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Important Facts About Items Left as "Billable"

I'm sure you've all gotten used to seeing that funny little Invoice icon on timesheets, the enter bill and write checks window and don't even pay attention to them anymore.

Are you aware though that if you leave that little invoice icon active and don't "x" it out that the information relating to that transaction line is stored within your QB file in a separate "waiting to be billed" data base just taking up space and therefore making your file larger than normal and causing your file to run slower? It's true.

Leaving the invoice icon active tells QB that you want to pass this cost on to your customer through the Time & Costs section of Invoicing. And unless you do time & materials type billing this is a waste of space.

If performance is an issue and you do not do time & material type billing you can remove the items from that "waiting to be billed" database. It's time consuming but worth the effort especially if you have a large file.

Start by going to Lists

Choose Customer/Job List

At the bottom of the Customer/Job List window check the "Show All" box

Starting at the top of your list, click on the first job name, even if it is "inactive"

Click the Activities button at the bottom of the window Choose Create Invoice

Click on the Time/Costs icon at the top of the invoice Window

You will get a message box stating that "this is an inactive element", click on the "use it one" button

If you receive an "Available Estimate" box, click cancel

Click on the time/costs icon again

You will now see a "Choose Billable Time and Costs" window with 3 tabs

On each tab click on the Select All button and place a checkmark in the box for Print selected time and costs as one invoice item

When you have selecting all 3 tabs, click OK

An invoice is created for all of the costs that appeared on each of the tabs. Save the invoice, pull it back up and then delete it.

From this point forward, as you enter timesheets, bills & checks always be sure to click in the Invoice icon column to "X" it out and indicate that it is a non-billable expense



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