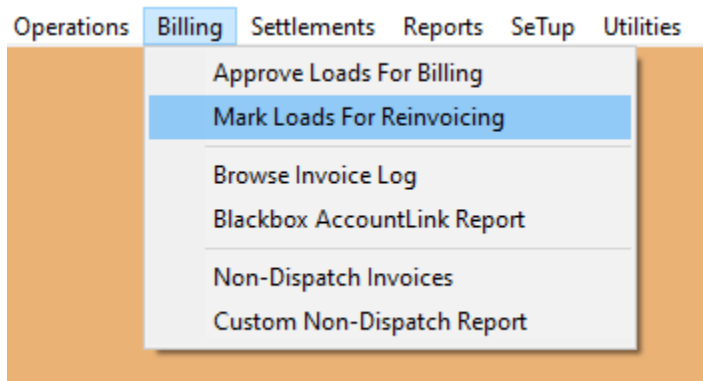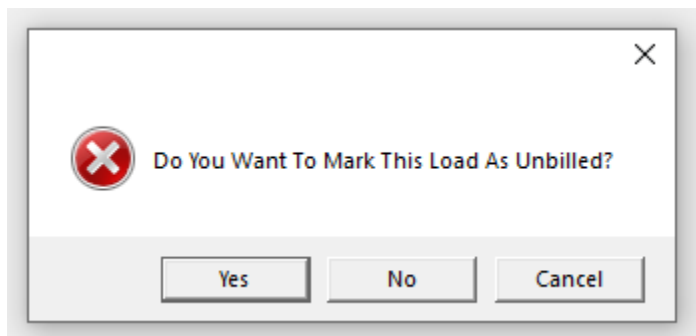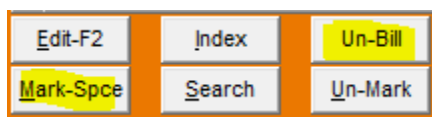# UN-BILLING AND RE-BILLING

Yep! Mistakes are made, but that is ok. Easy enough to fix ☺ Here are your steps for success!

Have you transferred and imported the invoice into your accounting? If yes, follow these steps:

1. For Quickbooks-VOID the invoice first. Other accounting packages may vary.
2. Go to Dispatch-Billing-Mark Loads for re-invoicing.

Operations   Billing   Settlements   Reports   SeTup   Utilities

Approve Loads For Billing

Mark Loads For Reinvoicing

Browse Invoice Log

Blackbox AccountLink Report

Non-Dispatch Invoices

Custom Non-Dispatch Report

3. Locate your load-Mark it and hit the un-bill button.

Edit-F2   Index   Un-Bill
Mark-Spce   Search   Un-Mark

✕

❌ Do You Want To Mark This Load As Unbilled?

Yes   No   Cancel

This routine will put the load back into the Billing section for re-billing after you have corrected whatever was incorrect in the first billing.

4. Follow the normal steps to bill and transfer to your accounting.

If you had not transferred and imported the invoice into your accounting then follow the steps above, skipping step 1.