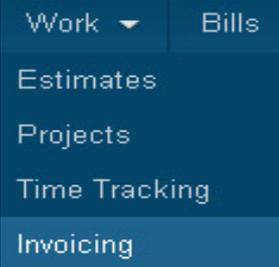


# How to create an invoice without time tracking

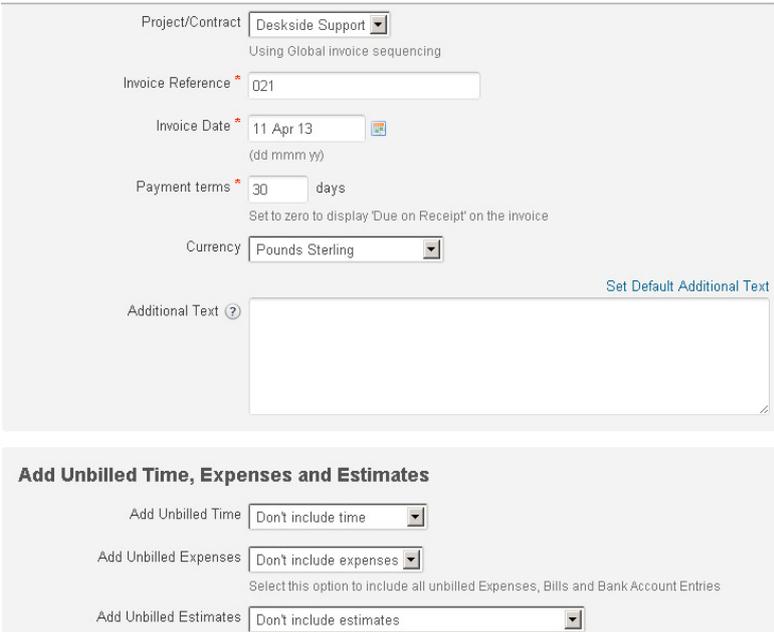


1. On the top of your screen, click on 'Work' then 'Invoicing'

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



3. Select the client and project you would like to invoice. Insert the invoice date and click on 'Create new invoice'



A screenshot of a web form for creating an invoice. The form includes the following fields and options:

- Project/Contract: Deskside Support (dropdown menu)
- Using Global invoice sequencing (text)
- Invoice Reference: 021 (text input)
- Invoice Date: 11 Apr 13 (calendar icon)
- (dd mmm yy) (text)
- Payment terms: 30 days (text)
- Set to zero to display 'Due on Receipt' on the invoice (text)
- Currency: Pounds Sterling (dropdown menu)
- Additional Text: (text area with a help icon and "Set Default Additional Text" link)
- Add Unbilled Time, Expenses and Estimates** (section header)
- Add Unbilled Time: Don't include time (dropdown menu)
- Add Unbilled Expenses: Don't include expenses (dropdown menu)
- Select this option to include all unbilled Expenses, Bills and Bank Account Entries (text)
- Add Unbilled Estimates: Don't include estimates (dropdown menu)

4. Click on add invoice items



5. Add the details of number of days worked, your day rate and add some details in the details box regarding the relevant invoice, then click create and finish.

**Add Invoice Item**

Qty: 1 Days: [dropdown]

Details: [text area]

Unit Price (£): 250.00  
Enter discounts and credits as negative.

VAT: Standard (20.0%) %  
 Add this to your Price List

[Create and Finish](#) [Create and Add Another](#) [Cancel](#)

6. Your invoice is ready to send so click send by email, if you send invoices to your client, or just click on mark as sent if your client is self-billing.

(Draft) [Save as PDF](#) [Send by Email](#) [Edit](#) [Delete](#) [More](#)

Draft **Mark as Sent** Paid



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

**INVOICE 021**  
11 April 2013  
Payment: 30 Days  
Payment due by 11 May 2013

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
5 Days	week ending 31/03/12	250.00	20%	1,250.00
Net Total				1,250.00
VAT				250.00
<b>GBP Total</b>				<b>£1,500.00</b>

[Add Invoice Item](#)

Total value  
**£1,500.00**

Created: 11 Apr 13 Due: Not yet sent

Contact: [JD Recruitment Ltd](#)

Project: [Deskside Support](#)