

Tip of the Week: Group 'No Charge' Time Entries in Invoice Time Summary Section

I know, I know, we're always harping on about how we're so vested in our customer's feedback as we continue to enhance our app to make the most pristine perfect legal billing and management tool on the market. But what can we say? It's true! When we found that there is a need for an option to group 'Billable' and 'No Charge' entries by the Time Entries, we made sure it happened. This week's Tip of the Week takes a look at how you can now group those entries in the invoice Time Summary section.

So, let's say you are on the Time Summary section of an invoice, and you want to be able to see the total hours (the sum of 'Billable' and 'No Charge') under that section of the invoice. All you have to do is head under your Flexible Billing Template (**Invoices>Settings>Flexible Templates**) and select the 'Group by Billable Type' checkbox under the Time tab.

Edit Flexible Template

Template Name *

Flexible Billing Template

Description

Active

Update or Cancel

Global Settings

Cover Page

Main Page

Time

Expense

Statement Page

Remittance Page

Number of decimals for Hours

2

Include Time Detail

List

Section Title

Time Details

Date

Timekeeper

Plan Task To-Do

Task

Sub-Task

Hours

Rate

Description

Amount

Extra Space Between Rows

Include Time Summary

Hours

Rate

Amount

Section Title

Time Summary

Group By Timekeeper

Group By Billable Type

Group By Plan Task To-Do

Group By Task

Group By Timekeeper By Task

Group By Task By Timekeeper

Group By Plan Task To-Do By Timekeeper

Group By Timekeeper By Plan Task To-Do

Help

If the 'Group By Billable Type' checkbox is selected, the Timekeeper's 'Billable' and 'No Charge' Time Entries will be displayed separately on an invoice.

We know clarity is everything, so having your invoice laid out with well-grouped information can help avoid client confusion and potential disputes which can lead to a delay in getting paid on time. Let us work hard behind the scenes to help your workflow and your money flow, and you just focus on spending your time working on the important stuff.

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

[Contact support](#)