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.

ser	Gunn Garvik (gungar) - 33 48 59 75 - 9011	7251 - Technet system								* 2	= 2 * B
emplates		 Affects 		 SL Type 	Responstid 1	5 minutte	r				
stegory	Office 365	 Priority 		 Start within 	10/16/2019 -	12:50 PM	/ (Actually started: 10	/16/2019 - Solved within	10/21/2019 - 12:35 PM		
bject search				Consume			0%	Consume		> 300%	
DESCRIPT	ION ATTACHMENTS (0) TASKS	(0) RELATED CASES	(0) MERGED CASES (0) FOR	RM (0) EXTRA O	JTLOOK						
Testing fo	e MSP2019			Registered			Description		Agent		Time Spent
				16.01.20 13.49		۵	[empty]		Gunn Gan	vik	04:00 🕓 💲
				16.10.19 12.35		►	To: gunn.garvik@te	chnet.no	TMS		02:00 🕓 💲
				16.10.19 12.35		8 0	Registered		TMS		00:00
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INVOICING DATA

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

	Templates				 Affects 			۳
a	Category	Office	365		 Priority 			Ŧ
n: el:	Object search				_			_
ut i r	DESCRIPTI	ON	ATTACHMENTS (0)	TASKS (0)	RELATED CASES (0)	MERGED CASES (0)	FORM (0)	E
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	Status	Starte	ed	*				

This is a summary of all registered items that are billable for this customer. See case IDs.

Archi	ve	Data	a from	TMS						
R	lef.	case	Invoice Type	Text	Expenses	Time	Km	Travel Time	Travel Expenses	
đ	•	907	1	test av modul	458	135	100	300	0	*
Ø	-	921		Test 2 TO	700	60	78000	:100	100	
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		922 340	4	Fakturaunderlag er utviklet Arbeid utfort på Faktura underlag	350	345	244	120	140	×
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		1617 336	1	Utredning av faktura test 336 - fakturamodul test	0	350	100	112	267	(e 18

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.

📽 Create Billing Data

Lines that are not checked off will not show up on pdf when you choose

Customer: Technet

R	ef.		Invoice	Taxt	Evenences	Time	Km	Travel	Travel	
2	÷.	case	iype	IEAL	CAPETISES	tinte	PAID .	10100	CAPETISES	1
3	-	907 336	1	Registered tall	458	135	100	300	0	1
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		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	0.3

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

-		~~~				
1	P	\mathbf{c}	h	n	pt	
	0	5			01	

Contact	
Gunn Garvik, gg@technet.no	
Ext. Reference:	
Enter externalReference	
Internal comment:	
- Lookad	
	ŝ
E Save B Show Overview	ŝ
# Cancel	

Work type: Testing

id	Case	Text	Expenses	Time	Price	Sum	PDF
Ø	340	Utgiffer til Ipad	4500		1295	0	×
		Total:	4500	1	Total:	0	

Work type: Development

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

cale TOTAL INVOICE: 9776

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.



you can change the current invoice text, price hours, etc.

By clicking the icon See picture below.

Invoice Tekst				
Invoice Text				
Expenses		4500		
Minutes Spe	ent	0		
Hour Price		1295		
Internal Con	nment		11	
Worklog	Ca	se Description	Solution	
Utgifter til Ipad		Trenger hjelp til å få fakturagodkjenning på plassGunn		h
				(

Below the updated text "Worklog" is shown. Changed "Price", as well as new amount will be updated automatically.

id	Case	Text	Expenses	Time	Price	Sum	PDF
C	340	Utgifter til Ipad Ny Ipad ikke gammel	4578		1378	0	×
		Total:	4578		Total:	0	

Work type: Development

id	Case	Text		Expenses	Time	Price	Sum	PDF
đ	340	test Test av ny funksjonalitet.		0	3h 10m	1450	4592	8
			Total:	0		Total:	4592	

Travel Expenses