

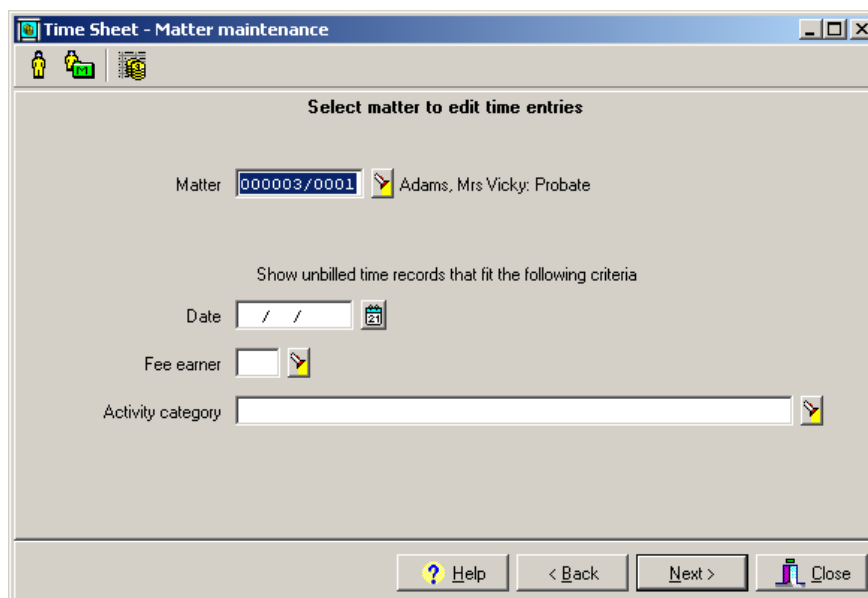
Recalculating Time Records

To recalculate unbilled time posted on a ledger to another ledger:

1. Go to the **WIP Posting** icon and select **Time Sheet**:



2. Select **Edit existing time entries for a matter** and click on the **Next** button to select the matter:

A screenshot of a software dialog box titled 'Time Sheet - Matter maintenance'. The dialog has a title bar with standard window controls. Below the title bar, there are three small icons: a person, a green box, and a yellow box. The main area of the dialog is titled 'Select matter to edit time entries'. It contains a 'Matter' field with the value '000003/0001' and a dropdown menu showing 'Adams, Mrs Vicky: Probate'. Below this, there is a section titled 'Show unbilled time records that fit the following criteria'. This section includes a 'Date' field with a calendar icon, a 'Fee earner' dropdown menu, and an 'Activity category' text field with a dropdown arrow. At the bottom of the dialog, there are four buttons: 'Help' (with a question mark icon), '< Back', 'Next >', and 'Close' (with a person icon).

Click on the Torch and locate the matter. You can also restrict the unbilled time records by Date, Fee Earner and Activity Category (these are optional).

3. Click on the **Next** button to select time entries:

Date	Detail	Our ref	Time	Quantity	Value	Select
26/01/2005	Preparation - Docume		10.00	1	200.00	✓
26/01/2005	Initial Meeting		3.33	0	50.00	✓
11/02/2005	Preparation - Attendar		30.00	1	600.00	✓
11/02/2005	Preparation - Attendar		5.00	1	100.00	✓
26/01/2005	Initial Meeting		6.67	1	100.00	

Highlight the time entries you would like to recalculate and click on the [Select] button or the **Select All** button if appropriate. This will put a green tick in the Select column.

In the **Task to perform on the time records selected below** list, select 'Recalculate the charges'.

Click on the **Post** button. You will be asked if you want to recalculate these records, click on the **Yes** button.