

# Enterprise - What is Reverse Billing

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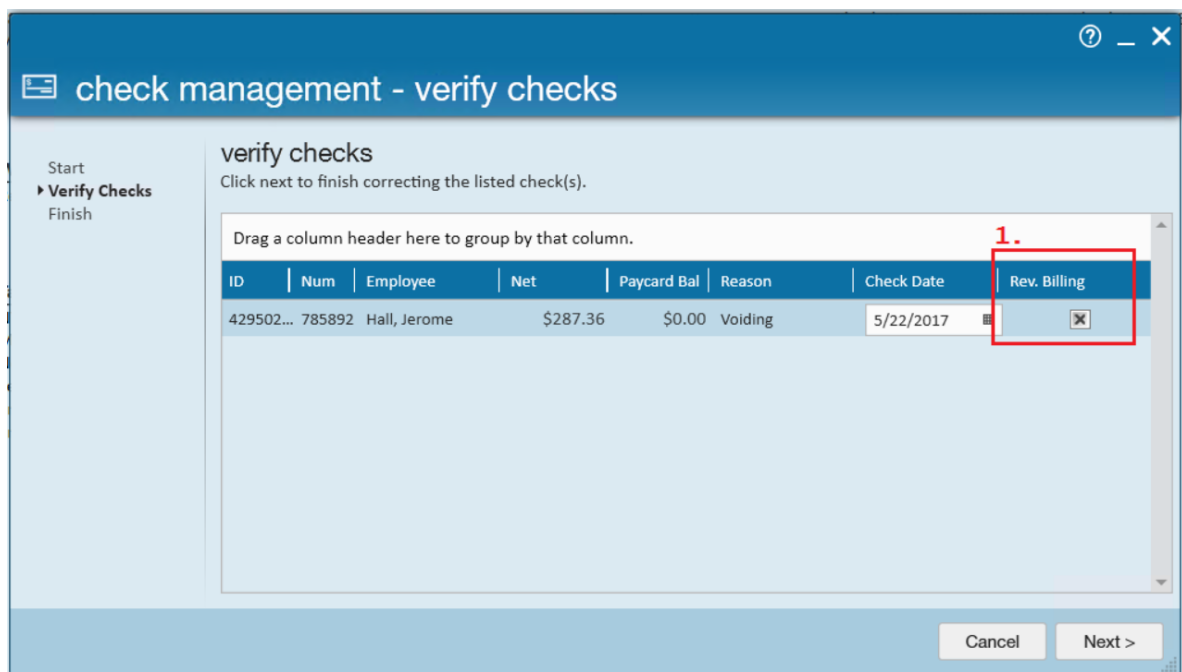
## What is Reverse Billing?

When voiding or reversing checks in Enterprise, within the check management wizard users will see the option to "reverse billing". When this option is selected, the automatically generated negative transaction (visible in time entry) will be required to go through invoicing. This is how the client is credited for an item that was originally billed incorrectly.

## How to Correctly Complete a Reverse Billing

### Step 1:

In the check management wizard, select the (1.) reverse billing check box:



### Step 2:

Once the check correction is finished, navigate to time entry to enter in the hours the

employee should have been paid. You will see that the negating transaction is listed with the status (2.) "sent to payroll":

Status										
WebCenter Status	Status	Name	Customer	Branch	Pay Code	RT Hrs	OT Hrs	Dbt Hrs	Bill	Pay
Status: Payroll and Invoice Complete (3 items)										
Status: Unused Timecard (6 items)										
Status: Sent to Payroll (2 items)										
2.		Hall, Jerome	express	Memphis SE	Reg	-25	0	0	\$20.00	\$15.00
		Hall, Jerome	Cross Lake	Memphis SE	Reg	40	0	0	\$0.00	\$17.00
						15.00	0.00	0.00		

### Step 3:

Duplicate the timesheet and (3.) enter the hours the employee was meant to be paid/billed for:

Generate Timecard										
Drag a column header here to group by that column.										
WebCenter Status	Status	Name	Customer	Branch	Pay Code	RT Hrs	OT Hrs	Dbt Hrs	Bill	Pay
3.		Hall, Jerome	express	Memphis SE	Reg	23.00	0	0	\$20.00	\$15.00
		Hall, Jerome	express	Memphis SE	Reg	-25	0	0	\$20.00	\$15.00

### Step 4:

Proof and pay as normal.

### Step 5:

When invoicing the client, note that there are (4.) two transactions related to the check correction that need to be "billed" - the negating transaction and the correcting transaction:

invoicing - view transactions							
view transactions							
Customer	Employee	Adj Bill	Net Adj	Salary	Hours	Weekend D...	
express, leggins	Hall, Jerome	\$0.00	\$0.00	\$0.00	-25	5/7/2017	4.
express, leggins	Hall, Jerome	\$0.00	\$0.00	\$0.00	23	5/7/2017	

This will then calculate as a (5.) credit:

The screenshot shows a software window titled "invoicing - view invoices". On the left is a navigation menu with options: Start, Continue, Setup, Select records, View Transactions, Calculate, View Invoices (highlighted with a red arrow), Print, and Finish. The main area is titled "view invoices" and contains the text "Please review the invoices before printing." and "Invoice Run Date: 5/22/2017 Run: 10019". Below this is a table with three columns: "Num", "Customer", and "Amount". A single row is visible, containing the values "236", "express", and "(\$40.00)". A red rectangular box highlights this row, and a red "5." is positioned to the left of the row. The table header is blue, and the row content is white with a light blue background.

Num	Customer	Amount
236	express	(\$40.00)

The credit memo could then be sent separately or [merged](#) with the original invoice.

## Related Articles

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