

Job Invoice Manager User Guide

Introduction

Users can see the invoiced and uninvoiced services of the jobs on the jobs record detail page using the Job Invoice Manager component. If the job is created with chargeable services, then users can see for which services the invoices are created or pending. Also, if there are external invoices, you can add that external invoice id in the **Invoice Id External** field in this component.

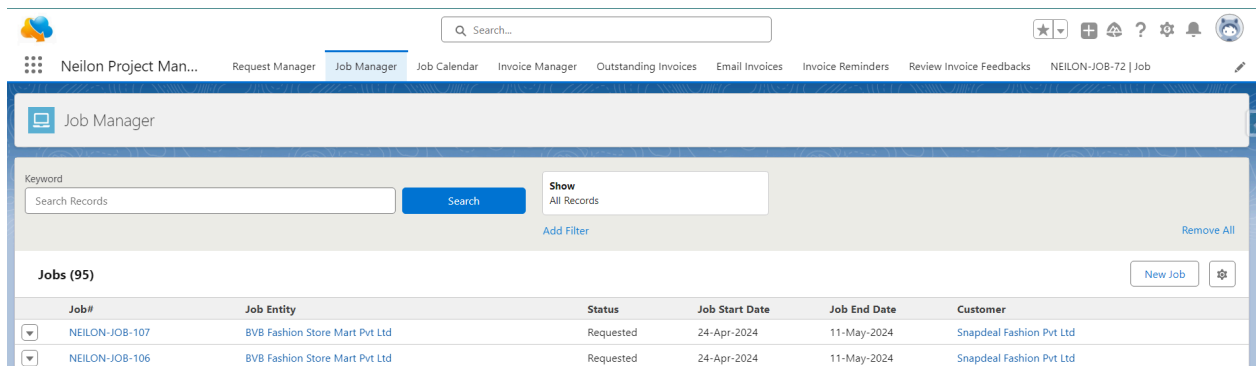
Prerequisites

Please make sure the chargeable services have been added to the job.

Functionality Overview

Follow the below steps to check all invoiced and uninvoiced services for the job.

1. Navigate to the **Neilon Project Management** application from the App Launcher
2. Open the **Job Manager** tab



3. Open job record details by clicking on the job name from the **Job#** column (The job we are using in this example has two chargeable services named “Compliance Audit” and “Financial Audit”)

4. Open the **Invoices** section of the selected job

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Job **NEILON-JOB-106** Edit Clone Delete

Job Status: Requested Job Start Date: 4/24/2024 Job End Date: 5/11/2024 Customer: Snapdeal Fashion Pvt Ltd Job Entity: BVB Fashion Store Mart Pvt Ltd

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Invoiced Services (1)

Job Service	Total	Invoiced(%)	Payment Received?	Service Fees	Total Travel Costs
Compliance Audit					
INV-NEILON-...	USD 40000	50		USD 40000	USD 0

Uninvoiced Services (1) Edit

Invoice Id External	Service Name	Service Fees	Total Travel Costs	Total Fees
2024-25-EXP-215	Financial Audit	USD 90000	USD 0	USD 90000

Save Cancel

Job Services (2)

Financial Audit

Chargeable?: ☒
Pre-paid?: ☒
On-site?: ☒

Compliance Audit

Chargeable?: ☒
Pre-paid?: ☒
On-site?: ☒

View All

Job Stakeholders (0)

5. Users can see the Compliance Audit service in the **Invoiced Services** section because an invoice has been already created or issued for that service. Users can see the created or issued invoices for the specific services as well

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Invoiced Services (1)

Job Service	Total	Invoiced(%)	Payment Received?	Service Fees	Total Travel Costs
Compliance Audit					
INV-NEILON-2024-0000124	USD 40000	50		USD 40000	USD 0

Uninvoiced Services (1) Edit

Invoice Id External	Service Name	Service Fees	Total Travel Costs	Total Fees
2024-25-EXP-215	Financial Audit	USD 90000	USD 0	USD 90000

Save Cancel

6. Users can see the Financial Audit service in the **Uninvoiced Services** section because an invoice has not been created or issued for that service.

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Invoiced Services (1)

Job Service ▾	Total ▾	Invoiced(%) ▾	Payment Received?	Service Fees ▾	Total Travel Costs ▾
▾ Compliance Audit					
INV-NEILON-2024-0000124	USD 40000	50		USD 40000	USD 0

Uninvoiced Services (1)

Edit

Invoice Id External	Service Name	Service Fees	Total Travel Costs	Total Fees
2024-25-EXP-215	Financial Audit	USD 90000	USD 0	USD 90000

SaveCancel

7. If the user wants to add any externally created invoice id, click on the **Edit** button

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Invoiced Services (1)

Job Service ▾	Total ▾	Invoiced(%) ▾	Payment Received?	Service Fees ▾	Total Travel Costs ▾
▾ Compliance Audit					
INV-NEILON-2024-0000124	USD 40000	50		USD 40000	USD 0

Uninvoiced Services (1)

Edit

Invoice Id External	Service Name	Service Fees	Total Travel Costs	Total Fees
2024-25-EXP-215	Financial Audit	USD 90000	USD 0	USD 90000

SaveCancel

8. Add an external invoice id in the **Invoice Id External** column and click on the **Save** button

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Invoiced Services (1)

Job Service	Total	Invoiced(%)	Payment Received?	Service Fees	Total Travel Costs
Compliance Audit					
INV-NEILON-2024-0000124	USD 40000	50		USD 40000	USD 0

Uninvoiced Services (1)

Invoice Id External	Service Name	Service Fees	Total Travel Costs	Total Fees
2024-25-EXP-388	Financial Audit	USD 90000	USD 0	USD 90000

SaveCancel