

## Section 8.6

### INVOICE TRACKED TIME

Next, we can transfer billable tracked time to an Invoice to bill a specific customer for the time.

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#### QUICK CHECK

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##### **C8.1 Invoice with Billable Tracked Time**

To create an Invoice with billable tracked time:

- 1 From the **(+) New** icon, select **Invoice**
- 2 Select **Customer: Sandy Copper: Remy**
- 3 If message appears: Could not fetch recommendation due to invalid ship to address, delete the **Ship to Address**
- 4 Select **Invoice date: 01/15/2024**
- 5 From the Suggested Transaction drawer and the Billable time card, select **Add**. (If the drawer is not visible, select Manage > Suggestions > Suggested Transactions.)
- 6 Select **Save**
- 7 Select **Manage > Actions > Transaction Journal**
- 8 What are the Accounts and Amounts debited?
- 9 What are the Accounts and Amounts credited?

+ New [LastNameFirstInitial] Mookie The Bea

CUSTOMERS	VENDORS	TEAM	OTHER
1 Invoice	Expense	Payroll ↗	Bank deposit
Receive payment	Check	Time entry	Transfer
Estimate	Bill	Add employee ↗	Journal entry
Credit memo	Pay bills	Add contractor	Statement
Sales receipt	Purchase order		Inventory qty adjustment
Refund receipt	Vendor credit		Pay down credit card
Delayed credit	Credit card credit		Add product/service
Delayed charge	Print checks		
Add customer	Add vendor		

Invoice

Edit Email view PDF view Payor view Manage Take tour Feedback Old layout

### INVOICE

[Add logo](#)  
Max size: 1 MB

**[LastNameFirstInitial] Mookie The Beagle Concierge** MTB@MTB.com  
432 Phoenician Way +1 (415) 555-1111  
Mountain View, CA 94043  
[Edit company](#)

**2 Remy**

<b>Bill to</b>	<b>3 Ship to</b>	Ship via	Invoice no.	1015
Sandy Copper		Shipping Date	Terms	Net 30
720 Cuirve Drive		MM/DD/YYYY	Invoice date	01/15/2024 <b>4</b>
Bayshore, CA 94326 USA		Tracking no.	Due date	02/14/2024

Tags (hidden): [Manage tags](#)  
Start typing to add a tag

**Product or service**

#	Product/Service	Description	Qty
1			

[Add product or service](#)

**Customer payment options** [Edit](#)

Subtotal \$0.00  
Sales tax \$0.00  
**Invoice total \$0.00**

Activate online card or bank transfer payments for your customers.  
[Activate Payments](#)

Tell your customer how you want to get paid [Edit totals](#)

**Suggested transactions**  
We've found one or more transactions linked to Remy. Select the ones you'd like to add to the invoice.

[Filter](#)

**Billable time** [Add](#)

Date: Jan 15, 2024  
Duration: 1 hrs 00 mins  
Total: \$100.00 **5**

**6**

Save Review and send

Invoice
7
? ×

Edit   Email view   PDF view   Payor view
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## INVOICE

Linked transactions (1)

**[LastNameFirstInitial] Mookie The**   MTB@MTB.com  
**Beagle Concierge**   +1 (415) 555-1111  
 432 Phoenician Way  
 Mountain View, CA 94043

[Edit company](#)

Add logo  
 Max size: 1 MB

**Remy**

<b>Bill to</b>	<b>Ship to</b>	Ship via	Invoice no. 1015
Sandy Copper		Shipping Date MM/DD/YYYY	Terms Net 30
720 Cuivre Drive		Tracking no.	Invoice date 01/15/2024
Bayshore, CA 94326 USA			Due date 02/14/2024

Tags (hidden): [Manage tags](#)

Start typing to add a tag

	#	Product/Service	Description	Qty
⋮	1	Pet Care:Errand		1

Add product or service
▼

**Customer payment options** [Edit](#)

Apple Pay
VISA
DISCOVER
AMERICAN EXPRESS
BANK
PayPal
ACH

Activate online card or bank transfer payments for your customers. [See the math](#)  
[Activate Payments](#)

Subtotal	\$100.00
Sales tax	\$0.00
<b>Invoice total</b>	<b>\$100.00</b>

Tell your customer how you want to get paid.

**Invoice 1015** ×

Edit default settings

Actions ▼
7

- Receive payment
- Make a copy ▼
- Delete
- Void ^
- Audit history
- Transaction journal 7

We've found transactions associated with Remy. Select the ones you'd like to add to the invoice.

Customization ▼

Payment options ▼

Design ▼

Automation ▼

Customer reports ▼

Save ▼
Review and send ▼