

POST, REPRINT AND UNDO BILLS

The Post or Undo Bills window lists those Bills that have been created but not yet posted. There are two choices available from this screen: (1) Post Bills if they have been reviewed for accuracy and are correct, (2) Undo a bill so that it can be modified as necessary and recreated at a later time.

Post Bills

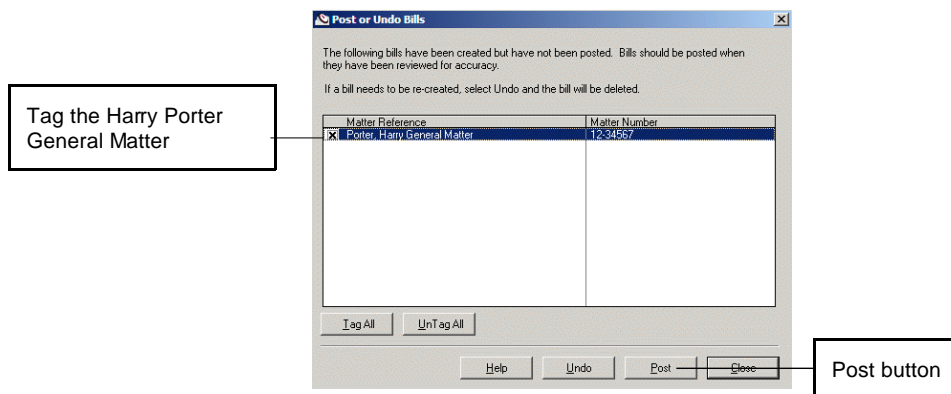
When a Bill is Posted, several areas of the program are updated. They include, but may not be limited to, the following areas:

- The Matter's Accounts Receivable Balance is updated to reflect the current charges.
- The Billing Items are posted and no longer considered WIP.
- The Billing Items are no longer editable nor will they appear on future bills.
- All selected Billing Items, AR transactions, and Matter Funds transactions are marked as billed so that they will not be printed on future bills.
- Matter-specific message counters are updated, hold options marked On next bill are set to Off, and client-specific invoice numbers are incremented.
- New transactions are created in association with automatic payments from Matter Funds accounts.



EXERCISE: Post the Harry Porter General Matter Bill

1. Select **Billing** on the Main Menu.
2. Select **Post or Undo Bills** from the menu.
3. **Tag** the **Harry Porter** Matter by selecting the Tag checkbox.
4. Select the **Post** button.



5. Select **Yes** to Post bills.
6. Click **Close** on the Bill Summary window.
7. Click **OK** on the Post Bills window.