

# UTBMS INVOICE EXAMPLE

Charges - enter date, timekeeper initials, select appropriate task code from drop down list

Charge Date mm/dd/yyyy	Initials	Task	Activity	Charge Description	Units	Rate (USD)	Adjustments (+/-) (USD)	Net (USD)
04/05/2022	Ba	9430		Document/File Management	1	\$ 300.00	\$ 0.00	\$ 300.00
02/02/2022	QJ	9420		State-of-the-Art Investigation	1	\$ 250.00	\$ 0.00	\$ 250.00

Expenses - enter date, select appropriate task code from drop down list

Edit Expense Charges: Detailed Hourly

Save Add 5 Rows Cancel

Charge Date mm/dd/yyyy	Code	Charge Description	Units	Rate (USD)	Adjustments(+/-) (USD)	Net (USD)
04/05/2022	E106	Online Research	1	\$ 0.00	\$ 0.00	\$ 0.00
02/02/2022	E101	Cipping	1	\$ 0.00	\$ 0.00	\$ 0.00