

Understanding the basics of client invoices

Goal: Learn about the basics of client invoices, including how to view, preview, print, finalize, and reprint or reissue them.

In this quick lesson

Step 1: View client invoices	2
Step 2: Preview and print a draft client invoice	3
Step 3: Print a final client invoice	4
Step 4: Reprint or reissue a client invoice	5

With Ajera, the client invoicing process begins when you set up a billable project. Ajera automatically creates a draft client invoice for you. The rest of the client invoicing process is as follows:

1. As you enter billable time and expense transactions, Ajera attaches them to the draft invoice, which you can view at any time.
2. When you're ready to bill the project, you can preview or print a draft invoice with a pre-billing worksheet for your project managers to review. (For information about the billing review process, see the *Understanding the billing review process* quick lesson.)
3. You may make changes to the draft invoice based on the review. (For more information, see the *Changing a client invoice* quick lesson.)
4. When you're ready to send the invoice to your client, you print a final invoice.
5. If needed, you can reprint or reissue a final invoice.

This quick lesson describes how to perform the following tasks: viewing, previewing, printing, and reprinting or reissuing.

Step 1: View client invoices

You can view invoices at any time in the Client Invoice List. Here, you can do the following: customize the list so it displays only the columns you want, print or change multiple invoices at one time, determine if your billing rate tables are inaccurate, or select an invoice to view in detail.

1. Click **Manage > Client Invoices**. The Client Invoice List appears.
2. The list is automatically sorted by the Project column. To sort by another column, just click that column heading.

In the Client Invoice List, the only required columns are Status, Project, and Invoice Amount; all the other columns shown here are optional.

You can hide or show other optional columns.

Click the Customize button.

In the customize window, select or clear the check boxes of the columns you want to show or hide in the Client Invoice List.

Status	Cutoff Date	Client	Project Manager	Project	Invoice Amount	Invoice Date	Invoice Group
Draft	09/30/11	Dawson Developers	Mary T. Boyle	03-121 Glison Lofts	2,400.00		Invoice Group
Draft	08/31/11	Anderson Construction	Mary T. Boyle	03-138 Highland Shopping Cen...	35,038.50		Invoice Group
Draft	09/30/11	Portland Public Schools	Mary T. Boyle	03-148 Wilson Elementary Sch...	0.00		Invoice Group
Draft	09/30/11	Trimet	Mary T. Boyle	03-152 Lightrail Expansion - Inv...	2,454.94		Additional Services
Draft	08/31/11	Trimet	Mary T. Boyle	03-152 Lightrail Expansion - Inv...	10,953.45		Main Contract

In the right-click menu, you can select to print, change status, change billing review stage, or change cutoff date for all the selected invoices.

Optional Columns

- Billing review stage
- Cutoff date
- Principal
- Client
- Project manager
- Billing manager
- Invoice number
- Invoice date
- Billing type
- Invoice format
- Invoice group
- Notes
- Attachments

3. To select multiple invoices, click an invoice and Shift-click or Control-click the others. You can then right-click and select to print or change them.

4. To tell if your billing rate tables may be inaccurate, look for the **red** and **yellow** invoice amounts:
 - **Red invoice amount:** This invoice exceeds the contract amount.
 - **Yellow invoice amount:** This invoice contains at least one zero-billed amount.
5. To view invoice detail, select the invoice in the list and click the **Edit** button.

Step 2: Preview and print a draft client invoice

Depending on your firm's billing process, you may want to preview or print a draft invoice and a pre-billing worksheet for the project manager to review.

1. To preview a client invoice, select the invoice in the Client Invoice List and click the **Preview** button.

The invoice appears.

You can page through the invoice preview.

If you selected on the Setup > Invoice Formats > Supporting Detail tab to have the pre-billing worksheet print, you can preview all the billable time and expense for the project.

Billing Type: Time & Expense	Date	Units	Rate	Amount	Units	Amount
Administration						
Pat. Bill						
Billable Time	08/31/2009	8.00	50.00	400.00	8.00	400.00
Billable Time	09/01/2009	6.00	50.00	300.00	6.00	300.00
Billable Time	09/02/2009	4.00	50.00	200.00	4.00	200.00
Billable Time	09/03/2009	6.00	50.00	300.00	6.00	300.00
Billable Time	09/04/2009	8.00	50.00	400.00	8.00	400.00
Marketing	00/24/2009	8.00	50.00	400.00	8.00	400.00
Marketing	08/26/2009	8.00	50.00	400.00	8.00	400.00
Subtotal		48.00		2,400.00	48.00	2,400.00
Labor total		48.00		2,400.00	48.00	2,400.00

2. To print a draft invoice, select the invoice in the Client Invoice List and click the **Print** button. The Print Invoice window appears.

Select Print as Draft.

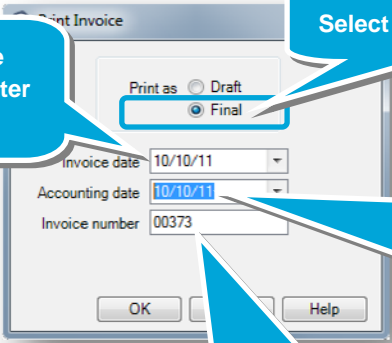
Click OK, and Ajera sends the invoice to the printer.

The pre-billing worksheet prints with the invoice, if selected for the invoice format.

Step 3: Print a final client invoice

After making your project manager's changes to the draft invoice (see the *Changing a client invoice* quick lesson) and previewing the changes, you're ready to print a final invoice. To print a final invoice, the status of the invoice must be Draft or Approved.

1. In the Client Invoice List, select an invoice and click the **Print** button.
2. In the Print Invoice window, do the following:



The screenshot shows the 'Print Invoice' dialog box. It has a title bar 'Print Invoice' and a 'Print as' section with radio buttons for 'Draft' and 'Final'. Below this are three fields: 'Invoice date' with a dropdown menu showing '10/10/11', 'Accounting date' with a dropdown menu showing '10/10/11', and 'Invoice number' with a text box containing '00373'. At the bottom are 'OK' and 'Help' buttons. Several callouts provide instructions and information:


- In the Invoice Date field, enter today's date.** (points to the Invoice date dropdown)
- Select Print as Final.** (points to the Final radio button)
- In the Accounting Date field, Ajera automatically enters the invoice date or the billing cutoff date depending on your selection in Company > Preferences. You can change it, as needed.** (points to the Accounting date dropdown)
- Ajera also enters the invoice number for you, based on the setup options you selected in Company > Preferences. You can change it, as needed.** (points to the Invoice number text box)
- The accounting date determines the period for the accounting entries.** (points to the Accounting date dropdown)

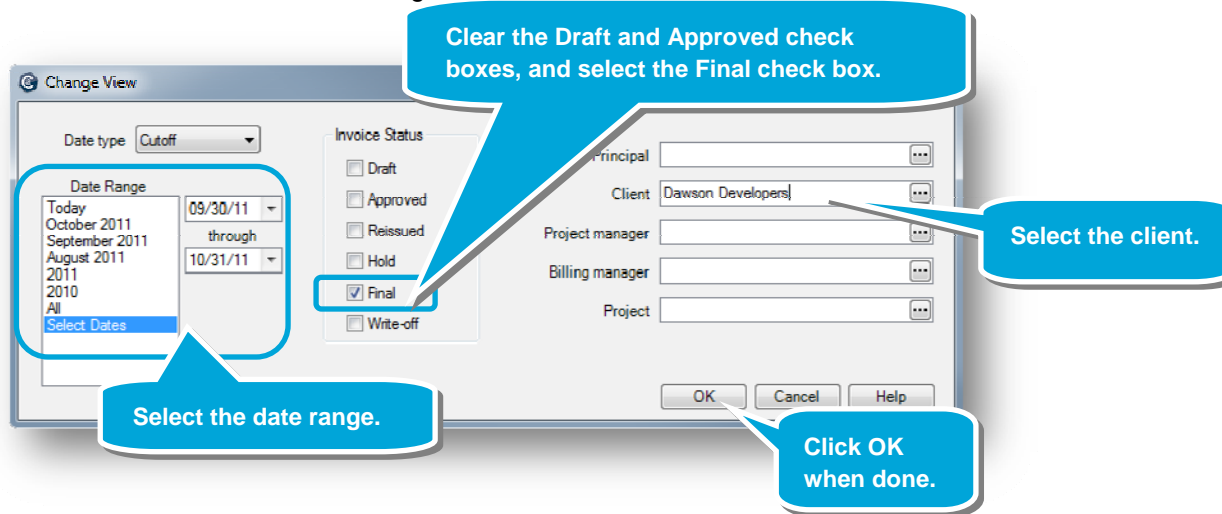
3. After you click the **OK** button, Ajera sends the invoice to your printer and changes the invoice status to Final.
4. When you print a final invoice, Ajera automatically creates a new draft invoice (if the project is still active). In this way, the billing process for the project starts accumulating information for the next invoice.

Step 4: Reprint or reissue a client invoice

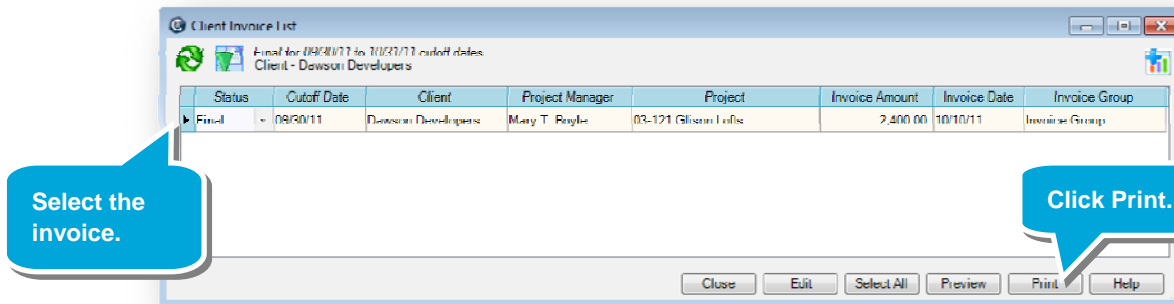
After printing an invoice as final, you may need to reprint or reissue it. For example, you may reprint an invoice for a client who needs a copy of an invoice you sent out months ago, or you may reissue a final invoice to correct an error.

Reprinting a client invoice

1. The Client Invoice List automatically displays invoices with the status of Draft or Approved. Click the Change View  button and do the following:



2. Do the following to reprint the invoice:



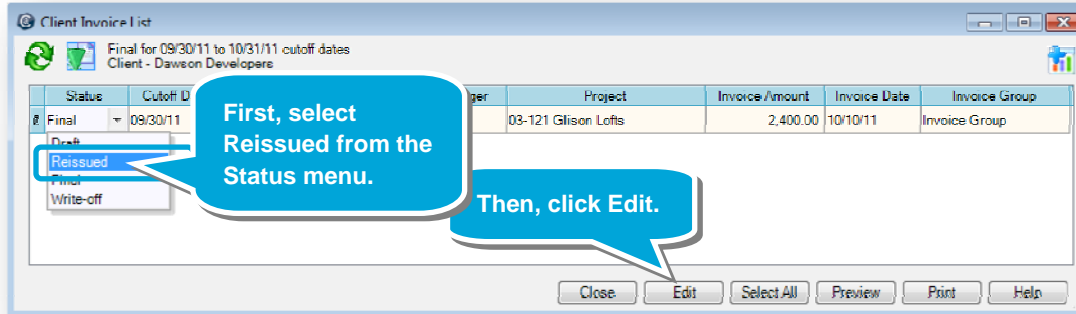
3. The invoice opens in Adobe Acrobat so you can save and email it, or print it.

Step 4: Reprint or reissue a client invoice (continued)

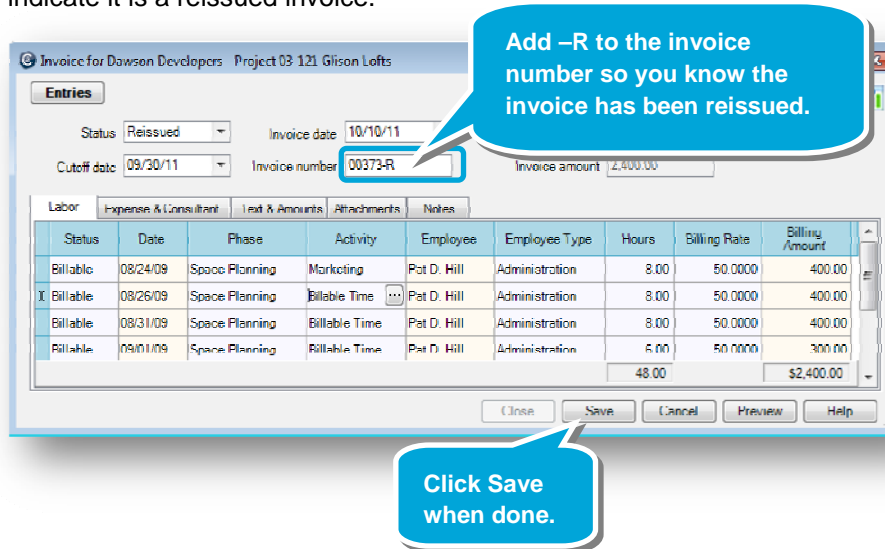
Reissuing a client invoice

1. In the Client Invoice List, change the status of the invoice to Reissued.

Note: However, if you wanted to include additional time and expense transactions from the existing draft invoice, you would change the status to Draft.



2. Make any changes to the invoice. For example, correct an amount and change the invoice number to indicate it is a reissued invoice.



Summary

This quick lesson has shown you how to view, preview, print, finalize, and reprint and reissue client invoices.

View these related quick lessons:

- Changing a client invoice
- Understanding the billing review process