



## 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

Navigation: Vacancy Progress Reports Delete Help Withdraw

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

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

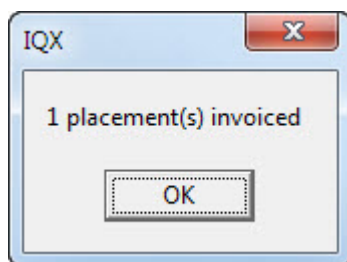
Go to the Accounts menu and select Invoice Perm Placements. A form will appear showing all invoices with the specified invoice date. All lines will have the Start Date less than the Invoice Date.



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.

## Maintenance, Invoice Management Groups. "Tradeshift" Process Method.

### (2.15.11+)

Timesheets will go through Batch invoice creation and invoices will not appear in Send Invoices or Send OB10 Invoices. Contact IQX to implement this feature.



See also

[Printing Invoices.](#)

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