OpenAir	OpenAir Management & Use: Deletion of TimeBills The NDH Group, Ltd. July, 2006

Overview & Objective – The purpose of this O M & U is to provide guidance on the Deletion of TimeBills. Due to the integration of Intacct and OpenAir the process of fully reversing an invoice (and its corresponding time entries) requires executing all of the steps as outlined below. In other instances, all procedures may not be required. For example, if an invoice has not been created, procedures for busting it are obviously not required. Other use cases would also require only partial execution of these procedures.

Note: As presented, these procedures do not necessarily fit the business rules/requirements of every company using OpenAir. In addition, certain terminology presented provides only a sampling of possible names that could be applied.

Initial Navigation – Navigation for each function is listed separately below.

BUSTING AN INVOICE – This procedure outlines "busting" or deleting an invoice. Although the process of creating an invoice in the Intacct-OpenAir shared environment takes place in Intacct the invoice must be busted in the Time and Billing Module. ***Note: Invoices should NOT be deleted in the Accounts Receivable Module to affect the changes considered here.***

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Time & Billing Module
3. Go to the Records dropdown (middle of the menu bar)
4. Select the Record "TimeBill Invoices"

I. Click the "Delete" link to the right of the invoice for deletion

⇨ This Invoice is now busted. This allows for the deletion of TimeBills and other procedures.

DELETION OF TIMEBILLS – This procedure outlines the deletion of TimeBills, which are **billed** time entries. This procedure outlines activity prior to the creation of invoice.

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Time & Billing Module
3. Go to the Activities dropdown (upper left hand corner)
4. Select the Activity "TimeBill"

I. Click on the <Open> tab
II. Mark the Check Box for any TimeBill to be deleted
III. Click the circular icon ("Run an Action" icon) above the checkboxes
IV. Click OK to the "Delete the Selected TimeBills" radio button
V. A confirmation dialog will present the TimeBills that were deleted (Click Here)

⇨ The TimeBills have now been deleted.

DELETION OF PROJECT BILLING TRANSACTIONS – This procedure outlines the deletion of Project Billing Transactions. Project Billing Transactions are time entries that have been entered AND approved but not billed.

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Professional Service Automation Module
3. Go to Activities dropdown (upper left hand corner)
4. Select the Activity "Projects"

I. Drill down on the specific Project required
II. Click on the <Billing> sub-tab
III. Click on the <<Project Billing Transactions>> sub-sub-tab
IV. Mark the Check Box for any Project Billing transaction to be deleted
V. Click the circular icon ("Run an Action" icon) above the checkboxes
VI. Click OK to the "Delete the Selected Project Billing Transactions" radio button
VII. A confirmation dialog will present the TimeBills that were deleted (Click Here)

⇨ The Project Billing Transactions have now been deleted.

UNAPPROVAL OF SUBMITTED TIME ENTRIES – This procedure outlines the unapproval of Time Entries. Generally this is completed by the approver of the time –rather than the submitter.

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Time & Billing Module
3. Go to Activities dropdown (upper left hand corner)
4. Select the Activity “TimeSheets”

I. Drill down on the specific Time Sheet to be unapproved
II. Click on the <Submit/Approve> sub-tab
III. Click the “**Here**” link to unapprove the timesheet
IV. Click the submit button

⇨ The Time Entries have now been unapproved.

DELETION OF TIME ENTRIES/TIMESHEETS – This procedure outlines deletion of the time sheet and its corresponding time entries. This procedure is generally done by the party entering time.

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Time & Billing Module
3. Go to Activities dropdown (upper left hand corner)
4. Select the Activity “TimeSheets”

I. Drill down on the specific Time Sheet (Open) to be deleted
II. Click on the <Edit Timesheet> sub-tab
III. Click the delete button

⇨ The Time Sheet has now been deleted.

Further Instruction & Use – For further information regarding Deletion of TimeBills contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.