Chapter 6 Billing

This section manages and keeps track your billing details.

You can generate bill easily with predefined bill template and you can check your service tax amount at any time.

In This Chapter:

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-**Create Quotation with Load Bill Template**
-**Create Quotation with Load Time Cost**
-**Create Quotation with Load Payment Voucher**
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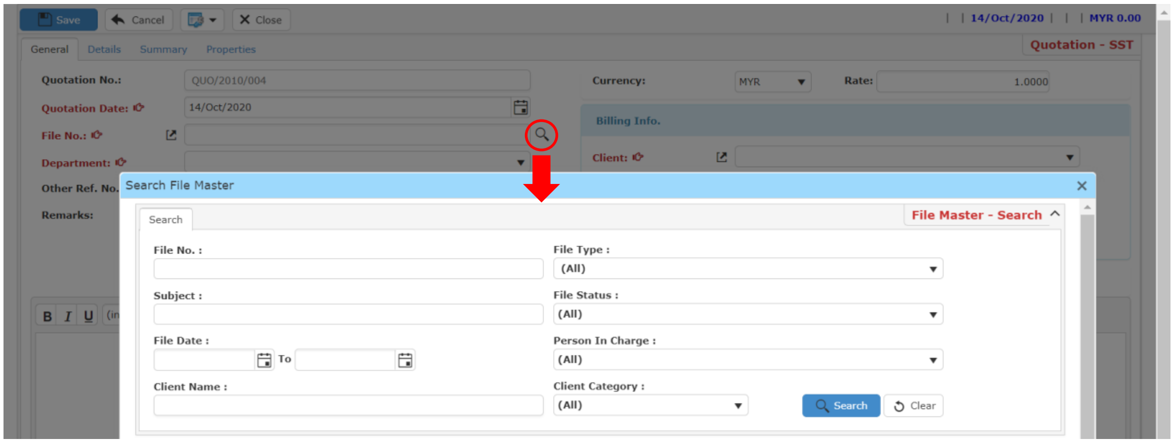
6.4 Manage Bill
6.5 Bill Undo Posting
6.6 New Time Cost Record
6.7 Manage Time Cost
6.8 New A/R Credit Note
6.9 Manage A/R Credit Note
6.10 New A/R Debit Note
6.11 Manage A/R Debit Note
6.12 New Past Bill
6.13 Manage Past Bill

6.1 Create New Quotation

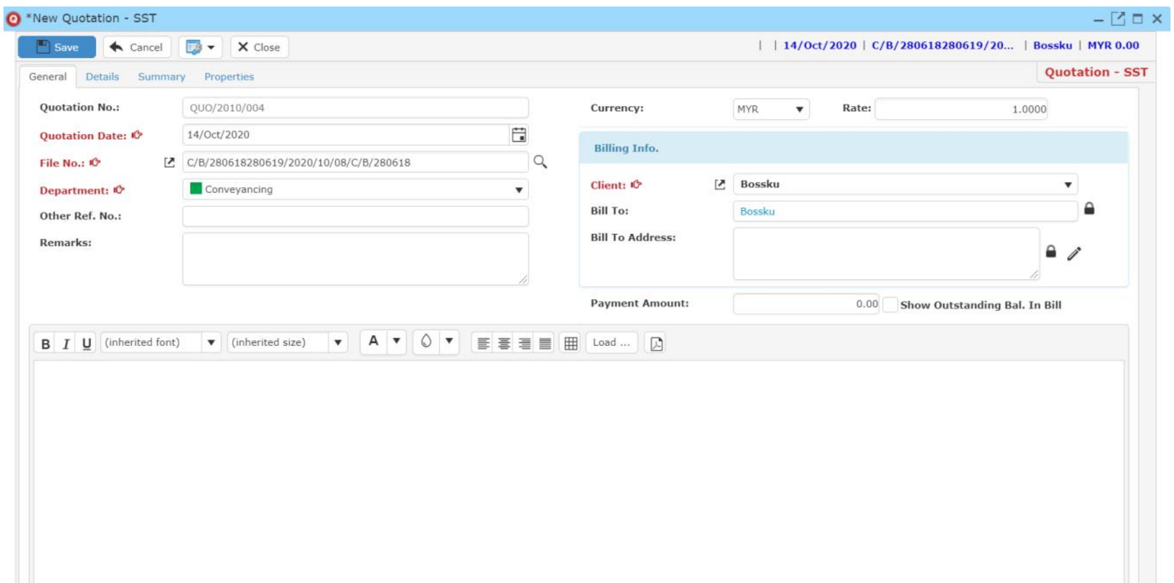
- To open New Quotation, on the **SmartLeg@l** navigation, click **Billing** and go to **New Quotation**.

Bill link with file:

- Choose a file from File Master by clicking the browse button:

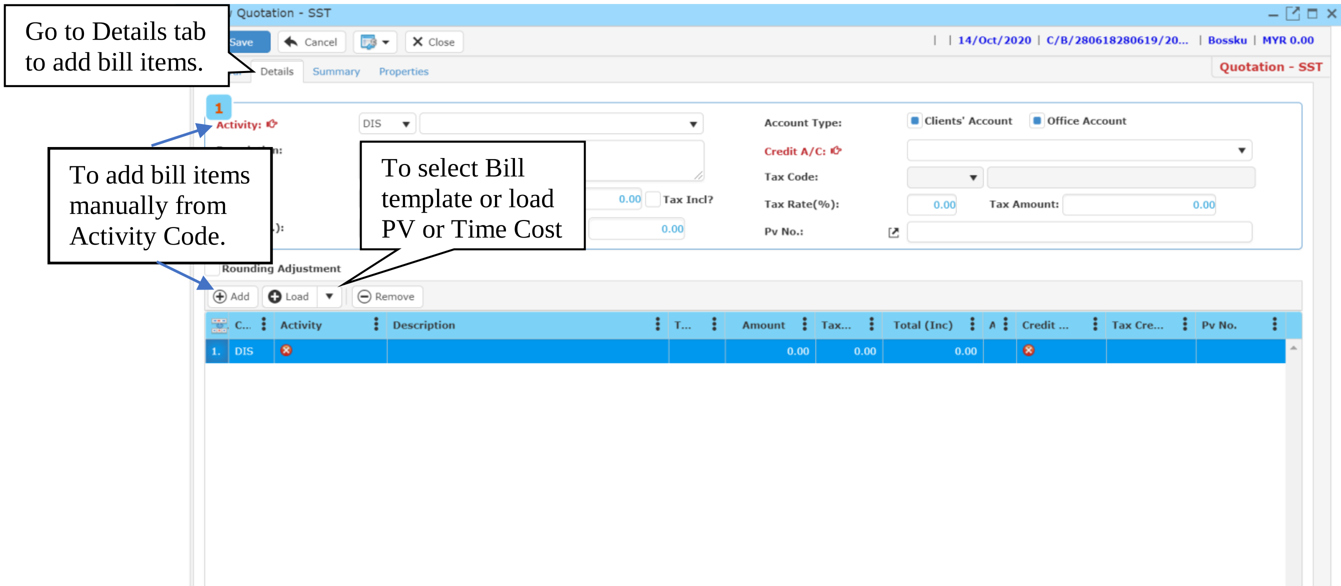


Note: If you fill the file information more completely, after you choose the file field like Client, Department and Quotation Date will be auto filled.



Create Bill Items / Bill Template:

- Go to **Details** tab



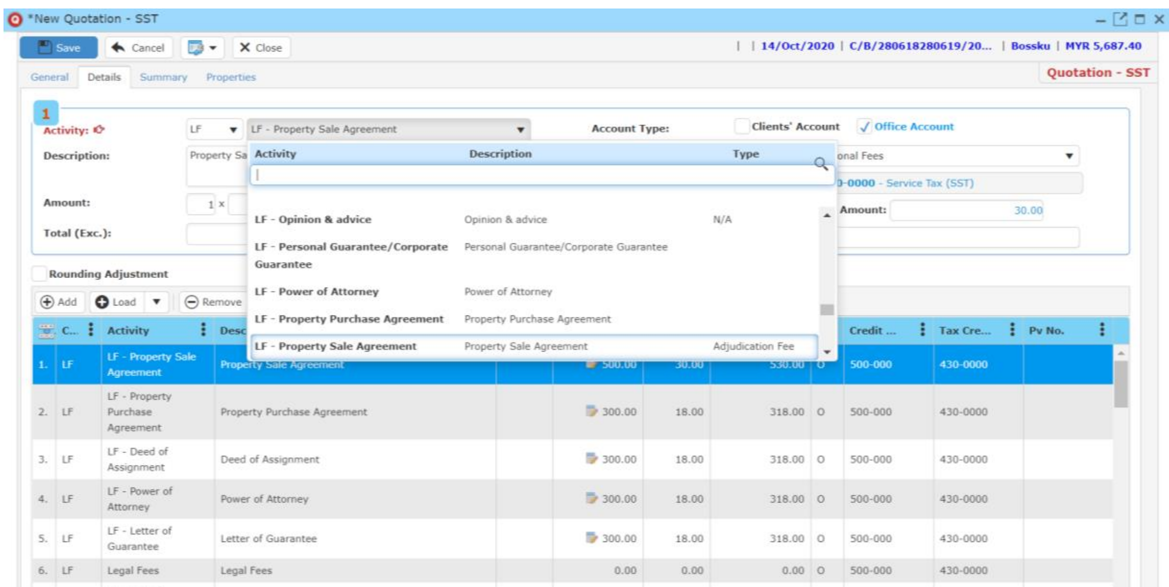
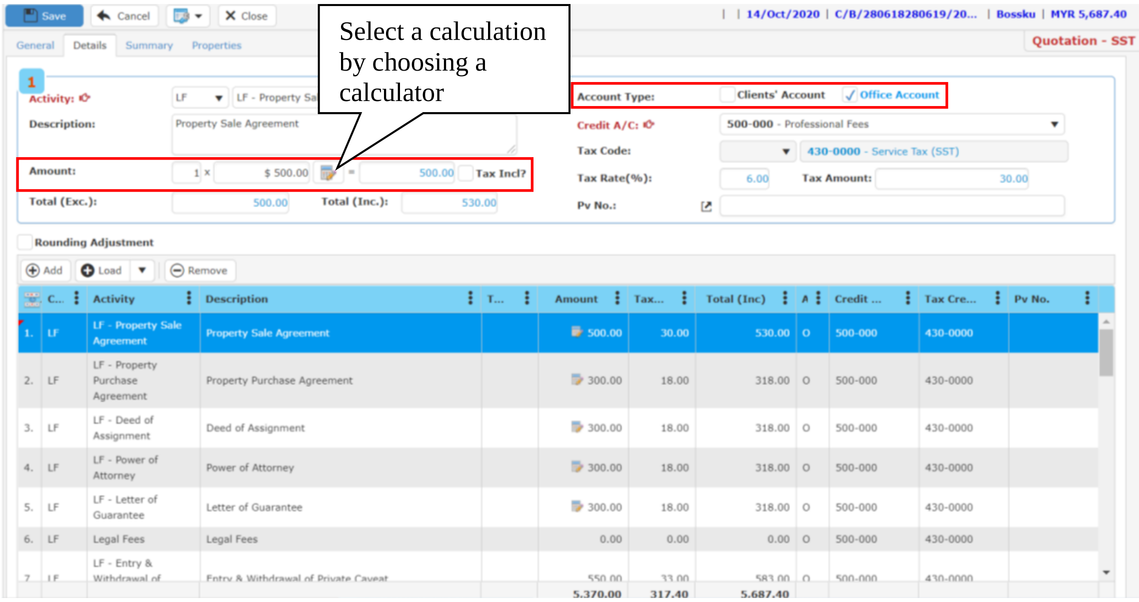


Figure: New Quotation – Details, Activity Code

- You can edit the amount or type in a new amount by select the activity
- Moreover, you can choose the calculation by choosing a calculator
- You can '**Tick**' to select account type either client or office account



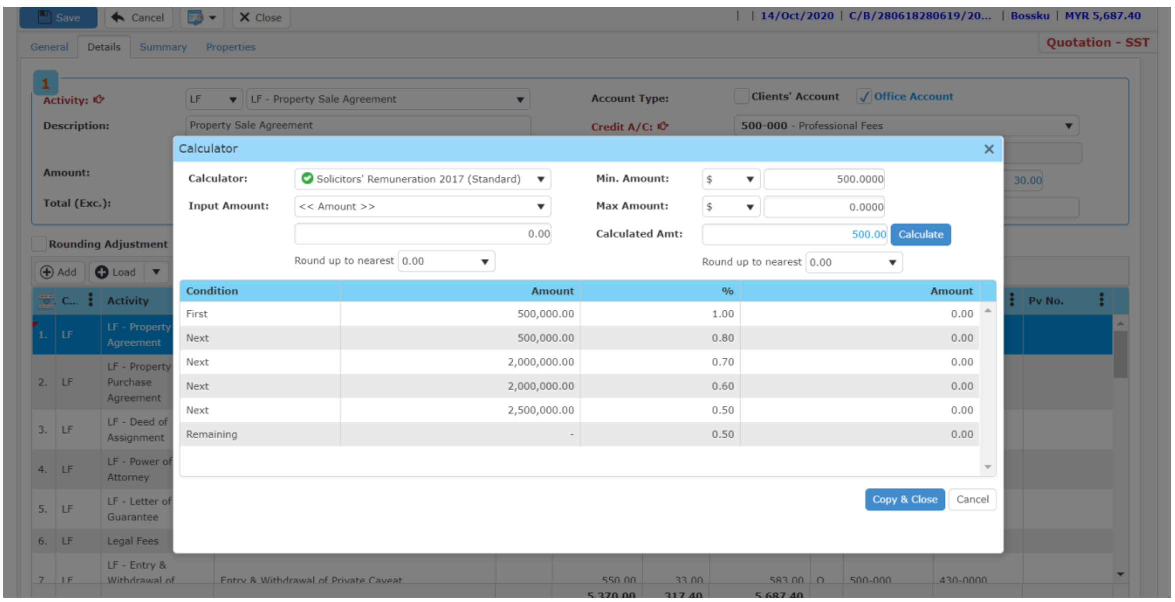
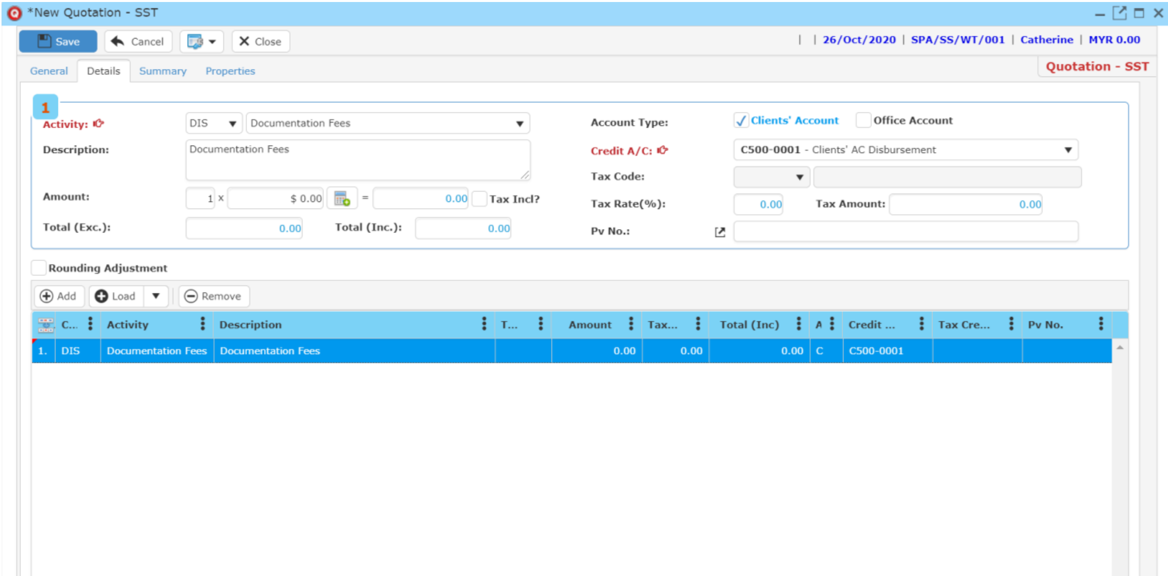
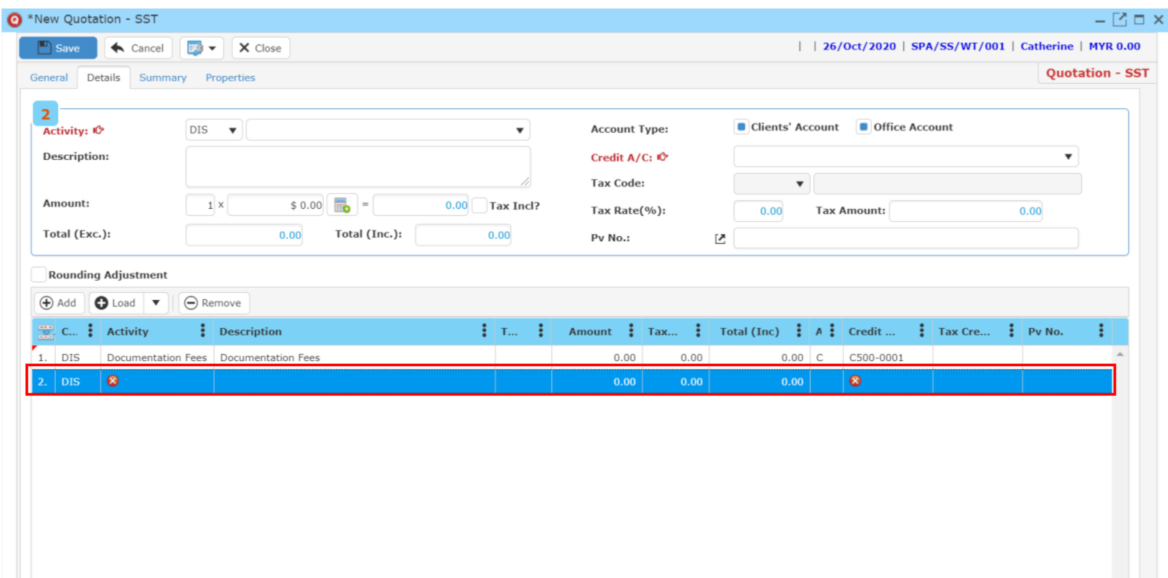


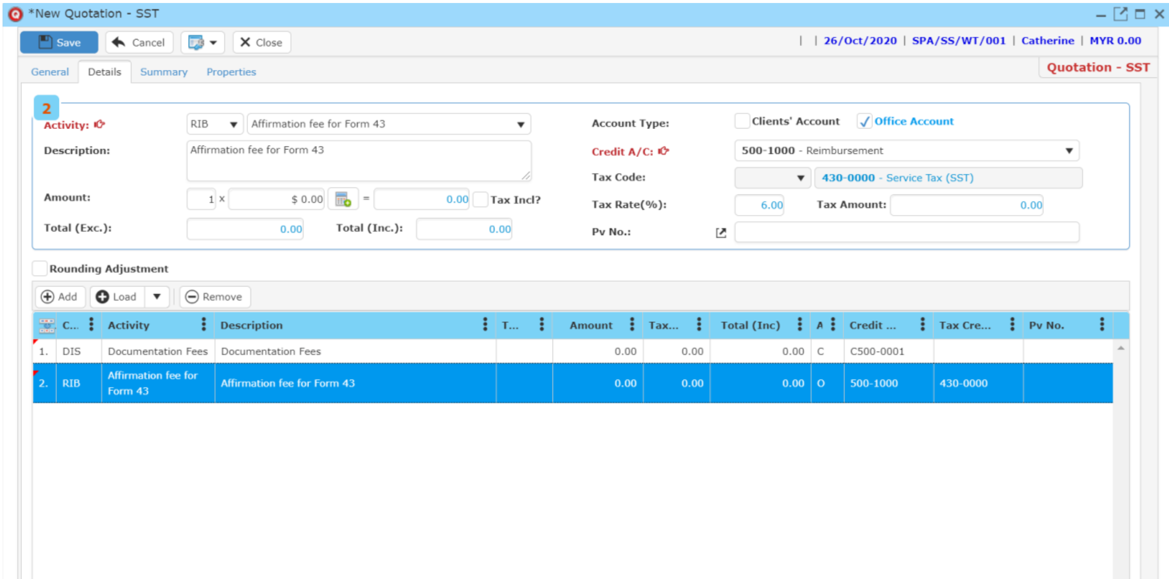
Figure: Calculator

<u>Create Quotation with adding items manually</u>

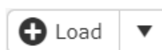


- When you click add, it will add in a row allow you to select activity and key in amount





Create Quotation with Load Bill Template

To load a bill template, you can click to load  and you can select bill template it will shown template sample as figure below

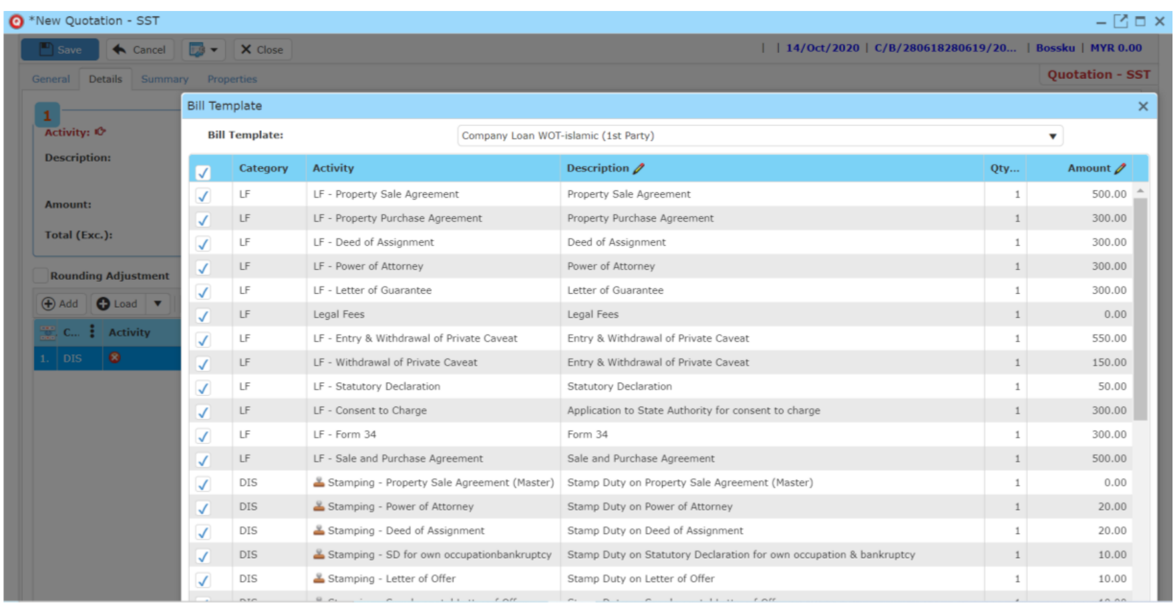
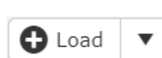
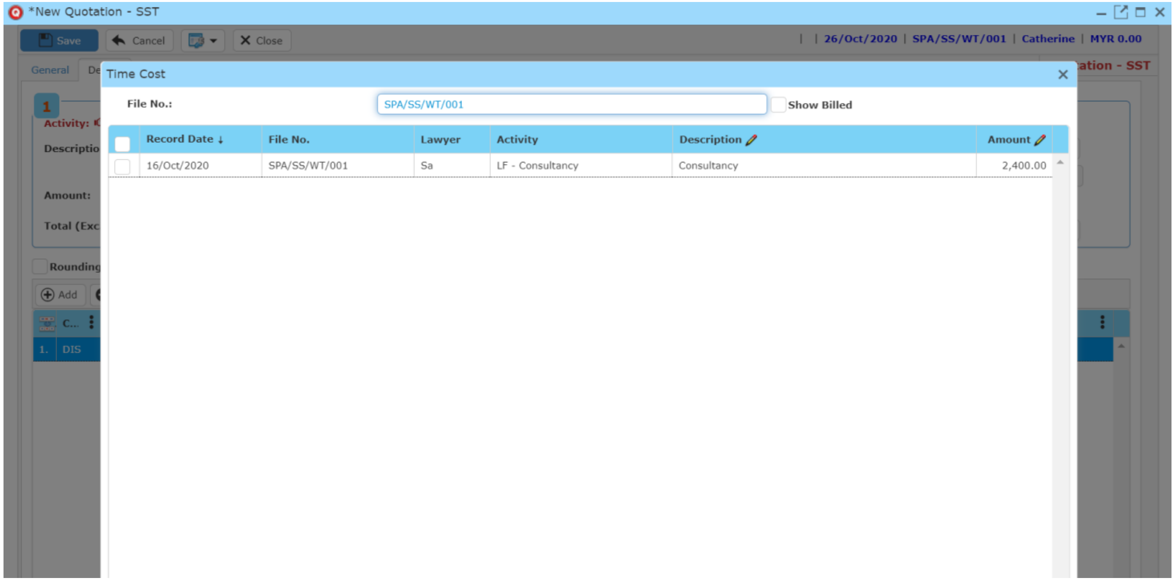


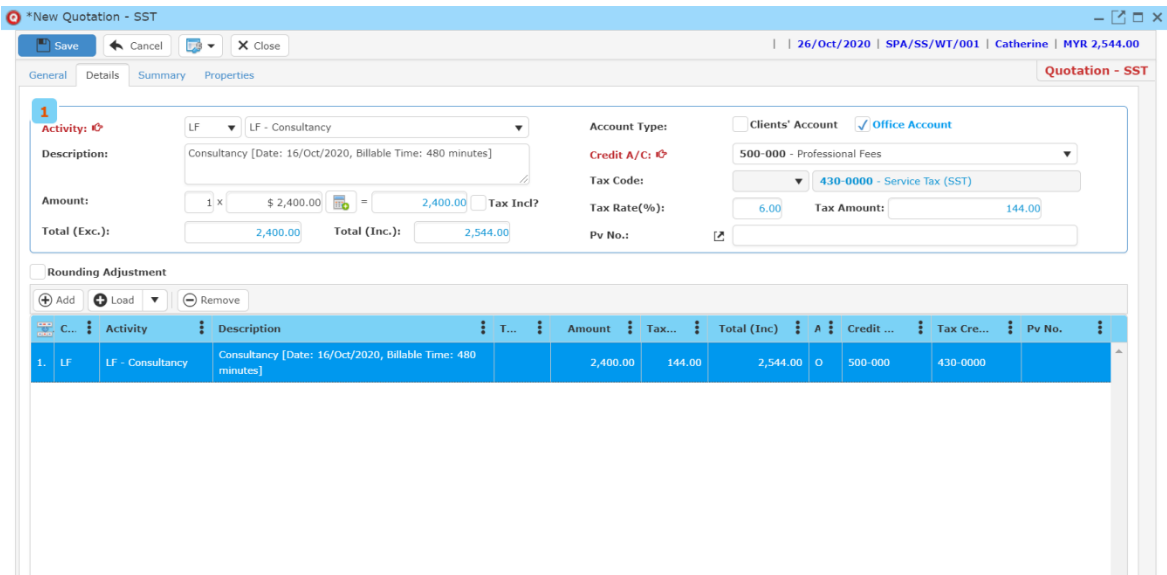
Figure: New Quotation – Details, Load Bill Template

Create Quotation with Load Time Cost

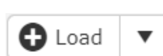
- To load a time cost, you can click to load  and you can select time cost of the file you selected in general

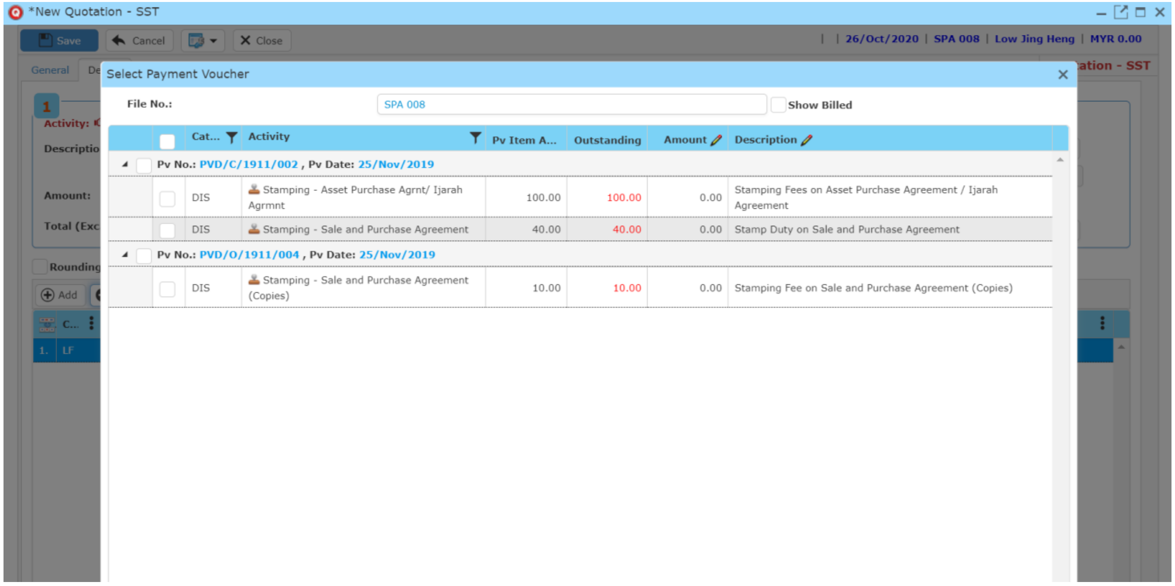


- After you select the record, it will categories and add in to the table directly

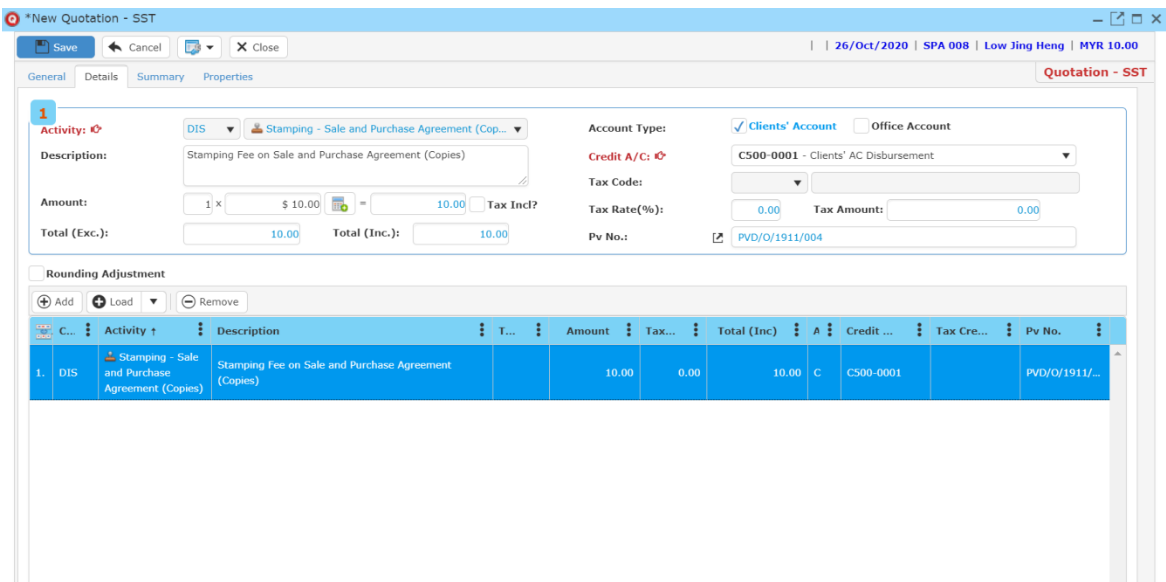


Create Quotation with Load Payment Voucher

- To load a payment voucher, you can click to load  and you can select payment voucher of the file you selected in general



- As well as you load the time cost, when you select the record it will shown in the table list



Arrangement

- You can drag to re-order bill item sequence for print out.

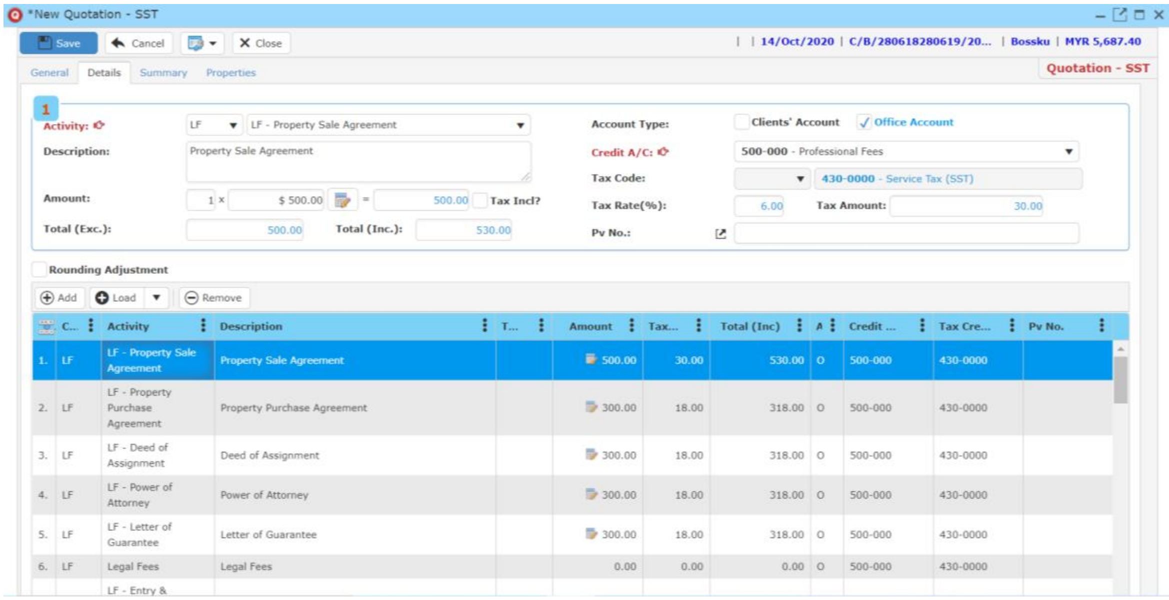


Figure: New Quotation – Drag to make arrangement to print out

- **Create your own items:** Click on **'Activity Code'** browser button and choose any item you want:
- Click '**Add**' to add item into the record list.
- Click '**Remove**' to remove the item from the record list.

Summary to check sum up of categories:

- Go to '**Summary**' tab
- To check figures

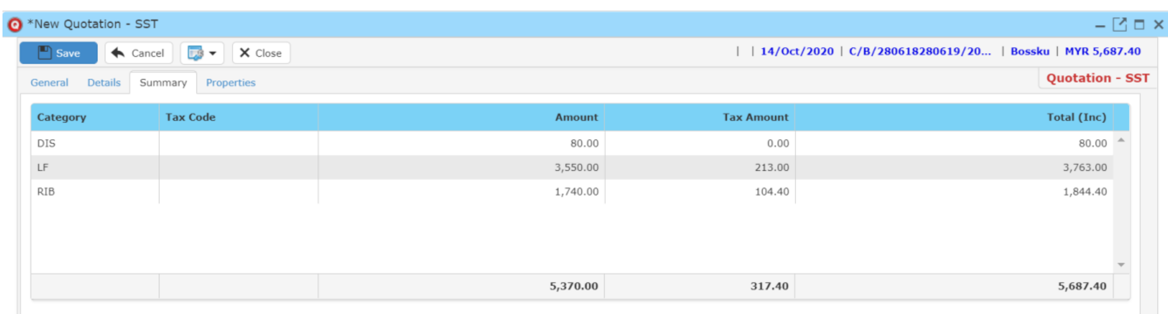


Figure: New Quotation – Summary

- Go to '**properties**' you can view the information of the record once who modify the record then there will show the last modified and modified by who

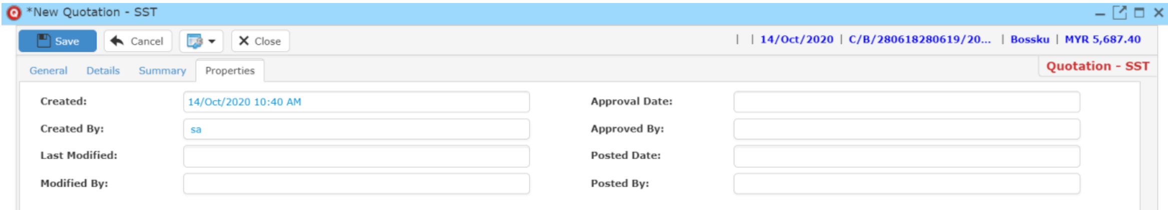


Figure: New Quotation - Properties

- Click '**Save**' to save the new quotation

8.2 Manage Quotation

This option enables you to add, edit, and delete a Quotation. It also allows you to keep track of Quotation details and all related information.

- To open Manage Quotation, on the **SmartLeg@l** navigation, click **Billing** and go to **Manage Quotation** then search the quotation you wish to modify.

Manage Quotation

- Search the quotation you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click '**Clear**'.

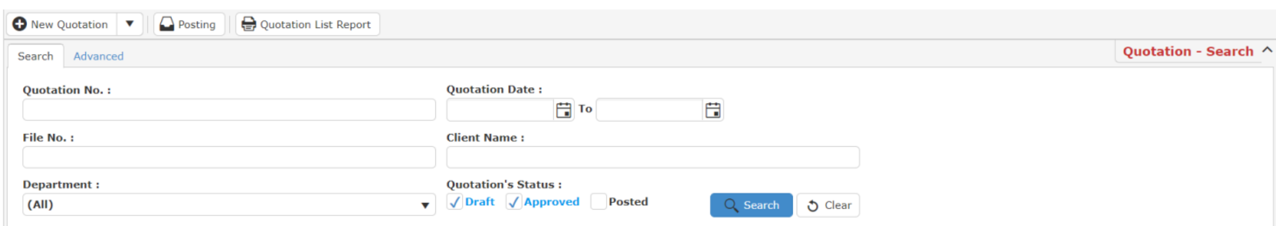


Figure: Manage Quotation - Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the 'General' section.

- Define search criteria:
  - **Field** - Choose the field you want to search.
  - **Condition** - Search condition
  - **Value** - Type in the detail you want to find.
- Click '**Add to list**', to define more than one criteria.
- Click '**Find**', search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click '**Clear**'.
- Click '**Export**' to print the desired search results in txt, excel or html format.

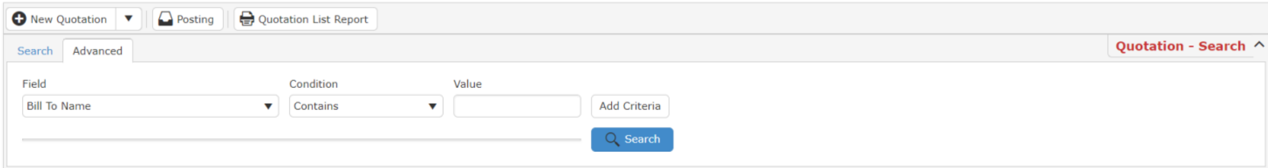


Figure: Manage Quotation – Advanced Search

Searched Result

- Click '**Search**' once, to show all Quotations
- The Searched result will appeal at below, otherwise it will shown no record availble if the quotation you searched do not exist.
- Click '**Export**' to print the desired search results in txt, excel or html format.

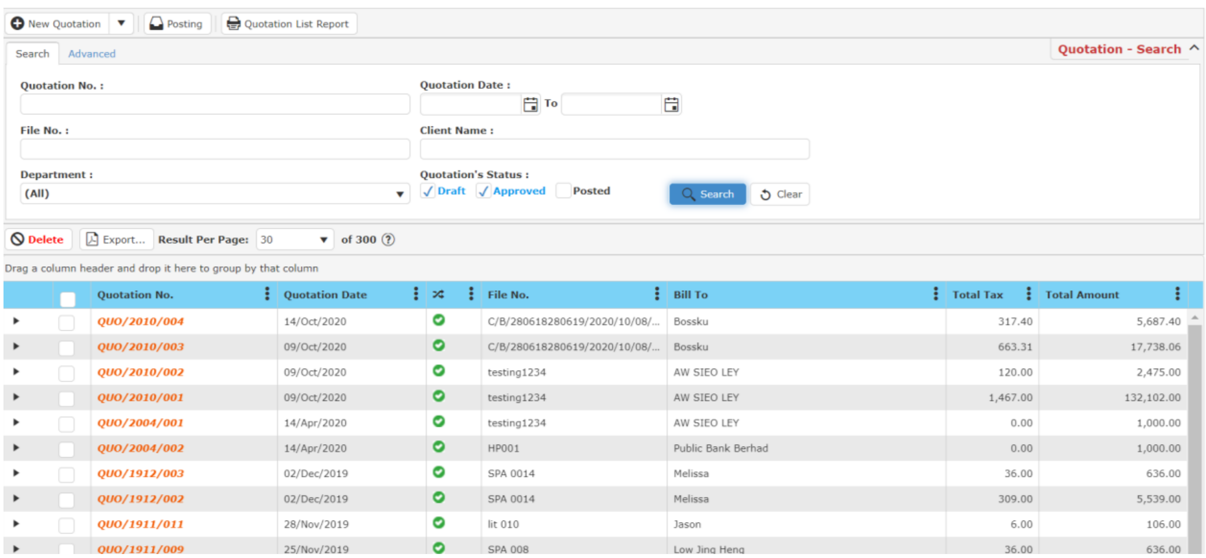


Figure: Manage Quotation – Search All Quotations

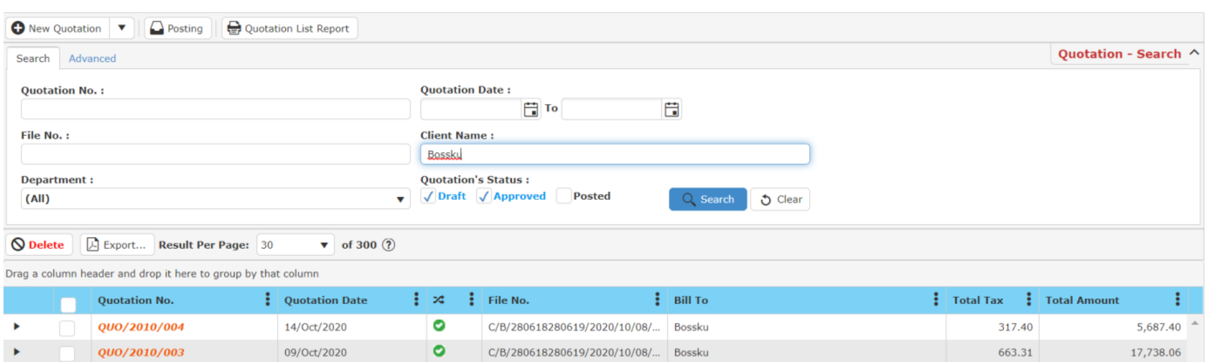


Figure: Manage Quotation – Searched Result

- After the quotation you searched appeal, you can choose to view, edit and preview those details by double-clicking the record.

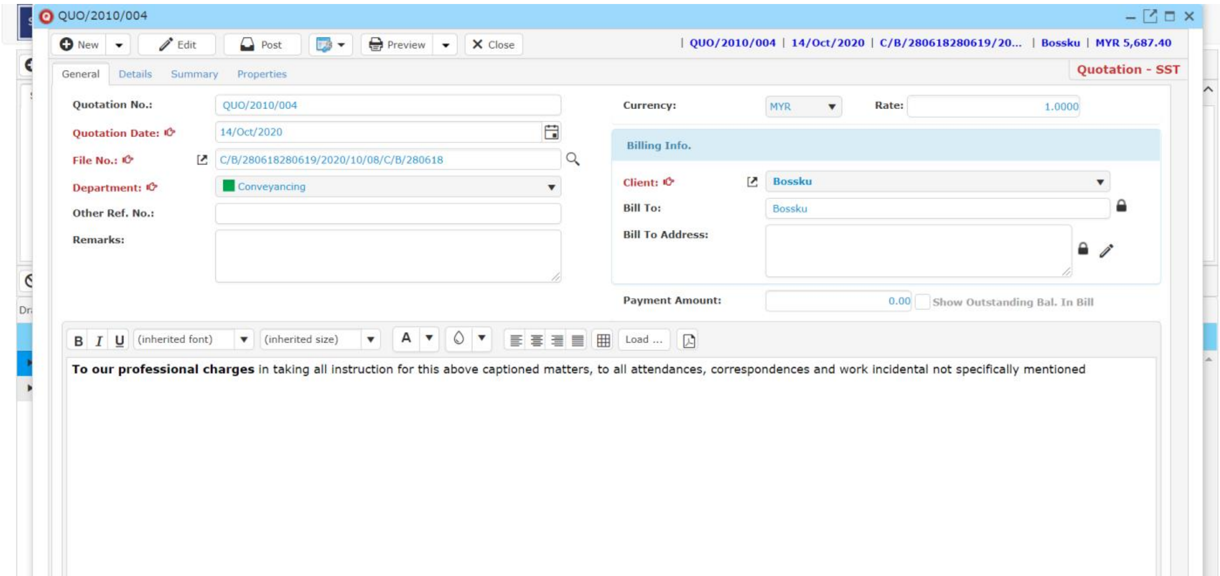


Figure: Manage Quotation – Searched Result, Quotation Info

8.3 Quotation Posting

This option enables you to transform quotation to bill. System will show all un-post quotation by default.

- To open Quotation Posting, on the **SmartLeg@l** navigation, click **Billing** and go to **Quotation Posting** then search the quotation you wish to post.

Quotation Posting

- Search the quotation you wish to post through type the search criteria.
- To start a new search or to clear the search results, click '**Clear**'.

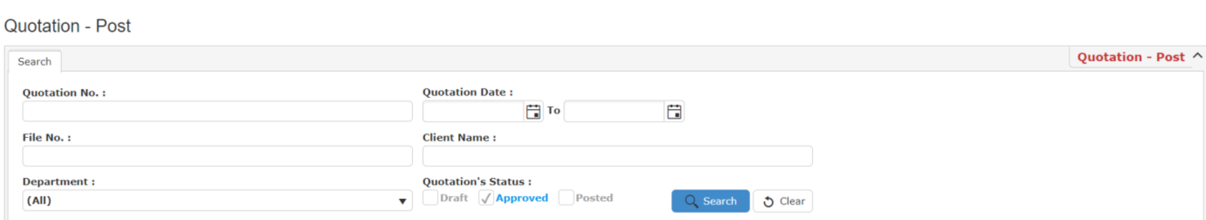


Figure: Quotation Posting – Search

Searched Result

- Click '**Search**' once, to show all Quotations
- The Searched result will appeal at below, otherwise it will shown no record availble if the client you searched do not exist.
- Click '**Post**' to post the selected quotation.
- Click '**Export**' to print the desired search results in txt, excel or html format.

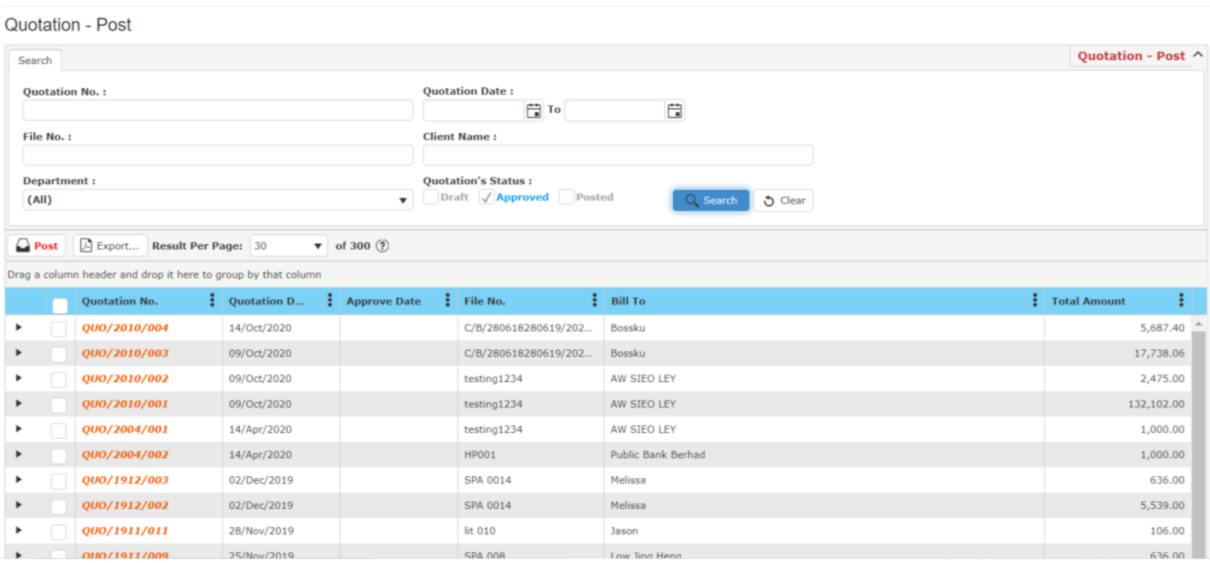


Figure: Quotation Posting – Search All Quotations

- After the quotation you searched appeal, you can choose to edit, post or preview the quotation.

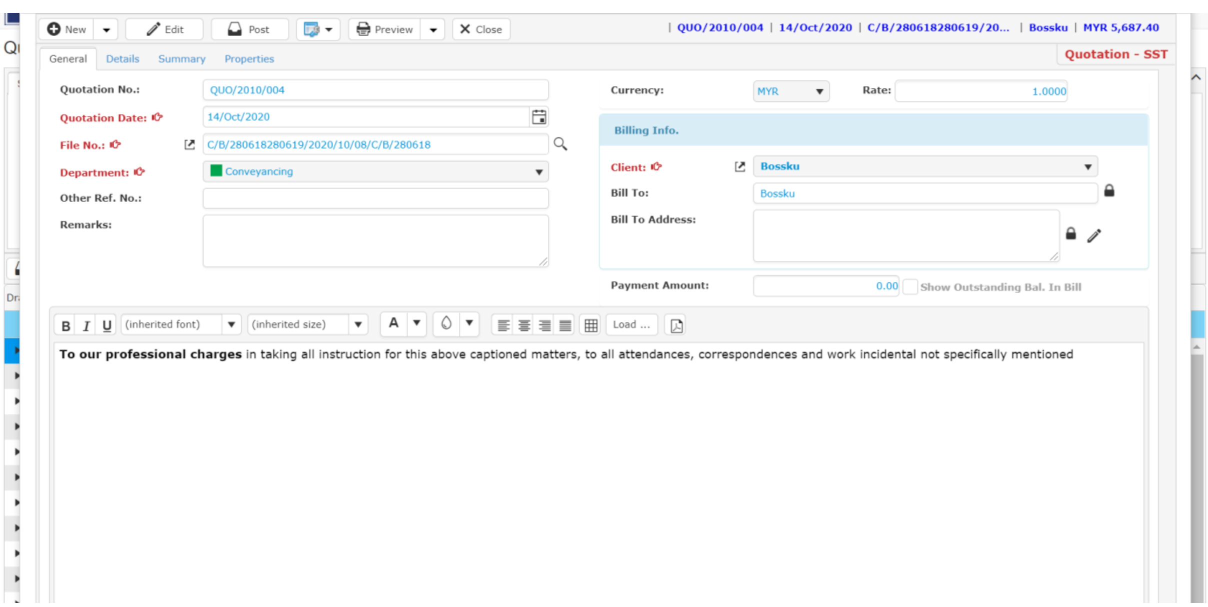


Figure: Quotation Posting – Search Result, Quotation Info

8.4 Manage Bill

- To open Manage Bill, on the **SmartLeg@l** navigation, click **Billing** and go to **Manage Bill** then search the bill you wish to manage.

Manage Bill

- Search the bill you wish to manage through type the search criteria.
- To start a new search or to clear the search results, click '**Clear**'.

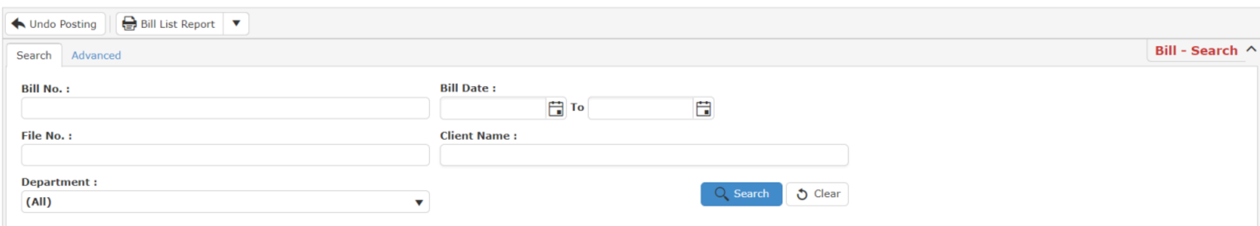


Figure: Manage Bill – Search

Searched Result

- Click '**Search**' once, to show all bills
- The Searched result will appeal at below, otherwise it will shown no record availble if the client you searched do not exist.
- Click '**Delete**' to delete the selected record.
- Click '**Export**' to print the desired search results in txt, excel or html format.

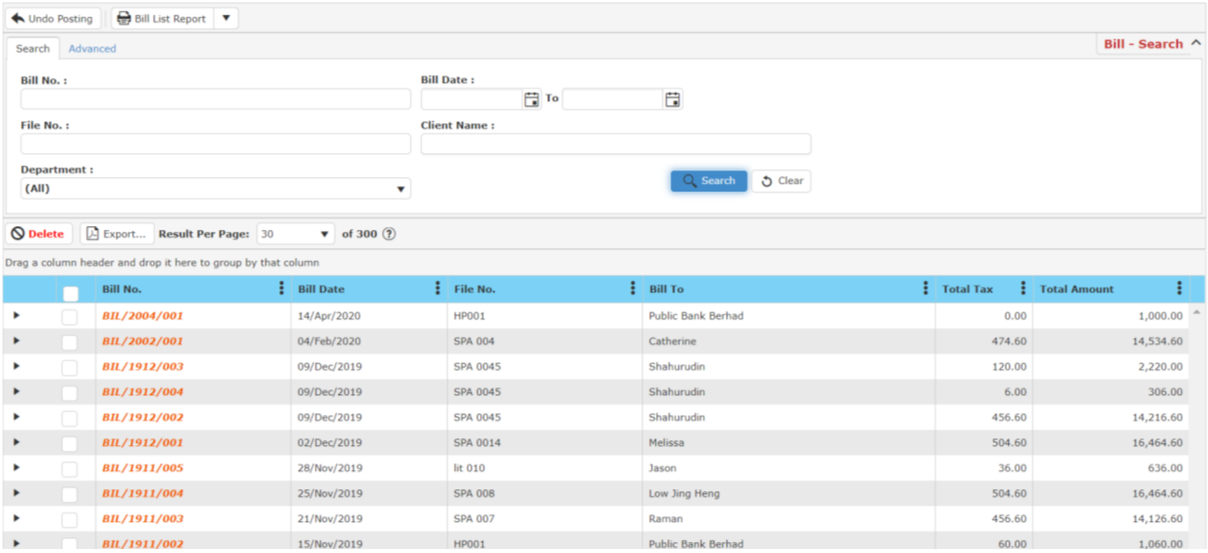
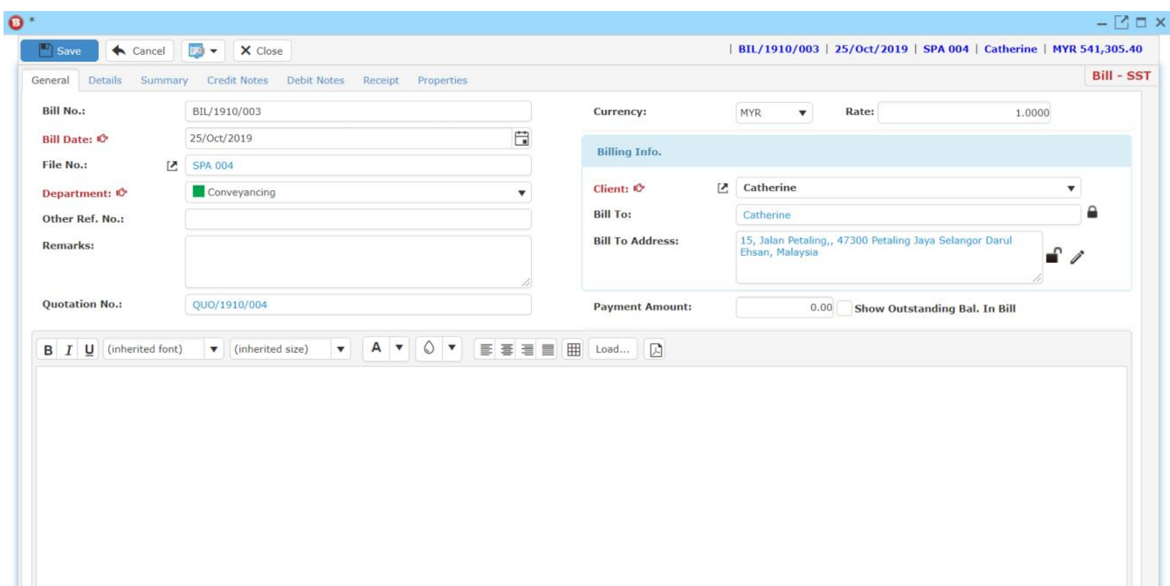


Figure: Manage Bill – Search All Bills

- After the bill you searched appeal, you can choose to edit or preview the bill by double clicking the record.

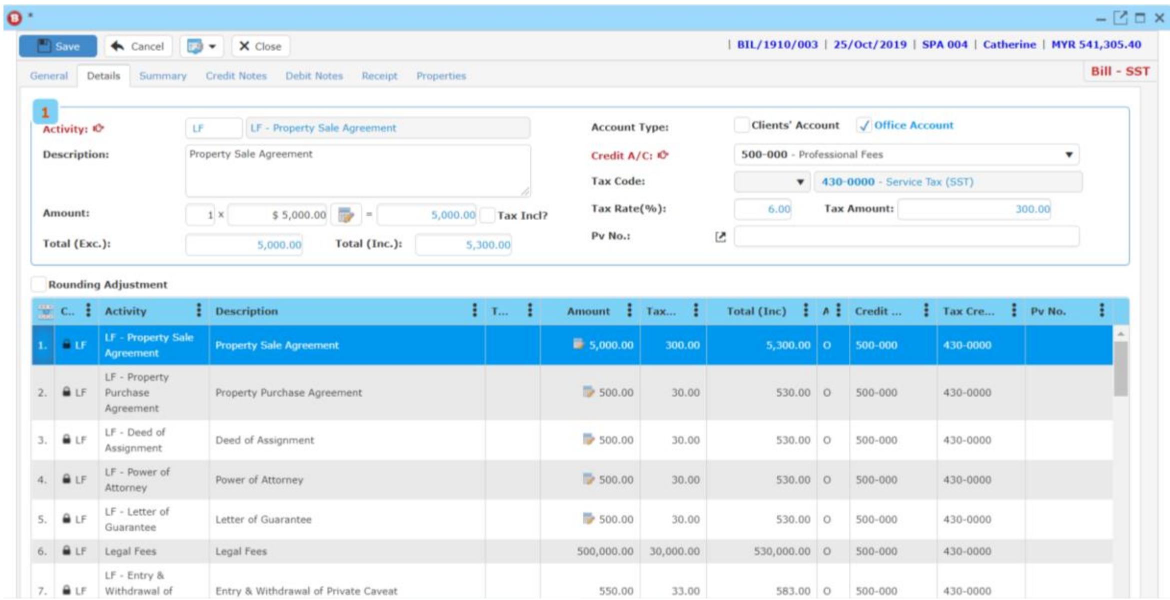
General

- you can modify bill general information.
- Once you have completed, click '**Save**' to save bill information.

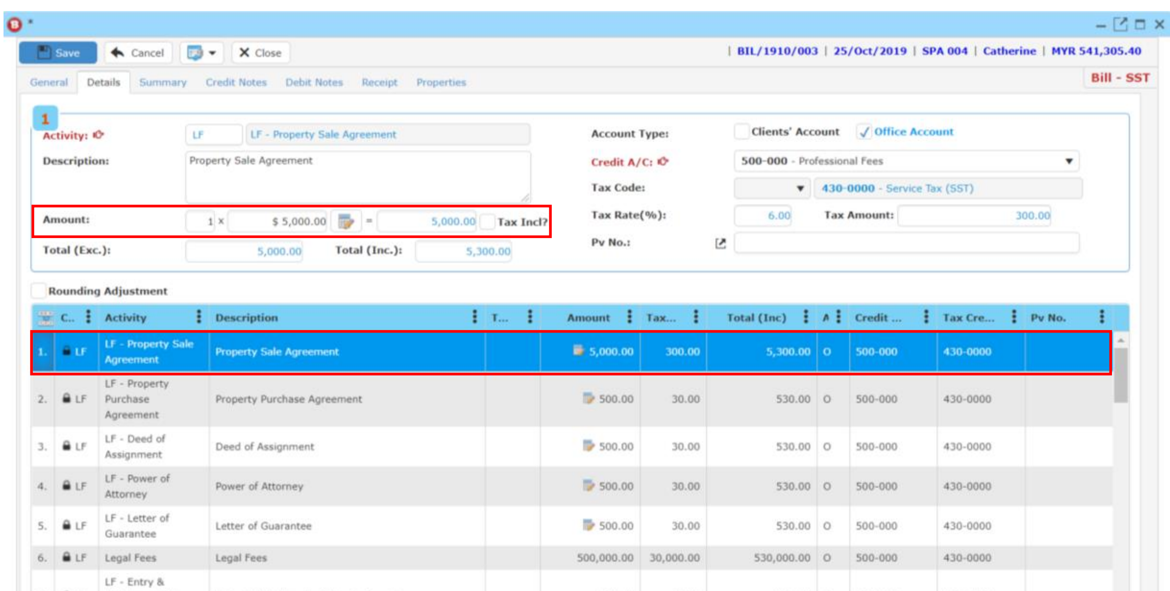


Details

- Go to next tab, **'Details'**

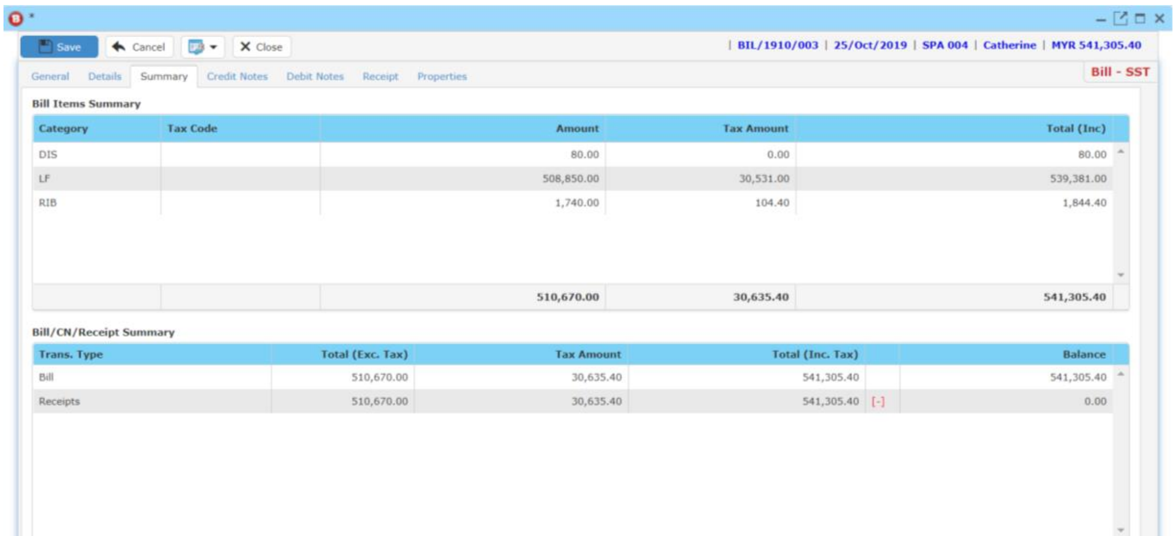


- Here you can view the contents of the bill with its figures.
- To edit the **Bill Account Code**, you just need to select which bill item you want to edit and **double click** on it and you can change the amount then click '**Save**' once finished



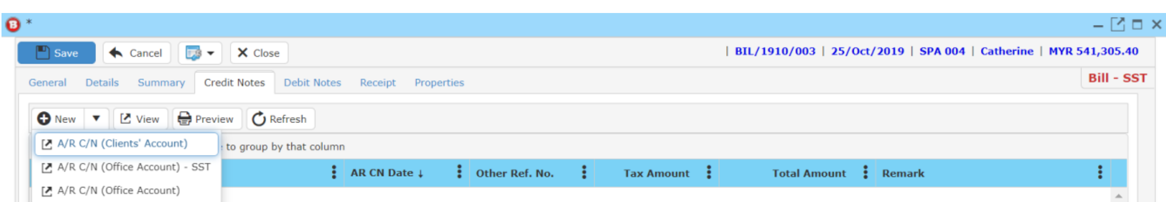
Summary

- Go to next tab, **'Summary'**
- Here you can view the figures of the bill with its amount. You cannot change any details at this stage.



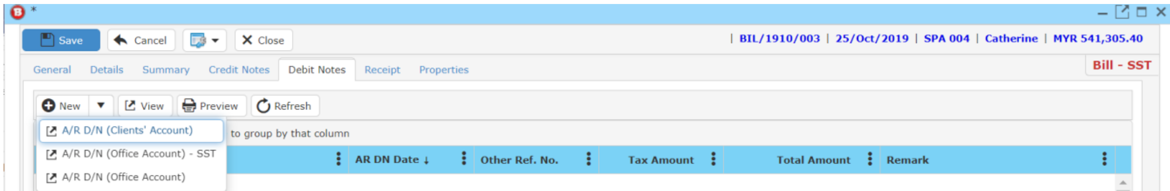
Credit Note

- Go to next tab, **'Credit Note'**
- You can create credit note by clicking the **'New'** button. Then choose type of account (Clients' Account or Office Account).



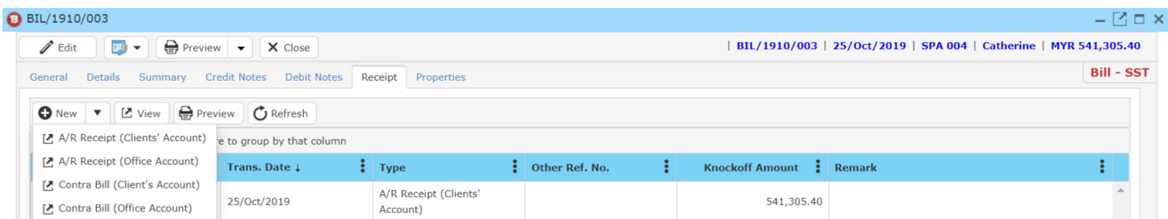
Debit Note

- Go to next tab, **'Debit Note'**
- You can create debit note by clicking the **'New'** button. Then choose type of account (Clients' Account or Office Account).

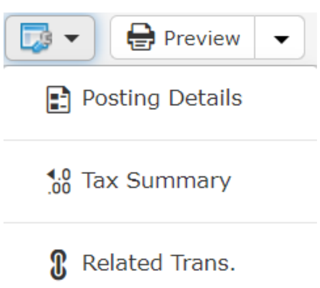


Receipt

- Go to next tab, **'Receipt'**
- You can create debit note by clicking the **'New'** button. Then choose A/R Receipt or Contra Bill for type of account (Clients' Account or Office Account).



- You can also see other information like, posting details, tax summary and related trans



8.5 Bill Undo Posting

- To open Bill Undo Posting, on the **SmartLeg@l** navigation, click **Billing** and go to **Bill Undo Posting** then search the bill you wish to undo posting.

Bill Undo Posting

- Search the bill to undo posting you wish to manage through type the search criteria.
- To start a new search or to clear the search results, click '**Clear**'.

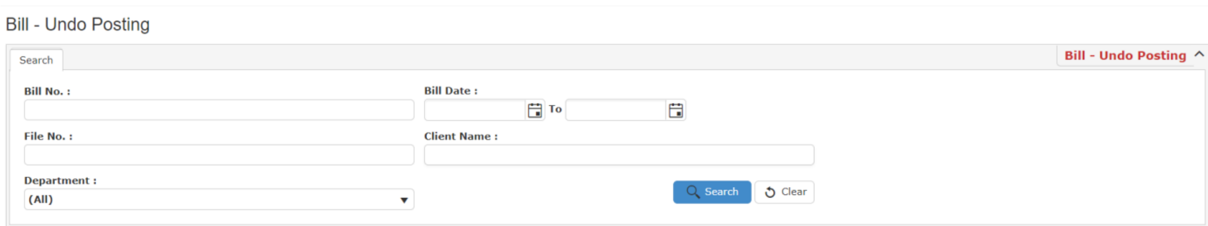


Figure – Bill Undo Posting - Search

Searched Result

- Click '**Search**' once, to show all bills
- The Searched result will appeal at below, otherwise it will shown no record availble if the client you searched do not exist.
- Click '**Undo Posting**' to undo posting the selected bill.
- Click '**Export**' to print the desired search results in txt, excel or html format.

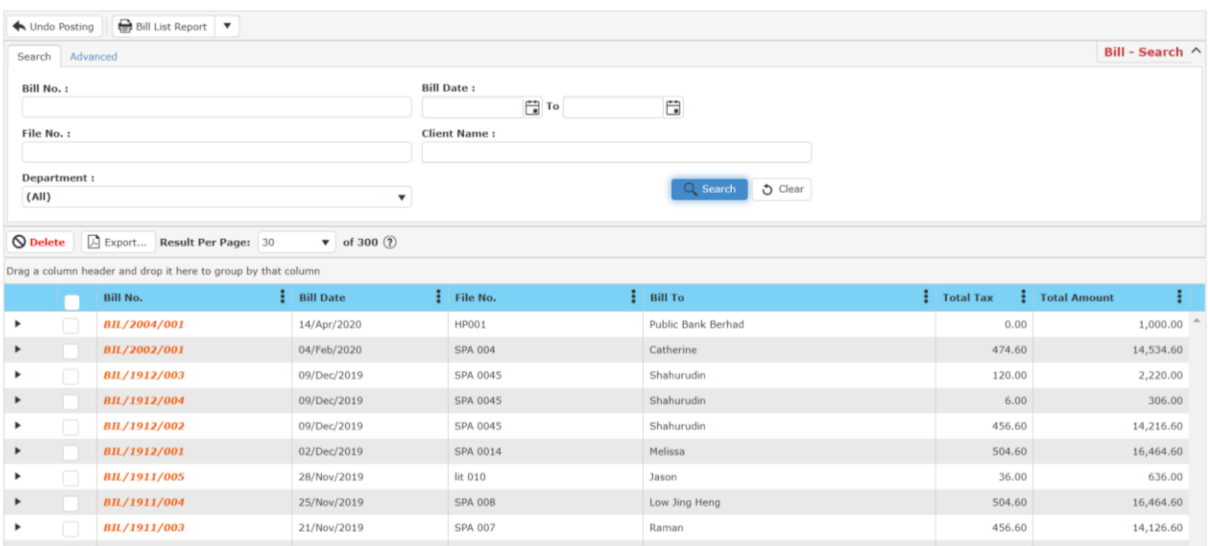


Figure – Bill Undo Posting – Search All Bills

- After the bill you searched appeal, you can choose to edit or preview the bill or see other related information same as in the **8.5 Manage Bill**.

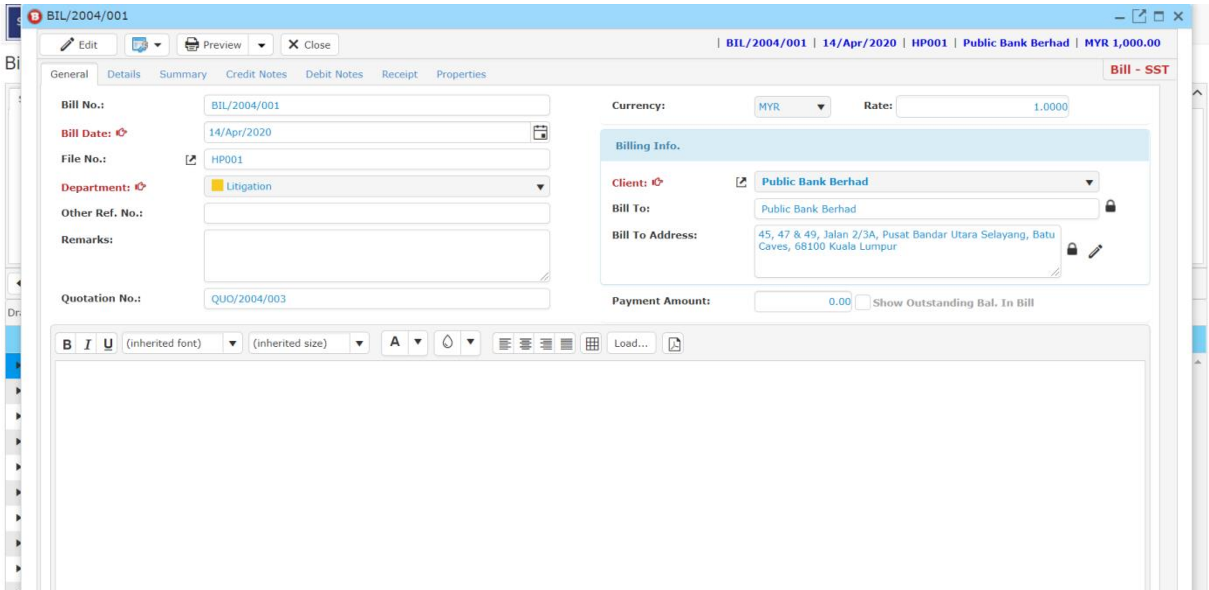
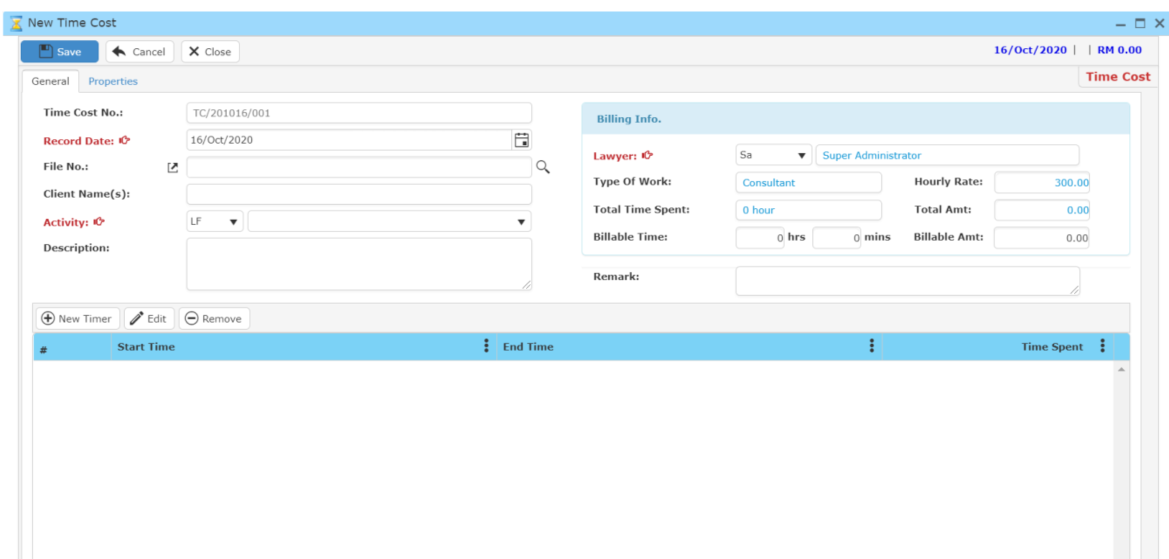


Figure: Bill Undo Posting – Searched Result, Bill Info

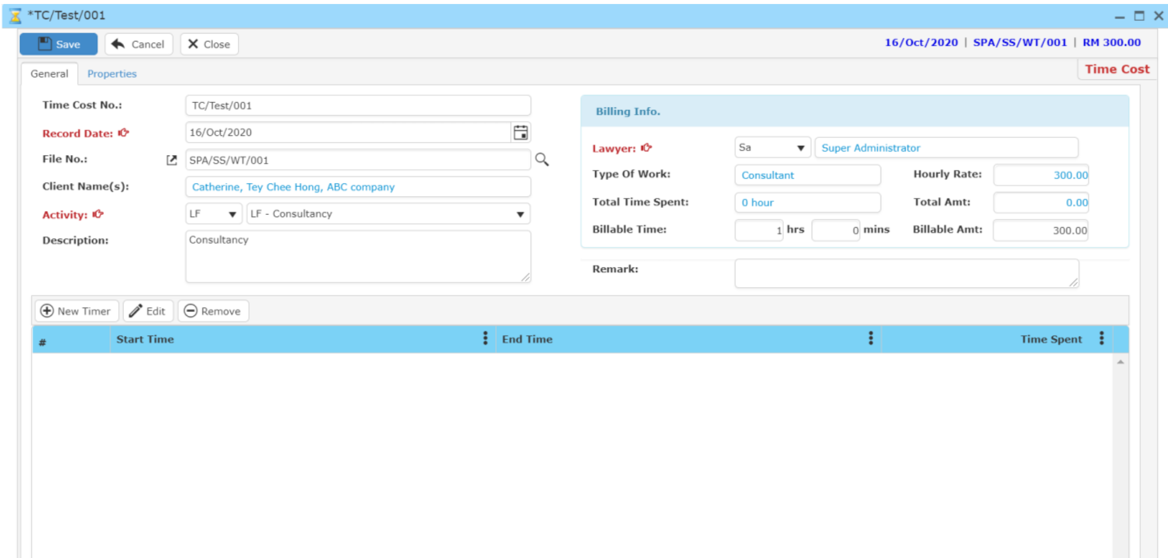
8.6 New Time Cost Record

This section enables you to setup the hourly rate charge by the lawyer.

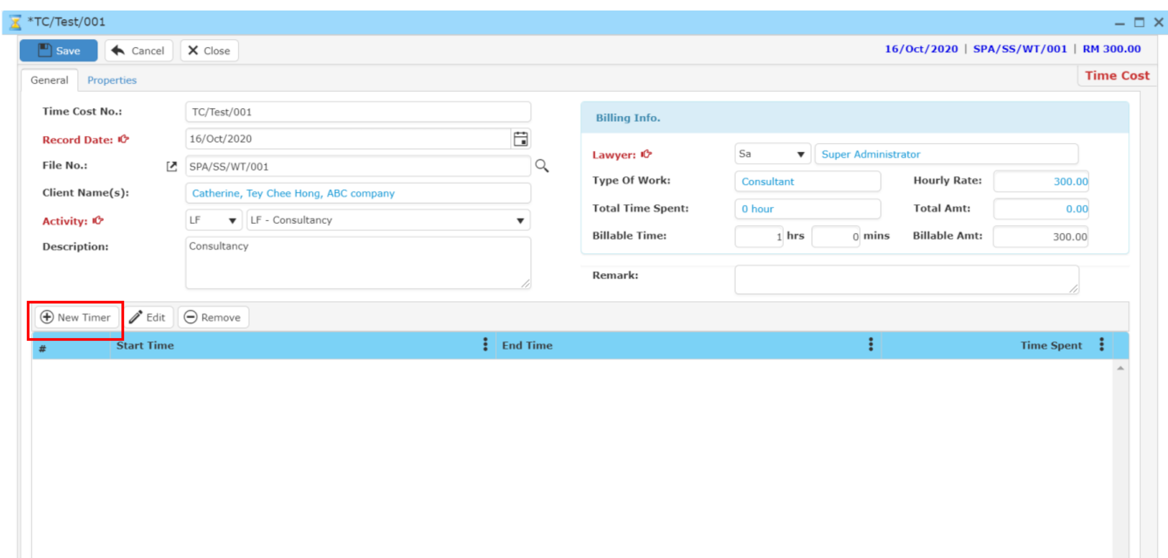
- To open New Time Cost Record, on the **SmartLeg@l** navigation, click **Billing** and go to **New Time Cost Record** then create your own time cost record.



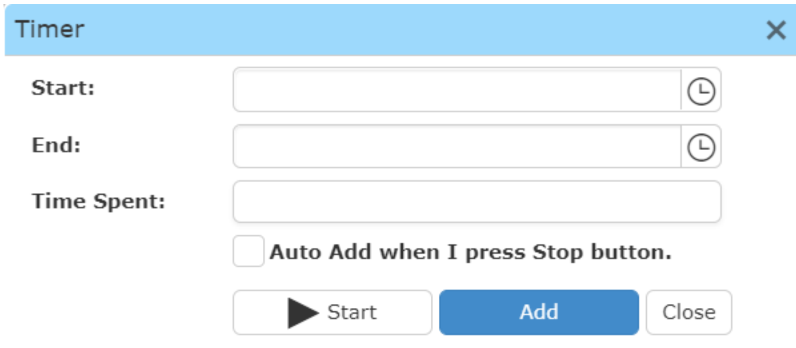
- Enter your Record Date, by default it will be the date you create the record
- Select the Activity from the combo box
- Select the Lawyer in the billing info



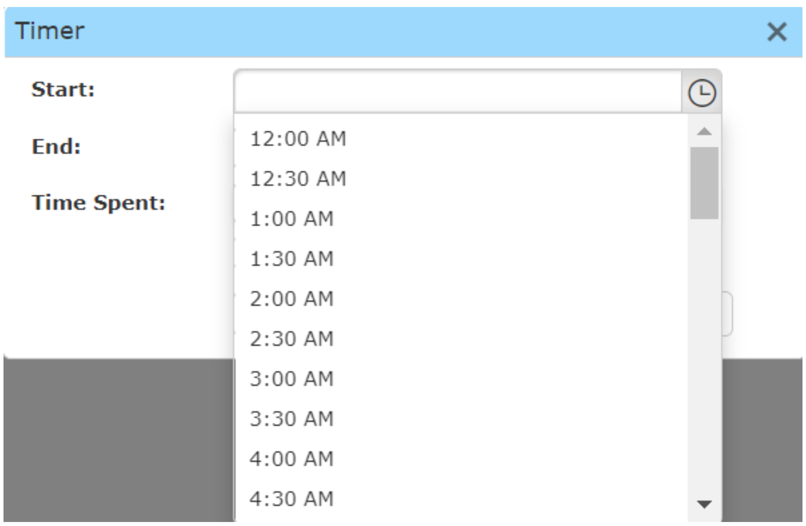
- Click '**New Timer**' to add a timer



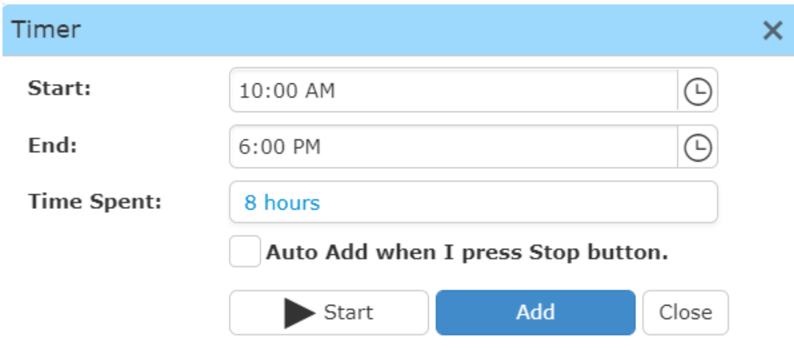
- A **Timer** window will appear as below:

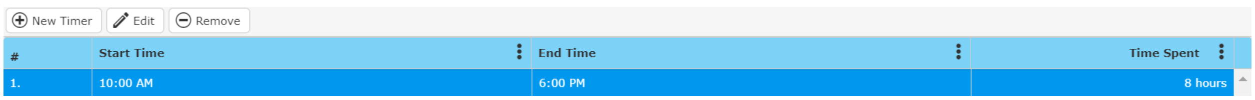


- Click the clock icon to select your start and end time

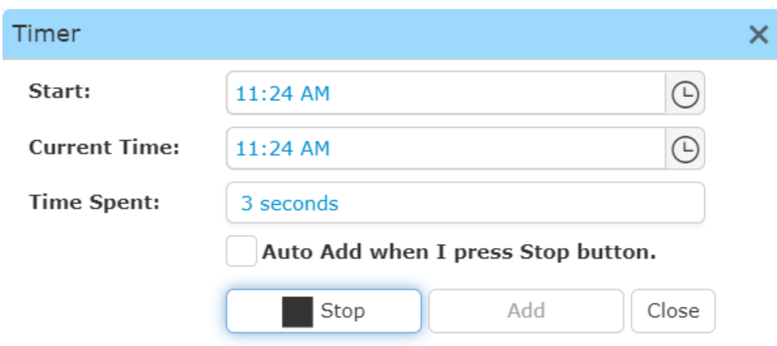


- Click ‘Add’ to add the timer in your record





- Click 'start' to start the time



8.7 Manage Time Cost

This option enables you to add, edit, and delete a time cost record. It also allows you to keep track of your time cost record details and all related information.

- To open Manage Time Cost, on the **SmartLeg@l** navigation, click **Billing** and go to **Manage Time Cost** then search the time cost record you wish to modify.

Manage Time Cost

- Search the time cost record you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click '**Clear**'.

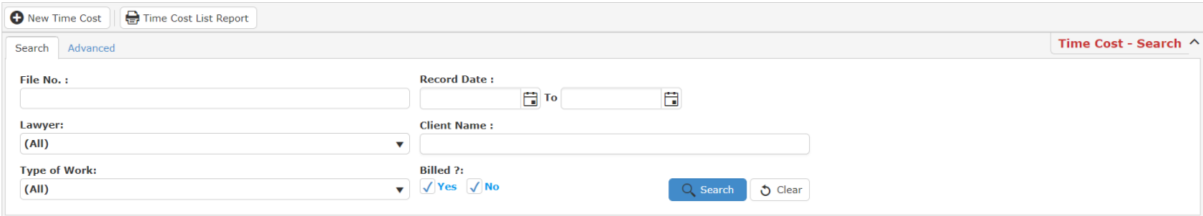


Figure: Manage Time Cost - Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the 'General' section.

- Define search criteria:
    - **Field** - Choose the field you want to search.
    - **Condition** - Search condition
    - **Value** - Type in the detail you want to find.
- Click '**Add to list**', to define more than one criteria.
- Click '**Find**', search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click '**Clear**'.
- Click '**Export**' to print the desired search results in txt, excel or html format.

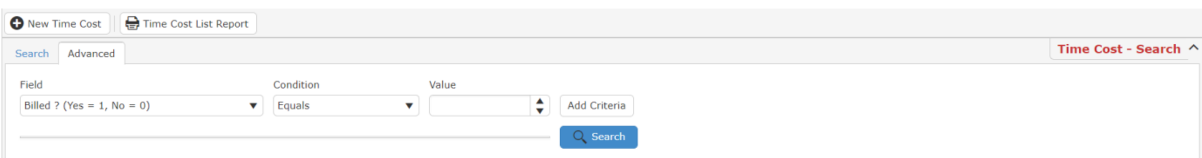


Figure: Manage Time Cost – Advanced Search

Searched Result

- Click '**Search**' once, to show all Time Cost Record
- The Searched result will appeal at below, otherwise it will shown no record availble if the quotation you searched do not exist.
- Click '**Export**' to print the desired search results in txt, excel or html format.

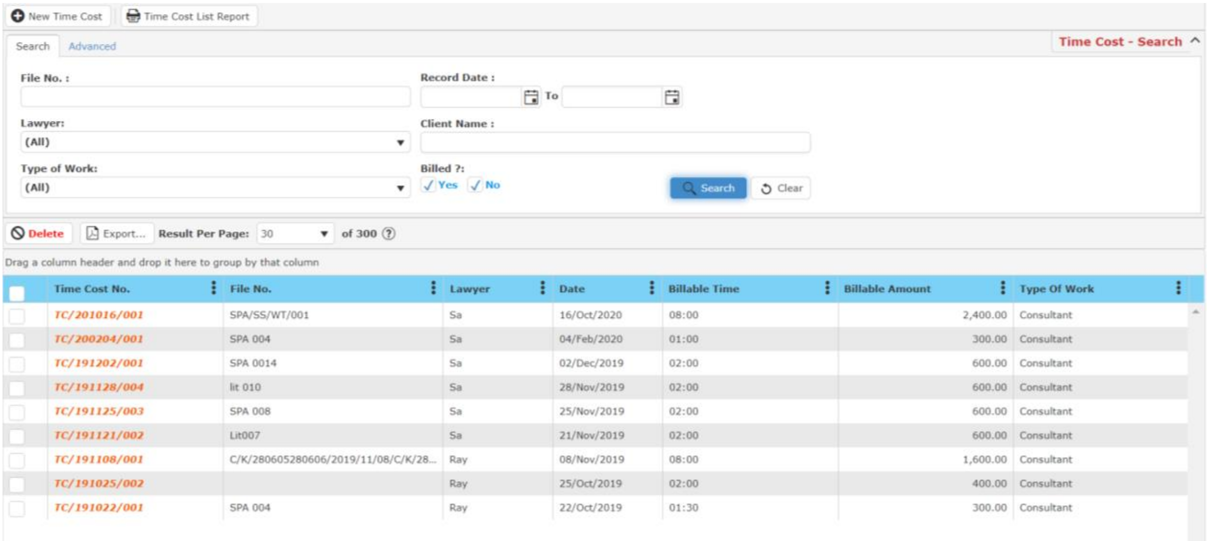


Figure: Manage Time Cost Record – Search All

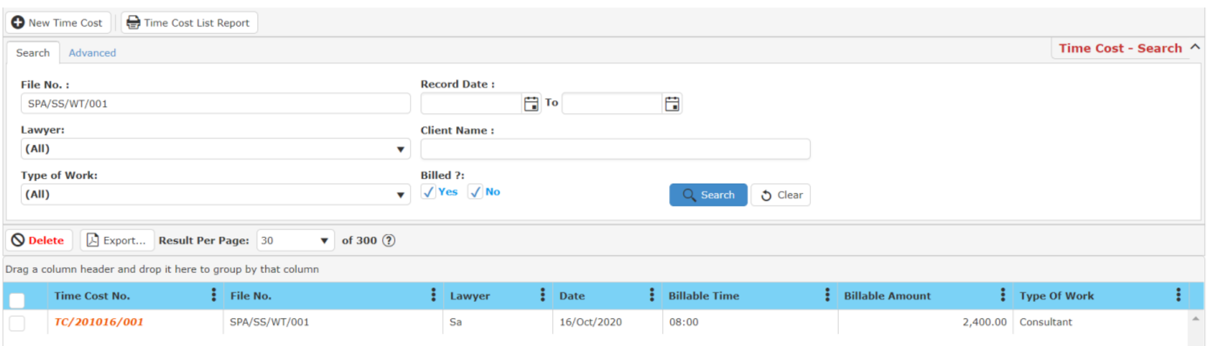


Figure: Manage Time Cost Record – Searched Result

- After the time cost record you searched appeal, you can choose toedit those details by double-clicking the record.

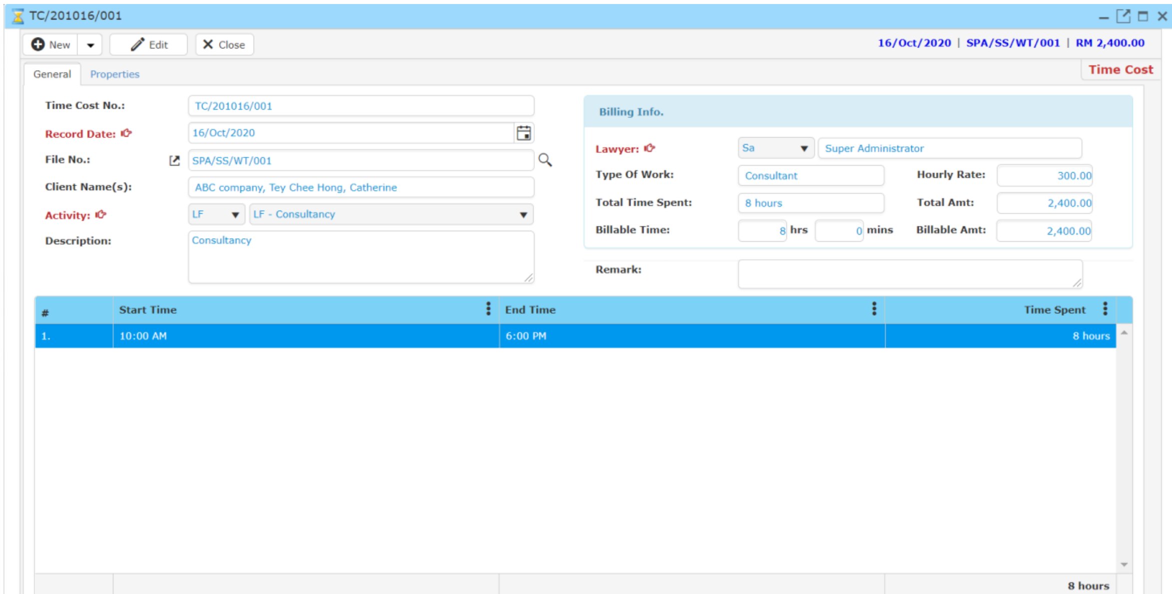
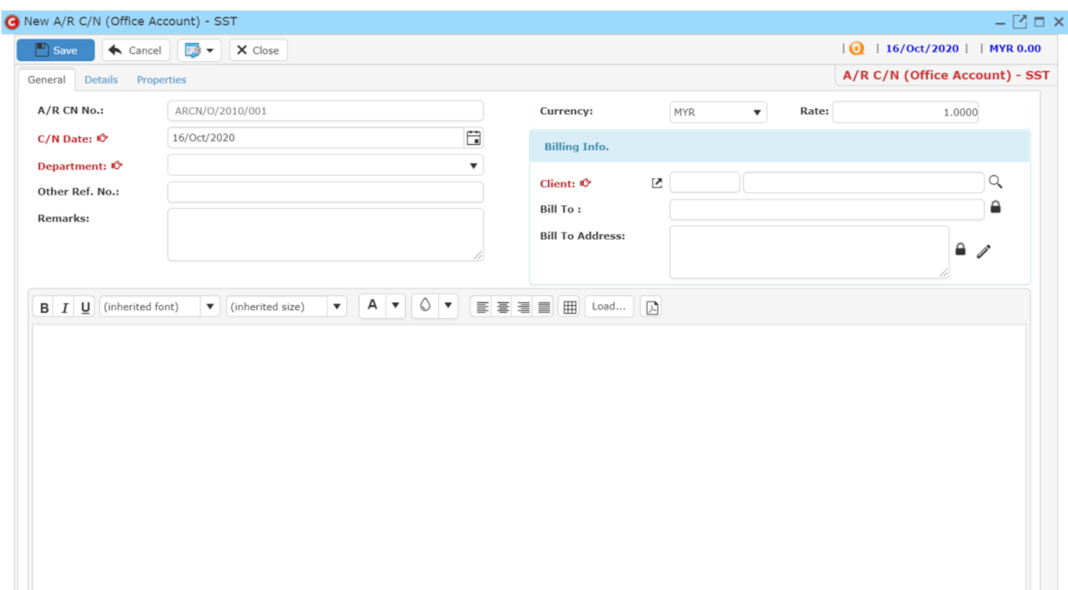
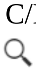


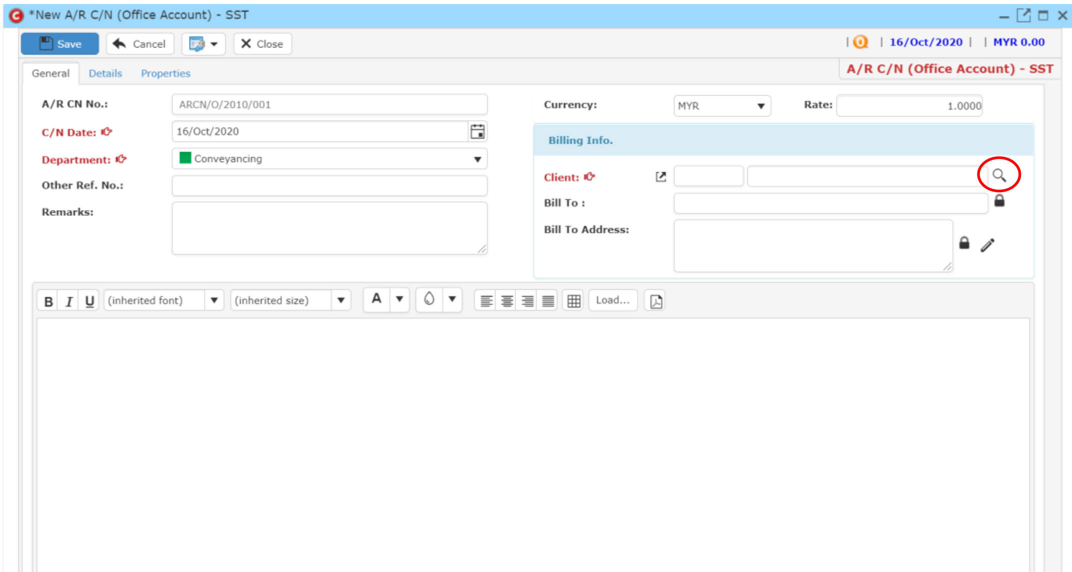
Figure: Manage Time Cost Record – Searched Result, Info

8.8 New A/R Credit Note

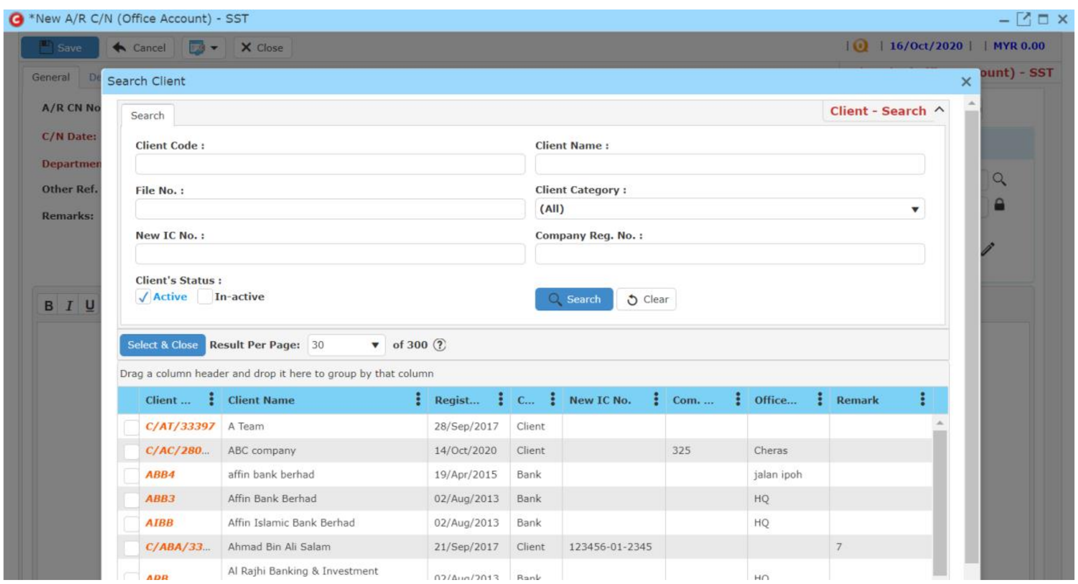
- To open New A/R Credit Note, on the **SmartLeg@l** navigation, click **Billing** and go to **New A/R Credit Note**.



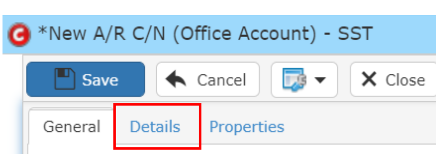
- Select C/N date and Department
- Click  icon to browse your client



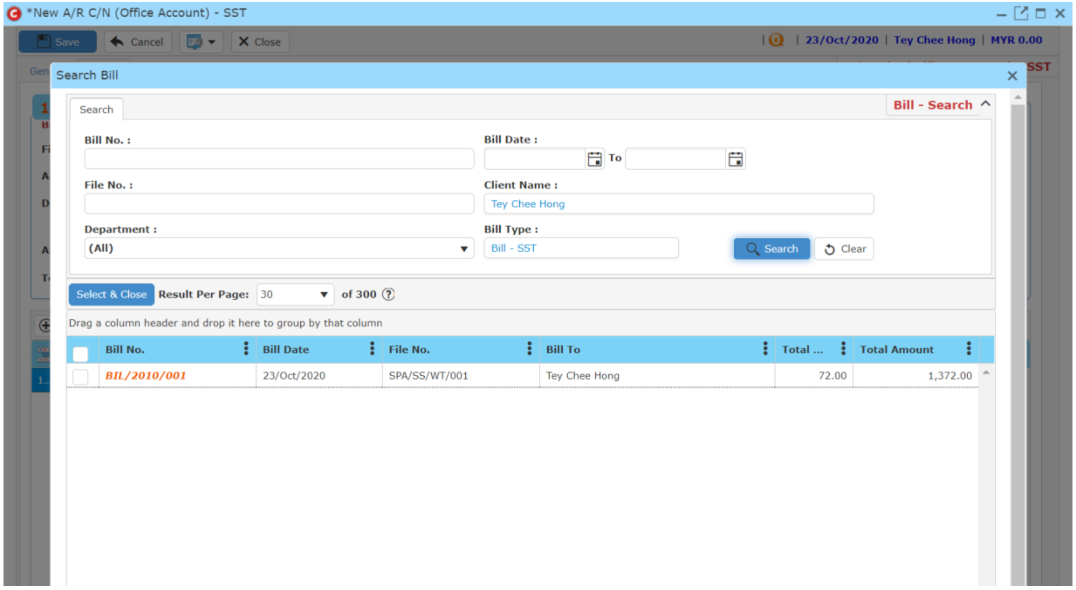
- The Search Client will pop up as figure below shown and click ‘Search’ once to show all clients



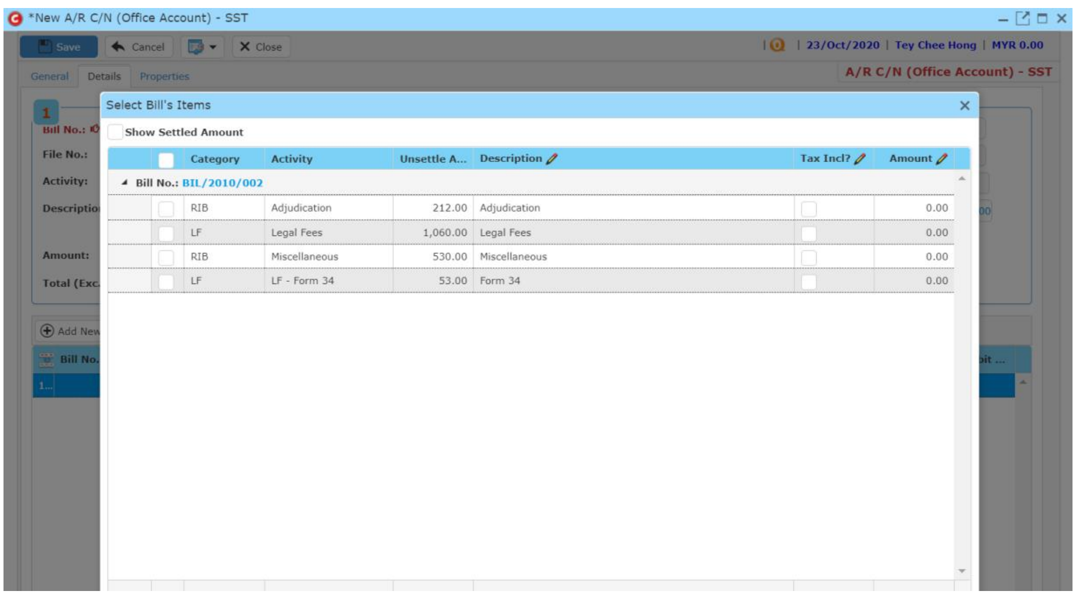
- Click to next tab ‘Details’



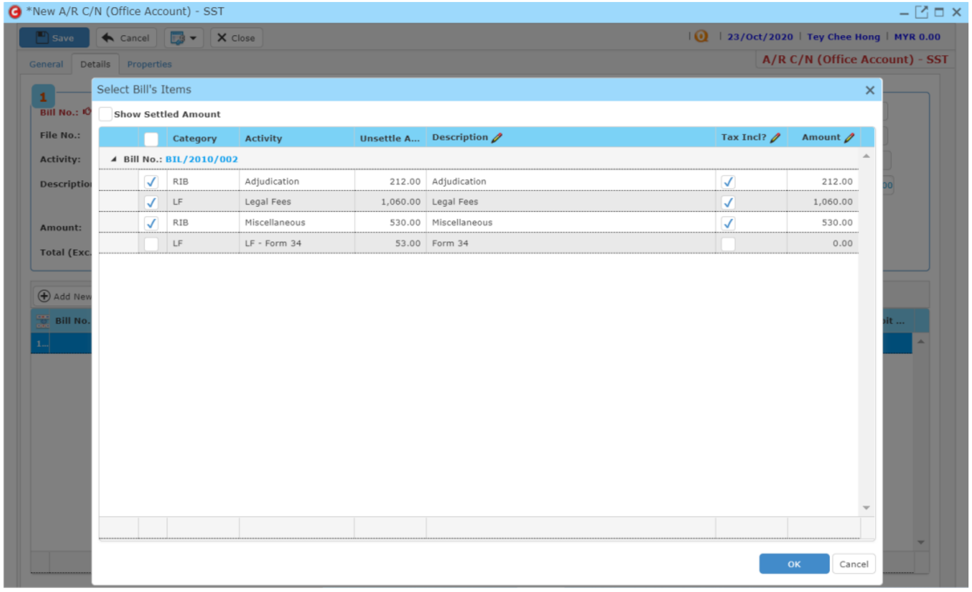
- While you click to details tab, it will auto pop up a search bill for the client you selected
- Click search to your client’s bill (e.g. Tey Chee Hong’s bill)



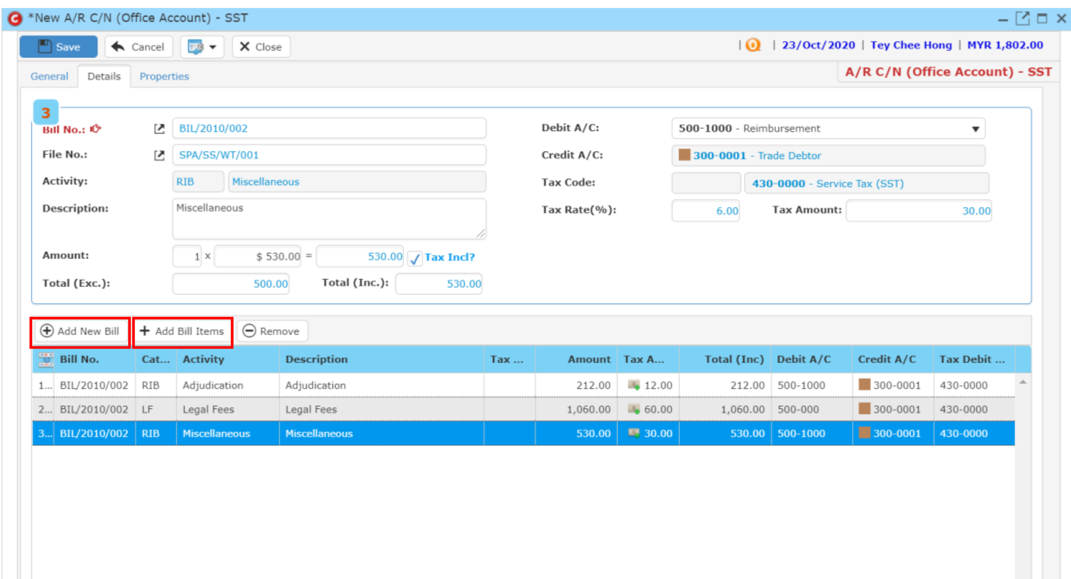
- After you select the bill, it will show to the information of the bill selected like, unsettle figure and others



- Moreover, you can tick the Show Settled Amount it will show all the settle and unsettle amount of you client
- After that, click the unsettle amount you wish to credit then click ‘ok’



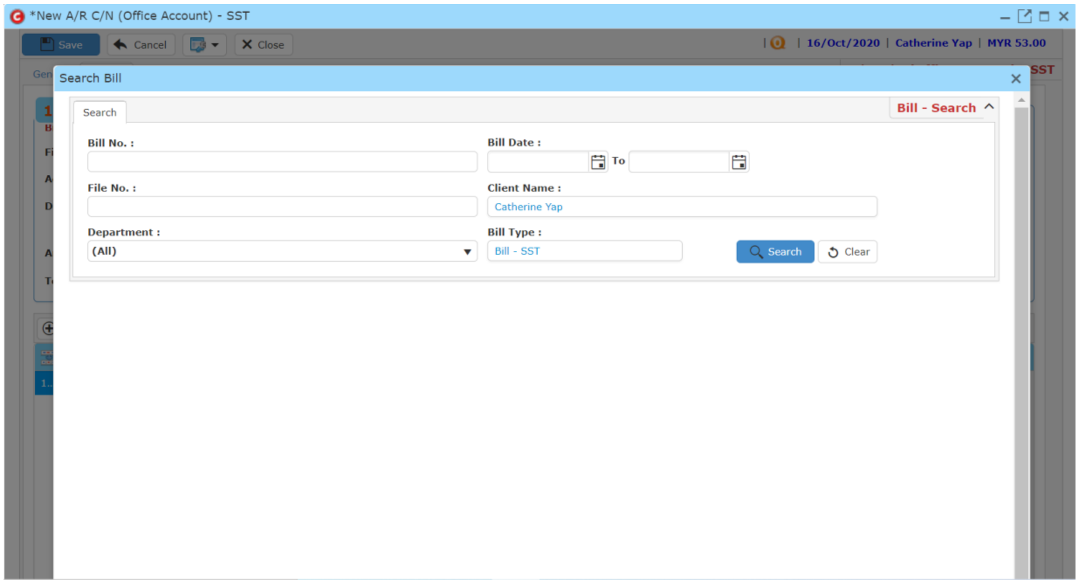
- The New A/R Credit Note will appeal the record of the bill



- Other than that, you can Add New Bill and Add Bill Item in this section

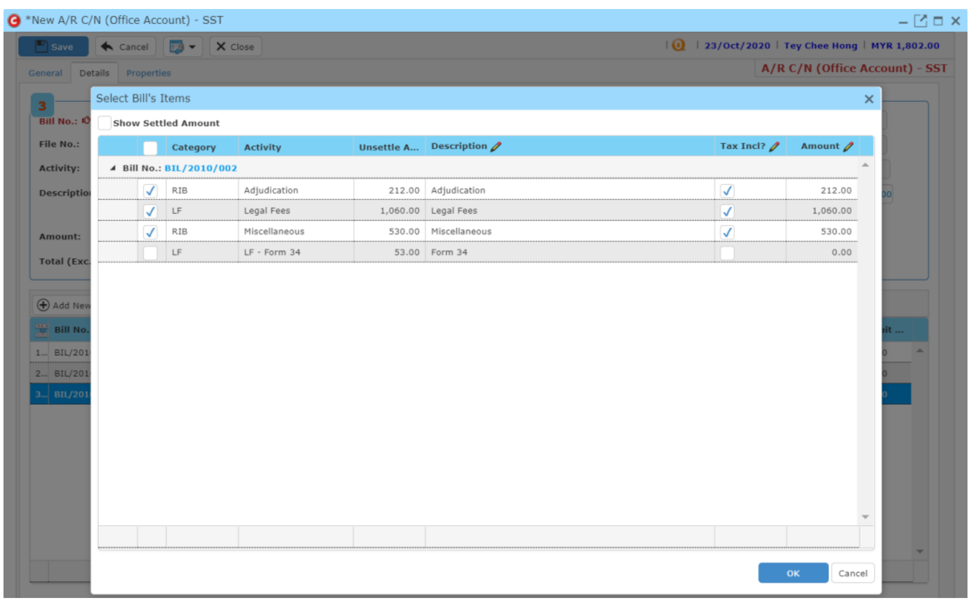
Add New Bill

- When you click 'Add New Bill' it will go to the search again and follow the process of above after you click to 'Details' tab

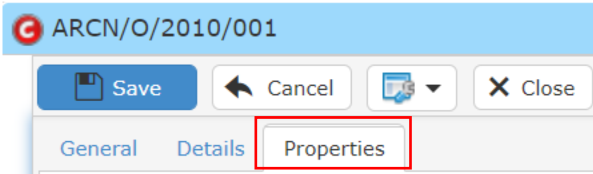


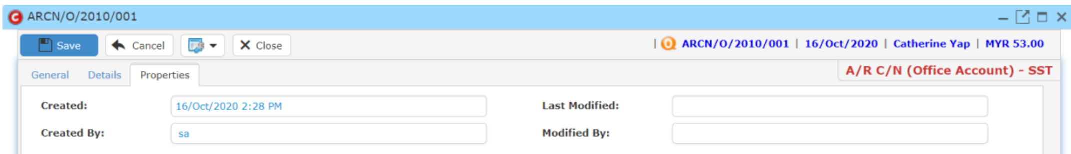
Add Bill Items

- When you click to 'Add Bill Items' it will direct go to the unsettle amount of the bill for the client you choose



- Then you can click to the next tab 'Properties'





- After you finish insert all the information and details click ‘Save’
- You can view the information of the supplier once who modify the A/R Credit Note then there will show the last modified and modified by who

8.9 Manage A/R Credit Note

This option enables you to add, edit, and delete a A/R Credit Note Record. It also allows you to keep track of your A/R Credit Note record details and all related information.

- To open Manage A/R Credit Note, on the **SmartLeg@l** navigation, click **Billing** and go to **Manage A/R Credit Note** then search the A/R Credit Note record you wish to modify.

Manage A/R Credit Note

- Search the A/R Credit Note record you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click ‘**Clear**’.

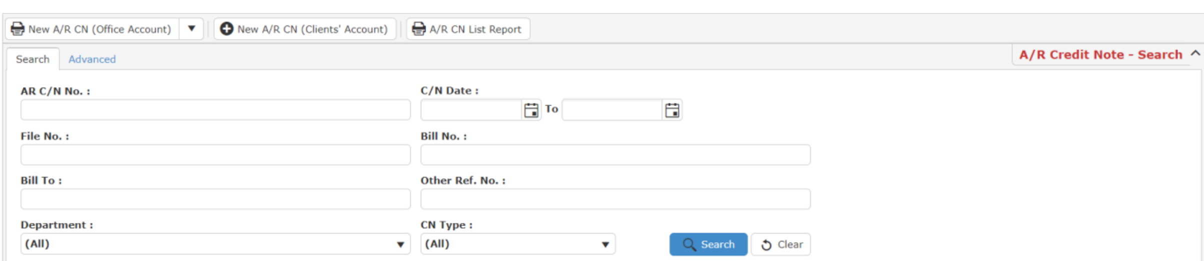


Figure: Manage A/R Credit Note - Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the ‘General’ section.

- Define search criteria:
  - **Field** - Choose the field you want to search.
  - **Condition** - Search condition

- **Value** - Type in the detail you want to find.

- Click ‘**Add to list**’, to define more than one criteria.
- Click ‘**Find**’, search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click ‘**Clear**’.
- Click ‘**Export**’ to print the desired search results in txt, excel or html format.

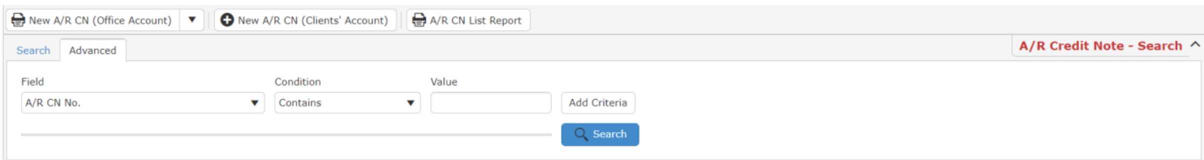
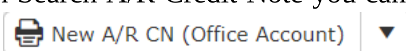
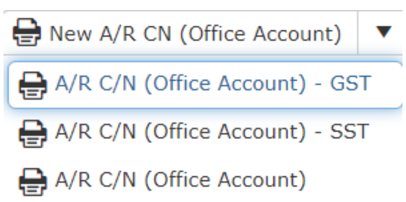
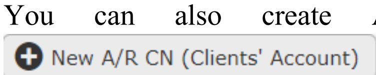


Figure: Manage A/R Credit Note– Advanced Search

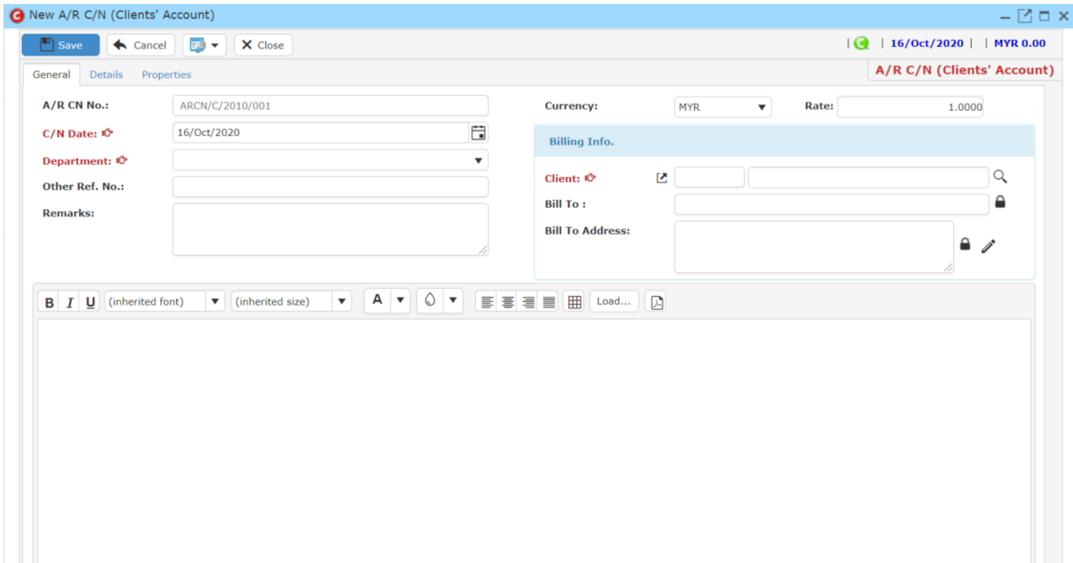
- Other than Search A/R Credit Note you can create 3 type of new A/R CN of official account by clicking 

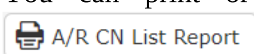
and it will appeal a combo box as figure below shown

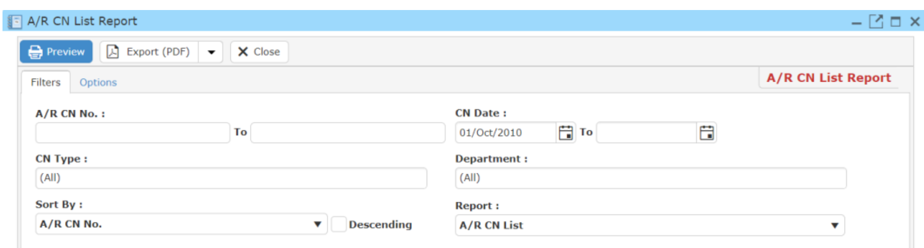


- You can also create A/R Credit Note of client’s account by clicking 

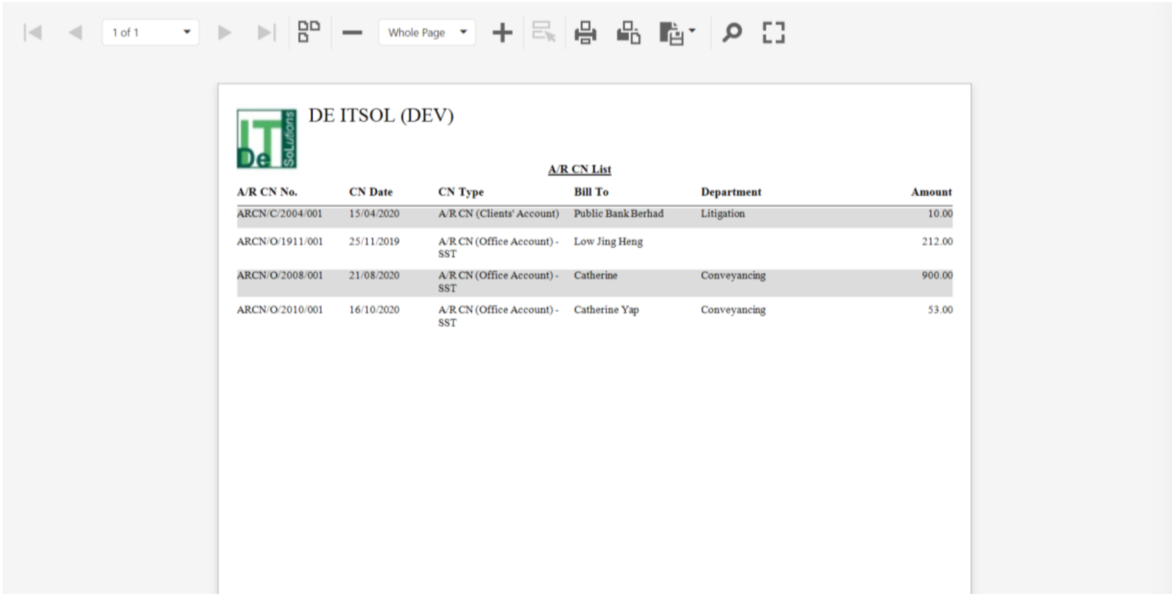
- It will pop up a input form for A/R Credit Note of client’s account



- You can print or preview the A/R Credit Note List Report while you click to 



- Besides, you can preview the report as figure below shown

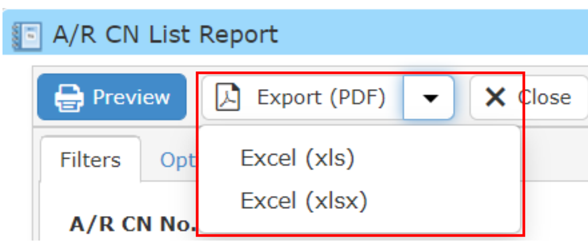


DE ITSOL (DEV)

A/R CN List

A/R CN No.	CN Date	CN Type	Bill To	Department	Amount
ARCN/C/2004/001	15/04/2020	A/R CN (Clients' Account)	Public Bank Berhad	Litigation	10.00
ARCN/O/1911/001	25/11/2019	A/R CN (Office Account) - SST	Low Jing Heng		212.00
ARCN/O/2008/001	21/08/2020	A/R CN (Office Account) - SST	Catherine	Conveyancing	900.00
ARCN/O/2010/001	16/10/2020	A/R CN (Office Account) - SST	Catherine Yap	Conveyancing	53.00

- You can also export the report into PDF or excel by clicking



Searched Result

- Click '**Search**' once, to show all A/R Credit Note Record
- The Searched result will appeal at below, otherwise it will shown no record availble if the quotation you searched do not exist.
- Click '**Export**' to print the desired search results in txt, excel or html format.

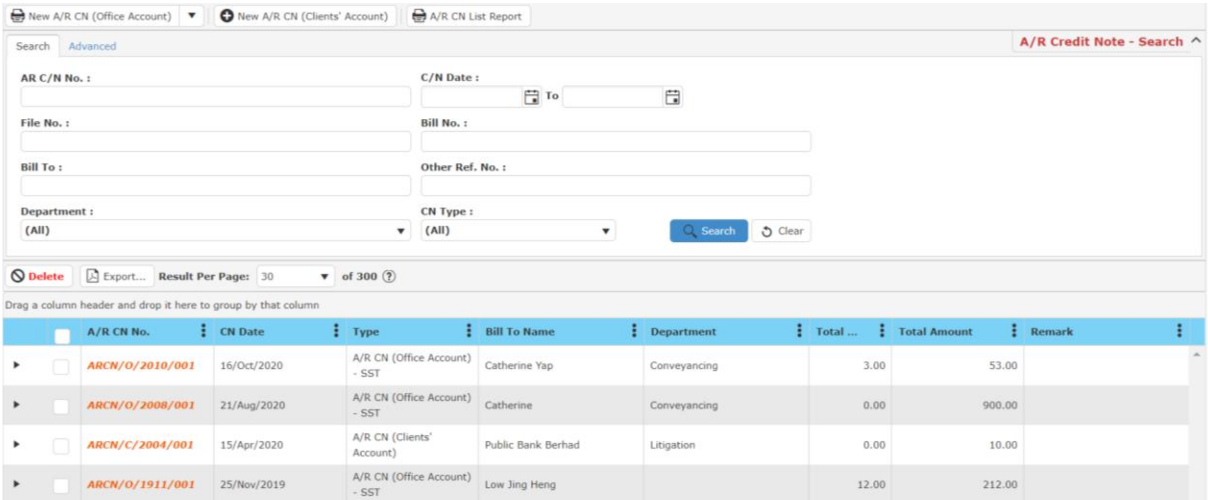


Figure: Manage A/R Credit Note – Search All

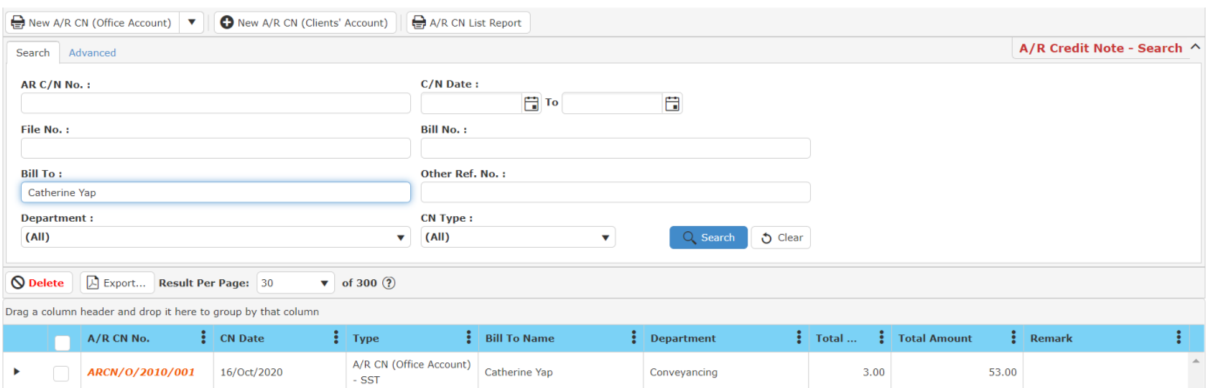


Figure: Manage A/R Credit Note – Searched Result

- After the A/R Credit Note record you searched appeal, you can choose to view, edit and preview those details by double-clicking the record.

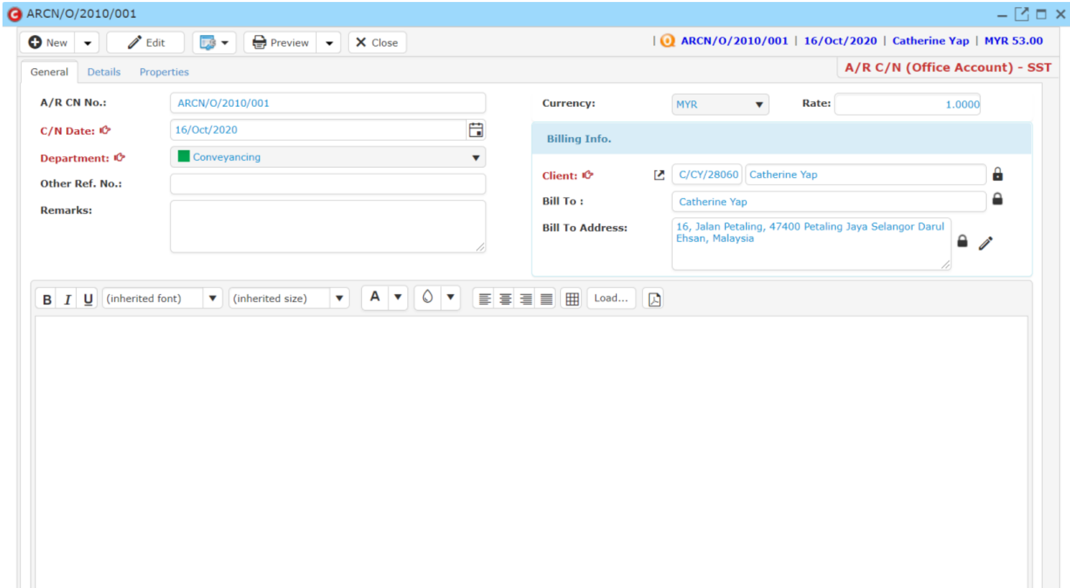
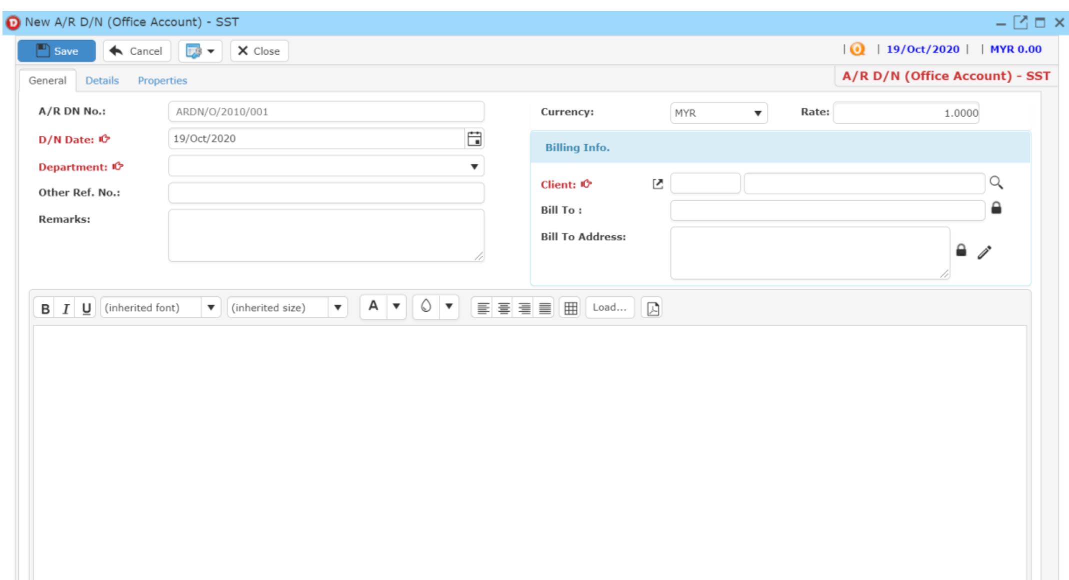


Figure: Manage A/R Credit Note Record – Searched Result, Info

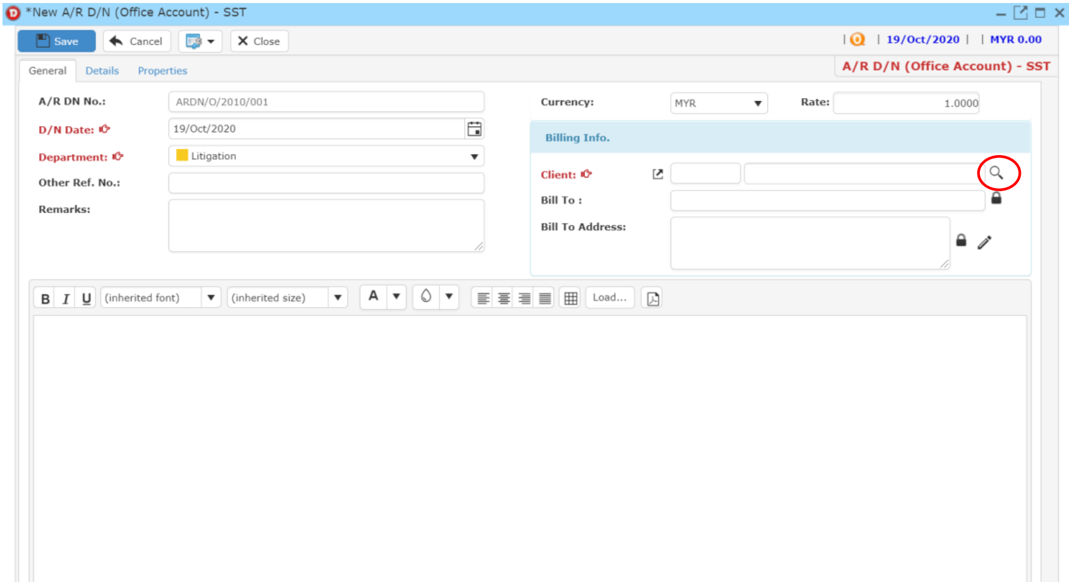
8.10 New A/R Debit Note

- To open New A/R Credit Note, on the **SmartLeg@l** navigation, click **Billing** and go to **New A/R Debit Note**.

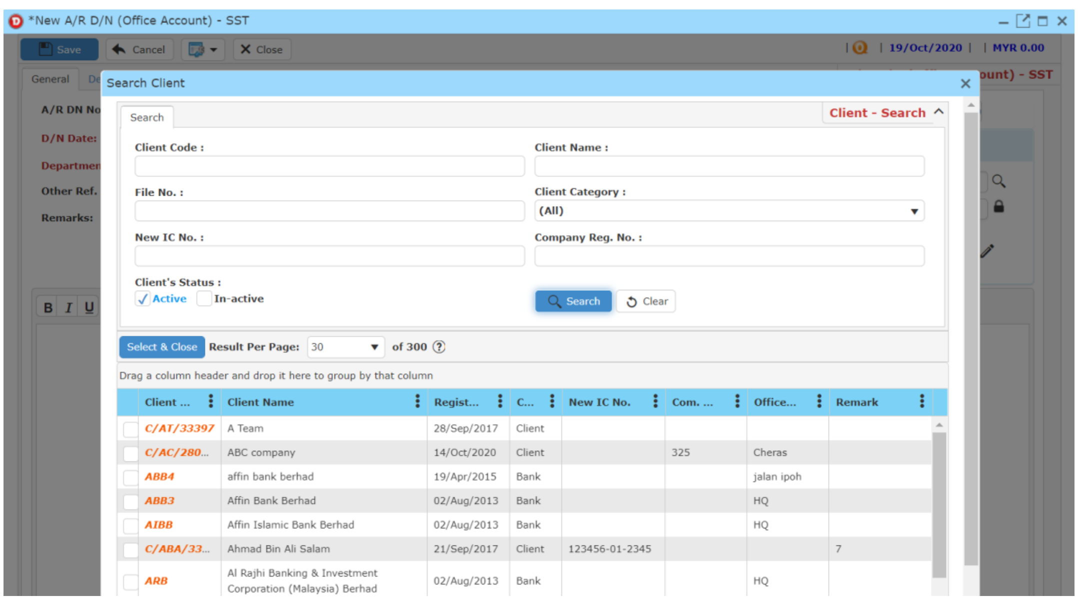


- Select C/N date and Department

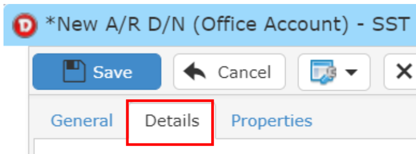
- Click icon to browse your client



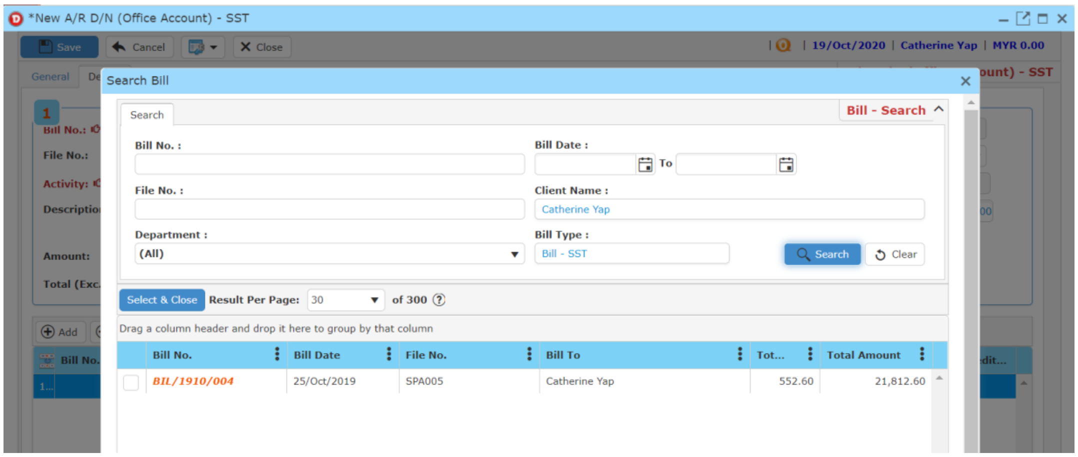
- The Search Client will pop up as figure below shown and click 'Search' once to show all clients



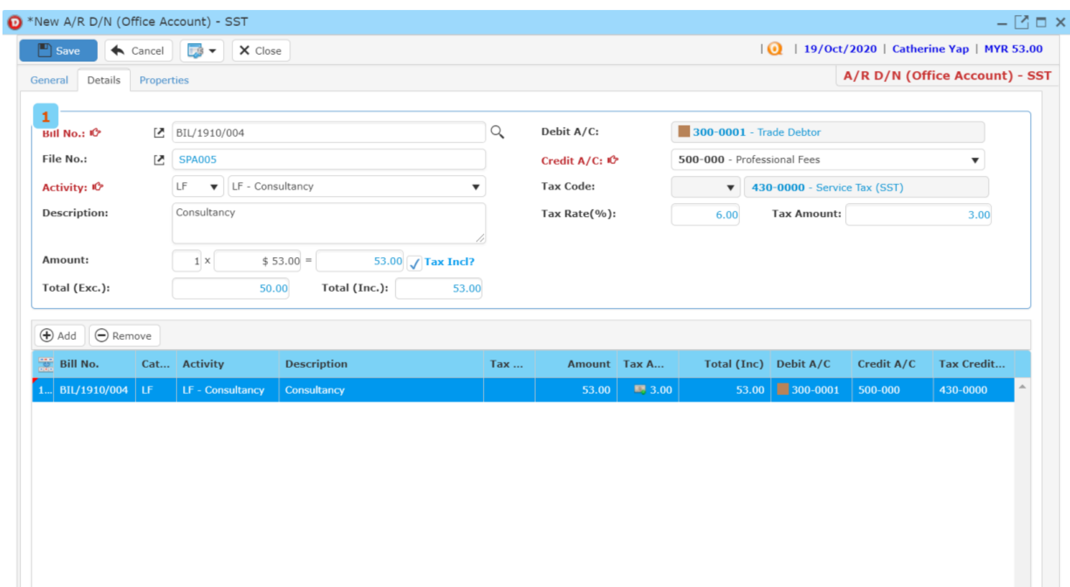
Click to next tab 'Details'



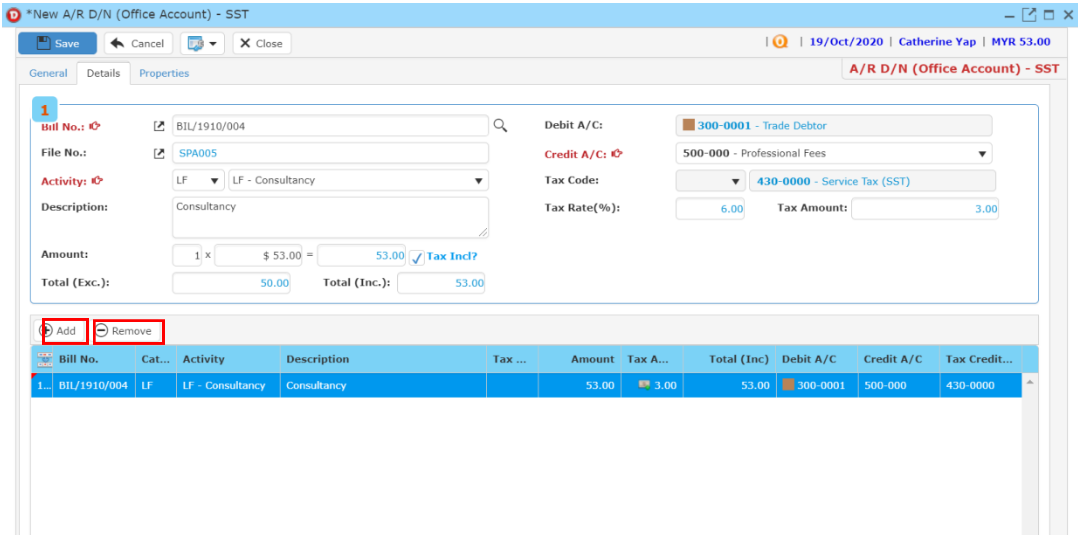
- While you click to details tab, it will auto pop up a search bill for the client you selected
- Click search to your client's bill (e.g. Catherine Yap's bill)



- After you select the bill, it will fill the bill no that you selected and once you insert the activity then the credit a/c will auto generate based on the activity you selected or you can select the credit a/c by yourself as well.

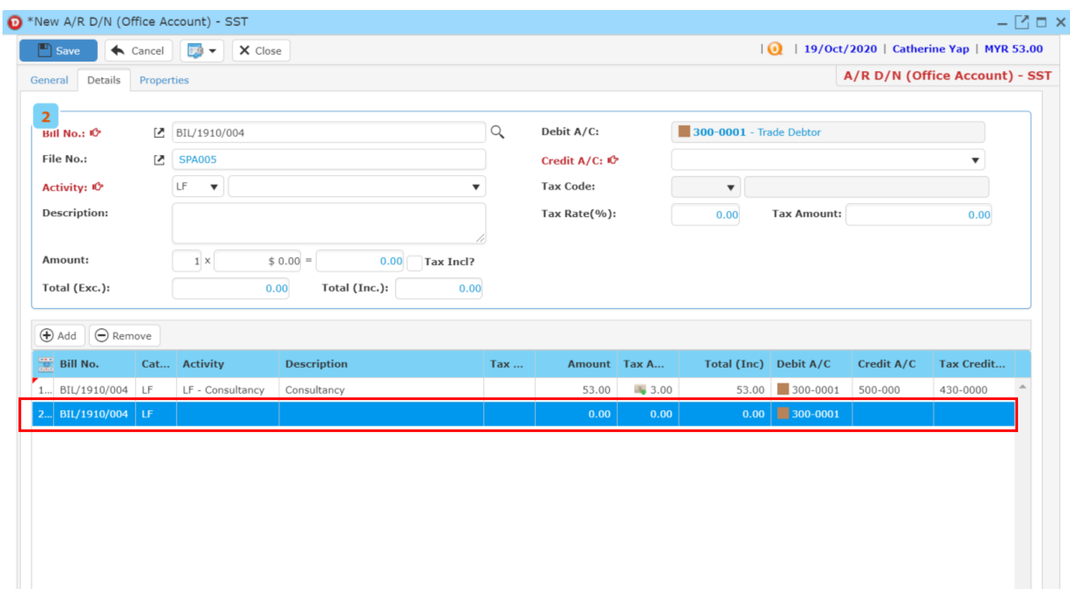


- Other than that, you can Add or Remove the bill in this section



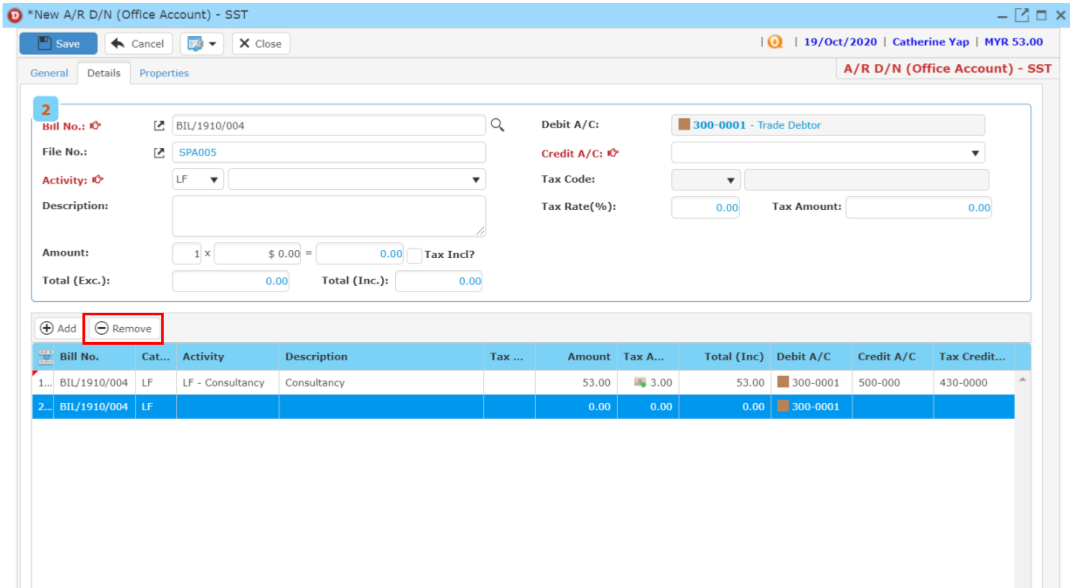
Add

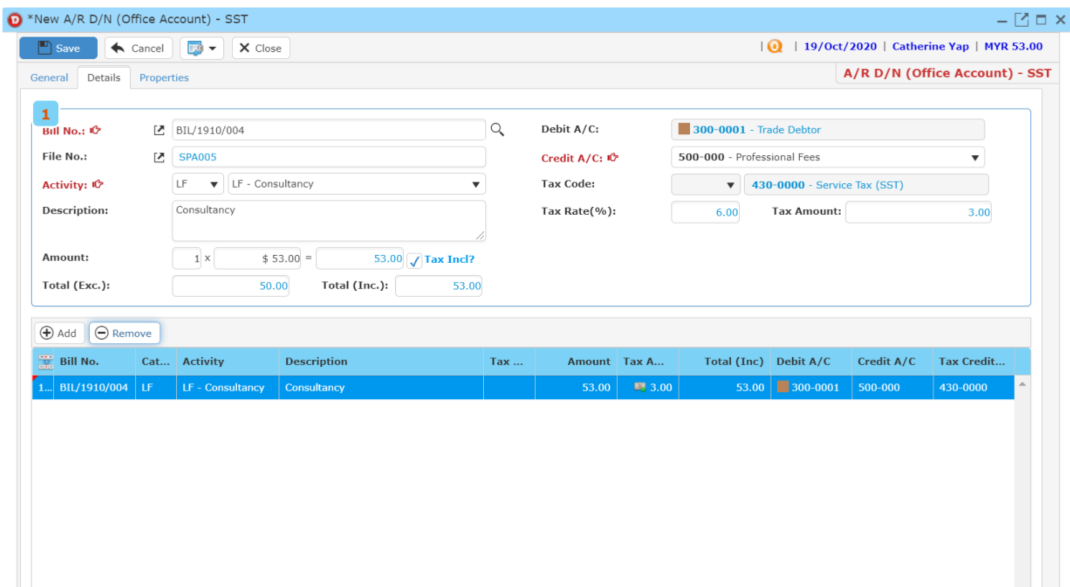
- When you click ‘Add’ it will come out a new row and follow the process of above select and key in the activity, credit a/c and amount.



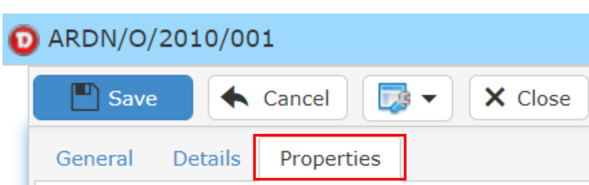
Remove

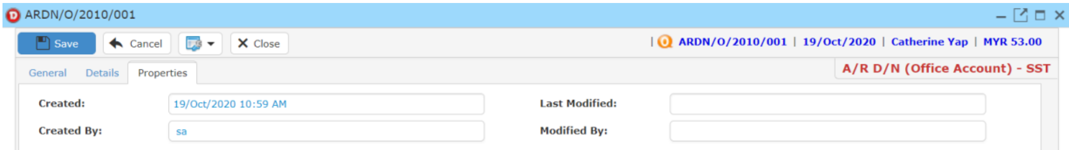
- For the remove, you have to select the bill in the list and click remove to erase the bill





- You can click to the next tab 'Properties'





- After you finish insert all the information and details click 'Save'
- You can view the information of the supplier once who modify the A/R Debit Note then there will show the last modified and modified by who

8.11 Manage A/R Debit Note

This option enables you to add, edit, and delete a A/R Debit Note Record. It also allows you to keep track of your A/R Debit Note record details and all related information.

- To open Manage A/R Debit Note, on the **SmartLeg@l** navigation, click **Billing** and go to **Manage A/R Debit Note** then search the A/R Debit Note record you wish to modify.

Manage A/R Debit Note

- Search the A/R Debit Note record you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click '**Clear**'.

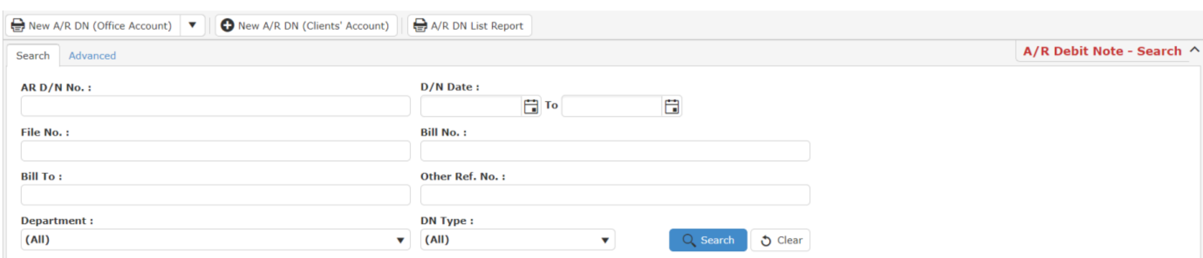


Figure: Manage A/R Debit Note - Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the 'General' section.

- Define search criteria:
  - **Field** - Choose the field you want to search.
  - **Condition** - Search condition
  - **Value** - Type in the detail you want to find.
- Click '**Add to list**', to define more than one criteria.
- Click '**Find**', search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click '**Clear**'.

- Click '**Export**' to print the desired search results in txt, excel or html format.

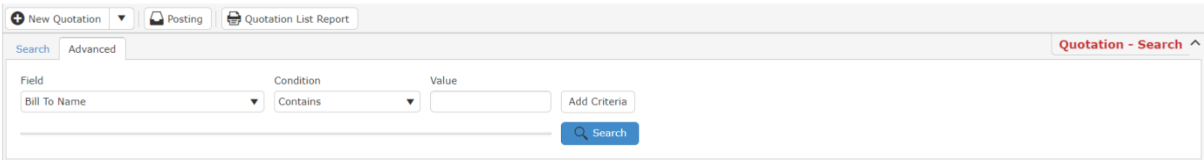
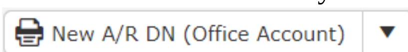
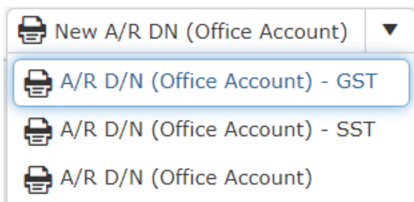


Figure: Manage A/R Debit Note– Advanced Search

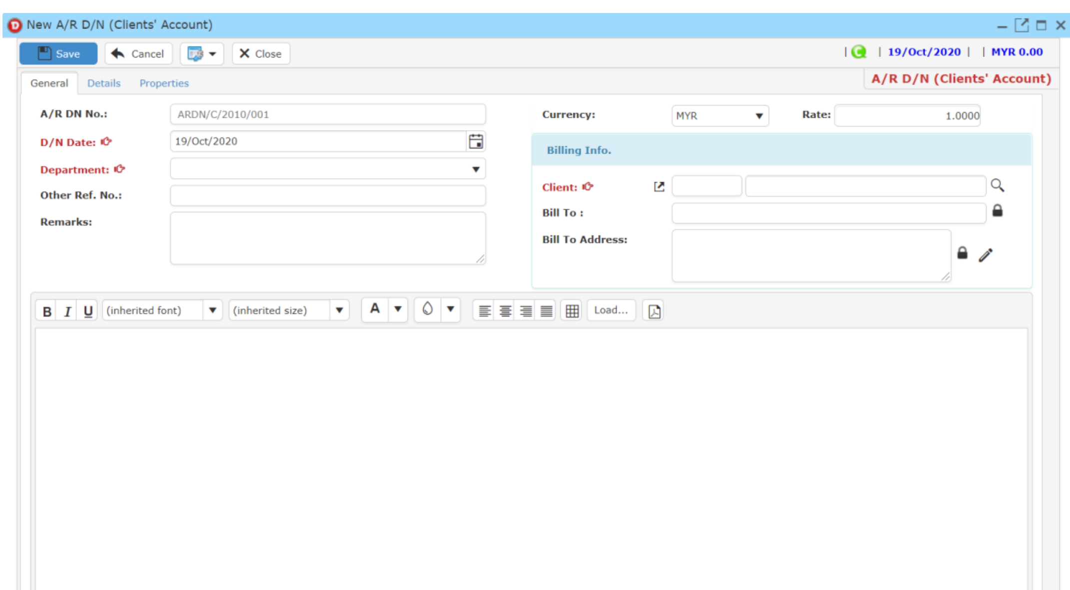
- Other than Search A/R Debit Note you can create 3 type of new A/R DN of official account by clicking 

 and it will appeal a combo box as figure below shown

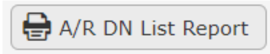


- You can also create A/R Debit Note of client's account by clicking 

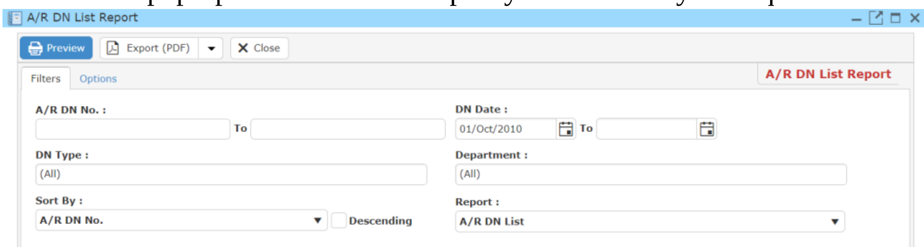
- It will pop up a input form for A/R Debit Note of client's account



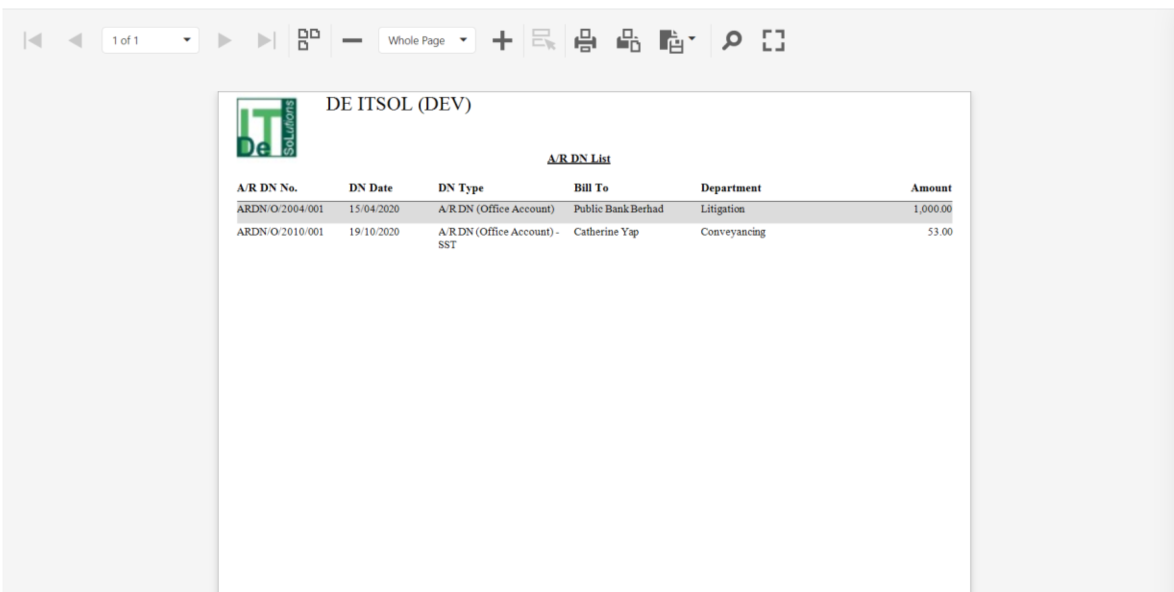
- You can print or preview the A/R Debit Note List Report while you click to



- Then it will pop-up a A/R DN List Report you can insert your requirement and filter the report



- Besides, you can preview the report as figure below shown

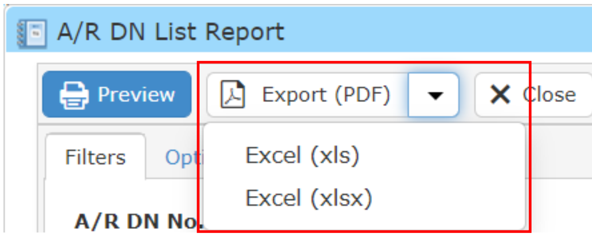


DE ITSOL (DEV)

A/R DN List

A/R DN No.	DN Date	DN Type	Bill To	Department	Amount
ARDN/O/2004/001	15/04/2020	A/R DN (Office Account)	Public Bank Berhad	Litigation	1,000.00
ARDN/O/2010/001	19/10/2020	A/R DN (Office Account) - SST	Catherine Yap	Conveyancing	53.00

- You can also export the report into PDF or excel by clicking



Searched Result

- Click '**Search**' once, to show all A/R Debit Note Record
- The Searched result will appeal at below, otherwise it will shown no record availble if the quotation you searched do not exist.
- Click '**Export**' to print the desired search results in txt, excel or html format.

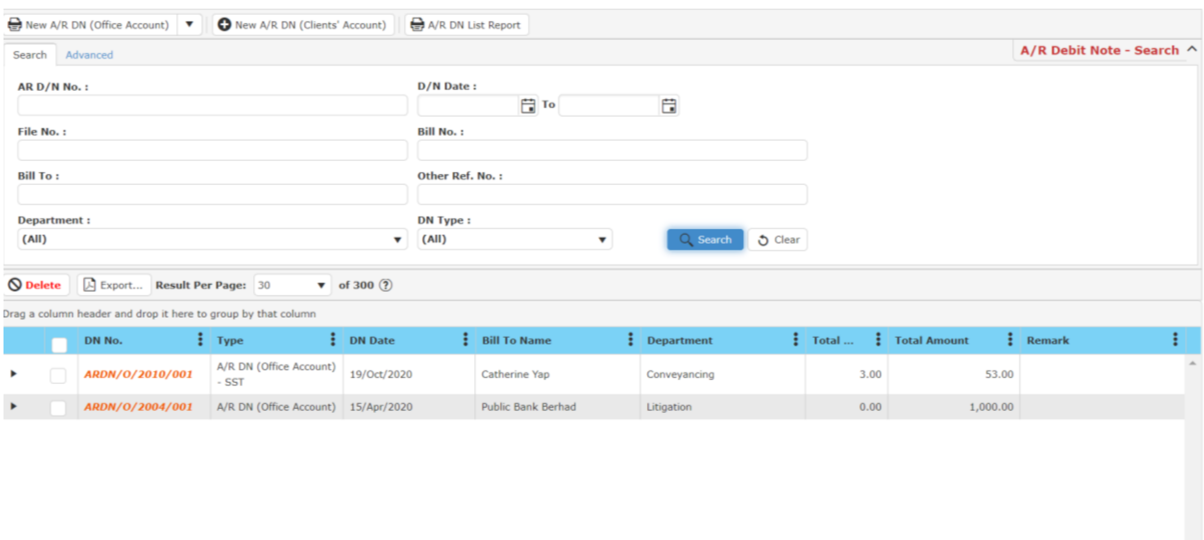


Figure: Manage A/R Debit Note– Search All

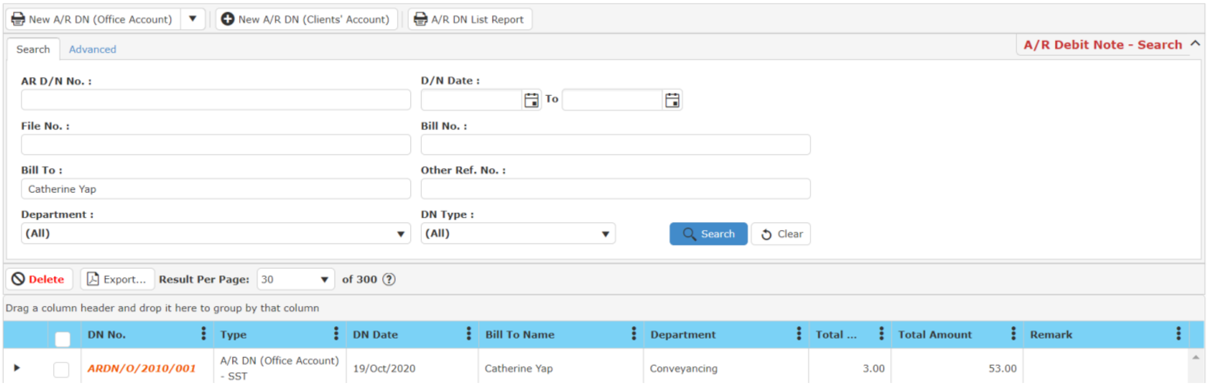


Figure: Manage A/R Debit Note – Searched Result

- After the A/R Debit Note record you searched appeal, you can choose to view, edit and preview those details by double-clicking the record.

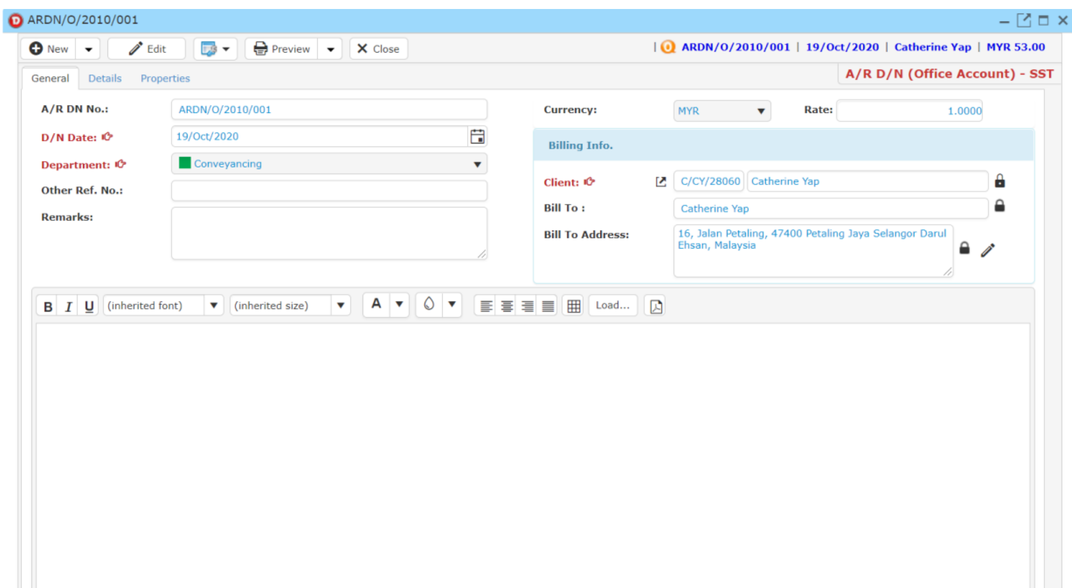
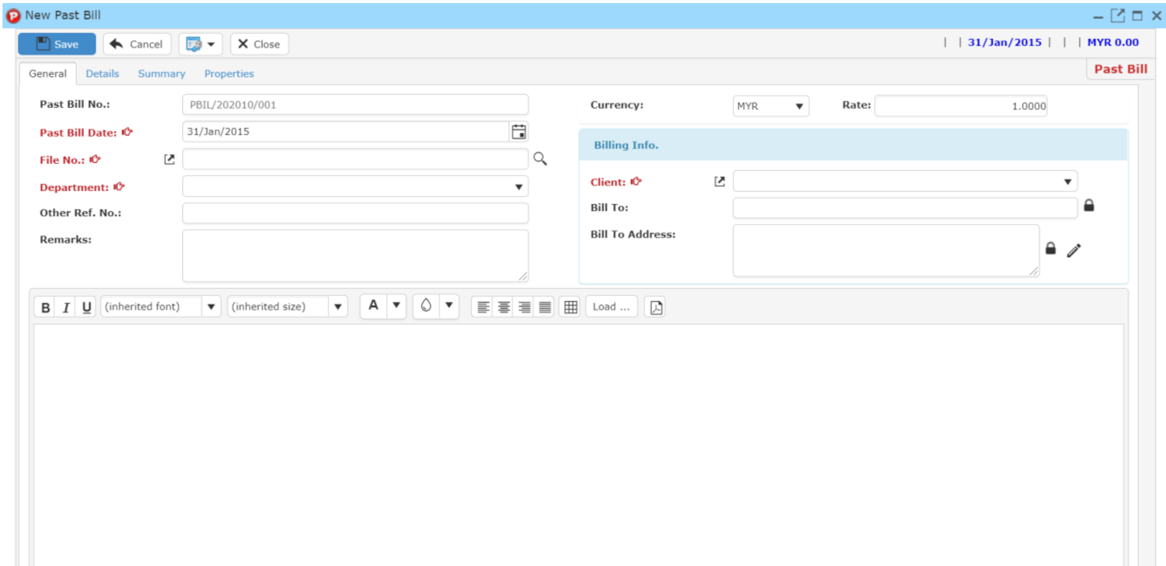


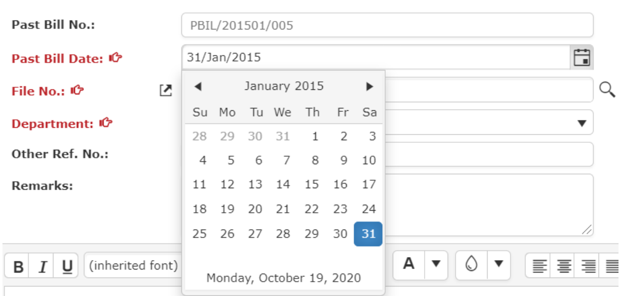
Figure: Manage A/R Debit Note Record – Searched Result, Info

8.12 New Past Bill

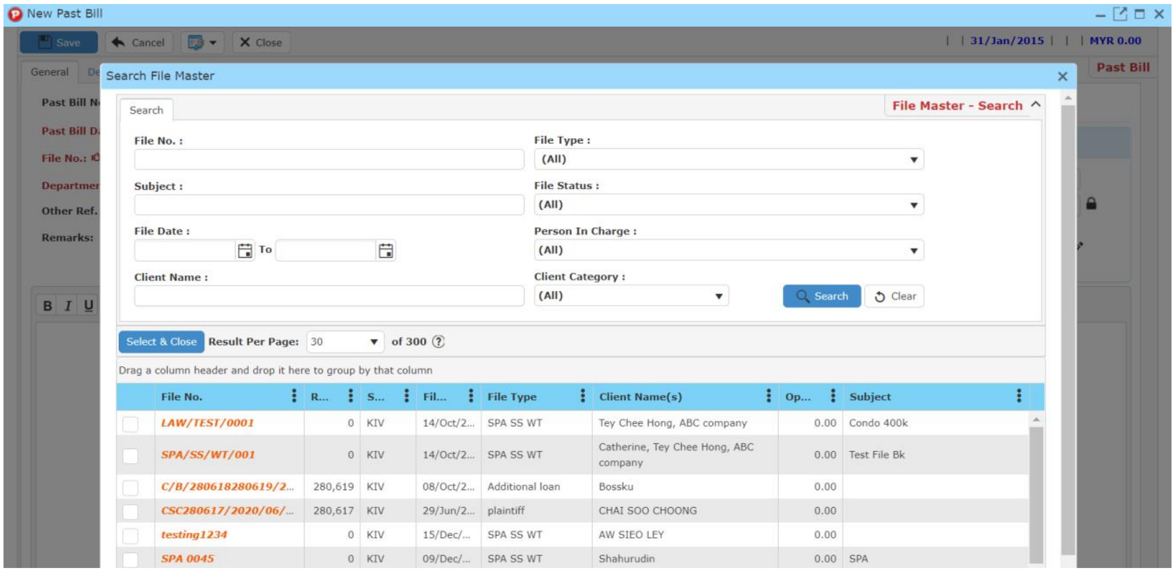
- To open New Past Bill, on the **SmartLeg@l** navigation, click **Billing** and go to **New Past Bill** then you can create a past bill.



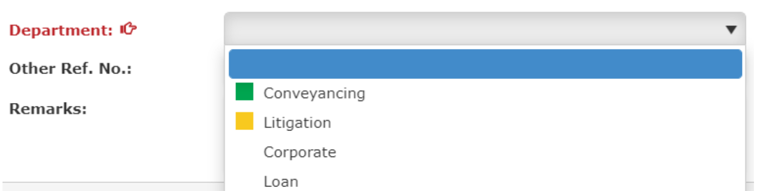
- Key in the past bill date, by default the date will auto generate by the date you click to new past bill
- You can click the calendar icon to select a date on calendar



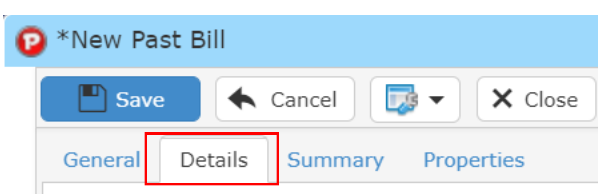
- Fill in file no and you can click the icon to browse the file master
- Key in information to search or click once to show all files

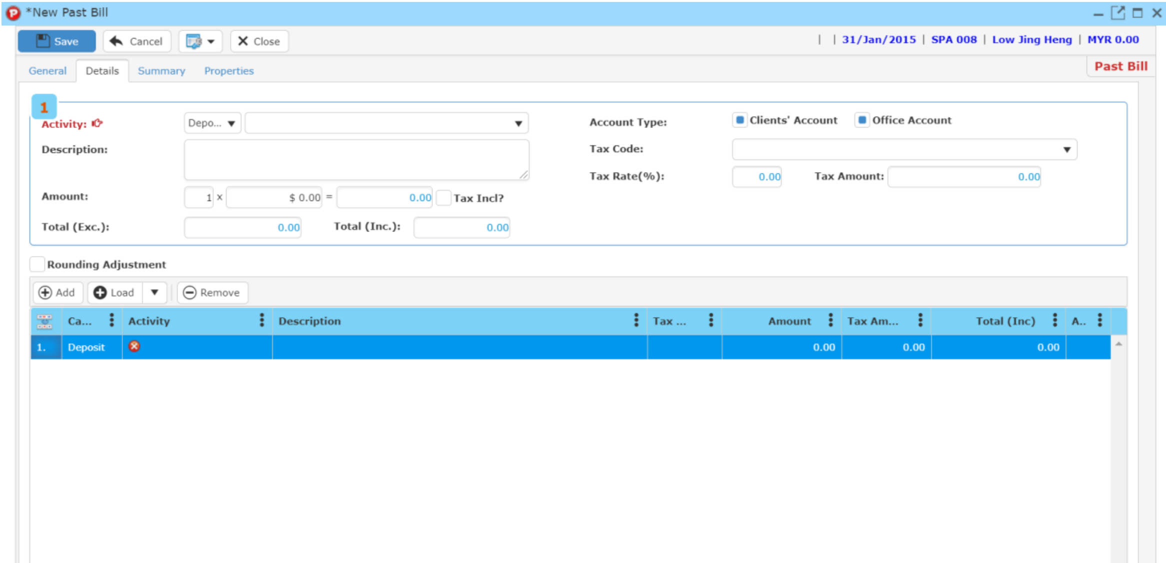


- Select a depart from the combo box

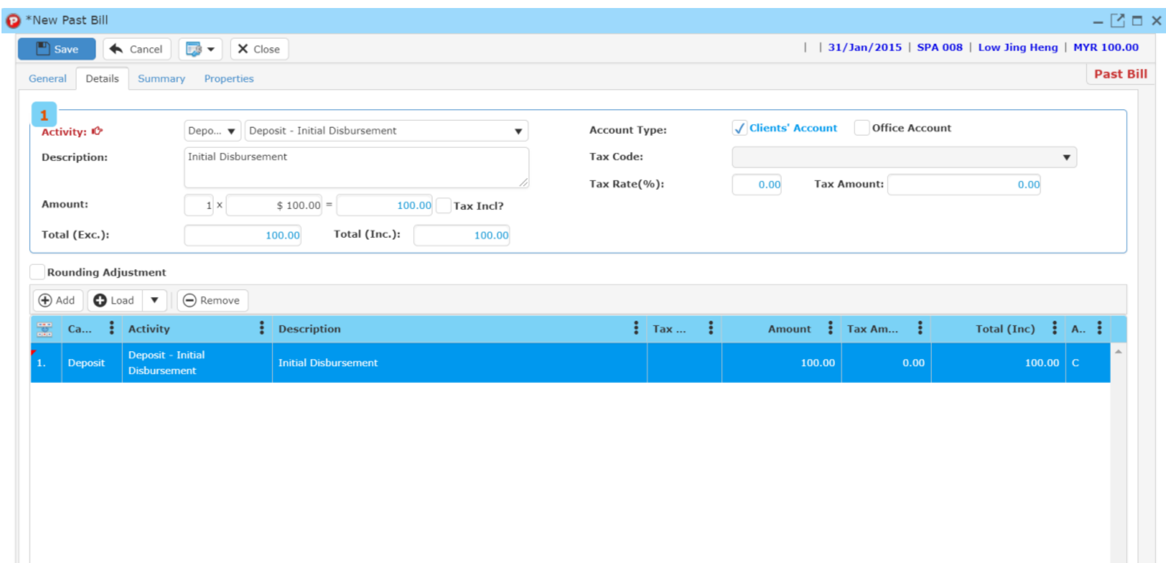


- Click to the next tab ‘Details’



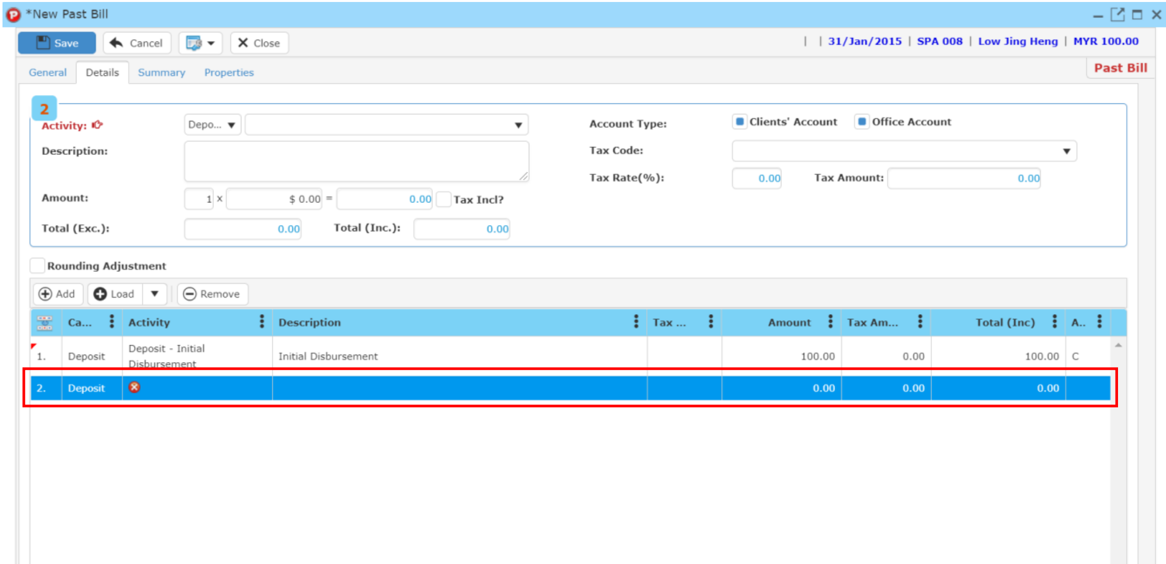


- You have to select the activity and key in the amount

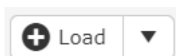


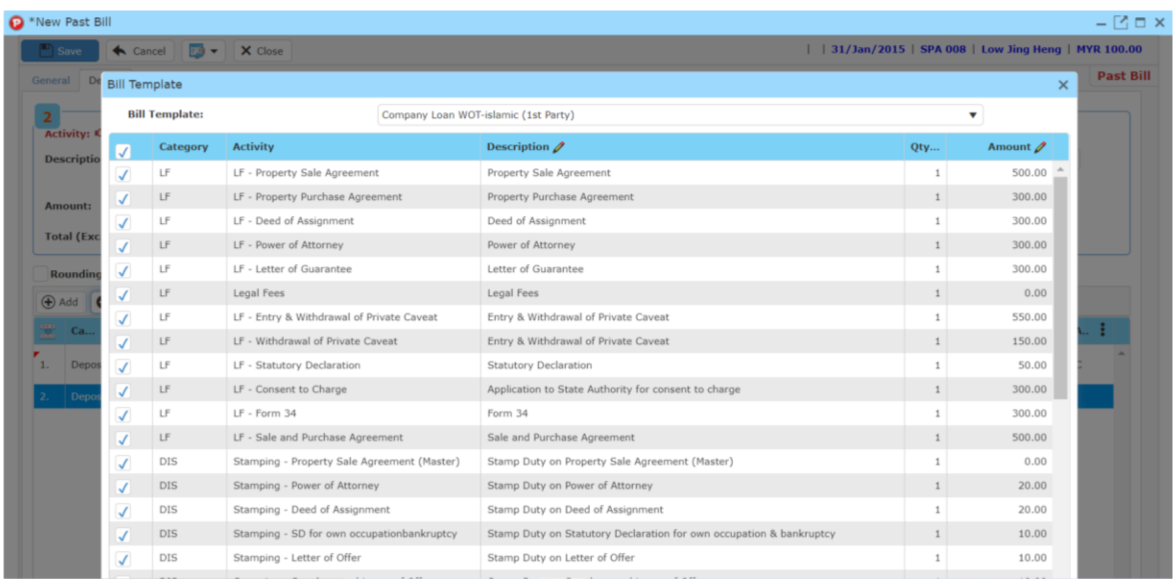
Add

- You can add activity to the bill by clicking  then it will generate a new row for you to insert activity and amount

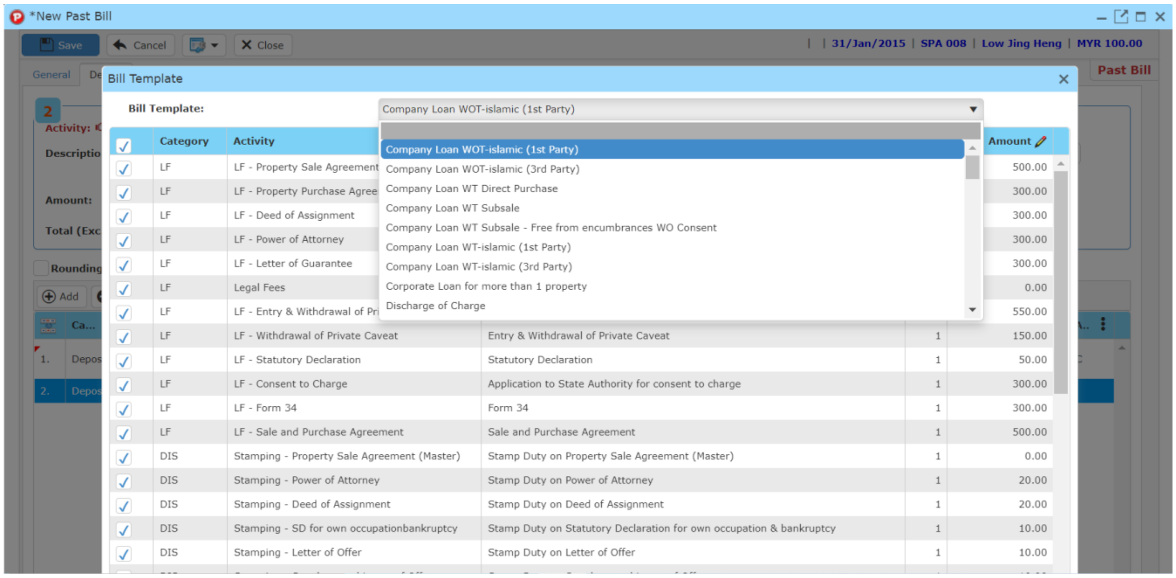


Load

- Besides, you can click  to load a bill template

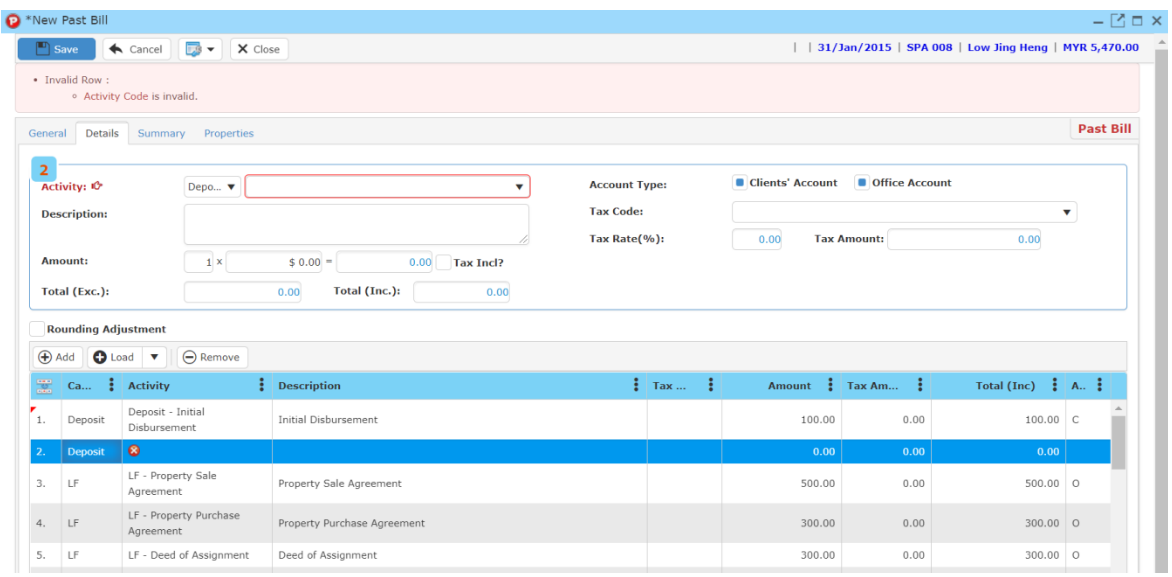


- You can select the bill template you want from the drop down box

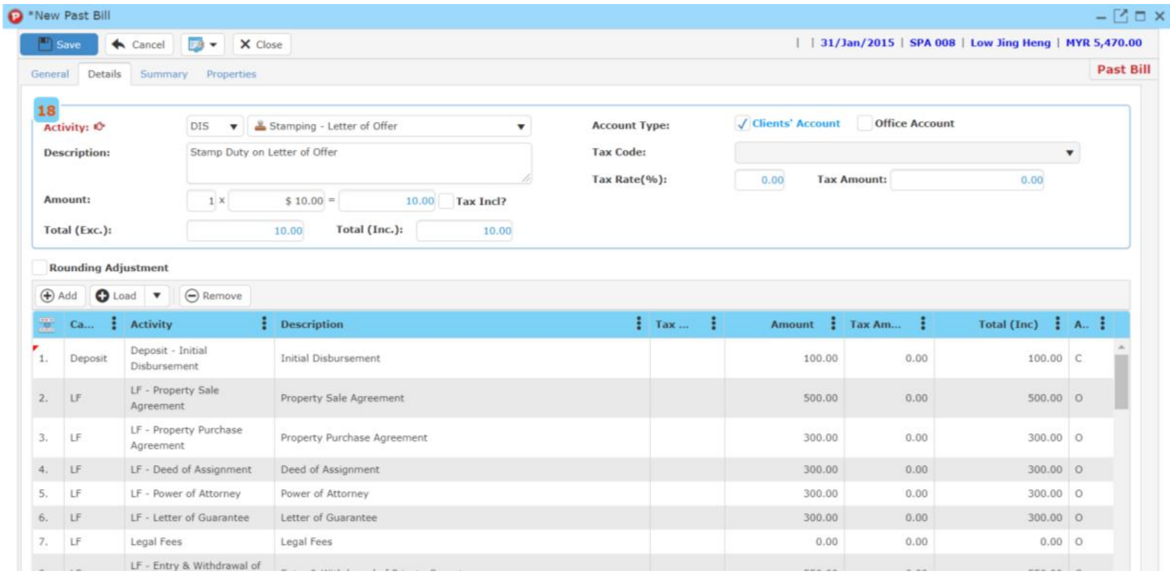


Remove

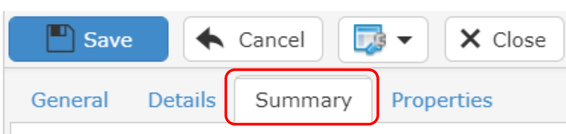
- You can remove any activity row by select the row you want to remove and click 'Remove'. (e.g. I choose to the blank row)



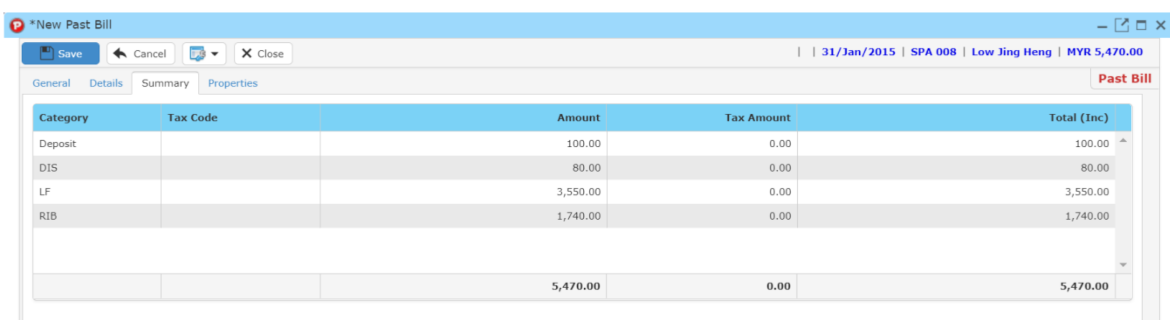
- After I click to the Remove, it will delete the row



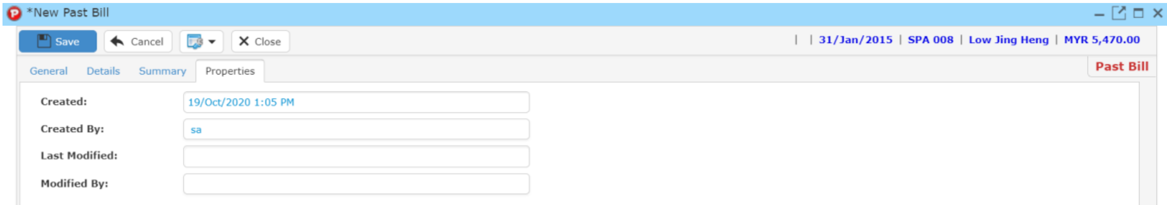
- After that, when you click to the ‘Summary’ tab



- It will calculate and generate a summary figure that based on the activity or bill template in the details



- When you click to the ‘Properties’ tab



- You can view the information of the past bill once who modify the past bill then there will show the last modified and modified by who
- Once you finish all the instruction above, click 'Save' then you are done to create a new past bill.

8.13 Manage Past Bill

This option enables you to add, edit, and delete a Past Bill Record. It also allows you to keep track of your past bill record details and all related information.

- To open Manage Past Bill, on the **SmartLeg@l**navigation, click **Billing** and go to **Manage Past Bill** then search the past bill record you wish to modify.

Manage Past Bill

- Search the past bill record you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click '**Clear**'.

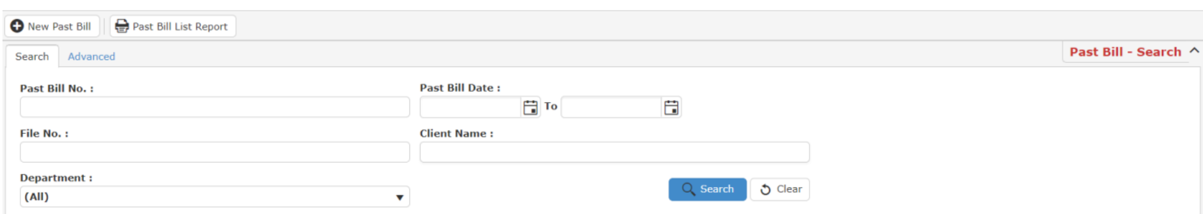


Figure: Manage Past Bill - Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the 'General' section.

- Define search criteria:
  - **Field** - Choose the field you want to search.
  - **Condition** - Search condition
  - **Value** - Type in the detail you want to find.
- Click '**Add to list**', to define more than one criteria.

- Click ‘**Find**’, search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click ‘**Clear**’.
- Click ‘**Export**’ to print the desired search results in txt, excel or html format.

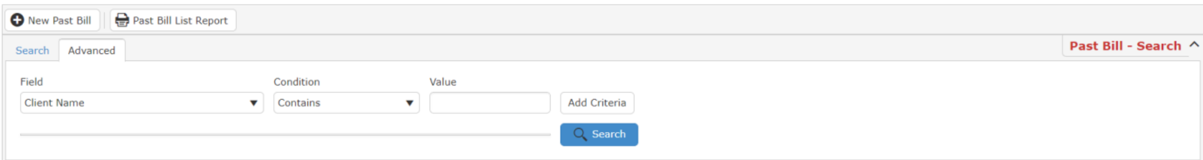
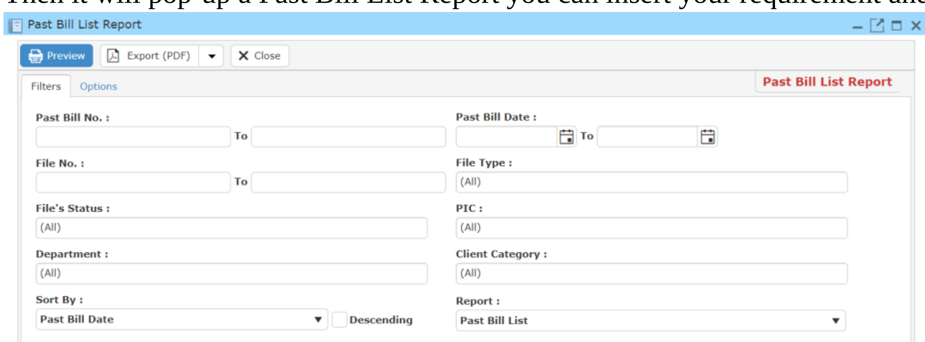
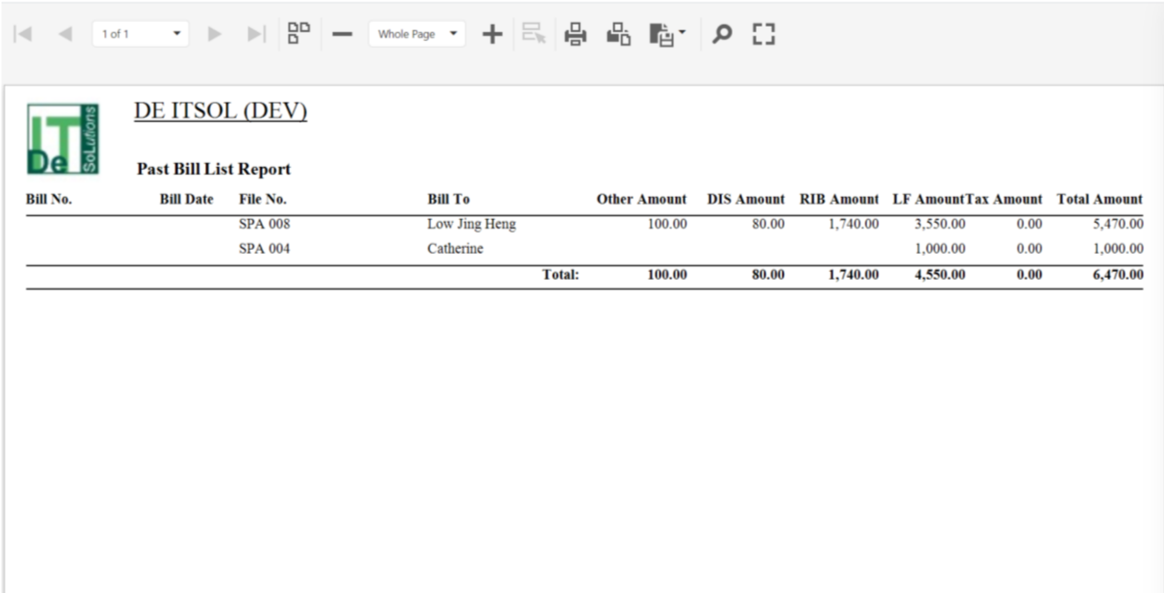


Figure: Manage Past Bill– Advanced Search

- You can choose to create a new past bill by click  and refer to ‘Chapter 5.12 New Past Bill’
- You can print or preview the Past Bill List Report while you click to 
- Then it will pop-up a Past Bill List Report you can insert your requirement and filter the report



- Besides, you can preview the report as figure below shown



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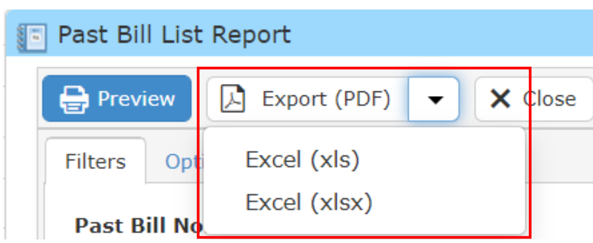
Past Bill List Report

Bill No.	Bill Date	File No.	Bill To	Other Amount	DIS Amount	RIB Amount	LF Amount	Tax Amount	Total Amount
		SPA 008	Low Jing Heng	100.00	80.00	1,740.00	3,550.00	0.00	5,470.00
		SPA 004	Catherine				1,000.00	0.00	1,000.00
			Total:	100.00	80.00	1,740.00	4,550.00	0.00	6,470.00

- You can also export the report into PDF or excel by clicking



Searched Result

- Click '**Search**' once, to show all A/R Credit Note Record
- The Searched result will appeal at below, otherwise it will shown no record availble if the quotation you searched do not exist.
- Click '**Export**' to print the desired search results in txt, excel or html format.

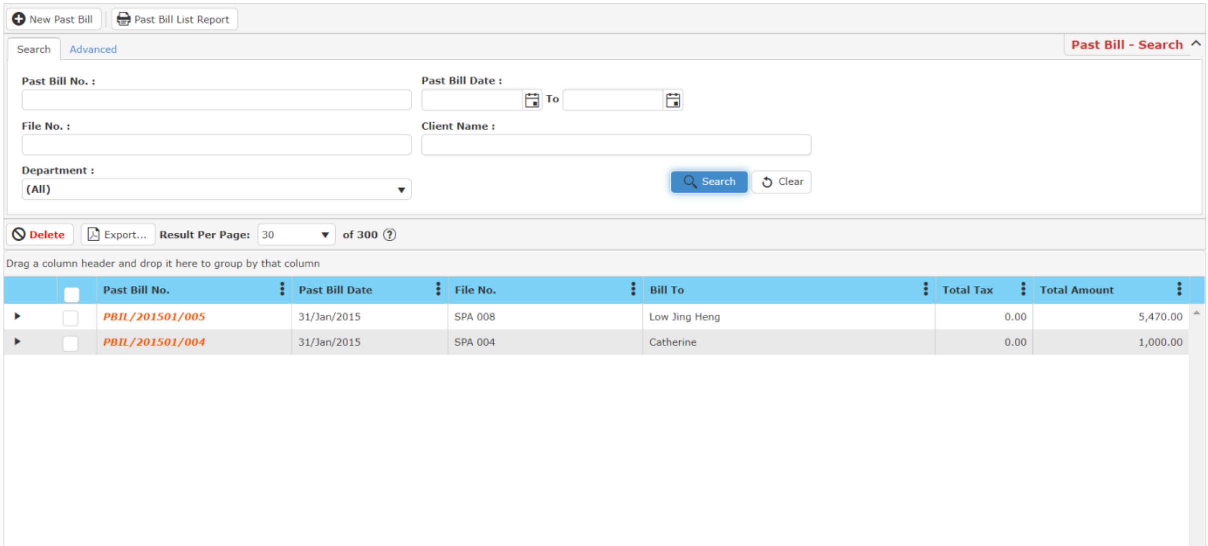


Figure: Manage Past Bill – Search All

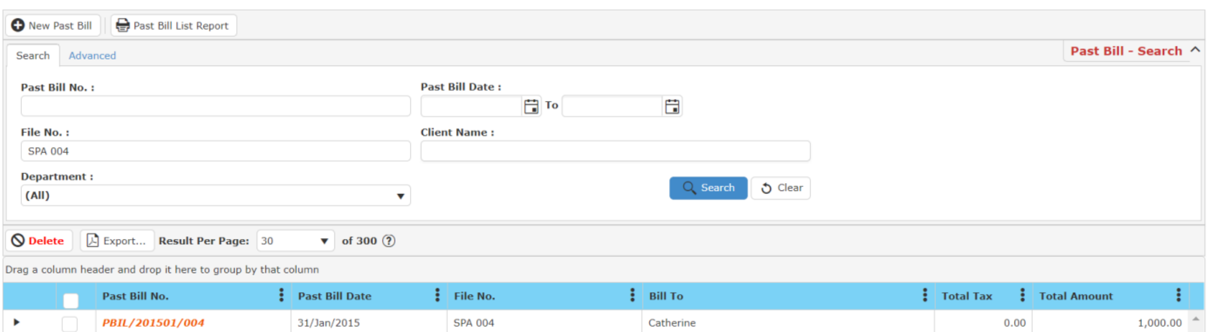


Figure: Manage Past Bill – Searched Result

- After the A/R Credit Note record you searched appeal, you can choose to view, edit and preview those details by double-clicking the record.

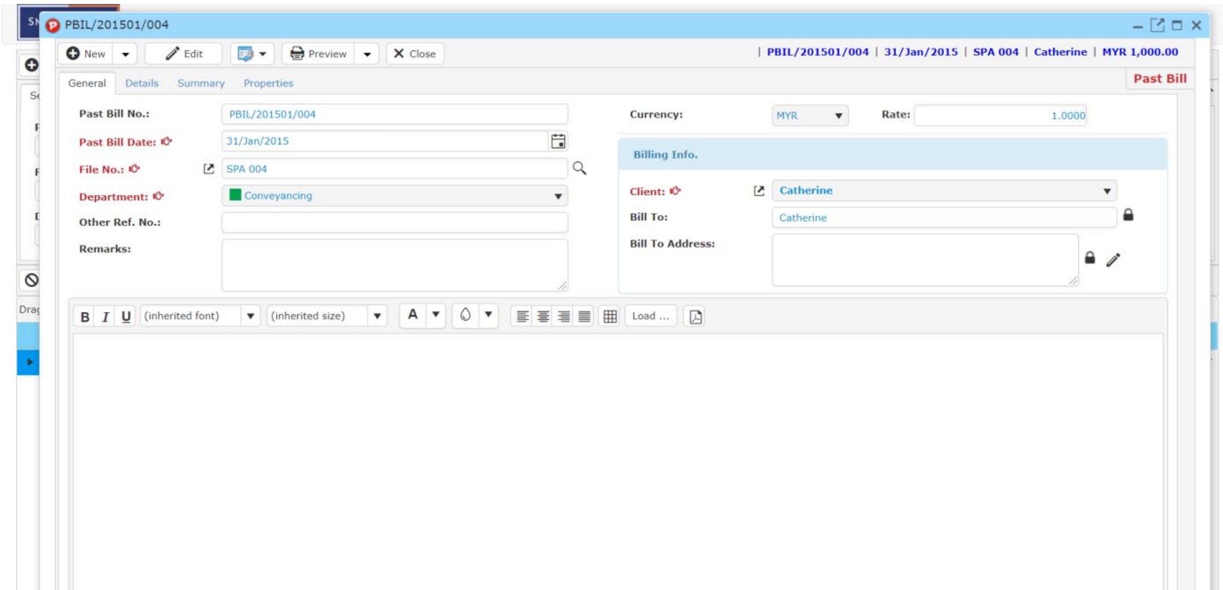


Figure: Manage Past Bill – Searched Result, Info