Add Company Invoice Terms

The **Invoice Terms** identifies what is included on the invoice and how the invoice will be formatted. Use these instructions to create an Invoice Terms for a Company.   The Billing team reviews the record and updates as needed, based on the agreement with the customer**.**

You complete only five fields. All other fields remain as defaulted.
- Name
- Payment Terms
- Billing Cycle
- Invoice Statement Template
- Summarize Invoice By

Instructions	Invoice Terms screen
Navigate to Company > **Invoice Terms.** To add a new Invoice Term, click **Add Invoice Term**	
Enter a **Name** *Effective Date: Leave default* **Name**:	
Complete **Payment Terms** and **Billing Cycle** **Payment Term:** Defaults to Due on Receipt. Update to agreed terms or leave as default **Billing Cycle:** Weekly *Discount Rate: Leave blank* *Surcharge Rate: Leave blank*	
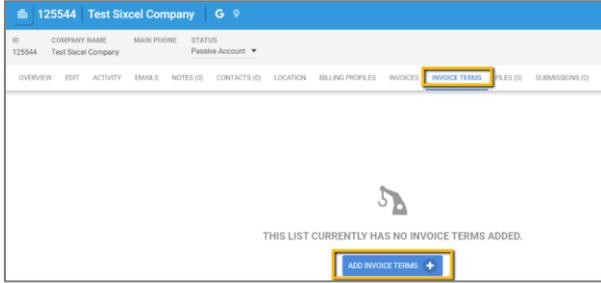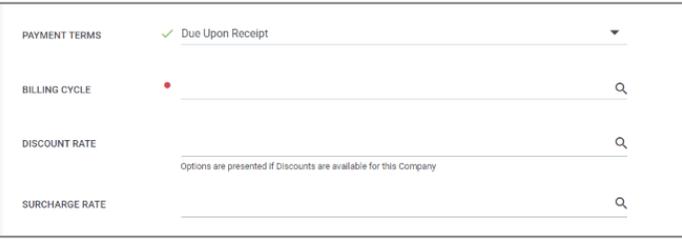
Leave all these fields as defaulted.

Inv Approval Required: No
Wait for Timecards: No
Inv Only Approved Timecards: Yes
PO Required: No
Description: Blank
Review Complete: No
Status: Active

INV APPROVAL REQUIRED	Yes	**No**
WAIT FOR TIMECARDS	Yes	**No**
INV ONLY APPROVED TIMECARDS	**Yes**	No
PO REQUIRED	Yes	**No**
DESCRIPTION		
REVIEW COMPLETE	No	
STATUS	✓ Active	

Select **Invoice Statement Template**

Invoice Statement Template: Click in field and select the option

File Types for Invoicing: Leave blank
Remit Instructions: Leave blank

Invoice Format

INVOICE STATEMENT TEMPLATE
01_Motion Invoice Statement.docx - Motion Invoice Statement

FILE TYPES FOR INVOICING

REMIT INSTRUCTIONS   Optional - Additional text for invoice

Complete **Summarize Invoice By** section

Add 4 new fields. Click in **Add New Field.** Select the listed entity from the first column and then the listed field in the second. Repeat until all 4 are entered.

Entity	Field
Billing Charge	Period End Date
Billing Charge	Candidate
Bill Transaction	Earn Code
Bill Transaction Entry	Billing Rate

(A completed **Summarize Invoice By** section is shown in the right column.)

Click **Save**

Split Invoice By
Add new field

Group Invoice By
Add new field

Summarize Invoice By
Add new field

Summarize Invoice By

ENTITY	FIELD LABEL	
Billing Charge	Period End Date	🗑
Billing Charge	Candidate	🗑
✓ Bill Transaction	Earn Code	🗑
Bill Transaction Entry	Billing Rate	🗑
Add new field		