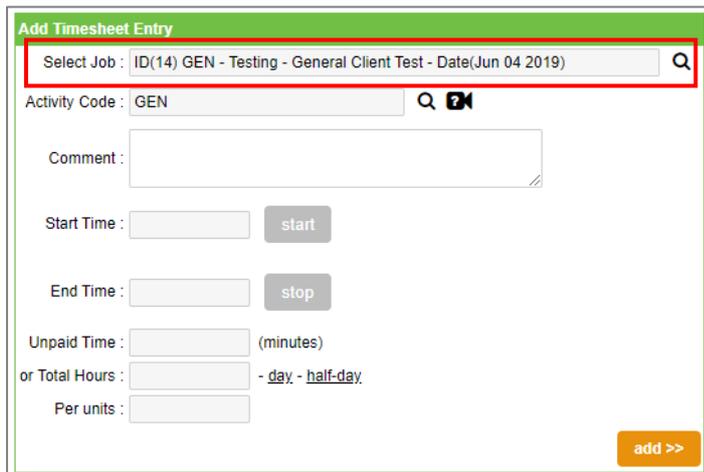
1. Click on *My Timesheet*:



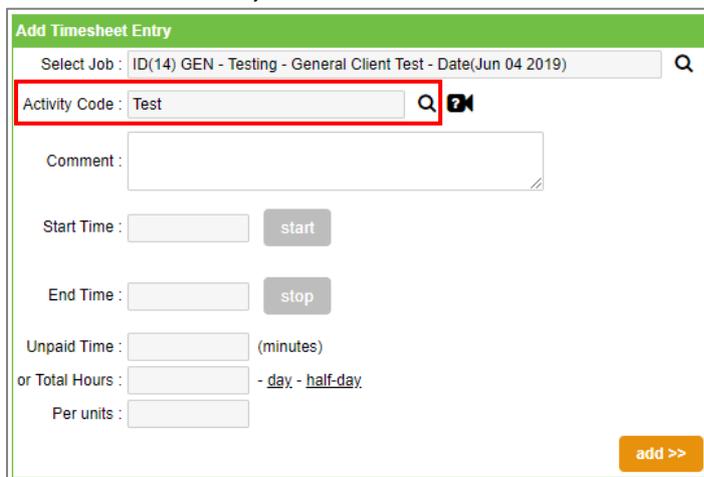
2. Select the *Contractor*:



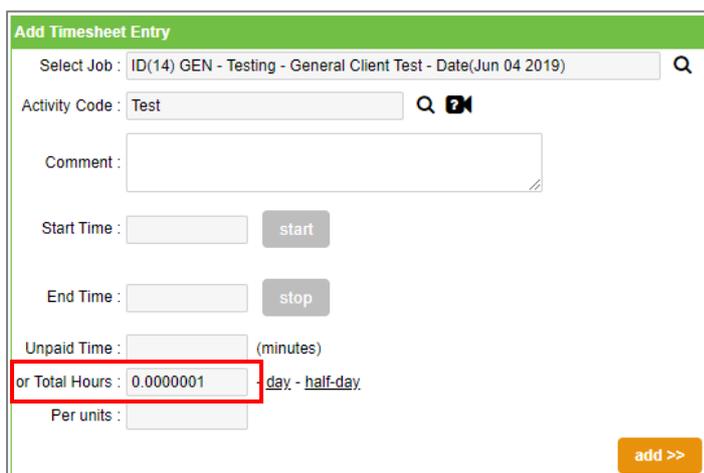
3. Select the *Job*:

A screenshot of the 'Add Timesheet Entry' form. The 'Select Job' field contains the text 'ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)' and is highlighted with a red rectangular border. Below it are fields for 'Activity Code' (set to 'GEN'), 'Comment', 'Start Time', 'End Time', 'Unpaid Time', 'Total Hours', and 'Per units'. There are 'start' and 'stop' buttons next to the time fields. An 'add >>' button is at the bottom right.

4. Select the *Activity Code*:

A screenshot of the 'Add Timesheet Entry' form. The 'Activity Code' field contains the text 'Test' and is highlighted with a red rectangular border. The 'Select Job' field above it contains the same text as in the previous screenshot. Other fields and buttons are the same as in the previous screenshot.

5. Enter *0.0000001* in the *Total Hours* field:

A screenshot of the 'Add Timesheet Entry' form. The 'Total Hours' field contains the value '0.0000001' and is highlighted with a red rectangular border. The 'Activity Code' field above it contains 'Test'. Other fields and buttons are the same as in the previous screenshots.

6. Enter the number of *Units*:

Add Timesheet Entry

Select Job : ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)

Activity Code : Test

Comment :

Start Time :

End Time :

Unpaid Time : (minutes)

or Total Hours : 0.0000001 - day - half-day

Per units : 7200

7. Click *Add*:

Add Timesheet Entry

Select Job : ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)

Activity Code : Test

Comment :

Start Time :

End Time :

Unpaid Time : (minutes)

or Total Hours : 0.0000001 - day - half-day

Per units : 7200

8. Click the *edit* icon (located above the *Add Timesheet Entry* box):

Job ID	Job Code	Job Identifier	Job Details	Client	Activity Code	Entry Comment	Hours	Per units
14	GEN	Testing		General Client Test	Test		0.0000	7200
							0.0000	7200

9. Enter/edit the *Unit Rate*:

Edit Timesheet Entry

Job : ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)

Activity Code : Test

Comment :

or Total Hours : - day - half-day

Per units : 7200

Hourly Rate : 0 * 0.00 will use default

Per unit Rate : 0.70 * 0.00 will use default

10. Click *Save*:

Edit Timesheet Entry

Job : ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)

Activity Code :  

Comment :

or Total Hours : - day - half-day

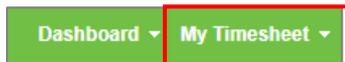
Per units :

Hourly Rate : * 0.00 will use default

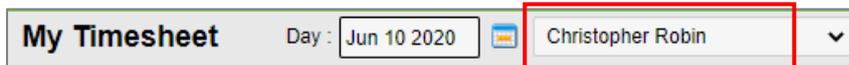
Per unit Rate : * 0.00 will use default

Invoice for payment of hours

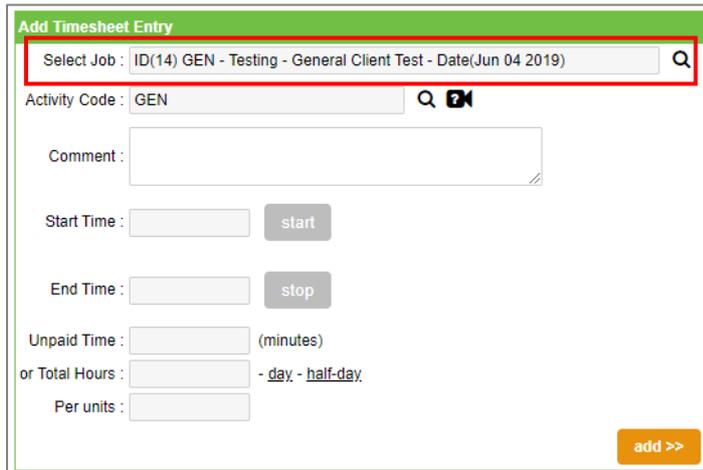
1. Click on *My Timesheet*:



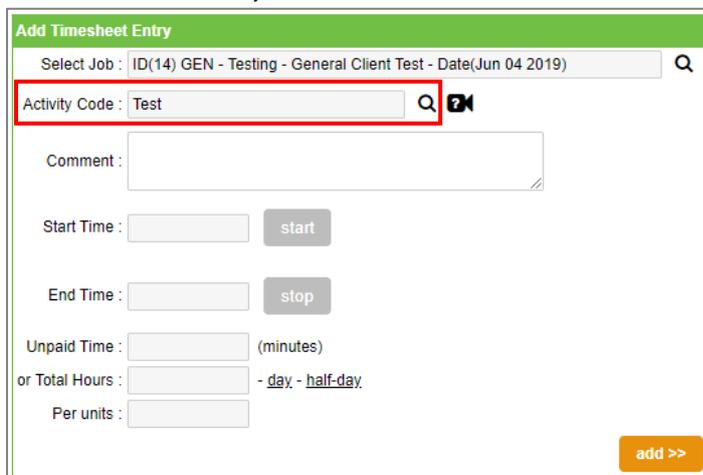
2. Select the *Contractor*:



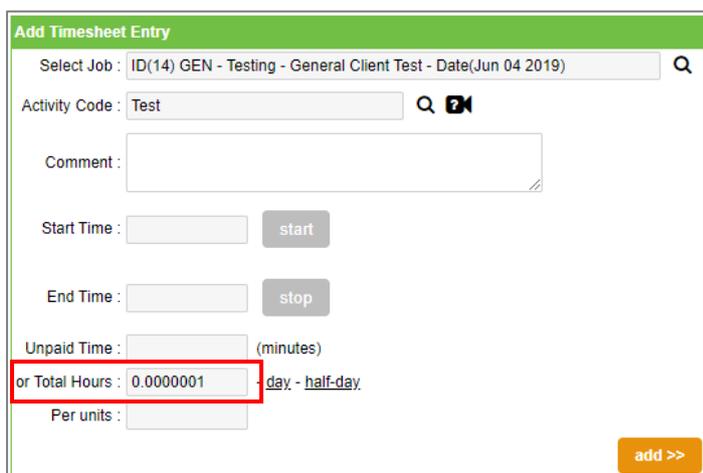
3. Select the *Job*:

A screenshot of the 'Add Timesheet Entry' form. The form has a green header with the text 'Add Timesheet Entry'. Below the header, there is a search bar for 'Select Job' containing the text 'ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)'. This search bar is highlighted with a red rectangular box. Below the search bar, there are several input fields: 'Activity Code' (containing 'GEN'), 'Comment' (a text area), 'Start Time' (with a 'start' button), 'End Time' (with a 'stop' button), 'Unpaid Time' (with '(minutes)' next to it), 'or Total Hours' (with '- day - half-day' next to it), and 'Per units'. At the bottom right of the form is an orange button labeled 'add >>'.

4. Select the *Activity Code*:

A screenshot of the 'Add Timesheet Entry' form, similar to the previous one. The 'Select Job' field is still highlighted with a red box. The 'Activity Code' field now contains the text 'Test' and is also highlighted with a red rectangular box. The rest of the form, including the 'start' and 'stop' buttons, 'Unpaid Time' field, 'Total Hours' field, and 'Per units' field, remains the same. The 'add >>' button is at the bottom right.

5. Enter *0.0000001* in the *Total Hours* field:

A screenshot of the 'Add Timesheet Entry' form. The 'Select Job' and 'Activity Code' fields are still highlighted with red boxes. The 'or Total Hours' field now contains the value '0.0000001' and is highlighted with a red rectangular box. The rest of the form, including the 'start' and 'stop' buttons, 'Unpaid Time' field, and 'Per units' field, remains the same. The 'add >>' button is at the bottom right.

6. Enter the number of hours worked in the *Units* field:

Add Timesheet Entry

Select Job : ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)

Activity Code : Test

Comment :

Start Time :

End Time :

Unpaid Time : (minutes)

or Total Hours : 0.0000001 - [day](#) - [half-day](#)

Per units : 8

7. Click *Add*:

Add Timesheet Entry

Select Job : ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)

Activity Code : Test

Comment :

Start Time :

End Time :

Unpaid Time : (minutes)

or Total Hours : 0.0000001 - [day](#) - [half-day](#)

Per units : 8

8. Click the *edit* icon (located above the *Add Timesheet Entry* box):

Job ID	Job Code	Job Identifier	Job Details	Client	Activity Code	Entry Comment	Hours	Per units	
14	GEN	Testing		General Client Test	Test		0.0000	8	<input type="button" value="edit"/>
							0.0000	8	<input type="button" value="delete"/>

9. Enter/edit the hourly rate in the *Unit Rate* field:

Edit Timesheet Entry

Job : ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)

Activity Code : Test

Comment :

or Total Hours : - [day](#) - [half-day](#)

Per units : 8

Hourly Rate : 0 * 0.00 will use default

Per unit Rate : 20 * 0.00 will use default

10. Click *Save*:

Edit Timesheet Entry

Job : ID(14) GEN - Testing - General Client Test - Date(Jun 04 2019)

Activity Code :  

Comment :

or Total Hours : - day - half-day

Per units :

Hourly Rate : * 0.00 will use default

Per unit Rate : * 0.00 will use default