



Invoicing permanent placements

Accounts menu → invoice perm placements

Invoices for Permanent Placements are created from Authorised Placements. This means that the fee details have been settled, any splits entered and the Authorise button has been used to make the Placement Awaiting Invoice.

Once authorised, a Permanent Placement can be invoiced if the Invoice date is equal to or later than the Start Date.

Permanent Placement of Victoria Salisbury as Warehouse Manager at 3I Group PLC

Details
Candidate: Victoria Salisbury
Company: 3I Group PLC, James Arnold
Job Title: Warehouse Manager
Client Department:
PO Number:
Contract:
Placement Date: 05/02/2014
Override Invoice: Private Client invoice
Invoice Number:

Invoicing
Start Date: 26/05/2014
Leave Date:
Department: Industrial
Consultant: BARBARA
Our Ref.: 3328
Salary: 29,000.00
Fee: 5,800.00

Awaits Invoicing

Cancel ☐ History Client Account Code: 509

Consultant	department	% Share	Fee
VHS	Industrial	50.00	2,900.00
BARBARA	Industrial	50.00	2,900.00

Go to the Accounts menu and select Invoice Perm Placements. A form will appear showing all invoices with the specified invoice date. All lines will have the Start Date less than the Invoice Date.

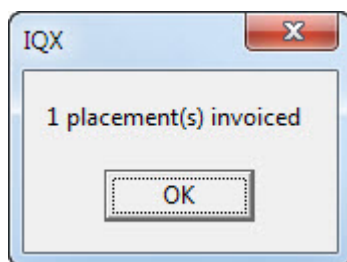


Client Number	Company	Candidate	Job Title	Salary	Fee	Start Date	Their Ref.	Select	Invoice Format	Email
SCD004	Scott Moncrieff	Gigi Bomba Kabamby	Marketing Director	25,000.00	6,250.00	28/04/2014		☐	Sales Inv Fixed NI	scott@iqx.co.uk
509	3i Group PLC	Victoria Salisbury	Warehouse Manager	29,000.00	5,800.00	26/05/2014		☒	Private Client invoice	test@iqx.co.uk

All the selected Perm Placements on the form will be invoiced when the **Invoice** button is used.

To create invoices

- Select the **invoice date** to appear on the invoices.
- Look over the lines to be invoiced. **Expand** will open the Authorised Perm Placement details for the selected Candidate for detailed checking. If something is incorrect use the **Cancel** button on the **invoicing tab** to return the Placement to awaiting authorisation.
- Use the **Invoice** button to create invoices for all the line on the form. A box will indicate how many placements have been invoiced in this batch.



Once a placement is invoiced, go to Accounts> Authorise Invoices to PREVIEW the invoice and then Authorise & Create PDFs ready to send.

See also

[7.4 Printing Invoices.](#)

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