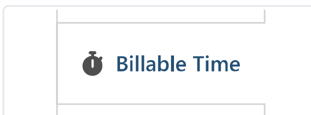
Billable Time

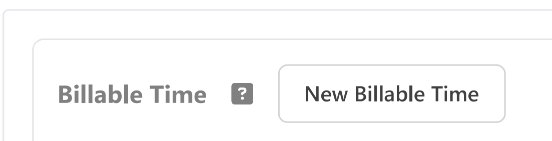
The **Billable Time** tab in Manager.io is designed for businesses that charge clients based on the amount of time dedicated to specific tasks or projects. This feature allows you to document hours worked with detailed descriptions and assign them to designated customers. These entries can then be effortlessly converted into invoices.



Creating New Billable Time

To create new billable time entries:

1. Navigate to the **Billable Time** tab.
2. Click on the **New Billable Time** button.



3. Fill in the necessary details such as the date, customer, description, time spent, and hourly rate.
4. Click **Create** to save the entry.

Invoicing Billable Time

By default, new billable time entries are marked as **Uninvoiced**. To invoice these hours:

1. Go to the **Customers** tab.
2. Click on the amount shown in the **Uninvoiced** column next to the relevant customer.
3. Click on **New Sales Invoice** to generate an invoice for the uninvoiced billable time.

For more details, refer to the Customers guide.

Writing Off Billable Time

If you decide not to invoice certain billable time entries:

1. In the **Billable Time** tab, click the **Edit** button next to the entry.
2. Change the **Status** field to **Written-off**.
3. Select the date it was written off.
4. Click **Update** to save the changes.

Writing off billable time ensures that your balance sheet remains accurate. When you record billable time, it increases your billable time asset. This asset decreases when the time is invoiced or written off.

Understanding Billable Time Columns

The **Billable Time** tab includes several columns that display key information:

Date

The date when the billable time was recorded.

Customer

The name of the customer to whom the billable time is charged.

Description

A detailed explanation of the billable time entry.

Time Spent

The amount of time invested in the task or project.

Division

The division associated with the billable time, if applicable.

Amount

The total amount calculated by multiplying the time spent by the hourly rate.

Status

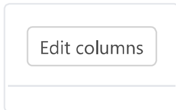
Indicates the current status of the billable time entry:

- **Uninvoiced**: The time has not yet been linked to a sales invoice.
- **Invoiced**: The time has been billed and is linked to a sales invoice.
- **Written-off**: The time will not be invoiced and is considered a write-off.

Customizing Displayed Columns

You can customize which columns are displayed in the **Billable Time** tab:

1. Click on the **Edit Columns** button.



2. Select or deselect the columns you wish to display.

3. Click **Update** to apply the changes.

For more information, see the **Edit Columns** guide.

Utilizing Advanced Queries

Advanced Queries allow you to filter, sort, and group billable time entries:

- **Filtering**: Narrow down entries to those that meet specific criteria.
- **Sorting**: Organize entries in a particular order (e.g., by date or customer).
- **Grouping**: Group entries based on shared attributes.

For example, to organize uninvoiced billable hours by customer:

Select

Customer Amount

Where...

Status is Uninvoiced

Group by...

Customer

Refer to the **Advanced Queries** guide for detailed instructions.

Adding Custom Fields

To record additional information, such as the staff member associated with the billable time:

1. Navigate to **Settings** and select **Custom Fields**.

2. Create a new custom field for **Billable Time** (e.g., "Staff Member").
3. Specify whether the field is mandatory or has predefined options.
4. Click **Create** to save the custom field.

For more details, see the **Custom Fields** guide.

Note: Custom fields enhance reporting capabilities, allowing you to filter or group billable time entries based on the custom data.

By effectively utilizing the **Billable Time** feature, you can streamline the process of tracking billable hours and ensure accurate invoicing for your clients.