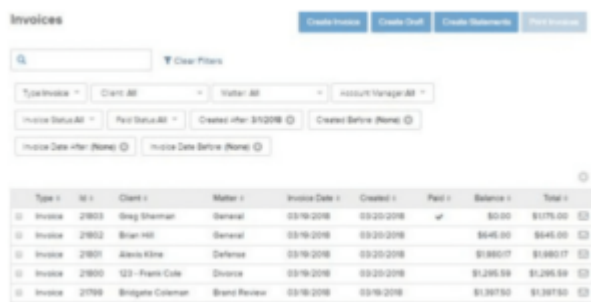


Invoicing Dashboard



The screenshot shows the Invoicing Dashboard interface. At the top, there are four buttons: 'Create Invoice', 'Create Draft', 'Create Statement', and 'Print Invoice'. Below these is a search bar and a 'Clear Filters' button. A series of filter buttons are displayed: 'Type Invoice', 'Client All', 'Status All', 'Account Manager All', 'Invoice Status All', 'Paid Status All', 'Created after: 3/1/2018', 'Created Before: None', 'Invoice Date After: None', and 'Invoice Date Before: None'. Below the filters is a table with the following data:

Type	ID	Client	Matter	Invoice Date	Created	Paid	Balance	Total
Invoice	21803	Greg Steinman	General	03/16/2018	03/20/2018	af	\$0.00	\$175.00
Invoice	21802	Brian Hill	General	03/16/2018	03/20/2018		\$0.00	\$0.00
Invoice	21801	Adrian Kline	Defense	03/16/2018	03/20/2018		\$1,880.07	\$1,880.07
Invoice	21800	123 - Frank Cole	Divorce	03/16/2018	03/20/2018		\$1,295.59	\$1,295.59
Invoice	21799	Brigitte Coleman	Brand Review	03/16/2018	03/16/2018		\$1,387.50	\$1,387.50

Bill4Time has redesigned our Invoicing Dashboard to improve organization and dramatically streamline how to search for a particular invoice. This updated dashboard assists in quickly identifying a single invoice, or batch, by its main attributes of Client, Project, Date, and Status. We've also baked-in tertiary filter options that supercharge the available search parameters. You'll also notice new and user-configurable columns so each user can setup their own preferred view on their Invoicing Dashboard.

With the updated Invoicing Dashboard, our goal was to help users find a specific invoice using a minimal amount of identifying information about the bill. There is now greater flexibility than ever before when searching for your invoices. For example, if you are looking for an invoice that you know you created in March and was a particular invoice amount. Well, you would simply follow the steps below to retrieve the desired information.

Potential Use Cases:

We know the invoice was created in March, and was paid in full:

1. Click Invoicing
2. Click Show Filters
3. Created after 3/1/2018
4. Sort the 'Balance' column by ascending
5. Review results for a match

We know the client's Account Manager, and the bill was issued in 2018 and is unpaid:

1. Click Invoicing
2. Click Show Filters
3. Select Account Manager
4. Filter Paid Status: Unpaid
5. Invoice Date Before 1/1/2018
6. Review results for a match

We want to print a copy of every Pre-bill:

1. Click Invoicing
2. Click Show Filters
3. Invoice Status: Pre-bill
4. Check all results
5. Click 'Print' Invoices