

Edit data in More Service

In order to "Change time entry" type of invoice, travel expenses, working hours, etc. a user must be granted additional privileges. These are set up by Technet.

With editing options like this, the clock is next to Time Consumption.

I 5793*

Test T.O.

User:	Gunn Garvik (gunnar) - 33 48 59 75 - 90117251 - Technet system	
Templates:	Affects _____ SL Type Respondit 15 minutter	
Category:	Office 365 Priority Start within 10/16/2019 - 12:50 PM (Actually started: 10/16/2019 - Solved within 10/21/2019 - 12:35 PM)	
Object search:	Consume <div style="width: 100px; height: 20px; background-color: #ccc; position: relative;"><div style="position: absolute; left: 0; top: 0;">0%</div></div>	Consume <div style="width: 100px; height: 20px; background-color: red;"></div> > 100%
DESCRIPTION ATTACHMENTS (0) TASKS (0) RELATED CASES (0) MERGED CASES (0) FORM (0) EXTRA OUTLOOK		
Testing foe MSP2019		
Registered	Description	Agent Time Spent
16.01.20 13.49	[empty]	Gunn Garvik 04:00
16.10.19 12.35	To: gunn.garvik@technet.no	TMS 02:00
16.10.19 12.35	Registered	TMS 00:00
16.10.19 12.35	Received (From the More Service Portal)	TMS 00:00

By pointing to a clock, you get a mouseover that says "Change time entry"

Click on the "Clock Icon". You will then see the view below and can change.

Remember to save when you have changed the parameters.

More Service parameters and transfer to invoice data

INVOICING DATA

When you want to see the full billing data for this customer open the case and click on

Templates ▼ Affects ▼
 Category Office 365 ▼ Priority ▼
 Object search ▼

DESCRIPTION ATTACHMENTS (0) TASKS (0) RELATED CASES (0) MERGED CASES (0) FORM (0) E

Testing foe MSP2019 ⌕

Agent 1. linje × Team: 1. linje
 Status Started ▼

NEW WORK LOG NEW EMAIL NEW TASK SAVE SAVE AND CLOSE DELETE INVOICING DATA

The following billing data for this customer appears in a new browser window.
 This is a summary of all registered items that are billable for this customer.
 See case IDs.

CustomerList

Customer: Technet

Archive

Ref.	Invoice Type	Text	Expenses	Time	Km	Travel Time	Travel Expenses	
907 336	1	test av modul Registered tail	458	135	100	300	0	<input checked="" type="checkbox"/>
921 334	1	Test 2 TO test 2 TO	700	60	78000	120	800	<input checked="" type="checkbox"/>
922 340	4	Fakturaunderlag er utviklet Arbeid utført på Faktura underlag.	350	345	244	120	149	<input checked="" type="checkbox"/>
923 340	3	Test er utført Faktura underlag er testet	0	90	0	0	0	<input checked="" type="checkbox"/>
1617 336	1	Utredning av faktura test 336 - fakturamodul test	0	350	100	112	267	<input checked="" type="checkbox"/>

Create Billing Data







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In the above view you can choose which lines you want to bring to actual invoice.
 This is **important** to do before you choose to create billing documents, "Create billing data".
 To the right, you can remove some check marks so that these entries will not be included.






Lines that are not checked off will **not** show up on pdf when you choose Create Billing Data

Customer: Technet

Archive

	Ref.
	
	
	

Data from TMS

case	Invoice Type	Text	Expenses	Time	Km	Travel Time	Travel Expenses	
907 336	1	test av modul Registered fail	458	135	100	300	0	
921 334	1	Test 2 TO test 2 TO	700	60	78000	120	800	
922 340	4	Fakturaunderlag er utviklet Arbeid utført på Faktura underlag.	350	345	244	120	149	
923 340	3	Test er utført Faktura underlag er testet	0	90	0	0	0	
1617 336	1	Utredning av faktura test 336 - fakturamodul test	0	350	100	112	267	(e) 

Create Billing Data

Text heading "invoice text", «Invoice type service", Worklog Description,
Archive shows previous billing documents for the customer. Padlock in archive shows that the billing document can still be edited. They are not closed for editing.



If you are now ready to create billing documents that can be edited, select
The billing data is shown.

Fakturarapport

Technet

Contact:
Gunn Garvik, gg@technet.no

Ext. Reference:

Internal comment:

☐ Locked

Work type: Testing

id	Case	Text	Expenses	Time	Price	Sum	PDF
	340	Utgifter til Ipad	4500		1295	0	
Total:			4500		Total:	0	

Work type: Development

id	Case	Text	Expenses	Time	Price	Sum	PDF
	340	test Test av ny funksjonalitet	0	3h 10m	1395	4418	
Total:			0		Total:	4418	

Travel Expenses

id	Case	Text	Expenses	mil	Price	Sum	Time	Price	Sum	PDF
	340	test Test av ny funksjonalitet	149	2	4.5	9	1h 10m	600	700	
Total:			149		Total:	9		Total:	700	

Summary

calc		TOTAL INVOICE: 9776
<input type="button" value="Create PDF"/>		

The text in «Internal comment» does not appear in the billing data documentation, this is only to identify the invoice file in the archive.

By checking off for «Locked», this invoice data documentation will no longer be editable when added to the archive.



By clicking the icon you can change the current invoice text, price hours, etc.
See picture below.

