Wouldn't it be great to get paid for your time once you've tracked it! Klok Pro makes it easy to generate invoices, saving you valuable time. This quick reference guide shows how to generate an invoice from Klok Pro as well as other invoicing options.

1. Start Klok Pro and select a project from your project list. In this example, the 'Innovation' project has been selected to demonstrate how invoices are generated.
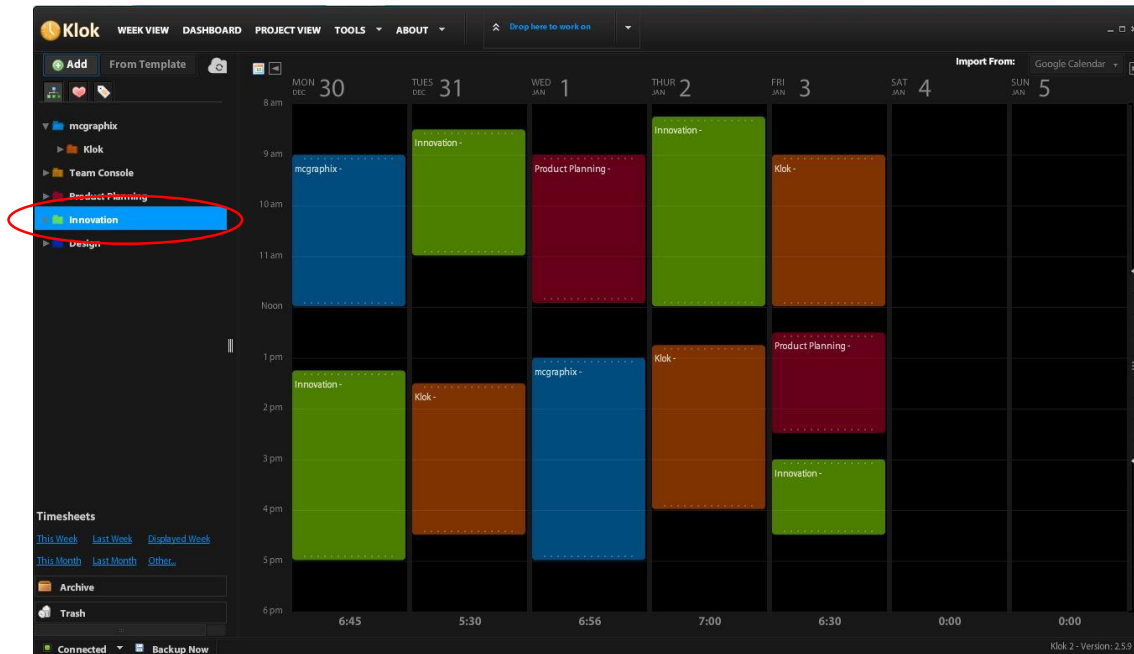

2. Select 'Project View' from the application menu (all invoicing is performed in 'Project View').
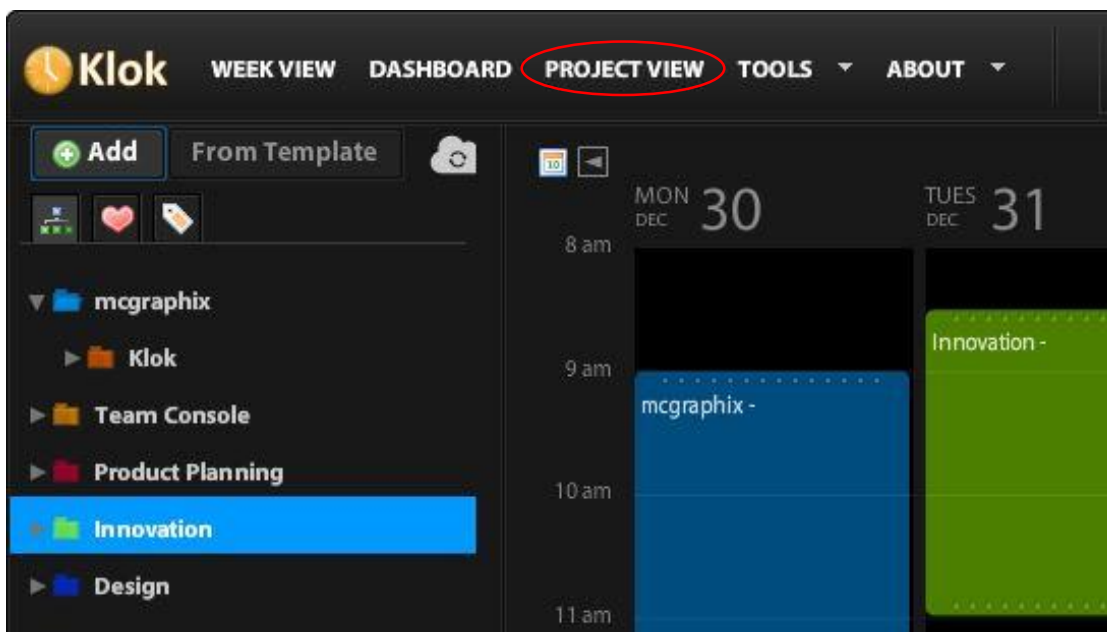
3. Enter the contact name, contact email and contact phone to include on the generated invoice for the selected project. The information only needs to be entered once and can be changed at any time. Click the 'Generate Invoice' button located in the header bar along the top of the 'Project View' panel. You may need to increase the application window size to view the generate invoice button. To do so, click/hold/drag the bottom right corner of the application to resize the window.
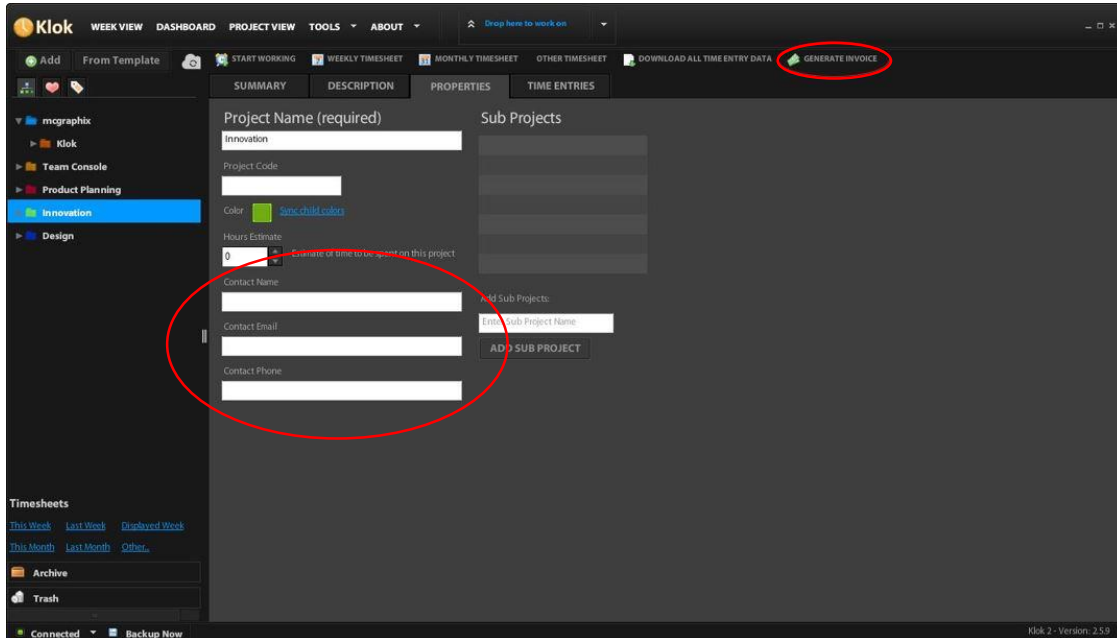

4. Clicking the 'Generate Invoice' button will open a second window with several invoicing options. All time entries for the selected project/sub-projects configured as billable will be included on the invoice. You can regenerate invoices for previously invoiced projects by unchecking the 'Exclude entries that have been already invoiced' checkbox.
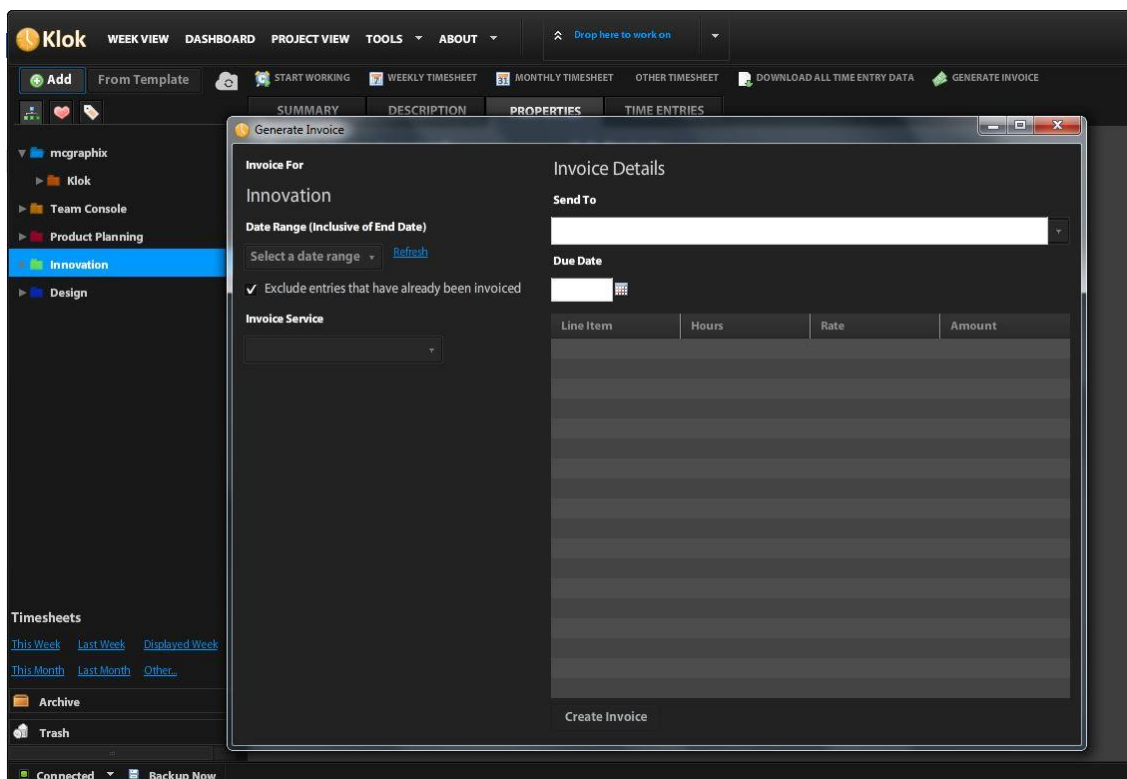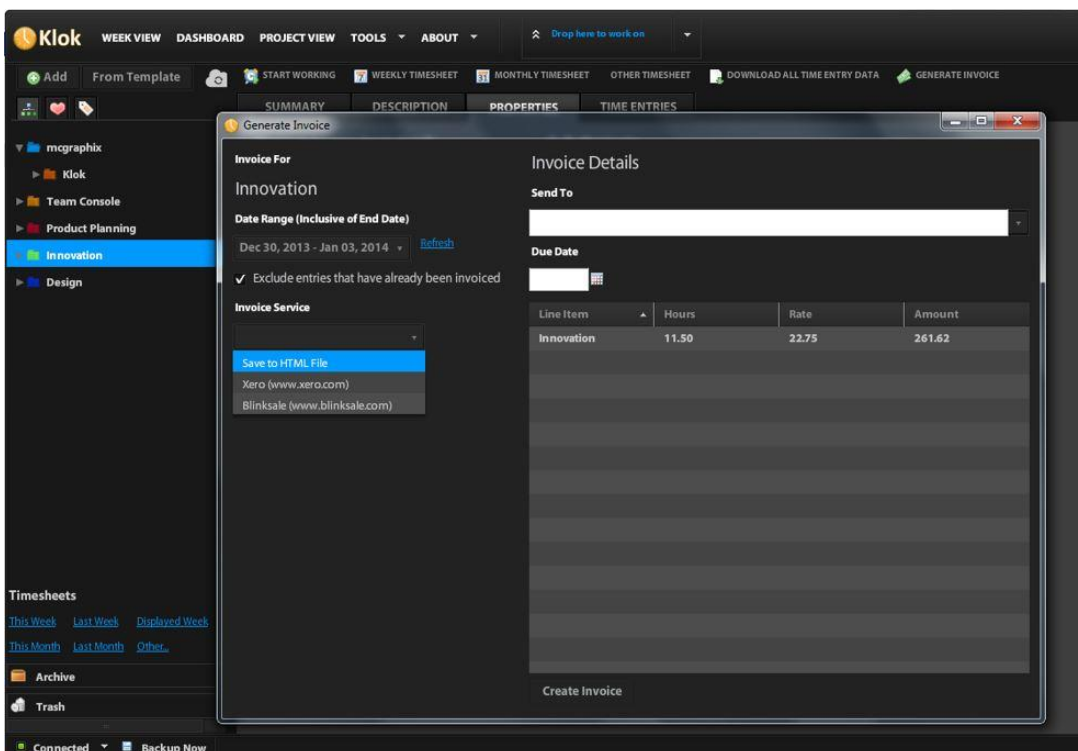
5. Select the date range Klok will use to generate the invoice for the selected project/sub-projects.
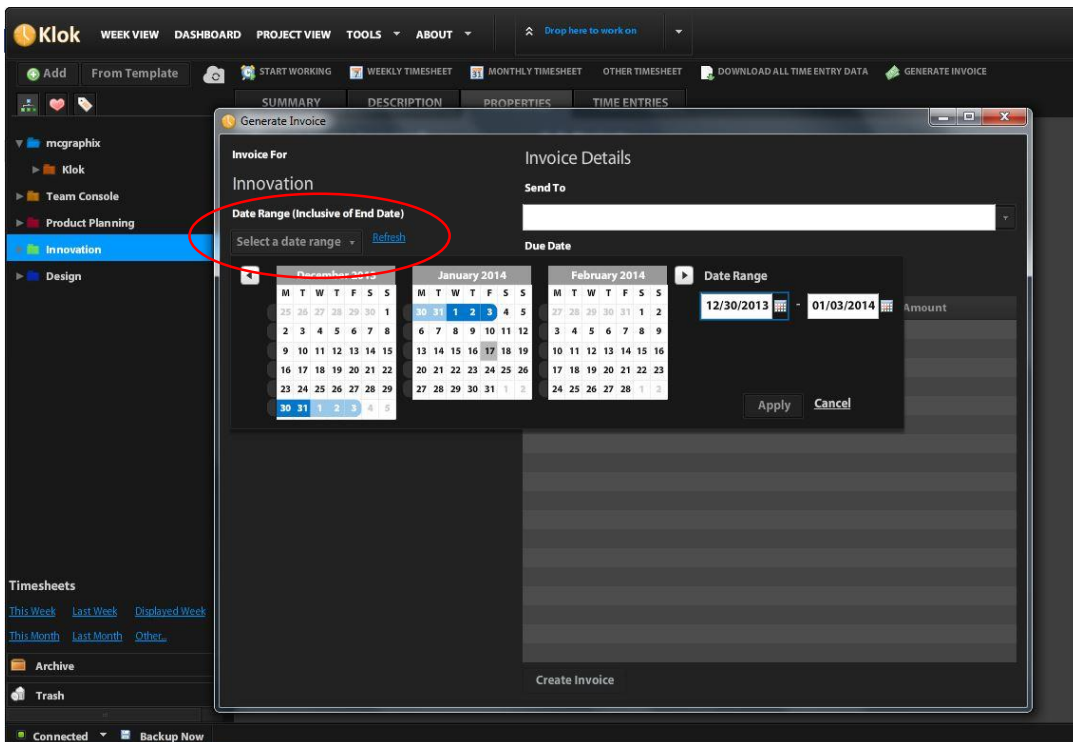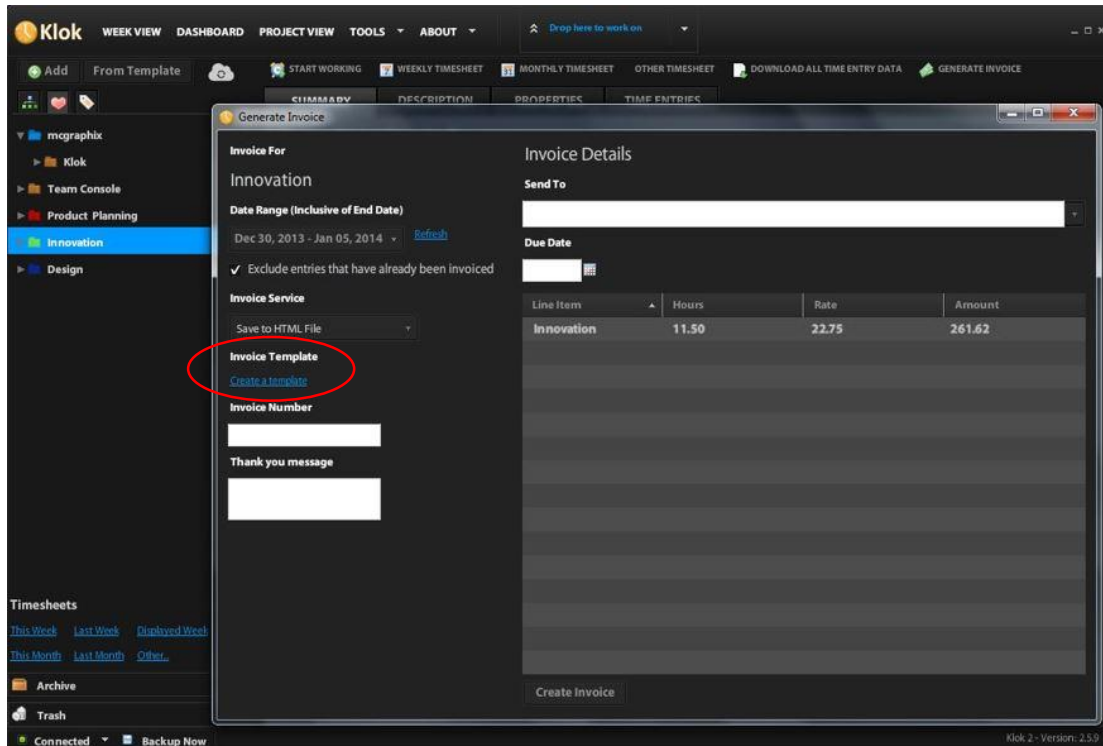

6. Select the invoicing service that will generate the invoice.
    - Select 'Save to HTML File' to generate the invoice from Klok Pro.
    - You also have the option to generate invoices through invoicing service providers Xero (www.xero.com) or Blinksale (www.blinksale.com).

7. You will need to create an invoice template the first time you use Klok's HTML invoice service.

8. Populate the invoice template fields with your company/business information.
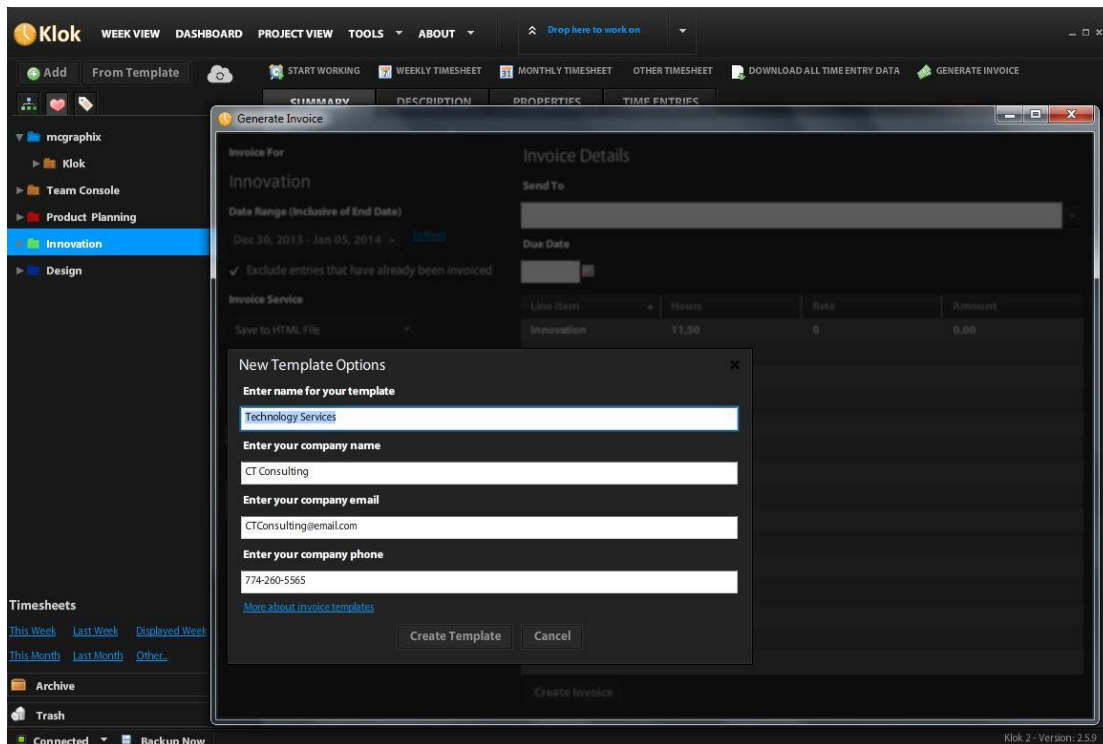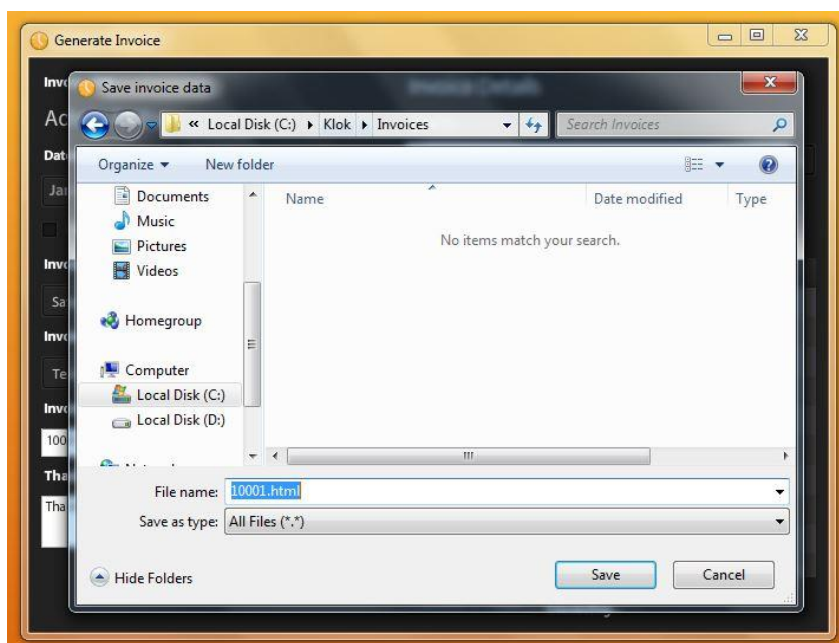
9. Enter an invoice number, thank you message, select the due date and click the 'Create Invoice' button to generate the invoice.
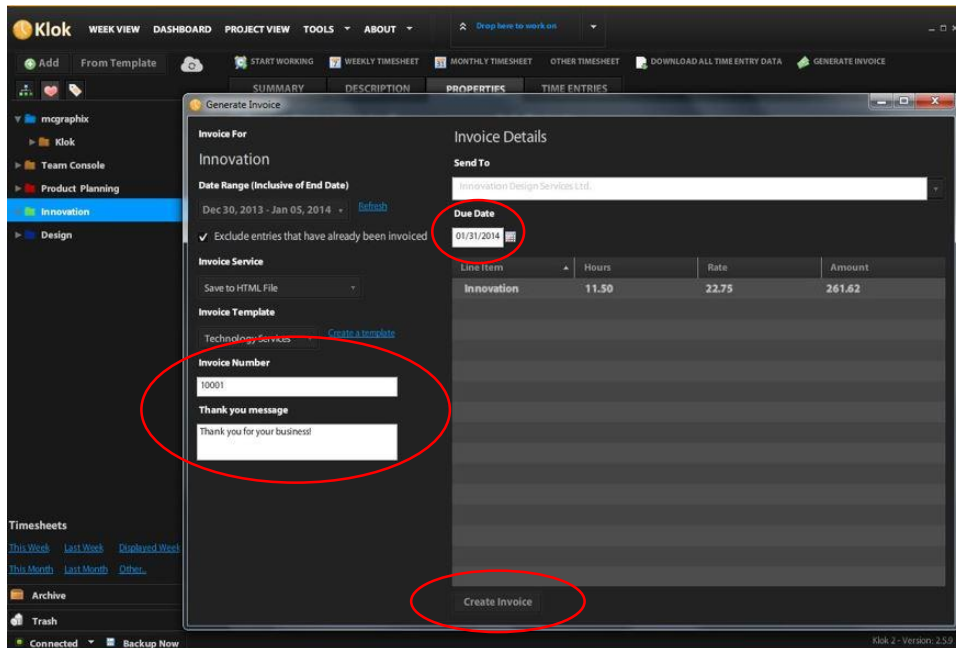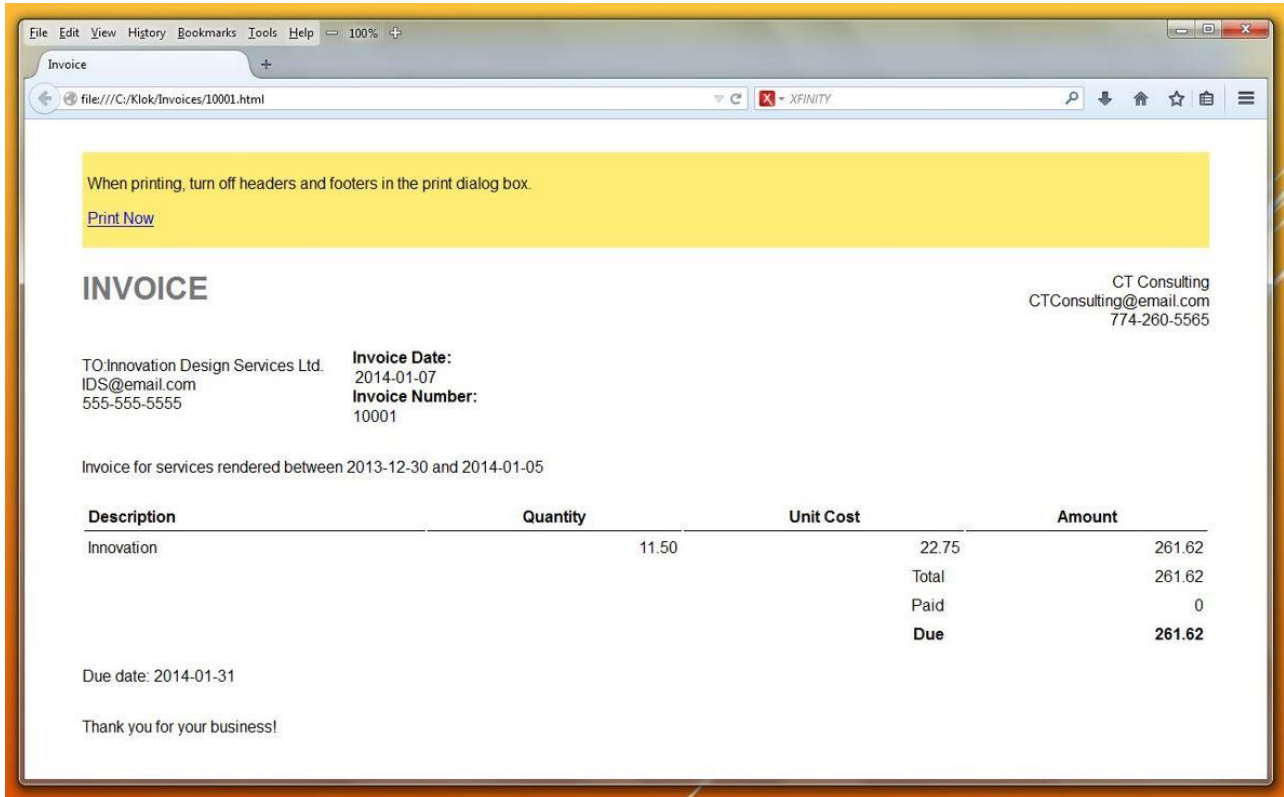

10. Save the invoice as an HTML file to a folder location of your choice. By default, the invoice file name will be the invoice number. You can save the invoice using the default file name or change it to another name of your choice. If your operating system does not provide an option to save the invoice as an HTML file, you can either add/append the '.html' file extension after the invoice file name or change the file type to HTML after saving the invoice using a file manager utility such as Explorer (Windows) or Finder (Mac OS). The invoice can also be saved as a MS Word document by appending .doc to the end of the file name. The invoice can be opened in MS Word then exported as a PDF.

Note: If the invoice is generated without first entering an invoice number, the user will be presented with a warning message stating the folder location cannot be opened with the current program. The user will still be able to save the file by clicking the warning message okay button, selecting the folder location, entering the invoice file name and saving the file as an HTML file.

11. Navigate to the folder location where you saved the invoice and open the file using either a file manager utility or web browser to view the html invoice.