

Generate an Invoice for Work Completed

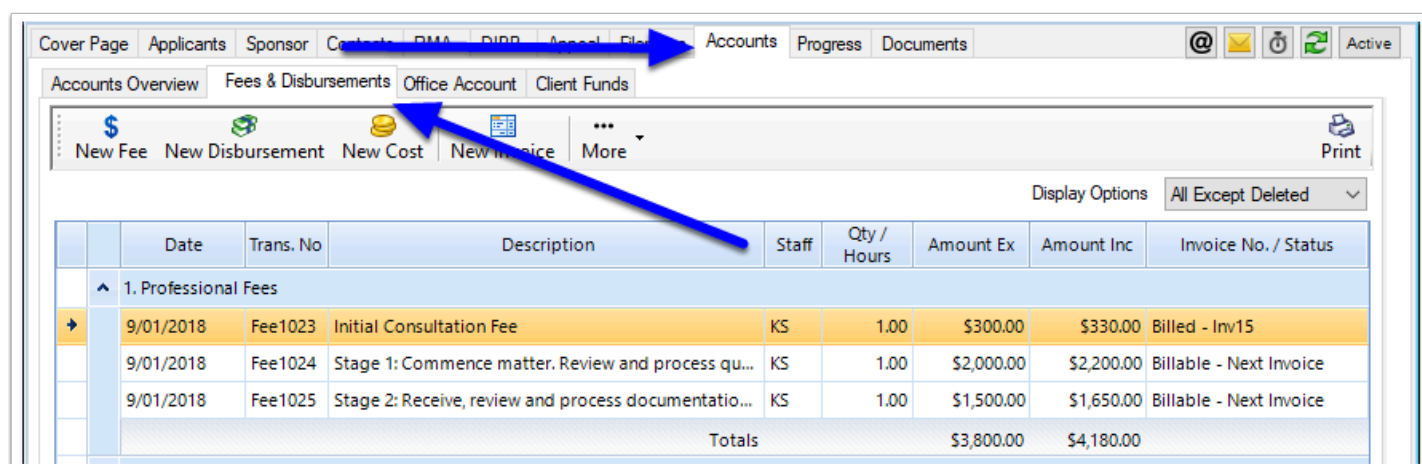
The New Invoice form allows you to create an invoice for work done against a matter.

Note: Before you create a new invoice, you may wish to print a pre-billing report to review the accounts status and the list of fees, disbursements and costs that could be included in the invoice (see the instruction manual on Pre-Billing Report).

To create an invoice, follow the below steps

1. Open the Matter

Open the matter that you want to generate an invoice for. Click on the *Accounts* tab then click on the *Fees & Disbursements* sub tab.



Date	Trans. No	Description	Staff	Qty / Hours	Amount Ex	Amount Inc	Invoice No. / Status
1. Professional Fees							
9/01/2018	Fee1023	Initial Consultation Fee	KS	1.00	\$300.00	\$330.00	Billed - Inv15
9/01/2018	Fee1024	Stage 1: Commence matter. Review and process qu...	KS	1.00	\$2,000.00	\$2,200.00	Billable - Next Invoice
9/01/2018	Fee1025	Stage 2: Receive, review and process documentatio...	KS	1.00	\$1,500.00	\$1,650.00	Billable - Next Invoice
Totals					\$3,800.00	\$4,180.00	

The *Fees & Disbursements* tab contains details of all of the fees, costs and disbursements which have been recorded on the matter. For details on how to record these items, please see:

- [Record the Work - Record a Fee](#)

2. Click New Invoice

Next click the **New Invoice** button.

Accounts Overview Fees & Disbursements Office Account Client Funds								
<div> <div> <div>New Fee</div> <div>New Disbursement</div> <div>New Cost</div> <div>New Invoice</div> <div>More</div> </div> <div>Print</div> </div>								
Display Options All Except Deleted								
	Date	Trans. No	Description	Staff	Qty / Hours	Amount Ex	Amount Inc	Invoice No. / Status
1. Professional Fees								
	9/01/2018	Fee1023	Initial Consultation Fee	KS	1.00	\$300.00	\$330.00	Billed - Inv15
	9/01/2018	Fee1024	Stage 1: Commence matter. Review and process qu...	KS	1.00	\$2,000.00	\$2,200.00	Billable - Next Invoice
	9/01/2018	Fee1025	Stage 2: Receive, review and process documentatio...	KS	1.00	\$1,500.00	\$1,650.00	Billable - Next Invoice
Totals						\$3,800.00	\$4,180.00	
2. Costs and Disbursements								
	9/01/2018	Pay9	Australian Federal Police Clearance		1.00	\$42.00	\$42.00	Billable - Next Invoice
Totals						\$42.00	\$42.00	
Grand Totals						\$3,842.00	\$4,222.00	

The New Invoice window will now appear and will show all of the transactions for this matter which had the status of Billable - Next Invoice.

New Invoice

Client

FLEMRO.18.0001

Invoice To

FLEMRO.18.0001 - Fleming, Bob

Select

Invoice To Details

Robert Fleming

PO Box 99

Perth WA 6000

Australia

Invoice No

Auto no.

☒ Auto no.

Date

9/01/2018

Due Date

8/02/2018

Bank Account

Office Bank Account

BPAY CRN

664652

1

Status

Draft - Unapproved

☒ Amount Includes Tax

Matter ID	Date	Trans. No	Description	Quantity	Amt Ex Inc Tax	Amount Inc Tax	Tax
Professional Fees							
FLEMRO.18...	9/01/2018	Fee1024	Stage 1: Commence matter. Review and process...	1.00	\$2,200.00	\$2,200.00	\$200.00
FLEMRO.18...	9/01/2018	Fee1025	Stage 2: Receive, review and process documentati...	1.00	\$1,650.00	\$1,650.00	\$150.00
Costs and Disbursements							
FLEMRO.18...	9/01/2018	Pay9	Australian Federal Police Clearance	1.00	\$42.00	\$42.00	\$0.00

Remove

Total Excluding Tax:

\$3,542.00

Total Tax:

\$350.00

Total Including Tax:

\$3,892.00

Total Adjustments:

\$0.00

Total Paid:

\$0.00

Balance Due:

\$3,892.00

Print Options:

☒ Show funds available for transfer of:

\$3,892.00

Due After Transfer:

\$0.00

Cancel

Save & Finalise

Save & Close

3. Select the Person/Sponsor who is to pay the invoice

If this matter has a Default Billable Person, the Invoice To box will be automatically filled with matter ID for the Default Billable Person. If you wish to bill the invoice to a different matter, select a matter from the Invoice To list or click the Select button. When you select a matter, the

name and address for the matter will be added to the 'Invoice To Details' box. The information displayed here will be printed on the invoice itself. If you need to address the invoice to someone other than the business name/contact person for the matter, you can change the details in the 'Invoice To' box.

New Invoice

Client: FLEMRO.18.0001

Invoice To: FLEMRO.18.0001 - Fleming, Bob Select

Invoice To Details: Robert Fleming, PO Box 99, Perth WA 6000, Australia

Invoice No: Auto no. ☒ Auto no. ?

Date: 9/01/2018

Due Date: 8/02/2018

Bank Account: Office Bank Account

BPAY CRN: 664652

Status: Draft - Unapproved

☒ Amount Includes Tax

Matter ID	Date	Trans. No	Description	Quantity	Amt Ea Inc Tax	Amount Inc Tax	Tax
Professional Fees							

4. Review and Amend items

The invoice will automatically include all fees, disbursements and costs that have a billing status of 'Billable - Next Invoice'. If you are satisfied with what is displayed, proceed to the next step. Alternatively you can click on an entry to edit the details, or to remove an item from the invoice, right click on the item and select 'Remove from Invoice'.

Note: If you wish to include an item that hasn't been included because its billing status was set to something other than 'Billable - Next Invoice', you will need to cancel the Invoice, change the billing status of the item you wish to include then start the invoice again.

New Invoice

Status: Draft - Unapproved

☒ Amount Includes Tax

Matter ID	Date	Trans. No	Description	Quantity	Amt Ea Inc Tax	Amount Inc Tax	Tax
Professional Fees							
FLEMRO.18...	9/01/2018	Fee1024	Stage 1: Commence matter. Review and process...	1.00	\$2,200.00	\$2,200.00	\$200.00
FLEMRO.18...	9/01/2018	Fee1025	Stage 2: Receive, review and process documentati...	1.00	\$1,650.00	\$1,650.00	\$150.00
Costs and Disbursements							
FLEMRO.18...	9/01/2018	Pay9	Australian Federal Police Clearance	1.00	\$42.00	\$42.00	\$0.00

Remove from Invoice

5. Review available Client Funds

A unique feature of Migration Manager's Invoices is that you can specify and display on the invoice how you intend to use any available Client Funds / Trust Account funds to pay in the invoice. The aim of this is to try and reduce the chances of your client being confused about why they are receiving an invoice if they have already paid you a deposit. To view how the available client funds have been calculated, click the ? button. If tick to include the Invoice will display the available balance after the funds are applied.

The screenshot shows the Migration Manager software interface. A modal window is open in the center, displaying the following information:

- Client Funds: \$5,000.00
- Outstanding Invoices: \$330.00
- Balance of this Invoice: \$3,892.00
- Funds Available for Transfer Against This Invoice: \$3,892.00

The modal window has an 'OK' button at the bottom right.

In the background, there is a table with the following data:

Professional Fees			
FLEMRO.18...	9/01/2018	Fee1024	
FLEMRO.18...	9/01/2018	Fee1025	
Costs and Disbursements			
FLEMRO.18...	9/01/2018	Pay9	

At the bottom of the interface, there is a summary table:

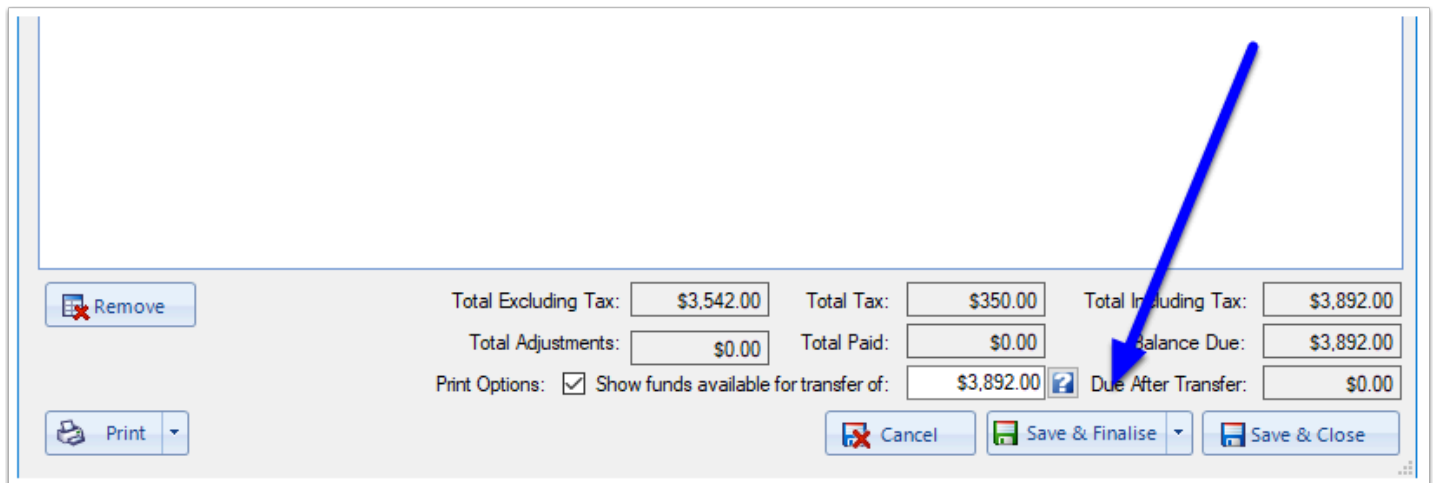
Total Excluding Tax:	Total Tax:	Total Including Tax:
\$3,542.00	\$350.00	\$3,892.00
Total Adjustments:	Total Paid:	Balance Due:
\$0.00	\$0.00	\$3,892.00

Below the summary table, there is a section for 'Print Options' with a checkbox for 'Show funds available for transfer of:' set to '\$3,892.00'. A red box highlights this section, and a blue arrow points to the '?' button next to the amount.

6. Finish

When you have finished editing the invoice, you can either choose to '**Save & Finalise**' or '**Save & Close**'.

- If you choose 'Save & Finalise' the invoice will be marked as final and can no longer be edited – the program will also proceed to merge the invoice and save the document into this matter's documents' tab.
- If you don't wish to finalise the invoice, but would prefer to leave it in draft, choose 'Save & Close'.



Remove

Print

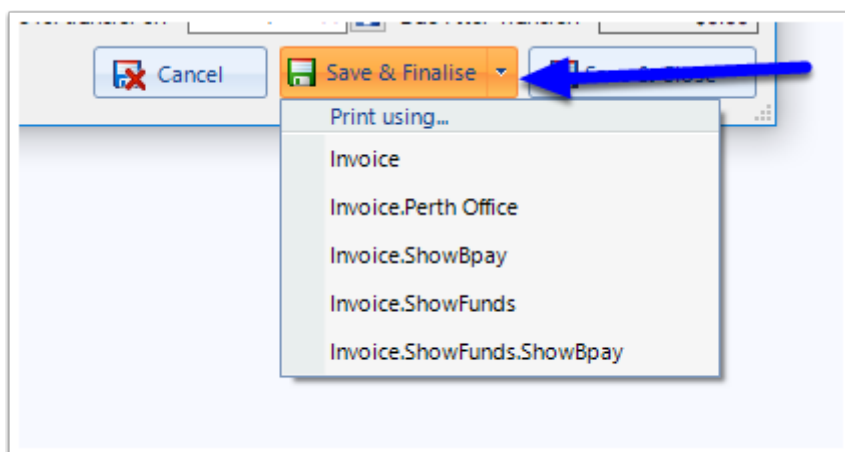
Total Excluding Tax: \$3,542.00 Total Tax: \$350.00 Total Including Tax: \$3,892.00

Total Adjustments: \$0.00 Total Paid: \$0.00 Balance Due: \$3,892.00

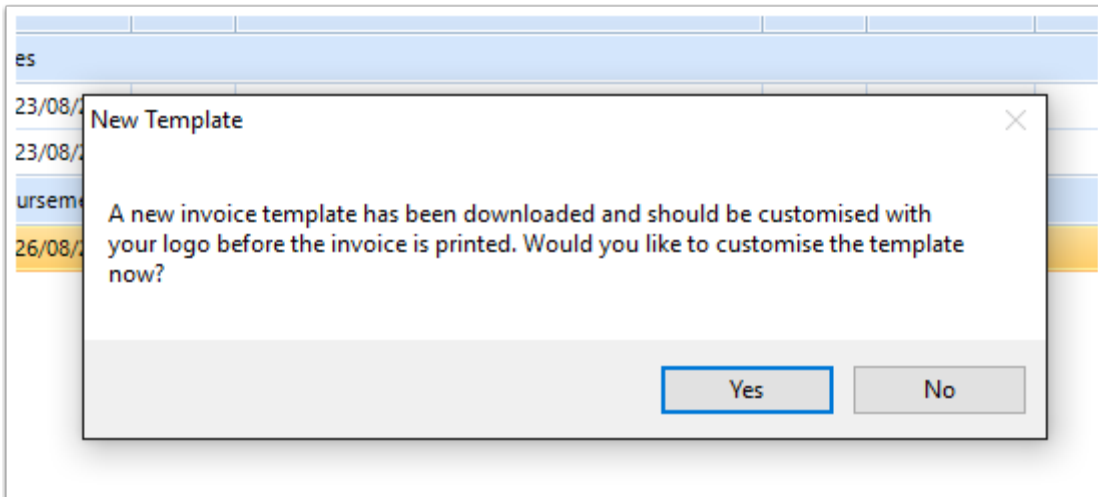
Print Options: ☒ Show funds available for transfer of: \$3,892.00 Due After Transfer: \$0.00

Cancel Save & Finalise Save & Close

💡 When finalising the Invoice, you have the ability to choose from different Invoice templates by clicking the dropdown arrow next to the **Save & Finalise** button. See [How to Print an Invoice using different Templates](#)



📘 Note that if this is the first time you have printed an invoice, you will be asked if you want to customise the template. See: [How to Customise Accounts Templates](#)



If you have clicked Save & Finalise, the Invoice will now be merged in to either a Word or PDF document (depending on your preference settings)

Home Tools Invoice16.KS.FLEM... x Sign In

The Business
1 Migration Street
Perth WA 6000
E-mail: training@migrationmanager.com.au
Phone: 61 08 9228 0999

TAX INVOICE
ABN 98 98989898
ISSUED: 9/01/2018
DUE: 9/02/2018
INVOICE NO: 16

BILL TO
Robert Fleming
PO Box 99
Perth WA 6000
Australia
Matter: FLEMRO 18.0001, Robert Fleming

Statement of Account						
Outstanding Balance	+	This Invoice	-	Amount in Client Account	=	Total Credit
\$330.00		\$3,892.00		\$5,000.00		\$778.00

Current Invoice						
Date	Item Code	Description	Qty	Unit Price	GST	Amount
9/01/2018	Fee1024	Professional Fees Stage 1: Commence matter. Review and process questionnaire data provided by you to us, and prepare a detailed list of documents required from you and any other party.	1.00	\$2,000.00	10%	\$2,000.00
9/01/2018	Fee1025	Stage 2: Receive, review and process documentation and evidence provided by you	1.00	\$1,500.00	10%	\$1,500.00
9/01/2018	Pay9	Costs and Disbursements Australian Federal Police Clearance	1.00	\$42.00	0%	\$42.00

Invoice Amount: \$3,542.00
Tax: \$350.00
Total Amount: \$3,892.00
Amount Received: \$0.00
Balance of Invoice: \$3,892.00

Available Client Funds
Currently we hold \$5,000.00 in our Client Account for you. In accordance with our Agreement for Services and Fees we will now transfer funds from our Client Account in payment of this INVOICE:

Balance of Invoice: \$3,892.00
Amount to be Transferred from Client Account: \$3,892.00
Total Amount Still Owed by You: \$0.00