

Tip of the Week: Changing the Invoice Date

Previously, when moving invoices to 'Sent', by default the date was set as the date the invoice was drafted. TimeSolv realized how helpful it would be to have a prompt that asks the user if they would like to change the invoice date before the invoice is moved to 'Sent'. We're always on the lookout for new features that increase our users' efficiency! This week's Tip of the Week will show you how to go about this.

Under the **Invoice>Drafts** screen, enable the checkbox next to the invoice(s) you want to change the date for. On the top right of the screen, a '**Change Invoice Date**' button will now be activated.



When the user clicks on the '**Change Invoice Date**' button, a pop-up will be prompted showing a date picker allowing the user to change the date.

Change Invoice Date

Invoice Date: YYYY-MM-DD

December, 2019

« < Today > »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select date

Save

or

Cancel

Users should note, that changing the date does not mean that the system will then include any entries created between the draft invoice's date and the current date. If you need an invoice to include those other time entries between the given dates, you should create a new invoice.

What's more, we've just changed the date format so that it appears more professional. The invoice date that was previously shown as 01-01-2020 now reads as January 1, 2020. It's these small tweaks we make almost fortnightly to give you the best of our legal billing tools!

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284 or Contact support!

[Contact support](#)