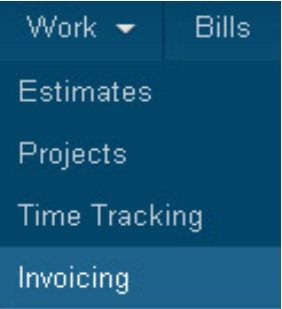
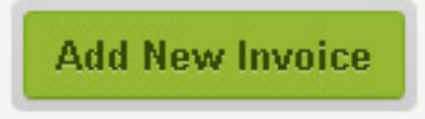


## How to create an invoice using unbilled time

1. On the top of your screen, click on 'Work' then 'Invoicing'



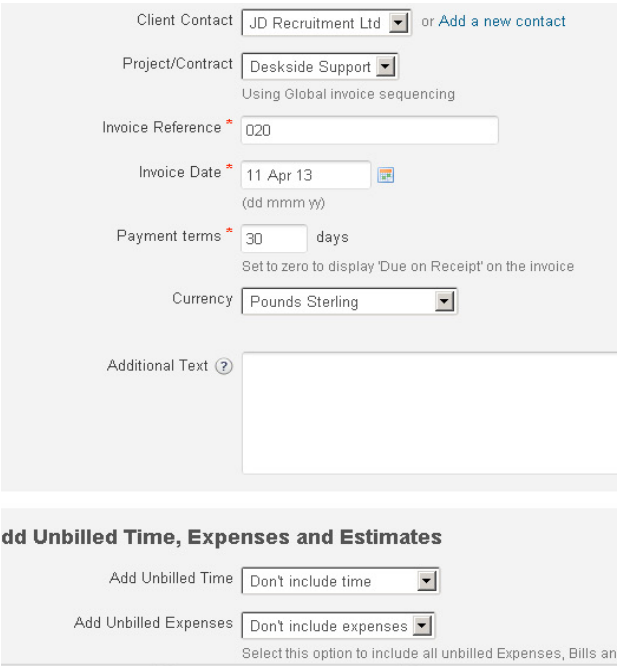
2. In the top right hand corner, you will find a bright green button "Add New Invoice" click on this





3. Select which contact and project you would like to invoice.

Under 'unbilled time' select the drop down menu and choose 'one line per timeslip' (this will pull through your unbilled time sheets into the invoice) If you have expenses that need to be billed click on the 'add unbilled expense' drop down to select them and add to the invoice.

Click on 'create new invoice'



Client Contact  or Add a new contact  
Project/Contract   
Using Global invoice sequencing  
Invoice Reference \*   
Invoice Date \*    
(dd mmm yy)  
Payment terms \*  days  
Set to zero to display 'Due on Receipt' on the invoice  
Currency   
Additional Text 

**Add Unbilled Time, Expenses and Estimates**  
Add Unbilled Time   
Add Unbilled Expenses   
Select this option to include all unbilled Expenses, Bills an

**Tips:**  
If Selecting one line per timeslip, highlights all the days worked and this will prove a handy check if you have a discrepancy with the client.

## 4. Your invoice will be created and is now ready to send.

Draft **Mark as Sent** Paid



**Purefresh Fruit Juice Ltd.**  
7 High Road  
Aberdeen  
AB1 2AA  
VAT: 12345678  
james.davis@orangeenie.co.uk

James Davis  
JD Recruitment Ltd  
1 High Street  
Anytown  
Anywhere NE1 4AA

### INVOICE 020

11 April 2013  
Payment: 30 Days

Payment due by 11 May 2013

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)	
1 Day	01 Apr 13: Double Time	1,000.00	20%	1,000.00	<input type="button" value="Edit"/> X
1 Day	02 Apr 13: Double Time	1,000.00	20%	1,000.00	<input type="button" value="Edit"/> X
1 Day	03 Apr 13: Double Time	1,000.00	20%	1,000.00	<input type="button" value="Edit"/> X

Total value

**£6,000.00**

Created 11 Apr 13 Due Not yet sent

Contact

[JD Recruitment Ltd →](#)

Project

[Deskside Support →](#)