

# Viewing/Editing Client Invoices

## Introduction

📅 Wed, Jan 17, 2024    📁 [Viewing/Editing Client Invoices](#)

Client Invoices can be searched for and viewed just like any other Invoice. When viewing Client Invoices, it is also possible to edit them by either adding/removing Work Orders or changing existing details in the Client invoice. To search for Client Invoices, click the "View Client Invoices" button.

1. The first step is to select the Client that will be used. For information on how to do this, see the [Client Selection](#) page. If the User has access to only one Client then that Client will be selected by default.
2. After selecting the Client, a list of all the Client Invoices associated to the selected Client will be shown. To view a Client Invoice, double click an item in the list or select an item and click the "Next" button.
3. When viewing a Client Invoice, it is possible to edit all the previous information entered during the creation process of the Client Invoice (if the User has the relevant permissions against their profile) as well as either submitting or deleting the Client Invoice. It is also possible to add and remove Work Orders to and from the Client Invoice as the "Actions" drop down becomes enabled in the Work Orders section.
4. To add a Work Order to a Client Invoice, click the "Actions" drop down and select "Add". This displays the Add Work Order pop up and a Work Order number should be entered into the Work Order field. Once the Work Order is entered, click the "OK" button.

**Note:** Before the Work Order is added to the Client Invoice, however, it needs to be in a specific condition:

Firstly the Work Order number needs to be associated to the same Client as the Client Invoice, otherwise, it can't be added.

Next, the Work Order needs to have an Uninvoiced Value. If there is no Uninvoiced Value then it is not possible to add it to the Client Invoice. Depending on the type of Resource, the Uninvoiced Value is determined differently. For External Resources, the Work Order needs to be Invoiced and fully paid before an Uninvoiced Value is present. For Internal Resources, the Work Order will already have an Uninvoiced Value.

Work Orders				▼ Actions	
Work Order No	Resource	Building	Description	Accrual	Paid
<a href="#">6930832</a>	Demo Resource	(00010) Nottin...	DOORS SHUTTERS, Manual Door, Manual Internal Folding Door		£166.00

Once the above is achieved, the Work Order will be added to the Client Invoice.

**Note:** In the Work Orders section, Work Orders whose value appears in the Accrual column are Internal Resource Work Orders whilst Work Orders whose value appears in the Paid column are External Resource Work Orders.

5. To remove a Work Order from a Client Invoice, select a Work Order from the list, click the "Actions" drop down and select "Remove". This will remove the Work Order from the list.

6. There is one other action in the Actions drop down on the Work Orders section called "Refresh". If a Work Order was added or removed by mistake then clicking the "Refresh" action will refresh the list and return it to the state it was in when the Client Invoice was opened. With each Work Order that is added and removed, the Invoice Total is calculated and updated accordingly.

7. Once all the changes have been made, click the "Save" button to save the Client Invoice.

[Quick Search Invoice](#)

[Submitting a Client Invoice](#)

[Deleting a Client Invoice](#)

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