The invoicing process in TimeLog

YOUR STEP-BY-STEP GUIDE

1 WEEKLY TIMESHEET STATUS

It is a good idea to start your process by getting an overview of which employees have tracked time. Send a reminder to the ones, who still need to do so.

2 APPROVE WEEKLY TIMESHEETS

Now you or your colleague are ready to approve or reject the employees' registrations. Then you get the right invoicing potential.

3 APPROVE EXPENSES/MILEAGE

Next step is the approval of the employees' expenses and mileage registrations. Then you ensure that the registrations are entered correctly for your invoicing.

4 SEE INVOICING POTENTIAL

Go to the debtor list and see the full invoicing potential for your projects and customers within a given period of time. If you want to adjust more payments, go to the Adjust project payments page. If not, get going with the invoicing.

5 QUALITY ASSURANCE IN INVOICE DRAFTS

Create your invoice drafts, possibly with One Click Invoicing to automate the process. Then, perform a quality check of the invoices project leaders marked as ready for invoicing, before you book them.

6 TRANSFER INVOICES TO THE FINANCIAL SYSTEM

This is the end. If you have integrated your financial system with TimeLog, then transfer the invoices for further processing.

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