



Invoicing temporary placements

refers to:

Accounts menu → invoice temp timesheets

Invoices for Temporary Placements are created from Timesheets; each timesheet line will create a sales invoice line.

Set the parameters on each Client - Miscellaneous tab for Invoice frequency, Days credit, grouping requirements, etc.

Go to the Accounts menu and select Invoice Temp Timesheets. A form will appear showing all timesheets due for invoicing for a specified period.

It allows for the processing of Temp Timesheets from either a single or all Temp Desks; also for processing by weekly, 2 weekly, 4 weekly or monthly frequency.

- Timesheets are listed in order of Timesheet ID number.
- Before creating Invoices, it is advised to expand the timesheets you wish to Invoice, double checking that the correct Rates and Units Paid have been entered. Once invoiced a Credit note is needed to correct.

To create invoices

- Select the Desk to be processed, or leave at All.
- Select the Period.
- Select the Invoice Date to appear on the invoices.
- Select the Invoice Frequency.
- Look over the lines to be invoiced. Expand will open the Timesheet details for the selected Candidate for detailed checking. If something is incorrect use the Delete button and recreate a Provisional Timesheet for correction.
- Use the Invoice button to create invoices for all the lines on the form. A box will indicate how many timesheets have been invoiced in this batch.
- Select the next Invoice Frequency, as required. Repeat the steps for each frequency and desk.
- Negative Timesheets produce Credit Notes.
- If using different currencies update the exchange rate before invoicing.

Sorting by Charge Amount and Contract

(2.3.4+)

Invoice Temporary Timesheets can be sorted by Charge Amount and Contract Ref to allow all credit notes to be seen together.



Invoice Temp Timesheets

Account: All | IM Group: | Timesheet Grouping: Standard

Division: BR Derby | Invoice Date: 14/07/2015 | Expand | Select All | Invoic

Desk: All | Weekly | 2015 | 6 | Ends 10/05/2015 | Frequency: Weekly+Imm | Refresh | None | Repor

Period	Timesheet	Account Code	Client	Payroll No.	Temp	Position	PO Number	Contract Ref	Charge	Select	Attn. of
201124	2516	ABBA01	ABBA Ltd	NEW	Maria Almeida	test			180.0	☐	Accounts C
201124	V2536	AWRLINKED	AWR LK2 Applies	NEW	Sally Jones	PA			135.00	☐	Accounts C

See also

[Printing Invoices.](#)

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