



## **End of Period Billing Workflow**

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User guide  
2015

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## Introduction

At the end of the period when we want to do invoicing from TimeTrak there are a series of steps that must be completed.

This could be done on a weekly or monthly basis or a combination of both.

**REMEMBER:** Time entered into TimeTrak Professional does not automatically go to the Job, it needs to be exported first! Although time from Mobile version can be posted straight onto the job by going to the job and clicking on post, if the user has permission.

## TimeTrak Professional

Check that all staff have completed their time sheets for the period you wish to invoice.

For example if we are doing an “invoice run” on a Monday then you will need to check that the technical staff have all completed their time sheets up until Friday night of the previous week. To do this you need to run the “User Time Balancing Report” (only an Administrator can see this report)



Change the selection to the time period you want, and ALL USERS, ALL GROUPS, you will get a report similar to this:

The 'Report Parameters' dialog box is shown with the following settings:

- Group: All Groups
- User: All Users
- Include Inactive Users
- Date Range: Select Date Range
- Start Date: 1/07/2015
- End Date: 31/07/2015

There is a 'Refresh Report' button at the bottom right of the dialog.

User Time Balancing						
User Time Balancing						
This report shows the users that haven't completed their time balancing between 1/07/2015 and 31/07/2015.						
USER	TIME BALANCING TYPE	BUDGET	ACTUAL	UNALLOCATED	DAYS WITH UNALLOCATED TIME	
<b>Administrators</b>						
Bridget Fairweather	Daily	172.50	97.50	75.00	0	
Carmel Hills	Daily	172.50	1.75	170.75	0	
David Cranston	Daily	172.50	50.00	122.50	0	
Owen Tree	Daily	172.50	0.00	172.50	0	
Paul Feaver	Daily	172.50	0.00	172.50	0	
Samantha Stacey	Daily	172.50	1.75	170.75	0	
Sarah Mccloud	Daily	172.50	0.00	172.50	0	
Sysdba	Daily	172.50	0.00	172.50	0	
<b>Mobile</b>						
Bruce Bowden	Daily	172.50	8.25	164.25	0	
Courtney Sindr	Daily	172.50	9.75	162.75	0	
Craig Findlater	Daily	172.50	5.25	167.25	0	
Greg Manning	Daily	0.00	20.75	-20.75	0	
Harrison Williams	Daily	172.50	0.00	172.50	0	
Internet Sales	Daily	172.50	6.00	166.50	0	
Kristine Watson	Daily	172.50	13.25	159.25	0	
Stefan Howden	Daily	172.50	6.50	166.00	0	
Tim McIntosh	Daily	172.50	1.75	170.75	0	

This shows how much time the staff have left to fill out, in a perfect world this report would be blank! If you select the email button, it gives you a list of days they have not completed and allows you to email them and suggest they get their time sheets up to date.

The screenshot shows the 'User Time Balancing' report interface. On the left, a list of users is displayed with envelope icons. A blue callout box labeled 'Email Staff' points to the envelope icon for Owen Tree, with the text: 'Click on the Envelope Icon to notify a staff person to complete time balancing'. In the foreground, a 'TimeTrak - No Customisations - Mozilla Firefox' window is open, titled 'Send Email to User'. The email content is as follows:

**To:** [User Name]  
**Subject:** TimeTrak - You have unallocated time.  
 You have days that contain unallocated time between 01/07/2015 and 19/07/2015.  
 Budgeted Hours: 97.50  
 Recorded Hours: 50.00  
 Balance: 47.50

The following is a list of days that contain unallocated time:  
 1/07/2015 - 7.50hrs unallocated.  
 2/07/2015 - 7.50hrs unallocated.  
 3/07/2015 - 7.50hrs unallocated.  
 6/07/2015 - 1.50hrs unallocated.  
 9/07/2015 - 5.25hrs unallocated.  
 10/07/2015 - 5.50hrs unallocated.  
 14/07/2015 - 7.50hrs unallocated.  
 15/07/2015 - 4.75hrs unallocated.  
 16/07/2015 - 2.00hrs unallocated.  
 17/07/2015 - 3.25hrs unallocated.

The window has 'Send' and 'Close' buttons at the bottom.

Once you have chased up staff who had not completed their time sheets you go to the next stage of checking the time entries before exporting them. The theory here is that if they are checked by an administrator, then they can be billed with minimal or no change in Exo JobCosting, or by using our utility JIBE.

Run the Timesheet Verification Report, again, normally only administrators will see this. If it is not on your menu, then it needs to be added via the Timetrak Admin Console.

The screenshot shows a navigation menu with the following items: Calendar | Alerts | Clients | Jobs /Projects | Contacts | User Diary | Client Diary | User Summary | TimeSheet Verification By Job | TimeSheet Verification By User |

**TimeSheet Verification by Job**  
This groups all staffs time against the Job

**TimeSheet Verification By User**  
This will show all time grouped against the staff person

In the below example the TimeSheet Verification by Job report is used.

Select ALL USERS, ALL GROUPS and the dates you want to check you will get the following report.

Client	Job/ Project	Job/ Project Manager	Ord No	Open Tasks	Query	Verified	Sub Total	Disb.	Total
CASH SALES	CUT AND POLISH (16)	EXO BUSINESS ADMIN ACCOUNT	1	N	N	\$67.50	\$0.00	\$67.50	
CASH SALES	NEW JOB FOR NEW TASK (40)	EXO BUSINESS ADMIN ACCOUNT	1	N	N	\$45.00	\$0.00	\$45.00	
CASH SALES	NEW TYRES (17)	EXO BUSINESS ADMIN ACCOUNT	0	N	N	\$101.25	\$0.00	\$101.25	
D & C PANELBEATERS	NEW TYRES (22)	GREG MANNING	7	N	N	\$135.00	\$7.43	\$142.43	
DANIEL PAYNE	ASSEMBLE RACE CAR (14)	EXO BUSINESS ADMIN ACCOUNT	4	N	N	\$3,552.00	\$0.00	\$3,552.00	
DOROTHY HEDGES	GENERAL SERVICE (23)	SAMANTHA STACEY	1	N	N	\$82.50	\$0.00	\$82.50	
MARY-ANNE GILBY	FULL SERVICE - IP987 (30)	BRIDGET FAIRWEATHER	5	N	N	\$137.50	\$0.00	\$137.50	
							<b>\$4,120.75</b>	<b>\$7.43</b>	<b>\$4,128.18</b>

This report does not include disbursements that were not created from time entries. (This is only possible through TimeTrak Mobile.)

Click on a Job Line to drill into it.

This shows you each Job that has time against it for the period and how much the invoice is going to be.

Timesheet Verification

Jump To... Start: 01/06/2015 End: 20/07/2015

Groups: Global Group Users: All Users

Billing Queries Exclude Verified Exclude Previously Exported

Job Manager: All Job/ Project Managers Job Statuses: No Filter Job Types: No Filter Job Flags: No Filter

**DANIEL PAYNE - 14 - ASSEMBLE RACE CAR (IN PROGRESS)** [Return to Job/ Project Selection Screen](#)

Total Hours: 177.75	<b>Previous Data</b>	Total Hours: 27.50	<b>Current Data</b>	<b>Budget Remaining</b>
Quoted Hours: 85.00	Quoted: \$5,091.47 Invoiced: \$1,800.00 WIP: \$6,189.85	Billable Hours: 24.25	Sub Total: \$7,845.25 Disbursements: \$1,166.50	Residual: -\$11,910.13
Assemble Race Car (14) Put together the back brakes (2) DANIEL Daniel Payne 15 Nugent Street Grey Lynn Auckland				

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**David Cranston (LABOUR15)** Friday, 10 July 2015 13:00 - 15:00

Detail: 2.00 hours @ \$50.00 = \$100.00 (In Progress) Disbursements: \$0.00 TimeTrak Status: Sales **Task Total: \$100.00**

Assemble Race Car (14)  
Put together the back brakes (2)  
DANIEL  
Daniel Payne 15 Nugent Street Grey Lynn Auckland

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**David Cranston (LABOUR)** Thursday, 16 July 2015 13:00 - 15:00

Detail: 2.00 hours @ \$888.00 = \$1,776.00 (In Progress) Disbursements: \$0.00 TimeTrak Status: Sales **Task Total: \$1,776.00**

Put together the back brakes  
DANIEL  
Daniel Payne 15 Nugent Street Grey Lynn Auckland

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**David Cranston (LABOUR)** Friday, 17 July 2015 13:00 - 15:00

Detail: 2.00 hours @ \$888.00 = \$1,776.00 (In Progress) Disbursements: \$0.00 TimeTrak Status: Sales **Task Total: \$1,776.00**

Put together the back brakes  
DANIEL  
Daniel Payne 15 Nugent Street Grey Lynn Auckland

**Task Total: \$7,530.25**

<b>Aged Balances</b>		Select All	Deselect All	Update Time Entries
Current:	\$0.00			
1 Month:	\$0.00			
2 Months:	\$0.00			
3+ Months:	\$0.00			
Balance:	\$0.00			

By selecting each Job you can go through and check the amounts, narrations, billable statuses etc.

You can edit the narration directly on the first page to fix typos or update the narration.

If you want to edit the entry and change one of the other items like rate, billable status or update the task then you click the small icons as below.

The diagram shows a close-up of the time entry interface. Four blue boxes with arrows point to specific icons in the top right corner of the entry card:

- Show Calendar:** Points to a calendar icon.
- Edit task:** Points to a task icon.
- Edit Time Entry:** Points to a pencil icon.
- Verify Time:** Points to a checkmark icon.

The entry card itself shows: July 2015 13:00 - 15:00, Task Total: \$1,776.00.

You can also email the staff member if you want to query them on the time entry, by clicking the email icon beside the users name.

### Email Staff

<b>David Cranston (LABOUR)</b> 	
Detail: 2.00 hours @ \$888.00 = \$1,776.00 (In Progress)	Disbursements: \$0.00
Put together the back brakes DANIEL	
Daniel Payne 15 Nugent Street Grey Lynn Auckland	

This produces a small report to email to the staff member.

**Email User**

To:

Cc: 

From:

Subject:

**Time Entry Details**

Client: Daniel Payne  
Job: Assemble Race Car (14)

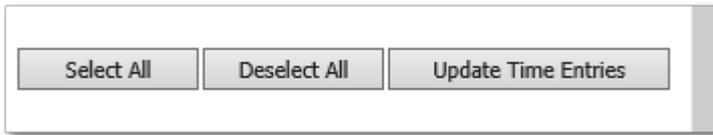
Date: 17/07/2015  
Time: 13:00 to 15:00 (2.00 hours)  
Status: Sales  
Labour Code: LABOUR  
Rate: \$888.00

Put together the back brakes  
DANIEL

Daniel Payne 15 Nugent Street Grey Lynn Auckland

Total length of subject and message is **291** characters.

If you are happy with the time about to be billed you can press **SELECT ALL**, and **UPDATE ENTRIES**, this will mark the job as checked, and return you to the previous screen to carry on to the next Job.



Once you have checked all of the entries you can move to the next step.

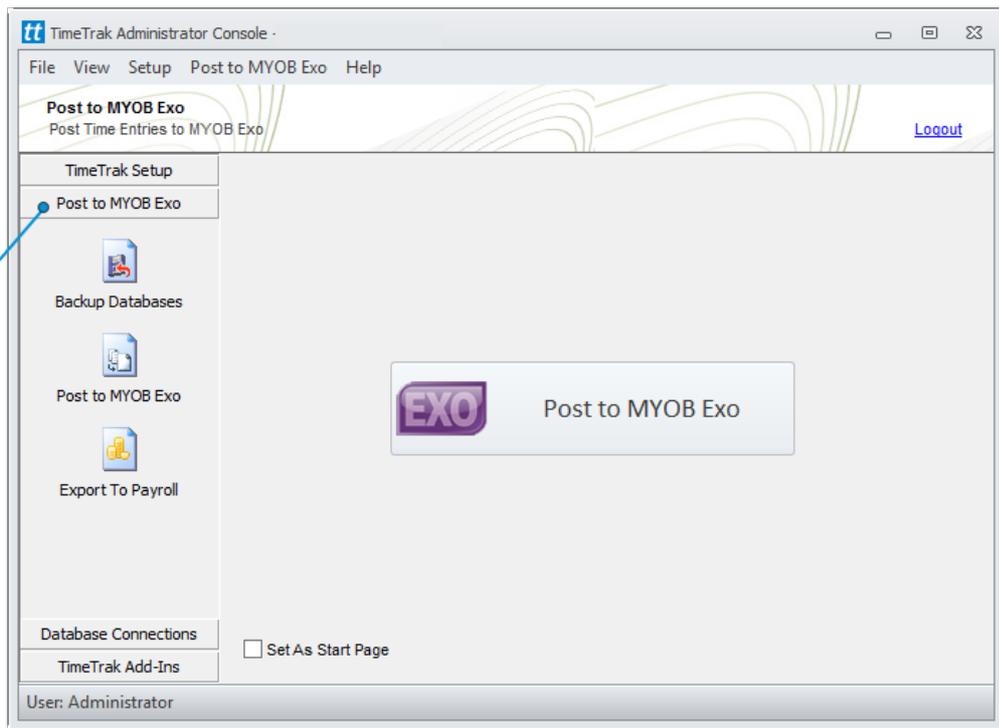
*It should be noted that we do not 'forcibly' stop you from exporting entries that are not checked.  
It may be that you are happy to export some entries without checking them first as you rely on the staff to enter their time correctly.*

# TimeTrak Admin Console

The next step is to export the time from Timetrak into Exo. To do this you need to use the Administrator Console.



Once you have logged in using your credentials on, go to the 'Post to MYOB Exo' section.

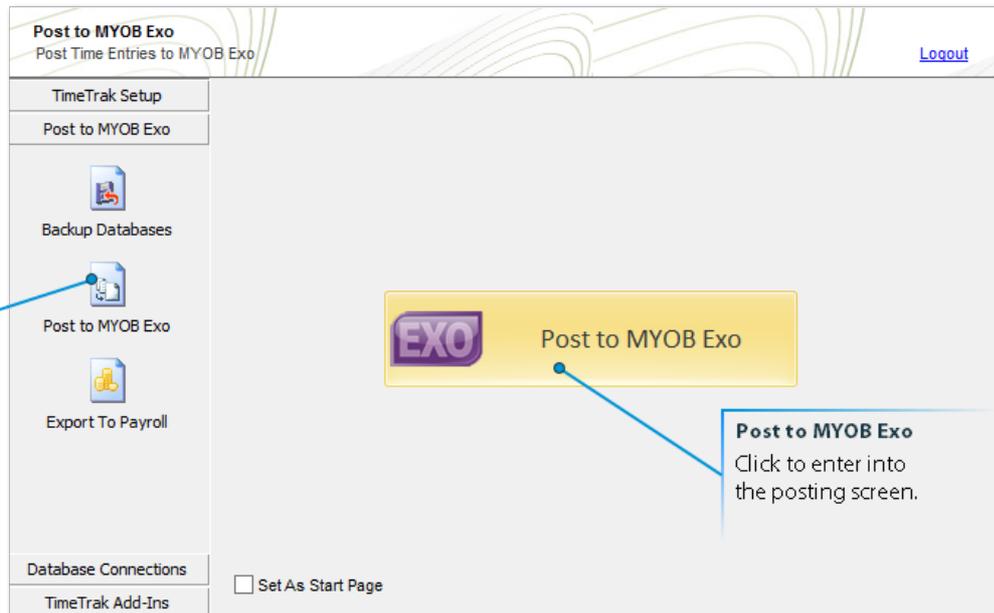


It is pertinent to run a backup of both databases before you start, this is especially so if this is the first few exports you are doing. Once you are comfortable with how it works you may choose to skip these backups.



Once the backups are saved, click into the Post to MYOB Exo menu item.

Click on the Post to MYOB Exo button.



You will notice there are some options on the Export page.

**Select the (MYOB Exo) Period to post the time into.**

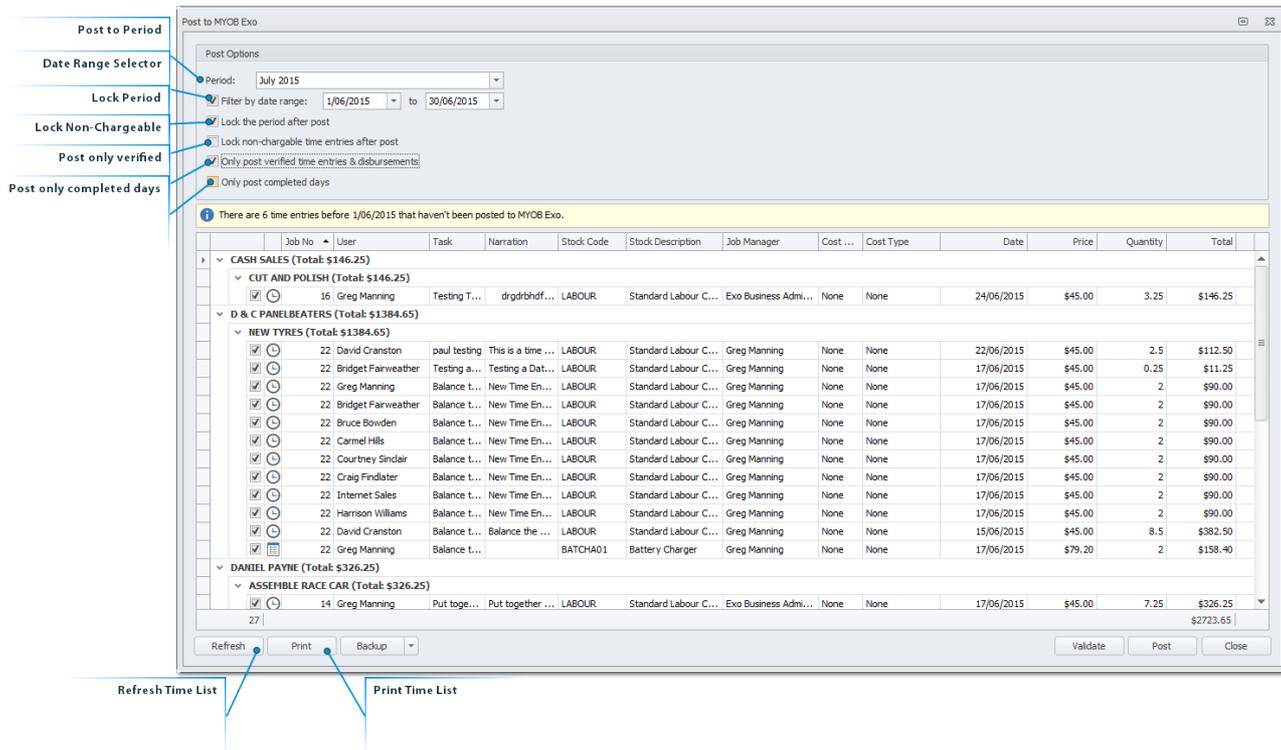
**Filter by a date range.**

**Choose to lock the period in TimeTrak after posting.** (This prevents users from editing time entries)

**Lock Non-chargeable Time after post.** (This will lock Non-Billable Productive time and Non-Productive in TimeTrak)

**Only Post Verified Time.** (Select this and click on the Refresh button to reload time entries)

**Only post completed days.** (Select this and click on the Refresh button to reload time entries)



## Validate the Time Entries.

This will check that Job statuses, stock codes and general job information still match between TimeTrak and MYOB Exo.

All entries validated will display a green tick and the totals will show in the Post Summary.

**Post Summary**

Duration: 0 seconds

- 🕒 24 time entries passed validation with a total of \$2546.25.
- 📄 3 disbursements passed validation with a total of \$177.40.
- ✅ Total validated: \$2723.65

Cost Type	Date	Price	Quantity	Total	
None	17/06/2015	\$45.00	0.25	\$11.25	✓
None	17/06/2015	\$45.00	0.75	\$33.75	✓
None	17/06/2015	\$9.00	1	\$9.00	✓
None	17/06/2015	\$50.00	0.25	\$12.50	✓
None	17/06/2015	\$50.00	2.25	\$112.50	✓
None	17/06/2015	\$50.00	2.25	\$112.50	✓
None	17/06/2015	\$50.00	2.75	\$137.50	✓
None	17/06/2015	\$50.00	2.25	\$112.50	✓
None	17/06/2015	\$50.00	2.25	\$112.50	✓
None	17/06/2015	\$50.00	2.25	\$112.50	✓
None	17/06/2015	\$10.00	1	\$10.00	✓
None	25/06/2015	\$45.00	1.5	\$67.50	✓
None	25/06/2015	\$45.00	0.5	\$22.50	✓

\$2723.65

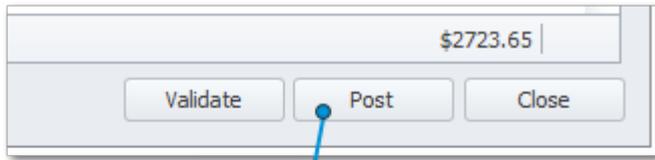
Validate Post Close

**Post Summary**

**Confirmed Validated**

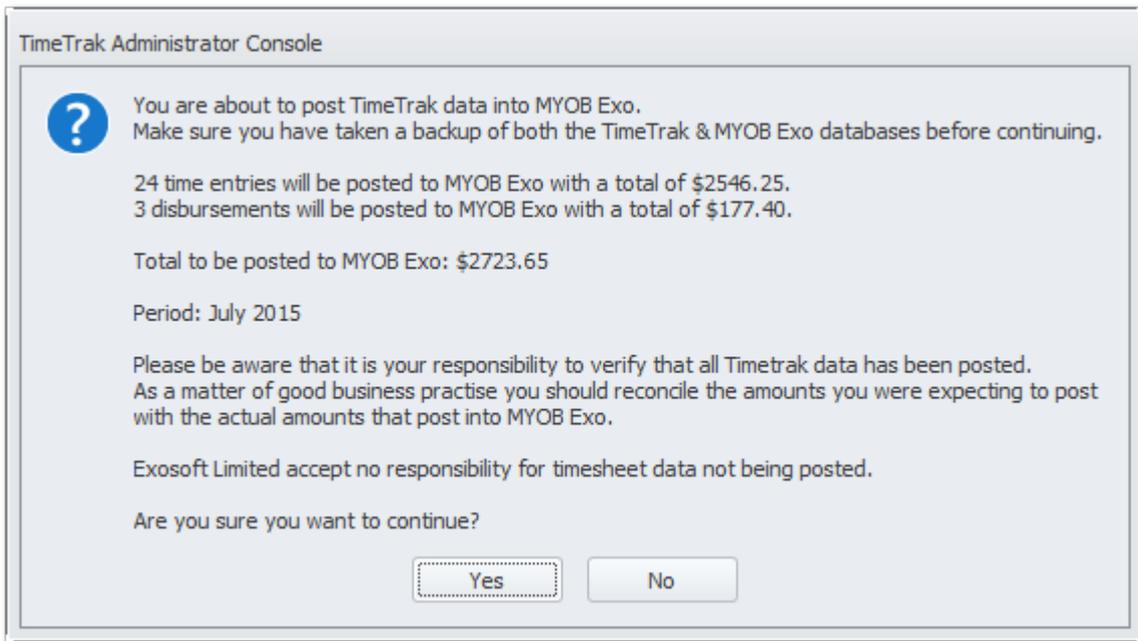
**Validate**

Click the Post Button to Post from TimeTrak to MYOB Exo.



**Post To Exo**

Read through the warning and confirm by clicking on YES



Once Posting is complete a pop up confirming the totals will show, all time entries will have a solid green tick beside them.

**Post Options**

Period: July 2015

Filter by date range: 1/06/2015 to 30/06/2015

Lock the period after post

Lock non-chargable time entries after post

Only post verified time entries & disbursements

Only post completed days

**Post Summary**

Duration: 4 seconds

24 time entries posted with a total of \$2546.25.

3 disbursements posted with a total of \$177.40.

Total posted to MYOB Exo: \$2723.65

There are 6 time entries before 1/06/2015 that haven't been posted to MYOB Exo.

Job No	User	Task	Narration	Stock Code	Stock Description	Job Manager	Cost ...	Cost Type	Date	Price	Quantity	Total	
<b>JAMES BARRY (Total: \$0.00)</b>													
<b>INSTALL AND CONFIGURE (Total: \$0.00)</b>													
	2042	Greg Manning	Service o...		LABOUR	Standard Labour C...	Exo Business Admi...	None	None	17/06/2015	\$45.00	0.25	\$11.25
	2042	Greg Manning	Service o...	keno[SDn w...	LABOUR	Standard Labour C...	Exo Business Admi...	None	None	17/06/2015	\$45.00	0.75	\$33.75
	2042	Greg Manning	Service o...	sdfgar trh sr...	FREIGHT	Freight	Exo Business Admi...	None	None	17/06/2015	\$9.00	1	\$9.00
<b>MARK LAWRENCE (Total: \$0.00)</b>													
<b>BI-ANNUAL SERVICE (Total: \$0.00)</b>													
	33	Greg Manning	None	No frikken...	LABOUR	Standard Labour C...					00	0.25	\$12.50
	33	Greg Manning	Major Se...	Testing th...	LABOUR	Standard Labour C...					00	2.25	\$112.50
	33	Bruce Bowden	Major Se...	Testing th...	LABOUR	Standard Labour C...					00	2.25	\$112.50
	33	Carmel Hills	Major Se...	Testing th...	LABOUR	Standard Labour C...					00	2.75	\$137.50
	33	Courtney Sinclair	Major Se...	Testing th...	LABOUR	Standard Labour C...					00	2.25	\$112.50
	33	Craig Findlater	Major Se...	Testing th...	LABOUR	Standard Labour C...					00	2.25	\$112.50
	33	Kristine Watson	Major Se...	Testing th...	LABOUR	Standard Labour C...					00	2.25	\$112.50
	33	Greg Manning	None	zcbngfbgth...	FREIGHT	Freight	Bhoget fairweather	None	None	17/06/2015	\$10.00	1	\$10.00
<b>TRENT TALBOT (Total: \$0.00)</b>													
<b>BREAK FIX (Total: \$0.00)</b>													
	32	Greg Manning	Testing r...	Testing recur...	LABOUR	Standard Labour C...	Exo Business Admi...	None	None	25/06/2015	\$45.00	1.5	\$67.50
	32	Greg Manning	Testing r...	BrettTalbotBr...	LABOUR	Standard Labour C...	Exo Business Admi...	None	None	25/06/2015	\$45.00	0.5	\$22.50
												\$0.00	

Refresh   Print   Backup

Validate   Post   Close

**TimeTrak Administrator Console**

TimeTrak data has been posted to MYOB Exo.

Summary:  
 24 time entries were posted to MYOB Exo with a total of \$2546.25.  
 3 disbursements were posted to MYOB Exo with a total of \$177.40.

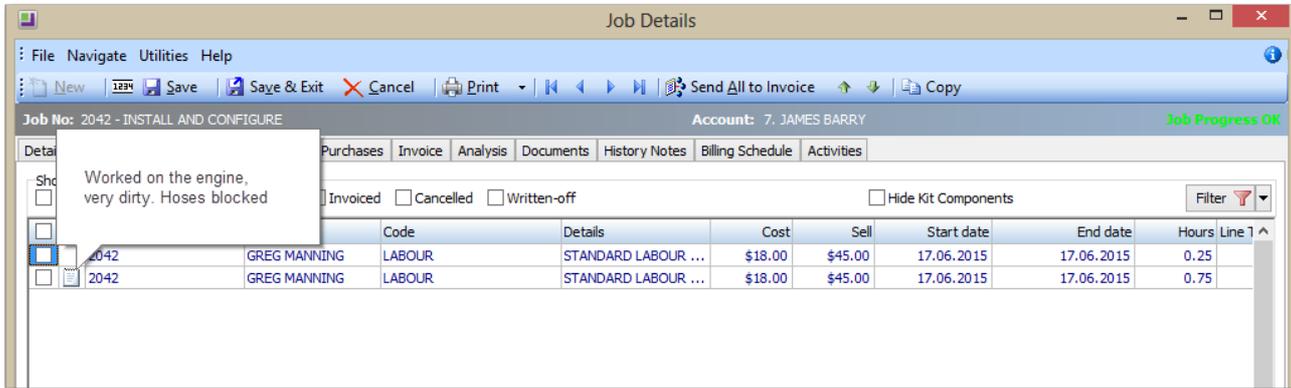
Click CLOSE to shut down the posting screen.

## MYOB Exo Job Costing

These entries are now in the Exo Job Costing system.

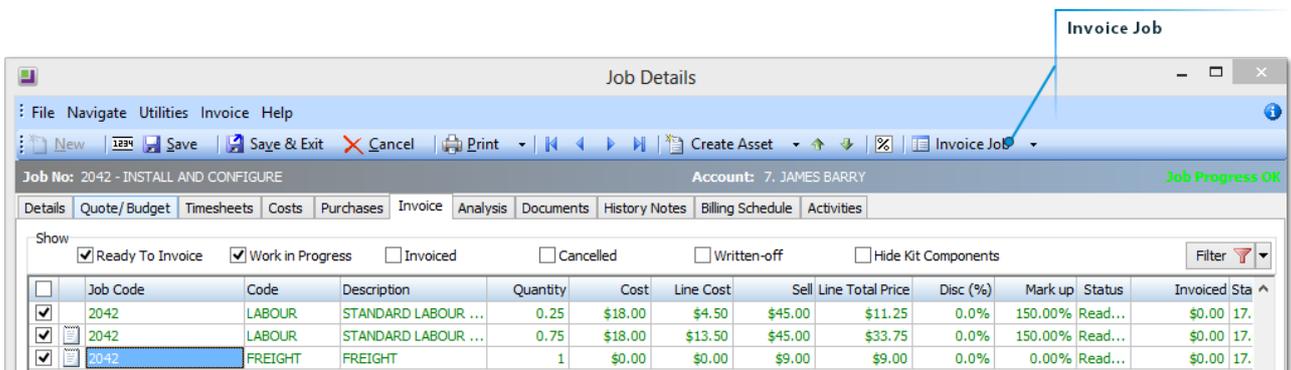
You can see this by going into the Timesheet Tab of one of the Jobs that was exported.

The narration will be in the narration in Exo (looks like a Notepad icon)

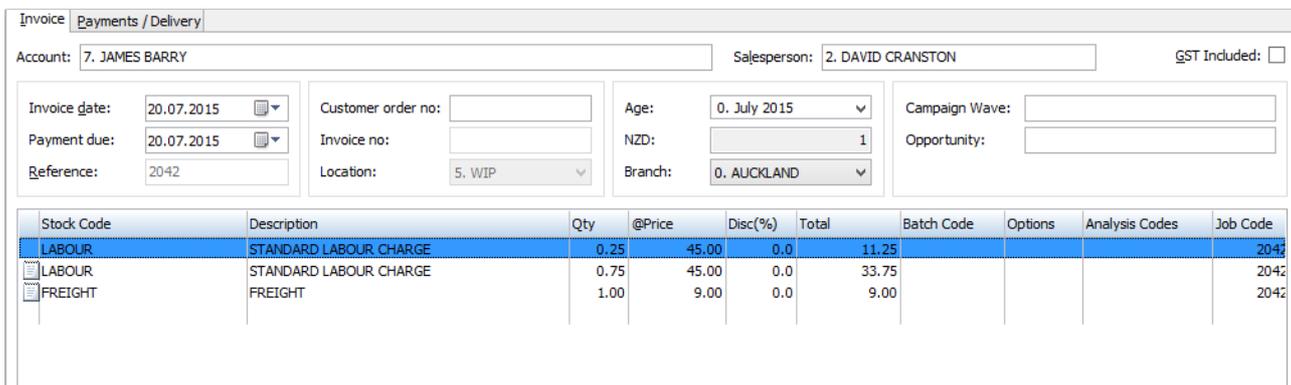


From here the final stage is to invoice them through to Debtors. (we do not do this stage for fixed fee jobs, only charge up jobs)

There are two ways to invoice the Jobs, one is to go to the Invoice tab on the Job, and invoice it using the 'INVOICE JOB' button, manually.

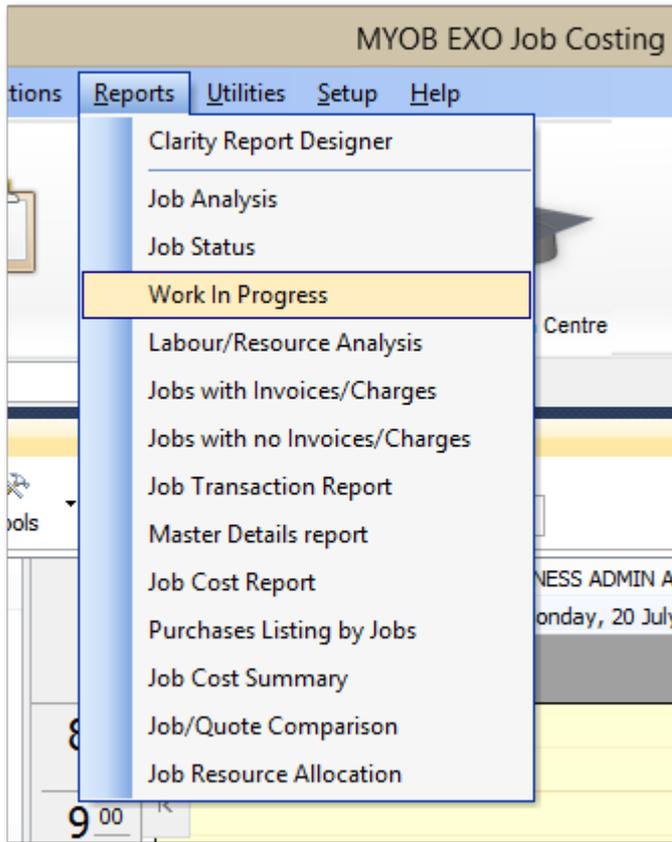


This will pop up a Debtor Invoicing screen



For auditing purposes run the Job Costing Reports - Work in Progress

This report should show totals that have been added from TimeTrak onto Jobs.



## Job Invoice Batch Engine

The second way to invoice it is by using the Exosoft product called JIBE.

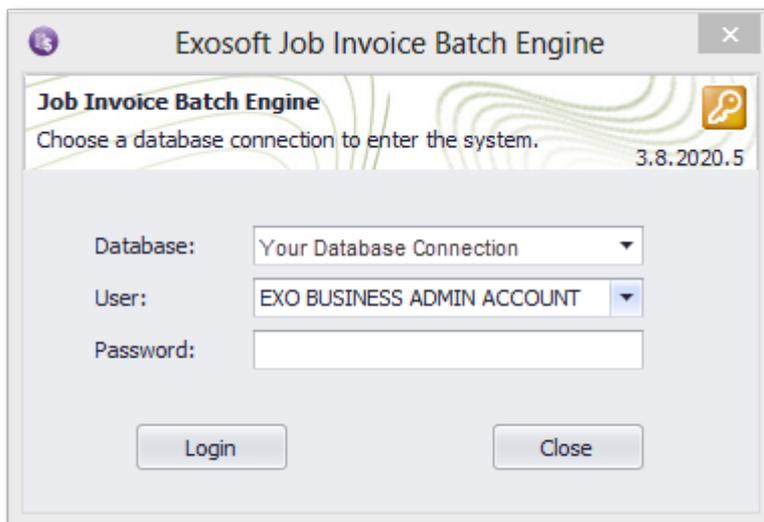
JIBE stands for Job Invoice Batch Engine, and has the advantage of being able to invoice a series of jobs at once.

This can save a lot of time if you need to invoice say 100 or 500 jobs.

JIBE creates each invoice automatically and you then use MYOB Exo Batch Invoice Printing to produce the hard copy.

*Note: If you do not have this installed please contact your Exosoft Consultant for assistance.*

To run JIBE, click the icon, select your Database connection and user name.



Once you have logged in the following screen will appear.

It is important you fill in these fields correctly, as this process is hard to reverse!

The invoice date is the date that will go on the invoice.

The Debtor \ Stock period is the period that the invoices will be posted into – make sure you have this right as you may have more than one period open.

As a general rule of thumb, your invoice date would coincide with the period month.

Job Value – Invoice Value > 0, is a filter that stop jobs that might have had ‘NO CHARGE’ time against them for the month, normally we would not want to create a zero value invoice.

Timetrak has been setup to send charge up jobs to Exo with a status of Ready to Invoice, you should select Ready to Invoice or Work in Progress as this is a good ‘catchall’ to get any job transactions that maybe didn’t come from Timetrak.

This would most likely be from a purchase order.

Select Jobs to Invoice - Motopartz.co.nz

Jobs

Drag a column header here to group by that column

Master Job...	Job Code	Job No	Status	Acc No	Client	Title	Ready To Invoice	Work In Progress	Total	Invoiced
2041	2041	2041	SCHEDULED	29	TRENT TALBOT	Testing Invoicing	\$0.00	\$2218.75	\$2218.75	\$45.00
3	3	3	SCHEDULED	11	OWEN DENTON	MINOR SERVICE SVJ-625	\$0.00	\$1322.92	\$1322.92	\$0.00
27	43	43	SCHEDULED	10	NIGEL EMERSON	SERVICE MAH756	\$0.00	\$0.00	\$0.00	\$375.00
22	NEW TYRES	22	SCHEDULED	5	D & C PANELBEATERS	NEW TYRES	\$0.00	\$1768.28	\$1768.28	\$12613.60
4	10	10	QUOTE	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SERVICE - PLJ...	\$0.00	\$806.90	\$806.90	\$0.00
15	15	15	QUOTE	0	CASH SALES	ROADWORTHY TEST	\$0.00	\$1221.61	\$1221.61	\$0.00
17	17	17	QUOTE	0	CASH SALES	NEW TYRES	\$0.00	\$11.25	\$11.25	\$0.00
16	16	16	QUOTE	0	CASH SALES	CUT AND POLISH	\$0.00	\$2925.18	\$2925.18	\$0.00
32	BREAK FIX	32	NEW JOB	29	TRENT TALBOT	BREAK FIX	\$0.00	\$135.00	\$135.00	\$0.00
24	GENERAL-OD	24	NEW JOB	11	OWEN DENTON	GENERAL SERVICE	\$0.00	\$762.50	\$762.50	\$0.00
28	28	28	NEW JOB	24	DOROTHY HEDGES	ENGINE BUILD	\$0.00	\$784.05	\$784.05	\$0.00
28	29	29	NEW JOB	24	DOROTHY HEDGES	BRAKES	\$0.00	\$60.00	\$60.00	\$0.00
4	4	4	IN PROGRESS	12	PAUL HOLLAND MOTORS	PAUL HOLLAND MOTORS FLEET SERV...	\$22.50	\$0.00	\$22.50	\$0.00
4	9	9	IN PROGRESS	12	PAUL HOLLAND MOTORS	30,000KM WARRANTY SERVICE - KLS...	\$0.00	\$517.76	\$517.76	\$0.00
4	8	8	IN PROGRESS	12	PAUL HOLLAND MOTORS	20,000KM WARRANTY SERVICE - HG...	\$0.00	\$269.66	\$269.66	\$0.00
4	6	6	IN PROGRESS	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - QB...	\$0.00	\$314.59	\$314.59	\$203.17
4	5	5	IN PROGRESS	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - QB...	\$0.00	\$528.41	\$528.41	\$0.00
4	12	12	IN PROGRESS	12	PAUL HOLLAND MOTORS	10,000KM WARRANTY SERVICE - IUJ...	\$269.66	\$8364.65	\$8634.31	\$0.00
42	42	42	IN PROGRESS	11	OWEN DENTON	Paint Car	\$0.00	\$386.00	\$386.00	\$0.00
27	27	27	IN PROGRESS	10	NIGEL EMERSON	General Service	\$0.00	\$633.52	\$633.52	\$0.00
31	31	31	IN PROGRESS	28	MARY-ANNE GILBY	FULL SERVICE - IP987	\$0.00	\$37.50	\$37.50	\$0.00
30	30	30	IN PROGRESS	28	MARY-ANNE GILBY	FULL SERVICE - IP987	\$0.00	\$611.25	\$611.25	\$0.00
38	37	37	IN PROGRESS	8	MARK LAWRENCE	TEST1	\$0.00	\$200.00	\$200.00	\$0.00
							\$292.16	\$43775.34	\$44067.50	\$15036.77

Invoice Checked Jobs  Expand/Collapse All

Print Close

31 jobs found.

You can go into Jobs (double click) and alter lines from this screen if you need to (Right click on the line).

PAUL HOLLAND MOTORS - 30,000KM WARRANTY SERVICE - PLJ-231

Job Description:

Ready To Invoice
  Work In Progress
  Invoiced
  Written Off
  Cancelled

Timesheets & Costs

Drag a column header here to group by that column

Staff Name	Stock Code	Description	Unit Cost	Unit Price	Trans Date	End Date	Quantity	Line Tot
CRAIG FINDLATER	LABOUR15	LABOUR - TIME AND A HALF	\$22.00	\$50.00	13/07/2015	13/07/2015	6.50	\$325.0
CRAIG FINDLATER	BEASEP01	BEARING SEPARATOR	\$39.95	\$48.19	13/07/2015	15/07/2015	10.00	\$481.9
							16.50	\$806.90

[Status] In ('C')

Edit Filter

% Ready To Invoice Total: \$0.00

Selected Totals    Total Qty:     Total Cost:     Total Revenue:     Total Revenue Inc Gst:     Total Gst:

2 job transactions found.

You can also change Job line statuses from the main screen (Right click on the line).

Jobs							
Drag a column header here to group by that column							
		Master Job...	Job Code	Job No	Status	Acc No	Client
<input checked="" type="checkbox"/>		2041	2041	2041	SCHEDULED	29	TRE
<input checked="" type="checkbox"/>		3	3	3	SCHEDULED	11	OW
<input checked="" type="checkbox"/>		27	43	43	SCHEDULED	10	NIG
<input checked="" type="checkbox"/>		22	NEW TYRES	22	SCHEDULED	5	D &
<input checked="" type="checkbox"/>		4	10	10	QUOTE	12	PAL
<input checked="" type="checkbox"/>		15	15			0	CAS
<input checked="" type="checkbox"/>		17	17			0	CAS
<input checked="" type="checkbox"/>		16	16			0	CAS
<input checked="" type="checkbox"/>		32	32 BRE			29	TRE
<input checked="" type="checkbox"/>		24	GENER			11	OW
<input checked="" type="checkbox"/>		28	28			4	DOP
<input checked="" type="checkbox"/>		28	29			4	DOP
<input checked="" type="checkbox"/>		4	4	4	IN PROG	2	PAL
<input checked="" type="checkbox"/>		4	9	9	IN PROG	2	PAL
<input checked="" type="checkbox"/>		4	8	8	IN PROGRESS	12	PAL
<input checked="" type="checkbox"/>		4	6	6	IN PROGRESS	12	PAL

- Open Job
- Attach to Master Job
- Select All
- Deselect All
- Set Lines As...**
  - Ready To Invoice
  - Work In Progress
  - Written Off
  - Cancelled
- Refresh

You will see there is a checkbox on the left hand side that allows you to tick on and off Jobs you do not want to include in this batch invoice run. For example you know there was more to be billed on a job, and you wanted to bill it on completion, then you may choose to deselect it.

Users can print a report of the Jobs in this selection by clicking the Print button, this would allow you to go through them and analyse which Jobs you may or may not want to invoice.

When you press the 'Invoice Checked Jobs' Button, you also get the choice to change their status.

**Job Batch Invoice Engine**

**JIBE will now invoice 2 job(s)**

**Details**

Invoice Date: 31/07/2015

Debtor/Stock Period: July 2015

Job Status After Invoicing: No Change

**Branch Assignments**

Time Entries: Job

Other Costs: Job

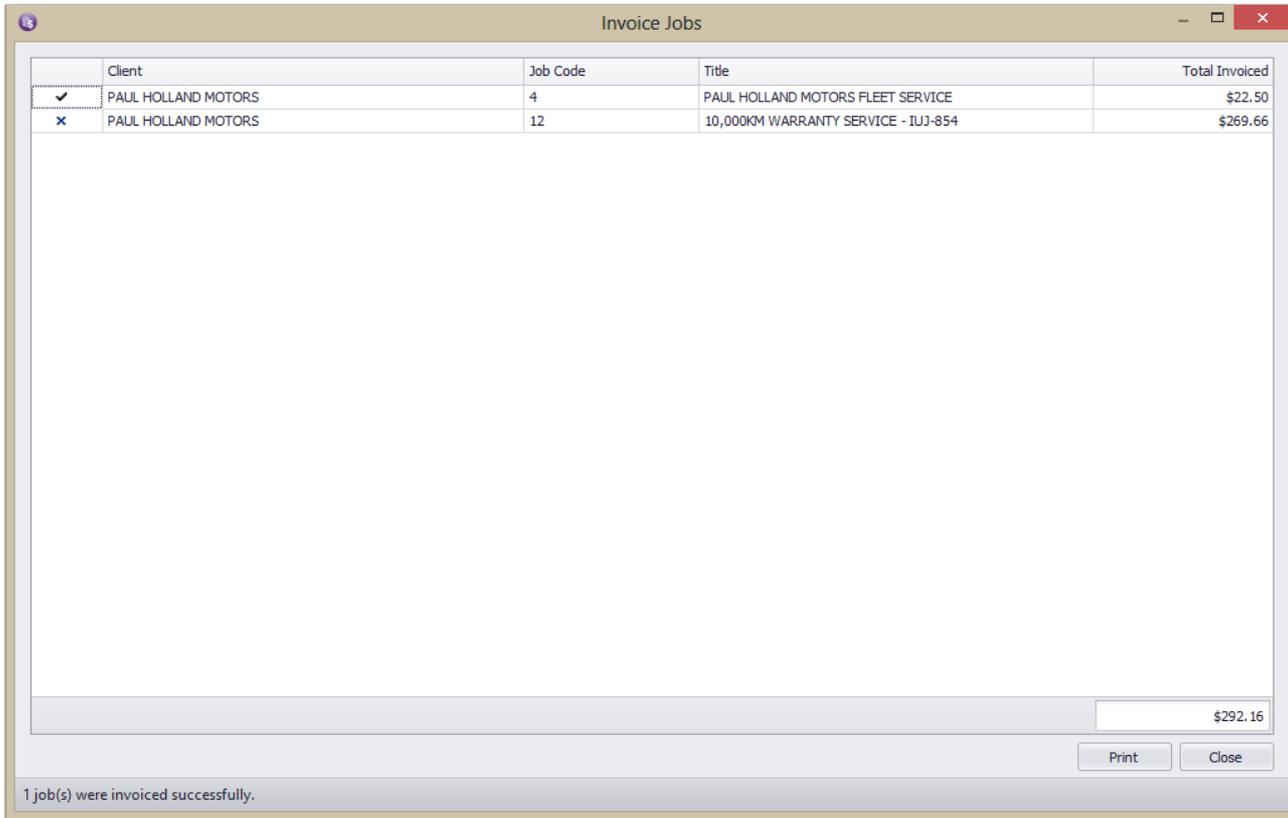
TimeTrak Disbursements: Job

Are you sure you want to continue?

Yes
No

This would be relevant if they were say warranty Jobs and you want to set them to finished. You would not do this if it was an ongoing “General Support” Job. For this reason you may choose to do the warranty invoicing in a separate run to the General Support invoices.

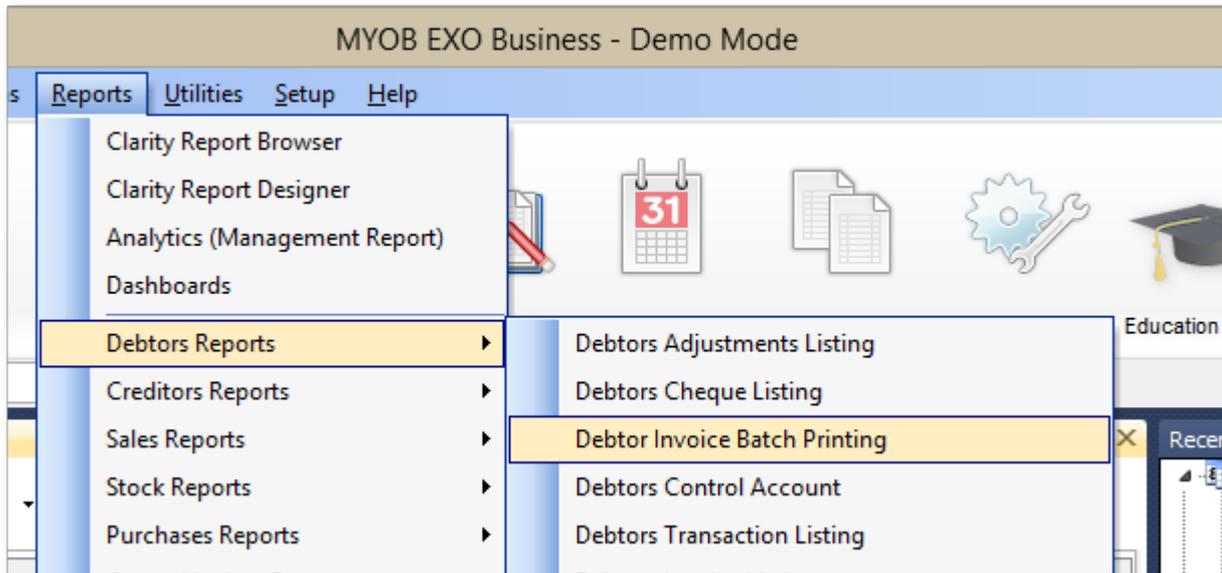
Once you invoice these you receive a run screen like this showing you each invoice being produced. *Any invoices that did not go through might not have had the lines set to 'Ready to Invoice'.*



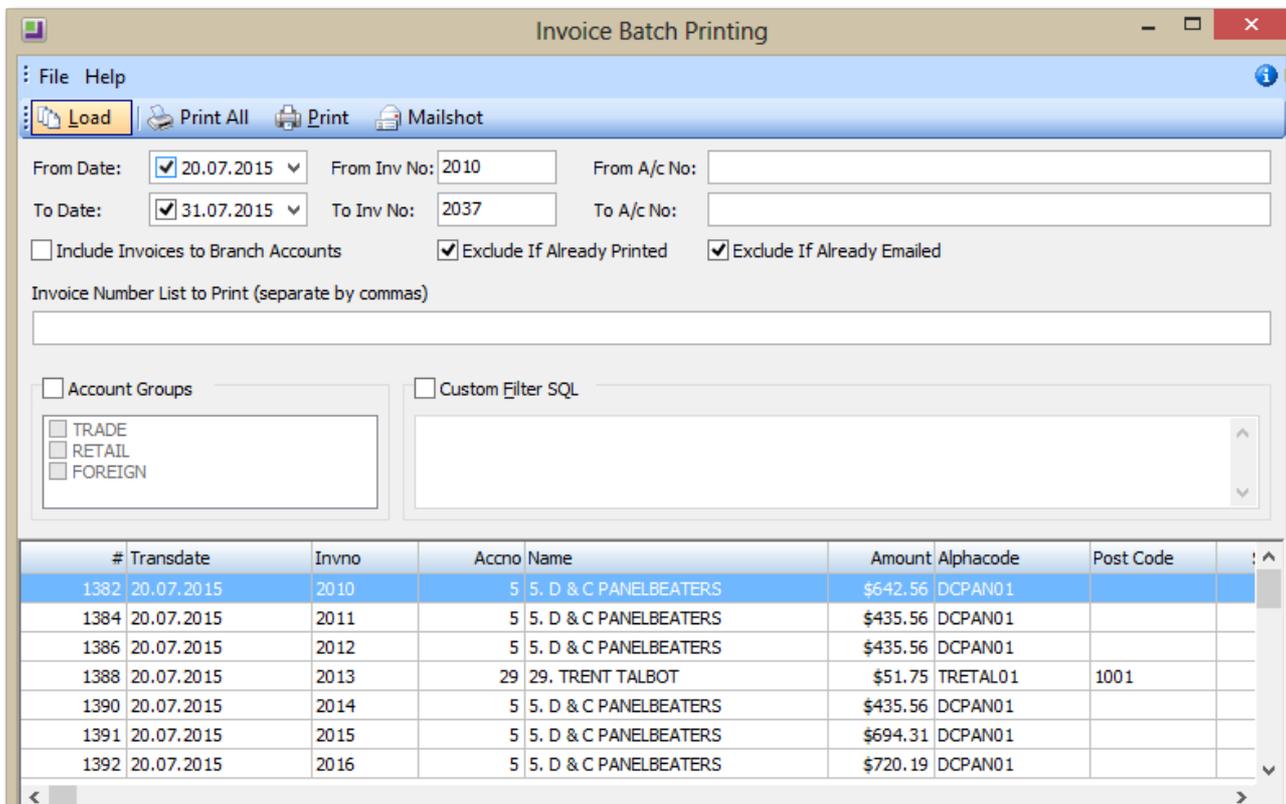
You can now generate the actual printed invoices from Exo in Invoice Batch Printing.

## Print or Email Invoices

Back in MYOB Exo you can click into the Reports Menu and select Debtor Reports - Debtor Invoice Batch Printing.



Push the Load button to select all the invoices just created, you will need to set the date range correctly also. Also note the “Unprinted Only” tick, this should be on so that you don’t reprint other Debtor Invoices that were created via Sales Orders etc.



Once the selection looks right, click the ‘Print All’ button and the range of invoices will print. If Invoices are to be emailed run the Mailshot function.

You are finished!