Reversing Invoices Manual

This manual is designed to help you and your team understand how to reverse invoices in OnePractice.

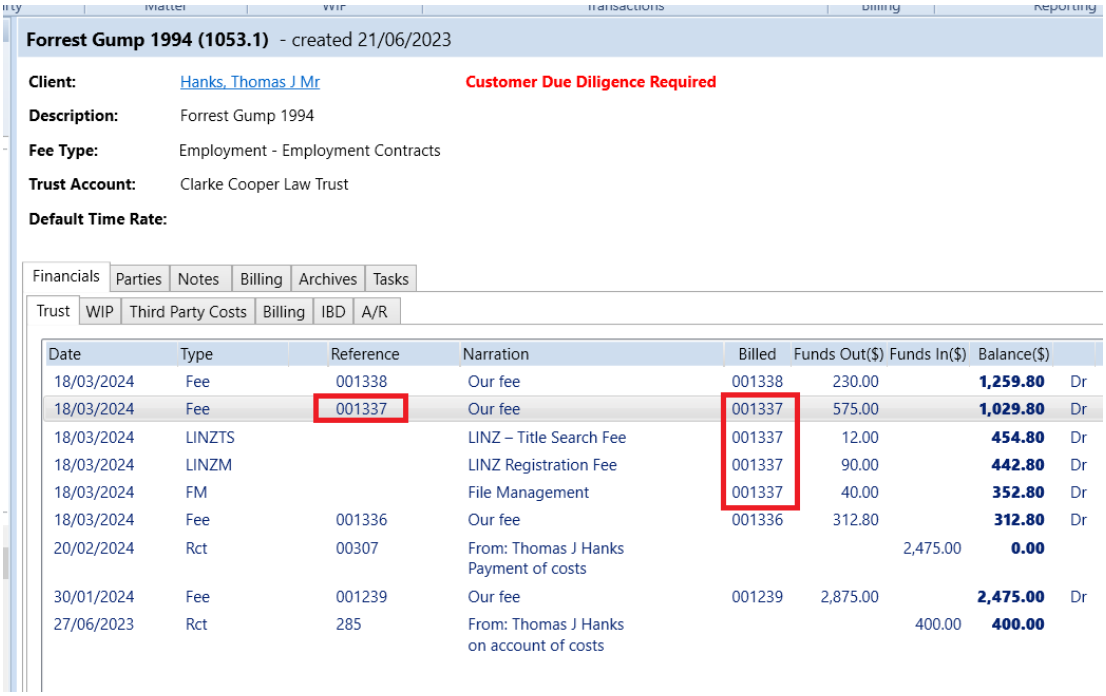
Reversing an Invoice

Reverse the invoice if it was posted incorrectly or if you want to repost it. Reversing the invoice will not reverse any expenses, disbursement payments or TPC, they will just become unbilled. The WIP will return to the matter as unbilled WIP.

You cannot edit or delete a reversed invoice.

Open the client and matter. In the matter, in the trust tab or the billing tab, double-click on the invoice you want to reverse.

In the below example (Figure 1), Invoice 001337 has three expenses. You can see they are billed as they have an invoice number in the Billed column.



Forrest Gump 1994 (1053.1) - created 21/06/2023

Client: Hanks, Thomas J Mr **Customer Due Diligence Required**

Description: Forrest Gump 1994

Fee Type: Employment - Employment Contracts

Trust Account: Clarke Cooper Law Trust

Default Time Rate:

Financials | Parties | Notes | Billing | Archives | Tasks

Trust | WIP | Third Party Costs | Billing | IBD | A/R

Date	Type	Reference	Narration	Billed	Funds Out($)	Funds In($)	Balance($)	
18/03/2024	Fee	001338	Our fee	001338	230.00		**1,259.80**	Dr
18/03/2024	Fee	001337	Our fee	001337	575.00		**1,029.80**	Dr
18/03/2024	LINZTS		LINZ – Title Search Fee	001337	12.00		**454.80**	Dr
18/03/2024	LINZM		LINZ Registration Fee	001337	90.00		**442.80**	Dr
18/03/2024	FM		File Management	001337	40.00		**352.80**	Dr
18/03/2024	Fee	001336	Our fee	001336	312.80		**312.80**	Dr
20/02/2024	Rct	00307	From: Thomas J Hanks Payment of costs			2,475.00	**0.00**	
30/01/2024	Fee	001239	Our fee	001239	2,875.00		**2,475.00**	Dr
27/06/2023	Rct	285	From: Thomas J Hanks on account of costs			400.00	**400.00**	

Figure 1.

Select Reverse (see Figure 2 below).

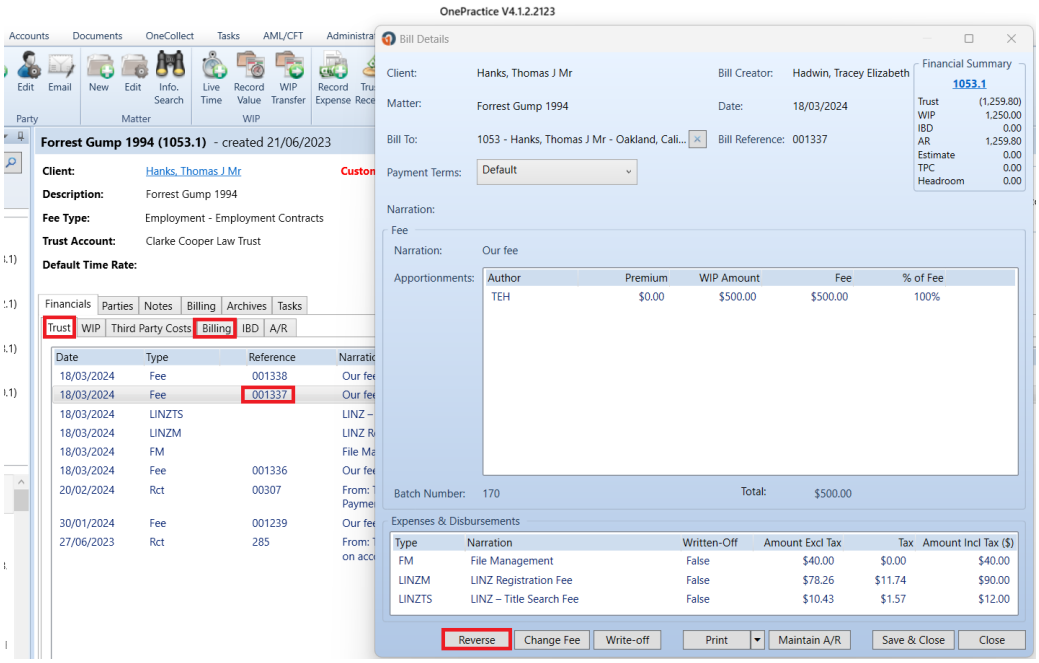


Figure 2.

NOTE: You can only reverse the invoice using a date from the current month. If the invoice is from a past month/year, the reversal will show on the current month's budget and reports as a reversal.

When you reverse the invoice, you will get the message shown in Figure 3 below.

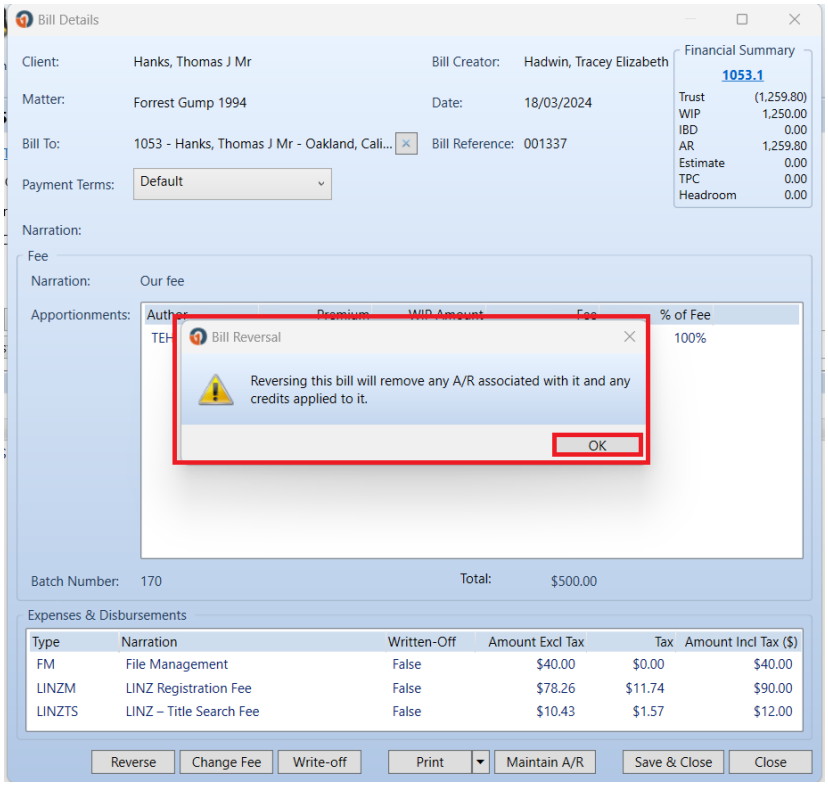


Figure 3.

If posted in the current month, the bill reversal date will default to the date the bill was originally posted. If posted in a previous (closed off) month, the bill reversal date will default to today's date. Type in a detailed narration. (as per Figure 4 below).

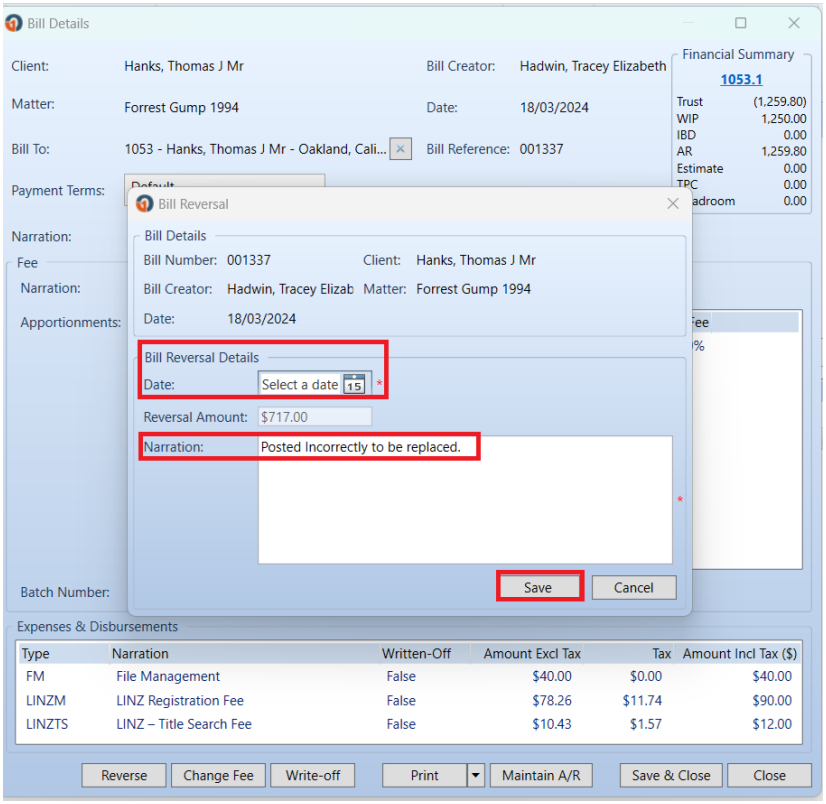


Figure 4.

The matter will show the reversed invoice as a debit for the fee amount only. The green arrow shows the reversed invoice and the expenses become unbilled (as per Figure 5 below).

Forrest Gump 1994 (1053.1) - created 21/06/2023

Client: Hanks, Thomas J Mr **Customer Due Diligence Required**

Description: Forrest Gump 1994

Fee Type: Employment - Employment Contracts

Trust Account: Clarke Cooper Law Trust

Default Time Rate:

Financials | Parties | Notes | Billing | Archives | Tasks

Trust | WIP | Third Party Costs | Billing | IBD | A/R

Date	Type	Reference	Narration	Billed	Funds Out($)	Funds In($)	Balance($)	
20/03/2024	Fee	001337	Reversal of: Our fee	001337	(575.00)		684.80	Dr
18/03/2024	Fee	001338	Our fee	001338	230.00		**1,259.80**	Dr
18/03/2024	Fee	001337	Our fee	001337	575.00		**1,029.80**	Dr
18/03/2024	LINZTS		LINZ – Title Search Fee		12.00		**454.80**	Dr
18/03/2024	LINZM		LINZ Registration Fee		90.00		**442.80**	Dr
18/03/2024	FM		File Management		40.00		**352.80**	Dr
18/03/2024	Fee	001336	Our fee	001336	312.80		**312.80**	Dr
20/02/2024	Rct	00307	From: Thomas J Hanks Payment of costs			2,475.00	**0.00**	
30/01/2024	Fee	001239	Our fee	001239	2,875.00		**2,475.00**	Dr
27/06/2023	Rct	285	From: Thomas J Hanks on account of costs			400.00	**400.00**	

Figure 5.

The invoice shows as reversed for the total amount in the billing tab (as per Figure 6 below).

Forrest Gump 1994 (1053.1) - created 21/06/2023

Client: Hanks, Thomas J Mr **Customer Due Diligence Required**

Description: Forrest Gump 1994

Fee Type: Employment - Employment Contracts

Trust Account: Clarke Cooper Law Trust

Default Time Rate:

Financials | Parties | Notes | Billing | Archives | Tasks

Trust | WIP | Third Party Costs | Billing | IBD | A/R

Status	Date	Bill Reference	Narration	Bill Amount ($)
	20/03/2024	001337	Reversal of: Our fee	(717.00)
	18/03/2024	001338	Our fee	230.00
	18/03/2024	001337	Our fee	717.00
	18/03/2024	001336	Our fee	312.80
	30/01/2024	001239	Our fee	2,875.00

Figure 6.