Changing a client invoice

Goal: Learn how to make changes to a draft client invoice.

In this quick lesson

Client invoicing involves many different tasks, some of which are covered in other quick lessons:

- *Understanding the basics of client invoices*: describes how to view, preview, print, finalize, and reprint or reissue client invoices in Ajera.
- *Understanding the billing review process*: describes how to streamline your firm's review process with Ajera's paperless billing review feature.

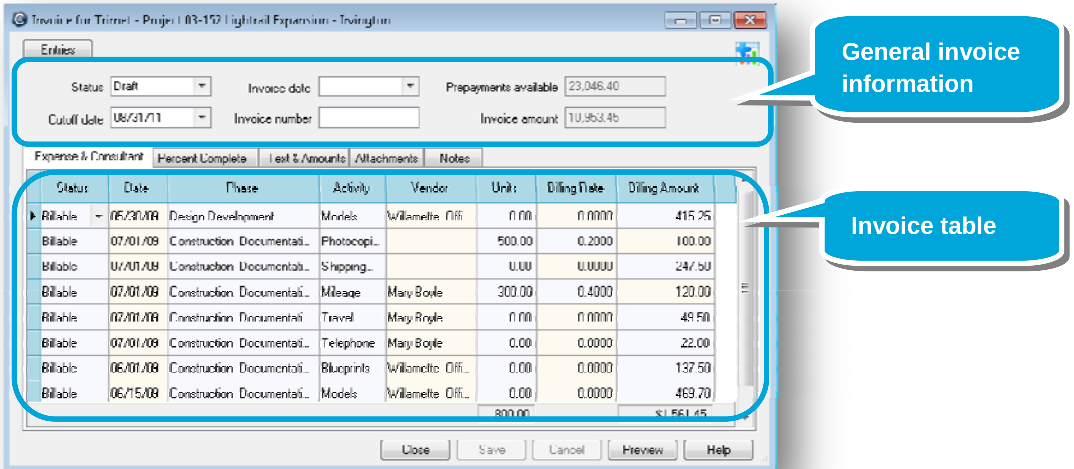
This quick lesson, *Changing a client invoice*, describes how to make changes to a draft client invoice.

Step 1: Overview of the Client Invoice window

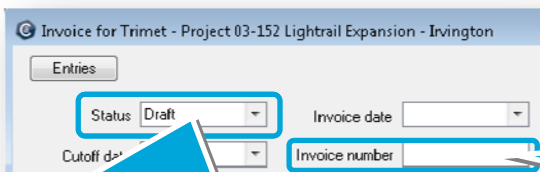
First, let's get a quick overview of the Client Invoice window and the Entries window. In the other steps in this lesson, you will see how to make changes to entries in these windows.

Client Invoice window: main sections

1. Click **Manage** > **Client Invoices**. The Client Invoice List appears.
2. Select an invoice and click the **Edit** button. The Client Invoice window appears.
   It consists of two main sections:



3. Note these two fields in the general invoice information:



If you leave the invoice number blank, when you print final invoices Ajera assigns the invoice number based on the billing preferences you set up in Company > Preferences.

You could enter a different invoice number here. Ajera would then increment that number for future invoices.

When Ajera first creates the invoice, it assigns it a status of Draft.

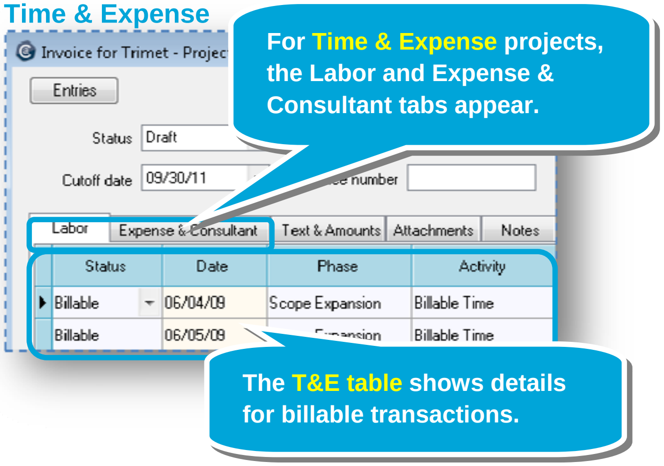
As billable time and expenses are charged to the project, Ajera automatically adds them to the invoice. You can change the invoice status to Approved, Hold, or Write-off, as needed.

Step 1: Overview of the Client Invoice window (continued)

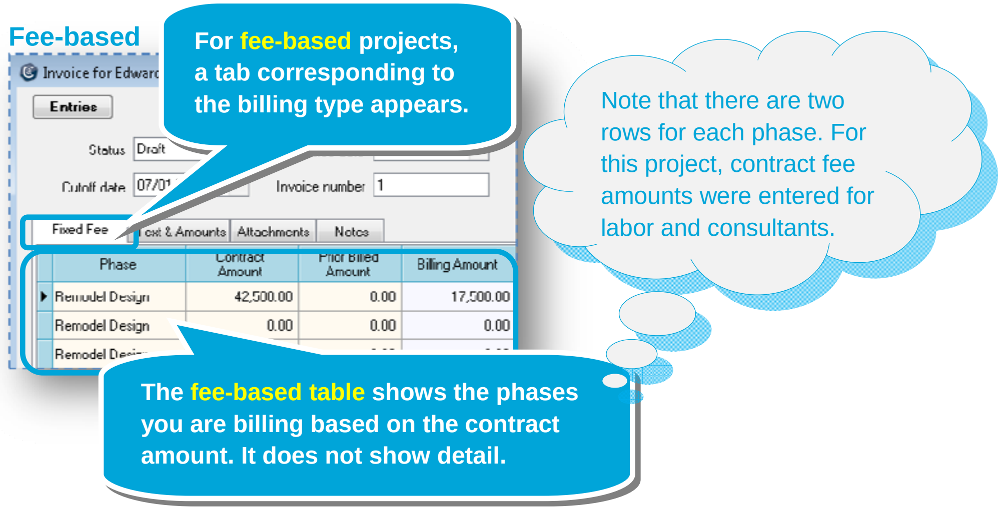
Client Invoice window: Time & Expense and fee-based tabs

4. The table displays different tabs, depending on the project billing type: **Time & Expense** (T&E) or **fee-based**.

Time & Expense

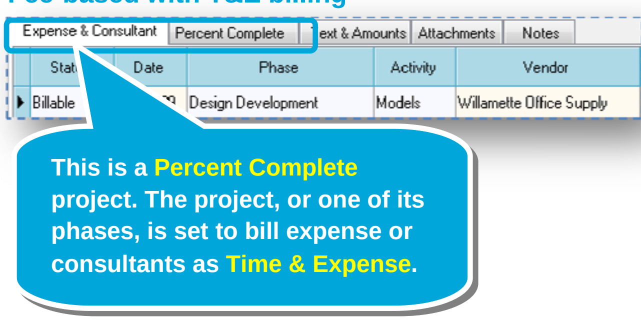


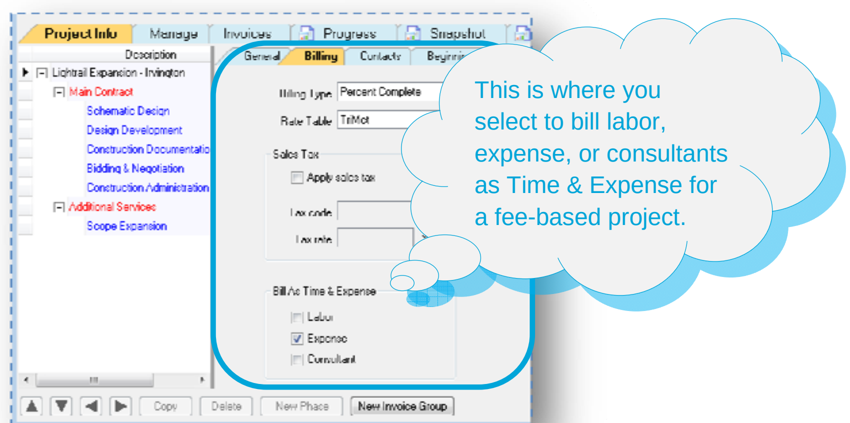
Fee-based



5. The table can display **both** Time & Expense and fee-based tabs. This happens if a **fee-based** project, or some of its phases, is set up to bill labor, expense, or consultants as Time & Expense. You set this up on the Billing subtab of the Project Command Center.

Fee-based with T&E billing





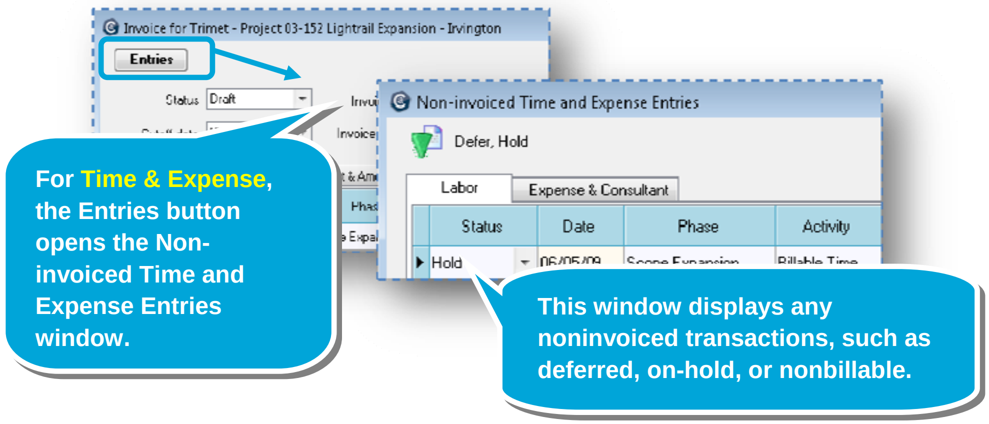
Step 1: Overview of the Client Invoice window (continued)

Entries window: Time & Expense and fee-based entries

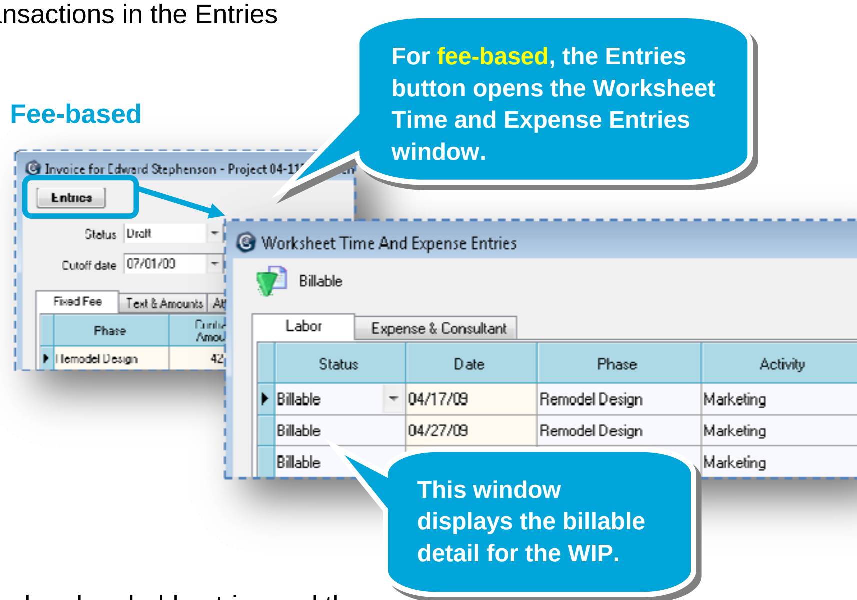
6. The **Entries** button in the upper left of the Client Invoice window is bold-faced if one of the following happens:
   - A Time & Expense phase contains nonbillable, deferred, or on-hold transactions. This can happen if a transaction occurs after the cutoff date (see Step 2) or if you change the status of a billable transaction (see Step 3).
   - A fee-based phase contains billable work-in-progress (WIP). This can happen if a fee-based project contains a T&E transaction (see Step 2).

7. Select a row in the table, and click the bold-faced **Entries** button to view the transactions in the Entries window:

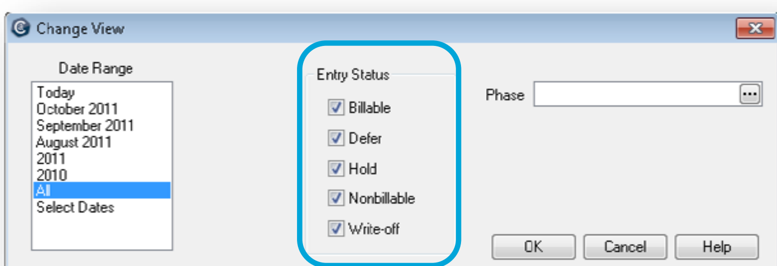
Time & Expense



Fee-based



8. By default, the Non-invoiced Time and Expense Entries window displays deferred and on-hold entries and the Worksheet Time and Expense Entries window displays billable entries. To view other entries, click the **Change View** button and select other statuses.



Step 2: Use the cutoff date to determine billable time and expense

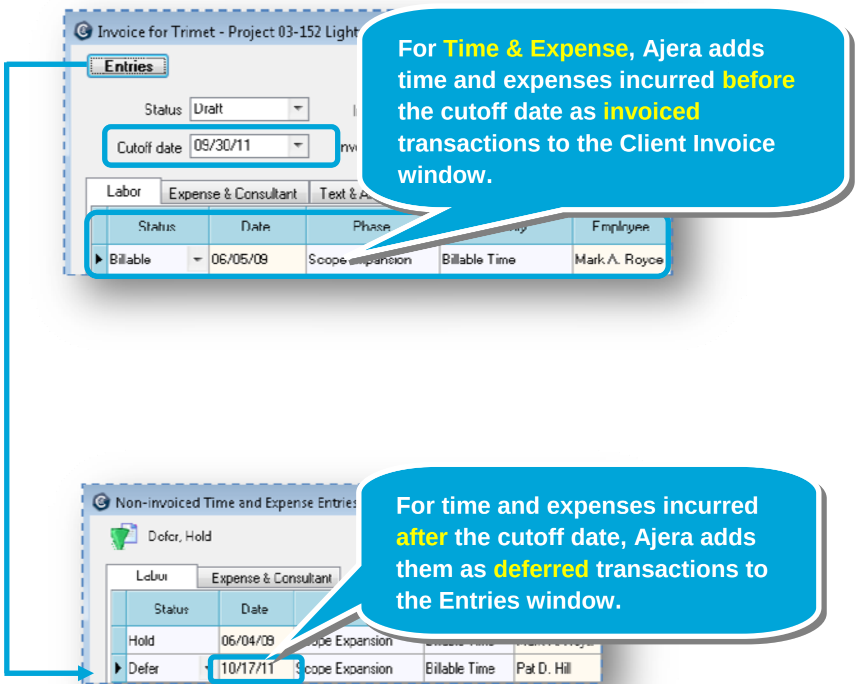
Now, let's learn how to make changes to a client invoice. Let's start with the cutoff date.

The cutoff date controls which billable entries are included on a client invoice. Ajera assigns a status of Defer to entries later than the cutoff date and includes them on the next invoice.

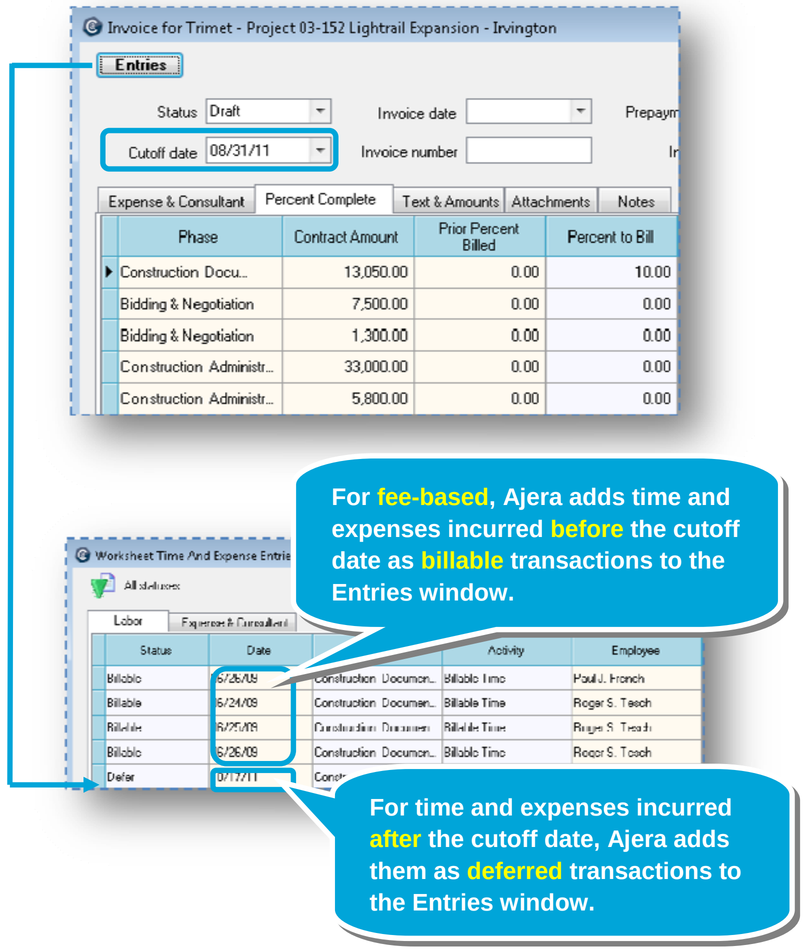
1. As mentioned in Step 1, when Ajera first creates the invoice, it assigns it a status of Draft. As billable time and expenses are charged to the project, Ajera automatically adds them to the invoice.
2. Because employees most likely enter time and expenses on an ongoing basis, specify a cutoff date. This allows you to control the time and expenses that are entered to the current invoice.

   Best Practice: Enter the end of the month as the cutoff date.

Time & Expense



Fee-based

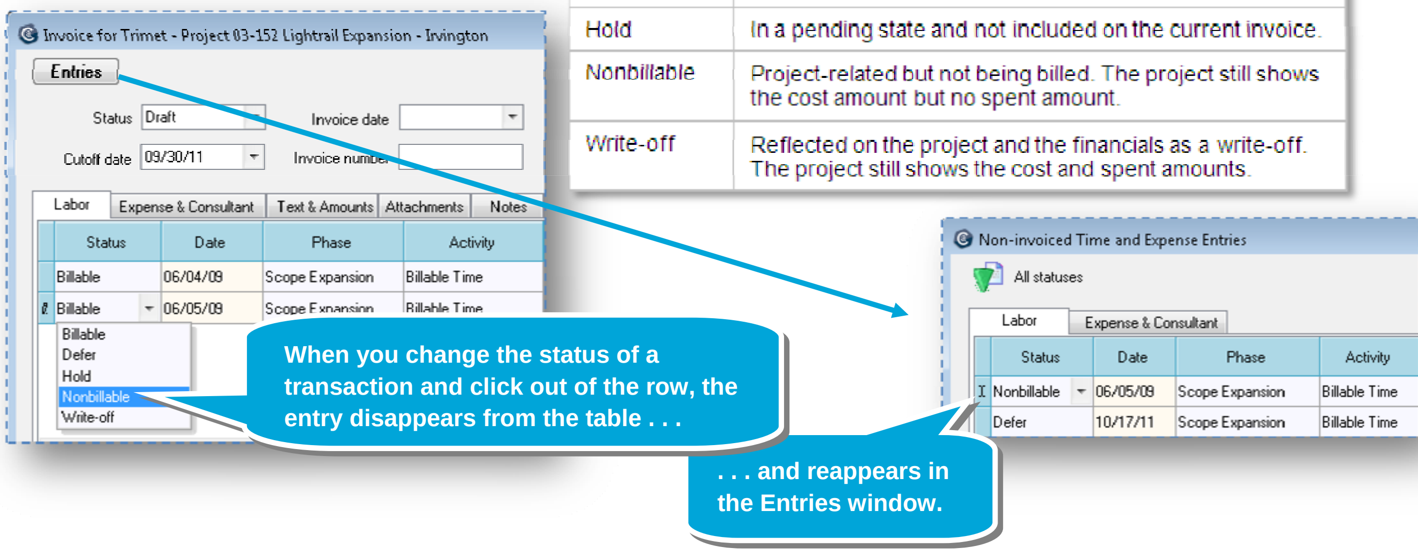


Step 3: Change Time & Expense billing status

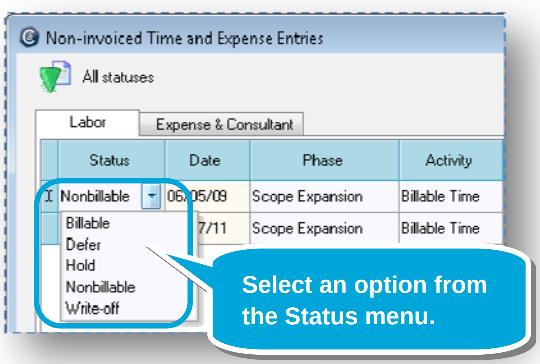
Let's now change a billing status. You can change the status of a billable T&E transaction in the Client Invoice window or in the Entries window.

3. You can change the status of a transaction from Billable to Defer, Hold, Nonbillable, or Write-off directly in the tables on the Expense & Consultant and Labor tabs. These transactions are moved to the Entries window.

If you select	The transaction is
Defer	Not included on the current invoice but automatically included on the next invoice.
Hold	In a pending state and not included on the current invoice.
Nonbillable	Project-related but not being billed. The project still shows the cost amount but no spent amount.
Write-off	Reflected on the project and the financials as a write-off. The project still shows the cost and spent amounts.



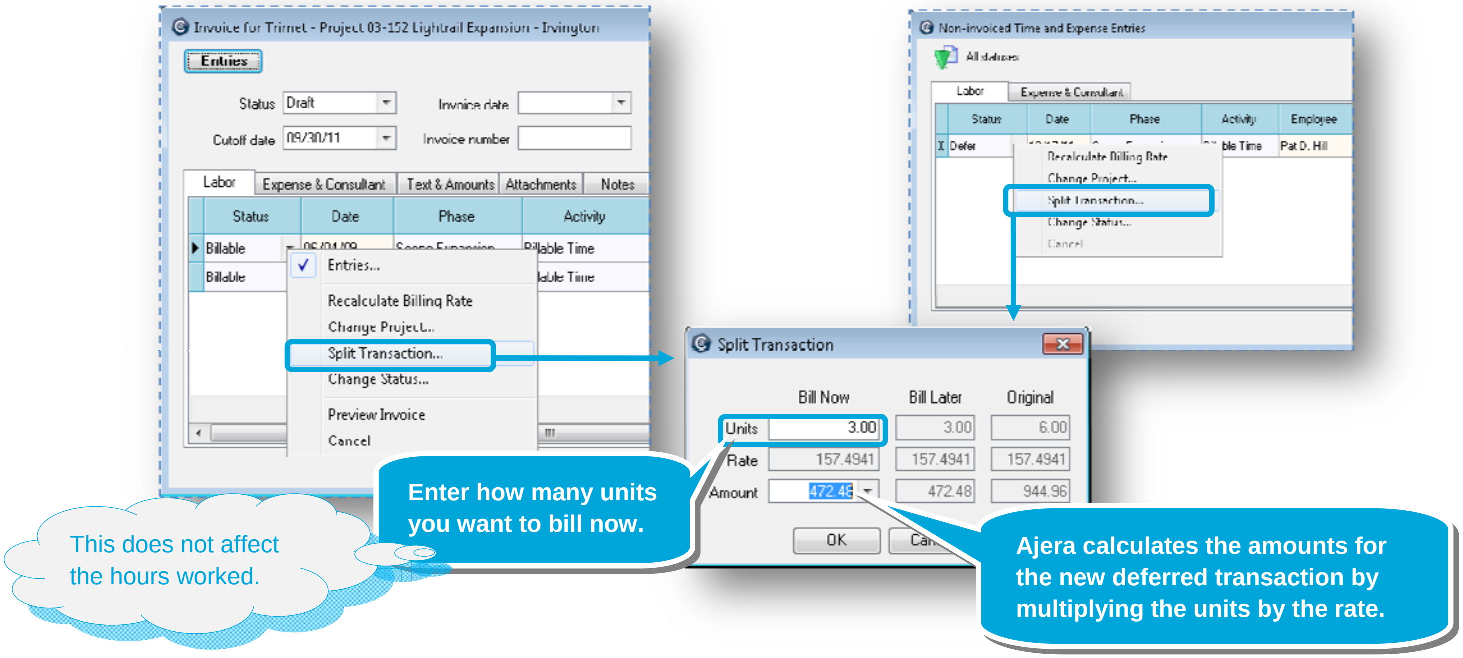
4. In the Entries window, you can also change the billing status, if needed. If you select **Billable**, the entry is added back to the table on the Client Invoice window.



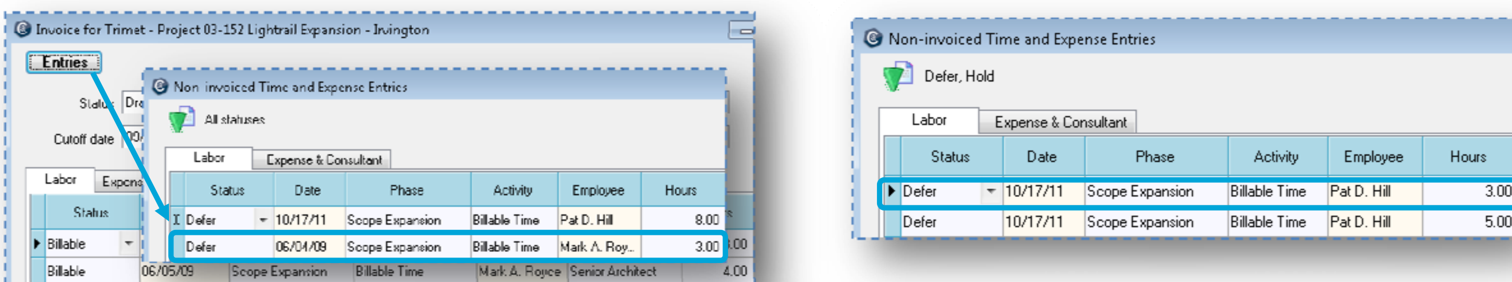
Step 4: Split a Time & Expense transaction

You can split a T&E transaction in the Client Invoice window or in the Entries window.

1. Right-click a transaction in the Client Invoice window or in the Entries window and select **Split Transaction**. The Split Transaction window appears.



2. If you split a T&E transaction in the Client Invoice window, the deferred hours are moved to the Entries window. If you split it in the Entries window, it displays in that window as Deferred.

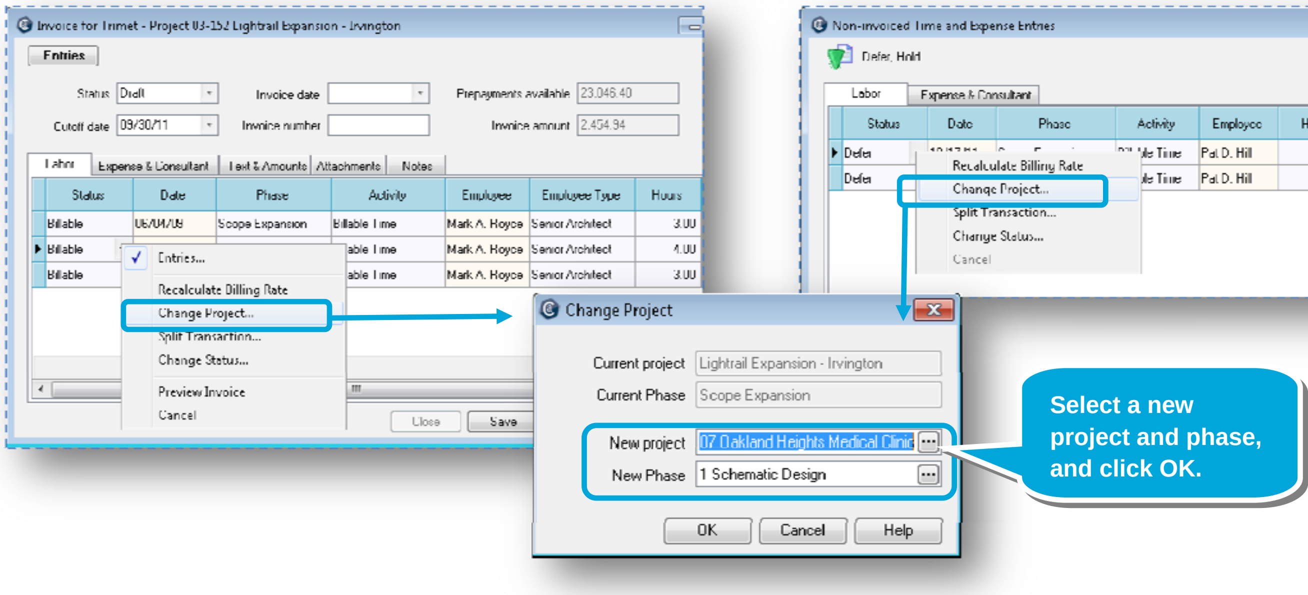


For more information, see Help > Contents > Client invoices.

Step 5: Change the project time

You can move a T&E transaction in the Client Invoice window or in the Entries window to another project.

1. Right-click a transaction in the Client Invoice window or in the Entries window and select **Change Project**. The Change Project window appears.



2. After you change project time, the hours are moved to the correct invoice.

Step 6: Change the header or footer text

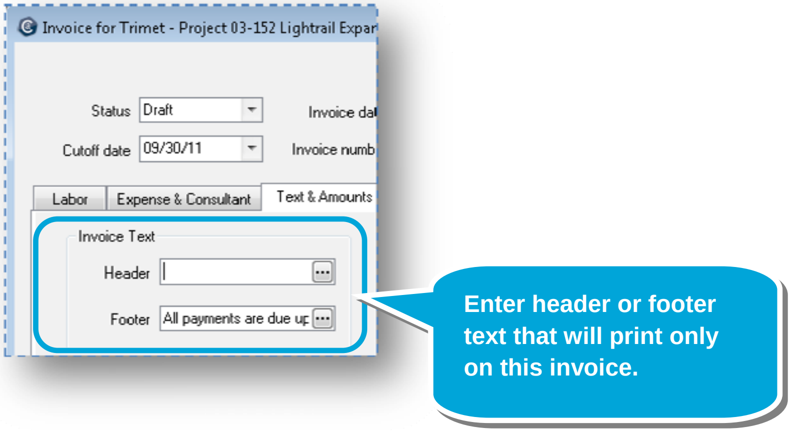
You can change the header and footer text for this specific client invoice.

If you do not enter text here, the invoice uses the text you may have entered for the project (Setup > Projects > Invoice subtab).

If you did not enter text for the project, the invoices uses the text you may have entered for the company (Company > Preferences > Billing tab).

If you did not enter text for the company, the invoice does not print a header or a footer.

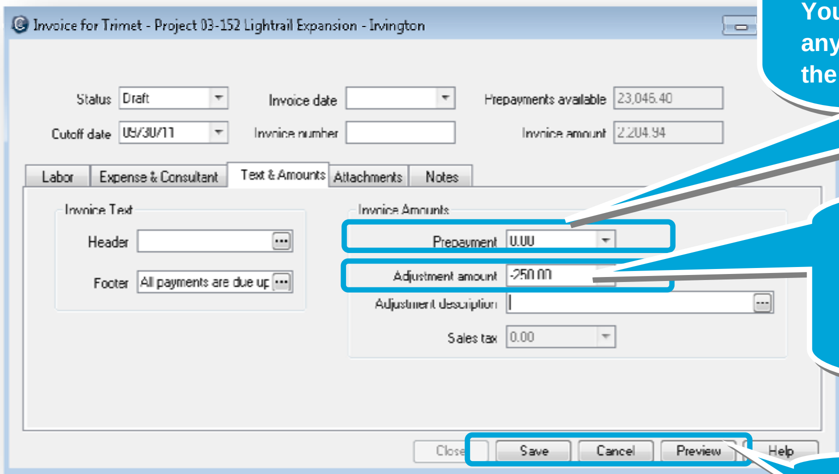
1. In the Client Invoice window, click the **Text & Amounts** tab.
2. Change the header or footer text.



Step 7: Change the invoice amounts

You can change the invoice amounts. Entering amounts here does not affect the project cost or earned amounts, but does affect billed amounts.

1. In the Client Invoice window, click the **Text & Amounts** tab.
2. Change the invoice amount.



If the client paid you a retainer for services, which Ajera refers to as a ***prepayment***, then the Prepayments field lists the total of the retainer.

You can choose to apply all or a portion of any prepayment to this invoice, reducing the amount the client needs to pay.

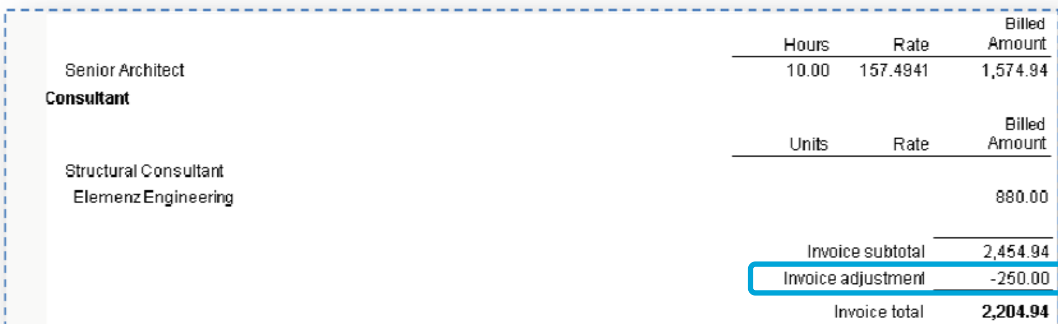
To increase or decrease the invoice total, you can change the adjustment amount.

Let's decrease the total so as to apply a discount.

Enter -250.

Click Save, and then click Preview.

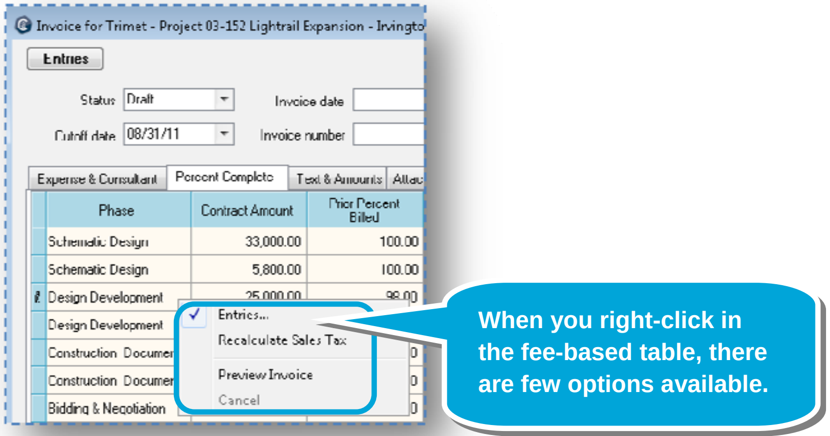
3. After you click **Preview**, the invoice adjustment appears in the invoice preview.



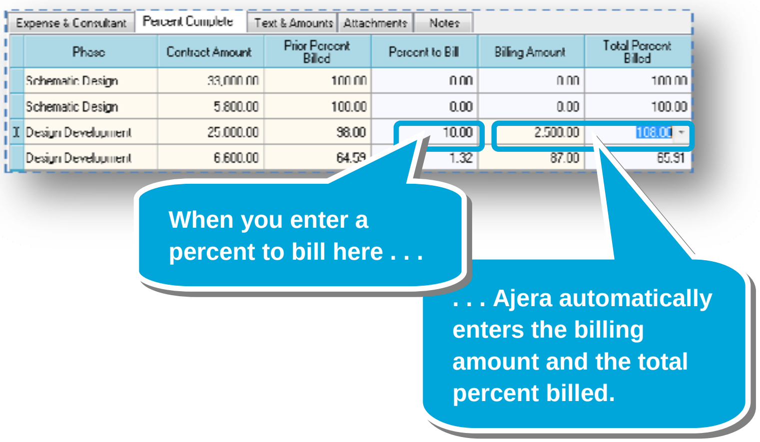
	Hours	Rate	Billed Amount
Senior Architect	10.00	157.4941	1,574.94
Consultant			
	Units	Rate	Billed Amount
Structural Consultant			
Elemenz Engineering			880.00
		Invoice subtotal	2,454.94
		Invoice adjustment	-250.00
		Invoice total	**2,204.94**

Step 8: Bill a fee by amount or percent

1. You have fewer options in changing a fee-based entry than a T&E transaction. This is because with a fee-based project, many billing details are largely determined by the contract, not by individual time and expense entries.



2. One change you can make to a fee-based invoice, however, is to enter an amount or percent to bill. Click **Save** when done.



Summary

This quick lesson has shown you how to change a client invoice.

View these related quick lessons:

- Understanding the basics of a client invoice
- Understanding the billing review process

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