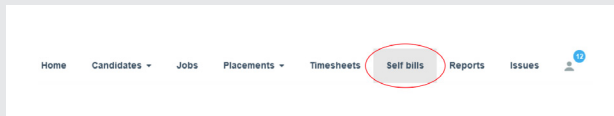


# How to review your self bill

- 1. When your weekly self bill has been generated your Agency Finance user will receive a notification
- 2. To review the self bill select the 'Self bills' tab on the tool bar



- 3. Each self bill is allocated a unique number
- 4. You can review the number of items included in the self bill along with the sub total, VAT and total amount in this grid view

Reference #	Date	Client	Items	Sub total	VAT	Total	Comments
303	01/06/2019	Community Resourcing Ltd T/A Retinue Solutions	1	£555.75	£111.15	£666.90	
303	02/02/2019	Community Resourcing Ltd T/A Retinue Solutions	7	£95.82	£19.16	£114.98	
304	12/01/2017	Community Resourcing Ltd T/A Retinue Solutions	3	£206.1	£37.22	£243.32	
303	05/11/2016	Community Resourcing Ltd T/A Retinue Solutions	4	£196.11	£39.22	£235.33	

- 5. Click on the selected self bill number to review the full details of the self bill
- 6. In this view you will be able to review each approved timesheet that has been included and a full breakdown of the value of each timesheet
- 7. You can download this view in two formats by selecting 'Download as PDF' and by selecting 'Export by Timesheet'

Payment information

Comments:  
Sub total: £555.75  
VAT: £111.15  
Total: £666.90

[Download as PDF](#)

TS Ref	Supplier Name	Supplier Address	Supplier VAT Code	Supplier Company Reg #	PO Number	Client Name	Number of Hours / Days	Expense value	Expense description	Sub total	VAT	Total	Skills	Approved by	Date approved	Approve notes
TZFS	TZFS-01	Demo Agency	office	123456789	Demo Test	T1 2323/	Finance South	18.75	hour(s)	£555.75	£111.15	£666.90	ITZFS-1-625 hour(s) ITZFS-2-625 hour(s) ITZFS-3-625 hour(s)	John Smith	01 June 2019 15:52	

[Export By Shift](#) [Export By Timesheet](#)

- 8. Once the self bill has been paid by Retinue the self bill will move into the 'Payment Received' which is viewable by selecting the invoices tab on the left of the page

