

Tip of the Week: Invoice settings to include Time only, Expense only, or both

Invoices include all the important details on what your clients owe you for work done, which is why these details should be as transparent and concise as possible to avoid confusion, and hence client disputes with delayed payments. This is why it's essential you have your invoice settings in place to ensure you have all the required details best suited to your business needs and client type.

Users previously needed to determine whether invoices need to include Time only, Expense only, each time during the invoice generating process. This is no longer the case, as users can set this up under individual matters and the system will then know what to create an invoice for when it comes to billing day. This week's Tip of the Week will walk users through how to set this up.

Click under *Clients & Matters*>[*matter name*]>*Invoice Settings*.

The drop-down under *Billing Arrangement* will allow the user to define whether to include *Time only*, *Expense only*, or *both* for invoices created for this specific matter.

It's that simple! If you'd like more help on your invoice settings, call us at 1.800.715.1284, email us at support@timesolv.com or Contact support.

[Contact support](#)