Changing and deleting a unbilled client entry – client entries you have not yet billed.

Below the log where you enter your fee, cost, payment, trust, retainer and late charge entries, there is the log list which is a list of saved but unbilled entries. To change or delete any of those entries, click on the entry, it will appear in the Log above. Make your changes and save or click the delete button to delete it.

You can also edit and delete unbilled entries on in the Prebill screen. Select the client from the list on the left of the screen, click on the entry in the main part of the screen and change it or delete it.

End 7-12-16