

Converting a Proforma to an actual bill.

Select Bill from bill posting:

The screenshot shows the 'Bill Posting' window with the following details:

- Post into financial year:** 2003
- Period:** 2
- Date:** 16/09/2004
- Matter:** 000020/0002 Payne, Ms Sarita: Purchase of 467 Hisstopple Hill
- Operation:**
 - Bill
 - Proforma
 - Credit note
 - Set instalments on existing bill
- Matter balances:**

Client current	0.00
Client deposit	0.00
Office	150.00
Unpaid bill	0.00
Unbilled disb	150.00

Buttons at the bottom: Help, Clear, Next >, Close.

Ensure that Convert to a bill is 'ticked' and that your proforma is highlighted.

The screenshot shows the 'Bill Posting - Post a bill on 000020/0002' window with the following details:

- New bill or proforma:**
 - New bill
 - Convert proforma to bill (select a proforma)
- Table:**

Date	Bill no	Detail	Proforma total	Client disbursements
16/09/2004	AJG004071	Costs	176.25	0.00

Buttons at the bottom: View, Help, < Back, Next >, Close.

Go through each of the screens and edit as appropriate. You can add and remove disbursements and miscellaneous charges etc on the appropriate screens.