

Draft Invoices

Draft Invoices Approvals

Draft invoices are generated automatically (overnight) to help you get idea about your current invoicing to be sent to your clients.

The screenshot shows the 'atollon' software interface for 'Draft Invoice Approval'. The top navigation bar includes 'New', 'Edit', 'Use Template', 'Prepare Draft Invoice', and 'Filter...'. The main table displays a list of invoices with columns for Number, Taxation Date, Due Date, Provider, Client, Total Amount, and To be paid. A filter 'For Approval' is highlighted in the sidebar, showing 28,583.15 EUR. The table shows several rows of invoices, with the first row highlighted in blue. Below the table, there are summary statistics: 'Total: 23,903.35 EUR Total with VAT: 28,583.15 EUR To be paid: 28,584.00 EUR'. The bottom section shows a detailed view of 'Billing Items' with columns for Icon, Price, Invoice ID, Type of ..., Date, Qty./Ti..., Descrip..., User, Context, Total, Curre..., Used fre..., and Chargeable. The 'Print to Email' button is highlighted in green.

| Number | Taxation Date | Due Date | Provider | Client | Total Amount | To be paid |
|--------|---------------|------------|-------------------|--------------------------|--------------|--------------|
| | 05/31/2014 | 06/29/2014 | Best Provider | Best Provider sors, k.s. | 1,175.00 EUR | 1,175.00 EUR |
| | 05/31/2014 | 06/27/2014 | Best Provider | | 17.00 EUR | 17.00 EUR |
| | 05/31/2014 | 06/14/2014 | Best Provider | nia, s.r.o. | 0.00 EUR | 0.00 EUR |
| | 05/30/2014 | 06/13/2014 | Red Dwarf | sors, k.s. | 1,554.00 EUR | 1,554.00 EUR |
| | 05/30/2014 | 06/13/2014 | Best Provider | sors, k.s. | 0.00 EUR | 0.00 EUR |
| | 05/30/2014 | 06/13/2014 | Your Organization | s Center, a.s. | 1,200.00 EUR | 1,200.00 EUR |
| | 04/30/2014 | 06/29/2014 | Best Provider | sors, k.s. | 871.00 EUR | 871.00 EUR |
| | 04/30/2014 | 06/13/2014 | Your Organization | nting s.r.o. | 6,000.00 EUR | 6,000.00 EUR |
| | 04/30/2014 | 06/27/2014 | Best Provider | | 35.00 EUR | 35.00 EUR |
| | 03/31/2014 | 06/29/2014 | Best Provider | sors, k.s. | 600.00 EUR | 600.00 EUR |
| | 03/31/2014 | 06/13/2014 | Your Organization | nting s.r.o. | 0.00 EUR | 0.00 EUR |

| Icon | Price | Invoice ID | Type of ... | Date | Qty./Ti... | Descrip... | User | Context | Total | Curre... | Used fre... | Chargeable |
|------|-------|------------|--------------|------------|------------|-----------------|-----------|---------------------|--------|----------|-------------|-------------------------------------|
| | 2.65 | | Project work | 05/06/2014 | 2:30 | | Joe Admin | Red Dwarf > Project | 6.62 | EUR | 0.00 | <input checked="" type="checkbox"/> |
| | 40.55 | | Postage | 05/06/2014 | 23.89 | Test FIX of req | Joe Admin | Red Dwarf > Project | 968.73 | EUR | 0.00 | <input checked="" type="checkbox"/> |
| | 8.45 | | Postage | 05/06/2014 | 0.43 | | Joe Admin | Red Dwarf > Project | 3.63 | EUR | 0.00 | <input checked="" type="checkbox"/> |

Using quick filter "For Approval" you can display only invoices that need your attention. These invoices are still pending to be approve & sent to your clients.

Print to Email

This function will take all Billing Settings and prepare new E-mail with 2 attachments: Invoice (or Draft Invoice) printed to PDF + Time Sheet attachment in case the Invoice is partially built using Time Sheet entries. You have option to send the invoice as Draft or you can approve & send the invoice immediately.

Delete

You can delete any Draft invoice without any worry that you would get lost some of the entries. Billing entries (such as Billing Items or Time Sheet / Expenses) are not deleted. After deleting the Draft Invoice, you can press on button "Prepare Draft Invoices" and the invoice will be created again based on new Billing entries.

Approve Draft

When approving the Draft Invoice, all Billing entries get locked and Draft Invoice will convert to regular Invoice & get Invoice Number. Invoice numbers are reused in case you delete some of the (unwanted) invoices.

Postpone

The Draft Invoice in this case is deleted and all Billing entries change status to **Postponed**. Once you want to use Billing entries again, you'll need to filter for postponed Billing Items or Time Sheet records and change their status back to For Approval or Approved. In this case they'll be used to create new Draft Invoice.

Avoid Billing

The Draft Invoice in this case is deleted and all Billing entries change status to **Avoid Billing** or **Canceled**. These Billing entries will not be used to generate another Draft Invoice.

Time Sheet Approvals

When approving Draft Invoice, all Time Sheet entries that come with the Draft Invoice are approved immediately as well.

Reject Time Sheet Entries

You can individually **Reject Time Sheet** entries from the Draft Invoice. Simply open the Draft Invoice approval window (or Draft Invoices tab on client's Folder), then select some of the Draft Invoices that have been created using Time Sheet entries. Select the Time Sheet entries you want to revise & click on Reject button bottom right to the Time Sheet records list.

The application will open **New notice** message, where you may want to write reason for refusing the Time Sheet entries. Users may find the Time Sheet entries by filtering their Time Sheet for status **Pending**.

atollon Draft Invoice Approval

Joe Admin Your Organization

New Edit Use Template Prepare Draft Invoice Filter...

| Number | Taxation Date | Due Date | Provider | Client | Total Amount | To be paid |
|-----------|---------------|------------|---------------|-----------|----------------|---------------|
| INV140020 | 03/31/2014 | 04/17/2014 | Best Provider | Red Dwarf | 176,564.00 CZK | 6,409.00 EUR |
| INV140019 | 03/18/2014 | | | | | 600.00 EUR |
| INV140014 | 02/28/2014 | | | | | 0.00 EUR |
| INV140015 | 02/28/2014 | | | | | 870.00 EUR |
| | 02/28/2014 | | | | | 888.00 EUR |
| | 02/28/2014 | | | | | 870.00 EUR |
| | 02/28/2014 | | | | | 12,000.00 EUR |
| | 02/28/2014 | | | | | 1,888.00 EUR |
| | 02/28/2014 | | | | | 6,000.00 EUR |

Invoice States: All states Drafts Issued Paid Partially paid Disproval Demanded Cancelled

Total: 558,063.80 EUR Total with VAT: 667,596.76 EUR To be paid: 667,596.76 EUR

Time Sheets Billing Items

| Icon | Price | Invoice ... | Type o... | Dat |
|------|----------|-------------|--------------|------------|
| | 2,500.00 | INV140020 | Consulting | 03/1 |
| | 2,500.00 | INV140020 | Project work | 03/1 |
| | 2,500.00 | INV140020 | Consulting | 03/1 |
| | 2,500.00 | INV140020 | Project work | 03/1 |
| | 120.00 | INV140020 | Consulting | 03/1 |
| | 2,500.00 | INV140020 | Project work | 03/11/2014 |
| | 500.00 | INV140020 | Consulting | 03/04/2014 |

Rejected Time Sheet/Expenses:
 admin; Project work; 03/13/2014 8:00 AM; 12:00; Chargeable; Conducting the project;
 admin; Consulting; 03/18/2014 8:00 AM; 2:00; Chargeable; Analysing client's needs;
 admin; Project work; 03/18/2014 8:00 AM; 2:00; Chargeable; New Task;

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Context: Red Dwarf Project Message type: Notice

Recipients: Admin, Joe X Maka, Joe X

Subject: Your Time Sheet/Expenses were rejected.

Use Template Cancel Save as draft and close Send

Print to Email Delete Approve Draft Postpone Avoid Billing

Reject All

Revision #1

Created 15 March 2020 06:28:00 by Jan Safka

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